

TROOP 160

Policies & Operating Guidelines

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Sponsor
Benjamin Franklin Middle School
Herndon, VA



The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

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Introduction

Parents, welcome to your Troop

A successful, adventurous, and safe program requires enthusiastic parental support guided by sound and tested operating guidelines. Troop 160 was founded in 1986 with about 40 Scouts. Today, with our Troop having over 100 Scouts, it is essential to have and follow a good set of Troop operating guidelines. The Troop's operating guidelines have evolved over time to accommodate Troop growth and experiences. This document details how the Troop currently functions. It is based on what has worked and what has not worked in the past. Our operating guidelines are not perfect, but we think they are very good. The Troop's Committee, which you are invited to join, seeks your help to make sure we maintain a successful, adventurous, and safe program by following the guidelines in this document. Even better, we invite you to help us improve on our operating guidelines. Our operating guidelines not only set the framework for how our Troop operates, they set expectations for both Scouts and parents. Our Boy Scouts must take responsibility for their behavior. All Scouts and parents (aka Scouters) need to know what is "OK" and what is not.

The emphasis of the Boy Scout program is to promote and encourage boy leadership. In support of this program Troop 160 adult leaders are present as advisors *only*, insuring safety and keeping the program oriented toward Scouting ideals. Boy leaders run the Troop meetings, Patrol meetings, Patrol Leaders' Council meetings, camping trips, and day trips - not the adults.

But, boys are "boys" and there may be many times when you will question, "Why are they so disorganized?" "Why are the meetings so noisy and unproductive?" and "Why don't the adults step in and do something?" In Scouting we believe that the best way to develop leadership is to let the boys have as much freedom to exercise their leadership as possible, applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions they are learning the rudiments of leadership.

This document outlines the application of general BSA policy to specific situations regarding Troop 160. BSA policy is written in various official publications and is the final authority for resolving questions of policy. The Troop Committee is the final authority for implementing BSA policy in Troop 160. Proposed changes to Troop 160 operating guidelines are reviewed and approved at Troop Committee Meetings.

Once again, welcome to Troop 160. Your Scout(s) will enjoy scouting more and advance faster if you, the parent, become involved in the Troop. Ask not what your Troop can do for you, rather what you can do for your Troop.

Chapter 1 Parent Participation

Volunteer!

The adults who provide supervision, support and time to make Troop 160 a success are volunteers. The more volunteers we have the more the Troop can accomplish. How you support your son's Troop depends on your talent and available time. Both mothers and fathers can give a few hours a month, for example, to drive on a campout, to maintain Troop equipment, teach a skill or merit badge to a Scout, serve on our Troop Committee or serve in a Troop leadership position. However, adults are required to serve on the Troop Committee a minimum of one year prior to filling a Troop Leadership position. Whatever your volunteer role, our Troop needs you to keep operating as a quality unit which makes our Troop worthy of the fine Scouts it serves. Please complete the Troop resource survey and indicate how you would like to help, and return it to the Scoutmaster or Troop Committee Chairman.

Fees & Dues Policy

As with any organization, activities require money. Financial problems are understandable. If such occurs let us know so we can work out an agreeable payment plan and keep your Scout active.

Weekly Dues: There are weekly dues for each Scout, regardless of whether a Scout attends the weekly meeting. The Committee determines the amount of the dues. Scouts who are delinquent in their dues will not be permitted to advance in rank until all back dues are paid. Once a Scout earns the rank of Eagle, he is no longer required to pay the weekly dues. Our Troop encourages the Scouts to earn this money rather than have the parent pay for this.

Rechartering fees: Rechartering fees are paid to the scout council, not the Troop. To make the cost equitable and encourage adult participation, rechartering fees are set each year by the Committee and paid no later than January. Rechartering fees may be prorated for Scouts joining after Webelos crossover (March). Rechartering fees include a subscription to Boys' Life magazine, BSA membership dues, insurance, and annual Troop 160 fees.

Paying for Outings: Each Scout is asked to share the cost of camping trips. The outing permission slip will indicate when it must be returned and any required payment. Completed permission slips will not be accepted after the due date. Encourage your Scout to look for jobs where he can earn his own money for the cost of activities. "A Scout is thrifty."

Fundraising: The Troop has one fund-raiser a year. Mulch is sold to residents within the geographic area around the Franklin Middle School. Troop mulch sale advertisements are entered in local papers and community newsletters. Scouts distribute Troop Mulch Sale Fliers to residences in their local communities. Mulch is scheduled for delivery one Saturday in late March or early April. All Scouts and parents are expected to participate in the mulch delivery.

Chapter 2 Scouts

General

Troop 160 is a relatively large Troop with a dynamic membership. While a majority of the new members advance from the Webelos program, the Troop does acquire boys who have never been in Scouting, or who are transferring from other Troops, districts, and councils.

The Scoutmaster, Senior Patrol Leader, or representative members from Troop 160 will attend Webelos bridging ceremonies of those Dens giving advance notice of boys intending to join Troop 160. Each Webelos who has completed a BSA application to join Troop 160 and paid the required fees, will be presented a Scout neckerchief, Scout Handbook, 160 patch, and Scout epaulets from the Troop at their bridging ceremony (or at their first official Troop 160 meeting) and will be officially welcomed to the Troop.

After crossover, Scouts will be divided into an appropriate number of "new Scout" patrols in Troop 160. To give these new Scouts the initial attention they deserve the Scoutmaster will designate an Assistant Scoutmaster and Troop Guide to work directly with them.

If a new Scout is older and/or has previous Scouting experience he will be placed in a patrol with others of his age or skill level.

Information Packet

The information packet is designed to give a new Scout and his parents details about Scouting and Troop 160. The packet includes the following:

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- This Policy Booklet
- BSA Medical Release Form (Parents authorization for emergency treatment)
- Troop Resource Survey (Parents, please sign up to help.)
- Directions to access the Troop's website and list of information available on the website (e.g. Troop roster, Adult roster, Annual Calendar, Permission Slips)
- Directions on how to register for Troop 160 group emails
- BSA application (both boy and adult)

Troop Information/Permission Requirements

Prior to any Scout participating in his first Troop 160 event, the following shall be returned to the Scoutmaster or one of his Assistants:

- Completed BSA application along with the rechartering fee to pay for registration, Boys' Life subscription and insurance
- BSA Medical Release Form (Parent's authorization for emergency treatment)

Troop Uniform Policy

Wearing a uniform "shows Scout spirit." It is not the purpose of the Scout uniform to hide the differences between boys or make them feel they are all the same. Scouts come from all racial and ethnic backgrounds. They have their own religious beliefs and family traditions. Scouting wants boys to take pride in these differences rather than to hide them or be ashamed of them. There is one way all Scouts are alike. Whenever a Scout sees another Scout in uniform he knows he is like that person because both have committed to the principles of the Scout Promise and Scout Law. This is important in a time when there are too many things dividing people. The Scout Oath and Law bind all Scouts, the world over in a common purpose. The Scout uniform identifies Scouts openly with someone of the same beliefs and values. By wearing the uniform Scouts are taking an open stand for their convictions.

BSA policy allows a Troop several options regarding uniforms. Troop 160 has chosen the following:

Class A:

- Scout shirt (long or short sleeve, short sleeve shirts are more versatile)
- Scout trousers (long or short)
- Troop 160 neckerchief with any slide
- Scout hat is optional; however, should the Scout elect to wear a hat, the baseball-style mesh Scout hat or a BSA Scouting event (camp, camporee, etc.) hat, are the only hats authorized for BSA events, i.e., Troop meetings, merit badge sessions, etc.
- Any closed-toe shoe or boot (as a safety precaution Troop 160 policy precludes the wearing of sandals at Scout outings; they may, however, be worn to Troop meetings.)
- Scout belt
- Scout socks are required when wearing Scout shorts

Note: Order of the Arrow (OA) sash is only worn at OA functions, not at regular Troop meetings.

Class B:

- Troop 160 Scout T-shirt
- Scout shorts
- Scout hat as described above is optional.
- Any closed-toe shoe or boot (as a safety precaution Troop policy precludes the wearing of sandals at Scout outings; they may, however, be worn to Troop meetings.)
- Scout belt
- Scout socks

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Scouts should wear their uniform for all Scouting activities. Encourage your Scout to comply. An entire uniform will be required for: Troop meetings; Courts of Honor; some District, Council and out-of-council events, e.g., summer camp. A class A uniform is required for Scoutmaster conferences and Boards of Review. Troop 160 will travel to and from Scout activities, including campouts, in class A uniforms, unless determined differently by the Scoutmaster or campout coordinator for a particular campout. A merit badge sash will be required after six merit badges are earned. (Up to six merit badges can be worn on the right sleeve of the long-sleeve shirt.) The merit badge sash is a required uniform item for special occasions.

New uniforms are available for sale through the National Capital Area Council's office located in Bethesda, MD, the BSA catalog, or through Rider's.

The Troop maintains a uniform exchange. Items that older Scouts have outgrown are placed in the box for use by new/younger Scouts. If you use the exchange service, please donate when your Scout(s) outgrows uniform items.

If for any reason a Scout is unable to afford such a uniform the Troop will help arrange for one. A note, signed by the Scout's parents or guardian, stating financial circumstances shall be presented to the Scoutmaster or Troop Committee Chairman. Personal details will remain confidential.

The boy leaders will conduct uniform inspections at least once a quarter.

Annual Calendar of Events

Troop meetings and monthly events are planned for a 12-month period from September 1 through August 31.

Meetings: Meetings are held weekly from 7:00 pm to 8:30 pm every Wednesday unless otherwise denoted on the annual calendar or the school is closed. Parents are responsible for arranging transportation for their Scout. Scouts should not arrive any earlier than 6:50 p.m. and should be picked up by 8:35 p.m. unless otherwise directed by the Scoutmaster. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present. Loitering is not permitted. Scouts are not permitted to loiter in the hallway or outside during meetings. If the Scout does not report to the Scout meeting, Troop 160 is not responsible for him.

Courts of Honor: Troop 160 conducts quarterly Courts of Honor to recognize our Scouts' hard work. Courts of Honor are family affairs and parents are encouraged to attend to honor the boys for their achievements. A Troop Court of Honor shall be held during the months of September, December, March and June. Families are also encouraged to donate snack items for the reception following the Court of Honor.

Eagle Courts of Honor are conducted separately from the regularly scheduled events for individual Scouts as needed. The Eagle Scout's family can arrange the Eagle Court of Honor as they so desire. Please read the Eagle Court of honor Planning Guide, which can be found on the Troop Website. The guide contains a lot of information and lessons learned from past court of honors that will be very helpful.

Summer camp: To give Scouts the opportunity to achieve BSA goals for long-term camping, Troop 160 attends at least one week of camp at an approved BSA facility during the summer, usually in late July or early August.

Short-term camping: Troop 160 conducts a camping trip or special event each month. Short-term camps promote advancement opportunities, fun, fitness, and camaraderie.

Annual Planning Meeting: In preparing the annual calendar the Senior Patrol Leader will canvas the Troop for desired events. The Senior Patrol Leader will then hold a meeting of the Patrol Leaders' Council with the Troop's Scout and adult leadership and prepare a proposed calendar for approval by the Troop Committee. The Troop Committee will consider the boys' desires for an annual program with respect to the ability to support the program. Once the Troop Committee approves the calendar of events the Committee Chairman will arrange posting the calendar on the Troop website

Chapter 3 Troop Organization

General

Troop 160 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the Troop's organization.

Organization

Chartering Organization: The Benjamin Franklin Middle School PTA is the chartering organization (CO) for BSA Troop 160. The charter allows the school to host a BSA Troop for its community and youth objectives. In turn the school agrees to support the Troop by providing a safe meeting place with adequate facilities. The primary function of the CO is to select and approve all adult leaders (Scoutmaster, Assistant Scoutmaster, Committee Chairman, and members). The CO is responsible for background checks of all adult applicants and will have the final approval for adults filling positions with the Troop.

Chartering Organization Representative: (COR) A member of the PTA who serves on the Troop Committee and acts as a liaison between the Troop and the CO. He or she recruits candidates for Troop Committee Chairman, encourages training, helps recruit other adult leaders, assists in unit rechartering, encourages service to the organization, and is an active member of the District Committee.

Troop Committee: The Troop Committee is a group of adults, generally parents of the Scouts, who are responsible for management and support of the Troop. The Troop Committee 1) ensures that the Troop's adult leadership is adequate; 2) provides various support functions; 3) provides the means to deliver a quality Troop program; 4) handles Troop administration; and 5) ensures that the Troop is functioning according to BSA policy. Committee meetings are generally held on the third Monday of each month, as indicated on the annual calendar. The Troop Committee leadership consists of a chairman, a secretary, a treasurer, an outdoor activity coordinator, an advancement coordinator, a fund-raising coordinator, and a quartermaster. (see BSA Troop Committee Guidebook for further information). Other short term Committee positions may be defined on a case by case bases as identified by the Troop Committee.

Troop Committee Chairman: The Committee Chairman serves as the "Chairman of the Board" the board being the Troop Committee. The Troop Committee Chairman is elected by the Troop Committee for a two year term. To be eligible for the Chairmanship position, candidates must have served a minimum of one year on the Troop Committee.

Scoutmaster: The Scoutmaster or Co-Scoutmasters is/are responsible for overseeing the operations of the Troop. The Scoutmaster serves as the "Chief Executive Officer". His main responsibility is the Scouts of the Troop and all Assistant Scoutmasters are there to support the Scoutmaster. The Scoutmaster attends Troop Committee meetings and reports the status of the Troop and the annual program of events. The Scoutmaster / Co-Scoutmasters is /are elected by the Troop Committee for a two year term. To be considered for the position of Scoutmaster, candidates must have served a minimum of one year on the Troop Committee.

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Assistant Scoutmaster: Assistant Scoutmasters are selected by the Scoutmaster/Co-Scoutmasters. Each Assistant Scoutmaster is responsible for specific functions. In addition, they may act as an advisor to a pre-assigned patrol.

Assistant Scoutmaster (new Scout patrol): Insures that all new Scouts are properly oriented to the Troop by providing the boys with necessary information, forms and counseling. Also maintains new boy tracking sheets.

Assistant Scoutmaster (Venture): Provides guidance to the Troop's Venture patrol by insuring all their intended functions are being carried out in accordance with BSA policy.

Senior Patrol Leader: The Senior Patrol Leader is the boy leader of the Troop elected by his fellow Scouts for a term of six months. He sets the agenda and presides at all Patrol Leaders' Council meetings, runs the weekly Troop meetings, and appoints other boy leaders assigning specific responsibilities as needed.

Assistant Senior Patrol Leader: The Assistant Senior Patrol Leader, appointed by the Senior Patrol Leader, assists the Senior Patrol Leader in conducting meetings and acts as the Senior Patrol Leader in the Senior Patrol Leader's absence. He is responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian, and Instructors. The Scoutmaster may decide to authorize more than one ASPL.

Patrol Leaders: Patrol Leaders are responsible for their individual Patrols at all times. They preside at Patrol meetings, as well as control their Patrol during Troop functions. They represent their patrol at Patrol Leaders Council meetings and report to the Senior Patrol Leader for all matters concerning their Patrol.

Instructors: Older Scouts who have advanced in rank and training provide a corps of skills and knowledge on which the Senior Patrol Leader can develop training programs in support of the Troop's annual training objective.

Venture Scouts: To insure the continued interest and participation of our senior Scouts, Troop 160 will participate in BSA's Venture program organizing a Troop affiliated Venture patrol to pursue activities of interest to older or more senior Scouts. Older and more experienced Scouts may form a Venture patrol. Scouts shall be attending high school and must have attained the rank of Star Scout. Venture allows concentration on high adventure activities. Members will continue with regular Scouting advancement programs, Troop activities and Troop leadership responsibilities. Venture patrol activities should be planned and performed in addition to the regular Troop requirements. An Assistant Scoutmaster will be appointed to oversee activities. No more than 25 percent of the Troop membership will be in the Venture program, with oldest Scouts generally having preference. Due to the risk involved with some of the advanced skill activities, parental permission is required for participation in Venture patrol activities.

Troop Guide: An older, experienced Scout appointed by the Scoutmaster and the Assistant Scoutmaster. He will help younger Scouts progress through the ranks of Scouting as assigned by Assistant Scoutmaster (New Scouts). Usually one is assigned to each new Scout patrol to help the patrol function.

Other appointed jobs: For additional job descriptions see the Junior Leader Handbook.

Forming New Patrols

The "Patrol Method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events. Troop

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160's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. Given the dynamics of the people of our community that is not always possible. If it becomes necessary to reorganize patrols as a result of attrition then the Scoutmaster and adult leadership will determine new patrol organization.

Chapter 4 Adult Leader Policy

General

The adult leadership of Troop 160 has two major goals:

- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities
- Provide an adult organization structure that can adapt to changes in its staffing requirements

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

Adult Leader Positions

The following positions reside at the Committee level:

- Committee Chairman -- Responsibilities are as stated previously Chapter 2.
- Secretary -- Attends all committee meeting, takes minutes and types and distributes minutes for approval.
- Chartered Organization Representative -- Responsibilities are as stated previously in Chapter 2.
- Treasurer -- Responsible for the entire Troop's financial records (this includes the recording of all incoming and outgoing moneys) and provides a monthly written report on Troop finances to the Troop Committee. The yearly projected Troop budget is to be compiled and submitted to the Committee for review at the January committee meeting.
- Outdoor Activities – Responsible for coordinating the monthly outdoor activities. It is preferable to assign two persons to this task.
- Advancement -- Responsible for the administration of the Troop advancement program, keeps records and prepares reports for submission to the Council.
- Fund Raising -- Researches and recommends fund raising project to meet the Troop's financial requirements. Organizes volunteers to assist in funding raising. Obtains approval from National Capital Area Council.
- Quartermaster -- Responsible for working with the Troop Quartermaster in the organization, control, and maintenance of Troop equipment.
- Transportation -- Works with the Scoutmaster to determine transportation requirements for camping trips/special events and organizes drivers and vehicles for events. Prepares tour requests and submits to council.
- Troop 160 Eagle Scout Advisors – This position provides guidance to life Scouts working toward Eagle. The Troop assigns multiple Troop 160 Eagle Scout Advisors, based on the number of Scouts in the Troop.

The following positions reside at the Troop level:

- Scoutmaster
- Assistant Scoutmaster
- Assistant Scoutmaster (Venture patrol)
- Assistant Scoutmaster (New patrol)

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Positions will be filled as supported by the number of adult volunteers. If the number of adult volunteers is not sufficient to fill all requirements, the Committee Chairman and/or the Scoutmaster may combine Committee or Troop positions after gaining approval of the Committee.

Adult Leader Training

Any adult who becomes involved with the Troop is strongly encouraged to take advantage of Leadership Training courses offered by the District and NCAC, BSA. This training insures the Troop's adult leaders remain on target with the aims of Scouting. Until leadership training can be arranged adult leaders will be familiar with the Youth Protection Program guidelines for Boy Scout leaders. No adult should be allowed any responsibility for an overnight outing without having completed the Youth Protection Program.

Adult Leader Meetings

Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders may attend:

- Troop Committee meetings
- Adult district Roundtables
- Weekly Troop meetings
- Training sessions

Adult Leader Conduct

Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set the example, including the proper wearing of the Scout uniform. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders.

Chapter 5 Boy Leader Policy

General

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 160 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 10 years and six months of age, Troop 160 leadership positions should only be considered by those boys who:

- Demonstrate the proper example
- Are willing to give to the Troop more than they receive
- Are willing to put Troop activities on a higher priority than other comparable activities

Available Boy Leader Positions

Elected positions:

- Senior Patrol Leader -- Elected by the Troop
- Patrol leader -- Elected by individual patrols

Appointed positions:

- Assistant Senior Patrol Leader -- Appointed by the Senior Patrol Leader
- Scribe -- Appointed by the Senior Patrol Leader
- Chaplain's aide -- Appointed by the Senior Patrol Leader
- Quartermaster -- Appointed by the Senior Patrol Leader

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- Librarian -- Appointed by the Senior Patrol Leader
- Historian -- Appointed by the Senior Patrol Leader
- Assistant Patrol Leader -- Appointed by the Patrol Leader
- Patrol scribe -- Appointed by the Patrol Leader
- Patrol quartermaster -- Appointed by the Patrol Leader
- Junior Assistant Scoutmaster -- Appointed by the Scoutmaster
- Troop Guide -- Appointed by the Scoutmaster
- Instructor -- Appointed by the Scoutmaster

All of the positions appointed by the boy leaders are subject to the approval of the Scoutmaster.

Troop Elections

Troop elections are held semi-annually in December and June, prior to the quarterly Court of Honor, except in the New Scout Patrol where the Patrol Leader will be elected every two months. Newly elected leaders will be announced and retiring leaders will be recognized for their work at the Court of Honor. Newly elected leaders assume their new posts on the first day of January or July.

A general election of the entire Troop will be conducted for Senior Patrol Leader. The outgoing Senior Patrol Leader will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Election for Senior Patrol Leader will be conducted prior to Patrol Leader elections. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a Junior Assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner.

Individual Patrols will elect their Patrol Leader. A Patrol Leader election will be held immediately following the election of the Senior Patrol Leader. Only Patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots. Ballots are counted and verified by the outgoing Patrol Leader and a Troop Guide or Assistant Scoutmaster.

All other leadership positions will be recommended by the Senior Patrol Leader and approved by the Scoutmaster. All leadership positions will be rotated every six months to give each member of the Troop maximum opportunity to serve.

An attempt will be made to get 100 percent of the Troop's membership in attendance during the night of the election. No election will be conducted if less than 50% the general membership is present.

Qualifications

Senior Patrol Leader: Each Scout running for the office of Senior Patrol Leader must be a First Class Scout, must have served as a Patrol Leader, must be 14 years of age, and must have attended (or agree to attend) a Junior Leader Training course or Impessa.

Assistant Senior Patrol Leader: Each Scout must be a First Class Scout, must have served as a Patrol Leader, must be 13 years of age, and must have attended or agreed to attend a Junior Leader Training course.

Patrol Leader: Each Scout running for the office of Patrol Leader must be at least Second Class Scout except in the New Scout Patrol.

Junior Leader Training

The Troop will offer a Junior Leader Training (JLT) course semi-annually. For a Scout to be eligible to hold a Troop leadership position he must have attended or agree to attend the next available course.

Impeachment

The seriousness of impeachment must be understood before proceedings are begun. Impeachment will be initiated only when the situation can not be reversed with direct leadership and the added supervision by the adult leadership. Given the above; impeachment proceedings against a Patrol Leader, Assistant Patrol Leader and/or Senior Patrol Leader can be initiated at any time during his tenure in office. To initiate an impeachment a written petition must be presented to the Scoutmaster, including:

- Specifically why it is thought the boy leader in question is not fit for office
- Background circumstances regarding the problem
- Signature of two-thirds of the membership of either the Patrol, in case of a Patrol Leader impeachment or Patrol Leaders, in the case of the Assistant Senior Patrol leader/Senior Patrol Leader. The Scoutmaster and his Assistants will determine final judgment. The Troop Committee and parents of the boy will be advised of all actions and circumstances behind the action.

Patrol Leaders' Council

The Patrol Leaders' Council is responsible for planning and conducting the Troop's activities. The Troop Committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council comprises the following voting members:

- Senior Patrol Leader -- Leads the Patrol Leaders' Council
- Assistant Senior Patrol Leader
- Patrol Leaders -- One for each Patrol
- Venture Patrol Chief
- Troop Guide for new Scout Patrol
- Junior Assistant Scoutmasters
- Scoutmaster and Assistant Scoutmasters
- Other Scouts in leadership positions (i.e. scribe, quartermaster, etc.) that may be required by the Senior Patrol Leader as approved by the Scoutmaster.

The Patrol Leaders' Council meets monthly to:

- Plan the annual calendar of events
- Plan monthly events
- Plan and organize weekly meetings and assign responsibility for planned events in accordance with the monthly activity
- Completion of the weekly meeting plan for each weekly meeting
- Discuss problems
- Make recommendations on improving Troop operations

Chapter 6 Advancement

Advancement Program Defined

Advancement is the process by which youth members' progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful experience.

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and Troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the Troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.

All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA; to strengthen character, body, mind, and the concept of being a participating citizen.

The Boy Scout requirements for rank advancement shall be the basis for the Scouts' advancement. There are four steps in the procedure: learning, testing, recognition and teaching.

Ranks are Tenderfoot, Second Class, First Class, Star, Life, and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18th birthday.

The responsibility of the Troop Committee is to ensure the Troop's program is conducted in such a way that the Scouts have an opportunity to advance on the basis of learning, testing, reviewing, and recognition.

The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered adult members of BSA. The merit badge counselor shall prepare and qualify youth members. There is no board of review procedure for merit badges, but public recognition is given at a court of honor.

Advancement Policy

Advancement in BSA is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks at his own pace. We encourage him to involve his family, other Scouts, the Scoutmaster and any other available resources to help him.

The Troop's routine program will emphasize Scouting skills and leadership training, both at weekly meetings and at camping trips. Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject, but completion of the badge is an individual effort by the Scout. The Troop will provide guidance and assistance in completing merit badges outside the weekly meetings, i.e., classes prior to meetings or on camping trips. On occasion, a merit badge may be taught in the regular meeting if for a unique reason. The extra effort and experience gained by pursuing merit badges through approved counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life, and Eagle.

Advancement requirements for all ranks are listed in "The Boy Scout Handbook." Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skill rather than merit badges. Other Scouts and adult leaders shall teach skills. The Scoutmaster or his designee shall hold Scoutmaster Conferences as needed. A Board of Review shall be conducted as needed and as organized by the Troop Committee's Advancement Chairman with the

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assistance of other committee members. Each Board of Review shall consist of at least 2 committee members and 1 other adult. Scoutmaster and Assistant Scoutmasters are not eligible to sit on a Board of Review.

Advancement requirements for Star, Life and Eagle ranks are covered in "The Boy Scout Handbook." These higher ranks emphasize merit badge work only after a boy has a solid foundation of basic Scouting skills.

Eagle advancement: An advancement packet discussing Eagle requirements can be obtained from the Advancement Chairman upon completion of the Life Scout award. The packet contains the following items:

- National BSA application
- Eagle service project work book

Merit Badges

Earning merit badges give Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures shall be followed:

- Obtain merit badge application ("blue card") from the Scoutmaster or Advancement Chairman. The card must be signed by the Scoutmaster showing his approval to work on the merit badge.
- Contact the merit badge counselor and arrange meetings. Names of qualified counselors should be available on the Troop website under Private Section. In addition, specific Merit Badges and their counselors should appear in the Troop newsletter when offered and announced at weekly meetings.
- Complete the merit badge requirements under the guidance of the counselor.
- Ensure the counselor signs the card verifying completion of all requirements.
- Return the card to the Scoutmaster and obtain his signature to indicate completion of the merit badge requirements.
- Present the completed card to the advancement chairman for forwarding to the council for registration and procurement of the badge. The badges should be made available for Scout recognition by the next Court of Honor.
- Keep the portion of the card that is marked for the Scout for future reference. It will be required as part of the Scout's Eagle application.

Youth Protection Program: The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend, or another Scout.

Group instructions: While merit badges may be earned in group instruction this method is discouraged for most merit badges as it bypasses one of the key purposes of the merit badge plan; working closely with a qualified adult. Group instruction is most practical when special facilities, expert personnel, and/or limited counselors make individual instruction inappropriate. When the group method is used, as much individual attention as possible should be afforded each candidate's project and his ability to fulfill all requirements.

Merit Badge Counselor: A counselor, knowledgeable in one or more fields, works with a Scout to acquaint him with adult experiences in the field, an experience that is invaluable to a Scout. The counselor introduces subjects that may lead to a career choice or to a lifetime pursuit. The Troop Advancement Chairman will maintain a list of approved merit badge counselors. The list

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should be made available on the Troop website and a hard copy kept with the Merit Badge Coordinator at meetings.

Ideally, one Eagle required and one "elective" merit badge should be offered each quarter, to assist with Scout advancement. More can be made available, as long as they do not conflict with scheduled activities at Troop meetings.

It is advisable to check with the Scoutmaster, SPL, and the Master Calendar BEFORE scheduling merit badge sessions, to avoid a conflict during Troop meetings.

The Troop has approved merit badge counselors other than those on the council's approved list. The council and district advancement committee must approve merit badge counselors, even those parents only serving one unit (Troop 160). Counselors must register as Scouters. In all cases the Advancement Chairman must have a completed Merit Badge Counselor Application on record for each applicable person.

Merit badges will not be offered as part of the regular Troop annual calendar as a matter of routine; however, to spark an interest in a subject area the Troop may use merit badge counselors to make presentations covering the highlights of a merit badge. Scouts are then given an opportunity to try a skill related to the badge. Also, work on some merit badges may be arranged at some camping trips.

No Scout, parent, Assistant Scoutmaster or Committee member will arrange for merit badge classes to run concurrently with the regularly scheduled Troop meeting unless specifically approved by the Patrol Leaders' Council. Troop meetings are reserved for conducting skill and leadership training and general Troop business. With the approval of both the Scoutmaster and advancement chairman, merit badge classes may be scheduled prior to the regular meeting. Scoutmaster approval will insure reservation of a meeting place. Approval of the Advancement Chairman will ensure availability of approved counselors, "blue cards", merit badge books, and other administrative requirements.

Service Projects

Star and Life: Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the Scoutmaster in advance of starting the project. Only adult leaders are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project the matter will be referred to the Troop Committee for resolution.

Eagle: Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The Troop Committee and the District Representative shall approve the project before any work is started. The Troop 160 Committee requires that the Eagle candidate brief the Troop Committee on his project at a regularly scheduled committee meeting. The Eagle candidate must take into consideration the lead-time required for Troop and District approval in planning work schedules. The brief shall outline the scope, scale and requirements of the proposed project. The Committee will review the candidate's plan for completeness in planning and ability of the Troop to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned Troop activities. Upon completion of the service project, the Eagle candidate shall provide the Advancement Chairman with a written description of the project and, where appropriate, a schedule of participants and hours worked.

Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 160 resources then the project should be presented to the Patrol Leaders' Council for discussion, scheduling, and Scoutmaster approval.

Leadership Requirements for Star, Life and Eagle Rank

The positions of responsibility that qualify a Scout for leadership requirements for the above ranks are listed in the Boy Scout Handbook.

A Scout must meet the requirements of the position held as set forth by the SPL during the Junior Leadership Training course that will be done prior to the Scouts taking office for the next term. The Scoutmaster must approve the requirements of each position of responsibility that are developed by the SPL. The Scoutmaster, in consultation with the SPL, will determine whether the position of responsibility requirements have been met by a Scout during his tenure in the position.

During a Scout's 6-month leadership tenure, the SPL should advise any Scout in a leadership position as to whether or not he is adequately fulfilling his given position. This notification should NOT wait until the Scout's term of office is ending.

Requirements for Scout Spirit and Participation

Scout Spirit & Participation -- In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life. Demonstration of Scout Spirit includes active participation in Troop 160 activities. A minimum meeting and activity participation goal of 50% is encouraged by Troop 160 for advancement to the next rank. Any questions regarding the adequacy of Scout Spirit and participation are determined by the Scoutmaster.

Participation -- All Scouts of Troop 160 are welcomed and encouraged to take advantage of all Troop activities. Any activities on the Troop calendar qualify as Troop activities for participation purposes.

Chapter 7 Discipline

General

Discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 160 policies will be primarily handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities, and/or restore order in extreme cases of unruliness.

Obedience

Obedience in Troop 160 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the Troop, camp, or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guests of the Troop. Respect for adult and Scout leadership is expected. Under no circumstances will adult or boy leaders administer physical punishment for any reason. Hazing, of any type, by any Scout will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.

Enforcing Discipline

The Patrol Leaders will handle discipline in their patrol. Patrol leaders have the authority to ask any patrol member to leave a patrol meeting and report to the Senior Patrol Leader.

When the Patrol Leader cannot handle the problem, he must obtain help from the Senior Patrol Leader. The only person the Senior Patrol Leader will accept a complaint from is the Patrol

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Leader. The Senior Patrol Leader has the authority to ask that Scout to leave the meeting area and report to the Scoutmaster.

When the Senior Patrol Leader cannot handle the problem, he must obtain the help of the Scoutmaster. The only person the Scoutmaster will accept a complaint from is the Senior Patrol Leader.

When the Scoutmaster is approached with a complaint, the complaint will be recorded on the Scout's record. Note the following actions:

First Senior Patrol Leader complaint -- Conference with the Scoutmaster

Second Senior Patrol Leader complaint -- Conference with Scoutmaster and a phone call to the Scout's parents explaining the problem and stating that one more complaint may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a Board of Review as a lesser disciplinary action prior to suspension from Troop activities.

Third Senior Patrol Leader complaint or serious infraction of Scouting -- Conference with Scoutmaster and parents. Based on the Scoutmaster's recommendation, the Scout may be suspended from some or all Troop activities, including Courts of Honor, or the ability to hold a position in the Troop for a period of time, as recommended by the Scoutmaster.

The above steps are not meant to discourage either the Patrol Leaders or Senior Patrol Leader from seeking advice from the Scoutmaster or any uniformed adult leader when they are having leadership challenges but are intended to state discipline options in advance. Scout leaders should remember and use their chain of command.

Troop Reinstatement Review Board

This board evaluates Scouts who have been suspended from the Troop as a result of the third Senior Patrol Leader complaint or serious infraction, as well as the use of drugs, alcohol and/or tobacco as outlined in the Troop discipline policy. After the completion of the defined suspension period and prior to resuming Troop activities, the Committee Chairman will convene a reinstatement review board to meet with the Scout and his parents to assess his intentions regarding pursuit of the Scouting program. The members of the Troop reinstatement review board will consist of the Committee Chairman, Scoutmaster, Senior Patrol Leader, and as deemed necessary, respective designated representatives from the committee.

Based on the conclusions of the Board, the Scout will either:

- Resume Troop participation and activities
- Or continue his suspension for a period as recommended by the Scoutmaster and approved by the board

Continuation of the suspension requires a meeting with parents, the Committee Chairman, and Scoutmaster to discuss the position of the board.

Upon reinstatement a Scout will be on probation for a minimum of two months. Additional infractions during the probation period are grounds for immediate dismissal by the Troop Committee.

Failure to attend the review board meeting will result in an automatic dismissal from the Troop.

Drugs, Alcohol and Tobacco

Any Scout guilty of using, possessing and/or distributing a controlled substance (drugs, alcohol) will be dropped from the Troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the Troop Reinstatement Review Board.

No Scout will be allowed to use a controlled substance of any type at any Scouting function. This includes those boys who have parental permission to use tobacco. BSA recommends that leaders not use tobacco products in any form nor allow their use at any BSA activity.

Parents of Scouts required to take prescription medication over the period of a Troop event will discuss the requirement with the Scoutmaster. Serious medical requirements may require a parent to attend an event and administer medication.

Do's & Don'ts

The Scoutmaster has the authority to confiscate and destroy all items deemed inappropriate or dangerous.

The Boy Scouts of America prohibits the securing, use, and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 160 are prohibited from possessing or using fireworks on any Troop 160 activity.

Firearms will be permitted at Troop meeting only if the Troop program calls for such activities. Any such activities will have the approval of the Scoutmaster and the Troop Committee.

Sheath knives are not permitted. Scouts carrying pocketknives will have earned their toting chit as prescribed by BSA training requirements. Pocketknives are not allowed at Troop meetings because possession of knives is a violation of Fairfax County Public School policies.

Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.

Scout drivers are not allowed for Troop 160 events.

Scout passengers in vehicles to and from events will remember they are a guest of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner, e.g., eating, drinking, and seating arrangements and noise levels. Insurance regulations require that seat belts shall be worn at all times.

Fighting, rough housing, unwanted physical contact, etc. is not permitted and is grounds for immediate disciplinary action including dismissal.

Sexually explicit materials, including "Playboy," "Penthouse," "Hustler" etc., shall not be brought to Scout activities. If found, such materials will be confiscated and returned to the parents of any Scout involved.

Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.

Troop 160 policy prohibits Scouts from bringing personal radios, televisions, compact disc or cassette players and/or electronic video games on weekend camping trips. For long trips over three hours, arrangements can be made for the use of the above equipment during travel to and from the campsite.

The leadership of the Troop also discourages Scouts from carrying cell phones during campouts because it distracts from the purpose of the activity: to be independent, and use the time for learning scouting skills and bonding with other Scouts. However, we also realize that cell phones are an important tool. Therefore, Scouts may also keep cell phones with them during campouts, but their use is limited to emergencies.

Chapter 8 Outdoor Activities

General

The BSA program is designed for outdoor fun. The Troop Committee in support of the Scoutmaster will make every attempt to have at least one outdoor activity per month. These activities will most often be weekend (two nights) camping trips, but on occasion might be day events. The activities planned for outdoor activities will teach Scouting skills and reinforce Scouting ideals.

Planning for Camping

Camping trips are planned out a year in advance. The Annual Planning PLC shall plan activities for the entire year. Camping trip themes and activities shall be related to the Troop meeting themes. Camping trip themes are to be planned by the PLC at its regular meetings.

Support for Camping

Two registered adult leaders (at least one leader must be 21 years of age) are required for all activities. If there is a female guest (Venture crew) then one leader must be a female 21 years of age or older.

The Scoutmaster, an Assistant Scoutmaster, or a Troop Committee member will be assigned "leader" responsibility for each camping trip and event. This leader is identified in advance and on the trip permit.

The Outings Coordinator supports the Scoutmaster by coordinating the logistics of the outings, but the Scoutmaster determines the activities held during the outing.

The Outings Coordinator, or one of his/her assistants, will:

- Notify Scouts and families, via flyer of camping trip details including approximate cost
- Reserve camp sites and/or other facilities
- File a tour permit with NCAC with assistance from the Outings Permit Assistant
- Arrange transportation with assistance from the Outings Transportation Assistant
- Arrange adult patrol cooking assignments
- Accounting for necessary fees (camp fees and food costs)
- Assuring adequate leadership is available
- Ensure sufficient numbers of leaders have training for water-related outings
- Discuss Troop equipment needs with the Quartermaster
- Obtain a Troop trailer volunteer driver
- Provide funds for tips, if necessary
- Provide driving directions at departure
- Provide all permission slips and the roster to the outing leaders

Guidelines for Transportation

- All drivers must be licensed
- There must be a licensed driver at least 18 years of age in each vehicle

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- Adult tour leader (21 years of age) will be in charge and accompanied by an Assistant
- All driving should be done in day light when possible
- Owner/driver will have property damage and personal liability insurance coverage at the dollar limits prescribed by BSA
- Occupancy limits of the vehicle will not be exceeded
- Each occupant will have a seat belt
- Vehicles will not travel in convoy

Funding for Outings

Scouts participating in camping trips will be responsible for the cost of the event. The Troop dues do not provide sufficient funds to sponsor Troop camping trips and events. The adult leader responsible for a particular camping trip will advise Scouts, with a flyer in advance, of any camp fees required.

Food will normally be the responsibility of the patrol's assigned cook. As part of the camping trip planning process (usually 9 days prior to the outing and during the Troop meeting) each patrol will determine a menu and then derive a shopping list for the cook to purchase. The assigned cook will purchase all meal items. The cook will determine the cost per Scout and will collect the amount due from each Scout. The cook will provide receipts.

Scouts intending to participate in a camping trip/event shall be present on the Wednesday meeting prior to the camping trip or they will not be allowed to participate unless they make prior arrangements with the Scoutmaster and Patrol Leader. This meeting is important for Scouts to hear any last minute safety-related announcements.

On occasion the Troop will dine as a large group, rather than by patrol. In these cases the food purchasing and payment procedure will be announced to the Scouts.

Patrol leaders will prepare a duty roster for each camping trip and post it at the patrol campsite. The Patrol Leader shall maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility.

While we realize the dynamics of family schedules, parents must understand camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds, campsites, boats, bunks, and especially adult supervision. Unannounced participants create hardships on the entire Troop and the Outings Coordinator, who has planned to the smallest details. Simply put, the Troop shall have a firm commitment for camping trip participation, with supporting funds, not later than the due date announced on the camping permission slip.

Troop on Outings

Camping: Whenever possible patrols shall camp as individual units and practice the patrol method. The intent is that each patrol will have:

- A separate campsite
- Its own cooking and campfire site
- Its own patrol flag

The Venture patrol and adult leadership will also function as patrols. Each group will strive to provide the better example of camping practices. No adult is to tent with any Scout, including his or her own son. Adults will not camp in the Patrol campsites.

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Scouts will not leave a campsite with out the permission of the Scoutmaster. The buddy system will be used on all camping trips; a buddy will accompany any Scout leaving the campsite.

All Scouts will share in the work and duties of their individual campsites. Patrol Leaders will establish rotating schedules to assure that work such as cooking, cleaning and wood gathering is done by all in a fair manner.

All member of Troop 160 will observe The Outdoor Code as listed in the Scout handbook. This will include leaving the campsite better than found.

Cooking: Various forms of cooking will be experienced, including individual, patrol and Troop. Camping trip format will be determined by the PLC and will depend on the other activities scheduled.

Visitors on Outings

Non-registered adult family members are not allowed on Troop camping trips, unless the outing is a planned parent/son outing.

Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite guest for a camping trip will notify the Patrol Leader, Senior Patrol Leader, and Scoutmaster to insure the guest is factored in the planning for logistic support. A permission slip from the parent authorizing the guest to attend the event and a medical release form authorizing emergency treatment are required.

Non-adult female guests under 18 will be permitted on overnight camping trips provided they have parental and Scoutmaster permission and on-site supervision by parents of at least one of the guests. Under no circumstance will male and female campers share tents. If there are female guests, one adult leader must be a women 21 years of age or older.

Chapter 9 Equipment

General

Troop 160 operates under the old adage "Take care of your gear and your gear will take care of you". Accordingly, each Scout is responsible for providing his own personal camping equipment. The Troop Committee's responsibility is to secure adequate number of tents, cook kits, and other outdoor gear. The outdoor/activities chairman shall work closely with the Troop quartermaster to maintain the Troop's equipment with adequate repair and storage.

Categories of Equipment

Personal equipment: Includes items such as pack, sleeping bag, individual cooking and eating utensils, canteen, flashlight, foul weather gear, tent, ground cover, etc. Scouts not in possession of personal equipment, safe for the conditions of an event, shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for the climatic conditions, etc.

Troop equipment: Troop maintains a trailer containing adequate amount of items necessary to provide for group activities, special events, and to support adult participation at camping trips. Contents include approximately 1 adult and 3 Scout tents, 6 water jugs 5 gallon capacity, saws, tools, 7 chuck boxes, Two large canopies, 8 lanterns, 4 Dutch ovens, 2 water coolers, an outdoor cooker with 2 30quart pots, emergency wool blankets, and sleeping bag liners, etc.

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Patrol equipment: On each camping trip the Troop will assign each Patrol a chuck box with a full complement of cooking gear to include small group items such as chef kit, large cooking pots and pans, stove, dish pans, etc.

Control of Equipment

Personal equipment: Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout's name, initials, and/or identifying mark to avoid disputes over ownership of similar items.

Troop equipment: The Troop Quartermaster is responsible for storage and control of Troop equipment. The Troop equipment is issued to the Patrol Leader, Assistant Patrol Leader, acting Patrol Leader, or individual Scouts and is returned to the Troop Quartermaster in clean usable condition.

The Troop self-insures the trailer and contents. As of this revision, the value of the trailer and contents is estimated to be \$9,000. The Troop maintains 75% percent of this amount in reserve in case of loss or damage.

Patrol equipment: For use by members of the patrol. Each item shall be marked with the Patrol name and stored in the Patrol box.

Duties and Responsibilities

Committee quartermaster: Is responsible for:

- Supervising the Troop Quartermaster in the responsibilities of his duties
- Providing recommendations to the Troop Committee on equipment purchases
- Overseeing one major project which the Troop Quartermaster must perform during his tenure
- Instructing the Troop in safe use of all Troop equipment

Troop quartermaster: Is responsible for:

- Troop equipment, under the guidance of the Committee quartermaster
- Ensuring that an accurate inventory of Troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner
- Issuing equipment for use by individuals or patrols
- Ensuring that equipment is returned in a clean and serviceable condition
- Making recommendations concerning equipment and its use to Committee quartermaster

The Patrol Leader or Assistant Patrol Leader will check out and return Troop equipment used by the patrol and will assure that it is returned in a clean and useable condition.

Safety Considerations -- Equipment

Chemical stoves and lanterns: The Troop will furnish propane stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities.

Liquid or propane fueled heaters are prohibited at Troop camping functions.

Lanterns and/or stoves shall not be operated inside tents under any circumstances.

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Patrol leaders, under the supervision of their Assistant Scoutmaster, will hold patrol inspections for all Scouts of their patrol, attending an event, prior to departing the meeting place. Concerns with serviceability of a Scout's personal gear will be brought to the attention of the Scoutmaster. Scouts not in possession of personal equipment suitable for the conditions of the event will not be allowed to participate, i.e., rain or cold weather clothing, sleeping bag suitable for weather conditions.

All axes, saws, and hatchets shall be kept in an approved sheath when not in use. The Troop quartermaster will ensure that only equipment, which has the required safety sheath, is issued.

Personal sheath knives are not authorized at any Troop activity.

Damage to Equipment

Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging Troop, patrol, or personal equipment will be subject to Committee disciplinary action and afforded the opportunity to replace damaged equipment.

The Troop Quartermaster under the supervision of the Committee Quartermaster will investigate accidental damage to equipment. If determined the accident was a result of negligence the negligent party shall be afforded an opportunity to replace the damaged equipment.

Gear damaged or worn through normal wear and tear will be replaced by the Troop as recommended by the Committee Quartermaster.

Gear Needs -- New Scouts

A new Scout shall have a Boy Scout Handbook by his first meeting. The Scout should bring the handbook to all Scouting functions unless told otherwise by the Scoutmaster. The Handbook contains all the essential items to pack for all weather camping and cold weather camping.

We travel to campouts and return home from campouts in our class A uniform. Uniform requirements as covered in Chapter 2. Due to the high cost of uniform items the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.

Due to the cost of equipment the purchase should be restricted to essential items until you confirm the level of your Scouts interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive purchases.

- Sleeping bag rated to 0 degrees Fahrenheit or lower
- Eating utensils to include plate, cup, spoon, fork and knife
- Canteen or water bottle
- Backpack, frame type is suggested
- Flashlight with fresh batteries
- Toilet kits with personal hygiene items to include toothbrush, toothpaste, comb, soap, bath towel, wash cloth, deodorant, etc.
- Emergency toilet paper
- Sweater/jacket/sweatshirt in fall, winter and spring
- Poncho or rain coat
- Change of shoes, socks, underwear and outer wear
- Personal first aid kit as described in the Scout Handbook

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It is Troop 160 policy that at least two boys will sleep in every tent. This fulfills safety requirements, reinforces the “buddy system”, and promotes working together as a patrol. Troop 160 generally has enough tents to accommodate campers; however, Patrol leaders shall make tent assignments. The Patrol Leader will adhere to the desires of his patrol for tenting arrangements as much as possible. Scouts desiring to use personal tents will be allowed to provide their own tent but must be prepared to share their tent in accordance with BSA and Troop safety considerations.

Registered adults desiring to accompany the Troop on a camping trip may be able to use Troop tents on a first come, first served basis, realizing that Scouts come first.

Later gear needs: As your Scout gets into Scouting activities he will have some additional equipment needs. An active Troop will do at least 10 days and nights of camping each year. Eventually he could use hiking boots, pocketknife, rain/foul weather clothing, etc. Use your own good judgment. Only you know what you can afford. If you are planning to purchase camping equipment check with our leaders first. They have a good idea of the best type of equipment our Troop uses.