

TROOP 499

"Old Glory"

Troop Bylaws & Guidebook

INTRODUCTION

Welcome to the Boy Scouts of America and "Old Glory" Troop 499! As a parent of a Boy Scout, you are giving your son the opportunity to experience adventure, learning, challenge, and responsibility. Boy Scouts is a "boy-run and boy-led" program, which will provide your son with an opportunity for personal growth and a lot of fun. The mission of the Boy Scouts of America is to serve others by helping to instill values in young people, and in other ways to prepare them to make ethical choices over their lifetimes, while achieving their full potential. Troop 499 is dedicated to providing a positive experience for your son.

HISTORY :

There lives a great big tree... She belongs to you and me! "Old Glory" is her name, and she's gained a lot of fame... "Old Glory" is a magnificent Valley Oak, deep-rooted in a canyon of Stevenson Ranch, where she has thrived for over 400 years. During the cold of winter, this mighty oak tree is dormant, storing up tremendous energy. As spring approaches and the weather begins to warm, the first signs of life begin to appear. Her fresh new cloak of **green** leaves burst out almost overnight and is a sight to behold! Enhanced by the majestic **blue** skies above, these images fill us with inspiration and the desire to explore nature's boundless beauty filled with limitless adventures. These oak trees were also vital in sustaining the lives of the indigenous peoples of this valley, not only with food from its acorns, but with a jet **black** pigment as well, produced by having the bark boiled and mixed with the iron oxides of the soil to be used in tattooing, coloring of baskets, fish nets, and tanning hides.

The vision that led to the formation of "Old Glory" Troop 499 was inspired by the need for a local Boy Scout program where the emphasis is on outdoor experiences and time-honored traditions. On November 14, 2004, the founders, Jim Chikato and Nina Rettke, held the Inaugural Ceremony and Celebration beneath the boughs of "Old Glory", unveiling the vision, and acknowledging the willingness of the newly formed Troop 499 Committee and Leadership to promote and enhance the Boy Scouts of America program of this newly formed unit. We wear three colors, and each represents something special to us; defining our spirit! The **green** of "Old Glory's" leaves is symbolic of bridging new Scouts into our Troop in early April. This is what sustains the life of our Troop! The skies of **blue** inspire us, promoting inner peace and the desire to learn, to be understood; guiding us along our path in life, a life based on values, good deeds,

and honor. The **black** segment of our neckerchief anchors our Troop patch proudly displaying "Old Glory", the symbol of our Troop. She stands for determination, perseverance, and longevity; reminding us of our "deep-rooted" heritage!

Troop Mission

Following in the traditions established by Lord Robert S. Baden-Powell in 1907, Troop 499's mission is to teach these principles in an atmosphere of recreation and fun that allows young people to develop self-confidence, leadership and moral character. More and more adults, trained as Scouts, are taking their places in today's world as responsible adult leaders, including leaders of industry, elected officials, astronauts, and even a few Presidents.

Unlike Cub Scouting, Boy Scouting is a youth-led organization. The Scouts learn responsibility and how to organize and lead the Troop. All the Boy Scouts in the Troop will be working on the trail to First Class ranks to ensure they have the necessary skills to succeed in scouting activities. Additionally the Troop will support and encourage Scouts to achieve the Star, Life and Eagle ranks as well as advancement beyond Eagle relative to each Scouts' individual interests and ambitions. They will not only learn how to lead a team to a goal, they will actually lead teams of Scouts in a number of challenging situations. Sometimes the lessons are hard, but we try to make sure that all challenges we place before the Scouts are an adventure! After training, and with adult supervision, **the Scouts run the show**. We use the following methods to accomplish our aims:

Ideals - Each Scout commits to the personal behavior guides and standards in the Scout Motto, the Slogan, the Oath, and the Law.

Patrols - Patrols give Scouts experience in teamwork, democracy, and leadership.

Outdoors - Scouting emphasizes outdoor activities, which fosters an appreciation of nature and our environment. Along the way, Scouts practice and learn new skills and develop confidence in their own abilities to cope with obstacles. Scouting is outing! Your child will advance and enjoy Scouts when going on outings. **If they do not go on outings, there is a very good chance that they will lose interest in the program.**

Advancement - The advancement program provides Scouts with a ladder of skills to climb at their own pace. On the way up, there are many opportunities to learn, and to be recognized for achievement.

Personal Growth - All of the other methods contribute to the personal growth of the Scout through experience. The quest for growth is a method too.

Adult Association - Adult leaders, male and female, provide an example to Scouts of the high character they should strive for in their personal growth.

Leadership Development - Enabling Scouts to have leadership experiences is one of the most valuable things Scouting does.

Uniform - The Uniform reminds a Scout of who he is and what is expected of him. It identifies the Scout as part of a patrol, troop, council, and worldwide youth movement. He can take pride in being a Scout, and in the achievement shown on the uniform and sash.

For families to achieve the full benefit from the program, parents should realize that Scouting is as educational as sitting in a classroom.

ORGANIZATION

Troop 499 is a member of the Bill Hart District of the BSA Western Los Angeles County Council. Our Troop's organization consists of a Chartered Organization - the Greater Santa Clarita Optimist Club, a Troop Committee, the Troop, and the Troop's parents.

MEMBERSHIP

Applicants with their parents or guardian must meet with the Scoutmaster, an Assistant Scoutmaster, or the Committee Chair to become informed as to how Troop 499 functions, what the boy's and parents' responsibilities are, and to allow the parents and boy to ask questions about the Troop. Troop 499 will welcome all boys who meet the requirements for participation in the Boy Scouts of America program. The Troop Committee reserves the right to manage and control the number of Scout members based on available resources, in order to insure an effective and positive experience for the current members of the Troop. In situations where Troop size is deemed too big, the Committee may establish a waiting list for any boys demonstrating continued interest in joining Troop 499, with placement into an appropriate patrol as openings become available. The recommended patrol size is limited to not less than 5 and not more than 8 boys, unless the Committee and Scoutmaster determine that a temporary adjustment to these guidelines is warranted. The Troop is made up of several patrols.

SCOUT COMMITMENT

Every Scout registered with Troop 499 will actively participate to his best abilities in the Troop program and commits to:

- Attend Troop outings. (Summer camp, weekend Troop outings, monthly Troop meetings, etc.)
- Attend patrol meetings.
- Attend all Courts of Honor. (Held quarterly)

- Participate in Troop sanctioned fundraisers. (Popcorn sales, garage sales, etc.)
- Participate in Troop sanctioned, Scoutmaster approved service projects.

Scout families are expected to refer to the Troop calendar for information on Troop events and outings. The Calendar can be viewed on the Troop website: <http://www.oldglorytroop499.com/>

Calendar changes will be posted on the website as well as communicated at the patrol meetings and by e-mail. Every family is responsible for making sure their contact information with the Troop is kept current at all times.

Scouts in the Troop should be active participants. While there is no expectation that Scouting be the only activity in which the Scout participates, Troop involvement should be one of the Scouts' priorities since involvement is to the benefit of the Scout. If a Scout consistently misses Troop activities, the Scout, his parents and the Scoutmaster will review the appropriateness of the Scout's continued status as an active member of the Troop.

A typical year in Scouting involves a variety of activities. Troop 499 Scouts enjoy weekend outings, day hikes, camping, bicycle trips, backpack trips, white-water rafting, fishing trips, bowling, rappelling and rock climbing, rifle and shotgun shooting, snow camping, skiing and snowboarding trips, summer camp, and lots more. All of these activities require adequate adult participation to provide safety and transportation. Costs will vary according to the event. However, all Scouts have an opportunity to offset these expenses by participating in fundraising events.

PARENT RESPONSIBILITIES

The Troop cannot function without the active involvement of every parent. Your role is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel in. We strongly encourage every parent to volunteer for a committee or adult leader position, participate in Troop outings and activities.

Parents are ultimately responsible for transporting their sons to campouts and other Troop activities. Carpool drivers must strictly adhere to BSA guidelines regarding vehicle insurance and safety requirements as stated in the Guide to Safe Scouting, and must furnish updated information for purposes of obtaining Tour Permits. All drivers must be 21 years of age or older. Carpool guidelines can be found on the Troop 499 website in addition to the BSA District/Council websites.

Parents are responsible for picking up their sons promptly after a Scouting event. Parents are requested to arrive prior to the stated return time, out of respect for the leaders who attended and/or drove.

ANNUAL COMMITTEE/PARENTS' MEETING

The Troop Committee Chair will convene an Annual Committee/Parents' Meeting in early November of each year. The purpose of this meeting is to present the unit's program for the coming year with activity calendar, proposed budget and associated fundraising activities, and introduces elected Committee officers, adult leaders. Parents/guardians of all boys currently registered with the Troop are highly encouraged to attend the meeting since it is for their benefit.

TROOP COMMITTEE

The Troop Committee is the Troop's board of directors; it supports the Troop program, and is responsible for the following:

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop property.
- Ensures the Troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.
- Appoints individuals to fulfill various roles deemed necessary to support the Troop.

The Troop Committee is made up of the Charter Organization Representative and all registered Troop 499 adult leaders. Individuals must "opt-in" to become a voting member. The process to "opt-in" requires notification in writing, via email to the Committee Chair and Committee Secretary. Leaders may "opt-in" or "opt-out" at any time, but least 48 hours prior to the next committee meeting.

1. CHARTERED ORGANIZATION REPRESENTATIVE - Is a member of the Chartered Organization, the Greater Santa Clarita Optimist Club, and serves as the liaison between the Troop and the Chartered Organization, which in essence is our sponsor and owns the Troop.

2. ELECTED OFFICES - Persons to fill the following key positions will be elected by a majority vote of the **full** Troop Committee (see Committee Meetings section regarding quorum):

- Troop Committee Chair
- Scoutmaster
- Treasurer
- Secretary

The Troop Committee will evaluate elected incumbents at least every two years, including reconfirming the individual's desire to continue in the position.

Elections will be held as positions become vacant or, if approved by the Troop Committee, when an appropriately qualified individual expresses a desire to replace the incumbent. Candidates must submit their name and requested position to the Committee Chair at least 2 weeks prior to the Committee meeting designated for election. Elections will be conducted via secret ballot.

Election of all positions other than a new Scoutmaster will take effect immediately following the announcement of the election results. If the Troop Committee elects a new Scoutmaster, the Scoutmaster-elect will be presented for approval to the Charter Organization Representative.

3. APPOINTED OFFICES - Persons to fill these positions will be appointed by Committee Chair and re-confirmed by a majority vote of a quorum of the Troop Committee. *Nominations should be discussed with the Scoutmaster prior to appointment.* Appointed offices are reviewed annually and may include the following, or similar to, positions:

- Advancement Coordinator
- Board of Review Coordinator
- Chaplain
- Communications Coordinator/Webmaster
- Eagle Court of Honor Coordinator
- Fundraising Coordinator
- Leader Training Coordinator
- Membership Coordinator
- Merchandise Coordinator and Uniform Exchange
- Outdoor Program Coordinator
- Refreshments Sub-Committee Coordinator
- Transportation Coordinator
- Troop Equipment Coordinator/Quartermaster

If any member of the Troop Committee shall at any time cease to meet the qualifications to fulfill the duties of the position (including lack of participation), that person shall be removed from that Office by a resolution adopted by 2/3 vote

of Troop Committee members in attendance at a Committee Meeting, provided a quorum is in attendance (see Committee Meetings section regarding quorum).

4. COMMITTEE MEMBER EXPECTATIONS – Committee members are expected to:

- Participate with the interests of the Scouts and related program as their priority.
- Fulfill the role and responsibilities of any specific position they serve to the best of their abilities.

5. COMMITTEE MEETINGS - Elected and appointed Committee members shall meet regularly on the first Tuesday of each month, or alternative designated date as the calendar dictates, to discuss Troop business. The location and start time for each monthly meeting, as well as a written agenda, will be communicated by the Troop Committee Chair in advance. The meetings shall be open to all parents of registered members of Troop 499 and invited guests of the Troop Committee.

A quorum will exist when fifty one percent of the Troop Committee members are present. Meetings are appropriate without a quorum. However, no matters requiring a quorum may be decided. A quorum is not required to make decisions related to the on-going operations of the Troop (i.e. calendar dates, event expenditures, etc.).

Youth do not attend Troop Committee meetings unless by special arrangement and invitation (i.e. to present Eagle Project Plans, annual program planning etc.). Scoutmaster is the liaison to the PLC.

All Troop Committee and sub-committee meetings will be governed by the Troop Bylaws and Guidebook and operate under basic rules of decorum as outlined in Robert's Rules of Order.

6. EXPEDITED APPROVAL - In an emergency situation and/or where the expenditure is not in conformance with the approved annual budget:

- If at or below \$100, may be approved jointly by the Committee Chair and Treasurer.
- If greater than \$100, the Committee Chair shall be authorized to contact all Committee members by telephone or electronic mail to discuss the matter and conduct a vote. Approval constitutes a majority vote of full Troop Committee received by the voting deadline established by the Committee Chair. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

7. AMENDING THE TROOP BYLAWS AND GUIDEBOOK – The Troop Bylaws and Guidebook should be reviewed every two years to ensure that the principals

outlined in the Bylaws and Guidebook remain current to the goals and operations of the Troop. The Committee Chair should appoint a committee to conduct this review. Interim amendments to the Bylaws and Guidebook may be made by a majority vote of the full Troop Committee. Proposed amendments shall be introduced at one Committee meeting, published to the entire Troop Committee, and presented for vote at a subsequent Committee meeting.

8. TROOP SPONSORED TRAINING – The annual Troop Budget should include a subsidy for adult leader training to ensure ample trained leaders are available to support the annual outing schedule. The Committee must approve all reimbursements for adult and Scout training events per budget allowances.

9. BOARDS OF REVIEW - Composed of registered Troop leaders other than the Scout's parent(s), legal guardian(s) and patrol advisor(s). The goal of the Board of Review is to determine the Scout's attitude and acceptance of Scouting ideals, to discuss the Scout's experiences in the Troop and the Troop program, and to encourage him to keep working toward advancement. The purpose of a Board of Review is **not** an examination.

The Board of Review Coordinator is responsible for arranging timely Boards of Review for Scouts who have completed all of the requirements for Tenderfoot, Second Class, First Class, Star, Life, Eagle and Eagle Palms, and have completed their Scoutmaster Conferences. The Scout is responsible for contacting the Board of Review Coordinator to arrange this meeting.

SCOUTMASTER'S RESPONSIBILITIES

The Scoutmaster is the adult leader responsible for the public image, as well as program for the Troop.

1. DELIVERING THE PROMISE - The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job lies in the quality of his/her guidance, which will affect every youth and adult leader in the Troop. The Scoutmaster's duties include:

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Identify or recruit key adult leadership positions to support the Troop Program. *Nominations should be discussed with Committee Chair prior to appointment.*
 - First Assistant Scoutmaster
 - Patrol Advisors - Asst. Scoutmasters
 - Summer Camp Coordinator
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with adult leaders to coordinate efforts in support of the program.
- Meet regularly with the Patrol Leader's Council for training and coordination in planning Troop activities.

- Attend all Troop meetings and outings, or when necessary, arrange for a qualified Assistant Scoutmaster as a substitute.
- Attend Troop Committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

2. ANNUAL PLANNING MEETING - The Troop supports the BSA goal of encouraging a "boy-run" troop. In August of each year, the Scoutmaster shall arrange meetings with the youth leaders of the Troop with the goal of establishing a proposed program for the next year. This proposed program may include monthly campouts, monthly themes for the meetings and upcoming Summer Camp options. The Scoutmaster is encouraged to discuss the financial issues related to the Scouts' chosen activities with the youth leaders and impress upon them to discuss the same with their parents. The proposed program will then be presented to the Troop Committee for approval, to ensure that there is sufficient adult support for each activity and that all activities are aligned with the goals of scouting and the mission of the Troop.

3. PARENT ORIENTATION – Follows spring bridging and is targeted for new families. Scoutmaster provides an overview of Boy Scouts and the Troop 499 program, including but not limited to the following; the patrol method, meetings, advancement, merit badges, outings. Refer to supplemental document for details.

4. PATROL LEADER COUNCIL AND ELECTIONS - The Senior Patrol Leader (SPL), Patrol Leaders (PL), and other youth officers run the Troop. The Patrol Leader Council (PLC) consists of all boys holding Troop positions. The PLC meets with the Scoutmaster once a month.

Duties of the various scout positions are detailed in related position documents available on the Troop website. Elections will occur bi-annually with some positions carrying a term of 12 months. The Election process is determined by the Scouts and Scoutmaster.

5. ADVANCEMENT - We do not look at advancement as a goal, but as a natural outcome of a planned, quality Troop program integrated with outdoor activities. There are four steps of advancement. The Scout learns, he is tested, he is reviewed, and he is recognized. Troop 499 will conduct a Court of Honor once a quarter. The Court of Honor is a public ceremony during which the Scouts are recognized for their achievements. Parents and all other interested individuals are encouraged to attend.

6. DISCIPLINARY ACTIONS - Every Scout is required to live by the Scout Oath and Law at all times when wearing the Scout uniform, or while attending any Troop 499 outing or event. Disciplinary actions will be dealt with in strict confidence. The Scout's parents will be fully informed of the issue. Generally, the process will progress from the Patrol Advisor(s), to the Scoutmaster, to the Committee Chair, to the Troop Committee as necessary. As such, if the matter can be resolved at the Patrol Advisor level it should end there and, at a minimum, the Scoutmaster should be informed.

SCOUT FINANCES

1. FEE TO JOIN TROOP 499 - An annual fee for each Scout in Troop 499 shall be established in accordance with the annual Troop budget. Each registered adult leader pays an annual fee to renew their registration; the amount as established by the BSA.

2. UNIFORM - The Scout uniform is one of the eight methods used to achieve the three aims of Scouting. The uniform by itself cannot make a good Scout or a good Troop, but its use has been proven to improve both the Scout and the Troop because it is a visible symbol of Scouting and unity. Each Scout is required to have and wear, within reasonable amount of time after joining the Troop the following uniform items:

Field or "Class A" Uniform (must be worn to all Courts of Honor, Troop meetings, and to other activities unless instructed otherwise by Troop leadership). It includes:

- BSA Uniform with appropriate insignia and patches per BSA Insignia Guide and Boy Scout Handbook
- Troop number (single patch can be purchased from Troop)
- Troop 499 neckerchief (free to the Scout upon joining) (if lost, a new neckerchief to be purchased for \$25.00. ***However, per the decision of the Patrol Leader Council, if the original neckerchief was branded with a "Wilderness Name", its replacement can never be flown over the campfire and branded again.***)
- Neckerchief slide (can be purchased or made by the Scout)
- Troop 499 wide brimmed outback hat (Optional - purchased from Troop)
- Tennis shoes or hiking boots (no bare feet or open toed shoes).
- Troop 499 jacket (Optional - purchased from Troop)

Troop 499 Activity or "Class B" Uniform is appropriate for Troop meetings and patrol meetings unless instructed otherwise by Troop leadership. The Troop Activity Uniform includes:

- Troop 499 T-shirt (long and short sleeves - purchased from Troop)
- Tennis shoes or hiking boots. Socks are required.
- Olive pants, shorts or convertible pants.

Uniforms and insignia are worn a certain way. The Troop leaders and Scout Shop staff will be able to answer any questions you might have on where to put

what badge. Inside the cover of the Boy Scout Handbook, there are guides for badge placement. The Insignia Guide gives detailed instructions.

Scout Shop locations for purchase of Scout uniforms and supplies, are as follows:

Santa Clarita Valley Service Center
24338 Walnut Street
Newhall, CA 91321
(661) 284-6330
(661) 284-6955 (fax)
<http://www.billhartdistrict.org/service-center/>

Valley Scout Shop
16525 Sherman Way, Unit C-8
Van Nuys, CA 91406
(818) 781-1296

Some Uniform items are also available at Sports Chalet in Stevenson Ranch, and from J.C. Penney at <http://www.jcpenney.com>

The Uniform worn in Scouting is similar to a uniform worn in sports activities. Unless specified otherwise, Scouts are expected to arrive in "Class A" to all Troop activities and events, including campouts. Shirts must be tucked in at all times. The "Class B" T-shirt can be combined with the olive BSA pants or shorts. Jeans are not considered an acceptable alternative to uniform pants. Parents are expected to encourage their sons to wear the uniform appropriately.

Parents and Scouts are encouraged to donate used Uniform items to the Troop uniform exchange.

3. PATROL DUES - At the discretion of the individual patrol, and with the approval of the Patrol Advisor, a patrol may choose to charge nominal dues to facilitate Scouting activities within that patrol throughout the year.

4. SUMMER CAMP - Summer camp costs are always increasing. Every Scout is encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise. Each year the Summer Camp Coordinator will provide parents with a payment schedule starting in December or January. We have found that it is very important for new Scouts to attend Summer Camp the first year or two that they are in the program. Advancement happens faster at camp and provides a week-long team building activity for your son's patrol!

5. OUTING COSTS - Each Scout shall pay for his own food and activity fee (if applicable) for each campout or activity. Each Patrol will assign a grubmaster for the campout. The grubmaster will be responsible for establishing the menu,

shopping and collecting the funds from each Scout. Camping permission slips (Troop "Orange Cards") and activity fees (if applicable) shall be collected by the Scout coordinator for that event and turned into the appropriate adult leader prior to the activity.

The cost of transportation (fuel, van rentals, etc.) will be shared equally by the passengers in the vehicles, excluding the driver.

6. ADDITIONAL EXPENSES - Each Scout is expected to provide their own minimum individual Scout gear and necessary personal articles per their "10 Essentials List" for each outing. Scouts should have an appropriate means for transporting their camping gear and personal items, to include a backpack and/or duffel bag depending on the nature of the event. No Scout will be allowed to carry gear in paper or plastic bags.

- The Troop issues Patrol gear such as tents, dutch oven stoves for cooking at campouts, and cooking utensils. **Scouts are responsible for the proper care and cleaning of Troop issued gear (parents may be charged for damage to gear beyond normal wear and tear).**
- The gear the Scout will need to borrow or purchase will depend on the activities in which he will choose to participate. All will require weather appropriate clothing.
- Day hikes will require a water bottle, day-pack, sturdy shoes, and compass. (Ten Essentials rule applies - see Boy Scout Handbook)
- Backpack trips will require a backpack, lightweight sleeping bag, ten essentials, ground cloth, line, and hiking boots.
- Tailgates (group camps not on backpack trail), day-hike gear applies.
- Camp will require a sleeping bag, and a soft-sided duffel, full Field ("Class A") and Activity ("Class B") Uniforms.

TROOP EXPENSES

1. MAJOR EXPENSES - The Troop shall be responsible for paying the following expenses from the general fund:

- Troop Registration (at annual re-charter with Council)
- Boy's Life Magazine (one subscription per family).
- Troop Insurance (annually)
- Troop equipment (as needed - Committee approval required)
- Advancement pins, merit badges, rank patches, etc.
- Leadership training costs for Troop Scouts and adult leaders. (Committee approval required)

2. ROUTINE EXPENSES - In addition, the Troop may incur the following ongoing expenses as the budget permits:

- Gear storage.
- Bank charges and check printing.

- Office supplies
- Quarterly Court of Honor expenses
- Eagle Court of Honor expenses
- Copying, postage
- Refreshment expenses associated with the Annual Committee/Parents Meeting.

3. EXPENDITURE APPROVAL - A Pre-Approval vote of the Troop Committee members will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop budget. Approval must be secured prior to the expense, or the individual runs the risk of non-approval and non- reimbursement.

TROOP FINANCING AND FUNDRAISING

1. GOALS OF THE TROOP FINANCING PROGRAM - The Troop Financing Plan has been designed to provide funds to operate the Troop on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having those events pay for 100% of the costs of operating the Troop. The program is intended to reward those Scouts who participate in fundraisers by having 60 percent of Troop proceeds, generated by each participating Scout, added to the individual Scout's fund.

2. FISCAL YEAR - The Troop 499 Fiscal Year corresponds to the calendar year.

3. ANNUAL BUDGET - A proposed annual budget will be prepared by the Treasurer, Committee Chair and Scoutmaster and presented to the Troop Committee during the Troop's Annual Planning meeting. The budget should include an itemized breakdown of all expected expenses needed to support the program for the next year. The annual budget will be reviewed and approved by the Troop Committee.

A preliminary budget should be developed and reviewed early enough to allow for changes to the annual dues such that the annual dues can be communicated to parents in conjunction with the annual budget and program calendar.

4. SCOUT'S FUND - The Treasurer will create a Scout's Fund for each Scout. Contributions to this fund will be made through participation in Troop fundraising events with 60% of the monies raised distributed to the Scout's Fund. The remaining 40% will be deposited into the Troop General Fund to supplement the Troop program. The Treasurer will make this information available in preparation for any major scouting event (like summer camp) and when requested by any parent/guardian. The Scout's Fund can be used to pay for Summer Camp, outing fees or Scouting related expenses. A signed parental release will be required for every withdrawal of funds from this fund. Scout Fund money earned by any

Scout and not used by the time that Scout leaves the Troop shall be returned to the Troop General Fund (unless the boy attains Eagle, in which case any remaining monies can be directed toward his Eagle Court of Honor).

5. FUNDRAISERS - The Troop encourages the organization of fundraising events to allow the Scouts to pay for Summer Camp, outing fees and general Troop program costs. The success (or failure) of this endeavor rests with the parents, by encouraging the Scouts to participate in every fundraising event. In this way, the costs of the program can be borne by those that gain from it - the Scouts. Fundraising activities shall be supervised by the Fundraising Coordinator, but all parents are encouraged to participate. These activities will include recycling drives, hike-a-thons, car washes, participation in at least one Council sponsored fundraiser (i.e., popcorn) and other activities suggested by the Troop's Patrol Leader Council, the parents, or the Troop Committee, and agreed to by the Troop Committee members. Monies collected through fundraisers will be proportioned to the Scout Fund of those Scouts who participate. The method of this distribution will be managed by the Fundraising Coordinator and approved by the Troop Committee.

We recognize that some scouts will be involved in a number of extra-curricular activities, which might preclude their participation in the Troop fundraising activities. Accordingly, we would encourage those parents to consider making a supplemental donation to the Troop so their son shares in funding the overall program costs.

7. FRIENDS OF SCOUTING - Each year our council operates its Friends of Scouting (F.O.S.) campaign to raise money for the Council operations. The Council is responsible for maintaining the Council camps, as well as other Council activities, local BSA administration, leader materials, and local advertising. Troop 499 believes that it is important to support this activity, however, contributions are voluntary.

Troop 499 – HARSHIP POLICY

“No child should be left out of Scouting due to financial reasons!”

- Hardship cases should be brought to the attention of the Scoutmaster.
- A sub-committee comprised of the Scoutmaster, Committee Chair, and Scout's Patrol Advisor will evaluate each individual case, render a decision, and advise the family.
- Confidentiality will be observed.
- Upon approval by the Sub-Committee, the Troop will reduce the registration fee to that which is the annual fee required by BSA National for dues and subscriptions, or an alternate amount deemed appropriate.
- Hardship cases are evaluated on an annual basis.
- The Scout and parent agree to actively participate in Troop fundraising activities.

SAFETY - ADULT AND SCOUT

1. MEDICAL FORMS - In order to safeguard the health and safety of Troop 499 Scouts on all outings, each Scout, adult and guest will be required to bring two "**Orange Cards**", Medical Information and Release Cards, displaying a current photograph of the Scout to every outing. One card stays with the Scout at all times while the other is given to the responsible adult leader (driver while transporting, or outing leader during outings). It is the responsibility of the Scout and his parents/guardians to update and keep current the information on these "**Orange Cards**". **Parents should update orange cards annually.**

The BSA requires the completion of annual BSA medical forms for each scout and registered leader. For the protection of the Troop using BSA insurance, it is important to have this information updated appropriately.

Troop orange cards are summations of medical conditions and serve as replacement for permission slips for each individual outing. BSA medical forms establish the fitness level of individuals for outings and support BSA's insurance program.

2. TWO-DEEP LEADERSHIP - Two adults (minimum of one BSA trained adult), one of whom must be at least 21 years of age or older, are required for all trips and outings. **Regardless of training, every adult must complete BSA Youth Protection training.**

3. SAFETY RULE OF FOUR - No fewer than four individuals, always with a minimum of 2 adults, go on any backcountry expedition or campout. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.

4. TRANSPORTATION - AUTOMOBILES - It is essential that adequate, safe, and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips. BSA regulations per the Guide to Safe Scouting require that:

- Seat belts are worn by all occupants of a vehicle.
- All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than ten persons, including the driver, the driver must have a commercial driver's license (CDL).
- An adult leader, at least 21 years of age, must be in charge and accompany the group.
- The driver must be currently licensed and at least 18 years of age.
- Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of the station wagon.

- Trucks may not be used for transporting passengers except in the cab.
- All driving, except short trips, should be done in daylight.
- All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. BSA requires coverage limits of at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
- Do not exceed the speed limit.
- Do not travel in convoy.
- Driving time is limited to a maximum of 10 hours, and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.

5. SLEEPING ACCOMMODATIONS - (See Guide to Safe Scouting rev. 2005)

- Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- Male and female youth participants will not share the same sleeping facility.
- When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.
- If separate showers and latrine facilities are not available, separate times for male and female use of showers should be scheduled. The buddy system should be used for latrines by having one person wait outside the entrance, or provide OCCUPIED and UNOCCUPIED signs and/or inside door latches.

6. KNIVES - A sharp pocketknife with a can opener on it is an invaluable backcountry tool. Keep it clean, sharp, and handy. Avoid large sheath knives. They are heavy and awkward to carry, and unnecessary for most camp chores except for cleaning fish. Since its inception, Boy Scouting has relied heavily on an outdoor program to achieve its objectives. This program meets more of the purposes of Scouting than any other single feature. We believe we have a duty to instill in our members, youth and adults, the knowledge of how to use, handle, and store legally owned knives with the highest concern for safety and responsibility. Remember - knives are not allowed on school premises, nor can they be taken aboard commercial aircraft.

7. AXES - There is limited use for hatchets and axes, except as required for specific outings and for use only as appropriate.

- Scouts without a Totin' Chip card may use a hatchet only under instruction.
- Scouts with a Totin' Chip card may use a hatchet without supervision.
- Scouts with a Totin' Chip card and Paul Bunyon Axeman Award may use a $\frac{3}{4}$ axe without supervision.
- Otherwise, Scouts with a Totin' Chip card may use a $\frac{3}{4}$ axe under instruction for the Paul Bunyon Axeman Award.
- Full axes and double bladed axes are prohibited.

8. GUNS AND FIREARMS - Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought on camping, hiking, backpacking, or other Scouting activities except if specifically announced by the Troop and planned for target shooting under supervision of a certified BSA or National Rifle Association firearms instructor. If the Troop does not officially notify you that you can bring your own firearms, keep them at home.

9. RESTRICTED ACTIVITIES - A number of activities are restricted to Scouts at least fourteen (14) years of age and above. **There will be no exceptions made**, so please do not ask. Examples are High Course COPE, lead climbing, scuba, aircraft flying, and motorized vehicles, horse treks, caving, bouldering, handgun shooting and hunting!!!

10. UNAUTHORIZED ACTIVITIES - There are a number of activities that are not authorized in Scouting. They include, but are not limited to the following. Before planning any activity, please consult with the Scoutmaster, and (see Guide to Safe Scouting).

- All terrain vehicles (ATVs).
- Boxing, karate, and related martial arts - except judo, aikido, and Tai Chi.
- Exploration of abandoned mines.
- Flying in hang gliders, experimental class aircraft, ultra lights, hot air balloons, parachuting.
- All motorized speed events, including but not limited to, motorcycles, boats, and cars.
- Parasailing or any activity in which a person is carried aloft by a parachute, kite, or parasail.
- The activity called "Paintball", or War Games"
- Motorized personal watercraft such as jet-skis
- All activities related to bungee cord jumping or shock cord jumping.
- Participation in amateur or professional rodeo events.

INQUIRIES AND COMPLAINTS

All complaints and/or inquiries shall be directed to the Scoutmaster or Committee Chair.

AND FINALLY...

You are joining a great organization with a reputation of dedicated adult leaders, supportive parents, and resourceful BSA professional staff. Scouting is much more than enjoying the outdoors! It is an opportunity that reaches out and touches the spirit of all of us. How satisfying it is to help mentor our young men and empower them to challenge themselves to be all that they aspire to be! Armed with values, strength of character, and leadership skills, these young men will embark on a life's journey with promise of a bright and rewarding future! At "Old Glory" Troop 499, we are "deep-rooted" in history, tradition, and in Scouting Spirit.

RATIFICATION

The Troop Bylaws and Guidebook, as Amended on June 7, 2011 and set forth above, were completed and distributed to the Troop Committee on June 7, 2011. [Ratification formally approved by Troop Committee on July 31, 2011.](#)

References:

The Boy Scout Handbook

The Troop Committee Guidebook

The Junior Leader Handbook

Guide to Safe Scouting

The Scoutmaster Handbook

Boy Scout Field Book