



TROOP GUIDEBOOK

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1. Purpose

The purpose of this Guidebook is to provide guidelines that clearly state the expectations Troop 640 has for its Scouts, adult leaders, and parents/guardians. Adherence to these guidelines will ensure Scouts receive a Scouting program delivered in a fair, reasonable, and consistent fashion. The goal is to provide the Scouts the opportunity to achieve the three Aims of Scouting (**while having fun!**):

- 1) *Build desirable qualities of character*
- 2) *Train in the responsibilities of participating citizenship, and*
- 3) *Enhance the development of physical, mental, and emotional fitness.*

The Troop Committee will revise the guidelines as needed. Please direct any suggestions for improving or clarifying the contents to the Committee Chair.

The last page of the Guidebook contains an acknowledgement form that must be signed by the parents/guardians and Scouts. The form confirms that the Scout and parents/guardians have read and understand the guidelines outlined in the guidebook.

2. Introduction

The goal of Troop 640 is to provide its Scouts with a high quality and comprehensive Scouting program. The Troop is a scout-run Troop focused on the Methods of Scouting as outlined by the Boy Scouts of America (BSA) with program emphasis on the patrol method, leader development, and outdoor programs.

The Methods of Scouting include:

Advancement—Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement process. Scouts plan their advancement and progress at their own pace as they overcome each challenge.

Adult Association—Scouts learn from the examples set by their adult leaders. Troop leadership may be male or female and association with adults of high character is encouraged at this state in a young man's development.

Personal Growth—As Scouts plan their activity, and progress toward their goals, they experience personal growth. The good turn concept is a major part of the personal growth Method of Scouting. Scouts grow as they participate in community service projects and do good turns for others.

Ideals—The Scout Oath, Law, Motto and Slogan spell out the Ideals of Scouting. Scouts measure themselves against these ideals and continually try to improve. The goals are high, and as the Scouts reach for their goals, they have some control over what they become.

Patrols—The Patrol Method gives Scouts experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches Scouts how to accept it. The Patrol Method allows Scouts to operate in small groups where they can easily relate to each other. These small groups determine and carry out Troop activities through their elected leaders.

Outdoors—Scouting takes place in the outdoors, where Scouts share responsibilities and learn to live with each other, as well as where the Scouts apply the skills and techniques learned and practiced at Troop meetings.

Leadership Development—Scouting 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 helps Scouts accept the leadership roles of others and guides them towards the citizenship aim of Scouting.

3. Troop Operations

While the heart of the Troop program focuses on developing scouting and leadership skills for the Scouts, adult volunteers are the true backbone of the Troop. Our adult volunteers and leaders give of their time and talents to carry out a variety of tasks designed to complement each other and provide the resources necessary for successful Troop operations.

The following sections will familiarize the reader with how Troop 640 functions.

3.1 General Overview

Although the older Scouts run Troop 640, adult leadership is still a vital necessity. Experience has shown that a Troop program will only be as interesting and dynamic as the adult leadership.

The Troop's outdoor program typically consists of ten or eleven weekend campouts throughout the year and a weeklong summer camp. Weekend campouts normally encompass a Friday evening through Sunday afternoon. Summer camps in Colorado typically run from Sunday to Saturday. Out of state summer camp duration depend on the camp location. Usually, the Troop alternates every other year with summer camps in Colorado with camps out of state.

Troop 640 holds meetings on a weekly basis on Monday nights at Genesis Presbyterian Church, our Chartered Organization. Meetings start at 7:00 pm and end at 8:30 pm. Scouts should arrive 10-15 minutes early to help set up for the meeting. Troop meetings typically focus on planning for campouts, developing scouting skills, advancing in rank, and/or achieving merit badges.

During July and August, the Patrol Leaders Council in conjunction with the Troop Scoutmaster develops the annual Troop calendar for the upcoming year.

The Troop sends Scout account balances to Scout families on a periodic basis, normally monthly, or upon request.

The Troop makes Troop news available on as timely a basis as possible via e-mail, our website, at Troop meetings, and other developing social media platforms. Our website address is <https://bsatroop640.com/>.

Troop 640's year runs from January to December in conjunction with the Troop's recharter with the BSA.

3.2 Troop Organization

The Troop forms into several operating units, including Patrols, Patrol Leader Council, Troop Committee, and the adult leaders.

A Patrol is a group of eight to twelve Scouts who are similar in age and development, who work together as a team to learn Scout skills and work on advancement together. Patrols may expand, contract, or combine over time as Scouts identify similar interests, make new friendships, etc.

A Patrol Leader Council consists of the Senior Patrol Leader, his Assistant Senior Patrol Leaders, each Patrol Leader, representing his patrol, and other Troop leadership. The Patrol Leader Council meets the second Tuesday of each month with the Scoutmaster, who acts as an adviser, to develop the Troop program. Any Scout or adult leader is welcome to attend these meetings.

The Scoutmaster is the adult leader of the Troop, who is responsible for the day-to-day operation of the Troop. The Scoutmaster has Assistant Scoutmasters who assist the Scoutmaster in the operation of the Troop and are normally associated with a specific Patrol.

The Troop Committee is a set of adults that have accepted responsibility for various roles within the Troop, such as advancement and finance. The Committee Chair heads the Troop Committee, who oversees the operation of the Troop and provides feedback to the Scoutmaster.

3.3 Adult Participation

Parental involvement with the Troop is strongly encouraged. Parents who participate in the life of the Troop and offer help when the Troop has a need will demonstrate to their sons that they support them and want them to have the best possible Scouting experiences.

Troop 640 invites each parent to join the Troop as an adult leader. Becoming an adult leader requires a parent to register as a volunteer with the Boy Scouts of America by completing an application process and completing mandatory training requirements. Training primarily consists of BSA Youth Protection Training, and BSA position-specific leadership training. The Troop covers any registration costs for basic training courses.

The Troop Committee determines on a case-by-case basis, whether adult volunteers need more advanced training such as those listed below. In most cases, at least 50% of the training cost is reimbursed when the course is completed.

- Wood Badge
- Shooting Sports (Basic Instructor Training, Range Safety Officer, etc.)
- Health and Safety (CPR, First Aid, Wilderness First Aid, etc.)

Appendix A is a listing of adult Troop job responsibilities, including non-registered adult positions. This listing is included to familiarize you with the roles of adult volunteers. Please feel free to ask questions and seek advice from the current volunteers holding these positions. Any assistance you can offer to the adults holding these positions is greatly appreciated. We hope that the descriptions provided will provide you with sufficient information to allow you to assess your ability and desire to serve in one of these positions.

The Troop recommends that at least one parent of each Scout family be actively involved with the Troop as an adult leader or adult volunteer.

3.4 Scout Uniform

The Scout Uniform allows Scouts and adult leaders to demonstrate their pride in being part of the worldwide Scouting movement and, in the case of Scouts, to display advancement achievements. Scouts and adult leaders are encouraged to wear their uniforms at all Scout events, excluding certain activities as determined by the Scoutmaster or other adult leader in charge of an activity. All Scouts are encouraged to be in full uniform within 30 days of joining the Troop.

The Troop encourages a complete set of the Field Uniform (also referred to as a Class A uniform) to be worn at Troop meetings, Scouting events, service projects, and when traveling in public with the Troop. Troop 640 requires the Scout to wear Class A Uniforms at Scoutmaster Conferences, Boards of Review, and Courts of Honor.

The Class A Uniform consists of:

1. Shirt – BSA Tan Shirt (long or short sleeve), with insignia sewn on in proper places
2. Pants – BSA Scout Pants (long or short)
3. Belt - BSA Scout belt and buckle
4. Troop 640 Neckerchief
5. Slide
6. Shoes – dark color

The Boy Scout Handbook outlines guidelines for placing insignia and patches on the Class A shirt.

Troop 640's Class B (Activities) uniform consists of a Troop 640 T-shirt or BSA T-shirt (long- or short-sleeves) and Scout-appropriate shorts or pants.

The Troop allows the Class B uniform be worn on campouts, hikes, etc., excluding the traveling to and from such activities, in order to limit the wear and tear on the Class A shirt.

Troop 640 permits Scouts and adult leadership to wear the Class B uniform between Memorial Day and Labor Day to Troop meetings.

Optional uniform items such as hats and caps are required to be Scout appropriate.

3.5 Attendance (Being Active)

The Boy Scouts of America is an organization that fosters participation. The Troop expects Scouts to attend and participate in as many Scouting activities as possible, with at least 75% attendance at Troop activities during a 6-month period. Troop activities consist of weekly meetings, campouts, hikes, and other Troop-sponsored events. Without regular participation, a Scout does not benefit from the program as an active member of the Troop and may not advance in a timely fashion.

3.6 Advancement

Scouts work on advancement through the following progressive ranks:

- ◆ Scout
- ◆ Tenderfoot
- ◆ 2nd Class
- ◆ 1st Class
- ◆ Star
- ◆ Life
- ◆ Eagle

To attain each rank, the Scout must demonstrate a combination of knowledge, skill, and service to the community. The Troop follows the BSA's four-step EDGE method for teaching a skill:

- ◆ **Explain**
- ◆ **Demonstrate**
- ◆ **Guide**
- ◆ **Enable**

The Troop provides numerous settings for the Scout to learn the required skills, at Troop meetings, campouts, etc. Each Scout is responsible for practicing the skill and asking other Scout's for help in learning the skills for each requirement.

The Scoutmaster, Assistant Scoutmasters, or a Scout that has signoff authority can approve the requirements for rank advancement from Scout through First Class. The Scout must correctly demonstrate the skill to the person signing off on the requirement. Scouts with sign off authority are identified by the red shoulder cord (aiguillette) worn on the Scout uniform.

It is highly recommended that ASM's or Scout's that are not directly related complete signoffs. The Scoutmaster must give pre-approval for exceptions.

For ranks of Star, Life, and Eagle, the Scoutmaster and approved Assistant Scoutmasters may sign off on the requirements for Troop activity, scout spirit, service projects, and leadership positions as outlined in the Scout Handbook. The Scout must complete the Merit Badge requirements for each rank with a registered Merit Badge Counselor.

The Troop is currently transitioning to the web based Scoutbook application. The Troop utilizes this application for updating records and tracking advancement. For the immediate future, the Scout Handbook is the official record for the sign off.

3.7 Merit Badges

There is more to merit badges than just an opportunity to learn skills. Merit Badges also provide a Scout an introduction to lifetime hobbies, or the inspiration to pursue a career. It all begins with a Scout's initial interest in a merit badge subject, followed by a discussion with the Scoutmaster or designated assistant, and then it continues through meetings with a counselor, and culminates in advancement and recognition. The process gives a Scout confidence through overcoming obstacles. The work also helps the Scout improve social skills improve, develop self-reliance, and it creates an opportunity for a Scout to explore fields of study and interests beyond the limits of the school classroom.

Scouts with the First Class rank or above must complete merit badges required for the next rank advancement. A Scout can earn merit badges prior to obtaining First Class rank. Please refer to the Scout Handbook for the merit badges required for Star, Life, and Eagle rank advancement.

Troop 640's procedures are:

1. The Scout informs the Advancement Chair of his intent to earn a particular merit badge. The Advancement Chair will assign the Scout to the appropriate Merit Badge Counselor and give the Scout the nationally recognized merit badge record ("Blue Card") and the Merit Badge Counselor's contact information. See Appendix B for a sample Blue Card.
2. The Scout should contact the Merit Badge Counselor before starting on requirements to plan how you will complete each one and show him/her the Blue Card.
3. The Scout should obtain a copy of the merit badge pamphlet from the Troop library, your local library, or you may purchase the pamphlet from the scout shop for your personal use (some pamphlets are available as a PDF online). If borrowing from the Troop library, contact the Troop Librarian for checkout, and check-in.
4. The Scout should read the merit badge book for requirements and complete the requirements as specified. Scouts are encouraged to use the optional merit badge workbooks located at <http://usscouts.org/mb/worksheets/list.asp> to document their work. Do not hesitate to ask your Merit Badge Counselor if you do not understand a requirement. Scouts are encouraged to meet with the Merit Badge Counselor on a regular basis.

The Troop also recommends that at two or more Scouts work on a merit badge together. This not only makes it more fun, it will help motivate the Scouts to complete the work required.

5. Once the Merit Badge Counselor is satisfied that all requirements are complete, he/she will complete and sign the Blue Card. The Merit Badge Counselor will keep the Counselor's record part of the Blue Card and give the Scout back the rest.
6. The Scout should present the signed Blue Card to the Advancement Chair. They will keep half of the card and give the other half ("Applicant Record") to the Scout to keep for their records. It is important that you keep these records. A Scout may be required to provide records of the blue card when applying for the Eagle Scout rank. The blue card is saved in case the BSA Council has misplaced the Scouts records.
7. At the next Court of Honor, the Scout will receive the merit badge patch to proudly display on their merit badge sash.

Partially Earned Merit Badges

If the Scout receives a partial Blue Card (from either summer camps or merit badge colleges), it is the Scout's responsibility to hold onto it so a future merit badge counselor can sign off on the sections that are incomplete. During the year, the Troop may initiate the start of a merit badge by completing parts of the badge in a group setting. Both Eagle-required and non-Eagle required badges may be offered. Summer camp is also an excellent opportunity for Scouts to earn merit badges.

3.8 Scoutmaster Conference

After the Advancement Chair verifies the completion of all of the requirements for a rank advancement, the Scout schedules a Scoutmaster Conference. The Scoutmaster will attempt to complete the conference within two weeks of notification; however, it may take longer depending on Troop activities and volume of requests for a conference.

The purpose of the Scoutmaster Conference is to determine if the Scout is ready for advancement and prepared to meet with the Board of Review. The conference is NOT to RE-TEST the Scout on any rank requirement or Merit Badge Requirement. However, the Scout must be well prepared to answer questions accurately and succinctly (the Who, What, Where, When, Why, and How of any current requirements). A Scout new to the process could practice with his parent in a mock conference. These will become easier with time and experience. The same will be true with the Boards of Review.

It is simply a visit between the Scoutmaster and a Scout. During the conference, the two can discuss the Scout's ambitions and life purpose, set goals for future achievement (both in Scouting and beyond), review the Scout's participation in the Troop and explore his understanding and practice of the ideals of Scouting. The conference also gives the Scoutmaster an opportunity to solicit feedback on the Troop program and any challenges the Scout is facing.

The Scoutmaster typically will conduct conferences in the order Scouts have signed-up. Exceptions may occur due to a Scout not being present at a meeting/campout, if a Scout is not prepared (no uniform, book, etc.) or if there is not enough time to conduct a conference (typically the higher the rank, the longer the conference). At times, the Scoutmaster may request that an Assistant Scoutmaster conduct a conference.

In order for the conference to be completed, the Scout must be in their Class A uniform, have their Boy Scout Handbook, and be in good standing with the Troop (see section 3.4), otherwise the conference will be completed at a later time when the Scout is fully prepared.

3.9 Board of Review

Once the Scout completes the Scoutmaster Conference, the Scout (not the Scout's parent) will request the Advancement Chair to schedule a Board of Review. Similar to the Scoutmaster conference, the Advancement Chair will try to schedule the review within two weeks of notification; however, it may take longer depending on Troop activities, volume of requests for a review, and the availability of adult leaders.

The Scout must appear before the review in their Class A uniform, have their Boy Scout Handbook, and be in good standing with the Troop (see section 3.4).

The review includes the Scout and at least three members of the Troop Committee or other adult leaders who understand Scouting's aims. The Scout's parents or guardians should not attend the review. Their presence can change the discussion dynamics. The purpose of the review is to understand if the Scout is ready for advancement. The members will ask the Scout to stand and recite his choice of the Scout Oath, Scout Law, Scout Motto, or Scout Slogan. The members will ask the Scout open-ended questions to determine the quality of the Scout's experience and decide if he is qualified to advance to

the next rank. As a Scout advances to higher ranks, the Board will want to understand the Scout's aspirations and interest in Leadership positions within the Troop. A typical Board of Review for initial ranks lasts approximately 15 - 30 minutes. For higher ranks, a Board of Review will last longer.

After discussion, the board votes to approve awarding the rank. The board must agree unanimously. At the end of the review, the Scout will know if he has advanced to the next rank and a board member will sign their Handbook. If the Scout advances, the effective date of the new rank is the same day as the Board of Review, not when the Scout receives the uniform patch. This is important for ranks Star through Eagle where there is a time requirement before a Scout can advance to the next rank.

If the board members do not approve the advancement, the members will convey to the Scout what he can do to improve, and the board may adjourn and reconvene later. The Guide to Advancement (No. 33088) outlines the process by which a Scout or his parent may appeal the decision of the board of review. Only adverse decisions for Star, Life, and Eagle may be appealed. The Denver Area Council handles Star and Life appeals; the National Council handles Eagle.

The following link takes you to the specific appeals section in the Guide to Advancement: (www.scouting.org/scoutsourc/GuideToAdvancement/BoardsofReview.aspx#8040).

3.10 Court of Honor (Recognition of Achievement)

Troop 640 formally recognizes Scouts rank advancements and merit badge achievements, at a Court of Honor. Troop 640 has formal Courts of Honor three times a year, typically in January, April/May, and August/September. Troop 640 invites all scouts, including area Cub Scout Packs and parents to attend. The Troop Committee provides refreshments to the attendees. If a Scout achieves the Eagle Scout rank, the Troop holds a separate, special Court of Honor to celebrate the achievement.

4. Positions of leadership

Boy Scouts is a unique organization because it is youth-led. Scouts are responsible for planning and running most of the activities. Adult volunteers are available to provide advice, leadership training, transportation, and administrative support. All Scouts are expected to fill leadership positions during their time with the Troop. The positions vary in duties and responsibilities while playing a major role in helping Scouts develop valuable leadership skills.

During the period a Scout serves in a leadership position he will have the opportunity to develop his leadership skills only if the other Scouts are there for him to lead. Likewise, his participation in activities during periods that he is not a leader is very important. Other Scouts need the opportunity to serve in a leadership role, which means your son must be present for them to develop their skills.

The Patrol Leaders Council (PLC) is the governing body of Troop 640. The PLC plans the Troop program, delivers the program, and deals with Troop and patrol issues.

Patrol Leaders Council Meetings

- PLC meetings will generally be held the second Tuesday each month.
- All members of the PLC are expected to attend all PLC meetings. The Scoutmaster or his representative and at least one other adult leader must also be present.
- During July and August of each year, the Patrol Leaders Council in conjunction with the Troop Scoutmaster develops the annual Troop calendar, including campouts and other outdoor activities, for the upcoming year. The Troop Committee reviews and approves the proposed calendar.
- The term of office for all positions of responsibility is six months.
- Regular Troop elections will be held semiannually.

Troop 640 makes every attempt to provide equal opportunity for a Scout to fulfill leadership requirements. Leadership opportunities are available to Scouts every 6 months through an election or appointment. Positions include:

1. Senior Patrol Leader (SPL) – Elected through secret ballot, must be at least First Class rank or above, and must have completed the Big Horn National Youth Leadership training, and approved by the Scoutmaster.
2. Assistant Senior Patrol Leader (ASPL) - Appointed by the SPL, must be at least First Class rank, and must have completed the Big Horn National Youth Leadership training, and approved by the Scoutmaster.
3. Patrol Leader (PL) – Elected by the patrol by the patrol members
4. Assistant Patrol Leader (APL) – Elected by the patrol members
5. Troop Quartermaster – Elected by Scouts or appointed by the Scoutmaster
6. Troop Historian - – Elected by Scouts or appointed by the Scoutmaster
7. Troop Librarian - – Elected by Scouts or appointed by the Scoutmaster
8. Troop Scribe - – Elected by Scouts or appointed by the Scoutmaster
9. Junior Assistant Scoutmaster (JASM) – appointed by the Scoutmaster
10. Chaplain Aide – Elected by Scouts or appointed by the Scoutmaster
11. Troop Guide - appointed by the Scoutmaster
12. Troop Instructor – appointed by the Scoutmaster

To receive credit for a position, a Scout must complete the Junior Leaders Training with the Scoutmaster and must comply with the rules in the following section.

Troop 640 expects all junior leaders to:

1. Set a good example: be respectful and enthusiastic.
2. Participate in at least 75% of every Troop function.
3. Wear the Scout uniform correctly at all times.
4. Live by the Scout Oath and Law.
5. Serve their elected or appointed terms in full.
6. Report regularly to Scoutmaster or other assigned adult leader.
7. Assist the Scoutmaster with training junior leaders.

The Scoutmaster meets with the junior leaders periodically to review their roles and fulfillment of their responsibilities. The Scoutmaster may remove junior leaders from their position for failing to carry out his duties and responsibilities.

Big Horn National Youth Leadership Training (NYLT) training is reimbursed at 50% of the cost once the course is completed.

5. Outdoor Program

Troop 640 has a very active outdoor program and all Scouts and parents are encouraged to participate. Our program includes monthly weekend campouts, annual residential summer camp (1 week in early June - mid July), day hikes, and other outdoor activities.

5.1 Medical Forms and Medications

The Scouting adventure, camping trips, high-adventure excursions, and having fun are important to everyone in Scouting—and so is your safety and well-being. **All scouts and adults** that participate in basic outdoor Scouting activities and weekend camping trips must have a medical form (BSA Annual Health and Medical Record) on file in order to attend the event.

Any activity less than 72 hours in duration requires Part A and B of the form to be completed. Part A is an informed consent, release agreement, and authorization that every participant (or a parent and/or legal guardian for all youth under 18) signs. Part B is general information and a health history

Summer camps or Scouting event of more than 72 hours require Part A, B, & C of the form to be completed. Part C is your pre-participation physical certification completed by your physician, generally during an annual physical.

You can find the current Annual Health and Medical Record at www.scouting.org/HealthandSafety/ahmr.aspx

The form is current for twelve months from the completion date. The easiest method to manage this requirement is to complete the medical form each year when you complete your annual physical. If you do not plan to attend an event that is more than 72 hours, it's recommended to complete Part A and B each January and submit the forms. The Troop Medical Form Coordinator maintains all medical forms.

The Troop prohibits Scouts from carrying or storing any medication in their personal gear. Participants give prescription medication to the adult leader in charge of the outing or their designated medical officer, in its original container. The event medical officer can give out over the counter medication based on the med form instructions.

Certain High Adventure camps, summer camps, Big Horn (NYLT), etc. require specific med forms or additional med forms to be completed.

5.2 Activity Planning

During July and August of each year, the Patrol Leaders Council in conjunction with the Troop Scoutmaster develops the annual Troop calendar, including campouts and other outdoor activities, for the upcoming year. The Troop Committee reviews and approves the proposed calendar.

A Scout may not attend a campout or other outdoor activities without a permission slip signed by a parent or legal guardian. Parents must provide contact information so that leaders can reach them during the activity in case of an emergency or problem.

5.3 Menu Planning and Budgeting

Patrols plan the campout/activity menu during the Troop meetings, normally two weeks, prior to the event. Typically, one Scout from each patrol volunteers, ("grub masters") to purchase, pack, and transport the Patrol food. This is important for Scouts to obtain rank advancement through the First Class rank.

When planning and purchasing meals, Scouts should adhere to the following meal budget:

Breakfast	\$3.50/day per Scout
Lunch	\$3.75/day per Scout
Dinner	\$4.75/day per Scout
Cracker Barrel (snacks)	\$1.75/day per Scout

Generally, a weekend campout menu will consist of two breakfasts (Saturday/Sunday), one lunch (Saturday), one dinner (Saturday), and two crackers barrels (Friday/Saturday). The Troop requests Scouts to bring a Friday night sack dinner, because the Troop usually does not stop for dinner on the way to a campout.

On a typical weekend campout (Friday-Sunday), the total food cost is approximately \$19, per Scout, however, it can vary based on the amount of food being purchased divided by the number of Scouts in the campout Patrol. Scouts are encouraged to plan a healthy, well-balanced menu, and to be thrifty when purchasing food and to utilize non-perishable items from previous outings, whenever possible.

5.4 Duty Roster

The Patrol Method is a process where the Scouts work together as a team and share the responsibility for the Patrol's success. The Patrol sets the outings duty rosters in a fair and equitable way during Troop meetings, when the Patrol plans the menu. All Scouts participate in cooking the meals and cleaning the Patrol equipment during an outing.

5.5 Equipment Care and Maintenance

The Troop provides tents, ground clothes, and Patrol Boxes (i.e. cooking equipment) for outings. Scouts are responsible for cleaning and promptly returning all Troop equipment to its proper location. Patrol box equipment is color-coded to ensure the Scout returns the equipment to the proper Patrol Box. Scouts and their families are financially responsible for lost or damaged equipment.

Tents

Tents are one of the most expensive equipment investments of the Troop. Proper care and maintenance are critical to the life of the tent and the comfort of the Scouts that use the tents. Troop 640 issues tent sets (tent, poles, rainfly) to Scouts at each campout. The Troop expects Scouts to comply with rules on handling the tents. Scouts will show new Scouts how to properly fold and unfold the tent and its fly. Scouts will also instruct younger Scouts on how to set up and take down the tent. Scouts are responsible for returning the tent and accessories complete and in good condition.

When the Scout cannot clean and dry their tent at the end of an outing, the Scout is required to take the tent home, clean and dry it, and return it to the Troop at the next Troop meeting.

When possible the tent should be setup outdoors and placed in a sunny spot to dry for several hours. If the prevailing weather conditions make this impossible, the Scout should spread the tent fabric out indoors for at least a day. Careful attention to this basic maintenance step will help protect the Troop's investment and provide a better experience for our Scouts.

While Troop tents are always available for use on a campout, Scouts may bring their own tent-for personal use. Tenderfoot and Second Class Scouts are required to pair up with another Scout in a tent. The Troop permits a Scout that obtains the rank of First class to tent by themselves.

5.6 Transportation

It is essential that the Troop provide adequate, safe, and responsible transportation for all Scouting activities. Troop 640 follows the BSA guidelines included in the Guide to Safe Scouting.

General guidelines are as follows:

- Seat belts are required for all occupants
- All drivers must have a valid driver's license.
- The drivers must be currently licensed and at least 18 years of age. **The BSA does not insure Scouting youth (under age 18) under the Boy Scouts of America commercial general liability policy.**
- The BSA no longer allows the use of 15-passenger vans manufactured before 2005. Any 2005 or later 15-passenger vans may be used if equipped with Electronic Stability Control and seat belts for all passengers including the driver.
- The BSA prohibits transporting passengers in trucks, except in the cab.
- Automobile liability insurance covers all vehicles with limits that meet or exceed requirements of the state in which the vehicle is licensed. The BSA recommends that coverage limits are at least \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have limits of \$1,000,000.

- Obey all laws, including the speed limit.
- Driving time is limited to a maximum of 10 hours in one 24-hour period regardless of the number of drivers available. Drivers must interrupt their drive times by frequent rest, food, and/or recreation stops. The intention is to include sleep and thorough rest breaks while traveling long distances. Do not drive while drowsy. Stop for rest and stretch breaks as needed. Fatigue is a major cause of highway accident fatalities.
- Drivers must refrain from using hand-held cell phones while driving. The BSA prohibits text messaging while driving.

6. Scout Costs

Operating a Troop and providing the Scouts with equipment, food, a full program, recognition, and awards entails considerable costs. The Troop is a non-profit organization and tries to minimize expenses while providing funds adequate to maintain financial health. The Troop Treasurer and the Committee control all Troop funds and cash flow.

Listed below are some typical costs associated with Scouting:

6.1 Individual Scout Supplies (Scout's Responsibility)

1. BSA's official Class A Shirt (long or short sleeve)
2. Class A insignia (Denver Area Council patch, Troop patch or numbers, Patrol patch, Troop /Patrol position patch, shoulder epaulets, etc.)
2. BSA's official pants (long or short)
3. BSA Scout belt and buckle
4. Boy Scout Handbook
5. Personal camping equipment such as:
 - sleeping bag (temperature appropriate)
 - sleeping pad/cot
 - backpack
 - personal mess kit
 - water bottle/canteen

6.2 Joining Fee

The Troop assesses a one-time joining fee of \$75.00 (2019 rate) at the time a new Scout joins the Troop. The joining fee varies as determined annually by the Committee. Joining fees are due to the Troop at the time of the new Scout registration. The Troop uses the fee to help cover additional costs of joining the Troop, including, Patrol equipment, Troop Neckerchiefs, slides/woggles, and other incidentals.

6.3 Annual Dues

All registered Scouts are assessed annual dues of \$100.00 (2019 rate) on December 1. The Committee determines the amount prior to each recharter.

For Webelos crossing over in February or March the dues are split into two installments (March 1 and September 1) for the first year only.

For those members who join during the year, the Troop prorates the dues. No refunds of annual dues are permissible. The Troop does not assess dues to college members or adult leaders.

The Troop principally uses this fee to help cover the BSA registration fees for Scouts and adult leaders, awards/recognition/achievements, program and activity supplies, equipment repairs and replacement, etc.

6.4 Boys' Life Magazine

Boys' Life magazine helps make our Scouting program and our Scouts excel. Research shows that boys who subscribe to the magazine advance further, spend more time outdoors, and stay in scouting longer than those who do not.

At the time a new Scout joins, an annual subscription to Boys' Life magazine is set up for each new Scout and the Scout account (see section 7) is charged a \$12 annual subscription fee. At the next Troop recharter, Scouts may opt out of the annual subscription. Until the Scout opts out of the subscription, the Troop will assess the annual fee along with the annual Troop dues.

6.5 Troop Activity Charges

For each Troop activity, the Troop publishes the Permission Slip with the estimated cost. The estimated cost generally includes any campsite reservation fees, entrance fees, meals, fuel stipend, etc. The Troop charges the Scout's account (see section 7) the activity fees. There must be sufficient funds in the Scout account prior to the event or the Scout will be excluded from participating in the activity.

Cancellation/Refund Policy

Once the Scout submits a signed permission slip for an activity, fees are not refundable. If a Scout submits a permission slip but has to cancel after the food is purchased, the Scout will be charged his share of the food expense. The Troop will evaluate emergency cancellations on a case-by-case base.

The purposes of this policy is to discourage the practice of: signing up for an event, the Troop pays camping fees to secure sites, food is purchased based upon the names of Scouts scheduled to attend and then scouts and/or leaders not showing up. This leaves the Troop, Scouts, and leaders out of money that was paid on your behalf.

Fuel Stipend

Adult volunteers who provide transportation to Scouting activities are eligible for a fuel stipend for each trip. The Troop passes this cost onto the participating Scouts. As of October 2015, the Troop pays \$0.05 per passenger (including the driver) per mile driven. A driver towing a Troop trailer receives an additional \$0.25 per mile driven. Due to fluctuations in the price of fuel, the Troop Committee periodically evaluates and adjusts the fuel stipend on an as-needed basis.

7. Scout Accounts

The Troop Treasurer sets up and maintains an individual Scout account for each Scout.

7.1 Individual Scout Account

The Treasurer posts annual dues, fees, activity charges, and fundraiser commissions to the respective Scout accounts at the end of each activity/event. At the end of each month, the Troop Treasurer emails year-to-date Scout account statements. Parents are encouraged to review the statements each month for their account status. Please mail or deliver any money owed by the Scout to the Treasurer. See Appendix C for a sample statement.

If the balance is negative on the statement, there is surplus money in your account. If the balance is positive, that is the amount due to the Troop. The Scout must pay the amount due within two weeks. If the amount due is not paid, the Scout will not be allowed to participate in any campouts or Troop events, other than meetings. Scouts cannot participate in a Scoutmaster conference and/or Boards of Review until the Scout balances are in good standing.

The Troop permits balances to be carried from year to year, but must be used for approved expenses prior to leaving the Troop. The Troop does not pay interest on these accounts.

7.2 Excess Funds

Scouts and parents may use excess fund earned through fundraising efforts in their Scout account for the following eligible personal expenses:

- Personal expenditures related to general scouting activities (e.g. uniforms, camping supplies, Scout books, BSA-sponsored events, etc.)
- ~~Expenditures related to education (e.g. school fees, registration, book purchases, musical instrument rentals/purchases, etc.)~~
- ~~Expenditures related to sporting activities (e.g. registration fees, uniforms, equipment purchases, etc.)~~

7.3 Scholarships

No boy should miss any Scout event, including summer camp, due to financial hardship.

Scholarships are available if needed upon request. Please see the Committee Chairman.

7.4 Forfeiture of Unused Balances

If a Scout leaves the Troop for any reason, the Scout may request a refund of the unused balance, if the unused balance encompasses personal funds deposited into the Scout account. If the unused balance consists of primarily fundraiser commissions, the Scout may submit a reimbursement request form with payment receipts for the eligible personal expenses listed above in the Excess Funds section for reimbursement of the unused balance.

Any Scout who has left the Troop for over one year will forfeit any rights to the unused balance in his individual Scout account. The Troop Committee determines the transfer of forfeited funds to the Troop 640 Scholarship Scout Account or General Fund.

The Troop Committee will consider exceptions on an individual basis.

8. Fundraising

Troop 640 sponsors various fundraising opportunities each year. Scouts and parents are highly encouraged to participate in one or more of these fundraising opportunities to help offset scouting expenses. The following are recurring fundraising events:

<u>Fundraising</u>	<u>Proceeds</u>
Annual BSA popcorn sale (October – November)	30% of sales
Annual wreath sale (November)	50% of sales
BSA camp card sale	50% of sale
Centerplate concession (Bronco's/Concerts/etc.)	varies (2016 average = \$92 per event)
King Soopers gift card rebates	5% of purchases

The Treasurer credits money to the individual Scout account in proportion to the Scout's participation level in each fundraising activity. The fundraiser coordinator may tabulate the participation level differently for each fundraiser depending upon the nature of each event.

9. Code of Conduct

Troop 640 adheres to the principles of scouting as outlined in the BSA Scout Handbook. We stress the Scout Oath and Law as a guideline for proper conduct. We strongly suggest that all Scouts and parents become familiar with the Scout Handbook. It is a wealth of information. To ensure the safety and enjoyment of our Troop members, Scouts need to adhere to the following rules and guidelines. Failure to obey these rules and guidelines may result in dismissal from the activity. The Troop will treat any violation to the proper conduct very seriously. A violation will be reviewed with the Troop Committee and can result in probation or dismissal from the Troop.

1. As Boy Scouts, we will be guided by and will conduct ourselves according to the Scout Oath and Law, keeping the Scout Motto and Slogan in mind.
2. The Troop expects members to respect each other and be courteous to others. Scouts will refrain from using foul language or participating in any lewd conduct. Any behavior, which injures, or demeans other members of the Troop, is not acceptable and will not be tolerated.
3. Troop 640 expects Scouts to respect the adult leaders of the Troop and to accept their directions and decisions. Leaders make decisions with the safety of our Scouts in mind.
4. Troop 640 supports the BSA policy that prohibits the use of alcoholic beverages, tobacco, or controlled substances at any Troop activities and functions. This policy applies to all Scouts, adult leaders, and volunteers.
5. When attending a Troop 640 function, Scouts must not engage in behavior that endangers Scouts or others. A Scout should not do anything that deliberately puts others in peril. Failure to adhere to this rule can result in dismissal from the Troop.
6. Scouts are expected to adhere to the rules and regulations at any campground, park, shooting range, etc. that we may visit. All program directors, park rangers, etc. at such locations should be afforded respect and obedience. Directions given by such personnel must be obeyed and adhered to. Failure to do so will result in parental notification and immediate dismissal from that activity.
7. We will respect the property of others and will NOT trespass. Scouts will not use or remove the property of another individual without their permission. When traveling, Scouts will listen to drivers and treat the vehicle with cleanliness and care.
8. The Troop expects Scouts to adhere to the buddy system on any Scout trip. No Scout should wander off alone on any trip for any reason.
9. Troop 640 expects Scouts to honor the Scout code of "leaving no trace" during campouts or other events. We will maintain high standards of cleanliness, order, and maintain a clean environment. The Troop will leave all facilities in better condition than we found them by picking up all trash, removing all supplies from the campsite and putting out all fires. Troop 640 will not tolerate any actions, which result in the unnecessary destruction of nature. This includes injuring or killing wildlife.
10. Troop 640 is a scout-lead Troop. As such, we expect Scouts to take direction from the Senior Patrol Leader as well as their own Patrol Leader. On any Troop campout, each Patrol member will have a specific job or responsibility. Scouts are required to perform their jobs so that the patrol can function properly and fairly.
11. Scouts must follow fire rules at all times. We will be certain that fires are attended to at all times and are properly extinguished. Scouts must pass a fire training class before being permitted to light campfires. **(FIREM'N CHIT)**
12. Scouts must observe safety rules for using knives and axes (wood tools). Scouts must pass a woods tools training class before being permitted to carry a woods tool and use them. **(TOTIN' CHIP)** Misuse of woods tools may result in the loss of privileges and need for retraining.

Appendix A - Adult Troop Leadership

Scoutmaster

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and his or her assistants work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- Develop and implement the Troop Scouting Program with the Patrol Leaders Council.
- Train and guide Scout leaders.
- Work with other adult leaders to bring Scouting to boys.
- Use the Methods of Scouting to achieve the Aims of Scouting.
- Conduct Scoutmaster Conferences.

Assistant Scoutmasters

Assistant Scoutmasters are recruited by the Scoutmaster to assist the Scoutmaster in the operation of the Troop. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the Scout leadership.

Merit Badge Counselors

- Merit Badge counselors must maintain registration with the Boy Scouts of America as merit badge counselors.
- The Denver Area Council approves the merit badge counselor for each of their badges.
- Before working with Scouts, counselors must have completed Youth Protection training within the last two years.
- They must be men or women of good character, age 18 or older, and be proficient in the merit badge subject by vocation, avocation, or special training.

The National Council does not place a limit on the number of merit badges a youth may earn from one counselor. However, in situations where a Scout is earning a large number of badges from just one counselor, the Troop may place a limit on the number of merit badges that the Scout earns from one counselor, as long as the same limit applies to all Scouts in the unit.

The National Council does not prohibit approved counselors from working with and passing any Scout, including their own Scout. However, they do recommend that Scouts work with other counselors to broaden their horizons and gain benefit from the perspectives of many “teachers”. Troop 640 requires pre-approval from the Advancement Chair for counselors to work with their own Scouts on merit badges.

Committee Chair

- Organize the Committee to see that all functions are delegated and coordinated.
- Maintain a close relationship with Charter Organization Representatives.
- Ensure that Troop Committee members and leaders complete the required training.
- Hold, preside, and promote attendance at Committee meetings.
- Arrange for charter review and recharter the Troop annually.
- Conducting a parent/Scout orientation for new families.

Committee Secretary

- Keep minutes of all Troop Committee meetings.
- Present minutes for review and acceptance.

Troop Treasurer

- Handle all Troop deposits and disbursements upon request and approval.
- Maintain and reconcile all bank accounts and records.
- Maintain activity accounts for scouts.
- Give leadership to the preparation of the annual Troop budget.
- Present financial reports at monthly Troop Committee meetings.

Appendix A - Adult Troop Leadership

Advancement Chair

- Monitor overall advancement of Scouts and make report at Committee meetings.
- Maintain all individual Scout advancement records.
- Arrange for boards of review and secure appropriate adults to sit as the reviewers.
- Prepare and deliver to council office the appropriate Scout advancement reports following Troop boards of review.
- Secure the necessary badges of rank, merit badges, awards, and certificates.
- Conduct courts of honor at least three times per charter year.

Quartermaster

- Advise the Committee on the procurement of Troop equipment and supplies.
- Report to the Committee regularly on equipment stocks and funding needs.
- Work with the Troop Quartermaster on the proper maintenance and storage of equipment.
- Replenish supplies and equipment as required with the approval of the Troop Committee.

Fundraising Coordinators

- Oversee a specific fund raising program for the Troop.
- Recruit Scouts and adults to participate in the fundraising activity.
- Manage money earned for each activity, and report financial results to the Troop Treasurer.

Summer Camp Coordinator

- Obtain information about the camp, fees, and payment schedule.
- Publish information on summer camp to the Troop.
- Identify Scouts who will attend summer camp.
- Coordinate with Troop Treasurer to collect and pay camp fees according to schedule.
- Coordinate adult attendance at summer camp.

Community Service Coordinators

- Evaluate and present service projects and to the Patrol Leaders Council.
- Communicate approved service projects to the Committee.
- Coordinate the completion of the service projects.

Training Coordinator

- Communicate training opportunities to the Troop.
- Maintain training records.
- Ensure all adult leaders maintain their BSA Youth Protection training.

Communications Coordinators

- Provides announcements and bulletins to the Troop.

Medical Form Coordinator

- Collect and maintain medical forms for all active Scouts and adult leaders.
- Provide outing leaders with medical information for those Scouts attending that activity.

Troop Webmaster

- Overall maintenance of Troop web site.

Committee Member

- Conduct the business of the Troop.
- Periodically review and update the Troop policy.
- Coordinate and schedule adult volunteers for boards of review.

Board of Review Member

- Attend reviews for rank advancement to satisfy itself that the Scout has done what he was supposed to do for that rank.

Appendix C – Sample Scout Account Statement

BSA Troop 640

Scout Account

Treasurer's address

Date

Scout Name

Phone#: Treasurer's phone no.

Date	Description	Amount	Balance
			0.00
3/3/2014	Annual Membership Dues	75.00	75.00
3/3/2014	Activity Class B Shirt	5.00	80.00
3/3/2014	King Scooper Cards - 2	10.00	90.00
3/3/2014	T640 Veterans Patch	6.40	96.40
3/3/2014	Boys Life subscription	12.00	108.40
3/3/2014	Payment	-150.00	-41.60
3/17/2014	Mystery Tour fee	55.00	13.40
3/31/2014	King Scoopers Rebate (xx/xx - xx/xx)	-12.00	1.40
4/1/2014	Centerplate Commission (xx/xx - xx/xx)	-89.50	-88.10

Note:

A negative Account Balance means there is money in your account.

A positive Account Balance means you owe the amount indicated.

Please make checks payable to BSA Troop 640.

Account Balance

-88.10

Acknowledgement of Understanding

I certify that I have read, understand and agree to abide by the Troop 640 Guidebook and Code of Conduct.

Signed: _____

Scout's Signature

Date

Scout's Printed Name

Signed: _____

Parent's Signature

Date

Parent's Printed Name

Signed: _____

Parent (if second parent applicable)

Date

Parent's Printed Name

Scoutmaster/Committee Chair Signature

Date