



Policies and Procedures

Revision 1: April 30, 2023

Scouts BSA Troops 373/4373

Riverside District, Central Florida Council

Boy Scouts of America

Chartered by Scout Space, Inc.

Any modifications or revisions to this policies and procedures document must be proposed, discussed, and approved by the troop committee at an official committee meeting by a simple majority vote

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Document Change Record

Committee Approval Date	Section Change	Change Made
February 28, 2021	All	Initial approval and release
April 30, 2023	2.2, 7.5, 7.8	Addition of cell phone policy, update to youth protection and fingerprinting policy, addition of adult subsidy for summer/winter camp attendance. Changed charter organization name.

1.0 Purpose

Boy Scouts of America (BSA) Troop 373 and Troop 4373 (henceforth called “the Troop”), chartered by Scout Space, Inc., is committed to providing a youth-led program specifically designed to develop youth into the leaders of tomorrow. The Troop focuses on three primary tenets: outdoor activities (camping, hiking, backpacking, high adventure), advancement (always learning), and community service (giving back).

To ensure youth have a safe environment to grow in these areas, the adult leadership of the Troop believes in providing the utmost safety and protection for both youth and adults. This is accomplished by strictly adhering to all BSA and Diocese of Orlando guidelines for safe scouting, including two-deep leadership, biennial Youth Protection Training, and Orlando Diocese background checks and fingerprinting for all registered adults.

The Troop follows the BSA Guide to Safe Scouting for program planning and implementation. The BSA Guide to Safe Scouting is designed to assist troops plan safe activities and provide guidance in case of any unforeseen incidence.

The purpose of this document is to detail the policies and procedures specific to the Troop and must be understood and followed by all adults and youth registered with the Troop. Wherever these policies and procedures stand silent, the policies of the BSA shall be followed. Wherever these policies and procedures conflict with BSA policies (e.g., where these policies and procedures are more stringent than BSA rules), the Troop policies shall prevail.

2.0 Registration and Fees

2.1 Youth Registration

Each youth who attends regular meetings, participates in short or long-term camping, or advances in rank shall be registered with the Troop. To be registered with the Troop, a scout must submit:

- a. An official BSA youth registration form (once at initial registration)
- b. A troop registration form (annually)
- c. A signed acknowledgement of this Policies and Procedures document (annually)
- d. Health forms A and B (annually)
- e. Health form C (if camping longer than 72 hours such as summer camp, annually)
- f. Registration fees (annually)

Links to all forms can be found on the Troop website. Completed forms and registration fees are submitted to the troop registrar or the scoutmaster.

2.2 Adult Registration

Each adult who attends regular meetings, participates in short or long-term camping, or who works with scouts on a regular basis as a leader shall be registered with the Troop. To be registered with the Troop, an adult must submit:

- a. An official BSA adult registration form (once at initial registration)
- b. A signed Disclosures & Background Check Authorization form (once at initial registration)

- c. A troop registration form (annually)
- d. A signed acknowledgement of this Policies and Procedures document (annually)
- e. Health forms A and B (annually)
- f. Health form C (if camping longer than 72 hours such as summer camp, annually)
- g. Completed BSA Youth Protection Training (YPT) certificate (biennial)
- h. Approved Diocese of Orlando background check and fingerprint approval (every five years)
- i. Registration fees (annually)

Links to all forms can be found on the Troop website. Completed forms and registration fees are submitted to the troop registrar or the scoutmaster.

An adult leader has 30 days to complete BSA adult registration, YPT, or Diocese of Orlando background check/fingerprint approval upon expiration. The troop will pay for fingerprinting costs within the first 30 days of expiration. If leaders do not commit to completing BSA adult registration, YPT, or background check/fingerprint approval within a reasonable amount of time, they will be asked to step down from all troop positions until registration, YPT, and background check/fingerprint approval is completed. (Committee Meeting: April 24, 2022)

2.3 Fees

Registration fees are collected in August/September of each year for membership for the following calendar year. Registration fees include:

- a. Troop dues (Scouts only)
- b. National registration fee
- c. Council activity fee
- d. Basic Troop Insurance (Liability and Accident)
- e. Scout's Life Magazine (optional)

The Troop Committee establishes troop dues in July for the following calendar year. All other fees are set by the Central Florida Council or the BSA. All fees are presented to the troop by the first official weekly meeting in August and are posted on the Troop website.

Fees shall be paid no later than November 1st to participate in Troop activities the following year. For scouts joining the Troop during the year, the National registration will be prorated, and the Troop dues will be \$10.00 upon enrollment in the Troop. There will be no refund of registration fees if a scout no longer participates in Troop activities.

3.0 Scout Uniforms

The wearing of the scout uniform is an integral part of scouting. It separates the scout from all others and is internationally known and admired. To impress this upon the scouts, uniform inspections are conducted quarterly by the Scoutmaster.

Note that there is only one official uniform, the Field Uniform, or "Class A" uniform, which is to be worn at all official Scout functions, unless otherwise specified. An informal "Class B" uniform may not be substituted for the Field Uniform but may be worn for special functions

and activities and only when designated by the event coordinator. The required components of each of these uniform classes are given below.

3.1 Class A Uniforms – Field Uniform

The Class A is to be worn at all Troop meetings and to and from all scout functions (including travel to and from camping activities) with the following exceptions:

- a. Patrol Meetings (Class B)
- b. Patrol Leader Council (PLC) meetings (Class B or appropriate scout T-shirt)
- c. Work details (Class B or appropriate scout T-shirt)
- d. Scoutmaster exceptions
- e. The Class A uniform includes:
- f. Scout Handbook (current)
- g. Scout Shirt (short sleeves preferred and recommended) – tucked into the pants
- h. Scout Pants (shorts or long pants) – no low riders
- i. Scout Belt (web belt or leather with scout related buckle)
- j. Scout Socks
- k. Shoes - closed toe shoes, hiking boots preferred
- l. Scout hat (optional)
- m. Class A Shirt Patches: American flag, council insignia, Troop 373 numerals, position patch, patrol patch, rank patch, and other approved Scouting patches as appropriate (e.g., Arrow of Light, Order of the Arrow lodge flap, religious and Eagle Scout knots)

For formal ceremonies including Courts of Honor and Boards of Review, the Class A also includes:

- a. Troop neckerchief
- b. Merit badge sash
- c. Order of the Arrow sash (only for OA events or when specifically representing the OA)

Refer to the scout handbook for directions and placement of sewing on patches. All Class A uniforms and accessories are available through the council scout store.

3.2 Class B Uniforms

Class B uniforms are worn to activities at which scouts may get dirty. Class B uniforms include:

- a. Troop 373 or another scout related t-shirt
- b. Shoes - closed toe shoes, hiking boots preferred

ALL OTHER UNIFORM PARTS ARE OPTIONAL

Class B uniforms for both boy and girl troops are available through the troop committee.

4.0 Advancement

In Scouts BSA, most advancement is done on an individual basis with the approval and/or guidance of Troop leadership. Unlike Cub Scouting, parents may not approve advancement

requirements for their scout. Scout advancement and associated record keeping are the responsibility of the Scout. Official advancement records are kept in the official BSA Scout Handbook. Tracking of Troop advancement records, kept in Troopmaster Computer Software, Scoutbook, and filing such information with the Council are the responsibilities of the Troop Advancement Chair. Concerns or questions about advancement should be directed to the Advancement Chair. Scouts are encouraged to track their advancement progress using their scout handbook and online via Scoutbook.

Scout advancement and merit badge requirements are usually updated on a yearly basis by BSA. For the most current requirements for a given rank or merit badge, please refer to the Boy Scout Requirements book available for the current year.

4.1 Rank Advancement

Requirements for rank advancement are covered in detail in the scout handbook. The Scouts work on advancement and ranks at troop meetings, patrol meetings, campouts, etc. All scouts are encouraged to seek rank advancement. Rank advancement requirements may be signed off by the Scoutmaster or a scout two ranks higher than the scout seeking the advancement or other registered adults at the Scoutmaster's discretion. Parents are not allowed to sign rank advancement for their scout unless approved by the Scoutmaster.

It is Troop policy to give instant recognition upon completion of rank advancements. The rank patch will be presented at the end of the meeting following the scout's Board of Review and will be followed up by a formal presentation (including parent's pin) at the next Troop Court of Honor.

4.2 Scoutmaster Conferences

When all requirements for the rank have been met and signed off in the scout handbook by the scoutmaster, or an assistant scoutmaster, the scout is then ready for his or her scoutmaster's conference. The scout must schedule the conference with the scoutmaster at least one week in advance.

The scoutmaster conference is designed to make sure the scout has completed all necessary requirements for their next rank and to gauge how the scout is progressing through the program. Parents are not allowed to participate in the scoutmaster conference.

4.3 Boards of Review

Upon successfully completing the scoutmaster's conference, the Advancement Chairman will schedule a Board of Review for the scout, after the scout's records have been verified. The Board of Review consists of at least three Troop Committee members (excluding the scout's Scoutmaster or Assistant Scoutmasters). A Scoutmaster or Assistant Scoutmaster for the boy troop can sit on the Board of Review for scouts in the girl troop and vice versa.

The scout will present himself or herself before both the Scoutmaster and the Board of Review in full Class A uniform with his scout handbook properly filled out.

The purpose of the Board of Review is to review the rank advancement experience with the scout and not to test specific rank requirements (such a test may be addressed in the Scoutmaster conference). The troop can perform Boards of Reviews any time during the scout year.

4.4 Merit Badges

Merit badges are required for rank advancement to Star, Life, and Eagle, and serve to teach scouts a variety of topics that will be useful to them in their adult life. For a complete listing of all the merit badges available, see the Boy Scout Requirements book for the current year. It is recommended that scouts work on merit badges in groups of at least two at a time (e.g., with other members of their troop or patrol).

The following procedure describes the process for working on merit badges:

- a. The scout determines the merit badge of interest and secures contact information for a merit badge counselor via the Merit Badge Counselor List maintained by the Advancement Chair or Merit Badge Coordinator.
- b. The scout contacts the counselor and discuss the merit badge. The scout coordinates a time and place to meet with this counselor (e.g., meeting nights, weekends, etc.).
- c. The scout obtains a merit badge application (i.e., "blue card") from the Advancement Chair or Merit Badge Coordinator.
- d. The application is completed with the scout's name and date and the Scoutmaster's signature obtained, authorizing the scout to work on the merit badge.
- e. Upon completing the merit badge and obtaining the merit badge counselor's and Scoutmaster's signatures on the form, it should be returned to the Advancement Chair or Merit Badge Coordinator.
- f. All completed merit badges will be awarded at the next Court of Honor. The Scout should retain his or her copy of blue card presented at the Court of Honor as his evidence that they completed the merit badge (in case troop or other records are destroyed).

Note that this process is usually different for Merit Badges pursued online or at summer camp. Such issues will be addressed by the Scoutmaster, Advancement Chairman, or appropriate activity coordinator.

4.5 Courts of Honor

Troop Courts of Honor will be scheduled biannually and are considered formal events for the presentation of awards and related honors. All parents and family members should attend these events. It means a great deal to a young scout to have their parents/guardian there with them to share in their recognition.

5.0 Attendance

Regular attendance is strongly encouraged, demonstrates scout spirit, and is part of the training in discipline that scouting teaches. Attendance is addressed by the scout spirit requirement for each rank in the Scoutmaster conference. Therefore, the following attendance rules are to be encouraged:

- a. A scout must attend approximately 75% of all Troop activities to qualify for advancement and to be considered an active scout.
- b. A scout must attend at least two of the four preceding Troop meetings to go on the next Troop campout.
- c. If a scout cannot attend a Troop meeting or other activity, he or she must contact their patrol leader or Scoutmaster prior to the event to be excused (and not be penalized for the absence). Excused absences include school commitments, health issues, or sports commitments. Excused absences for other criteria can be made at the discretion of the Scoutmaster.
- d. If a scout misses four Troop meetings in a row without reason and/or notification, he or she will be transferred to the inactive patrol list. It will then be necessary for the scout to meet with the Scoutmaster before they can be reinstated.
- e. If a scout holds a position within the troop and is transferred to the inactive patrol list, their position is forfeited.
- f. Eagle Scouts should attend one meeting per month to maintain an active membership within the troop.

6.0 Communication

The primary means of communication is through email and the Troop website. Texts may be used by leaders during camping activities while adhering to youth protection requirements.

7.0 Activities

All sanctioned Troop activities will be attended and led by at least two registered adult leaders, both at least 21 years of age, who have completed biennial Youth Protection Training. Note that some troop activities may require parent attendance for the scout to participate.

The Troop will not be responsible for scouts left without supervision. Parents should not drop off their scout at any activity unless a registered scouter over 21 years of age and at least one other registered adult is present. Parents should confirm drop off and pick-up times and place with the adult coordinator of that activity. Scouts should be picked up at the designated time. If any person other than the parent/guardian is supposed to pick up the scout, prior notice must be given to the activity coordinator by the parent/guardian for the scout to be released. This is for the scout's own safety.

Any time the scouts are on a sanctioned scout outing, the Troop leadership assumes the parent/guardian will be able to be contacted at their residence of record in case of an emergency. If this will not be the case, it is incumbent upon the parent/guardian to provide the Troop leadership with a valid point of contact. In addition, the parent/guardian shall have also signed official BSA medical forms Parts A and B for events under 72 hours in duration and medical form Part C for events over 72 hours in duration.

The Troop realizes that a scout may not be able to attend or participate in all Troop activities, but they are encouraged, with their parents, to attend and help with as many as possible. See Section 5 (Attendance) for details.

7.1 Activity Planning

The usual scheduled Troop activities are monthly Troop campouts, District and Council Camporees, summer camp week and high adventure trips. Other activities are scheduled throughout the year such as fundraisers, scout shows, popcorn sales, service projects, and environmental projects. A year-long calendar of events is planned in May of each year for the following school year and summer. The youth membership chooses the various activities that they would like to do during the next year and the Troop Committee, in consultation with parents, select dates for each activity.

The Troop Committee, with help from youth leadership, is responsible for planning each activity by:

- a. Ensuring that the activity aligns with the requirements of the Guide to Safe Scouting
- b. Contacting the activity location and checking availability
- c. Making the appropriate reservations
- d. Determining the cost of the event
- e. Developing a rough event itinerary
- f. Present all event details to the Troop Committee for approval prior to the event
- g. Forwarding all event details to the Troop Webmaster to post the details online

The Troop Committee can assign any registered adult to coordinate and lead an activity. The coordinator of each activity must be a registered adult. This person does not have to be present at the activity to be the coordinator of the activity. The Troop Camping Chair will assist the activity coordinator with finding another registered adult to be in charge at the activity if the coordinator is unable to attend.

7.2 Weekly Meetings

Weekly troop meetings are held for the general purpose of providing an environment in which scouts will learn and practice various skills, which cannot effectively be accomplished at the patrol level. Most of the scout's advancement takes place at Troop meetings. Statistics show that Scouts who regularly attend Troop meetings advance more rapidly than those who do not.

7.3 Short-Term Camping Activities

Camping is a major part of the scout program. Scouts cannot attain rank without participating in camping activities. As such, just as scouts are required to attend weekly troop meetings, they are also required to attend Troop campouts (see Attendance Section 5).

To ensure the safety of all those involved and to ensure fairness, and an enjoyable time by all those involved in troop camping activities, the following rules will be enforced:

- a. All campouts will follow guidelines in the current Guide to Safe Scouting.
- b. Each scout is responsible for his or her own gear and appropriate patrol gear assigned to them.
- c. The cut-off date for taking registrations for a campout is two Mondays prior to the camping event unless prior approval for a later cutoff is received from the activity coordinator.

- d. No unregistered persons, except for siblings accompanied by an attending registered parent, are allowed on any Troop campouts (BSA and Orlando Diocese rules).
- e. Every registered adult attending any campout must read and sign this Policies and Procedures document annually.
- f. Adults should bring their own camping gear on a campout. If adults do not have equipment, they can sign out equipment with the Troop Quartermaster.
- g. Each scout is responsible for his or her property, the patrol's gear, and the patrol's campsite area under the supervision of the patrol leader.
- h. No youth or adult will leave the campsite area without permission of the adult leader in charge.
- i. Transportation to and from all activities will be arranged by the Troop.
- j. When a scout has committed him/herself to a campout, he/she is responsible for reimbursing the Troop for his/her fair share of the food, transportation costs, and any other prepaid fees whether he/she goes or not.
- k. Sheath knives are prohibited. Only a folding knife is allowed after the scout has earned their Tote-N-Chip card.
- l. All Scouts are required to help unload the Troop trailer(s) immediately after every campout; exceptions must be approved by the trip leader. If a scout fails to return with the rest of the Troop to unload equipment or leaves before equipment is unloaded, they will need to meet with the Scoutmaster before they can be reinstated for eligibility to attend future campouts and explain why they did not fulfill his/her responsibility.
- m. All Scouts are required to sign out with the Campout Coordinator for that campout at the end of every campout, after all the trailer(s) have been cleaned out and supplies put away.
- n. Closed toe shoes must always be worn on a campout by all participants (youth and adults). Open toe shoes will be allowed only when going to and from the showers and for swimming activities.
- o. Radios, TV's, video games, and other electronic entertainment devices are prohibited on all trips less than 4 hours travel time one way, and at the discretion of the trip leader. Cell phone use is outlined in Section 7.8 below.
- p. Personal lighters are prohibited from being carried by all scouts.
- q. Fireworks of any kind are prohibited.
- r. According to BSA rules, no smoking or drugs are allowed. Prescription drugs must be checked in with the event coordinator, in original packaging, with directions on dosage and times to be administered.
- s. During campouts that involve water activities, BSA Safe Swim Defense and Safety Afloat policies will be followed.
- t. For all out-of-state trips, a scout must be of First Class Rank or pre-approved, at the discretion of the Scoutmaster by the time of the trip in order to be able to travel without a registered parent or guardian.
- u. Fees will not be reimbursed to adults other than the coordinator or his assigns for any expenses occurring during the campout.

- v. No scout or adult will be allowed on any campout without signed official BSA medical forms Parts A and B for events under 72 hours on file with the Troop Registrar.
- w. Every effort will be made by the activity coordinator and activity leader to allow scouts to attend a religious service during an activity that may conflict with a scout's normal service attendance.

7.4 Short-Term Non-Camping Activities

All rules for Short-Term Camping Activities apply to Non-Camping Activities.

7.5 Summer/Winter Camp

The Troop will typically register for one week of summer camp at our local La No Che summer camp, one week of summer camp at an out-of-state camp, and/or one week of winter camp at our local La No Che summer camp depending on interest. All rules for Short-Term Camping Activities apply to Summer Camp. In addition:

- a. No scout or adult will be allowed to participate in summer camp without signed official BSA medical forms Parts A and B and C for events over 72 hours on file with the Troop Registrar.
- b. First year scouts are not allowed to attend out-of-state summer camp without being accompanied by their parent or guardian.

To incentivize adult leaders to attend summer/winter camp, the troop will subsidize the cost for the first two adults who register for camp when there is money in the troop budget to do so. This will apply to one male and one female leader and only apply to in state, resident summer and/or winter camps. Any out-of-state camping, high adventure, or specialty trips like cruises would not apply. (Committee Meeting: April 24, 2022)

7.6 High Adventure Camping

The Troop will typically plan a high adventure camping trip each year to help keep older scouts involved in the troop. All rules for Summer Camp apply to High Adventure Camping. In addition:

- a. The Troop will offer one or more preparation trips (canoeing, hiking, etc.) to prepare attendees for the physical challenges of high adventure trips. Scouts and adults registered for a high adventure camping trip must attend all planned preparation trips.

7.7 Transportation

Guide to Safe Scouting rules will apply to all Troop trips and activities. All drivers must have valid driver's license and be at least 21 years of age.

Reimbursement for driving to and from activities is available but the following rules apply:

- a. Reimbursement for driving is only provided for activities that are outside of Brevard County. Activities within Brevard County are not eligible for reimbursement.
- b. If tolls are to be paid during travel, these amounts must be added into the cost per vehicle for both directions.

- c. Drivers need to be able to take 4 or more passengers to get reimbursed. These adults must be pre-approved by the Activities Chair to be reimbursed for fuel and tolls.
- d. If adults drive themselves, and/or are not pre-approved for fuel reimbursement, mileage is still charged from all participants riding in that vehicle.
- e. Reimbursement amounts can be calculated via actual fuel receipts or calculated by dividing the total round-trip mileage (based on Google Maps or other means) by the average miles per gallon of a standard vehicle and multiplying by the current gas price per gallon.
- f. Reimbursements for transportation can be provided as a Troop check or credited to a driver's scout account.

7.8 Cell Phone Use

Troop leaders and parents recognize that cell phones can be a valuable tool to assist with communication and learning. Misuse, however, can detract from the scouting experience or worse, lead to cyberbullying. After collecting parental feedback from a cell phone use survey, the troop has developed a cell phone use policy with the following guidelines:

- a. It is up to the troop Patrol Leader Council to develop, implement, and enforce specific rules regarding cell phone use during meetings.
- b. In the absence of direction from the Patrol Leader Council, cell phone use during meetings is discouraged unless the SPL and Scoutmaster agree that they would be helpful in furthering the program or activity.
- c. Cell phone use during campouts should be limited to taking photos, looking up information, or using navigation applications. All other cell phone use is discouraged.
- d. It is up to the SPL and Scoutmaster to determine if and when collecting and securely storing cell phones is necessary during campouts.
- e. The SPL or Scoutmaster must make a scout's cell phone available to them if they need to contact a parent for any reason.
- f. Cell phone use in a vehicle to and from a campout is appropriate.
- g. Scouts must use their cell phones in a responsible manner in accordance with the scout oath, scout law, and acceptable standards and practices for using electronic devices as discussed as part of the scout cyber chip award.

8.0 Treasury

The Troop treasury is maintained by the Troop Treasurer and overseen by the Troop Committee. The Troop Treasurer is responsible for maintaining all scout accounts, paying troop bills, processing reimbursements, and reporting the status of the Troop treasury to the Troop Committee.

8.1 Scout Accounts

For the convenience of the scouts, parents, and leaders and to teach fiscal responsibility, each scout will be provided a scout account with the Troop. The following rules apply to Scout accounts:

- a. The funds earmarked for use by the scout in their scout account must be used by the scout while they are registered members of the Troop for scout-related purposes, approved by the Scoutmaster and Committee Chair (limited to High Adventure, Venturing, Summer Camp, monthly campouts, uniforms, Scout equipment, registration fees, or at Scoutmaster and Committee Chair's discretion for hardship cases).
- b. Parent(s)/guardians of registered scouts are permitted to withdraw funds from their scout's scout account for campouts, dues, and registration purposes only.
- c. Registered adult leaders have scout accounts in which they can add funds to pay for scout-related purposes. Any reimbursements for approved expenditures can also be placed in an adult's scout account for future use.
- d. Only the owner of the scout account or his/her parent/guardian can request payment from a scout account.
- e. The Troop Treasurer or his/her designated assistant(s) can, in rare instances, make payments for activities from a scout account without consent if parents/guardians forget to pay for an upcoming activity and there are sufficient funds in the scout account to cover payment.
- f. A scout, parent/guardian of a registered scout, or adult leader can request registered active member of the Troop according to the attendance policy, the money that he has raised through the Troop fundraisers will be forwarded onto the Scout. He must request his Scout funds in a letter addressed to the Committee Chair.
- g. If a scout becomes inactive, by not rechartering with the Troop for a given year, all funds earmarked for that Scout will be returned to the general Troop account by June 30 of the first calendar year of inactivity.
- h. If an active Scout leaves the Troop and joins another troop, or graduates into Venturing, by his written request to the Committee Chair within the mandated year of his recharter date, or one year of his exit from the Troop, whichever comes first, any money in his Scout account can be transferred to the new Troop or Crew. Otherwise, all money reverts to the general Troop account by June 30 of the first calendar year of transfer.

8.2 Reimbursement

Registered leaders, event coordinators, or pre-approved adults are entitled to be reimbursed for Troop expenses subject to the following rules:

- a. Reimbursements must be for approved Troop expenses and must be accompanied by a valid payment receipt. Troop expenses can be approved by the Troop Committee, Event Coordinator, Event Leader, or Scoutmaster. Any request for reimbursement that is not accompanied by a receipt will not be approved. Exceptions include:
 - b. Reimbursement for transportation to/from an out of county event, or
 - c. Reimbursement for patrol food prior to an event.
- d. Reimbursements must be requested within three weeks of the completion of a Troop event. Any request for reimbursement made after the three-week timespan must be approved through a Troop Committee vote.

- e. Request for reimbursement must be made through the Troop Treasurer or his/her designated assistant(s).
- f. Reimbursements can be disbursed as either a check from the Troop checking account or as a credit to a scout account.

8.3 Troop Account Audits

The Troop Treasurer is responsible for reconciling the Troop registry on a quarterly basis (at a minimum). The Troop Treasurer will make available any documentation needed to perform a financial audit of the Troop finances upon request of the Troop Committee. The general health of the Troop finances will be reported to the Troop Committee by the Troop Treasurer monthly.

9.0 Fundraising

To help active scouts raise money to pay for troop campouts, summer camps, uniforms, etc., various fundraising activities will be made available to the scouts throughout the year. Two of these activities are held at the Council level: Fall Popcorn sale and Spring Camp Card sale. In addition, the Troop may hold other fundraising activities to raise money for the Troop and scout accounts. Each year the Troop Committee will determine the percentage of the profit from each fundraiser that will go to the general Troop account, with the remainder going to the scouts' individual scout accounts. To earn funds at a Troop sponsored fundraiser, the following rules apply:

- a. Scouts and adult leaders must register for the fundraising event prior to the start of the fundraiser so the event coordinator has an accurate count of who will be supporting the fundraiser.
- b. Scouts and adult leaders who are participating in a fundraiser must be actively participating in the fundraiser. If, in the opinion of the event leader or other registered leaders at the fundraiser, is not contributing, that scout or adult will:
- c. Be asked to leave the fundraiser, and/or
- d. Not receive compensation for the time he/she was not actively participating in the fundraiser.
- e. Funds will be dispersed to each participant based on the profit made and the number of hours worked by the scout or adult leader.
- f. Scouts will be credited for 30 minutes for every hour worked by their parents/guardians if their parents/guardians participate in a fundraiser.

10.0 Equipment

Clean and operational equipment is essential when going on camping trips. To this end, it is imperative that scouts and leaders properly maintain all troop equipment.

10.1 Troop Equipment

The following rules apply to Troop equipment:

- a. Troop equipment such as tents, tarps, camp kitchens and their contents are very expensive and designated for the use of the Troop members only.
- b. Equipment will not be loaned to anyone without approval of the Troop Committee.

- c. An inventory checkout of items should be done through the Troop Quartermasters.
- d. Scouts who sign out specific items of Troop equipment for use on Troop campouts, Camporees, or other scout-oriented outings are responsible for its safekeeping.
- e. Tents and other Troop equipment sent home with a scout from a campout must be returned in satisfactory condition within one Troop Meeting after the event. All tents must be completely dry and cleaned prior to being returned to the Troop.
- f. It is the responsibility for all scouts and leaders to inform the Troop Committee of any issues with Troop equipment well in advance of the next outdoor activity. This includes broken equipment, underperforming equipment, or expired consumables (i.e., propane, lantern mantles, lighters, charcoal, etc.).

10.2 Personal Equipment

The Troop is not responsible for any loss or damage to personal camping equipment (to include cell phones). It is the sole responsibility of a scout to maintain positive control of their equipment while on a campout.

10.3 Loss, Damage or Theft

Loss, damage, or theft of items brought to a meeting or activity is the sole responsibility of the person who brought the item to the event. Any damage to Troop equipment or to the Church is the sole responsibility of that Scout and his parents.

It is understood that the parents assume financial obligation for any lost or damaged Troop equipment checked out to scouts or any damaged Troop equipment that was caused by scout's negligence.

11.0 Recruiting and Membership

The Troop will perform recruitment and membership drives in August/September of each year. Every effort will be made to include active scouts in all recruiting efforts.

12.0 Volunteerism

The Troop encourages scouts and their patrols to volunteer through service projects and other community service events throughout the year. Any volunteer opportunity that is presented to the Troop will be discussed with Troop leadership and scheduled accordingly.

13.0 Troop Leadership

The Troop follows the well-documented process of structuring the youth leadership of the Troop through the patrol method. The elected Senior Patrol Leader and his/her leadership council are the primary leaders for the Troop. The Senior Patrol Leader and his/her leadership council are supported by registered adult leaders and the Troop Committee.

13.1 Troop Committee

The Troop Committee's primary responsibility is supporting troop leaders in delivering quality program and handling troop administration. The Troop Committee is responsible for conducting the business of the troop, setting policy, and helping the Scoutmaster and scouts with the outdoor program and other planned activities. The

committee also has the responsibility to provide adults for Boards of Review. This is an important responsibility and is one area where help is always needed and appreciated. The committee consists of parent volunteers or other adults who fulfill various roles on the committee.

All parents are encouraged to register with the Troop and to participate with Troop activities on a regular basis. All committee positions are to be filled by active registered adults. These positions will change only when the adult wishes to step down or the Troop Committee sees it necessary to make changes.

13.2 Scoutmaster and Assistants

Registered adult leaders expressing an interest of playing an active role in the Troop as Scoutmasters and Assistant Scoutmasters must be approved by the Charter Representative, Committee Chair, and be brought to the Nominating Committee for review.

Each Troop (boy and girl) will have one Scoutmaster. The number of Assistant Scoutmasters will be determined by the Scoutmaster, dependent upon the number of active scouts in the Troop at the time. All other Assistant Scoutmasters will become Committee Members, until a time comes when additional Assistant Scoutmasters are needed. The Troop needs to maintain a good number of active Committee Members to assist in Board of Reviews and take an active role in Troop activities.

13.3 Change of Leadership

The Troop has a Nominating Committee for selecting quality leaders consisting of the following persons: Scoutmaster, Charter Representative, and the Committee Chair. An additional two or more registered adults will be added to the nominating group, based upon how active they have been in the Troop for the past three years. The current chair of the position will also be a part of the Nominating Committee for that position's new appointee. The Nominating Committee will gather a list of prospects and meet with them on a one-on-one basis before bringing the most qualified adults name to the Committee.

The positions the Nominating Committee will confer on are: Scoutmaster, Committee Chair, Treasurer, Eagle Advisor, Secretary, Activities Chair, and Advancement Chair. Nominees will be voted on at the next Committee Meeting. The nominee receiving the most votes will be awarded that position. The elected nominee for the Troop must be trained by the outgoing person holding that position or another designated Committee Member.

13.4 Adult Training Requirements

Registered leaders of the troop are highly encouraged to complete all position-specific training offered by the BSA. The Troop Registrar will track all training completed by registered leaders.

14.0 Safety

The Troop follows the official Guide to Safe Scouting and all Church (Orlando Diocese) rules to maintain a safe and effective scouting program.

15.0 Discipline

Conduct at scout functions reflects on the scouting program. Good discipline is expected at all meetings and activities. The discipline policy of the Troop is based on the Scout Oath and Law and is administered as follows:

- a. Each occasion of misbehavior will be dealt with immediately and individually with the scout involved by a registered leader.
- b. Any scout who continuously disrupts a meeting or event or shows disrespect to another scout or adult will be sent home from the meeting or activity.
- c. If a scout is sent home three times within a three-month period, the scout and his parents/guardian will have to meet with the Troop Committee for a conference prior to the scout being reinstated in the Troop.

Rudeness, destruction of property, hazing, and foul language will not be tolerated by the Troop. In the case of any scouting activity, if a situation arises where a scout's conduct is detrimental to the safety and/or well-being of the Troop, he/she will be sent home immediately. The parent or guardian will be called and asked to pick up the Scout immediately, wherever the activity is located. The parent or guardian will assume full responsibility (including costs) to arrange transportation home, with the liability and safety of the Scout being the full responsibility of the parent(s) or guardian. Any behavior that disrupts the safety and welfare of the troop may result in the Scout being asked to leave the Troop.

Appendix A. Acknowledgement of Troop Policies

We have read and understand the above stated policies of Scouts BSA Troop 373. We agree to support these rules. We understand these policies are for the welfare and safety of all Troop members (adult and youth).

Print name of scout(s):

Date:

Scout Signature:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Print name of parent or guardian:

Date:

Parent/Guardian Signature:

_____	_____	_____
_____	_____	_____

(Please sign and return to the Troop Scoutmaster or Troop Committee Chair)