

Troop 484 Policy and Guidelines

Gulf Breeze, Florida

Esca-Rosa District, Gulf Coast Council



BOY SCOUTS OF AMERICA

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WELCOME TO TROOP 484. Troop 484 is one of the oldest Boy Scout Troops in the Gulf Breeze area. We have had a distinguished career, with over twenty Eagle Scouts since 1974. We are happy you have chosen to become part of Troop 484.

Parent support is one of the necessary ingredients for a boy to succeed in scouting. The family plays an important role both in the Troop and during the boy's tenure in Scouting. Therefore, parents of Troop 484 are expected to help out in some way, i.e., committee member, a merit badge counselor, fund raising, etc. We encourage at least one parent to register along with your Scout. A small investment of your time will help continue the success of this Troop in providing a unique Scouting experience for your Scout and yourself.

Scouting offers the boy an opportunity for both mental and physical adventures away from home and with self-protection as well as lots of fun. As members of the Troop 484 scouting family, we invite you and your family to join us, as we aid our members on the trail to Eagle Scout and towards manhood.

QUALIFICATIONS FOR JOINING TROOP 484. A boy may join troop 484 if he meets the following criteria: a) be at least eleven years of age; or b) have completed the fifth grade; or c) have earned the Cub Scout Arrow of Light Award.

TROOP STRUCTURE. Troop 484 is chartered by the Boy Scouts of America and Gulf Breeze United Methodist Church. The **Charter Representative** is the liaison between the Troop and the Charter Organization (GBUMC). The Charter Rep maintains a close relationship with the Troop Committee Chairperson and Scoutmaster to ensure that the needs of the Troop are met. Likewise, the Committee Chairman and the Troop Committee direct the Troop through the Scoutmaster, to meet the needs of the Chartered Organization. The responsibility for continuous functioning of the Troop is in the hands of the Troop Committee, which is composed of the **Committee Chairperson** and other registered **Committee members**. Scheduled on a monthly basis, the Committee, with the attendance of the Charter Rep., Scoutmaster, Assistant Scoutmasters, and Senior Patrol Leader will conduct all necessary business. In effect, the Committee is the Troop's board of directors and is charged with supporting the Troop program.

The **Scoutmaster** is the adult leader responsible for the image and program of the Troop. The Scoutmaster and **Assistant Scoutmasters** work directly with the Scouts, and are responsible for their safety and well being. Their duty is to guide and train the Scout, and to ensure the Scouts' success in achieving the aims of Scouting. The **Senior Patrol Leader (SPL)**, who is elected by his peers, is a qualified Scout in charge of running the Troop program at the Scout level. He is in charge of all meetings and outings. He assists the Patrol Leaders (PL's) in planning and coordinating activities. **Patrol Leaders** are in charge of and responsible for the operation of their patrols, and are elected by their fellow patrol members.

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Other Junior Leader positions in the Troop include:

Troop Guide	Helps Scouts meet advancement requirements through 1st Class
Venture Leader	Provides leadership for a selected high-adventure activity
Quartermaster	Responsible for Troop equipment
Scribe	Keeps a record of all meetings, attendance, and collects dues
Librarian	Maintains the Troop library of all literature and Merit Badge books
Historian	Collects pictures and facts about Troop and information of alumni
Instructor	Instructs in Scouting skills as needed within the Troop or Patrols
Chaplain Aide	Helps with the religious needs of the Troop
Den Chief	Activities assistant at Den meetings & helps promote Boy Scouting
Webmaster	Design and maintenance of the Troop 484 website
Leave-No-Trace	Guide Troop 484 in Leave-No-Trace camping

Senior Patrol Leader and Patrol Leader Elections. Elections for the positions of SPL and all PL's are held twice each year. The SPL and PL may choose their own Assistant, subject to the Scoutmaster's approval. The needs of the Troop and the individual needs of each Scout determine all other positions in the Troop. All assigned positions must be approved by the Scoutmaster.

TROOP LEADERSHIP REQUIREMENTS FOR TRIPS AND OUTINGS: (2 DEEP LEADERSHIP). In adhering to National B.S.A. policies, a minimum of two registered adult leaders **-or-** one registered adult leader and a parent of a participating Scout, one of whom must be 21 years of age, must be present at all Troop outings and trips. Troop 484 additionally requires that at least one registered leader has received the full training in the course of Scoutmaster Fundamentals.

All activities are contingent upon available two-deep leadership. In the event that two-deep leadership is not met, the activity will be cancelled. It is a goal in Troop 484 that all away events are lead by at least 3 adults, two of which are fully trained. One other adult female or her spouse must accompany any adult female leader or non-leader, who attends any overnight activity.

No adult shall reside in the sleeping quarters or closure of any Scout other than **his or her own son** and no other Scout outside of this family will be with them! (The Boy Scouts of America considers anyone who is 18 or above to be an adult.)

TROOP MEETINGS. Troop activities and planning sessions are conducted at regularly scheduled Committee and Troop meetings, and Patrol Leaders Councils. Scouts and parents are notified of any changes in the Troop's newsletter or by phone. Meetings are generally held in the Lifeguard Center of Gulf Breeze United Methodist Church unless announced otherwise.

Troop Meetings: Monday nights 6:30 – 8:00 p.m. except on Committee nights announced holidays and during Summer Camp.

Committee Meetings: the Monday following the first Thursday of each month at 7:00 p.m. No Troop activity is held during this time.

Patrol Leaders Council: Usually held the last week of each month for planning of activities. These meetings are called by the SPL.

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All Scouts must attend 75% of all Troop meetings and 50% of all troop activities. If a conflict arises due to sports, illness, vacation, etc., please contact the Scoutmaster.

ADVANCEMENT. The Advancement Program is in agreement with National Boy Scouts of America policies and consists of the opportunity to earn the Ranks of: Tenderfoot, Second Class, First Class, Star, Life, Eagle, and Eagle Palms. Venturing is available to older, more experienced scouts by approval of the Scoutmaster. Advancement through all ranks should be a Scout's primary objective.

A well-rounded program is constantly in progress in Troop 484. The advancement Coordinator keeps records on each Scout's progress and consults with them in order to help them overcome any problems.

Note: The Advancement Program is discussed in detail in the Boy Scout Handbook.

MERIT BADGES. Merit Badges can be earned at any rank or even by Scouts who have no rank. Merit badges are earned and awarded for the accomplishment of specific requirements in various areas of interest. These are particularly useful in developing character and career interest. Scouts beginning merit badge work must first request approval and a **Merit Badge Counselor** from the Scoutmaster. A **Blue Card** is issued by the Scoutmaster and is used to record the progress of all merit badge work completed. The Merit Badge Counselor is the only person authorized to sign off any requirements on the Blue Card. In the event that the Merit Badge Counselor did not finish all requirements or is no longer available, the Scoutmaster will determine who is qualified to continue in the absence of the former counselor. The newly assigned counselor will then finish the task. The Blue Card is the application to wear that badge on a merit badge sash as part of the Scout uniform. Do not lose the blue card!

It is the Scouts' responsibility to request help from the Scoutmaster or Committee in finding appropriate counselors for their choice of merit badges. (All merit badge counselors must be registered with the Boy Scouts of America.) Scouts must do their best to attempt to learn the skills required for each badge in as many sessions as necessary to complete all requirements. Scouts must be tested individually, and they must meet all the requirements. No additional requirements may be added. A merit badge cannot be taken away once it has been earned, provided the merit badge counselor is a registered counselor for the merit badge. (All MB Counselors must be 18 years of age or older.) There is no limit to the number of merit badges a counselor may instruct in. There is no limit on the number of merit badges a Scout may earn from one counselor. An approved merit badge counselor may counsel any Scout, including his or her own son. There is no time limit on earning Merit Badges, but all must be completed by age 18. (No person may act as merit badge counselor without approval from the Scoutmaster.)

SCOUT BUDDY SYSTEM. A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend. At no time will a Scout be permitted to be alone with any counselor unless that counselor is a legal guardian of the Scout in question.

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FUND RAISING AND DUES. The Boy Scouts of America and Troop 484 are non-profit organizations which rely on funding from the Scouts themselves, as well as fund raisers and contributions. Since the beginning of Scouting, the boys have been expected to pay weekly dues to help offset the costs of Awards and merit badges, plus their activities and supplies.

Family Membership Dues. The members of Troop 484 pay Annual Family Membership Dues, usually about \$40 depending on re-chartering costs, (collected in January), which cover each Scouts national registration with Boy Scouts of America, his subscription to Boys Life Magazine, and all his awards and badges. (Replacements are not provided by the Troop.)

Leaders. Registered and trained leaders annual registration fees and costs of Basic Training are paid by the Troop.

Scouts weekly dues: \$1 weekly. This may be paid ahead of time. Scouts must check in and pay their dues to the Troop Scribe. Unless a Scout is on inactive status (which must be discussed in advance with the Scoutmaster), his dues are due even for meetings he has missed. Non payment of Scout Dues can result in the withholding of awards at upcoming Court of Honors.

INACTIVE SCOUTS. Scouts who are unable to fully participate in Troop functions for a limited period of time may elect to declare themselves, “inactive” and temporarily suspend their obligation to pay dues. The Scoutmaster must approve inactive status. A Scout may be inactive a maximum of six months during the calendar year. Inactive Scouts do not pay dues. A Scout will be automatically declared inactive if he has not participated in any activities for a period of three months.

To be removed from inactive status, a Scout must pay any monies owed the Troop before he became inactive. This will include pro-rated Annual dues to cover registration and re-chartering. The Scout must inform the Scoutmaster of his intent to become active again.

PARENT PARTICIPATION. Troop 484 parents are invited and encouraged to participate in all Courts of Honor meetings, which are held at least every four months. Parents are welcome to visit and participate in the other Troop activities such as weekly Troop meetings, Committee meetings and any leader training sessions, but must make prior arrangements with the Scoutmaster or Committee Chairman in advance before doing so. This process is necessary do to the scheduling of activities by the Junior Leadership of the Troop and the agenda, which is planned on a monthly basis by the Committee Chairperson. Remote outings such as Summer Camp and overnights are limited to the participation of registered Scouts and Leaders. If a parent feels that it is necessary to accompany his or her son on a regular basis, during any field trip or overnights due to special needs, it is required that the parent apply for leadership and receive the minimum training as well. Siblings are not permitted to participate in any activities other than Courts of Honor unless the circumstances are very unusual. In this case, the Scoutmaster shall reserve the right to make the final decision.

BEHAVIORAL RESPONSIBILITIES. Conduct befitting a Boy Scout is stated in the Scout Oath, the Scout Law, and Troop 484's own Code of Conduct. Those three tenets are required for the maintenance of good order in the Troop. Acts such as smoking, consuming intoxicants, use of profanity, fighting, and failure to act in accordance with normal rules of good conduct will not be tolerated and will have consequences. *At any activity, appropriate and immediate action will be taken by the supervising leaders.*

Failure to adhere to appropriate behavior guidelines is subject to review by the Troop Committee and Scoutmaster, and could result in the following:

- Removal from that days activity at the parents expense
- Suspension from future events
- Short term removal from all Troop activities with loss of Tenure
- Long term removal (over six months) with a return probationary period
- Complete removal from the Troop



TROOP 484 CODE OF CONDUCT

AT NO TIME MAY A SCOUT DO THE FOLLOWING:

ACT IN AN UNSAFE MANNER OR PUT ANYONE IN DANGER.
SHOW DISRESPECT TO LEADERS, ADULTS OR OTHER SCOUTS.
HARASS, HUMILIATE, OR PHYSICALLY ABUSE OTHERS (HAZING).
USE PROFANITY OR DISRUPTIVE LANGUAGE TO ANYONE.
FIGHT OR ARGUE IN A HATEFUL OR ABUSIVE MANNER.
IGNORE OR REFUSE ANY REQUIRED ACT OF DUTY OR RESPONSIBILITY.
INTERRUPT MEETINGS OR A DISCUSSION WITH UNNECESSARY COMMENTS
OR EXPRESSIONS.

AT ALL TIMES A SCOUT MUST DO THE FOLLOWING:

OBEY THE SCOUT OATH AND LAW.
TREAT OTHER SCOUTS AND THEIR PROPERTY WITH RESPECT.
HELP HIS FELLOW SCOUTS ACHIEVE RANK.
PARTICIPATE AND HELP IN THE ACTIVITIES OF ALL SCOUT FUNCTIONS.



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UNIFORMS. *A Boy Scout uniform should be properly worn at all times.* The Scout Uniform is considered by all as the 'Class A' Uniform and consists of the following:

Khaki Scout Shirt (short or long sleeved)	Olive Scout Pants or Shorts	Olive Web Belt with official Belt Buckle
All required BSA patches, as well as current Badge of Rank	Scout Socks	BSA or Troop approved Hat

Occasionally, Troop 484 will participate in an outdoor activity where the Scout Uniform might not be quite appropriate. Therefore we have an Activity Uniform, or better known as the 'Class B' Uniform, which consists of:

Troop 484 T-shirt or a BSA approved T-shirt	Olive Scout shorts/pants or denim shorts/pants (with belt loops)	Olive Belt or leather belt.	BSA or Troop Hat	BSA Socks or white socks
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On special occasions, such as Court of Honors, Scouts will be directed to wear Dress Uniform. This consists of the Scout 'Class A' Uniform, Merit Badge Sash or Order of the Arrow Sash*, and Medals of Achievements**.

* **Note: Both sashes are not allowed on the Uniform at any one time.**

** **Note: Medals of Achievement (i.e. Religious Award) are only worn during Ceremonies. They should not be worn to regular weekly Troop meetings.**

The above listing is a guide as to which uniform a Scout can be expected to wear, not an absolute. The purchase of Scout slacks/shorts is recommended, but is recognized as a decision a family must ultimately make. We ask however, that if a Scout attends in denim slacks/shorts that the item has belt loops for a belt and that they are neat in appearance (well fitting and without holes).

The *uniform of the day* will be decided by the Scoutmaster or SPL and it is the responsibility of the SPL to notify all Scouts as to which uniform is required for upcoming events. **It is important that each Scout wears the assigned uniform with dignity and pride.**

Note: the Scout Uniform should be worn to all Troop meetings, unless announced otherwise by the SPL or Scoutmaster.

MEDICATIONS. The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. **A Scout Leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time,** but BSA policy does

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not mandate nor necessarily encourage the Scout Leader to do so. Also, if our state laws are more limiting, they must be followed. (As noted in the BSA Guide to Safe Scouting, A Unit Leader's Guide to Current Policies and Procedures to Safe Activities). Troop 484's Leadership recognizes that each individual's medical history and case is unique and will address each one as such. Parents are encouraged to request a conference with the Scoutmaster if there are any concerns.

Note: Summer Camp attendees must have a medication form (instructions /prescription) filled out prior to departure. This form with instruction will reside with the camp's designated First Aid station and personnel. It is however, the Scouts responsibility to arrive at the First Aid station on time to receive his prescribed dosage. The Scout will not be summoned.

ACTIVITY GUIDELINES AND CAMPOUT REGULATIONS. Over a period of time, Troop 484 has adopted the following guidelines, which apply to **all** of our campouts, field trips and activities.

1. Radios, iPods, TVs, electronic games, etc. are not allowed in any camping area. Personal electronic equipment may be used while traveling but may only be used with headphones. Upon arrival to our destination, these items will not be allowed off the Bus. Neither Troop 484 nor Gulf Breeze United Methodist Church will be responsible for any damage, loss or theft of any such item.
2. Junk food, candies and individual drinks are not allowed on any trip or outing. However, there are occasions a Scout will be required to bring food or drink items, such as a sack lunch for an extended trip.
3. Uniform requirements will be announced prior to each event, and are dependent on the type of activity. The required uniform must be properly worn. No exceptions!
4. Areas designated for use by adults, other Patrols or Troops are off limits unless permission to enter has been given.
5. When the Scout sign is up, be quiet! Give the speaker your full attention.
6. Most activities will require registration and fees. Any participating Scout must be registered before the given deadline, with fees paid. Most activity fees are not refundable.

Financial Responsibility:

- Dues must be paid in full as of the Monday prior to the outing,
- Payments and registration must be received as announced, by the given deadline.

Note: Food is purchased ahead of time and only those Scouts registered will be considered when planning/purchasing.

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Organization Responsibility:

- Troop gear and supplies are to be organized, packed and loaded or unloaded before personal gear, both for departure and return of any trip,
- Upon arrival, common areas for the Troop and Patrols are to be set up before personal tents, including fire pit areas with water buckets,
- SPL and PLs will have prepared and will post duty rosters and menus.

Prohibited Items include:

- Firearms of any type,
- Explosive or incendiary devices of any type,
- Sheath knives, switchblade knives, or any knife with blade(s) in excess of 4 ½",
- Alcohol, tobacco products, or illegal substances.

Note: Prescription medications may be excluded. Refer to Medication Section.

Behavioral Responsibility:

- Scouts are expected to display the proper attitude and behavior as given in the Troop Code of Conduct (page 5),
- Scouts are to follow the instructions given by leaders at all times,
- Failure to adhere to the appropriate behavior guidelines will result in the disciplinary actions detailed in the *Behavioral Responsibilities Section*

Safety Responsibility:

- No Scout will be permitted to carry or use a pocketknife or axe unless he has successfully earned the B.S.A. 'Totin' Chip'. He must have his signed 'Totin' Chip' on his person at all times. Improper use of these tools will result in the loss of the 'Totin' Chip' and the loss of the tool,
- No Scout will be permitted to carry or use matches, lighters, or fire starting implements unless he has completed all requirements for his 'Fireman Chit',
- The buddy system will be in use at all times,
- Water buckets for fire safety will be distributed as follows: 3 at the fire pit; 2 in the cooking area; and 1 for each Scout at his tent.

Note: Any incident, which, in the majority opinion of those leaders present, jeopardizes the safety of anyone in attendance, will be cause for immediate removal from camp (as noted in the Behavioral Responsibilities Section).

SUMMER CAMP. This is a highlight of the Scouting year. Every Scout, especially the newer Scouts should attend the annual weeklong visit to a resident camp of the Troops' choice. Information, including dates, fees, course listings, etc. is made available in the spring of each year.

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COURTS OF HONOR. At least 3 times each year, Troop 484 is honored by their families and invited guests in a formal Court of Honor ceremony. This is a special occasion in the Troop. Parents provide a meal, usually covered dish style, which is followed by the Court of Honor. This is a formal recognition of all Scouts' Awards and achievements since the previous Court of Honor.

GENERAL INFORMATION.

1. Scouts should be on time and in uniform for all Troop functions. Parents may need to assist him to form these good habits.
2. Most boys are reluctant to study for Advancement toward Rank. Each Scout may need occasional prodding but always needs encouragement!
3. If a parent has concerns with a Scout's Patrol or the Troop, immediately contact a Troop Committee member or the Scoutmaster with those concerns. Often, neither the Scout nor his parents speak up, which is of no benefit to the Troop or the Scout.
4. Scouts are not permitted to drive other Scouts to Troop functions.
5. Scouting activities take place rain or shine. We camp or hike in fair or inclement weather. If severe weather poses a threat, leaders present at the time of the event will discuss and if necessary, vote, on the safest most logical course of action for all concerned.
6. If Troop or Patrol equipment is sent home with a Scout for cleaning, it is the responsibility of both the Scout and his parents to clean and return that item.
7. Troop 484 would like to see every Scout participate in at least one adventure (summer camp or other trip) each summer, and every effort is made to make these adventures as affordable as possible. Please feel free to approach the Scoutmaster or any other leader to discuss financial aid, as funds are available for this purpose.
8. All Scouts' personal gear should be well marked with his name! Unless there is a name on it, it could belong to someone else. Please make every effort to provide good quality gear for your Scout. You may wish to confer with the Scoutmaster or other leader before making any big purchases.
9. The Troop Committee may find it necessary to limit the number of Scouts that can join the Troop, depending on adult participation, equipment availability, transportation capacity, or other factors.
10. Smoking and consumption of alcohol and other drugs by adults are not permitted at any Scout function or in the presence of any Scout other than their son.