

**Arapahoe District - Denver Area Council
Boy Scouts of America**

**Charter by
West Douglas County Fire Protection District
Sedalia, Colorado**



**Troop 637
Troop Policy**

**To better understand the workings of our troop,
reading Safe Scouting and The Scoutmaster's Handbook are recommended.**

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Revision History

Date	User	Changes
01 October 2004	Stephen Quackenbush	<ul style="list-style-type: none"> Update revised joining fees for 2005 enrollment Added troop conduct and discipline policy Updated fundraisers for Sprinkler blowout
22 March 2004	Stephen Quackenbush	<ul style="list-style-type: none"> Updates and final from March 8th parents meeting review.
01 March 2004	Stephen Quackenbush	<ul style="list-style-type: none"> Updates from review of previous version, including qualifications for adults, family participation and troop financial policy.
01 February 2004	Stephen Quackenbush	<ul style="list-style-type: none"> Updates to Procedures, Attendance, Fiscal Policy, Family Participation, Troop Committee, Recruitment, Joining, Fundraisers, and other miscellaneous changes
01 October 2002	Tim Johnson	<ul style="list-style-type: none"> Updates to Attendance, High Adventure, JLT, Troop Committee, Fiscal Policy, Youth Protection and others

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1. Purpose of Boy Scout Troop 637

Troop 637 is a chartered Boy Scout Troop in the South Arapahoe District of the Denver Area Council. Its purpose is to extend Scouting as established by the Boy Scouts of America to our local community, thereby offering our youth the opportunity to lead, to learn and to explore. Troop activities offer boys the opportunity for character development, citizenship training and mental and physical fitness.

2. Chartering Organization

Our chartering organization is the West Douglas County Fire Protection District, Sedalia, CO. Re-chartering is done in February of each year. The Troop Committee appoints a Scouting Coordinator who is responsible for organizing the yearly Recharter.

3. Procedures for Joining the Troop

Being in Scouts is a privilege and our troop encourages all boys of eligible age, regardless of capability to join Scouts and actively participate in all of the activities and rewards that Scouts has to offer.

3.1 Scouts

Any boy wishing to join the Troop must complete the official Boy Scout Application Form and must be interviewed by the Scoutmaster. Membership requirements are: Completion of the 5th grade; or be between 11 and 18 years of age, or Earned the Arrow of Light award as a Webelos Scout; and have Scoutmaster approval.

3.2 Adults

Any adult may join the troop by completing an official Boy Scout Application and must be interviewed and approved by the Scoutmaster and Charter Representative. All adult applications shall have references checked thoroughly and must complete Youth Protection training within **6 months** of application. It is encouraged that all adult leaders applying for membership also fill out a Troop Resource Form and generously volunteer to help out with the troop any way they can. It is by the hard work of the adult volunteers that makes Troop 637 a success.

4. Troop Uniform

It is an honor to be a Scout and a Scout should be proud of their uniform. Wearing the proper uniform is required for Scout Spirit.

4.1 Class "A" Uniform

The class "A" uniform consists of an official Boy Scout shirt with proper insignia attached and an appropriate neckerchief and slide. This uniform is to be worn at all troop meetings, boards of review, Courts of Honor, District and Council activities, Summer Camp, Service Projects, Troop outings, and fund-raising activities.

4.2 Class “B” Uniform

The class “B” uniform consists of a Troop 637 tee shirt. This uniform may be worn during the summer months of June, July, and August, except to a Board of Review or a Court of Honor. It may also be worn at certain other troop functions as designated by the Scoutmaster, such as highway clean-up.

5. Patrol Organization

The troop’s organization is based on the patrol method. Each patrol of ideally 8 boys, but not more than 10, has an elected Patrol Leader who serves for 6 months and can be re-elected. The Patrol Leader chooses an Assistant Patrol Leader to be his second in command. The Patrol Leader must be at least First Class rank.

5.1 Senior Patrol Leader

A Senior Patrol Leader, who must have been a PL at least once, is elected to run the troop and be in charge of all meetings. He chooses up to three Assistant Senior Patrol Leader as well as other troop leadership positions such as Scribe, Quartermaster, Bugler, Troop Guide, Instructor, Historian, Librarian, and Chaplain’s Aid to help him.

5.2 Patrol parents

Up to three Patrol Parents are assigned to each patrol to advise the Patrol Leader and to help the Troop Advancement Chairman track the scout’s advancement. A Patrol Parent must be a registered and active Scouter in the troop.

6. Troop Elections

Elections of Senior Patrol Leader and Patrol Leaders will be held twice a year in the Spring and Fall (usually in February and August). These boys will assume office immediately. Selection of leaders is to be based on scouting experience, rank, and scouting spirit. Other patrol positions such as Scribe, Quartermaster, Bugler, Troop Guide, Instructor, Historian, Librarian, and Chaplain’s Aid are appointed by the Senior Patrol Leader with the help of the Scoutmaster.

7. Patrol Leaders Council

The troop and its activities should be **“Boy Run, Parent Enabled”**. The PLC is the decision making body that plans and implements the activities of the troop. The PLC consists of:

- a. The Senior Patrol Leader who is chairman of the PLC.
- b. The Assistant Senior Patrol Leaders
- c. The Patrol Leader from each patrol
- d. All other boys with a troop (not patrol) of leadership position

The PLC will meet at least once a month to plan the activities of the troop. The Scoutmaster and Assistant Scoutmasters are present to provide advice and guidance and do not vote. The Troop Scribe shall take minutes of the PLC meetings. Those activities requiring adult participation will be forwarded to the Troop Committee for organization and implementation. The Scoutmaster and Troop Committee reserve the right to veto any

PLC plans they deem inappropriate for scouting.

8. Troop Program

The Troop will maintain a year-round comprehensive program to include weekly meetings, monthly outings, quarterly Courts of Honor, a summer program, participation in one summer camp, and one High Adventure Activity.

These activities should be planned by the PLC in August each year, and then presented to the troop committee for approval. The schedule, which is subject to change, is then published in October. These activities should consist of monthly themes that encourage and aid Scouts toward advancement in rank and merit badge achievement.

To maintain the Troop's camping program at the National Camping Award level, the Troop will provide at least 20 days/nights of camping per charter year.

Troop637 meets every Tuesday from 7:00-8:30 P.M, most often in the Sedalia Elementary School gymnasium. Exceptions to this are printed at the beginning of each month on the Troop Calendar, announced at troop meetings, or communicate by phone tree and E-mail.

To aid in recruiting, Webelos will invited to participate in several activities each year.

9. Attendance

Scouts are urged to attend all meetings and camp outs, service projects, summer camps, and other troop activities. Scouts who do not attend regularly miss out on a lot of fun and it may hinder their advancement.

At a minimum, all scouts are required to attend 50% of the Troop's weekly meetings and participate in eight nights of camping per year to remain active in the Troop. Additionally, each scout is required to participate in at least one yearly troop fundraising activity.

10. Courts of Honor

Troop 637 holds Courts of Honor quarterly to award merit badges, recognize advancement in rank, and make special presentations. They will be held on the third Tuesday of the month in February, May, August, and November at a location in the Sedalia or Castle Rock area. All families are invited and encouraged to attend. An invitation will be mailed before each Court of Honor with the date, time, and location on it.

11. Campouts and outings

These are held monthly. Parents are always welcome and are encouraged to attend. Each Family should plan on attending at least one outing a year. Some parents are required to Attend and assist with each outing. Parents are asked to model the same values endorsed by the Boys Scouts of America. These rules include a strict prohibition on the use of any

type of tobacco product and alcoholic beverages. Adults will always follow all the requirements and guidelines of the Boy Scouts of America's Youth Protection Training Program.

12. Summer Camp

The Troop shall participate annually in at least one week of summer camp at a BSA approved camp. This shall be planned sufficiently in advance as to allow the troop to benefit from discounts available and meet reservation requirements. To defray their costs, boys should carry out approved fund-raising; including popcorn sales and/or scout show ticket sales. Some financial assistance may be available, arranged through the Scoutmasters and Troop Committee.

13. High Adventure Activity

This Troop shall offer at least one High Adventure Activity annually, as planned by the PLC and approved by the Troop Committee. The purpose of this activity is to provide greater challenge and opportunities for the older and more experienced scouts. Individual High Adventure locations have different age, rank and training requirements and BSA requirements will be followed for all High Adventure outings. Additionally the troop committee may impose additional requirements for eligibility, although the Scoutmaster, on an individual basis, can waive the troop requirements. Additionally, there may be training requirements for parents participating in these outings.

Examples: Philmont Boy Scout Ranch requires that participating scouts shall be fourteen years of age and Star rank by the date of the outing. Boundary Waters requires that participating scouts shall be thirteen years of age and First Class rank. Depending on the type of activity, certain merit badges may also be required before a scout can participate.

14. Advancement Program

The Troop advancement policy is to provide sufficient help, training, and encouragement to all the Scouts in their efforts to attain the rank of Eagle Scout.

14.1 Scout Book

All Scouts are to bring their Scout books to all meetings. This allows the Scout to have a Patrol Parent, Assistant Scoutmaster, Advancement Chairman or Scoutmaster sign off on completed rank activities. After all rank requirements have been completed the Advancement Chairman will give approval for a Scoutmaster conference, followed by a Board of Review.

14.2 Board of Reviews

When a Scout's notifies the Advancement Chairperson that he is ready to advance, a Board of Review will be set up to occur during the next regularly scheduled troop meeting or other date and time as may be mutually agreed upon. Upon successful completion of a Board of Review, the Scout rank advancements will be presented at that same meeting. Recognition of advancement will be at the next Court of Honor after achieving new rank.

15. Junior Leader Training

The purpose of Junior Leader Training is to train new boy leaders in the troop. These trainings will be offered through out the year. All scouts holding troop and/or patrol leadership positions must complete this training. Additionally, any boy who is First Class should make every effort to attend. Occasionally, the training will be offered with other troops or through the Arapahoe District. These trainings will give the boys the tools they need to properly carry out their position.

16. Order Of The Arrow

The Order of the Arrow is a National Brotherhood of Honor Campers and is an official program of the Boy Scouts of America. The purpose of the Order of the Arrow is to recognize those scouts who best exemplify the scout oath and law in their daily lives, develop and maintain camping spirit, promote scout camping and give leadership in cheerful service to others.

The insignia is the Arrow sash worn over the right shoulder. All Arrowmen work to ensure their patrols and troops have the best scout campers at any camp. The troop may elect certain of its scouts to membership in the Order of the Arrow. Elections will be held once a year in accordance with the rules of the Order and will be conducted by Order of the Arrow members. Rules of the election will be discussed at the meeting before the election takes place.

17. Community Service Projects

The troop has adopted a two mile section of Highway 67 for clean-up as part of its responsibility for service to its community. This project is to be completed at least twice a year. Other service projects may be scheduled during the year, including any that may be requested by the Charter organization.

18. Family Participation**18.1 Family and Siblings**

Scouting can be a fun family activity and our troop encourages family participation in those events that are intended for or conducive and appropriate to family participation. The high quality of all troop activities is maintained by the expectation that all participants abide by the policies of the Boy Scouts of America and the guidelines in the book Safe Scouting.

18.2 Guests

Scouts may invite guests to participate in certain scout activities with prior approval of the troop committee or Outdoor Chairperson. It is the responsibility of the Scout to ensure all appropriate arrangements, such as transportation, sleeping, equipment and payments are made on behalf of the guest. The guest, like other family members are expected to abide by the policies of the Boy Scouts of America and the guidelines in the book Safe Scouting.

18.3 Adult Leaders

Adults are encouraged to attend Scout Leader Training. This is a very fun activity by which adults learn a great deal and develop a better understanding of the principles of scouting. It is Troop policy to provide a maximum of \$50.00 per Charter year, per adult, toward the cost of Boy Scouts of America approved training.

19. Parent Enabled

Parents are essential to enable the boy's activities. By attending monthly troop meetings, parents can stay informed and are available to serve on Boards of Review for advancement. Parents may and are encouraged to register to act as counselors for merit badge instruction. Parents are always needed to drive scouts on outings. Positions as advisement counselor, Patrol Parent, Assistant Scoutmaster, and various roles on the Troop Committee also need to be filled.

20. Troop Committee

The Troop Committee guides troop policy and assists with event planning, provides transportation and adult help on outings, assists at troop meetings, administers troop finances, coordinates training of scouts and adults, accomplishes annual recharter and prepares an annual booklet for handout at the beginning of each charter year which includes the troop policy, an annual calendar of events, and additional information as per the Scoutmaster and Troop Committee.

20.1 Organization

The Troop Committee consists of registered and trained adult leaders of the troop. The Scoutmaster, Committee Chairman, and Treasurer are elected to their respective offices by the Troop Committee; again Committee Members must be registered and trained Scouters of Troop 637. All other adult positions within the troop are appointed by the Troop Committee and positions may be filled or vacated with or without cause at any time and as necessary to ensure the safe and smooth operation of the troop.

20.2 Meetings

The Troop Committee has a regular monthly meeting the second Monday of the month (or next Monday thereafter if the second Monday falls on a holiday), beginning at 7:00 PM. The location of the meeting will be advised at least one month before the scheduled meeting. Committee meetings are open to all parents and guests of the troop, however voting privileges are reserved to committee members and registered adults of the troop.

20.3 Conducting Business

- A simple majority vote of members in attendance is sufficient to pass any items of business that may be presented before the committee.
- All meetings shall be documented and minutes published by the troop Secretary or other person so designated by the Committee Chairperson, as reasonably possible after the meeting.
- From time to time, individual parent(s) may be designated to conduct an activity (such as fundraising). In such cases those parent(s) so designated

have the full authority to act on behalf of the troop to secure any arrangements necessary to accomplish the activity.

- Changes to the policies of the troop (this document) may be made by request to the committee chairperson. The requested change shall be presented before the troop committee and upon majority vote of the members eligible to vote, the change shall be adopted as policy of the troop effective immediately or as such other time as may be designated.

20.4 Participation

All Parents are strongly encouraged to attend monthly Troop Committee Meetings. These meetings are very important to the boys. Here adults can work out the logistics for the program the boys have chosen. The more adults present, the better chances for ideas and suggestions to help the scouts reach the goals they have set for themselves.

21. Troop Fiscal Policy

It is the policy of the troop to collect enough funds from the scouts such as in fees and dues and in conjunction with fundraising activities, to cover the expenses of the troop. The troop shall maintain a reasonable reserve in the Troop's bank account to cover any unforeseen expenses (such as repair to the troop trailer, etc.) The troop's fiscal year will run from October 1st through September 30th.

21.1 Budget

Each Charter year, an annual budget will be prepared outlining the sources of anticipate/projected income and expenditures of the Troop for the next year. This budget will be reviewed and approved by the committee each year in September.

Grubmasters when planning campouts should strive to limit their expenses to reflect a \$3.00 per meal per scout or another amount per meal per scout as may be determined for a given trip by the Outdoor chairperson or trip coordinator.

21.2 Fundraising

All funds from fundraising activities will be maintained in the Troop's general account; The Committee may appropriate a portion of the proceeds for deposit into participating Scout's individual Scout accounts (see below).

21.3 Scout Accounts

A separate "Scout Account" will be maintained for each individual Scout. The funds from these individual Scout accounts will be accessible to the respective Scout for use for the Scout's monthly camping fees, summer camp fees, and the purchase of Scout related equipment as approved by the Scoutmaster. These accounts are for the Scout and will not be used to cover adult fees.

21.4 Family Accounts

The troop will maintain for each family a "Family Account". The funds in this account will be accessible to the respective adult leader(s) of the family for use for the adult/family's monthly camping fees, summer camp fees or other expenses so incurred by the family. Family expenses may include: joining expenses,

uniform costs, summer camp, camping fees, food, transportation charges on a per camp out basis and personal equipment.

21.5 Forfeiture

Funds remaining in any individual Scout account will defer back to the Troop general account if the Scout in question graduates from the troop at age 18 or withdraws from the troop either by declaration or by remaining inactive for six months. These funds may be transferred to a sibling's account.

21.6 Expenses

Troop expenses include, but are not limited to: troop re-charter, liability and accident insurance for Scouts and Scouters while participating in scout activities, awards; rank advancement, merit badges, adult recognition, Eagle Scout Award Kits, etc., approved adult and youth training, other troop and camping expenses such as fuel, propane, soap, matches, charcoal, paper goods for courts of honor, etc., equipment purchase and repair, troop mailings, paper, copies, postage, etc.

21.7 Reimbursements

- Expenses should be paid for by the person(s) incurring the expense through their own means (cash, personal check, personal credit card) and request for reimbursement should be submitted to the Treasurer.
- Grubmaster expenses, camping fees and other expenses associated with a campout may be reimbursed by filling out a reimbursement form with appropriate receipts attached, and submitted to the Treasurer.
- A check will then be issued or credit can be given to the "Family Account" for all requests for reimbursement.
- Requests for reimbursement should be submitted no later than 60 days following the conclusion of the event. Requests submitted after 60 days post the event may not be honored by the troop.
- Expenses in excess of \$100 and those using the troop credit card (see below) need to be approved by the Finance committee (Chart Org Rep, Comm. Chair and Treasurer). Requests for approval of expenses in excess of \$100 should be brought before the troop committee if time permits.

21.8 Bank Accounts

The troop will maintain a bank account(s) for deposit and disbursement of funds. Access to this account is via the Treasurer, Committee Chairman and Charter Organization Rep.

21.9 Debt Card

The troop will maintain a debt card for the troop checking account, which by prior approval of the Finance Committee may be used for certain expenses related to troop campouts or activities (such as a deposit for a reservation or for expenses while on a troop sanctioned outing). When the troop Credit card is utilized a troop reimbursement form with the appropriate receipts attached should be submitted to the Treasurer in a timely manner which may be before the event occurs in order to accurately reconcile the troop financial records.

21.10 Reservations

All reservations for troop activities should be placed in the troop’s name and not an individual name. When making reservations, it should be clearly stated that the reservation is for the troop and it should be asked if there are any discounts afforded the Boy Scouts in conjunction with the reservation. This may include discounts for scouts (under age 18) verses adult rates.

22. Joining and Recharter

The Troop charter year is February through January; the fees are \$70.00 per charter year.

Scout Registration	\$10.00
Boys Life subscription	\$10.00
Annual Troop dues	\$35.00
Insurance	\$5.00
Other basic expenses :(copies, thank you’s, program materials, leader recognition’s, etc.)	\$10.00
Total for boys:	\$70.00

Adult registration **\$10.00**

These fees can be paid in full in February or in two installment payments, one in February and one in August. Payments are made to either the Charter Representative or the Troop Treasurer. Scouts who join after February in the charter year are charged on a pro-rata basis as follows:

Months in troop for charter year	10-12	\$70.00
Months in troop for charter year	6-9	\$55.00
Months in troop for charter year	3-6	\$35.00
Months in troop for charter year	0-3	\$25.00

Non-payment of dues may disallow a Scout from participating in a Scouting function, such as a campout, field trip, or outing. If there are monetary problems in the family, grant-in-aids can be made as approved by the Scoutmaster, Committee Chairman, and Treasurer.

23. Fund-raisers

The troop shall conduct one or more major fundraisers each year. Monies from these fundraisers help support our scouts and their activities, including purchasing/repair of equipment, administrative overhead and high adventure/summer camp.

23.1 Pumpkin Sale

Troop 637’s annual Pumpkin sale is a tradition in Sedalia and the troop desires to continue with this tradition. This annual Sale is held during October. All scouts and their parents are encouraged to help at least one weekend with this project.

23.1 Sprinkler Blowout

Troop 637 shall conduct an annual fall sprinkler blowout during the month of October. All scouts and their parents are encouraged to help on at least one crew for one shift on the weekend that the project is designated to operate. Flyers with

email and a contact phone number will be provided to prospective customers to contact the troop and schedule an appointment.

23.2 Other Fundraisers

Other fund-raisers will be planned and held throughout the year when and if they are needed. These may include but are not limited to: Fourth of July food selling and Peach sales. The Troop Committee, ensuring that they follow Boy Scouts of America guidelines, must approve all fund-raising activities. The Troop Committee will discuss each fund-raiser and decide what percentage each participating boy will earn.. Generally, participating scouts can earn up to 50% of the proceeds which go towards their individual scout account. The percentage will be determined in advance by the troop committee for each fundraiser and Troop financial status and equipment needs will be taken into consideration when determining the percentage.

23.3 Individual Scout Income

The major sources of income for individual boys are Scout Show Ticket Sales and Popcorn Sales. 100% of these proceeds will be deposited into individual scout accounts to be spent on camping fees, summer camp fees and the purchase of Scout related equipment as approved by the Scoutmaster. Our Troop is required to participate in these events to qualify for Quality Unit status.

24. Donations

Every year, Troop 637 may accept, in accord with Boy Scouts of America guidelines, funds and/or materials from various non-profit organizations and local business. These funds are placed in the general Troop funds.

25. Troop Conduct and Discipline Policy

Troop policy is not to insist on a rigid code of conduct, but to ensure a measure of orderliness and control that is necessary for safety to troop members and others; assuring troop meeting goals are achieved, and creating both a fun and learning experience for all participants. Troop 637 has implemented a Conduct and Discipline policy that outlines what are inappropriate behaviors by a scout and corrective measures that will be taken by the Troop for serious infractions. Upon joining the troop, every scout and their parents must sign and return the policy stating they have read and understand this policy.

26. Youth Protection

Child Abuse is a very serious problem in our society. Protecting our scouts from adult predators and other forms of abuse is a top priority of Troop 637. This is done by educating the adult leaders, establishing leader select policies, and creating barriers to child abuse that include, but are not limited to, the following:

- **Youth Protection training.** All registered adults in the troop are required to complete Youth Protection training no later than six months after joining the troop and not more than every three two years thereafter.

- **Two-Deep Leadership.** Two adults are required for all Troop functions, as a minimum. One adult must be 21 years of age and the other leader must at least 18 years of age. In practice, at least four adults are needed at most functions in order to maintain two- deep leadership in case of an emergency that requires the group to split. If two adults are not present, then there can be no Troop function.
- **No one-on-one contact.** There is no one-on-one contact between an adult and a child or between an older child and any younger child-an age of more than three years.
- **No Hazing.** Corporal punishment, hazing, demeaning discipline, or verbal abuse are not permitted.
- **Reference Checks.** All adult leader applications shall have references checked thoroughly, and when necessary, a criminal background check shall be conducted. This may be accomplished either by the troop and/or in conjunction with the District office pursuant to BSA guidelines in effect at the time of membership application.

27. Recruitment

The viability and growth of our troop is dependent on the continued introduction of new boys into scouting and in particular, Troop 637. This troop will strive to contact through various activities and programs boys that are potential candidates for joining our troop.

27.1 Special Events

At least once a year, a campout or event will be designated as a recruitment event, where cub scouts and especially webelos from surrounding packs will be invited to participate in some or all of the activity. Some of these events are, but are not limited to: Family Feast, lock-in, Klonderee, etc.

27.2 Troop Meetings

At least twice a year, a troop meeting will be designated as a recruitment night where cub scouts and especially webelos from surrounding packs will be invited to attend our troop meeting and participate in the planned activities. This may occur in conjunction with a planned guest speaker or special activity such as rock climbing demonstration, etc.

27.3 Crossovers and Court of Honors

One or more senior scouts in our troop and at least one adult leader should attend any and all crossovers of surrounding cub scouts packs, regardless of whether a cub scout is crossing over to Troop 637. Additionally, surrounding cub scout packs should be invited to attend all of Troop 637's Court of Honors, which are held quarterly or more often as may be scheduled.

27.4 Literature

Troop 637 shall keep in print, literature such as flyers and brochures about Troop 637 which shall be distributed at Cub Scout pack meetings, Cub Scout special events (such as Crossovers), back to school nights or other elementary school activities. Additionally, whenever Troop 637 participates in a public event (such as the Fourth of July festivities), this literature should be readily available for

distribution.

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