

Boy Scout
Troop 19
Plainfield, IL

Policies



Adopted
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The troop **website** is located at the following URL: **www.troop19-bsa.org**

Username: BSTroop19

Password: Tomahawk

Policies Approved by the Troops Chartered Organization:
Knights of Columbus #5573, St. Mary's Immaculate Church

1) TROOP POLICIES

- A. These policies are binding and can be modified by the following procedures
 - 1. All Troop 19 policies must conform to guidelines, requirements and policies established by the Boy Scouts of America, Waapi Lenaswa District and Rainbow Council.
 - 2. New policies or modifications are added or changed by a majority vote and/or written proxy of at least 1/3 of the active committee members.
 - 3. Prior to policy changes, an announcement will be made at the troop meeting and/or committee meeting that policy changes are under consideration. A vote will then be taken at the subsequent committee meeting.
 - 4. This document shall remain in effect until:
 - a) Three years after the most recent approval, or
 - b) The Troop Committee votes to nullify it.
 - 5. Amendments
 - a) This document may be amended at any time if approved by the Troop Committee.
 - b) Amendments do not affect the three-year effective period
- B. Objective
Troop 19 is a Scout run Troop with guidance and leadership of responsible adults.
- C. Scouts with Special Needs
 - 1. Troop 19 requires that Parents/Guardian be active and present with Scout at all troop meetings and Campouts and to include summer camp.
 - 2. Parent/Guardian will be fully responsible for medical care and medication of scout.
 - 3. Parent/Guardian will ensure safety of the scout and all other scouts within Troop 19.

2) MEMBERSHIP

- A.. In order to become a Boy Scout, you must be a boy who has completed the fifth grade or has earned the Arrow of Light, or is 11 years of age but not yet 18, and completed the Boy Scout joining requirements.
- B.. A Scout must be a registered member of the Boy Scouts of America to wear the Boy Scout uniform.
- C.. All adult leaders must meet the requirements set forth by the Boys Scouts of America before assuming a leadership roll in Troop 19.
- D.. Each scout must maintain active status to be eligible for advancement, election to a Troop office, or appointment to a Troop leadership position. For the purpose of defining active participation, the following minimum will be applied:
 - Actively participate in 70% weekly Troop meetings and 50% sponsored activities (this excludes excused absences). Per BSA National policy, Troop 19 leaders would like to see all scouts actively participate in 70% weekly Troop meetings and 50% sponsored activities (excluding excused absences). Excused absences should be called into the SPL prior to the event.
- E.. A Parent Conference with Scoutmaster may be required if:
 - 1. A Scout is absent from all Troop meetings for Two months.
 - 2. A Scout misses four consecutive monthly Activities.
 - 3. A Scout's behavior warrants it, per the Troop 19 Discipline Policy
- F. After completion of the Parent Conference, the Scoutmaster will make a recommendation to the Troop Committee. The Troop Committee will then decide what additional action, if any, will be taken.

3) TROOP ORGANIZATION

A. Offices

1. All adult leaders holding offices in Troop 19 must be registered with Rainbow Council BSA.
2. At each January Committee meeting the Committee elects the Committee Chairperson, Secretary, Treasurer, Advancement Chairperson, Quartermaster, Training Coordinator, Chaplin, and Outdoor Events Coordinator. These positions may be held for one year or more if the Committee agrees. If an office is vacated prior to normal elections, the Committee Chairperson will find a volunteer to fill that position and, the new person must meet with the Committee's approval.
3. The Scoutmaster and all Assistant Scoutmasters must meet with the Committee's approval.
4. Any adult Leader of the troop, who does not act in the best interest of the troop, may be voted out of that position by a majority of the registered Troop Committee members.

B. Chartered Organization

1. The Knights of Columbus of St. Mary's Immaculate Church is our Chartering Organization.
2. The Chartering Organization appoints a Chartering Organization Representative.
3. The Charter Representative and Organization appoints the Scoutmaster.

C. Troop Committee

1. The Committee Chairperson and the Committee report to the Chartering Organization Representative.
2. The Committee meets regularly at a place and time specified by the Committee Chairperson to conduct Troop business and assist with troop activities. The Committee Chairperson may call emergency Committee meetings as needed.
3. The Committee Chairperson will ensure that all registered leaders have the proper training.
4. Committee Meeting
 - a) Committee Chairperson runs the meeting and provides the agenda.
 - b) Scoutmaster provides reports of scouting activities.
 - c) Treasurer reports on Troop accounts and finances.
 - d) Secretary records minutes of meeting.
 - e) Quartermaster will supply report of equipment status
 - f) Training Coordinator will report on leaders trained as well as Scout training
 - g) Members supply ideas, advice and resources to support the Troop.
 - h) All interested parents/guardians are encouraged to attend.

D. Voting

1. Types
 - a) The Troop Committee shall vote on issues regarding Troop Policies, procedures, and financing.
 - b) The Troop Committee Chairperson shall determine the need for all Troop Committee votes.
2. Approval
 - a) The Troop Committee votes shall require a simple majority of the Troop Committee as defined below. The Troop Committee Chairperson's vote shall act as a tiebreaker.
 - b) Troop New Leader votes shall require a simple majority of the Troop Committee.
3. Voting Members

The voting members of the Troop Committee shall consist of the registered leaders of the Troop at the time of the vote including the Scoutmaster and Assistant Scoutmasters.
4. Quorum
 - a) Except as specified below, no quorum is necessary for Troop Committee votes. Only enough "yes" votes are needed to satisfy the simple majority rule.
 - b) For all Troop policy votes, at least 1/3 of the active registered committee members must vote or turn in a written proxy. An active Committee member attends 50% of the committee meetings within a calendar year.

- c) The Scoutmaster or the Committee Chairperson must be present for all Troop Committee votes.
 - 5. Veto
 - The Charter Representative shall have veto power over all Troop Leadership votes.
 - 6. Record Keeping
 - All votes must be recorded in meeting minutes. Only the issue, voting body and outcome need to be documented. E.g., "Issue XYZ was approved by the Troop Leadership."
- E. Scoutmaster
- 1. The Scoutmaster reports to the Committee Chairperson.
 - 2. The Scoutmaster is registered with Rainbow Council and is BSA basic Trained by Rainbow Council
 - 3. The Scoutmaster is responsible for Troop program activities.
- F. Assistant Scoutmasters and Junior Assistant Scoutmasters
- 1. The ASM's and JASM's report to the Scoutmaster.
 - 2. They are responsible for assisting the Scoutmaster in planning and implementing the Troop program activities or other responsibilities designed by the Scoutmaster.
- G. Patrol Leaders' Council (PLC)
- 1. The Senior Patrol Leader is elected by the scouts, reports to the scoutmaster and runs the PLC.
 - 2. The PLC plans Troop meetings and Troop activities.
 - 3. The PLC consists of the SPL, Assistant SPL, Patrol Leaders, Assistant Patrol Leaders Quartermaster, Treasurer, Junior Assistant Scoutmaster and Instructor.
 - 4. PLC meets regularly (once a month) at a place and time specified by the SPL and Scoutmaster.
 - 5. The Scoutmaster, or his adult designee, and one other adult must be in attendance.
 - 6. The PLC conducts a yearly activity schedule. The activities may include monthly camp outs or day trips, summer camps, camporees, high adventure trips, merit badge sessions, Klondike derby, weekend or day hikes.
- H. Troop Meetings
- 1. Troop meetings are run by the SPL (Senior Patrol Leader).
 - 2. The Troop meets weekly, at a place and time specified by the SPL, Committee and registered Scouts and adults. Parents are encouraged to attend. The closing circle at the end of the meeting provides informational reminder of upcoming Troop activities.
 - 3. Troop meetings are not held on campout weekends, this depends on how busy the Troop is, and if meetings are needed for communication.
 - 4. Parents are asked to attend the closing circle at the end of each meeting. This will allow them to hear important Troop communication and will ensure that Scouts have safe passage from the meeting.
- I. Patrols
- 1. Patrol Leaders are elected by the patrol members and report to the Senior Patrol Leader.
 - 2. Patrols are run by the Patrol Leaders.
 - 3. Patrols consist of the Patrol Leader and all members of the patrol with assigned positions.
 - 4. When a new leader is elected, patrols may choose to keep the previous patrol name or choose a new one.
 - 5. Patrols are for camping, having FUN and developing leadership skills.
 - 6. Camp outs use the patrol method. They plan their menu, and one patrol member will purchase the food. Patrol members will share in cooking and cleaning up.
 - 7. Patrols elect a patrol scribe who takes attendance, and collects and records dues at Troop Meetings. The patrol scribe turns the dues along with the attendance records to the Troop Scribe.

4) UNIFORMS

- A. The Class "A" uniform is worn at all scout events unless otherwise designated. It is to be worn on all troop trips and high adventure trips on both the departure and return of the trip. The complete scout uniform must be worn at all Scout Master Conference and Board of Reviews. The uniform is to be kept clean and worn with pride with shirt tucked in and neat appearance.
- B. Class "A" uniform consists of:
1. Official khaki Boy Scout shirt with proper placement of insignias, rank, patches and pins
 2. Official Boy Scout green long pants, shorts, or blue jeans (no gym shorts or sweat pants)
 3. Belt
 4. Troop 19 neckerchief. Other Scout neckerchief and appropriate slide may be worn for special occasions.
 5. Troop 19 headgear.
 6. Troop 19 leather totem with beads indicating Troop activities
 7. Clean shoes or boots (no sandals or open-toed shoes)
 8. No undergarments shall be visible.
- C. Class "B" uniform is to be worn at times designated by the PLC and approved by the Scoutmaster.
- D. Class "B" uniform consists of:
1. Troop 19 "T" shirt or other "T" shirt recognized by the Troop as an official Class "B" shirt.
 2. Official Boy Scout green long pants, shorts, or blue jeans (no gym shorts or sweat pants)
 3. belt
 4. Clean shoes or boots (no sandals or open-toed shoes)
 5. No undergarments shall be visible.
- E. All registered Scout leaders are highly recommended to be in proper uniform during Troop Meeting and Troop activities to set the example for the Scouts, optional Adult Class "B" Polo may be worn. Clean shoes or boots (no sandals or open-toed shoes) are to be worn.

5) SCOUT ADVANCEMENT

- A. It is the responsibility of the individual Scout and his parents to ensure that he advances in rank in a timely fashion. The Troop will provide many opportunities for Scouts to learn skills to advance in rank and to earn merit badges. The responsibility to advance remains with the Scout.
- B. Scoutmaster's Conference
1. When a Scout has completed all the requirements for the rank he is working on, he requests a Scoutmaster's Conference with the Scoutmaster or an Assistant Scoutmaster.
 2. Scoutmaster Conferences are scheduled on an as needed basis at the request of a scout and/or the Scoutmaster.
 3. The Scout must be in Class A uniform and have his Scout Handbook at the Scoutmaster's Conference.
 4. The Scoutmaster's Conference is a method used by BSA to evaluate the Scout to determine if he is ready for his Board of Review.
 5. When a Scout passes his Scoutmaster's Conference, the scout will then contact the Advancement Chairperson to schedule a Board of Review.
 6. The Scoutmaster may request a Scoutmaster conference at any time to discuss a Scout's advancement and/or attitude.

C. Board of Review

1. The last step in advancing rank is the Board of Review. Boards of Review are performed in accordance with BSA, Council and Troop 19 guidelines. The Board of Review is a method used by BSA to evaluate the Scout to determine if he is ready to advance to the next rank.
2. Boards of Review will be scheduled with Advancement Coordinator.
3. The Scout must be in Class A uniform and have his Scout Handbook.
4. When the Scout passes his Board of Review, he has earned the rank for which he has been reviewed and may start work on the next rank. The Badge of Rank will be awarded at the next Court of Honor
5. The advancement Chairperson organizes the Board of Review. At least three adults will be on the Board of Review. The parents/guardians of the scouts are not allowed to attend the Board of Review of their own scout. The Scoutmaster and Assistant Scoutmasters are not allowed to participate in any Board of Review.
6. Eagle Board of review is special and also includes representation from the District Advancement Committee.

D. Court of Honor

1. The Court of Honor is a special ceremony for the presentation of advancement and awards to Scouts. This is a time for Scouts to get up in front of the Troop, along with their parents/guardians, and be recognized by the Troop for their accomplishments.
2. At the Court of Honor, Scouts, Leaders and parents/guardians are presented with awards, patches and beads and other recognition that they have earned.
3. Courts of Honor are held up to four times per year.
4. The February Court of Honor is a part of the Red and Green Banquet.
5. Parents/guardians are encouraged to attend the Courts of Honor to share in their son's recognition for the accomplishments he has earned. Friends and relatives are also welcome and encouraged to attend.
6. Courts of Honor are held at St. Mary's Church or other designated locations.
7. Eagle Court of Honor will not be held during a Troop Court of Honor.

E. Awards

1. All rank advancement, patches, pins, beads, medals, and other awards earned by the Scout will be purchased by the Troop, unless otherwise designated and will be presented to the Scout at the next Troop Court of Honor.
2. Troop Totems will be presented to new Scouts at their first Court of Honor.
3. Mother's Pins for rank advancement will be presented to the Scout's Mother when the Scout is presented with his rank advancement.
4. The Eagle Presentation Packet will be purchased by the Troop and presented to every Scout attaining the Rank of Eagle Scout at his Eagle Court of Honor. In addition to the packet, the Troop will award the Scout the Eagle scarf and slide, and an American flag.
5. Scouts earning the rank of Eagle will have their name placed on the Troop 19 Eagle Plaque, and sign the Troop 19 Eagle Flag.
6. Troop activities are geared to encourage each scout to reach the rank of first class within their first year of scouting. Scouts will continue working on their rank completion until earning the rank of Eagle.

F) Scouts, Tenderfoot, Second Class, and First Class Ranks

1. When new scouts enter the Troop with no rank, the first rank they can earn is Scout. If they have completed the Webelos program, earning the rank of Scout should easily be accomplished.
2. It is highly recommended that new scouts attend summer camp, since most summer camp programs are designed to help the new scouts complete most of the requirements for Tenderfoot, Second Class, and First Class Ranks.

G) Merit Badges

1. Once a scout has reached the rank of First Class, he can advance to the ranks of Star, Life and Eagle, by earning merit badges. There are over one hundred merit badges for the scouts to choose from in order to earn each of these ranks. A total of twelve merit badges earned must be from the Eagle requirement list. Consult your handbook for details.
2. Scouts can begin earning merit badges before they earn the rank of scout. However, they should choose merit badges that are consistent with their age and ability. The Scoutmaster can help the scouts with these decisions.
3. To earn a merit badge, the scout chooses the merit badge he wants to earn and asks for the Scoutmaster's approval. The scout will request a blue card from the Troop Advancement Chairperson who will issue him a blue card. With the adult guidance of the Advancement Chairperson and Scoutmaster, the scout will then contact one of the certified merit badge counselors. The scout works with the merit badge counselor who signs off the requirements on the scout's blue card as they are completed. When the scout has completed all the requirements he will then obtain the Scoutmaster's signature and will then turn the blue card into the Advancement Chairperson. The scout will receive the merit badge at the next Court of Honor.

H) Service Hours

The Troop counts service hours as a Scout participating in a Boy Scout project, Community service projects, Eagle projects, or other types of service hours deemed appropriate by the Scoutmaster.

6) **ORDER OF THE ARROW (OA)**

- A. The Order of the Arrow is an honorary camping society within the BSA.
- B. OA members conduct the OA elections annually.
- C. OA is open to all Scouts who are First Class or above, have camped at least 15 days, have been on a 7-day long term camp out, and have earned the Camping Merit Badge. Scouts vote Scout membership in the OA annually in the Troop.
- D. Committee members vote adult membership in the OA annually. Only registered adult members who have been active in the Troop for at least 2 years and have at least 15 days of camping are eligible to be elected to the OA.

7) **TROOP ACTIVITIES**

- A. Troop activities are held at least once per month and are open to all registered scouts and adult trained leaders and any parent/guardian, whom have successfully completed Youth Protection training.
- B. These activities will be determined and scheduled by the Patrol Leader's Council and approved by the Troop Committee.
- C. The intent of the monthly activities is to provide opportunity for scout advancement, learning, and practicing leadership skills, and learning camping and other scouting skills.
- D. Each Troop activity requires (a permission slip). The permission slip must be completed and signed by the parent/guardian.
 1. The permission must be turned in on time. Scouts will not be allowed to attend the activity without a signed permission slip.
 2. The Scoutmaster or leader of an activity may send a scout home for not following troop rules. It is the parent's responsibility to provide transportation.

- E. Scout activity costs
1. Cost of camp meals will be designated on the activity permission slip.
 2. Depending on the distance of the trip, a transportation fee may be collected from each scout and leader/parent. If a transportation fee is collected, scouts whose parents drive to and from the activity will be reimbursed the transportation fee for each driver and scout.
 3. Scouts will be responsible for any camping fee and activity fees.
 4. No refunds will be given for cancellations once food moneys have been distributed to patrol member to purchase food. For activities requiring a reservation, no refunds will be given.
- F. Troop activity costs
1. With the exception of the Patrol boxes, tents and stoves, all Troop operating costs, such as propane for stoves and lanterns, repair parts for the Troop gear, etc. will be funded from the Troop treasury. Any items used or lost will be replaced by the Patrol that used the equipment last.
 2. Only committee approved drivers will be allowed to pull the Troop trailers.
 3. Approved drivers towing the troop trailers to activities or locations designated by the troop committee will be paid per mile for all miles incurred. The money will be funded by the Troop treasury or the trailer fee as stated on the activity permission slip.
 4. The activity leader will disperse the transportation fees to the drivers.
 5. Any adult transporting scouts, other than their child must be 21 years of age and show proof of insurance and required by BSA guidelines. All scouts must be seat belted while being transported.
- G. Personal items Not permitted on camp outs unless an exception is granted by the Scoutmaster:
1. Cell phones, radios, walkmans, cd/tape players, mp3 players, etc.
 2. Hand held computer games
 3. Inappropriate reading material
 4. Aerosol cans
 5. Sheath knives or any type of weapon
 6. Any type of contraband, tobacco products, (smoking or chewing)
 7. Drugs and alcohol
 8. Other items as determined by the Scoutmaster, Assistant Scoutmaster, or patrol leader's council
 9. Any inappropriate items found in the possession of a scout, will be confiscated by the Scoutmaster or adult leader and returned to the scout's parents.
 10. All Scouts need to be sure to mark, label or scribe name or initials on all personal gear. The following statement will be part of all permission slips:
"Troop 19 is not monetarily responsible for any personal belongings brought to any activities."
- H. Campfires
- Only troop camp fires and patrol campfires are allowed and then only in areas designated by the SPL. Individual campfires are allowed only for advancement purposes and then only when the Scoutmaster or his designated assistant defines.
- I. Medication
1. A scout who requires medication during a troop activity must report to an adult leader for evaluation. Medication must be accompanied by the original container or a written description of the name, purpose, dosage, and directions for taking. Normally, medication will be collected by a designated adult leader and dispensed at the appropriate time.
 2. Written instructions from parents should indicate if the Scout should retain direct possession of the medication for self-administration.
 3. Any medications (even over the counter medications) require permission and directions from the parent/guardian on the permission form or in awritten letter.

J. Summer Camp

All Scouts must have completed four nights of camping activities with Troop 19 prior to summer camp. The scouts' parents/guardians must accompany the scout if this requirement hasn't been met. The Scoutmaster may make any exceptions to this requirement.

8) **FINANCES**

- A. All Troop checks require two signatures. All checks issued by the Troop Treasurer will have the payee filled out.
- B. All expenditures, excluding awards, over \$100 will require Troop Committee approval. See Scout Master Petty Cash Fund..
- C. It is the policy of Troop 19 that no Scout will be denied the scouting experience due to his financial limitations. Scouts who cannot pay for registration, dues, uniforms, uniform parts, necessary camping gear or anything required by the Troop or required for Troop events or High Adventure can contact the Scoutmaster or the Committee Chairperson to ask for assistance. The Troop will consider assisting the Scout if Troop 19's Campership Fund Application is filled out and returned to the Scoutmaster and/or Committee chairperson. The Troop Committee will for review and approve the application. The name of the scout will be held in confidence by the Scoutmaster and Committee Chairperson.
- D. Scouts are expected to participate in these fundraisers to help pay their own way.
- E. Registration and Dues:
1. See section 2.4.a) for a definition of active status
 2. Registration fees and monthly dues will be established by the committee on a yearly basis at the August Committee Meeting..
 3. Registration for active adults is paid from Troop funds. The Troop Committee will determine if the adult has been active in the previous year prior to registering them.
 4. Scouts who transfer from another troop or who joins from a Cub Scout Pack are responsible for providing all documents and information required by Rainbow Council to qualify for this transfer fee.
 5. Scouts who do not pay their registration fee by December 1 will be dropped from the charter and will notified that they have been dropped. They will be notified of the consequences of being dropped. They have two months to pay for their charter in order to retain any money they have in their Scout account. To regain their Scout account money, the Scout must pay his registration fee along with back dues.
 6. All scouts registering with Troop 19 for the first time will receive the following items with their registration fee:
 - a) Subscription to "Boys Life Magazine"
 - b) Troop 19 neckerchief Replacement Cost to be determined at current prices
 - c) Troop 19 belt totem Replacement Cost to be determined at current prices
 - d) Troop 19 headgear Replacement Cost to be determined at current prices
 - e) Troop 19 Class "B" T-shirt Replacement Cost to be determined at current prices
 7. Dues are paid to the Patrol Scribe, the Troop Scribe or the Troop Treasurer by cash, or check each month. Advanced payment of dues will be accepted. If a scout is three or more months behind in dues, he may not be allowed to attend scout activities until dues are caught up.

F. Scout Accounts

1. Each Scout upon registering with the Troop is set up with a Scout account. He can earn money for his Scout Account from Troop fund raising events.
2. Scout Account money can be used for any personal scouting expense, such as activity fees, summer camp, High Adventure, uniforms, handbooks, camping gear, registration, etc.
3. When a Scout participates in a fundraiser, his portion of the profits earned by the Troop is placed in his Scout Account. The Scout will receive a Scout Account Report twice a year on all activity within the account and the current balance.
4. When a parent, guardian or sibling participates in a fundraiser, their portions of the profits earned by the Troop are placed in their Scout's account.
5. If a Scout wants to use his Scout Account money for a personal scouting item, he must get approval from his Scoutmaster and parent prior to purchasing the item to make sure it can be purchased with Scout Account money. When the Scoutmaster approves the purchase, the Scout purchases the item or items and turns the receipt into the Treasurer who reimburses him from his Scout Account.
6. When a Scout leaves the Troop, any money remaining in his Scout account is no longer available to the Scout. The money is transferred into the general Troop Treasury. If the Scout registers again after two months, his Scout account starts again with no money.
7. When a Scout graduates by turning 18, any money he has in his Scout Account is available for one year. Any money left in the account at the end of one year is transferred into the general Troop Treasury. The rules for spending money in this account do not change.
8. Money can be transferred between Scout Accounts only at the written request of the scouts and parents involved.

G. Fundraisers

1. BSA policies states, "it is important to remember that individual youth members are also expected to earn their own way." It is the Troop Committee's responsibility to provide several fundraisers throughout the year. Participation in these fundraisers is voluntary. A ratio of the split between the scouts and the Troop will be determined for each fundraiser, by the Troop Committee. Special prizes may be awarded to top sellers at the discretion of the Troop Committee.
2. Fundraisers are needed to:
 - a) Provide means for scouts to earn money for activities and fees.
 - b) Buy new equipment for the Troop as designated by the Troop Committee.
 - c) Replace worn out Troop equipment.
 - d) Provide for present and future Troop expenses (e.g., trailer, website, propane fuel, insurance, awards, etc).
 - e) Provide operating expenses to conduct Troop business.
3. Knights of Columbus hold an annual "fish fry". Troop 19 scouts and adults are needed on several Friday nights to help clean up after the event. The Knights of Columbus have been generous in their donation to the general Troop Treasury.
4. Rainbow Council has an annual "popcorn sale" fundraiser that Troop 19 participates in. Scouts selling popcorn will earn a portion of the profits for their scout account.
5. Additional troop fundraisers will be announced as they are needed and are decided upon by the troop committee.

H. Scoutmaster Petty Cash Fund:

1. The scoutmaster or adult event leader in charge, of any specific event when the scoutmaster is not present, shall have access to a petty cash fund of no more than \$100.
2. The scoutmaster or event leader in charge, shall use the petty cash fund for scout related reasons as deemed appropriate.
3. Expenditures will only be reimbursed from this fund if receipts are submitted..
4. The scoutmaster and troop treasurer shall determine when it is appropriate to replenish this fund in order to remain in its maximum level.

I. Reimbursement Requirements:

1. Troop 19 supports the training of all its adult leaders. All training reimbursement must be approved by troop committee majority vote, prior to the training. Receipts for authorized expenditures shall be submitted to the troop treasurer for reimbursement.
2. Expenditures not substantiated by receipts shall not be reimbursed, unless authorized by a troop committee vote.
3. Expenditures made without authorization of the troop committee, must be brought in front of the committee for a majority vote, before the person is reimbursed.
4. Expenditures older than two months shall not be reimbursed unless authorized by the troop committee.

9) **TROOP EQUIPMENT**

A. The Troop quartermaster will provide equipment in good operating condition and make it available to all scouts for camping. It is the responsibility of each scout to take proper care of the troop/patrol equipment. Scouts and /or a patrol found intentionally abusing equipment will be required to replace what they have damaged or lost. All troop equipment is property of St. Mary's, Knights of Columbus.

B. The troop committee will strive to provide the following equipment:

- | | |
|------------------------------|-------------------------------------|
| 1) Troop tents | 11) Lanterns and cases |
| 2) BSA Patrol cook kits | 12) Cast iron sets |
| 3) Chef utensils | 13) Water containers |
| 4) Patrol boxes | 14) Was tubs |
| 5) Cooking stoves | 15) Propane tanks and trees |
| 6) Fire water buckets | 16) Patrol boxes and first aid kits |
| 7) Troop trailers | 17) Flags |
| 8) Shovels, saws, axes, etc. | 18) Dining flies |
| 9) Troop First Aid kit | 19) Pots for hot water |
| 10) Chef Stove | |

C. It is the responsibility of each scout to provide his own personal equipment for outings.

(See the scout handbook or the troop handout for suggested personal gear list).

- 1) All scouts when attending camp outs are required to bring their own mess kit, silverware, and cup. (Mark or engrave on all gear)
- 2) Scouts are responsible for bringing water, weather appropriate clothing and necessities to all events.

10) **CODE OF CONDUCT**

A. All SCOUTS and SCOUT LEADERS are required to subscribe to the scout oath and law.

B. The use of tobacco by scouts is prohibited.

C. The use of tobacco by adult leaders should be with discretion per policy, and never done in front of the scouts.

D. The use of alcoholic beverages and illegal substances is strictly forbidden at all scout functions and scout reservations.

E. Upon this agreement, if any scout is thought to be partaking in such activities, the incident needs to be brought to the attention of the scout master, committee Chairperson and charter representative, where they will take action.

- F. The use of foul language or offensive discriminatory remarks of any kind is absolutely prohibited at all scout activities.
- G. Unless authorized by the scoutmaster, no other clothing other than the Class "A" uniform may be worn at scout functions. At no time will clothing that bears advertisements of tobacco, or alcohol, or sexually explicit illustrations, or foul or suggestive language, or any other inappropriate statements be allowed at functions.
- H. Adults should set the example at all times, and not be disruptive during troop meetings or outings. If adult leaders need to talk, they will seek privacy in another room.

11) **DISCIPLINE PROCEDURES**

A. First Offenses

1. In the event a scout leader needs to discipline a scout or prospective member, the leader will give the Scout or prospective member two separate warnings and explain exactly what conduct the scout or prospective member must correct.
2. If the third warning is required and "First Offense" committed, the following steps will be taken:
 - a) The Scoutmaster, Assistant Scoutmaster or Leader in charge will meet with the parent(s) or guardians(s) to discuss the discipline problems with them and inform them that this behavior will not be tolerated.
 - b) The parent(s) or guardian(s) will then be required to attend the next Scout activity with their scout, in order for the scout to participate.
 - c) The Troop Committee Chairperson must be notified by the Scoutmaster, Assistant Scoutmaster or Leader in charge, and given all the details.
3. At the Scoutmaster's discretion, any Scout receiving discipline under a "first offense" may be given a probationary period, ranging in length in charge, and given all the details.
4. If the Scout has no further incidents during the probationary period, the first offense will be removed from his record. The purpose of the probationary period is to give the Scout a goal and to insure that he is not penalized his entire Scouting career for one mistake. It is hoped that this will provide the Scout with a sense of achievement and further his interest in Scouting.
5. In the event that another incident occurs during the probationary period, it will be treated as a second offense and no consideration for probation will be allowed.

B. Following the Second Offense, the following steps will be taken:

1. The Troop Committee Chairperson must be notified by the Scoutmaster, Assistant Scoutmaster, or Leader in charge and given all details of the offense.
2. The Troop Committee Chairperson will notify the parent(s) or guardian(s) of the involved scout.
3. The parent(s) or guardian(s) and the Scout or prospective member must appear before the Troop committee to discuss the problem.

C. Following the Third Offense, notification follows the same pattern as above. The parent(s) or guardian(s) will be requested to remove the Scout or prospective member from Troop 19.

1. Although this procedure provides for a three-step procedure, the Troop Committee upon request of the Scoutmaster or Committee Chairperson may decide at any time, that in the best interests of Troop 19, a Scout be informed that he will have to find another troop to continue his scouting program.
2. Every effort should be taken to maintain the confidentiality of the person(s) involved. The aim of this policy, when invoked, is to reach out to the scout and provide him with guidance on how he can improve and become a better scout. Extra attention will be accorded these scouts to insure that they are given every chance to succeed and prove themselves. At this time, Scouting is the best thing for these boys and the Troop leadership will do everything possible to maintain their interest in Scouting.

Scout Statement of Agreement

I hereby affirm that I have read and understand the policies of Troop 19.

I agree to conduct myself according to these policies and to submit myself to the discipline of the Troop as set forth herein, as a condition of membership in the Troop.

I will conduct myself courteously and show respect to my fellow scouts and to my Troop and adult leaders at all times.

Scout's Name (Printed)

Scout's Signature

Date

Witnessed by Parent/Guardian

Date