

# TROOP 116 POLICIES AND BYLAWS

These policies govern the operations of Boy Scout Troop 116 in Farmington, MN and form a code for all Scouts and Adult Leaders who are members.

## REGISTRATION

Annual dues of \$60.00 per Scout is payable each January 1st to be used for National Registration (Boy's Life magazine is available at an optional additional cost) and a Troop activity (expense) account. Scouts who join mid-year (after August 1) will pay a reduced amount of \$20.00 in dues.

Participation Incentive: At which time a Scout has been active in Boy Scouts for at least 5 years or achieved "Eagle Rank" by Jan 1, the annual dues will be \$25.00.

## HEALTH and MEDICAL FORMS

1. To participate in the Troop activities, each Scout is required to have an Annual Health Form signed by their physician. Health forms are due at the end of the 12<sup>th</sup> month that they were completed (e.g. If signed on April 4<sup>th</sup> 2019, a renewal is due by April 30<sup>th</sup>, 2020) *Extensions will not be given*. Health forms must be complete for a scout to be able to camp with the troop. This includes a signed physical from a physician, complete immunization information, and a copy of their health insurance card. Without all of these items they will not be eligible for any troop camping.
2. Every Scout must have a parent/guardian sign a Medical Update Form two weeks prior of the departure for every outing. This is required so that all of the required documentation prior to the event can be pulled together in advance of the troop leaving for the event.
3. At the departure of any outing an Authorization to Administer Medication Form (over-the-counter or prescription) MUST be turned in with any medication to the designated leader (DO NOT pack them away in your backpack). Medications will be kept in a locked box throughout the duration of the campout. Please note, all health forms expire the calendar month they are 12 months old.

## UNIFORM

Each Scout is expected to wear the Official Boy Scout shirt with all patches and badges earned, as well as a Troop 116 neckerchief (first neckerchief will be given to new Scout) with slide (slide may be homemade). Uniform inspections may be held without notice.

Additional items such as Troop t-shirt, Scout pants or jeans, and Scout caps are also encouraged. The merit badge sash is required for a Court of Honor or other public ceremony (e.g. a parade). Those Scouts in a leadership role will be provided a leadership badge at Troop expense.

Activity-appropriate footwear must be worn during Troop activities. Examples include appropriate sturdy footwear during hiking, cooking, and campfire building; sandals or water shoes for water activities; sandals for leisure time; or flip flops (only worn for showering and not at any other time).

Troop T-Shirts are available for current replacement cost. Neckerchief replacements are available for current replacement cost (\$5.00).

Adult leaders should wear the Official Boy Scout shirt and troop neckerchief. Neckerchiefs for adults may be purchased from the Troop for \$5.00.

## **ATTENDANCE**

All Scouts are expected to attend Troop meetings on a regular basis, with exceptions limited to illness, school, and family obligations, or participation in organized school or sports activities. Each Scout is responsible for informing his Patrol Leader if and why he will not be at the meeting or activity. A 75% attendance at Troop functions (including meetings, campouts, fundraisers, and special events) is required, unless excused as stated above, in order to attend Troop activities. After excessive unexcused absences, the Scout and his parent/guardian should meet with the Scoutmaster and/or Troop Committee to discuss the Scout's options. Parent/guardian are encouraged and welcome to attend any Troop meetings, activities and Troop Committee meetings.

**Bring:** Each Scout is expected to wear his uniform with name badge and bring his copy of the Official Boy Scout Handbook, merit badge books and cards, a pen or pencil, notebook, and Troop 116 calendar to all meetings and activities.

## **CAMPOUTS/ACTIVITIES**

All Scouts must sign up for campouts by the deadline set by the Tour Leader, including weekend outings, long-term camps, or activities requiring deposits. If Scout is not signed up by deadline, it is assumed he is not going and may not be able to attend. If the Scout signed up and does not attend, the Scout will still be charged. This allows for better planning of the food purchases and the drivers we need for the outing. Thank you.

**Parent/Guardian and Scouts:** Please notify the Scoutmaster or Tour Leader in writing/email by the Wednesday before a campout/activity if you need to leave the event early. We must be able to plan for enough leaders/adults and drivers/vehicles for the safety of all the Scouts. Thank you.

**\*\*Webelos II (accompanied by a parent/guardian) are welcome to all (age appropriate) activities.**

**Food** is prepared by Scouts. All Scouts and adults will be encouraged to eat the meal prepared by the kitchen staff. Food allergy exceptions are requested of the Scoutmaster by written note from the parent/guardian and must include a doctor's signature and explanation. The comment "I do not like..." will not be tolerated in any fashion and a "take and eat it or leave it" policy will be in place. If the Scout chooses not to eat what is prepared, peanut butter, jelly and bread will be provided.

### **Camp Fees:**

- Weekend: (outside with tent, Friday – Sunday within Troop) \$15 unless otherwise stated
- Long-Term/High Adventure: Lodging + Food + Fuel Surcharge { [(TOTAL MILES/MILES PER GALLON) \*NATIONAL AVERAGE COST OF GAS \* NUMBER OF VEHICLES] / NUMBER OF SCOUTS GOING equals fuel surcharge}
- Other fees may apply for other types of camping weekends (example: inside winter camp, district sponsored camps, etc.)

**Equipment:** Each Scout will be paired with a bunkmate and assigned tent/tarps/equipment. Tents must be returned clean at check-in date to avoid being charged for the tent. Any damage or loss will be

charged back to the Scout(s) at current replacement cost. Troop patrol boxes and grills may be loaned to adults who have a relationship with the troop for Cub Scouting or Webelos activities. Requests must be made to the Troop Adult Quartermaster member and approved by the Troop Committee.

**Swim Test:** In order to participate in any water-related activity (boating, swimming, rafting, canoeing, etc.) any participating Scout, adult leader, or adult volunteer must take and pass the Troop 116 swim test, which follows the BSA guidelines. When possible, accommodations will be made for Non-Swimmers and Beginners, but many boating, rafting or canoeing activities are restricted to Swimmers by the BSA guidelines.

1) The swim test must be updated annually, beginning after January 1. All certifications expire March 1 of the following year, and must be retaken to continue to participate.

2) The swim test must be performed within Troop 116. Testing at any BSA or other camp does not qualify, except tests taken at a specific BSA camp per their rules. Those tests expire upon leaving that particular camp.

3) The only outside test allowed is a BSA-certified test hosted by council (must be approved by Scoutmaster).

These rules are set for the safety of the boys, leaders, adults, and Troop.

**Watercraft:** All Scouts participating in watercraft activities (e.g. canoeing, whitewater rafting, kayaking, etc.) must have passed the BSA guidelines for being a Swimmer and meet requirements that have been established prior to the outing by the Aquatics Director, the Scoutmaster, and Committee Chair. This is for the safety of all Scouts and leaders and not meant as exclusion to anyone.

**Snow Sports/Skiing:** Our Troop participates in "Scout Days" at the local ski areas, including beginner lessons at a special discount. Troop 116 requires each new Scout participating to take a lesson provided by the ski venue. Troop 116 also requires this lesson for the "Snow Sports" merit badge.

**Fund Raising:** All Scouts have a chance to earn the cost of their Scouting through Troop fundraisers. Fundraisers for this purpose are projects as approved by the Troop Committee or District Committee. Funds raised will be used as described prior to the event as set forth by the Troop Committee. At this writing all proceeds will be split 75% to the Scout account and 25% to the Troop. These funds belong to the Troop and are to reward the Scouts for their sales and service efforts.

**Keeping the Troop Alive:** Every Scout is expected to pay his share of the cost of Troop operations by participating in fundraising. A portion of the fundraising profits will be paid to the Troop. Scouts must carry a positive balance in their account. If account goes negative, the parent or guardian will be notified. Scout has 30 days to bring account up to date. If this is not done, the Scout is not able to participate in activities that have a cost. Expenses must be approved by Troop Committee in advance of expenditure.

**Keeping the Scout Active:** A portion of the fundraising profits will be put into an account for the Scout to use towards camps, high adventures, other Scouting activities or Scouting appropriate supplies, as approved by the Troop Committee or Scoutmaster. If a Scout leaves the Troop, any funds credited to his account, regardless of the source of the funds, shall remain with the Troop (and will be added to the Campership fund to assist future Scouts), with the exception of transferring to another Troop. If

transferring to another Troop, the account funds may be transferred only if 1) the Scout has been a member of Troop 116 for at least a year and 2) a transfer form and letter of request have been received from the other Troop's Scoutmaster or Treasurer. Leaving the Troop is defined as non-rechartered for the current year. Funds may be transferred to another active family member at the request of the Scout holding the account and their parent/guardian. Requests must be made prior to the recharter period.

**Merit Badges and Rank Advancement:** Each Scout is required to obtain a merit badge card and signature from an approved/registered merit badge counselor and the Scoutmaster before working towards a merit badge. Each Scout is also required to read the merit badge book for that merit badge. Books may be borrowed from the Troop library or purchased from the Scout Shop. A Scout has the option to sell books he has purchased to the Troop library, if they are still in good condition and are approved by the Scoutmaster. Lost or damaged merit badge books must be replaced at Scout's expense. All merit badges must be done prior to starting an Eagle Project. Upon approval to start the Eagle Project, the Scout is required to download his "Eagle Packet" from the Council Website.

**Youth Protection Training:** All Parents & Leaders for the Troop who have the intention of being active participants in troop sponsored activities are required to take necessary YPT training and provide the certificate to be retained by the Troop. If any Parent or Leader does not have a current certification for YPT at the time of the event, they will not be allowed to go with the Troop for any Scouting event, to include all camping events for the Troop or any individual Patrols.

**Living by the Scout Oath:** Each Scout may be given a Living by the Scout Oath card that he will be required to bring to all Troop meetings and activities. This card will be used to keep track of discipline warnings by punches of the card's corners. Any Scout not living up to the Scout Oath will receive a punch on the corner of his card (or punches depending on the severity of the situation).

**Punch #1** results in a Scoutmaster conference.

**Punch #2** results in a phone call from the Scout to parent/guardian explaining the situation.

**Punch #3** results in a phone call from the Scoutmaster to parent/guardian to remove the Scout from the Troop activity or meeting.

A written report signed and dated by the Scoutmaster and a witness will be kept on file for each incident. After 3 punches, a meeting between the Scout, parent/guardian, Scoutmaster, and Troop Committee will be held to determine the consequences. Each Scout's card will be looked at during his Board of Review and may affect the outcome of his advancement. A Scout may consult with his Scoutmaster to determine tasks and behavior he may complete to earn back his card corners.

Certain actions will result in the immediate punch of all three corners and the immediate dismissal of the Scout from the meeting or activity. These actions include screaming, yelling, or other forms of disrespect or abuse to others such as leaders, fellow Scouts in leadership positions, other Scouts, camp staff members, etc.; verbal or physical threats to others; excessive use of inappropriate language; theft of or intentional damage to Troop equipment or the belongings of others; and the use or possession of drugs, tobacco, or alcoholic beverages.

**Social Media (Facebook, YouTube, Twitter, etc):**

All Social Media sites that are affiliated or contain Troop 116 information must be public sites and cannot be private. All scouts and parents need to abide by the Scout Law & Scout Oath in regards to usage of Social Media sites. All Social Media sites will need to be communicated to the Troop Leadership along with contacts to get access for all Troop members. If private sites are found or not identified and not disclosed to Troop leadership, the owner of the site will be given a warning and the incident will be documented. If the Social Media site continues to remain private after the warning and is not made public, the parent and scout will be asked to leave the troop.

**Pictures Posted On Social Media Sites:** All pictures that contain scouts require permission from the parent of the scout. If permission has not been granted by the parent of the scout, the picture will need to be removed immediately and a documented warning will be provided to the owner of the Social Media site. If there are any additional issues the parent and scout will be asked to leave the troop.

**Conduct Using Social Media Sites:** Posting inappropriate content, bullying, sexual harassment or any behavior which is not in line with the Scout Law and Oath will not be tolerated at all. Dependent upon the severity of this misconduct, notification to the police for criminal charges by Troop Leadership may be required. All incidents will be documented by the troop and at a minimum, documented warnings will be provided to the scout and parent for the incident. If the incident is determined to be severe enough in the eyes of Troop Leadership, an immediate removal of scout and parent from the Troop will occur. If there is already an incident documented, a second offense will result in the scout and parent being asked to leave the Troop.

**Adults – Living by the Scout Oath:** Each adult is asked to also follow the Scout Oath during all Troop meetings and activities. If an adult is not acting in the best interests of the Scout/Troop the action taken will be:

- 1) A verbal meeting between the adult and Scoutmaster with two other adult members present (one of them or the Scoutmaster must have witnessed the situation).
- 2) Written documentation signed by the Scoutmaster and the two other adult members will be filed with the Committee.
- 3) A Scoutmaster-type conference with members of the Committee, the Scoutmaster, and the other two adults; then with members of the Committee and the adult.

***The Troop follows the following “Guide to Safe Scouting” guidelines:***

#### **UNIT RESPONSIBILITIES**

Adult leaders of Scouting units are responsible for monitoring the behavior of all members and interceding when necessary. Parents/guardians of youth members who misbehave should be informed and asked for assistance in dealing with it.

Constructive discipline. Discipline used in Scouting should be constructive and reflect Scouting’s values. Corporal punishment is never permitted. The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.

The unit Committee should review repetitive or serious incidents of misbehavior in consultation with the parent/guardian of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit.

If problem behavior persists, units may revoke a Scout's membership in that unit. When a unit revokes a Scout's membership, it should promptly notify the council of the action.

The unit should inform the Scout executive about all incidents that result in a physical injury or involve allegations of sexual misconduct by a youth member with another youth member.

Each Cub Scout den and Webelos Scout den and each chartered Cub Scout pack, Boy Scout Troop, Varsity Scout team, and Venturing crew shall have one leader, 21 years of age or older, who shall be registered and serve as the unit or den leader. A unit leader may not serve simultaneously in any other position within the same unit. The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit or den leader on the appropriate form.

#### **Leadership Requirements for Trips and Outings:**

1. Two-deep leadership: Two registered adult leaders, or one registered leader and a parent/guardian of a participating Scout or other adult, 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. 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. A common departure site and a daily destination point are a must.

2. A minimum of two adults per vehicle is required. For the protection of the Scouts and the leaders, the two adults must be from different families unless they are transporting just their own children.

3. 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 requirement must reflect on awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.

4. Male and female leaders must have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.

5. Male and female youth participants will not share the same sleeping facility.

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 is a minimum of two adult and four youth. A minimum of one of the adults is required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as a temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth area.

7. When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.

8. 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. Reference: Tours and Expeditions, No. 33737
9. 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.

***Troop Trailer and equipment is not lendable or rentable for insurance/ liability reasons. See the Equipment section for an exception for patrol boxes and grills.***

***The family storing the Troop trailer(s) is not responsible for loss or theft.***

# PARENT/GUARDIAN COPY

**Acknowledgement:** To avoid any misunderstanding, each Scout and parent or guardian is asked to sign two (2) acknowledgements of these policies to acknowledge his/her acceptance of responsibility. One copy will be kept by the Troop and the other by the parent or guardian.

We have read the policies governing the operation of Troop 116 and agree to abide by them.

**Scout's signature and date:**

**Parent or Guardian signature and date:**

# TROOP COPY

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**Scout's signature and date:**

**Parent or Guardian signature and date:**

# MINOR (CHILD) PHOTO RELEASE FORM

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_ [Scout] grant Boy Scout Troop 116 of Farmington MN, my  
permission to use the photographs taken of my child as part of troop activities to post on Troop 116  
sponsored websites or social media sites for the purposes of promoting Troop 116.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_