



Boy Scouts of America

Troop 44 Gloucester – POLICY MANUAL

PURPOSE:

It is the purpose of Troop 44 to provide boys (ages 10-18) and their families the opportunity to participate in Boy Scouting. The purpose of the program is to encourage family understanding, working with others, good sportsmanship, doing your best, show scout spirit, personal growth, and to have a good time.

SPONSOR: Citizens Group of Gloucester

TROOP MEETINGS:

Day - First thru Third (or second to last) Thursday of the month from September thru the second Thursday in June

Time- 7:30 pm to 8:30 pm (meetings start promptly)

Place- Chepachet Union Church, Rt. 44 Chepachet

*** No School = No Scouts ***

COMMITTEE MEETINGS:

Day - Last Sunday of the month from September thru May

Time - 7:00 pm to 8:30 pm

Place - Saint Eugene Church

(Date & Time are subject to change)

PATROL LEADER'S COUNCIL MEETINGS:

Day- The fourth (or last) Thursday of the month from September thru May

Time- 7:00 pm to 8:00 pm

Place- Chepachet Union Church

CLASS A UNIFORM STANDARDS:

The Class-A Uniform is worn at all scout meetings, during the night a scout is attempting to advance in rank, on Court of Honors, at Eagle Ceremonies, public events, and Yawgoog dinners.



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The Class A Uniform consists of the tan scout shirt, khaki scout pants\shorts, scout belt, BSA neckerchief or bolo (first class and above only), merit badge sash and scout socks. Sash and pants\shorts are optional for weekly scout meetings.

CLASS B UNIFORM STANDARDS:

The Class-B uniform is to be worn to all service projects, intra-troop events, Eagle projects and Yawgoog events (including breakfast and lunch).

The Class B Uniform consists of the troop red t-shirt, khaki scout pants, scout belt, and scout socks.

*Any scout that has a prior sport practice or event where they cannot dress into their uniforms at home must bring their uniforms with them and change at the meeting place.

WHAT IS NEEDED AT TROOP MEETINGS:

- Scout Handbook
- Troop Notebook
- Merit Badge Requirement Book (if rented from library)
- Leader Handbook (if owned)
- Pen

CONDUCT:

1. Each scout is responsible for his own behavior, whether at a Troop Meeting, special event, campout, or summer camp. No one is allowed to go outside during a troop meeting without permission from one of the adult leaders (Scoutmaster, Assistant Scoutmasters, Patrol Advisors, or Committee member present). Inappropriate behavior will not be tolerated. Any Scout not conducting himself properly will be warned that his conduct is not acceptable. If inappropriate behavior continues, he will be removed from the meeting, event, or campout and his parents will be called to pick him up. For severe or repetitive misconduct, he will be prohibited from one or more future meeting, events, or campouts.

2. NO HAZING OF ANY TYPE WILL BE PERMITTED OR TOLERATED IN THIS TROOP. DISCIPLINARY ACTION WILL BE IMMEDIATE AND PERMANENT DISMISSAL FROM THIS TROOP, AND DUES PAID WILL BE FORFITTED.

PATROLS:

Each scout will be assigned to a patrol by troop leadership. New Scouts all coming from one group will be put into a Transition Patrol for a period of 3 to 5 months, at that time, each scout will be put into a patrol assigned by leadership.



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PATROL LEADERS:

Patrol Leaders and Assistant Patrol Leaders may be selected by patrol members or the troop leadership. Patrol Leaders will be responsible for fulfilling all of the requirements of their position as described in the Patrol Leader's Handbook (every patrol leader should have received a Patrol Leader's Handbook). They are responsible for attending (or having the assistant patrol leader attend) the monthly Patrol Leader's Council Meeting. They must also participate in troop planning and communicating with fellow patrol members. Those patrol leaders unwilling to do their position or failing to do it properly will be removed from their position.

LEADERSHIP REQUIREMENTS:

1. **The Senior Patrol Leader** must attend a minimum of **65%** of all meeting, campouts, fundraisers and troop events.
2. **The Assistant Senior Patrol Leader** must attend a minimum of **60%** of all meeting, campouts, fundraisers and troop events.
3. **All other troop leadership** must attend a minimum of **50%** of all meeting, campouts, fundraisers and troop events.

To become a Senior Patrol Leader or Assistant Senior Patrol Leader a scout must be at least Star rank and has held a patrol leader or assistant senior patrol leader position before. Failure to fulfill the above requirements will result in not receiving credit for fulfilling a position of responsibility requirement and removal from the position.

Duties of Senior Patrol Leader:

- Runs all troop meetings, events, and the annual program planning conference
- Runs the patrol leaders' council meetings
- Appoints other troop junior leaders with advice and counsel of the scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the scoutmaster with junior leader training
- Establishes campout duty roster and ensures execution of duties
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Assistant Senior Patrol Leader:

- Helps senior patrol leader lead meetings and activities
- Runs the troop in the absence of the senior patrol leader
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain aide



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- Serves as a member of the patrol leaders' council
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Patrol Leader:

- Appoints the assistant patrol leader
- Represents the patrol on the patrol leaders' council
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Bugler:

- Learn to play Reveille, Taps
- Works with Scoutmaster to determine appropriate songs for each campout
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Chaplain Aide:

- Assists the troop chaplain with religious services at troop activities
- Tells Scouts about the religious emblem program for their faith
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Den Chief:

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks
- Encourages Cub Scouts to join a Boy Scout troop upon graduation
- Assists with activities in the den
- Helps out at weekly den meetings and monthly pack meetings
- Meets with adult members of the den, pack, and troop as necessary



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- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Historian:

- Gathers pictures and facts about past troop activities and keeps them in historical file or scrapbook
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members of the troop
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Instructor:

- Teaches basic Scouting skills in troop and patrols
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Instructor types and Specific Duties

Specific skills to be taught will depend on the instructor type. Each instructor needs to be knowledgeable of their subject, and the Instructor Coordinator must review the skills prior to the instruction being given.

Duties of Senior Troop Librarian:

- Sets up and takes care of the troop library
- Keeps records of books and pamphlets owned by the troop
- Adds new or replacement items as needed keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Troop Quartermaster:

- Keeps records on troop equipment
- Submits monthly tent inventory records from patrols to adult troop quartermaster
- Make sure equipment is in good working condition and assists Outdoor Activities Chairperson in repairs



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- Issues equipment to patrol quartermasters and makes sure it is returned in good working condition
- Makes suggestions to adult quartermaster for new or replacement items
- Works with the patrol quartermasters and Outdoor\Activities Chairperson to inspect patrol camp boxes on each campout
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Troop Scribe:

- Attends and keeps a log of patrol leaders' council meetings
- Records individual Scout attendance and dues payments
- Records individual scout advancement progress
- Works with troop committee member responsible for records and finance
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Duties of Troop Guide:

- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older scouts
- Helps new Scouts earn First Class in their first year
- Teaches basic Scout skills
- Coaches the patrol leader of the new Scout patrol on his duties
- Works with the patrol leader at patrol leaders' council meetings
- Attends patrol leaders' council meetings with the patrol leader of the new Scout patrol
- Assists the assistant Scoutmaster with training
- Counsels individual scouts on Scouting challenges
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

DUES:

Dues are payable once a year by Thanksgiving. The amount is currently \$64.00 per year. The dues include the Narragansett Council registration fee & Boy's Life Magazine. Scouts who have not paid their dues will not be eligible for advancement in rank nor will be able to participate in troop activities.



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ADVANCEMENT REQUIREMENTS:

Each scout will receive advancement when all of the requirements from the BSA Pilot Program or BSA Handbook are fully completed, reviewed, and approved by the Advancement Chairperson. All scoutmaster conferences will be done by either the Scoutmaster or the Assistant Scoutmaster only. Board of Reviews are done by committee members. A scout must be in full Class-A Uniform for all scoutmaster conferences and board of reviews.

Participation Policy – For Star, Life and Eagle rank, a boy must complete a Participation requirement where Participation is defined as being active within the troop. Boy Scouts of America defines a Scout as being "active" in his unit if he is

1. Registered in his unit (registration fees are current)
2. Not dismissed from his unit for disciplinary reasons
3. Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster conference or personal contact, etc.
4. In communication with the unit leader on a quarterly basis.

If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of nonparticipation, the unit leader may cease to contact with the youth and drop the Scout from the unit at recharter time.

The Scout may return to the unit at any time while on the unit charter. At any time a Scout is dropped from a charter, the youth may re-apply to a unit for readmission; the acceptance of the application is at the discretion of the unit. The youth would be reinstated at the rank and level that can be documented by either the Scout or the unit.

While we certainly encourage all scouts in the troop to attend all meetings, campouts, events and functions, the Troop Committee understands that this may not be feasible. However, in order to effectively run a quality scouting program, the Troop encourages the following minimum attendance for a scout:

1. A scout should attend a minimum of 40% of all meeting, campouts and outings.
2. A scout should attend a minimum of 50% of all community service projects
3. A scout should attend a minimum of 50% of all Eagle projects
4. Scout Sunday Services - A Scout is reverent. Each spring, all scouts in the Troop are asked to attend the traditional services at our local churches. Although there are many other faiths practiced by members of the Troop, some of which may be counter to those practiced at these churches, attendance at these services is a show of support for the reverence of each other as well as to the majority of the



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- community at large. Minimally the scout should set aside time on this day to practice his faith and, if in a gathering of other members, wear his Class A Uniform.
5. A scout should participate in the May Breakfast. This would include either the preparation, planning, food buying and other activity before the event or in selling tickets or at the event itself as cook/waitstaff.

Position of Responsibility: A scout will be judged as successfully completing the position of responsibility requirement for their rank by actively serving within the position for a minimum of the required time set forth by BSA and meeting the attendance requirements set above. The Senior Patrol Leader or Assistant Senior Patrol Leader will determine if the scout has fulfilled this requirement.

All advancements will be reported to the Advancement Chairperson, who in turn will record/report advancements in Troop Advancement software and to Narragansett Council. Advancement chair has the right to test a scout on an advancement requirement prior to certifying successful completion of the requirement.

EAGLE PROJECTS

A scout who chooses to perform an Eagle Project must present the project idea to the Troop Committee at a regularly scheduled committee meeting for committee approval. After presenting the project to the committee, a vote may be held by the committee to determine if the project will be approved, rejected or tabled until the scout provides more information. A simple majority of those committee members in attendance is required to approve a project. NO Eagle Project shall be presented to the Netop District Advancement Chairperson without prior approval from the Troop Committee.

ADVANCEMENT\DISCIPLINARY APPEALS

A scout has the right to appeal any disciplinary action or advancement decisions by requesting a hearing before the Troop Committee at a regularly scheduled committee meeting. Requests must be presented in writing to the Committee Chairperson within thirty (30) days of the initial action or decision. Those leaders who participated in the original action or decision may NOT vote on the appeal; however they will be able to provide testimony on why the action or decision was taken. The committee reserves the right to deny the appeal, reverse the original action\decision or impose a harsher action\decision.

If the scout is still dissatisfied with the outcome of the appeal, he may pursue a further appeal by contacting the Netop District Advancement Chairperson for information on how to proceed with the approval process.



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SPECIAL EVENTS AND CAMPOUTS:

Special activities are planned throughout the year and are discussed in troop/patrol meetings, committee meetings, patrol leader's council meetings, and through Scribe notes. The troop will attempt to ensure adequate transportation for all boys. Scouts must turn in signed permission slips and any required money deposits a minimum 1 week before these events. This allows the troop to make any necessary transportation arrangements, reservations, and purchase food (as required). If a scout has not pre-registered and turned in deposits, the troop may be unable to accommodate him for these activities. Any scout who signs up for an activity, and does not show up will forfeit any fees paid.

TRANSPORTATION TO MEETINGS:

It is expected that each scout will be transported to and from all meetings by a parent or guardian, or that they will make arrangements for transportation of their son or sons.

TRANSPORTATION TO EVENTS:

The troop will attempt to provide sufficient transportation for all events outside of the Gloucester community. It is expected that all families will help in transporting participants and equipment to at least 3 of these activities each year. Transportation departing and returning points will be announced at troop meetings, unless other arrangements are made.

ADULT PARTICIPATION:

The Troop strongly encourages participation by the parents of scouts in whatever capacity they are able. Positions include those listed in this document as well as Merit Badge Counselors, participation at weekly meetings or at the many outdoor events.

PARENT SUPPORT:

The families of each scout are encouraged to provide the following support to the troop during the course of each year:

- 1) A parent or guardian must walk the scout into the meeting room and come into the meeting room to pick him up at the end of a meeting.
- 2) Each parent or guardian should attend one campout per year for each son of the troop.



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3) Parents or guardians will assist in providing transportation to/from at least 3 troop activities.

FUNDRAISING:

This troop currently raises funds to support our programs through the following means:

- May breakfast
- Friends of Dinos
- Any other activities that may arise or are needed

Monies raised are used to support troop needs and activities which includes awards, badges, camporee registrations, publications, training of scouts and leaders, and camping supplies for the troop.

ANNUAL EVENTS:

Some of the events that our troop does on a yearly basis are:

- Scouting for Food
- District Camporees (fall, winter and spring)
- Indoor Rock Climbing
- Yawgoog Cabin camping
- Ski trip
- May Breakfast
- Participation in the Memorial Day parade
- Merit Badge College
- Yawgoog Summer Camp



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TROOP ORGANIZATION

SCOUT MASTER

The Scoutmaster is appointed by the Troop Committee to be responsible for the program and image of Troop 44. The Scoutmaster and Assistant Scoutmasters work directly with Scouts. The Scoutmaster can be male or female and is at least 21 years old. Any individual wishing to become a Scoutmaster MUST complete all BSA position specific training (at a minimum) and BSA Youth Protection certification prior to obtaining the position.

Duties of the Scoutmaster

- Train and guide youth leaders
- Work with other responsible adults to bring Scouting to boys.
- Scouts run the troop; the Scoutmaster is the **only** adult who can change Troop plans or rules.
- Help boys learn for themselves.
- Help the Committee Chairperson plan Committee meetings.
- Encourage all Scouts to achieve First Class rank their first year and one rank every year after.
- Delegate responsibilities to other adults.
- Supervise troop elections of Order of the Arrow
- Conduct Scoutmaster Conferences with all Scouts who are advancing and not advancing,
- Meet regularly with the Patrol Leaders Council to plan, train and coordinate troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend all Troop Committee Meetings.
- Conduct periodic parent meetings to share the program and encourage parent participation.
- Enable each Scout to experience at least ten (10) days and nights of camping each year.
- Participate in District and Council activities and events.
- Take part in annual charter review meeting, and charter presentation.
- Conduct all activities under qualified adult leadership, safe conditions and the policies and procedures of Troop 44, the chartered organization and the Boy Scouts of America.



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ASSISATANT SCOUTMASTER

Assistant Scoutmasters help guide the program of the troop. Each Assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster. Assistant Scoutmasters provide required 'two-deep leadership'.

Assistant Scoutmasters may be male or female but must be at least 18 years old. One Assistant Scoutmaster must be 21 or older to serve as Scoutmaster in the Scoutmaster's absence. Any individual wishing to become an Assistant Scoutmaster MUST complete all BSA position specific training (at a minimum) and BSA Youth Protection certification prior to obtaining the position.

Duties of the Assistant Scoutmaster

- Serve as Acting Scoutmaster when the Scoutmaster is absent.
- Attend Troop meetings; attend Committee meetings; attend Patrol Leader Council (PLC) meetings.
- Help conduct Scoutmaster Conferences.
- Help Scoutmaster organize, delegate and coordinate other adult leaders.
- Report to the Scoutmaster.
- Attend roundtables monthly to get new program ideas.
- Follow up with the SPL to make sure all PLC decisions are delegated and completed.
- After each troop event, evaluate with the PLC how everything went, and how it could be improved.
- Maintain a good working relationship with Cub Scout and Webelos feeder Packs/Dens.
- Participate in District/Council youth recruiting efforts.
- Attend Cub Scout Blue and Gold dinners.
- Attend Webelos bridging ceremonies.
- Help Troop Guide plan the Webelos campout.
- Advise Troop Guide and Den Chiefs.
- Serve as advisor for all patrols; support Patrol Leaders with suggestions and counseling.
- Follow up to assure the Patrol Leaders are making phone calls, etc.
- Attend training courses and roundtables.

TROOP COMMITTEE

The Troop Committee is the troop's board of directors and supports the troop program by doing the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities



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- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavior problems.

Duties of the Committee Chairperson

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch , trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.

Duties of the Secretary

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Maintains Troop website
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.



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Duties of the Treasurer

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop at each meeting
- Keep adequate records of expenses

Duties of Outdoor/Activities

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

Duties of Advancement

- Encourage Scouts to advance in rank
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- Confirms scouts have completed advancement requirements.
- Report to the troop committee at each meeting.

Duties of Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting



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Duties of Training

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

Duties of the Equipment Coordinator

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in safe use of all outdoor equipment.
- Report to the troop committee at each meeting.