

# Troop Policies & Procedures

## 1 Overview

This document is intended to make the troop's expectations and procedures clear. It is not intended to create a legalistic atmosphere where precise compliance with formal rules is required; neither is it intended to enable unreasonable behavior that is within the technical limits of the policies. Reasonable behavior is expected of everyone at all times. Mistakes will be made and should be handled in a reasonable manner. It should be assumed that everyone is acting in good faith.

## 2 National Policy Compliance

Scouts, leaders, and all parents shall comply with all National BSA policies and safety regulations as identified in the Guide to Safe Scouting.

## 3 Scout Attendance & Conduct

### 3.1 Attendance

A Scout is not required to attend any number of troop or patrol meetings, events, activities, or outings to remain a member of the troop. (Note, however, that rank advancement requires that the Scout remain active and participate in troop activities.)

### 3.2 Conduct

Each Scout must agree to follow and live by the Scout Oath and Law and the policies of the troop to be a member of the troop.

### 3.3 Equipment Restrictions

#### 3.3.1 Electronics

The use of electronic devices (such as cell phones, games, music players, etc.) by the Scouts is restricted from use to appropriate use during all meetings, events, activities, and outings. Examples of appropriate use include using a cell phone as a camera, tracking a hike using a GPS device, and letting parents know about pick-up times. Scout outings can be very hard on electronics. Loss and damage are not unusual.

##### 3.3.1.1 Cell Phones

Cell phones may be used for emergency purposes, as a camera, or as allowed by the Scoutmaster (such as calling parents for pick-up). NEEDSWORK: what about the time, probably coming very soon, when for most people your cell phone is your only camera?

##### 3.3.1.2 Music Players, Games

Music players and games may be used while in transit to and from activities, but not during activities. Use during transit is allowed only if it is not disruptive or annoying, in the sole discretion of the responsible adult.

### 3.3.1.3 Digital Cameras

Digital cameras are allowed. Privacy must be respected. It is important to understand that inappropriate photos can lead to catastrophic consequences, including expulsion from Scouting and criminal and civil liability.

### 3.3.1.4 Electronic reading devices

Electronic reading devices are allowed as book replacements; no other uses are allowed. (Note that on campsouts there is a strict lights-out time; this includes both the use of flashlights to read books and electronic readers. The Scouts need sleep, wake-up times are early, and keeping your tent buddy awake is not Courteous.)

### 3.3.2 Knives

Only folding pocket knives may be carried. Scouts must complete their Totin' Chip requirements before they may carry a knife.

### 3.4 Violations

Any violation by a Scout of conduct and rules set forth herein shall not be tolerated.

Only one warning will be given by the ScoutmasterSenior Patrol Leader or adult leader. If violation continues, the Scoutmaster may take actions appropriate with the violation (such as confiscating electronic device, restricting a Scout's attendance, expulsion from the troop, etc.). The Scoutmaster shall first advise the Parent Committee if expulsion is the recommended action.

NEEDSWORK: create discipline subcommittee. Consider confidentiality issues.

Incorporate Scout-defined "strike" system.

## 4 Scout Uniform

### 4.1 Uniform

The Scout shall wear a regulation Class A BSA uniform (as defined below) to all Scout meetings, events, activities, or outings, or unless directed otherwise. Scout may wear a regulation Class B BSA uniform (as defined below) to or during a Scout event, activity, or outing as directed by the Scoutmaster.

#### 4.1.1 Class A Uniform

A Class A uniform is defined to include BSA long or short-sleeve shirt, pants or shorts, socks, and belt, and insignia. The neckerchief to be worn with the Class A uniform shall be the Troop neckerchief or an Eagle Scout neckerchief; any other neckerchiefs shall be worn only with approval from the Scoutmaster. Scout may wear a neckerchief slide of choice, but it shall comply with BSA standards of good taste.

##### 4.1.1.1 Merit Badge Sash

[Scout-specified policy]

The Scouts have decided that a merit badge sash may only be worn by Scouts who have reached First Class Rank.

NEEDSWORK: Perhaps we need a special marking indicating those policies set by the Scouts, as opposed to those set by the parents. Perhaps they should be in a separate

section. The reason for the need for a distinction is that Scout-set policies can be changed by the Scouts.

#### **4.1.1.2 Patches**

The troop provides the following patches:

- Rank Advancement
- Journey to Excellence
- Job patches
- Unit Number (92) / Established 1949 (replacing Veteran Unit)
- [Merit Badges](#)

NEEDSWORK: Epaulets? Following policy says for bridging Webelos.

The Scout is responsible for the following patches:

- Council
- World Crest

#### **4.1.2 Class B Uniform**

A Class B uniform is defined to include BSA pants or shorts and belt. Dark or BSA socks are preferred with pants and BSA socks with shorts. The T-shirt should be a BSA type T-shirt, with the troop T-shirt being the preferred. If a BSA type T-shirt is not available, then a nondescript-type T-shirt may be worn, within BSA standards of good taste.

### **4.2 Troop Clothing**

#### **4.2.1 Troop Neckerchief**

NEEDSWORK: Size, color, patch, [vendor](#)

Each new Scout is provided with a troop neckerchief. Additional or replacement neckerchiefs may be purchased for \$NEEDSWORK.

#### **4.2.2 Troop T-Shirt**

NEEDSWORK: design, [vendor](#)

Each new Scout and new uniformed leader, and others in the Scoutmaster's discretion, is provided with a troop T-shirt. Additional or replacement shirts may be purchased for \$10.

### **4.3 Optional Clothing**

#### **4.3.1 Hat**

In general, a hat is not part of the troop's uniform. The Scout may wear a hat, but it shall comply with BSA standards of good taste.

#### **4.3.2 Other Clothing**

Extra gear (such as, sweatshirt, jacket, etc.) that is not of BSA-type clothing may be worn as necessary, but shall be removed when not necessary and it shall comply with BSA standards of good taste. (COMMENT: preferably additional layers are worn under the BSA shirt, so that the BSA shirt is visible.)

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## 4.4 Exclusions

### 4.4.1 Military & Camouflage Clothing

A Scout shall not wear any clothing or equipment that is military issued or with a camouflage pattern.

## 5 Finances

### 5.1 Monthly Troop Dues

The troop assesses monthly dues of \$10 per Scout per month. The dues shall be paid monthly or quarterly (in an advance of the quarterly period) at the first troop meeting of the month. A new Scout shall be assessed the monthly fee in their first full month. The purpose of monthly dues is to pay for certain troop expenses (such as troop-issued Scout patches, operating expenses, etc.).

### 5.2 BSA Yearly Dues

BSA National assesses yearly dues per Scout. These dues are the responsibility of each Scout; the amount is based on BSA National dues schedule. (COMMENT: I don't think we've ever made them pay these dues. Logistically, it seems much easier for the troop to pay the National dues, rather than worrying about getting individuals to pay them separately and what to do when they don't.) Historically we've made the Scout pay the first year's National dues, and after that the troop has paid them. The Scout is responsible for the first years' prorated dues; troop dues pay for subsequent years.

### 5.3 Event Fees

#### 5.3.1 General

Required event, activity, or outing fees shall be paid in advance. Once a Scout or adult commits to the event, activity, or outing all fees are required to be paid in full, unless other arrangements are made with the Parent Committee. Refund of fees will not be made unless approved by the Parent Committee.

NEEDSWORK: What's the policy for partial attendance? Suppose a Scout arrives mid-day Saturday (no outbound transportation, no Saturday breakfast, no Saturday lunch)—should there be a discount? Who is authorized to determine the amount of the discount? Partial attendance - a late arrival or early departure - does not normally result in a discount. Exceptions are made on a case-by-case basis by the Treasurer in consultation with the Scoutmaster and the Chair.

#### 5.3.2 Intent

It is not expected that the event fee will exactly match the cost of each event; actual expenses for any particular event may be greater or less than the event fee. The intent is that event fees, when aggregated over the year, approximately cover the expenses associated with the events.

#### 5.3.3 Adults

All adult fees shall be paid by the troop, unless the Parent Committee limits the number of covered adults. NEEDSWORK: Add scheme for cost-sharing for excess adults.

#### 5.3.4 Campouts

The usual fee for campouts and backpacking trips is \$35, to cover food, travel, reservations, and other costs. Additional fees may be assessed to cover additional, unique expenses.

#### 5.4 Outstanding Fees & Dues

If a Scout has outstanding fees and dues more than 3 months late, the matter shall be brought to the Parent Committee for resolution. A Scout may be restricted from attending events, activities, and outings requiring a fee until outstanding fees and dues are paid in full.

#### 5.5 Expenses

##### 5.6 General

The troop reimburses for reasonable expenses incurred in support of its activities. Receipts and a reimbursement request are normally required. (NEEDSWORK: minimum level for receipts?) A reimbursement request without an associated receipt may be accepted in the Treasurer's discretion. Reimbursement may be in the form of a troop check or a credit to the Scout's account. Expenses over 90 days old will not normally be accepted; exceptions are at the Treasurer's discretion.

#### 5.7 Events

##### 5.7.1 Mileage

The troop reimburses authorized drivers \$0.41 per mile driven in support of troop events. Generally, authorized drivers are those reasonably necessary to transport the event participants and required gear.

##### 5.7.2 Event Food

The troop reimburses reasonable food expenses for its events. ~~For a standard Friday-to-Sunday campout, the target is \$10-\$15 per person.~~ (Note: Courts of Honor usually include a pot luck; associated food expenses are not normally reimbursed.)

##### 5.7.3 Other event expenses

The troop reimburses other reasonable event-related expenses – reservations, parking fees, entrance fees, et cetera.

#### 5.8 Equipment and Supplies

##### 5.8.1 Supplies, Replacements, and Repairs

Adult leaders are authorized to purchase reasonable supplies, replacements, and repairs.

##### 5.8.2 Minor Equipment

The Scoutmaster may authorize occasional purchase of minor equipment, under \$100 per quarter. (NEEDSWORK: Is this the right amount? Is this the right way to describe it?)

### **5.8.3 Major Equipment**

Purchase of major equipment – more than about \$50 per item or an aggregate of more than about \$100 per quarter – requires approval by the parent committee.

### **5.8.4 Urgent Expenditures**

When on occasion it is necessary to spend \$??? or more and time constraints do not allow waiting for a committee meeting, the Chair, Treasurer, and Scoutmaster may agree to spend up to \$???. NEEDSWORK: I don't think this is exactly the rule from the meeting, and I don't remember the dollar amounts.

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## **5.9 Fundraising**

### **5.9.1 Approvals**

NEEDSWORK

### **5.9.2 Allocation of Proceeds**

#### **5.9.2.1 Individual Fundraising**

When fundraising is done on an individual basis, 80% of the proceeds are credited to the individual Scout and 20% to the troop.

#### **5.9.2.2 Booting**

When the troop arranges for a fundraising opportunity - typically, a booth at an event - XX% of the proceeds are credited to the individual Scouts and YY% to the troop. The Scouts are credited based on the time that they participate, not on individual transactions. NEEDSWORK: numbers

## **5.10 Donations**

Monetary donations are always welcome. They may be anonymous.

Donations of equipment are subject to the Scoutmaster's approval - we don't want to accumulate equipment that we won't use.

For tax purposes, donations are to the troop's Chartering Organization, VFW Post 2323 of Granada Hills.

## **6 Meetings**

### **6.1 Troop Meetings**

#### **6.1.1 Meeting Time**

Troop meetings are held each Monday, unless it is a City holiday or Court of Honor. The troop meeting starts promptly at 7:00pm and ends at 8:30pm. The Scoutmaster may reschedule the meeting time and location as necessary.

#### **6.1.2 Meeting Location**

The troop meeting is held at Northridge Park in the Devonshire House and the surrounding park area.

### **6.1.3 Adult Leadership**

Two adults must be present at the meeting at all times. (NEEDSWORK: say something to make it clear that the adults need not watch over all of the Scouts at all times, that the program may involve the Scouts going off on their own, e.g. to the ball field.)

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### **6.1.4 Patrol Responsibility**

Responsibility for meeting programs, setup, and cleanup rotates monthly among the patrols (not including the Road Runner patrol). The patrol responsible for the meeting should arrive early to set up as required.

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#### **6.1.36.1.5 Drop-Off & Pick-Up**

The Scout should be dropped off for meeting no later than 6:55pm (so that the meeting may begin on time). The Scout should be picked up no later than 8:40pm - the Scoutmaster\_adult leaders would like to go home too.

#### **6.1.46.1.6 Early Pick-Up**

Early pick-up of a Scout from a troop meeting is discouraged. However, if early pick-up is necessary, it shall be coordinated (pick-up time and adult picking up the Scout) with the Scoutmaster, prior to the Scout leaving the meeting. The adult making the pick-up shall come into the meeting location to make the pick-up; a Scout will not be allowed to wait at the parking lot unsupervised for pick up or be called during the meeting to come out.

#### **6.1.56.1.7 Late Arrival**

A late-arriving Scout shall make every effort to join the meeting as quickly as possible, with as little interruption as possible.

## **6.2 Leadership Patrol Leaders' Council Meetings**

### **6.2.1 Purpose**

The purpose of the monthly Leadership PLC meeting is to plan the details for the following month's schedule and programming.

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### **6.2.2 -Attendees**

The Leadership PLC meeting shall be attended by the Senior Patrol Leader, all the Patrol Leaders, and the Scribe, as a minimum. The Assistant Senior Patrol Leader, the Assistant Patrol Leaders, and any other Scouts who have something to contribute are encouraged to attend. If the Senior Patrol Leader, Patrol Leader, or Scribe cannot attend the meeting, then he shall find a suitable replacement to attend in his absence take his place.

NEEDSWORK: say something about adults Two adults are required - ideally, the Scoutmaster and at least one Assistant Scoutmaster. Assistant Scoutmasters are encouraged to attend so as to be aware of the troop's activities and for any adult discussions that may be required.

#### **6.2.26.2.3 Meeting Time**

Leadership PLC meetings are held the third Monday of each month, unless it is a City holiday or Court of Honor. The Leadership-meeting starts promptly at 6:00pm and ends when the regular meeting starts at 7:00pm. The Scoutmaster may reschedule the meeting time and location as necessary.

#### **6.2.36.2.4 Meeting Location**

The Leadership PLC meeting is held at the normal meeting location.

#### **6.2.46.2.5 Drop-Off & Pick-Up**

A Scout should be dropped off for the meeting no later than 5:55pm (so that the meeting may begin on time).

#### **6.2.56.2.6 Calendar Planning**

Once per year (as a minimum) at the June Leadership PLC meeting, the calendar for the following calendar year shall be planned. Once planned and approved by the Scoutmaster, the Scribe shall forward the new calendar to the Parent Committee.

NEEDSWORK: We haven't been doing this, because it resulted in very poorly planned calendars. Should we resume? Should this paragraph change? Perhaps quarterly planning meetings, to plan the upcoming quarter? For instance, a meeting in January might plan April through June. Another scheme, used in the past, was to have an annual planning meeting in June and then an interim meeting in December to revise the second six months. It seems like any long-range planning meeting needs to be planning in advance - that is, the scope of the plan should start no less than a month or two after the meeting.

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#### **6.2.7 Voting**

Although all Scouts are encouraged to attend PLC meetings and share their ideas about activities or troop operations, only formal leaders participate in votes.

NEEDSWORK: Voting procedure. Suggest PLs vote and SPL breaks ties.

### **6.3 Patrol Meetings**

A patrol may meet outside of normal troop meetings at the discretion of the Patrol Leader. These patrol meetings may be used to get extra time to plan or coordinate outings and activities or for any other troop-related purpose. If the meeting is not at the home of a Scout, a Tour and Activity Plan Permit may be required and the meeting must first be coordinated with and approved by the Scoutmaster.

## **7 Troop Organization**

### **7.1 Patrols**

#### **7.1.1 Standing Patrols**

The troop is organized by patrols. Each standing patrol consists of up to eight Scouts of various ranks from Tenderfoot through Eagle. The patrol name is chosen by the patrol and may be changed.... (NEEDSWORK: Elections? December election only?)

### 7.1.2 New Scout Patrol

A Scout who has not yet reached Tenderfoot Rank is assigned to the Roadrunner patrol. When the Scout completes the Tenderfoot rank he is assigned to a standing patrol at the following troop meeting. During campouts, each member of the Roadrunner patrol is temporarily assigned to a standing patrol for that activity by the Senior Patrol Leader so that each Scout is working within an experienced patrol and learns how the outings are performed.

### 7.1.3 Patrol Assignments

Each patrol should contain a balance of Scouts with various ranks and attendance history. A Scout is assigned to a patrol by the Senior Patrol Leader, with recommendations from the Scoutmaster and Assistant Scoutmasters.

## 7.2 New Scouts

### 7.2.1 Patrol Assignment

A new or transferring Scout will be assigned a patrol per 7.1.3.

### 7.2.2 Troop Provided Equipment

A new Scout shall receive, one time, from the troop a troop neckerchief and Class B T-shirt. A replacement neckerchief or T-shirt may be purchased from the troop at the current replacement cost. The Scout is responsible for acquiring their own Class A uniform, Scout Handbook, necessary camping/backpacking equipment, and any other necessary equipment or supplies as identified.

NEEDSWORK: New Scout checklist. Coordinate troop-provided equipment list with section 3.1.3 above.

### 7.2.3 Bridging Webelos

For bridging Webelos, the troop will provide Boy Scout shoulder epaulets, one during the bridging ceremony and the other when he attends his first troop meeting.

NEEDSWORK: coordinate with New Scout checklist and equipment lists above.

## 7.3 Troop Officers & Elections

The troop shall elect new officers twice per year, no later than the first troop meeting in June and December. The new officers take their office starting at the conclusion of the Courts of Honor in June and December. The troop shall elect the Senior Patrol Leader. Each patrol shall elect their Patrol Leader. The Senior Patrol Leader, once elected, shall appoint his Assistant Senior Patrol Leader and the other troop-level officers. The Patrol Leader, once elected, shall appoint his Assistant Patrol Leader.

### 7.3.1 Qualifications

[Scout-specified policy]

Candidates for Senior Patrol Leader must have reached Star.

Candidates for Patrol Leader must have reached First Class.

These requirements may be relaxed if no eligible candidates volunteer.

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### **7.3.2 Voting Procedures**

NEEDSWORK: Secret ballots. Counts revealed. Ballots available for inspection.  
Procedures when there are more than two candidates. MAYBE: counts secret, loser(s)  
can ask that counts be revealed and can inspect ballots.

### **7.4 Assistant Scoutmasters**

The Scoutmaster may, at his discretion and with approval from the Parent Committee choose any number of Assistant Scoutmasters. Assistant Scoutmasters may be assigned particular responsibilities at the discretion of the Scoutmaster (such as Scout rank advancement, patrol liaison, Eagle Scout coordinator, event and outing coordinator, etc.).

NEEDSWORK: Say something about training requirements. Perhaps we should require that potential ASMs complete training **before** being registered as ASMs.

### **7.5 Troop Calendar**

The troop year goes for 12 (twelve) months beginning on September 1<sup>st</sup>.

NEEDSWORK: What does this mean?

### **7.6 Advancement**

Each Scout is responsible for his own advancement.

#### **7.6.1 Scoutmaster Conference**

Each Scout is required to contact the Scoutmaster by telephone to coordinate the best time for the Scout to meet with the Scoutmaster.

#### **7.6.2 Board of Review**

When the Scoutmaster determines that a Scout has completed all requirements for a rank, he shall contact the Advancement Chair to put the Scout on the agenda for the next Board of Review. The Scout should also contact the Advancement Chair, preferably by telephone, to coordinate the best time for the Scout to meet for his Board of Review.

Boards of Review are normally held during the parent meeting on the first Monday of the month. In urgent situations, Boards of Review may be held at other times and places at the discretion of the Advancement Chair and in accordance with the BSA requirement that the Scout's parents not be involved in the selection of the Board.

## **8 Events & Outings**

### **8.1 Courts of Honor**

#### **8.1.1 Meeting Time**

A Court of Honor is held quarterly, the second Monday of March, June, September, and December, unless it is a Federal, State or City holiday, usually at 7:00pm. The Parent Committee may reschedule the meeting as necessary.

### **8.1.2 Meeting Location**

The Court of Honor is held at Northridge Park in the Devonshire House building or where scheduled by the Parent Committee.

### **8.1.3 Eagle Courts of Honor**

Eagle Courts of Honor are organized by the parents of the Eagle Scout with the assistance of the troop, and are held at a time and location of their choosing.

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## **8.2 Camping Trip**

### **8.2.1 Drop-Off & Pick-Up**

A Scout should be dropped off for a camping trip no later than the time listed on the Permission Slip. A Scout should be picked up no later than the time listed on the Permission Slip (the Scoutmaster would like to go home too) or as coordinated with returning group. Drop-off and pick-up locations are listed on the Permission Slip. Parents dropping off a Scout may not leave until the Scoutmaster approves their departure. On return, Scouts may not leave until the Scoutmaster approves their departure.

Camping trips normally meet at 4:30pm on Friday at Northridge Park, and normally require that the Scout bring a sack dinner.

### **8.2.2 Late Arrival**

Late arrival of a Scout to a camping trip is discouraged. However, if late arrival is necessary, it shall be coordinated (drop-off time and location) with the Scoutmaster, prior to the trip. The adult making the drop-off shall come into the campsite and shall ensure that the adult leaders are aware that the Scout has arrived.

### **8.2.3 Early Pick-Up**

Early pick-up of a Scout from camping trip is discouraged. However, if early pick-up is necessary, it shall be coordinated (pick-up time and adult picking up the Scout) with the Scoutmaster, prior to the Scout leaving the camping trip. The adult making the pick-up shall come into the campsite and shall ensure that the adult leaders are aware that the Scout is departing.

### **8.2.4 Food**

For campouts, each patrol shall develop a menu and duty rooster for that outing. The Patrol Leader shall have the menu and duty rooster approved by the Senior Patrol Leader and then the Scoutmaster or an Assistant Scoutmaster. On campouts, soda-type or individual canned or bottled drinks are not permitted. After the outing, non-perishable food items can remain in the patrol dry-goods box; perishable food item should be split, as soon as possible, among the Scouts in the patrol who paid for the outing.

| The target cost for food for a weekend campout is \$10-\$15 per Scout. Shopping is to be done by pairs of Scouts, preferably a more-experienced Scout and a less-experienced Scout, under a parent's supervision. The troop reimburses the shopper for the cost of the food.

### **8.2.5 Permission Slip**

A signed Permission Slip is required for each youth - formally registered or not - attending the activity or outing. [The Scouts Youth](#) may not attend without the signed Permission Slip.

### **8.2.6 Annual Health and Medical Report**

Each participant - youth and adult, whether formally registered or not - must have parts A and B of the BSA Annual Health and Medical Report on file with the event leader.

### **8.2.7 Guests**

Non-Scout youth guests are allowed if accompanied by an adult who assumes responsibility for them. (An AHMR and permission slip are required.)

### **8.2.8 Standing Outings**

The troop traditionally holds or attends these standing outings throughout the year:

• Day Hike or Snow Play day	January
• Webelos Overnight	February
• Camporee Preparation Campout	March
• Camporee	April
• VA Cemetery Flag Placement	May (Memorial Day weekend)
• Backpacking	May (Memorial Day weekend)
• Jethawks Baseball Game	July
• Summer Camp	June-August
• Hurricane Harbor	June-August
• Family Campout	August- <a href="#">September</a>
• ROCTober	October
• Calico Ghost Town Campout	November
• Backpacking	December

## **8.3 Non-Scout Events**

Occasionally, the troop may become aware of non-Scout events. Perhaps a Scout is having a birthday party, perhaps the members of a patrol are getting together outside the context of Scouting, or perhaps a planned troop event is cancelled and individuals decide to hold a similar event. No matter what the circumstance, the key element is that it must be absolutely clear to all involved that the event is **not** a Scouting event. Any mention in a troop context - at a meeting or via the troop mailing list - must be incidental and make it clear that the event is not a Scouting event. The event must not be tracked on the troop calendar, except perhaps in a way that makes it clear that it is an external event that might conflict with a troop event. Uniforms should not be worn. Permission slips must not be distributed and collected. Money must not be paid to or from the troop treasury.

## 9 Parent Committee

### 9.1 Committee Meeting

#### 9.1.1 Attendees

A representative from each family should attend.

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#### 9.1.19.1.2 Meeting Time

Committee meetings are held the first Monday of each month during the regular troop meeting, unless it is a Federal, State or City holiday or Court of Honor. The Committee meeting starts promptly at 7:00pm and ends at 8:30pm. The Committee Chair may reschedule the meeting time and location as necessary.

#### 9.1.19.1.3 Meeting Location

The Committee meeting is held at Northridge Park in the Devonshire House.

### 9.2 Committee Officers & Elections

#### 9.2.1 Officer Responsibilities

NEEDSWORK: especially fundraiser and summer camp coordinator

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- Chair
- Chartered Organization Representative
- Treasurer
- Secretary
- Registrar
- Fundraising Chair
- Advancement Chair
- Eagle Coordinator
- Summer Camp Coordinator
- Camporee Planning
- Medical Forms
- Family Campout
- Merchandise
- Transportation
- Courts of Honor
- Auditor
- Scouting for Food
- Training
- Recruitment
- Equipment
- Fitness
- Policy / Guide to T92 Editor(s)?
- NEEDSWORK: more?

### **9.3 Campout Coordinators**

Each campout should have a parent coordinating RSVPs, reservations, transportation, et cetera.

#### **9.2.29.4 Elections**

Committee elections are held during the Committee meetings in January and June.

NEEDSWORK: voting procedures. Proxies and absentee votes?

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## **10 Troop Web Site**

### **10.1 Photographs**

Photographs may be posted on the troop web site or on other sites associated with the troop, as allowed by the talent release in section B of the Annual Health and Medical Record.

For youth members, only first names and last initials may be used.

If a parent requests, reasonable efforts will be made to avoid posting photographs of their son, but it may not always be possible to comply with such a request. In particular, group shots will not be edited or removed to avoid including particular Scouts.

Those submitting photographs are assumed to have released all copyright in those photographs.

### **10.2 Roster**

NEEDSWORK: Policy on posting roster – whether or not and who can access

### **10.3 Parent Mailing List**

Between Committee meetings, the troop's primary means of communication is electronic mail via the parent mailing list. All parents and all leaders should be represented on the mailing list, and others with an interest in the troop may be represented.

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#### **10.3.1 Content**

There are no-few specific restrictions on the material sent to the mailing list, but in general it should be in good taste and appropriate to Scouting and the troop's activities. General Scouting news is **not** generally appropriate; those interested in general

Scouting news can subscribe directly to other mailing lists. Fundraising solicitations for T92 and our parent organizations, including our OA lodge, are acceptable; fundraising solicitations for other organizations are not appropriate.

### **10.4 Scout Mailing List**

A mailing list is maintained for communication to and between the Scouts. The traffic is monitored by one uniformed leader appointed by the Scoutmaster and one parent appointed by the Committee Chair. The Scout and his parent must complete a permission slip and agreement to participate in the Scout mailing list.

## 11 Troop Equipment and Storage

### 11.1 NEEDSWORK

#### 11.2 Loans

Troop equipment is available for loan to member families, for Scouting and non-Scouting purposes. Troop events take precedence over non-troop events, and Scouting events take precedence over non-Scouting events. Equipment must be returned in a timely fashion, clean and properly packed. Damaged items must be repaired or replaced.

Use of troop equipment is a privilege; abuse will result in the loss of that privilege.

## 12 Policies

This document is intended to be the authoritative reference for Troop 92 policies. Other documents, [such as the Scout and Parent Getting Started Handbook](#), may duplicate some of its material – in introductory form, for instance – but should not be used as the vehicle through which new policies are documented.

### 12.1 Changes

#### 12.1.1 Parent Committee Sections

NEEDSWORK: What should the formal process be for policy changes? Simple parent meeting vote? Written proposal? Notice before the meeting? Approve at two consecutive meetings? Policy changes must be proposed in writing, included in the agenda of a parent meeting, and voted on at that meeting.

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#### 12.1.2 Scout Sections

Changes to the Scout-specified sections must be proposed in writing at a PLC meeting and then voted on at a subsequent (not the same day) regular meeting.

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#### 12.2 Editor's Discretion

The editor is granted discretion as to the exact wording and form of the document, as long as the meaning remains the same.