

**BOY SCOUTS OF AMERICA**  
**Troop 124**  
Luther Memorial Evangelical Church  
Tinton Falls, New Jersey

## **TROOP POLICIES AND PROCEDURES**

January 1996  
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## 1.0 GENERAL TROOP POLICIES

Several terms are used repeatedly within this policy. “**Scout**” refers to the boy members of the troop, ages 11-17. “**Scouter**” refers to the adult leadership of the troop - the Scoutmaster, his assistants, committee members, and any adults along on camping trips to help out!

### 1.1 SAFETY

Troop 124 embraces the philosophies and guidance contained within the *Guidelines for Safe Scouting* published each year by the Boy Scouts of America. A copy of those guidelines is maintained by the Scoutmaster, and will be made available to any parent upon request. One of the paramount goals of the troop is for our scouts to have fun, but our first and foremost priority is that any activity be conducted in as safe a manner as possible. A number of specific policies are enumerated here regarding troop operation:

- **Two Person rule** - There will always be a minimum of two adults present at any scout activity. Scouts will be encouraged to do everything in at least pairs. At no time should an adult leader and a scout be together one on one for counseling or any other type of activity.
- **Swimming** - The troop will adhere to the rules of Safe Swimming as promulgated by the Boy Scouts of America. This includes not swimming in any area that is not approved for swimming, or that has not been prepared for swimming in accordance with those rules.

### 1.2 UNIFORMS

**1.2.1 Scouts.** The Boy Scouts of America are a uniformed organization. Accordingly, all members of the troop are expected to wear a uniform when attending troop activities unless expressly excused by the Scoutmaster. The minimum uniform required for troop members is a scout shirt and hat. The scout shirt should have, as a minimum, red tabs, the Monmouth Council shoulder patch, the US Flag, the troop numerals (124), the scout’s rank, and his patrol patch. Scouts that are a member of a sports team may wear the sports uniform to troop meetings if practice for that team occurred immediately before the troop meeting.

**1.2.2 Scout Leaders.** Like the scouts, scout leaders are part of the Boy Scouts of America, and are expected to be in uniform. Assistant scoutmasters should have a complete uniform, to include shirt with appropriate patches, pants, belt, and hat. Troop committee members are encouraged to wear at least a scout shirt with appropriate patches when attending troop activities.

## **1.3 CONDUCT**

### **1.3.1 SCOUT CONDUCT**

All scouts are expected to conduct themselves in accordance with the *Scout Oath* and the *Scout Law*. Expected behavior accordingly includes:

- Respect for each other and for adult leaders
- A willingness to be part of the scout team
- Perform their share of assigned duties willingly
- Abstain from the use of foul or profane language
- No smoking
- No consumption of alcoholic beverages
- Use of illegal drugs and underage use of Alcohol is incompatible with the Scout Oath and with Scouting Values. Therefore Troop 124 has a Zero Tolerance Policy with regard to the use of illegal drugs and/or the underage use of alcoholic beverages at any Scouting event.
- Any Scout found to be under the influence of or in possession of illegal drugs, controlled dangerous substances or alcohol at any Troop sponsored or Boy Scouts of America sponsored activity will be suspended from the Troop and their parents will be immediately notified.
- Should a Scout dispute that they were in possession of the prohibited substances they may request a hearing in front of the Troop Committee. A hearing before a minimum of 3 Committee people will be held at the earliest convenience of the Committee. The Scout shall remain suspended from the Troop until such time as the Committee renders a decision.
- The Committee shall have the right to hear circumstantial and hearsay evidence and the Committee shall determine what weight it will give to such evidence in rendering its decision.

#### **1.3.1.1 TROOP RULES**

1. No one shall leave the premises unless permission is granted by the SPL.
2. No unsolicited touching of any other person.
3. No negative comments towards another person if it be directly or indirectly.
4. All weapons are FORBIDDEN.
5. No scout will misuse a knife or Hiking Stick.
6. Scout knives may be carried or used only with a Valid Tot'em Chip card.

7. Patrol Gear is the entire patrol's responsibility. If your patrol used it, everyone is responsible for it.
8. Scout sign means **SILENCE!** All scouts will respect other scouts and leaders.
9. Always follow buddy system.
10. Carry out work, assignments and responsibilities to the best of your ability.
11. Scouts will follow the chain of command. Patrol Leader, Senior Patrol Leader, Scoutmaster

### **1.3.1.2 CONSEQUENCES**

- 1st Offense: The scout will speak to his patrol leader, away from the rest of the troop, An appropriate remedy will be developed and applied.
- 2nd Offense: The scout will speak to the Senior Patrol Leader in a one-on-one situation, away from the rest of the troop. An appropriate remedy will be developed and applied.
- 3rd Offense: The scout will be scheduled for a meeting with the scoutmaster, to determine a resolution to the scout's problem.
- 4th Offense: The scout will be scheduled for a meeting with the Board of Review by the Troop Committee to determine a resolution to the scout's problem.

*The Scoutmaster, Assistant Scoutmasters and the Troop Committee, reserves the right to apply appropriate discipline (within the guidelines of National BSA policy) if the behavioral situation warrants it. This may include a parent picking the scout up from an activity, no matter where the troop is. Any offense may jump the order to the third or fourth offense due to the incident severity. At all times the Guide to Safe Scouting and the Youth Protection Guidelines will be followed.*

### **1.3.2 ADULT CONDUCT**

All adult leaders, like scouts, are expected to conduct themselves in accordance with the **Scout Oath** and the **Scout Law**. The list of expected behaviors is the same as for scouts, except for smoking. Adult leaders who smoke will, to the greatest extent possible, not do so in the presence of scouts. The consumption of alcoholic beverages by Scout leaders or parents while participating in scout activities, be it meetings, outings, or fund raising, is not allowed.

## **2.0 SPECIFIC POLICIES**

### **2.1 TROOP MEETINGS**

Troop meetings are held from 7:30 p.m. to 9:00 p.m. They are normally held each Monday at the Luther Memorial Evangelical Church, Tinton Falls. Exceptions to this are discussed at troop meetings and schedules are published periodically by the Scoutmaster. During troop meetings, scouts and scouters are expected to adhere to the guidelines for behavior in paragraph 1.3 above. Should a scout fail to adhere to these standards the Scoutmaster will call the parents and have the scout leave the meeting. Scouters failing to meet the standards of conduct at meetings will be asked to leave.

### **2.2 TROOP OUTINGS**

Troop outings are scheduled once a month. All scouts are encouraged to attend all outings, however the outings are not mandatory, however, there are minimum participation requirements. Outings will vary from one to three days in length, with two days being the average. The one exception is summer camp, which lasts for one week, usually in July. During outings, scouts and scouters are expected to adhere to the guidelines for behavior in paragraph 1.3 above. Scouts who fail to meet those standards of conduct, *or* exhibit behavior that the Scoutmaster or his designated representative feels is prejudicial to the safety of the scout or others, are subject to having their parents called and being removed from the outing. Scouters who fail to meet the standards of conduct or exhibit behavior that the Scoutmaster or his designated representative feels endangers the scouter or the scouts will be asked to leave the outing.

### **2.3 Attendance at Troop Activities**

**Attendance Requirements are as follows**

**All requirements will be counted on a 6 month past performance basis**

**Scout thru First Class**

**Meetings 75%, Outings 3 out of 6**

**Star thru Eagle**

**Meetings 50%, Outings 2 out of 6**

**For Eagle Palms**

**Meetings 25%, Outings 1 out of 6**

**Note: Summer Camp will count as 2 outings**

**2.3.1 Outdoor activities.**

Troop activities require a great deal of planning and time from everyone involved, to include scouts, scouters, and parents. The unexpected arrival of scouts at outdoor activities disrupts the planning and preparation that has gone into those activities. Accordingly, no scout may attend an outdoor activity unless he has attended the two troop meetings prior to that activity. Exceptions may be made by the Scoutmaster if unavoidable events preclude scout attendance, such as family emergencies or family trips. The scout must let the Scoutmaster or Senior Patrol Leader know why he is missing the meeting however, so that the scout's presence at the outdoor activity can be planned on. Scouts failing to notify the Scoutmaster or SPL of their reasons for missing the meetings will not be allowed to participate in the activity.

**2.3.2 Winterburg.**

"Winterburg" is a winter camping experience at Forestburg Scout Camp, Forestburg, NY. It is usually conducted in February, with District sponsorship. Conditions at this camp can be severe, requiring experienced campers in order to avoid injury. Accordingly, all scouts who go to Winterburg must:

- Have passed equipment inspections conducted by the Scoutmaster and his assistants
- Attended all troop meeting dealing with cold weather camping leading up to Winterburg. This normally will be all the meetings in January and February leading up to Winterburg.

**3.0 PARENTAL RESPONSIBILITIES**

Parents are ultimately responsible for the actions and well being of their children. Some specific things the troop looks for from parents include:

- Get your son the appropriate uniform(s), and help the troop to train your son to keep the uniform clean and neat. This includes the sewing on of all appropriate badges and patches.
- Help get your son to meetings on time. The troop will endeavor to keep to its schedule as well.
- Make sure the Scoutmaster and the Troop Committee Chairman are aware of any health related problems your son may have. This is important for the safety and welfare of all concerned.

- Attend a troop meeting at least once every three months, so you know what goes on at our meetings.
- Attend a troop committee meeting at least once a year.
- Support of troop activities through the volunteering of parent time to help out on campouts, fund raisers, and Courts of Honor. Each parent or set of parents should participate in one activity a year as a minimum.
- When requested, act as a driver for transporting scouts to and from an activity
- Volunteer for one year to be a member of the troop committee, run a fund raiser, or organize a troop activity.
- Direct questions about your son's progress or activities to the Scoutmaster or one of the assistant scoutmasters. This is especially true if you feel there is a problem! You may also direct such questions to the Troop Committee chairman.

#### **4.0 SUMMER CAMP**

##### **4.1 Basic Camp Attendance**

It is the goal of Troop 124 for each and every scout to be able to attend summer camp if he so desires. The troop normally goes to the Forestburg Scout Reservation, located just north of Port Jervis, NJ in the state of New York. It is one of the premier scout camps in America, and was originally the model for all other scout camps.

##### **Requirements for a Scout to attend camp:**

- Be a registered member of the troop
- Have a valid camp physical less than three years old \*
- Pay the requisite camp fees \*\*

\* Parents whose child has a special medical condition should contact the Scoutmaster prior to camp, so that arrangements can be made for that child to have a safe and happy camp. Special medical conditions will not, except in rare cases, bar the scout from the camp.

\*\* Any parent who feels that they cannot let their child go to summer camp for economic reasons should contact the Scoutmaster or Troop Committee chairman directly. Alternate funding is available or can be found. All such contacts will be treated with the utmost confidentiality.

##### **4.2 Who Else May Attend**

Parents of scouts are welcome and indeed encouraged to attend summer camp with their scouts for all or part of the week. ***This must be arranged in advance with the Scoutmaster!*** At issue is insuring there is adequate food and tentage for our guests! ***Moms*** are also welcome by the way! ***Webelos*** who are accompanied by a parent for the full week may attend camp under troop sponsorship. The parent assumes full responsibility for tracking and entertaining his ***Webelos*** during the camp. No scout shall attend camp for less than the full week, unless discussed in advance with the Scoutmaster. There will be NO one or two night stays for scouts just for a "visit". Typically Friday night is Family night and we can make room for parents (only) for the one night.

### **4.3 Parental Support**

Parental volunteers are needed every year for the troop to go to camp. Normally, the Scoutmaster and at least one Assistant Scoutmaster will lead the troop. A minimum of two additional adults are needed for the troop to get maximum benefit out of the camp. The troop will be calling parents and looking for help on this every year. Transportation to and from is also critical (2.5-3 hrs each way). Parental support is absolutely critical for this.

### **5.0 REVISIONS TO THIS POLICY**

## **Troop 124 Portable Electronics Policy**

It is the policy of Troop 124 that **NO PORTABLE ELECTRONIC DEVICES ARE ALLOWED TO BE BROUGHT TO ANY TROOP 124 EVENT.** This includes and but is not limited to I-Pods, Mp3 players, Walkmans, Game boys, Cell phones, and any hand held radio. Exceptions are the use of cell phones and/or hand held radios by the scoutmasters for emergency communications purposes. Portable electronic devices are contrary to the scouting philosophy of learning to live with and in the outdoors. A scout that is using an electronic device instead of doing scouting related tasks loses out on the scouting experience. Scouts being called, or calling people, or using electronic devices during classes, activities, and meetings, cause the scoutmasters to stop dealing with the troop as a whole and expend time to deal with a scout that is busy using something that is totally unnecessary on an outing and diminishing the experience for others. These distractions to the scoutmasters can also result in a hazardous lack of attention to the surroundings, resulting in injury to a scout. This is the reason for the no electronic policy. This has been the policy of Troop 124 for many years.

Any infraction of this policy will be handled as follows, upon the discovery of an electronic device. The scoutmaster will confiscate the item and return it at the end of the event.

This policy was approved by the Troop Committee prior to publication. **Any** parent who feels that some or all of the policy should be changed should communicate the specific changes required to (preferably) either the Scoutmaster or the Troop Committee Chairman. It may also be communicated to one of the Assistant Scoutmasters if the parent so desires. The change will be discussed at the following troop committee meeting, and if approved, a change to the policy will be published. All policies remain in effect until a change has been approved by the troop committee.

Approved

*Alan Pinsky*

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Alan Pinsky  
Committee Chairman  
BSA Troop 124