

# Boy Scout Troop 373

## 2008 Guidebook



Charter Organization:  
Peace Lutheran Church  
410 West 5th Street, Pella Iowa

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## **INTRODUCTION**

Boy Scout Troop 373 functions according to the policies, principals and programs of the Boy Scouts of America and the Mid-Iowa Council. This guidebook was written to aid the Scouts and families of Troop 373 as they learn about and participate in Scouting, particularly in Troop 373. New Scouts and their families should read this entire guidebook, while experienced Scouts can use it as a reference.

The Troop wants each Scout and his family to fully understand the Scouting experience. If you ever have a question or are confused about anything presented within this guidebook, *please* talk to the Scoutmaster or a Committee Member.

There are many activities, outings and functions. Every situation cannot be put into this guidebook. The leaders of Troop 373 will make judgment calls from time to time that may be different than what is in this guidebook. Please give them your understanding and cooperation.

## **JOINING TROOP 373**

Boys and their families who are interested in joining Troop 373 are always welcome to visit any Troop Meeting or Court of Honor. Please recognize, however, that some Troop Meetings may involve Troop business that will not be of particular interest to boys outside of the Troop. For this reason, it is suggested that boys contact the Scoutmaster beforehand to learn the agenda of upcoming Meetings and which meetings might be the most interesting to attend.

To join the Troop, a new Scout must meet the Boy Scouts of America joining requirements: a boy who has completed the fifth grade and be at least 10 years old, or 11 years old, or have earned the Arrow of Light Award and be at least 10 years old, and be under 18 years old. They must also complete a Boy Scout application and health history signed by their parent or guardian.

### **CROSSING OVER FROM WEBELOS**

New Scouts will receive a Boy Scout Handbook, red shoulder loops, and a neckerchief when they cross over from Webelos. Soon after crossing over an informational meeting will be held for the new Scout and his parents or guardian. Along with much information about the Troop and how it runs, they will receive a Welcome Packet. Included items are listed under JOINING PROCEDURE.

### **JOINING PROCEDURE**

New Scouts will receive a Welcome Packet when they decide to join Troop 373. The following is included:

- ❖ Boy Scout Application, to be returned along with a registration fee to the Committee Chairperson as quickly as possible.
- ❖ Class I Medical Form, to be returned to the Committee Chairperson as quickly as possible. This form is located on the back of the Boy Scout Application form or on the same sheet as the Class II Medical form. This form contains insurance, physician, and emergency contact information. It must be updated annually and is required for all Scouts before they can participate in any campouts. By filling and returning this you are giving permission for your Scout to participate in Troop 373 outings, events, and activities.
- ❖ Class II Medical Form, to be returned to the Committee Chairperson as quickly as possible. This form is required for all Scouts who will be attending any campouts more than 72 hours long. (Parents attending campouts more than 72 hours are also required to complete this form. In addition, adults over 40 must also complete a Class III Medical Form.)
- ❖ The Troop 373 Guidebook.
- ❖ Troop Roster/Phone List.
- ❖ Troop Calendar and/or Newsletter.

Upon joining or soon after, a new Scout will receive a Boy Scout Handbook and neckerchief from the Troop. It is the Scout's responsibility to purchase the Class "A" uniform shirt from a local Scout Shop. A Boy Scout neckerchief slide can be purchased from a local Scout Shop or can be made. Class "B" T-shirts are optional but recommended and may be ordered and purchased directly from the Troop.

## **TRANSFERS**

Scouts transferring from another Troop will be welcomed on the same basis as new Scouts. Transferring Scouts may join the Troop at any time. In addition to following the Joining Procedures discussed above, a transferring Scout must request and obtain his personal records from his old Troop. These records include: advancement and merit badge records, outing attendance records, and leadership records. This information should be presented directly to the Committee Chairperson or Advancement Coordinator. The Scout's old Troop must decide whether or not to allow a transfer of funds from his old Scout Account to his new one with Troop 373.

A Scout may also need to transfer out of Troop 373 to another troop. When asked by the transferring Boy Scout, the leadership of Troop 373 will make every effort to get the needed records to him. Any money in his scout account will be transferred directly to the treasurer of his new troop.

## **PARENT INVOLVEMENT**

Even though the Scouts run the Troop, it is essential that they have strong family support. Scouts with strong support from their families tend to be the most successful in the Scouting Program.

Many resources and talents are required to operate a quality Boy Scout troop. A troop such as ours needs many adult volunteers in order to keep the Troop program running and not overburden any one individual. The Troop expects that each Scout's family will contribute to the Troop and its programs in one or more ways. Each family will be asked to help provide transportation, participate in the preparation of a Troop meeting/event/outing, conduct a Troop meeting/event/outing, and to use their talents as merit badge counselors.

Troop 373 has a place for everyone to get involved. There are many other ways to help -- just ask!

## **REGISTRATION FEE**

A registration fee of \$10 is required for each Scout per year, and is collected in December as part of the Troop Re-charter process. The registration fee can also be paid from the Scouts account.

## **BSA AIMS & METHODS**

Since 1910, it has been the mission of the Boy Scouts of America to serve others by helping to instill values in young people and to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law:

Scout Oath: On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law: A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Scout Motto: Be Prepared!

Scout Slogan: Do a good turn daily.

Outdoor Code: As an American, I will do my best to be clean in my outdoor manners, be careful with fire, be considerate in the outdoors, and be conservation-minded.

Scouting has three aims: to build moral strength and character; to foster citizenship; and to develop physical, mental, and emotional fitness. To accomplish these aims, Boy Scouting has developed its program using eight methods:

Ideals: The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve.

Patrols: The patrol method gives Scouts an experience in group living and learns about citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. It allows Scouts to act in small groups where they learn to relate to one another and to govern themselves.

Outdoors: Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for mankind's place in it by learning ecology and practicing conservation.

Advancement: Through advancements, Scouts learn to set goals and work toward them by being provided a series of surmountable obstacles and steps for overcoming them. 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.

Adult Association: Boys learn from the examples set by their adult leaders. Troop leadership may be male or female. Scouts benefit from the mentoring of adults in the Troop acting as strong, positive role models.

Personal Growth: As Scouts plan their activities and progress toward 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.

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

Uniform: The uniform makes the Troop visible to the community and creates a positive youth image. Wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

The Boy Scouts Program has successfully assisted more than 111 million members since 1910 to develop the character and to make ethical decisions and become role models in their communities. Working as a team in support of the troop and our Scoutmaster, we can help our boys to develop the confidence, skills, character, and mental fitness that will allow them to give quality leadership to a changing society.

# **TROOP ORGANIZATION**

## **THE PATROL SYSTEM**

The Patrol System is a basic and fundamental component of the BSA, and Troop 373 operates using this system. Shortly after joining the Troop, each new Scout is assigned to a new or established Patrol comprised of 6 to 10 Scouts organized along the lines of age and friendships. Each Patrol will determine its own name, flag, and yell. A patrol emblem may be worn on the right sleeve of the uniform to identify a Scout's patrol. Patrols are encouraged to operate as independent units. Patrol meetings and outings, in addition to regular Troop events, are encouraged.

The members of each Patrol select one of their own to serve as Patrol Leader, with elections taking place every six months to a year. (This may vary depending on the number of Scouts within the Troop at the time and the number of Scouts seeking leadership positions.) A Patrol Leader is a member of the Patrol Leaders' Council (PLC), and serves as the voice of his fellow patrol members. A Patrol Leader will present the ideas and concerns of his Patrol and share the decisions of the Patrol Leader's Council with his Patrol members.

The Patrol Leaders' Council is made up of the Senior Patrol Leader (SPL), who presides over the meetings; the Assistant Senior Patrol Leader (ASPL), and all Patrol Leaders. Also included in the Patrol Leaders' Council are other Scout leadership positions such as Librarian, Quartermaster, Historian, Scribe, and Chaplain's Aide. The Patrol Leaders' Council meets monthly to plan, with the guidance of the Scoutmaster, the yearly Troop program. This plan is then approved by the Scoutmaster and Committee.

In theory, the Committee is made up of adults who are listed on the annual charter of the Troop as being adult leaders. However, all parents of the Troop are welcome at the committee meetings. The Committee oversees the Troop administration, finances, records, programs, activities, and advancements. The Scoutmaster and Assistant Scoutmasters should attend Committee meetings, as can all parents.

## **SCOUT LEADERSHIP POSITIONS**

In the Patrol System of Scouting, the Scouts themselves are encouraged and guided to organize and run the Troop. There are many leadership positions available. Elections for all Troop positions are held every six months to a year (depending on the size of the Troop at the time and the number of Scouts seeking leadership positions).

To be eligible for a leadership position, a Scout must be at least First Class rank. The two exceptions to this are: Patrol Leaders and Assistant Patrol Leaders, which can be filled by a Scout of any rank; and Senior Patrol Leader and Assistant Senior Patrol Leader, which must be filled by a Scout of Star rank or above. In addition, some positions are promoted instead of elected. Scouts elected for Assistant Senior Patrol Leader are automatically promoted to Senior Patrol Leader at the next election, and Scouts elected for Assistant Quartermaster are automatically promoted to Quartermaster at the next election. In the event that there are not enough Scouts of First Class rank or above the most senior will be considered for leadership positions. The most common Scout leadership positions include:

### Senior Patrol Leader (SPL)

The Senior Patrol Leader is the top Scout in the Troop. He is in charge of running all Troop meetings, activities and campouts. He delegates duties and supervises the other Scout Leaders. He coordinates and leads the Patrol Leader Council (PLC) meetings. He works closely with the Scoutmaster in carrying out his duties.

### Assistant Senior Patrol Leader (ASPL)

The Assistant Senior Patrol Leader assists the SPL in all of his duties. He steps in and takes charge whenever the SPL is not available. He attends all PLC meetings. He works closely with the SPL and the Scoutmaster in carrying out his duties.

### Patrol Leader

As described earlier, the Patrol Leader acts as a liaison between the SPL and his Patrol, keeping his Patrol informed of all Troop decisions. He is in charge of his Patrol at all meetings, activities and campouts. He takes Patrol attendance, ensures his Patrol participates in planned activities, and settles any disputes

within his Patrol. He encourages his Patrol members to reach their next rank. He attends PLC meetings. He works closely with the SPL in carrying out his duties.

#### Assistant Patrol Leader

The Assistant Patrol Leader assists the Patrol Leader in all of his duties. He steps in and takes charge whenever the Patrol Leader is not available. He works closely with the SPL in carrying out his duties.

#### Troop Guide

The Troop Guide is both a leader and a "mentor" to the members of a new-Scout patrol. He is an older Scout, at least First Class in rank, who helps the patrol leader – providing direction, coaching, and support as determined by the skill level and morale of the patrol leader and members of the new-Scout patrol.

#### Quartermaster

The Quartermaster is the supply and equipment "boss." He keeps a current inventory of Troop equipment and sees that it is in good condition. He checks Troop equipment in and out, and reports to the PLC and the Troop Committee on equipment needing repair or replacement. He attends PLC meetings. He works with the SPL and the Scoutmaster in carrying out his duties.

#### Assistant Quartermaster

The Assistant Quartermaster assists the Quartermaster in all of his duties. He steps in and takes charge whenever the Quartermaster is not available. He works closely with the Quartermaster and SPL in carrying out his duties.

#### Scribe

The Scribe is the Troop secretary. He attends the PLC meetings and keeps a logbook of their decisions. He keeps a record of attendance at meetings, activities and campouts. He works with the Scoutmaster and Committee Chairperson in carrying out his duties.

#### Historian

The Historian collects and cares for Troop memorabilia: photos, news stories, and awards. He attends campouts and activities, taking pictures for the scrapbook. He attends PLC meetings. He works with the Committee Chairperson in carrying out his duties.

#### Librarian

The Librarian keeps the Troop's books, pamphlets, magazines, and audio/visuals available for checkout by Scouts and leaders. He keeps a file of all Troop literature and a record of all materials loaned out. He recommends new acquisitions and reports on needed replacements. He attends the PLC meetings. He works with the Committee Chairperson in carrying out his duties.

#### Chaplain's Aide

The Chaplain's Aide plans Sunday morning services at campouts. He helps to see that religious holidays are considered during Troop planning. He promotes the Religious Emblems program. He encourages Patrols to say Grace before meals. He attends PLC meetings. He works with the Scoutmaster in carrying out his duties.

### **ADULT LEADERSHIP POSITIONS**

Boy Scouts of America policy requires at least two adult leaders at all troop activities, a policy known as "Two-Deep Leadership." Troop 373 has a place for everyone to be involved. A troop such as ours needs many adult volunteers to keep the Troop program running!

#### Scoutmaster

The Scoutmaster is the adult leader responsible for the image and programs of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop.

The Scoutmaster attends all functions and meetings of the Troop, including the PLC meetings and Committee meetings. Although he works closely with the Committee in most areas of Troop operation and planning, the Scoutmaster is not a member of the Committee and has no vote. Instead he is the bridge between the Scout Leadership and the Adult Leadership. His job is to teach and guide the Scouts to run their Troop themselves. He is also responsible for recruitment and orientation of new Scouts to the Troop. The Scoutmaster is selected following the guidelines listed in "Foundations for Selecting Unit Leaders," as published by the National Office of the Boy Scouts of America.

### Committee Chairperson

Along with the Scoutmaster, the Committee Chairperson holds a critical role within the Troop. His job is to ensure that all Troop functions are properly delegated, coordinated and completed so that Troop programs are accomplished successfully and in accordance with the policies of the BSA. He maintains a close relationship with both the chartered organization and the Scoutmaster. He calls, presides over, and promotes attendance at Committee meetings. He organizes charter review and re-charters annually. He ensures that Troop Leaders and Committee members have training opportunities. In short, he supervises the overall behind-the-scenes support for the entire Troop.

### Assistant Scoutmasters

Assistant Scoutmasters assist the Scoutmaster with helping the Scouts run their Troop. Often they are assigned to work with individual Patrols, and work with the Patrol Leader to help that Patrol run smoothly. Assistant Scoutmasters are encouraged to wear a Troop uniform, as well as participate in adult training opportunities offered by the Mid-Iowa Council. The position of Assistant Scoutmaster does not deny them voting membership in the Committee. A good number of Assistant Scoutmasters are needed for a Troop to function well.

### Treasurer

The Treasurer maintains the Troop's financial records. He collects, accounts for and disburses Troop funds. He maintains the Troop bank accounts, as well as the individual accounts for each Scout. He reports on the status of funds at Committee meetings. The Treasurer is appointed by the Committee.

### Committee / Troop Coordinators

All are welcome and encouraged to participate in Troop Committee meetings. These meetings are where all Troop business and policies are discussed and decided. In addition, there are several general areas of responsibility that require adult volunteers to coordinate, such as Advancement Coordinator, Summer Camp Coordinator, Fundraising Coordinators, etc. There is always a place for any adult who wants to participate in their son's Scouting adventure -- just ask!

### Merit Badge Counselors

The Troop is always on the lookout for new merit badge counselors. If your hobbies or employment fall under one of the merit badge titles, please let our Advancement Coordinator know so they can give you the necessary information. Parents may not serve as merit badge counselors for their own Scout, except when their son is part of a merit badge class.

## **TROOP MEETINGS**

There are many types of meetings that occur in a Boy Scout Troop, each serving an important function. Scouts and Leaders are expected to wear Class "A" uniform to all meetings. This includes Class "A", neckerchief and appropriate slide. Leaders, remember we set the example. There are exceptions and these will be announced. These meetings include:

### **TROOP MEETINGS**

Scouts meet on a weekly basis to work on merit badge activities, plan future campouts, go on outings, celebrate special events, etc. The Scouts themselves are encouraged to run their own Troop, and much of the business and fun of Scouting occurs during Troop meetings. The Senior Patrol Leader is responsible for running Troop meetings with the aid and guidance of the Scoutmaster. The agenda for each meeting will vary, but will always begin with an opening flag ceremony and the Pledge of Allegiance, and always end with a closing flag ceremony and prayer.

Troop meetings are held Mondays from 7:00 p.m. to 8:30 p.m. whenever school is in session and during the summer. Most Troop meetings are held in the Peace House. (This is the house just south of Peace Lutheran Church.) On occasion the Troop meeting will be in a different location. In these cases it will be communicated through email and/or the monthly newsletter where and when the Troop meeting will be held. A Troop meeting is usually not held the Monday after a campout. There are exceptions. The Troop understands that other activities such as homework, sports, concerts, etc., can occasionally conflict with attending Troop meetings. Please keep the Senior Patrol Leader informed when you are unable to attend a Troop meeting or activity. During the summer months there are fewer Troop meetings and more campouts and other activities.

### **PATROL MEETINGS**

Individual Patrols are welcome to schedule their own meetings or events in addition to the regularly scheduled Troop meetings. BSA and Troop 373 guidelines must be followed at all times. Patrol Meetings are a great way for a group of Scouts of about equal rank to work together toward that next rank advancement, especially during the first year or two of entering the Scouting program. Remember two-deep leadership must be followed.

### **PATROL LEADERS COUNCIL**

The Patrol Leaders Council (PLC) is composed of the Patrol Leaders and Assistant Patrol Leaders, as well as all elected Scout Leaders including the Senior Patrol Leader, Assistant Senior Patrol Leader, Librarian, Quartermaster, Scribe, Historian, and Chaplain's Aide. The Senior Patrol Leader is responsible for running PLC meetings. The PLC meets once a month to plan the activities for the upcoming months.

### **COMMITTEE MEETING**

The Committee is responsible for supporting the Troop program and ensuring its smooth operation. They are an invaluable way to share troop information and resolve issues and problems that may occur. Committee meetings occur every month. All parents are welcome and encouraged to attend. Items discussed include: upcoming activities, campouts and events; review and approval of Troop expenses; and operational motions that must be voted by majority to be enacted. Committee meetings are organized and run by the Committee Chairperson. The Scoutmaster attends in an advisory role but technically is not part of the Committee and does not vote.

### **ADVANCEMENT MEETINGS**

Some meetings take place either to review advancement requirements of Scouts or to present advancements earned by Scouts. These meetings include the Scoutmaster Conference, the Board of Review, and the Court of Honor.

## **TROOP OUTINGS**

There is a signup before Troop outings and events. The Scout is responsible for signing up. Scouts are notified in advance of the costs (if any) associated with an outing or event, and payment is collected prior to the event. For some events and outings there is a non-refundable registration or reservation fee. If a Scout signed up and later is unable to go, they must still pay this portion of the cost. Although, this cannot be refunded it can be transferred to another Scout.

For small events and outings the expense can be collected the day of the event. Costs associated with Summer Scout Camp and High Adventure must be paid in advance, usually final payment is due about one month before the activity. A payment schedule can be setup if requested. Costs for events, outings, and campouts are calculated by adding all expenses including camp site fees, food, gas, etc., and then dividing the cost among the Scouts who attended. The cost can come out of the Scouts account as long as there is enough money in the Scout account to cover the cost.

Leaders must have a contact phone number in case of medical emergency or misconduct. You may need to pick your Scout immediately, depending on the situation.

### **DAY ADVENTURES**

The Troop often schedules activities outside of Troop Meetings. These outings include outdoor activities to complete rank advancement or merit badge requirements (hikes, cycling, etc.). Sometimes they are just for fun, like bowling, visiting a sports center, movie night, etc.

### **TROOP CAMPOUTS**

The Troop typically schedules several campouts throughout the year to work on rank advancements, merit badges, and to have fun. Usually these campouts mean sleeping in tents, but sometimes can mean renting a cabin (especially in winter). The number of campouts depends on the interests of the Troop, Adults willing to attend, and having the necessary help in planning. Campouts are typically not canceled for snow, rain, or mosquitoes. However, if the weather poses a danger, the campout will be postponed or canceled. The age and experience of the Scouts attending are also taken into consideration.

### **SUMMER SCOUT CAMP**

Each summer, around the beginning of July, the Troop attends a week-long summer Boy Scout camp. Usually the Troop attends Mitigwa Scout Camp near Boone Iowa, but has occasionally visited other camps. Scouts have the opportunity to work on merit badges as well as participate in many activities as a Troop. Summer camps offer so many activities that it takes most Scouts three or more summers to experience it all, and they are a lot of fun. Attendance at summer camp is strongly encouraged for all Scouts.

### **HIGH ADVENTURE**

The Troop plans a yearly High Adventure trip. In the past the Troop has gone to the Boundary Waters in northern Minnesota and trips to Colorado. The Troop requirements are; 13½ years of age, maturity level, physical strength and endurance level. Final determination will be by the committee.

The Boy Scouts of America sponsors many camps for more experienced Scouts. These include: Northern Tier Boy Scout Camp in the Boundary Waters, Philmont Scout Ranch in New Mexico, and Sea Base in the Florida Keys. Most of these camps require First Class rank or higher, and 13 or 14 years of age. Other requirements may include having earned certain merit badges. High Adventure camps cost more and spots in these camps fill up quickly. Scouts wanting to attend a High Adventure camp must plan ahead to secure the dates and to save money. But the planning and expense is worth it. For most Scouts, attending a High Adventure camp is the single most rewarding experience of their Boy Scout journey.

### **LOST ITEMS**

Scouts are responsible for all items taken to meetings and activities. If items are left at a meeting place, in the van or in the trailer it is the Scouts responsibility to track it down.

## **DISTRICT & COUNCIL EVENTS**

Troop 373 is a part of the Hawkeye District of the Mid-Iowa Council. The Mid-Iowa Council web site is <http://www.bsa-ia.org/>. Some District events are:

### **CAMPOREES**

Several times a year (spring, fall, and winter) the Hawkeye District (and sometimes the Mid-Iowa Council) organizes a Camporee, which includes Troops throughout the District (or Council). There is typically a theme to each Camporee, along with a unique patch offered for attendance. Activities often include advancement and merit badge opportunities, as well as competitions or games.

### **KLONDIKE DERBY – WINTER SURVIVAL**

Usually during the winter the Hawkeye District (and sometimes the Mid-Iowa Council) organizes a Klondike Derby and/or Winter Survival Trainer. The Klondike Derby is set up so that Scouts must work as a team to complete a course. The Winter Survival Training is put on in cooperation with the ROTC at Iowa State. They learn many skills about surviving during the winter.

### **ROUNDTABLE**

The second Tuesday of every month, the Hawkeye District holds a training / get-together for adult leaders. The Scoutmaster and Committee Chairperson often attend, but Roundtables are open to all adult leaders, and parents are welcome to attend. These meetings are held at 7:00 p.m. in the gym of the Altoona United Methodist Church (602 5<sup>th</sup> Ave. SW).

### **FRIENDS OF SCOUTING**

Each year, usually between December and February, the District has its annual fundraising drive. Each Scout family will receive a pledge card from the District. *Even if you plan not to contribute to the Friends of Scouting, please return the pledge card!* Money raised by the Friends of Scouting does not go to the Troop. Instead it is used to support District staff and facilities, leadership training, scout camps, etc. Please consider making a tax-deductible donation to the Friends of Scouting. Although every household situation is different any amount helps whether it is \$5, \$10 or \$25. This is the best way to ensure your son or grandson has an outstanding Scout experience.

### **ADULT LEADERSHIP TRAINING**

During the year, the District offers training to adult leaders of the Troop. The training is divided into several sessions and a weekend adult campout. The training covers such areas as Troop organization structure, aims and methods of Scouting, Youth Protection awareness and issues, and more. Any parent who routinely participates in Troop events is encouraged to take this training. Adult leadership training also helps the Troop earn the Quality Troop Award. Some of this training is available online. <http://www.bsa-ia.org/training/Trainingindex.htm>

### **TROOP LEADER POSITION TRAINING**

Troop 373 adult leaders work with the Boy Scouts that hold an office of leadership. The Boy Scouts learn in detail what their responsibilities are while holding the office.

### **NATIONAL YOUTH LEADERSHIP TRAINING (NYLT)**

National Youth Leadership Training is a week long, youth oriented, exciting, action-packed program designed to provide youth members with leadership skills and experiences they can use in their home troops and in other situations demanding leadership of self and others. The Scout must be at least 13 years old and have achieved the rank of First Class prior to the beginning of the training. This training is oriented toward Scouts who are self-motivated and wish to take on a senior leadership role in the Troop.

### **NATIONAL ADVANCED YOUTH LEADERSHIP EXPERIENCE (NAYLE)**

The National Advanced Youth Leadership Experience (NAYLE) is an exciting program where young men enhance their leadership skills in the Philmont Backcountry. Scouts will expand upon the team building and ethical decision making skills learned in National Youth Leadership Training (NYLT). NAYLE uses elements of the Philmont Ranger Training as well as advanced Search and Rescue skills to teach leadership, teamwork and the lessons of selfless service. NAYLE will offer Scouts an unforgettable backcountry wilderness experience where they live leadership and teamwork, using the core elements of NYLT to make their leadership skills intuitive.

# **SCOUTS CONDUCT**

## **CODE OF CONDUCT**

The Troop is primarily responsible for the behavior, safety, and welfare of our members on all events. At District or Council events, as well as at BSA camps, all camp staff has the right and responsibility of helping and correcting any problem they encounter. In order to provide a positive, safe, and enriching environment for all Scouts, while offering opportunities for wonderful adventures, Troop 373 expects a Scout to conduct himself in a proper manner at all functions and at all times. So that the Scout will always know what behavior is expected of him, rules have been established for Scout behavior.

Inappropriate behavior which could cause the Troop to lose its privilege to use meeting facilities or camping place cannot be tolerated. Far worse is behavior that puts the Scout or others in danger of injury. Adult leaders will work with Scouts that violate the Code of Conduct. It is our position that the Scout is capable of correcting his behavior. Consequences for violations of the Code of Conduct can include any of the following depending on severity and number of occurrences; Scoutmaster conference to correct behavior, immediate removal from the activity, barring from future activities, accompaniment by a parent, review of Troop membership by the Committee which could result in removal from the Troop.

Each year at annual registration, the Scout must review and sign a copy of these rules. These rules have been written from the Scout's point-of-view. Troop 373's Code of Conduct is as follows:

- I will follow the Scout Law, Scout Oath, and Outdoor Code, and I will remember that these are the basis for all the following rules and should be the basis for all of my actions.
- I am expected to follow the posted or verbal schedule of activities and assignments specified by the Troop leadership.
- I am expected to be on time for all Troop events. (There are exceptions; we would rather have a Scout arrive late than not attend at all.)
- I may not use or possess any alcoholic beverages, tobacco, or illegal drugs. If found, my parents and/or the police will be notified immediately.
- When on outings I understand, unless otherwise posted, that lights will be out and I will be in bed by 10:00 p.m. I will be quiet. For Scouts of First Class Rank and above the time of 11:00 p.m. will apply and quiet time around the campfire can be enjoyed.
- No visitors will be allowed in other people's tents.
- Sounds that can be heard outside my tent after lights out are disrespectful and disturbing to others. The Troop leaders will deal with lack of compliance.
- If I damage any property owned by the Troop, another individual, or a camp I am visiting, I will pay for it.
- The use of profanity or abusive language will not be tolerated.
- I will not bring any electronic devices like radios, walkmans, cell phones, game devices, etc., to any Troop event.
- I will use matches and lighters only when appropriate and safe and only if I have my "Firem'n Chit".
- I will use knives, saws, and axes when appropriate and safe and only if I have earned my "Totin' Chip" I will follow "Totin' Chip" rules and regulations when using knives, saws, and axes.
- I will use the buddy system on all Troop activities, outings and camping events.
- I will wear my Boy Scout uniform and neckerchief to all meetings and events in a clean, neat and orderly manner. (There are exceptions; we would rather have a Scout arrive without a uniform than not attend at all.)

## CAMPFIRE SAFETY

### Firem'n Chit Award

This certification grants a Scout the privilege to carry matches and build campfires. The Scout must show his Scout leader, or someone designated by his leader, that he understands his responsibility to do the following:

- 1) I have read and understand the use and safety rules from the *Boy Scout Handbook*.
- 2) I will build a campfire only when necessary and when I have the necessary permits (regulations vary by locality).
- 3) I will minimize campfire impacts or use existing fire lays consistent with the principles of Leave No Trace. I will check to see that all flammable material is cleared at least 5 feet in all directions from fire (total 10 feet).
- 4) I will safely use and store fire starting materials.
- 5) I will see that fire is attended to at all times.
- 6) I will make sure that water and/or a shovel is readily available. I will promptly report any wildfire to the proper authorities.
- 7) I will use the cold-out test to make sure the fire is cold out and will make sure the fire lay is cleaned before I leave it.
- 8) I will follow the Outdoor Code and the principles of Leave No Trace.

The Scout's "Firem'n Privileges" can be taken from him if he fails in his responsibility.

*Source: 2007 Boy Scout Requirements (33215)*

It is the practice of Troop 373 to teach and give this award at the first opportunity. A Scout is expected to have his Firem'n Chit card with him at Troop activities for him to be allowed to build campfires. If he does not have it with him he will not be allowed to build campfires. If an infraction occurs an adult leader can remove this privilege for that outing and will cut a corner from his Firem'n Chit card. If all four corners are cut off, his Firem'n Chit card and privileges will be revoked until he is able to retake the training and earn his Firem'n Chit card and privileges back. As long as his card is readable it will be honored by the adult leaders. If his card is unreadable (goes through the wash) or gets lost he will need to earn a new card, a card will not be given to him.

## KNIFE, SAW, & AX SAFETY

### Totin' Chip Award

This certification grants a Scout the privilege to carry and use a pocket knife and wood tools. The Scout must show his Scout leader, or someone designated by his leader, that he understands his responsibility to do the following:

- 1) Read and understand woods tools use and safety rules from the *Boy Scout Handbook*.
- 2) Demonstrate proper handling, care, and use of the pocket knife, ax, and saw.
- 3) Use knife, ax, and saw as tools, not playthings.
- 4) Respect all safety rules to protect others.
- 5) Respect property. Cut living and dead trees only with permission and with good reason.
- 6) Subscribe to the Outdoor Code.

The Scout's "Totin' Rights" can be taken from him if he fails in his responsibility.

*Source: 2007 Boy Scout Requirements (33215)*

It is the practice of Troop 373 to teach and give this award at the first opportunity. A Scout is expected to have his Totin' Chip card with him at Troop activities for him to be allowed to carry and use a pocket knife and other wood tools such as an ax or bow saw. If he does not have it with him he will not be allowed to carry a pocket knife or use wood tools. If an infraction occurs an adult leader can remove this privilege for that outing and will cut a corner from his Totin' Chip card. If all four corners are cut off, his Totin' Chip card and privileges will be revoked until he is able to retake the training and earn his Totin' Chip card and privileges back. As long as his card is readable it will be honored by the adult leaders. If his card is unreadable (goes through the wash) or gets lost he will need to earn a new card, a card will not be given to him.

## **ATTENDANCE – WHAT IS AN ACTIVE SCOUT**

As noted in the Code of Conduct, Scouts are expected to attend all Troop meetings and to be on time. The Senior Patrol Leader and Patrol Leaders are expected to also attend all Patrol Leaders Councils in addition to Troop meetings. Attendance is defined as being at the proper place on time, in uniform, and participating with the appropriate Scout Spirit.

While Scouts are expected to participate in all Troop activities, they are not penalized, held back, or otherwise harmed if they have to miss occasional events for good reasons (such as sports, school activities, illness, family obligations, etc.). If a Scout cannot wear a uniform "for good reasons", we want them to participate. It is better to arrive out of uniform than not come at all. We also understand at times a Scout might be late "for good reasons". It is better to arrive late than not come at all.

However, to maintain membership in the Troop, a Scout is expected *at the minimum* to attend 50% of all Troop activities over a six month period. In addition, to attending Troop outings, a Scout is expected to participate in two of three Troop meetings prior to the outing. Troop activities include Troop meetings, fundraisers, service projects, campouts, etc. If, for any reason, a Scout is unable to attend a meeting or outing, as a courtesy he should contact his Patrol Leader or Senior Patrol Leader to inform the Troop of his absence.

The Scoutmaster will determine if a Scout, because of special circumstances, may be excused from any or all attendance requirements. The Scoutmaster will also determine active status of Scouts in the Troop for advancement purposes. When determining if a scout will be kept on the charter during the re-chartering process attendance will be considered. Communication with the Troop is important when considering attendance.

## **UNIFORMS**

Scouts and Leaders are expected to wear a Class "A" uniform at all Troop meetings, Boards of Review, Courts of Honor, travel to or from a Troop activity, and on the first day of campouts. This includes a neckerchief and slide. Class "B" uniforms (which consists of any shirt or sweat shirt that shows a scouting logo, names a scout camp or is scouting in nature) is recommended when not wearing a Class "A" uniform. The Scoutmaster will let Scouts know when they may wear their Class "B" uniform instead of a Class "A". Unless Scouts are told otherwise, they are expected to wear their Class "A" uniforms. Camouflage clothing associated with the military is not acceptable at any scout activity or function.

## **DISCIPLINE**

Scouts and Leaders of Troop 373 are expected to live by the Scout Oath, the Scout Law, the Troop Code of Conduct, and the rules established by the BSA. In the event that any participant does not follow these rules or threatens the health or safety of themselves or any other person, any adult leader(s) may take immediate remedial action, including but not limited to the immediate suspension of the individual(s) from that activity. This means you could be called to pick up your Scout. The Troop needs to know how to contact you in case of discipline or health emergency.

If the same Scout or adult becomes involved in another such dangerous action, that individual(s) may be subject to permanent dismissal from the Troop by the decision of the Committee upon recommendation of the Patrol Leaders Council.

## **SERVICE PROJECTS**

Troop 373 does several service projects throughout the year. Before Pella's Tulip Time Festival the Troop cuts tarps for the vendors in West Market Park. The Troop also helps the vendors unload. This year we are planning Neil Smith National Wildlife Refuge in April and Marion County Sportsman's Club cleanup in March. After a campout the troop always does a "Clean Sweep" before leaving our camp site. There are also opportunities to help with Eagle Service Projects. Parents are always welcome to participate and we are thankful for the help. Rank advancement also requires service hours to advance.

## **ADVANCEMENT**

Advancement is an essential part of the Boy Scouts Program. The advancement program is designed to teach Scouts the skills required to be safe in the outdoors; to be a good leader; to think on one's feet; to value service to the community; and to explore hobbies and careers opportunities. Parents are encouraged to help their son by being aware of those requirements he has completed and those he has yet to do, and to encourage him to work on required skills or tasks at home or on campouts. Requirement completion dates are also maintained in the Troop's permanent record system using ©TroopMaster software. This software can be used by all the leaders and is linked using the internet so that every leader has the latest information. A report will be given to Scouts periodically or can be printed when requested.

It is a good idea to make photocopies of the advancement pages of the Boy Scout Handbook after each rank is completed. The Troop recommends starting a 3-ring binder to keep the photocopies in a safe and organized place. This is also a good place to keep other badges and merit badge cards. If your handbook is ever lost or destroyed on a campout, you will still have a record of your advancements.

### **RANK ADVANCEMENT**

Detailed information on the Boy Scout ranks and what is required to earn each rank is found in The Boy Scout Handbook. Each Scout is required to own this handbook and to use it to track his advancements. Requirements are tracked in the back of the Handbook with the date the requirement was completed and the initials of the adult who verified that the requirement was completed satisfactorily.

There will be many opportunities to work on requirements at Troop Meetings and campouts. But Scouts will want to plan ahead, as well – some requirements are difficult to complete in certain months, or require that they be taught by individuals with skills not generally available. Scouts may work on requirements while at home, or organize Patrol outings separate from normal Troop Meetings so that the entire Patrol can work on shared requirements together. The only requirement to such an outing is that the Scoutmaster has given prior approval for the outing and that two-deep leadership is maintained at all times. Here is a description for the ranks of the Boy Scouts of America:

#### Boy Scout Badge

This is the first rank of Boy Scouts, and signifies that the Scout has memorized the Scout Oath and mottos, understands the organization of his new Troop, and learned a few basic Scouting skills. New Scouts should complete this badge immediately after joining the Troop.

#### Tenderfoot, Second Class, and First Class

These ranks involve camping and orienteering skills, knot tying, first aid skills, swimming skills, citizenship, and community service. These ranks must be earned in succession, but may be worked on simultaneously. In other words, a Tenderfoot Scout may work on completing requirements for First Class; however he may not earn First Class rank before he earns Second Class rank.

Scouts will progress at different rates. The Troop encourages all Scouts to reach First Class rank within one year of joining. This will give the Scout many skills that will make outings safer and more enjoyable. But a Scout's advancement is his own, and he may achieve the ranks he wishes at his own pace.

#### Star and Life

These ranks challenge the Scout to work on his personal development. This is achieved by community service projects and holding leadership positions within the Troop. Scouts at this level are expected to help with the operation of the Troop, and to be available as a mentor to younger Scouts. In addition, the Scout must begin earning merit badges as part of his requirements for advancement.

#### Eagle

This is the highest rank in Boy Scouts. To attain this rank, a Scout must continue to serve in a leadership position within the Troop; must plan and conduct a Council-approved service project; and must earn a minimum of 21 merit badges (12 required for Eagle). His Board of Review must be a special review that includes representatives of the Mid-Iowa Council. He must also plan his own Court of Honor. The Troop recommends a Scout has all merit badges needed for Eagle while he is 16 years of age. This gives the Scout time to finish his service project, Scoutmaster Conference, Board of Review and paperwork.

## **SCOUT SPIRIT**

Scout Spirit is one of the requirements that all Scouts will be judged on to advance through the ranks. Scout Spirit encompasses enthusiasm for Scouting, pride in accomplishments, and a willingness to live by the Scout Oath and Scout Law. A Scout who exhibits Scout Spirit serves as an inspiration to the Troop. However, it is impossible to show Scout Spirit if not at Troop events and a Scout who blatantly exhibits an attitude contrary to the Scout Spirit will not be allowed to advance.

## **SCOUTMASTER CONFERENCE**

A Scout must participate in a Scoutmaster Conference each time he is ready to advance in rank. A Scout must wear his Class "A" uniform and bring his Boy Scout Handbook. During the conference, the Scoutmaster reviews the Scout's progress and verifies that all requirements are met and the Scout is ready to advance. It is also an opportunity for the Scoutmaster to meet one-on-one with each Scout on a consistent basis. The Scoutmaster will get to know the Scout better, and will be better able to encourage him to set goals for his next rank.

## **BOARD OF REVIEW**

A Scout must participate in a Board of Review each time he is ready to advance in rank (except for Scout rank). A Board of Review consists of at least two adult leaders from Troop 373, and provides an opportunity to assess the Scout's initiative, Spirit, and readiness for the next rank. It is not a testing of requirements already satisfied. Instead, the review offers the Scout a chance to voice any concerns or ideas he may have that could improve the Troop and its programs. Reviews are best when the Scout and adults are able to sustain a real conversation about the Troop and the Scout's place within it. For that reason, a Scout should be prepared to openly discuss what he both enjoys and dislikes about the Troop. Boards of Review are schedule as needed, usually a week or two before a Court of Honor. The Scout's new rank becomes effective on the date of the Board of Review, not the date when he receives his badge at the Court of Honor.

## **COURT OF HONOR**

Courts of Honor are held several times a year, and are the times when all rank advancements, merit badges, and special awards are recognized and delivered to the Scouts. Courts of Honor are more formal meetings, and it is especially important for parents and family to attend to show their support. It is also a chance for parents who are not involved with the Committee or the Troop to learn about what the Troop has done recently, as well as about upcoming Troop events. Scouts are expected to be in full Class "A" uniforms including merit badge sashes, and should attend even if they are not receiving any awards.

## **ORDER OF THE ARROW**

Order of the Arrow (OA) is a national brotherhood of Scout campers devoted to fellowship, promoting camping, and cheerful service to others. OA is an honor bestowed on a Scout and Adult Leaders through an election of his peers within the Troop. Its purpose is to recognize those Scout campers who best exemplify following the Scout Oath and Scout Law in their daily lives; promoting Scout camping; developing and maintaining Scout traditions and spirit; and to live the Scout habit of leadership and cheerful service to others.

To be eligible for the OA, a Scout must be registered and active in Boy Scouts for at least two years, have completed a minimum of 15 days and nights camping (including one summer long-term camp), be of First Class rank or higher, and be voted into the Order by the other Scouts of his Troop.

The OA holds meetings, campouts, and service projects separate from those of the Troop. So while it is an honor to be selected, it is also a responsibility to fulfill. Scouts interested in becoming an OA member should let the Scoutmaster know.

## **MERIT BADGES**

There are over 100 merit badges to choose from. Merit Badges introduce the Scout to possible hobbies and/or careers; teach additional outdoor skills; and advance citizenship and personal development. The Boy Scout Handbook has a complete list of merit badges. The Troop occasionally works on Merit Badges as a group. The Troop leaders will work with Scouts to complete all Eagle required Merit Badges. Other merit badges are offered depending on interest within the Troop.

Merit badges are awarded during a Court of Honor. Along with the merit badge will be a blue card that was signed by the Counselor of that merit badge. If a blue card is not given a merit badge card will be given that has been signed by the Scoutmaster. It is important that the Scout keep these cards for his records as he may be required to show proof that he earned his merit badges when he attains the rank of Eagle. The Troop recommends using a 3-ring binder to keep the merit badge cards in a safe and organized place. This is also a good place to keep the merit badges until they are sewn onto the merit badge sash. If there is ever a question about earning a merit badge these cards will be taken by the Troop that it has been earned. Just the badge alone will not be enough to prove you have earned that merit badge.

Scouts are also encouraged to earn merit badges outside of the Troop. Here is the procedure for starting and completing a merit badge:

- 1) A Scout must talk to the Scoutmaster to gain permission to start the merit badge. He will work with the Scoutmaster (or Advancements Coordinator) to select a merit badge counselor. If the Scout knows someone who is not yet registered with the Mid-Iowa Council but who would make a good counselor for a particular merit badge, talk to the Scoutmaster or Advancements Coordinator to see about registering that individual. The merit badge counselor must agree to counsel the Scout before any work on the merit badge can begin. At that time, the Scout will receive a blue card that shows he has started the merit badge.
- 2) A Scout must obtain the requirements for the merit badge. The Troop maintains a library of the most popular merit badge requirements, or the Scout may buy a booklet at the Scout Shop, or download the requirements from the Internet (there are several good merit badge web sites). One of them is <http://www.meritbadge.com/home.htm>
- 3) The Scout then meets with the merit badge counselor. However, per BSA guidelines, the Scout must be accompanied by another person when meeting with an adult counselor. That other person may be another Scout, a parent, a friend, etc. During this first meeting, the counselor will go over the requirements of the merit badge and work with the Scout to create a plan for the Scout to complete.
- 4) The number of meetings between a Scout and a merit badge counselor will vary depending on the requirements of the merit badge. When all of the requirements have been met, the counselor will sign the blue card. The Scout returns this blue card to the Scoutmaster for his signature. The blue card is then forwarded to the Advancements Coordinator, who will record the merit badge as being completed.
- 5) The merit badge (and blue card) will be presented to the Scout at the next Court of Honor.
- 6) There is no time limit for a Scout to finish a merit badge after he starts it, as long as the merit badge is completed before he turns 18 years old. Although if there is no work done on a merit badge for two years the Merit Badge Counselor or Scoutmaster will inquire about facts learned and work completed and may have the Scout redo the requirement.

Requirement completion dates are also maintained in the Troop's permanent record system using ©TroopMaster software. A report will be given to Scouts periodically or can be printed when requested.

# **FINANCES**

## **ANNUAL REGISTRATION**

A registration fee of \$10 is required for each Scout per year, and is collected in December as part of the Troop Charter Renewal process. The registration fee can come out of the Scouts account. In hardship situations, this may be paid later to give the Scout the opportunity to earn enough in his Scout account to pay this. This registration fee covers the cost to re-charter for the Scout. The Troop covers the additional expenses such as merit badges, rank badges, equipment purchases and maintenance, handbooks and neckerchiefs for new Scouts, adult leader training, patches and awards, and other miscellaneous items.

## **EXPENSES**

A Scout and his family should be prepared for a number of expenses related to Scouting over the course of time. However each Scout is strongly encouraged to earn the money to pay for his own Scouting experience through Troop fundraisers. All money earned is kept in a Scout Account managed by the Troop. Taking on this responsibility is an important part of the Scouting program and should be supported by the Scout's family. Other programs are also available in cases where a Scout requires additional financial assistance – see the Scoutmaster for more information. Most expenses related to Scouting can come from his Scout Account. For some items a receipt will be needed before the amount is reimbursed. Here are some examples of expenses that a Scout can expect over time.

### Uniform

A Class "A" uniform is required for all Scouts. Plan to spend approximately \$40 for the basic uniform shirt and required patches. A merit badge sash is also required and is worn during events such as a Court of Honor. Optional items such as scouting pants, shorts, hats, etc. are also available to the Scout, but can dramatically increase the overall cost of the uniform. The Troop may have some experienced (used) uniforms available, please ask. A Class "B" uniform is also recommended and can be purchased directly from the Troop at a cost of approximately \$10. Other optional, but items include: Boy Scout Handbook cover, Merit Badge Requirements book, etc.

### Merit Badges

Some merit badges have material costs associated with them. For example, the Basketry and Leather Working merit badges can be completed using approved kits that can be purchased from the BSA at a local Scout Shop. If the merit badge handbook is not in the library, this would need to be purchased. Scouts are expected to pay for any costs associated with earning their merit badges.

### Camping Equipment

If the Scout does not own camping equipment, plan to spend some money to get started. The amount depends on the quality of the equipment and amount needed. Check the Boy Scout Handbook and speak with the adult leader to get an idea of what equipment is needed. The Troop does own a fair number of tents, so a Scout will not need to buy a tent when starting in the Troop. Campouts are scheduled to occur throughout the year, so plan on equipment that can be used for hot summer days as well as cold winter nights. The Troop recommends starting with only the basics. As the Scout gains experience he will learn the difference between what is needed and what is wanted. The Troop also keeps a lookout for bargains, garage sales, buying items off-season when stores are emptying selves, and asking other Scouts and leaders. Many are willing to let another Scout borrow items. Some retail stores will give discounts to Scouts when you can show your BSA membership card.

### Campouts

For Troop campouts all costs are totaled and divided among the attending Scouts. Depending on the length of the campout and distance to travel and campsite registration fees campouts can cost between \$10 and \$30 per person.

District or Council sponsored campouts are usually scheduled three times a year with typical registration costs of \$10 to \$20 per person.

### Summer Scout Camps

Summer Scout camps are one-week campouts. Registration is around \$185. Scouts should also plan on additional spending money while at the camp. Also merit badge work may have extra expenses if kits are needed or ammunition or supplies are used.

### High Adventure Trips

High Adventure trips (such as the Boundary Waters or Colorado back packing) are the highly anticipated activities of Scouting. Costs vary depending on the location, length and scheduled activities, and can vary from around \$200 to \$600.

### High Adventure Camps

High Adventure camps (such as Philmont in New Mexico, Sea Base in Florida, or Northern Tier in Minnesota) are the pinnacle of Scouting. Costs vary depending on the camp attended, and can vary from around \$200 to as much as \$1,000 for an elaborate trip.

## **SCOUT ACCOUNTS**

The money earned by a Scout through Troop fundraising is deposited into an individual Scout Account. The Scout Account may be used to pay for campouts, equipment, uniforms, dues, merit badge expenses, and other expenses directly related to the Scouting Program. Each Scout will receive a summary of his account on a regular basis, or they can ask for one from the Treasurer whenever they like. Negative balances are not permitted.

If a Scout chooses to transfer to another Troop, he may transfer his funds to that Troop. If a Scout decides to leave the Troop, he may transfer his funds to a family member within the Troop, otherwise the funds are held for a period of one year before reverting to the Troop treasury. *No money earned at a Troop fundraiser may be paid or refunded directly to a Scout!* Refunding money back to a Scout could result in the Troop losing its non-profit organization status.

## **FUNDRAISING**

Troop 373 has numerous fundraising events throughout the year. General policies that apply to all fundraisers are as follows:

- From the profits of any Troop sponsored fund raising activity, typically 50% goes to the Troop treasury. Exceptions to this are one time fundraisers, or if unusual Troop expenses are incurred. The Committee will decide the amount that goes to the Troop and the amount that goes to the Scout Account for each fundraiser.
- Hours worked by adult leaders will follow the same guidelines as for the Scouts.
- Unless otherwise specified, Scouts should wear their Class "A" uniforms to all fundraising events.
- Money earned by the Scout will be deposited in their Scout Account after all money is turned in and expenses paid. This will cause a delay in seeing the Scout Account balance change.
- Funds going to the Troop treasury from fundraisers are used to pay for badges, van and trailer insurance, maintenance of troop equipment, life jackets, paddles, etc.

Scouts should be proud of their fundraising efforts. Fundraising allows the Scouts to earn their own way. The Troop has identified several ongoing strategies for raising funds that provide income for the Troop and its Scouts. Here is a list of current fundraisers organized by the Troop.

### Popcorn Sales (Mid-Iowa Council event)

The Troop participates in the Mid-Iowa Council popcorn fundraiser. This starts sometime in October and the products are usually delivered around Thanksgiving each year.

### Wreath Sales

The Troop plans a Wreath Sales fundraiser each year. This usually starts about the same time as the popcorn sales in October and the product is usually delivered around Thanksgiving each year.

### Pizza Sales

The Troop plans a Pizza Sales fundraiser each year. This usually starts in February and ends in March.

### Tulip Time Souvenir Stand

The Troop plans a Tulip Time Souvenir Stand fundraiser each year. This is during Pella's Tulip Time Festival which is the first weekend in May.

### High School Bleacher Cleanup

The Troop has been fortunate to participate in cleaning the High School Bleachers after home football games. The cleanup usually starts at 8:00 a.m. Saturday morning after a home football game. District playoffs usually occur on a week day, and last minute arrangements are made if and when we need to clean the bleachers. The Scout Account will not reflect the money earned until after the football season is over and the Troop has received payment.

### Other Opportunities

The Troop is always looking for other opportunities. If you know of an organization that would like help at a fundraiser or have a fundraiser idea please bring it to our attention. For example, in Nov. 2007, we had the opportunity to help the Lions Club at their Funnel Cake breakfast. This was a very successful fundraiser for our Troop.

## **EXPENSE REIMBURSEMENTS**

It is often necessary for Committee members to spend Troop funds when preparing for a campout or event. It is always necessary to get approval from the Committee before any funds are spent. For approved expenses, receipts must be kept and turned into the Treasurer for reimbursement. The Troop does have an assigned tax exemption certificate – providing retailers with our Tax Exemption number is usually enough to avoid paying tax for Troop purchases.

## **TROOP TREASURY**

The Troop has established a number of procedures and by-laws to regulate how its money is spent and by whom, which are as follows:

- The Troop will maintain a checking account. Two people are authorized to sign checks: Treasurer or Committee Chair.
- Any expenditure requires Committee approval. Committee Chairperson, with a limit of \$100.00, may approve emergency expenditures.
- Accounts will be audited annually.
- Adult registration with the Mid-Iowa Council will be paid for by Troop 373. This includes BSA insurance. Because adults are setting the example for the Scouts, the adult leader also has a Scout Account and all fundraising they earn go into their account.
- Adults are required for outings and campouts. For this reason, in some cases the Troop may pay for adults and leaders on certain activities.
- Activity fees will be set to cover the cost of events. The fee will be determined by dividing the final cost of the event by the number of Scouts who participated in that event. This policy is always at the discretion of the Committee.
- The transfer of Scout earned funds may be made to family members who are active in the Troop but not to other Scouts or refunded to the Scout upon leaving the Troop. Funds will be held for Scouts leaving the Troop for a period of 1 year before reverting to the Troop treasury.
- If a merit badge counselor requires a merit badge book for completion of the badge activities, the Scout should purchase and pay for the book.

## **COMMUNICATIONS**

Good communication is essential to the smooth operation of Troop 373. It is each Scout's responsibility to attend Troop meetings regularly and to communicate to his parents the information that is presented at Troop meetings. Realistically, however, not all Scouts have developed the maturity to consistently relay accurate information. With that in mind, the Troop has developed several methods of communication to keep families informed of events and activities within the Troop.

### **EMAIL**

This is the Troop's primary means of communications. If you do not have email, make sure and let the Scoutmaster know so he can make other arrangements to communicate information to you. This is very important especially when changes occur. The Troop asks that all parents provide their email address to the Troop and notify the Scoutmaster when your email addresses change.

### **TROOP WEB SITE**

The Troop web site is located at <http://www.freewebs.com/bsatroop373/>. The Troop is working on making this web site more up to date and active.

### **TROOP CALENDAR**

The Troop calendar is sent out periodically via email. If changes occur, an email is sent out explaining the change. If anyone needs a printed out copy, please inquire with the Scoutmaster.

### **NEWSLETTER**

It is the Troop's intent to send out a monthly newsletter. This will be sent out via email and copies will be brought to the Troop Meetings.

### **TROOP GUIDEBOOK**

This guidebook explains the policies of the Boy Scouts of America and Troop 373. Scouts and parents who periodically review this guidebook will have a much better understanding of the way the Troop operates, and can better participate in their son's Scouting adventure.

### **PHONE TREE**

The Troop is working on setting up a phone tree. Sometimes last minute changes in schedules need to be communicated quickly. The Phone Tree is used for this purpose. The Scoutmaster or Committee Chair will contact the Senior Patrol Leader and communicate the changes. The Senior Patrol Leader will then call his Assistant Patrol Leader. Between them, the two will call each of the Patrol Leaders, who in turn will contact the Scouts within their Patrols (with help from their Assistant Patrol Leaders).

### **©TROOPMASTER SOFTWARE**

The email, Troop calendar, and phone number data base is accessible using the ©TroopMaster software. Printed reports with this information can be obtained. This software can be used by all Adult Leaders and shares information using the internet. This ensures everyone using the software has the most up to date information.

Use this page for notes.