

# BSA

## TROOP 13 BYLAWS

BSA  
National Capitol Area Council  
George MasonGeorge Mason District  
Scouts BSA Troop 13, Vienna, VA

**Committee Chair – Darby Becker**  
**Scoutmaster – Mike Gephart**

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The information contained herein is in addition and supplemental to the charter and bylaws of the BSA, and is intended to provide guidelines for Troop operations. When in doubt, the Scoutmaster's Handbook, Committee Handbook, Scout Handbook, all other BSA policy take precedence

## Table of Contents

|                                                         |    |
|---------------------------------------------------------|----|
| Preface.....                                            | 4  |
| Review and Adoption .....                               | 6  |
| 1 Troop Organization.....                               | 7  |
| 1.1 National Organization.....                          | 7  |
| 1.2 Charter Organization.....                           | 7  |
| 1.3 Troop Committee.....                                | 7  |
| 1.3.1 Troop Committee Responsibilities .....            | 8  |
| 1.3.2 Committee Positions .....                         | 9  |
| 1.3.3 Committee Training.....                           | 10 |
| 1.4 Troop Leadership Positions .....                    | 10 |
| 1.4.1 Scoutmaster and Assistant Scoutmasters.....       | 11 |
| 1.4.2 Adult Troop Leader Training.....                  | 12 |
| 1.4.3 Scout Positions .....                             | 12 |
| 1.5 The Patrol Leaders Council (PLC) .....              | 14 |
| 1.5.1 Troop PLC Leadership Training.....                | 14 |
| 1.5.2 Patrol Leaders Council and Scout Leadership ..... | 15 |
| 1.6 Key 3 .....                                         | 16 |
| 2 Troop Finances.....                                   | 17 |
| 2.1 Dues .....                                          | 17 |
| 2.1.1 Dues, Family Discount.....                        | 18 |
| 2.2 Budget.....                                         | 18 |
| 2.3 Expenses .....                                      | 18 |
| 2.4 Fundraising .....                                   | 20 |
| 2.5 Troop 13 Fees .....                                 | 20 |
| 2.6 Checking Account.....                               | 20 |
| 2.7 Annual Accounts Audit.....                          | 21 |
| 2.8 Troop Insurance .....                               | 21 |
| 2.9 Hardship.....                                       | 21 |
| 3 Troop Meetings.....                                   | 21 |
| 3.1 General.....                                        | 21 |
| 3.2 Patrol Leaders Council Meetings.....                | 22 |

|       |                                                  |    |
|-------|--------------------------------------------------|----|
| 3.3   | Patrol Meetings .....                            | 23 |
| 3.4   | Courts of Honor .....                            | 23 |
| 3.5   | Eagle Courts of Honor .....                      | 23 |
| 3.6   | Boards of Review.....                            | 23 |
| 3.7   | Troop Events, Special Events, and Campouts ..... | 23 |
| 4     | Equipment .....                                  | 24 |
| 4.1   | Management and Leadership .....                  | 24 |
| 4.2   | Miscellaneous Equipment Items .....              | 24 |
| 5     | Uniform.....                                     | 27 |
| 5.1   | Expectations.....                                | 27 |
| 6     | Advancement .....                                | 27 |
| 6.1   | Advancement Mechanics (GTA § 4.0.0.0).....       | 28 |
| 6.1.1 | A Scout Learns (GTA § 4.2.1.1).....              | 28 |
| 6.1.2 | A Scout is Tested (GTA § 4.2.1.2) .....          | 28 |
| 6.1.3 | A Scout is Reviewed (GTA § 4.2.1.3).....         | 28 |
| 6.1.4 | A Scout is Recognized (GTA § 4.2.1.4) .....      | 28 |
| 6.2   | Advancement as a Method.....                     | 29 |
| 6.2.1 | Advancement in Troop 13 .....                    | 29 |
| 6.3   | Merit Badges.....                                | 30 |
| 6.4   | Scoutmaster Conferences.....                     | 30 |
| 6.5   | Boards of Review.....                            | 31 |
| 6.6   | Record Keeping .....                             | 31 |
| 7     | Code of Conduct .....                            | 32 |
| 7.1   | Discipline Policy .....                          | 32 |
| 8     | Training.....                                    | 32 |
| 8.1   | Training Requirements and Opportunities.....     | 32 |
| 9     | Scholarship.....                                 | 33 |
| 9.1   | Requirements .....                               | 34 |
| 9.2   | Review .....                                     | 34 |
| 9.3   | Award.....                                       | 34 |
|       | APPENDIX A – Definition of Status .....          | 35 |
|       | APPENDIX B – Troop Code of Conduct .....         | 37 |

## Preface

These bylaws are developed for the purpose of setting in place what will constitute the foundation of who we are as a troop, and how we plan to implement the mission and vision of the Scouts of America for our boys. Troop 13's bylaws define troop policy, procedures, and guidelines as expressed in the Scouts BSA Handbook and other official BSA (BSA) publications. Some information contained herein is in addition and supplemental to the charter and bylaws of the BSA and is intended to provide guidelines for troop operations. To that end, we remind the readers of this document of some of the foundational elements of the BSA.

### *Mission Statement*

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

### *BSA Vision Statement*

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

### *Scout 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.

### *Scout Law*

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

### *The Aims of Scouting*

Every Scouting activity moves Scouts toward four basic aims; Character Development, Citizenship Training, Personal Fitness, and Leadership Development.

### *The Methods of Scouting*

The Aims of Scouting are achieved through eight (8) 'methods', and it should be noted that while some may feel one of them is 'most important', BSA makes a point of emphasizing that none of them has greater importance than any other. A properly functioning unit makes sure to maintain a balance among these methods so as to permit emphasis on the Aims of Scouting, rather than a handful of the Methods.

**Ideals**

The ideals of Scouting are spelled out in the Scout Oath and Law, motto, and slogan. The Scouts measure themselves against these ideals and continually try to improve. The goals are high, and as they reach for them, they have some control over what they become.

**Patrols**

The patrol method gives Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

**Outdoors**

Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

**Advancement**

Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans their advancement and progress at their own pace as they meet each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help them grow in self-reliance and the ability to help others.

**Association with Adults**

Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the Troop. In many cases a Scoutmaster who is willing to listen to the Scouts, encourage them, and take a sincere interest in them can make a profound difference in their lives.

**Personal Growth**

As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Young people grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program is also a large part of the personal growth method. Frequent personal conferences with their Scoutmaster help each Scout to determine their growth toward Scouting's Aims.

**Leadership Development**

The Scouting program encourages Scouts to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding

the concepts of leadership and becoming a servant leader helps a Scout accept the leadership role of others and guides them towards participating citizenship and character development.

### **Uniform**

The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished.

### ***The Guide to Safe Scouting***

Policies and procedures outlined in the BSA *Guide to Safe Scouting* apply to all Troop 13 activities – and at all times – including those related to advancement and Eagle Scout service projects. All members of the Troop are expected to uphold all the requirements and standards contained in the most recent version (updated quarterly) of the *Guide to Safe Scouting*. The Guide is updated Quarterly and needs to be reviewed on the same basis for changes.  
(See <https://www.scouting.org/health-and-safety/gss/toc>)

### ***Troop 13 Leadership Commitment to Standards of Conduct***

The signers and authors of this document, along with the Committee Members and Assistant Scoutmasters, are wholly committed to delivering the Scouting program to the Scouts of Troop 13 in full compliance with the aims and values outlined above. The above outlined Scout Oath, Law, Aims and Methods represent the highest standard of conduct for all adult and youth members of Troop 13. All members of the Troop are expected to commit to these values and conduct themselves in a manner that is congruent with these values at all times.

## **Review and Adoption**

- A. These bylaws can be amended by two-thirds majority vote of Troop Committee Members at a regularly scheduled Committee meeting. Notice of impending changes will be provided to all registered adult leaders a minimum of two weeks in advance of the meeting to ratify any new or revised content. A Committee Member is an adult (18 years of age or older) that is registered with the BSA (BSA) within the current year and approved for a position on the Troop Committee by the Committee Chair.
- B. The bylaws of Troop 13 shall remain under the guardianship of the Troop Committee Secretary. Each family of a Scout registered with the Troop and all registered adult Troop leaders shall have access to the Troop bylaws. A copy of the bylaws will also be available for the membership on the Troop website. The Troop Committee is responsible for the content of Troop 13 bylaws and for all modifications to the same. Troop members may propose recommendations for changes, edits, and revisions to this document at any time by submitting

suggestions in writing to the Troop Committee Secretary for consideration at the next regularly scheduled committee meeting.

- C. These bylaws describe how Troop 13 functions under the higher policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any apparent contradiction should be reported to both the Scoutmaster and the Troop Committee Chair. These procedures apply to all members of Troop 13, and to all authorized guests of members of Troop 13, when engaged in any sanctioned Troop activity.
- D. In the course of day-to-day activities there are times when there needs to be some flexibility or exceptions to policy. The Troop does not have the authority to modify or provide exceptions to National, Council, or District policies. In those instances where the Key 3 Leadership (Charter Organization Representative, Committee Chair, and Scoutmaster) determine an exception to a Troop policy is in the best interest of Troop, the Key 3 may modify the requirement on a case-by-case basis. Any modification must be in keeping with BSA rules and the principles of scouting.

## **1 Troop Organization**

### **1.1 National Organization**

- A. Troop 13 is an officially sanctioned and chartered Scouts BSA unit within the George Mason District of the National Capital Area Council (NCAC) of the BSA.

### **1.2 Charter Organization**

- A. The Church of the Good Shepherd, United Methodist Church located in Vienna, Virginia sponsors Troop 13. The Troop must apply annually for re-charter by December of each calendar year. The rechartering process will begin in October of each calendar year. The Chartered Organization Representative (COR) is the liaison between the Troop and parents, and the sponsoring organization.
- B. The Chartered Organization Representative selects and has responsibility to replace the Troop Committee Chair (CC).

### **1.3 Troop Committee**

- A. The Troop Committee consists of selected adults who are registered as leaders with the Troop. They may be parents of member Scouts, members of the Charter Organization or other adults within the community interested in helping the Troop fulfill the mission of the BSA and delivering a quality program for our youth.
- B. It is the responsibility of the Committee Chair to work with the Scoutmaster (SM), COR and the other Committee Members to select the best possible candidates to serve in each position.

- C. The Committee Chair position is not a “voted in” position but one selected by the COR. The Committee Chair’s performance will be formally evaluated and reviewed on an annual basis in October by the COR.
- D. The Committee Chair is exclusively responsible for removing any adult from leadership positions within the Troop. The Committee Chair will ensure that the Scoutmaster and the COR are aware of the details and circumstance regarding a pending decision to remove any adult Troop Leader from an active position.
  - a. The adult in question shall be provided opportunity for rebuttal within 14 days of any allegation of negligence or violation of the Troop Standards of Conduct (see Preface). This rebuttal shall be provided to the Committee Chair in writing, the contents of which must be presented to the Troop Committee during the next regularly scheduled Committee meeting and must be shared electronically with the COR prior to the Committee Chair formalizing any decision on the removal of the adult leader.
  - b. The Committee Chair can only be removed from office by the COR or by individual resignation of the responsibilities of the position presented in writing to the COR.

### **1.3.1 Troop Committee Responsibilities**

- A. The Troop Committee is responsible for the management and operation of the Troop. The Committee Chair has overall responsibility for the function and composition of the Committee Members within the Committee. The Committee Chair works closely with the COR and other adult Troop leaders to ensure adequate leadership is recruited to operate the Troop. The Troop Committee is made up of registered adults that are committed to the Aims, Methods, ideals and goals of Scouting. The Committee has three major functions.
  - a. It is responsible for securing new adult leaders as vacancies occur.
  - b. It approves Troop programs and activities as planned annually by the Patrol Leaders Council (PLC) and the Scoutmaster.
  - c. It provides Troop program support as requested by the PLC and Scoutmaster including but not limited to transportation, finance, logistics planning, reservations, and adult leadership on outings.
- B. The Committee shall function in accordance with the National Committee and the established guidelines of the BSA. The Committee will meet quarterly, on a date agreed upon by the Committee Chair, COR and the Committee Members, except as coordinated by the Committee Chair.
- C. Additional Responsibilities:
  - a. Arrange transportation needed to carry out the Troop’s program
  - b. Plan and assist the Troop in fundraising
  - c. Maintain and audit all Troop financial records
  - d. Provide for special needs and assistance for individual Scouts
  - e. Disburse funds for Troop activities and equipment purchases
  - f. Provide support and guidance to long range planning for the Troop

- g. Support and ensure the inventory and effective maintenance of all Troop equipment, by designated personnel
  - h. Manage the advancement records
  - i. Serve on boards of review and at special honor courts
  - j. Develop and support community service projects
  - k. Conduct annual charter renewal process
  - l. Provide an adequate camping and outdoor program (minimum 10 days and nights per year)
  - m. Support the Scoutmaster in working with individual Scouts and behavior problems that may affect the overall troop program.
  - n. Encourage Scout attendance at all Troop events and gatherings
- D. Troop Committee meetings will routinely be scheduled Quarterly on the third Thursday of the first month in the Quarter from 7:00 PM to 8:30 PM. Committee meetings will be held either virtually or at Church of the Good Shepherd UMC, Vienna VA.
- a. Committee meeting dates and venue will be adjusted to best accommodate members' schedules and location availability.
  - b. The Troop Committee Chair or the Scoutmaster, with reasonable prior notice, may schedule special meetings.
  - c. Troop Committee Members are expected to attend Troop Committee meetings. The Scoutmaster is always encouraged to attend.

### **1.3.2 Committee Positions**

- A. Committee Positions are described in the Troop Handbook and the Scoutmaster's Handbook. At a minimum, BSA Policy states that the committee shall consist of the following members:
- a. Committee Chair
  - b. Advancement Chair
  - c. Secretary
  - d. Treasurer
  - e. Chartered Organizational Representative
- B. The Troop will pay to register these positions. Any decision to register additional positions will be made by the Committee. Additional Committee positions, at the discretion of the Committee Chair, may include:
- a. Activity and Events Chair
  - b. Fundraising Chair
  - c. Parent Chair
  - d. Training/YPT Chair
  - e. Summer Camp Coordinator
  - f. New Members Coordinator
  - g. Webmaster Coordinator
  - h. Life to Eagle Coordinator

- i. Quartermaster Advisor
  - j. High Adventure Coordinator
  - k. Camping Coordinator
  - l. Merit Badge Dean
  - m. Medical Records Coordinator (aka Health & Safety)
  - n. Other positions at the discretion of the Committee Chair
- C. Voting and Committee decision making:
- a. The Committee Chair will determine which matters presented to the Committee for decision are best resolved by a vote. In such situations, a majority of registered Committee Members need to be present and the vote shall be deemed to have passed or failed by a simple majority vote.
  - b. The COR shall provide the needed oversight on all voting and decision-making matters of the Troop, and at any time may, in concert with the Aims and Methods of Scouting, along with the Scout oath and law, defer or veto any decisions of the Committee.

### **1.3.3 Committee Training**

- A. All Committee Members shall be registered with the BSA and complete the Scouts BSA training in accordance with BSA Scouts BSA requirements (Youth Protection Training must have already been completed – and be current – in order for the adult to be registered as a Leader.)
- B. Committee Members are encouraged to attend Scout Leader Basic Training (SM/ASM Leader Specific training and Individual Outdoor Leadership Sessions (IOLS)), but these programs are not required for Committee positions.
- C. There are several additional BSA-developed training courses provided on-line at MyScouting.org that Committee Members are encouraged to complete at their own pace and in response to their own interest.
- D. Continuing education is key to an informed, successful committee, and to this end, Committee Members are encouraged to enroll in additional BSA leader-training courses.

## **1.4 Troop Leadership Positions**

- A. The Scoutmaster is the designated adult Troop leader and is responsible to the Troop Committee and the Charter Organization for overall supervision and operation of the Troop. Assistant Scoutmasters (ASMs), and youth Junior Assistant Scoutmasters (JASM) assist the Scoutmaster in executing a quality program for our youth members.
- B. The Scoutmaster and the Committee Chair are responsible for filling leadership positions required to operate an effective Troop program. Some of these positions are, but are not

limited to ASMs, Committee positions, special fundraising activities, and other special projects and sub-Committee positions.

- C. The Scoutmaster is responsible for selecting his Assistant Scoutmasters. The Committee will approve the selection(s). If at any point the Scoutmaster would like to remove an Assistant Scoutmaster he will seek and gain the approval of two-thirds of the Committee.
- D. When the Scoutmaster decides to vacate his position, he will solicit volunteers to replace him. He will provide his recommendation to the Committee for review and approval by two thirds of the Committee.
- E. Troop 13 leadership consists of the Patrol Leaders' Council (PLC), Jr. Assistant Scoutmasters (JASM) under the guidance of the Scoutmaster, and the Assistant Scoutmasters. All positions are described in the Jr. Leadership training handouts and in the BSA Jr. Leadership Handbook.

#### **1.4.1 Scoutmaster and Assistant Scoutmasters**

- A. The Scoutmaster is encouraged to attend Committee meetings and ASMs are also welcome to attend. In the event the Scoutmaster cannot attend a Committee meeting, he may assign one of the ASMs to attend in his place as a representative of the Troop program.
- B. The Scoutmaster is the primary interface to Scout leadership in the Troop. The Scoutmaster's duties include program planning with the PLC and attending Quarterly Committee meetings. The Scoutmaster guides the Senior Patrol Leader (SPL) and works to develop the leadership skills of the SPL and the Assistant Senior Patrol Leader(s) (ASPLs). In the context of ensuring a safe program, the Scoutmaster has full responsibility for all program decisions of the Troop.
- C. The Assistant Scoutmasters operate under the direction of the Scoutmaster. They are responsible for assisting in the training of Scout leaders, and using the Methods of Scouting to achieve the Aims of Scouting.
- D. The Scoutmaster may also further designate specialized Assistant Scoutmaster positions at his discretion and with the concurrence of the Committee Chair. These positions may also be designated as Committee positions, if the Scoutmaster and Committee Chair agree. Some example specialist positions include but may not be limited to:
  - a. Equipment and Safety Coordinator (ASM)
  - b. Service Projects Coordinator (ASM)
  - c. High Adventure Coordinator (ASM)
  - d. Merit Badge Coordinator (ASM)
  - e. Order of the Arrow Coordinator (ASM)
  - f. College Reserve

### 1.4.2 Adult Troop Leader Training

- A. The Scoutmaster and ASMs will complete required training found on my.Scouting.org and in accordance with BSA Scouts BSA guidelines. They are expected to read and review (a) “The Guide to Safe Scouting,” (b) “The Scout Handbook,” and (b) “The Scoutmaster’s Handbook,” within their first 60 days of being registered as adult Troop leaders within Troop 13.
- B. The Scoutmaster and ASMs are required to register for and complete ***Scout leader basic training*** (“leader specific training”) and Introduction to Outdoor Leader Skills (IOLS) training offered by the George Mason District or any other District within the NCAC in order to be qualified as “Fully Trained” leaders within Troop 13.

### 1.4.3 Scout Positions

Rank and age requirement for any scout Troop leadership position, according to the BSA, is determined by each troop, as is the schedule of elections. For more information, see the *Senior Patrol Leader Handbook* and *Patrol Leader Handbook*. In addition, see the *2021 Guide to Advancement*, Section 4.2.3.4.3, titled “Meeting Unit Expectations,” which highlights unit responsibility and authority in establishing the guidelines and requirements for leadership positions.

- A. The Senior Patrol Leader (SPL)
  - a. The Senior Patrol Leader is the senior youth leader in the Troop.
  - b. In Troop 13, the SPL must hold the rank of 1st Class or higher and have performed the duties of an Assistant Senior Patrol Leader (ASPL), Patrol Leader (PL), or a Troop Guide (TG) in the past. The SPL must be an active member of the troop for all Troop activities over the prior six (6) months, and have been approved for nomination from the Scoutmaster.
  - c. The Senior Patrol Leader will be elected by a majority vote of members present at a regularly scheduled Troop election, held once a year on a 12-month annual calendar. All members of the Troop vote by secret ballot to choose their Senior Patrol Leader.
  - d. A Senior Patrol Leader cannot serve as a Senior Patrol Leader for more than one (1) consecutive term unless there are no other candidates interested or nominated within the Troop.
  - e. With guidance from the Scoutmaster, the SPL takes charge of troop meetings, of the Patrol Leaders’ Council, and of all troop activities, and they do everything they can to help each patrol be successful. The SPL is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training.
  - f. The SPL presides over the Patrol Leaders’ Council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities.
- B. The Assistant Senior Patrol Leader(s) (ASPL)
  - a. Assistant Senior Patrol Leader(s) is the second most senior youth leader in the Troop.
  - b. In Troop 13, the ASPL must hold the rank of 1st Class or higher.

- c. The ASPL must be an active member of the troop for all Troop activities over the prior six (6) months. The Senior Patrol Leader, with the approval of the Scoutmaster, appoints the Assistant Senior Patrol Leader(s).
- d. No scout will serve more than twice as an ASPL unless there are no other scouts willing to serve.
- e. The ASPL(s) works closely with the SPL to help the troop move forward and serves as Acting Senior Patrol Leader when the Senior Patrol Leader is absent.
- f. Among his/her specific duties, the ASPL trains and provides direction to the Troop Quartermaster, Scribe, Historian, Librarian, instructors, and the Troop Order of the Arrow Representative.
- g. The ASPL regularly attends PLC meetings and acts as the Chair when the SPL is absent.
- h. The SPL may, with the approval of the Scoutmaster, appoint two ASPLs.

#### C. Patrol Leaders (PL)

- a. Patrol Leaders must hold the rank of 1st Class or higher, or at the discretion of the Scoutmaster a scout may be Patrol Leader if no scout in the Patrol is 1<sup>st</sup> Class, or no 1<sup>st</sup> Class scout chooses to run. The Patrol Leaders are elected by the members of their Patrol during a regularly scheduled Troop election and must be approved by the Scoutmaster.
- b. The Patrol Leaders cannot serve a given Patrol for more than one (1) consecutive term unless the Patrol has no other candidates interested or nominated within the Patrol.
- c. The Patrol Leader reports to the Senior Patrol Leader for the overall operation and conduct of their Patrol at all Patrol and Troop functions.
- d. The Patrol Leader is the top leader of a patrol. The PL represents the Patrol at all PLC meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The PL learns about the abilities of other patrol members and fully involves them in patrol and troop activities by assigning them specific tasks and responsibilities. The PL encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue their own advancement.

#### D. Troop Scribe

- a. The Troop Scribe is appointed by the SPL. The Scribe keeps the Troop records. The Scribe records the activities of the PLC and Scout attendance at Troop meetings.
- b. The Troop Scribe will provide attendance records for all Scouts to the Committee Secretary to be recorded in Troop advancement records on a monthly basis.
- c. The Scribe is essentially the Troop's Secretary. Though not a voting member, the Scribe attends meetings of the PLC and keeps a record of the discussions. The Scribe is responsible for sending the monthly PLC notes to the Committee Secretary.

#### E. Quartermaster

- a. The Troop Quartermaster is appointed by the SPL. The Quartermaster keeps track of the Troop equipment and sees that it is in good working order.

- b. The Troop Quartermaster reports to the Assistant Senior Patrol Leader(s) and the Troop Adult Quartermaster.
- c. The Troop Quartermaster does most of his work around camp outs. There are times when he must be available to check equipment in and out.
- d. The Troop Quartermaster keeps records on equipment, makes suggestions on new or replacement items, and ensures the U.S., Troop, and Patrol flags are available for meetings.

## 1.5 The Patrol Leaders' Council (PLC)

- A. The Patrol Leaders' Council (PLC) is the governing body of the Troop. It plans the Troop program (with a majority vote of its voting members), makes the program happen and deals with Troop and Patrol problems.
  - a. PLC membership includes:
    - i. Senior Patrol Leader – Elected by Troop
    - ii. Assistant Senior Patrol Leader(s) - Appointed by the Senior Patrol Leader (SPL).
    - iii. Patrol Leaders - Elected by Patrol members
    - iv. Troop Guides – Appointed by SPL
    - v. Scribe – Appointed by SPL (non-voting member)
- B. All Troop position appointments are made in consultation with the Scoutmaster. Other youth and adult members may be invited to make contributions to the PLC from time to time but will not hold a voting position on the PLC.
  - a. Positions that may be established to serve the Troop and appointed by the SPL or by Patrol Leaders include, but may not be limited to:
    - i. Troop Quartermaster
    - ii. Chaplain's Aid
    - iii. Bugler
    - iv. Webmaster
    - v. Junior ASM (appointed by Scoutmaster)
    - vi. Order of the Arrow (OA) Representative
    - vii. Den Chief
    - viii. Historian
    - ix. Assistant Patrol Leader (appointed by Patrol Leaders)
    - x. Patrol Quartermaster (appointed by Patrol Leaders)
    - xi. Patrol Scribe (appointed by Patrol Leaders)
    - xii. Instructors
  - b. A detailed description of these Troop positions including roles and responsibilities can be found in *the Troop Handbook*.

### 1.5.1 Troop PLC Leadership Training

- A. Introduction to Leadership Skills for Troops (ILST) shall be conducted in two parts. The first session is a Scoutmaster conference with each new Scout Leader to discuss the responsibilities

and expectations of their new leadership positions. This is an informal session to introduce the Scouts to resources available to them to be successful. Should a given Scout be elected or appointed to the PLC for an additional term or assuming a new position, they will be required to repeat the Scoutmaster conference leadership review session following each election period.

- B. The second session is a minimum of a four-hour, formal training and team building session involving all newly selected scout Troop Leaders and others at the discretion of the Scoutmaster. This ILST session shall be held within 60 days of the date of the Troop Election and following the installation of the PLC.
  - a. Approval to extend the required ILST training to a date beyond the 30 days following a Troop election shall be approved by the Troop Committee Chair.
  - b. Training dates for ILST will be scheduled during the annual planning session and posted on the Troop calendar. Each Scout elected to a position must attend the training session or complete a Scoutmaster approved substitute training session on their own within 1 month of the Troop-conducted training. If a Scout is unwilling or unable to complete this training requirement, the Scoutmaster may appoint another trained Scout to fulfill that office.
- C. The Scoutmaster or Assistant Scoutmasters may conduct additional, formal or informal, one-on-one training and mentoring sessions throughout a Scout's leadership tenure. These periodic Scoutmaster conferences or training events will focus on how a Scout is performing their duties and discuss available program resources that may assist them in their position and must remain in compliance with YPT and other standards of Scouting.

### **1.5.2 Patrol Leaders Council and Scout Leadership**

- A. The Senior Patrol Leader (SPL) conducts at least one monthly PLC meeting under the guidance of the Scoutmaster for the purpose of program planning. The Scoutmaster and Troop Committee have veto power over all PLC decisions but shall exercise it only on rare occasions when at least one of two conditions are met (a.) the plans of the PLC would violate BSA policy, or (b.) the plans would jeopardize safety.
- B. The PLC will present its proposed annual calendar to the Troop Committee for approval after their summer planning session held annually prior to July 31, and presented at the August Committee meeting.
  - a. After approval of the annual Troop calendar by the Troop Committee, the PLC will then present the final annual calendar to Troop membership by the first troop meeting in September.
- C. Patrol Leaders and Troop Guides present the ideas and concerns of their Patrols, and then take the PLC's decisions back to their Patrol membership.
- D. Patrols

- a. All the Scouts are assigned to a Patrol of their own. The SPL, ASPL, and JASM make up the core of the Leadership Patrol. (See the Leadership Patrol requirements below.) A Patrol is made up of roughly five to twelve Scouts.
- b. New scouts will be assigned to an existing Patrol at the time they join the Troop.
- c. Patrol membership will be re-aligned in conjunction with the annual election cycle. The re-alignment will be accomplished by the Scoutmaster and in coordination with the incoming SPL.
- d. A Patrol has one PL, one Assistant Patrol Leader, and a Patrol Quartermaster.
- e. Each Patrol elects its own PL who represents the Patrol to the PLC.
- f. The Patrol Leader, under the supervision, approval and support of the Scoutmaster, can select an Assistant Patrol leader. Other positions will be assigned as needed by the Patrol.
- g. The Patrol functions are described in the Scout Handbook and the Junior Leader Handbook.
- h. A Patrol Leader and Assistant Patrol Leader have the responsibilities for running their Patrol as described in the Scout Handbook and the Junior Leader Handbook.
  - i. Adult Patrol Leadership
    - 1. Each Patrol will have at least one Assistant Scoutmaster to provide Safe Scouting supervision for the Patrol as well as to provide leadership guidance to the Patrol Leader. All Patrol activities will take place in the presence of at least two Troop adults.
    - 2. Adults who are assigned to a Patrol are responsible during each meeting for making sure that their assigned Patrol has two-deep coverage at all times.
    - 3. Adults assigned to a Patrol should meet with the Patrol Leader to review the plans for the meeting and to make sure that the plan is consistent with the Troop's goals.

#### E. Chain of Command

- a. Troop Scouts, in order
  - i. SPL (Senior Patrol leader)
  - ii. ASPL (Assistant Senior Patrol leader)
  - iii. PL (Patrol Leader)/Troop Guide
  - iv. Appointed positions within the Troop/Patrol
- b. Troop Adults, in order
  - i. COR (Charter Organizational Representative)
  - ii. CC (Committee Chair)
  - iii. SM (Scoutmaster) – works with SPL
  - iv. ASM (Assistant Scoutmaster)

## 1.6 Key 3

- A. The Key 3 is a group that meets at a minimum of every quarter to discuss matters of the troop that are sensitive, or ideas that are to be presented to either the Committee or ASMs.
  - a. Key 3 membership includes:
    - i. Charter Organization Representative
    - ii. Committee Chair

- iii. Scoutmaster
- b. Responsibilities of the Key 3 include but are not limited to the following.
  - i. Complaints or feedback received from Scouts, Parents, Leaders or other individuals
  - ii. Hardship needs of Scouts prior to submitting the needs (without the scouts name) to the Committee for approval of hardship funds to cover Scout for various needs
  - iii. Review new ideas or policies prior to discussion with the Committee or ASMs
  - iv. Discuss private matters involving an issue with a Scout relating to behavior

## 2 Troop Finances

- A. The Treasurer will maintain all Troop funds. Funds are deposited into the Troop checking account. Disbursement of funds from this account requires one approval – either the Treasurer or the Committee Chair. However, if the balance of available funds in the bank account should fall under \$2500, disbursement of funds from this account requires two approvals; that of both the Treasurer and the Committee Chair.

### 2.1 Dues

- A. Dues are assessed to each Scout on an annual basis in October that covers the period of Troop membership from January 01 through December 31.
- B. Troop dues are to be collected by the Troop Treasurer by the end of October so Troop 13's re-chartering process can be completed by the 15th of November of each year. Dues cover registration with the BSA, insurance, and other items such as gear and advancement patches.
- C. Fees for special events, campouts and food are assessed prior to the event and are in addition to Troop dues.
- D. Scouts who turn 18 during a given registration year must pay the fees associated with registration, subscription to Boys Life magazine, and insurance; however, the remaining fees used to cover Troop expenses will be prorated based on full year vs. half year.
- E. Dues represent every Scout's equity in the Troop. In the event a Scout chooses to depart the Troop, these dues may be refundable by 50% or 0% at the discretion of the Committee.
  - a. If a Scout transfers to a new unit in the second half of the annual period any paid dues will not be refunded. Any Scout funds to be returned will not be returned directly to the family but instead will be transferred to the new Troop upon request.
  - b. If the Scout transfers from Troop 13 to a new unit within the first 6-months of the annual period, 50% of the dues may be refunded.

- c. If a Scout withdraws from Scouting, any portion of the dues as outlined above, will be returned to the family only under special, mitigating circumstances and at the discretion of the Committee.

### **2.1.1 Dues, Family Discount**

- A. The Committee will have the discretion to establish a multiple sibling discount on an annual basis and will publish those rates if such a discount is recommended and approved by the Committee.

## **2.2 Budget**

- A. The Committee must approve the budget on behalf of the Troop.
  - a. An annual budget will have a target date of approval by January 31 for that given year's budget.
- B. The Committee Treasurer will prepare and present a written annual budget to include all of the Troop's projected operating costs and estimated income from all sources, for presentation at the August Committee meeting in conjunction with the Committee review and approval of the PLC's annual plan. This plan will be developed with the assistance of the Scoutmaster and in preparation for the August Patrol Leader Council meeting. The budget plan requires the approval of the Committee. Once approved, this plan will serve as the Troop guideline for monitoring and controlling operational costs throughout the entire program year.
  - a. An annual financial audit will be conducted with a target date of December and additionally as requested by the Committee.
  - b. Financials are due for tax filings by March 15<sup>th</sup> each calendar year.
- C. The Treasurer will provide a written financial report at each regularly scheduled Committee meeting showing new receipts and payments, by category, since the last financial report, the current balance of each category of Troop funds, and other financial reports as requested by the Committee.

## **2.3 Expenses**

General funds finance all Troop expenses incurred throughout the year. Troop expenses include, but are not limited to Troop camping supplies and equipment, training aids and materials, administrative supplies, and items awarded to Scouts as they advance through the program (badges, patches, pins, etc.).

- A. If a proposed purchase is under \$500, then the Committee Chair together with the Committee Treasurer can approve the spend plan as long as those items are needed prior to the next Committee meeting. If the purchase is not urgently required then the spend plan must be presented to the Committee during a regular meeting, and approved by a simple majority of the Committee Membership. All other purchases

valued at or over \$500, shall be presented at a Committee meeting and must pass by a two-thirds majority vote.

- B. Courts of Honor support can often exceed the \$500 limit depending on the number of merit badges, rank, and other awards to be recognized. Routine spending for the Courts of Honor does not need to be pre-approved by the Committee. Receipts will be submitted for re-imbursement. Any additional expenses beyond the purchase of patches, awards, and other items to be distributed to the Scouts that will cause the total budget to exceed \$500 will be pre-approved by the Committee by a two-thirds vote.
- C. If a proposed purchase valued at or over \$500 is needed urgently prior to the next Committee meeting then a spend plan must first be provided to the Committee Treasurer to ensure the request can be supported.
  - a. If the Treasurer determines that funding isn't available, then the request will automatically be denied or will require appropriate modification in overall value before Committee Members can vote on the purchase. If the Treasurer confirms that funding is available, then the spend plan shall be electronically disseminated to the Committee Members for a vote. Approval of the Committee is required prior to such a purchase.
- D. Purchases may not be reimbursed without an approved spend plan. There are situations that could warrant an individual to have to purchase an item to ensure the success of the Troop at an event. If those situations arise they will be treated on a case-by-case basis. In this situation the Committee Chair has the discretion to allow a submission to the Committee or reject it. If rejected, the Committee Chair will inform the Committee that someone will not be reimbursed for a purchase that they didn't receive proper approval for. If the Committee Chair believes the purchase was needed to ensure the success of the Troop at an event, justification will have to be submitted to the Troop Treasurer and the Committee will vote on the reimbursement at the next Committee meeting.
- E. All approved reimbursements shall include an appropriate receipt for official record keeping and auditing purposes.
- F. All general funds will be disbursed from the Treasurer to the designated Scout leader, Parent, or Committee Member, with approval from the Committee, as necessary to finance Committee-approved expenditures. An invoice will support reimbursement of purchases made and/or proof of payment and indicate the category to which the purchase should be allocated.
- G. Weekend camping fees, summer camp fees, and all other fees collected for outings are reported as income on the budget report when collected. These fees are recorded as an expense as soon as the fees are paid to the recipient.
- H. Scoutmaster Discretionary Fund
  - a. A portion of the general funds annual budget will include a petty cash amount, not to exceed \$250, which the Scoutmaster can draw upon throughout the year

for Scouting purposes without special approval. Although special approval is not needed, all expenses will be justified through receipt or other verifiable documentation. Amount can be placed on a debit card or requested in cash or reimbursed with receipts

- b. This account may be refreshed throughout the year, as needed, at the discretion of a majority of the Committee.

## **2.4 Fundraising**

Troop income is derived primarily, from annual registration and fundraisers, but may also come from donations. All moneys collected go into the Troop's checking account for general fund use or a scout account.

- A. Money-earning projects may be conducted to offer Scouts the opportunity to earn funds that may be used to offset costs of designated Scout activities. Troop fundraising projects may or may not require the submission of the Unit Money-Earning Application to the local council service center. The Committee of Troop 13 will make an effort to ensure that Troop fundraising does not interfere with Council related fundraising projects as well as to ensure that all fundraising is done with the highest ethical standards in mind in order to set a good example for the Scouts.
- B. The Committee will determine the distribution of funds resulting from these opportunities based on direction from BSA and IRS.
- C. Each scout should do a minimum of 1 hours of fundraising, as a goal per year.
- D. Fundraising may be done by a smaller group for a specific goal with the approval of Troop (Committee and Scoutmaster)
  - a. Groups can be a patrol, multiple patrols, high adventure crew fundraising for a patrol outing or a high adventure camp, or group of 3 or more scouts raising money for a scout related expense.

## **2.5 Troop 13 Fees**

- A. Event Fees - The events sponsored by the Troop may require additional fees. The Activities/Events Chair will provide notice of these fees to the Scouts and parents. The Treasurer will collect all fees before the start of any event or activity.
- B. Summer Camp Fees - The fee to attend summer camp is set by the camp that the Scouts elect to attend.

## **2.6 Checking Account**

The Troop shall maintain a checking account for operational expenses. The Committee Treasurer shall reconcile this checking account monthly.

- A. The Committee Treasurer shall provide a written report submitted to the Troop Committee.

- B. All checks or cash received from dues, special money earning functions, donations, etc., shall be with proper receipt and deposited in the Troop checking account to ensure an audit trail.

## **2.7 Annual Accounts Audit**

An audit of all accounts will be conducted at the end of each calendar year, and two or more members of the Committee or qualified adults will accomplish such audit. These two people will be chosen by the Committee and approved by the COR or Committee Chair. A copy of the final audit report will be submitted to the COR and the Committee Chair upon completion.

## **2.8 Troop Insurance**

The Committee Treasurer will ensure that Troop 13 maintains BSA Unit Accident Insurance coverage for all of its registered members and insurance for Troop equipment.

## **2.9 Hardship**

The troop understands that everyone can have hardships in life and the troop can help if made aware of the hardships.

- A. When a family identifies a potential hardship for Troop consideration, the family will provide documentation necessary to assist the Troop in reaching a decision about how best to address the hardship. The information will be provided to the Committee Chair and Charter Organization Representative.
- B. When a hardship is identified the Key 3 and the Treasurer (if funds are to be offered for dues or camp) will discuss the need of the scout and the reason for the hardship. If the Key 3 agree the hardship is found to be in need of support from the Troop the Key 3 are empowered to address the hardship. If there is a difference of opinion as to the resolution of the hardship between the Key 3, then the issue will be brought before the Committee.
- C. Action recommended to the Committee will leave out information that may identify the individual scout or family. Committee Chair will discuss the possible need for the funds for the scout or for the scout to be forgiven of debit or fees owed to the Troop.
- D. If a decision to offer financial support to the Scout is agreed to by the Committee, the Committee Chair, Treasurer and Scoutmaster will coordinate how the information is passed to the individual, so they are aware of the aid.

# **3 Troop Meetings**

## **3.1 General**

- A. Troop meetings are held at Church of the Good Shepherd (2351 Hunter Mill Rd Vienna VA 22181) on Tuesday evenings from 7:30 PM to 9:00 PM. Scouts First class and above or who are members of the PLC are expected to arrive by 7:15 PM to review the meeting plan in advance of the call to order with the SPL and Scoutmaster.

- a. If the meeting location should change, the SPL and Scoutmaster with assistance from the Committee will make every attempt to notify all members 48 hours prior to the meeting in question via e-mail, phone and/or in person.
- B. Troop meetings during June, July and August, will be held on a regularly basis, but may be modified during Summer Camp depending on the level of expected participation.
- C. Troop meetings will follow the Fairfax County Public School schedule during the school year. If the schools are closed due to holidays or inclement weather then the Troop typically will not meet. The Scoutmaster, or a designated Assistant Scoutmaster in the Scoutmaster's absence, will make the final decision on whether or not to cancel a meeting.
- D. Special Troop meetings may be held to meet the needs and requirements of the Troop program. Special meetings must have the approval of the Scoutmaster and announced in advance.
- E. Scouts are expected to attend Troop, Patrol and Patrol Leaders Council meetings (if a member). The Troop understands that activities such as homework, religious instruction, sports activities, music, and other activities may interfere with regular meeting attendance. It is incumbent upon the Scout to inform his PL, SPL, and SM (in that order) if there will be a protracted period of absence. Prolonged unexcused absence is likely to delay rank advancement. If a Scout is routinely absent for more than 50% of Troop meetings with no explanation during any consecutive, three-month period, the Scout must meet with the Scoutmaster immediately upon returning to the Troop to assess their "Scout Spirit," and review their goals in Scouting.
- F. Adult Troop leaders, in particular ASMs, are expected to routinely attend Troop meetings (Committee Members are also encouraged to attend, especially if there is a need to interface with some of the youth or adults in a timely manner.) A minimum of two adult leaders must be in attendance at all Troop and Patrol meetings/events to provide supervision of and safety for the Scouts. At least one of the two attending adults should be Adult Leader Trained.

### **3.2 Patrol Leaders Council Meetings**

- A. Patrol Leaders' Council meetings will be held each month as determined by the SPL three (3) days in advance of any scheduled meetings. PLC meetings will be held at Church of the Good Shepherd or a location designated by the SPL.
- B. All members or designees of the Patrol Leaders' Council are expected to attend all Patrol Leaders' Council meetings. The Scoutmaster or his representative and at least one other adult leader must also be present.
- C. Special Patrol Leaders' Councils may be held if needed at the discretion of the Scoutmaster or SPL.

### **3.3 Patrol Meetings**

- A. The Patrol Leader should schedule Patrol meetings once a month to plan for upcoming outings and to conduct Patrol business. They may be held in conjunction with Troop meetings.
- B. All members of the Patrol are expected to attend all Patrol meetings. Two adult leaders or parents of the Patrol members must be present at every Patrol meeting.

### **3.4 Courts of Honor**

- A. The Troop will provide a minimum of three (3) Courts of Honor (CoH) throughout the year, held roughly every 4 months or at the convenience of the approved annual Troop schedule.
- B. All Scouts, parents, adult Troop leaders, and Committee Members are expected to attend. Troop member's families, relatives and friends are encouraged to attend.
- C. Special Courts of Honor, such as for Eagle candidates, will be held as necessary throughout the year.
- D. The PLC with the assistance from the Advancements Committee Chair and the Scoutmaster is responsible for the planning and execution of all routine Troop Courts of Honor.

### **3.5 Eagle Courts of Honor**

- A. The Scout's family hosts an Eagle Scout Court of Honor with assistance from the Troop. Some Eagle Scouts may choose not to have a special Eagle Court of Honor beyond the standard, quarterly Court of Honor.
- B. The Troop will work with the Scout's Family to meet all reasonable requests for support, letters of recognition, and presentation of items of recognition.
- C. The Key 3 will make any final determinations as to whether or not a request for support can be fulfilled by the Troop.

### **3.6 Boards of Review**

Completing a Board of Review (BoR) is a major milestone in the course of a Scout's advancement. The Scout is dependent of the adult leaders to complete this step. Membership on the Committee comes with the responsibility to support the BoR process.

A BoR may be held either the second or third Tuesday of the month prior to regularly scheduled Troop meetings as needed, provided there are candidates. Additional BoRs may be scheduled at the discretion of the Advancement Chair and/or the BoR Coordinator, and as announced during Troop meetings and/or via e-mail at least seven (7) days in advance of the BoR being held.

### **3.7 Troop Events, Special Events, and Campouts**

- A. The PLC will plan all Troop special events in advance, including the approximation of associated fees.

- a. The Patrol menu will be assessed and approved by each Patrol prior to the event, which will be included in the event planning packet given to the PL of the group attending the event.
  - b. Scouts may be responsible for additional fees for special activities.
  - c. At the discretion of the Events Chair and with concurrence from the Treasurer, refunds may be made available upon request prior to the event and only on those occasions when Troop or grub master has not expended or committed the funds on behalf of the Scout or Troop. Scouts, once they are committed to participate via parental consent in any form, will be responsible for any funds expended or committed on their behalf regardless if they ultimately attend the event or not.
- B. The Troop shall issue funds to help cover the cost of gas for trips.
- a. Any adult who supports the Troop by transporting Scouts to or from Troop campouts, High Adventures, or Summer Camp may request full reimbursement for gas used. Drivers may not request reimbursement for transporting only their Scout when other transportation options are available. Additionally, the Troop may not reimburse fuel costs when a Scout arrives late or departs early from the Troop activities. In those situations, the decision to reimburse or not will be made by the Key 3.

## **4 Equipment**

### **4.1 Management and Leadership**

- A. The Quartermaster Advisor and Troop Quartermaster(s) are responsible for maintaining Troop equipment and making recommendations to the Committee regarding repairs and replacements.

### **4.2 Miscellaneous Equipment Items**

- A. Troop 13 will have a number of tents and cooking items for use by Scouts. Patrols desiring to use this equipment must check with the Quartermaster for availability. After any Troop or Patrol event, any gear borrowed must be promptly returned to the Quartermaster clean, dry and in good condition.
- B. Procedures for equipment issuance, maintenance, and replacement will be established by the Quartermaster and Quartermaster Advisor, subject to revision by the SPL, SM, and Committee Chair if necessary.
- C. Items that each Scout must provide on their own (versus communal items maintained by the Troop) include:
  - a. Long or short sleeve Scout shirt (with all insignia properly in place)
  - b. Scout Socks
  - c. Long or short Scout pants
  - d. Outdoor clothing including boots
  - e. Drinking mug and mess kit

- f. Water bottle/hydration pack
- g. Sleeping bag
- h. 10 essentials as in the Scout Handbook
- i. Scout Handbook
- j. Personal items
- k. Winter camping supplies such as a sleeping bag liner, winter gloves and hat, etc.

#### D. Prohibited and Controlled Items

- a. The following items are prohibited on Troop or Patrol activities, except at Scoutmaster's discretion:
  - i. Electronic entertainment devices for use during the event or campout. This includes items such as radios, MP3 players, portable games or CD players.
  - ii. When using cell phones and cameras, we must ensure everyone's privacy is respected. Although most campers and leaders use digital devices responsibly, educating them about the appropriate use of cell phones, cameras and any recording devices is a good safety and privacy measure.
  - iii. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, tents, or other areas where participants expect privacy.
    - 1. Adult leaders, at their discretion, may choose to institute and manage a check-in/check-out system for cell phones when camping or during overnight events.
    - 2. Cell phones and image recording devices may also be prohibited for use at any event or campout at the discretion of the Committee Chair or Scoutmaster. See Appendix B, the "Troop 13 Code of Conduct" for additional details.
- b. Scouts, subject to the listed conditions, may carry the following items:
  - i. Folding knives with a blade of less than 4 inches provided the Scout has earned and is in possession of Tot'n Chip. Fixed blade knives and folding knives with blade lengths in excess of 4 inches are permitted only at the discretion of the Scoutmaster, only after proper training, and on a case-by-case basis fully congruent with BSA's *Guide to Safe Scouting*.
  - ii. Matches, provided the Scout has earned and is in possession of a Fireman Chit
- c. No youth visitors not registered to the Troop may use an ax or hatchet on any Troop event, including events with a Scout Troop or camp-out sponsored by BSA, NCAC or District, or any other Scouting sponsored event, function or activity.
- d. Drugs, alcohol, tobacco, vaping or any other illegal or controlled substance are strictly prohibited at all Scout functions.
- e. Firearms are permitted only within BSA guidelines.

#### E. Caring for Troop Equipment

- a. Damaged or Missing Equipment:

- i. Patrols should notify the Quartermaster of any item damaged during a campout. Equipment damaged due to normal use, age, or accidents will be either replaced or repaired by the Troop.
    - ii. A Scout, as determined by the SM, will reimburse the Troop for any item that is missing from the inventory or damaged due to neglect or misuse through payment methods approved by the Troop.
  - b. Prior to and during a campout:
    - i. Patrols should bring a list of items they need for a given event from the Troop storage and provide this written request to the youth Quartermaster (cc'ing the adult Quartermaster). The youth Quartermaster will then arrange to remove the items from storage, distribute them to the Patrols, and then initial the list for each item checked out. This list will be posted on the Patrol's duty board, if one is available.
    - ii. The Troop adult and youth Quartermasters must check axes for sharpness and loose handles before they can be used.
  - c. Returning equipment:
    - i. Scouts should return the equipment to their youth Quartermaster so they may update the Troop equipment list.
  - d. Marking of Troop equipment:
    - i. Only the Quartermaster, Quartermaster Advisor, or the Scoutmaster may put markings on Troop issued equipment.
    - ii. Patrols may not put their Patrol name on any Troop issued equipment.
    - iii. Tabs, labels, or markings may not be removed from Troop issued equipment. Worn/missing tags should be brought to the attention of the youth or adult Quartermaster for replacement.
    - iv. The youth Quartermaster and the adult Quartermaster Advisor will, from time to time, review and establish the guidelines for marking of Troop equipment.
- F. Equipment needed for presentations or non-camping events:
  - a. Patrols should notify the youth Quartermaster of equipment they need for any event or function two weeks before the event. The youth Quartermaster will be responsible for getting the equipment to the Patrol.
  - b. Patrols may have their ASM retrieve and return equipment to Troop storage without the Quartermaster present. Patrol Leaders will be responsible for making sure that equipment is returned and stored properly and that the youth and adult Quartermasters are notified of the action. The youth Quartermaster, Quartermaster Advisor, and Scoutmaster are the only members allowed unsupervised access to any Troop equipment storage areas.

## 5 Uniform

### 5.1 Expectations

- A. All Scouts are expected to have and wear a complete Scout Field Uniform to all official Scouting functions and ceremonies. This Troop defines the complete uniform as follows: long or short sleeve Scout shirt with all insignia properly in place, Scout belt, long or short Scout pants, Scout socks, neckerchief, Merit Badge sash (all formal events), and woggle.
- B. Troop meetings:
  - a. The Scouts are expected to wear the complete uniform and have their Scout Handbook in hand. Scouts are encouraged to show up for Troop events even if they can't make it in Scout uniform. The leadership will want to know why the Scout isn't in uniform but this will not prohibit the Scout from participation in a majority of situations.
  - b. The Scoutmaster and Assistant Scoutmasters are expected to wear the complete adult Scout (BSA) uniform.
  - c. All registered adult Leaders are authorized and encouraged to wear the official adult Scout uniform. (Other than the Committee Chair, there is generally no requirement for Committee Members to buy/own a uniform.)
  - d. The Committee, during external Troop events (e.g. summer camp, field trips, Troop or Patrol hikes, etc.) is expected to wear either the complete adult (BSA) Scout uniform or the Troop Activity uniform to identify their affiliation with the Troop and with Scouting. This includes to regular weekly meetings when school is no longer in session over the summer.
- C. Scouts will wear the full Field Uniform, to include the Merit Badge sash, for all Scoutmaster Conferences and Boards of Review.
- D. The Scoutmaster for particular events may specify an alternative "Uniform of the Day." For example, in hot weather the "Uniform of the Day" might be shorts and an approved Scouting or Troop T-shirt.
- E. For all Scouts and ASMs, the Field uniform is to be worn to and from Troop events. A Troop T-Shirt or Polo may be substituted upon arrival at the event with Scoutmaster approval.
- F. Scouts not in uniform should discuss the reason for being out of uniform with the Scoutmaster and Senior Patrol Leader upon arrival at an event requiring a given Scout uniform. Scouts not in the required uniform for an event may be sent home at the sole discretion of the Scoutmaster.

## 6 Advancement

Advancement is the process by which youth members of the BSA progress from rank to rank. It is one of the eight methods used by Scout leaders to help Scouts fulfill the aims of the BSA. Regardless the program—Cub Scouting, Scouts BSA, Varsity Scouting, Venturing, or Sea

Scouts—where advancement takes place, it is nothing more and nothing less than one of several methods. It is a means toward accomplishing the BSA mission. It is not an end in itself.

In the simplest terms, there are four steps to advancement:

- A Scout learns.
- A Scout is tested.
- A Scout is reviewed.
- A Scout is recognized.

## **6.1 Advancement Mechanics (GTA § 4.0.0.0)**

Troop 13 manages the advancement of its Scouts in full compliance with the current version of BSA National's Guide To Advancement (GTA). Given the nature of that document being a 'guide', it would stand to reason that it leaves the procedural specifics of advancement to Councils, Districts, or even Units. However, the GTA is very specific about the proper mechanics of advancement, and even includes in the preface to the GTA the statement ...

“No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements.”

For that reason, sections 6.1.1 through 6.1.4 below are direct excerpts from the referenced sections of the GTA.

### **6.1.1 A Scout Learns (GTA § 4.2.1.1)**

With learning, a Scout grows in the ability to contribute to the patrol and troop. As Scouts develop knowledge and skills, they are asked to teach others and, in this way, they learn and develop leadership.

### **6.1.2 A Scout is Tested (GTA § 4.2.1.2)**

The unit leader authorizes those who may test and pass the Scout on rank requirements. They might include the patrol leader, the senior patrol leader, the unit leader, an assistant unit leader, or another Scout. Merit badge counselors teach and test Scouts on requirements for merit badges.

### **6.1.3 A Scout is Reviewed (GTA § 4.2.1.3)**

After completing all the requirements for a rank, except Scout rank, a Scout meets with a board of review. For Tenderfoot, Second Class, First Class, Star, and Life ranks, members of the unit committee conduct it. See “Particulars for Tenderfoot Through Life Ranks,” 8.0.2.0. The Eagle Scout board of review is held in accordance with National Council and local council procedures.

### **6.1.4 A Scout is Recognized (GTA § 4.2.1.4)**

When a Scout has earned the Scout rank or when a board of review has approved advancement, the Scout deserves recognition as soon as possible. This should be done at a ceremony at the next unit meeting. The achievement may be recognized again later, such as during a formal court of honor.

## 6.2 Advancement as a Method

Reflecting on the opening paragraph of this section, it is important to recall that Advancement is one of the eight methods used by Scout leaders to help Scouts fulfill the aims of the BSA. While the youth of Troop 13 may be heavily focused on rank advancement, it is the responsibility of the adult leaders of Troop 13 to focus on the ‘bigger picture’ ... personal growth is the primary goal.

“Scouting skills – what a young person learns to do – are important, but not as important as the primary goal of personal growth achieved through participating in a unit program. The concern is for total, well-rounded development. Age-appropriate surmountable hurdles are placed before members, and as they face these challenges they learn about themselves and gain confidence” (GTA 2.0.0.3) It is a means toward accomplishing the BSA mission. It is not an end in itself..

True learning is ‘experiential’, with the Scouts learning by doing – and re-doing – and perhaps then demonstrating or teaching to younger Scouts. Troop 13 embraces the BSA commitment to use all eight methods of the Scouts BSA program to deliver on the mission. In conjunction with the other eight methods – especially ‘Ideals’, ‘Patrol Method’, ‘Association with Adults’ and Leadership development’, the Advancement method of the Scouts BSA program fosters personal growth if we allow it to.

### 6.2.1 Advancement in Troop 13

Learning, growing and having fun is what Scouting is all about. The dream of almost every Scout is to advance to the Eagle rank. Along the way the Scout will earn Merit Badges, advance in rank and have fun. Each Scout in Troop 13 is encouraged to advance as rapidly as their individual circumstances permit, or their wishes desire. Advancement is the Scout's responsibility. A First Class Scout or above can sign-off another Scout's achievements of a Tenderfoot, Second Class or First Class rank requirements.

- A. After passing the initial joining requirements, all rank advancement requires a Scoutmaster's Conference and a Board of Review.
- B. Scouts can contact the Scoutmaster or his designee to obtain a review of rank advancement requirements and sign-off of those requirements.
  - a. Sign-off requirements: once a Scout has demonstrated each skill that has been learned, they can request sign-offs. ASMs can perform sign-offs or, preferably, a Scout of at least First Class and approved by the Scoutmaster will perform the sign-offs. Normally the signer has either observed the Scout performing the skill in question, or the Scout will be required to perform the skill being signed off for the signer to their satisfaction. If the Scout fails a skill test they may come back after working to improve the skill. Usually this occurs at the next meeting, immediate retesting is not encouraged. The Scoutmaster may also ask the Scout to repeat these skill tests during a Scoutmaster conference for rank advancement. The object being that the Scout actually learns these skills and not just forgets them as soon as they are signed off.
  - b. For the rank of Star or Life it is preferred that an ASM or Scoutmaster signs off on these requirements in the process of verifying merit badges, service hours, leadership time, etc.

- C. When a Scout is ready to advance a rank, they should:
- a. Check to make sure the Scouts BSA Handbook matches the Advancement Chair's records and that all the requirements have been completed and signed off to include confirmation of service hours and fulfillment of leadership position or project.
  - b. Request a Scoutmaster Conference. During the Scoutmaster Conference, the Scoutmaster may ask the Scout what was learned with respect to some of these skills, and/or how they plan to demonstrate the skill to younger scouts, however he cannot re-test the Scout. This method can be used to alleviate the SMC appearing as a pass/fail event, while still allowing the Scoutmaster to note areas where the Scout needs to sharpen (or possibly relearn) skills for which they have been credited for learning. The object here is that we want the Scout to actually learn these skills and not just forget them as soon as they are signed off. That scenario shortchanges the Scout's development and personal growth, and carries the added risk of the Scout not having the self-confidence to lead younger scouts in their understanding of the subject skills. (The EDGE method goes a long way to solving this dilemma.)
  - c. After the Scout has passed a Scoutmaster Conference and their Handbook has been initialed, the Scoutmaster or ASM who completed the Scoutmaster Conference should inform the BoR Coordinator of such so that he/she can schedule a Board of Review.

### **6.3 Merit Badges**

In addition to knowledge-based and outdoor-based requirements found within the Scout Handbook, there is a world of learning and skill-development opportunities that await a Scout through the Merit Badge Program. Merit Badge work is usually conducted outside of the Troop's regular program 'forcing' the Scout to gain exposure to other adults outside of the unit, this helps them learn to develop confidence and skills in working with other personalities and expectations.

Since Merit Badge work is usually conducted outside of the Troop's regular program, commencement of such must be acknowledged by the Scoutmaster, with completion approved by the registered Merit Badge counselor. The unit's Merit Badge Dean will coordinate with the SM and the George Mason District Merit Badge Dean to maintain a list of people ready to help the Scout with almost any subject. For instances where the unit wishes to jointly pursue a Merit Badge, those classes are to be announced prior to starting in order to maximize Scout participation.

### **6.4 Scoutmaster Conferences**

Scouts will request a Scoutmaster Conference by responding to the monthly SM Conferences in Scoutbook. In order to conduct the SM Conference as scheduled the Scout must respond that he will attend the SM Conference No Later Than 24 hours prior to the meeting. All conferences should take an average of 15-20 minutes not to exceed 30 minutes for higher ranks. Ideally, the Scout would appear before the SM in full Field uniform, but there is no requirement for such, and they should bring their Scout Handbook. If/when necessary, the SM can designate an ASM to do a given conference, as needed.

It should be noted that the GTA is very explicit about the role/function of a SM Conference. It reminds us that “a Scout must participate or take part in one; (but) it is not a ‘test.’ Requirements do not say the Scout must “pass” a conference.” SM Conference is “a forum for discussing topics such as ambitions, life purpose, and goals for future achievement, for counseling, and also for obtaining feedback on the unit’s program. In some cases, work left to be completed—and perhaps why it has not been completed—may be discussed just as easily as that which is finished” (GTA 4.2.3.5). For that reason, SMCs may be scheduled by the SM for any number of reasons unaffiliated with a Scout’s readiness for rank advancement, and the Scout will be permitted to count any one of them toward the requirement.

## **6.5 Boards of Review**

“A Scout who has completed the requirements for any rank (except Scout rank) then appears before a board of review. Its purpose is to determine the quality of the Scout’s experience and decide whether the requirements for the rank have been fulfilled...” (GTA 8.0.0.1). It is not the responsibility of a Scout (or their parent) to contact the Advancement Chair to request a Board of Review (BoR) for rank advancement, but they may certainly inquire as to the unit’s current plans for holding one, if they feel the Scout is ready, and isn’t aware of the next BoR opportunity. The Scoutmaster or ASM will inform the Advancement Chair that a scout has completed a Scoutmaster Conference and is ready for a BoR.

The BoR Coordinator will, at their discretion and soonest availability, convene a BoR made up of Committee Members and to conduct the Board of Review.

- A. A minimum of three (3) people, maximum of six (6)—one of whom must be a Committee Member—shall comprise the Board of Review.
- B. The Board of Review will examine the Scout's application for rank advancement.
- C. The Board of Reviews will generally be scheduled before regularly scheduled Troop/Patrol meetings (between 7:00 – 7:30) as they are needed and when enough adult members are available to serve on the Board. The Scout should appear before the Board of Review in full Field uniform with their Scout Handbook
- D. An Eagle board of review will be conducted I.A.W. the BSA Guide to Advancement.

## **6.6 Record Keeping**

The Troop Advancement Chair and the Advancements ASM will maintain complete advancement (and participation & service-hour) records for Troop 13, utilizing Scoutbook. To ensure records accuracy, he/she may occasionally request copies of scout handbooks or other ‘evidence’ from the youth/parents to help with records reconciliation.

## 7 Code of Conduct

Troop 13 maintains a code of conduct (See Appendix B). All Scouts and parents must read, agree with and sign the Code of Conduct, and return the signed page to the Committee Chair or Scoutmaster in order to be approved as members of Troop 13. If a Scout or parent does not uphold the code they are subject to review by the Committee under the conduct policy and may be dismissed from the Troop.

### 7.1 Discipline Policy

- A. Discipline within Troop 13 should not be a problem since all members are Scouts and as such have pledged to live by the Scout Law, Scout Oath and Outdoor Code. Our Scouts are expected to “be young men” learn, and to have fun and care for one another at the same time.
- B. **Expectations:** Bullying, cursing, drinking, smoking, tobacco use, vaping, drug use, sexual discussions, verbal or physical threats of any kind... are NOT ALLOWED. If a Scout/adult engages in any of these in the company of Scouts or during any Troop or Patrol function, the discipline policy will be initiated. Discipline actions may include dismissal from the Troop and will follow any corrective policy as may be outlined in a signed agreement.
- C. **Misbehavior** is defined as violating any points of the Scout Law by deed, vocal action, physical gesture, and/or lack of action, which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities or safety of others. Examples of misbehavior include: cursing; swearing; obscene or indecent language; belittling accomplishments; false statements; obscene or indecent gestures; insults to religious or ethnic customs or traditions; and other such activities which violate any one of the 12 Scout Laws.
- D. The Committee and the PLC have developed a discipline policy. The Scout leadership Troop-side is expected to handle minor disciplinary actions. Further guidance provided in the Troop handbook. Additionally, the Troop will maintain a Code of Conduct (Annex B) that details expectations and actions that may be taken if an incident arises.

## 8 Training

### 8.1 Training Requirements and Opportunities

- A. The Committee and Scoutmaster will encourage training for Scouts and adult Scout leaders. Training requirements and resources are provided online at the BSA website. Additionally, both the National Capital Area Council and the George Mason District websites include training resources and calendars identifying in-person training opportunities. Training opportunities include but are not limited to:
  - a. Youth Protection Training (Adults) (\*required every two (2) years)
  - b. Adult Leader, Scoutmaster Specific Fundamentals (Adult) (\*required)
  - c. Individual Outdoor Leadership Sessions (IOLS) (Adult) (\*required for SM/ASM)

- d. Introduction to Leadership Skills for Troops (ILST) (Scout) (\*required for PLC members and necessary in order to be recommended to attend National Youth Leader Training (NYLT))
  - e. Wood Badge (Adult)
  - f. University of Scouting (Adult)
  - g. CPR/ Wilderness First Aid (Scout/Adult)
  - h. Leave No Trace Level 1 Instructor (Scout/Adult)
  - i. National Youth Leadership Training (NYLT) (Scout)
  - j. National Advanced Youth Leadership Experience (NAYLE) (Scout)
  - k. Philmont Training Center (PTC) Conferences (Scout/Adult)
  - l. Powder Horn (Scout/Adult)
  - m. Back Country Outdoor Leader Course (BCOLS) (Adult)
  - n. Troop Committee Challenge
  - o. Merit Badge Counselor Position Specific training
- B. The Troop will conduct Introduction to Leadership Skills for Troops (ILST) after position elections. The ILST Training shall be provided within the first 30-days of the new PLC being installed.
- C. BSA required Scout youth level protection training will be covered annually in the spring with all Scouts once all Cub Scout crossovers are fully registered and have become active in the Troop.
- D. All Troop adults are strongly encouraged to attend adult-training sessions held throughout the year. The George Mason District newsletter will contain notice of these events and the Troop Training coordinator will routinely notify members of training opportunities in our region.
- a. Upon completion of any training classes or programs, a copy of the completion certificate should be given to the Troop Training Coordinator to assure Troop records can be updated and kept current.
  - b. A trained leader is defined in Appendix A.

## 9 Scholarship

The troop offers a scholarship for scout to use for BSA related training events. These scholarships are awarded by the Committee to scouts deemed to have a desire to learn leadership skills that can help the Troop and the individual.

The Troop will reimburse a Scout for half the cost of District, Council, or National level training courses upon successful completion of the course. These courses include National Youth Leader Training, Back Country Outdoor Leader Course (BCOLS), and Leave No Trace Level 1 Instructor course. The Troop will only cover half the cost of the course itself. This does not include expenses incurred traveling to and from the course and other incurred expenses.

## **9.1 Requirements**

- A. A scout may submit a request for full reimbursement of the training course. If the scout desires to do so then he may submit a written-essay explaining why they deserve a full scholarship for the training. The written request should be adequate in length to fully express the value the training would have for the Scout and the Troop.

## **9.2 Review**

- A. The Committee Chair, COR, and Scoutmaster will review the application and determine if a full scholarship is merited.
- B. The Committee can choose to award a full or partial scholarship depending on the training, cost of the training and the number of scouts applying for the scholarship.

## **9.3 Award**

- A. The Committee Chair and/or Scoutmaster will inform the individual of the Committee's decision and coordinate with the treasurer to issue the scout funds after a receipt for the training is submitted.

## **APPENDIX A – Definition of Status**

### **A. Member in Good Standing**

To be a member in good standing of Troop 13 the Scout must:

- Attend regular meetings and events or call their Patrol Leader prior to missing any meeting or event
- Have no unresolved Troop disciplinary actions
- The Scoutmaster may make exceptions for extenuating circumstances at his discretion.
- No outstanding debit to the Troop, unless arrangements have been made with the Troop

### **B. Active Status**

To be considered Active the Scout must:

- Attend a majority of Troop meetings in the past 3 months
- Participate in Troop fundraisers in the past 12 months
- Participate in at least 2 of the Troop service projects in the past 12 months
- Participate in at least 1 Troop wide outings/campouts in the past 3 months.

### **C. Trained Leader**

To be considered a Trained adult, SM and ASMs are required to complete:

- Complete Scoutmaster and Assistant Scoutmaster Position-Specific Training
- Complete Introduction to Outdoor Leader Skills (IOLS)
- Complete Youth Protection Training
  - The SM and ASMs are encouraged to complete Powder Horn and Wood Badge training

To be considered a Trained adult, Committee Members are required to complete:

- Complete Troop Committee Training
- Complete Youth Protection Training
  - Committee Members are encouraged to complete SM/ASM Specific, IOLS, Powder Horn, and Wood Badge training

To be considered a Trained Scout, Youth Leaders are required to complete:

- Complete Introduction to Leadership Skills for Troops (ILST)

To be considered a Driver an adult is required to complete:

- Youth Protection Training and have it on file with the Troop
- Drive Safely training, found on BSA My.Scouting website

## APPENDIX B – Troop Code of Conduct

# TROOP 13

The Church of the Good Shepherd UMC

Vienna VA

George Mason District National Capital Area Council

Scouts, BSA

Troop 13's and Scouting's expectation of all scouts (adults and boys) behavior is based on respect. Respect for ones self, respect for others, respect for our country, respect for the environment and respect for property. The expectation of respect is based on the Scout Law, generally accepted behavior, and common sense.

**CODE OF CONDUCT:** Annually, at recharter time, each Scout will review the Code of Conduct agreement. If the Scout wishes to abide by the Code, he will sign the form, obtain his parent's signature, and return the signed Code of Conduct form to the Scoutmaster.

After the recharter date, any Scout who has not turned in a signed Code of Conduct form to the Scoutmaster, will not be permitted to participate in Troop 13 events/activities.

**INAPPROPRIATE BEHAVIOR CONSEQUENCES:** The troop's goal is to handle discipline situations in a firm and fair manner to the best of the scout's benefit and our ability.

Behavior in defiance of the Code of Conduct will be addressed by the following leadership:

### **LEVEL**

1. Patrol Leader/Assistant Patrol Leader
2. Senior Patrol Leader/Assistant Senior Patrol Leader
3. Assistant Scoutmaster/Junior Assistant Scoutmaster
4. Scoutmaster

It is expected that two individuals will first attempt to resolve an issue between themselves before anyone else (youth or adult) needs to become involved.

The parents of the scout whose behavior has been called into question will be notified ASAP by the Scoutmaster or adult leader regardless of the severity of the offense. This requires the scouts in leadership positions to communicate promptly with an adult leader letting them know the status of the situation, its' resolution and if they require adult leader intervention with the situation.

The above levels are the standard order. This order will change depending on the type of activity, such as on a non-patrol structured activity the Scout in Charge will be Level 1.

If behavior issue or problem is not resolved at lower level, it will then be taken to the next level. Addressing the problem may automatically go to a higher level based on the severity of the behavior, if it is a repeat offense, or level of Scout/s involved.

Process may include, but is not limited to:

- A. Leader to address inappropriate behavior and identify acceptable resolution.
- B. Meeting of the party/ies involved, the appropriate youth leadership, and two registered adults, to discuss issue and planned resolution.
- C. Meeting of youth leadership, Scoutmaster, and at least one other registered adult, to determine resolution.
- D. Meeting of Scoutmaster and other adult leadership to determine resolution.

Consequences may include, but are not limited to:

- Apology to the offended individual/s.
- Written reflection on the point of the Scout Oath or Law which was not followed.
- Assigned additional tasks.
- Removal from activity or not allow participation in future activity/ies.
- Removal from leadership position.
- Delayed or postponed rank advancement.
- Suspension or removal from Troop.
- Other actions as determined by the Scoutmaster, Assistant Scoutmaster, or Registered Committee Member.

## **Troop 13 Code of Conduct**

In order to provide a positive, safe, and enriching environment for all scouts; while offering opportunities for wonderful adventures; the following rules have been established:

1. I will follow the Scout Law, Scout Oath, Motto, and Outdoor Code. I will remember that these are the basis for all the following rules and should be the basis for all of my actions.
2. I am expected to follow the posted or verbal schedule of activities and assignments specified by the troop leadership. I will follow all directions during any troop gathering or activities.
3. I will do my best to be on time and wearing the appropriate uniform for all troop events.
4. I may not use or possess any alcoholic beverages, tobacco, or illegal drugs. If found or detected, my parents (and/or the police, if necessary) will be notified immediately.
5. The use of profanity or abusive language will not be permitted.
6. I will not intentionally harm or bully another scout in any way (physically, verbally or on-line). Hazing is prohibited. I will report instances of bullying and harassment to senior scouts and/or adult leaders ASAP.
7. I will use the buddy system on all troop activities.
8. I will take responsibility for any property owned by a camp, the troop, or another individual that I damage.
9. When on outings I understand, unless otherwise posted, that lights will be out, I will be quiet, and in bed by 11PM.
10. No visitors will be allowed in other people's tents from 11PM to 8AM.
11. Sounds that can be heard outside any tent after lights out are disrespectful and disturbing to others. Lack of compliance will be dealt with by troop leaders immediately.

12. I will use matches and lighters only when appropriate and safe.
13. I will follow Totin' Chip rules and regulations when using knives, saws, and axes.
14. I will not bring any personal electronic devices to any troop event. An exception to this rule can be made only by the Scoutmaster only (no troop youth or other adult leader).

Troop 13 is primarily responsible for the behavior, safety, and welfare of our members on all camping events. At District or Council events, as well as at BSA camps, all District/Council/camp leaders have the right and responsibility of helping and correcting any problem they encounter. I will follow the directions of those leaders as if they were my troop's leaders.

Scout's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form is signed once a year at recharter time. It must be signed by the Scout and parent/guardian and turned in to the Scoutmaster prior to participating in any Troop activities. Each year a meeting of the Scouts, Troop Leadership and Parents will be scheduled within the month of January to review this document.*