

**TROOP 224
BOY SCOUTS OF AMERICA**

Approved By Troop Committee on (date): 02/06/2007

Troop 224 was formed in November 1983. A total of 10 Scouts and 11 adults were members of the original Troop. Our Charter Organization is VFW Post 1461 in Belvidere, Illinois. Meetings were held at the VFW until the Troop grew too large for the facility. At that time, the First United Methodist Church agreed to allow the Troop to use their facility for meetings.

These policies may be amended or changed as deemed appropriate by the Troop Committee.

EXPECTATIONS

The Adult Leaders and Troop Committee have certain expectations of each Scout and their parents when they become part of Troop 224. They are basically as follows:

1. We would like parents to be active and assist with the operation of the Troop.
2. We want the Scouts to have fun and experience all aspects of Scouting.
3. Our expectation is to have each Scout advance at least one rank or 5 Merit Badges each year. If a Scout does not meet the minimum requirement, his progress **may** be reviewed. Each Scout's attitude and individual circumstances will be taken into account for any action that may be deemed appropriate. If there is no apparent attempt at rank advancement in one year, the Scout may be subject to an Advancement Review Board. This Advancement Review Board shall consist of the Scoutmaster, Advancement Chairperson, and an Adult Leader appointed by the Committee Chairperson.
4. Each Scout is expected to display appropriate behavior at all times at Scout events, functions, outings, and Troop meetings.
5. Scouts are required to attend at least 50% of the Troop meetings in each year to be considered active members of the Troop. (Each year runs from March thru February.) If the requirement is not met the Scouts and their parents will meet with the Scoutmaster and Assistant Scoutmasters to discuss the Scout's continued membership in the Troop.
6. Scouts will receive their rank advancements within two weeks of fulfilling the requirements. Acknowledgments and ceremonies will be made at the next Court of Honor.

DRESS CODE

(Class A) Field Uniform:

1. Pursuant to Troop Policy, the Field Uniform consists of the official khaki Boy Scout shirt with neckerchief and slide. The Troop does not mandate that the Boy Scout pants and socks be worn, but respectable attire should be worn in consideration of the activity. The full Field Uniform must be worn at Board of Reviews, Courts of Honor, Parades, when traveling, all official Boy Scout functions, and other times as designated by the Scoutmaster or event leader.
2. The Troop requests the Scouts to wear the official khaki Boy Scout shirt without the neckerchief to Troop meetings unless the meeting is one listed above or the Scoutmaster Requests different attire.
3. When wearing the Field Uniform, the only hats allowed are the official BSA hats, weather permitting.

(Class B) Activity Uniform:

1. The Class B Activity Uniform a T-Shirt selected by majority vote of the Scouts. This shirt can be worn to Troop meetings (except for the specific meetings as listed above in "(Class A) Field Uniform" during the period Memorial Day to Labor Day each year. This T-shirt is also to be worn while working in the Potato Building and all activities not requiring the Field Uniform.
2. When wearing the Activity Uniform any cap can be worn at the discretion of the Scoutmaster or Adult Leader.

DISCIPLINE

Little should have to be said about discipline if the Scouts are following the Scout Law, Oath, Promise, Motto, Slogan, and the Outdoor Code. However, in order to present an appropriate Boy Scout program there must be discipline. Troop 224 has two categories in which any infraction will be placed. They are defined as listed below:

Minor Discipline Notices will be determined at the time the incident occurs. The Scoutmaster or Adult Leader in charge of the activity will be the deciding individual as to the appropriate action to be taken. Adult Leaders are responsible for notifying the Scoutmaster of any infraction. NOTE: Three minor discipline notices are equal to one major discipline notice.

Minor Discipline Notices may be issued for the following:

1. Having to be told to behave more than three (3) times at a Scout function.
2. Using profanity.
3. Repeated and frequent inattention; refusing to follow the directions of leaders, such as adult leaders, Senior Patrol Leaders, Assistant Senior Patrol Leader, Patrol Leaders, etc.; physical and/or verbal bullying of others; and making a commotion which is disruptive to the flow of the Scout meeting or activity.
4. Not wearing appropriate Scout shirt to meetings according to the Dress Code.

A Scout not following any one of these rules may be subject to any one of the following:

1. Will be asked to go home from the meeting or event.
2. Will be disqualified from an upcoming event.
3. Scout and parents will meet with the Scoutmaster.
4. Suspension or probation (This will be determined according to the severity of the infraction.)

Major Discipline Notices will be brought before the Troop Committee by the Scoutmaster for review. They will be responsible for determining the appropriate action to be taken. If a warning is issued in this category by the Scoutmaster, he will contact the Committee Chairperson and the Committee Secretary. A letter will be issued by the Secretary to the Scout and his parents. This letter will notify them of the infraction and that it will be discussed at the next Troop Committee Meeting. The date, time, and place of the meeting will be included. The Scout and his parents can then take their concerns to the Troop Committee. If a Scout receives a Major Discipline Notice, he may be asked to leave the Troop. This extreme action must sometimes be taken for the good of all Scouts in the Troop.

Major Discipline Notices may be issued for the following:

1. Disregard for or malicious or intentional damage to the following:
 - Troop equipment;
 - Camping area;
 - Troop meeting area; and

- Private or public property whether on a Scouting activity or not. Scouts will be held financially responsible for any damage. The Troop considers the Scouts to be Scouts at all times, not just when they are on a Scouting activity.
- 2. 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 the participation of youth members. Adult leaders should support the attitude that young adults are better off without tobacco and alcohol and will not allow the use of alcohol or tobacco products at any BSA activity involving youth participants. Adults must follow BSA rules regarding the use of alcohol, controlled substances, and tobacco products.
- 3. Theft of any kind, regardless of the value of the item, and whether on a Scouting activity or not.
- 4. Striking, hitting, or swearing at an adult while on a Scout activity.
- 5. Continual fighting, physical or verbal, with peers or disregard for Troop rules while on a Scouting activity. Fighting, physically and/or verbally, has no place in Boy Scouting.
- 6. Possession of any weapon at a Scout function. Folding pocket knives (blade length cannot exceed 3 1/2 inches) will be allowed at campouts if the Scout has earned and is carrying his "Totin' Chip" card. Additionally, Scouts will not be allowed to bring personally owned axes, hatchets or sheath knives of any kind to Troop outings.
- 7. Any Scout demonstrating gross disrespect for an adult leader through attitude, behavior, or disobedience.
- 8. No fireworks will be tolerated. Fireworks cannot be purchased, displayed, or possessed by Scouts or adults on any Scout function.

SCOUT POSITITONS IN THE TROOP

I. Senior Patrol Leader

1. Must be star rank and above or recommended by the Scout Master.
2. Must be a member of the Troop for at least 6 months.
3. Shall work with the Scoutmaster in planning and conducting PLC meetings.
4. Voted in by the other Scouts.
5. Serves a term of at least 6 months, but not more than one year.
6. May sit in on Board of Reviews.
7. Shall run the weekly Troop meetings.
8. Shall see that the Patrols are doing their job and not messing around at the meetings.
9. Should attend the Troop Committee meetings.

II. Assistant Senior Patrol Leader

1. Must be first class rank and above or recommended by the Scout Master.
2. Must be a member of the Troop for at least 6 months.
3. Fills in for the Senior Patrol Leader in his absence.
4. Voted in by the other Scouts.
5. Attends all PLC meetings.
6. Serves a term of at least 6 months, but not more than one year.
7. Becomes the Senior Patrol Leader in the event the Senior Patrol Leader cannot finish his term.

III. Patrol Leader

1. Shall be elected by Patrol members.
2. Shall hold this position for 6 months but not to exceed one year.
3. Shall attend PLC meetings.
4. Shall report small problems to the Senior Patrol Leader and major problems to the Scoutmaster or Assistant Scoutmasters.
5. Encourage patrol members to work together at all Scout activities.

IV. Assistant Patrol Leader

1. Shall be elected by Patrol members.
2. Shall hold this position for 6 months but no longer than one year.
3. Serves as Patrol Leader in the absence of the Patrol Leader.
4. Shall become Patrol Leader in the event the Patrol Leader cannot finish his term.

V. Scribe

1. Shall be elected by the Scouts or appointed by the Senior Patrol Leader.
2. Shall hold this position for 6 months but not more than one year.
3. Collects dues at the Scout meetings.
4. Takes attendance at the Scout meetings.
5. Takes notes at the PLC meetings.
6. Puts information about events or activities in the local newspaper.

VI. Quartermaster

1. Shall be elected by the Scouts or appointed by the Senior Patrol Leader.
2. Shall hold this position for 6 months but not more than one year.
3. Keeps a record of all equipment owned and maintained by the Troop.
4. Reports to the PLC and Assistant Scoutmaster on the condition of the Troop equipment along with future needs to operate the Troop.
5. Checks out equipment to Scouts in the Troop as needed. Makes sure all equipment is returned in the same condition as when it was checked out.
6. Is responsible for keeping the Troop trailer clean and organized.

VII. Librarian

1. Shall be elected by the Scouts or appointed by the Senior Patrol Leader.
2. Shall hold the position for 6 months but not longer than one year.
3. Keeps an inventory of all literature belonging to the Troop.
4. Keeps track of literature loaned out to Scouts.
5. Keeps the Scoutmaster informed about literature that is missing or needs replacement.

VIII. Historian

1. Shall be elected by the Scouts or appointed by the Senior Patrol Leader.
2. Shall hold this position for 6 months but not more than one year.
3. Takes pictures of Troop activities and puts them in a scrapbook.
4. Takes articles out of newspapers, etc. concerning Troop activities and maintains them in a scrapbook.

IX. Webmaster

1. Shall be elected by the Scouts or appointed by the Senior Patrol Leader.
2. Shall hold this position for 6 months but not more than one year.
3. Works with the Historian and patrol leaders to document troop activities and with permission of the Troop Committee publishes them on the troop or patrol websites.

X. Troop Guide

1. Position is appointed by the Scoutmaster.
2. Must be Star Class Rank.
3. Must be a member of the Troop for at least 6 months.
4. Shall hold the position for one year.
5. Each Patrol of new Scouts is under the supervision of an older Scout called a Troop Guide. The Scout should be interested in working with younger Scouts. The role of the Troop Guide is to relate closely with the Patrol Leader and to teach the Patrol members the skills required to achieve First Class. The goal of the Troop Guide is to pilot the new Scouts to First Class within one year.

XI. Troop Instructor

1. Position is appointed by the Scoutmaster.
2. Must be Life Class Rank.
3. Must be a member of the Troop for at least 6 months.
4. Shall hold the position for one year.
5. Mentor the Troop Guides and assist the Scoutmaster and assistant scoutmasters in instruction to the troop.

(Green bar) Patrol Leader Council Meetings:

PLC meetings are where the Scouts have the most input into the workings of the Troop. Green Bar meetings are conducted by the Senior Patrol Leader and Scoutmaster who will plan the agenda. Plans for the weekly Troop meetings will be discussed at the PLC Meetings. Activities planned by the PLC will be brought to the Troop Committee meetings by the Senior Patrol Leader and Scoutmaster. The meetings will be attended by the following:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leaders
- Scoutmaster
- Assistant Scoutmaster
- Scribe
- Quartermaster (if agenda topics warrant his attendance)
- All youth leaders are welcome to attend the PLC meetings

NOTES:

1. If a Patrol Leader is unable to attend the meeting, the Assistant Patrol Leader should attend in his place.
2. It is the intention of the troop to follow these guidelines for the above positions but if there is a lack of Scouts with the correct rank is not available to fill these positions the Scout Master shall make recommendations for Scouts to fill these positions with the Troop Committee's approval.

ADULT POSITIONS IN THE TROOP

Troop 224 allows and encourages both male and female adult leaders. All adult leaders will be expected to follow BSA Guidelines for leaders, including the Scout Oath and Law, serving as a role model for Scouts in the Troop. Disregard for any of these rules or guidelines by any adult leader will be reviewed by the Troop Committee for resolution.

If each person does their job, no one person will be overburdened with their share of the work. We do not want this to become a full-time job, but rather, an enjoyable experience for both Scouts and the adults.

1. TROOP COMMITTEE

It has always been the policy of Troop 224 to allow the Scoutmaster and Assistant Scoutmasters to vote at the Troop Committee meetings. The Troop Committee will consist of the following: However, only registered adult members of the troop may vote!

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| A. | Chairperson: | Right hand of the Scoutmaster, oversees the functions of the Troop Committee. |
| B. | Secretary: | Maintains Troop records, correspondence, takes minutes of the Troop Committee meetings, etc. |
| C. | Treasurer: | Manages and maintains the Troop financial records. |
| D. | Advancement Chairperson: | Assist in tracking advancements, manages Boards of Review, and orders awards for Courts of Honor. |
| E. | Committee Member: | Participates in making decisions, which keep the troop operating. Attends committee meetings and assists as needed. |
| F. | Senior Patrol Leader: | (See position description as listed under Scout Positions.) |
| G. | Activity Coordinator: | Assists the Scoutmaster in arranging and securing locations for camping trips and other details. This includes some summer camp preparations. |
| H. | High Adventure Coordinator: | Plans big trips and special events with high adventure theme. |
| I. | Quartermaster: | Assists the Scouts in maintaining the trailer and Troop equipment. |
| J. | Transportation Coordinator: | Arranges to get the Troop to their destination. |
| K. | Grub Master: | Assists in the process of proper food purchases for camping trips. |
| L. | Potato Building Chairperson: | Oversees and manages the Troop's main fundraiser; the Potato Building at the Boone County Fair. |
| M. | Wreath Sales Chairperson: | Oversees and manages the fundraiser. |
| N. | Food Committee: | Is responsible for arranging food for special functions, such as Courts of Honor and Christmas Party. |
| O. | Christmas Party Chairperson: | Oversees and manages the preparations for the Christmas Party. |
| P. | Volunteer Coordinator: | Coordinates volunteers for Troop activities. |
| Q. | General Volunteer: | Anyone - These individuals are placed on a list and are called upon as needed. |
| R. | Eagle Projects Coordinator: | Works with individuals who are seeking or working on their Eagle Project. |
| S. | Merit Badge Coordinator: | Assists Scouts in finding merit badge counselors and |

arranges for merit badge counselors to be at meetings.

2. SCOUTMASTER
3. ASSISTANT SCOUTMASTER
4. JUNIOR ASSISTANT SCOUTMASTER

The job descriptions for the three positions listed above as numbers 2, 3, and 4, are as used by the Boy Scouts of America.

FINANCES

Scouting has always tried to teach Scouts to be thrifty and to pay their own way. The Troop has two major Fun Raisers each year; the Potato Building, and Wreath Sales. All Scouts are encouraged to work and earn their own way.

1. Wreath and Popcorn sales are an optional fundraiser for the Scouts to participate in. Profits from the sales are distributed to the participating Scouts as Scoutbucks, which can be used as described under the Scoutbucks section.
2. The Potato stand is the Troop's principal fundraiser, and participation by the Scout and his family is. Strongly encouraged. The Troop has a building at the Boone County Fair where they sell baked potatoes with a variety of toppings. We are required by the Fair Board to have our stand open during all of the operating hours of the Fair. A great deal of manpower is required to meet this requirement. Scoutbucks will only be distributed to the Scouts who meet the work requirements. **NO WORK - NO SCOUTBUCKS.** See attached Potato Stand Policy Statement. Profits from the potato building are split between the Troop Operating Expenses and the Scouts in the form of Scoutbucks. Scouts that choose not to work or complete the requirements will be assessed a fee to cover the operating expenses of the Troop (i.e. annual dues, books and the like). All trip costs will be on a pay as you go basis.
3. Mileage Reimbursement Policy: Reimbursement for mileage will be paid on request, at the rate per mile, to be determined by the troop committee, for trips, which exceed 50 miles, one way or if pulling a trailer. Also, the driver will have the costs of the activity paid. The Activity Coordinator will determine the number of Scouts and/or equipment each vehicle will carry.
4. Troop Outings: Registered leaders and Committee members will have the first opportunity. If more than the required numbers of adults wish to participate, the additional costs will be reviewed by the committee to ascertain payment. Drivers must transport Scouts and/or be needed as a driver to qualify for reimbursement.
5. Troop equipment is for the use of Troop members only. The equipment will not be loaned to other organizations for their use. The Troop Committee must approve any request by a Troop member to borrow any troop equipment. Requests for the use of equipment should be made well in advance of the date the equipment is wanted in order to allow for the Committee to review the request. Borrowed equipment is the responsibility of the borrower and they may be held financially responsible.

SCOUTBUCKS

Under the direction of the Scoutmaster and Troop Committee a portion of the profits from all fund raising projects of the Troop will be used for the operating budget of the Troop. The remaining profit will be allocated to each Scout who meets the participation requirements of the fund raising event. One Scoutbuck is equal to \$1.00.

1. Scouts may accumulate Scoutbucks from one year to the next to save for specific Troop activities.
2. Scoutbucks allocated to each Scout from the Troop fundraisers are to be used for Scout related activities. These activities are to include but not be limited to the following: Resident camp fees, sleeping bags, tents, back packs, hiking boots, Scout uniforms, entrance fees to Scout and Troop related activities, and to purchase items used in the furtherance of Scout related activities or equipment. Special circumstances can be brought to the Troop Committee for their consideration.
 - A.** Scouts of Troop 224 will be allowed to use their Scout Bucks to purchase items specifically required to complete a Merit Badge with the approval of the Adult Committee. The amount allowed for this purpose will not exceed \$100.00 or 50.0% of the Scout's Scout Buck accounts balance whichever is less at the time of the request. The Scout will not be allowed to use this option again until they have completed the merit badge for which they made a request for and received funds under the previous request
 - B.** No Scout will be allowed to participate in any activity without having sufficient Scout Bucks to cover the expense or by paying the expense in full in advance. A deadline for payment will be set for each event. Exceptions will be handled on an individual basis by approval of the Troop Committee
3. Scouts, who quit Scouting or do not meet the requirements to maintain their status as an "active" member of the Troop or are asked to leave due to a disciplinary action, will lose their account balance. The funds will revert to the Troop's goodwill fund, which is under the direction of the Troop Committee. If the Scout again becomes active in Troop 224, and stays active for a period of six months, at the discretion of the Troop Committee, the balance of their account at the time it was removed can be reinstated at the end of the six-month period. The funds are raised in the name of Scouting and are to be used for Scouting.
4. If a Scout is a member in good standing of Troop 224 and transfers to another Troop due to a change in family circumstances or a geographic move, the funds can be transferred to the new Troop. This will be after confirmation from the receiving Troop that the Scout has completed all transfer documents, is active in the Troop activities, and that the receiving Troop maintains accounts in the name of individual Scouts.
5. Scoutbucks are not transferable; the Scout who earned them must use them.
6. All Exceptions are at the discretion of the Troop Committee.

FUND RAISERS

Potato Building:

1. Each year the Potato Building at the Boone County Fair is the main fundraiser for the Troop. With the funds earned during the week of the fair, the Troop is able to fund all of the operating expenses of the Troop, the re-chartering of the Scouts, which includes Boys Life, a stipend paid to each qualifying Scout in the form of Scoutbucks, and an amount set aside for Goodwill.
2. To qualify to receive Scoutbucks from this fundraiser, each Scout and an adult working on their behalf must work the required shifts determined each year by the Potato Building Chairperson. The adult can be parents, grandparents, or anyone over the age of 18 working the shifts on the behalf of the Scout.
3. Also, the Scouts and an adult working on their behalf will be required to participate in either setting up the stand prior to the fair or tearing it down on Sunday evening at the end of the fair.
4. Each scheduled shift must be worked in its entirety. If you leave early without the express permission of the adult crew leader, no credit will be given for that shift. All requests must be kept to a minimum and reserved for emergencies only.
5. Boone County Fair is held each year during the first full week of August. The Potato Building opens on the Tuesday and closes on Sunday evening. The hours of operation are from 10 AM to closing. Shifts start at 8 AM when the cleaning and baking of potatoes starts. The Fair Board requires the stand to be open during the hours of the fair.
6. Due to the fluctuation in membership, the total number of shifts and hours per shift may need to be adjusted to cover all hours of operation. However, it is suggested that each scout and adult partner attempt to work at least 5 shifts.

Wreath Sales:

1. Wreath sales are an optional fundraiser for the Scouts to participate in. Profits from the sales are distributed to the participating Scouts as Scoutbucks, which can be used as described under the Scoutbucks section.
2. The Wreath Committee will determine Scoutbucks allocated to each Scout.

Popcorn Sales:

1. Popcorn sales are an optional fundraiser sponsored by the Blackhawk Area Council for the Scouts to participate in. Profits from the sales are distributed to the participating Scouts as Scoutbucks, which can be used as described under the Scoutbucks section.

As the parent or legal guardian of _____,
 I hereby acknowledge that I have read and agree to the provisions of the Boy Scout Troop 224 policy document. I also agree to abide by the troops discipline procedures. I understand that I am welcome and encouraged to attend all troop functions and committee meetings. Committee membership is available to any parent or guardian of an active member of Boy Scout Troop 224. Any changes to troop policies or discipline procedures must be proposed and approved by a majority of committee members.

I give permission to the leaders of Boy Scout Troop 224 to render First Aid, should the need arise. In the event of an emergency, I also give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment, as needed. I further agree to hold the leaders of Boy Scout Troop 224 blameless for any accidents that might occur during troop functions except for clear acts of negligence or non-adherence to BSA policies and guidelines.

Printed: _____

Signed: _____ Date: _____
 (Boy Scout)

Printed: _____

Signed: _____ Date: _____
 (Parent or Guardian)

In case of emergency, I can be reached by phone at _____ or _____.

If I cannot be reached, please contact _____ at _____.