

Boy Scouts of America Troop 512 Hand Book

February 2010 Edition



Troop 512 Hand Book

GENERAL:

Troop 512 is owned and operated by the Chartering Organization ([First United Methodist Church](#), Midlothian, TX. 76065) and is operating in compliance with and is conforming to the policies of the Boy Scouts of America in their various publications.

This guide has been assembled to provide additional guidance to the Scouts, Parents, Troop Committee and Scoutmaster in the operations of Troop 512. As policies and programs are developed; changes, additions and modifications will be made to this guide. Changes to this guide will be approved by a majority of the Committee present and the change dated.

This guide contains policies and procedures, current as of the date indicated below and have been approved by the Troop Committee.

Date: February 2010 Sandra Coleman Committee Chairman

HISTORY:

First chartered in 1990 to First United Methodist Church, Troop 512 has been noted throughout its history as being an outstanding organization and one of the better Boy Scout Troops in our area. Throughout its existence there have been many outstanding Scoutmaster's, including:

Steve Sparks 1995 – 1999

Artie Wood 1999 – 2004

Billy Williams 2004 – 2008

Tom Caldwell 2008 – 2010

EJ Tews 2010 - Present

Many scouts have come and gone throughout the years; they advanced, achieved and experienced things otherwise not available to them. During this time, 37 scouts have earned the rank of Eagle, some to go on to achieve several palms.

Troop 512 Eagle Honor Roll:

Jason James	August 1994	Jamie Wagner	April 2004
Bryan Coulter	October 1995	Cody Berg	April 2004
Steven Sparks, Jr.	October 1995	Ray Walther III	November 2004
Michael Vignaux	November 1998	Dustin Williams	November 2004
Justin Bell	June 1999	Steven Turner	December 2004
Zach Martin	September 1999	Andy Sohn	March 2005
Michael Westbrook	October 1999	Brandon Sohn	March 2005
Benjamin Williams	October 1999	Tyler Harang	December 2005
Sam Kelton	August 2000	Grant Hughson	July 2006
Jonathan Wood	December 2000	Ben Hobbs	September 2007
Scott Berg	March 2001	Ryan Williams	September 2007
Ryan Bieber	April 2001	Matt Kindig	September 2007
Matthew Tharp	April 2001	Jordon Siegel	February 2008
Amos Golden	September 2001	Joe Martin	May 2008
Sean Nolan	June 2002	Ethan Wilson	December 2008
Myers Wagner	June 2002	Zach Hughson	February 2009
Matthew Hajovsky	October 2002	Michael Caldwell	January 2009
James Hamaker	October 2003	Bo Hornburg	May 2009
Joey Schick	October 2003		

SECTION I - ORGANIZATION

Troop 512 is a participating member of the Circle Ten Council, Bluebonnet District, Boy Scouts of America. Its organization consists of a Chartered Organization, a Troop Committee, the Troop, and the Troop Parents.

A. CHARTERED ORGANIZATION (Sponsor)

1. The Chartered Organization for Troop 512 is the First United Methodist Church, 800 S. Ninth Street, Midlothian, Tx. 76065
2. The Chartered Organization is responsible for providing a safe meeting place, and ensuring through careful monitoring and screening that there is adequate, trained leadership that model and teach the principles of scouting.

B. TROOP COMMITTEE

1. Functions: Administration and support of the Scoutmaster and the troop.
2. Responsibilities: The Troop Committee shall have the duties and responsibilities described in the BSA "Troop Committee Guidebook." All Committee members shall be registered with the Boy Scouts of America as leaders.
3. Organization:
 - a. Troop Committee: The Troop Committee shall consist of parents or other adults, 18 or over, interested in Scouting. Parents should be representative of boys in all age groups within the Troop to provide continuity of the Committee as members depart. The Troop Committee shall be organized (see BSA Troop Committee Handbook) as follows:
 - (1) Chairman (CC) whose general responsibilities are: Maintain contact with Committee members; Chair monthly Committee meetings; Call additional meetings as necessary.
 - (2) The following members, serving as subcommittee chairs with each subcommittee encouraged to have additional members, if required or desired, to assist in the performance of the assigned responsibilities. Some of these jobs are more fully described below under asst. scoutmasters.
 - (a) Secretary: Records Committee meeting minutes/notices and is responsible for Newsletter publication/distribution.
 - (b) Membership and Recruiting: Cub Scout Pack/Webelos coordination,

"School Night for Scouting" participation, general recruiting efforts.

- (c) Treasurer: Financial records; Audit team; Budget plan.
- (d) Fund Raisers: Coordinate fund raising activities for the troop.
- (e) Camping: Obtain permits and coordinate the outdoor activities.
- (f) Transportation: Arrange transportation to and from all Scout activities.
- (g) Training: Encourage, promote, and conduct training for adults and Scouts as necessary.
- (h) Equipment: Procurement and maintenance of troop equipment.
- (i) Advancement: Monitor individual Scout advancement; schedule Boards of Review; supervise Courts of Honor; obtain and maintain supply of advancement materials; oversee currency of Troop library.
- (j) Chaplain: Provides spiritual tone for troop meetings and activities, to assist Scout Chaplain Aide.

b. Chartered Organization Representative (CR): Appointed by the chartered organization, the CR is a member of the chartered organization and serves as liaison between the Troop and the chartered organization. The CR is a voting member of the Troop Committee, and the Chartered Organization's voting representative to the district and council.

c. Scoutmaster (SM): The Scoutmaster is not a formal member of the Committee and has no vote, but assists the chairman in planning the agenda and attends Committee meetings to keep the Committee informed of the activities and programs of the Troop. The Scoutmaster presents the plans and needs of the Troop to the Committee for approval and assistance. The Scoutmaster shall be registered with the Boy Scouts of America and shall complete leadership training.

1. Follow the guidelines established by the Boy Scouts of America and the troop committee to achieve the aims of Scouting for the membership of Troop 512. Use the proven methods presented in the Scouting literature to direct the program of the troop. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

2. Train and guide boy leaders. Meet with the Patrol Leaders' Council for training and coordination and planning of troop activities. Conduct workshops and training sessions to instruct the boy leadership in the proper methods of running their troop.

3. Attend all troop functions, troop committee meetings, district Roundtable, and district events or have a qualified substitute present. Keep the troop Committee Chairman, the Scouting Coordinator and the Troop Committee advised of all troop activities and policies.
4. Conduct Scoutmaster's conferences for all rank advancement.
5. Effectively delegate responsibilities and duties to other adults and groups so they have a real part in troop operations. See that effective lines of communications are open between the Committee, the Scoutmaster's Staff, the Patrol Leaders' Council, the Scouts and the parents.
6. Insure that a continuous recruiting effort goes on to maintain or increase the membership of the troop.
7. Make sure that each Scout has the opportunity to attend at least ten days and nights of camping each year.
8. Make sure that all Scouts are registered. Make sure that all new Scouts are entered in the troop records and assigned to a patrol. Enforce the prompt payment of dues and fees.

Scoutmaster Emeritus:

1. Serve as Chief of the Fire at courts of honor.
2. Conduct induction ceremonies of new Scouts.
3. Advise the Scoutmaster of any problems or needs that may arise.
4. Assist in the preparation of training programs and leadership conferences for the Patrol Leaders' Council.
5. Assist the Assistant Scoutmaster of Advancement in the counseling and training of Scouts. Advises the Scoutmaster and the Assistant Scoutmasters of Advancement and training programs that the troop may need to present.

d. Assistant Scoutmaster(s) (SA): Assistant Scoutmaster(s) are not formal members of the Committee and have no vote in Committee proceedings unless there are not enough adults who are committee members. Any number of Assistant Scoutmasters can be a part of the Troop, as required/desired by the Scoutmaster. Assistant Scoutmasters must be 18 years of age, shall be registered with the Boy Scouts of America and complete leadership training.

Responsibilities: Assistant Scoutmaster of Transition Scouts:

1. Be responsible to the Scoutmaster for the transitional Scouts.

2. Work with the Troop Guide and counsel him on the performance of his duties.
3. Work with Webelos Den Leaders related to the troop.
4. Attend functions planned by Scouts in transitional program, with at least one other adult.
5. Counsel new Scouts to encourage them to attain First Class within one year after joining the troop.
6. Attend training courses and District Roundtable.
7. Meet with parents of new Scouts and explain their role in supporting their son.
8. Report to Scoutmaster on transitional Scouts' needs.

Assistant Scoutmaster of Advancement:

1. Serve on Boards of Review and determine that advancement is properly recorded on the required forms for the Advancement Committee Chairman should he not be present.
2. Assist the Patrol Leaders' Council and Scoutmaster in the qualification of Scouts for rank advancement and merit badge counseling. Maintain a current merit badge counselor list. See that a supply of forms or cards is maintained for advancement needs.
3. Assist the troop Scribe in the maintenance of the troop advancement board.
4. Assist the troop Librarian in the maintenance of merit badge books and other material needed by the Scouts for advancement.
5. Advise the Scoutmaster and the Patrol Leaders' Council of necessary programs or training sessions needed for troop advancement.
6. Assist the Scoutmaster in review of uniforms, badges and insignia to determine if the troop is in conformance with Boy Scouts of America policy and the troop uniform code.
7. Advise the Scoutmaster of any problems or needs with the above.

Assistant Scoutmaster of Camping and Outdoors:

1. Assist the Scoutmaster and the Patrol Leaders' Council in the planning of the troops outdoor program.
2. Assist the Camping and High Adventure Committee Chairman in the preparation and planning of troop outings as planned by the Patrol Leaders' Council.

3. Assist the troop Quartermaster in the supervision of the troop equipment. Advise the Scoutmaster of any damaged equipment or of any equipment purchases needed.
4. Assist in the development and presentation of any programs needed to train the Scouts in outdoor methods.
6. Advise the Scoutmaster of any problems or needs with the above.

Assistant Scoutmaster of Older Scouts:

1. The older scouts are those 14 yrs or older.
2. Assist the Scoutmaster and Patrol Leaders' Council with planning sessions and training.
3. Advise and guide the troop officers in the implementation of the troop program for older boys.
4. Serve as adult counselor, with at least one other adult, for outings and activities of older Scouts.
5. Advise the Scoutmaster of problems or conflicts in the above areas.
6. Help in leadership training and implementation of leadership skills.

Assistant Scoutmaster of Membership and Recruiting:

1. Serve as leader of the troop's recruiting team. Coordinate the troop effort in School Night for Scouting.
2. Coordinate the Cub Scout Webelos visitations with the troop.
3. Direct the recruiting team in visits to cub packs.
4. Serve as troop representative at Cub Scout Arrow of Light Ceremonies.
5. Counsel with new Scouts and their parents with regard to troop policy and camping procedures. Keep a supply of Troop 512 New Scout Packages on hand and update these annually. Review new scout uniforms to assist them in conforming to the troop uniform code and the proper wearing of badges and insignia.
6. Advise Scoutmaster of any problems of new Scouts in the purchase of uniforms and equipment.
7. Advise the Scoutmaster of any problems or needs in the above.

Assistant Scoutmaster of Membership and Recruiting Program:

1. The Troop 512 Membership and Recruiting program will be conducted using guidelines found in the following:

- A. Rules and Regulations of the Boy Scouts of America.
- B. The Scoutmaster Handbook (Chapter on Membership).
- C. Troop Committee Guidebook For Successful Troop Operation.
- D. Any other National, Circle Ten Council, or Bluebonnet District additional guidance. Areas concerning membership and recruiting will not be limited to these resources. Other sources of information can be used at the discretion of the Troop Committee.

2. The position of Troop Membership and Recruiting Chairman is not listed as an official Troop Committee position by the Boy Scouts of America. However, the membership and recruiting of new Scouts is extremely important for the continued growth of a Troop. Therefore, Troop 512 has listed this as an official Troop 512 Committee position. An Assistant Scoutmaster should be assigned to this position. If there is no Assistant Scoutmaster assigned, a Troop Committee member should be assigned.

3. The Troop 512 Membership and Recruiting Chairman is responsible for the following:

A. Membership. Responsible for Troop membership growth. This is done by ensuring that a continuous recruiting effort goes on to maintain or increase the membership of the Troop.

- 1. Assists new Scouts/new adult leaders in "processing into the Troop".
- 2. Assists new Scouts/new adult leaders in the filling out and completion of membership applications.
- 3. Performs and records the results of adult application reference checks.
- 4. Assists in the registration of Merit Badge Counselors.
- 5. Keeps a supply of Troop 512 New Scout Packages for issue to new Scouts/new adult leaders. These packages will consist of:
 - a) Scoutmaster Welcome Letter
 - b) Organizational Chart
 - c) Troop Telephone List

- d) Scout Application
- e) Adult Leader Application
- f) Adult Leader Background Check Form
- g) Scout Personal Data Form
- h) Adult Personal Form
- i) Troop 512 Permission Form
- j) Equipment List, Scoutfitter info and map
- k) Troop 512 Manual
- l) Troop Calendar (updated annually)
- m) Uniform Insignia Guide

6. Reviews new Scout/new adult leader uniforms. This is to assist them in conforming to the Troop uniform code and the proper wearing of badges and insignia.

B. Recruiting. Serves as the leader of the Troop's recruiting team. This team will be comprised of a group of Troop adults willing to help with the Troop's recruiting program.

1. Directs the Troop recruiting teams in visits to Cub Scout Packs.
2. Coordinates the Cub Scout/Webelos visitations with the Troop.
3. Serves as the Troop representative at Webelos Arrow of Light Ceremonies. If unable to attend, is responsible for having a qualified substitute present.
4. Coordinates the Troop effort in "School Night for Scouting".

C. To advise the Scoutmaster of any problems concerning new Scouts/new adult leaders in the purchase of uniforms and equipment.

D. To advise the Scoutmaster of any problems or needs in any of the above mentioned areas.

Assistant Scoutmaster-At-Large:

1. Aid the Assistant Scoutmaster of Advancement where needed or in his or her absence.
 2. Aid the Assistant Scoutmaster of Camping and Outdoors where needed or in his or her absence.
 3. Assist the Scoutmaster and other Assistant Scoutmasters where needed.
 4. Advise the Scoutmaster of any problems or needs that he observes.
4. Meetings: The Committee shall meet monthly. Day, time and location shall be established by the committee. The meetings are open and attendance is encouraged by all parents and other interested adults. A schedule of meetings and their locations shall be provided to all parents of scouts.
5. Conduct of Meetings: A quorum of no less than three registered members will be required to hold a Committee meeting. Meetings will be conducted in accordance with the "Troop Committee Guidebook." Minutes of each Committee meeting will be recorded by the Secretary or representative and a copy furnished to each of the Troop's families via email or print copy.
6. Committee Decisions. A vote shall be taken on all matters that require Committee approval with approval resulting from a simple majority of all registered members present. Decisions establishing or affecting policy or procedures for the Troop shall be identified and noted in the meeting minutes to be added to or changed in this guide.

C. TROOP

1. Troop Organization: The Troop will be organized into as many Patrols as required. Each Patrol will consist of a Patrol Leader, Assistant Patrol Leader, and no less than four Scouts nor more than ten Scouts, consistent with the abilities of the Scouts in a Patrol to manage themselves and their activities.
2. Troop Meetings. Troop 512 will hold meetings weekly during the school year. Meetings currently are held every Monday from 7:00 p.m. to 8:30 p.m. at the Scout Hut, 350 S. 5th Street, Midlothian, Tx. Changes to the meeting schedule will be announced as early as possible to allow for proper planning.
 - a. Scouts must be in full Class A uniform unless excused. At meetings held immediately following troop campouts, Scouts are allowed to be in class B uniform. See Section II for the description of class A and B uniform.

- b. Scouts must be prepared with the following: Boy Scout Handbook, Troop 512 Handbook, tablet and pencil.
 - c. Be at troop meetings on time unless excused. Leave on time. No lingering.
 - d. Adhere to troop meeting agenda, which must have prior Senior Patrol Leader approval.
 - e. Troop meeting outlines are made weeks in advance at the PLC, and finalized one week in advance.
 - f. The Senior Patrol Leader is the one conducting the meeting. No one interrupts.
 - g. Soft drinks can only be consumed outside the Scout Hut, after the meeting concludes.
 - h. Only Scout hats can be worn inside meeting place.
 - i. All scouts will comply with the Scout Discipline Policy as set forth by the PLC
3. Adult Leadership: Two registered adult leaders, or one registered adult leader and a Scout parent, are required for all Troop 512 meetings, trips or outings.
4. Troop Leadership Positions: The Senior Patrol Leader and the following leaders listed are elected by members of the Troop during elections, which will be held in the Fall and Spring of each year.

Senior Patrol Leader (SPL):

1. Participate in junior leader training.
2. Plan troop meetings with Patrol Leaders' Council, plan campouts with Patrol Leaders' Council and Scoutmaster, and plan Patrol Leaders' Council meetings.
3. Lead troop meetings, Courts of Honor, campouts, Patrol Leaders' Council meetings and other troop outings.
4. If desired by the troop, appoint Assistant Senior Patrol Leader(s) and other troop officers with the advice and consent of the Scoutmaster.
5. Keep Patrol Leaders and Scoutmaster informed.
6. Share leadership opportunities with others.
7. Conduct the annual Program Planning Conference.
8. Understand the needs of the troop.
9. Prepare Patrol leaders to take part in all troop activities.

10. Develop scout spirit and patrol competition.
11. Direct other troop leaders to make sure the troop runs well.
12. Know what the patrol leaders can do.
13. Set the example:
 - Earn Advancements.
 - Live by the Scout Oath and Law.
 - Wear the uniform correctly.

Assistant Senior Patrol Leader (ASPL):

1. Participate in junior leader training.
2. Train and guide patrol leaders.
3. Help with meetings and activities.
4. Act as the Senior Patrol Leader in his absence.
5. Set the example:
 - Earn Advancements.
 - Live by the Scout Oath and Law.
 - Wear the uniform correctly.

Patrol Leader (PL):

1. Participate in junior leader training.
2. Plan patrol meetings and activities.
3. Lead patrol meetings and activities.
4. Keep patrol members informed.
5. Share leadership by giving each patrol member a job and replace dropouts.
6. Instruct patrol members in scoutcraft skills.
7. Represent the patrol at the annual Program Planning Conference and the patrol leaders council meetings or have a qualified substitute present.

8. Understand the needs of the patrol.
9. Prepare patrol to take part in all troop activities.
10. Develop patrol spirit and control.
11. Work with other troop leaders to make the troop run well.
12. Know what patrol members and other leaders can do.
13. The youth members of each Patrol will elect their Patrol Leader
14. Set the example:
 - Earn advancement.
 - Live by the Scout Oath and Law.
 - Wear the uniform correctly.

The Troop Staff: These may be appointed by the Senior Patrol Leader with the concurrence of the Patrol Leader's Council and the approval of the Scoutmaster. Positions consist of the following: Quartermaster, Chaplain's Aide, Troop Guide(s), Scribe, Librarian, Bugler, Historian, Troop Webmaster. Scribe: Keep log of Patrol Leaders' Council meetings, attendance and dues payments, troop advancement, and honor patrol points. Quartermaster: Keep and check out troop equipment. See that it is returned in good condition or repaired. Help in acquisition of new equipment. Historian: Keep scrapbooks and display keepsakes. Take pictures of events and collect newspaper articles Librarian: Keep records on the troop literature. Check out and follow up on the return of materials. Help secure new material for the troop library. Chaplain's Aide: Help with religious activities of the troop and help in troop planning to consider religious activities and holidays of which the troop should be aware.

Troop Guide:

1. Work with transitional Scouts to assist them in meeting advancement requirements through First Class.
2. Instruct transitional patrol members in scoutcraft skills.
3. Represent the transitional patrol at the annual Program Planning Conference and the Patrol Leaders' Council meetings.
4. Participate in junior leader training.
5. Prevent harassment of transitional Scouts by older Scouts.
6. Counsel transitional Scouts as needed on Scouting challenges.,

7. Guide new Scouts through early troop activities to help them become comfortable in the troop and the outdoors.
8. Plan transitional patrol meetings and activities.
9. Lead transitional patrol meetings and activities.
10. Keep transitional patrol members informed.
11. Share leadership by giving each patrol member a job and replace dropouts.
12. Understand the needs of the transitional patrol.
13. Prepare transitional patrol to take part in all troop activities.
14. Develop transitional patrol spirit and control.
15. Work with other troop leaders to make the troop runs well.
16. Know what transitional patrol members and other leaders can do.
17. Set the example:
 - Earn advancement.
 - Live by the Scout Oath and Law.
 - Wear the uniform correctly.

Webmaster Scribe: This scout will maintain and update the troop web site under the supervision of one of the scoutmasters. The following rules will apply to the Troop Webpage(s):

1. A Scout's full name shall never appear on a web page without password protection.
2. A Scout's telephone number or email address shall never appear on a web page without password protection.
3. A scout's name and photograph shall never appear on a web page together, only a reference such as "A member of the Eagle Patrol enjoys the Monkey Bridge" is allowed.

Scout Leadership Eligibility:

The following guidelines are established to ensure that Scouts elected to leadership positions in the Troop have the experience, maturity, and knowledge to lead. All scouts meeting the following guidelines are eligible to be elected or re-elected.

(1) General requirements to be met for all leadership positions. To be eligible for a leadership position in Troop 512, a Scout must meet the following minimum requirements:

- (a) Be making an effort to advance in rank.
- (b) Display leadership potential.
- (c) Attend a minimum of 80% of the Troop's activities.
- (d) Demonstrate an effort to live up to the Scout Oath and Scout Law in his daily life.
- (e) The Scoutmaster shall determine whether a scout meets the above requirements.

(2) Senior Patrol Leader:

- (a) 14 years old or Eagle Scout rank
- (b) Life Class rank
- (c) Have held a previous leadership position in Troop 512
- (d) Have attended scout leader training (NYLT)

(3) Assistant Senior Patrol Leader:

- (a) 13 years old
- (b) Star Class rank
- (c) Have held a previous leadership position in Troop 512
- (d) Have attended scout leader training (NYLT)

(4) Patrol Leader:

- (a) 12 years old.
- (b) 2nd Class rank.
- (c) Attends scout leader training once elected.

(5) Assistant Patrol Leader:

- (a) Selected by patrol leader and have the approval of the Scoutmaster.
- (b) Scout rank.
- (c) Attends scout leader training once elected.

(6) Troop Staff (Scribe, Quartermaster, Historian, Librarian, Chaplain's Aide, Troop Guide, Webmaster)

- (a) First Class in rank. A scout of lower rank may hold this position if there are no other scouts of higher rank to fill that position.

5. Troop Program Planning: The Troop that succeeds plans exactly where it is going and how it's going to get there. The planning process should follow the procedures established in the "Scoutmaster Handbook".

- a. Annual (Long-Term) Plan. Long term planning meetings with the Patrol Leaders' Council (PLC) will be held once a year in the fall to plan the next 12 months meetings and campouts in detail. This plan shall be presented to the Troop Committee by the Senior Patrol Leader for approval and planning support.
- b. Monthly PLC Meeting. Each month the PLC will meet to plan in detail the program for the coming month. The Patrol Leaders' Council may make variations from the plan for special activities if approved by the Scoutmaster.

D. TROOP PARENTS

The role of parents within Troop 512's successful operation cannot be understated. Parents of Troop 512 are expected to be supportive of the Troop's efforts to provide the atmosphere Scouts need to learn and excel. Parents are expected to:

1. Read their Scout's handbook and to understand the purpose and methods of Scouting. Parents should attend an informal Boy Scout Fast Start by the Troop Committee or the district.
2. Actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed.
3. Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor. Assist, as requested, in all Troop fundraisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
4. Be aware of the Troop program and annual calendar.

5. See that the scout attends each meeting in uniform, with Scout Handbook, Troop 512 manual, notepad and pencil.

SECTION II - ADMINISTRATIVE

A. RECHARTERING

1. The process of rechartering the Troop must be completed by the end of January of each calendar year. Registration fees are collected in January of each year.
2. Rechartering will be accomplished in accordance with the requirements established by the Council and District.

B. UNIFORM

1. Scouting is a uniformed program. Each scout is required to have and wear, within a reasonable amount of time after joining the Troop, the following uniform items:

a) Class A Uniform.

1. Tan scout shirt (long or short sleeved) with appropriate insignia and patches.
2. Scout trousers/shorts or green trousers/shorts.
3. Scout belt or leather belt with Scout buckle.
4. Troop neckerchief with a scout slide (slide can be either purchased or scout made).
5. Scout socks (when wearing shorts).
6. Closed toe shoes or boots.
7. Scout hat (optional).

b) Class B Uniform

1. Troop supplied class B shirt; red, blue, of black.
2. Scout trousers/shorts or green trousers/shorts.
3. Scout belt or leather belt with Scout buckle.
4. Scout socks (when wearing shorts).
5. Closed toe shoes or boots.
6. Scout hat (optional).

2. Uniform and insignia shall be worn in accordance with the "Insignia Guide".
3. Each scout is required to wear his uniform to all scheduled activities or outings.
4. The Scoutmaster and Assistant Scoutmasters are required to have and wear, within a reasonable amount of time after joining the Troop, the uniform as outlined above.
5. Camouflaged clothing is not allowed.

C. FINANCE/RECORDS

1. **TROOP YEAR.** The Program year for Troop 512 is from August 1 through July 31. All records will be closed out on July 31st.

2. **TAX EXEMPT NUMBER.** The Troop has a current tax exempt number from the State. This number should be used for Troop purchases requiring the payment of sales tax.

3. **INSURANCE.** Registered Scouts and adults are covered by Supplemental Accident insurance for illness or injury during scheduled and approved Troop activities. The insurance is provided through the Boy Scouts of America.

The insurance provides the benefits for injuries occurring to an insured person while the coverage is in force as described below:

- A. Participating in an activity approved and supervised by the Boy Scouts of America, or
- B. Traveling directly to or from such activities.

This does not cover eye glasses. If you have any further questions, problems or need to make a claim, contact the Committee Chairperson.

4. **FUND RAISERS.** The Troop Committee is responsible for recommending and conducting fund raisers. All fund raisers will be conducted in accordance with the provisions of the Boy Scouts of America with a permit submitted to Circle Ten.

5. **DUES.** Dues are paid weekly and is \$1.00 at the present time. This should be paid weekly and not in lump sums. This money helps pay for advancement cost: pins, badges, plaques, etc. If the scout is three months behind in dues, at the discretion of the Scoutmaster or Troop committee, the scout may not go on troop activities, campouts, or be awarded advancement ranks or badges.

6. **AUDITS.** Each year, during the month of July, an audit of the finance records shall be made by two adults, other than the Treasurer, appointed by the committee. This audit has a two fold purpose; one to protect the financial interests of the Troop and, two, to protect the treasurer from potential accusations of wrong doing. A report shall be prepared

showing the results of the audit and recommending changes or modifications that should be made to the accounting system. The report shall be presented to the Committee at the next scheduled meeting following the audit. This report shall be retained in the Troop records.

7. A subcommittee consisting of at least three members, including the Scoutmaster, the Treasurer, and the Fund Raiser, shall prepare an annual budget, before August, for the upcoming program year. The budget must be approved by the Committee.

8. SUMMER CAMP OR SUMMER ACTIVITY FEES.

The troop attends summer camp each year. The cost is approximately \$200. A payment schedule will be provided as soon as possible each year. The camp, costs, and date may change each year. Camps that the troop has attended in the past are Camp Alexander, Camp Hale, and Camp Orr. If the scout cannot go to summer camp because of financial difficulties, please contact the Scoutmaster, or Outdoor camping Asst. Scoutmaster for information on scholarships for money. Troop 512 does not want to see a scout miss camping because of a lack of money.

9. TROOP CHECKING ACCOUNT.

- a. The Troop will maintain a checking account in a Committee approved bank located in Midlothian, TX.
- b. The Treasurer and the Troop Committee Chairman will be authorized to draw upon the Troop checking account. Other members of the troop committee may be given power of signature of checks as appointed by the Committee Chairman and treasurer. Checks will be signed by two authorized persons.
- c. The Treasurer will report the status of the account at each Committee meeting.

10. TROOP MEMBERSHIP AND ADVANCEMENT RECORDS. Troop Membership and Advancement Records will be maintained by the Advancement Chairman using an appropriate computer program. Once a year, these records will be audited to ensure accuracy. At the end of each Troop year, a copy of the files for this program will be archived and provided to the Secretary for storage with all Troop paper records. These records will be maintained in perpetuity.

SECTION III – OPERATION

- A. Outdoor program is the name of our game. Without it, the game doesn't work. Scouting without outing is in the same league as swimming without water - and boys catch on fast. Scouting is effective whenever we take advantage of this truth: The place where Scouting works best is also the place the boys enjoy most:
- B. The Outdoors.

1. Scouts and registered Adults must be in Class A uniform to and from campouts (unless excused). Boy Scout Handbook should be brought on campouts.
2. Quartermaster will check out equipment from scout hut or trailer. He is responsible for the equipment being returned in good condition and stored properly.
3. Patrols must camp an adequate distance apart and not interfere with other patrols.
4. Any Scout ten dollars or more behind in dues may not go on the campout.
5. No entry into other patrol areas without permission by that patrol except for Senior Patrol Leader, Assistant Senior Patrol Leader and adults except in emergencies.
6. No mixing of patrols or patrol equipment.
7. Patrol members will eat with their patrol only.
8. Menus must be voted on prior to the campout by those members going and the majority rules. The Senior Patrol Leader or the Scoutmaster can approve or disapprove menus prior to the campout.
9. No one leaves camp without permission from the Scoutmaster or his designated assistant.
10. The buddy system must be used and will be enforced.
11. Duty roster and the times listed must be approved by the Senior Patrol Leader prior to campout.
12. Time schedules for duties will be enforced and patrol members must stay in camp until duties are complete.
13. No electronic games allowed in camp, but are allowed in vehicles on extra long trips. Adults may have radios for weather reports but must be kept on low volume.
14. No unacceptable reading material allowed.
15. Totin'-Chip cards must be on person any time using a knife, ax, saw, etc.
16. Sheath knives are not allowed. Use only folding lockback pocket knives.
17. Personal property of others must be respected by all.
18. Stealing and profanity are grounds for dismissal from the troop. Those playing with matches or fire in an improper manner will be disciplined harshly and repeat offenses are also grounds for dismissal.

19. The patrol leader appoints a patrol member to buy the food for the campout. This should be approximately \$10 for the weekend and should be given to the patrol leader before the campout. The cost is divided between the boys going. Any boy missing a campout, who does not let the patrol know before the food is purchased, must pay for his portion even though he did not go and eat it.

20. Equipment: For a complete list of camping equipment, please refer to the Boy Scout Handbook. The troop has some items like chuck box, eating and cooking utensils, ground cloths, tents, dining flies. If the scout needs certain equipment and could not go camping if he did not have it, please contact the Scoutmaster, who will try to get the items borrowed or purchased. Consumable items for the chuck box should be purchased and cost shared by all in the patrol. Each patrol should appoint a quartermaster for the patrol who will be responsible for the chuck box and contents.

B. SUMMER CAMP OR SUMMER ACTIVITY: The Troop will attend a Boy Scouts of America sponsored Summer Camp or Troop sponsored Summer Activity every year. Advancement during Summer Camp or a Summer Activity will be a planned part of the event. The Troop will comply with the requirements of the Council and Camp for registration and preparation.

C. TROOP/DISTRICT/COUNCIL EVENTS: The Patrol Leader's Council will select which Council or District events the Troop will attend each year. The PLC is encouraged to approve attendance at all District/Council events. Decisions will be approved by the SM or Committee Chairman.

D. PARENT PARTICIPATION : The goal of the Scouting Outdoor program is to teach the Scout leadership, teamwork, and outdoor proficiency. Although the Troop wants to encourage parent participation, the attendance at outings by too many parents or adults could inhibit this learning experience. The "Scoutmaster Handbook" recommends that 1 adult attend outings and activities for each 8 scouts in attendance but there shall be not less than 2 adults. Two deep leadership will be observed at all times with absolutely no exceptions.

E. TRANSPORTATION: The Troop Committee is responsible for arranging transportation to and from outings, summer camp and activities planned by the Troop's PLC. The Committee will coordinate with the Scoutmaster to determine the number of vehicles necessary to transport the Troop to the outing or activity. The Transportation Chairman or the Troop Committee will contact parents to request assistance in driving and will establish the authorized drivers list.

F. OUTINGS AND ACTIVITIES ARRANGEMENTS: 1) Tour Permits. The Outdoor Chairman is responsible for preparation of tour permits in a timely manner. Tour permits are required by the Boy Scouts of America any time the Troop leaves for a trip. 2) Reservations. The Outdoor Chairman is responsible for making reservations for use of campsites and attendance at District or Council events or activities.

G. PARENTAL/GUARDIAN CONSENT: Written permission from the parent/guardian of each scout shall be obtained before a Scout may attend any outing or activity. This is to obtain a release for the leaders and to provide for emergency medical treatment should the parent/guardian not be available. The Troop 512 Permission form will be supplied to the scout when the boy joins the troop, and is renewed annually.

H. ORDER OF THE ARROW: 1) The Order of the Arrow (OA) is a national brotherhood of Scout honor campers originated to strengthen Troops and encourage outdoor experiences. It is based on brotherhood and cheerful service to fellow men. Troop members are nominated and elected to membership by fellow Scouts in their own Troops. They must meet election qualifications that are established by the Order of the Arrow. Elections are held once each year, usually in January or February, under the direction of the Council's OA lodge. Nomination and election procedures are provided by the lodge. One eligible adult may be nominated by the Troop Committee but only if Scouts are elected. 2) Upon election the scouts and adults will not be informed of their election. Parents of elected scouts will be notified of their election so they may attend the OA ceremony during Summer Camp or a Camporee. Elected scouts and adults will be "called out" during ceremonies. The election and "call out" does not make those elected to the Order of the Arrow a member of the Order of the Arrow. Individuals become members of the OA upon successful completion of the Ordeal of the Order conducted at a different time and location.

I. TROOP EQUIPMENT AND MAINTENANCE:

a. The Troop Committee is responsible for the purchase and maintenance of equipment to meet the needs of the Troop's outdoor program. Troop 512 encourages each boy to eventually purchase and use his own pack, tent, and sleeping bag.

b. Acquisition. Purchases of equipment shall only be made with the approval of the Troop Committee. Expendable supplies such as rope, twine, first aid supplies, LP gas, etc. may be purchased by the Scoutmaster or his designated representative against the Troop budget without approval of the committee. Receipts shall be turned into the treasurer for reimbursement. No single purchase shall exceed \$75.00 without the approval of the committee.

c. Inventory. A list of all equipment owned by the Troop shall be maintained by the Troop Quartermaster and a copy of the inventory will be provided to the Troop Committee.

d. Maintenance. The Troop Quartermaster, with a representative of each patrol, is responsible to inventory and clean equipment after each outing. Shortages or items needing maintenance should be reported to the Scoutmaster and/or the Troop Committee. The Equipment/Facilities Chair of the Troop Committee, working with the Troop Quartermaster shall inventory all equipment annually. Each patrol is responsible for repair or replacement of issued equipment lost or damaged for any reason other than normal wear and tear.

J. ADVANCEMENT:

a. There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge." For that is exactly what the Boy Scout advancement program asks boys to do. It invites them to master a challenging series of skills that prepare them to enjoy the outdoor action Scouting promises. As they master these skills they move up through six Boy Scouting ranks, each more demanding than the last, and each qualifying them for more exciting outdoor adventure - and more fun.

b. There are four steps of advancement:

- The Boy Scout Learns.
- The Boy Scout is Tested.
- The Boy Scout is Reviewed.
- The Boy Scout is Recognized.

Details for advancement are contained in the Boy Scout Handbook, which every Scout is required to have as soon as possible after joining the Troop.

c. Advancement 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 of the Scouting program, and this Troop, is for the Scout to achieve the rank of First Class within his first year in the Troop. These achievements shall be signed off by an Adult Leader or older scouts designated by a Adult Leader. An Adult Leader Parent should not sign off more than three of their son's requirements for each rank.

d. Advancement from 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 demonstrating the scout law in his everyday behavior. Upon completion of all the requirements for Star and Life the Scout will be eligible for Eagle.

e. To schedule a Scoutmaster's Conference, the Scout should contact the Scoutmaster as soon as possible after he has completed his rank requirements. The Scoutmaster will set a date for the conference and inform the scout of that date. The conference date will

typically be set for the next scheduled troop meeting, activity, or campout, but should be held as soon as possible so as to allow the scout to continue working of other advancement projects. During the Scoutmaster Conference, the Scoutmaster may determine whether or not to sign off on the Scout Spirit requirement, in compliance with the definition of Scout Spirit as defined in this handbook and in the BSA handbook. If the Scoutmaster, in good conscience, cannot sign off the Scout Spirit requirement, he must inform the Scout as to his reasons during the Scoutmaster Conference. Also, if the requirement is not signed off, the Scoutmaster should inform the Advancement Chairman as to these reasons, and these recorded in the Scout's record for future

reference. If the Advancement Chairman and/or the parent does not feel that the withholding of the Scout Spirit signing is justified, he should discuss it with the Scoutmaster at that time. If further arbitration is necessary because the two cannot come to agreement, the matter will be brought before a quorum of the Troop Committee at the earliest possible time, including a special called meeting if necessary. The final outcome will be determined by a vote of the assembled leaders, with the parents, Scoutmaster, and Advancement Chairman not present, and will stand as the final judgment.

f. All Boards of Review for the ranks of Tenderfoot, Second Class, First Class, Star, Life are conducted by members of the troop committee. A scout who has completed all of the necessary requirements and has had his Scoutmaster's Conference, should contact the Advancement Chairman to schedule a Board of Review for rank advancement. The Advancement Chairman will determine the date for the Board of Review which should be as soon as possible for all parties involved. The conference date will normally be set for the next scheduled troop meeting, activity, or campout, but should be held as soon as possible so as to allow the scout to continue working of other advancement projects. The Advancement Chairman reserves the right to re-schedule the board if circumstances arise to which the Board can not be properly conducted within proper BSA guidelines. The Scout must be notified as soon as possible of the new scheduled date and the reasons for the change.

g. Scouts appearing before the board must be in full Class A uniform and have his Boy Scout Handbook.

h. Merit Badges. The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. Merit badges are earned by a Scout working with a registered merit badge counselor. The Scout is required to contact the counselor to arrange for times and places to meet with the counselor. The Scout will obtain an Application for Merit Badge (BSA form No. 4124) from the Scoutmaster. This is a three-part form. This form indicates to the counselor that the Scout is eligible and has been approved by the Troop to work on the merit badge. When the Scout completes the work on the merit badge, the counselor will sign the form and present the Scout with two of the three parts; the counselor will retain the "Counselor copy." The Scout will turn in the other two parts signed by the counselor to the Advancement Chairman. The scout will keep the applicant's portion. The completed merit badge will be recorded in the Troop Records and the last part of the Merit Badge Application will be stored with the Troop's paper records. The Merit Badge Patch and Card will be presented at the next Court of Honor.

i. Merit Badge Counselors.

1) All parents of Troop 512 Scouts are encouraged to become Merit Badge Counselors. Each merit badge counselor must be registered; fees are not required. Counselors shall register using the Adult Registration Application, (BSA form No. 28-501), and complete

the Merit Badge Counselor Information sheet and submit both to the District Advancement Committee for review and approval. The District Advancement Committee maintains a list of all registered merit badge counselors within the district.

2) A Counselor is not limited in the number of badges he/she may be registered to counsel and there is no limit to the number of badges a Counselor may work on with a specific Scout.

3) Counselors can counsel their son's merit badges in groups of two or more scouts.

j. Boards of review.

1) Purpose. The purpose of the review is not an examination. Rather it is (a) to determine the Scout's attitude and acceptance of Scouting's ideals; (b) to ensure that the requirements have been met for advancement, (c) to discuss the Scout's experiences in the Troop and the Troop's program, and (d) to encourage him to keep working towards advancement. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement. Objective requirements that have been "signed off" and Merit Badges that have been earned may not be re-tested as part of the Board of Review. The board of Review may refer to a particular skill or Merit Badge in the context of the overall program, learning difficulties, likes, dislikes, etc. Each candidate is reviewed individually. The candidate must be in complete Class A uniform. The board should make every attempt to be warm and friendly and be willing to listen to what the Scout has to say.

2) The Advancement Chairman of the Troop Committee is responsible to conduct or arrange for all boards of review.

3) Conduct of the Board of Review:

a) Tenderfoot, Second Class, First Class, Star, and Life. The board of review is conducted by a minimum of three Committee members. Parents of a Scout being considered for advancement by a board of Review may not sit on their son's board. The Scoutmaster is not a member of the board and may not attend or participate in Boards of Review; however, the Board of Review may question the Scoutmaster regarding a particular Scout as part of the Scout's Board of Review and will allow the Scoutmaster to address the Board of Review about a particular Scout if the Scoutmaster so requests.

b) The board should give the Scout the opportunity to bring up any questions he may have, and a chance for the board to talk to him about such matters as goals, Scout Spirit and personal growth. If necessary, the board should frankly discuss his lack of progress and to try to help him get back on track. After an initial interview, the candidate is dismissed and the board discusses whether the candidate is qualified. The candidate is asked to return before the board and is told whether he is qualified or not. If not, the board informs him what he must do to obtain approval.

c) The board will notify the Scoutmaster of the results of the board. If advancement below Eagle is approved, the Scout will be presented with the Pin of the new rank at the next troop meeting or as soon as possible following the Board of Review. A certificate of rank and cloth patch will be presented at the next Court of Honor following the Board of Review. The date that the Board of Review is held, if the advancement is approved, is the record date of the advancement.

d) Eagle: This board of review is conducted by the Troop Committee prior to the district Eagle Board of Review. The purpose of this board is to review the scout's records and application to be sure all necessary paperwork is complete and accurate. They will also ask him questions and prepare him for his District Eagle Board of Review. The scout will then call the District Eagle Advancement chairperson and arrange a District Eagle Board of Review. He should arrange for two or more adults from the troop to be present during this Board and the Scoutmaster should be present. The board is mainly conducted by the District Person but the adults can add support and answer questions asked of them. The SM may interrupt if he feels the Board is being too rough and out of line with the Scout.

k. Advancement Reporting and Recording.

1) Upon completion of the review process for rank advancement, counseling, or when a completed Application for Merit Badge form is received, the Advancement Report is completed, signed, and submitted to the Scout Service Center for the purchase and recording with the Council of the awards or rank and merit badges. The computer generated advancement report in TroopMaster will be used for the Advancement Report.

2) A copy of the completed advancement report forms will be retained by the Troop Committee in the Troop's paper records.

l. Purchase of Advancement Materials. Advancement material consists of rank pins and patches, merit badges, leadership position patches, and special awards such as Lifesaving, Mile Swim, Quality Unit, Merit Badge Pamphlets, etc. These items will be paid for by the Troop and purchased from the Council Service Center. Rank and merit badge purchases have to be accompanied by the completed Advancement Report Form.

m. Advancement Recognition: Each Scout should be presented with their Pin of rank at a Troop meeting as soon as possible after the board of review.

1) Eagle Recognition. A formal Eagle Court of Honor shall be held to honor Scouts earning Eagle. The Troop will inscribe the name of each Eagle Scout on the Eagle Scout wall plaque, purchasing a new plaque whenever it is needed. The troop will purchase an Eagle Plaque to be presented to the scout at the Eagle Court of Honor. Since the Eagle Court of Honor is highly personalized, Troop 512 will provide as much support as possible for this ceremony but all costs beyond those normally associated with the advancement (i.e., rank patch or presentation kit) shall be paid by the family of the Scout.

The Scout and his family may tailor the usual proceedings of the Eagle Court of Honor as long as approved by the Committee Chairman.

2) Courts of Honor.

a) Troop 512 will conduct a Court of Honor twice annually to recognize all Scouts who have earned such recognition. It is the responsibility of the Troop's Patrol Leader's Council to plan and conduct Troop Courts of Honor. The Troop Committee is responsible for supporting the Courts of Honor as requested.

b) The Court of Honor recognizes all Scout appointments, elections, awards, and advancements since the last Court of Honor. Usually the SPL will be the Master of Ceremony and the advancement handed to the boy by the Scoutmaster and/or the Advancement Chairman. Adult recognition may be presented during the Troop Court of Honor.

c) The Court of Honor is a public ceremony and parents and all other interested individuals are encouraged to attend.

SCOUT SPIRIT:

A) Live by the Scout Oath and Law.

B) Participate in leadership roles in the troop as much as possible for the rank and troop elections. Scouts who are not in a troop office should demonstrate a willingness to help those who are in leadership positions.

C) Attend as many of the weekly meetings as possible. D) Participate in as many other troop activities as possible. These include but not limited to: Campouts, Scout show, Fund-raisers, Eagle scout projects, and Scout camps.

E) If other BSA sponsored activities (i.e. Oakleaf and Golden Acorn Training, Merit Badge Camps) conflict with troop activities, participation in these should be applicable toward scout spirit.

F) When determining Scout Spirit, allowances should be made by troop leadership for conflicts with school activities. This is providing that the Scout's participation in the school activity is obligatory by the school as a class requirement and that missing that activity would affect the scout's grade for the school course. (Band concert, field trips, etc.)

SAFETY:

At all times, Troop 512 will adhere to the published BSA Guide for Safe Scouting and any National or Council supplemental guidance. BSA Safety Afloat guidelines will be followed during activities dealing with water.

STOVE POLICY:

As per BSA policy, stoves can only be lit by an adult, or scout that has his Firem'n Chit card. Scouts first need to demonstrate to an adult proper and safe handling of the stove. Fire fighting equipment must be on hand when using stoves. This includes fire bucket, burlap bags and/or shovels. Operation of stoves must be supervised by an adult, with one adult supervising no more than two stoves at one time. Stoves must be used at least 10 feet away from other stoves or ground fires.

DISCIPLINARY ACTION POLICY:

If the actions of a scout are disruptive to meetings and activities, or endanger the well being of another individual while engaged in a troop function, the scout will be made aware that the behavior exhibited is not consistent with the expectations of a Scout and must stop immediately. Swearing, inappropriate comments, loud talking during meetings, skills, etc. and other disruptive actions in this same vein will not be tolerated. Threats against another person which are not made in jest and/or actions which may cause harm to another individual must be taken seriously and are not allowed under any circumstance. Scouting is meant to teach the values of life and respect for others. If behavior that is inconsistent with the expectations of a member of the Boy Scouts is exhibited repeatedly, the following disciplinary steps are suggested. These may be shortened or lengthened depending on the severity or other extenuating circumstances.

- a. First infraction: The first warning is given by the Patrol Leader of which the scout is a member. The Patrol Leader is to inform the SPL that a reprimand was necessary.
- b. Second: The second warning is given by the SPL or ASPL. He may take the option of removing the scout to the back of the room. He then should inform the SM that a second reprimand was needed.
- c. Third: The third warning is given by the SM with the SPL and/or ASST SM also present. The scout's parents will be notified of the problem by the SM.
- d. Fourth: By this time the scout has had numerous chances to correct his problems. The Scout's parents, the SM and the SPL will meet to discuss the problems and how they are detrimental to the workings of the troop.
- e. Fifth: The parent will be called by the SM to pick up the scout immediately. The SM and another troop adult will inform the scout and parent that further inappropriate behavior will be grounds for dismissal from the troop. This should be followed up by a letter from the SM within 7 days to put in writing to the parent and scout of possibility of dismissal from the troop.
- f. Sixth infraction: The scout is to be dismissed from the troop.