

# Troop 869 Policies and Procedures

Revision 10 - February 2010

1. Troop meetings are held every Tuesday evening from 7:00 to 8:30 at the Clear Lake Presbyterian Church (1511 El Dorado Blvd, Houston, TX 77062), unless specifically noted in the calendar as a special event. Scouts are expected to attend troop meetings in Class "A" uniforms (see below) and bring their Boy Scout Handbook.
2. The troop will follow the Troop 869 rules of conduct, which were adopted by the Patrol Leader's Council (PLC). The Scout Oath and Law are the principles by which we will judge behavior.
3. The troop recharter every March. Failure to pay fees before the troop recharter will require the scout or adult to re-register with the Boy Scouts of America. A current registration is required for participation in all Boy Scout activities.
4. Advancement for Tenderfoot, Second Class and First Class may be signed off by the Senior Patrol Leader, the Assistant Senior Patrol Leaders, Troop Guides, Troop Instructors, Junior Assistant Scoutmasters, Assistant Scoutmasters or the Scoutmaster. Advancement sign off should preferably be by the scout leaders. Assistant Scoutmasters and Scoutmaster sign off should be as a last resort. It is expected that any sign off will be completed in accordance with BSA advancement policy. Specifically, the Scout must demonstrate that he has acquired the skill or completed the task exactly as stated in the requirement.
5. Scoutmaster's conferences, for the purpose of advancement, must be completed prior to a Board of Review. The "Troop 869 Request for Scoutmaster's Conference and Board of Review" must be completed and signed by the Senior Patrol Leader before a Scoutmaster's conference will be held. Scouts must present their Scout Handbooks to the Advancement Chairman for verification and updating of the troop records. Preferably, the Advancement Chairman should sign off before the Scoutmaster's conference, but if the Advancement Chairman is unavailable, this step may be completed after the Scout Master Conference, but before the Board of Review.
6. For the purpose of defining active participation for the ranks of Star, Life, and Eagle, the following minimum will be applied: "Actively participate in 70% of all troop sponsored activities each month for the three months immediately preceding the Scoutmaster's conference for the rank advancement desired." If the scout's participation is lower than 70% and the scout feels that he has a valid reason, he should present his case to the Scoutmaster. If the scout does not agree with the Scoutmaster's decision, the scout has the option of appealing the decision to the Troop Committee. Appeals will be made by the scout and the decision of the committee is final.
7. The Troop Committee will meet monthly. This meeting is open to all parents, and regular attendance is highly encouraged.
8. Boards of Review. Contact the Board of Review Chairman to schedule a Board of Review. Call the Board of Review Chairman by the Sunday before the scheduled date to schedule a board.
9. Courts of Honor are scheduled every quarter. The Courts of Honor for the fiscal year will be scheduled at the Troop Operations Workshop (TOW). Eagle Courts of Honor are scheduled separately.
10. Class "A" uniforms shall be worn at all troop meetings including PLC and TOW. This uniform includes khaki shirt with properly positioned patches (see Scout Handbook for positions of patches), green shorts with belt and official scout stockings or green trousers with official scout stockings, and closed toed shoes. At Boards of Review and Courts of Honor, the red troop neckerchief with slide and merit badge sash shall be worn. The class "A" uniform shall be worn whenever the troop is traveling to or from an activity. The Patrol Leader's Council will decide the specific Class "A" uniform policy to be used at summer camp, but it must comply with the requirements of the camp attended. Adult Eagle Scouts should wear the Eagle medal at Eagle Courts of Honor. Uniform inspections will be conducted at certain times during the year. OA sashes are only authorized for wear at OA functions, not Courts of Honor.
  - A. The class "B" uniform consists of a Boy Scout or Troop T-shirt, green shorts (unless the SPL specifies otherwise), and closed toed shoes. Class "B" uniforms are generally worn when the scouts are in camp or participating in activities other than troop meetings.
  - B. Uniforms can be purchased at the Clear Lake Scout shop located in the United Way Service Center (phone: 281-282-6067) at 1300A Bay Area Boulevard as well as at the Scout Shop located at North 610 Loop in Houston.
11. Troop elections will be held in March and September. The newly elected positions will start the first week of April and the first week of October. Elected positions are Senior Patrol Leader and Patrol Leaders. The Senior Patrol Leader will select the Assistant Senior Patrol Leaders with the concurrence of the Scoutmaster. The Patrol Leaders will select their assistants. Other positions of responsibility, including Historian, Chaplain's Aide,

Quartermaster, Scribe, Instructors, Troop Guides and Librarian, will be appointed by the Senior Patrol Leader after consultation with the Scoutmaster. It is intended that due consideration of advancement requirements for leadership positions be taken into consideration while making the appointments.

- A. The Staff is considered to be all appointed positions.
- B. The Election of the SPL will be held one week before the PL elections to allow the SPL to choose his Staff.

12. To be eligible for key positions, the Scout must meet the following requirements:

- A. Senior Patrol Leader - Minimum 14 years of age, Star Rank or above, completed the Sam Houston Area Council Junior Leader Training Conference, and previously served as SPL, ASPL, PL, or APL. Term limit of 6 months.
- B. Assistant Senior Patrol Leader - Minimum 13 years of age, Star Rank or above, attended troop Junior Leader Training. Term limit of 6 months.
- C. Positions Appointed by SPL (Historian, Chaplain's Aide, Den Chief, Assistant Patrol Leader, Quartermaster, Scribe, Instructor, Troop Guide, Librarian, Webmaster, OA Representative) - First class rank or above, attended troop Junior Leader Training. Term limit of 6 months.
- D. Positions Appointed by Scoutmaster (Junior Assistant Scoutmaster) - Star class or above, at least 16 years old, previous leadership positions required
- E. Patrol Leader - First Class for established patrols, Scout for first year patrols. Term limit of 6 months.

13. Following election, all members of the newly elected Patrol Leader's Council and appointed junior leaders will be required to attend troop Junior Leader Training.

14. Order of the Arrow elections will be held in February. These elections will be coordinated by the local Order of the Arrow chapter.

15. The Patrol Leader's Council will meet monthly, on the first Sunday at 4:00 PM. The schedule will be flexible to accommodate troop and other conflicting activities. Attendance by the elected leaders and Staff is mandatory. Failure to regularly attend will result in not receiving credit for the leadership position held.

16. The troop will conduct a Troop Operations Workshop (TOW) during the first week of August of every year. The TOW will plan activities for one year, with the exception of summer camp and high adventure activity.

17. Troop fund raising is done for the troop as a whole. This usually consists of an annual garage sale and other opportunities that come to the attention of the Troop Committee. All parents and scouts need to participate to insure the success of this fundraiser. The monies earned go directly back into our Scouting program. . Separate fund raising activities will be held for scouts to earn money. A part of the monies earned on these fund raisers will go directly into a scout's personal account to help pay for scout activities or supplies.

18. Patrol boxes containing cooking gear, propane, easy ups, and lanterns are provided for campouts. Each scout will accept responsibility for care of troop equipment and is expected to repair or replace damaged troop equipment.

19. Troops 869, 848, 595, and 870 jointly own eight aluminum flat-water canoes. The canoes are housed at University Baptist Church. Scheduling of the canoes for troop use will be done through the secretary of the canoe consortium.

20. Since training is such an important part of boy scouting, and is mandatory for some leadership positions, the troop will financially support training. The troop will pay tuition for adult scouters to attend scout sponsored training that is for the sole purpose of teaching scouts (eg., Wood Badge is excluded from reimbursement because it is not required to work with scouts). The troop will pay for one half of the tuition for boy leaders to attend the National Junior Leader Training. In all cases, the person asking for reimbursement should submit a receipt with proof of having completed the training to the troop treasurer.

21. The Troop 869 campout routine is as follows:

- A. Use the patrol method.
- B. Meet at the church at 5:30 p.m.
- C. Assume that the campout will take place as scheduled, even in inclement weather.
- D. Follow the Quartermaster's directions. He is responsible for loading the trailer and assuring the proper troop gear is brought on the campout.
- E. Bring a sack dinner or eat beforehand for Friday evening meal.
- F. Bring \$5 for Sunday lunch on the return trip.

- G. Bring money to reimburse driver. Amount to be determined in advance and advertised on the Troop Camping Form
- H. Follow the Outdoor Code on a camping trip.
- I. Wash personal gear first and save the greasy patrol gear for last.
- J. Scrub out the wash tubs after each use.
- K. Plan hot soup if the weather is cold.
- L. Pack meat that will bleed and other things such as fresh fruit and vegetables in a clean plastic bag.
- M. Keep the ice in the cooler clean so that it may be used for drinks.
- N. Sodas are not allowed in the meal plan.
- O. Travel to and from the campout in class "A" uniform.
- P. Have patrol duty rosters completed before leaving on the campout and posted on the patrol box.
- Q. Plan to cook Saturday breakfast, and Saturday dinner. Sunday breakfast may be a fast prepared meal.
- R. Have patrol menus approved by the Senior Patrol Leader and Scoutmaster.
- S. Grubmasters have an adult accompany to buy food. Food should not be more than \$ 10 per boy on each campout.
- T. Make sure the troop has brillo pads, dishwashing liquid, bleach, and garbage bags.
- U. Make sure the patrol has aluminum foil, paper towels, and salt and pepper in the patrol box.
- V. Be prepared to have the patrol box clean and ready for inspection prior to leaving camp on Sunday morning.
- W. Get the adult leader's permission before leaving the camping area. Use the buddy system. Leave the camping area with a buddy and stay with him at all times.
- X. Plan on returning to the Church between 12:30 and 1:00PM on Sunday.
- Y. Stay at the church until all the troop gear has been properly stored and the Senior Patrol Leader has dismissed you.

22. Never bring the following:

- A. Sheath knife (not allowed by Boy Scout regulations, and not needed).
- B. Aerosol cans (bug repellent)
- C. Electronic entertainment (Walkman, Gameboy, etc.) at the campsite
- D. Bows, arrows, firearms (including BB guns) or ammunition.
- E. Never bring anything made from camouflage material.
- F. Never bring soft drinks and candy for meals.
- G. Never bring skateboards to meetings or campouts.

23. Never use an ax, saw or knife without your Totin' Chip in your pocket or outside of an axe yard.

24. Never use matches without your Fireman Chit in your pocket.

25. Never ask the Scoutmaster first; ask your Patrol Leader.