



Troop Guide

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Council Year, Fiscal Year and Troop Program

May 1st through April 30th

Meetings

Troop 507 Meetings are held 7:00 - 8:30 PM on the 1st, 2nd, and 3rd Wednesdays at St. Margaret Mary Parish, typically in the Parish Center on the lower level.

The Patrol Leaders Council (PLC) meets the last Wednesday of the month 7:00 – 8:00 PM at St. Margaret Mary Parish, typically in one of the meeting rooms.

The Troop Committee meets monthly on the 3rd Thursday 7:00 – 9:00 PM at St. Margaret Mary Parish, typically in one of the meeting rooms.

The Thunderbird BSA District Round Table meets on the 2nd Thursday of each month 7:30 – 9:30 PM; see the District’s website to confirm dates, times and location.

See Appendix A for a summary of the Troop’s Meeting Policies and Procedures.

Mission Statement

Keep a Troop run by Prepared Scouts who (I) Live the Scout Oath & Law (ii) Have Fun, (iii) Foster Safety, Advancement, Skilled Camping & Community Service, and (iv) seek new opportunities and challenges.

Membership Requirements

Boys who have earned the Arrow of Light and are at least 10 years old, or have completed the fifth grade and are at least 10, or who are 11. New scouts who have paid their dues for the upcoming fiscal year will be given a handbook, an embroidered scarf and slide, green epaulets and Troop numbers for his Class A Shirt.

Annual Dues

Boys joining or renewing their membership in the Troop pay annual dues of \$50 which is collected

beginning January 1st each year for the next charter year (May 1 – April 30) for renewing scouts and during the first quarter of each year for new scouts. If the fee remains unpaid at April 1, the Scout will be contacted to see if they are still interested in participating. If not, they will not be included on the roster for the Troop's re-chartering with the Council in May. Scouts transferring from other Troops will be assessed dues at a rate of \$25.

Activity Fees

Please note: if a scout is unable to pay activity fees due to financial difficulties at home, the troop may utilize reserve funds to cover expenses. In such cases, the parent or guardian should contact the Troop Committee Chair.

Outings:

Typically \$25 per weekend outing depending on meals and special events involved.

Summer Camp:

Approximately \$300 for one week including transportation. There may be some additional fees for merit badges requiring third party resources, e.g. horse stables for Horsemanship.

Activities:

The Troop schedules day trips and fun nights. There may be fees or out-of-pocket expenses related to these events.

Fundraisers

Support of fund raising events each fall and spring is expected from the Boys and their Parents. See sections captioned SCOUT DOLLAR ACCOUNTS and PARENTAL INVOLVEMENT below.

Scout Dollars

During the year, Scouts can earn percentage payouts on certain Troop fund raising events in the form of "Scout Dollars" which can be used for their personal scouting needs and fees, as listed below. The Scout Dollar Coordinator keeps a record of each scout's Scout Dollar Account. Information on Scout Dollar balances is available from the Scout Dollar Coordinator by phone or Email at any time. A current Scout Dollar Register is also distributed by the Scout Dollar Coordinator to the Troop Committee at least twice a year. **A copy of the current Troop 507 Scout Dollar Register is also available from the Scout Dollar Coordinator at any Troop Meeting.**

Credits in these accounts may be used to cover annual dues payments, Summer Camp Payments, certain expensive campouts (as designated by the Troop Committee Chair, such as submarine, high adventure or Philmont trips), or to reimburse Scouts for Scout-related equipment purchases. Scout Dollars cannot be used to pay for typical campouts. To receive reimbursement for equipment purchases, the Scout must complete the Scout Dollar reimbursement form which may be obtained from the Troop 507 website or picked up at the troop meeting. The form must be submitted with the purchase receipt to the Scout Dollar Coordinator.

If a scout is not re-chartered as of 5/1 in any given year, any Scout Dollars remaining in his Scout Dollar account as of 11/1 of that year will be forfeited to the Troop treasury.

Uniform

Class A:

- **Scout shirt with patches** *(~), **epaulets** *(~) & **scarf with slide** *(~)
- Scout shorts(~), & Scout(~) or dark socks
- Scout long pants(~) or long dark trousers or blue jeans
- Scout belt(~) or dark brown or black belt

- Scout Hat(~)
- Appropriate footwear [Hiking type boot or dark brown or black shoe]
- **Sash with merit badges*** (only required at Boards of Review and Courts of Honor)
- **Scout handbook ***

Class B:

- Scout red knit shirt or any Scouting sanctioned shirt *
- Scout shorts or dark shorts & Scout belt
- Scout long pants or long jeans & Scout belt
- Scout handbook *

Class C:

- Troop T shirt or Sweat Shirt (Available for purchase from the Troop)
- Scout shorts or dark shorts & belt
- or*
- Scout long pants or long jeans & belt

Legend:

- * Required by Troop (and shown in **bold** font)
- (~) Necessary to conform to Uniform Inspection Requirements
- (Refer to the Scout Handbook for more information)

Patrol Structure

First Year patrols are created to support the new scouts enrolling in the Troop in February/March when the new Webelos scouts cross over from Cub Scouts into Boy Scouts and join Troop 507. When the Patrol is formed the Patrol members select a Patrol name and a Patrol Patch, plan a Patrol yell and create a Patrol flag. These scouts will stay in this Patrol and work with the other scouts in their Patrol until at least the end of eighth grade. When a new Patrol is formed one of the older scouts will act as a Troop Guide and lead the activities of the new scouts through the first few months including the first summer camp. Starting in the fall of the first year the scouts will elect a new Patrol Leader for their Patrol from the scouts in the Patrol; these elections will take place every six months when the Troop 507 Senior Patrol Leader is elected and other Troop Leader positions are assigned. The Scoutmaster distributes copies of the **Troop 507 Patrol Lists** every March and October.

Where possible the scouts will be encouraged to stay with their Patrol members through their first few years in scouting. When scouts reach high school they have the option to stay with their original Patrol or join the High Adventure Patrol.

With Scoutmaster approval all boys of any age serving in elected or appointed Troop leadership positions are members of the “Leadership Patrol”. **The boys in this Patrol are the backbone of the Troop; they plan the activities of the Troop and oversee the activities of the scouts in the Troop.** In addition to their Merit Badge work these boys hold all of the Troop’s key leadership and planning positions. Scouts in the Leadership Patrol are expected to attend the monthly PLC (Patrol Leaders Council) meetings.

Scout Program

In addition to weekly Troop meetings, the boys and Adult Troop Leaders spend time each June tentatively selecting and scheduling events for the next 12 months. Troop 507 typically has outdoor outings once each month except in July, August & December. The January, February, and March outings usually involve overnights at caves, fishing or ski lodges, vessels, airport hangers, military bases, or cabins. For the milder months, the Troop has its own tents and patrol equipment so only a minimum of personal camping

equipment is needed. The Troop also goes to summer camp each year for a week usually in late July or early August. The Patrols can also schedule their own hikes, campouts and outings provided two or more Adult Troop Leaders are present. The Troop may also participate in various Council-wide events from time to time, such as the Camporal, the Ranchoree, the Klondike Derby, and Scout Sunday. The **Scout Handbook** serves as a guide for all Troop programming and includes an excellent list of personal camping equipment, which each Scout should have. **See attached Appendix B for Troop Camping Policies and Appendix C for policies regarding behavior and discipline.**

The **Troop 507 Calendar of Events** is available on the Troop Website, and upcoming events are also noted in **Troop Newsletters** that are emailed each week.

Advancement

During their first full program year with the Troop the boys typically learn the camping, nature, first aid, leadership, and citizenship skills they need to complete their basic ranks – Scout, Tenderfoot, Second Class and First Class through Troop program participation. The remaining ranks are Star, Life and Eagle.

Once a Scout achieves First Class, further rank advancement is tied to earning merit badges. There are over 120 merit badges that cover a wide range of outdoor skills, hobbies, and vocational interests, eleven (11) of which are required to advance to Eagle. To encourage Scouts to achieve the Eagle Rank, the Troop pays for the Eagle badge, patch, shadow box, shadow box inscription, Troop trailer inscription, church plaque inscription, certificate, scout pin and parent's pins. In addition, the Troop provides each Eagle Scout with a 5-year membership in the Eagle Scout Association. The Troop does not supply the Eagle neckerchief and slide. The family of the Scout is expected to cover the costs of the Eagle Court of Honor. To qualify for these Eagle Scout subsidies a boy must be a member of the Troop at the time the Committee Chair signs off on the Eagle Scout application submitted to Council.

Attendance

To gain the full value and benefit of the Scouting program, Scouts should regularly attend meetings and outings. If a Scout cannot attend a meeting, he should notify his patrol leader. Any ongoing scheduling conflicts should be discussed with an adult leader. **See attached Appendix A for a Summary of Meeting Policies and Procedures.**

Rules of Conduct

The guiding principles of the Troop 507 rules of conduct are contained in the Scout Oath and the Scout Law. It is expected that every Scout will strive to follow these guidelines at all times:

Scout Oath (or Promise)

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

Scout Law

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

All Scouts and adults will comply with the Boy Scouts of America rules and regulations as set forth in the "Guide to Safe Scouting" (<http://www.scouting.org/HealthandSafety/GSS/toc.aspx>) as well as in other

publications. Most of all, all Scouts are expected to exercise good judgment and common sense.

Each scout is expected to behave in a manner such that he will help advance the programs of Troop 507. Disruptive behavior will not be tolerated. Scouts are entitled to a program which is free of such behavior.

The Patrol Leader's Council and the Scoutmasters will enforce the rules of conduct. At their discretion, each infraction will be handled in an appropriate manner, which may include sending the Scout home from any scouting activity, including camp outs. The scout's parents will be notified and they are responsible for picking the scout up at the activity.

See Appendix C, "Policy Regarding Behavior And Discipline" for further information.

Parental Involvement

A successful program requires that parents participate in the Scouting program. Parents should always attend the Courts of Honor for the presentation of awards, whether or not the family's Scout is receiving an award. This attendance enhances the unity of the Troop, and is considered a necessary component in the encouragement of the boys to set and achieve their goal.

Parents are asked to fill Adult Positions for the Troop. There is a constant need for Uniformed Leaders, merit badge counselors, and other adult leader positions in the Troop. To this end, Troop 507 reimburses Adult Leaders for the basic fees incurred to complete essential BSA leadership training courses. Time, travel, food or lodging costs will not be reimbursed unless such costs are included in the "basic fee", and all fees or expenditures greater than \$200 must be pre-approved by the Troop Committee.

See Appendix D, "Policy Regarding Parental Contributions Of Time & Money" for further information. See Appendix E for a list of our current Adult Positions.

Administration and the Troop Committee

The Scout Master and the Adult Uniformed Leaders who serve with him are principally focused on working with the Boys to develop their Scouting Program at events, outings, and meetings. The Troop Committee approves the selection of the Adult Uniformed Leaders made by the Scoutmaster each program year. The selection of the Scoutmaster is made by Troop Committee; the minimum term of the Scoutmaster is two years. The Troop Committee is also responsible for guiding the administrative, civic, financial, religious, and fund raising activities of the Troop.

As part of its fiscal duties, the Troop Committee approves a budget prepared by the Troop Committee Treasurer at the start of each fiscal/program year. Thereafter, the Treasurer is authorized to pay all customary budgeted expenditures as long as they are properly documented and not contrary to other Troop Policies and Procedures reflected in the current Troop Guide. **Any expenditure in excess of \$200 that is not a customary budgeted item, should be documented and submitted by the Treasurer to the Committee for approval before payment.**

The Troop Committee meets as noted above in the "MEETINGS" section, above. **Any parent of a scout in our Troop is invited to attend and participate in these meetings.** The voting members of the Troop Committee are the individuals who have been chartered with the Council as being on the Troop Committee. The Scoutmaster is an ex-officio (non-voting) member of the Troop Committee because he serves as the link to the boys and Adult Uniformed leaders in the Troop. When vacancies arise, the remaining voting members select individuals to fill these positions for a minimum two-year term by a majority vote at a meeting where a quorum of standing members is present. New committee members may be added to the

Troop charter at any time except during the period from 5/1-5/15 each year. The nature and responsibilities of these roles as well as the general operation of a Troop Committee are outlined in the **Troop Committee Guidebook**, which is published by the Boy Scouts of America. The Chairman, among other duties, runs the meetings, helps in selecting individuals to fill vacancies for Adult Positions, updates and distributes this **Troop Guide**, and serves as a liaison to the local scout Council. The Committee Chair is normally required to serve at least one two-year term as a voting committee member before serving as the Chair.

There may be times when an exception should be made to the policies and procedures outlined in this document. If that situation arises, then the exception request shall be delivered to the Troop Committee. The Troop Committee may approve the request, reject the request, or refer the request to the Council for further review.

Web Sites, Email lists and Rosters

The official Web site for the National Council of the Boy Scouts of America is www.bsa.scouting.org. The website for our local Three Fires Council is <http://www.threefirescouncil.org/>, and our local Thunderbird District website is <http://www.thunderbirddistrict.org/>. The Troop also maintains a website at www.bsa507.org.

A **Troop 507 roster** can be generated **that includes an alphabetic listing of our Troop members with the names, addresses, and phone numbers of their parents**. Copies of the Troop Roster may be requested from the Committee Chair via email. The information in the Troop Roster is to be used only for Boy Scout related reasons and may not be used or sold or otherwise provided to any person or group that is not affiliated with Troop 507. From the Troop Roster the Scoutmaster, Committee Chair, and Secretary develop various targeted e-mail groups that disseminate a wide array of current Troop information via the Internet throughout the year.

Troop 507 Guide - Appendix A

Meeting Policies and Procedures:

Troop 507 - Boy Scouts of America Meeting Policies and Procedure As of January 22, 2009

1. Troop meetings are held every Wednesday evening from 7:00 to 8:30 at the parish center at Saint Margaret Mary Church. Scouts are expected to attend Troop meetings in the appropriate uniform for the season and bring their Boy Scout Handbook, pencil and paper.
2. The Troop will follow the Troop 507 rules of conduct, which were adopted by the Patrol Leader's Council. The Scout Oath and Laws are the principles by which we will judge behavior.
3. Advancements for Scout, Tenderfoot, Second Class and First Class may be signed off by scouts who are Star or above who have been given authority by the Scoutmaster to sign off on advancements. Advancements may also be signed off by the Scoutmaster and Assistant Scoutmasters. It is expected that any sign off will be completed in accordance with BSA advancement policy. Specifically, the Scout must demonstrate that he has acquired the skill or completed the task exactly as stated in the requirement.
4. Scoutmaster's conferences, for the purpose of advancement, are normally scheduled bi-monthly. Scouts must present their Scout Handbooks to the Advancement Chairman for verification and updating of the Troop records.

5. For the purpose of defining active participation for the ranks of Star, Life, and Eagle, the following minimum will be applied: "Actively participate in 70% of all Troop sponsored activities each month for the three months immediately preceding the Scoutmaster's conference for the rank advancement desired."
6. Boards of Review are normally scheduled a few weeks before each Court of Honor. The Scoutmaster is responsible for informing the Troop Committee about pending boards of review based upon completion of Scoutmaster's Conferences.
7. Courts of honor are scheduled every January, May, and September. Eagle Courts of Honor are scheduled separately.
8. **Class "A" uniforms should be worn at all Troop meetings during the school year.** This uniform includes khaki shirt with properly positioned patches (see Scout Handbook for positions of patches) and the green Troop neckerchief with slide. At Boards of Review and Courts of Honor, the merit badge sash should also be worn (see also UNIFORM section on p. 3 of this Guide). Mainly for insurance reasons, it is the policy of the Troop to wear Class A uniform shirts whenever the Troop is traveling to or from an activity. The Patrol Leader's Council can override uniform requirements for an activity. Adult Eagle Scouts may wear the Eagle medal at Eagle Courts of Honor. Uniform inspections will be conducted at certain times during the year. Appropriate "street clothes" may be worn on fun nights. A **Class "C" uniform** which is simply a green Troop T-shirt with long or short dark pants may also be worn to Troop meetings during the summer or at campsites.
9. Troop elections will be held the third Wednesday of February and September. Elected positions are Senior Patrol Leader, and Patrol Leaders. The Senior Patrol Leader will select an Assistant Senior Patrol Leader, and the Patrol Leaders will select their assistants. Other positions of responsibility, including Historian, Chaplain's Aide, Quartermaster, Scribe, Instructors, Troop Guides and Librarian, will be appointed by the Senior Patrol Leader after consultation with the Scoutmaster. The need to hold leadership positions to meet various Advancement requirements is taken into consideration while making the appointments. Subject to exceptions permitted by the Scoutmaster the following are the qualifications to run for Senior Patrol Leader and Patrol Leader.

Qualifications for Senior Patrol Leader (SPL candidates must meet the following eligibility requirements):

1. Have satisfactorily completed a Junior Leader Training course offered by this Troop or a BSA Council;
2. Be at least a Star in rank;
3. Have attended at least 75 percent of Troop meetings and outings during the last 6 months;
4. Commit to participate in at least 75 percent of Troop meetings and outings during tenure of office; and
5. Exhibit leadership, Scout Spirit, and the ideals of the Scout Oath in his behavior and actions.

Qualifications for Patrol Leader (PL candidates must meet the following eligibility requirements):

1. Have satisfactorily completed a Junior Leader Training course offered by this Troop or a BSA Council;
2. Be at least a Second Class in rank(except in patrols composed of first year Scouts);
3. Have attended at least 75 percent of Troop meetings and outings during the last 6 months;

4. Commit to participate in at least 75 percent of Troop meetings and outings during tenure of office; and
5. Exhibit leadership, Scout Spirit, and the ideals of the Scout Oath in his behavior and actions

Procedures for elected positions:

Eligibility: The Scoutmaster will determine whether candidates meet the stated requirements. He may, at his discretion, allow exceptions to the stated requirements for rank, past participation, and Junior Leader Training.

Senior Patrol Leader: Nominations in writing will be made and seconded by an active, registered member of the Troop for senior patrol leader. Votes will be cast by secret ballot at the beginning of the next meeting to elect the senior patrol leader from those nominated.

Troop Guide & Patrol Leader: The Troop guide(s) will be selected by the Scoutmaster. The regular patrols will then elect, by secret ballot, their patrol leader.

Procedures for non-elected positions:

The Senior Patrol Leader and Patrol Leaders must receive approval from the Scoutmaster for appointments of Scouts to all non-elected positions such as Assistant Senior Patrol Leader, Assistant Patrol Leader, Quartermaster (scout), and Scribe.

10. Order of the Arrow elections, coordinated by the local Order of the Arrow Chapter, will be held at the same time as the February Troop election or another time that is convenient, at the discretion of the Scoutmaster.

Troop 507 Guide – Appendix B

Camping Policies

Troop 507 - Boy Scouts of America

Camping Policies

As of November 1, 2008

Troop 507 will go on a monthly camping trip if possible. The Troop will camp under its own registered leadership, always using the "two-deep" adult leadership policy of the BSA.

Scouts will cook by patrol (see Patrol Structure) on all camping trips unless given other instructions by the Senior Patrol Leader and Scoutmaster. Cooking by patrol helps strengthen the patrol and teaches teamwork.

The goal is to learn the skills for backpacking because physical fitness and self-reliance are two of our objectives. Scouts learn not only how to do things for themselves, but also how much they can do. Troop 507's camping emphasis is on adventure rather than convenience. Scout camping demands skill and know-how. Troop 507 has a "no electronics" policy where electronics are not allowed to be brought by scouts on campouts; electronics includes cell phones, radios, Gameboys, iPods, TVs, etc. If they are accidentally brought they are to be turned into an adult leader and can be reclaimed after the outing. Neither the adult leaders nor the Troop are responsible for the loss, damage, or theft of any electronic item.

Use of gas stoves and lanterns are restricted to adults and to scouts who have individually demonstrated their ability to use them, and have special permission from the Scoutmaster. **NO FLAMES IN TENTS!**

We will leave nothing behind anywhere and practice low impact, no-trace camping. We will leave the campsite

better than we found it. We will bury no garbage or trash. Combustible material may be burned if local regulations permit; otherwise, carry it back home along with cans, bottles, and foil; or deposit trash in receptacles if available.

Our Scout Class A uniforms will always be worn in transit to and from the campsite, which lets everyone know we are a Scout Troop. Camouflage type clothing will not be worn while wearing the Boy Scout Uniform. Camouflage type clothing may only be worn between the months of November to March inclusive, while camping.

Parents are welcome on Troop 507 camping trips as long as they agree to abide by the same rules as the boys, and have first consulted with the Scoutmaster. All campouts will maintain "Two-Deep Leadership" pursuant to the Guide to Safe Scouting. In the event of a shortage of adult campers, patrols with attending adults will have preference.

Misconduct on a Troop camping trip will not be tolerated and may result in the appropriate disciplinary action. This applies to ALL participants on a Troop camping trip. The Scoutmaster and/or designated Camp master have final say in all matters concerning Troop camping policy while on a camping trip.

Each Scout, in order to participate in a specific trip, **MUST** have a permission slip for that activity signed by a parent or guardian, and turned in at the regular **Scout meeting preceding** that activity. A current Class "A" and "B" medical form must be on file to attend a camp out. The form may be downloaded from the troop web site or picked up at a troop meeting.

On camp outs, the Troop furnishes two and four man tents. No cots are allowed because they damage the floors of the tents (however air mattresses or sleeping pads are allowed and even encouraged). Patrol boxes containing cooking gear are also provided. Each scout will accept responsibility for care of Troop equipment and is expected to repair or replace any Troop equipment he damages intentionally or through his negligence.

The Troop 507 camp out routine is as follows:

- Always use the patrol method.
- Always assume that the camp out will take place as scheduled, even in inclement weather.
- Always follow the Quartermaster's directions. He is responsible for loading and assuring the proper Troop gear is brought on the camp out.
- Always follow the Outdoor Code on a camping trip.
- Always wash personal gear first and save the patrol gear for last.
- Always scrub out the wash tubs after each use.
- Always pack meat that will bleed and other things such as fresh fruit and vegetables in a clean plastic bag. Keep the ice in the cooler clean so that it may be used for drinks.
- Always travel to and from the camp out in class "A" uniform.
- Always have Troop and patrol duty rosters before leaving on the camp out.
- Always plan to cook (as opposed to heat) Saturday breakfast, Saturday dinner and Sunday breakfast or appropriate to fit the schedule and activity.
- Always have patrol menus approved by the Senior Patrol Leader or an Assistant Scoutmaster.
- Always buy groceries on Thursday evening and have an adult accompany you.
- Always try to keep the food budget for outings below \$10 per boy on each camp out.
- Always buy butter, mustard, ketchup and mayonnaise in squeeze bottles.
- Always make sure the patrol has SOS pads, dish washing liquid, paper towels, bleach, aluminum foil, toilet paper, garbage bags and salt & pepper in their patrol box.
- Always bring all of the food, spices, and charcoal needed to prepare complete meals.
- Always get the adult leader's permission before leaving the camping area.

- Always leave the camping area with a buddy and stay with him at all times.
- Never bring the following:
 - Pop or soda
 - Sheath knife (not allowed by Boy Scout regulations, and not needed)
 - Electronic entertainment (cell phone, iPod, Gameboy, etc.)
 - Sling shots, bows, arrows, firearms (including BB guns), fireworks, or ammunition
- Never use an ax, saw or knife without your Totin' Chip with you at the campsite
- Never use matches without your Fireman Chit with you at the campsite.
- Never ask the Scoutmaster first; ask your Patrol Leader.
- Never fold up a tent until the Quartermaster has inspected it.

Troop 507 Guide – Appendix C

Policy regarding behavior and discipline:

POLICY REGARDING BEHAVIOR AND DISCIPLINE

BSA TROOP 507

As of November 1, 2008

- OBJECTIVE:** Behavior of boys shall be as becoming of a Scout at all times during all Scout functions. Failure in this respect shall result in disciplinary action as suggested by the Patrol Leader's Council and covered by Troop 507 guidelines as listed below.
- PURPOSE:** To define as clearly as possible types of behavior that will be deemed unacceptable by Troop 507, and to define impartial procedures, and responsibilities that will result from such behavior.
- PROCEDURE:** The procedure is as follows:
- 1) A Scout is advised his behavior is inappropriate by a Scout Leader or Adult and told to change his activity.
 - 2) If after two such warnings the inappropriate behavior continues, the Scout will be isolated from the Troop/Patrol for a short period of time. The Scoutmaster shall be informed of this action and the appropriate amount of time determined at the discretion of the Scoutmaster.
 - 3) If unacceptable behavior persists, the Scout's parent(s) will be called (preferably by the Scout), and asked to pick up the Scout and take him from the meeting or outing.
 - 4) Should the same behavior continue in spite of the above actions, a **parent of the Scout will be required** to be present at all times during meetings, and, outings until inappropriate behavior stops.
 - 5) Should the same behavior continue in spite of step #4, the Scout will not be permitted to attend meetings or outings for a specified period of time as determined by the Scoutmaster.
 - 6) Any instance of sexual harassment or hazing shall be reported to the District Executive and/or to Three Fires Council.

EXAMPLES OF UNACCEPTABLE BEHAVIOR:

- 1) Fighting, wrestling or grabbing other Scouts.
- 2) Inciting others against another Scout or Adult.

- 3) Loud or otherwise disruptive activity or talking.
- 4) Ignoring Adults or Troop Leaders.
- 5) Refusing to do action or activity requested by an Adult or Troop Leader that is an appropriate request.
- 6) Obscene, profane or foul language.
- 7) Discriminatory or demeaning language or action directed at anyone because of gender, race, religion or creed.
- 8) Engaging in any unsafe activities or bullying.

PROCEDURE FOR EXTREME CASES

DEFINITION: An extreme case is any incident that results in injury to person or property or any incident that can be construed to be an abuse of leadership privilege.

- 1) Any incident so defined, when identified, is reported immediately to the Scoutmaster.
- 2) The Scoutmaster makes the sole determination as to whether or not the incident is, in fact an extreme case, and identifies the Scouts that appear to be involved.
- 3) If the Scoutmaster determines that the incident is not an extreme case, the matter is handled according to the procedures outlined for unacceptable behavior.
- 4) If the Scoutmaster determines that the incident is an extreme case, the parent(s) of the involved Scout(s) is (are) contacted and informed immediately, and appropriate steps are taken on the scene by all parties present to handle the situation at hand.
- 5) A formal investigation will take place at the Troop meeting immediately following the incident. The investigation will be conducted by a Tribunal Board consisting of one Committee Member, one non-Committee parent and one member of the Patrol Leaders Council. Only Scouts and parents not involved with the incident may sit on the Board. The Board conducts its investigation in a manner it alone deems to be fit for the case and renders a decision and recommendation for compensation, if any.
- 6) The Board's decision will be final and will be considered the official position of Troop 507 regarding the case.

Troop 507 Guide – Appendix D

Policy regarding parental contributions of Time and Money

POLICY REGARDING PARENTAL CONTRIBUTIONS OF TIME & MONEY BSA TROOP 507 As of November 1, 2008

The purpose of this policy is to ensure that each scouting family contributes its fair share of time and money needed to provide the high quality Scouting Program Troop 507 desires for the boys.

CONTRIBUTIONS OF TIME: It is the policy of Troop 507 that all families contribute time to the Troop each Program Year. All items listed below must be satisfied:

- 1) Both adults from each family, as well as the Scout, are required to help with the annual Pancake Breakfast (the Troop's chief fund raising event). This can be in the form of shift work on the day

- of the event and/or taking responsibility for an Adult Fund raising Position for that event.
- 2) At least one adult representative from each family is encouraged to hold an Adult Position in the Troop. A list of these positions is set forth in Appendix E of the Troop Guide. Many of these jobs have been purposely subdivided or shared so as not to be overwhelming in terms of time or scope.
 - 3) Adults from each family are encouraged to attend at least one camp out during the course of the Program Year. It is important that parents understand the nature of the outdoor outings that are at the core of the scouting program.

CONTRIBUTIONS OF MONEY: It is the intent of this policy to see that operating money for the Troop is obtained on a fair basis. Copies of the annual budget and financial report are distributed to the Troop Committee members and are available from the Committee Treasurer to any Standing Committee Member at the beginning of each Fiscal Year so that everyone can understand where the funds are derived and how they are spent. Anyone in the Troop with a financial problem is encouraged to contact one of the Standing Committee Members to make special arrangements. Such a situation will be treated confidentially. The following items apply to all Troop members:

- 1) The Troop is required to replenish its operating accounts and pay BSA re-chartering fees each May to the Council for each Scout in the Troop. As a result, DUES, are payable on October 1st each year. If the fee remains unpaid as of December 15th of that year, the Scout will not be re-chartered with the Troop in May.
- 2) Troop events, including most camp outs, are intended to be primarily funded by those who are participating. Therefore, food money is charged by each patrol for their menus at a camp out. Camp fees are assessed each Scout for that particular event. However, to encourage and thank adults for participating in our outdoor outings, the Troop pays for the food and camp fees of the Adults attending our camp outs. Fees and food costs for the adults attending and helping at summer camp are also paid by the Troop.
- 3) **In addition to dues payments, each scouting family is expected to help generate about \$60 each program year for Troop operations through our fundraisers.** We have one fund raising event each year, the Pancake Breakfast with the sales kick off in the spring. We particularly focus our fund raising efforts on the pancake breakfast since its helps to build our rapport with our sponsor SMMP and its high gross margins allow us to generate more dollars for the Troop's operating needs, and it give us the opportunity to offer Scout Dollar pay outs to the boys for their sales efforts. Hence parents are encouraged to help the Troop by helping their scout build his Scout Dollar account. For example, a typical pancake breakfast is budgeted to generate costs at 20%, scout dollar payouts at 30%, and a 50% profit for the Troop. A scout with \$100 in sales would add \$30 dollars to his Scout Dollar Account, and \$50 (after costs) to the Troop's coffers.
- 4) Please bear in mind, our Fundraisers can be great opportunities to provide Scouts with a chance to earn Scout Dollars for their personal Scouting needs. The main purpose of these events, however, is to raise funds to operate the Troop. **Therefore, if we don't generate enough profitability from our fundraisers our Troop's annual dues may increase** to cover our annual operating costs.

Troop 507 Guide - Appendix E

Adult Volunteer Positions

Troop 507 - Boy Scouts of America Adult Volunteer Positions

As of January 1, 2009

ADULT VOLUNTEER POSITION TYPES: There are two general types of Adult positions: Uniformed Leaders and non-Uniformed Leaders. Generally, the Uniformed Leaders work directly with the Scouts while the non-uniformed Leaders fill one of the many other roles required to make Troop 507 successful.

TRAINING REQUIREMENTS: Any Leader that will interact with boys must complete the Diocese of Joliet's "Protecting God's Children" training prior to working with Scouts (see <http://www.dioceseofjoliet.org/protecting.asp#virtus>). Further, all adult leaders must take the BSA Youth Protection Training within three months of beginning their assignment (available from the BSA Online Learning Center: <http://olc.scouting.org/>).

Uniformed leaders may wear the "Trained" patch on their uniform sleeve when they have completed the following BSA training courses:

1. Fast Start Orientation (web based)
2. New Leader Essentials Training
3. SM/ASM Leader Specific Training
4. Outdoor Leader Skills Training

The schedule of offerings for these courses may be found on the Three Fires Council website under the "Training" tab (<http://www.threefirescouncil.org/>).

ADULT SUB-COMMITTEE STRUCTURE: In order to simplify parent participation in support of the Troop, the Troop Committee has decided to organize the adult volunteers around several different sub-committees. In this way there would always be a group of adults with responsibility for a given area (rather than a single individual). The sub-committees that are being formed are as follows:

1. **Camping/Outing:** This committee is responsible for booking the campout sites and obtaining the Tour Permit from the BSA office.
2. **Fundraising:** This committee is responsible for the Pancake Breakfast.
3. **Service/Religious:** This committee would plan and hold the Scout Mass and support scouts who want to get a Religious award from scouting.
4. **Leadership:** Has responsibility for ensuring there are sufficient trained leaders and other adults at each event, and helps ensure trained adults are available to the Troop as needed.
5. **Troop Committee:** This existing committee takes care of the non-boy-centered activities that are needed to help the troop run smoothly.

List of Adult Volunteer Positions: (as of January 26th, 2012. Contact the Troop Committee Chair for the latest version)

Position	Committee	Name	Held since
Campout Coordinator	Camping/Outing	Linda Pierce	Nov 2011
Campsite Reservation Coordinator	Camping/Outing	Mary O'Brien	August 2011
Fun Night Coordinator	Camping/Outing	Peter Gilfillan	2011
Philmont Coordinator	Camping/Outing	Mike Hawley	Nov 2011
High Adventure Patrol Coordinator	Camping/Outing	Tom Smart	Fall 2008
Trailer Haulers	Camping/Outing	John Syers Mike Hawley Chris Petro Joe Kash	April 2005 April 2006 Mar 2009 May 2011
Summer Camp Coordinator(s)	Camping/Outing	John Popelka	Fall 2008

Position	Committee	Name	Held since
		Patty Komar Consultant: Mike Hawley	Jan 2012 Spring 2008
Pancake Breakfast Chair	Fundraising	VACANT 2012	Fall 2008
PB Set up	Fundraising	Earl Dorsey	Spring 2012
PB Kitchen Coordinator	Fundraising	VACANT	
PB Placemat Sales Coordinator	Fundraising	Shannon Gilfillan	Jan 2010
PB Procurement Coordinator	Fundraising	VACANT	
PB Publicity Coordinator	Fundraising	VACANT	
PB Scheduling Coordinator	Fundraising	VACANT	
PB Ticket Sales Coordinator	Fundraising	VACANT	
Eagle Coordinator	Service/Religious	Steve Westfall	Fall 2008
Religious Award Coordinator	Service/Religious	Patty Komar	Jan 2012
Religious Coordinator	Service/Religious	Patty Komar	Jan 2012
Service Projects Coordinator	Service/Religious	Brad Martin	Jan 2010
Scoutmaster	Leadership	Barry Robinson	Jan 2011
Advancement Coordinator	Leadership	Chris Petro	Spring 2009
Assistant Scoutmasters	Leadership	Jason Suh Tom Smart Mike Hawley Jim DerKacy Terry Fenwick Gary Subgrunski John Popelka Brian McCarthy Chris Petro Brad Martin Earl Dorsey Rodrigo Lau Joe Kash Rich Miklinski	Spring 2007 Spring 2005 Spring 2006 Spring 2004 Spring 2008 Fall 2008 Fall 2008 Spring 2009 Spring 2009 Spring 2010 Spring 2010 Spring 2011 Spring 2011
ASM – New Scout Recruitment	Leadership	Tom Smart	Fall 2008
ASM – Rookie Scouts	Leadership	Joe Kash	Spring 2012
ASM – Merit Badge Coordinator	Leadership	Chris Petro	5/2005
CREW 507	Leadership Leadership	Tom Smart John Syers	Fall 2011 Fall 2011
Adult Leader Training Coordinator	Troop Committee	Mike Hawley	Fall 2008
Troop Committee Chair	Troop Committee	John Syers	Summer 2008
District Roundtable Representative	Troop Committee	Earl Dorsey	Spring 2011
Quartermaster	Troop Committee	Gary Subgrunski	Spring 2008
Deputy Quartermaster	Troop Committee	John Syers	Fall 2008
Scout Newsletter	Troop Committee	Toni Robinson	Summer 2008
Treasurer	Troop Committee	Brad Martin	Fall 2011
Scout Dollar Coordinator	Troop Committee	Brad Martin	Jan 2012
Troop Adult Volunteer Coordinator	Troop Committee	Mike Hawley	Spring 2006
Advancement Registrar/Database Coordinator	Troop Committee	Peter Lin	Spring 2011
Webmaster	Troop Committee	VACANT	
Board of Review Coordinator	Troop Committee	Robin Hudetz	Fall 2011
Eagle Ceremony Coordinator	Troop Committee	Mike Klecka	2000?
Friends of Scouting Chair	Troop Committee	Jim Stachurski	Fall 2010
Committee Secretary	Troop Committee	Toni Robinson	Summer 2008
Troop Committee Member	Troop Committee	Robyn O'Halloran	May 2005

Eagle Required Merit Badge Counselors:

Camping	DerKacy	Personal Fitness	Taylor
Citizenship in Community	Cap	Emergency Preparedness	Taylor
Citizenship in the Nation	DerKacy	Personal Management	Cap
Citizenship in the World	Taylor	Lifesaving	
Communications	Taylor	Cycling	Lau
Environmental Science		Hiking	DerKacy,
Family Life	Taylor	Swimming	
First Aid			