



BOY SCOUTS OF AMERICA

TROOP 499

OPERATING PROCEDURES

A. MEMBERSHIP

1. A Scout must have completed the fifth grade or be 11 years or older, but must not have reached age 18.
2. A Scout must comply with the requirements of the Scout rank to join the Troop.
3. A Scout must be a registered member of the Boy Scouts of America in order to wear the Boy Scout uniform.
4. A Scout who is absent from all troop activities for one month may be requested to have a Scoutmaster's conference.
5. A Scout who misses four continuous monthly campouts may be requested to have a Scoutmaster's conference.
6. Upon completion of the conference in item A.4 or A.5, the Scoutmaster may recommend action to the Troop Committee pertaining to said Scout.

B. DUES AND REGISTRATION

1. The registration and re-charter fee is \$35.00, payable at time of registration; this includes National BSA, Boy's Life and Insurance. New members transferring from a Cub Scout Pack or another Troop will be assessed the \$9.00 Troop registration plus the \$1.00 transfer fee, for a total of \$10.00.
2. All **new** scouts will be required to pay \$36 Troop dues, regardless of what month they join the Troop. Annually, the Troop Committee will determine the amount of the Troop Dues based on the Troop Budget.

The following activities will be denied to any Scout who is two months or more delinquent in dues payments:

- a. Monthly campouts and patrol activities other than weekly meetings.
- b. Board of review for advancement.

C. ATTENDANCE

1. The Troop will schedule approximately 50 activities per year for attendance of the complete troop. These activities will be as follows:
 - a. Weekly troop meetings on Tuesday from 7:00 to 8:30 p.m. except the Tuesday following the monthly campout and the last two Tuesdays in December.
 - b. Monthly campouts.
 - c. Summer Camp.
 - d. Minimum of one fund raising activity per year.
 - e. The annual Scout Show or Scout-O-Rama.
 - f. Courts of Honors (as scheduled)
 - g. Special Eagle Courts of Honor as appropriate.
2. Scouts are expected to participate in a majority of scheduled troop activities.
3. The Scout uniform is required to be worn to all scheduled troop activities, unless special exception is announced. See section F. for definition of uniforms.

4. The Patrol Leaders Council will meet the Tuesday following each monthly campout from 7:00 to 8:30 p.m., to plan troop activities for the next month and to discuss other troop issues.
5. A Scout must attend and participate in at least one of the Tuesday meetings per month to be eligible to attend the monthly campout or other special troop activity.
6. A Scout who attends 80% of the scheduled activities for one charter year will receive the **BOY SCOUT ATTENDANCE AWARD** pin.
7. Annual year pins will be awarded as earned.
8. The Scoutmaster can bestow the **TROOP 499 HONOR SCOUT AWARD** on any Scout in the troop he deems worthy of the honor. (*This award cannot be earned.*)

D. CAMPOUTS

1. There will be one Troop campout each month. Once planned, the campout will be carried out unless the safety of the Troop is at risk. In this event, the campout will be rescheduled, not canceled.
2. A brief Sunday morning devotional service, which is nonsectarian, will be held on each campout. Scouts not participating in the service or leaving camp to attend church must be picked up by their parents prior to the 9:00 a.m. service Sunday morning. Scouts who intend on leaving camp early must inform the Scoutmaster or Scout Leader on Saturday. Those leaving to attend church will not be considered absent.
3. A Scout who attends every Troop campout for one year, 12 consecutive months, will, upon Scoutmaster approval, earn the **Troop 499 Honor Camper Award or additional clusters.**
4. Individual patrol hikes and campouts must be submitted in advance for approval by the Scoutmaster and each boy's parents must have full knowledge of the activity.
5. The possession and use of liquid fuel on campouts is restricted to adults only. This is National Policy of the Boy Scouts of America.
6. The **OUTDOOR CODE** is the Troops code on campouts and hikes, and is the responsibility of every Scout and adult to abide by and uphold the rules and spirit of the Code.
7. The Scoutmaster may require the removal of any member of the troop from campouts or other scout activities for unsatisfactory conduct.
8. Normal monthly campout departure and return times are as follows:
 Departure: 6:30 p.m. on Friday
 Arrival at church: ~1 p.m. on Sunday
9. Arrival and departure times from summer camp and special camps will be furnished with the camp or activity announcements.
10. Swimming will be permitted during campouts under adult supervision only. All new Scouts will be required to submit a BSA Class I or II medical form prior to being allowed to swim. The 8-Point Scout **Safe Swim Defense Plan** will be followed at all times. Shoes will be worn swimming, except at approved swimming beaches and pools.
11. **The State Boating Laws and Boy Scout Regulations (Safety-Afloat)** will be observed during all activities with boats, canoes, etc. This includes the wearing

- of approved **Personal Flotation Devices (PFD)** by everyone, youth and adults, while in a boat or canoe that is in the water.
12. Scouts will not possess or use alcohol, tobacco products, snuff, or prohibited drugs in any form during any scout activity. No sexually explicit materials of any kind will be permitted.
 13. Meals at campouts will be the responsibility of each patrol. Each menu will be planned by the patrol and approved by the Scoutmaster, Assistant Scoutmaster, or other designated Adult Leader no later than the troop meeting prior to the campout. The following guidelines for the cost of meals and payment will apply:
 - a. Cost of meals should average \$1.75 per meal per Scout for each campout, and each patrol member who commits to attend the campout will usually be charged \$10.00. Some campouts will be more, and some campouts will have additional fees.
 - b. Payments to the person selected to buy the food should be made at the troop meeting before the campout, and in no case should payment be later than departure time for the campout.
 - c. All Scouts who commit themselves to attend the campout will be entirely liable for their share of the cost regardless of whether they attend, unless they inform the buyer of their non-attendance before the food is bought.
 - d. Scouts who have not paid for previous campout food will be ineligible to attend further campouts until paid up.
 14. Pets are **NOT ALLOWED** on campouts, for safety reasons.
 15. Sheath knives, butterfly knives, or any knife the Scoutmaster deems unsuitable, will not be allowed.
 16. Additional restricted items will be listed and distributed as required by the Scoutmaster or the PLC.

E. ADVANCEMENT

1. The minimum rate of advancement acceptable in Troop 499 is one rank per year for all Scouts below the rank of Life.
2. The ranks of Star, Life and Eagle require active service as a Troop Officer. This requires wearing the uniform at troop and other Scout activities, attendance at campouts, attendance at 80% of troop meetings and other meetings required by the program and active participation in the improvement of the troop program. Staff members will be assigned to work with a patrol as an Instructor, Trainer, or Adviser. Junior Assistant Scoutmasters will be assigned specific troop duties.
3. The Advancement Chairman of the Troop Committee will schedule the Scout Board of Review, for approval of advancement, in the troop program on a monthly basis. Every effort will be made to schedule the boards after the monthly campout and prior to the next Court of Honor.

F. UNIFORMS

1. All members of Troop 499 will wear the standard khaki and olive colors as issued by the Boy Scouts of America.
 - a. **The Class A Uniform shall be worn at all Council, District, Courts of Honor, or other special ceremonial activities:** *Official BSA shorts or pants, shirt with red shoulder loops, BSA webbed belt or leather belt with*

Scout-related buckle, BSA stockings or socks shall comprise the Class A Uniform.

- b. **The following Uniform shall be worn at all regular troop meetings:** *Official BSA shorts or pants, shirt with red shoulder loops, BSA webbed belt or leather belt with Scout-related buckle and BSA stockings or socks.*
 - c. **The Class A Uniform is to be worn while traveling to and from Troop campouts and for Sunday chapel services.**
 - d. **The Class B Uniform shall be worn during summer months, between June 1 and September 1 and shall consist of:** *Official BSA shorts or pants, Scout T-shirt (preferably the Troop T-shirt), BSA webbed belt or leather belt with Scout-related buckle and BSA stockings or socks .*
 - e. Only Scout-related hats or caps may be worn with the uniform.
2. New members of Troop 499 will be given two months to obtain proper uniform before action is taken to restrict the Scout's activities subject to obtaining the proper uniform. If the Scout is financially unable to obtain the required uniform, the Troop Committee will assist in obtaining the proper uniform. One regular monthly campout may be attended prior to obtaining the proper uniform.
 3. Troop members who do not maintain proper uniform standards will be referred to the Scoutmaster for corrective action. Such action may include restriction from Troop activities and withholding of awards.

G. TROOP OFFICER POSITIONS

The following is a list of the Troop Officers. It is the policy of the BSA that the troop is provided leadership and led, whenever possible and practical, by the Scouts themselves. In that spirit, the Troop shall be led by the Troop Officers, who shall be expected to exemplify and promote the standards of good Scout behavior and provide leadership for the Troop. Should these standards not be maintained, it shall be the duty of the Scoutmaster or Adult Leaders present at the time to correct the situation by whatever means necessary to maintain a positive, growth and achievement oriented organization.

The following qualifications are the minimum standards required to hold a troop officer position in Troop 499. The Scoutmaster, at his discretion, with proper justification, may waive any requirement listed below.

Terms of office are for six months, from April 1 to September 30 (limit of 2 consecutive terms for each troop officer position. More than one term of the office of Senior Patrol Leader cannot be held consecutively.

1. **Senior Patrol Leader: (Elected by the Troop Members)**
 - a. 14 years of age or older.
 - b. Star rank or higher.
 - c. Satisfactory function as a Patrol Leader for a minimum of one term.
 - d. Troop member for at least one year.
 - e. Attendance of one long-term camp held at council level.
 - f. 80% attendance at troop meetings and monthly campouts.

- g. Active progress toward next rank or additional merit badges.
 - h. Satisfactory completion of a 4 day or more leadership training course (i.e. Twin Arrows Youth Leadership Training course), and has held the office of Troop Guide and ASPL.
 - i. Must wear the uniform according to troop and BSA policy.
2. ***Assistant Senior Patrol Leader: (Appointed by SPL)***
- a. 14 years of age or older.
 - b. Star Class rank or higher.
 - c. Satisfactory function as a Patrol Leader for a minimum of one term.
 - d. Troop member for at least six months.
 - e. Attendance at one long-term camp held at council level.
 - f. 80% attendance at troop meetings and monthly campouts.
 - g. Active progress toward next rank or additional merit badges.
 - h. Satisfactory completion of a 4 day or more leadership training course. ie. Twin Arrows Youth Leadership Training course.
 - i. Must wear the uniform according to troop and BSA policy.
3. ***Scribe, Quartermaster, Librarian, Historian, Instructor, and Chaplain Aid: (Appointed by the Senior Patrol Leader)***
- a. 12 years of age or older.
 - b. First Class rank or higher.
 - c. Troop member for at least six months.
 - d. Attendance at one long-term camp held at council level.
 - e. 80% attendance at troop meetings and monthly campouts.
 - f. Active progress toward next rank or additional merit badges.
 - g. Satisfactory completion of a minimum one day JLT course or Troop 499 Leadership Training Campout.
 - h. Must wear the uniform according to troop and BSA policy.
4. ***Patrol Leader: (Elected by Patrol Members)***
- a. 11 years of age or older, or have completed Webelos Arrow of Light, for a New Scout patrol, or 12 years of age for regular patrols.
 - b. Scout rank or higher for New Scout Patrol, Second Class or higher for regular patrols.
 - c. Troop member for at least one month.
 - d. Attendance at one long-term camp held at Council level.
 - e. 80% attendance at troop meetings, monthly campouts, patrol meetings and extra patrol activities.
 - f. Active progress toward next rank.
 - g. Satisfactory completion of a minimum one day JLT course or Troop 499 Leadership Training Campout.
 - h. Must wear the uniform according to troop and BSA policy.
5. ***Den Chief: (Appointed by the Scout Master)***

- a. 11 years of age or older for Tiger through Bear, 12 years of age or older for Webelos I or II.
 - b. Tenderfoot rank or higher.
 - c. Troop member for at least six months.
 - d. Attendance at one long-term camp held at council level is advised.
 - e. Active progress toward next rank.
 - f. Satisfactory completion of a minimum one day JLT course or Troop 499 Leadership Training Campout.
 - g. Must wear the uniform according to troop and BSA policy.
6. **Leadership Corps: (Appointed by the Scout Master)**
- a. 14-15 Years of age.
 - b. First Class rank or higher.
 - c. Satisfactory function as a patrol leader for a minimum of one term.
 - d. Attendance at one long-term camp held at council level.
 - e. 80% attendance at troop meetings and monthly campouts.
 - f. Active progress toward next rank or additional merit badges.
 - g. Satisfactory completion of a minimum one day JLT course or Troop 499 Leadership Training Campout.
 - h. Must wear the uniform according to troop and BSA policy.
7. **Patrol Leaders Council Members shall include:**
- a. Senior Patrol Leader
 - b. Assistant Senior Patrol Leader
 - c. Patrol Leaders
 - d. Troop Scribe
 - e. Any other Troop Officer invited to attend
 - f. Scoutmaster and at least one other Adult Leader

H. PARENTS, THE TROOP COMMITTEE, AND ADULT SCOUTERS

THE PARENTS AND THE TROOP COMMITTEE

Primary area of participation for all parents is the Troop Committee, which shall be guided in its operations by the published BSA Troop Committee Guidebook. All Parents are also encouraged to become more involved as Scout Leaders (Scouters) with the appropriate training.

- 1. **Troop Committee Voting Members**
 - a. Chairman*
 - b. Assistant Chairman
 - c. Secretary
 - d. Treasurer*
 - e. Advancement Chairman*
 - f. Equipment Chairman
 - g. Transportation Chairman
 - h. Scouting Coordinator

- I. Registered Members at Large
- J. All Parents of active Scouts
- k. ISA Coordinator *

*Should be a Registered Adult Leader

2. **Non-Voting Members:**

- a. Scoutmaster

3. **Responsibilities of the Troop Committee shall include, but not be limited to:**

- a. Support of the Scoutmaster with whatever assistance he needs for the Troop Program
- b. Raising and administering sufficient funds for the troop and it's activities including the leadership of fund raising activities performed by the Troop.
- c. Encouraging advancement and administering records and awards.
- d. Chairmanship to administer special projects of the Council and district such as Goodwill, Friends of Scouting, and Scout Shows.
- e. Facilitating and providing transportation for all troop activities and submit the appropriate documentation (Tour Permits) as required by the BSA.
- f. Assisting with the acquisition and maintenance of troop equipment.
- g. Assisting the Troop to recruit new scouts.
- h. Provide Adult Leadership for the Troop, including the recruitment and approval of the Scoutmaster, Assistant Scoutmasters, and other adult leaders for all troop activities. This shall include, but not be limited to ensuring compliance with **BSA Regulations** relating to **two-deep leadership** and **Youth Protection**.

4. **Training of All Adult Scout Leaders:**

- a. The Troop Committee is encouraged to participate in the appropriate training offered by the District and Council (especially WoodBadge)
- b. All Adult Leaders shall be certified in the **BSA Youth Protection Training Program** as required by BSA National Policy.

5. **Participation:**

To provide the persons working in this wide spectrum of activities requires participation, to the fullest extent possible, of every parent of the boys associated with the Troop. The Troop will expect each parent to accept a position or positions of responsibility, which may be of their choosing, during their son's tenure in the Troop.

6. **Troop Committee Meetings:**

Troop Committee meetings shall generally be held once a month at a time chosen by the Chairman. See the Troop Calendar for dates. Officer elections shall be held in November in order for the new officers to be registered at the time of Troop re-chartering, which is due in January. The term of office for Committee Officers is one year.

7. ***Scoutmaster and Assistant Scoutmasters:***

These Adult Scouters are responsible for overseeing the Troop program, which is planned and run by the Patrol Leaders Council. The Scoutmaster is the adviser to the Patrol Leaders Council and reserves the right to veto anything that he believes would be harmful to the Troop or contrary to the Rules and Regulations of the Boy Scouts of America.

The Scoutmaster is required to commit to attend Four Winds adult training and Woodbadge. The Assistant Scoutmasters are required to attend Four Winds adult training and are strongly encouraged to attend Woodbadge. ALL registered adult leaders MUST be Youth Protection certified.

All adults who camp with our troop must commit to follow our Youth Protection Policy.

8. ***The Troop Budget:***

The Budget is the expected expenses of the Troop and the Troop Programs not including campouts, summer camp, and High adventure camps. The Budget will be developed based on historical trends with the Scout Masters' input. The Budget shall be agreed upon by the committee then divided by the number of active scouts at the end of the year to determine the annual dues. Dues should be collected in October - November time frames but apply to the following calendar year.

I. APPLICATION OF FUNDS FOR SCOUTS (Individual Scout Accounts)

Upon completion of each fundraising event, a percentage of the total proceeds shall be recorded in an accounting system for each Scout that participated in the fundraising event. The account shall be called the Individual Scout Account (ISA). There shall be at least two fundraising events per calendar year.

The following rules apply to ISA distribution and accounting system:

1. The responsibility for recording and maintaining ISA information shall be assigned to the ISA Coordinator (or designee), a position on the Troop Committee.
2. The ISA Coordinator shall regularly balance the ISA for each Scout and coordinate information with the Treasurer for presentation at each Troop Committee meeting.
3. Each fundraising event shall have an Event Coordinator that shall document the time spent by each participating Scout and provide this information to the ISA Coordinator.
4. The Event Coordinator shall determine the amount that each Scout should receive in their ISA.
5. Typically, the work performed by Scout Parents will not be credited to their Scout's ISA. Exceptions may be made prior to the event as deemed necessary and when approved by the Troop Committee Chair.
6. The Distribution percentage for the ISAs shall be determined by the ISA coordinator with the approval by the Troop Committee following the fund raiser.
7. ISA distributions can only be used for for payment of scouting events, dues, and annual fees.

8. ISA distributions will not be given to the Scout or Scout parents, but will be dispersed by the Troop Treasurer directly to the payee.
9. Monies in the ISA belong solely to Troop 499 and can be used to pay Troop 499 purchases or to pay debts incurred by the Troop. These decisions will be decided by the Troop Committee Chair and the Troop Scout Master. Money left in the ISA shall be transferred to the "General" fund, if a Scout leaves the Troop.
10. A Scout's ISA may be transferred to a family member who is active or shall become active in Troop 499 within a reasonable time.

J. EXCEPTIONS TO THIS OPERATING PROCEDURE

Exceptions to any item in this Operation Procedure shall be considered on a case by case basis by the Scout Master and the Committee Chair and only with good reason and carried out in a fair and undiscriminating manner.

K. WEB SITE AND PUBLICATIONS

Photographs are frequently taken at Troop activities and these photos may occasionally be reproduced for use in Troop publications such as the Newsletter or the Web Site. Parental consent is required before any scout's likeness may be posted. Unless notified in writing by a parent to the contrary, the Troop will assume the parent has consented for photos containing their Scout's likeness to be used.

This Troop Policy has been reviewed, voted upon, and approved by the Patrol Leaders Council, the Troop Committee, and the Scoutmaster. The effective date of this policy is January 2008 and shall remain in effect until superseded.

Matthew Williams
SENIOR PATROL LEADER

DATE SIGNED

Robert Anderson
COMMITTEE CHAIRMAN

DATE SIGNED

Tim Habinak
SCOUTMASTER

DATE SIGNED