

TROOP 272 GUIDELINES

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ARTICLE I: General

- A. Chartered Organization: Troop 272 is chartered by Milford Presbyterian Church. As stated by the Boy Scouts of America the troop will operate within the guidelines of the chartered organization's policies. The chartered organization's representative is the liaison to the troop's operating organization. The chartered organization approves all registered adult members of Troop 272.
- B. Joining Troop 272: Parents or Guardians of all applicants must meet with the Committee Chairman or another committee member as assigned by the Committee Chair before a boy will be registered with the Troop. The purpose for this meeting is to explain how Troop 272 functions, what the boy's and parents' responsibilities are, and allow the parents and boy to ask questions about the Troop. At this meeting the parents will receive copies of the troop guidelines and other pertinent troop information.
- C. Parent Involvement: The Troop cannot function without the active involvement of every parent. Accordingly, the Troop will ask each parent to volunteer for a committee or adult leader position, and participate in at least one outing or activity annually in a supervisory capacity. Adults applying for a committee position or other adult leader position are required to fill out an Adult Registration Application. As provided on the application personal references will be verified. All registered adults must complete Youth Protection training as quickly as possible and remain up-to-date with this training for as long as they are members of the troop (every two years). Training is available online at <http://olc.scouting.org/>
 1. Parents/Guardians may attend campouts, and are usually needed to drive. However, if a non-registered Parent/Guardian wishes to attend more than one campout, they must have valid Youth Protection training.
 - A. When family members participate in Troop activities, the family members are expected to support the Troop leadership, and act in a Boy Scout approved manner.
 - B. If pets are taken to Troop activities, the pets should be kept under control and not allowed to roam freely, except for during open activity time periods. The pets should always be leashed during meal preparation and meal times.
 2. All positions within the Troop are volunteer positions. Many of the positions (such as Scout Master (SM) and Assistant Scout Masters (ASM)) require the volunteers to take significant training, and to devote significant time each and every week in the execution of their positions. Parents are encouraged to participate in the planned activities, but are requested to not interfere with the activities as run by the SM/ASM/SPL. Positive and negative feedback from the activities should be provided directly to the SM or ASMs, or to the Committee Chairman.
- D. Annual Parents Meeting. The Troop Committee Chair will convene an annual Parents Meeting sometime in October. The purpose of the meeting is to review and approve plans for the ensuing year, including the next year's Activity Calendar (The Scout Master working with the PLC will develop an Activity Calendar around September), a proposed budget (provided by the Treasurer), associated fund-raising activities, elect the Troop Committee members and approve any amendments to the Troop Guidelines.
 1. Attendance at this meeting is strongly suggested for the parents/guardians of all boys currently registered with the Troop. The Committee Chair shall notify all the parents/guardians of the troop of this meeting and its purpose in writing one month ahead of time.
- E. Troop 272 keeps certain information about each family member such as health and medical information, emergency contacts, car information, etc. Each parent is responsible for notifying the Troop secretary anytime the information changes.
- F. Some sections of these guidelines refer to the Boy Scouts of America (BSA) publication "Troop Committee Guidebook" and BSA publication "Guide to Safe Scouting". These are available from the troop library and from the BSA Supply Division.

ARTICLE II: The Troop Committee — Purpose and Function

A. Troop Committee Organization and Responsibilities

1. The Troop Committee works on behalf of the chartered organization and supports the troop program. The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering quality troop program, and handling troop administration.
2. The Committee Chairman shall be the presiding officer of the Troop Committee and shall nominate persons to all non-elected committee positions subject to approval by the Troop Committee members. The Chairman is elected every year in October at the parents meeting. All troop positions have one-year terms that begin November 1st.
3. A committee member is not required to have a registered scout with the troop. However, they must have the approval of the chartering organization and be registered as an adult leader with the troop.
4. The Scoutmaster and Assistant Scout Masters are not voting members of the Troop Committee. The Scoutmaster or his representative shall attend committee meetings to report on the activities of the troop.
5. All Troop Committee positions shall be elected or appointed annually
6. The Committee Chairman, Scoutmaster, Assistant Scoutmaster or any Troop Committee member who is not fulfilling his/her obligations or not abiding by the rules of the Troop Committee may be replaced by majority vote of the entire Troop Committee. The duties and responsibilities of the position holders are outlined in the Troop Committee Guidebook.
7. The BSA Troop Committee Guidebook shall be used as a resource for the committee and troop operation.

B. The Troop Committee Positions. The support and administration of an active troop requires the participation of every committee member. Every member should be encouraged to have a working assignment. The committee chair should work to see that as many positions are filled as possible from the committee members.

1. The Troop 272 Committee shall be elected at the annual parents meeting. The Troop Committee shall consist of all the active chairman positions, but at a minimum must contain the following positions listed below:
 - Troop Committee Chair
 - Treasurer
 - Secretary
 - Advancement Chairman
 - Recruitment Chairman
 - Outdoors Activities Chairman
 - Training Chairman
 - Equipment Chairman (Quartermaster)

The duties and responsibilities of these position holders are outlined in the Troop Committee Guidebook.

2. Other Troop 272 committee positions can include (but are not limited to):
 - Webmaster
 - General Fundraising Chair
 - Popcorn Fundraiser Coordinator
 - Summer Camp Coordinator
 - Merit Badge Coordinator
 - Court of Honor Coordinator

- Uniform Exchange Coordinator
- Database Coordinator
- Newsletter Editor

Persons to fill these positions shall be volunteers who are registered adult leaders or scouts of Troop 272 and are chosen by the Committee Chairman with the approval of the Troop Committee. All registered adults on the committee have a vote unless they are specifically excluded in these guidelines (example: Scoutmaster and Assistant Scoutmaster, and the Committee Chair except in the case of a tie vote).

3. Prior to the Annual Parents Meeting, the current committee chair shall coordinate a process to inform and recruit from the parents and current committee members, those individuals interested in a Troop Committee position and other positions for the coming term. Working with the Troop Committee and the interested candidates, the chairman shall endeavor to provide a filled slate of Troop Committee positions to present to the annual parents meeting for final vote of approval. Any adult may also submit their name for consideration for a troop position at the parents meeting.
4. There shall be no limit to the number of terms for any position. A person may occupy more than one position but shall be limited to only one vote in committee decisions. When ever possible, the positions of Charter Representative, Committee Chair, and Scoutmaster should be filled by adults from three different families. When BSA training programs exist for any position persons holding such positions shall complete the training offered as quickly as possible, at the very least within a year of their selection. All committee members will complete Youth Protection training as quickly as possible and remain up-to-date with this training for as long as they are members of the troop.
5. During the year a vacated troop position shall be filled by appointment of the chairman and approved by the Troop Committee.
6. The Scoutmaster and Assistant Scoutmasters may hold a committee position, but shall not be entitled to vote as an appointed committee member. Also, the chairman should endeavor to fill committee positions with other registered adults not otherwise holding a troop position.

C. The Troop Committee - Meetings.

1. The Troop Committee members (those listed in Article II, section B above) shall meet regularly with the Scoutmaster and Assistant Scoutmaster(s) to discuss Troop Business. The Troop Committee Chair will provide a written agenda and shall schedule these meetings with enough advance notice to assure that all committee members and parents will have an opportunity to plan to attend. This schedule must also be presented to the Chartered Organization Representative. The meetings shall be open to parents, registered adult members of Troop 272 and non-Troop Committee members.
2. All committee members will be allowed to decide upon matters presented to the committee. A committee member in good standing is defined as an adult leader registered with Troop 272 with no outstanding fees. A Merit Badge counselor is a Council position and these members must also hold a registered adult leader position with the Troop in order to vote. As long as a quorum of at least five committee members are present then a simple majority will decide each issue presented to the committee for a vote.
3. Meetings are generally held on the 3rd Tuesday of each month from approximately 7:10 to 8:30 pm, during the Troop meeting (check the troop calendar at www.bsa272.org for the latest schedule changes). A minimum of five Troop Committee members will constitute a quorum.
4. The chairman shall vote only in the event of a tie.
5. Parents/Guardians and other non-registered adults wishing to address the committee are encouraged to contact the Committee Chairman in advance of the committee meeting so they may be placed on the agenda.

D. Expenditures.

1. A simple majority (> 50%) vote of the committee members will be necessary to approve expenditures of Troop funds beyond the discretionary \$50.00 allotted to the Scoutmaster.
2. Should a need arise to obtain committee approval of an expenditure on an expedited basis the Committee Chair shall contact members of the Troop Committee by telephone to discuss the matter. If a majority of the Troop Committee members agree to the expenditure then it will pass.
3. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.
4. Each check written will contain one bank-approved signature, and have one other committee member to initial the check.

E. Troop Guidelines.

1. Troop Guidelines shall be periodically reviewed by a sub-committee appointed by the Committee Chairman and Scoutmaster and approved by the Troop Committee. The sub-committee shall update the Troop Guidelines with any interim changes or proposed amendments for approval by the committee as a whole.
2. Amendments to the Troop Guidelines shall be approved by majority vote at the annual Parents Meeting.
3. Interim amendments to the Troop Guidelines may be made by a 2/3-majority vote of the committee members in attendance after introducing the amendment at one committee meeting. The amendment will be voted upon no sooner than the next scheduled committee meeting. All committee members shall be notified by the Committee Chairman at least 2 weeks in advance of any proposed changes and the date of the vote.
4. Any interim amendment passed in this manner shall remain in effect only until the next periodic Troop Guidelines review, at which time it will be offered as a permanent change. All committee members shall be notified at least 2 weeks in advance, by the committee chairman, as to the date of the meeting at which the permanent change vote is to be conducted.

ARTICLE III: Uniform

- A. The Boy Scouts of America has always been a uniformed body. The uniforms help create a sense of belonging. Wearing the uniform gives the youth and adult members a feeling of personal equality, identification, achievement, and personal commitment. The uniform should be complete and worn correctly.
- B. The first item each Scout should obtain is the Boy Scout Handbook, which contains information on rank requirements and general information on the Scouting program. The Boy Scout Handbook is needed at every Troop meeting.
- C. A new Scout is encouraged to obtain his uniform as soon as possible. Each Scout should have a Class 'A' uniform before he receives his Scout badge. The Class "A" uniform is to be worn at each Troop function, i.e. meetings, travel to campouts, church service during campouts, Scout ceremonies, and other functions as directed by the Scoutmaster. All Scouts, Scoutmaster, and Assistant Scoutmasters are expected to wear the following:

Formal Uniform or Class "A"	Activity Uniform or Class "B"
Official BSA khaki shirt (short sleeve recommended)	Any Scout T-shirt (Troop 272 t-shirt preferred)
Green Scout pants (long or short) or similar styled green khaki type pants	
Scout belt with buckle	
Official Boy Scout socks (required if wearing shorts at formal events such as a Court of Honor) or dark socks	
Shoes (no sandals). Dark shoes are required at formal events such as a Court of Honor.	Shoes (no sandals)
Green epaulettes	
Insignia for shirt:	
Great Lakes Council patch	
American flag patch (on shirt)	
Patrol patch	
Numerals "272"	
Rank insignia (provided by Troop)	

- D. The uniform guidelines above should be adhered to unless the Scoutmaster has notified the troop that the uniform is different for a specific activity or event.
- E. The troop may have uniforms that can be exchanged - See Article 9, section C.
- F. Troop 272 will provide Boy Scout epaulettes when a cub scout crosses over, or when a boy scout transfers to Troop 272. The Troop will provide a Troop neckerchief when a new Scout earns the scout rank. The scout book will be the responsibility of the family. The Scout book is considered part of the uniform and selection of the book type is the boy and his family's decision.

ARTICLE IV: Activities

- A. Troop meetings are generally held on the 2nd, 3rd and 4th Tuesday nights from 7:00 to 8:30 p.m. at Milford Presbyterian Church. Meetings are held year-round. (Check the unit's calendar each week for any schedule changes www.bsa272.org). These meetings are for all Scouts registered with the unit.
- B. Patrol Leaders Council (PLC) — The PLC is held once a month usually on the 1st Tuesday. This meeting is for all Patrol Leaders, Troop Guide, Scribe, Assistant Patrol Leader (ASPL), and Senior Patrol Leader (SPL). (Check the unit's calendar each week for any schedule changes www.bsa272.org). The Senior Patrol Leader is responsible for conducting the meeting.
- C. Camping Trips — Usually the Troop goes on a camping trip/hike/outdoor activity at least once a month.
1. The Troop's Outdoors Activity Chairman shall collect camping permission slips and the Troop Treasurer shall collect campout money (from Scout's individual *Scoutbucks* account) for each event. Permission slips will be turned over to the Scoutmaster or the adult leader in charge of the campout. Money collected for each campout will be deposited and properly recorded in a timely fashion. Other activities shall be handled in a similar fashion by the appropriate activity coordinator.
 2. The cost of each activity will be split up evenly for each Scout and each adult that attends, and is expected to be paid in full prior to the activity. When the cost for an activity isn't known, it will be estimated and any adjustment will be made after the true cost is known. The scouts are encouraged to participate in fundraisers to put money into their Scout Funds ahead of time to cover the cost of the activities. Exception: camping trips where the specific purpose of the trip is to train the scouts (example: PLC Training campout), or where the scouts are training cub scouts (example: Webelos campout), the cost of the camping trip will be paid by the troop.

3. If a scout or adult signs up for an event, but cancels or doesn't show after the cost has been incurred by the troop, the scout or adult will be charged for those costs.
 4. Shortly after arriving at a campout, the PLC will gather all the scouts and parents to communicate a common meeting place should an emergency such as a tornado occur.
 5. Scouts are required to travel to all campouts and events in their Class "A" uniform. It is also to be worn for the church service on a campouts.
- D. All activities requiring a signed permission/authorization form prior to scout participation in activity. The permission slip is available at every troop meeting. Parents are responsible for finding and signing the permission slip at a troop meeting prior to the event. Even when not participating, the form should be signed to indicate that the scout would not be participating. The permission form also validates that the insurance information on file hasn't changed.
- E. Service Projects — Following the Scout Oath of 'Helping other people at all times' and the Scout slogan, "Do a Good Turn Daily," the Troop offers various opportunities for service projects. Examples could include:
1. National BSA Service Projects such as Scouting For Food (collection of food in November)
 2. Service Projects for our Charter organization, which are required at least once a year.
- F. Courts-of-Honor are usually held three times a year to recognize any advancements, awards, Merit Badges, or leadership positions that a Scout has earned. They are typically held in August or September to recognize summer camp awards, December, and April, and the main course is funded by the troop. To keep the cost down, parents are asked to contribute food or other items for the dinners.
- G. Special community, Council, District, and Troop activities are held throughout the year. These activities may include Camporees, Expos, Merit Badge, University of Scouting Training, and Fundraisers.

ARTICLE V: Transportation

- A. Parents shall be responsible for ensuring the transportation of their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible; however the ultimate responsibility will lie with the parents. All drivers must carry liability insurance that complies with the amounts and conditions stated in the BSA Publication "Guide to Safe Scouting." All riders must wear seat belts while traveling as required by Michigan law. Parents and adult leaders must provide information about their vehicle(s) and associated insurance, and notify the Secretary, and the Transportation Chair or other event coordinators anytime the information changes. All carpools and other driving arrangements will be subject to the rules of Youth Protection and the Guide to Safe Scouting as published and defined by the Boy Scouts of America, plus any further enhancements or restrictions as decided by the Committee and entered into these Troop Guidelines.
- B. The parents are responsible for picking up their sons after a Troop activity in a timely fashion, or are at home when the Scout is dropped off by the Troop if other arrangements were made ahead of time. The Troop will not leave a Scout at home after a Troop activity unless a responsible adult is present, or one of the boy's parents has given permission. If a boy is to be dropped off somewhere other than his residence address or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by one of their parents.
- C. Troop 272 policy states that Scouts should not bring electronic devices (cell phones, televisions, compact disc or cassette players and/or electronic video games, etc.) on weekend camping trips, unless approved ahead of time by the Scoutmaster. This policy was established because weekend campouts are for team building, camaraderie, and outdoor experiences, not for calling/texting people, and playing electronic games. The one exception is if the Troop has an electronics weekend planned as part of its activities. For long trips over an hour, it is permissible for the boys to use the above equipment during travel to and from the campsites.

1. Sometimes parent want their scouts to take a cell phone in case they need to contact them. The Scoutmaster and Assistant Scoutmasters almost always have a cell phone with them, so there is no need for the scouts to bring a cell phone. If a scout brings a cell phone to a weekend camping trip, they are to give the cell phone to the SM or ASM when they arrive at camp. The SM or ASM will return the phones to the scouts Sunday morning.
2. In the event that a Scout takes an electronic device to an activity, loss or damage to any device or accessory will be the complete responsibility of the Scout, regardless of circumstances.

ARTICLE VI: Discipline

- A. 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 272 policies will, primarily, be handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.
- B. Obedience: Obedience in Troop 272 is to the Scout Oath and Laws. The Oath and Laws make being a good citizen of the Troop, camp or community possible. Obedience to the Scout Laws includes respect for Scout leadership and adult leadership, and all members and guests of the Troop. Respect for adult and Scout leadership is expected. Under no circumstances, will adult or boy leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Boys observing such activity should immediately notify the Scoutmaster or Assistant Scoutmaster when possible, or any Troop 272 adult if the Scoutmaster/Assistant Scoutmasters aren't available. The Scoutmaster, Assistant Scoutmaster, or adult notified of such activity will investigate and take immediate measures to stop such activity if verified.
- C. Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.
- D. The Scoutmaster may issue specific written rules for use at summer camp or other outings in order to cover specific conditions or to emphasize existing local camp rules. The committee shall approve these rules in advance.
- E. Enforcing Discipline:

The Boy Scouts follow a chain of command, starting with the Scoutmaster at the top, followed by the Assistant Scoutmasters, SPL, PL, and the scouts. Following describes the chain of command when a Patrol Leader has a concern/issue arise in their Patrol that the Patrol Leader cannot resolve.

1. The Patrol Leaders will handle discipline in the patrols. Patrol Leaders have the authority to ask any patrol member to leave a patrol meeting and report to the Senior Patrol Leader.
2. When the Patrol Leader cannot handle the problem, he must obtain help from the Senior Patrol Leader or Troop Guide. The only person the SPL will accept a concern/issue from is the Patrol Leader (unless the Patrol Leader is unavailable, then the concern/issue can be brought by the scout). The SPL has the authority to ask that the Scout causing the situation to leave the meeting area and report to the Scoutmaster.
3. When the SPL cannot handle the problem, he must obtain the help of the Assistant Scoutmasters or Scoutmaster. The only person the Scoutmaster or Assistant Scoutmasters will accept a concern/issue from is the SPL (unless the SPL is unavailable, then the concern/issue can be brought by the Patrol Leader).
 - a. NOTE: Life threatening/unsafe conditions should always be brought to attention of the Scoutmaster/Assistant Scoutmaster by any scout or parent immediately. Further action will be discussed with the committee chair and troop committee as required.
4. When the Assistant Scoutmasters/Scoutmaster (ASM/SM) is approached with a concern/issue, the ASM/SM will investigate the concern/issue. If the concern/issue is valid, then the concern/issue will be recorded on the Scout's record. Note the following actions:

- a. First valid SPL concern/issue — Conference with the Scoutmaster.
- b. Second valid SPL concern/issue — Conference with Scoutmaster and a phone call to parents explaining the problem and stating that one more concern/issue may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a Board of Review as a lesser disciplinary action prior to suspension from Troop activities.
- c. Third valid SPL concern/issue — Conference with Scoutmaster and parents. Based on the Scoutmaster's recommendation, the Scout may be suspended from all Troop activities for a period of time as recommended by the Scoutmaster.

The above steps are not meant to discourage either the Patrol Leaders or SPL 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. Scout leaders should remember and use their chain of command.

Likewise, if a scout or parent has a concern/issue, then should raise the concern/issue with the next person in the chain of command. If the scout or parent doesn't get what they feel is an appropriate response from that leader (either action taken, or an explanation why action wasn't required), then the scout or parent has the right to raise the concern/issue to the next higher person in the chain of command. Should the next higher person in the chain of command agree that the response taken by the first person in the chain of command was appropriate, then the scout or parent should accept the response.

- a. NOTE: Life threatening/unsafe conditions should always be brought to attention of the Scoutmaster/Assistant Scoutmaster by any scout or parent.
- F. Suspension. The Scoutmaster shall have the authority and discretion to suspend any boy who refuses to carry out the instructions of the Scoutmaster or his designated representative. In the event such a suspension occurs, the parents/guardians of the boy will be contacted immediately and will be required to arrange to take custody of the boy. The Troop shall not be liable for any costs involved; these will be solely the parents/guardians' responsibility. Any boy who has been suspended may be reinstated at the discretion of the Scoutmaster, but only after the boy and his parents have discussed the situation in detail with the Scoutmaster and are prepared to recommend a course of action to ensure that the behavior will not be repeated.

ARTICLE VII: Advancement

- A. Boy Scouts advance in rank in part by completing requirements as listed in the Boy Scout Handbook. Many of these requirements require a signature in the Handbook by an authorized individual. It is the policy of Troop 272 that only the Scoutmaster and Assistant Scoutmasters sign these individual requirements for rank in the back of the Boy Scout Handbook, upon successful completion and/or demonstration by the Scout. Other adult leaders may also be allowed to sign the back of the book, if approved by the Scoutmaster.
 1. Other adults may sign in the front of the Handbook if they have observed the requirements being met for a rank requirement.
 2. Youth signatures may sign in the front of the Handbook if they have observed the requirements being met for a rank requirement. An adult that had specific knowledge that the signing youth scout was qualified to verify compliance to the requirements must cosign the youth signature.
 3. Relatives and/or guardians of the individual scouts should not sign the back of the Handbook of the scouts under their care or in their family.

ARTICLE VIII: Scout Account

- A. Individual Scout Fund moneys are moneys held by the Troop designated for use by, and with the written or verbal authorization from a parent, for troop led activities such as camping or other scouting related expenses. Individual Scout Fund money earned by any Scout, and not used by the time that Scout leaves the Troop, shall be returned to the Scout. Any amount due to the Troop prior to the Scout notifying the Troop that they are leaving will be deducted.
- B. Scouts may use their Scout Account to pay their monthly dues, summer camp, monthly camping and merit badge expenses.

ARTICLE IX: Expenses - Scout

We recognize that Scouting can be expensive and can be a strain on a household budget. We would like to see every scout be able to participate. There will be regular fundraiser events to help reduce the strain. If you have other financial concerns that can't be met with the fundraising events, please share your concerns with Scout Master or Committee Chairman. All discussions will be held with the utmost confidentiality.

- A. Dues. Dues will be collected to facilitate the financing of Scout activities throughout the year. The Troop encourages the parents/guardians to have their sons pay their own dues. This will emphasize the 9th Scout Law - A Scout is Thrifty.
- B. The monthly dues amount may be adjusted up or down to meet the guidelines outlined in ARTICLE XI: Section A. Current dues are \$10.00 per month. The monthly dues are used to cover expenses that relate directly to the scouts' participation in the troop such as awards, patches, troop neckerchief, etc., as well as the maintenance on the Troop equipment. Dues should be paid monthly during the first meeting of the month. Dues may be paid from the boys scout account. A boy with a scout account may elect to pay the full year or part of a year at one time from that account. If a Scout hasn't paid his dues by the end of the month, the treasurer will deduct the dues from the boys scout account. Any Scout whose account is \$30 or more in the arrears for a month, may be suspended.
 - 1. A suspended Scout may participate in weekly Troop meetings, but may not participate in other activities.
 - 2. A suspended Scout may be readmitted when he pays all back dues he owes.
 - 3. Dues must be up to date in order for the scout to receive and advance in rank, but not merit badges.
- C. Uniform. The Boy Scouts of America is a uniformed body. Scouts are expected to wear the appropriate uniform to all meetings and Scouting events. The Troop may have some uniforms that can be exchanged. Parents and Scouts are encouraged to donate used uniform items to the Troop (with the appropriate patches still sewed on - the Troop will supply the patches for the new shirts.)
- D. Summer Camp. The costs for summer camp are approx. \$285.00 per week. Each Scout will be encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise.
- E. Food. Each Scout shall pay for his own food for each campout or other activity (typically around \$10 for a weekend). Use of scout account funds is a good method to pay for this expense. The amount allocated for food is incorporated into the fee charged to attend the campout (which will include additional cost for camping and activities). Scouts may also need to bring out-of-pocket cash to use at restaurants while traveling to or from a camp or activity.
- F. Registration. An annual re-chartering process with the Council occurs in January each year. The cost of re-chartering for the scouts (including one Boys Life per family) will be paid by the Troop out of the Troop funds (supported by the monthly dues). The adults will pay for their own re-chartering fees. New Scouts registering with Troop 272 shall pay the troop fee in the amount equal to the current BSA registration fee (including the Boy's Life subscription).
- G. Activity/Travel Fees. Activities such as merit badge events, sporting events, special programs and supplies associated with campouts may require additional fees as determined by the troop.

ARTICLE X: Expenses - Troop

The Troop shall be responsible for paying the following expenses:

- A. Troop Registration (annually)
- B. Scout re-chartering costs (annually)
- C. Boys Life – one per family (annually).
- D. Any additional Troop Insurance (annually)
- E. Troop equipment (as needed).
- F. Advancement pins, merit badges, etc.
- G. Required Leadership Training Costs for selected Scouts and adult leaders from the Troop, when presented and approved by the Troop Committee prior to the training registration.
- H. Troop neckerchief. When a Cub Scout crosses over to Troop 272, their Cub Scout neckerchief will be removed. The Cub Scout epaulettes will be exchanged for Boy Scout epaulettes. The Troop will provide a Troop neckerchief when a new Scout earns the scout rank. New Scouts will be provided an opportunity to build a unique neckerchief slide as well as a patrol flag and creation of a unique patrol identity thru the patrol yell and the demonstration of scout spirit opportunities.

ARTICLE XI: Fund Raising

- A. The Troop is to maintain between \$1000 and \$1500 as the Troop balance (not including individual Scout Funds) for any emergency needs. The Scout monthly dues may be adjusted up or down to stay between the above limits (see ARTICLE IX: Section B). If there is a major expenditure planned (such as purchasing a new trailer or planning a high adventure trip), the Scout Master shall work with the Troop Committee to plan for Troop fund raising activities, and the upper limit of \$1500 will not apply.
- B. Fund raising events that aren't planned for a major expenditure (as described above) will be applied to each scout's individual account. When a group of scouts get together for a fundraiser, the number of boys that participated will divide the total profit. If some of the scouts participate for a portion of the fundraiser, their amount will be pro-rated.
- C. When a troop wide fundraising event is planned for a major expenditure, all the scouts are expected to participate. The profit will go to the troop in support of the major expenditure. If a scout is unable to participate, they are expected hold a fundraiser on their own to generate a similar amount of money (prorated per scout), and donate it to the troop within 30 days of the troop wide fundraising event.
 1. If they can not collect and donate the prorated amount within 30 days of the troop wide fundraising event, the scout should contact the Committee Chairman or Treasurer for additional time.
 2. Should a scout not participate in the troop wide fund raising event, and not donate a similar amount of money to the troop within 30 days of the troop wide fundraising event, and not request additional time from the Committee Chairman or Treasurer, the Treasurer will notify the scout's parents and transfer the prorated amount from the scout's individual account to the troop account.

ARTICLE XII: Scoutmaster

The Scoutmaster is the Unit Leader, the adult leader responsible for the image and program of the troop. The Scoutmaster and his Assistant Scoutmasters work directly with the Scouts.

- A. The Troop Committee shall recruit the Scoutmaster. To allow for continuity and orderly transition between Scoutmasters the following recruitment procedures are suggested:
1. Prior to the Annual Parents Meeting, members of the Troop Committee shall act as a search committee to determine if the current Scoutmaster is willing and available to continue in the position for the next year and to determine whether other persons are interested in the Scoutmaster position.
 2. The Troop Committee shall interview each interested person and by majority vote recommend one or more of those interested as qualified for the position. The names of those persons found qualified shall be placed before the committee as a whole for a majority vote to elect. If more than two candidates are presented, a run-off between the top two vote getters shall decide. The new Scoutmaster will be announced at the next available Parents Meeting. Until a Scoutmaster has been identified, Assistant Scoutmaster(s) will assume Scoutmaster duties until open position is filled.
 3. To fulfill his/her obligation to the troop, the Scoutmaster, with the assistance of the troop committee and PLC Feedback, recruits Assistant Scoutmasters to operate the troop. Each Assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster. Assistant Scoutmasters provide two-deep leadership standards set by the Boys Scouts of America. An Assistant Scoutmaster may be 18 years old, but at least one Assistant Scoutmaster should be 21 or over so he can serve in the Scoutmaster's absence.
 4. Assistant Scoutmaster Candidates must demonstrate the desired skills of the position and must have a positive track record participating in troop activities prior to becoming an Assistant Scoutmaster.
 5. Minimum Assistant Scoutmaster Recommendation: One ASM per patrol or 10/1 boy to ASM ratio. This is used to ensure 2-deep leadership and allows the boys greater access to demonstrating skills required for advancement. ASM's are not limited to this ratio.
- B. The Scoutmaster duties are defined in the Scoutmaster Guidebook:

ARTICLE XIII: Scoutmaster's Fund

- A. A fund of \$50.00 may be maintained by the Scoutmaster out of Troop funds as working capital.
- B. The Treasurer only upon presentation of receipt(s) shall replenish this fund

ARTICLE XIV: Inquiries and Complaints

- A. All complaints and/or inquiries shall be directed to the Committee Chair.
- B. The Troop Guidelines as set forth above were reviewed by the Troop Committee and approved by a majority vote during the Committee Meeting on October 21, 2008. Updates to the Troop Guidelines were reviewed and approved by the Troop Committee by a majority vote during the annual Parents Meeting held October 20, 2009. Revision #3 updates reviewed and approved by majority vote 1/17/2012