

# Scandia Boy Scout Troop

173

Sponsored by Elim Lutheran Church of Scandia, MN



## "A Scout is Loyal"

Purpose, Aim, Bylaws and Policies  
Adopted January 10, 2012

# PURPOSE OF THE BOY SCOUTS OF AMERICA

The Boy Scouts of America exists to provide for boys an effective program designed to build character, train in the responsibilities of citizenship, and develop personal fitness. It thus helps in the development of strong American citizens who:

- Have a high degree of self-reliance
- Are physically, mentally, and emotionally fit, showing initiative, courage, and resourcefulness.
- Have clear and positive personal values.
- Have the desire and the skills to help others.
- Understand the principles of America's social, economic, and governmental systems.
- Are proud of their American heritage and understand America's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fulfill the responsibilities of participating in and giving leadership to American civic society and in the forums of the world.
- Know how to lead and know how to follow as appropriate in a given situation.

The BSA accomplishes this by delivering its program in partnership with groups with compatible goals, including religious, educational, civic, fraternal, business, labor, and governmental bodies.

## **THE SCOUT OATH**

On my honor I will do my best  
To do my duty to God and my country,  
And to obey the Scout Law.  
To help other people at all times;  
And to keep myself physically strong,  
mentally awake, and morally straight.

## **THE SCOUT MOTTO**

"Be Prepared"

## **THE SCOUT SLOGAN**

"Do a good turn daily"

## **THE SCOUT LAW**

*A Scout is:*  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
Reverent

# THE AIM OF THE BOY SCOUT PROGRAM

## **IDEALS**

The ideals of Scouting are spelled out in the Scout Oath, Motto, Slogan and Law. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them he has some control over what he becomes.

A scout pays his own way. The program provides opportunity to participate in events that will help fund all expenses with a real feeling of accomplishment and self-reliance.

## **PATROLS**

The patrol method gives Scouts an experience in group living and participation in citizenship. It places a certain amount of responsibility on scout shoulders and teaches boys how to accept it. The patrol method allows scouts to act in small groups where they easily can relate to each other. These small groups determine troop activities through their elected representatives. The representatives include the Patrol Leader and Assistant Patrol Leader in the Patrol and the Senior Patrol Leader and Assistant Senior Patrol Leader of the Troop, and occasionally, the Junior Assistant Scoutmaster.

## **OUTDOORS**

Boy Scouting is designed to take place outdoors as much as possible. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.

“Camping is the great point in scouting which appeals to the boy, and the opportunity to teach him self reliance and resourcefulness, besides giving him health.”

Being close to nature helps scouts gain an appreciation for nature and man's place in it. The outdoors is the laboratory for scouts to learn ecology; and practice conservation of nature's resources.

## **ADVANCEMENT**

Scouting provides a series of personal challenges with surmountable obstacles and steps to overcome through the advancement method. The scout plans his advancement and progresses at his own pace as he overcomes each challenge. The scout is rewarded for each achievement earned, which helps him gain self-confidence. Each step in the advancement process helps a boy grow in self-reliance, self assurance and his ability to help others.

## **ADULT ASSOCIATION**

Boys learn from examples set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man's development. By seeing what their adult leaders have achieved through leadership, service and citizenship, boys gain confidence in what may be possible for them to achieve as well.

## **PERSONAL GROWTH**

As scouts plan their activities, and progress toward their goals, they experience personal growth. The “Good Turn” concept is a major part of the personal growth method of scouting. Boys grow as they participate in community service projects and do good turns for others. There may be no other device as successful in developing a basis for personal growth as the daily Good Turn.

**Aims:**

Boy scouting works toward three aims:

- Moral strength and character.  
We may define this as what the boy is himself: his personal qualities, his values, and his outlook.
- Good citizenship.  
Used broadly, citizenship means the boy's relationship to others, particularly as a citizen in a participatory democracy. He comes to learn of his obligations to other people and to the society he lives in.
- Physical, mental, and emotional fitness.  
Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, kindness, trustworthiness, and self-respect).

The methods are designed to accomplish these aims. Thus it is important that you know and use the methods of scouting.

**Uniforms:**

The Boy Scout uniform designates pride through identification that he is a member of his troop and the Boy Scouts of America. The Uniform makes everyone equal. It is only the success of the boy in the program that distinguishes him through his Rank achievement and his merit badges. His success in proper uniform and insignia distinguishes his success in the program.

## Adult (Parental) Involvement

As the Troop grows and transitions scouts from year to year, so does the need for fresh adult (parental) involvement. Parent involvement will help in understanding the Boy Scout program and keep you as a parent in tune to your scout's responsibility to the Troop. If your child is a member of Troop 173, then you, as his parent or guardian, are also a member of Troop 173.

The parent participation from both dads and moms is needed in all areas of the Troop and you are expected to choose the areas that most closely meet your time constraints, talents, and interests. Each family should commit to attending one campout during the year and/or filling one 24 hour shift at Camp Tomahawk during summer camp.

Our goal, as parents, is to help mold the lives of young men into strong, productive, responsible citizens. In the appendix is a list of all the opportunities for parent involvement. Each opportunity comes with supportive adult leaders and training when someone volunteers for duty. We are all in this together.

Please take time to participate in the program. Attend a Troop committee meeting and all parent meetings to understand how the program works and how you may support the program. It really does take YOU to make it succeed.

Please encourage your scout and his peers to persevere and succeed in the program. You may be the key to their success in life.

# TROOP 173 BYLAWS

## Article I: Membership

- A. Troop membership shall be open to any boy who has completed the fifth grade, or is between 11 years of age but is not yet 18 years of age.
- B. Membership will be dependent on the payment of annual dues (paid at rechartering in December.)
- C. To be considered an active member in good standing, a Troop member must maintain registration with the Boy Scouts of America, attend at least 50% of the Troop activities, and have his annual dues paid.
  - 1. Any scout attending less than 50% of Troop activities within a 4 month period without prior approval of the scoutmaster shall be considered inactive.
  - 2. Any scout not paying his annual dues will be dropped from the Troop roster at rechartering.
  - 3. Dues paid will maintain membership for the duration of one year.
  - 4. Dues will cover registration with the BSA for one year, insurance, and optionally, a one year subscription to Boys Life magazine (Boys Life is optional, but one subscription per family is highly recommended).
  - 5. Troop fees: The Troop raises much of its general operating funds with an annual spaghetti dinner fundraiser. Each boy is required to sell a minimum of \$75 in spaghetti dinner tickets.

## Article II: Individual Scout Accounts

- A. Overview

The Scout Law states that A Scout is Thrifty. Baden Powell said that “A Scout pays his own way.” The required Personal Management merit badge provides guidance in appropriate money management. Troop 173 has established this Scout Account policy to support opportunities to learn wise and responsible financial management, and to provide boys with the confidence that comes from self-reliance.
- B. Description

The troop establishes an individual account, called a Scout Account, for each scout.
- C. Purpose
  - 1. The purpose of the scout account is to provide funds to:
    - I. Participate in troop events, camping, field trips, outings and high adventure camping which require funding, thereby reducing the out of pocket cost to the scout and his family.
    - II. Encourage scout participation in troop fundraising events by providing a tangible, significant and attainable goal and reward for the scout.
    - III. Encourage parents to help their scout participate in the full scouting experience by providing a means for family members to earn money for their scout’s account by participating in troop fundraisers
  - 2. The scout account may not be used for purchase of equipment or any activities outside of scouting. Most camping equipment is owned and supplied by the troop.
- D. Funding

Scout account funds come from Troop 173 fundraising events authorized by the troop committee. Fundraising events may be an official troop activity, or may be a committee-

approved individual scout activity. Any fundraising activity or other funding of scout accounts must adhere to the official BSA standards for fundraising.

E. Who the funds belong to

1. The funds raised belong to the Charter Partner, which in this case is Elim Lutheran Church. They do not belong to the scout.
2. Under no circumstances may a boy take cash out of his scout account.
3. When a scout transfers to another troop, any balance in his scout account may be transferred to the new Troop in accordance with the Scout Account Policy.
4. When a scout leaves the troop, either by aging out or becoming inactive, any balance in his scout account reverts to the troop's general fund to support the activities of the troop. The exception is if the departing scout has a brother in the troop, in which case he or his parents can designate that his scout account funds be transferred to the remaining scout.

### **Article III: Troop Officers and Structure**

A. Composition of Troop Officers

1. The officers of this Troop will be the Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders, Assistant Patrol Leaders, Troop Quartermaster, Instructor, Scribe, Librarian, Historian, Chaplain's Aide, Troop Guide, Patrol Quartermasters, and Junior Assistant Scoutmaster.
2. For job descriptions, see the Scout Handbook and the Jr. Leader Handbook.

B. Troop officers must meet the following requirements:

1. Junior Assistant Scoutmaster must be Life or higher rank. This is not a required officer position, but serves as assistant to the Scoutmaster.
2. Senior Patrol Leader and Assistant Senior Patrol Leader must be First Class for One Year or Star or higher rank.
3. Patrol Leaders and appointed positions must be 2nd Class, or higher rank, except for "New Scout" patrols.
4. Must be an active member of Troop 173, in good standing, for 3 consecutive months prior to the election or appointment.

C. Election and Appointment of Officers

Senior Patrol Leader, Troop Quartermaster, Scribe, Librarian, Historian, Chaplain's Aide are elected by majority vote of troop (Roster Quorum of 50% of the Troop). Patrol Leaders, Assistant Patrol Leaders, and Patrol Quartermasters are elected by majority vote of each patrol. Junior Assistant Scoutmaster is appointed by the Scoutmaster.

D. Officer Terms

1. All The term of office for all leadership positions will be six months.
2. Troop elections will be held in January and July with terms beginning February 1 and August 1.

E. Officer Leadership Training

Within one month of their election or appointment, the newly designated officers will participate in a Troop Leaders Workshop conducted by the current officers and adult leaders, and should attend any leader training offered by the area Scout office.

F. Vacancies in Positions

If any office is vacated before the term of office is completed, except that of Senior Patrol Leader, the Senior Patrol Leader will appoint a replacement to serve for the remainder of that term – except for the Junior Assistant Scoutmaster, who is only appointed at the discretion of the Scoutmaster.

1. If the office of Senior Patrol Leader should become vacant before the term of office is completed, the Assistant Senior Patrol Leader will assume the position and appoint a new assistant.
- G. Elected officers must perform the duties of their office and complete their term before obtaining advancement leadership credit.
- H. The general duties of the Senior Patrol Leader are as follows:
1. Presides at all troop meetings, events, and activities.
  2. Chairs the Patrol Leaders Council.
  3. Reports monthly at the Troop Committee meeting with the SM
  4. Names and appoints the Assistant Senior Patrol Leaders, with consent of the Scoutmaster and Advancement chair.
  5. Assigns duties and responsibilities to other leaders.
  6. Makes decisions in the day-to-day operation of the Troop.
- I. The Troop will be organized into patrols.
1. Each Patrol will select its own name, flag, patch and cheer.
  2. In the event that a patrol should fall under three active members, that patrol will be dissolved and its remaining active members absorbed by the other existing patrols as assigned by the Senior Patrol Leader, with the consent of the Scoutmaster. The one exception to this would be if the other patrols had in excess of five scouts and reassignment of several scouts could strengthen the smaller patrol without substantially weakening the other patrols.
- J. The Patrol Leaders Council (PLC) will be considered the governing body of the Troop, responsible for the decision making in the Troop, subject to approval of the Troop committee.
1. The PLC will consist of the Senior Patrol Leader, all boy leaders, the Scoutmaster, Assistant Scoutmasters, and committee members by invitation.
  2. The voting members of the PLC shall consist of the Senior Patrol Leader, Assistant Senior Patrol Leader, and other elected or appointed boy leaders.
  3. The Senior Patrol Leader, Scoutmaster, and Troop Committee, reserves the right to veto a decision made during the PLC; however, anyone may petition a decision in writing and call for a reevaluation of a decision.
  4. All matters of business, projects, policies or decisions that concern or otherwise involve the Troop must come before the PLC.
  5. All meetings of the PLC are open to interested Troop members.
  6. The PLC will make decisions not treated in these policies, subject to the approval of the Troop committee.
  7. The PLC meets on the second Monday of each month.
  8. The Scoutmaster, Troop committee, Senior Patrol Leader or a two-thirds (2/3) vote of the Troop may call the PLC into special session.
    - I. The Troop committee is responsible for making financial records available to the PLC and assisting the PLC with the Troop budget. The PLC cannot allocate funds, but may request that funds be used for a specific purpose.

- II. Any decision of the PLC must be passed by majority vote of attending members and be approved by the Troop committee. Attendance must consist of at least 50% of the members of the PLC for any vote to be taken.
- III. The PLC may elect to activate committees composed of members from each patrol for any designated purpose including, but not limited to, Activities, Advancement, Ceremonies, Programs, and Publications.
- IV. The PLC will develop an annual plan in May and submit it to the Troop committee for approval. This plan will include campouts and trips.

#### **Article IV: Activities and Meetings**

1. The troop will usually meet three times a month.
  1. Troop meetings will be held on Mondays, and will begin promptly at 7:00 p.m. and will end by 8:30 p.m. Generally the following schedule will be held:
    - I. The first Monday will be open to allow for fill in to complete activities from the previous month or to plan for the upcoming month's meetings.
    - II. The second Monday will be the Patrol Leader Council.
    - III. The first Tuesday after the second Monday will be the Troop Committee Meeting (Attended by the Senior Patrol Leader, or his designate, and the Scoutmaster).
    - IV. The third Monday will be a Troop Meeting.
    - V. The fourth Monday will be an activity, merit badge, or skill learning meeting (may be on a different day of the month).
  2. The Troop will schedule an outdoor activity at least six times annually.
  3. Patrol meetings will be integrated into Troop meetings, however, patrols may meet separately if they so choose.
  4. Meetings will be held throughout the duration of the year. The Charter year begins March 1, and ends February 28 of the following year.
  5. The Troop holds Courts of Honor quarterly and no less than three times each year.

#### **Article V: Advancement**

- A. The Troop will provide scouts with a list of counselors for all merit badges.
- B. When a Scout has completed all of the requirements for rank Tenderfoot through Life, his progress is reviewed in three steps: Complete requirements, Scout Master Conference and Adult Leader Board of Review:

1. Complete Requirements for Rank Advancement or Merit Badge.
  - I) The Scout is required to demonstrate their mastery of the requirements to an Adult or a Scout Leader (Leader); designated by Scoutmaster, upon the completion of the training activity or event.
  - II) No Parent of the Scout can sign off on any requirement for Advancement or Merit Badge for their own child without a counter-signature by another adult leader.
  - III) The Scout is responsible to obtain the Leader sign-off in the designated location in their Scout Handbook or Merit Badge card.
  
2. Scoutmaster Conference
  - I) The Scoutmaster Conference is a visit between the Scoutmaster and a Scout that is held each time the boy completes the requirements for rank advancement.
  - II) Purpose of a Scoutmaster Conference
    - ✦ Establish trust and understanding between a Scout and Scoutmaster.
    - ✦ Discuss with each Scout his accomplishments, activity in the troop, and his understanding and practice of the ideals of Scouting.
    - ✦ Discuss and help the Scout to set future goals and outline steps in achieving them, not only in Scouting but also in his family, school, and community.
    - ✦ Verify that all requirements for rank have been completed and help the Scout to determine if he is ready to go before the Board of Review.
  
3. Adult Leader Board of Review
  - I. The advancement chair will assemble a select group of adult leaders to review any scouts who having met the requirements set forth in the Boy Scout Handbook for rank advancement and approved by the Scoutmaster.
  - II. All Boards of Review will consist of three or more adult leaders, totaling an odd number. Note: The Scoutmaster, Assistant Scoutmasters, and advancing scout's parents or other relatives are not allowed to participate in the Board of Review.
  - III. Purpose of a Board of Review is to ensure the Scout has:
    - ✦ Successfully demonstrated completion of the requirements for the rank advancement.
    - ✦ Provide a open discussion that promotes Scouting participation and to encourage the Scout to progress further.
    - ✦ To see how good an experience the Scout is having in the unit.
    - ✦ Additionally, the Board of Review provides "quality control" on advancement within the unit, it provides an opportunity for the Scout to develop and practice those skills needed in a interview situation, and it is an opportunity for the Scout to review his accomplishments.
    - ✦ The Board of Review is an opportunity to review of the Scout's attitudes, accomplishments and his acceptance of Scouting ideals.
  - IV. The Board of Review is NOT a retest; the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been "signed off" in the Scout's handbook. Additionally, the chair of the board of review should ensure that leadership and merit badge records are consistent with the requirements for the rank.
  - V. Mechanics of a Board of Review:

The Board of Review is a formal process not unlike an Interview for a job or entry interview for a college or university. It is incumbent on the Scout to 'Be Prepared'. He may rely on his scout experience and his Scoutmaster and/or peer mentoring.

- i. The Scout is introduced to the board by the chair of the board.
- ii. The Scout should be in full class A uniform with neckerchief and merit badge sash.
- iii. The chair of the Board of Review should ask the Scout to come to attention, and recite one or more of the following:
  - ✦ The Scout Law
  - ✦ The Scout Oath
  - ✦ The Scout Motto
  - ✦ The Scout Slogan
  - ✦ The Outdoor Code
- iv. For the lower ranks, one or two (usually the Law and Oath) should be sufficient. For higher ranks, more may be expected. One or two re-tries may be appropriate, especially for younger Scouts, or if the Scout appears nervous.
- v. The board members are invited to ask questions of the Scout (see the sections appropriate to each rank).
  - a. The questions are usually open-ended, offering an opportunity for the Scout to speak about his opinions, experiences, activities, and accomplishments. The BOR members should avoid questions which only require a simple one or two word answer. If an answer is too brief, follow up with a, "Why?", "Where" or, "How"?" to expand the answer to mastery of the program.
  - b. The questions need not be restricted to Scouting topics; questions regarding home, church, school, work, athletics, etc. are all appropriate.
  - c. Some questions may be related to the Scout performance within the unit as defined in these policies. The purpose is only to help the Scout understand his role and impact on the performance of the unit.
- vi. The duration for a Board of Review should be between 15 and 30 minutes, with the shorter time for lower ranks. When all members have had an opportunity to ask their questions, the Scout is excused from the room.
  - a. The board members then consider whether the Scout has adequately completed all requirements and is ready for the next rank.
  - b. The board's decision must be unanimous.
  - c. Once the decision is made, the Scout is invited back into the room, and the Chairperson informs the Scout of the board's decision.
  - d. If the Scout is approved for the next rank, there are general congratulations and handshakes all around, and the Scout is encouraged to continue advancing.
  - e. If there are issues that prevent the Scout from advancing to the next rank, the Review Board, through the Advancement Chair, must detail the precise nature of the deficiencies and what the Scout specifically needs to do to correct them and advance, and a new Board of Review date should be set.

#### C. Eagle Candidates:

1. The rank of Eagle is the highest rank attained in the BSA Boy Scout program. It is a lifelong award.
  2. Candidates for Eagle Scout will follow the process provide by the local Council and National Boy Scouts of America.
- D. The Troop may recognize advancement through a special ceremony.

#### **Article VI: Uniforms**

- A. Scouts are required to wear designated uniforms at all Troop functions, and can be sent home if not properly uniformed. Uniforms will be worn properly with shirts tucked in to give a presentable appearance. Neckerchief and slide will be optional, at the scout's or Scoutmaster's option, but are required at Scoutmaster's Conferences, Boards of Review and Courts of Honor.
- B. Unit T-shirts ("class-Bs") may be designated for some events.
- C. Unless otherwise stated, uniforms must always be worn in transit on Troop outings. This is required by BSA national policies in order for boys to be insured.

#### **Article VII: Behavior**

- A. All scouts will be expected to follow the Scout Oath, and the Scout Law in their behavior and personal conduct.
- B. The PLC may establish rules for behavior and will provide a copy of said rules to all members after their approval by the Troop committee.
- C. Each patrol will be allowed the opportunity to accept or petition established rules at any regular meeting of the PLC.
- D. It is the responsibility of the Junior Leaders to see that the rules are enforced.
- E. There is no "initiation," hazing, or harassing of any kind allowed under BSA policies.

#### **Article VIII: Discipline**

- A. Good Scout conduct is expected and will be enforced by the Patrol Leaders.
- B. Discipline will be the responsibility of the PLC and the Scoutmaster.
- C. Scouts who become a discipline problem may be removed or restricted from a Troop activity with an adult leader's approval.
- D. Repeated disciplinary action is grounds for a conference between the Scout, his parents, and the Scoutmaster, with appropriate actions to be decided following this meeting.

#### **Article IX: Governing policies**

- A. Any part of this policy that is in conflict with national policy as described in the various scout handbooks will be null and void.
- B. This policy can be amended at any regular meeting of the PLC. A two-thirds majority of all attending and voting members is required for the amendment to be accepted, with a minimum of 75% of the PLC members being in attendance.
- C. All troop operating policies are subject to final approval by the Troop Committee and Scoutmaster.
- D. A copy of this document must be made available to any member of the Troop

#### **Article X: Rules**

- A. When the scout silent signal (Scout Sign) is given, all scouts are to stop what they are doing and obey the signal, either for silence, or formation, etc.

- B. Scouts are to arrive on time for meetings and stay within the confines of the building until the end of the meeting unless otherwise directed by an adult leader.
- C. Scouts are to use property and equipment at Elim Church and the Scandia Annex Building only as directed by Scoutmaster.
- D. Patrol Leaders must insure that the meeting place is left as it was found or in better condition at the close of the meeting. This includes vacuuming the floors, cleaning and restacking tables and chairs, and cleaning the bathrooms.
- E. All scouts are to assemble when called.
- F. Scouts should bring their Scout Handbook to every Troop meeting and on all outings.
- G. All requirements for rank advancement must be completed before the night of the Board of Review.

**Article XI: Acknowledgement**

All scouts and their parents are required to read these policies, sign a copy, and return it to the Scoutmaster as a requirement of active membership in the troop.

**Acknowledgement for your records:**

I have read the Troop 173 Operating Policies and Procedures and do hereby certify by my signature below that I understand and will abide by them.

---

Scout Member Date

---

Parent(s) Date

# Appendices

## Troop Personal Equipment Basics

### Boy Scouts and Webelos Basic Personal Equipment List

---

This is a general list of the types of equipment used year round and is intended to be a guide to prepare the Scout to be able to fully participate in scouting.

#### Pack

- Action Packer

#### Clothing

- Scout uniform (Class A)
- Scout Unit T-shirt (Class B)
- long-sleeved shirt, warm (2)
- short-sleeved shirt, (1)
- pants, long (2)
- socks, (2 pair, wool or synthetic)
- underwear (2)
- jacket, warm
- hiking boots
- warm boots
- hat
- Rain gear; poncho or rain suit
- No video/electronic games are allowed on troop campouts

#### Sleeping Gear

- sleepwear;
  - warm
  - stocking hat
- Sleeping Bag
- Ground pad, air mattress Pillow, optional

#### Misc.

- Pocket knife
- Flashlight
- Compass
- Personal Cleanup kit: washcloth, soap, toothbrush, toothpaste, comb, towel
- Folding chair
- Water Bottle
- SCOUT HANDBOOK.

#### For Service Projects

- Gloves
- long pants
- work boots
- water bottle

# Adult Leaders and Training

*ATTENTION ALL PARENTS: This is for you!*

*Every Boy deserves a trained leader*

Scouting and Scout leaders tend to move in and out of scouting as their boy(s) move through scouting from Cubs to Boy Scouts to Eagle. This means that there is an ongoing need for new leaders. The term 'Leader' can be a little intimidating. There are many questions that most potential volunteers want answered in order to understand what is expected. There is also fear of the unknown.

However, for the sake of your boy and all of the scouts, the Troop needs well-trained and experienced leaders. The leaders you see in the Troop today were once parents of a boy who wanted to join scouts. So one of the best things you can do to both understand Boy Scouts and look at your role as a parent of a Scout in the Troop is to attend Training.

## Training

**Online training:** Youth Protection training is required of ALL adult leaders and can be completed online at [myscouting.org](http://myscouting.org). You will have to create an account and associate it with the troop. There are several other trainings available online which you are encouraged to take, including the troop committee challenge, fast start training, and This Is Scouting, all of which are easy to complete and strongly encouraged.

**New Leader Essentials:** This 3 hour course will give you the basics. It is a great place to start. The first few hours provide a great overview of Scouting.

**Scout Master and Asst. Scout Master Specific:** This is what you need to gain an insightful understanding of The Boy Scout Methods. It will help you understand your role as a SM, ASM, or 'Adult Volunteer' when you are working with the Scouts. (This will help you see the differences and know the expectation of Boy Scouts from Cub Scouts.) Please consider this even if you are only planning to attend Troop Events and support the SM and ASMs. This training is Saturday October 16th 8:00 AM to 4:30 PM at First United Church in Lindstrom.

**University of Scouting:** This is the BIG ONE. All troop registered leaders should consider going to this interesting and fun one-day event. This provides an opportunity to focus on your area of volunteering and also explore other areas. Your curriculum has six hours of learning, meeting, and sharing (both questions and answers). Almost every aspect of the BSA program is covered, with vendors on the midway that will explain all sort of adventures and events a Scout could imagine, and inspiring guest speakers.

## Other Training

Safety Afloat and Safe Swim Defense is required for Adult participation in water related activities. These can be taken online at [myscouting.org](http://myscouting.org).

High adventure and overnight camping adult leaders should get Red Cross CPR training, First Aid and Wilderness First Aid training.

Please send email or call the Troop Committee Chair or the Council or District Training coordinators to arrange to attend any of these opportunities to learn how you can help our future leaders of America.

# Troop 173 – Travel Policy and Trip Planning Guide

The Troop uses the Guide to Safe Scouting as our Troop Policy.

See: Guide to Safe Scouting, Section XII Transportation § Automobiles

## Automobiles

It is essential that adequate, safe, and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips.

General guidelines are as follows:

1. Seat belts are required for all occupants.
2. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver (more than 10 persons, including the driver, in California), the driver must have a commercial driver's license (CDL).
3. An adult leader (at least 21 years of age) must be in charge and accompany the group.
4. The driver must be currently licensed and at least 18 years of age. Youth member exception: When traveling to and from an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions:
  - a. Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
  - b. No record of accidents or moving violations
  - c. Parental permission granted to the leader, driver, and riders
5. Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons.
6. Trucks may not be used for transporting passengers except in the cab.
7. All driving, except short trips, will be done in daylight whenever possible.
8. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
9. Do not exceed the speed limit.
10. Do not travel in convoy.
11. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.

## Questions and Answers

- Q: Can I travel more than 500 Miles in one day? A: You must not exceed the 10-hour limit and you cannot exceed the posted Speed Limit (Line item 9 in the Policy) and have at least one approx. 15 minute stop every 2 - 3 hours.

## Public Transportation: Trains, Planes, Taxis or Limos

See: Guide to Safe Scouting, Section XII Transportation § Automobiles

# Leadership Requirements for Trips and Outings

1. Two-deep leadership:  
Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. At least one of the adult leaders on all outings must have completed Youth Protection Training.
2. During transportation to and from planned Scout outings,
  - a. Meet for departure at a designated area.
  - b. Prearrange a schedule for periodic checkpoint stops as a group.
  - c. Plan a daily destination point.
  - d. Stay together.
3. A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members - *never one on one* except a parent and child.
4. **Safety rule of four:**  
**No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout.** If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.
5. **Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available separate from scouts.**
6. Single-room or dormitory-type accommodations for Scouting units:  
**Adults and youth of the same gender may occupy dormitory or single-room accommodations, provided there are a minimum of two adults and four youth. Both adults are required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth.**
7. **Male and female youth participants will not share the same sleeping facility.**
8. **When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.**
9. If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for latrines by having one person wait outside the entrance, or provide Occupied and Unoccupied signs and/or inside door latches.  
Adult leaders need to respect the privacy of youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.
10. **Two-deep adult leadership is required for flying activities. *For basic orientation flights, the adult licensed pilot in control of the aircraft is sufficient for the flight while two-deep leadership is maintained on the ground.***

## Acknowledgement for Troop 173 records:

This page is to be completed, signed as acknowledged, and returned to the Troop Committee:

Troop 173 Bylaws and Operating Policies for: 2012 (year).

<b>Scout Name:</b>	_____
	<i>(please Print)</i>
<b>Parent Name(s):</b>	1. _____
	_____
	2. _____
	_____
<b>Correct Address:</b>	_____
	<i>Street, City, State, and Zip</i>
<b>Phone Number:</b>	1. _____
	_____
	2. _____
	_____
<b>Emergency Alternative Contact Name:</b>	_____
<b>Phone Number:</b>	_____
	_____
<b>Email Address:</b>	1. _____
	2. _____
	_____

Completed Class Medical Form \_\_\_\_\_

I have read the Troop 173 Operating Policies and Bylaws and do hereby certify by my signature below that I understand and will abide by them.

\_\_\_\_\_  
Scout Date

I have read the Troop 173 Operating Policies and have discussed them with my Scout. I do hereby certify by my signature below that I understand and will abide by them.

\_\_\_\_\_  
Parent(s) Date