



**Boy Scout Troop 128
Policies and Procedures**

Contents

_Toc333653245

General Information	3
Meeting Information.....	6
Policies and Procedures	8
Activities.....	10
Equipment.....	12
Training and Leadership.....	15
Troop Junior Leadership	19
Advancement	22
Programs	25
Code of Conduct	27
Revision, Review and Approval of this Document	28

General Information

Troop Charter

The Troop Charter of Troop 128 is granted by the Dan Beard Council, Boy Scouts of America to Milford First United Methodist Church in accordance with the requirements of the bylaws, rules and regulations of the Boy Scouts of America.

Milford First United Methodist Church
541 Main Street
Milford, Ohio 45150
513-831-5500 (Church Office)

Boy Scouts of America Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and to prepare them to make ethical choices during their lifetime in achieving their full potential.

Purpose

The purpose of this Troop shall be to promote the ability of boys to do things for themselves and for others, to instruct them in Scoutcraft, to instill in them patriotism, courage, self-reliance, and kindred virtues, and to create tomorrow's leaders by using the methods and aims of the Boy Scouts of America. To achieve this purpose, emphasis shall be placed upon the oaths, promises, and codes of the Scouting program for character development, citizenship training, mental and physical fitness.

Scouting Methods

Boy Scouting works towards three aims:

1. Developing moral strength and character with the values found in the Scout oath and law
2. Participating in citizenship
3. Developing physical, mental and emotional fitness.

To achieve these goals, Boy Scouting has developed its program around the following eight concepts: Measuring against Ideals, Organizing into Patrols, Spending time Outdoors, Achieving Advancement, Associating with Adults, Growing Personally, Developing Leadership, Wearing of Uniforms.

Ideals

The ideals of Scouting are described in the Scout Oath, Law, Motto and Slogan.

Oath

On my honor I will do my best
To do my duty to God and my Country and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.

Law

A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent

Motto

"Be Prepared"

Slogan

"Do a Good Turn Daily"

Patrols

The Troop is organized as 3-8 boys working together as a team to provide experience in group living, shared responsibility, elected leadership.

Outdoors

Boy Scouting is an outdoor program providing the Scouts the opportunities to practice the skills learned during Troop meetings.

Advancement

Scouting is designed to provide a sequence of obstacles for each Scout to overcome. As each Scout acquires skills and overcomes the challenges, the Scout gains recognition along with increased self-confidence.

Personal Growth

Planning, progressing and achieving goals foster personal growth. Service projects and religious emblem programs provide a means to grow by service to others.

Adult Association

Boys learn from the example set by their adult leaders, both male and female. Association with adults of high character is important at this stage of the Scout's development. Leadership

Development

Scouts learn and practice leadership skills as they lead others. Most importantly, they understand the difficulties of leadership, and will practice good citizenship as they are, in turn, led by others.

Uniforms

The uniform makes the Scout Troop visible, projecting a positive image in the community. It shows the Scout's commitment to Scouting's aims and gives him a sense of belonging to a worldwide community.

Meeting Information

Location

Milford First United Methodist Church

541 Main Street

Milford, Ohio 45150

Enter via the down staircase on the Southeast corner of the Church off the alley between the Church and Milford Main school.

Troop Meetings

Troop meetings are scheduled every Monday night from 7:00 to 8:30 p.m. Troop Meetings start on time and end on time. Convey this information to all drivers since two adult leaders must stay until all Scouts are picked up. Troop Meetings are scheduled August through May. We generally follow the Milford School schedule. Troop Meetings are for all Scouts registered with the Troop. The Senior Patrol Leader is responsible for conducting the Troop Meeting. If the Senior Patrol Leader is unable to attend, he is responsible for ensuring that the Assistant Senior Patrol Leader is present to conduct the meeting. Scouts arriving for a meeting are not allowed to leave the building until after closing ceremonies. Exceptions to this would include leaving for a scheduled Scout event under the auspices of the Scoutmasters or Patrol Leaders. If a parent must pick up a Scout before the end of the meeting, the parent must let one of the Scoutmasters know.

Patrol Leaders' Council (PLC)

Patrol Leaders' Councils are scheduled at least once a month by the Senior Patrol Leader. Typically these are held the first Sunday of the month starting at 5:30 p.m. These meetings are for all Patrol Leaders, all Assistant Patrol Leaders, the Troop Guide, the Scribe, the Assistant Senior Patrol Leader, and the Senior Patrol Leader. The Senior Patrol Leader is responsible for conducting the meeting. If the Senior Patrol Leader is unable to attend, he is responsible for ensuring that the Assistant Senior Patrol Leader will be present and able to conduct the meeting.

Patrol Meetings

Patrol Meetings, also known as Patrol Corners, are scheduled during every Troop Meeting following the opening Flag Ceremony and announcements. Special Patrol Meetings may be held apart from scheduled Troop Meetings as needed. Time and dates are to be approved by the Scoutmaster, and meetings are to be conducted with proper adult supervision. The Patrol Leader is responsible for conducting the meeting. If the Patrol Leader is unable to attend, he is responsible for ensuring that the Assistant Patrol Leader is present to conduct the meeting.

Troop Committee Meeting

The Troop Committee Meetings are scheduled for the first Sunday of the month starting at 6:30 p.m. These meetings are for the Troop Committee members, the Chartered Organization Representative, the Institutional Head, the Scoutmaster, and Assistant Scoutmasters. All

parents and church members are urged to attend this meeting and to become Committee members. The Committee Chair is responsible for conducting the meeting and disseminating the information from the previous Wednesday's District Round Table meeting.

Parent's Meetings

These special meetings will be announced if needed. However, all parents are invited to attend all meetings, and their involvement is welcome and encouraged at all levels.

Other Meetings

Additional Troop, Committee, Patrol Leaders' Council, or Patrol meetings may be called to provide support for planned activities and the Troop as necessary.

School Closings

If the Milford Exempted Village Schools are closed due to inclement weather, any regularly scheduled Troop Meeting or Patrol Leaders' Council is canceled. If a Patrol Leaders' Council is canceled, it must be rescheduled. Time and dates are to be approved by the Scoutmaster, and meetings are to be conducted with proper adult supervision.

Policies and Procedures

The Troop will follow and incorporate all the policies, rules, procedures and bylaws of the Boy Scouts of America in this Scouting program. The Troop shall also follow all policies and procedures that currently pertain to all youth organizations sponsored by the church.

Registration and Fees

Each Scout must return a completed a Boy Scouts of America (BSA) registration form, including a parent's or guardian's signature, before participation in any Scout activities. The national fee is paid when the boy joins the Troop. The payment for Boy's Life, the official Scouting magazine, is optional but is highly recommended. The Scoutmaster or a Troop Committee member can provide this fee information. Registration is every December and these fees must be paid every year on or before the first meeting in December. The Troop Charter fee of is set by the Troop Committee each year. Dues help cover a small portion of the cost of Scout advancement insignia, Patrol equipment and Troop operating budget. They are incorporated and collected as part of the annual registration fees.

Fees are payable in full on or before the first meeting in December. Scouts and Scouters who have not paid their fees at charter renewal will be dropped from the rolls. Checks for fees are to be made payable to "Troop 128" and given in person to the Advancement Chair. When a youth joins the Troop mid-year, the fees will be prorated in accordance with the perorating schedule listed on the registration form. Fees for adults joining the troop anytime during the year will be paid for by the troop. Adults will be expected to pay the fee as stated above at time of rechartering. (revised 11/12/2000)

No boy should be denied access to Scouting activities due to the cost. If problems arise concerning expenses, the Scout should see the Ceremonies Chair to discuss the matter and to determine options.

Budget

The Troop Committee Treasurer, with the assistance of the Scoutmaster and the Patrol Leaders' Council, shall complete a projected annual Troop budget in August and present it to the Troop Committee for approval. Troop Committee approval shall be required for all Troop money making projects. As an additional incentive for the Scouts during the annual Popcorn fundraiser, ten percent of the amount each Scout sells will be set aside to defray the cost of his summer camp fees.

Additional Costs

The cost of food for outings shall be shared equally by the Scouts participating in the activity. This money must be paid at the meeting one week before the outing and must be paid in cash to the Scout that is selected to buy the food and supplies for the outing. This gives the Scout the time and the money to go grocery shopping. Money for deposits, registrations and reservations must frequently be paid well in advance of an event. These fees must be paid in cash to the Campmaster on the timing required by the event. Some special events may incur significant

additional cost to the Scouts. These costs will be provided on an individual event basis. The Troop may hold money-making projects to defer these costs.

Tour Permits

Council tour permits are required for all activities and trips that take the Scout out of the Council up to 500 miles. Obtain them at least two weeks in advance. National tour permits are required for all activities and trips that take the Scout out of the Council beyond 500 miles. Obtain them at least one month in advance.

Permission Forms

Permission forms are required for all Troop activities that require transport of Scouts away from the regular meeting place. The permission form is mandatory, and a Scout will not be allowed to participate in Scouting activities without it. See or forms area for the latest form.

Transportation

Parents are asked to assist with transportation needs of the Troop during the year. All vehicles used to transport Scouts must have the minimum insurance required under Ohio state law. (Currently 50/100/50 as listed on the Tour Permit) All drivers must be at least 21 year of age to transport Scouts. All drivers shall follow basic guidelines such as: provide seat belts for all passengers, be legally licensed to drive, drive during the daylight hours, observe the speed limit, and do not convoy. With respect to the last item, all drivers should try to have CB radios for maintaining contact with other vehicles in the group. All drivers, Scouts, and prospective Scouts will be covered by the Dan Beard Council Insurance policy while transporting Scouts to or from a local Troop activity or while on an out of council activity for which a valid tour permit is on file.

Health Insurance and Medical Forms

Each parent or legal guardian should have health and accident insurance for their Scout

- Class 1 - Required of all Scouts-every year. The parent and/or legal guardian shall complete this health questionnaire yearly and shall update information as needed.
- Class 2 - Required of all Scouts-every three years, of all adult Scouters under 40-every three years. Every Scout joining the Troop must have a physical examination on file with the Troop, complete with a physician's signature indicating that a physical has been conducted within the past three years. (See Health and Safety Guide Book) Required of all Scouts participating on a campout of more than 72 hours.
- Class 3 - Required of all adult Scouters over 40-every year and of all Scouts participating in High Adventure trips-every year.

Activities

Outings and Camping Trips

Troop 128 strives to go on an outing or camping trip every month from September through May, to one week of summer camp, usually at the end of July or beginning of August, plus to optional additional activities. Before the outing, each Scout will be given a permission slip. One portion of the slip will contain information pertaining to the trip such as pickup and delivery times. This portion is kept at home. The other portion contains spaces for emergency phone numbers and medications to be taken during the outing. As a safety precaution for the Scout, parents or guardians fill out and sign this portion, then give it to the Scout to return to the Campmaster.

All outings require at least two adult leaders to be present, at least one of which must be registered with the BSA. Note: The BSA two-deep leadership policy shall pertain to all Troop functions. For trips over 72 hours or High Adventure trips, the Scout Leader in charge must have a valid Class 2 Medical Form (or photocopy of the original) in his possession for each participating Scout.

Parents and church members are invited to participate on all of our activities whenever possible by providing transportation, leadership, chairing a Troop Committee position, or assisting in other areas when asked. Scouts and adults from other Troops who are invited to participate in Troop activities or outings must have the advance approval of the Patrol Leaders' Council and the Troop Committee.

Outdoor Code

All Scouts and Scouters shall adhere to the Outdoor Code:

As an American, I will do my best to – Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors,
Be conservation-minded.

Safety

Troop 128 shall follow the Guide to safe Scouting, BSA Publication Number 34416.

- All aquatic activities shall follow the Safety Afloat and Safe Swim Defense Plan.
- Written plans for any aquatics activities shall be submitted in advance to the Troop Committee.
- Canoe activities require at least one or more adults who have attended the council Safety Afloat course within the last 5 years.
- A Scout must pass the BSA Swimmer test to participate in any aquatic activity.
- All Scouts shall be given a safety briefing and shakedown before any canoe, aquatic or High Adventure activity. Scouts that do not attend will not be allowed to participate in the activity.

- Adult Scouters operating a power boat are highly encouraged to complete either a Coast Guard or Power Squadron Safe Boating Course.

Philmont

To attend Philmont in a given year, a Scout must 14 years old by January 1st of that year or have graduated from the eighth grade by June of that year. The minimum Scout rank is First Class. The Cavalcade has a 200 pound weight limit. Crew sizes are 10-15 people.

Equipment

Uniforms

The Boy Scouts of America has always been a uniformed body. The uniforms help create a sense of belonging. They symbolize character development, citizenship training, and personal fitness. The uniform can build good Troop spirit and can attract new members. Wearing the uniform gives the youth and adult members a feeling of:

Personal Equality, Identification, Achievement, and Personal Commitment.

The Class "A" uniform is to be worn on each Troop function, i.e., meetings, travel to and from camp- outs, Scout ceremonies and other functions as directed by the Scoutmaster. It is recognized Scout uniforms are expensive. However, a Scout or Scouter is encouraged to obtain a uniform as soon as he is sure he wants to stay in Scouting. Each Scout should have his uniform at the time he receives his Scout badge of rank. Uniforms and other Scout accessories can be bought through the local Scout supplier, the Dan Beard Council Scout Shop or the J.C. Penny catalog. There is also a Boy Scout Catalog you may get from the Scoutmaster. In addition, the Troop has a closet containing uniforms that Troop members may borrow. The Scout must return all items borrowed and is urged to donate to the Troop any personal uniform items that are longer worn. The Troop Neckerchief and epaulets shall be given to Webelos crossing over into Troop 128 during the cross-over ceremony. All other boys joining the Troop are responsible for obtaining their own neckerchief and epaulets.

Troop 128 has its own T-shirt. The shirt is red with 'BSA Troop 128', the fleur-de-lis and 'Milford, Ohio' on the left front in gold lettering. The Troop voted on a camping scene for the back of the t-shirt. This is shirt a Class B shirt to be worn at Troop activities, especially summer camp.

Class "A" Uniform

- Khaki shirt (long or short sleeve) with Red epaulets
- Green Scout pants (long or short)
- Scout Belt with buckle
- Red and green Scout socks for shorts and dark socks for long pants.
- Red BSA neckerchief with black embroidery
- Insignia for shirt: refer to the front and back covers of the Official Boy Scout Handbook for proper placement of insignia on the shirt.

Class "B" Uniform

- The Official Troop 128 T-shirt or any other Scout T-shirt
- Scout shorts or pants
- Red and green Scout socks when wearing shorts.

Handbook

The first item each Scout should obtain is the Boy Scout Handbook which contains information on rank requirements and general information on the Scouting program. The Boy Scout

Handbook is needed at every Troop meeting. This book is used by the Scout for his entire tenure. All signatures indicating attainment of rank are in his book.

Since these are required for his Eagle Board of Review, it is imperative that the book containing them be protected. The Scout is encouraged to cover the book with clear contact paper and keep it in a zip lock bag. As a convenience, the Troop shall have several new copies available for purchase, along with red epaulets and Dan Beard Council patches.

Troop Equipment

The Troop provides tents, stoves and other equipment for camping trips. This equipment is expected to be treated as if the Scout or Scouter owned it. If any damage to Troop equipment is done in a negligent manner, the Scout or Scouter is expected to replace such equipment or pay for repair. After every outing, each tent used on the trip goes home with one of the Scouts that slept in it. In return for having had the use of the tent, the Scout is expected to set or hang it up, dry it out, sweep it out, note any repairs to be made, and, in general, care for it.

Personal Camping Equipment List

This is a list of basic equipment that is needed for most Scout camping trips.

- Duffel bag or Backpack (a framed pack is required only for backpacking)
- Waterproof pack cover or large plastic garbage bag
- Sleeping bag or weather suitable bedding with stuff sack.
- Sleeping pad or self-inflating pad (not an air mattress)
- Plastic drinking bottles or canteens (two (2) one-quart size Nalgene recommended)
- Flashlight with spare batteries and bulb (small size recommended for weight saving)
- Official Scout Handbook in plastic zip lock bag
- Waterproof poncho or rain gear
- Toilet kit (toothbrush, toothpaste, soap, deodorant, toilet paper-partial roll)
- Camp towel (or a small supply of paper towels and a small cloth towel)
- Mess kit (Bowl, spoon, mug) and a small supply of dish washing liquid
- Small supply of Band-Aids, mole-skin, sun-screen, bug-repellent
- Extra clothes (packed in plastic zip lock bags) as necessary for weather
- 3-4 pair extra socks (wool in winter)
- Extra Zip-loc and garbage bags
- Boots. Please DO NOT go out and buy expensive hiking boots right away. Just make sure that your Scout has footwear that is comfortable and will support his feet adequately.

Optional Equipment

- Pocket knife (for Scouts with "Totin' Chip" certificate) No sheath knives.
- Rope -- 10 feet by 1/2" or 1/4"
- Pencil and paper
- Compass
- Waterproof matches
- First aid kit (basic)

- Extra pack pins (if using external pack frames)
- Sleeping bag straps (if using a framed backpack)

Some outings may require special equipment. A list of these items shall be reviewed beforehand.

Electronics Policy

Electronic devices including Cellular Phones, Personal Audio Players, Portable DVD Players, Gaming Systems and the like may be brought on campouts for use DURING TRAVEL ONLY and only with the driver's permission. Scouts are to leave such devices in the vehicle or with an adult leader during the campout or event. Scout appropriate content is expected for any audio or visual content used during such travel.

Any and all emergency phone calls will be handled by the Scoutmaster or campmaster. This way they are informed of all emergencies. Forgotten items such as gear or menu items do not constitute an emergency.

Adults and leaders at campouts will use their cellular phones with discretion, away from and out of sight of the Scouts. Cell phone usage shall be kept to a minimum. Cell phones shall be set to silent or vibrate alert.

Radios, tape/CD players, electronic games, iPods, etc., are also prohibited at troop functions, unless authorized by the Scoutmaster for a specific Scout-related event. Such items will be confiscated by Troop Leaders and returned to the parents at the event's completion.

Knife Policy

The policy of the BSA does NOT allow any Sheath Knives or folding Lock Blade Knives with a blade over 4" (inches) long to be worn or carried during any Scout functions or outings. The only exceptions are kitchen knives and fishing knives. These may only be used in the cooking area and must be stored in the Patrol cooking equipment box. Any violation will result in an adult taking the knife from the Scout and then returning it to his parents. No Scout will be allowed to carry a hand ax or hatchet. Axes and saws are to be used by those Scouts who have earned the BSA Totin' Chip Card and then only for a task that requires the use of an ax or saw. The Troop will provide any qualified Scout the use of the Troop ax or saw.

Training and Leadership

Training Information

Training is highly recommended for all adult leaders. The following is a list of courses offered by the Dan Beard Council:

Adult Leader Training

- Advanced Training Experience in Boy Scouting
- Basic Leader Training - Three part training session
- Boy Scout Leader Fast Start
- Boy Scout Leader Roundtable - Monthly district meeting that presents program ideas and information
- Boy Scout Leader Wood Badge
- Council Junior Leader Training - The Council Junior Leader Training Conference is intended for the senior Patrol leader or older Scouts. Its purpose is to supplement the Scoutmaster's training.
- Introduction to Leadership - Informal orientation to leadership position conducted by Scoutmaster and staff
- Merit Badge Counselor Orientation Training
- Orientation to the Scouting program - Three part series (Troop Meeting, Troop Organization, Outdoor Program)
- Scoutmastership Fundamentals

Supplemental

- Troop Junior Leader Training - One day session with video-See Troop Junior Leader Training Kit
- Troop Junior Leaders Weekend Session - see Scoutmaster Handbook
- Youth Protection Training

General Leadership Information

The Troop's primary leadership is provided by the boys in the Troop. That is, the Troop is to be run by the youth. The senior youth leader is the Senior Patrol Leader and all other youth leadership is under this position.

All Adult Scouters serving in this program are Volunteers, age 18 and over. They serve in advisory positions in order to ensure that all activities of the Troop follow the rules, regulations and policies of the Boy Scouts of America. The Scoutmaster and his Assistants serve to provide a quality program for the Scouts. The Troop Committee is composed of church members, parents, and Scouters who provide administrative and general support to the Scouts, the Scoutmaster and the Troop. The Sponsor appoints a Chartered Organization Representative (COR) who acts as the spokesperson between the Scouting Troop and the Church, the Troop and District, and the Troop and Council. The Sponsor also selects and appoints a Troop Committee Chair who supervises the Troop Committee in their functions of: selecting and

approving Troop leaders, ensuring Troop programs meet the aims of the church and BSA, and providing Troop administrative and general support.

The Scoutmaster is appointed by the Troop Committee and the Chartered Organization Representative. The Scoutmaster is in charge of the actual Troop programs and activities. The Chartered Organization Representative will ensure quality leadership. The Chartered Organization has primary responsibility to supply the leadership for the Troop and to oversee of the Scouting program.

Troop Committee

The Troop Committee meets monthly on the Sunday or Monday after the second Wednesday of each month from August through May. The meeting is open to all adult leaders, parents, church members, Senior Patrol Leader and Venture Crew Chief. The meeting promotes direct communication, delegation of duties, and improved support of the program plans established by the Patrol Leaders' Council. The Troop Committee Chair will establish the agenda and preside at the meeting. In the event of the absence of the Troop Committee Chair, the Scoutmaster or an Assistant Scoutmaster will conduct the meeting.

Voting

- Only Troop Committee members and the Chartered Organization Representative may have a vote on issues or proposals presented at this meeting.
- Voting may only take place during a regularly scheduled meeting, or in the event of an emergency, during the course of the an emergency meeting, as long as all Troop Committee members have been notified of the meeting and its purposes in advance.
- Issues that require a vote shall be brought up for a discussion during a meeting and placed on the agenda.
- A Troop Committee member must be present to vote. No proxy or absentee votes are allowed.
- Issues and proposals that are voted on and passed shall become effective immediately.
- Robert's Rules of Order will be in effect.
- A minimum of five Troop Committee members must be present at any Troop Committee meeting in order to form a quorum. Once a quorum has been established, regular business may be conducted and issues voted upon.

Committee Responsibilities

A Troop Committee's responsibilities are:

- to support the Scoutmaster in the delivery of a quality Troop program.
- to provide adequate funding for programs and property.
- to provide Troop administration.
- to conduct Boards of Review.

The Troop Committee will consist of three or more of the following positions:

Chartered Organization Representative

- is a member of the chartering organization
- serves a liaison between Committee Chair and Church
- assists in unit rechartering
- is active in the district committee

Committee Chair

- organizes committee to see all functions are delegated, coordinated and completed
- works closely with Scoutmaster and Chartered Organization Representative
- interprets National, District and Local policies
- ensures Troop representation at District meetings
- preside over monthly Troop Committee meetings

Chaplain

- provides spiritual tone for the Troop
- encourages Scouts to earn their religious emblems
- guides the Chaplain's Aide

Secretary

- keeps Committee Meeting minutes
- prepares a family newsletter
- maintains an up-to-date phone list
- handles publicity
- conducts Troop Resource Survey
- plans for family activities

Treasurer

- handles all Troop funds, accounts, records, bills
- supervises fundraising projects
- reports to the Troop Committee each month
- leads the preparation of the annual Troop Budget

Advancement

- arranges and conducts boards of review
- conducts courts of honor, notifies council, obtains badges and certificates
- maintains Merit Badge counselor list
- maintains, with Troop Scribe, advancement records
- maintains, with Troop Librarian, a library of Merit Badge pamphlets

Outdoor/Activities

- with Quartermaster, procures and maintains Troop equipment
- promotes Summer Camp, Camporees, and monthly outdoor activities

Troop Committee members may perform more than one duty if needed in support of the Troop. Likewise, the responsibilities may be divided among several Committee members or sub-committees. Troop 128 has created several roles to carry out many of the rather broad duties listed above. These titles include, but are not limited to:

- Popcorn Colonel
- Quartermaster
- Campmaster of the Month
- High Adventure Advisor
- Summer Camp Chairman
- Membership and Recruiting
- T-shirt Chair
- Medical Officer
- Flower Sales Chair
- Public Relations and Publicity
- Webmaster

Troop Adult Leadership

The Troop Committee Chair and the Chartered Organization Representative shall approve ALL adult leadership positions. The Troop adult leadership may consist of but is not limited to:

Scoutmaster (Troop Leader) Shall be an adult, age 21 or over, selected and recommended by the Troop Committee Chair and Chartered Organization Representative and appointed by the Institutional Head. He will work in cooperation with Youth and Adult Troop leaders to bring Scouting to the members of the Troop. In the event the Scoutmaster cannot perform his duties, the Troop Committee Chair and the Chartered Organization Representative shall appoint the best qualified Troop leader as Acting Scoutmaster until the Scoutmaster can return or a new one is appointed.

Assistant Scoutmasters (ASMs) Shall be at least 18 years old. At least one Assistant Scoutmaster must be 21 years or older. They provide the two-deep leadership that ensures continuous, effective management of the Scouting program. The Assistant Scoutmasters are appointed by the Scoutmaster with the approval of the Troop Committee Chair and Chartered Organization Representative. They may be assigned specific duties based on experience and training. There should be at least one Assistant Scoutmaster to serve as the Patrol Advisor for each patrol.

Junior Assistant Scoutmaster (JAS) Shall be at least 16 years old. The Junior Assistant Scoutmasters are appointed by the Scoutmaster with the approval of the Troop Committee Chair and Chartered Organization Representative. They may be assigned specific duties based on experience and training.

Troop Junior Leadership

The Patrol Leaders' Council (PLC) (Elected)

The elected junior leaders of Troop 128, known as the Patrol Leaders' Council (PLC), working under the guidance of the Scoutmaster or his/her designee, is responsible for the Troop program. This includes planning and carrying out Troop meetings and outdoor programs. In order to properly represent the members of the Troop, Patrol Leaders must meet at least once a month for a Patrol Leaders' Council. Each Patrol Leader must represent his own Patrol and relate their needs and concerns. He must participate in the Troop's planning and decision making, including the planning of outdoor events. The Senior Patrol Leader, or the Assistant Senior Patrol Leader in his absence, presides over this meeting and calls for any votes. The Troop Scribe records any decisions made and prepares them for review by the Scoutmaster.

Other youth and adults may be invited to the Patrol Leaders' Council by the Senior Patrol Leader to assist with the planning of activities as needed. Robert Rules of Order shall be in effect at all meetings.

Voting -- Only the Patrol Leaders have voting rights at a Patrol Leaders' Council meeting. The Senior Patrol Leader votes on all issues and proposals at the Patrol Leaders' Council. Each member of the Patrol Leaders' Council has one vote. Issues concerning policy, equipment purchase, Troop events must be first voted on at a Patrol Leaders' Council, and then be ratified and approved by the Scoutmaster, and finally approved by the Troop Committee. A quorum, at least 2/3 of the Patrol Leaders' Council voting members, must be present before a vote can be taken.

The Patrol Leaders' Council (PLC) shall consist of the following positions:

Senior Patrol Leader (SPL)

Shall be elected by the majority of Scouts registered in the Troop. He shall be at least First Class in rank and shall have served at least one term as Patrol Leader, Scribe, Assistant Senior Patrol Leader or other junior leadership position approved by the Patrol Leaders' Council. His term, which can start at any time, shall be for a period not to exceed one year, after which an election must be held to determine the next Senior Patrol Leader. He is the top elected Scout Leader and he presides over the Patrol Leaders' Council (PLC) meetings. His role is to guide the Patrol Leaders and other junior leaders. The Senior Patrol Leader may be re-elected and there is no limit to the number of times he can hold the office.

Assistant Senior Patrol Leader (ASPL) (Appointed)

Shall be appointed by the Senior Patrol Leader with the approval of the Scoutmaster. He must meet all the requirements of the Senior Patrol Leader. He assumes the duties of the Senior Patrol Leader in his absence and assumes the position of Senior Patrol Leader for the remainder of the term in the event the current Senior Patrol Leader is unable to continue in that capacity.

Patrol Leader (Elected)

Shall be elected by a majority vote of the members of his individual Patrol. He must hold, at a minimum, First Class rank. His term can start at any time and shall be for a period not to exceed 6 months, after which an election must be held to determine the next Patrol Leader. The Patrol Leader may be re-elected and there is no limit to the number of times he can hold the office.

Other junior leadership positions (Elected) Bugler - plays bugle calls for Troop events

- Chaplain's Aide - assists in Troop religious ceremonies, promotes the emblem programs
- Den Chief - works with a Cub Scout Den as a guide
- Historian - collects and maintains Troop memorabilia
- Instructor - teaches advancement and Scouting skills to Troop members
- Librarian - keeps books, pamphlets
- Quartermaster - is responsible for Troop supplies and equipment
- Scribe - keeps Troop records and minutes of the PLC
- Troop Guide - acts as advisor to the new Scout patrol

Note: In the event the Senior Patrol Leader and the Assistant Senior Patrol Leader are both absent at a Troop function, the Patrol leader with the highest seniority shall temporarily assume the duties of the Senior Patrol Leader for that function.

Patrol Organization

The following positions shall be appointed by the Patrol Leader to serve for 6 months:

- Assistant Patrol Leader - He must meet all the requirements of the Patrol Leader. He assumes the duties of the Patrol Leader in his absence and assumes the position of Patrol Leader for the remainder of the term in the event the current Patrol Leader is unable to continue in that capacity.
- Patrol Scribe
- Grubmaster
- Patrol Quartermaster
- Chief Cook

Troop Elections

Elections shall be held in January and July. They will be overseen by the Scoutmaster. Troop members shall be notified in advance of the meeting and its purpose. The Senior Patrol leader shall be elected by a majority of the youth members present at the election. No adult leaders may vote. Patrol leaders shall be elected by a majority vote in each Patrol.

Termination of Leadership Position.

To ensure the smooth operation of the Troop, all Scouts in leadership positions are requested to attend ALL appropriate meetings. In the event of three unexcused absences, a Scout shall be removed from his current position and a replacement shall be appointed. However, in case of a Senior Patrol Leader or Patrol Leader, the Assistant Senior Patrol Leader or Assistant Patrol

Leader shall immediately fill the vacant position until the next election. Any Scout caught using any drugs or alcohol during any Scouting event or activity shall be removed from the leadership position he is currently holding. He may not run for any leadership position again until approved by the Scoutmaster with consultation of the Troop Committee Chair if needed.

Advancement

Advancement is the process by which Scouts progress from rank to rank in the Scouting program. The purpose of advancement is to strengthen character, body, mind, and the concept of being a participating citizen. The Boy Scout requirements for rank are the basis for advancement. There are four steps in the advancement procedure:

- learning
- testing
- reviewing
- recognition

The Scoutmaster and the Advancement Chair (or their designees) shall sign all advancement forms concerning the Scouting program.

Rank and Rank Requirements

Boy Scouting has the following ranks: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The requirements of each rank are set forth in the current Boy Scout Handbook, Boy Scout Requirements or Scoutmasters' Handbook. Those qualified to sign off rank advancement from Star to Eagle will be determined by the Scoutmaster.

Currently, the Senior Patrol Leader, the Assistant Senior Patrol Leader and the Patrol Leaders are the only youth leadership approved and authorized by the Scoutmaster to sign off the advancement requirements from Scout to First Class for ranks lesser than each leader's own. That is, a First Class leader cannot sign off First Class Requirements, but may sign off Second Class, Tenderfoot or Scout requirements. The requirement of "Scout Spirit" in all ranks is specifically reserved for the Scoutmaster's approval as part of the Scoutmaster's Conference.

Service Hours

Service hours utilized for rank advancement requirements (2nd Class, Star and Life) must be approved in advance by the Scoutmaster. Eagle Service project plans must be presented to the Troop Committee Service/Good Turn Chair before beginning any project to ensure that current Dan Beard Council Life to Eagle guidelines for Districts and Troops have been followed and completed.

The Eagle Candidate must notify the Troop Committee Chair prior to the regularly scheduled Troop Committee meeting to make arrangements for presentation to the Troop Committee. The Troop Committee Chair will sign the Eagle application once it is approved by the Troop Committee. Note: District approval must be obtained before any Eagle project is started. The Troop will follow the Dan Beard Council Troop Leader's Guide for Life to Eagle booklet.

Scoutmaster Conference

As each Scout completes the requirements for the next rank, his progress is reviewed by the Scoutmaster during a Scoutmaster's conference. The Scoutmaster determines that the Scout has actually completed and learned all requirements for the rank. The Scoutmaster's

conference helps the Scout evaluate his accomplishments and set new goals. Once this conference is complete, the Scout is ready for his Board of Review.

Boards of Review

The Boards of Review for the ranks of Tenderfoot to Life are the responsibility of the Troop Committee Advancement Chair. A periodic review of the progress of Scouts is vital in the evaluation of the effectiveness of the Scouting Program. The purposes of the Board of Review are:

- To attest that the Scout has actually completed the requirements for rank.
- To evaluate the Scouting experience for this Scout.
- To encourage the Scout to progress further.

The review is not an examination. The Scout has learned and has been examined prior to the review. The Scout reviews what he did for the rank. From this review, the board members determine if the Scout has completed the requirements for rank.

Boards of Review are scheduled as needed by the Troop Advancement Chair when requested by a Scout. Boards of Review are conducted by members of the Troop Committee. Each Scout appearing before a Board of Review for advancement is expected to present himself in his full class "A" uniform with proper insignia and his current badges of rank and office permanently and neatly affixed to the uniform. Scouts not wearing a uniform as described above will not be reviewed and will forfeit their opportunity for advancement until the next scheduled Board of Review.

An Eagle Board of Review is conducted by the Troop Committee with the Dan Beard District Eagle Board Chair and/or his designee in attendance. Note: A Board of Review may also be called for by the Scoutmaster, a Troop Committee Member, an adult Scout Leader, or the Patrol Leaders' Council for reasons of non-advancement, poor performance, specific cause, and so forth.

Merit Badges

Through the merit badge program, a Scout learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation. When a Scout is interested in earning a merit badge, he must obtain a blue card and requirement tracking sheet from the Scoutmaster or an Assistant Scoutmaster. The Scoutmaster then gives the Scout the name and phone number of the Merit Badge Counselor who is registered with the BSA.

It is the responsibility of the Scout to contact the Merit Badge Counselor. Only the Merit Badge Counselor only can certify progress and completion of a merit badge. The Scout also notifies the Advancement Chair of the merit badge activity, giving his name, date begun, progress, and completion. Scouts are strongly encouraged to utilize the buddy system when working on merit badges. After the Scout completes the merit badge and returns the signed blue card to the Scoutmaster, the Advancement Chair enters the merit badge data on the Scout's record.

A list of qualified merit badge counselors can be found on our site in the merit badge area. Immediate family members are not allowed to serve as counselor for eagle required merit badges for their Scout.

The merit badge shall be awarded to the Scout at the next Troop Meeting, and the Scout shall be formally recognized at the next Court of Honor. Scouts have till the age of 18 to complete merit badge requirements. This includes any partial done at summer camp.

Record Keeping

Troop records of an individual Scout's activities, camping and advancement shall be maintained in Troopmaster.

Troop Resource Survey

To be completed annually by the Advancement Chair.

First Class Tracking Sheets

To be utilized by Patrol Leaders and the Patrol Leaders' Council in support of the Troop advancement plan.

Court of Honor

The Troop schedules these ceremonies to give peer recognition, as well as parental and Troop Committee recognition, to those Scouts who have earned awards, advanced in rank or attained a leadership position. These ceremonies will be announced and invitations will be issued. All parents, family members, church members, Troop Committee members and friends are encouraged to attend and support their Scout.

A Court of Honor will be scheduled at least every 6 months. A Scout attending the Court of Honor, whether or not he is receiving awards and recognition, is expected to wear his Class "A" uniform (see "Boards of Review"). Scouts who are not in uniform may not receive their awards, rank advancement, or recognition and may forfeit such recognition for their accomplishments until the next scheduled Court of Honor.

Eagle Court of Honor

The Eagle candidate works with the Ceremonies Chair to plan his Eagle Court of Honor. In recognition of the Eagle candidate's achievements, the Troop will purchase the Eagle Kit containing the box, the badge, the patch, the father's tie tack, the Scout's tie tack and the mother's pin. The Eagle candidate's Parents will bear all other expenses, including the cost of the neckerchief.

Programs

Order of the Arrow

The purpose of the Order of the Arrow is fourfold:

- To recognize those Scouts and Scouters campers who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such manner.
- To develop and maintain camping traditions and spirit.
- To promote Scout camping, which reaches its greatest effectiveness as part of the Troops camping program, both year round and summer camp.
- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

To become a member, a youth must be a registered Boy Scout and hold the rank of First Class or higher. The youth must have experienced a minimum of 15 days and nights camping (including a 6 day/night resident camp). Scouts are elected by their fellow Scouts, following approval by the Scoutmaster. Adult Scouters can become members and must meet the same requirements as above, with the exception that an adult is nominated by the Troop and voted on by the executive committee of the Lodge. The Scoutmaster will nominate an adult after consultation with other adult OA members. The Chapter Vice-Chief of elections will contact the Scoutmaster when a Troop OA election is needed.

God and Country Program

"The Scout in his promise undertakes to do his duty to his country only in the second place; his first duty is to God"-Lord Baden-Powell

At regular Troop meetings, camping trips and other activities, youth and their leaders acknowledge the presence of God and their responsibilities to God through disciplines of devotions and prayer. The God and Country program is an interdenominational series of educational resources and supervised by the various church groups offered for use and recognized by Scouting. Each Scout will be encouraged to participate in the God and Country program of their faith. This program series was developed by church bodies cooperating in the Commission for Church and Youth Agency Relationships. In the Boy Scout of America Bylaws, Article X, dated December 15, 1915, the BSA maintains that no member can grow into the best citizen without recognizing an obligation to God.

Further information may be obtained from:

Programs of Religious Activities Youth (PRAY) 1-800-933-PRAY or 1-(314)-638-1017

The Cross and Flame Program

The United Methodist Church accepts the Boy Scout Program as contributing to the goals of ministry to children and young people in the church and society. It also accepts the Program's methods of recognizing achievement and of stimulating growth as providing good and meaningful experiences in the lives of our youth. The General Board of Discipleship of the United Methodist Church, through its affiliate organization the National Association of United Methodist Scouters (NAUMS), observes many adults giving unusual amounts of time and energy in dedicated service to youth through the Boy Scouts of America. A program has been adopted to recognize such persons at the local church level at charge conference. For criteria and procedure for nominating a candidate please see the Chartered Organization Representative, Chaplain or Troop Committee Chair.

Service Projects

A major emphasis of most religious faiths and of Scouting is service, doing something for others. Service to others is required for advancement to each rank from Second Class to Eagle. One of the guiding principles of The Boy Scouts of America is the development in each Scout of a spirit of selflessness and an awareness that he and his Troop can make a difference in the community by responding to needs that would not otherwise be met. As a whole, Troop 128 supports the BSA Food and Clothing Drive each spring.

Code of Conduct

Along with the opportunities that Scouting offers comes to each Scout the obligation to conduct himself during Troop meetings and activities in a manner that is consistent with the characteristics called for by the Scout Law. Among other expectations of the Scout will be a display by him of courtesy and helpfulness to others and obedience to Junior and Adult Leadership. Also, compliance with safety and Troop operation rules will be emphasized and required. Parents are encouraged to remind their Scouts that his behavior during Scouting activities will reflect on his Patrol, Troop, his family and all who contribute their time and attention in support of the Troop.

If a Scout finds himself unable to obey the Scout Law during Troop Meetings and activities his parents will be notified and his opportunities to participate in future activities may be restricted. Scouts unable to follow the Code of Conduct or policies of the Troop will be brought before the Patrol Leaders' Council for disciplinary action. If any infraction or problem cannot be handled by the Patrol Leaders' Council, a special disciplinary Board of Review may be held for further action and disposition.

Smoking and Drinking

No intoxicating liquors may be consumed at any Troop activity, by either Scout or adult Scout leader. The "No Smoking" rule will be in effect at all meetings. Those adult Scouters who are accustomed to smoking should not conceal that fact from the boys, but should discuss frankly with them the desirability of refraining from its use. Youths that smoke will not be allowed to do so while on a Scouting activity and will be held to the Code of Conduct.

Hazing

Hazing and initiations have no place in Scouting and are prohibited.

Grievances

Use of the chain-of-command within both the youth and adult leadership is encouraged whenever possible. For minor grievances, Scouts should first talk with their Patrol Leader, who may take the matter up with the Senior Patrol Leader.

The Senior Patrol Leader may, in turn, utilize the Patrol Leaders' Council and/or the Scoutmaster as resource to settle disputes or resolve issues. Similarly, Assistant Scoutmasters are encouraged to bring issues to the Scoutmaster's attention for resolution.

The Scoutmaster may utilize the Troop Committee Chair or any member of the Troop Committee as appropriate.

For major grievances, disputes, and infractions of the "Code of Conduct", a Scout may go to any adult Scouter directly for resolution. Parents who perceive inequities or infractions of the "Code of Conduct", or who wish to discuss any issue, are encouraged to speak with the Senior Patrol Leader and an Adult Leader to resolve any concerns.

Revision, Review and Approval of this Document

This document shall be revised and approved by the Troop Committee, with input from the Patrol Leaders' Council, from the Scoutmaster and from other adult leaders.

The policies, procedures and information shall be reviewed annually by the Troop Committee within the first quarter of the school year. The official version of this document shall be stored as a read-only document on the Troop's Net page. In the event of any contradiction of policies and procedures of this operation manual, the rules and regulations and Bylaws of the Boy Scouts of America, and those of Milford First United Methodist Church, in that order, will prevail over that which is written here in this manual.