

# TROOP 466 POLICY MANUAL

## **INTRODUCTION**

The purpose of this manual is to explain the organization and functioning of Troop 466, which is a participating member of the Yolo District, Golden Empire Council, Boy Scouts of America. It is written for both the parents and the Scout. Our objective is to set forth guidelines and procedures of the Troop, so the new Scout and his family can quickly become involved. It also serves as a reference for established members. The format provides information on how the troop is sponsored, organized internally, supported by a committee of parents and other interested adults, and the responsibilities of the parents in general. If you have questions or comments, please notify the Scoutmaster or a member of the Troop Committee.

## **SECTION I: SPONSORSHIP**

### **GENERAL:**

A. Each Scout unit (Cub Scout Pack, Boy Scout Troop, etc.) is sponsored by some civic organization, church, service club or other group of interested adults. The sponsor is referred to as the Chartered Organization and is granted a charter by The Boy Scouts of America.

B. The Church of Saint Martin (Episcopal) is the Chartered Organization for Troop 466. The Chartered Organization is responsible for providing a safe meeting place and equipment storage space and for insuring that there is adequate trained leadership in the Troop.

### **ORGANIZATION:**

A. The Head of the Chartered Organization is the Rector of St. Martin's Church.

B. The Governing Body is the Church Vestry.

C. The Chartered Organization appoints a Representative (CR) to serve as the liaison between the Troop and the Chartered Organization.

D. The Church Administrator provides assistance with use of church facilities and the reproduction machine.

### **FUNCTIONING:**

A. The Rector is responsible for the activities of the Troop and provides guidance when there is a conflict between Troop plans and the plans of other Church-sponsored groups.

B. The CR may be contacted for resolution of such issues. The CR is a voting member of the Troop Committee and is the Chartered Organization's voting representative to the District and Council.

C. The Administrator makes reservations on request by the troop to use church facilities and provides use of the reproduction machine for troop business.

## **SECTION II: THE TROOP**

### **GENERAL:**

- A. The Troop consists of registered Scouts and registered Adult Leaders (Scouters).
- B. To be eligible to join the Troop a boy must be at least eleven years of age but not over eighteen, or have completed his Arrow of Light Award in the Cub Scouts, or have completed the fifth grade in school. He must complete and sign a youth application for membership in the Boy Scouts of America with his parent or guardian showing acceptance of the terms and paying an initial registration fee of \$45.00. Included in that fee are the cost of one year's registration, a Troop 466 T-shirt and Troop cap, the red shoulder loops for the Boy Scout shirt, a Troop neckerchief and slide, a year's subscription to Boys Life, all badges and patches earned in the first year, and a copy of the Scout Handbook.
- C. To be eligible to register as a Scouter, a person must be at least eighteen years of age and be of demonstrated good character. They must complete an adult application for membership in the Boy Scouts of America, providing three character references. The application requires the approval of the Troop Committee Chair and of the Chartered Organization. Fees for adults are paid by Troop 466.

### **ORGANIZATION:**

- A. The Scouts are organized as follows:
- 1) A Senior Patrol Leader (SPL) elected by all the Scouts in the Troop at semiannual elections. He is the youth leader of the Troop. To be eligible for election to SPL a Scout must be at least First Class and must have held a previous Troop leadership position.
  - 2) One or more Assistant Senior Patrol Leader (ASPLs) appointed by the SPL with approval of the Scoutmaster. To be eligible for such appointment a Scout must be at least First Class rank and have held a previous Troop leadership position. ASPLs assist the SPL, and the senior ASPL is in charge in the SPL's absence.

- 3) A Troop Guide, normally an older Scout who is proficient in Scouting skills and in leadership skills. He is available for special assignment on request of the SPL or the Scoutmaster.
- 4) One or more Patrols consisting of from 5 to 8 Scouts including:
  - a) A Patrol Leader (PL) for each Patrol, elected by the members of that Patrol at semiannual elections. To be eligible for election to PL, a Scout must be at least Second Class.
  - b) An Assistant Patrol Leader (APL) for each Patrol, appointed by the elected Patrol Leader with the approval of the SM. To be eligible a Scout must be at least Tenderfoot.
  - c) Individual Scouts, from 3 to 6 in each Patrol.
  - d) A Leader Patrol may be appointed by the Senior Patrol Leader with the concurrence of the PLC and the approval of the SM. The following positions are possible members: Quartermaster, Chaplain Aide, Troop Guide, Scribe, Librarian, Bugler, Historian, Den Chief, Instructor and Order of the Arrow Representative.
- 5) A Patrol Leaders Council (PLC) consisting of the SPL and the PLs and the Scribe. The SPL and the PLs may invite the ASPLs and APLs to the PLC. Each month the PLC meets to plan in detail the program for the next month. The number of meetings in a month will depend on the amount of business to be covered.
- 6) General eligibility requirements for all Troop leadership positions:
  - a) Be making an effort to advance in rank.
  - b) Display leadership potential.
  - c) Attend a minimum of 75% of the Troop's activities.
  - d) Strive to live up to the Scout Oath and Law in his daily life.

B. The Adult Leaders (Scouters) are:

- 1) Scoutmaster (SM): A registered, trained adult over 21 who provides leadership to the Troop. The SM is appointed by the Troop Committee and is responsible directly to them.

2) Assistant Scoutmasters (ASM): Any number of registered adults over the age of 18 who support the ideals of Scouting and who wish to be active in Scouting. ASMs are recommended by the SM and approved by the Troop Committee. ASMs should attend appropriate training courses.

## **FUNCTIONING:**

### **A. The Scouts**

1) The SPL organizes and directs the troop activities, issuing instructions directly to the PLs.

He plans and conducts the Troop meetings and the PLC meetings in cooperation with the SM.

He plans and supervises Scouting activities for the outings.

He addresses disciplinary problems among the Scouts.

2) The ASPLs assist the SPL as he requests, such as teaching Scouting skills, organizing a game, or organizing equipment for a trip. The ASPL of highest Scout rank acts as SPL in his absence.

3) The Troop Guide is available for special assignment on request of the SPL. When not utilized as such, he may function as a member of a Patrol.

4) The PLs report directly to the SPL. They organize and lead their Patrols in all activities at Troop meetings, on trips and at major outings such as the District Camporee and the Klondike Derby. He is responsible for cleaning and repair of Patrol equipment and for replacement of lost or damaged items.

5) APLs assist their PL as requested and are in charge of the Patrol in the absence of the PL.

6) Individual Scouts take part in Scouting activities (meetings, games, outings, etc.) under supervision of their PL. Individual Scouts may also perform in the following positions, whose duties are given in more detail in the Scout Handbook:

a) Troop Scribe: Keeps attendance records, records of dues payments and records of PLC meetings and troop events.

b) Troop Quartermaster: Supervises the storage and status of Troop equipment, inspects equipment after each outing and reports shortages or items needing maintenance to the Scoutmaster and to the Troop Equipment Manager.

c) Troop Historian: Maintains a file of historic photographs, photographs current Troop activities and records items for the troop history.

d) Troop Librarian: Maintains the library of Merit Badge Pamphlets and other literature for the Troop, keeping the publications current and informing the SM when new publications must be purchased.

e) Chaplain Aide: Helps prepare programs for Scouts' Own and assists the SM in conducting Scouts' Own; Provides "Grace" at mealtimes; and offers prayer at appropriate times.

f) Bugler: Provides bugle calls at appropriate times such as Reveille, Assembly and Taps.

g) Instructor: Assists the SPL by providing instruction to the Troop in selected subjects, primarily Scouting Skills.

h) Den Chief: Helps the Troop recruit new Scouts by working with a Cub Scout Den as a youth assistant to the Den Leader.

## B. The Scouters.

1) The SM oversees the entire Troop operation so as to promote harmony among Scouts and to assist in their continual growth in Citizenship and in Physical and Moral strength. He advises the SPL in planning and conducting Troop meetings. He advises the SPL on the agenda for and the conduct of PLCs. He assigns duties to his Assistants to assure proper functioning of the Troop at meetings and on outings. The Scoutmaster is not a member of the Troop Committee but attends the Committee Meetings to report on the activities, progress, programs and problems of the Troop.

2) The ASMs assist the Scoutmaster at meetings and on outings. They may assume Scoutmaster duties in the absence of the Scoutmaster.

They may be designated to work with a specific Patrol to assist the PL in developing Scouting skills or creating Patrol spirit. They may help plan and organize Troop meetings to assist the advancement program. They may help prepare activities to be accomplished on outings. ASMs are not members of the Troop Committee. They may attend Troop Committee meetings when not needed at Troop meetings.

## **UNIFORMS**

Scouting is a uniformed program. Each Scout is required to have and wear, within a reasonable amount of time after joining the Troop, the following uniform items:

### **CLASS A Uniform:**

Tan Scout uniform shirt with appropriate insignia and patches  
Scout Pants, OR jeans, (shorts for summer)  
Scout Cap (furnished by Troop)  
Troop neckerchief (furnished by the Troop) and slide  
Scout belt and buckle

### **CLASS B Uniform:**

Red T-shirt (provided by the Troop)  
Scout pants or jeans (shorts)  
Scout cap  
Scout belt and buckle

## **SECTION III: THE TROOP COMMITTEE**

### **GENERAL:**

A. The Troop Committee consists of all parents of Scouts in Troop 466 as well as other adults who are interested in advancing the ideals and goals of Scouting. The Committee is responsible for the administration of the Troop, for establishing policies under which the Troop operates, and for providing the support needed by the Scoutmaster in carrying out the Troop Program. Troop Committee duties are described in the "Troop Committee Guidebook," published by Boy Scouts of America.

B. The Committee meets on the third Monday of each month unless otherwise notified. Meetings begin at 7:00 p.m. and are held in the Library of St. Martin's Church. The meetings are open and attendance by all parents and other interested adults is encouraged.

C. Parents and all Leaders will be given specific email notice of meetings which might consider changes in Troop Policies. Such notice will be given at least five days in advance except in urgent situations when such time is not available.

D. A quorum for Committee meetings shall consist of at least three registered Committee members. Meetings will be conducted in accordance with normal parliamentary procedures. Minutes of each Committee meeting will be recorded by the Secretary, circulated for comment to all parents and then will be presented for approval at the following Committee meeting.

E. A vote shall be taken on all matters that require formal Committee approval. Approval requires a simple majority of all registered members present. Decisions establishing or affecting policy or procedures for the Troop shall be noted in the minutes to amend this Troop Policy Manual.

### **ORGANIZATION AND FUNCTIONING:**

The Troop Committee consists of parents or other adults (over 21) who support the ideals of Scouting. Parents should represent boys in all age groups within the Troop to provide continuity of the Committee as Scouts depart. The Troop

committee positions are as follows:

A. A Chairperson who maintains contact with the Committee Members, prepares a monthly agenda and chairs monthly Committee Meetings and calls any additional meetings as necessary.

B. A Secretary who prepares committee meeting minutes and notices, letters and other correspondence and who completes the annual Troop rechartering each January.

C. A Treasurer who pays Troop obligations and maintain financial records.

1) The record year shall be January 1 through December 31 and all records will be closed out on December 31.

2) The Troop will maintain a checking account in the Washington Mutual Bank, Davis Branch.

3) The Treasurer, Committee Chair and one other member selected from the Troop Committee will be authorized to draw upon the Troop checking account.

4) Each year an audit of the finance records shall be made by two adults, other than the Treasurer, appointed by the Troop Committee Chairman. This audit is both to protect the financial interests of the Troop and to protect the Treasurer from potential accusations of wrong doing. The Auditors will prepare a report showing the results of the audit and recommending any changes or modifications that should be made to the accounting system. The report shall be presented to the Troop Committee at the next scheduled meeting following the audit. This report shall be retained in the Troop records.

D. An Advancement Member who:

1) Monitors and encourages individual Scout advancement.

2) Maintains advancement records. Records must be kept for each Scout until he achieves his Eagle award or until he leaves the Troop. If a Scout moves to a different Troop, provide a transfer record to the receiving Troop.

3) Organizes periodic Boards of Reviews and Courts of Honor, keeping appropriate records to assure the continued advancement of individual

Scouts.

E. A Communications Member who gathers information on Troop activities and prepares articles for the District newsletter and to the local newspaper.

F. An Equipment Manager who procures and manages the storage and maintenance of an adequate quantity and quality of equipment to meet the needs of the Troop program. They maintain a list of all equipment owned by the Troop showing quantity of items, cost when purchased and date purchased. They inventory all equipment annually early in the year so maintenance or replacement can be taken care of before the spring and summer camping programs begin.

G. An Insurance Coordinator: Registered Scouts are covered by insurance provided by Golden Empire Council. Claims and questions shall be submitted to the Committee Chairman.

H. A Membership Member who registers new Scouts and Scouters, maintains a file of registration applications, receives payment therefore, and provides each new family a Troop Policy Manual, a Troop Resource Survey, and a Class I BSA Medical form.

I. An Outdoor Coordinator who obtains permits for those outdoor activities listed in the Troop Program, prepares Permission Slips for each outing, maintains a list of drivers and arranges transportation for all Scouting activities based on attendance forecasts provided by the SM.

J. A Recruiting Member who maintains contact with Davis Cub Scout Packs, invites Webelos Dens to visit Troop 466 at special meetings and invites the Webelos Dens on appropriate Troop 466 camping trips.

K. A Service to Community Member who identifies opportunities for Scouts to perform work of benefit to the community and provides leadership in organizing and carrying out the work.

L. A Training Member who identifies training opportunities and encourages Scouts and Scouters to attend appropriate courses and maintains records of completions.

M. A Uniforms Coordinator who keeps the supply of Troop neckerchiefs, hats and T-shirts, issues them to new Scouts and sells them to others as necessary.

## **IV THE PARENTS**

(The term "parent" is used throughout and is intended to mean "guardian" when appropriate.)

### **GENERAL:**

When a boy joins the Boy Scouts he enters an environment in which the youth leaders are intended to plan and carry out the meetings and teach basic Scouting Skills to the new Scouts. When a new Scout learns a skill he must demonstrate it to an adult leader who may then sign his Scout Handbook to show satisfaction of a requirement. When he completes all the requirements for a specific rank the Scout will have a conference with the SM, who will satisfy himself that the Scout is prepared for advancement. If so, the Scout will be invited before a Board of Review, consisting of three adult Troop Committee Members, who will review his progress and his eligibility for advancement. With approval of the Board the Scout may be advanced to the next rank. As a parent you are asked to encourage your son in learning and practicing his skills, which will assist him in his advancement. Troop meetings are rather short, and if we try to both teach a skill and to examine and pass the Scout on that skill, only a few skills can be covered. So by helping to prepare your Scout, you will help to move him along.

### **SERVICE TO OTHERS:**

Periodically there are service projects that emphasize that a Scout is Helpful, one of the points of the Scout Law. These are activities that assist some community group, and all members of Troop 466 are expected to take part. A member of the Troop Committee usually coordinates the project and provides information for the parents on when and where and in what uniform the Scout should show up. One of the traditional service projects is Scouting for Food, in which the Scouts distribute plastic bags and notices one Saturday in March and pick up the food donations the following Saturday. This is the most public demonstration of Scouts serving the community and the Troop expects 100% of the Scouts to participate. The Semiannual workdays at St. Martin's Church are also occasions on which the Troop expects 100% attendance, since St. Martin's is our sponsor and provides the Troop with a great amount of support.

### **SCOUT OATH AND LAW:**

The new Scout is learning ideals on which he may base his behavior. If you learn the Scout Oath and Law or if you have a copy handy, you can tie behavioral or disciplinary problems to points of the Law, thus emphasizing the applicability or the Law in everyday life.

### **PARENT RESPONSIBILITIES TO THE TROOP:**

There are parental responsibilities to the Troop that extend beyond the immediate parent-child relationship. Parents must assist in providing a good program for their Scout by serving on the Troop Committee or as an Assistant Scoutmaster. Parents also must drive occasionally on troop outings and on occasion to camp overnight to support the Scoutmaster. Studies show that boys who get the most from the Scouting program are those whose parents also become involved.

### **HELPFUL REMINDERS:**

Many simple acts can be helpful such as reminding your son of his responsibility to pay his dues (\$2.00 per month, due on the first meeting of a month). Dues are payable even if he is unable to attend that meeting. Another is to remind you son to wear his complete uniform. It may sometimes be a chore to provide a clean uniform to an active boy, but the meetings occur each Monday so it really should be no surprise. And a third might be to remind him to bring his Scout Handbook so his achievements can be signed as he passes them.

### **OUTINGS:**

Outing is 75% of Scouting. It is in the great outdoors that the Scout has the full opportunity to practice the skills he learned in the meeting hall. The goal of the Outdoor Program is to teach the Scout proficiency in outdoor skills, leadership skills, and teamwork. The Troop encourages parent participation and the adult leaders will attempt to provide tasks for the adults that match their skills and match also the priorities for the outing. There shall be not less than 2 adults on any outing, one of whom must be over of 21 years of age. Parents volunteering to act as drivers for an activity will receive priority when requesting to participate in an activity.

### **MEDICAL INFORMATION:**

Written permission from the parent/guardian of each Scout shall be required annually for the Scout to participate in the activities of the Troop. This is to obtain a release for the leaders and to provide for emergency medical treatment should an emergency occur and the parent/guardian not be available. The Scout family **MUST** execute a Class 1 BSA medical form when their Scout joins the Troop.

### **PERMISSION SLIPS:**

In addition, parents are required to provide a signed Permission Slip for each activity their Scout attends away from the normal Troop meeting place. These Permission Slips provide details of the outing to include uniform to be worn,

arrangements for lunch on the day of departure, time to meet for departure, and time of return; and there is an equipment list attached. These slips must be completed and signed by a parent and returned by a date specified on the slip, along with a check or cash in the amount specified on the slip.

#### **MERIT BADGE COUNSELING:**

All parents of Troop 466 Scouts are encouraged to become Merit Badge Counselors. Each Merit Badge Counselor must be registered with the District; fees are not required. Counselors must register using the Adult Registration Application (BSA form No. 28-501) and the Merit Badge Counselor Information sheet (both available from the Advancement Member of the Troop Committee), and submit the completed forms to the Troop Advancement Member. A Counselor may be registered to counsel up to eight Merit Badges.

#### **TROOP RESOURCES SURVEY:**

Parents are required to complete the "TROOP RESOURCES SURVEY" provided when their son joins the Troop. By inserting their elections as to positions they would like to hold within the Troop or Troop Committee and any special interests they might add as a basis for Merit Badge Counseling they assist greatly in integrating themselves into the Troop. At least one parent of each Scout is expected to serve on the Troop Committee or as an adult leader as a first step in contributing toward the support and monitoring of their son. A boy's Scouting experience demands parent/child teamwork. This means that when your boy joins the Troop, you also embark on a new experience.

#### **INFORMATION FLOW:**

On joining the Troop, parents receive a copy of the Troop 466 annual program with dates of all the meetings, outings and special events. These dates can help you to plan family events so they hopefully do not conflict with Scouting events. Other information concerning Troop activities is often discussed at meetings, sometimes with printed information handed out to the Scouts. On occasion Troop Leaders will pass information by phone calls. Check to make sure your son is receiving and properly acting upon the information he receives. Encourage your son to keep you informed.

## V POLICIES

A. Adult Leadership: All Troop 466 meetings, trips, or outings require at least one registered adult leader and a Scout parent, at least one of whom must be over 21 years of age. Each adult leader must have completed "Fast Start" and "Youth Protection" training.

B. Discipline: All Scouts must conduct themselves at all times in accordance with the Scout Law. This especially refers to "A Scout is Obedient," but also pertains to Helpful, Friendly, Courteous, Kind and Clean. Through self discipline a Scout contributes to the smooth functioning of the Troop and provides for the feeling of brotherhood between fellow Scouts.

1) Warning: Any violation of the Scout Law must be corrected by one of the Youth Leaders. Youth Leaders should be careful to make corrections in private and not in front of other Scouts. Adults present are encouraged to refrain from taking part in this process unless requested by the Youth Leader involved. Examples of such violations are failing to obey or disobeying a youth leader or adult, using foul or blasphemous language, and such actions as hitting, kicking, or pushing. Correction for a first such violation may consist of a warning, in which the offending Scout is told that his behavior was contrary to the Scout Law and that he should not repeat such behavior.

2) Time Out: A Scout committing the same infraction a second time or committing another violation of the Scout Law at the same meeting may be given a "Time Out". The Youth Leader making the correction will report with the offending Scout to the SM (or Adult Leader in charge) and explain the situation. The SM will ALWAYS be informed of the incident. The SM or Adult Leader in charge will keep the offending Scout in his charge until satisfied that he thoroughly understands his violation of the Scout Law and also understands his obligation to the Troop in obeying the Law.

3) Immediate Time Out: A Youth Leader, ASM, or SM (or Adult Leader in charge) may issue an immediate Time Out without a warning for more serious offenses such as picking fights or taking another Scout's property and not returning it when requested. These "Time Outs" will be handled as in the preceding paragraph.

4) Suspension: For some more serious offenses a Youth Leader may recommend suspension of the offending Scout for at least one meeting. This

requires an immediate meeting of the attending members of the PLC to form a recommendation for the SM or the Adult Leader in charge. Examples of offenses meriting suspension are purposely hurting another Scout, stealing, or willfully destroying another Scout's or Troop property. A letter will be sent to the parents of a Scout who is suspended, explaining the suspension and the reason for it. Suspensions may be authorized only by the SM on recommendation of the PLC. If a Scout is suspended twice in one calendar month he will not be allowed to attend the Troop's next monthly activity such as outing or camp out.

5) Special Board of Review: If a Scout continues to be a disciplinary problem the PLC may recommend a Special Board of Review to examine that Scout's future in Scouting.

C. Dues: are 50 cents each week or \$2.00 each month and must be paid even though a Scout may be unable to attend one or more weekly meetings or outings.

D. Fees: Registration fees of \$45 must be paid by each new Scout. These fees include one year's registration, a Troop 466 T-shirt and Troop cap, the red shoulder loops for the Boy Scout shirt, a Troop neckerchief and slide, a year's subscription to Boys Life, all badges and patches earned in the first year, and a copy of the Scout Handbook.

E. Transfer: Any Scout transferring into the Troop must pay \$1 transfer fee plus the cost of the Troop neckerchief, hat and T-shirt.

F. Rechartering: Each Scout rechartering for a new year must pay \$30.00 for the year's registration, the year's subscription to Boys Life and all badges and patches earned in the next year,

G. Monthly camping trips/outings: These must be self-supporting. The fees paid by individual Scouts include the cost of camp reservations, food, and a proportional share of the costs of the adult volunteers attending the event.

H. Summer camp: Scout fees for summer camp are set by the Council that operates the camp. Troop policy is to provide money from the Troop Bucks account for each Scout for ONE SCOUT CAMP PER SUMMER. Scouts attending more than one camp receive only one allocation of Scout Bucks. Adult fees for two adults are sometimes absorbed by the camp but at some camps fees are required for all adults. When this is the case the troop may subsidize the adult fees.

I. High Adventure Activities (Backpacks and Canoe Treks): These activities must be self-supporting. Fees will be based on the cost of reservations, food, transportation, insurance and equipment rentals if any.

J. Council and District Events: Fees are set by the Council or District. Some activities may require payment of fees several weeks in advance. In the event of cancellation or inability to attend, some activities may have fixed costs that are not refundable.

K. Pack Checks: These are for the younger Scouts who have not attained the rank of First Class. They are to assure they have sufficient equipment to be safe and comfortable and not be a burden on the other Scouts.

L. Participation: A Scout must be paid up in dues and have attended 75% of the monthly meetings in order to be eligible to attend Outdoor Activities unless absences are excused by the SM.

M. Permission slips: These must be returned to the Outings Coordinator by the date specified on the slip with the fee stated thereon. Medical and health information must be current and complete.

N. Personal equipment: Each Scout should own the following camping equipment:

- Sleeping bag
- Sleeping pad
- Waterproof ground cloth
- Rain gear
- First aid kit
- Water bottle
- Flashlight, WITH SPARE BATTERIES & BULB
- Sun protection & Lip balm
- Insect repellent

O. Purchases: Purchases of Troop equipment costing more than \$75.00 require prior approval of the Troop Committee. Expendable supplies such as rope, first aid supplies, propane, etc. may be purchased by the SM or his designated representative without approval of the Committee.

P. Refunds: If an event is canceled or a Scout is unable to attend, the Troop will

attempt to make a refund. After all expenses for the event are paid, the Troop Treasurer will determine what funds remain and will credit the Scout Bucks account of the Scout involved to the degree possible.

Q. Registration: A boy may visit the Troop for one meeting as a guest. To attend a second meeting or more, he must register as a Scout and pay the fees. To serve as SM or ASM an adult must be registered. The Troop pays fees for adult volunteers. Troop Committee Members must be registered. The Troop pays fees for adult volunteers.

R. Reimbursement: Persons who pay for goods or services for the Troop are entitled to reimbursement. To receive reimbursement they must provide an itemized cash register receipt, or a signed receipt enumerating the goods or services, to the Treasurer or to the Troop Committee Chair.

S. Safety: Safety is a top priority at all times. Safety requirements stated on Tour Permits and road signs must be obeyed on all trips. The principles of "Safe Swim Defense" and "Safety Afloat" must be obeyed on all water trips. Troop 466 will adhere to the published BSA Guide for Safe Scouting (Publication Number 34416).

T. Training: Each youth elected or appointed to a youth leadership position must attend the Troop-Level Junior Leader Training Course immediately after election or appointment. The SM must receive "Fast Start" and "Youth Protection" training and attend a Scoutmaster Training course. All ASM of the Troop must receive "Fast Start" and "Youth Protection" training and are encouraged to attend a Scoutmaster Training course. Troop Committee Members should attend the Troop Committee Training Course offered by the Yolo District Training Team.

U. Transportation: All parents are expected to provide transportation for trips in proportion to the number of Scouts in the Troop and to bear the cost within that proportion. In case of hardship the Troop Treasurer will make adjustments.

V. Troop Meetings: Troop 466 will hold its meetings each Monday from 7:00 PM to 8:30 PM. Scouts should arrive between 6:50 and 7:00 to ensure a timely start. Changes to the meeting schedule, or location, or special meetings, will be announced as early as possible to allow for proper planning.

W. Uniform: Scouting is a uniformed program. Each Scout is required to have and wear, within a reasonable amount of time after joining the Troop, the

following uniform items:

**CLASS A:**

Tan Scout uniform shirt with appropriate insignia and patches  
Scout trousers, OR jeans, (shorts for summer)  
Scout Cap (furnished by Troop)  
Troop neckerchief and slide (furnished by the Troop)  
Scout belt and buckle

**CLASS B:**

Red tee shirt (provided by the Troop)  
Scout trousers or jeans (shorts)  
Scout cap  
Scout belt and buckle

Scout uniform items may be obtained at the following stores:

Golden Empire BSA Store  
251 Commerce Circle  
Sacramento, CA 95815

Robbens' Department Store  
111 North First Street  
Dixon, CA 95620

1) Uniform and insignia shall be worn according to the "Insignia Guide," available in the Troop Library. Or see the inside covers of the Scout Handbook.

2) Each Scout must wear his CLASS A uniform to all Troop meetings (except for summer months as determined by the SM), for all Courts of Honor, for SM conferences, and for all Boards of Review.

3) The Permission Slip for each Outing will specify the uniform to be worn on that outing.

4) The Scoutmaster and Assistant Scoutmasters are required to wear their uniforms to every meeting.

**FUND RAISERS:**

A. The Troop Committee organizes fund raisers as necessary. Each family is expected to support the fund raiser to the fullest extent. In addition to the traditional fund raisers listed below, other possibilities include garage sales, car

washes, Jelly Belly sales, Root Beer Float sales, etc. The Troop welcomes new ideas or opportunities to raise money for equipment, training and trips.

B. The profits from such fund raisers will be assigned by the Committee to various accounts based on the needs of the Troop treasury. These accounts include:

- 1) Troop General Account, which supports all Troop activities.
- 2) Troop Bucks Account, which generally supports the cost of troop registration for Boy Scout Summer Camp. The funds in this account are normally divided by the number of Scouts going to camp so each registered Scout receives an equal share. To be eligible, a Scout must be registered before May 15th of that year.
- 3) Scout Bucks Accounts, which are available to the individual Scout for such things as paying dues, paying registration fees, paying costs of monthly outings, and paying Summer Camp costs. By arrangement, a Scout may also use his Scout Bucks at the Scout Store in Sacramento.
- 4) Troop 466 policy is that 50% of profits from fund raisers goes to the troop General Account, 25% to the Troop Bucks Account and 25% to the Scout Bucks Accounts based on the number of hours each Scout has worked on the fund raiser.
- 5) When a Scout leaves Troop 466 for any reason, his Scout Bucks Account shall be used first to pay any dues and/or other obligations he has to the Troop. The remainder shall be moved to the Troop Bucks Account. However the departing Scout may transfer his remaining funds to a Scout or Scouts that remain in the Troop.

C. Traditional Troop fund raisers:

- 1) Popcorn sales: Each Fall the Troop participates in the Golden Empire Council Popcorn Sales. This is an important fund raiser for the Council and benefits the Scouts as well. There are sales at which the popcorn is sold on the spot (Show and Sell) and sales in which the Scout takes orders for later delivery. A parent or parents organize and supervise the popcorn sales for the Troop.
- 2) Christmas tree lot: The Boy Scout Troops of Davis sell Christmas trees

each November and December. The establishment of the tree lot, the unloading of Christmas trees, the daily sales operation and the disassembly of the tree lot are all organized and carried out by volunteers. Parents are expected to join in all phases of this activity. Normally one parent will be a member of the Davis Christmas tree lot organizing committee. The Troop is responsible for manning the Christmas tree lot on specific days. Two Scouts and two parents work overlapping three hour shifts beginning at 4 and ending at 9 p.m. on weekdays, from 9a.m. to 9p.m. on Saturday and from 12:30p.m. to 9p.m. on Sunday. This is our largest fund raiser and Scouts can pay for much of their summer camp through full participation in this great project.

## VI CHANGES

Additions, deletions or modifications to this Policy manual will be made only by a majority vote of registered Committee members. All Committee members must be notified in writing at least 1 week prior to any amendment vote being taken. It will be the responsibility of the Secretary through the Committee Chairperson to make the notifications.

The Policies as set forth in the above manual were accepted by the Troop 466 Committee on November 17, 1999, and amended in April and August, 2000, February, 2002, August, 2003 and June 2005.

The entire Policy Manual was corrected, reviewed, amended, and approved by the Troop 466 Committee on September 19<sup>th</sup>, 2005 under Committee Chairperson Bruce Carswell.

The original Procedures Manual was prepared and approved under STANLEY H. WELLS, Committee Chairperson, SUZANNE EMERSON, Secretary, and BRUCE CARSWELL, Chartered Unit Representative.

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