

Troop 554 Operating Policies

Whitefield Academy

POLICY STATEMENT #1

SUBJECT: 50% ATTENDANCE RULE

ISSUED: August 25, 2015

REVISED:

In order for a scout to remain on Troop 554's roster and official charter, he must attend at least 50% of all troop activities. Following is a more detailed explanation of this statement:

1. 50% of all scout activities means one-half (1/2) of each type of event --i.e. half of the troop meetings, half of the camping trips, half of the community service and service projects, etc. Of course, we encourage and expect all scouts to attend more than 50% of these events.
2. A scout who fails to meet the 50% rule is subject to being dropped from the troop charter at renewal time at the discretion of the leaders and troop committee.
3. If a scout has a particular problem as to why he cannot make troop events for a certain length of time, he should tell the Scoutmaster and also have his parents contact him.
4. A scout who regularly attends certain types of events but fails to regularly attend others may be prohibited from attending those events at the discretion of the Scoutmaster. For example, a boy who continually misses troop meetings but shows up for camping trips, may be prohibited from attending future camping trips until his attendance at troop meetings improves.
5. Scouts who have earned the rank of Eagle are not required to abide by this attendance rule in order to be considered an active member of Troop 554. Any level of participation by Eagle scouts is welcome and appreciated.

POLICY STATEMENT #2

SUBJECT: UNIFORMS

ISSUED: August 25, 2015

REVISED:

1. The "Class A" uniform is as follows:
 - BSA Khaki shirt, short or long sleeved, with all appropriate badges correctly placed and sewn on.
 - BSA red or green epaulets.
 - BSA green pants or shorts.
 - Sturdy, closed-toe shoes.
2. The "Class A Formal" uniform is the same as above, plus:
 - Merit badge sash.
 - OA Sash (if appropriate)
3. The "Class B" uniform is as follows:
 - Troop T shirt.
 - BSA green pants or shorts.
 - Sturdy, closed-toe shoes.
4. Unless otherwise informed, scouts should wear their Class A uniform to every scout meeting.
5. Every scout of Troop 554 is expected to travel to and from camping trips and all scouting activities in the troop "Class A" uniform unless instructed by the scoutmaster with the following exception:
6. Policy in regards to uniforms for Board of Reviews: A scout who is going up for a Board of Review must have his Class A Formal uniform on at the time of the Board. The chairman of the board has the authority to cancel or postpone the board if the scout is not dressed appropriately. Exceptions can only be made by the Troop Committee Chairman/Advancement Chairman.

Note:

1. *It is realized by the troop leaders that there are occasions when wearing the uniform is impossible (such as coming direct from another event). However, these occasions should not occur on a regular basis.*
2. *Boy leaders of the troop (SPL, ASPL, patrol leaders, assistant patrol leaders, leadership corps, etc.) should especially be sure to have their uniforms on at all times to set the example.*

3. *A scout who has a particular problem with wearing his uniform should contact one of the troop leaders or have his parents contact the scoutmaster.*
 4. *On camping trips, scouts should wear HARD-SOLED shoes for their own protection. Under certain conditions, the troop leaders may allow tennis shoes, but these should preferably be a second "emergency" pair.*
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POLICY STATEMENT #3
SUBJECT: SCOUT FINANCIAL MATTERS

ISSUED: August 25, 2015

REVISED:

DUES-On or before September 30 of each year, the troop committee will address and set the re-registration fee for the following calendar year. When a new scout joins the troop, the yearly registration fee is prorated by month, as appropriate.

1. General Budgeting

- Funds for the general operation of the troop will be provided through the annual dues and fundraising efforts. Such events will be scheduled by the troop committee to produce the best possible results for the troop.
- Scouts and parents are expected to participate in a minimum number of fundraising hours during the course of the fund raising year.
- The committee will evaluate the treasury annually to determine the amount of funds available to purchase troop equipment, fund events, offer financial aid, etc.
- All troop expenditures requiring reimbursement must be pre-approved by the Troop Treasurer AND the Scout Master or Committee Chair.

2. Annual Dues

- Annual dues cover the following:
 - National and Local Council registration fees
 - Advancements (e.g. merit badges and ceremonies)
 - Boy's Life magazine
 - Troop insurance
 - Troop and patrol equipment
 - All normal troop activities such as campsite fees, propane, troop-wide food purchased for events, driver's fuel bills, and other event-specific incidentals
- Fees for high-priced adventures (zip lining, rock climbing, caving, summer scout camps, etc.) are not included in the yearly fees, and will be collected separately.
- Financial aid is available on a case-by-case basis. Those who would like to pursue financial aid will contact the Committee Chairman. All recipients and the amount of financial aid will be kept confidential.
- After a scout earns the rank of Eagle, he is no longer required to pay yearly dues, but (assuming some level of participation) will be included on the Troop roster.

2. Fundraising

- The Chairman of the fundraising event will record scout and parent participants and will forward said information to the adult leader responsible for recordkeeping.
- Failure to participate in fundraising opportunities could result in:
 - A review by the troop committee to reassess the registration fee of a non-participating scout.
 - Action in accordance with Troop Policy #2 (attendance).
 - The scout being denied participation in any event funded in whole or in part by the troop treasury.

3. Scout Individual Accounts

- If a scout leaves the troop for any reason with funds in the individual account that were earned through fundraising efforts at the time this policy was amended, all funds will be returned to the general troop fund.
 - The exception to this rule is that individual scout account funds may be transferred to a sibling who is remaining with the troop.
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POLICY STATEMENT #4
SUBJECT: TROOP ADVANCEMENT
ISSUED: August 25, 2015
REVISED:

1. Merit Badges

- Only qualified merit badge counselors whose names appear on the Official District or Troop 554 list may sign off scouts for merit badges.
- A scout should secure the blue card for a merit badge PRIOR to his first meeting with the counselor. This card must be signed in advance by the Scoutmaster.
- Per vote of the troop committee, parents of scouts may not pass off their son on a merit badge for which there exists other counselors. The only exceptions to this are when another counselor cannot be found, or in "group" merit badge classes. Exceptions are to be made by the Troop Committee Chairman, Advancement Chairman, or appropriate designee.

2. Procedure For Rank Advancement

- In order to advance to the next rank, a scout must be compliant with the 50% attendance rule as outlined and defined in Policy Statement # 2. For purposes of applying the 50% rule for advancement to star, life, or eagle scout:
 - A first class scout must meet the 50% attendance rule for any period of four consecutive months between the date of becoming a first class scout and requesting a scoutmaster's conference for star scout *and* have meet the 50% rule for at least two consecutive months immediately preceding a request for a scoutmaster's conference; these months could be concurrent if the entire four months preceded the request for a scoutmaster's conference.
 - A star scout must meet the 50% attendance rule for any period of six consecutive months between the date of becoming a star scout and requesting a scoutmaster's conference for life scout *and* have meet the 50% rule for at least three consecutive months immediately preceding a request for a scoutmaster's conference; these months could be concurrent if the entire six months preceded the request for a scoutmaster's conference.
 - A life scout must meet the 50% attendance rule for a period of six consecutive months between the date of becoming a life scout and requesting a scoutmaster's conference for eagle *and* have meet the 50% rule for at least three consecutive months immediately preceding a request for a scoutmaster's conference; these months could be concurrent if the entire six months preceded the request for a scoutmaster's conference.
- A scout who has completed all of the requirements for the next rank shall make an appointment with the Scoutmaster for a Scoutmaster Conference. Prior to this he should verify all his records with the Advancement Chairman and see that his handbook is properly filled out. This conference should be requested at the BEGINNING of the meeting.
- After completion of the Scoutmaster Conference the Scoutmaster should request a Board of Review. These Board of Reviews are held on the 3rd & 4th Tuesday of the month.
- Upon successful completion of his Board, the SCOUT advises the Advancement Chairman that he has completed the requirements for the award and presents his handbook.
- In the event the scout is denied rank advancement by the Board of Review, the scout will be given a period of time to improve the deficiencies as noted by the members of the Board of Review. The members of the Board of Review will inform the scout and scoutmaster, in writing, of the deficiencies, the corrective plan of action and the period of time in which to complete the corrective plan

3. General

- Scouts must be in their own full Troop 554 Class "A" uniform in order to participate in a Board of Review.

- Boards of Review are made up of Troop Committee Members or parents. There must be a minimum of three members.
- Troop awards of any nature will be withheld if any financial obligations are outstanding until such time as these obligations are met.
- Scouts should seek the guidance and advice of their patrol leader or any adult or boy leader if they have questions or problems concerning advancement.

POLICY STATEMENT #5

SUBJECT: EAGLE CANDIDATE GUIDLEINES

ISSUED: August 25, 2015

REVISED:

1. Project Proposals

- Project proposals shall be submitted by the Eagle candidate on forms and in the manner provided by the district and/or troop and contain information pertaining to the scope of the project, materials needed, costs, project man-hours, etc. Pictures and/or sketches, as appropriate, shall be part of the proposal.
- Eagle project proposals shall first be submitted to the Scoutmaster and Troop Life to Eagle Coach for preliminary approval.
- After review by the Life to Eagle Coach, the candidate shall contact the Troop Committee Chairman for final review and acceptance of the proposal.
- After the Troop Committee Chairman has accepted the project, the scout will attend a meeting in uniform with the district advancement committee for review and approval. There is no appointment required; confer with the Life to Eagle coach for the monthly scheduled date, time and location. No work on the project shall commence until district approval has been obtained.

2. Project Execution

- The Eagle candidate is solely responsible for coordinating and giving leadership to the Eagle project.
- The candidate will organize a fund raising activity to raise funds for his Eagle project.
- The candidate will document the project through notes, pictures, etc. A record of those participating in the project, including the dates and hours each worked, shall be maintained by the candidate and be part of the final project report.
- Since a major thrust of any Eagle project is to demonstrate leadership, as many scouts of the troop as possible should be recruited to execute the project. Other youths not in scouting or the troop can also participate with permission of their parents.
- Direct adult participation in the project should be minimized or avoided. Participation of a candidate's parents or guardians should be limited to providing transportation, refreshments, etc. and, if desired, to observe the project in progress.

3. Project Review

- After completion of the project, the candidate shall complete a report on forms in the manner specified by the district. The report shall be neatly prepared, typed if possible.
- The Life to Eagle Coach may prepare a separate report of his/her observations for consideration by the troop committee.
- After review and approval of the Life to Eagle Coach, the candidate shall contact the Scoutmaster and Troop Committee Chairman to have the final project report reviewed and signed.

4. Letters of Recommendation

- Eagle candidates should begin seeking letters of recommendation from the appropriate source before Eagle project execution, to allow time for the respondents to write and send them. The candidate must confer with the Life to Eagle Coach in regards to this process.
- The candidate should not be involved personally in transmitting any correspondence between persons listed as references and the council service center. It is very important that the scout follow the Letters of Recommendation guidelines for the proper submission

of all letters of reference. These guidelines are kept by the Life to Eagle Coach. All letters are sealed and mailed directly to the Life to Eagle Coach.

- Once the Eagle Application is signed by the appropriate Troop Leadership, and after conferring with the Life to Eagle Coach in regards to letters of recommendation, the scout will deliver the application to the Project Service Center at the Atlanta Area Council for submission to National.
 - Once the application has been accepted by the Council Service Center, the candidate will receive the original copy back stamped and signed. The candidate will then contact the Life to Eagle Coach and schedule a meeting with him, which will only be scheduled once the Life to Eagle Coach has received all of the reference letters. The Life to Eagle Coach will review all appropriate material for completion and accuracy.
 - Once the Life to Eagle Coach completes the review and he has received all letters of recommendation, and is confident the candidate is prepared, he will call the Silver Comet District to set up the Board of Review.
- 5. Board of Review and Eagle Ceremony:** Once the Eagle Board of Review has been completed successfully, the Troop will schedule an Eagle Court of Honor.

POLICY STATEMENT #6

SUBJECT: ADULT LEADERSHIP

ISSUED: August 25, 2015

REVISED:

For clarification, this policy applies only to adult uniformed leaders who participate with Troop 554 on a weekly basis. This policy does not apply to Troop Committee members.

1. General

- Troop 554 adult leaders will be appointed as necessary, qualified and available. There is no specific criteria, but previous scouting experience is highly desired.
- The same general attendance requirements are expected as we expect from scout participants: adult leaders as a general rule should attend at least 50% of the weekly meetings and 50% of the weekend activities. As in the case of a scout involved in multiple activities, it is understood during certain seasons a leader may not be able to meet this requirement.
- Adult leaders will follow the same uniform requirements as the scouts, given the event.
- Adult leaders are not required to pay yearly dues.

2. Selection Process

- Adults interested in becoming an adult leader will submit their name and qualifications to the Committee Chairman, who will advise the committee and the Scoutmaster.
- The candidate will fill out an adult leader application and submit it to the committee.
- The Committee Chairman will arrange an interview with the candidate. The interview process is as follows:
 - As a minimum, the Committee Chairman (or his appointed representative) and the Scoutmaster (or his appointed representative) will participate. Other adult scout leaders may be asked to participate.
 - The interview will include questions regarding the candidates interest in scouting, previous scouting experience, and areas where the candidate feels he can contribute.
 - The candidate will be required to agree to and sign the Troop 554 Lifestyle Statement.
- After the interview is complete, the Committee Chairman and the Scoutmaster will confer and determine if the candidate meets the requirements for leadership in Troop 554. If so, the candidate will be asked to join the Troop, and the committee will submit the candidate's application to the council for approval.

As of December 2015