

Troop 122

Rules and Regulations



Troop 122-Boy Scouts of America
New Monmouth School PTA
New Monmouth, NJ

Last Update: February 2013

TROOP RULES AND REGULATIONS

These Rules and Regulations apply to all Scouts registered and taking part in the Scouting Program of Troop 122 without exception. This revision represents the latest changes in National, Regional, Local Council and the policies of Troop 122. The Rules and Regulations have been developed to provide for the safe and sound operation of Troop 122 and to assist parents and leaders in knowing what is expected of the Scout and themselves.

NEW SCOUT PAPERWORK:

A Boy Scout Registration form, BSA Medical form, Troop Resource Survey form, Adult Volunteer Registration form, Merit Badge Qualifications form and E-Mail Information form must be fully completed by the scout's parents in order to join Troop 122. These forms contain essential information needed for running the Troop program. Failure to complete **all** of the forms means the boy may not participate in any further Troop Meetings, Campouts or Activities.

MEETINGS:

1. All troop meetings take place at the New Monmouth School unless otherwise informed in advance.
2. All troop meetings begin promptly at 7:30 PM. Scouts should arrive by 7:20 PM so they are ready to start at 7:30 PM. A Scout who arrives after this time (7:30 PM) is considered late and is not allowed to participate in the Troop Inspection Program. The Scout receives a "0" score for the evening, unless advance notice is given to the patrol leader. The uniform for troop meetings is "Class B" except that the first meeting of each month is a "Class A" uniform meeting. **If your Scout arrives after 7:45 without a valid excuse or prior notice to his patrol leader he will be asked to call his parents to pick him up.**
3. Patrol meetings should be held each month, generally two (2) weeks prior to a scheduled camping trip. All patrol members are required to attend. **Patrol leaders hand in a patrol meeting attendance sheet, camp out menu, tent list, and duty roster to the Scoutmaster and keep a copy for themselves.**

ATTENDANCE:

1. Troop Meetings: A Scout is permitted 3 absences per year without penalty. A Scout's absence must be notified to the patrol leader with a reason prior to the meeting. **Additional absences will be handled at the discretion of the Scoutmaster.**
2. Patrol Meetings: Patrol meetings are held once (1) a month to prepare for camp outs, skill practice for troop contests and to review and practice the patrol's part in troop programs.
3. Campouts: Scouts are expected to take part in the Troop Activities, both day events and camp outs. Failure to maintain a good attendance record or an active camping role is cause to restrict advancement and to deny leadership roles. Leadership positions by their very nature require an attendance commitment which must be understood prior to the Scout accepting the position. Good attendance is defined as 75% of all activities.

UNIFORMS:

There are several different combinations of uniforms that we use in the troop. Uniform classifications are listed below. All Scouts who have been members of the troop for three (3) months are expected to have a full uniform. Uniform classifications are as follows:

1. CLASS "A" - (full dress) - consists of Scout Shirt, Scout Trousers, Scout Socks, Scout belt, Troop Neckerchief, Troop Hat and Merit Badge Sash (if they have one). All patches and insignias to be correct and current.
2. CLASS "B" - Troop meetings - consists of blue Troop "T" Shirt, Scout Trousers/Shorts, Scout Belt and Troop Hat.
3. CLASS "C" Street clothes - consist of no uniform - used on some camp outs and family trips.

Uniform check at each troop meeting generates points towards the Scout of the Year.

DUES AND FEES:

- **Dues** are established each year by the Troop Committee depending on the Troop funding needed for the scouting program, equipment, badges, awards and BSA Council registration fees for our Charter renewal. They are typically around \$165.00.
- The **Activity Fee** for regular campouts and activities (exclusive of summer camp and optional special trips) are established by the Troop Committee (usually around \$165) based on the projected cost of our monthly campouts and activities. For an optional special activity the fee will be specified in the activity sign up sheet for that activity.
- Dues and activity fees are combined and payments are due in three (3) payments each year. Dues and activity fees are paid directly to "Troop 122". Checks are preferred.
- Scouts who fall 60 days behind in dues payment will be ineligible for advancement or the merit badge program. Scouts that become 90 days in arrears on dues payments will be suspended from all troop activities unless a payment schedule is arranged and agreed to by the troop treasurer.
- For weekend campouts the **\$10 cost to cover food is paid to the scout that purchased the food** for the weekend. This is done to even the cost of the camp out for all the patrol members. Please be sure the scout that purchases the food is reimbursed promptly for your share. When you hand in your permission slip there must be \$10 cash attached to it.
- **Summer Camp** fees are collected by the Treasurer in accordance with the payment schedule set up by the Treasurer to meet the payment terms of the summer camp. These fees may have discounts attached to them. Those who do not pay on time do not get the discount offered by the camp.

FUND RAISING:

The costs of operating the troop during the Scouting year are largely subsidized by a single Troop fundraiser. To fairly distribute the financial responsibilities among members of the Troop, minimum sales goals or participation will be set up. Failure to attain the minimum sales goals or participation will result in an assessment to make up the difference between the specified minimums and what was actually sold. Failure to remit the assessed amount will result in the same ineligibility for advancement or suspension as stated in the first item of Dues and Fees above.

CAMPING:

1. It is impossible for a Scout to advance in rank unless he goes camping. Camping also provides an opportunity for individual **growth**. The most important part of growing is to build his self reliance. This can only be accomplished when the Scout **works with his patrol to learn outdoor skills and how to care for himself as he grows**.
2. Parental participation in weekend camping trips will be limited to the Scouts first 3 months or camping activities in the Troop. This is more for the parents' needs than the Scouts. It gives parents the opportunity to see how we camp, what we do, and to assure yourself that your son is in good hands. **Parents are required to provide transportation for troop camp outs and activities when needed**. The Troop Committee Transportation Chair will maintain records of parental transportation participation **to insure that all parents do their share to support troop activities**. There are campouts to which all parents and/or families are invited.
3. Scouts who fail to maintain an active camping role (75% attendance) will be directed to the Troop Committee Board of Review for action. **No Scout can have a successful Scouting experience without being an active camper**. The Scoutmaster maintains the "Active List" for Troop 122.
4. Signed permission slips are required for each camp out and activity. The slip includes a waiver of liability and medical and transportation information. **Slips must be returned to the adult leader running the camp out/activity by the date shown on the permission slip**, usually about one (1) week before the trip. This time then allows the leaders and Scouts to properly plan for the transportation, nutrition, health and safety of those attending. **Scouts who do not return the permission slip on time will not be permitted to attend the activity. Scouts who have not handed in two permission slips will not be allowed to go on the next trip they hand in a permission slip for.**
5. All Scouts are expected to attend summer camp. This is the major opportunity for rank advancement. Lack of attendance will hinder scouts progress towards next rank.

ADVANCEMENT:

The advancement program of the Boy Scouts of America falls into two (2) categories:

1. **BASIC SCOUT SKILLS:** When a young man joins the Scouting program he works on becoming an outdoorsman. The skills he learns pertain to taking care of himself in the outdoors,

they help him learn the use of woods tools, compass, maps, first aid, swimming, nature, and camping skills are some of the things he will learn. New members of the Troop will fall under the watchful eye of the Troop Guide who is a coach/counselor for them until they complete their first year as scouts. **One or more adult leaders will be assigned to work with new Scouts until they reach the rank of First Class.** Active Scouts will advance to First Class within 11/2 years.

2. **MERIT BADGE PROGRAM:** Merit Badges are earned by Scouts by participating in a program for the badge he desires to work for. The principle of the merit badge program is that the boy chooses a subject that interests him and **requests an approval and blue card for that merit badge from the Scoutmaster.** The Scoutmaster assigns an approved and registered counselor from a list provided by the Advancement Chairman. **The boy will then make an appointment** with an adult who he may not be familiar with, keep that appointment, discuss the topic which is of mutual interest to them, leave and proceed to do the requirements in the manner consistent with his discussion with the assigned counselor. Youth Protection guidelines are to be followed at all times. **It is important to remember that it is the Scout's responsibility to make the arrangements with the Scoutmaster and Merit Badge Counselor. Scouts must make the calls to the Scoutmaster and Merit Badge Counselors. Work on the merit badge requirements cannot begin until the blue card, signed by the Scoutmaster, has been obtained and the requirements have been discussed with the Counselor.** Scouts who have not yet reached First Class rank will usually be limited to taking one merit badge at a time (except at summer camp). This program functions in several ways as explained herein:
 - a) **MERIT BADGES TAKEN AT SUMMER CAMP:** Advancement is the principal part of summer camp. We expect all Scouts to take advantage of what the camp can offer. The Scoutmaster will see that all Scouts attending camp have a merit badge worksheet to select the badges he wants to work on at camp and knows what he must do at home to complete the badge at camp. Blue cards will be approved by the Scoutmaster upon receipt and agreement of the badges chosen. Attending special Scout camps other than the troop summer camp requires Scoutmaster approval.
 - b) **MERIT BADGES TAKEN AT HOME:** The following are the badges that are approved to be taken at home with either parent. The procedure for this is still the same as other badges taken. The Scout must call the Scoutmaster for a blue card and approval of the badge. These are the merit badges that a parent may counsel his/her child and not be the counselor.
 - Pet Care
 - Dog Care
 - Home Repairs
 - c) **GROUP MERIT BADGES:** Group merit badging is a very limited system. The BSA is concerned about the use of this method of teaching. They recommend that we do our best to avoid group teaching and limit it to those badges that lend themselves to such a method. For our troop the group merit badge will be First Aid. Other badges may be offered only by the Scoutmasters and will be given over one or more campouts and meetings.
 - d) **SCOUT/COUNSELOR:** All other badges beyond those listed above will be on a counselor to a two (2) Scout minimum ratio. In the event there are not 2 Scouts to take the badge then the Scout will need a "buddy" to be present or the counselor needs to have another adult present. This will comply with the one on one prohibition by the Boy Scouts of America for youth protection.

- e) **BSA IMMEDIATE RECOGNITION PLAN:** Troop 122 recognizes the importance of awarding rank advancement and merit badges as soon as practically possible after a Scout's Board of Review or submission of a signed blue card. His badges should be awarded at the next meeting if possible while the associated cards will be retained by the Advancement Chairmen until the next Court of Honor where they will be awarded. The Troop Advancement Chairmen is responsible to see that an Advancement Report is filed and the Scoutmaster has the required badges at his next troop meeting.

SCOUT TRANSFERS:

Boys joining the troop and coming in from another troop will obtain an official transfer record signed by the Scoutmaster or Advancement Chairman of the old troop attesting to the information contained within. Scouts transferring into the Troop with the rank of 1st Class or higher will be required to perform a leadership role and the necessary "active" period whether or not these requirements were signed off in the previous Troop. In the case of a Life Scout transfer, the boy will be required to undergo a minimum of a 6 month observation period prior to being given a leadership position and starting an Eagle project. This period will be used by the leaders to familiarize themselves with the Eagle candidate. The Scoutmasters will be responsible for the evaluation of the transferred Scout and his ultimate advancement schedule.

SERVICE PROJECTS:

Service hours are needed as part of the advancement program. These service hours are undertaken with the **prior** approval of the Scoutmaster and are done for the school, church, community organizations which are non-profit. The following are the troops' requirements for this area of advancement.

As a: Tenderfoot - minimum one (1) hour service required for 2nd Class.

As a Second Class – no current requirement

As a: First Class - minimum six (6) hours service required for Star.

As a: Star Scout - conduct a total of six (6) hours of service project(s) for Life Scout. The Star project for Life must be written out and submitted to the Scoutmaster for approval, unless it entails working on another Scout's Eagle project.

As a: Life Scout - Eagle Project - must prepare and complete a project with prior approval from the Scoutmaster, Committee Chair and Advancement Chair that will reflect leadership of others and ability to plan, develop, recruit, perform, evaluate, and serve either your school, church, or community.

Service hours for 2nd Class, First Class, Star, and Life may be earned by working on another Scout's Eagle Project. Service projects are usually performed under the supervision of an individual of the recipient organization. A letter from that individual verifying the type and amount of service time should be provided to the Scoutmaster to obtain credit.

SCOUTMASTER CONFERENCE:

The Scoutmaster conference will take place as determined by the Scoutmaster or Assistant Scoutmaster conducting the conference. The conferences for Tenderfoot, Second Class, and First Class will be conducted by the Assistant Scoutmaster responsible for that rank. Star, Life, and Eagle conferences are conducted by the Scoutmaster, or Assistant responsible for the requirement. **When attending a Scoutmaster conference, Scouts must be in full Class A uniform and have their Scout Handbook with them. Scouts who are unprepared, missing their handbook or out of uniform will have their Scoutmaster Conference rescheduled.** After completion of the Scoutmaster Conference the scout's book will be signed and the leader will notify the Troop Committee that a Board of Review is needed. The Committee will schedule a Board of Review and the Scout will be notified of the location time and date.

BOARD OF REVIEW:

The board of review is made up of at least three and not more than six members of the troop committee. One member serves as chairman, usually the committee advancement chair. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a scout's board of review. A date, time and location is scheduled for the board of review. For the board of review the scout should be there on time, neat in appearance and wear his full Class A uniform with hat, merit badge sash and current rank badge. *(**See Note below regarding non attendance or improper uniform).**

***Note:** A board of review is an important step in advancement and involves the commitment of a number of adults giving up their time to meet for the scout's review. A scout should take a board of review seriously. While a younger scout going for Scout, Tenderfoot or 2nd class rank will be given some leeway, the following consequences will apply to experienced scouts not appearing for or being in improper uniform for boards of review for the ranks of 1st class, Star, Life and Eagle.

1. If a scout does not show up for the board of review at the scheduled date, time and location, and has not called the troop advancement chair beforehand with a satisfactory excuse (sickness, school conflict) and a request to reschedule, the scout will not be eligible to request a rescheduled board of review for forty five (45) days.
2. If a scout does not wear his full Class A uniform with hat, merit badge sash, current rank badge and position patch, the board of review will not be held and the scout will not be eligible to request a rescheduled board of review for thirty (30) days.

The board of review has three purposes:

1. To make sure the rank requirements have been learned and completed.
2. To check to see what kind of experience the scout is having in the troop and his patrol.
3. To encourage the scout to advance to the next rank.

The review is not a skills re-examination. However, the Scout can be asked where he learned his skill, who taught him, and the value he gained from passing this requirement. The board reviews what the scout did to earn his rank. From this review, it can be determined whether he did what he was supposed to do. The review also reveals what kind of experience the Scout is having in the troop.

The board should attempt to determine the Scout's ideals and goals. The board should make sure that a good standard of performance has been met. Asking the scout to recite and discuss the Scout Oath

and Scout Law is in keeping with the purpose of the review, to make sure the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

At the conclusion of the review, the board will know whether a boy is qualified for the rank. The Scout is asked to leave the room while the board members discuss his achievements. The decision of the board of review is arrived through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, he is called in, congratulated and encouraged to continue his advancement.

If the board decides that the Scout is not ready to advance, the candidate should be informed and told what he has not done satisfactorily. The members of the board of review should specify what must be done to rework the candidate's weaknesses. After the board of review is completed, the Scoutmaster is informed of the decision made by the board of review. The board of review rank approval is reported to the council service center on an Advancement Report. The scout will receive his rank badge at a troop meeting or Court of Honor.

LEADERSHIP POSITIONS:

Patrol leaders are usually elected by their respective patrols. Only those Scouts classified as qualified by the Scoutmaster may run for office. The Senior Patrol Leader is elected by a vote of all active Scouts in the troop from a Scoutmaster approved list of qualified candidates. If there are not enough qualified candidates in any given year, the Senior Patrol Leader shall be appointed by the Scoutmaster. **Candidates can be allowed to run for office without meeting the below requirements at the Scoutmasters discretion.** Term of office is usually one (1) year. Scouts must be classified as qualified by the Scoutmaster. Guidelines for qualifications are:

1. Active participation (including camping)
2. Rank of Star or higher.
3. Must be entering the eighth (8) grade or higher.
4. Demonstration of Scout Spirit and responsible leadership.
5. Attendance at a BSA National Youth Leader Training (NYLT) program is recommended after election or appointment if not prior.

The SPL determines which Scout he wishes to serve as Assistant Senior Patrol Leader. He will discuss the selection with the Scoutmaster and obtain the scoutmaster agreement prior to announcement or any discussion with the recommended scout.

SCOUT SPIRIT:

Each rank of Scouting requires that the Scout "Demonstrate Scout Spirit by living the Scout Oath (Promise) and Scout Law in your everyday life". Most Scouts find it hard to interpret what is expected of him. A Scout's attitude and conduct are the principal parts of demonstrating his Scout Spirit. His attitude toward his fellow Scouts and leaders and his contribution to troop functions may be best shown by example as follows:

- Undertaking tasks without complaint,
- Helping a fellow scout without being asked,
- Stopping behavior by others that is not right,
- Doing what you promised to do when you promised to do it,
- Showing a visible respect for elders and troop leaders, both adult and youth,
- Willing participation in troop tasks, fund-raisers, and community projects.

These are some but certainly not all of the examples of actions indicative of good Scout Spirit.

ATTITUDE AND BEHAVIOR:

As part of the process of camping and having fun scouts develop skills, knowledge, confidence, and leadership. They reach new personal goals, earn respect from adult and junior leaders, and learn responsibility and the importance of working with and for the benefit of others. Troop leaders have volunteered to work with the scouts to bring out the best of their capabilities. In return scouts and parents should participate in and support the scouting program with an open positive attitude.

Just as each scout's accomplishments are acknowledged, individual scout needs for attitude and behavior improvement are addressed as part of the program. Where a pattern of problem behavior begins, a scoutmaster will first talk with the scout. If problem behavior continues, a parent may be called to pick him up before a meeting, campout, or activity ends. Scoutmasters or the Troop Committee may speak with the scout and delay rank advancement until the behavior improves. The situation is discussed with the scout's parents. In most cases a frank discussion of behavior examples with the Scoutmaster/Troop Committee, the scout and his parents can resolve the problem. The goal is to get the scout back on track. There are exceptions to taking these steps where serious or potentially dangerous behavior or open disrespect occurs. In such cases an immediate suspension from participation in the Troop or removal from the troop roster may be necessary.

If the behavior pattern still continues or resurfaces, the scout may be or suspended for a period of time to decide whether he can change his attitude. In some cases he may be permanently removed from the troop. The scout wishing to return will need to convince the Scoutmasters and Troop Committee of his willingness to change before returning and will need to demonstrate the change going forward.

Scouting has helped young men prepare for adulthood with good values for many years. Scouts that stay with the program retain these values as well as the memories of their adventures for the rest of their lives.

ELECTRONICS:

Scouts are not permitted to bring electronic devices (MP3 players, games, cell phones, DVD players, TV's, radios) to Troop meetings, activities or campouts. They distract and detract the Scouts from the purposes of the Scouting program.

The first time a Scout violates the policy **the device will be held by the leaders**. It will be returned to the parent at the end of the activity. **The violation will be discussed with the parent and the Scout will be warned** of the consequences of further violations.

Additional violations of the policy will result in the **leader holding the device** and returning it to a parent at the end of the activity and the Scout will receive a **one month suspension from Scout activities including rank advancement**.

A quote of Baden Powell, founder of Scouting. The Scoutmaster must assure Himself, on a regular basis, that "His Scouts are badge earning and not badge hunting."

APPENDIX A

Required Completed Paperwork for New Scouts to Join Troop 122

- The Boy Scout Registration form , Class 1 Medical form, Troop Resource Survey form, Adult Volunteer Registration form, Merit Badge Qualifications form and E-Mail Information form must be fully completed to join Troop 122. The forms contain essential information needed for running the Troop program. The forms are provided to new scout/transfer scout parents by the Troop Committee Chair.
- The forms are to be completed by the new scout's parent(s) and returned to the Committee Chair or Scoutmaster. **If the forms are not completed within 2 weeks of the return date set by the Committee Chair the new boy is not permitted to attend additional meetings or any campouts or activities until all of the forms are completed and handed in. The initial dues payment installment is due with the forms.**
- The "Council" Copy of the original registration form is mailed or dropped off for filing with Monmouth Council. For scouts transferring from Webelos this is done after their Blue and Gold and Arrow of Light Ceremony and it is filed as a transfer. For boys joining who have not been in scouts before, the form is filed as soon as completed.
- The following people need to see the completed forms to obtain information about the scout and/or parents:
 - Troop Committee Chair– Review for completeness and distribute forms
 - Scoutmaster – Scout Registration
 - Treasurer – Contact info for dues
 - Advancement – Merit Badge Qualifications and Resource Survey
 - Transportation – Troop Resource Survey
 - Secretary – Info to update Patrol and Contact Lists - Retain documents
- Once everyone on the Troop Committee listed above has seen the completed forms and copied the information they need, the Secretary maintains all of the forms as a permanent reference.

APPENDIX B

SCOUTS RESPONSIBILITIES TOWARDS ADVANCEMENT

Scout Handbook

It is the Scout's responsibility to have his Scout Handbook with him at each meeting and campout. The Handbook contains all the information necessary for camping and advancement. A Scout is PREPARED and having his handbook is on way to BE PREPARED. Having a Handbook available allows the Scout to have a ready reference when learning Scout skills and allows the leaders to sign the book in a timely manner when rank requirements have been completed.

Scouts should ask the appropriate leader to sign his book for rank requirements as soon as they are completed.

Scoutmaster Conference

It is the Scouts responsibility to contact the Scoutmaster and request a Scoutmaster conference when he has completed all of the requirements to advance to the next rank. When the Scout meets with the Scoutmaster for the conference he must be in full Class A uniform and have his Scout Handbook with him. A Scout who is not prepared will have his conference rescheduled.

Boards of Review

Boards of review are arranged by the Troop Committee upon notification by the Scoutmaster that one or more Scouts are ready to advance. The Board consists of adult Troop Committee members and volunteers who have very busy schedules. It is important that when a Board of Review is scheduled that the Scout appear when and where requested. The Scout should attend in complete Class A uniform and have his Scout Handbook with him. Advance notice with a satisfactory excuse to the Troop Advancement Chair is required to reschedule the Board without penalty.

Merit Badges

The Scout requests a blue card from the Scoutmaster. The Scoutmaster will determine if the Scout is ready to start the merit badge. The Scoutmaster will then provide a signed blue card to the Scout or discuss the Scout's lack of readiness. The card contains the name and contact information for the Merit Badge Counselor. The Scout should then call the counselor to discuss the requirements and schedule a meeting if needed. The Scout should then begin working on the requirements. After the requirements are completed or when agreed with the counselor, the Scout should schedule a meeting to review his progress. When the requirements are completed the counselor will sign the blue card. The Scout must then return the card to the Scoutmaster who gives it to the Advancement Chair.

Troop 122 has two mandatory activities each year

Participation in our annual wreath sales is mandatory and failure to comply will result in a financial penalty to recover the money that your Scout is responsible for to help run and maintain the Troop.

Participation in Scouting for food is mandatory and any Scout not able to participate on the original date will be given an alternate date. Failure to participate will result in the loss of camping privileges for one campout and a 2 hour service project.

APPENDIX C

Receipt

We would like to make sure that the Scout and his parent/guardian have read and understand Troop 122'S rules and regulations. Please have your Scout and yourself sign and date the bottom of this page and hand it in to your Scoutmaster at the next Scout function.

I and my parents or guardians have read, understand, and agree to follow the rules for Troop 122.

The Troop Scoutmaster will retain the signed copy of this contract's signature page. Scouts, Parents, or Guardians may request a full copy of Troop Rules for themselves.

Printed Scout's Name: _____

Scout's Signature: _____

Date: _____

Printed Parent's or Guardian's Name: _____

Parent's or Guardian's Signature: _____

Date: _____