

Troop 451 Handbook



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Changes

Prior to July 2013	Prior to July 2013, we did not track specific changes in the handbook.
July 2013 – January 2014	<p>Major revision with Troop subcommittee</p> <ul style="list-style-type: none"> • Changed uniform verbiage consistent with BSA nomenclature (field uniform & activity uniform) • Modified guidelines about equipment; added information on Alps/ScoutDirect • Updated Advancement section to be in line with 2013 <i>Guide to Advancement</i>, including better definition of the Scoutmaster conference, Boards of Review, the Merit Badge process and the role of Merit Badge counselors. • Added clarification on leadership positions and expectations, from the 2013 <i>Guide to Advancement</i>. • Moved position specifics to another document. • Clarified Troop no longer receives 50% of funds raised. Specific, unit-level fundraisers are held as necessary. • Expanded definition of “not current” with respect to dues. • Added Cyber Chip. • Clarified service projects and approval needed for non-Troop service projects. • Added Troop policy on Eagle Courts of Honor.
August 2016	<ul style="list-style-type: none"> • Amended Troop policy on Eagle Courts of Honor per committee update in August 2016.

Troop Policies

Introduction for New Scout Members

Welcome to our Troop family. Enclosed in this handbook are items for you to keep and study as well as several items to be completed and returned to the Troop. Completed items will be checked off with the Troop Committee or Scoutmaster. In this way we can be certain your Scout gets off to a good start in our Troop.

It is the objective of the Adult Scout Leaders to provide an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, to develop in them personal fitness, and to continue their religious goals. The Troop Leadership's goal is to help develop citizens who are physically, mentally, and emotionally fit, who have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness, have personal and stable values firmly based on religious concepts or other religious content.

The standards of our Troop are spelled out in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes.

As Scouts plan their activity, and progress towards their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn.

This Handbook is divided into sections, which provides information to new Scouts and their families so they can become familiar with the Troop. An explanation of each Scout's responsibilities, the Adult Scout Leaders', and the Parent or Legal Guardian's responsibilities, are included. These sections include:

- Troop Commitment Forms
- Financial Obligations
- Troop Organization
- Troop Policies
- Advancement
- Code of Conduct

Becoming a Scout is easy; it's living up to Scouting's ideas that is a lot harder. To be an effective Scout, you need:

- A Willingness to Learn
- Self-Discipline
- Determination
- A Supportive Family

Troop Commitment Forms

Complete the following forms as soon as possible and return them to the Scoutmaster.

Boy Scout Application Form

Read and complete the application form. The section titled Boy Scouts of America Information for Parents is an overview of the BSA Organization. A mailing address and street address should be included on the application. An Annual Health and Medical Form must also be completed and signed by the Scout's parent or legal guardian.

At the time of joining, the Scout will need to pay his registration, insurance and, if desired, his Boy's Life fees. The Scoutmaster or Finance chairperson can help you with determining the amount owed. The fee for transferring into the Troop from another Troop, or from a Webelos Den, is \$1.00. If the Scout is transferring from another Troop, please fill out the Individual History, Transfer Report and Advancement History so we can continue the Scout's advancement.

Troop Activity Permission Slip

This form gives permission for emergency medical treatment and for the Adult Leaders to take your Scout on different activities. Please have your signature notarized, as some states such as Oklahoma require a notarized signature before any medical treatment can be provided. The Troop has a Notary Public available, if needed.

All Scouts must have this form on file before they can participate on any outing or activity. This is for your son's safety.

Personal Health and Medical Records

This form provides emergency information for our Troop Activities. All Scouts and Adult Leaders will need to complete and sign the Class 1 Personal Health and Medical History section. Your doctor will need to complete the Class 2 Medical Evaluation section. This form is valid for 36 months. For adult volunteers over 40, there is a Class 3 form available. This form is valid for 12 months.

All Scouts and Adult Leaders must have this form on file before they can participate on any outing or activity. This is for your safety.

Troop Code of Conduct

At the end of this handbook is the Troop Code of Conduct. Each Scout must read the Code of Conduct with his parents or legal guardians. Both the Scout and his parent(s) must sign the last page before the Scout can attend any Scouting event other than Troop meetings. The Troop requires each Scout to review and sign the acknowledgment annually.

All Scouts must have this form on file before they can participate on any outing or activity. This is for your son's safety.

Uniform

Scouting is a program that shows each Scout's commitment to the aims and methods of Scouting. The uniform gives the Scout identity in a world brotherhood of youth that believe in the same ideals. The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community.

The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished. There are two types of Scout uniform. The standard and complete uniform is a Field Uniform (informally referred to as Class A). The second type of uniform is an Activity uniform (informally referred to as Class B), consisting of an approved Troop T-shirt (tucked in) with shorts or long pants.

The Field Uniform is required for all Scouting activities unless otherwise directed. Information about placing items on the uniform can be found inside the Scout Handbook. For proper placement of all insignia and patches, see the BSA's uniform guide at <http://bsauniforms.org>. The field uniform consists of the following items:

- Scout field shirt
- Scout socks (*olive green*)
- Troop numerals (*either individual 451 numerals or single 451 patch, available from the Troop*)
- Position patch (*new Scouts will not have a position patch*)
- Longhorn Council shoulder strip
- BSA Scout pants and/or shorts
- Shoulder loops
- BSA Scout belt and buckle
- Troop Neckerchief (*available from the Troop*)
- Neckerchief slide (*typically red woggle, which is available from the Troop*)
- Boots or closed-toed shoes
- BSA cap (*optional*)

The Activity Troop T-shirt may be purchased from the Troop. The Activity Uniform is to be worn during activities where the Field Uniform is inappropriate, such as service work days and camp outs. The Activity T-shirt may be worn under the Field Uniform shirt at the Scout's discretion.

Uniform inspections may be held at each Troop meeting/event. A Scout is expected to wear their full uniform to all Troop meetings and activities where the Field Uniform is appropriate.

The Field Uniform can be purchased from the Longhorn Council Office, any of the local Scout Shops, or from the National Museum Scout Shop in Irving. Address and directions may be obtained at <http://www.longhorncouncil.org>.

Equipment

Each Scout will need various camping supplies and equipment. Basic needs and comfort should be the guideline without going to the extreme. You do not need to buy top of the line equipment.

The most expensive items for camping are a tent, a sleeping bag and a backpack. The sleeping bag is vital to your son's comfort. Buy a sleeping bag that is rated to 20 degrees for winter camping and 50 degrees for summer camping. Shop around for the best price. The summer sleeping gear may be made of a sheet or blanket from home, instead of a formal sleeping bag.

You may not have to get a backpack immediately. A good pack that will last a lifetime can be purchased for a reasonable amount after a careful check of prices and packs. Choose a backpack with either an internal or external frame, as well as a waist support belt. There are a number of stores in town that carry backpacks. Sporting goods stores that specialize in camping equipment will be able to assist and enlighten you about the selection of a backpack. Once you have learned what to look for, shop other stores for the best price.

Boots and footwear are extremely important especially when the Troop is involved in hiking or climbing. Again, look to the specialty stores for their recommendations, but purchase reasonably priced boots. Your Scout is growing, and will outgrow the boots quickly.

A partial list of camping equipment is available. ¹ Please read your Scout Handbook for specific information on the equipment needed, or ask one of the adult leaders. Alps Mountaineering provides Scouters with quality gear at a 40% discount and numerous Scouts in the Troop have purchased from Alps. You can get information on their program at <http://Scoutdirect.com>.

Financial Obligations

Stable Troop finances allow the Troop to achieve its program goals. The recording, disbursing, and budgeting of Troop funds is the responsibility of the Troop Committee. Regular reports of the finances will be available on request, and the current budget will be reviewed semi-annually at the Troop Committee meeting.

Any funds raised by a Scout through a Troop fundraiser are applied to a Scout's account within the Troop. Information on funds held for the Scout can be obtained from the Troop Treasurer.

Each member of the Troop is responsible for participating in the fundraising activities and maintaining their financial obligations.

Part of the Scouting experience is learning financial responsibility. The Troop's financial program helps each Scout learn how to earn and save. The money they earn may be applied to Troop activities. Please work with your Scout on earning his own money.

¹Certain items are not permitted, such as firearms, slingshots, fireworks, sheath knives and machetes, recreational electronic items (radios, electronic games, etc.), non-Scouting hats, T-shirts with liquor or offensive advertisements, and paramilitary or camouflage clothing.

Dues

The Troop collects dues from each Scout on the first Monday of each month. A Scout is responsible for dues regardless of whether they attended a scheduled meeting or not. The dues are set by the Troop Committee annually as part of the unit budgeting process. A Scout will not be considered as current in his dues if he is more than one (1) month behind. He shall not be entitled to vote, camp with the Troop or Patrol or attend field trips or run for Troop position until he is current again, although he may still be presented for a Board of Review and advance in rank. Once a Scout achieves the rank of Eagle, dues will no longer be required.

Registration

The Troop renews its Charter with the Boy Scouts of America once a year at the end of March, at which time we register each member for the next year. The fee collected covers:

- National registration fee
- Scout's insurance cost
- Subscription to Boys' Life magazine (*optional*)

All registration money must be collected by the registration deadline each year. If money is not collected by the registration deadline, the Scout will not have a place in the Troop and will have to be re-chartered separately.

In addition to fees and the application, our Chartered Organization and the BSA require certain training courses to be completed by adult leaders. Youth Protection Training is required of all adults as well as any other specific training as required by the chartered organization.

Troop Size

It is the intent of the Adult Leaders to limit the number of Scouts participating in our program to ensure a quality program and for safety reasons. This limit is based on many variables: size of the facilities we can use, equipment available for use by the Scouts during campouts and Scouting activities, transportation, finances, adult leaders, and other issues. Because of the limited number of Scouts that the Troop can safely handle, we limit new Scouts applications based on the following criteria until the limit is reached:

1. Current members of the Chartered Organization
2. Siblings of Scouts enrolled in the Troop
3. Webelos Scouts bridging from Packs where a Troop 451 Adult is currently enrolled as a leader
4. All others as completed registration forms are received

If you have questions regarding the limitations, please see the Scoutmaster or Committee Chairperson.

Money-Earning Projects

Money-Earning Projects are fund-raisers that the Troop conducts. It is not the intent of the Troop to overly burden the Scout and his family with money earning projects, however, the financial needs of the Troop must be met. Each member is responsible for participating to the best of their ability.

Camp Savings Plan

The Troop has an account for each Scout where they can save earned money for summer camp or camping equipment. Funds are earned through money-earning projects. The Scout may also deposit funds directly into this account at any time. The Scout can withdraw the funds from his account with proper notice to the Troop Finance Committee Member. Upon the boy leaving Scouting or if they do not recharter, any unused funds will revert back to the Troop general fund.

Scout Discipline

There are times when it may be necessary for the Troop leadership to correct a Scout's actions. Correction will be used when a Scout is misbehaving and is not following the Scout Oath and Law. The Scout will only be corrected for the acts that would not be considered appropriate for a Scout, or do not conform to the Scout Oath and Law, instead of his temperament or traits.

Only the Scoutmaster, or Adult Leader in charge during the absence of the Scoutmaster, may correct a Scout at the time of the offense. *At no time will any Adult Leader, for any reason, physically touch or strike any Scout.* Any discipline or punishment will be proportionate to the incident.

Depending on the severity and number of incidents on a Troop Activity, the following may occur:

1. The Scout will be pulled aside and requested to behave.
2. Specific chores or duties may be assigned to him to complete.
3. The Scout's parent or legal guardian will be called and advised of the situation.
4. The parent or legal guardian are called and will be requested to pick up the Scout and take him home. It is necessary that a parent, legal guardian, or emergency contact person be available by phone during any Scouting meeting or event.

See the Code of Conduct section for further detail and clarification.

Parent Responsibilities

Scouting is a God, Family and Country program. Scouting helps to teach boys to be responsible for their actions, to work effectively with others to achieve a common goal and to become good citizens. The parent's role is vital in carrying out the Scouting program and instructions. Although the leaders and members of his Troop will provide the skills for his advancement, his parent or guardian is expected to help to achieve Scouting goals.

A boy's Scouting experience requires parent and child teamwork. This means that when a boy joins the Troop, the parents and/or legal guardians and the Scout embark on a new experience. Encourage your son in his advancement, service and obedience to the Scout Law.

Parents: Please do not prevent your son from participating in Scout activities as a form of punishment.

Scouting is an extension and enrichment of your son's guidance, enlightenment, and comprehension of the world. We understand other commitments, such as school, may take precedence.

Council Programs

The local Boy Scout council, Longhorn Council, as well as the National Office in Irving, provide many services to make the Scouting program workable for the Troop. These services include support materials, Adult Leader and Scout training, advancement programs, activities, camping facilities and support staff at both the Council and District levels.

There will be times when the Troop will be requested to assist the Council in various programs, including Money Earning activities. To the extent that a Scout and his family are able, your assistance and cooperation will be requested. Council programs are planned on a yearly basis and we will inform you of the date(s) of these programs so you can plan your involvement accordingly.

Friends of Scouting(FOS) is a primary source of operating income for the Council, and not for the Troop. Each Scouting family is asked to participate in this program; however, participation is not required. This event usually occurs in February of each year.

Advancement Process

Scouting places a series of surmountable challenges in front of a Scout in a manner that is fun and educational to a boy. As Scouts meet these challenges, they achieve the aims of Boy Scouting. Everything Scouts do to advance and earn rank is designed to help the Scouts have an exciting and meaningful experience.

“The current edition of the Guide to Advancement is the official source for administering advancement in all Boy Scouts of America programs.” “No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements.” Nothing in this document is intended to contradict the official advancement policies and procedures and in case of a conflict, the official guidelines shall take precedence. An electronic version of the Guide to Advancement is freely available from the Scouting.org website.

The only time the requirements for any rank advancement, merit badge, or achievement can be changed or modified by the Troop is determined on special situations, such as a Scout with special needs. If your Scout has any questions or issues in this area, please contact the Scoutmaster, Troop Chairman, or Chartered Organization Representative. We will confidentially discuss the problem with you and your son.

Unlike the Cub Scout and Webelos programs where parent or legal guardian teach, test and sign-off achievement, the Boy Scout program discourages parents from signing off any Rank Achievements or Merit Badge work. The Troop's policy is that no parent may sign-off any rank achievement unless approved by the Scoutmaster to do so. . Merit Badge requirements may only be signed off by a registered Merit Badge Counselor approved for the specific Merit Badge. The Troop encourages a Merit Badge Counselor other than the Scout's parent to work with the Scout on Merit Badges.

The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.

Each Scout is ultimately responsible for ensuring that their Scout book and Scout records are kept up to date. An advancement report should be requested quarterly from the advancement chair to ensure that Troop records match the Scout's Scout Handbook. In addition, parents and Scouts may access their up to date records at any time online. The Scout's Handbook is the official record of the Scout's advancement and takes precedence over Troop records. The Troop records are kept as a backup as well as for administrative purposes and tracking.

One of the greatest needs of boys during the growth years is confidence. There are three kinds of confidence that boys need: in themselves, in peers, and in their leaders. Measuring up to a challenge or a standard develops self-confidence. Peer confidence develops when the same measuring system is applied to everyone - when all must meet the same challenge to receive equal recognition. Confidence in leaders comes about when there is a consistency in measuring - when leaders use a single standard of fairness.

In Boy Scouting, measurement is realized by skill development. But skills do far more than measure. They accommodate the three aims of Scouting: participation in citizenship, growth in moral strength and character, and mental and physical development.

The advancement requirements have been carefully developed to achieve the aims of Boy Scouting. When a Boy Scout is recognized that he has achieved a rank, it represents that the boy has been an active participant in his Troop and Patrol, shown Scout Spirit, met the other requirements and/or earned the merit badges for the rank, participated in a Scoutmaster conference, and satisfactorily appeared before a Board of Review. In the advance ranks of Star, Life and Eagle, the badge represents that the boy has also served in a position of responsibility in the Troop, and has performed service(s) to others.

Troop Advancement Policies

Rank badges are awarded at the end of the Scout meeting in which the Scout passes his Board of Review. Unless otherwise specified, rank requirements may be worked on simultaneously; however, all ranks must be earned in sequence. The Scout Spirit requirement is determined by the Scoutmaster or Assistant Scoutmaster during the Scoutmaster conference.

A Scout may work on different merit badge courses at the same time. The merit badges do not have to be earned in sequence, unless the specific merit badge requires completion of another merit badge before a Scout can participate, such as Swimming, Lifesaving, etc.

It is important that the Scoutmaster to work with the boys to set an individual advancement goal. The Scoutmaster, Troop Committee and the Charter Organization Representative attend Troop Committee meetings. The Scouts contribute their proposals through the Senior Patrol Leader.

A parent may teach Merit Badge courses to their son(s), provided they are a registered BSA Merit Badge Counselor within Longhorn Council and they adhere to all Boy Scout policies and procedures. The parent(s) or guardian(s) should encourage their son to advance, help them review, and work with the Adult Leaders to help their son advance.

Scouts may work on Rank Achievements and Merit Badges only while an active member of the BSA. Any achievements and Merit Badges earned while a member of another Troop will be transferred, according to BSA policies.

The final authority for what requirements must be complied with rests with National BSA policy, and the current edition of the BSA Guide to Advancement book, no. 33088.

The Boy Scout Handbook contains the requirements for Rank Advancement, and provides space for being signed when completed. It is the Scout's responsibility to keep his Scout Handbook record up-to-date. Any dispute in whether or not the Scout earned any portion of his Rank Advancement will be settled by the record(s) in the book. A Scout should keep all advancements records in a safe place. The Scout's records should be brought to all Scoutmaster Conferences and Boards of Review. The Troop will keep an electronic advancement record. The Troop Advancement Coordinator will be responsible for reporting all awards and advancement to the local Council office for the official BSA records.

Rank Advancement

The first rank is Scout. The rank is designed to get each boy moving along in the advancement program. The Scout must know and agree to live by the Scout Oath, Law, and demonstrate a basic knowledge and commitment to the Scouting program. The rank is completed after a discussion between the Scout and the Scoutmaster, known as a Scoutmaster's Conference and confirmation that the Scout has completed reviewing the youth protection pamphlet with his parent(s) or guardian(s).

Tenderfoot, Second and First Class ranks require increasing levels of skills. The skills are learned at meetings, campouts and other Scout activities. The Troop adult leaders and senior Scouts will instruct and sign-off these skills. To sign off on a requirement, a Scout must be at least First Class and two ranks above the Scout in which they are signing off a skill/requirement in the Scout book. This requirement may be waived by the Scoutmaster if deemed appropriate on a Scout by Scout basis. A Scout may work on any requirement from these ranks at any time. The ranks, though, must be earned in sequence. Only the Scoutmaster or an Assistant Scoutmaster can sign off on the Scout spirit requirement and this is done in conjunction with a Scoutmaster conference.

Star, Life and Eagle ranks require the earning of Merit Badges, maintain a leadership position, and perform a specific number of service hours. Six Merit Badges are required for Star, five more for Life and an additional eleven for Eagle. Four months of leadership is required for Star, six months is required for Life and a project focused on leadership is required for Eagle. The leadership terms for Star and Life do not have to be continuous and do not have to be from one single position. Scouts are encouraged to hold different leadership positions in order to further develop their leadership skills.

Boy Scout advancement is a four-step process.

- 1. The Scout learns.** A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the Patrol and Troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.
- 2. The Scout is tested.** His patrol leader, Scoutmaster, Assistant Scoutmaster, or other authorized Troop member may test a Scout on requirements. The Scoutmaster will maintain a list of those qualified to give tests and to pass candidates. Once the Scout has demonstrated the appropriate skill, that requirement will be signed off in the Scout's Handbook.
- 3. The Scout is reviewed.** After a Scout has completed all the requirements for a rank, his progress is reviewed in 2 stages: a Scoutmaster Conference and Board of Review. The Troop Committee conducts reviews for Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms. The Longhorn Council conducts the Eagle Board of Review.
- 4. The Scout is recognized.** When a Board of Review has certified a Scout's advancement, he receives recognition as soon as possible. Merit badge recognition will be done at the Court of Honor. Occasionally, the ceremony may be held during a Troop meeting or campout. Rank badges will be awarded at the end of the Troop meeting in which the Scout has passed their Board of Review. The

certificate for his new rank may be presented later when he is recognized at a Court of Honor. All family members and guests are invited to attend.

Merit Badges

The Merit Badge program is intended to expose Scouts to various vocational or life skills, as well as to train them to be better citizens. Earning Merit Badges gives a boy the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the Merit Badge program, a boy also learns career skills, develops socially, and may develop physical skills and hobbies that will give a lifetime of healthful recreation. There are over 120 Merit Badges covering subjects from American Business to Woodworking, and areas such as hobbies, careers, sports, and science and Scouting skills.

The ranks of Star, Life and Eagle require that a Scout earn a certain number of Merit Badges. These include specific Merit Badges required to meet the Eagle requirements, plus other Merit Badges of interests to the Scout. There is no maximum number of Merit Badges a Scout can earn; the Scout himself only limits it.

Starting a Merit Badge

A Scout must have a conversation with the Scoutmaster, or his designee, about a Merit Badge that he wishes to earn. The Scoutmaster has a conversation with the Scout and recommends a Merit Badge Counselor. The Scout may use that Counselor or any other registered Merit Badge Counselor for that particular Merit Badge. The Adult Leader will sign the Scout's blue card on the front indicating that the conversation took place. The Adult Leader does not "approve" a Scout to begin a Merit Badge. In addition, BSA policy requires that a Scout work on a merit badge with at least one other person present. This other person may be a fellow Scout, parent or sibling. Once the Adult Leader has completed the initial conversation with the Scout, the Troop Advancement Coordinator and Merit Badge Counselor will monitor the Scout's progress. Verification of completion of a Merit Badge is the sole responsibility of the Merit Badge Counselor. No Scoutmaster or other Adult Leader may sign off on Merit Badge requirements. Scouts must be tested individually, and they must meet all the requirements as stated. "The authoritative source for all merit badge requirements is the current year's Boy Scout Requirements book."

Blue Cards

When a Scout starts a Merit Badge, he should ask for a Blue Card. When the Scout has completed the requirements for the course, the counselor will complete the card indicating the Scout has fulfilled the requirements. It will only be after the card(s) have been signed by the Adult Leader, and given to the Troop Advancement Coordinator, that the Scout will be awarded the Merit Badge at the next Court of Honor. Once earned, the badge is earned. Presentation at the Court of Honor is for recognition purposes.

The Blue Card has three parts. When completed, one part goes to the Advancement Chair for recording in Troop records. The second goes to the Merit Badge Counselor for his/her records. The third is kept by the Scout to show he has completed the requirements for the Badge. If a Scout has problems with verification of his completion of the Merit Badge, he can show his portion of the Blue card. If the Scout

loses his card, there will be two other portions for verification. This signed and dated blue card is the official record that the Scout has completed the requirements for the Merit Badge.

It is the Scout's responsibility to keep his Blue Card safe. If the Scout loses his card, and the Merit Badge Counselor cannot validate the completion of the Merit Badge, the Scout will have to repeat the requirements before he receives credit for the Merit Badge.

Merit Badge Counselors

Merit Badge counselors must be qualified, registered Scouters and registered MB counselors. There is no fee to register as a Counselor but Counselors must be at least 18 years of age and consent to a background check. Forms to accomplish this will be provided by the Advancement Chair. A briefing will be given to counselors on the provisions of this section and a copy of A Guide for Merit Badge Counseling pamphlet provided. Other training will also be provided. The Troop Merit Badge Counselor List will be validated once a year at the time of re-chartering. The updated list will be provided to the Tonkawa District Advancement Chair by the Troop Committee Chair. All applications for Merit Badge Counselors will be submitted through the Advancement Chair or Merit Badge Coordinator.

Merit badge worksheets and other learning aids are optional. The Merit Badge Counselor cannot require their use. If used by the Scout, it cannot be used to satisfy the discussions/show requirements. The Merit Badge Counselor must test each Scout individually on each requirement as stated in the requirements. The use of written exams is not part of the Merit Badge program. If a Scout returns from an event (Summer Camp, Merit Badge College, etc.) with a partially completed Merit Badge, he will make the Advancement Chair aware of the situation. The Advancement Chair will refer the Scout to a qualified counselor. The Scouter will be provided a copy of the Merit Badge pamphlet for this purpose. The Advancement Chair will keep records of such actions for future use.

Merit Badge Changes

“If changes to merit badge requirements are introduced in a revised merit badge pamphlet after the January release of the Boy Scout Requirements book, then the Scout has until the following January 1 to decide what to do. He may continue—or begin work—using the old merit badge requirements and the old pamphlet; or he may switch to—or begin work—using the new requirements and the new pamphlet. Unless it is otherwise stated in the merit badge pamphlet, *Boy Scout Requirements*, or official communications from the National Council, if a Scout chooses to use the old merit badge requirements and pamphlet, he may continue using them until he has completed the badge.”

“There is no time limit between starting and completing a badge, although a counselor may determine so much time has passed since any effort took place that the new requirements must be used.”

Troop Merit Badge Program

Troop 451 conducts a Merit Badge program in conjunction with Troop meetings. These Merit Badges are selected by the Patrol Leader's Council. Before a badge appears on the Troop meeting schedule, a certified Counselor must be procured. The Merit Badge training should be announced 2 weeks prior to its start to allow interested Scouts to register for it by obtaining a blue card. When a Counselor

completes the formal instruction of a group, a spreadsheet listing the start date, Scouts and requirements completed will be submitted to the Advancement Chair. Scouts in the group will also be provided an up to date Blue Card by the Counselor. There will be activities at the meetings for Scouts that are not in the current Merit Badge classes. Scout, Tenderfoot and Second Class Scouts will be encouraged to set advancement to First Class as a priority. *No Scout will be required to participate in the Troop meeting Merit Badge Program; however they are expected to be engaged in a Scouting activity during the meeting.*

The Troop maintains a current list of approved Counselors. At no time shall a Scout and a Counselor be alone. Two-deep leadership, as described by the Health and Safety Guidelines, and Youth Protection Guidelines, shall be unequivocally maintained.

Service Projects

Participation in service projects is an integral part of the Scouting experience. Service projects are activities, which provide a service to the community, a charitable institution, or the Charter Organization. Working on service projects fosters a sense of personal responsibility and citizenship. We will be calling your Scout periodically to assist the Troop in various projects throughout the year. Please encourage your son to participate. Participation in Troop service projects will be considered as showing Scout Spirit. Any service project that is not arranged by the Troop requires preapproval by the Scoutmaster.

Different ranks have specific service hour requirements. Service hours are earned through Troop service projects or individual projects.

The back of the Scout Handbook has a place to record service hours. It is the responsibility of the boy to track and seek out signatures for his service hours. Service hours can be signed off by the adult leader coordinating the service project or by the Life Scout working on their Eagle Project if the service is for the Eagle Project.

Service Projects may be performed outside of Scouting, such as for a religious institution, school, city, etc. The Scout should discuss these with the Scoutmaster prior to participating to ensure they may be counted as service hours. The general rule of thumb is that the Scout needs to be participating to provide service to others and not be receiving any sort of compensation for doing so. Time spent participating in fundraisers cannot be counted as service hours.

Scoutmaster Conferences

“The unit leader (Scoutmaster) conference, regardless of the rank or program, is conducted according to the guidelines in the Scoutmaster Handbook, No. 33009. Note that a Scout must participate or take part in one; it is not a ‘test.’ Requirements do not say he must ‘pass’ a conference. While it makes sense to hold one after other requirements for a rank are met, it is not required that it be the last step before the board of review.” It will also be an opportunity for the Scoutmaster in coordination with the Scout to set reasonable goals and objectives to encourage the Scout to use his strengths and to help him with his weaknesses.

This conference is casual; however the intent to help the Scout advance is recognized. A Scoutmaster's Conference is the opportunity for a Scout and his leader to sit down and visit together. It helps the Scout evaluate his accomplishments and to set new goals with his Scoutmaster. This can be accomplished during a Troop meeting or at the Scoutmaster's discretion.

"The conference is not a retest of the requirements upon which a Scout has been signed off. It is a forum for discussing topics such as ambitions and life purpose, goals for future achievement, and also for obtaining feedback on the unit's program. In some cases, work left to be completed—and perhaps why it has not been completed—may be discussed just as easily as that which is finished. Ultimately, conference timing is up to the unit."

"Some leaders hold more than one [Scoutmaster Conference] along the way, and the Scout must be allowed to count any of them toward the requirement."

"Unit leaders do not have the authority to deny a Scout a conference that is necessary for him to meet the requirements for his rank. If a unit leader conference is denied, a Scout—if he believes he has fulfilled all the remaining requirements—may still request a board of review."

Boards of Review

"After a Scout has completed the requirements for any rank or Eagle Palm, he appears before a board of review. Its purpose is to determine the quality of his experience and decide whether he has fulfilled the requirements for the rank. If so, the board not only approves his advancement or Palm but also encourages him to continue the quest for the next rank or Palm." "A Scout shall not be denied this opportunity. When he believes he has completed all the requirements for a rank, including a Scoutmaster conference, a board of review must be granted. Scoutmasters—or councils or districts in the case of the Eagle Scout rank—for example, do not have authority to expect a boy to request or organize one, or to "defer" him, or to ask him to perform beyond the requirements in order to be granted one. In a case where there is concern the Scout has not fulfilled the requirements for a rank as written, it is appropriate to advise the young man that he might not pass the board and to make suggestions about what he might do to improve his chances for success. It is, however, the Scout's decision to go ahead with a board of review or not."

"The board is made up of three to six unit committee members—no more and no less.... Registered committee members familiar with the unit program, who have had a background check, and who are Youth Protection trained are preferred." No member of the Board of Review may be a Scoutmaster, Assistant Scoutmaster, or a parent or legal guardian of the Scout being reviewed except as permitted in the Advancement Policies and Procedures guide.

The Board of Review has three purposes: (See Advancement Committee Guide Pg. 29)

1. To make sure that the work has been learned and completed.
2. Discuss the experience the Scout is having in his Patrol and Troop.
3. Encourage the Scout to progress further.

“It is preferred a Scout be in full field uniform for any board of review. He should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly. It may be the uniform as the members of his troop, team, crew, or ship wear it. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in his appearance and dressed appropriately, according to his means, for the milestone marked by the occasion. Regardless of unit, district, or council expectations or rules, boards of review shall not reject candidates solely for reasons related to uniforming or attire, as long as they are dressed to the above description. Candidates shall not be required to purchase uniforming or clothing such as coats and ties to participate in a board of review.”

“If a board does not approve, the candidate must be so informed and told what he can do to improve. Most Scouts accept responsibility for their behavior or for not completing requirements properly. If it is thought that a Scout, before his 18th birthday, can benefit from an opportunity to properly complete the requirements, the board may adjourn and reconvene at a later date. If the candidate agrees to this, then if possible, the same members should reassemble. If he does not agree, then the board must make its decision at that point. In any case, a follow-up letter must be promptly sent to a Scout who is turned down. It must include actions advised that may lead to advancement, and also an explanation of appeal procedures ... The council must keep a copy of the letter.” The Board of Review has final authority on Rank Advancement.

Scoutmaster conferences must be requested a week in advance by the Scout and the request made to the Advancement Chairperson. After the Scout believes that he has completed all requirements, including a Scoutmaster conference, then a BOR will be scheduled for the next available meeting determined by the Advancement chair.

A signup sheet will be posted each meeting for Scoutmaster Conferences. There will only be a certain number of slots available each month, thus requiring the Scout to plan ahead to get on the list. Once all slots are taken/allocated the Scout will have to wait for the next available meeting slot or else schedule a conference outside of a meeting time. Scoutmaster conferences for Star, Life and Eagle are performed outside of the Troop meetings. Exceptions will only be made due to extenuating circumstances as agreed upon by the Scoutmaster and Advancement Chair.

Recognition/Courts of Honor

The Troop acknowledges those Scouts who have advanced or earned awards at a public ceremony called a Court of Honor. There will be least three Courts of Honor each year. These Courts of Honor will be held as a separate event from, or in lieu of, a Troop meeting. At these Courts of Honor, Rank Advancement, Merit Badges, and special recognition awards will be awarded. The Court of Honor is an important event for the Scout, and all family members and friends are encouraged to attend.

The Totin' Chip, Cyber Chip or the Firem'n Chit may be awarded once they are earned and recognized at the Court of Honor.

All achievement awards will be recorded in the Scout's official record (Scout Handbook). A Scout will only be awarded a merit badge or achievement at a Court of Honor. The only time that a Scout can be

awarded a merit badge when absent from a Court of Honor is after discussing the reason for an excused absence with the Scoutmaster. The Scout must present a good reason for his absence from the Court of Honor before he is allowed to receive the recognition. Note that the Scout has still earned the badge, but Troop policy is only to present the patch to the Scout under the above guidelines.

Eagle Courts of Honor

The Eagle Scout Court of Honor (ECOH) is a great event and new Eagles and their families are strongly encouraged to schedule one within six months of the Scout's Eagle Board of Review (EBOR). This is the norm for the Troop. It allows the Troop to honor and recognize the Scout as well as the Scout to thank the Troop for the support given him in his Trail to Eagle. There are situations when a Scout leaves the area or the family is simply too busy to have an ECOH in a timely manner. The steps below explain the policy of the Troop in this manner.

First Attempt

If the family has not scheduled an ECOH six months after their Scout completes his EBOR it will be contacted to determine its intentions. If there is a desire to have an ECOH the family will be advised to provide a date, time and location of the event to the Troop Committee Chair in a timely manner. This being the case, the family secures the location, sends out invitations, and prepares the script and program. Any refreshments, guest or video presentations, displays or letters of recognition are the family's responsibility.

Second Attempt

If the Scout remains *active* with the Troop or contact information is known, but no ECOH is scheduled, the parents will be notified that at the next regularly scheduled Troop COH a short ceremony can be conducted to present the Eagle award to their son. In this case the family is not responsible for any part of the ceremony other than to attend. Only members of the family that normally come to Troop COH and close friends and relatives are invited. The presentation will be made after other rank advancements. There may be more than one Scout receiving the award. No videos, special guests or guest speakers are permitted. Special refreshments and displays are encouraged. The family makes the decision for this option having ruled out the first option above.

Final Attempt

The Troop wants to give the family time to plan a special COH if they are actively trying to do so. Eagle medal presentations are only made by Troop 451 as indicated above. If the Scout cannot or does not receive recognition as above, arrangements will be made for the family to receive the Eagle kit. The family does not make the decision here. It is offered by the Troop. All efforts will be made to avoid this option.

The Eagle Scout kit consists of the Eagle Scout medal and patch, mother's pin, father's pin, mentor pin, Eagle Scout certificate and card, Eagle Scout neckerchief and slide (provided by the troop), and US flag and certificate (provided by First United Methodist Church).

Adult Leadership

Scouting is chartered by the United States Congress to provide educational programs for boys. Each Troop is "owned" by a Charter Organization as authorized by the Boy Scouts of America. The Charter Organization appoints the Scoutmaster and Committee Chairperson, and assists in the selection of the members of the Troop Committee. The Troop Committee supports the Troop program and handles administration activities. The Scoutmaster is responsible for developing and carrying out the Troop program.

All boys in the Troop, with the temporary exception of the Senior Patrol Leader, Assistant Senior Patrol Leaders and Troop Guides, are organized into Patrols. The Senior Patrol Leader is the highest-ranking Junior Leader of the Scouts. The Senior Patrol Leader, Assistant Senior Patrol Leaders, Troop Guides and the Patrol Leaders makes up the Patrol Leaders Council (PLC), which plans each Troop activity according to the yearly program. Each Patrol has a Patrol Leader who reports to the Senior Patrol Leader. A PLC meeting should be held once per month outside the regular Troop meeting.

Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man's development. All Adult leaders must submit an application to the Boy Scouts of America, and be approved by the Troop Committee Chairperson, Charter Organization Representative, and the Boy Scouts of America. They will receive training in Youth Protection and appropriate basic leader training. They are encouraged to wear a Field Uniform. The Scoutmaster, Assistant Scoutmasters and all adults who regularly have contact with the Scouts are required to be in Field Uniform. All Adults will be required to obtain the appropriate BSA level of leader training for their positions. Certain training classes must be renewed from time to time. Adults can check with the adult Training Chair for dates and times of required training.

The Boy Scouts of America provide all training through local, district, council and multi council programs. Most programs are without cost. Some require a small charge to cover material and equipment. These courses are scheduled throughout the year. In addition, certain training can now be taken on line and links are available on the Troop, District or Council websites.

Campership Committee

Troop 451 maintains a fund to assist needy and qualified Scouts in attending summer camp and other special camping events. This committee is set up to evaluate requests for Campership funding. All requests will be submitted to a member of the Troop Campership Committee using the troop request form. The Campership Committee will report directly to the Committee Chair outside of Troop Committee meetings to maintain confidentiality. All inquiries into Campership funding will be kept strictly confidential.

The Campership Committee will consist, at a minimum, of four individuals:

1. Troop Committee Chair
2. Financial Chair

3. Summer Camp Coordinator
4. Fundraising Chair

The following guidelines are set for selection of Scouts to receive camperships:

1. A Camp Geiger campership will not be granted to a Scout who has not been a member of the Troop for one year at the time of application.
2. Camperships are for regular summer camp and other special camping events as determined by the campership committee.
3. The Campership Committee will determine the campership dollar amount.
4. The Campership Committee will consider the Scout's meeting and troop fundraiser attendance, advancement and Scout spirit in determining campership eligibility.
5. Three votes are required for award of a Campership.

The Troop Committee will only know the amount of the funding; not to whom it is given. The campership fund will be available to Scouts based upon a showing of need and approval of the campership committee. The number of camperships will be determined by the budgeted amount available. The Troop Committee shall determine the method of securing funds for Camperships.

Merit Badge Counselors

The Merit Badge Counselor is responsible for instructing, reviewing, testing and approving Scouts on a specific Merit Badge. The Counselor is also responsible for ensuring that all Merit Badge sessions are conducted under the BSA Youth Protection guidelines. He or she will provide the courses with full consideration for the safety of the Scout. The minimum Merit Badge Class will consist of one Scout and one other individual other than the instructor.

Merit Badge Counselors are adult leaders who are knowledgeable, or have an interest, in the Merit Badge's area. The local Council must approve all Merit Badge Counselors. The Counselors will be trained in instructing Scouts in the area of the Merit Badge as required by National, Council, District, and Troop policies. BSA's prescribed policies, and those of the Troop, are available to the Counselor through the Scoutmaster, Troop Chairman or Chartered Organization Representative.

Boy Leadership

Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others, and guides him towards the citizenship aim of Scouting.

Boy Scouts is a boy led program. The boys designate their junior leaders from candidates who meet the Boy Scout's requirements found in the Boy Scout Handbook. These junior leaders are responsible to provide a program based on the goals and objectives set in the Troop planning meeting. They also enforce Troop and Boy Scout rules and regulations.

To help Scouts prepare for leadership positions; all Scouts will be offered training in the Junior Leader Training Courses. The requirements for Troop leadership will be acquiring First Class Rank, as well meeting the minimum age required by the training course. Scouts desiring to obtain a leadership position within the Troop must attend the Troop leadership training sessions held prior to each election period. Each Scout senior leadership position will require the position description to be reviewed and signed by the Scout, Scoutmaster and Scouts Parent(s) prior to election. Senior Leadership will include SPL, ASPL, Patrol Leaders, Scribe, Quartermaster, and Troop Guides. Scouts desiring the position of SPL must submit application and Scout/Parent Accountability Form the week prior to the election. All other senior position must be submitted to SPL one week before being appointed to position. Patrol Leader election will be held one week after SPL election. Patrol Leader forms must be submitted to Scoutmaster prior to election.

Leadership Positions

Boy leadership in the Troop is an essential part of Scouting. Junior Scout Leaders are elected by Scouts who are active Troop members. They should obtain Junior Leader training as required for their position as soon as possible. Troop offices are not honorary. That is, the Scout is expected to carry out the responsibilities of his office. A Scout who does not fulfill his responsibilities may not be given credit for time served or may be removed from office and replaced at the discretion of the Senior Patrol Leader and Scoutmaster. Each Scout position is reviewed by the corresponding adult position. For example the SPL is reviewed by Scoutmaster, Quartermaster reviewed by Adult Quartermaster, etc.

“If a unit has clearly established expectations for position(s) held, then—within reason—a Scout must meet them through the prescribed time. If he is not meeting expectations, then this must be communicated early...If it becomes clear nothing will improve his performance, then it is acceptable to remove the Scout from his position. It is the unit leader’s responsibility to address these situations promptly. Every effort should have been made while he was in the position to ensure he understood expectations and was regularly supported toward reasonably acceptable performance. It is unfair and inappropriate—after six months, for example— to surprise a boy who thinks he has been doing fine, with news that his performance is now considered unsatisfactory. In this case, he must be given credit for the time.”

The Patrol Method

The Troop follows the Patrol method at all meetings, outings and events. The Patrol method gives Scouts experience in-group living and citizenship participation. A Patrol is a group of six to ten boys who work together as a team. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. Patrol method places responsibility on the Scout to plan and carry out Troop activities. The Patrol method allows Scouts to act in small groups where they easily can relate to each other. These small groups determine Troop activities through their elected representatives.

Each Patrol Leader explains to his patrol the plans and decisions the PLC makes, as well as guiding the Patrol in carrying out their own activities. This method puts Scouts as the leaders of other Scouts.

Qualifications

The Senior Patrol Leader and the Scoutmaster must approve all Troop officers. No Scout may hold the position of Senior Patrol Leader for two consecutive periods. If at least two qualified candidates fail to apply for the position of Senior Patrol Leader, then the Scoutmaster shall reduce the required leadership qualifications to the next highest level until two candidates can run.

Patrol Leaders' Council

The Patrol Leaders' Council plans and conducts Troop activities. It consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, Troop Scribe and each Patrol Leader. The Senior Patrol Leader is the head of the council and leads the meeting. The scribe should be present to record minutes. The Scoutmaster will attend as the council's advisor. The Troop Instructor and Junior Assistant Scoutmaster may attend. The PLC will meet as determined by the SPL.

The Patrol Leaders' Council (PLC) defines the rules of the Troop as described in the Patrol Leader's Handbook. The Council recommends disciplinary actions to the Troop Committee or Scoutmaster. The final authority in all matters is the Scoutmaster and the Troop Committee.

The PLC plans the annual program with assistance from the Scoutmaster. Annual or semi-annual planning, camping program, merit badges and advancement needs are designed. The current status of each Patrol is reviewed. Advancement goals are evaluated. Each Patrol Leader must be prepared to discuss all aspects of the Patrol members' rank and merit badge achievements.

Rules during a Patrol Leaders' Council Meeting

- The Senior Patrol Leader conducts and leads the meeting.
- Scoutmaster will act in an advisory role to SPL.
- The meetings will be run in a business-like manner
- All discussions will focus on the benefits of the Scouts and Troop.

Any private matter discussed during the meeting will remain private to the meeting. Any questions regarding a private topic away from the meeting will be directed to the Scoutmaster.

Troop Code of Conduct

The behavior of Adult Leaders and Scouts should be in keeping with the Scout Law, Scout Oath and the Outdoor Code. The actions of an Adult Leader or Scout should in no way compromise the safety of the Scout or others.

There are two specific areas of responsibility: general conduct and individual conduct. Each Scout his parent(s) or legal guardian(s), and adult leaders, should strive to do everything possible to adhere to all rules and regulations for the purposes of safety, health and behavioral conduct.

It is required that the Scout and his parent(s) or legal guardian(s) read and sign the Code of Conduct together on an annual basis. This signature page must be returned to the Safety and Health Coordinator annually. Health and Safety Coordinator will keep a copy for the Troop's records

This Code of Conduct will be followed at all Troop functions. In the event of the need for disciplinary action it is the desire of both the Leaders and Scouts that the situation be handled at the Troop level with a minimum of input from home. Disciplinary action should be swift so that the Scout can return to planned activities as soon as possible.

When a conflict between Scouts occurs, the following steps should be followed by the boy leaders:

- **Obtain the facts.** Be certain that the problem is real. What are the rules that were broken?
- **Listen to each Scout and understand their point of view.** Understand all sides of the story. Does each Scout understand what he did was wrong? Understand why the Scout had difficulty with the rules. Did the Scouts understand the rule, or does he not like the rule?
- **Discuss resolutions with each Scout.** Ask the Scout what could be done to avoid further conflicts.
- **Monitor and make sure the resolution is being carried out.** If the problem continues then the situation should be discussed at the next Patrol Leaders Council. A recommendation of discipline may then be given to the Scoutmaster.

If the behavior of the Scout requires correction, discipline will proceed as follows:

1. If he is unable to correct the violations, he will bring it to the attention of the Scoutmaster or the Adult Scout leader in charge of the event or activity. The Patrol Leaders' Council will be informed and recommend disciplinary action and rule changes. Any Scout with a Scout oriented problem that cannot be worked out in his Patrol or in the Troop has the right to speak before the PLC and request assistance. Both the Youth Leader and Adult Leader will counsel the Scout as to his breach of the Code of Conduct.
2. He may be given a copy of the Code of Conduct to read during this time. Any discipline involving any physical contact is strictly forbidden. If the Troop is at a weekend camping trip, a summer camp or a high adventure camp, it will be up to the Scoutmaster or trained Adult Leader to determine a further course of action. Continued "sitting out" of activities may be warranted. Other methods to correct violations may include additional campsite duties or Troop duties.

3. If the actions of the PLC do not correct the situation, the parent(s) or legal guardian(s) of the Scout will be called by the Scoutmaster or trained Adult Leader and will be requested to pick up the Scout. If they cannot arrange to pick up their child, they will be responsible to reimburse the Troop the costs to send the Scout safely home. Parent(s) or legal guardian(s) will be required to meet with the Scoutmaster and the Troop Committee to discuss the Scout's re-admission to Troop activities.

In all activities and events, the Scout(s) will be responsible to follow the chain of command. Unless the leader is involved, the Scout will bring the problem to his patrol leader. If the Patrol Leader cannot correct or handle the problem, the patrol leader will contact the senior patrol leader. If the senior patrol leader cannot correct or handle the problem, he will contact the Scoutmaster or the adult Scout leader in charge. The Scout should not jump the chain of command except in the course of an emergency. A Scout should not contact his parent for assistance, unless that parent is the Scoutmaster or adult leader in charge.

The PLC will not be involved in any concern between a Scout or Scouts and an Adult Leader. The Senior Patrol Leader will report disagreements immediately to the Senior Adult Leader at the event, the Scoutmaster or Troop Committee Chairperson. The Senior Patrol Leader will not discuss the event with any other Scout or with the PLC

Junior Leaders will be assisting and interacting with other Scouts as their leaders. There will be times when the Junior Leader is an instructor, manager and mediator. The Junior Leader must remember to be fair and understand how the other person feels.

Good behavior and participation should be recognized. Boys exhibiting above average Scout-like behavior could receive a Troop honorarium. The honorarium will be determined by the appropriate committee, the Patrol Leaders Council, or the Troop Committee. They may be issued at the time of the event, a Troop meeting, or at a Court of Honor.

General Conduct

Prior to a Scout attending any Scouting event, any camping or external Scouting activity, the Scout must have the following forms completed and returned to the Troop Committee: a current and completed Class Two or Class Three Medical form; a fully signed Code of Conduct Acknowledgment form; and the Troop Activity Permission Form.

The entire code of conduct can be summarized in the following statement. If a Scout or adult Scouter complies with this law, the remaining laws are rhetorical:

All Scouts and Adult Leaders are expected to conduct themselves in accordance with the Scout Oath, Scout Motto and the Twelve Points of the Scout Law.

1. The Scoutmaster and Assistant Scoutmasters are responsible for the supervision of the Troop in respect to maintaining discipline, security, and the safety of the Scouts. They are to be obeyed to the fullest extent.

2. The Troop leaders are responsible for the Health and Safety of all Scouts at all events or camp outs. They must know where every Scout is throughout the event or camp out in case of emergencies. No Scout is ever to leave a meeting or an event without informing the Scoutmaster or the adult leader in charge. All Scouts are expected to travel with the Troop to, and from, all events and camp outs. If a Scout is unable to travel with the Troop, plans to show up late, or leave early, the Scout is responsible to notify the Scoutmaster or Adult Leader in Charge of the late arrival, or early departure. Any Scout who fails to notify the Scoutmaster or Adult Leader in Charge will be placed on a leave of absence for a minimum of six (6) weeks. Before the Scout can return to the Troop, the Scout and his parent/s and/or legal guardian/s must meet with the Troop Committee Chair and Scoutmaster.

3. **TROOP 451 BELIEVES IN PROVIDING ALL SCOUTS WITH A SAFE HAVEN. HAZING OR ACTS OF "INDOCTRINATION" HAVE NO PLACE IN SCOUTING, NOR DOES ANY SIMILAR FORMS OF PUNISHMENT. LEADERS AND OLDER SCOUTS MUST PREVENT ALL SCOUTS FROM BEING "INITIATED" WITH A HAZING ACTIVITY BY TROOP MEMBERS OR INDIVIDUALS. ALL INCIDENTS OF HAZING WILL BE REPORTED TO THE LOCAL COUNCIL SERVICE CENTER. IF NECESSARY, THE HAZING MAY ALSO BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY.**

ALL INCIDENTS INVOLVING HAZING OR PHYSICAL FORMS OF PUNISHMENT, REGARDLESS OF THE REASON FOR THE INCIDENT, WILL IMMEDIATELY RESULT IN THE ADULT SCOUTER OR BOY SCOUT BEING INSTRUCTED TO LEAVE THE EVENT. THE OFFENDER WILL BE PREVENTED FROM CONTINUED PARTICIPATION IN ANY TROOP ACTIVITY UNTIL THE TROOP COMMITTEE EVALUATES THE INCIDENT AT A SPECIALLY CALLED MEETING.

4. It is to be understood that the safety of the Scouts and adult Scouters is paramount. Any action(s), which could jeopardize the safety of an event, will not be tolerated. Any physical threat or act, or verbal threat or act, against the health and safety of any Scout or Scouter, or against the personal property of the Troop, Scout or Scouter, will result in the immediate dismissal of the Scout from the activity. The physical act can include any contact of one individual with another without their consent. The Scout will be dismissed from all future activities until the event is formally reviewed in a specially called Troop Committee Meeting. The Troop Committee will have authority to investigate the event and to render a judgment. Should the situation warrant, the Scoutmaster, Troop Committee Chairperson or Charter Organization Representative shall notify law enforcement authorities in a timely manner or as required by law.
5. It is clearly understood that the purchase, possession, use or consumption of alcoholic beverages or illegal drugs at a Scouting event by any Scout or Adult Leader is prohibited. Smoking or the use of tobacco products is prohibited in the presence of Scouts. The BSA recommends that leaders maintain the attitude that young adults are much better off without tobacco. Leaders are encouraged not to use tobacco products in any form nor allow their use at any BSA activity.
6. Serious and/or repetitive behavior by any youth, including the use of tobacco products, cheating, stealing, dishonesty, swearing, fighting, gambling, cursing, or lewd or inappropriate sexual references or comments, will result in disciplinary actions and loss of privileges, at the recommendation of the PLC to the Scoutmaster.
7. In consideration of other Troop participants, all Scouts agree to follow bedtime and sleep schedules of the Troop, unless otherwise directed by the Troop leadership.

8. Each Scout and Scouter is responsible for keeping their tent and personal gear clean and neat.
9. Every Scout is expected to help plan, organize and participate in Patrol activities such as campsite setup and cleanup, as well as cooking and cleaning.
10. The wearing of military or paramilitary clothing, and camouflage, or participation in war games or "paint ball games" at Scouting activities, is a violation of National BSA policy and the Guide to Safe Scouting, and will not be permitted.
11. Stoves or lanterns requiring liquid or bottled fuel will be filled, lit and extinguished by an Adult Leader or a Scout who has earned the Fireman Chit card may light and extinguish stoves and lanterns. Troop 451 does not recommend the use of liquid fuel stoves or lanterns except for backpacking.
12. Liquid fuels will be stored by an adult leader in a safe, cool location and will not be allowed in the immediate campsite area.
13. Fires are for cooking, illumination, warmth and fellowship. Any fire that does not serve those purposes or is of a potentially playful or hazardous nature is strictly forbidden.
14. No pressurized food, potentially flammable insect repellent, shaving cream, deodorant or spray containers will be allowed at any Scout function without prior approval of the Adult Leader in charge.
15. No carbonated beverages are to be brought to campouts, meetings or Scouting activities. Refreshments may be permitted before or after the activity has been completed at the discretion of the Adult Leaders in charge. Soft drinks are not allowed during Troop meetings or during camping meals.
16. Prior to a Scouts' participation in any Troop event, outing or campout, it is the responsibility of the Scout, or his parent(s) or legal guardian(s), to register all prescription and non-prescription medications with the Health and Safety Assistant Scoutmaster, or his designate. This individual will make certain that the medication will be taken when required, in the proper dosage and all unused medication will be returned to the parent(s) or legal guardian(s) on return from the event. All administrations of the medication will be recorded in the Troop First Aid Logbook.
17. The total number of pills, type of medication, times the medication must be taken, and reason for taking the medication, will be noted prominently on the container.
18. If a Scout arrives at an event without his medication, he will not be allowed to attend the event until the medication has been received. If the Scout reports he does not have his medicine during an event, a medical crisis may be declared and the Scout may be required to leave the event.
19. Flying in hang gliders, ultra lights, experimental-class aircraft and hot air balloons, parachuting, and flying in aircraft as part of a search-and-rescue mission are unauthorized activities.
20. In agreement with the American College of Emergency Physicians, the Troop believes it is better to be safe than sorry when it comes to the health and safety of our Scouts. If there is any doubt in our mind regarding the medical health and safety of our Scouts, we will contact the parents and/or legal guardians while planning to obtain the appropriate emergency care.

Adult Leaders' Areas of Responsibility

1. It is to be understood that the Boy Scouts of America, and Troop 451, is a private organization. A unit leader may not serve in Troop 451 until his registration is approved by the Chartered Organization, their Chartered Organization Representative, and by the local Boy Scout council. An Adult Scouter's participation in the activities of Troop 451 may be curtailed or terminated at any time by the decision of a quorum of the Troop Committee. The Chartered Organization Representative has the absolute right to curtail or terminate any adult Scouter activity with Troop 451 without the approval of the Troop Committee. The Chartered Organization Representative will submit a report in writing to the Charter Organization, Troop Committee and the local Boy Scout council describing the circumstances surrounding the action.
2. The Scoutmaster or trained Adult Leader in charge is responsible for each Scout's safety and is to be obeyed to the fullest extent. Failure to follow the Adult leader in charge may be grounds for the Scout to be removed from the activity.
3. Two registered adult leaders, or one adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. Where overnight activities require male and female adult leaders, both must be 21 years of age or older. When staying in tents, no youth will stay in the tent of an adult other than his parent or guardian. Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
4. No fewer than four individuals (always with the minimum of two adults) may go on any back country expedition or campout. If an accident occurs, one person stays with the injured and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions and overall degree of challenge. If two trained adult leaders are unable to attend the outing or activity, the outing or activity will be canceled. Normally for campouts four (4) trained adults are required to maintain two-deep leadership.
5. Smoking or use of tobacco products is never allowed in the vicinity of Boy Scouts. The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.
6. All vehicles transporting Scouts will carry present and adequate liability insurance coverage as set out in current Boy Scouts guidelines. All vehicles involved in the activity will be reported to Longhorn Council with the Troop Tour Permit.
7. All Adult Leaders will be required to attend an approved Youth Protection Training Course, and maintain a valid certification of training. Adult Leaders working with the Scouts in a position of Scoutmaster or Assistant Scoutmaster must complete the Fast Track Training, Basic Leader Training and the appropriate Scoutmaster Training offered by the Tonkawa District, Longhorn Council, or other approved Boy Scout Council program. In addition, Adult Leaders are required to complete training courses as directed by our Chartered Organization, such as Safe Environment Training.
8. The Troop Committee Chair, Scoutmaster and Charter Org. Rep. at a special meeting will resolve any problems with an Adult Leader. The Scoutmaster, in conjunction with the Troop Committee Chairperson and Chartered Organization Representative, may temporarily relieve any Adult Leader of involvement with the Scouting program at the Troop level until the

Committee reviews the problem. In the case of imminent danger or harm to a Scout or another Adult Leader, the Scoutmaster or his designate may demand the Adult Leader leave the activity prior to contact with the Troop Committee Chairperson or Charter Organization Representative.

9. In situations requiring reporting only to the Scout Executive, the Scoutmaster or his designate will do so immediately. In these situations, the Scoutmaster or his designate will immediately notify the Chartered Organization Representative. No one will notify the Troop Committee until authorized by the Chartered Organization Representative or the Scout Executive.
10. No Scout may ride in a vehicle with a driver under 21 (BSA rules state the age is 18) years of age without written consent from the parent(s) and/or legal guardian(s) verified by the Adult Leader in charge.
11. All Scouts riding in vehicles must wear a seat belt while the vehicle is underway. Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons. Trucks may not be used for transporting passengers except in the cab.
12. No Scout or adult leader is allowed to ride in the bed of any pickup or truck, or ride on the rear deck of station wagons. No Scout or adult leader is allowed to ride on any part of a motorized vehicle not designed to carry passengers.
13. No one can sign off any rank or advancement requirement unless they meet the following two conditions: first, they must witness the Scout completing the requirement or watch the Scout prove up completion of the requirement; and second, that person is either the Scoutmaster, Assistant Scoutmaster, Advancement Chairperson, Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader or Troop Guide. All initials must have three initials for proper identification.

Boy Scouts' Areas of Responsibility

1. The official Scout Field Uniform consists of short or long-sleeve shirt with the proper insignia, Scout shorts or long pants, Scout belt, Troop neckerchief and slide of your choice, and olive Scout socks. The Field uniform will be worn to all Troop meetings, while traveling in public to and from Scout outings and at all campout assemblies. Scoutmaster or adult leader in charge of the activity will determine appropriate attire for the Scouting activity.
2. The Boy Scout Uniform shows membership in the world brotherhood of Scouting, the largest youth organization in the free world. It enhances a boy's sense of belonging and gives him a place to display recognition of his very own achievements. When a Scout wears his uniform, no one knows if he is rich or poor, only that he is a brother Scout and what he has achieved so far in Scouting.
3. The boys of our Troop have set a dress code. This code defines the proper uniform for Troop meetings, camp-outs, summer camp, formal occasions (such as a court of honor where the Scouts are presented their awards) and work details. All Scouts **MUST** be properly uniformed at all Troop activities, meetings, campouts, etc. A Scout will be considered out of uniform if he does not wear all items that are set up in the dress code.
4. It is presumed that any Scout who has been a Scout for six months has had adequate time to obtain a complete Scout uniform. If there is a financial difficulty, please inform the Scoutmaster or Committee Chairperson. The Troop may be able to assist a Scout in securing a complete uniform.
5. Each Scout is responsible to maintain his dues. The Troop collects dues each month as set by the committee annually. Any Scout behind in his dues shall be considered "not in good standing" and shall not be entitled to vote, camp with the Troop or Patrol or attend field trips or run for Troop position although he may still be presented for a Board of Review and advance in rank. A Scout will not be considered as current in his dues if he is more than one (1) month behind.
6. Any Scout not attending Troop activities in a six-week period shall be considered "not in good standing" unless his Patrol Leader approves the reasons for the absence and the Patrol Leaders Council has been informed.
7. Liquid fuels or liquid fuel fire starters will not be used by Scouts to start wood fires.
8. Trees, living or dead, will not be struck or downed without the Scoutmaster's permission.
9. No Scout will carry or use a knife, ax or saw until he has had the proper training, has been issued, and is in possession of a "Totin' Chip" card. No Scout will start, extinguish, or use any type of fire or fire starting equipment until he has had the proper training, has been issued, and is in possession of, a "Fireman Chit" card.
10. Patrol Leaders Council determines rules and addresses Scout discipline issues. Any Scout with a Scouting related problem that cannot be resolved on the Patrol level has the right to speak before the PLC and request assistance and advice.
11. The patrol leaders shall submit a roster of attendees for any activity to the SPL for review a minimum of two Troop meetings prior to the activity. If the activity is a campout, the patrols shall present menus along with a duty roster detailing patrol cooking and clean up responsibilities to the SPL for approval at the same time specified for the roster of attendees.
12. Campouts will be run according to the Patrol method. Programs will be planned by the Patrol Leaders Council using the annual planning calendar and with the agreement of the

Scoutmaster and the Troop Committee. The program will be submitted by the SPL at the Troop meeting one week prior to the campout, or the outing is canceled by the Scoutmaster.

13. A Scout should wear the Field Uniform when being presented to a Board of Review for Rank Advancement or be neatly attired as per the Advancement Policies and Procedures manual. In addition, his Scout handbook must be presented, with the appropriate signatures and confirmation, at the Scoutmaster conference for the rank being reviewed. A Scout who is behind in his dues may advance in rank but may not receive the actual cloth badge of rank or merit badges until they are current on dues. The Scout should also bring their binder of advancements/merit badge cards as well to the Star, Life or Eagle Boards of Review.
14. Radios, tape players, cell phones, MP3 players, electronic games and other electronic equipment are not allowed at Troop functions unless their use is required for an activity or event. They can be used during travel to and from outings and campouts, as long as the equipment does not distract the driver or other passengers, and the equipment is left in the vehicle during the outing and campouts. Troop 451 will not be responsible for the loss or damage to any personal property unless the loss or damage is caused by, or at the direction of, an adult leader.
15. Because of the possibility of animals forcing their way into tents, no food or drink will be allowed in a Scout's tent during a campout or outdoor activity.
16. Each Scout is responsible for informing their parent(s) or legal guardian(s) of Troop activities and financial obligations. If a Scout is in doubt about his responsibility or participation in any event, or his obligations to the Troop or his Patrol, he should contact his Patrol Leader. If a satisfactory answer cannot be obtained he should contact the Senior Patrol Leader. If this fails, he should contact the Scoutmaster.
17. Scouts that cause or inflict damage to Troop property or personal property of others will be held financially responsible for its replacement within a reasonable period of time.
18. No Scout or Adult Leader may leave a Troop activity without notifying the Scoutmaster and/or the Adult Leader in charge.

Boy Scout Parents' Areas of Responsibility

1. Parent(s) or legal guardian(s) must complete a medical statement listing allergies, habits, conditions, medications required, or other vital information that might impact an Adult Leader's ability to protect and maintain the Scout's mental, physical or emotional well-being prior to each activity. All medications should be reported to the Troop designated individual.
2. Parent(s) or legal guardian(s) will be responsible for dropping off and picking up their son from Troop activities on time. The Troop leadership will provide anticipated dates and times to parent(s) or legal guardian(s) for the Scouts to return, but there may be times when the return would be delayed. In such circumstances the Scout Leaders will attempt to timely notify all concerned parent(s) or legal guardian(s). All parents must provide the Troop with a phone number where we can contact a parent or legal guardian during an emergency situation at a Troop event. It must be understood by the parent(s) and/or legal guardian(s) that the activities of Troop 451 is not a child care facility.
3. Scouts and their parent(s) or legal guardian(s) are responsible for meeting their financial obligations. Scouts will participate in money earning programs to the best of their ability. If a family cannot meet their financial obligations they should contact the Scoutmaster or Committee Chairperson as soon as possible for a confidential discussion.
4. Parent(s) or legal guardian(s) will provide the Troop with the phone numbers of next of kin or responsible parties who could be contacted if the parent(s) or legal guardian(s) is unavailable while the Scout is involved in any activity outside of the regular weekly meeting.
5. Adults, other than the Scoutmaster, Adult Leader in charge, Committee Chairperson or Chartered Organization Representative, will not contact Scouts about problems or concerns. Any problems or concerns by any adult are to be directed first to the Scoutmaster. If the Scoutmaster is unavailable to assist or help, or involved in the conflict, the Committee Chairperson or Charter Organization Representative should be contacted. These leaders will research the problem and report back to the requesting adult. All problems or concerns will be kept as confidential as possible.
6. A parent or legal guardian will not pick up their Scout from an event other than a regular Troop meeting without contacting the Scoutmaster or the adult leader in charge of the event. Telling any other individual that they are leaving the activity is not acceptable.
7. Scouting provides experiences to learn self-sufficiency, independence and life skills. Parents are requested not to interfere in the Patrol function except in an emergency.
8. No Scout or Adult Leader may leave a Troop activity without notifying the Scoutmaster and/or the Adult Leader in charge.

Code of Conduct Acknowledgment

Scout Acknowledgment

I, Scout _____, agree to abide by the rules of conduct and behavior for Troop 451 and the Boy Scouts of America.

Signed and Dated:

Scout __

Date _____

Parent Acknowledgment

I/we, the parent(s) and/or legal guardian(s) of our son _____ have reviewed the Code of Conduct of Troop 451 with our son, and agree to abide with the rules and regulations of Troop 451 and the Boy Scouts of America.

Signed and Dated:

Parent

Date _____

Parent

Date _____

This acknowledgment form must be returned to the Troop as soon as possible.