

Boy Scouts of America
Sam Houston Area Council
TROOP 11 Golden Arrow District
PROPOSED AMENDED POLICY

November 6, 2008

MISSION STATEMENT

IT IS THE MISSION OF BOY SCOUT OF AMERICA - TROOP 11 TO MINISTER TO ITS SCOUTS AND THEIR FAMILIES THROUGH THE SCOUTING PROGRAM ESTABLISHED BY THE BOY SCOUTS OF AMERICA, WITH A CHRISTIAN CENTERED PROGRAM SUPERVISED BY TRAINED LEADERS THAT LEAD BY EXAMPLE. EMPHASIS WILL BE ON OUR DUTY TO GOD, OUR COUNTRY AND TO OTHERS.

The subject document is the general policies and procedures for Boy Scouts of America (BSA) Troop 11. It is for the use of Scouts and their parents and for prospective Scouts of Troop 11. Parents and Scouts should be familiar with this document and retain it for your future reference and use. The most up to date version of this document can be found on Troop 11 web page at <http://www.tr11.org>.

1 SPONSORING ORGANIZATION

BSA - Troop 11 is sponsored by First Presbyterian Church, 5300 Main St., Houston, Texas 77004. The Troop is open to all boys regardless of where they attend school or their faith. The liaison between the Troop and First Presbyterian Church is the Charter Organization Representative (COR) and is approved by First Presbyterian and BSA. The Institutional Organizational Head (IH) is appointed by the chartering organization. Both the COR and IH have approval authority for adult leaders within the Troop.

2 ADULT LEADERS

Troop 11 and its success depend on the service of volunteers. Our Scoutmaster (SM) and Assistant Scoutmasters (ASM) provide the direct adult leadership to the Troop and its Scouts. A current roster lists the adult and youth leaders, in addition to the Troop Committee. Our Troop Committee is under the direction of the Committee Chairman (CC) and comprised of adult members (MC).

It is a requirement of the Chartering Organization that the Chartered Organization Representative be a member of First Presbyterian Church and that either the Scoutmaster or the Committee Chairman also be a member of First Presbyterian Church. These positions will be filled upon the approval of the Institutional Head or as the Youth Ministry Committee or as the Session directs

3 PARENT COMMITMENT

WHEN YOUR SON JOINS SCOUTING, YOU JOIN SCOUTING. This is very important as the Scout Troop depends on its Volunteer Leaders. Each family is encouraged to register at least one adult as an adult leader when their son joins the Troop. Many opportunities exist for service, AND IT IS FUN!

To support our sons, each parent should

- support and encourage your son to participate fully in Scout, Troop and other special activities,
- be familiar with the Advancement Program outlined in his Scout Handbook,
- attend Courts of Honor and other special troop functions,
- attend troop meetings whenever possible,

and are encouraged to:

- spend at least two weekends each year providing transportation for the troop,
- serve on Boards of Review as needed,
- be a member of the troop committee. This directly benefits your son and the rest of the Troop. It provides encouragement to your son and makes our Troop stronger!
- plan and organize special programs such as a family campout or picnic, fund raiser, special project or field trip,
- become a Merit Badge Counselor for one or more of the merit badges.
- complete adult training and serve as a uniformed leader,
- attend campouts, once you have completed adult Scoutmaster training.

4 YOUTH COMMITMENT

A Scout is responsible for his own conduct at all times. He is expected to take the Scout Oath and Law seriously and exhibit those ideals in his daily life.

Expectations of the scout are to:

- Live the Scout Oath and Scout Law daily.
- Show Scout Spirit.
- Follow the Boy Scout rules and safety guidelines at all times.
- Respect all adult leaders and fellow scouts.
- Actively participate in Scouting meetings and activities.
- Assist in the coordination of Scouting activities.
- Show rank advancement progress.
- Respect all troop and other persons' equipment.
- Wear the uniform properly.
- Be a team player within the Patrol and the Troop.
- HAVE FUN!

It is the policy of the Troop Committee that in order to demonstrate Scout spirit for advancement, the Scoutmaster should consider whether the Scout has attended at least 50% of all Troop meetings and 50% of all campouts since his last advancement, and has demonstrated respect for both fellow Scouts and adult leaders. The Advancements Chair and/or Troop Scribe will provide a report of the Scout's participation.

5 TRAINING

ADULTS are encouraged to obtain training. The Scoutmaster and Assistant Scoutmasters are encouraged to continue their education throughout the year at various training sessions. It is a Troop requirement that all adult leaders and Committee Members be trained on the Child Abuse and Drug Abuse guidelines set out by Sam Houston Area Council and complete and have a current record of the BSA Youth Protection Training. Parents and other adult leaders that want to participate in Troop Campouts, Mini-High Adventure and High Adventures must be registered with the BSA and must

in addition to the Youth Protection Training have successfully completed Fast Start, New Leader Essentials, Scoutmaster Specific Training and Introduction to Outdoor Leader Skills.

YOUTH leaders must attend Junior Leader Training provided by the troop. Scouts, who are at least 13 years old, completed 1st class and recommended by the Scoutmaster, will be encouraged to take and complete Sam Houston Area Council Bill Corder National Youth Leadership Training.

6 UNIFORMS

A Scout should always wear the appropriate uniform. For Boards of Review, a scout is required to wear his Field “Class A” Uniform.

6.1 Field Uniform or “Class A”

Every Scout is required to wear an official BSA Field (Class A) Uniform to most Troop meetings and activities and while the Patrol or Troop is traveling as a group. Scouts in Troop 11 wear the purple neckerchief and merit badge sash only at Courts of Honor, Scout Sunday or other special ceremonies. The uniform is available at any one of several Scout Shops in the Houston area. Used uniforms, donated by troop members, may be available from time to time. Check with the Adult Quartermaster for availability.

Troop Provides at no charge (the scout must replace lost items):

1. Neckerchief
2. Red shoulder loops
3. Patrol Patch
4. Badge of Office

Troop Provides for a nominal charge: (see Adult Quartermaster)

1. Troop tee shirt, cap
2. Troop 11 unit numeral strip with veteran bar emblem combined

Scout Provides:

1. Scout Shorts (long pants optional)
2. Scout socks
3. Scout web belt
4. Appropriate footwear
5. Sash which is needed when three or more merit badges are earned and required at First Class rank
6. Short-sleeved Khaki Scout shirt (long sleeves optional)
 - SHAC Council Patch
 - Embroidered Square Knots Earned in Cub Scouts (Religious Awards)
 - Arrow of Light Award
 - World Crest (Optional)

6.2 Activity Uniform or “Class B”

The Activity (Class B) Uniform may be worn for outdoor activities, campouts, service projects, and at Troop Meetings immediately following weekend campouts where the scout participated.

1. Troop t-shirt (available for purchase from Troop – 2 recommended)
2. Scout Shorts (long pants optional)
3. Scout socks
4. Scout web belt

7 SCOUT HANDBOOK

Scouts should label their Scout Handbook with their name on the outside edge and bring it to all meetings, activities and campouts. The Troop provides each scout with one copy of the Scout Handbook. The scout must replace lost handbooks.

8 EQUIPMENT

The Scout is responsible for his own personal equipment for camping and eating, such as sleeping bag, mess kit and clothing.

The Troop provides camping equipment such as cooking equipment, supplies, stoves, etc. Two-Man tents may be available on a first come-first served basis. The Scout is responsible for returning borrowed tents in DRY, clean, and properly packed condition. Damage to the Troop's equipment is the Scout's responsibility, but ultimate liability for the damage lies with the parent or guardian.

9 INSURANCE

Troop 11 registered scouts and adults are covered by insurance through the Boy Scouts of America as a secondary coverage to your own personal insurance coverage. This is for accidental injuries that are sustained while participating in approved scouting functions. This coverage is included in the yearly registration fee.

10 PERSONAL HEALTH & MEDICAL RECORDS

The purpose of all required medical forms is to provide a high level of safety for participants and to allow treatment to proceed when necessary in case of accident and/or sickness.

These are required of all scouts. Scouts cannot attend campouts without a Class I medical form. Class I and Class II medical form are required of all scouts that participate in summer and winter camp and our semi high adventure treks.

Adults that accompany the troop will be required to have a Class I & II for the same type of trek. Class III medical forms are required for adults over 40 years old.

ALL SCOUTS and ADULTS PARTICIPATING IN HIGH ADVENTURE TREKS WILL BE REQUIRED TO HAVE A COMPLETED, PHYSICIAN SIGNED CLASS III MEDICAL FORM PRIOR TO ANY HIGH ADVENTURE TREK. THIS IS BSA NATIONAL POLICY.

11 SCOUT FEES AND PROCEDURES

11.1 Annual Registration Fees

The annual registration fee is an amount collected to register the scout at the local and national level for one year. It includes costs for the national registration, a subscription to BOYS LIFE magazine for the year and accident insurance. BSA Registration Fees are paid by the troop on behalf of each Scout. Note that none of your registration fee goes to the Sam Houston Area Council. The council is funded only by donations such as Friends of Scouting.

11.2 Dues

Dues are collected in November each year at annual registration or when a boy joins the troop. Dues for the year cover the annual registration fees and various supplies needed for the operation of the Troop. They may include by way of example, Scout Handbooks and covers, uniform items provided by the troop, rank and merit badges, specialty foods, special program costs, court of honor supplies, paper items, troop equipment/patrol box replacement items, propane, etc. Dues are determined by

the Troop Committee in October of each year and are not pro-rated. Current Dues are listed on the Fees and Reimbursement Rate Schedule.

11.3 Weekend Campouts

Generally, Troop 11 has a campout every month except during the summer. It is common to have 35 to 45 days of camping throughout the year.

1. All weekend camping trips have an activity fee that includes the cost of transportation, food at the camp site (does not including food for travel to and from the campout) and entrance fees. All scouts attending the campout will pay this fee regardless of how or with whom they traveled, when they arrive or when they leave. Any fees for special events during weekend camping trips (rappelling, canoe rental, etc.) will be identified and collected with the activity fee in advance. Camping fees may be paid by cash or check payable to BSA Troop 11 or from the scout's scout account, if the scout has sufficient positive balance to cover the expense. If you commit to going on a campout you will be responsible for payment for your participation, whether you go or not. Food will be purchased and arrangements will be made that, in most cases, cannot be refunded. Please be considerate of others that are responsible for food purchase and trek plans. The Treasurer is authorized to deduct any unpaid fees from a scout's Scout Account. Current campout activity fees are listed on the Fees and Reimbursement Rate Schedule and will be revised annually at the October TC meeting.
2. An event flyer with a permission slip with the total fee to be charged will be distributed at the troop meeting at least two weeks in advance of a trip, e-mailed to the troop's distribution list and posted on the troop's website. Permission slips and camping fees are to be turned in by the deadline indicated on the permission form. Participation if registering after the deadline is not guaranteed. Verbal or e-mail notification of participation is commitment to pay.
3. Plan to have pocket money available to purchase meals in transit and other miscellaneous items. Each scout is responsible for managing his own expenditures.
4. Scouts not registering and paying the activity fee by the deadline may not be able to go on the campout.
5. Patrols are to obtain an accurate count of scouts expected to attend the trip and purchase camp food for their patrol within the Patrol Food Budget Amount revised annually at the October TC meeting. Current Patrol Food Budget Amount are listed on the Fees and Reimbursement Rate Schedule. Food purchases should be made within two days of departure for freshness and to adjust for gains/losses in the number attending. Food purchases will be reimbursed by the Treasurer as outlined in the Reimbursement Policy (see Section 14).

11.4 Family Campouts

Fees and Procedures for Family Campouts will be outlined in the event flyer.

11.5 Summer and Winter Camp

Summer and Winter Camp fees include the camp, food at camp, shirt and cap made for the particular event and transportation. The cost depends on the camp selected. Permission forms and information about Summer Camp are distributed at troop meetings, via email to parents, and posted on the troop web pages. Registration and final payment must be made by the deadline, included with the registration material. Camp fees are generally non-refundable, except in the case where the troop receives a refund. Any funds collected in excess of the trip costs are reimbursed to the

participants after all reimbursement requests have been submitted and final accounting has been made. Approximate camp fees are listed on the Fees and Reimbursement Rate Schedule.

11.6 Spring Break and High Adventure Trips

The cost of and what is included in these longer term camping opportunities are estimated by the Person-In-Charge (PIC), approved by the Troop Committee and stated on the information distributed at troop meetings, via email to parents, and posted on the troop web page. All fees for these longer term camping trips are collected in advance of when payment is due according to the payment schedule provided by the PIC. Any funds collected in excess of the trip costs are reimbursed to the participants after all reimbursement requests have been submitted and final accounting has been made. Approximate high adventures fees are listed on the Fees and Reimbursement Rate Schedule.

12 ADULT FEES AND PROCEDURES

12.1 Annual Registration Fees

The annual registration fee for adult leaders is paid for by the troop. It includes costs for the national registration, a subscription to SCOUTING MAGAZINE for the year and accident insurance.

12.2 Training

Registration Fees for adult training are not reimbursed by the troop.

12.3 Weekend Campouts

1. Adult leaders do not pay weekend camping fees, unless they are the assigned ASM for new boy patrols eating with the patrol. They must have themselves included in the patrol count to determine the correct amount of food to purchase. Adults who are not the assigned ASM are to eat with the adult patrol generally where the food procurement/cooking assignments are split by meals. Adults pay fees for special events during weekend camping trips (rappelling, canoeing rental, etc.)
2. Adult leaders should register for the campout by completing the Adult Leader section of the event flyer and registration form by the registration deadline.
3. All Adults must be trained in order to participate in a weekend campout. (See TRAINING Section 5.)

12.4 Family Campouts

1. All adults and siblings attending FAMILY CAMPOUTS must pay the adult activity fee including fees for special events. Meals may or may not be provided depending on the information given in the event flyer.
2. Adults and siblings should register and pay for the FAMILY CAMPOUT by the registration and payment deadlines. Fees are payable by cash or check to BSA Troop 11 or may be deducted from the adult's Reimbursable Account or son's Scout Account.
3. Adults are not required to be trained in order to attend a family campout (see TRAINING Section 5).

12.5 Summer and Winter Camp

1. Adult leaders do not pay SUMMER OR WINTER CAMP Fees.
2. Adult leaders should notify the Person-In-Charge (PIC) of their willingness to attend SUMMER OR WINTER CAMP in January, if possible.

3. All Adults must be trained in order to participate in SUMMER OR WINTER CAMP (see TRAINING Section 5).

12.6 Spring Break and High Adventure Trips

The cost of and what is included in these longer term camping opportunities are estimated by the Person-In-Charge (PIC), approved by the Troop Committee and stated on the information distributed at troop meetings, via email, and posted on the troop web page. All fees for these longer term camping trips are collected in advance of when payment is due according to the payment schedule provided by the PIC. Any funds collected in excess of the trip costs are reimbursed to the participants after all reimbursement requests have been submitted. Fees are generally non-refundable, unless the troop receives a refund. All Adults must be trained in order to participate in SPRING BREAK AND HIGH ADVENTURE TRIPS, unless they are designated a FAMILY CAMPOUT (see TRAINING Section 5).

13 SIBLING FEES AND PROCEDURES

Siblings and adult family members may not attend any troop activities, except those events designated Family Campouts or Activities, unless they are registered as a boy scout, venture scout or trained adult leader with the Boy Scouts of America.

1. All siblings attending FAMILY CAMPOUTS must pay the youth activity fee including fees for special events. Meals may or may not be provided depending on the information given in the event flyer.
2. Siblings should register and pay for the FAMILY CAMPOUT by the registration and payment deadlines. Fees are payable by cash or check to BSA Troop 11 or may be deducted from the adult's Reimbursable Account or scout's Scout Account.
3. Siblings are not required to be a registered member of the Boy Scouts of America in order to attend a family campout.

14 EXPENSE REIMBURSEMENT

14.1 Patrol Food

1. Receipts for reimbursement for Patrol Food for a WEEKEND CAMPOUT are collected by the Scribe from each Patrol Leader with the Campout Patrol Record Form. Reimbursement is limited to the Patrol Food Budget Amount, unless otherwise approved by the Scoutmaster.
2. The Scribe gives the Campout Patrol Record Forms and copies of the receipts to the Treasurer who reimburses the appropriate person for the cost of the food purchased.

14.2 Mileage

1. The Scoutmaster, the Person in Charge (PIC) and any person performing special driving duty (shagging canoeist) will be reimbursed the mileage reimbursement rate per mile for actual miles traveled. In addition, any person pulling a trailer for the convenience of the troop (gear, canoe, flatbed, etc.) will be reimbursed at twice the troop mileage reimbursement rate per mile for actual miles traveled.
2. Mileage for reimbursement is automatic when turned in to the Treasurer by the PIC. It should include the mileage one way, who drove trailers and any special fees (tolls and parking).
3. Mileage reimbursement applies only to WEEKEND CAMPOUTS and SUMMER AND WINTER CAMP. Mileage will not be reimbursed for FAMILY CAMPOUTS, SPRING BREAK and HIGH ADVENTURE trips, unless approved by the Troop Committee.

14.3 Campsite Fees and Other Costs

Receipts or contracts for campsite fees, transportation costs and other costs associated with a campout or trip should be submitted for reimbursement or payment to the Treasurer.

14.4 Timing of Expense Reimbursement

Receipts for reimbursement and mileage information must be submitted for payment within 45 days after the event or they may not be reimbursed. All participants' fees must be collected and submitted to the Treasurer before any reimbursements can be made. Reimbursements cannot be made for expenses submitted after refunds have been made to the participants.

15 FUNDRAISERS

The Troop Committee oversees fundraising activities which cover costs of new equipment, supplies and other associated costs related to Troop operations. Scouts are expected to take an active part in fundraising, an important function which benefits all of the Scouts.

16 SCOUT ACCOUNTS

Accounts, maintained by the Troop Treasurer which allow a Scout to defray the costs of High-Adventure, Mini-High-Adventure and other short- and long-term camp events. The Troop Committee may decide to share a portion of the funds, directly attributable from fundraising, with each Scout who participates by crediting that amount to the scout's Scout Account. Money in the scout's account may only be used like a voucher for "scout" activities, camping equipment and Eagle projects. Reimbursements for camping equipment may be subject to the Troop Committee's approval. Scout Accounts may not be used to purchase personal items, not camping related. If there is a balance in the scout's account when a scout leaves the troop, the balance is transferred to the Troop's general fund. Contact the troop treasurer or committee chair for further information. Only funds from troop fundraising activities will be deposited into the scout account.

17 REIMBURSABLE ACCOUNTS

Accounts set up to track reimbursements for costs of campouts or mileage for the convenience of the troop adults. The balance in these accounts may be withdrawn at any time.

18 FINANCIAL ASSISTANCE

Financial support programs are available for scouts that otherwise could not attend long term camping opportunities. Please discuss this with the Scoutmaster or Committee Chair, if the need arises. Any such consideration will be of a confidential nature.

19 DRUG ALCOHOL & TOBACCO USE

ADULTS: Including all adult leaders and parents are required to be positive role models for our youth. It is the policy of the Troop to prohibit all illegal drug use of whatever nature and to ban use of tobacco products and alcohol while on campouts and while associated with the Scouts.

YOUTH: Troop 11 prohibits the discretionary use of any non prescription drugs at all times. No exceptions. Any prescription medicine must be registered with the Troop, IN ADVANCE, to avoid any misunderstanding. This is the responsibility of the parents and the boys. A Scout or visitor on a troop function found to be in possession of drugs (not covered above and pre-registered) or any tobacco or alcohol, will be subject to immediate disciplinary action pursuant to Troop policy. Any youth who will be taking prescription or non prescription medication at a Troop function must pre-register same with the Troop Safety/Health official and/or Leader in charge. Any drug must be kept

in its original container and have dose information on the container. Medication in possession of the Troop will be administered pursuant to the Medication Form and Health forms/permission you have supplied to us.

20 DISCIPLINE

It is a requirement of the Troop that our scouts be well-behaved and respectful to adults, each other, and other's property. All members of Troop 11 are expected to conduct themselves in accordance with the Scout Oath, Scout Law, the Scout Slogan and the Outdoor Code. For example, bad language, vandalism, alcohol or drug use, improper or unwanted touching/hitting, not following directions of an adult or youth leader, harassment, stealing, reckless misconduct or general misbehavior, are subject to discipline at the discretion of the Scoutmaster or his delegate.

Minor infractions will be handled "on the spot" by a designated adult leader. However, a serious infraction will result in a conference with the Scout and his parent and the Troop Committee. The resulting form of disciplinary action shall proceed as follows:

- 1st infraction Scout alone conference with Green Bar
- 2nd infraction Scout alone conference with Scoutmaster and adult leader
- 3rd infraction Scout and parent conference with Troop Committee
- 4th infraction Scout and parent suspension from Troop 11
- 5th infraction Scout and parent dismissal from Troop 11

Consequences, which may be imposed by the Green Bar, Scoutmaster or Troop Committee may include:

1. Discussion or special reports of the incident, verbal or written
2. Verbal or written apologies to those involved and/or the Troop
3. Extra work, or required participation in activities or projects reflecting the Scouting program
4. Restitution for damaged property
5. Dismissal from the function and being sent home
6. Probation from Troop

Disciplinary matters will not be discussed outside of the Troop without the consent of the Troop Committee.

While it is the policy of the Troop Committee to impose progressive discipline, that is, warnings first, then suspension or expulsion, there may be instances where an offense is severe enough to warrant a suspension or expulsion on a "first offense," if the Scoutmaster and the Committee determines that expulsion is appropriate. Major disciplinary action will be imposed after notification to the parents. If serious misbehavior occurs on a camp out, a parent will be called to pick up their scout. If vandalism or destruction to property is an issue, restitution may be ordered. Corporal punishment is not an appropriate discipline under any circumstance.

END OF BSA TROOP 11 POLICIES AND PROCEDURES