

Welcome  
To

# **Boy Scout Troop 6**

Three Rivers District  
Tidewater Council

# POLICIES AND GUIDELINES

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## Introduction

Welcome to Boy Scout Troop 6. We focus on character building, developing Scout skills and of course having fun! Our goal is to make the *Trail to Eagle* an experience that you will remember for the rest of your life.

The transition to Boy Scouts can be an overwhelming experience. If you have experience with an adult led Cub Scout organization the boy lead Scout Troop will be a transition. The Cub Scout pack is a well-organized adult leader arranged program. The leader organizes every activity and teaches all of the skills. In contrast the activities and skills training of a Scout led Boy Scout Troop is performed by an experienced Scout (under the guidance and supervision of an adult leader), sometimes not much bigger or older than the 1st year Scouts. Our 1st Year program will provide the opportunity for these young Scouts to achieve the rank of First Class within their first year. Under the supervision of the Scoutmaster and Assistant Scoutmasters, the first year patrol will have a Patrol leader, Instructor to lead them through the program. Additionally, they will have an older Scout as their Troop Guide to act as a "Big Brother" to the 1st Year Scouts.

It is not an easy transition for some Scouts, but given time, encouragement and support, the vast majority of Scouts advance through the ranks of Scout, Tenderfoot, Second Class and First Class in their first year. Homework, school activities, sports, band, church and family activities all compete for the Scouts' time. We understand that 100% attendance is not possible, but the more time a Scout spends with the Troop the better his experience and the quicker he will advance.

Unlike Cub Scouts, the majority of the advancement training and required experience is conducted and gained in the field on the overnight campouts, which are held once a month. The most important part of the Scouting experience is participation in the outdoor program.

Remember that the youth leaders are also learning. They are learning to lead, guide, teach and accept responsibility. In some cases it is their first time in a leadership role. It is just as hard to learn to lead as it is to learn to follow. But these are the goals and methods of Scouting. They will learn by their own mistakes. We expect them to make mistakes. The adult leaders step in when safety is involved. Other than that, we often provide options to the Scout leader, when they ask, and allow him to make the decision. Often the decision made may be a mistake, but they will learn.

The Scout's advancement rate is totally dependent on his individual initiative and participation. You, the parent, should motivate and encourage him at home. You can teach him and help him in the skills required, but cannot sign his book. Get involved with the Scout.

This booklet outlines the application of general Scouting America policy to specific situations regarding Troop 6. Scouting America policy is written in various official publications and is the final authority for resolving questions of policy.

I again want to welcome you to Troop 6 and hope that it will be a rewarding experience for the Scout and the parents. If you ever have any questions, please feel free to call me.

Yours in Scouting,

Troop 6 Scoutmaster

## **Chapter 1: General Information**

### **1. General:**

Troop 6 is a relatively large troop with a dynamic membership. Currently, the troop enrolls an average of 8-15 new Scouts per year. While a majority of the new members advance from the Webelos program, the troop does acquire boys transferring from other troops, districts and councils.

- a. The Scoutmaster, Senior Patrol Leader or representative members from Troop 6 will attend Webelos bridging ceremonies of those Dens giving advance notice of boys intending to join Troop 6. Each Webelos who has stated his intent to join Troop 6 will be presented a Scout neckerchief from the troop and will be officially welcomed to the troop.
- b. Boys, advancing from Webelos, or new to the Boy Scouting Program, will form a "new Scout" patrol. To give these new Scouts the initial attention they deserve the Scoutmaster will designate an assistant Scoutmaster to work directly with them.
- c. Any new Scout entering the troop, who has not had Scouting experience, will be placed in the first year patrol. If that Scout is older than 11 years of age, he can be moved into another patrol after advancing to the rank of First Class.
- d. It is the hope of the troop that at least one parent will also join the troop as an adult leader with the registration of a new Scout. The extent of participation of our adult leaders varies, but is vital to the success of the troop.

### **2. New Members**

Every new member of the troop will receive a copy of the Handbook and Policies and their guardians will receive a guidebook for new Scout families. These documents will provide information about how Troop 6 functions, how Scouting works, and expectations of our Scouts.

### **3. Registration Requirements:**

- a. Prior to any Scout participating in any Troop 6 event, the following shall be returned to the Scoutmaster or one of his assistants:
- b. Completed Scouting America application along with prorated share of the registration fee. This fee is to cover the registration, the Boys' Life subscription and insurance.
- c. Scouting America Medical Release Form (Parent's authorization for emergency treatment)
- d. In addition, the annual registration (unit recharter) is to be paid by September 15. This fee is to cover the registration with the Boy Scouts of America, the Scout Life subscription and insurance. If the Scout enters the

troop during the year, his registration will be prorated accordingly.

#### 4. Dues and Financial obligations

##### a. Troop Dues

- i. The official troop calendar is September 1-August 31
- ii. Dues for active Scouts will be collected by September 1. Dues must be paid before a Scout may participate in any overnight events or special activities.  
Scouts will be given invoices beginning 60 days prior to September 1st so families will be aware of their financial obligations.
- iii. Scouts who join the troop during the year will be charged a prorated amount for dues.  
Scouts who crossover to Troop 6 in the spring will be charged a prorated dues fee of \$75.
- iv. Dues for 2024 are \$150. These costs may be adjusted from year-to-year based on troop budgeting and needs.

##### b. Charter Renewal

- i. Charter renewal is an annual process where our troop completes the troop charter and pays for the associated fees. These fees vary by National Scouting America/Tidewater Council program fees, but average around \$100.
- ii. These fees are due by September 15th. Scouts will be given invoices for these fees as well.
- iii. Scouts who do not pay their charter renewal fees will be dropped from the roster upon completion of the renewal process.

##### c. Monthly camping and event costs

- i. The costs associated with monthly camping and activities planned by the troop vary greatly. On average, they cost \$20-25 to cover gas, plus \$10-15 to cover each Scout's portion of his patrol's food.
- ii. If the plan includes extra activities (i.e. lunch on the return trip home, souvenir shopping, tickets to special events like tubing or canoeing, admission to museums, etc.) families will be notified as soon as plans are made so that those expenses can be budgeted.
- iii. All fees associated with these special events must be paid *prior to the event* or the Scout will be unable to participate.

##### d. Summer Camp

- i. Summer camp costs vary depending on the camp chosen, the distance from home (gas/travel, food stops), and incidentals during the trip. On average, the camps chosen by Troop 6 have cost around \$460 for camp admission, not including gas or spending money.
- ii. Every effort will be made to provide families with information about summer camp as early in the spring as possible.

##### e. Fund raising

- i. Our troop will hold fundraising events throughout the year. Sometimes, these events allow Scouts to earn money to help offset the cost of their troop-related expenses. These funds will be held in individual Escrow accounts, and the balance will be updated in their Scoutbook accounts.

##### f. Financial assistance

- i. If covering the costs associated with membership in Troop 6 is prohibitive,

please contact the Scoutmaster or treasurer for assistance.

## 5. Permission Requirements:

- a. **Every trip the Troop takes requires a permission slip from the parents or guardians.** The Scout will not be allowed to attend without it. This permission slip provides the Scout **permission to attend** and provides the Scoutmaster or Assistant Scoutmaster the **authorization to obtain medical treatment**, if necessary. These permission slips are given out in advance of the trip and are expected to be turned in at the assembly area for the trip. Parents must also provide information regarding the Scouts individual health insurance provider and policy number.
- b. All Scouts must have a copy of Medical Forms A and B to attend any Troop 6 event. This is for their safety should a medical emergency arise. For events lasting 72 hours or longer, all Scouts must also have a copy of Medical Form C, which is signed by a medical doctor, on file as well.
- c. Failure to return these documents will result in the Scout being unable to attend the trip or activity.

## 6. Troop Uniform Policy:

a. Wearing a uniform "shows Scout spirit." How the uniform appears on a Scout, is an immediate indication of the pride and effort that the Scout, and the parent, has toward the Boy Scouts of America and his Troop. Per Scouting America policy shirts, of any type, will be tucked in at all times.

b. Scouting America policy allows a troop several options regarding uniforms. Troop 6 has elected the following:

**(1) Uniform for all Weekly Troop Meetings during the public school year, referred to Field uniform (except for Courts of Honor, Scoutmaster conferences, boards of review, Eagle Ceremonies)**

- Scout khaki shirt (long or short sleeve)
- Scout trousers (long or short).
- Any Scout neckerchief or Scout bolo w/any slide shall be worn.
- No Hat requirement
- Any closed-toe shoes or boots (as a safety precaution Troop 6 policy prohibits the wearing of sandals or open toe shoes at Scouting events.)
- Scout Belt
- Scout Socks

*Note: Order of the Arrow (OA) sashes are only worn at OA functions.*

**(2) Uniform for all Weekly Troop Meetings during the summer or meetings designated as activity uniform events**

- Scout T-shirt, or collared polo Scout shirt
- Scout trousers (long or short).
- No Hat requirement

- Any closed-toe shoe or boot (as a safety precaution troop policy prohibits the wearing of sandals or open toe shoes at Scouting events.)
- Scout Belt
- Scout Socks

**(3) Uniform for all Courts of Honor, all Scoutmaster conferences, all boards of review, all Eagle Ceremonies)**

- Scout khaki shirt (long or short sleeve)
- Scout trousers (long or short).
- Troop 6 Scarf (or Eagle Scarf for Eagle Scouts)
- No Hat allowed
- Any closed-toe shoes or boots (as a safety precaution Troop 6 policy prohibits the wearing of sandals, or open toe shoes, at Scouting events.)
- Scout Belt
- Scout Socks
- Merit Badge Sash

*Note: Order of the Arrow (OA) sashes are only worn at OA functions.*

**(4) Uniforms for Camping Trips are determined for each trip by the Scoutmaster. Either field or activity uniforms can be utilized.**

c. New uniforms are available for sale through Tidewater Council's office located at 1032 Heatherwood Drive, Virginia Beach.

d. The troop committee maintains a uniform exchange locker in the Scout room of the church. Uniform items that Scouts donate, usually as they have outgrown, can be stored in the troop locker for use by other Scouts. Your participation helps everyone.

e. If, for any reason a Scout is unable to afford such a uniform the troop will help arrange for one. A note, signed by the Scout's parents or guardian, stating financial circumstances shall be presented to the Scoutmaster or Committee Chairman. Personal details will remain confidential.

f. Uniform inspections will be conducted by the boy leaders at least once a quarter.

g. The uniform shirt requires various patches to be sewn in specific places. The inside cover, both in the beginning and end, of the Scout Handbook identifies the location of the patches. Information is also available online at the [Scout Scouting America Guide to Insignia](#) webpage.

**7. Calendar of events:**

- a. Troop meetings and monthly events are planned for a 12-month period from September 1 through August 31. In preparing the annual calendar, the Senior Patrol Leader will organize an Annual Troop Program Planning Conference with the assistance of the Scoutmaster. The product of the Annual Troop Planning



Conference is a Troop Calendar that he will present to the Troop Committee for final approval.

- b. This calendar is published on the Troop Website and Scoutbook under the events tab. This calendar contains the school calendar, and every meeting or event of the Troop, District, Council and the Order of the Arrow. It is suggested that you review this calendar regularly for Troop 6 activities. Scouts and Scouters are expected to RSVP for each event via Scoutbook.

- c. **TROOP ACTIVITIES**

- (1) **Troop Meetings**

- All Scouts are to meet at the Great Bridge Baptist Church from 7:30 p.m. to 9:00 p.m. every Monday night, unless informed otherwise. These meetings are held upstairs in the youth Loft area. Parents are responsible for arranging transportation for their Scout. Scouts should not arrive any earlier than 7:15 p.m. and should be picked up by 9:00 p.m. unless otherwise directed by the Scoutmaster. Parents are responsible for their own child's safety before and after Scout meetings. Scouts are not permitted to loiter outside during meetings, nor roam the church (inside or outside). Any Scout leaving the meeting early must inform the Scoutmaster.

- (2) **Courts of Honor**

- Troop 6 conducts Courts of Honor to recognize our Scouts' hard work. A Court of Honor is a family affair and parents are encouraged to attend to honor the boys for their achievements. A troop Court of Honor shall be held as indicated in the Troop Calendar. Courts of Honor will be scheduled whenever there is sufficient merit badges, rank advancements, awards, etc. to warrant holding one. **It is especially important for the parents to be present.** (*Eagle Scout courts of honor are conducted separately from the regularly scheduled events for individual Scouts as needed*)

- (3) **Long Term Camping (Summer Camp)**

- To give Scouts the opportunity to achieve Scouting America goals for long-term camping, Troop 6 attends at least one week of camp at an approved Scouting America facility during the summer. The focus is earning Merit Badges and experiencing outdoor camping.

- (4) **Short Term Camping**

- Boy Scouts camp, camp, and camp! Hence the phrase “Keep the ‘outing’ in Scouting”. Most Scouting activities are directly or indirectly related to camping. Many of the skills that a Scout learns are to prepare him for enjoying the natural outdoors environment of camping. A camping trip is a pleasurable learning experience that all Scouts are expected to participate in. Practically all of the Scouting skills are taught during the camping trips. Parents are encouraged to participate in the trip as well. Every trip will need the help of the parents for transportation and supervision.

- On the calendar, wherever you see “Camping”, you can plan on reserving that weekend for a troop camping event. Troop 6 will go camping anywhere within a four-hour drive from the church.

- (5) **Troop Committee Meeting**

- The troop committee is a group of adults, generally parents of the troop, whose primary purpose is to support the troop activities. A more detailed description is contained in Chapter 3 of this booklet. They meet at the Great Bridge Baptist Church monthly to discuss troop issues and plans to support upcoming troop events.

#### **(6) Boards of Review**

Before any Scout is advanced in rank, he must stand a “Board of Review”. This Board of Review is a group of three or more adults, that are not Scoutmasters or Assistant Scoutmasters, who will examine the Scout to validate the readiness of the Scout and his worthiness of promotion. The individual Scout will request a Scoutmaster conference and board of review whenever he has completed the requirements for the next rank. After making the request, the Scoutmaster and Committee Chairman will schedule the request at the earliest time available.

#### **b. DISTRICT EVENTS**

(1) **Camporee.** Twice each year, in the Spring and Fall, the District will hold a “Camporee”. This is a camping event with a consolidation of all the Troops in the District. Usually this event involves competition among the troops resulting in several awards and trophies. This event is usually held locally.

(2) **Roundtable.** Once each month, a meeting is held with all the Scoutmasters, District Scout Leaders to discuss issues related to training, fundraisers, advancements and anything having to do with operating and improving the Scouting Program in our District.

(3) **Order of the Arrow (OA) Chapter.** The Order of the Arrow is a Brotherhood of Campers - Scouts and Scouters - who best exemplify the Scout Oath and Law in their daily lives. All of the OA members of the Elizabeth River Chapter (District level) meet on the second Tuesday of each month at 7:30 p.m. at Great Bridge Baptist Church. A more detailed understanding of the OA is contained in Chapter 9 of this booklet.

#### **c. TIDEWATER COUNCIL EVENTS**

(1) **Various Committee Meetings.** You will find various types of committee meetings scheduled on our calendar that are at the Council level. These are on the calendar to inform you of meetings that may be of interest to you concerning major plans that your Scout will have the opportunity to be involved in. You are welcome to get involved at any time.

(2) **Order of the Arrow (OA) Lodge Executive meeting.** The Blue Heron Lodge (council level) of the Order of the Arrow is made up of several Chapters, including our Elizabeth River Chapter. The Lodge Meeting is held once each month at the Tidewater Council building. Every OA member is welcome to attend.

### **8. Electronic Communication and Entertainment Devices**

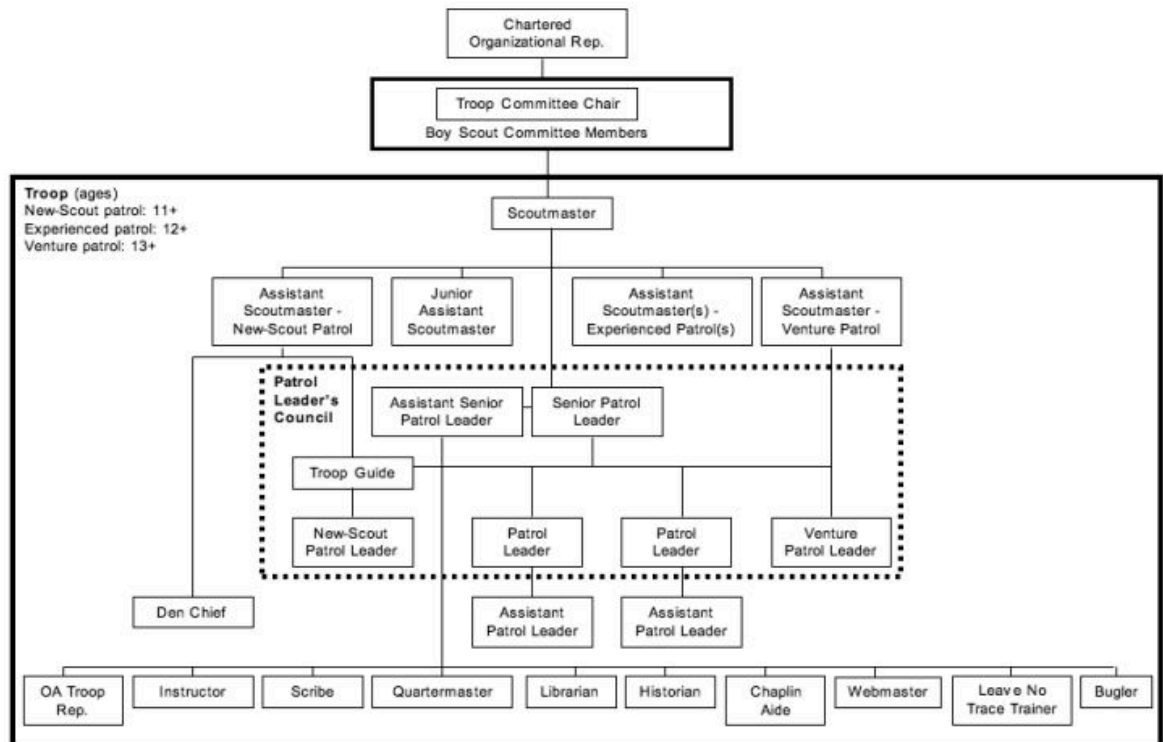
- a. Troop 6 policy prohibits Scouts from bringing personal electronics on weekend camping trips, except in the vehicle they travel in. These devices WILL NOT be removed from the vehicles.
- b. **Personal cellular phones.** The privilege of carrying a cell phone during Scouting activities may be earned by any Scout registered with Troop 6 by completing the appropriate Scouting America Cyber Chip, attending Troop Training, and having the permission of his Parent/Guardian and the Scoutmaster.

- c. The use of cell phones by Scouts must adhere to Troop 6 cell phone policy, which are signed by parents/guardians.
  - i. Cell phones are approved to be used as tools during campouts. Examples of tool use include but not limited to leaf or animal identification, compass, note taking, compass, Scout-related apps, and researching information related to a Scout activity.
    - The Scout's cell phone shall not be a disruption to any Scout activity.
    - The Scout's cell phone number shall be given to the Troop. If a leader needs to talk to or text a Scout, then all Youth Protection Guidelines shall be followed.
    - Scouts shall keep their cell phone turned off until needed or left in a pocket on the "vibrate" or "silent" ringer setting.
    - **Cell phone use of cameras must follow Scouting America Youth Protection guidelines. The use of any cell phone camera in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate and prohibited under Scouting America Youth Protection guidelines.**
    - Any form of cyberbullying is prohibited under Scouting America Youth Protection guidelines.
    - The Scout shall not take any pictures or videos of any Scout or Adult Leader without their permission.
  - ii. Any Scout choosing to disregard these guidelines will not be permitted to bring their cell phone to the next Scouting activity. This privilege may be revoked at any time at the discretion of the Scoutmaster or other adult leader.
  - iii. Troop 6 and its leadership shall not be liable for the Scout's cell phone if it is lost, stolen, or damaged during Scout activities. It is the Scout's responsibility to take care of their cell phone.
  - iv. The Scoutmaster or other Adult Leader, at their discretion, may deem the Scout activity a No Cell Phone activity. This shall be specified before the event.

## Chapter 2: Troop Organization

### 1. General:

Troop 6 is organized in accordance with Scouting America guidelines. The following descriptions highlight areas within the troop's organization.



### 2. Organization

#### a. Chartering organization

Great Bridge Baptist Church is the Chartering Organization (CO) for Scouting America Troop 6. The charter allows the Church to host a Scouting America troop for its community and youth objectives. In turn the Church agrees to support the troop by providing a safe meeting place with adequate facilities. The primary function of the CO is to select and approve all adult leaders (Scoutmaster, Assistant Scoutmaster, Committee Chairman and Committee Members). The chartering organization will have the final approval for adults filling positions with the troop. Tidewater Council is responsible for all background checks of all adult applicants.

#### b. Troop committee

The troop committee is a group of adults, generally parents of the Scouts, whose responsibility is to support the troop by ensuring that the troop's adult leadership is adequate; by providing various support functions; and by insuring that the troop is functioning according to official policy. Committee meetings are held monthly.

**c. Adult Leadership**

The Scoutmaster is responsible for running the operations of the troop, with the assistance of the Assistant Scoutmasters. They provide advice and guidance to the boy leadership of the troop and ensure that the activities and training are executed to the standards of the Boy Scouting Program. They request administrative and logistical support from the Troop Committee.

**d. Youth Leadership**

Troop 6 is a “boy run” troop. This means that the planning and execution of all troop meetings, field events, camping trips, business meetings or any other activity is conducted by the youth members of the troop. Assigned to each patrol is an adult advisor (Assistant Scoutmaster) to lend assistance and advice as needed. The Scouts will learn by their own mistakes. They will learn to lead as well as to follow.

**3. Patrols**

- a. The "patrol method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to best handle that responsibility. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events. The following are standards for the development of patrols:
  - i. Each patrol will have, as a minimum, a patrol leader and an adult patrol advisor (ASM).
  - ii. The First Year Scout Patrol will select a new name at the first meeting following their crossover.
    - Members of the First Year Patrol will remain in that patrol for an entire year, as this is the most important time for the members to acclimate themselves to the Scouting program.
    - At the end of the Scouting year, the First Year Patrol members will be assigned to the other patrols, providing they advance to the rank of 1<sup>st</sup> Class.

## **Chapter 3: Adult Leader Policy**

### **1. General**

The adult leadership of Troop 6 has two major goals:

- a. Provide a safe environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
- b. Provide an adult organization structure that can adapt to changes in its staffing requirements.

In keeping with these goals, the adult leaders will act primarily as advisors, giving maximum opportunity for the Scouts to show responsibility.

### **2 . Available Adult Leader Positions:**

#### **a. Troop Committee**

- Chartering Organization Representative
- Committee Chairman
- Secretary
- Treasurer (**advisor to the Scribe**)
- Advancement
- Fund Raising
- Quartermaster (**advisor to the youth Quartermaster**)
- Outdoor/Activities Coordinator
- Training
- Chaplain (**advisor to the Chaplain Aid**)
- Website and Multimedia (**advisor to the Historian**)

#### **b. Scoutmaster and Assistant Scoutmasters**

- Scoutmaster (**advisor to the SPL and ASPL**)
- Assistant Scoutmaster (1st year patrol) (**advisor to the Troop Guide and Instructor**)
- Assistant Scoutmaster (each additional patrol) (**advisor to the Patrol Leaders and Instructors**)

### **3. Committee Level Duties and Responsibilities**

#### **a. Chartering Organization Representative**

- A member of the church
- Serves on the troop committee
- Acts as a liaison between the troop and the chartering organization
- Collaborates alongside the Scoutmaster and Institutional Head/Pastor to select a troop committee chairman
- Encourages training, helps recruit other adult leaders
- Attends the District Committee meetings as an active member

**b. Committee Chairman**

- Serves as the "chairman of the board," the board being the troop committee
- Sets up the agenda and presides over the Troop Committee meeting
- Works closely with the Scoutmaster in support of the Troop Program

**c. Secretary**

- Attends all committee meeting
- Records the minutes and types and distributes minutes for approval.
- Assists in registration of the Troop

**d. Treasurer**

- Responsible for all of the troop's financial records (this includes the recording of all incoming and outgoing monies)
- Provides a monthly written report on troop finances to the troop committee
  - Compiles the yearly projected troop budget and submits it to the committee for review at the January committee meeting.
- Serves as the Advisor to the Troop Scribe
- Receives all monies from the Troop members and provides updated account balances to Scout families via Scoutbook

**e. Advancement**

- Responsible for the administration of the troop advancement program and regularly reports to the Troop Committee the progress of Scouts as they earn new ranks and badges
- Arranges for Boards of Review
- Keeps records of the Merit Badge Counselors
- Prepares advancement reports for submission to the Council
- Administrator to the Scoutbook database

**f. Fundraising**

- Researches and recommends fund raising project to meet the troops financial requirements
- Organizes volunteers to assist in funding raising
- Obtains approval from Tidewater Council.

**g. Quartermaster**

- Providing recommendations to the troop committee on equipment purchases
- Instructing the troop on safe use of all troop equipment.
- Conduct a periodic inventory of the troop equipment
- Serves as the Troop Quartermaster Advisor
- Responsible for inventory, storage, and maintenance of troop equipment

**h. Outdoor/Activities Coordinator**

- Utilizes the Troop Calendar to do initial planning monthly troop camping trips.
- Strives to work the planning for trips from at least 90 days prior to 30 days prior. The Scoutmaster will take over operational control of the event 30 days prior, when the first notice email is sent to the troop for event signup.
- Works with the Scoutmaster to determine planning needs and transportation requirements for camping trips/special events
- Works with the Scoutmaster to organize drivers and vehicles for events
- Secures permission and fills out all required paperwork for campsites.
- Prepares tour requests and submits to council.
- Maintains updated emergency notebook of Scout and driver health and contact information and forms for all troop activities

**i. Chaplain**

- Advisor to the Chaplain Aid
- Oversees the religious aspects of the Troop

**4. Troop Level Duties and Responsibilities**

**a. Scoutmaster**

- Serves as the "chief executive officer."
- Always set the example, both in appearance and conduct
- Attend every troop activity possible
- Responsible for the Scouts of the troop and all assistants Scoutmasters assigned.
- Responsible for the safety and welfare of the Scouts
- Ensures a quality program
- Attends troop committee meetings
- Reports the status of the troop and the annual program of events
- Is the Advisor to the Senior Patrol Leader and Assistant Patrol Leader

**b. Assistant Scoutmasters**

- Always set the example, both in appearance and conduct
- Attend every troop activity possible
- Monitor the performance of the Patrol Leader
- Ensures that discipline is maintained in the patrol
- Ensures that the "program" portion of the weekly meeting is planned and executed by the patrol, through the patrol leader
- Ensures that the patrol leader carries out his duties
- *Serves as the principal advisor to the patrol leader, troop guide, and instructors*



## 5. Adult leader training

- a. Training of adult leadership is of paramount importance. This training ensures the troop's adult leaders remain on target with the Aims of Scouting. Any adult who becomes involved with the troop is **required** to complete the following training:

- **Charter Organization Representative**

- Youth Protection Training (YPT) – must be completed once every calendar year.
- Charter Organization Representative Training – one time qualification

- **Scoutmaster and Assistant Scoutmasters**

- Youth Protection Training (YPT) – must be completed once every calendar year.
- Scoutmaster Specific Training – one time qualification
- Introduction to Outdoor Leader Skills (IOLS) – one time qualification
- CPR/AED Certification – strongly encouraged, but not required

- **Committee Members**

- Youth Protection Training (YPT) – must be completed once every calendar year.
- Troop Committee (online) – one time qualification

- **Merit Badge Counselors**

- Youth Protection Training (YPT) – must be completed once every calendar year.
- Merit Badge Counselor Training – one time qualification

- **All Parents**

- Youth Protection Training (YPT) – strongly encouraged, but not required) to complete at least once online

## 6. Adult leaders' meetings

Adult leaders are encouraged to become involved with all aspects of the Scouting program and to fulfill the specific requirements of their position. The following is a list of some of the suggested meetings that adult leaders should attend:

- Troop committee meetings
- Patrol Leaders Council meetings
- Monthly Leaders meeting (6:30 pm prior to a troop meeting)
- Adult District Roundtables
- Special "called" troop committee meetings
- Weekly troop meetings
- Training sessions

## 7. Adult leader conduct

Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set an example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders.

## **Chapter 4: Youth Leader Policy**

### **1. General**

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 6 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 11 years of age or has completed the fifth grade, Troop 6 leadership positions should only be considered by those boys who:

- Demonstrate the proper example of conduct and following the Scout Oath and Scout Law
- Are willing to give to the troop 100% effort
- Are willing to put troop activities on a high priority

### **2. Available youth leader positions:**

#### **a. Elected positions:**

- Senior Patrol Leader -- Elected by the troop members
- Assistant Senior Patrol Leader -- Elected by the troop members

#### **b. Appointed positions:**

- Junior assistant Scoutmaster -- Appointed by the Scoutmaster
- Patrol Leader – Appointed by the Scoutmaster (will be discussed with the Senior Patrol Leader and Assistant Patrol Leader)
- Troop Guide – Appointed by the Scoutmaster (will be discussed with the Senior Patrol Leader and Assistant Senior Patrol Leader)
- Den Chief – Appointed by the Scoutmaster (will be discussed with the adult leadership of the Pack)
- Chaplain's aide -- Appointed by the Scoutmaster (will be discussed with the Senior Patrol Leader and Assistant Senior Patrol Leader)
- Instructor -- Appointed by the Scoutmaster (will be discussed with the Senior Patrol Leader and Assistant Senior Patrol Leader)
- Troop Scribe – Appointed by the Scoutmaster (will be discussed with the Senior Patrol Leader and Assistant Senior Patrol Leader)

### **3. Troop Elections**

Troop leadership positions will be changed at least semi-annually. Generally, all leadership positions, except for Senior Patrol Leader and Assistant Senior Patrol Leader, will be appointed by the Scoutmaster. These position assignments will be based on the Scouts ability, need date, date of rank, and will have as much of a progression of responsibility as possible.

- a. A general election of the entire troop will be conducted for Senior Patrol Leader and Assistant Senior Patrol Leader. The outgoing Senior Patrol Leader

will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Election for Senior Patrol Leader will be conducted first to allow candidates not elected to run for assistant Senior Patrol Leader and/or Patrol Leader. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a Junior Assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no one receives 50 percent of the votes, the vote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.

b. An attempt will be made to get 100 percent of the troop's membership in attendance during the night of the election. No election will be conducted if less than half of the general membership is present.

#### **4. Leadership Position Duties and Responsibilities**

##### **a. Senior Patrol Leader**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- Responsible for the actions of the Patrol Leaders, Troop Guides and Assistant Senior Patrol Leader
- Is the youth spokesman for the Troop at all District and Council events and activities
- Attends the District Round Table each month
- Sets the agenda and presides over the Troop meetings
- Sets the agenda and presides over the Troop Patrol Leaders Council meetings
- Keeps the Patrol Leaders informed of any changes in planned Troop activities
- Follows up on assignments given to other Scouts
- Random talks to other Scouts to ensure they are being kept informed of troop events and happenings from their Patrol Leader
- Keeps the Assistant Senior Patrol Leader informed of all actions of the troop
- Keeps in communication with the Scoutmaster at all times
- Conducts a quarterly uniform inspection of all troop members
- Supervises the Patrol Leaders and Troop Guides of the Troop
- Work closely with the Scoutmaster as the Advisor

##### **b. Assistant Senior Patrol Leader**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- Responsible for the actions of the Instructors, Scribe, Quartermaster, Historian, Librarian and Chaplain

- Substitutes for the Senior Patrol Leader during his absence
- Supervises the Instructors, Troop Scribe, Quartermaster, Historian, Librarian, and Chaplain as directed
- Assist the Senior Patrol Leader as directed
- Work closely with the Scoutmaster as the advisor

**c. Patrol Leaders**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- Responsible for the actions of the patrol members
- Submit the attendance roster of the patrol to the Troop Scribe at each meeting
- Set the agenda and preside over all patrol meetings and “patrol corners”
- Attend all Patrol Leader Council meetings
- Discuss with the patrol their interest and receive their input for the next Patrol Leader Council meeting
- Discuss with the patrol the results of the Patrol Leader Council meetings
- Be accountable for equipment assigned to the patrol
- Plan and execute the “skills instruction” portion of the Troop meetings as scheduled on the Troop Calendar or as decided at the patrol leaders Council meeting.
- Communicate information from the Senior Patrol Leader to his patrol members
- Plan the patrol duty roster and menu for each camping trip and ensure that every member of the patrol is included
- Work closely with the Assistant Scoutmaster assigned to your patrol as the Advisor

**d. Troop Guide**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- a leader and a mentor to the members of the new-Scout patrol
- Attend all Patrol Leader Council meetings
- Helps the patrol leader of the new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader to provide direction, coaching, and support Teach, or ensure that, the first year Scouts are taught the basic skills of Scouting, to the standard and follow up to ensure he has retained the skills.
- Prevent any harassment of the first year Scouts from the older Scouts
- Always take care of your Scouts, before you take care of yourself. An example is to never cook your own meal until the members of the patrol are eating theirs
- Work closely with the Assistant Scoutmaster assigned to your patrol as the Advisor

**e. Den Chief**

- Always set the example, both in appearance and conduct
- Attend all troop activities, except when Pack or Den activities are at the same time
- Receive Training from the Pack
- Attend all Den and Pack activities
- Assist the Den Leader of a Cub Scout Pack performing such duties as:
  1. Collection of dues
  2. Leading in the Game activity
  3. Assisting with the handicrafts
  4. Teaching Cub Scouts their basic skills

**e. Instructors**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- Assist the Patrol Leader
- Provide training to the patrol, to held during patrol corners, relative to the basic Scouting skills or as otherwise requested by the Patrol Leader or Patrol Leaders Council
- Work closely with the Patrol Advisor as the Advisor

**f. Chaplain's Aide**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- Conduct a planned Sunday morning church service for the troop on each camping trip
- If this position is occupied to fulfill the leadership requirement, you must perform one major project to improve his respective area. The Scoutmaster or assistant Scoutmaster must approve this project. These projects will be separate and distinct from the "service projects" requirement for advancement.
- Work closely with the Troop Committee Chaplain as the Advisor

**g. Quartermaster, Historian and Scribe**

- Always set the example, both in appearance and conduct
- Attend all troop activities
- Work closely with the Troop Committee counterpart as the Advisor and fulfill duties as assigned by said Advisor

**6. Patrol Leaders' Council**

**a. General**

The Patrol Leaders' Council is responsible for planning and conducting the troop's activities. The troop committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council comprises the following voting members:

- Senior Patrol Leader -- Leads the Patrol Leaders' Council

- Assistant Senior Patrol Leader
- Patrol leaders -- One for each patrol
- Troop Guide for first year patrol Scoutmaster and Assistant Scoutmasters
- *Other leadership positions may attend but do not have voting rights.*

The Scoutmaster and ASMs attend as non-voting members, but serve to guide the youth in their decision making and ensure all Scouting America policies are followed.

\*\* PLC meetings are scheduled on the Troop Calendar every month.

**b. Purpose:**

- Plan the annual calendar of events
- Plan monthly events
  - Plan and organize weekly meetings and assign responsibility for planned events in accordance with the monthly activity
- Discuss problems and make recommendations on improving troop operations.

## **Chapter 5: Advancement**

### **1. Advancement Program**

Advancement is the process by which youth members' progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boys have an exciting and meaningful experience.

- a. Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.
- b. All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of Scouting America; to strengthen character, body, mind and the concept of being a participating citizen.
- c. The requirements for rank advancement shall be the basis for the Scouts' advancement. There are four steps in the procedure: learning, testing, reviewing and recognition.
- d. Ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges earned and time served prior to the Scout's 18th birthday.
- e. The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered and trained adult members of Scouting America. The merit badge counselor shall prepare and qualify youth members. There is no board of review procedure for merit badges, but public recognition will be given at a court of honor.

### **2. Advancement Policy**

Advancement in Scouting America, is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks at his own pace. We encourage him to involve his family, other Scouts, the Scoutmaster and any other sources to help him.

- a. The troop's routine program will emphasize Scouting skills and leadership training; both at weekly meetings and at camping trips. As a matter of routine, merit badges will not normally be taught as part of Troop 6's regularly scheduled meetings. Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject, but completion of the badge is an individual effort by the Scout. The troop will provide

guidance and assistance in completing merit badges outside the weekly meetings, i.e., classes prior to meetings or on camping trips. On occasion, a merit badge may be taught in the regular meeting if for a unique reason. The extra effort and experience gained by pursuing merit badges through approved counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life and Eagle.

b. Advancement requirements for the first three ranks are listed in "The Boy Scout Handbook." Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skill rather than merit badges. Scouting Skills shall be taught by Scouts that are First Class or higher or by adult leaders. Upon completion of all requirements for advancement, except demonstrating Scout Spirit and Scout Law, Scoutmaster Conference, and the Board of Review, the Scout will take his handbook to his patrol ASM. Once the Scout's ASM reviews the Scouts handbook for advancement requirement completion, the Scout will sign up for a Scoutmaster conference in the troop's weekly planning binder. The Scoutmaster will review the conference calendar prior to each weekly meeting and provide the Troop Committee Chair with a potential number of boards required. A board of review shall be available at any regularly scheduled troop meeting, providing a sufficient number of adults (not serving as SM or ASM's) are available.

c. Advancement requirements for Star, Life and Eagle ranks are covered in "The Boy Scout Handbook." These higher ranks emphasize leadership experience within the troop, expanded skills-based experience gained by achieving merit badges, and the mentorship and development of younger Scouts within the troop.

d. Eagle advancement:

- Once a Scout has earned the rank of Life, he should contact the advance chairman of the unit and discuss plans to earn the rank of Eagle Scout. This plan will include any remaining merit badges, leadership positions and the requirements of the Eagle Scout Service Project.
- When the Scout is ready to begin his service project, an advisor will be assigned to him to ensure he completes the required workbook requirements.
- Once the Scout has completed all of the requirements for the rank of Eagle Scout, he will request a meeting with the advancement chairman to complete the remaining administrative requirements such as:
  - Verification of all records (handbook, blue cards, and advancement records)
  - National Scouting America Eagle Scout application
  - Letters of recommendation (6 required)
  - Eagle service project workbook

### **3. Merit badges**

a. Earning merit badges gives Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a



lifetime of healthful recreation. To earn merit badges the following procedures shall be followed by the Scout:

- Notify the Advancement Chair that there is an interest in completing a merit badge. The Advancement Chair will open this badge on Scoutbook and will offer a merit badge counselor's name and contact information to the Scout.
- Contact the merit badge counselor and arrange meetings
- Complete the merit badge requirements under the guidance of the counselor
- Ensure the counselor updates Scoutbook to verify completion of all requirements
- Badges will be given out at Courts of Honor

#### **b. Group Merit Badge Instruction**

While merit badges are not generally earned in group settings during our weekly meetings, we will sometimes offer opportunities for Scouts to fulfill requirements for badges during special activities and outings.

#### **c. Merit Badge Counselor**

A counselor working with a Scout acquaints the boy with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The counselor introduces subjects that may lead to a career choice or to a lifetime pursuit. The troop advancement chairman will maintain a list of approved merit badge counselors. The council and district advancement committee must approve merit badge counselors, even those parents only serving one unit. Counselors must be trained and registered as Merit Badge Counselors. In all cases the advancement chairman must have a completed Merit Badge Counselor Application on record for each applicable person.

d. Merit badges will not be offered as part of the regular troop annual calendar as a matter of routine; however, to spark an interest in a subject area the troop may use merit badge counselors to make presentations covering the highlights of a merit badge. Scouts are then given an opportunity to try a skill related to the badge. Also, work on some merit badges may be arranged at some camping trips.

e. No Scout, parent, assistant Scoutmaster or committee member will arrange for a merit badge class to run concurrent with the regularly scheduled troop meeting unless specifically approved by the Patrol Leaders' Council **and** the Scoutmaster. Troop meetings are reserved for conducting skill and leadership training and general troop business. With the approval of both the Scoutmaster and advancement chairman, merit badge classes may be scheduled prior to the regular meeting, but not following the meeting. Scoutmaster approval will ensure reservation of a meeting place.

### **4. Service Projects**

#### **a. Tenderfoot through Life**

1. Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 6 resources

then the project should be presented to the Patrol Leaders' Council for discussion, scheduling and Scoutmaster approval.

2. Work on service projects for credit toward rank advancement shall be approved by the Scoutmaster **in advance** of starting the project.
3. Only adult leaders are authorized to sign-off service project requirements.
4. On Sundays, out of respect for the religious services of others, a project cannot begin until after 1:00 p.m.
5. If there is any doubt as to the validity of the project the matter will be referred to the troop committee for resolution.

**b. Eagle**

1. Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The project shall be approved by the Scoutmaster (or designated mentor), Troop Committee and the District Committee in advance of beginning any other phase of the project. The Scout must use the Eagle Scout Service Project Workbook, found on the National Scouting America website. An advisor will be assigned to mentor the Scout through the process.
2. Out of respect for one Scout for another, no more than one project should be scheduled for the same day.
3. Projects should be posted on the troop calendar, by the project mentor, to provide Scouts a planning resource. The schedule of work should be examined in detail to ensure there are no conflicts with other planned troop activities.
4. On Sundays, out of respect for the religious services of others, a project cannot begin until after 1:00 p.m.
5. **NO NAIL GUNS** will be used on any service project. All other tools will be used in accordance with the Guide to Safe Scouting.

**5. Leadership Requirements for Star, Life and Eagle Rank**

- a. As the Scout increases his rank status, he should also increase his acceptance of responsibility. The higher the rank, the more is expected of the Scout. Therefore, it is recommended that one or a combination of the following positions will be expected as fulfilling the leadership requirements as indicated below:

**(1) Star**

- Patrol Leader
- Troop Guide
- Instructor
- Den Chief
- Troop Chaplain's Aide
- Scribe
- Historian
- Quartermaster

**(2) Life**

- Assistant Senior Patrol Leader
- Patrol Leader
- Troop Guide
- Instructor
- Den Chief
- Quartermaster

**(3) Eagle**

- Assistant Senior Patrol Leader
- Senior Patrol Leader
- Patrol Leader
- Troop Guide
- Instructor

b. The Adult Advisor throughout his tenure will monitor Scouts. Counseling will be provided either as deemed necessary by the Scoutmaster or Assistant Scoutmaster or as requested by the Scout. ***If a Scout fails to carry out his responsibilities, he will be counseled along the way and will be awarded leadership tenure proportional to the effort put into the position.***

## **6. Scout Spirit**

In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life. The Scoutmaster takes the Scouts personal conduct at home, at school or at troop activities in consideration, when sign off is requested.

## **7. Participation**

All Scouts of Troop 6 are welcomed and encouraged to take advantage of all troop activities. Simply "holding membership" does not qualify the requirement. The Scout must be "active". Attendance at the troop meetings and activities is necessary to meet the requirement.

## **8. Scoutmaster Conference**

Every Scout must have a Scoutmaster conference prior to every rank advancement or board of Review. **The Scout should present himself in full field** uniform. During this

conference, the Scoutmaster and Scout will discuss his attitude, performance, schoolwork, outside activities, his Scouting skills, etc. The intent is to provide feedback from the troop activities and discuss with the Scout, his "Scout Spirit" and how he applies his skills and Scouting standards to his everyday life. It is also intended to discuss the Scout's future Scouting plans and goals.

## **9. Board of Review**

In order for any Scout to advance to any rank, the Scout must complete every requirement of that rank, to include a conference with the Scoutmaster and stand a Board of Review. **The Scout should present himself in full field uniform.** The Board of Review is a group of three or more adults that are not Scoutmasters or Assistant Scoutmasters. These adults will ask the Scout many questions ranging from his concerns, to his skills. Their purpose is to validate the readiness of the Scout, relative to his skills and maturity, and his worthiness of promotion.

## Chapter 6: *Discipline*

### 1. General

The discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 6 policies will be handled by the adult leadership to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.

### 2. Obedience

**Obedience** in Troop 6 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the troop, camp or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guests of the troop. Respect for adult and Scout leadership is expected. **Hazing, of any type, will not be tolerated.** Boys or adults observing such activity will take immediate measures to stop it.

### 3. Enforcing Discipline

a. Discipline in the troop will be handled by the Patrol Leaders and Senior Patrol Leader whenever possible. Respect and cooperation, among each other, are essential. A Scout is “obedient” and “courteous”. In the event that a troop member violates this part of the Scout Law, the youth leaders, using their leadership skills, will try to discuss the matter with the Scout and remedy the situation. The following process steps will be taken:

(1) The Patrol Leader will try to discuss the matter with the Scout. If the Patrol Leader cannot handle the problem, he will seek assistance from the Senior Patrol Leader. *The Patrol Leader has the authority to ask that Scout to leave a patrol meeting and report to the Senior Patrol Leader, after trying to resolve the matter from within the patrol.*

(2) The Senior Patrol Leader, using his leadership skills, will try to discuss the matter with the Scout to remedy the situation. When the Senior Patrol Leader cannot handle the problem, he must obtain help from the Scoutmaster. *The Senior Patrol Leader has the authority to ask that Scout to leave the meeting area and report to the Scoutmaster.*

(3) When the matter is referred to the Scoutmaster, the Scoutmaster will, **depending on the seriousness of the situation**, either task the Assistant Scoutmaster of Troop 6 or that patrol to handle it, or the Scoutmaster himself will handle the problem. If found warranted, the following discipline options may be taken by the Scoutmaster (**depending on the seriousness and the frequency of verbal warnings**):

- **First Infraction**

1. Conference with the Scoutmaster
2. Documented on the Scout's record, maintained by the Scoutmaster.

- **Second Infraction** *(does not have to be the same as the first)*

1. Conference with Scoutmaster
2. Phone call to parents explaining the problem and stating that further infractions may result in further action, up to temporary suspension or termination from Troop membership.
3. Documented on the Scouts record, maintained by the Scoutmaster.
4. Parent(s) *may* be requested to attend meetings to help supervise their Scout.

- **Third Infraction**

1. Conference with Scoutmaster **and** parents. This may be referred to the Troop Committee for corrective action.
2. Scout **may be** suspended or expelled from any or all troop activities for a period of time as deemed by the Troop Committee.
3. A Troop Reinstatement Review Board may be required to resume troop activities or membership.

- b. The above steps are not meant to discourage either the Patrol Leader~~s~~ or Senior Patrol Leader from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges, but are intended to state **discipline options** in advance. Scouts and Scout Leaders should remember and use their proper channels.

#### 4. Troop Reinstatement Review Board

- a. This board evaluates Scouts who have been suspended, or expelled, from the troop for any reason. After the completion of the defined suspension period, and prior to resuming troop activities, the Committee Chairman will convene a reinstatement review board to meet with the Scout and his parents to assess his intentions regarding pursuit of the Scouting program. The members of the troop reinstatement review board will consist of the Committee Chairman, Scoutmaster, Assistant Patrol Leader and, as deemed necessary, respective designated representatives from the committee.
- b. Based on the conclusions of the Board, the Scout will either:
  - Resume troop participation and activities
  - Or continue his suspension for a period as recommended by the Troop Committee
  - Or be dismissed from the Troop
- c. Continuation of the suspension requires a meeting with parents, the Committee Chairman and Scoutmaster to discuss the position of the board.

- d. Upon reinstatement, a Scout will be on probation for a minimum of six months. Additional infractions within the probation period are grounds for immediate dismissal from the troop, by the troop committee.
- e. Failure to attend the review board meeting will result in an automatic dismissal from the troop.

## 5. Adult Leadership Enforcing Discipline

- a. Although the Scouting Program should be “boy run”, the adult leadership (i.e. Scoutmaster and Assistant Scoutmasters) has the authority to take immediate disciplinary action, when appropriate. Such appropriate instances are as follows:
  - Stealing
  - Physical abuse (Bullying) of another person
  - Verbal abuse (Bullying) of another person
  - The use or possession of any tobacco products in any form
  - The use or possession of any alcoholic beverage of any form
  - The abuse of prescription and/or non-prescription drugs
  - Causing harm to the environment by willfully disregarding Scouting guidelines
  - Willfully destroying or defacing the property of others
  - Lack of self discipline
  - Lying
  - Acts unbecoming a Scout
  - Cursing
  - The possession of any form of fireworks, firearms or ammunition
  - The possession of sexually explicit materials

If it becomes necessary for the Adult to take immediate action, the Senior Patrol Leader will be informed accordingly. If the Scout cannot be controlled, or if the infraction is significant in nature, the parents will be called to pick him up, immediately, from wherever the troop is at that time. **Physical discipline is not permitted.**

## **Chapter 7: Outdoor Activities**

### **1. General**

**Any adult attending a Troop overnight event must be registered with Scouting America as a member of the Troop, and have completed the appropriate position training and Youth Protection Training.**

The Scouting America program is designed for fun in the outdoors. The troop will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.

### **2. Scheduling Camping**

Camping trips and activities shall be planned for an entire year by the Patrol Leaders Council as part of the process of planning the troop's annual calendar of events. The troop will make every attempt to schedule the camping trips and other troop events around events already scheduled by the school, district, council, or the OA.

### **3. Support for Camping**

- a. At least two registered adult leaders who are current in their Youth Protection Training are required for all trips or events.
- b. The Scoutmaster, an Assistant Scoutmaster or a troop committee member will be assigned responsibility for each camping trip and event. The Troop Outdoor/Activities Coordinator will aid the event leader in planning for the event. Responsibilities include:
  - Notifying Scouts and families, via Scoutbook and email, two weeks in advance of the camping trip
  - Filing camp/facilities request forms
  - Filing tour permits with the council two weeks in advance
  - Arranging transportation
  - Accounting for necessary fees (camp fees and food costs)
  - Assuring adequate leadership is available
- c. Guidelines for arranging transportation:
  - All drivers must be licensed and insured.
  - There must be a licensed driver at least 18 years of age in each vehicle •
  - Adult tour leader (at least 21 years of age) will be in charge and accompanied by a assistant
  - Owner/driver will have property damage and personal liability insurance coverage at the dollar limits prescribed by Scouting America
  - Occupancy limits of the vehicle will not be exceeded
  - Each occupant will have a seat belt



## 4. Funding

- a. Scouts participating in camping trips will be responsible for the cost of the event. The troop dues do not provide sufficient funds to sponsor troop camping trips and events. The adult leader responsible for a particular camping trip will advise Scouts, via e-mail, of any camp fees required.
- b. When a Scout reports that he plans to attend an outing, his attendance is calculated in figuring the cost of the trip. **If the Scout decides, during the week before the trip, to change his mind, he will normally be expected to pay anyway to ensure all fees are covered.** This includes the cost of food if the patrol has already purchased the meals and have counted on the Scouts share in that cost. More detail on Food is in the next section.
- c. Money earned through fundraising and kept in Scout Escrow accounts can *only* be used to cover troop dues, renewal of charter fees, and the costs associated with attending camps and other scouting activities. They cannot be used to cover the purchase of uniforms, shoes, camping supplies, or other material items.
  - i. If a Scout leaves Troop 6, either by quitting, transferring, or aging out of Scouting, his money will remain with Troop 6 and will be placed in the troop account.

## 5. Food

- a. Food will normally be the responsibility of the individual or patrol. As part of the camping trip planning process, each patrol will determine a camping trip menu, and make up a shopping list approximately one week prior to the trip. From the shopping list, the patrol will assign a member(s) to purchase food. The Scout(s) buying food will determine the cost per Scout and announce that amount to the participating patrol members. The Patrol Leader shall maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility. When a Scout reported that he plans to attend an outing, the cost for food is based on his decision to attend. **If the Scout decides, during the week before the trip, to change his mind, he will be expected to pay his share of the food cost if shopping has already been completed.**
- b. Scouts intending to participate in a camping trip or event should be present at the meeting prior to the camping trip. Unless **prior** arrangements with the Scoutmaster, and Patrol Leader have been made aware, Scouts who are not in attendance at the meeting prior to the trip may not be allowed to participate. Although every troop member is encouraged to attend, unplanned and unannounced participants can create confusion on the patrol, as they have worked hard to plan the most thorough details. The Scout should be responsible enough to know when the troop is going camping and should plan his schedule accordingly.

## 6. Duty Rosters

Patrol leaders will prepare a rotating duty roster for each camping trip to assure that work such as cooking, cleaning and wood gathering is done by all in a fair manner. The duty roster will be posted at the patrol campsite.

## 7. Camping

- a. Whenever possible patrols shall camp as individual units and practice the patrol method. The intent is that each patrol will have:
  - A separate campsite
  - Its own cooking and campfire site
  - Its own cooking pots
  - Its own Dutch oven
- b. Scouts will not leave a campsite without the permission of the Scoutmaster. The buddy system will be used on all camping trips. A buddy will accompany any Scout leaving the campsite. The Scout and his buddy will leave word with the Scoutmaster of his destination and expected return time.
- c. Adults will camp and cook separate from the Scouts. The adults will function as a patrol themselves.
- d. All members of Troop 6 will observe the Outdoor Code and Leave No Trace.

## 8. Cooking

- a. Various forms of cooking will be experienced, including individual, patrol and troop. The camping trip format will be determined by the Scoutmaster / Patrol Leaders' Council and will depend on the activities scheduled.
- b. Each patrol is provided with a set of pots, pans and utensils. The Patrol Leader / Quartermaster for each patrol is responsible for accountability of the equipment. Individual cooking pots are permitted, if desired. **The adults do not cook for the Scouts.**
- c. Cooking will be conducted using a double burner propane stove, dutch oven, backpacking stove or open fire. The propane stove and dutch oven are provided by the troop. The Scoutmaster / Patrol Leaders Council will designate the method of cooking for each camping trip.

## 9. Individual Backpacking Stoves

- a. **Backpacking Gas Stoves (propane or liquid gas) are only permitted for Scouts over 13 years of age and the rank of Star OR 14 years of age and must be at least the rank of first class.** At either of these ages, the Scout must

receive the Scoutmaster's permission. Safety and maturity are essential. Use of individual stoves is only permitted during a weekend, which has been designated for individual cooking.

## 10. Visitors

- a. Adult family members are encouraged to participate in troop camping trips. However, **any adult attending a Troop overnight event must be registered with the Scouting America as a member of the Troop, and have completed the appropriate position training and Youth Protection Training.** Guests will pay the same camp and food fees as other members of the troop. Guests will be expected to provide their own camping equipment, i.e., tents, bedding and cooking utensils.
- b. Under no circumstance will unmarried male and female campers share tents. If there are female guests, one adult leader must be a woman 21 years of age or older.

## Chapter 8: Equipment

### 1. General

In Scouting, the Quartermaster is responsible for maintaining all the normal camping supplies in a Scout troop. Troop 6 maintains three levels of troop equipment: Capital items, Troop Equipment, and Troop Consumables. The troop has a varied collection of gear and provisions that are required for the scouts to get to the campsite/events and for use while on scheduled Troop adventures. Without a sharp and attentive Quartermaster, the campout or event can quickly turn into an opportunity for improvement. The personal gear that scouts use (tents, sleeping bags, backpacks, flashlights, etc) are not a function of Troop 6 equipment and do not fall under the purview of the Quartermaster or the Equipment Chair.

### 2. Categories of Equipment

a. Capital Items: Capital items are the large, high dollar items that are purchased for long-term use by the troop. As such they also require routine maintenance to remain in top-functioning order.

- Troop 6 Trailers (2)
- Patrol Pop-Up Canopies
- Patrol Tables

b. Troop Equipment: This is the set of items that are reused each and every camping trip, and purchased using Troop 6 funds for communal use by all Troop 6 Scouts and Scouters. This equipment has a lifecycle that is much shorter than Capital items, but should last several years given adequate care and maintenance by the Scouts.

- Patrol Boxes
- Patrol Stoves
- Dutch Ovens
- Cast Iron Skillets
- Pots & Pans
- Cooking Utensils
- Water Jugs
- 3-Bin System
- Rake / Shovel / Broom
- Additional Items Listed in Appendix

c. Troop Consumables: These are items that routinely must be repurchased because their use expends the lifespan of the item. Either through a single use or several uses, the item becomes 'used up' and requires replacement.

- Dish Soap
- Charcoal
- Firewood
- Propane
- Sponges
- Lighters
- Bleach Tablets
- Additional Items Listed in Appendix

### **3. Responsibilities**

a. It is the responsibility of all Scouts/Scouters to take care of, clean, and properly put away Troop Equipment after its use during a Troop 6 function. However, it is the Quartermaster's responsibility to ensure the quality control over the cleanliness of equipment, and the proper stowage of Troop gear in the Trailer at the end of each event. If the Quartermaster is not able to attend the event, then that responsibility goes to the ASPL or acting ASPL.

b. It is the Patrol Leader's responsibility to maintain accountability and cleanliness for the Patrol Box and all the contents of the Patrol Box throughout his time as Patrol Leader. The Quartermaster will provide each new PL with an inventory sheet to ensure they know what their Patrol Box should contain. It is the responsibility of the PL to tell the Quartermaster when an item has become unserviceable, or otherwise needs replacement. The Quartermaster will then coordinate with the Equipment Chair to ensure the PL's Patrol Box is made whole for the next Troop function.

### **4. Safety**

Safety is paramount in Scouting. The following safety edicts will be followed at all times regarding equipment:

- Liquid or propane fueled heaters are prohibited at troop camping functions
- All axes, saws, and hatchets shall be kept in an approved sheath when not in use, and shall only be used in an approved and established Axe Yard.
- The Troop Trailer(s) shall always be loaded with the heavier items forward (toward the truck) and closest to the floor of the trailer. And an adult shall always review the loading of the trailer prior to closing it up to ensure proper weight distribution as well as understanding how objects will shift.
- Only a vehicle that is rated for towing significant weight will be allowed to tow the Troop Trailer. Not all vehicles with a tow hitch are rated for the weight of the trailer, all the equipment and passengers.
- Personal sheath knives are not authorized at any troop activity.

### **5. Damage to Equipment**

- a. Willful damage to property is a violation of the Scout Law. A Scout is Trustworthy, any Scout willfully damaging Troop or personal equipment will be subject to disciplinary action and afforded the opportunity to replace damaged equipment
- b. Accidental damage to equipment will be investigated by the ASPL, under

the supervision of an Assistant Scoutmaster. If the accidental damage is determined to be the result of negligence, the negligent party shall be afforded the opportunity to replace the damaged equipment.

- c. Troop equipment that is damaged or worn through normal wear and tear will be replaced by the troop. This shall normally be as a result of routine reporting through the Patrol Leader to the Quartermaster, or through the Quarterly Inventory of equipment.

## **6. Reporting**

Quarterly, the Quartermaster will require a full inventory report of the Patrol Boxes from every Patrol Leader. This is normally done through the PL taking the Box home with them and conducting a deep clean of the equipment along with the inventory. That report will be given to the Equipment Chair who will include it in the next Committee Meeting report.

## Appendix

Item	Qty	Patrol 1	Patrol 2	Patrol 3	Patrol 4	Patrol 5
Patrol Box Items						
Large Pot	5	1	1	1	1	1
Large skillet	5	1	1	1	1	1
Small Skillet	5	1	1	1	1	1
Colander	5	1	1	1	1	1
Cutting Board	10	2	2	2	2	2
Chef Knife	5	1	1	1	1	1
Chopping Knife	5	1	1	1	1	1
Filet Knife	5	1	1	1	1	1
Peeler	5	1	1	1	1	1
kitchen scissors	5	1	1	1	1	1
Paring Knife	5	1	1	1	1	1
Ladle	5	1	1	1	1	1
Whisk	5	1	1	1	1	1
Mixing Spatula	5	1	1	1	1	1
Flipping Spatula	5	1	1	1	1	1
Silicone Mat	5	1	1	1	1	1
Spoons	10	2	2	2	2	2
Tongs	5	1	1	1	1	1

Peeler	5	1	1	1	1	1
Can opener	5	1	1	1	1	1
Large Measuring cup	5	1	1	1	1	1
Set of Measuring Cups	5	1	1	1	1	1
Measuring Spoons	5	1	1	1	1	1
3 bin system	5	1	1	1	1	1
Patrol Box Consumables						
Liquid soap	5	1	1	1	1	1
Lighters	10	2	2	2	2	2
Scouring Brushes	10	2	2	2	2	2
Sponges	10	2	2	2	2	2
Oven Mitt	5	1	1	1	1	1
Oven Pads	10	2	2	2	2	2



Item	Qty
Troop Equipment	
Large Pot Burner	1
Large Pot w/ Spigot	1
Dutch Ovens	5
Cast Iron Skillets	5
Fire Pit Grates	6
5 Gal Water Cooler	4
2-Burner Coleman Stoves	6
6 foot Tables	5
Rake	1
Broom	1
Shovel	1
Hatchet	1
Mallet	3
Charcoal Chimney	4
Troop Consumables	
Bleach Tabs	1 btl
Firewood	3 Pkgs
Charcoal	2 bags
Green Propane Canisters	16
20lb Propane	1

## Chapter 9: Order of the Arrow

References: Order of the Arrow Homepage, <https://oa-bsa.org/>, July 12, 2024

### 1. General

The Order of the Arrow (OA) is Scouting's National Honor Society, which recognizes those scouts who best exemplify the Scout Oath and Law in their daily lives, demonstrate expertise in camping, and through their example brings out the best in their fellow scouts. Another core focus for the OA is the promotion of camping, outdoor adventure, and environmental stewardship. As such, "Arrowmen" are known for maintaining camping traditions and spirit, promoting year-round and long-term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

#### a. Mission:

The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

#### b. Purpose

As Scouting's National Honor Society, their purpose is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

#### c. Levels of Membership.

The OA does not have "ranks", instead each Arrowman is a member of the Brotherhood, and there are three levels of membership (called "honors") in the Order of the Arrow, all members—regardless of honor—are considered equal.

- Ordeal: First level of membership, candidates are elected by their peers, and attend an induction/Ordeal process, culminating in a ceremony that identifies them as a full member in the Order of the

Arrow, specifically the Blue Heron Lodge. The entire experience is designed to teach significant values. All candidates for membership must complete the Ordeal.

- Brotherhood: Second level of membership. After 6 months of service as an Ordeal member and fulfilling certain requirements, a member may take part in the Brotherhood ceremony, which places further emphasis on the ideals of Scouting and the Order. Completion of this ceremony signifies full membership in the Order.
- Vigil Honor: The final level of membership. After two years of exceptional service as a Brotherhood member, and with the approval of the national Order of the Arrow committee, a Scout or Scouter may be recognized with the Vigil Honor for their distinguished contributions to their lodge, the Order of the Arrow, Scouting, or their Scout camp. This honor is bestowed by special selection and is limited to one person for every 50 members registered with the lodge each year.

## 2. Membership Eligibility

The Order of the Arrow is open to Scouts and Scouters alike. For youth candidates, they must be elected by a majority of their peers in the unit for which they are a registered member. The elections are closed-ballot and chaired by the Chapter that supports the unit; for Troop 6 that is Elizabeth River Chapter. To be on the ballot, the youth must fulfill the following requirements:

- Be a registered member of the Boy Scouts of America.
- Have experienced 15 nights of Scout camping while registered with a troop, crew, or ship within the two years immediately prior to the election.
- The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America.
- Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each.
- At the time of their election, youth must be under the age of 21, be First Class rank, and have the Scoutmaster's approval.

a. A youth becomes an OA candidate if they earn a majority-vote out of the youth in attendance at the specific election meeting. Votes cannot be called in or cast in proxy. Each youth in attendance may vote for more than one of the individuals on the ballot, in fact a vote for all individuals on the ballot is acceptable. OA candidates are presented with a wooden red arrow on a string in a Call Out ceremony, or at the election meeting (Scoutmaster's choice); that arrow becomes a part of the Scout/Scouter's uniform until they complete the Ordeal.

b. An adult Scouter (21 yrs old or older) may be nominated through the

adult selection process if they meet the same camping requirements (15 nights in the last 2 yrs, 5 of which must be a long-term camping trip). However, there is a limit to the number of Scouters who may become candidates in a single year, which is no more than 1/3 of the number of youth elected (rounded up). Adult nominees must be approved by the Scoutmaster and Committee Chair. If no youth are elected in a year, then no adults can be nominated.

### **3. Program Chronology**

The OA program is a combination of National, Section, Lodge and Chapter events; not all of which occur each year. National events occur every 2 years (even), but Section, Lodge and Chapter events are annually executed. Participation in the OA events is highly encouraged by members of all levels, but not required. Registration for all events requires a separate system, Black Pug, which is the same used by the Tidewater Council; and payment for attendance is also made through that portal. RSVP'ing through Scoutbook, by itself, is not sufficient to support registration for OA events.

- January / February: Troop 6 Holds OA elections
- February: Elizabeth River Camping Trip / Call Out Ceremony
- 3rd Weekend in March: Blue Heron Lodge Ordeal Weekend (Pipsico)
- 3rd Weekend in April: Section E9 Conclave (Various)
- 3rd Weekend in May: Blue Heron Lodge Ordeal Weekend (Pipsico)
- July (Even Years): National Order of the Arrow Conference (NOAC) (Various)
- 3rd Weekend in August: Blue Heron Lodge Ordeal Weekend (Pipsico)
- 3rd Weekend in October: Blue Heron Lodge Fall Fellowship (Pipsico)
- November: Elizabeth River Camping Trip
- 2nd Weekend in December: Blue Heron Lodge Holiday Banquet (Various)

### **4. Uniform & OA Dues**

After being elected by their peers, and completing the Ordeal, a candidate's wooden arrow is replaced with the Ordeal Member Sash. The sash is a white cloth with an embroidered Red arrow on it, and a snap on the end. It is worn over the Right shoulder, through the epaulet of the Field uniform, down to the left pocket of the trousers. This signifies that the person is a full member of the Order of the Arrow for the remainder of their life.

a. The sash is not normally worn during normal scouting functions. Instead, a patch is worn on the right breast pocket flap indicating the Lodge the Scout/Scouter is an active member. This patch is an indication of active membership in a Lodge only, if an OA member fails to maintain his/her status as active that patch must be removed. Active status is maintained by paying dues to the Lodge annually; and that rate is voted on by the Lodge Executive Committee (LEC). The 2024 rate was \$18, with a discounted rate of \$16 if paid before March. Dues are paid through the Black Pug system, and the Troop OA Representative is able to provide that link for

b. When a candidate registers and pays for their first Ordeal, that fee

covers their membership for the next 12 months. Therefore, if the Scout was elected in February 2024, and attended the March 2024 Ordeal, his dues would not expire until March 2025. It is expected that he would pay the 2025 dues on or before March in order to maintain 'active' status within Blue Heron Lodge; paying it in January is preferred since that would ensure a discounted 2025 rate.

c. Troop 6 will add the Lodge Dues to the Troop Dues for all OA members, annually. It is expected that any member specifically requesting to NOT pay Lodge dues notify the Treasurer and OA Adviser of this decision; and subsequently remove their Blue Heron Lodge Flap from their Field Uniform(s).

## **5. Renewing OA Membership After a Significant Time-Lapse**

OA members will come from all corners of the United States and desire to come back into full active membership within a Lodge, specifically Blue Heron. Many Scouters who earned their membership as youth in a different lodge now have a Scout who gets elected and desires to join Blue Heron; others are older members who have allowed their membership to lapse and desire to renew it. In each of those cases, the Troop 6 OA Adviser will contact the Elizabeth River Chapter Adviser or the Lodge Admin Adviser and get the latest version of the transfer form. The member must fill out the form, turn it into the Lodge (via the Troop OA Adviser/E-River Adviser), and will be notified when their records are updated in the Lodgemaster system. Once that occurs, the member can go into Black Pug and pay their current year dues. Only current Lodge members can register for events, and only current Lodge members will receive notifications and update emails from the Lodge and Chapter levels.