



BOY SCOUTS
OF AMERICA®

TROOP 417
RIO RANCHO
Troop Leadership Guide

2019 Year

2018-2019

Adult Leaders Qualifications

Adult leaders must possess the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary for positive leadership to youth. They must also:

Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct.

Subscribe to the precepts of the Declaration of Religious Principle.

Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA.

Respect and obey the laws of the United States of America.

Be 21 years of age or older for primary leadership positions.

Be 18 years of age or older for assistant leadership positions.

Complete Youth Protection training (YPT) before application is processed and renew training as required.

Review the disclosure information related to the BSA's background check process and complete and sign a Background Check Authorization form.

Take leader position-specific training.

Hold only one position within the same unit. The chartered organization representative may multiple as the committee chair or a committee member.

The adult leader application process will not be complete until Youth Protection training has been completed and a criminal background check has been obtained.

Chartered Organization Representative

The Chartered Organization Representative (COR) is the direct contact between the unit and the Chartered Organization. This individual is also the organization's contact with the District Committee and the Local Council. The chartered organization representative may become a member of the district committee and is a voting member of the council. If the chartered organization has more than one unit, one representative serves them all. The Chartered Organization Representative appoints the Unit Committee Chair.

Be a member of the chartered organization.

Serve as head of "Scouting department" in the organization.

Secure a committee chair for each unit and encourage training.

Maintain a close liaison with the committee chair's for each unit.

Help recruit other adult leaders.

Promote well-planned unit programs.

Serve as a liaison between the units and the organization.

Organize enough units.

Promote the recruiting of new members.

See that boys transition from unit to unit.

Assist with unit rechartering.

Encourage service to the organization.

Encourage the unit committee to hold meetings.

Cultivate organization leaders.

Encourage outdoor program activities.

Emphasize advancement and recognition.

Utilize district help and promote the use of district personnel and materials.

Use approved unit finance policies.

Encourage recognition of leaders.

Cultivate resources to support the organization.

Represent the organization at the council level.

Be an active and involved member of the district committee. Can multiple-register as a unit committee chair or unit committee member.

Troop Committee Chairman

The Troop Committee Chair is appointed by the chartered organization and registered as an adult leader of the BSA. The troop committee chair appoints and supervises the troop committee and troop adult leaders.

Duties

Organize the committee to see that all functions are delegated, coordinated and completed.

Maintain a close relationship with the chartered organization representative and the Scoutmaster.

Interpret national and local policies to the troop.

Prepare troop committee meeting agendas.

Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.

Ensure troop representation at monthly roundtables.

Secure top-notch, trained individuals for camp leadership.

Arrange for charter review and recharter annually.

Plan the charter presentation.

Troop Committee

The Troop Committee supports the troop and the Patrol Leaders' Council, but the troop is led by the youth.

Description

The Boy Scout Troop Committee's primary responsibility is supporting troop leaders in delivering quality program and handling troop administration. The troop committee is responsible for conducting the business of the troop, setting policy, and helping the Scoutmaster and Scouts with the outdoor program and other planned activities. The committee also has the responsibility to provide adults for boards of review. This is an important responsibility and is one area where help is always needed and appreciated. The committee consists of parent volunteers or other adults who fulfill various roles on the committee.

Minimum positions for a chartered troop

A chartered Boy Scout troop requires a Chartered Organization Representative, a Committee Chairman, at least two committee members, and a Scoutmaster.

Positions:

1. **Troop Treasurer:** The unit treasurer is appointed by the committee chair to handle unit funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting (FOS) campaign, and supervise fundraising.
2. **Troop Fundraising Chair:** The Unit Fundraising Chair, also called the "Popcorn Kernel" in some councils, is appointed by the Troop committee chair to supervise Fundraising and ensure that every youth member has the opportunity to participate in Popcorn sales or other council Fundraising events.
3. **New Member Coordinator (NMC) and Advancement Chair:** The New Member Coordinator and Advancement Chair is appointed by and reports to the troop committee chair. The role is to welcome youth and their families to the unit and engage with them so that they stay in the unit. Advancement Chair is To ensure that the unit has at least monthly boards of review, quarterly courts of honor, and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The advancement coordinator is also responsible for record keeping and submitting advancement reports.
4. **Web Master:** The unit Webmaster is appointed by the committee chair to Organize and maintains the troops ScoutBook account. The Web master works with the NMC Advancement chair to ensure that all Scout and advancement information is correct and current.

5. **Troop Outdoor/Activities Chair:** The unit outdoor/activities chair is appointed by the committee chair to secure tour permits and permission to use camping site, serve as transportation coordinator, and ensure a monthly outdoor program.

Parent / Guardian Non Committee Position Members

1. **Social Media:** Maintains Facebook and other social Media postings.
2. **Merit Badge Counselor:** Persons serving as merit badge counselors must be registered as a merit badge counselor with the Boy Scouts of America. They must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to serve as merit badge counselors, as well as the ability to work with Scout-age boys.

Register merit badge counselors by using the adult leader application. All merit badge counselors must be approved by the council advancement committee. Merit badge counselors are not required to pay a fee if they are only registered as merit badge counselors.

There is no restriction or limit on the number of merit badges an individual may be approved to counsel for, but they must be approved by the committee for each specific merit badge.

There is no limit on the number of merit badges a Scout may earn from one counselor.

3. **Camping, Hiking, and Scouting Activities:** Parents must have current Youth Protection to assist in activities while working with the youth.

Direct Youth Contact Leaders

Scoutmaster

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains boy leaders to run the troop by providing direction, coaching, and support.

Assistant Scoutmaster(s)

An Assistant Scoutmaster is one of the adult leaders age 18 or over who assist the Scoutmaster in delivering the troop program.

The Scoutmaster and Assistant Scoutmasters are NOT formal members of the committee. The Scoutmaster and Assistant Scoutmasters are advisers to the committee. They may attend committee meetings to communicate scout plans and to coordinate the needs of the Scouts. This factor is important to remember during Boards of Review because the Boards of Review also serve as quality checks of the Scouting program as delivered by the Scoutmaster and the Assistant Scoutmasters.

Responsibilities

1. Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
2. Ensures that all youth leadership is approved, registered, and trained and current in Youth Protection Training.
3. Ensures that all Youth Protection policies and guidelines are followed.
4. Provides adequate meeting facilities.
5. Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
6. Supports leaders in carrying out the program.
7. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
8. Obtains, maintains, and properly cares for troop property.
9. Ensures the troop has an outdoor program (minimum 10 days and nights per year).
10. Serves on boards of review and courts of honor.
11. Supports the Scoutmaster in working with individual youth and problems that may affect the overall troop program.
12. Provides for the special needs and assistance some youth may require.
13. Helps with the Friends of Scouting campaign.
14. Assists the Scoutmaster with handling youth behavioral problems.

BOY/CUB SCOUT TROOP 417
St. Francis Episcopal
Rio Rancho, NM
TROOP/PACK BY-LAWS
Current as of August 2016

ARTICLE 1

GENERAL

SECTION 1

The chartered organization for Boy/Cub Scout Troop 417 is St. Francis Episcopal Church, Rio Rancho, New Mexico. Ultimate responsibility for the troop belongs to the charter organization's designated representative.

SECTION 2

Troop 417 was established December 1, 2010 to serve the youth of the community as a whole. The troop operates in accordance with the policies of the Boy Scouts of America, the policies, procedures and canons of the Episcopal Church, and Troop 417 By-Laws.

Pack 417 was established June 1, 2016 to serve the youth of the community as a whole. The pack operates in accordance with the policies of the Boy Scouts of America, the policies, procedures and canons of the Episcopal Church, and Pack 417 By-Laws

In order for each boy to obtain full benefits from scouting, the cooperation and participation of the boy's parents or legal guardians are required. Service to the troop by either parent is expected for the duration of the boy's participation in Troop 417. This may be in an active leadership role (e.g., Assistant Scoutmaster, treasurer, secretary, committee member, merit badge counselor, etc.) or by assisting the troop in times of need (e.g., volunteering for short term training activities, providing transportation, etc.).

ARTICLE 2

ADVANCEMENTS

SECTION 1

Upon advancement of a Boy/Cub Scout, when certified by an appropriate leader and the advancement coordinator, the troop will provide the following:

Totem, belt loop, arrow head, etc.

Merit badge and card.

Rank advancement card and patch. (Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle)

All specialty awards

Replacement items will not be the responsibility of the troop.

SECTION 2

Rank advancement presentations will be made throughout the year at troop meetings. Additional recognition will be made at the subsequent Court of Honor event. Formal rank advancement ceremonies and presentations should be held in high regard, as they are important factors in a Scout's progress in Boy/Cub Scouting. If the Scout is not present at the troop meeting, all awards will be given to the advancement coordinator for presentation at the next meeting.

SECTION 3

All awards are preferably presented at troop/pack meetings so as to maintain the continuity and immediacy of recognition for Scouts.

SECTION 4

The troop finances and purchases rank advancement and intermediate recognition awards via the general account. Patrols are not expected to purchase awards.

ARTICLE 3

TROOP FINANCES/DUTIES

SECTION 1

The troop/pack will operate a treasury managed by the troop/pack treasurer. The treasurer will be a registered member of the troop committee and may not be a family member of anyone named in Article 3, Section 2. The treasurer shall maintain the troop budget on a monthly basis. The treasurer's duties will be passed to the assistant treasurer or committee chairperson in the absence of the treasurer.

SECTION 2

A checking account will be established with a recognized local banking institution. All checks will be signed by either the Scoutmaster or Committee Chairperson. The treasurer will not be an authorized signature on the troop account.

SECTION 3

The treasurer will review each monthly bank statement and balance it against receipts received. Bank statements will be available for review by committee members.

SECTION 4

The treasurer will maintain a current Troop Financial Record book/file, listing all the transactions concerning the treasury. In addition, the treasurer will maintain a file of receipts for all expenditures for a period of 2 years. The treasurer, or his/her representative, will report in writing the treasury balance and summary of transactions for the past month to the troop committee at each monthly committee meeting. The treasurer will also supply a statement of scout account balances to senior leaders or the Scout's parent upon request.

SECTION 5

The treasurer will audit the Troop's Balance Sheet annually with the committee chairperson one month prior to the State of the Troop/Pack (Re-Charter) meeting with chartered organization representative.

SECTION 6

The treasurer will coordinate with the secretary or committee chairperson, who is responsible for the processing of new youth and adult applications. All processed applications will be given to the committee chairperson for safeguarding.

SECTION 7

An annual budget will be prepared by the troop committee and approved by a simple majority vote of the troop committee. The annual budget may be adjusted as necessary at monthly committee meetings.

ARTICLE 4

SCOUT & TROOP FINANCES

SECTION 1

The initial fee for registration for new scouts is \$25.00.

A yearly registration fee of **\$35.00** per Boy Scout is charged each October. Additional registered Scouts in the same family are charged \$15.00 each. This fee covers annual registration, one subscription to Boy's Life Magazine and troop insurance.

SECTION 2

For each registered Scout the troop will maintain an individual accounting of their accrued funds. Accrued funds can be used for:

- Payment of annual dues due to the troop.
- Expenditures at BSA sponsored activities such as summer camp. Any withdrawal from Scout's accrued funds must be authorized in writing by the Scout's parent/guardian.
- Equipment or supplies for BSA or troop sponsored activities, *with preapproval* and submission of a receipt for reimbursement from the Scout's account.
- To cover parent/guardian participating in BSA sponsored activities such as summer camp in the capacity of leader/chaperone as approved by the committee.
- Other items as approved by committee.

Individual account funds shall not be used for:

- Incidental expenses, activities or equipment not related to BSA or the troop.

SECTION 3

Accrued funds may be transferred between family members upon written parental consent (e.g. brother to brother).

SECTION 4

Leaders or Scouts, with written permission from their parent/guardian, have the opportunity of 'opting out' so that their fundraising dollars are redistributed among the other participants.

SECTION 5

Accounts shall be maintained for the duration of the Scout's or leader's commitment to BSA. Balances shall carry from year to year.

SECTION 6

Should a Scout leave or transfer out of Troop 417, the treasurer shall maintain the Scout's individual account as open until the end of the charter year (December) or six months, whichever is longer. Scout monies not claimed following this period shall be converted to the troop's general account or the Gary Lonz Memorial fund as designated by the committee.

After a boy leaves Troop 417, funds accrued within their individual account can only be transferred to another BSA organization, or shall be forfeited and transferred to the troop general account or the Gary Lonz Memorial fund as designated by the committee.

SECTION 7

In special cases where the Scout cannot pay his annual registration dues, the leader will refer the situation to the committee chairperson. A tenet of the troop is that no boy shall go without Scouting because of financial difficulties. The Scout's parents or guardian shall participate with fund raising activities to off-set any financial hardship and can then apply to the committee for financial assistance from the Gary Lonz Memorial fund.

SECTION 8

The Scout and his family shall pay for the Scout uniform, handbook and appropriate insignia. Scouts are responsible for replacing lost or damaged items at their expense. In cases of financial hardship please refer to Article 4, Section 7.

ARTICLE 5

TROOP MEETINGS

SECTION 1

Troop/Pack meetings, will be held weekly, and shall be planned and coordinated by the patrol leadership, den leaders and overseen by the Scoutmaster/Cub master and or assistant. Troop/ Pack meetings may be Scout led and leader guided program and are designed for Boy/Cub Scout and perspective Scout involvement only.

SECTION 2

All Scouts are expected and encouraged to hold some position of responsibility in either the den, troop or patrol.

SECTION 3

As the BSA uniform creates unity of purpose and commitment to the principles of Scouting, all Boy Scouts and leaders are expected to wear uniforms at troop meetings and activities.

SECTION 4

The troop/pack program is year round. Specific black out dates will be approved by committee at the biannual troop program planning meeting.

ARTICLE 6

FUND RAISING ACTIVITIES

SECTION 1

All money earning projects will be in the best interest of Scouting and must be approved by a majority vote of the troop committee. All proceeds of said projects will be deposited in the general account of the troop. Following deposit in the troop general account, proceeds will be allocated in accordance with Article 6, Section 3.

SECTION 2

Each boy is expected to do his share to help raise money for Troop/Pack 417. This is done by participating in troop and council sponsored fundraisers or other means approved by the committee.

SECTION 3

Prior to any fundraising project, the committee will determine the percentage, if any, of the profits to be allocated to the Scouts' individual accounts, the percentage to be allocated to the troop general account and the Gary Lonz Memorial fund.

SECTION 4

The formula used to determine the amount that will go in to each Scout's account may be as follows: The total amount of the proceeds derived from said event divided by the total number of all the participant's hours. This will provide a base line of the dollar amount the Scout and/or leader earned per hour.

ARTICLE 7

ESTABLISHMENT OF PATROLS (Boy Scouts and WEBLO Scouts)

SECTION 1

The number of boys in a patrol will be up to the judgment of the committee. Generally, patrols range in size from six to eight scouts.

SECTION 2

Patrol positions are filled by patrol voting ballots. Positions are filled approximately every six months barring extenuating circumstances. Final placement must be approved by the Scoutmaster with input from the senior patrol leader and junior assistant scoutmasters.

ARTICLE 8

SENIOR PATROL LEADER (Boy Scouts)

SECTION 1

Senior patrol leader applicants must be at least the rank of First Class. Applicants for the assistant senior patrol leader must be the rank of First Class.

SECTION 2

Patrol leader and assistant patrol leader positions will be filled by voting ballots. All registered Scouts, in Troop 417 have one vote. Positions are filled approximately every six months barring extenuating circumstances. Final placement must be approved by the committee.

SECTION 3

Senior patrol leader's duties will include conducting and maintaining good order at troop meetings and other troop activities. He will assist the Scoutmaster and assistant Scoutmasters.

ARTICLE 9

DISCIPLINE

SECTION 1

The first step in all instances of inappropriate behavior by any Scout will be to bring the behavior issue(s) to the attention of the Scouts parents. In such cases where the Scouts behavior is of a serious nature, the parent will be asked to meet in person with the Scoutmaster or Assistant Scoutmaster and Committee Chairperson. Discipline should occur in private unless the imminent safety of any troop/pack member has been jeopardized.

SECTION 2

Failure to act as a good Scout and respect the by-laws of this troop during any troop activities may result in being asked to leave the activity. Continued misconduct will result in the suspension of the Boy/Cub Scout from further activities until the Scoutmaster and committee chairperson can review the Boy Scout's misconduct and determine the appropriate action to be taken. Any and all discipline will be in accordance with the most recent edition of the Scoutmaster's Handbook.

ARTICLE 10

SPECIAL OUTINGS OR EVENTS

SECTION 1

A BSA Parental Consent form signed by the parents or legal guardians of the Scout is required for all Scouts attending troop sponsored functions in which the parent or legal guardian is not attending outside the regular meeting places. These forms shall be signed and returned to the leadership prior to the function. Scouts will not be taken on an outing without one. To guard against liability issues, all outings by the troop shall have approved tour permits filed in the council office prior to the event.

SECTION 2

At the beginning of each year, or as needed, Troop/Pack 417 shall review the need for and committee or leadership positions.

ARTICLE 11

TROOP LEADERSHIP

SECTION 1

Any adult may apply to become a troop leader subject to the approval of the troop committee, the chartered organization and the Boys Scouts of America. These individuals carry out the program of the troop following BSA Guidelines.

SECTION 2

The standing troop/pack committee is a group of adults approved by the chartered organization representative to administer the troop.

SECTION 3

Any member of the troop/pack committee who fails to act in the best interest of the troop may be asked to resign or may be recommended by the Scoutmaster and or Assistant(s) Scout Master. and or committee chairperson to the chartered organization representative to be relieved of his/her duties. Final approval by the chartered organization will be necessary prior to an involuntary dismissal of a standing committee member.

SECTION 4

Any leader or committee member who wishes to step down from his or her position is expected to give written notice to the committee chairperson and scoutmaster.

SECTION 5

All adult leaders must obtain Child/Youth Protection training as required by BSA policy. Troop leadership is encouraged to take advantage of annual training opportunities to maintain the current knowledge and skills to be effective leaders of Troop 417. As needed, the committee will sponsor specific training to directly address issues within the troop.

SECTION 6

All leaders will have access to the following publications online via the BSA website: The Scoutmaster Handbook, the Boy Scout Leader Book, the Boy Scout Requirements book, Field Manual, Troop Committee Guide Book and the Boy Scout Troop Program Features Volumes 1, 2 and 3. All troop leaders and committee members are expected to adhere to the roles and responsibilities detailed in the Boy Scout Leader Book.

ARTICLE 12

VOTING RULES

SECTION 1

Troop/Pack 417 committee members and a parent or legal guardian of a Boy Scout registered in Troop 417 have voting rights on troop operations and activities. However, each registered Scout is limited to 1 adult representative per item raised for a vote. Voting rights are expanded to troop leadership as described in Article 11, Section 1.

SECTION 2

A majority of standing committee members and a simple majority of registered troop committee members present are required for passing other troop business.

ARTICLE 13

BOY SCOUT LONGEVITY

SECTION 1

Scout rank, advancement and enrollment will be in accordance with the BSA policies.

ARTICLE 14

INSURANCE

SECTION 1

The troop shall be covered by the unit accident insurance offered by the BSA Council.

ARTICLE 15

CHARTER

SECTION 1

The committee chair shall review the troop's/pack's registered adults and youths on an annual basis. Completion date of the charter renewal shall be no later than November 15th.

SECTION 2

Troop/Pack 417 is chartered by the Boys Scouts of America on a calendar year basis.

ARTICLE 16

DRESS CODE

SECTION 1

Uniforms gives boys a sense of belonging, a sense of pride, and encourages proper behavior. All Scouts and leaders are required to obtain and wear uniforms to all Scout functions unless otherwise specified. If a Scout has problems in obtaining appropriate clothing, the situation will be presented to the troop committee for possible resolution.

SECTION 2

Adult leaders are expected to set the example by wearing Scout Leader uniforms to all troop functions, unless otherwise specified.

ARTICLE 17

SCOUT REQUIREMENTS

SECTION 1

Requirements for boys to join Boy/Cub Scout Troop 417 are those found in the BSA *Application to Join a Troop* form. Age and parental consent are essential to determining a boy's eligibility to join the troop.

SECTION 2

All Scouts shall be offered Youth Protection Training online via the BSA website.

ARTICLE 18

AMENDMENTS

SECTION 1

These by-laws may be amended upon written request of any adult troop/pack member at any troop committee meeting; provided a copy of the proposed amendment is submitted to the committee chairperson one month before a regularly scheduled monthly meeting is held, and a majority of the registered troop standing committee and troop committee members present agrees to the amendment. A statement of reasons supporting the proposed amendment must accompany the submittal.

SECTION 2

Upon change, addition or removal of any part of these by-laws, copies will be provided to all adult leaders registered in the troop, the chartered organization representative, and, upon request, any parent of a boy registered to the troop.

SECTION 3

These by-laws will be reviewed annually by each troop standing committee member and troop committee member no later than 30 days prior to the troop's charter renewal.

SECTION 4

These by-laws are subject to final interpretation by the majority of the troop committee and recommendations of the Scout / Cub master and or assistant(s) Scout / Cub master.

SECTION 5

An original copy of these by-laws and changes/revisions there to, will be dated and signed by the Scoutmaster, committee chairperson and chartered organization representative. The secretary, committee chair and chartered organization representative will each keep an original signed copy on file. The Troop/Pack by-laws shall be made available to any parent or legal guardian of a scout in troop/pack 417 that is registered in good standing for review upon request. A copy of the Troop/Pack by-laws may be purchased by parent or legal guardian of a registered scout in pack/troop 417 in good standing at cost. It shall be the responsibility of the purchaser to insure that they have the most current version of the by-laws should any changes occur.

ARTICLE 19

APPROVALS

Signature on line:

Print Name: _____
Scoutmaster

Date

Print Name: _____
Committee Chairperson

Date

Print Name: _____

Date

Chartered Organization Representative

Notes

Most Current version on file as of August 2016



**Be Prepared
Always.**

Troop 417 Rio Rancho



Photo Release Form

I grant permission to Troop 417 Rio Rancho to record my image, likeness, and/or voice on a photographic, video, audio, digital, electronic, Troop Newsletter, Troop Facebook page, Troop website, Counsel and or District or any other medium; to use, reproduce, modify, exhibit, and/or distribute any such recording in any medium for any purpose that the troop may deem appropriate, including promotional or advertising efforts; and use my name in connection with any such recordings or uses.

I understand that I shall have no right to inspect or approve any such recordings and uses that they shall remain the property of Troop 417 Rio Rancho I release Troop 417 Rio Rancho and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with all such recordings and uses. I have read and fully understand the terms of this release.

I hereby agree to release and hold harmless Troop 417 Rio Rancho via electronic or media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any re-use, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in production of the finished product. It is the discretion of Troop 417 Rio Rancho to decide whether to use the image.

I am 18 years of age and I am competent to contract in my own name for my child / dependent. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Scout's Name: _____ Date: _____
Address: _____

Parent or Guardian Name
(Print) _____ and Signature _____ Date _____
Email: _____
Phone: _____ Cell: _____

BSA TROOP 417 Rio Rancho NM. YOUTH CONDUCT PLAN - January 1, 2019 through December 31, 2019.

CODE OF CONDUCT

Annually, at recharter time, each Scout will review the Code of Conduct agreement. If the Scout agrees to abide by the Code, he will sign the form and return the signed Code of Conduct form to the Scoutmaster and a copy will be kept on file. After the recharter date of December 31st, any Scout who has not turned in a signed Code of Conduct form to the Scoutmaster will not be permitted to participate in Troop 417 meetings, events or activities until the form is signed and turned in to the Scoutmaster.

GOOD CONDUCT RECOGNITION

Troop leadership will strive to recognize, acknowledge and when appropriate, reward good conduct.

ADDRESSING INAPPROPRIATE CONDUCT AND CONSEQUENCES

Conduct in defiance of the Code of Conduct will be addressed by the leadership without parental/guardian involvement of the youths. It is expected that individuals involved in specific incidents/disputes will first attempt to resolve an issue between them before anyone else (youth or adult) needs to become involved and when appropriate.

If a conduct issue or problem is not resolved, it will then be addressed by the leadership. **Addressing the problem may automatically go to the leadership based on the severity of the conduct, nature of the issue and/or the number of individuals involved.**

Resolution processes may include, but are not limited to:

- Leader(s) may address inappropriate conduct and identify acceptable resolution.

- Meeting of the individual(s) involved with the appropriate leadership, youth and/or adult, to discuss the issue and planned resolution.
- Meeting of Scoutmaster and other adult leadership to determine resolution.

Consequences may include any one or more of the following, but not limited to:

- Apology to any party/parties involved.
- Written reflection on the point of the Scout Oath or Law that was not followed.
- Assigned specific rectifying tasks related to the incident.
- Removal from activity and/or suspension from participation in future activities.
- Removal from leadership position.
- Suspension or removal from the Troop.
- Other actions as determined by the Scoutmaster, Assistant Scoutmaster and/or Troop Committee.

In any instance where it is determined by the Scoutmaster and/or other adult leader(s) that a Scout is endangering himself and/or others and is noncompliant with direct verbal instructions, and to ensure the safety and well-being of all involved, camp/event staff and/or local authorities will be called to address and remedy the incident at hand.

Parents/Guardians must at all times be prepared to travel to and pick up or arrange alternate appropriate transportation from an event/activity for their child in the event they are removed from an event/activity for cause or in an emergency. Parents/Guardians must provide the Troop with valid standard and emergency contact information before an event/activity.

In order to provide a positive and safe environment for all Scouts; while offering opportunities for wonderful adventures and experiences, the following Code of Conduct has been established and must be agreed to:

1. I will follow the Scout Law, Scout Oath, Scout Motto, Scout Slogan and Outdoor Code. I will remember that these are the basis for all Troop/BSA rules and policies and should be the basis for all of my actions.
2. I will follow the posted and/or verbal schedule of activities and assignments specified by the Troop youth and adult leadership at all times. I will do my best to be on time and wearing the appropriate assigned uniform for all Troop/BSA events.

BSA TROOP 417 YOUTH CONDUCT PLAN - January 1, 2019 through December 31, 2019.

3. I will not use or possess any alcoholic beverages, tobacco of any kind, and/or any illegal drugs, substances, weapons, devices or any other inappropriate items as directed by the Troop leadership. If found or detected, my parent(s)/guardian(s) and/or law enforcement will be notified immediately and I will be banned from all Troop activities until the Troop Committee approves my reinstatement.
4. When at Troop/BSA activities, I understand, unless otherwise posted, that when lights are out, I will be quiet and in my quarters no later than 10:00 PM. No visitors will be allowed in other people's quarters from 10:00 PM until 6:00 AM unless otherwise instructed. I understand that sounds that can be heard outside my quarters after lights out are disrespectful and disturbing to others. Lack of compliance will be addressed by the Troop leadership as necessary.
5. I will take responsibility for any property owned by a camp, the Troop or any other individual or organization that is damaged due to my actions.
6. I understand that the use of profanity or abusive language and/or physical confrontation of any kind will not be tolerated under any circumstances. In any incident (including, but not limited to) where inappropriate, aggressive, combative, explicit or harmful physical contact, posture or actions occur, or where foul, abusive, disrespectful, explicit, demeaning or offensive language, or where hazing, intimidation or humiliation tactics, postures and/or threats occur, the Scout(s) involved will immediately be expelled from the Troop. I understand that the Troop have a zero tolerance policy on these issues.
7. I will not bring any electronic devices, such as, but not limited to, AM/FM radios, "walkmans", iPods, CD players, MP3 players, game devices, Phones, etc. to any Troop/BSA event including Troop meetings.
8. I will not personally possess matches and/or lighters, etc. and will use the Troop issued matches and lighters, etc. only when appropriate, safe, and only if I hold a valid Firem'n Chit card, and only when instructed to do so by a leader.
9. I will follow all Totin' Chip rules when using BSA approved knives, saws, axes or any other type of cutting tools. Non-folding, automatically opening or other inappropriate knives, etc (as determined by the Troop) are not permitted at any time. I also understand that my parent/guardian must give me permission to carry an appropriate knife at Troop/BSA events and that I may NEVER carry any knife or cutting tool to school.

10. I will not wear any item of clothing that does not fit with the Scouting Program. T-Shirts, headwear, etc. that have inappropriate sayings, graphics, logos, etc. may not be worn at any Scouting function when in civilian attire or the activity (Class B) uniform. Only Scouting or plain attire may be worn. At no time are camouflage or military clothing items to be worn to Scouting functions. Clothing that has spikes, chains, other inappropriate or dangerous adornments, etc. may not be worn. Accessories that pose a safety hazard and/or do not fit with the Scouting Program may not be worn. This to include, but is not limited to inappropriate jewelry and body piercing items. Clothing must be worn properly at all times. If a member of the leadership instructs me to change attire to be more appropriate for Scouting, I will comply.

11. Troop 417 is primarily responsible for the conduct, safety, and welfare of our members at all activities and events. At District, Council, Regional or National events, as well as at BSA camps, all District/Council/camp staff members have the right and responsibility of helping and correcting any problem they encounter. I will follow the directions of and offer proper respect to those leaders/staff as if they were my own Troop leaders.

12. I will act appropriately at all events and activities, particularly those events and activities where adult and youth members of the opposite gender are present or participating.

13. I understand that public displays of affection with members of the opposite and same sex gender, including, but not limited to, kissing, hand-holding, etc. are not appropriate for Troop, BSA activities. A hug or kiss other than that which is part of a customary greeting, etc, is not appropriate.

14. I will respect the privacy and boundaries of all individuals, regardless of gender or age at all times.

15. I will follow BSA Youth Protection guidelines and policies at all times

BSA TROOP 417 ADULT CONDUCT PLAN - January 1, 2019 through December 31, 2019.

I agree to this Code of Conduct and will comply with this and all other rules, policies, regulations and guidelines set forth by the Boy Scouts of America, Troop 417.

I understand that violation of *any* of these will be addressed and may result in disciplinary action by the adult leadership in conjunction with the unit Committee.

I understand that revisions to the Code of Conduct may be necessary from time to time by the Troop Committee and that I will be given a copy of those revisions when made.

YOUTH:

Name _____ Signature _____

Date ____/____/____

PARENT(S)/LEGAL GUARDIAN(S):

Name _____ Signature _____

Relationship to Youth Member _____

Date ____/____/____

Name _____ Signature _____

Relationship to Youth Member _____

Date ____/____/____

This Youth Code of Conduct is BSA Troop 417 Committee approved. These policies may be amended by a majority vote of Troop Committee members present at a Troop Committee meeting and shall be effective immediately upon approval and adoption.

Date of adoption of this BSA Troop 417 Adult Code of Conduct: 06-05-2018

