



Parkwood Baptist Church
Annandale, Virginia

www.troop1523.org



POLICIES AND GUIDELINES

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Introduction

Aims of Scouting

The Boy Scout program works toward three aims:

The first aim is growth in **moral strength and character**. We may define this as what the boy is himself: his personal qualities, his values, and his outlook.

The second aim is **participating citizenship**. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in and to the government that presides over that society.

The third aim is **development of 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, and self-respect).

The methods of the Boy Scout Program are designed to accomplish these aims; thus, it is important that you know and use these methods. Other methods are good but they may bring about quite different results than what we are seeking.

Troop 1523 Goals

Troop 1523 is a Scout-run Troop. Scouts, acting through the Patrol Leader's Council, plan and execute an annual program under the mentorship of adult leaders.

Troop 1523 is a part of the Patriot District in the National Capital Area Council, Boy Scouts of America. The Troop participates in district and council events as determined by the Patrol Leaders Council. To implement the above aims, the activities of Troop 1523 are based on the following goals:

Enjoyment of the Outdoors: Through scheduled camp-outs, the Scout will have the opportunity to experience the outdoors. This includes increasing his knowledge of the outdoors and how to enjoy outdoor activities.

Leadership: The Scout will have the opportunity to learn to work with others. This includes the importance of following the guidance of his elected leaders, and the opportunity to develop his leadership skills, and to learn to accept increasing responsibilities.

Advancement: The Scout will have the opportunity for advancement through skills training and individual accomplishments. Recognition of his advancement will be on a timely basis to enhance the Scout's sense of accomplishment.

Joining Troop 1523

Webelos Bridging in the Spring

Many Scouts join Troop 1523 immediately after a Webelos II Bridging Ceremony in their Pack. These new Scouts join Troop 1523 as transfer Scouts. These Scouts must:

- Complete a Youth Application.
- Complete the Annual BSA Health and Medical Record (Parts A & B) [http://www.scouting.org/filestore/HealthSafety/pdf/parts_ab.pdf]
- Pay the Troop 1523 annual dues (pro-rated).
- Obtain a Boy Scout uniform.
- Bridging Webelos Scouts will receive a copy of the Boy Scout Handbook, a Council patch, Troop numerals, a Troop neckerchief and a neckerchief slide.

Scouts Joining the Troop at Other Times

Ours is a mobile community and many Scouts join the Troop at the beginning of the school year, i.e., in August or September. An active Scout transferring from another Troop may join at any time and must:

- Complete a Youth Application.
- Complete the Annual BSA Health and Medical Record (Parts A & B)
- Pay a transfer fee of \$1.00.
- Pay pro rata Dues based on the date the Scout joins the Troop.

Boys new to Scouting and joining the Troop must:

- Complete a Youth Application.
- Complete the Annual BSA Health and Medical Record (Parts A & B)
- Pay pro rata Dues based on the date the Scout joins the Troop.
- The Troop presents new Scouts a copy of the Boy Scout Handbook, a Council patch, Troop numerals, a Troop neckerchief and a neckerchief slide.

Dues and Fees

Dues

Troop 1523 operates on an annual dues system. The annual dues are \$65.00 for the first Scout in the family and \$55.00 for each additional Scout. The dues payment covers the required BSA registration and insurance, Boy's Life subscription, and Troop overhead expenses, i.e., patches, rank advancements, merit badges, Troop neckerchiefs, merit badge library, and common use equipment. It should be noted that approximately \$22.00 of each member's dues goes directly to the National Capital Area Council (NCAC).

In recognition of the invaluable contribution that registered adult leaders make to Troop 1523, the Troop pays the annual NCAC registration and insurance fee for all registered adult leaders in the Troop.

Fees

Activities in Troop 1523 are on a pay-as-you-go basis. Relevant activities will have a fee associated with it that covers the cost of meals, transportation, common use items, and required admission or registration fees.

Dual Registration with Venturing Crews

Scouts may register in Troop 1523 and a Venture Crew. In this instance, the Scout pays for only one NCAC registration, insurance, and Boy's Life subscription. It should be noted that Scouts participating in a Venture Crew may need to pay additional Venture specific fees.

Uniform Requirements

Class A Uniform

The Class A Uniform includes:

- BSA has selected a new uniform, which includes a nylon or cotton/polyester blend shirt (which should be worn tucked in) and different cuts of pants (classic and relaxed). The new uniform requires “green” epaulets, and the following patches: Troop numerals (provided by the Troop), universal Scout emblem, Council strip, badge of office, US flag, patrol patch and badge of rank. (See Boy Scout Handbook, p 12, front and back covers for correct placement of the items.)
- Only one badge of office will be worn. Scouts must remove the badge of office immediately upon passing the office to another Scout.
- The Class “A” uniform includes the Scout Shirt (properly assembled as noted above), Scout trousers/shorts, Scout belt and Scout socks (which are optional).
- Up to six merit badges may be worn on the right shirtsleeve, of a long-sleeve shirt. (See Boy Scout Handbook, p 188.) When a sash is used, all merit badges will be worn on the sash. Most Scouts opt to use a merit badge sash.
- Order of the Arrow (OA) sash will only be worn when appropriate, for example, at OA meetings and Courts of Honor.
- However, Scouts and Scouters can continue to wear the older uniform for the foreseeable future. Additionally, the Troop will continue to use “40 year” badges until our stock has been exhausted.

The Class A Uniform will be worn at all:

- Troop 1523 events (unless otherwise specified);
- Scoutmaster Conferences and Boards of Review, to include Troop Neckerchief;
- Courts of Honor, to include Troop Neckerchief; and
- When traveling to and from camp-outs (Neckerchiefs are **not** required or recommended)

Slightly Used Clothing Locker

The Troop maintains a Uniform Exchange and appreciates the contribution of outgrown “serviceable” uniform items. Items will be categorized by type of item and size. Please contact a member of the Scoutmaster Corps if you have items to donate or if you need uniform parts. A listing of available items, by size, can be found at the Troop website (member section).

Class B Uniform

Scout may wear the Class B uniform (a Troop 1523 T-shirt shirt or other scouting-related T-shirt) at Troop functions (such as during a campout, summer troop meetings, etc.) or when announced by the Senior Patrol Leader. Troop T-shirts can be purchased from the Treasurer.

Purchasing Uniforms

The NCAC Scout Service Center at 9190 Rockville Pike, Bethesda, Maryland, is a fully equipped Scout Shop. NCAC also operates a satellite store at 5234 Port Royal Road in Springfield (Ravensworth Shopping Center). It should be noted the satellite store has an excellent selection of uniform items, badges etc. Equipment, uniforms and supplies may also be ordered directly from BSA through the Scout catalog and online at (www.scoutstuff.org).

Inappropriate Attire

Clothing that is deemed inappropriate by the published Fairfax County Public Schools Dress Code is also inappropriate at Troop 1523 activities. ([Fairfax County Public County Schools Dress Code](#))

Equipment

Personal Equipment

Scouts are responsible for purchasing appropriate personal equipment. The Troop encourages parents to purchase quality outdoor clothing and gear from a reputable source. Inexpensive gear usually wears out sooner and is less satisfactory under the rough use that Scouts give it.

Troop 1523 suggests the following as minimum gear for new Scouts:

- Synthetic sleeping bag, rated at +15-20 degrees.
- Closed cell sleeping pad;
- Sturdy hiking boots, need not be all leather or Gore-tex. Nubuck and fabric with thick soles (Vibram) are fine;
- Lightweight rain jacket, not a poncho (ponchos do not keep Scouts dry and are not safe for aquatic events);
- Fleece jacket, preferably with weather resistant shell;
- 2-one liter Nalgene water bottles, or a Camelback;
- Wicking T-shirt and long underwear;
- Wool or wicking stocking cap;
- Fleece gloves;
- Bowl, plate, cup and utensils;
- AA battery flashlight or headlamp;
- A personal first aid kit, see [Boy Scout Handbook](#);
- A personal toiletry kit, see [Boy Scout Handbook](#).

As a general rule, do not wear cotton or down clothes. Cotton and down apparel items lose their insulating qualities when wet and do not dry well in camp settings. Synthetic blends and wool are far superior material for outdoor gear.

The Troop suggests holding off on buying packs, tents, stoves, and inflatable sleeping pads for at least a year. A daypack or a small duffle bag to carry gear is useful.

Common Use Equipment

Troop 1523 provides lanterns, stoves and crew cooking gear for Patrol use. The Troop also has a limited supply of tents. These tents are for use by first year scouts, primarily.

Advancement

Advancement in Scouting is the responsibility of the Scout. Unlike Cub Scouts, parents have very limited role in advancement in the Boy Scout program. Most requirements are “signed off” in the Scout’s Boy Scout Handbook by another Scout (First Class or above).

Advancement in the First Year

The advancement requirements for Scout, Tenderfoot, Second, and First Class involve learning and demonstrating scout and outdoor skills. The requirements for these ranks are contained in the Boy Scout Handbook.

Until reaching First Class, Scouts should bring the Boy Scout Handbook to every meeting and outdoor activity. It is very important to keep these advancement records safe. The skills required for Tenderfoot, Second, and First Class are best learned and practiced on campouts.

If possible, Scouts should attend summer camp with the Troop. Attending summer camp is a time-tested way to learn skills, earn advancement, and experience the best that Scouting has to offer, especially for those new to the Boy Scouting Adventure. Scouts who attend summer camp early in their Scouting careers tend to have long and rich experiences in Scouting.

There is no timeline for advancement in Troop 1523; each Scout advances at his own pace. Advancement in Scouting should not be a task for completion, but rather an opportunity to grow in a self directed manner. Troop 1523 Scouts have busy home lives, attend challenging and intense schools and in general have many demands on their time. The Troop’s advancement philosophy recognizes these facts. As a rule of thumb, a Scout is making appropriate rank advancement if he completes the requirements for First Class within 12 to 15 months after joining the Troop from Webelos. Having said that – as noted above, Scouts advance at their own schedule and a Scout who remains a Second Class or any given rank for an extended period of time does NOT make them any less successful as a Scout.

Scout Spirit Requirement

In Troop 1523, only the Senior Patrol Leader (SPL) or an Assistant Senior Patrol Leader (ASPL) can sign the Scout Spirit requirement for each rank up to Eagle. The Scoutmaster signs Scout Spirit for all aspiring Eagle Scouts.

Active Participation Requirement

All ranks require the Scout to be active in his Troop for some period of time. The meaning of "active" is left for the Troop to define. Troop 1523 defines an active Scout as typically attending nearly all Troop meetings and most outings and activities. Yet as noted above, Family, Church and School activities can and will take precedence over Scouting activities. For the purpose of rank advancement, a Scout should attend most of the meetings (over 50%) and at least one outing and one activity in the period prior to advancement. The Troop Committee will verify this requirement. For the purpose of this requirement, Scouts involved in scouting activities outside the Troop (i.e., Order of the Arrow activities, IMPESSA training, counselor at Summer Camp, etc.) will be considered to be active.

Youth Leadership Requirement

The ranks of Star, Life and Eagle also require the Scout to serve his Troop in a leadership position. The leadership positions that fulfill this requirement are in the Boy Scout Handbook. To fulfill this requirement, the Scout must formally hold the office for the prescribed period of time. He must attend most (75%) of the Troops activities, Patrol Leaders Council meetings, perform the duties of his position and be active in the Troop for the required period of time prior to advancement.

Scoutmaster (SM) Conference

One of the last steps in earning a rank advancement is completing a Scoutmaster Conference. SM Corps personnel should not conduct SM Conferences for their son. During this one-on-one discussion (but within view of others to comply with Youth Protection guidelines), the Scoutmaster (or authorized Assistant Scoutmaster) and Scout discuss the Scout's progress (reviewing applicable Scouting skills) and their experience in the Scouting program. This is a time to jointly consider future plans and goals. Scoutmaster Conferences are held at Troop meetings, during outings, or whenever the Scout and Scoutmaster decide to meet (again keeping in mind they must abide by Youth Protection guidelines). Scouts will sign-up for their Scoutmaster Conference at least two weeks in advance. The Scoutmaster may also hold a Scoutmaster Conference for other reasons (such as lack of advancement or disciplinary issue). Scouts must be in complete Class A uniform (including Neckerchief) for all Scoutmaster Conference.

Boards of Review (BoRs)

Each rank requires a BoR. Troop 1523 conducts BoRs for all ranks except the rank of Eagle at regular Troop meetings. BoRs are conducted by registered members of the Troop Committee. As with the SM Corps, Committee Members will not participate in BoRs for their son.

Scouts request a BoR by signing up on the posted sign up sheet at least two weeks in advance of the desired date for the BoR.

The BoR is NOT a re-test of the skills learned for the rank. Instead, it is an opportunity for the Scout to share his feelings regarding Scouting, skills learned and the meaning of the Scout Oath and Law in their daily lives. Scouts must be in complete Class A uniform (including Neckerchief) for the BoR.

Boards of Review for all ranks and Eagle Palms, except the rank of Scout (joining requirements), will consist of at least three Troop Committee members. Boards of Review for Eagle will consist of at least two Troop Committee

members and one district representative. Boards of Review may also be held periodically (i.e., 2, 4 and 6 month points) to review and assess a Scout's leadership and guide his development.

Troop 1523 does support conducting multiple BoRs on the same day for an individual Scout, which means that a Scout may not schedule a BoR for Second and First Class on the same date.

Recognition of Rank Advancement

Troop 1523 recognizes rank advancement immediately after the successful completion of the Board of Review. Scouts receive patches for rank advancement, except for the rank of Eagle, at the regular meeting after the completion of the Board of Review. Formal recognition of rank advancement usually takes place at the next Court of Honor.

Merit Badges

The requirements for advancement to Star, Life, and Eagle involve earning merit badges. Thus, merit badges are a very important and integral part of Scouting and Scout advancement. A Scout may start working on any merit badge at any time after approval from the Scoutmaster. Scouts who have not earned the First Class rank should focus on learning basic Scout skills needed for advancement. The normal sequence of earning a merit badge is as follows:

1. The Scout chooses a merit badge to work on and discusses it with the ASM assigned to his patrol as Patrol Advisor.
2. The Scout contacts the Troop Merit Badge Coordinator to receive his "blue card" and selects a Merit Badge Counselor to work with him towards completing the merit badge.
3. The Scout has the Scoutmaster approve this activity by signing the front of the "blue card."
4. The Troop does not recognize family activities or grant retroactive credit for activities completed before the Scoutmaster has signed the blue card and the Scout meets with the merit badge counselor. One exception is nights camping for the camping merit badge.
5. The Scout contacts his assigned merit badge counselor to begin work on the badge.
6. The Scout completes the requirements for the merit badge, according to the current BSA requirements as determined by the assigned Merit Badge Counselor, and has the "blue card" signed off by that counselor.
7. The Scout turns in the completed "blue card" to the Merit Badge Coordinator who forwards it to the Database Manager. In turn, the Database Manager forwards the blue card to the Troop Advancement Chair for processing to NCAC. The Scout retains one portion of the "blue card" as a permanent record of earning the merit badge. Retain this portion of the "blue card" in a safe place.
8. The Scout should receive the merit badge at the next Court of Honor.

Note: There are always exceptions to this procedure, such as those merit badges worked on at summer camp or if the counselor leaves the area. In those cases, the Scout must obtain a new counselor from the Troop Advancement Chair. The importance of the initial meeting with the assigned counselor can not be over-

emphasized. Also, a Scout can perform portions of the merit badge with another counselor (and have him or her initial off those items) provided the assigned counselor has *given prior permission* to the Scout to solicit assistance from other counselor. Generally, every effort should be directed towards having the assigned merit badge counselor complete the merit badge with the Scout.

The Youth Protection guidelines, dictate how Merit Badge Counselors *must* work with Scouts during merit badge counseling sessions, regardless of the number of Scouts working a Merit Badge Counselor on a particular badge. ([BSA Youth Protection Policy](#)).

(Note: The Scouts should check with the individual counselor prior to setting this up to make sure that counselor is available.)

Merit Badge Counselors

The merit badge program depends on quality merit badge counselors. Troop 1523 encourages parents to become merit badge counselors. Merit badge counselors must complete Youth Protection Training which is available on line at <https://myscouting.scouting.org>. Merit Badge Counselors must also complete a BSA Adult Application. A copy of the Youth Protection Training Certificate and completed BSA Adult Application should be provided to the Troop Committee Chair for submission to BSA.

Troop policy limits the number of merits badges for which a parent may be the counselor for their son to two.

Merit Badges Clinics

Troop 1523 does not actively participate in or endorse specialized merit badge “clinics”. But other Troops, Districts and Councils do occasionally sponsor these activities. Any Scout wishing to attend a “clinic” must let the Troop 1523 Scoutmaster know that he is completing merit badges outside of the Troops sponsored environment. Additionally, the Scout should notify, in advance, the counselor performing the clinic and be prepared to attend the “clinic” session for the entire time.

Waivers of Advancement Requirements

The Boy Scouts of America establishes the requirements for merit badges. The Troop does not have the authority to waive any advancement or merit badge requirements. Under appropriate circumstances, a Scout may request permission to have an alternate requirement approved by the district.

Merit Badge Records

The BSA merit badge “blue card” is the only recognized record of merit badge work completed. It is the Scout’s responsibility to keep all records of merit badge work. Keep all “blue cards” in a safe place (e.g. baseball card collector clear plastic pages).

Courts of Honor

Courts will be held approximately three times a year, generally in September, January, and May. The cut off date for final completion of advancements, i.e., BoR, and awards to be presented at the Court of Honor, will be the Monday prior to the Court of Honor.

PARENTS AND GUARDIANS ARE STRONGLY ENCOURAGED TO ATTEND COURTS OF HONOR.

Mothers (fathers) are presented with a ribbon, and a miniature pin representing the rank earned for the Scout to place on the ribbon. Fathers (mothers) receive a pin upon the Scout's attainment of Eagle Scout.

Eagle Courts will be held on a day selected by the Eagle Scout.

Troop Meetings

Troop meetings are held every Monday night. Meetings begin at 7:15PM and usually end at 8:45PM. Generally, the Troop as a whole does not meet on legal holidays and other special occasions (e.g., PLC meetings and Courts of Honor), but Scouts should check with their Patrol Leader or the Troop web site for additional information. Following (or with coordination) prior to the meeting, the Scouts can choose to discuss patrol concerns, work with a merit badge counselor, etc.

The following are some guidelines for Troop meetings:

- Class A is the required uniform, unless specifically announced by the SPL or PLC in advance.
- Scouts remain in the meeting room for the entire meeting, unless instructed to go elsewhere by an adult or by the Senior Patrol Leader.
- No drinks are permitted. The soda machine is OFF LIMITS until the meeting has concluded. Trips to the restroom are by permission and will be minimized.
- The Troop strongly encourages parents to make alternate arrangements for siblings so that they do not have to attend regular Troop meetings.
- Parents are welcome at the meetings. Parents should not participate in meeting unless asked to do so by the SPL or the Scoutmaster. Parents who wish to hear closing announcements should plan to arrive before 8:30PM.

Inclement Weather

Troop 1523 follows the Fairfax County Public School inclement weather rules. If school is cancelled or there is an early dismissal due to inclement weather, Troop 1523 activities are cancelled. The Senior Patrol Leader will notify the Scouts in the event the Troop holds an event on a day when FCPS closes school or dismisses classes early. Under exceptional circumstances when there is a substantial risk to the safety of Scouts or the Adult leaders - the Scoutmaster or Committee Chairman may opt to cancel any event. Notification of such cancellations will be made through the Senior Patrol Leader, who will notify the Patrol Leaders. Patrol Leaders will call each Scout in their patrol to make notification, and then notify the Senior Patrol Leader when calls are completed. The Senior Patrol leader will notify the Scoutmaster or Committee Chair when notifications have been made.

Scout Organization

Patrol Leaders Council (PLC)

The PLC is the governing body of Troop 1523. The PLC determines and executes the annual Troop program, plans and conducts regular meetings, and outdoor activities. The Senior Patrol Leader (SPL) is the head of the PLC. Formally the members of the PLC are the Senior Patrol Leader, appointed Asst Senior Patrol Leader(s), elected Patrol Leaders, and Troop Guides. The Senior Patrol Leader can include his staff and Assistant Patrol

Leaders at his discretion. . The Scoutmaster and members of the Scoutmaster Corps serve as mentors for the SPL and the PLC in this vital group and ensure the BSA safety guidelines are followed.

The PLC maintains a telephone notification roster and this is the primary method for communication among the members of the Troop.

Patrol Leader Council meetings are held on a regularly scheduled basis. The date and time is chosen by the PLC. PLC meetings are usually conducted at the normal Troop gathering location (i.e. lower level of the Church) unless otherwise directed by the Senior Patrol Leader or Scoutmaster.

Scout Leadership

The opportunity for youth to plan activities and lead others in executing their plans is another cornerstone of Scouting.

Troop 1523 is a Scout-run Troop. This means that Scouts develop, plan, and execute all Troop activities under an environment of adult mentorship and rules of personal safety as set forth by the Boy Scouts of America. As a Scout-run Troop, Troop 1523 underwrites honest mistakes by the youth leaders of the Troop. Groups of 6-12 Scouts form Patrols, the basic building block of the Troop organization. The Patrol Leader, elected by the members of the Patrol, has the responsibility to lead his Patrol in all activities, sets the example, encourages his Patrol and its members in the Scouting program, and helps his Patrol members in their advancement. He also represents the Patrol in the Patrol Leaders Council. The Senior Patrol Leader is the lead Scout in the Troop. Aided by one or more Assistant Patrol Leaders, Patrol Leaders, and other staff, he leads the PLC in planning Troop meetings, outings, advancement opportunities, and in general decides on the future activities and directions of the Troop. The Scoutmaster works very closely with the Senior Patrol Leader, mentoring him in making decisions and guiding the Troop.

Leadership is a fundamental building block for the Scout's growth. Being a Patrol Leader (or any other Troop leader) is not "a position in name only." Scouts elected to leadership positions must fulfill the duties and obligations of the position to his best ability.

Leadership Roles and Responsibilities

Appendix A defines the Troop's hierarchy of leadership at all levels. Each of the Scout leaders described below has specific roles and responsibilities. These will be provided in advance of Troop elections. Scouts who agree to serve in these positions must understand that with greater responsibility comes a corresponding need for increased level of effort. All Scout leaders are required to attend [Introduction to Leadership Skills for Troops](#) (ILST), which is provided by the PLC and the Scoutmasters. ILST is offered as soon as possible after each Troop election. Additionally, adults (Scoutmaster, Assistant Scoutmaster, or Troop Committee member) will be assigned to help guide junior leaders in fulfilling the duties of their position.

Scout Elected Leadership Positions

Troop elections will be held in May and November of each year. The terms will generally be Mid-May through Mid-November and Mid-November through Mid May. Candidates for Senior Patrol Leader must express their desire to run one month in advance of elections by notifying the Scoutmaster. Scouts elect a Senior Patrol Leader and Patrol Leaders. All other positions will be appointed and require Scoutmaster approval.

Requirements for Positions of Responsibility in Troop 1523 are described below. The PLC determines the requirements and may amend or change these as necessary.

SENIOR PATROL LEADER*

- Be active in the Troop for the six months prior to election
- Be Star or above
- Have Patrol Leader experience
- Complete IMPEESA National Youth Leadership Training
- If no qualified candidates have completed IMPEESA, the PLC will use this “Points” system whereby SPL candidates for SPL may qualify by earning 10 points:
 - Impeesa 10 points
 - High adventure activity 3 pts for each
 - Lead troop summer camp 3 pts
 - Lead weekend Troop outing 3 pts
 - Lead high adventure outing 3 pts
 - Patrol leader 4 points each term
 - ASPL 4 points
 - Communications MB 1 point
 - Order of the Arrow member 2 pts

PATROL LEADER*

- Be active in the Troop for the three months prior to appointment
- Be 1st Class or above (New Scout Patrols may have a Scout who has not yet earned 1st Class serve as Patrol Leader with the guidance and mentoring of a Troop Guide)
- Have participated in at least one long-term (5 nights) camp

Senior Patrol Leader Appointed Troop Positions

The following positions require a Scout to be active in the Troop for the three months prior to appointment and are appointed by the Senior Patrol Leader with Scoutmaster approval.

ASSISTANT SENIOR PATROL LEADER*

- Be 1st Class or above
- Have experience as a Patrol Leader

TROOP QUARTERMASTER*

- Be 1st Class or above
- Be willing to keep Troop 1523 gear organized and help ensure it remains in good repair

ORDER OF THE ARROW REPRESENTATIVE*

- Be an active member of the Order of the Arrow
- Be active in the Troop for the three months prior to appointment

OTHER POSITIONS OF RESPONSIBILITY*

Other Positions of Responsibility such as Historian, Librarian, Chaplain's Aide, Scribe, Bugler, Webmaster, Leave No Trace Trainer etc are appointed by the SPL with consent of the Scoutmaster. These positions REQUIRE candidates to identify measurable goals/projects that will be undertaken during their tenure.

Patrol Leader Appointed Positions

The following position is appointed by the Patrol Leader with Scoutmaster approval.

ASSISTANT PATROL LEADER

- Be active in the Troop for the three months prior to appointment
- Be Tenderfoot or above
- Participate in at least one camp-out

Patrol positions of Scribe and Quartermaster are also appointed by the Patrol leader, but have no required qualifications.

Scoutmaster Appointed Scout Positions

The following positions are Scoutmaster appointed leadership positions available for the Scout to satisfy their leadership requirements towards rank advancement.

JUNIOR ASSISTANT SCOUTMASTER*

- Be active in the Troop for the year prior to appointment
- Display exceptional leadership ability
- Be at least sixteen years of age, but not more than 18
- Be Life or above, preferably be an Eagle Scout or nearly complete Eagle Scout requirements
- Agree to continue leadership training and put into practice what is learned

Junior Assistant Scoutmasters (JASM) function as assistant Scoutmasters.

INSTRUCTOR*

To be eligible for Instructor, the Scout must:

- Be active in the Troop for the six months prior to appointment
- Display exceptional Scout craft ability
- Be First Class or above
- Agree to continue leadership training and put into practice what is learned

Instructors are expected to teach Scout craft skills to Troop members. Instructors should plan to present one Scout craft skill to the Troop each month with the coordination of the PLC and the Scoutmaster.

TROOP GUIDE*

To be eligible for Troop Guide, the Scout must:

- Be active in the Troop for the six months prior to appointment.
- Be 1st Class or above.

- Demonstrate leadership experience
- Have exceptional Scout skills ability

A Troop Guide works with new Scouts to help them feel comfortable in scouting and assist them in earning their First Class rank within their first year. He's like a "Big Brother" and should follow the guidelines in chapter four of *The Junior Leader Handbook*. The Troop Guide reports to the Assistant Scoutmaster for New Scout patrols.

DEN CHIEF*

To be eligible for Den Chief for a Cub Scout Den or Webelos Den, the Scout must:

- Be active in the Troop for the six months prior to appointment
- Be 1st Class or above
- Be accepted by the Cub Scout (Webelos) Den Leader that he will be serving

A Webelos Den Chief is one of our troop's "ambassadors" who works with a Cub Scout Den to help the adult Den Leaders provide a quality program for their Cub Scouts. The Den Chief assists at den meetings and activities, encourages advancement, and serves as a role model for younger boys. Webelos Den Chiefs encourage Webelos Scouts to look forward to Boy Scouting.

(*) Indicates leadership position that fulfills leadership requirement for Star, Life or Eagle Scout.

Term Limitations, Exceptions, Performance

A Scout is limited to serving two consecutive terms in the same position.

The Scoutmaster must approve exceptions to the above leadership and position requirements.

The SPL is responsible for ensuring that Scouts in leadership positions fulfill their responsibilities. The SPL, acting with the advice of the Scoutmaster, will take appropriate action in the event that a Scout fails to fulfill their duties.

Order of the Arrow

The Order of the Arrow is Scouting's honor camping society founded on the principles of cheerful service to others. Youth membership in the Order of the Arrow is by annual election by the members of the Troop. The Patriot District Chapter of the Order of the Arrow conducts the election for the Troop. Elections are held between January and March of each year.

Scouts will be eligible for election to the Order of the Arrow if they meet all of the following:

- Be a registered member of Troop 1523
- Be 1st Class or above
- Be less than 18 years of age.
- Have all Troop dues and fees paid in full.
- Have at least 15 days and 15 nights of tent camping within the preceding 2 years (NOTE: Only one long-term BSA camp may be considered towards this requirement. No more than 7 days and 7 nights from a single, long-term BSA camp can be used to fulfill this requirement.)

The Troop Database Manager certifies eligibility for election to the Order of the Arrow.

Programs for Older Scouts

Troop 1523 seeks to provide age-appropriate activities for all of its members. The PLC plans a balanced program that supports the learning process and advancement needs of younger Scouts as well as the interests of older, more experienced Scouts, to learn leadership skills and use those skills in an advanced setting.

To this end, the Troop periodically plans more challenging activities (water skiing, more strenuous hiking activities and other age commensurate activities) for the Older Scouts.

Additionally, the Troop regularly participates in recognized BSA high adventure programs at established locations such as Philmont, Sea Base, Northern Tier, Adirondacks, etc.. Many of these activities will have a minimum age requirement for participation.

Patrol Functions

Patrol Names

Patrol names should be selected according to their relationship with Scout history, activities, or the outdoors. Patrol names may only be changed with the permission of the PLC with the approval of the Scoutmaster.

Patrol Patches

Every Patrol must have a Patrol Patch.

Flags

Patrols are expected to construct and have their flag at Troop meetings and campouts.

Patrol Activities

Troop 1523 encourages Patrols to have Patrol meetings and Patrol activities. Patrol Leaders should plan Patrol activities in co-ordination with the PLC. Each Patrol will have an Assistant Scoutmaster assigned to help the Patrol Leader carry out his duties and responsibilities.

Patrol Yell

Each Patrol is expected to develop a Patrol Yell. The Patrol uses its Yell to announce its presence at Scout events.

Patrol Membership

The PLC determines membership in Patrols.

BEHAVIOR EXPECTATIONS

Scouts are expected to obey the Scout Law, Scout Oath, Scout Motto, Scout Slogan and Outdoor Code at all times during all Troop activities.

Troop Meetings

Meetings include learning AND fun activities. Scouts are expected to listen and participate, as directed, during learning activities. All Scouts will stay in the meeting area, unless otherwise directed.

Scouts who are disruptive may be removed from the meeting and counseled. If problems continue after the Scout is permitted back into the meeting – the parents will be contacted and asked to pick up their Scout.

If fighting or other unacceptable behavior occurs, the Scout(s) may be immediately removed from the activity and their parent(s) contacted. There will be absolutely no tackling or physical contact horseplay at any time.

Use of foul or profane language will not be tolerated. Warnings will be given and the Scout's parents will be notified. Continual or flagrant display of this behavior may result in removal from the activity or the Troop.

Camping and other Outings

Scouts are not to leave the campsite without notifying the SPL or an adult leader. The "Buddy System" is in effect at all times.

Radios, cell phones, and other electronic devices are not allowed at campsites, exceptions can be made by the Scoutmaster when the equipment is to be used exclusively for safety or emergency purposes.

Skits will be presented according to standards of good taste, as approved by the Scoutmaster.

Disciplinary Board of Review

A special Disciplinary Board of Review will be convened by the Scoutmaster for a Scout that has displayed continual or flagrant disregard for the policies and guidelines of the Troop and Boy Scouts of America. The Scoutmaster and Committee Chair will select disciplinary board members as deemed appropriate by the situation.

Troop Activities

Outdoor activities are a cornerstone of Scouting. Troop 1523 has offered a wide range of activities for Scouts to enjoy, including camping, water-related outings (e.g., canoeing, white-water rafting or swimming), hiking and backpacking, rock climbing, winter sports, bicycling, and even camping on a retired battleship. Troop 1523 has an annual goal of 10 tent-nights of local camping and one week of camping at a BSA long-term camp.

Troop 1523 seeks to provide an age-appropriate summer camp experience for all Scouts. The Troop seeks to have an advancement-oriented camp for younger Scouts and a high adventure camp for older Scouts.

The Patrol Leader Council (PLC) plans Troop camp-out dates and the annual summer and high adventure camps. The PLC aims to complete this calendar of activities before the fall of each year. It must be presented to the Scoutmaster and the Troop Committee for approval before being announced by the Senior Patrol Leader. The schedule will be posted on the Troop website.

Two Deep Adult Leadership

Two adult leaders, one of whom must be a registered adult leader 21 years of age or older, are required for all trips and outings. There are a few instances, such as patrol activities, when the presence of adult leaders is not required. With the proper training, guidance, and approval by the troop leaders, the patrol can conduct day hikes and service projects on their own. Appropriate Two Deep Adult Leadership must be present for all overnight Scouting activities. For more specific qualifications, reference the [Guide to Safe Scouting](#).

Permission Slips

Troop 1523 requires parent/guardian permission for all activities outside weekly Troop meetings. The Troop permission slip lists activity, departure and return time, any fee required for the event, and registered Scouter in charge of the event.

Permission forms and outing fees should be completed and returned at the Troop meeting 2 weeks prior to the event unless an earlier payment date is required.

Physicals

Policy on Use of the Annual Health and Medical Record

In order to provide better care for its members and to assist them in better understanding their own physical capabilities, the Boy Scouts of America recommends that everyone who participates in a Scouting event have an annual medical evaluation by a certified and licensed health-care provider—a physician (MD or DO), nurse practitioner, or physician assistant. Providing your medical information on this [four-part form](#)  will help ensure you meet the minimum standards for participation in various activities. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.

Parts A and B  are to be completed at least annually by participants in all Scouting events. This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement is to be completed by the participant and parents/guardians.

Part C  is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle, accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas. See the [FAQs](#) for when this does not apply.

Part D  is required to be reviewed by all participants of a high-adventure program at one of the national high-adventure bases and shared with the examining health-care provider before completing Part C.

The new Annual Health and Medical Record and a comprehensive Frequently Asked Question information sheet can also be found at:

<http://scouting.org/healthandsafety/resources/medicalformFAQs.aspx> (FAQ sheet)

Medication and Limitations on Activities

Scouting is a vigorous program for all boys. Troop 1523 makes every attempt to accommodate any Scout's limitations. In order to do this, parents and guardians must provide any limitations or restrictions plus applicable medical information.

The adult leaders of Troop 1523 will not administer any medication, prescription or over the counter medications to a Scout without the written permission of the Scout's parent. If a parent authorizes a medication to be given to a Scout, the parent must complete a written authorization form and provide the medication in its original container.

Tour Plan

In order to ensure that Troop activities have adequate adult support and that the activity is acceptable under BSA safety guidelines, Troop 1523 follows the [BSA Tour Plan](#) process. The Troop submits a written application for a NCAC Tour Plan a minimum of 21 days in advance of events outside the Councils boundaries and for higher risk events described below. Completing the tour plan may not address all possible challenges but can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

Times when a tour plan must be submitted for council review include:

- Trips of 500 miles or more; or
- Trips outside of council borders [Exception: not to your council-owned property]; or
- Trips to any national high-adventure base, national Scout jamboree, National Order of the Arrow Conference, the Summitt Bechtel Reserve, or regionally sponsored event ; or
- When conducting the following activities outside of council or district events:
- Aquatics activities (swimming, boating, floating, scuba, etc.)
- Climbing and rappelling
- Orientation flights (process flying plan)
- Shooting sports
- Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
- At a council's request (contact your local council for additional guidelines or regulations concerning tour plans)

Activity Fees

Most Troop camp-outs require patrols to plan and cook their own meals. All Patrol members alternate as Grubmaster, buying food and requesting reimbursement from the Troop Treasurer after the campout.

Depending on the location of the campout, some meals may be eaten en route (either brown bag meals or at a fast food restaurant). Some camp-outs such as district Camporees, summer camps, and some campsites require activity fees, that the Troop recovers through an activity fee for the event. The fees and meal details will vary

from campout to campout. Scouts must pay for all activities in advance. Refunds will only be granted if the Scout notifies the patrol member purchasing food of the change before the food is bought, or in the event of illness or family emergency.

Cooking

Patrol system cooking will be implemented at all non-backpacking camp-outs. Scouts plan balanced meals in advance. The SPL approves menus in advance. The designated Patrol Grubmaster will purchase food for the Patrol a few days before the camp-out according to the menu and for the corresponding number of Patrol members signed up for the trip. The budget for the food purchase is determined by the Troop Treasurer and the adult leader for the trip. Grubmasters should bring the purchased food to the campout (any questions about this process or for assistance, please consult your Patrol Leader or Patrol Adult Mentor). Reimbursement for the purchased food can be obtained from the Troop Treasurer – simply provide the Treasurer the receipts for the food and the reimbursement request form available on the Troop website. Patrols will decide on either stove or fire cooking (if permissible) *before the camp-out*. “Buddy cooking” will be implemented at all backpacking camp-outs. Patrol leaders will determine and post a duty roster with assignments for KP, cook and fire duty (if necessary) for each meal. If the Grubmaster needs a cooler(s) to keep perishable food cold, he should seek help from other members of the Patrol.

Fires

Fire (i.e., matches, lighters, etc.) is prohibited inside tents. No fire may be built without *explicit* permission from the Scoutmaster (or representative).

Totin’ Chip

Scouts can earn the Totin’ Chip card by working with their Patrol Leader, Instructor, or another First Class Scout. Any Scout using any kind of wood cutting tool must have his Totin’ Chip with him. Any Scout displaying inappropriate actions with any cutting tool will have a corner cut off his Totin’ Chip, or have the Totin’ Chip confiscated depending on the severity of the incident, as determined by the Senior Patrol Leader, a Patrol Leader, the Scoutmaster or adult Scout Leader. A Scout who loses his Totin’ Chip card in this way will not be able to earn it back without approval from the Scoutmaster.

Sheath knives are not permitted on any camp-outs. If a Scout is found carrying a sheath knife, the knife will be confiscated by an adult leader and then delivered to the Scout's parents. Folding knives in a case (e.g., Buck-style knives) with a blade less than 4 inches in length are permitted.

Service Projects

Another cornerstone of Boy Scouting is “helping other people”. The PLC schedules service projects for the Troop on a regular basis. The Troop helps Parkwood Baptist Church (the Troop’s charter organization) mow its grass, rake leaves, and pitch in where help is needed. Other projects have included waterway cleanups and service offered to local and National Parks. Scouts are expected to participate in these opportunities as part of their Scouting experience.

Rank advancement for Star and Life require six hours of service on projects approved by the Scoutmaster.

Lastly, the rank of Eagle requires the candidate to identify, plan, and lead a service project. Scouts of Troop 1523, when asked, help Eagle Scouts on their service projects.

Role of Parents and Adults

Uniformed leaders, i.e., the Scoutmaster and Assistant Scoutmasters, are the first line mentors for the SPL, the PLC and Patrol Leaders.

The Troop Committee provides oversight of the Troop program and advises the Scoutmaster. The Committee ensures that the Troop has adequate resources to execute the Troop program.

The role of adults in Scouting is that of a mentor. Adults ensure that activities are safe, both in planning and execution. Adults provide guidance, transportation and other forms of logistic support. They do not, however, plan activities or make decisions about the day to day running of the Troop.

Except in cases of immediate threats to safety of an individual or a group, communication between adults and Scouts should be by direct communication between the uniformed adult leader of the activity and the SPL.

Troop 1523 has an excellent tradition of adults serving in key roles as Scoutmasters, Committee members, as well as those interested in helping Scouts enjoy their program and mature as young men. We can never have enough adult help. Adults are invited to volunteer on a regular or as-needed basis. Parents are expected to support the Troop by:

- providing transportation to and from camp-outs and other BSA activities
- serving as Troop leadership (Assistant Scoutmaster, Committee Member, Merit Badge Counselor)
- accompanying the Troop on outings
- helping their Scout comply with Troop policies regarding uniform, health records, etc.
- helping their Scout schedule his time so that he can participate in as many Troop activities as possible
- providing occasional encouragement to foster advancement at a rate commensurate with their Scout's ability
- attending Scout/Parent functions (Courts of Honor, etc).

Adults participating in outdoor events (campouts, summer camp or high adventure) must maintain current Physicals in accordance with the same BSA medical guidelines applied to the scouts

(<http://www.scouting.org/scoutsourc/HealthandSafety/ahmr.aspx>).

Adult Leader Training

All adult leaders must complete BSA's Youth Protection Training (currently available on-line). National BSA policy prohibits adults from being one-on-one with a Scout (other than their own child)—this is designed for the protection of both the youth and the adults. Parent and guardian support for this policy is essential in complying with this requirement. From this perspective, it is imperative that you do not just drop off your scout for activities. Check in and ensure a one-on-one situation is not created before departing. Checking in with your scout also gives the Troop the opportunity to pass critical information to parents. Conversely, adult leadership

should ensure a one-on-one situation is not created as scouts are being picked up. Ask an extra scout or parent to remain until all scouts are picked up.

Troop 1523 encourages all adults involved in the Troop to take position appropriate training available from the Patriot District. This training provides the foundation and practical knowledge necessary to contribute to the Troop in various positions. Trained adults are essential to a successful Troop.

Communications

Communications within the Troop is expected to be primarily through the Scouts. Parents should encourage Scouts to maintain close contact with their Patrol members and Patrol Leaders regarding questions about Troop activities.

Annual Plan and Calendar

The PLC conducts an annual planning session each year. After approval by the Troop Committee, the annual calendar is produced and provided to all Troop members. A monthly calendar is published on the Troop 1523 website. (Note: Revisions to the annual plan will be accomplished through the monthly PLCs and updated on the web calendar).

Troop Website

The URL for the Troop 1523 website is: <http://www.troop1523.org>

The Troop uses the website to publish and update the calendar, distribute permission slips and provide other information to the Scouts and their parents. Parents and Scouts are encouraged to visit the website on a regular basis to keep current on relevant information. The website also contains photos of Troop 1523 Scouts and Adults in action. To this end, Troop parents are asked to sign "photo release" forms allowing the Troop to post pictures of their sons.

In order to maintain the website, the Troop maintains a Webmaster position. Scouts and Scouters can work with the Webmaster to post items as appropriate. Scouts and Scouters can communicate with the Webmaster via a specially designated email address: Webmaster@Troop1523.org.

E-mail and Telephone Rosters

Troop 1523 maintains a telephone and e-mail roster, which is updated periodically. Copies of the roster are available from the Committee and distributed as needed. The Troop utilizes a "collective" email address group to reach all families in the Troop. Usage of the "collective" email address group should be restricted to Troop related, Scouting sponsored events or Scouting related fund-raising activities. This email address should not be used for personal gain or sharing non-Scouting related information. The Troop uses both telephone and e-mail to contact Scouts and their families concerning program events and real-time changes.

Fund-Raising

Troop 1523's primary fund-raiser is the annual mulch sale. However, we may promote other fundraisers as needed to provide an opportunity for our Scouts to help pay for their Scouting activities. Each Scout is encouraged to participate in the Troop's fundraisers, as it benefits both the Troop and the Scout. Fundraising activities will be conducted in accordance with National BSA guidelines.

Each year before the mulch sale the Troop Committee will assess the Troop's equipment needs and establish the amount of the net revenue from the mulch sale that the Troop will use for capital item purchase or recapitalization of Troop equipment. It will establish a percentage share of the net revenue for the Troop and for individual Scout accounts.

Scout Accounts

Each family has an account maintained by the Troop for scouting activities. Typically, the Troop gives a percentage of its fundraiser proceeds back to each Scout for them to apply to future scout activities (annual registration, Camporees, summer camp, Philmont Trek, weekend camps, etc.). With the annual mulch sale fundraiser, the more hours a Scout works, the more funds are placed into his account. The same will be true for other fundraisers, where the amount provided a Scout's account is based upon their participation in raising the funds.

In lieu of receiving checks from the Troop as reimbursement for funds expended supporting Scouting activities (gas mileage, procuring food for activities etc), some families apply "refunds earned/due" towards their Son's Scout account.

The Troop Treasurer will provide Scouts with their account balance upon request.

If a Scout transfers to a new troop, the Troop will transfer monies in the Scout's account to the gaining Boy Scout Troop, via a check drawn on the Troop's account.

If the Scout leaves the scouting program from Troop 1523, the Troop will refund monies in the Scout's account (less Mulch labor profit) to the Scout's parents via a Troop check.

Refunds will be based on the assumption there is at least \$25 in the Scout Account. Lesser amounts will revert back to the Troop to be applied to Scout activities through the Troop operating fund.

Policy and Guideline Review

The Troop Committee, in conjunction with the Scoutmaster, will prepare the Troop policies and guidelines and update them as necessary. Proposed changes will be reviewed by the Scoutmaster and Troop Committee and voted on at a specified Troop Committee meeting. Approval of the Troop policies and guidelines and changes will be by majority vote of the Troop Committee. Upon approval, a copy of the current Troop policies will be posted on the Troop's website.

Reference Information

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;
TO KEEP MYSELF PHYSICALLY STRONG,
MENTALLY AWAKE, AND MORALLY STRAIGHT.

THE SCOUT LAW

A SCOUT IS:
TRUSTWORTHY
LOYAL
HELPFUL
FRIENDLY
COURTEOUS
KIND
OBEDIENT
CHEERFUL
THRIFTY
BRAVE
CLEAN
REVERENT

THE SCOUT MOTTO

BE PREPARED

THE SCOUT SLOGAN

DO A GOOD TURN DAILY

Appendix 1: Troop 1523 Organization Chart

