



"Never do anything a boy can do."
-Robert Baden-Powell

*"In the long run, volunteers will be the most
expensive workers you ever had."*
- Red Green

"Adults are obsolete children."
Dr. Seuss

Los Alamos, NM
Boy Scout Troop 22
Guidelines

Approved by the Troop Committee

January 18, 2018

Chartered to:

Immaculate Heart of Mary Catholic Church

3700 Canyon Road

Los Alamos, NM

CONTENTS

1	WELCOME AND STATEMENT OF PURPOSE	3
1.1	THE IMMACULATE HEART OF MARY CATHOLIC CHURCH AND BOY SCOUT PARTNERSHIP	3
1.2	OUR CORE VALUES	3
1.3	THE SCOUTING IDEALS	4
1.3.1	<i>The Scout Oath</i>	4
1.3.2	<i>The Scout Law</i>	4
1.3.3	<i>The Scout Motto</i>	4
1.3.4	<i>The Scout Slogan</i>	4
1.3.5	<i>The Outdoor Code</i>	4
2	THE AIMS AND METHODS OF SCOUTING	5
3	TROOP ORGANIZATION.....	7
4	PROGRAM.....	9
4.1	MEETINGS AND ACTIVITIES	9
4.2	COMMUNICATION	9
4.2.1	<i>Troop Emails and Lists</i>	9
4.2.2	<i>Troop Web Site</i>	10
4.2.3	<i>Calendar</i>	10
4.2.4	<i>Access to Photos and Long-term Documents</i>	10
4.2.5	<i>TroopMaster Web for Advancement and Troop Roster</i>	10
4.2.6	<i>TroopWebHost for Bookkeeping</i>	10
4.3	COURTS OF HONOR	11
4.4	CAMPOUTS	12
4.5	SUMMER CAMPS	12
4.6	YOUTH LEADERSHIP TRAINING	13
4.7	MEDICAL FORMS, PERMISSION SLIPS, & BARRIERS TO ABUSE	13
4.7.1	<i>Health, Medications, and Special Needs</i>	13
4.7.2	<i>Barriers to Abuse within Scouting and Youth Protection</i>	14
4.8	EQUIPMENT USAGE	15
5	ADVANCEMENT	17
5.1	RANK ADVANCEMENT.....	17
5.2	MERIT BADGES	19
5.3	ADVANCEMENT RECORDS	20
6	MEMBERSHIP	21
6.1	HOW DO YOU JOIN?	21
6.2	YEARLY REGISTRATION	21
6.3	LEAVING THE TROOP.....	21
6.4	MEMBERSHIP EXPECTATIONS.....	21
6.4.1	<i>The Uniform</i>	22
6.4.2	<i>Attendance and Participation</i>	22
6.4.3	<i>Policy for Equitable Registration for High-Adventure and Other Limited-Availability Activities</i>	23
6.4.4	<i>Scout Behavior Expectations and Policies</i>	24
6.5	ADULT PARTICIPATION ROLES AND TRAINING.....	31
6.5.1	<i>Participation in Campouts</i>	32
6.5.2	<i>Adult Leaders</i>	32
6.5.3	<i>Basic Adult Leader Training</i>	33
6.5.4	<i>Outdoor Skills for Adults</i>	33
7	FINANCES.....	35
7.1	TROOP ASSETS	35

7.2	TROOP TREASURER AND BOOKKEEPER	35
7.3	SCOUT ACCOUNTS.....	36
7.4	LANL VOLUNTEER MATCH PROGRAM.....	36
7.5	FUNDRAISING	37
7.6	SMITH’S GIFT CARD PROGRAM.....	37
7.7	BUDGET PLAN AND SPENDING AUTHORIZATION.....	37
7.8	RECEIVABLES	38
7.9	PAYABLES	38
8	REVIEW AND MODIFICATION OF THIS GUIDE	40
9	CREDITS	40
10	DOCUMENT CHANGE HISTORY	41

1 Welcome and Statement of Purpose

Welcome to the family of Scouting. Since 1910, it has been the mission of the Boy Scouts of America (BSA) to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law. This guidebook has been prepared to describe how the Scouting program is implemented in our troop. Troop 22 was originally chartered with the Los Alamos Ranch School on October 1, 1918 and was an integral part of the school’s program. From this one troop, many other troops, posts/ crews and Cub Scout packs have developed to serve the youth (mainly boys) of Los Alamos County.

1.1 The Immaculate Heart of Mary Catholic Church and Boy Scout Partnership

Boy Scout Troop 22 is chartered to the Immaculate Heart of Mary Catholic Church by the Boy Scouts of America.

1.2 Our Core Values

Troop 22 has the following core operating principles:

- Permit the boys the unique experience of operating their own troop. The troop exists for the boys to plan and conduct their outdoor program.
- Get to know each boy on an individual basis and help him develop to his full potential.
- Live the Scout Oath, Law, Motto, Slogan, and the Outdoor Code.
- Have a quality year-round outdoor program with FUN, ADVENTURE and SPIRIT. Focus the troop program to enable backcountry experiences. Acquire troop equipment that primarily supports backpacking, rock climbing, water sports and other outdoor experiences.
- Fully implement the Aims and Methods of Scouting.
- Be active in service to the community, including developing good working relationships with area Cub Scout packs and other Boy Scout troops.
- Have ample qualified, registered, and trained leaders and supportive parents to provide the appropriate amount of support to the boys.

1.3 The Scouting Ideals

1.3.1 *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.

1.3.2 *The Scout Law*

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

1.3.3 *The Scout Motto*

Be Prepared.

1.3.4 *The Scout Slogan*

Do a Good Turn Daily.

1.3.5 *The Outdoor Code*

As an American, I will do my best to

Be clean in my outdoor manners.

I will treat the outdoors as a heritage.

I will take care of it for myself and others.

I will keep my trash and garbage out of lakes, streams, fields, woods, and roadways.

Be careful with fire.

I will prevent wildfire.

I will build my fires only where they are appropriate.

When I have finished using a fire, I will make sure it is cold out.

I will leave a clean fire ring, or remove all evidence of my fire.

Be considerate in the outdoors.

I will treat public and private property with respect.

I will use low-impact methods of hiking and camping.

Be conservation minded.

I will learn how to practice good conservation of soil, waters, forests, minerals, grasslands, wildlife, and energy.

I will urge others to do the same.

2 The Aims and Methods of Scouting

“Our aim is to get hold of the boys and to open up their minds, to bring out each lad’s character, to make them into good men for God and their country, to encourage them to be energetic workers and to be honourable, manly fellows with a brotherly feeling for one another.”

- Robert Baden-Powell, Founder of Scouting, January 1914

Boy Scouting works toward three aims. One is growth in *moral strength and character*. We may define this as what the boy is – 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).

To accomplish these aims, Boy Scouting has developed its program using eight methods:

- **Ideals.** The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve.
- **Patrols.** The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it.
- **Outdoors.** Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.
- **Advancement.** Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.
- **Adult Association.** Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man’s development.
- **Personal Growth.** As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. The religious emblem program may also be used as a part of the personal growth method.
- **Leadership Development.** Boy Scouting encourages boys to learn and practice leadership skills. Each Scout has the opportunity to participate in both shared leadership and total

leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

- **Uniform.** The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

3 Troop Organization

“The Patrol system, after all, is merely your boys into permanent gangs under the leadership of one of their own number, which is their natural organisation whether bent on mischief or for amusement . . . It is the business of the Scoutmaster to give the aim, and the several Patrols in a Troop vie with each other in attaining it, and thus the standard of keenness and work is raised all around.”

- Robert Baden-Powell, May 1914

The Scout Troop is made up of patrols. A patrol is a grouping of six to eight boys who work together. Each patrol elects its own boy leader, called a patrol leader. Within the larger community of the troop, the patrol is a Scout’s family circle. The patrol, often made up of boys of similar ages and experience levels, helps its members develop a sense of pride and identity. The boys themselves elect a patrol leader, assign the jobs to be done, and share in the satisfaction of accepting and fulfilling group responsibilities. The Patrol Leader Handbook is a great resource for not only Patrol Leaders, but also other youth leaders and their adult advisors.

The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and assistants, they plan the program, conduct troop meetings, and provide leadership among their peers. The Senior Patrol Leader is the top youth leader in the troop. He leads the patrol leader council and, in consultation with the Scoutmaster, appoints other youth leaders and assigns specific responsibilities as needed. Troop members elect the Senior Patrol Leader for a six-month term. The Senior Patrol Leader Handbook is a great resource for not only Patrol Leaders, but also other youth leaders and their adult advisors.

The Patrol Leaders’ Council (PLC), not the adult leaders, is responsible for planning and conducting the troop’s activities. The PLC is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader(s), Patrol Leaders, and Troop Guide(s). At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the PLC through the Scoutmaster.

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The Scoutmaster’s duties include: training and guiding boy leaders, working with other responsible adults to bring Scouting to boys, and using the methods of Scouting to achieve the aims of Scouting. Several Assistant Scoutmasters assist the Scoutmaster in these duties. Further information on how the Scoutmaster functions are performed is found in the Scoutmaster’s Handbook, published by the Boy Scouts of America.

The Chartered Organization Representative (COR) serves as the liaison between the troop and the chartered organization.

The chartered organization appoints a Troop Committee to implement and support the Boy Scout program on a day-to-day basis. Committee membership requires BSA registration. The Troop Committee Chair leads the Troop Committee in serving the following functions:

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.

- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property including web pages.
- Ensures the troop has an outdoor program.
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

These functions are allocated to troop committee members who accept responsibility for portions or all of specific areas of the program, including Secretary, Treasury, Outdoor/ Activities, Advancement, Chaplain, Training, and Equipment Coordinator. In addition, other interested and qualified adults may be registered as Troop Committee members based on their willingness to lead special projects or serve on Boards of Review.

Committee decisions are based on majority vote with all registered committee members having a vote. A quorum will be defined as five registered committee members.

Operations of the troop are based on the policies and guidance provided by the Boy Scouts of America. Ultimately, the Committee Chair is responsible to the chartered organization for ensuring the troop is operated in conformance with BSA policies. The troop committee is not intended to be a regular decision-making body, since the intent of the program is for the youth to be self-governing whenever possible. The troop committee supports the youth program by providing the few necessary resources adults must provide to boys ages 11-17 (supervision for safety, adult association, transportation, bank account management, administration of the advancement program, etc.). Any discussions on program or financial matters should only be responses to the boy's plans by providing feedback on the availability of resources. Further guidance on the operation of the Troop Committee is found in the Troop Committee Guidebook, published by the Boy Scouts of America.

4 Program

The troop's activities are selected and planned at the annual program planning conference. This conference is conducted by the Patrol Leader's Council and is usually held in late summer/early fall of each year. The troop's yearly plan is submitted to the troop committee for its support. At this time, the troop committee may make alternative suggestions for the patrol leader's council to consider. After completion, the annual plan is presented to parents at the next Court of Honor or other family activity.

Troop 22 is part of the Sangre de Cristo District of the Great Southwest Council of the Boy Scouts of America.

Information about the GSWC can be found at

http://www.doubleknot.com/openrosters/view_homepage.asp?orgkey=45

Information about the Sangre de Cristo (SdeC) District can be found at

http://www.doubleknot.com/openrosters/view_homepage.asp?orgkey=1982

4.1 Meetings and Activities

Currently Troop Meetings are held every Wednesday from 7 PM to 8:30 PM at the Trinity on the Hill Episcopal Church in Kelly Hall.

In addition, there will be frequent troop outings for sports, service projects, and other activities. Most activities may require participation or admission fees not covered by troop funds. All troop families are expected to be the support lead for at least one troop activity or outing per year.

4.2 Communication

Troop meetings, outings, and other information are announced at troop meetings and are posted to the Troop 22 Google group email list, website and Google calendar.

4.2.1 Troop Emails and Lists

T22scoutmaster@gmail.com

troop22bsa@googlegroups.com -- for adults and scouts to join

troop22bsa-leaders@googlegroups.com -- for registered adult leaders

troop22bsa-first-years@googlegroups.com – parents of first year scouts and selected adult leaders

troop22bsa-alumni@googlegroups.com -- for those who were previously members

troop22bsa-committee@googlegroups.com -- postings allowed for committee only

troop22bsa-asms@googlegroups.com -- ASM and SM list

troop22bsa-usrs@googlegroups.com -- Unit Scouter Reserve email list

troop22bsa-bear@googlegroups.com - Bear Patrol and parents

troop22bsa-freedom@googlegroups.com - Freedom Patrol and parents

troop22bsa-duct-tape@googlegroups.com -- Duct Tape Patrol and parents

Please ask the committee chair to get on an email list or modify settings.

4.2.2 Troop Web Site

<https://sites.google.com/site/nmtroop22bsa/>

4.2.3 Calendar

View the Troop 22 Google calendar. You will find the calendar on the right hand side of the main page of the troop website.

Get the calendar for your own use if you have a Google account and use Gmail:

- On the Troop 22 website, under the Google Calendar is a "+Google Calendar" button. Click on that and it will let you add the Troop 22 calendar to your Google account. Once it is there it can be viewed with your other Google calendars.
- Change your calendar settings to get Troop 22 calendar reminders sent to your Gmail. When viewing the calendar, click on the drop-down menu next to the calendar name NMTroop22BSACal and choose the Reminders and Notifications, where you can change the settings and put in a default reminder.

If you don't have a Google account or use Gmail, but you want calendar reminders, please see the troop communications person for details on how to create a Google account and then do email forwarding from your Gmail to your regular non-Google email account.

4.2.4 Access to Photos and Long-term Documents

These are stored on a yahoo group site. You need to set up a Yahoo account, become a member of that group, and log in to access them. Contact the troop communications person for access to the Yahoo site. Sorry for this inconvenience, but we haven't found a better way (and comparable free storage) for sharing these photos and docs.

4.2.5 TroopMaster Web for Advancement and Troop Roster

TroopMaster Web is a system used to track the scouts' advancement and also keep info about adult roles, merit badge counselors, troop activities and service projects. It is found at <https://tmweb.troopmaster.com/Login/PickSite>. All new scouts and parents get accounts from the Advancement Chair. Contact information should be kept up-to-date there. A troop roster is printed annually from the data in the TroopMasterWeb system.

4.2.6 TroopWebHost for Bookkeeping

TroopWebHost is a system used for keeping track of scout accounts and general troop bookkeeping. The Bookkeeper will set up an account for each new family and they can track

their account activity online. The site does other troop management activities but currently we only use it for bookkeeping. The site is at <https://www.TroopWebHost.org/Troop22LosAlamos/Index.htm>

4.3 Courts of Honor

Throughout the year, the troop conducts a special awards ceremony called a Court of Honor. Courts of Honor are special meetings where the Scouts are recognized for their achievements. Family members and friends are especially invited to attend these ceremonies. Regular Court of Honor ceremonies are typically held at our regular meeting location. Eagle Court of Honor ceremonies may be held at Fuller Lodge, the Scout's church, place of Eagle service project, or another location selected by the Scout and his family.

4.4 Campouts

“The camp is the real attraction to the boy, as it is also the real opportunity for the Scoutmaster. It is the one practical school for moulding the Scout spirit and for character-making.”

- Robert Baden-Powell, September 1913

Every month, the troop has a campout or other program feature. Unless otherwise noted, the Scout uniform is to be worn for travel to and from the campout. Flyers describing the detailed requirements for each activity are distributed in advance of the activity, and completed permission slips are required for all youth participants.

Each Scout will need to bring his own personal camping equipment to each campout. A list of this equipment is found in the Boy Scout Handbook. Our Scouts prefer to bring their personal tents to campouts, and we encourage our Scouts to make arrangements for sharing tents with their fellow patrol members. The troop quartermaster will also arrange for gear for each patrol, including stoves, pots and pans, cooking utensils, water filtration systems, water storage containers, and tarps.

Each patrol usually plans and prepares its food for the campout. The patrol grub master for the outing is the boy assigned the responsibility for purchasing and packing the patrol's food. Leftover non-perishable food should be stored by the patrol for reuse on future campouts. Perishable food remaining after a campout should be distributed to patrol members to be consumed or destroyed, as appropriate.

If a Scout has registered and paid for a campout, but is unable to go due to sickness or other reason, a portion of the fees may be refundable (credited to the Scout's account) based on avoidable costs at the Scoutmaster and adult leader's discretion.

4.5 Summer Camps

A weeklong summer camp experience is the highlight of the program year. This is an opportunity for the troop to be together for an extended period. Often, the boys will have opportunities to earn merit badges or participate in activities that are not available at home. The troop will publish information about the specific summer camp choice for the year, including fees and other requirements. A current physical exam is required and must be documented on the BSA medical form (see section 4.5) or camp specific form (if camp is in Colorado).

There is usually a high adventure camp or experience for the older boys offered each summer. This experience is aimed at testing an older Scouts outdoor skills and leaving a lifetime memory of an outing. These outings may be for one week or several weeks. The Scouts select and the Troop Committee applies for opportunities at the BSA Philmont Scout Ranch, BSA Boundary Waters, BSA Florida Sea Base, BSA Summit Bechtel Reserve, or alternatives for this activity yearly.

Each boy is expected to sign up for at least one merit badge or other training class. Scouts attending summer camp must attend the classes they signed up for. If a scout wishes to drop a class, it must be cleared with the Scoutmaster or his designee and an alternate activity must be chosen.

It is important that any adult leader attending summer camp should be familiar with the Troop 22 Behavior Policy (see section 6.4.4)

4.6 Youth Leadership Training

The first level of Youth Leadership Training is the *Introduction to Leadership Skills for Troops* (ILST). The training course is delivered to the youth of the troop by older and more experienced youth under the supervision of the Scoutmaster or his designee. The purpose of the ILST course is to teach Scouts with leadership positions about their new roles and how to most effectively reach success in that role. It is intended to help Boy Scouts in leadership positions within their troop understand their responsibilities and to equip them with organizational and leadership skills to fulfill those responsibilities. ILST is the first course in the series of leadership training offered to Boy Scouts. Completion of ILST is a prerequisite for Boy Scouts to participate in the more advanced leadership courses National Youth Leadership Training (NYLT) and the National Advanced Youth Leadership Experience (NAYLE).

National Youth Leadership Training (NYLT) camps are available during the summer at numerous Boy Scout camps including Gorham Scout Ranch near Chimayo, NM. Scoutmaster permission is required to attend this camp. NYLT is an exciting, action-packed program designed for councils to provide youth members with leadership skills and experience they can use in their home troops and in other situations demanding leadership of self and others.

National Advanced Youth Leadership Experience (NAYLE) is an exciting new program where young men enhance their leadership skills in the Philmont Scout Ranch's backcountry. Scouts will expand upon the team building and ethical decision making skills learned in NYLT. Troop 22 supports and endorses all Scouts attending these camps. After completion of either or both the Scout may demonstrate successful completion to the Scoutmaster (card or patch) and the troop may use general funds to refund a portion of the camp cost back to the individual scout's account for credit toward upcoming activities.

4.7 Medical Forms, Permission Slips, & Barriers to Abuse

4.7.1 Health, Medications, and Special Needs

Each youth and adult participant in troop activities is required to submit a BSA Medical Form. Forms and information about the BSA Medical Form is available at: <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>

Parts A and B are due upon joining the troop and must be renewed yearly.

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.

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 whole four-part (A-D) form can be downloaded as a single document that includes a PADI Scuba Diver Medical Statement. The PADI Scuba Diver Medical Statement only needs to be filled out prior to any Scuba Diving instruction.

Each campout permission slip will include a place for parents to note medications and special needs for the scout. **The taking of medications is the responsibility of the parent and Scout.** However, the parents should inform the Scoutmaster of any required medications prior to any activity or campout. Parents should be detailed in the dosing and procedures should the scout inadvertently miss or double dose. Parents should also inform the Scoutmaster in advance of an activity about any special needs of a Scout, including dietary restrictions, bedwetting, sleepwalking, acute homesickness, etc.

4.7.2 Barriers to Abuse within Scouting and Youth Protection

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for child abuse with the Scouting program. These policies focus on leadership selection and placing barriers to abuse with the program. In addition to these policies, emphasis is placed on educating all participants in the Scouting program (parents, Scouts, and leaders) on how to recognize, resist, and report child abuse. The parental role in preventing abuse starts with being aware of the barriers to abuse. It is the parents' responsibility to communicate these principles to their son through the exercises found in the Parents Guide at the front of every Scout Handbook, part of the Boy Scout joining requirements. To learn more about Youth Protection, go to <http://www.scouting.org/Training/youthprotection.aspx>

All adults that go on Scouting activities with youth must take Youth Protection Training. You do not have to be a registered member or have a member ID to take Youth Protection training. To take Youth Protection training, go to My.Scouting.org and create an account. From the My.Scouting.org portal, click on Menu, then My Dashboard and take the Youth Protection training. Upon completion, you may print a certificate of completion to submit with a volunteer application or submit the completion certificate to the unit leader for processing at the local council. When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. After you receive your membership card, log back into My.Scouting.org, click on My Profile and update the system by inputting your member ID number. This will link your Youth Protection training records, and any other training, in My.Scouting.org to your BSA membership. This will aid the the training coordinator in checking if training is up-to-date.

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

- **Two-deep leadership.** Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. Troop 22 extends this requirement to include meetings.
- **No one-on-one contact.** One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is conducted in view of other adults and youth.
- **Respect of privacy.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their privacy in similar situations.
- **Separate Accommodations.** When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Separate shower and latrine facilities will be provided for male and female use, or separate schedules will be established.
- **Proper preparation for high-adventure activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- **No secret organizations.** The BSA does not recognize any secret organizations as part of its program. All aspects of the program are open to observation by parents and leaders.
- **Appropriate attire.** Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- **Constructive discipline.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted. Refer to Section 6.4.4 for the detailed Troop 22 Scout Behavior and Discipline Policy.
- **Hazing Prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity. Bullying will be dealt with quickly and severely.
- **Junior leader training and supervision.** Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

4.8 Equipment Usage

Troop 22 has the goal of supporting boys during outings whether BSA, family or individual. If the family outing does not conflict with a troop outing, the equipment should be available to the boys and families to encourage their outings.

T22 equipment usage procedure:

- Check with Troop Equipment Coordinator for equipment availability
- Quartermaster will coordinate any reservations, i.e., I'd like to use the canoe the 15th & 16th.
- Obtain equipment from the Equipment Coordinator and sign all equipment out
- Return all equipment clean regardless of how you found it
- Return all equipment in the same or better condition
- Return the equipment to the Equipment Coordinator and note anything that needs to be repaired, replaced, or other actions needed

Troop 22 outings have priority over individual use, if there is any question of usage, i.e., big stoves on a canoe outing, the Equipment Coordinator must check with the Troop outing leader.

5 Advancement

Troop 22 believes that a Scout should receive recognition for his achievements. Advancement sets a pattern of setting positive goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is a natural byproduct of the Scouting experience of the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps:

1. Learning. A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others; and in this way he begins to develop leadership. The Scout is responsible for logging his service, camping, hiking and other activities in the back of his handbook and getting them signed and dated.
2. Testing. His patrol leader, Scoutmaster, assistant Scoutmaster, troop committee member, or a member of his troop may test a Scout on rank requirements. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates. The Scout's merit badge counselor teaches and tests on the requirements for merit badges.
3. Review. After a Scout has completed all requirements for a rank, he must pass a Scoutmaster Conference and a Board of Review. There are worksheets available to help the Scout prepare for these. For all ranks except Eagle, members of the Troop Committee conduct the Board of Review. The Eagle Scout Board of Review is conducted in accordance to the Great Southwest Council procedures.
4. Recognition. When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This will be done at a ceremony at the next troop meeting. The certificate for his new rank will be presented later at the next formal court of honor.

5.1 Rank Advancement

"When a boy has become a First-class Scout – but not before then – he has a got a grounding in the qualities, mental, moral, and physical, that go to make a good useful man. . . I don't consider a boy is a real Scout till he has passed his first-class tests."

- Robert Baden-Powell,

The priority for first year Boy Scouts includes the requirements for the Scout, Tenderfoot, 2nd Class and 1st Class Ranks. There are checklists for these in the back of each Boy Scout Handbook, except for the Scout joining requirements, which are earlier in the handbook. In a boy-led troop, such as Troop 22, leadership rank Scouts (those that have earned 1st Class, Star, Life and Eagle) are responsible for helping to teach and verify scouting requirements for the less advanced boys under the supervision of adult leaders.

Scouts should bring their Handbook and a pen to each meeting and outing. Encourage him to get the requirements signed off as soon as he has mastered them and can demonstrate them

to another scout of leadership rank or a troop leader (activity leader, Assistant Scoutmaster, Scoutmaster or Committee Member). All items must be initialed and dated in ink.

Keep camping and non-weekly meeting activities (Tenderfoot fitness outings, swim checks, hikes, boating outings, etc.) logged in the "Camping Log" in the handbook. Include the location and type of activity (fitness outing, backpack, car camp, hike, kayak, etc.) and other specific information (number of nights camped, miles hiked, elevation if over 1000 ft. uphill, miles kayaked, etc.). When boys participate in a troop sponsored service event (announced at troop meetings or by email to the troop), log these into the "Service Log" in the handbook. Have a leadership scout or troop leader at the event verify the camping/activity or service information by signing it off with initials and date in ink. A religious leader may approve service done for a religious organization. The Scoutmaster must approve all other Service hours.

After several requirements are signed off and/or the Scout is close to completing a rank, the handbook should be given to the Advancement Chair to enter completed requirements into the TroopMaster (TM) database. You can compare the boy's handbook information to what is recorded in TM through TroopMaster Web. Once the Advancement Chair has a parent's email address, a TM Web account can be set up. TM Web should be used to keep contact information and vehicle information up to date.

The Scoutmaster signs off the "Demonstrate Scout spirit" and "Participate in a Scoutmaster conference" requirements after successful completion of the Scoutmaster Conference. There is a rank specific worksheet for the boys to use to prepare for a Scoutmaster conference. These can be downloaded from the T22 yahoo group files section or obtained from the Advancement Chair. At the Scoutmaster Conference, a boy should be in uniform and must bring the Scoutmaster Conference Worksheet, TroopMasterWeb advancement information, and his handbook. The Scout is responsible for having the Scoutmaster sign his handbook to show successful completion of his Scoutmaster conference. After successful completion of a Scoutmaster Conference, a boy needs to satisfy a Board of Review. A boy must wear his Boy Scout uniform and bring his handbook for a Board of Review. Sometimes these can be done at the same troop meeting, other times it may take a couple weeks to arrange for enough time and adults for a Board of Review. The Scout is responsible for having the leader of the Board of Review sign his handbook to show successful completion of the Board of Review.

5.2 Merit Badges

“The aim of the Proficiency Badge is to encourage self-education on the part of the boy in a subject which interests him.”

- Robert Baden-Powell, January 1916

Merit Badges (MB) can be started or earned in troop meetings, at the annual spring Merit Badge Pow Wow, at summer camp, as non-weekly meeting outings, or with a MB Counselor. The boy is responsible for requesting a “blue card” from the Advancement Chair, filling out as much information as possible, getting it signed by the Scoutmaster before starting the MB (if at all possible), and getting the MB Counselor to sign off the requirements as completed when the MB is complete. Finally, the boy must have the Scoutmaster sign the “blue card” after the MB is complete and return the “Application for Merit Badge” to the Advancement Chair.

These are the steps to earning a merit badge:

1. Get a blue Merit Badge card from the Advancement Chair. Fill in your name, address, and the name of the Merit Badge before asking the Scoutmaster to sign and date it. This indicates that Scout has approval from the Scoutmaster, and may work on that merit badge.
2. A list of Merit Badge Counselors and their contact information is available in TroopMaster Web under the Reports section. Contact the appropriate Merit Badge Counselor and set up an appointment. This can be at any place that is suitable to both the Scout and counselor. A youth member must not meet one-on-one with an adult. Sessions with counselors must take place where others can view the interaction, or the Scout must have a buddy: a friend, parent, guardian, brother, sister, or other relative—or better yet, another Scout working on the same badge—along with him attending the session. The counselor will explain the requirements for the merit badge and help the Scout get started.
3. The Scout works on the badge requirements until he completes them. Then the Scout meets with the counselor (along with his buddy) whenever necessary. The Scout must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage him to do more than the requirements state but the counselor may not require it. The SCOUT (not the counselor, Scoutmaster, or Advancement Chairman) keeps the merit badge card until he has completed all the requirements and the counselor has signed the card. If the Scout loses this card, he will have to start the badge over unless the counselor is willing and able to vouch for what the Scout has already completed. There is no time limit for completing a merit badge, except for the Scout’s 18th birthday.

Due to timing or location issues, etc., a Scout may need to meet with a different counselor to finish the badge. The Application for Merit Badge has a place to record what has been finished—a “partial.” In the center section on the reverse of the blue card, the counselor initials for each requirement passed. It is up to the new counselor whether or not he or she will accept the work the Scout did with the previous counselor. Normally the new counselor will ask the Scout a few questions, and if the

counselor is satisfied that the Scout actually performed the work that was signed off, the new counselor will accept it.

4. After the Scout completes all the requirements for the merit badge and the counselor signs his merit badge card, the counselor will detach the Counselor's section and return the rest of the blue card to the Scout. It is the responsibility of the Scout to bring the rest of the card to the Scoutmaster. The Scoutmaster will sign to acknowledge completion of the Merit Badge. Take the blue card to the Advancement Chair for entry into the TroopMaster Database. The Advancement Chair keeps the "Application for Merit Badge" section and gives the applicant's section back to the Scout. Keep your blue cards in a safe place! The Scout will receive his Merit Badge at the next Court of Honor.

5.3 Advancement Records

Boy Scout advancement records are kept in four places: with the Scout, in a TroopMaster database, by the Troop Advancement Chair (paper copies), and by the Great Southwest Council. Scouts receive three kinds of documents they need to keep in a safe place until after they turn 18 or earn the rank of Eagle (whichever is later). These documents are:

- Boy Scout Handbook with the signed off requirements for each rank along with signed Camping and Service Logs,
- Applicant's portion of the blue cards, and
- Wallet sized certificate cards awarded for rank advancement and Merit Badges.

The blue cards and certificates fit in plastic protector cards that are designed for baseball and other trading cards. It is very important that these documents are kept in a safe place and not lost! If it should happen that there is a discrepancy or missing records, the Scout's personal records are their most important ally in proving what they completed and when. The Advancement Chair keeps the Application for Merit Badge cards and enters completed advancement information into a TroopMaster Web database from data supplied by the Scouts as documented in their signed handbooks. Scouts are responsible for supplying this information to the Advancement Chair at least a week in advance of a Scoutmaster Conference. Scouts and adults can see what information is recorded in the database through our TroopMaster Web interface at <https://tmweb.troopmaster.com/Login/PickSite>.

6 Membership

6.1 How do you join?

To become a Boy Scout, you must be at least 11 years old OR have completed the 5th grade OR have earned the Arrow of Light, and are at least 10 years old, but not yet 18 years old. You must also understand and agree to live by the Scout Oath and Law, and complete the other Boy Scout join requirements for the Scout Badge including the youth protection exercises found in the Parents Guide at the front of every Scout Handbook.

To join Troop 22, complete and sign a BSA Youth Application, and submit a check for annual troop dues and the BSA registration fee made payable to Boy Scout Troop 22. The troop's fiscal year is January to December. Annual troop dues may be reduced, proportional to expenses avoided, for boys who join part way through the year. The fee for BSA registration is pro-rated. Registered boys may transfer between units within the District during the year (from Webelos to Boy Scouts or from one Troop or Crew to another) with no transfer fee. During registration, is optional to pay for a subscription to Boy's Life magazine.

The troop dues cover expenses associated with advancement and awards, program supplies, and troop equipment. Troop members also receive one troop neckerchief and hat. Additional neckerchiefs and hats may be purchased.

6.2 Yearly Registration

We have an opt-in method of registration each year for both Scouts and Adults. Unless the Troop is notified that a Scout or Adult wishes to register, they will be removed during the annual rechartering process during October of each year. Scouts and adults can register again at a future date.

6.3 Leaving the Troop

Occasionally, a Scout will decide to leave the troop. We ask that the Scout inform the Scoutmaster of his decision to leave by in writing or email. Until we are told, the troop continues to incur expenses and expend effort on behalf of the Scout. If a Scout transfers to another troop, the Scout's advancement records will be provided to the Scout for use in the new troop upon request. Troops that both have TroopMasterWeb software can exchange electronic records as well. The Great Southwest Council maintains a database of advancement records. If a Scout changes councils, a request must be made to the council to transfer the records as appropriate.

6.4 Membership Expectations

As a member of the troop, each youth is expected to remain in contact with his patrol leader about troop activities and his participation. School, family, and church responsibilities come before Scouting. **If a Scout is absent from a meeting, he should contact his patrol leader to find out what he missed.** Likewise, the patrol leader should regularly contact his patrol members to keep them informed of troop events.

6.4.1 The Uniform

A full Boy Scout Field Uniform (previously called “Class A”) is to be worn for all ceremonial activities, Boards of Review, Courts of Honor, and parades. A full Boy Scout Field Uniform consists of an official Scout shirt with proper insignia, neckerchief, troop or BSA cap or hat, merit badge sash, official Scout shorts or trousers, and official belt. Insignia for the shirt should include the Council Shoulder Patch, World Brotherhood of Scouting Crest, and green shoulder tabs. The Arrow of Light badge, service stars, one temporary patch and any applicable square knots may also be worn. When patrols assignments and leadership selections are made, the youth should add patrol emblems and position patches. The proper location for insignia on the uniform is shown on <http://bsauniforms.org/boyscouts>. Official Boy Scout uniform items may be purchased locally at CB Fox, from the High Desert Scout Shop (5841 Office Boulevard NE, Albuquerque, NM, phone 505-345-8603), or from <http://www.scoutstuff.org/>. The troop will also provide a neckerchief and hat to all Scouts. Additional neckerchiefs and hats may be purchased from the Equipment Coordinator.

Scouts and leaders are expected to wear a Scout field uniform shirt at all troop meetings and activities, and when on travel as a Boy Scout (e.g. to summer camp or a weekend event).

During physically active outdoor events, Scouts should wear a BSA Activity Uniform (previously called “Class B”) consisting of a troop or camp T-shirt with Scout pants or shorts. Scouts participating in conservation projects, other service work or backcountry camping may wear work pants or jeans with their troop or camp T-shirt. The Scouter leading the activity should consult with the Scoutmaster about whether an Activity Uniform is appropriate.

Scouts may receive patches for participating in special campouts and activities. These are called temporary patches. One of these may be worn on the center of the right pocket. Previously earned badges and insignia—not representing present status—make a fine display on a BSA red patch vest, a trophy blanket, exhibited in the home of the recipient, or at functions where such a display is invited. Members may wear only temporary patches (no badges of rank) on the back of the merit badge sash.

6.4.2 Attendance and Participation

The troop program is built around Scouts who can participate in most troop meetings and activities. The Scouts who put the most into the program will gain the most. Regular participation is obviously required in order to fulfill the responsibilities of key troop leadership positions. However, we also recognize that some Scouts will have outside interests that will prevent them from attending some meetings and activities, and we will help them to find ways to make Scouting work for them. Although we have general troop goals, advancement occurs at an individual’s own pace.

Successful Scouting is built upon the boy-led troop and the boy-led patrol. The boys themselves hold positions of responsibility, develop the program, and carry out projects and activities. They also have the responsibility to establish codes of behavior based on the principles of the Scout Oath and Law. When a troop member oversteps the boundaries of the code, it is up to the members of the patrol leader’s council to let the boy know “We don’t do that here” or “That is not acceptable behavior for a Scout.”

Refer to Section 6.4.4 for the detailed Scout Behavior and Discipline Policy.

6.4.3 Policy for Equitable Registration for High-Adventure and Other Limited-Availability Activities

Troop 22 will operate a Scouting program that is intended to provide all members the opportunity to participate in a wide range of activities that are appropriate for the ages and skill levels of all the boys in the Troop. However, there are some activities that have limited space availability, and for these trips, the Troop establishes this policy for deciding which **boys** have priority.

1. For any activity in which the Troop intends to participate, sufficient notice of the activity and opportunity to sign up for the activity will be provided.
2. From this list of interested boys, the list of eligible boys will be determined. To be eligible to participate a boy must:
 - a) be a registered members of the Troop at the deadline for the signup
 - b) have a Scout account that is paid up (The Troop Committee may grant exceptions to this requirement based on the individual circumstances of the scouts.)
 - c) meet age requirements for the activity
 - d) meet any skill, certification requirements, or prerequisites for the activity, or have a plan for achieving these prior to the activity
 - e) consistently behave in accordance with the principles of the scout oath and law
3. If the list of eligible boys exceeds the number of spots available, then priority will be set by the Scoutmaster and the activity leader accordingly:
 - a) the son(s) of the adult leaders that have been chosen by the Scoutmaster to lead the activity will have priority
 - b) the remaining slots will be filled based on the attendance record of the scouts at Troop 22 functions for the 12 months previous to the signup deadline, where attendance is counted as the number of days the Scout participated in:
 - i. Troop 22 meetings
 - ii. Troop 22 campouts
 - iii. Other Troop 22 activities
 - iv. Troop 22 service projects
 - v. Troop 22 PLC meetings
 - vi. Den Chief activities with their Den or Pack
 - vii. Order of the Arrow activities

A given day can only count once, so a service project conducted on a campout results in credit for that day and not multiple credits.

4. If the Troop participates in multiple high adventure activities within a single calendar year, each eligible scout who wishes to participate in multiple activities must list these activities in order of preference. Only after all eligible boys have been granted opportunity to participate in one activity will boys be allows to sign up for additional high adventure activities within a single calendar year.

The Scoutmaster designates the adult leaders who lead outings. To provide the maximum number of opportunities for the scouts, when space is limited, the number of leaders will be kept to the minimum required to safely and effectively carry out the activity.

6.4.4 Scout Behavior Expectations and Policies

Scouts in Troop 22 will behave in a manner that is consistent with the Scout Law and the BSA Guide to Safe Scouting. When a Scout does not abide by the Law, then the behavior will be addressed and corrected, according to the seriousness of the violation as described in Section 6.4.4.4.

6.4.4.1 Troop 22 Code of Conduct

“Authorities have come along to improve the Scout Law, and not recognizing the the active side of it, have changed it to a series of ‘Don’ts.’ ‘Don’t’ of course, is the distinguishing feature and motto of the old-fashioned system of repression, and is a red rag to a boy. It is a challenge to him to do wrong. Sought knowledge lasts, unsought does not.”

- Robert Baden Powell, January 1916

A Boy Scout in Troop 22 should always do his best to live the Scout Law. The Troop 22 Code of Conduct is structured in the language of the Law. A Scout is:

Trustworthy – a Troop 22 Scout will tell the truth and respect other's property. Stealing or damaging others' property is a gross violation of the Law. Scouts who do so will be expected to replace and/or repair damaged or missing property.

Loyal – a Troop 22 Scout will be loyal to his Patrol, Troop 22, the State of New Mexico and the United States of America, including their representative flags and symbols.

Helpful – a Troop 22 Scout will pitch in where there is need, even if it is not his assigned job. A Helpful Scout does not shirk his responsibilities and duties. A Helpful Scout assists younger scouts who are struggling and teaches them according to the Scout Oath and Law.

Friendly – a Troop 22 Scout will welcome others regardless of their background and always offers to assist all other scouts. A Troop 22 Scout despises a bully (see Section 6.4.4.3 Troop 22 Bullying Policy).

Courteous – a Troop 22 Scout will respect other scouts and adults in the troop and treat them in the manner of the Golden Rule. A Courteous Scout respects others' privacy. On outings, a Scout is expected to get up on time. Fires will only be lit when authorized by the outing leader and only in designated, approved fire pits. A Scout should be aware of and follow local fire conditions and restrictions.

Kind – a Troop 22 Scout will be kind to and protect other Scouts who are weaker than he is. A Scout is not cruel to animals nor should harm an animal except for the purpose of food. A Troop 22 Scout will respect nature and the property of landowners by following the Outdoor Code and the principles of Leave No Trace.

Obedient – a Troop 22 Scout will respect and follow Troop 22 policies; the directions of both Adult as well as Youth Leadership. A scout always uses the buddy system. A scout should

have the permission of a registered adult leader to leave a scouting event. A scout knows what to bring and what not to bring to Troop 22 activities (See section 6.4.4.2 Prohibited Items & Safety Rules). A scout will wear at minimum their Field Uniform shirt (previously known as the Class A Scout Shirt) to troop meetings and when traveling to and from a Scout activity. See section 6.4.1 for more information about the uniform.

Cheerful – a Troop 22 Scout will respond to all events with a smile. He obeys rules in camp and at troop meetings and encourages others to do so as well. A Cheerful Scout does not grumble, complain, or shirk tasks. As Robert Baden-Powell, the founder of Scouting, wrote in 1914, “Calmness and cheerfulness are much needed in our citizens of to-day.”

Thrifty – a Troop 22 Scout respects the property of Troop 22 or the chartered organization. A Troop 22 Scout pays his own way. If his family has difficulty with the costs of scouting, he earns money through troop fundraisers, by doing odd jobs, and by applying for scholarships for outings and camps. On outings, A Thrifty Scout should take care to conserve supplies, food, and water.

Brave – a Troop 22 Scout is expected to help enforce Troop rules, policies, and the Scout Oath and Law, even if this means correcting or reporting a friend for violations. A Troop 22 Scout defends and protects other scouts from physical, emotional, verbal, or sexual abuse. This includes standing up to bullies – a Brave Scout does not stand by and let bullying occur. A Brave Scout takes a stand when he sees another committing a wrong and defends those who need help.

Clean – a Troop 22 Scout acts respectfully and speaks politely. Inappropriate literature, pornography, or other sexually-explicit material is not appropriate at a Scout activity. Tobacco, alcohol, or drugs are never appropriate at any Scout Activity.

Reverent – a Troop 22 Scout is respectful of others' religious beliefs. A Reverent Scout uses respectful and clean language. A Scout does his duty to God through doing his duty to his neighbor, namely in doing at least one good turn daily.

*“Expect a great deal of your boys and you will generally get it.”
- Robert Baden-Powell, September 1911*

6.4.4.2 Prohibited Items & Safety Rules

Scouts are not permitted to bring the following prohibited items to Troop 22 events.

- i. Firearms
- ii. Fireworks
- iii. Tobacco
- iv. Drugs
- v. Alcohol
- vi. Sexually explicit materials or pornography
- vii. Slingshots
- viii. Laser pointers
- ix. Electronics, including cell phones, as follows:
 - At troop meetings unless they are approved by the Scoutmaster in charge

- On activities or outings except in the vehicle during travel to and from the activity (subject to the approval of the driver). Electronics should remain locked in the vehicle after arrival at the destination and should not be used until the return trip.
- x. Sheath or fixed-blade knives, machetes, switchblades, martial arts weapons, and other dangerous items
- xi. Axes, saws, tomahawks, bows and arrows, and other allowed items are subject to approval by the activity leader and will be used in a safe manner by trained scouts in designated areas only.
- xii. All knives are subject to inspection by an adult leader or senior scout and may be confiscated if they are unsafe or prohibited.

During a troop meeting, activity, or outing, the Scoutmaster or adult leader in charge may take possession of any property that is being used in an unsafe manner or is distracting to the program. These items will be returned to the scout or his parents at the end of the activity. Scouts who use tools or fire in an unsafe manner will lose their privilege to use these items until they satisfactorily demonstrate to the Senior Patrol Leader, Scoutmaster, or designate, that they are willing and able to comply with the appropriate safety and use rules.

For each scout's protection, he should follow these safety and courtesy rules:

- i. Wear a seat belt at all times while traveling in a vehicle and follow any rules set by the driver including eating, drinking, seating arrangements and noise levels.
- ii. Consult an adult before lighting fires or stoves.
- iii. On campouts, quiet time begins at 9PM and lights out time is 10PM unless changed by the Scoutmaster in charge. Scouts are expected to be back in camp by the beginning of quiet time unless prior approval from the Scoutmaster in charge has been obtained. The buddy system should always be used.

6.4.4.3 Troop 22 Bullying Policy

See <http://www.scouting.org/training/youthprotection/bullying.aspx> for more information.

Bullying has no place in Scouting and any incidents will be treated seriously. It is a violation of the Scout Law - specifically that a Scout is Friendly, Courteous, and Kind. As defined by the U.S. Department of Health and Human Services, bullying is unwanted, aggressive behavior among children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

An imbalance of power can come from any or all of the following:

- physical strength
- access to embarrassing information
- popularity

Types of bullying:

- i. Verbal bullying is saying or writing hurtful things including:
 - name-calling
 - cursing
 - teasing
 - ethnic, racial or religious slurs

- inappropriate sexual comments
 - taunting
 - threats
 - making rude hand gestures
- ii. Social bullying is hurting someone's reputation or relationships including:
- telling others not to be friends with someone
 - spreading rumors
 - embarrassing someone in public
 - excluding someone from a group on purpose
- iii. Physical bullying involves hurting a person's body or possessions including:
- hitting, kicking, grabbing, and pinching or being overly physical in an unwelcome manner
 - spitting
 - tripping or pushing
 - taking or breaking someone's things
- iv. Criminal bullying includes assault (threat of violence), battery (causing physical harm), or sexual aggression.
- v. Cyberbullying is using the internet, social media, cell phone, or email to verbally or socially bully another.

Any incident of bullying will be dealt with according to the Troop 22 Discipline Policy found in Section 6.4.4.4.

6.4.4.4 Policy for Dealing With Behavior Issues

The Boy-Led Troop and its Application to Behavior Issues

The role of the Patrol Leader in addressing Code of Conduct violations

Since Troop 22 is a boy-led troop, the boy leadership should handle most violations of the Troop 22 Code of Conduct. Patrol Leaders (PLs) and Assistant Patrol Leaders (APLs), supported by the Assistant Senior Patrol Leaders (ASPLs) and Senior Patrol Leaders (SPLs) are empowered to correct violations of the code of conduct. The boy leaders should do this in a calm, firm fashion, preferably pulling the Scout aside for a private conversation. The leader should explain why the behavior is a violation, that it must be stopped, and describe the consequences of continuing the behavior which may include removal from the activity or calling a parent to come take the Scout home. Patrol Leaders (or Assistants in the case of the PL's absence) have the authority to remove a disruptive scout from the Patrol to report to the SPL or one of his ASPL.

Note: Corporal punishment should never be used and is prohibited by Boy Scouts of America.

The role of the Senior Patrol Leader and his Assistants in addressing Code of Conduct violations

The SPL is empowered to address most code of conduct violations he observes or that are referred to him by a PL or APL. The SPL is encouraged to request the assistance of the Scoutmaster or one of the Assistant Scoutmasters to counsel the Scout in question. Issues of a

serious or particularly sensitive nature, such as a boy causing physical harm or allegations of sexual abuse, must be dealt with by Adult Leaders.

The Role of the Adult Scouter

The role of the Adult Scouter is to coach and mentor youth leadership to deal effectively with behavioral issues.

Any adult Scouter should immediately bring any Scout's behavior or code of conduct violation to the attention of the Scoutmaster or trained Assistant Scoutmaster in charge of the activity. An appropriate trained Adult Leader (e.g., Scoutmaster or Assistant Scoutmaster) who corrects behavior should do so in a calm manner, preferably pulling the Scout aside from the ongoing activity so as not to call attention to the Scout (but while being careful not to violate the two-deep leadership policy). The Adult Leader should describe how the behavior is inappropriate and what the potential consequences of continuing the behavior are.

If there is a need to counsel a scout about behavior or code of conduct violations, then the Adult Leaders should follow the Youth Protection Guidelines for two-deep leadership.

Counseling meetings should be conducted in a clear and concise manner with the following guidelines in mind. These strategies are for adult leaders to follow while tailoring as necessary to fit a given situation.

- 1) Talk privately (but with two-deep leadership and/or in full view of others) with the Scout at first occurrence of a problem. This step is very important in laying the groundwork for dealing with difficult behaviors should they occur later. If emotions are high, the Scout and adult leaders can try to get into a calm mindset, either through some deep breaths or a minute of silent contemplation. Open the discussion by complementing the Scout on something he does right. Then, gently and with caring, ask the Scout to describe the situation as he sees it.
- 2) Carefully point out the inappropriateness of this behavior and what is considered acceptable behavior in that situation.
- 3) Develop a list of alternatives on which you both agree. Provide clear alternative behavior rather than just point out the inappropriate behavior. Coaching is not a lecture; it is a give and take discussion with the major goal to build character and appropriate decision making.
- 4) Offer encouragement and concern to the Scout. Close out the discussion by summarizing the agreed-upon alternative behavior then complementing the Scout on a strong point and/or success of his.
- 5) There may be hidden issues. Often there are underlying personal or medical issues that affect a behavior. When a boy is angry and directs it toward you or others, he may be reacting to something else in his life. Try to understand what these underlying issues might be.

- 6) Stay calm. Don't take adolescent issues personally and as a result become angry yourself. If you feel this happening, it is time to turn the matter over to another adult Scout leader. One of the strongest ways to shape positive behavior is for you to show, not just tell, Scouts how to behave in difficult situations.
- 7) If further discussion is necessary, schedule a meeting within a short period of time. Let the Scout know that you are available to discuss his concerns at any time.
- 8) Part of the value of these meetings is that you are helping the Scout solve a problem that he agrees that he needs to change. This is a powerful character building opportunity. Informally encourage the Scout, recognizing his attempts to change. When changes occur, point out their positive effects.

6.4.4.4.1 Responses to Infraction and Escalation Guidelines

Our goal is to have positive outcomes of any behavior issues and develop or restore positive behavior by the Scout(s) involved. We want to quickly restore the Scout to their full privileges. However the first priority of Troop 22 is to provide a safe environment for all Scouts and the well-being of all Scouts must be balanced against the needs of the one Scout.

The level and seriousness of the response is determined by the Senior Patrol Leader and Scoutmaster. In the case of serious or sensitive issues, or if the recommends suspension or dismissal from the Troop, the Troop 22 Executive Committee will make the final decision about the level of response.

Code of Conduct Board

In rare instances where the SPL feels it may be helpful and with the approval of the Scoutmaster at the activity, the Senior Patrol Leader (or acting SPL in the SPL's absence) may convene a Code of Conduct Board to review and investigate the violation and issue a recommendation to the Scoutmaster.

The Code of Conduct Board will consist of the SPL as the chair, each Patrol Leader (or his APL in case of the PL's absence) and one Assistant Senior Patrol Leader. Each member of the Code of Conduct Board has a vote except for the SPL who will cast a deciding vote in the case of a tie. The Scoutmaster will attend with no vote, but has the power to veto the Board's decision. His responsibility is to advise the Board and act as the Scout's advocate.

The Code of Conduct Board should make every attempt to follow the Troop Response Levels found in Section 6.4.4.4.1 when determining what action to take. Typically, the Code of Conduct Board would convene at Level 3 of the Troop 22 escalation process (requiring parental attendance at all troop events where the boy is present), although the SPL may feel it is necessary at Level 2 or even Level 1.

Troop 22 Executive Committee

The Troop 22 Executive Committee will be composed of the Scoutmaster, Troop Committee Chair, and the Chartered organization Representative from the chartered organization. Any of these members may choose an alternate to serve. Other adult leaders may be included as needed and determined by the Executive Committee. The Senior Patrol Leader or other boy

leader may be invited as well. The Troop Committee Chair will chair the Executive Committee. Each adult member of the Executive Committee will have one vote. The Executive Committee may ask Scouts or adults to provide testimony or evidence about the behavior, including the violator and his parents or guardians.

Response Levels

Troop 22 will use the following steps for escalating behavior problems. Ideally, the problem will be corrected without it having to be escalated. The reasons for escalating include repeated infractions by the same scout, severity of the infraction, or a need to expedite action.

Level 1 - Verbal warning(s) - An adult or boy leader takes note of an infraction and corrects the scout in question. The adult should continue to observe the boy in question and provide positive feedback to the boy if merited, such as, "I noticed that your behavior was much better and that you were not _____".

Level 2 – Counseling – A trained Scoutmaster or Assistant Scoutmaster and perhaps the Senior Patrol Leader takes the boy aside and has a quiet, private conversation about the behavior that was observed, why it is inappropriate, what the expectation is, and how the boy should correct the problem. The leader should notify the boy of consequences of continuing the behavior, e.g., Code of Conduct Board led by the SPL being sent home, etc. Note that it is important to maintain the 2-deep leadership principal. This does not mean that two leaders have to be present if the leader and the boy are visible to others in the troop. If the boy and the leader are behind closed doors, inside a tent, or in another place where others in the troop cannot observe them, then there should be two leaders present. The adult or other adults who have been notified of the situation should continue to observe the boy throughout the rest of the event and provide verbal, positive feedback to the boy if it is merited.

Level 3 - Requirement of parental attendance at scout function. A phone call will be made or a meeting held with the parent(s) or guardian(s) of the boy. Troop 22 will require a parent or guardian be in attendance at all times at any troop event or meeting where the boy is present. This punishment is typically recommended by the boy-led Code of Conduct board or by the Troop 22 Executive Committee. The normal term for a first offense is 1 month, but this depends on the severity of the case. Towards the end of the term, the boy's case and recent behavior should be reviewed to determine if improvement in behavior has been observed or if other infractions have occurred and to discuss progress or the lack thereof with the boy and parents. If merited, positive feedback should be provided to the boy and parents. If there have been continued problems, then the term should be extended or the case escalated and suspension or expulsion considered.

Level 4 - Suspension from the troop - this is a very serious consequence and should be avoided if possible. However, the safety and well-being of all boys in the troop must be considered and this may necessitate that a boy be suspended. This punishment is typically recommended by the boy-led Code of Conduct board and approved by the Troop 22 Executive Committee in consultation with the Sangre de Cristo District Executive. The troop committee should be formally notified of the suspension. The terms will typically be between one (1) and six (6) months, although in severe cases the term of suspension may be longer.

Level 5 - Permanent dismissal from the troop - this is the most severe punishment the Troop can use. It means permanent removal from the troop. The Executive Committee, after meeting with the boy and his parent(s) or guardian(s), in consultation with the District Executive, should make this recommendation to the Troop Committee. The boy and any advocates for him would have the opportunity to present his case to the Troop Committee which must approve the recommendation by two-thirds vote. Depending upon the nature and severity of the behavior issue(s), the Council should be notified such that the safety/security of other scouts of another troop are not subjected to the same risk.

6.4.4.2 Tracking & Monitoring Behavior Issues

The Committee Chair (or designee) is responsible for documenting behavior problems, especially in the case of Response Level 3 (Requirement of Parental Attendance), Level 4 (Suspension from Troop 22), or Level 5 (Expulsion from Troop 22).

Before an activity, the Scoutmaster should brief the leader of the activity about any potential behavior issues or restrictions of boys who are going on the trip.

After an activity, the Scoutmaster and the activity leader should debrief and discuss whether there were any behavior issues that need further intervention.

6.4.4.5 Strategies for engaging scouts who are “unoccupied” at meetings

Reserved for future use.

6.4.4.6 Troop Behavior Agreement Form

This form should be signed by each Scout and at least one parent when joining Troop 22. Registered Scouters should also sign the form. Troop 22 policy also requires each Scout and at least one parent to sign the form every year in October when re-registering in the Troop. Refer to Appendix A for a copy of this form.

6.4.4.7 Interaction with Other Troops

If Scouts from another troop are participating in a Troop 22 organized activity, then they are expected to follow the Troop 22 Code of Conduct. The Troop 22 Scouter in charge of the activity will provide a copy of Section 6.4.4.4 to the Scoutmaster of the other troop or his designate. The Troop 22 Scouter in charge of the activity will determine how many adult leaders, if any, the other Troop is required to provide.

6.5 Adult Participation Roles and Training

Each parent has a role and responsibility in our troop to support their Scout and help them participate in our activities. One of the leadership skills that we teach the boys is “setting the example.” As adults, we will set the example for the boys by teaching, learning, taking on responsibilities and following through, helping others, and living the Scout Oath and Law. While we never want to deprive the boys of the opportunity to operate their own troop, adults are required for tasks such as providing transportation and managing the troop bank account. All troop families are expected to be the support lead for at least one troop activity

or outing per year. We encourage parents or guardians to become registered and trained leaders, and perform the roles of Committee Member, Assistant Scoutmaster, or Scoutmaster.

Parents are always welcome at all troop meetings and activities. Parents and family members are encouraged to participate in Troop 22 Scouting activities. For Troop and Committee meetings, Courts of Honor, etc., you just need to come to the activity. For others, there may be additional requirements that enable the troop to operate within BSA policies and guidelines and to fulfill the aims of Scouting.

Remember, all adults with direct contact with Scouts must complete *Youth Protection Training*.

6.5.1 Participation in Campouts

Parents and siblings are welcome to participate in all troop campouts. Depending on the nature of the campout, family members may be required to pass certain tests required by the BSA for that type of activity (e.g. BSA swim test) or may be restricted from participating in some of the events (including events with BSA age restrictions). Troop 22 follows the "BSA Guide to Safe Scouting" for guidance on activities, safety and procedure. For siblings attending a T22 campout, it is the responsibility of the parent to provide a fun and enjoyable experience for them. They are welcome to participate with the Scouts if they have the strength and maturity to do so. The activities are planned for Scouting age boys and all activities may not be applicable for all siblings. Parents and siblings are welcome to attend, but the parent is responsible for the siblings' activities, health and safety.

Troop 22 has campouts that are designated "Family Campouts". These campouts are distinguished by the fact that the activities are planned so that family members can participate and camping and cooking is done by family. Scouts who do not have family members participating will either team-up with another family or cook and camp by patrol.

For campouts that are not designed "Family Campouts", Scouts are expected to camp and cook with their patrols. Family members participating should plan to camp and cook separate from their son. The reason for this is that part of the aims of Scouting is to develop self-reliance and independence in Scouts and to build their self-confidence. This growth can only be accomplished if the Scouts are given the opportunity to do things on their own and yes, do things in a less than efficient manner and sometimes fail. This can only happen when they participate with their patrols.

6.5.2 Adult Leaders

The troop strives to recruit only the highest-quality adults to serve in leadership positions. Leaders must agree to live by the Scout Oath and Law and the policies of the BSA and the chartered organization. Leadership in Troop 22 is a privilege and the Troop Committee Chair and Chartered organization Representative must approve all applications. Registered adults must pay for their own registration fee. If an adult is registered with another BSA unit and pays through that unit, they can let the recharter leader for the Troop know that they are dual registered.

Adult leaders are designated by the Scoutmaster to lead outings based upon leadership, experience and qualifications for the specific outing. They may be the Scoutmaster, Assistant Scoutmasters, Committee members or parents. The Scoutmaster and Outing leader together choose the adult leadership team for the outing taking into consideration leadership in the

Troop, experience, qualifications for the specific outing, and BSA requirements. If necessary, the Troop Committee Chair can be called upon to work with the outing leader and/or Scoutmaster to choose the adult leaders for an outing. When the nature of the outing requires limiting attendance (such as due to limited crew size, equipment, or permit requirements), the number of leaders will be kept to the minimum required to safely and effectively conduct the outing, thus providing the maximum number of opportunities for the scouts.

The outing leader has many responsibilities. These individuals are responsible for the organization and accounting for the outing. Permits and other paperwork are the responsibility of the outing leader. Help is available from the Committee. Accounting for the trip finances are the responsibility of the outing leader. Records are to be kept for reimbursable costs and monies collected. A detailed report of expenditures and collections shall be submitted to the Troop Treasurer for any reimbursements and the Troop Bookkeeper to update troop Scout accounts. A trip is considered "closed out" when expenditures and collections are complete and the Treasurer and Bookkeeper have signed off on the report. Outing leaders also need to make sure BSA permission slips are filled out for every outing. BSA Annual Health and Medical Record forms Parts may also be required as described in Section 4.7.1 and are collected in a binder made available by the Medical Forms Coordinator.

6.5.3 Basic Adult Leader Training

Troop 22 takes great pride in the quality of our adult leadership. Being a leader in the BSA is a privilege, not a right. The quality of the program and the safety of our youth members call for high-quality adult leaders. Troop 22 strives to recruit the best possible leaders for our troop. All adult leaders must take *Youth Protection Training* at My.Scouting.org and keep it current by retaking it every two years. They must also take *Fast Start Orientation Training* and/or *This is Scouting* and any appropriate Position Specific Courses, some of which are available on-line at My.Scouting.org. *Scoutmaster and Assistant Scoutmaster Leader-Specific Training* and *Introduction to Outdoor Leader Skills (IOLS)* are required of all adult leaders working directly with boys, especially ASMs. Adult leaders in the role of Scoutmaster and Assistant Scoutmaster are considered "trained" when they take these trainings. Per BSA guidelines, Wilderness First Aid, CPR and Hazardous weather training are also required for some outings. *Troop Committee Challenge* is the position specific course required for troop committee members to be considered "trained".

6.5.4 Outdoor Skills for Adults

Troop 22 has a very active outdoors program. The Scouts learn basic through advanced outdoor skills as they advance in rank and experience. They start with very simple camping skills and advance through backpacking, canoeing and kayaking, rock climbing, caving, scuba diving, snow camping, and other fun activities as they mature and become more skilled. The boys really love it when their parents, guardians or other adults participate and share in their adventures, and the mutual experience brings the adults and Scouts closer together.

Parents, guardians and family friends come to the Troop with a wide variety of personal outdoor skills. We also have varying degrees of interest in participating with our Scouts in the Troop's activities. For example, those with bad knees or backs may not want to engage in the more strenuous backpacking trips. However, a lack of outdoors skills or experience should NOT be a barrier to sharing the outdoors with the Scouts and families. If you already are an accomplished outdoors person – we'd love you to share your knowledge and

experience with the boys and the rest of the adults! Our Troop can offer a huge variety of outdoors activities simply because our parents/guardians have expertise and enthusiasm to share. Advanced skills, such as kayaking or snow camping, are always thoroughly covered with boys and adults prior to an activity to ensure safety. However, a common set of basic outdoor skills will make your participation in any outdoor activity more enjoyable, comfortable, and safer.

For those parents who wish to learn more outdoor skills, there are several options. The Boy Scouts have a formal single weekend class for adults called *Introduction to Outdoor Leadership Skills (IOLS)*. It's a fun class where participants learn the same outdoor skills the boys on the trail to First Class, in a format of learning by doing, with experienced instructors. Basics skills include setting up a comfortable camp, outdoor cooking, fire making and safety, basic first aid, plant and wildlife identification, ax and knife use, and other useful skills. Also covered is appropriate outdoor gear selection for boys and adults – there is a lot of overpriced and ineffective gear to avoid, and appropriate and durable gear to seek out. The District offers the IOLS class periodically at Gorham Scout Ranch or you may take it when offered by another District in the Great Southwest Council. The more involved the parents are, the more the boys will get out of the program, and the more fun your entire family can have outdoors. Instead of dropping your boy off at the meeting, come on in, meet the other adults, and learn or share some outdoors skills!

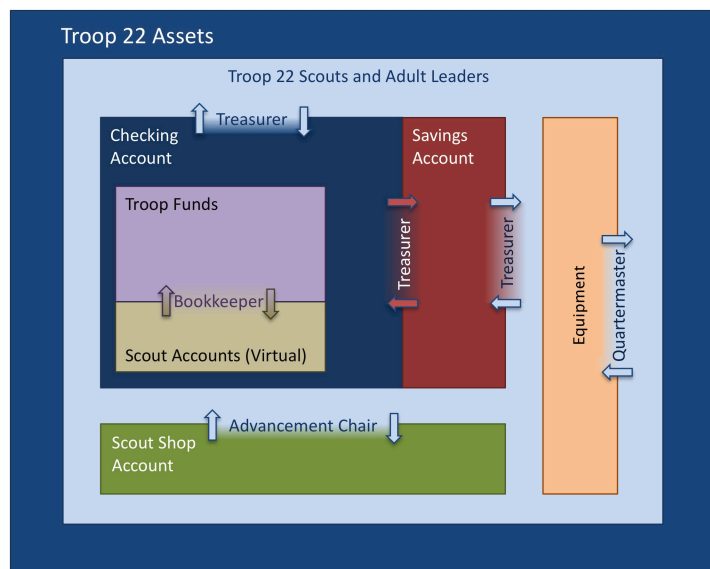
7 Finances

7.1 Troop Assets

As shown in the adjacent figure, Troop finances are distributed between the following entities:

- 1 Checking Account
- 1 Savings Account
- 1 Scout Shop Account
- Equipment

Other accounts created for sole or partial accrual of Troop funds require approval of the Troop Committee. The checking and savings accounts are provided free of charge by Los Alamos National Bank, which is the exclusive holder of all Troop and scout funds. The Scout Shop account is maintained by the Great Southwest Council in Albuquerque, and is available to the Advancement Chair to purchase badges, awards and other approved items for scouts and leaders. The Scout Shop account is funded by check via the Treasurer and by earnings from participation in Council fundraisers, such as popcorn sales. Troop equipment includes cooking and camping gear, for which the Troop Quartermaster has ultimate responsibility.



7.2 Troop Treasurer and Bookkeeper

The financial solvency of the Troop is ultimately the responsibility of the Troop leadership, scouts, and chartered organization. However, there are two separate and distinct positions within Troop management that play key roles in meeting this need: the Treasurer and the Bookkeeper. As illustrated in the adjacent figure, the Treasurer is exclusively responsible for transferring funds to and from the Troop checking and savings accounts. Funds collected from scouts for trips and fundraising events are ultimately received by the Treasurer for deposit. Likewise, the Treasurer is also responsible for issuing checks to meet all costs incurred by the Troop. These include payments to summer camps and reimbursements to leaders for approved expenses. Cash payments and reimbursements are prohibited. (Cash payments may, however, be made to grubmasters directly by the boys participating in those campouts to cover the anticipated or actual cost of food.)

The Troop Bookkeeper's role is to apportion funds between the Troop and scouts by means of scout accounts, which exist exclusively in the virtual domain of the Troop accounting software. The software currently in use is TroopWebHost, which was made specifically for Boy Scout Troops: <https://www.TroopWebHost.org/Troop22LosAlamos/Index.htm>

The roles of the Treasurer and Bookkeeper are distinctly different. The Treasurer oversees all fund collections and disbursements. The Bookkeeper tracks all transactions into and out of the checking and savings accounts and scout accounts with the Troop accounting software.

This arrangement is designed not only to serve the financial needs of the Troop but also to provide accountability for all transactions on a monthly basis. Both Treasurer and Bookkeeper report independently to the Troop Committee at the monthly meeting.

7.3 Scout Accounts

One of the benefits of joining Troop 22 is the variety of activities and adventures that become available to you and your scout. Keeping track of your funds and payments can be a bit overwhelming, particularly for trip leaders. Scout Accounts are designed to ease that burden for both scout and trip leader. When you join the Troop, a Scout Account is created in TroopWebHost, a commercially developed computer program for Boy Scout troops, to help you and your scout track income and expenses that move through your account. When you purchase Smith's Bucks, write a check to the Troop for summer camp or BSA registration, or earn funds by selling popcorn, it shows up in your Scout Account under the relevant type of credit. Likewise, when you attend summer camp or other major trips or when the Troop recharter at the end of the year, your Scout Account is charged accordingly. Payments for local trips and activities are not typically tracked in TroopWebHost, but trip leaders can request that accounts be charged to cover fees if the scout so desires. Electronic statements can be requested at anytime from the Bookkeeper, who maintains records on a monthly basis. The statement lists all credits and debits to your Scout Account in the current scout year. These reports provide a chance for each family to compare transactions with their own records and track their balance. In addition to individual families and the Bookkeeper, Scout Account balances are also made available to trip leaders and to the Committee Chair as needed.

Expenses approved for scout account usage are scout-related and include trips and activities with the troop, district, council or BSA, registration, eagle project supplies, rental and food, BSA publications, scout uniforms, and BSA training. All other expenses require approval of the troop committee.

When a scout leaves the Troop, his account will be closed out 60 days after the scout/ family is no longer registered. Any balance earned through Smith's Bucks, popcorn sales, or other fundraisers, will be transferred to Troop 22 upon closing. If the balance is greater than \$25, unused funds and overpayments from family deposits (i.e., by other than fundraising sources) will be refunded to the family following approval by the Troop Committee. If the scout transfers to a troop 100 or more miles away, and that troop maintains Scout Accounts, then the scout may request a transfer of all his funds to the new troop, which will be done upon approval of the Troop Committee.

Members leaving are asked to be mindful of scouts that require financial assistance to participate more fully in scouting and costs the Troop incurs that are not always covered through fundraising. Therefore, we ask that departing families consider a donation specifically to meet these needs. While the Bookkeeper is responsible for opening and maintaining Scout Accounts, account closure is the responsibility of the Troop Committee and is monitored as such.

7.4 LANL Volunteer Match Program

Troop 22 encourages adults to participate in the LANL Volunteer Match Program, in order for your time/ donation to benefit BSA. You can sign up for Volunteer match at

<http://lanl.volunteermatch.org/> Note that there is also a mobile app for tracking your hours available at <http://www.lanl.gov/community-environment/community-commitment/mobilematch-app.php> .

7.5 Fundraising

To help defray expenses for troop equipment and operations, the Troop provides fundraising opportunities during the year (e.g. popcorn sales, Smith's Bucks, etc.) to help the boys earn their own way. Individual scout earnings will be deposited into their Scout Account. The Troop may also raise money during the year to cover general Troop expenses and not credit any individual's account.

Credit to Scout Accounts from fundraising is available after the activity is complete, all funds have been received, and the event leader issues a committee-approved earnings statement to the Bookkeeper. The Committee sets the percentage of sales to be credited to Scouts based on recommendations of the Popcorn Kernel each year.

Funds received through these efforts are provided as donations by organizations to the Troop. Currently, Troop 22 credits the Scout Accounts of the families who earned these donations for the Troop to support their participation in Scouting. Funds raised through Smith's Bucks, Popcorn Sales, or other Troop fundraisers remain Troop funds and can never be provided as cash payments to the Scouts or families. They can only be used to pay for scouting activities.

7.6 Smith's Gift Card Program

The Smith's Gift Card Program ("Smith's Bucks") allows families to earn Scout Account funds by purchasing groceries or gasoline from Smith's. Families purchase a Smith's Gift Card from Troop 22 and up to 3% of the total amount goes into their Scout Account and 1% to the troop. For example, write a check for \$500. You will get a Smith's Gift Card valued at \$500 for your grocery shopping and gas purchases and your son's Troop 22 account will get up to \$15.00. This money can be used for troop activities during the year as well as summer camp. The maximum amount you can add monthly to any single gift card is \$500 and the minimum is \$50. Families can purchase multiple gift cards.

The percentage available for Scout Accounts depends on the total Troop order for the month and can vary between 1% and 3%. Based on sales over the past few years, the Troop almost always has a sufficient order to qualify for the maximum amount. Commission to the scout accounts is ultimately at the discretion of the committee and depends on troop needs.

Current procedures can be found on the Troop web site or can be obtained from the Smith Bucks Coordinator.

7.7 Budget Plan and Spending Authorization

Financial planning follows the preparation of an annual program plan by the Patrol Leaders Council (PLC). After the annual program plan is presented to and approved by the troop committee, the PLC has the option to prepare a budget for the program year for submission to the Troop Committee. If the PLC does not prepare a budget, the Troop Committee will. The budget will include the setting of dues, activity fees, and fundraising targets. After

approval by the Troop Committee, the budget will become the tool for preauthorization of troop expenses during the program year. Significant expenditures outside those provided for in the annual budget plan will be considered for approval at the next troop committee meeting. The Troop Committee Chair, in consultation with the Scoutmaster, may make urgent spending decisions, necessary to maintain program continuity.

7.8 Receivables

The Troop Scribe and/or adult trip coordinators under supervision of the Treasurer collect money for dues and troop activities. Members of the troop are expected to remain current with their dues payments and other obligations. Scout accounts that are not sufficiently funded cannot be used to secure participation in an event or trip. A receipt may be requested for any payment made to the troop.

7.9 Payables

Receipts for program expenses approved by the Troop Committee should be presented to the Treasurer for reimbursement. Receipts should be annotated with the purpose of the expense and the person to whom the reimbursement is to be paid. The Treasurer will prepare a check for payment and secure the signature(s) of authorized signers on the troop account. Reimbursement requests without receipts will be taken to the Troop Committee for authorization. Under no circumstance will a cash disbursement be made.

A troop-purchased Smiths Bucks card may be used by the scoutmaster to support the ongoing operation of the boys and their program. The balance on the card will not exceed \$100 except for special circumstances, such as purchases associated with a trip or activity for which participants have already paid the Troop (i.e. campouts). The responsibility of the card is the scoutmaster and the treasurer. Receipts for purchases made with the Smiths Bucks card must be submitted to the treasurer.

Reporting and Evaluation

The Treasurer will report monthly to the Troop Committee on the status of income and expenses against the financial plan. The monthly report will include a copy of the bank statement. This report will be given to the Troop Committee Chair for the record.

The Bookkeeper will report monthly to the Troop Committee on the status of the Troop's net worth, distinguishing between Troop funds and funds held in Scout Accounts. The Bookkeeper will also report on the Troop's monthly income and expenses, which does not require coordination with the Treasurer's report. The Bookkeeper will also inform the Scoutmaster, Committee Chair, and any relevant trip leader of any Scouts who are not current with their financial obligations for dues or activity fees, and will inform the Committee of the total negative account balance on a monthly basis.

Trip costs should be paid by participants before the trip and before the troop pays for them. Leaders are responsible for checking that costs are paid by participants. They can ask the bookkeeper if there is enough money in scout accounts where participants have asked to use them.

Leaders of trips and activities that incur expenses over \$1000 are required to provide a final report to the Troop Committee within 2 months of the trip or activity end or by the end of the

scouting year, whichever occurs sooner. The purpose of the report is to account for the true cost and make sure that all financial obligations have been met. The report shall provide a listing of all trip fees assessed by individual scout and adult leader, all charges to scout accounts, a summary listing of all income and expenses related to the trip, proof that all financial commitments to outside entities and expenses incurred by leaders have been met, and a clear statement of the final cost of the trip to the Troop. Trip and activity leaders are encouraged to utilize scout accounts to track scout and adult charges, as this will ease the burden of reporting for the trip/ activity leader. The Bookkeeper and Treasurer will assist the relevant leader with supporting information for the report.

Below is an example report:

Troop 22 Kayak Trip Sept. 3-6, 2012

Costs

Paid by	Cost	Expense
John Doe	\$60.00	\$6 x 10 for permit lottery
Jane Doe	\$198.27	Food
Bob White	\$25.00	Kitchen Supplies
Bob White	\$39.75	Gas
Robert Baden-Powell	\$38.85	Gas
Randall Stephenson	\$32.36	Gas
Catherine Pollard	\$36.50	Gas
Catherine Pollard	\$75.00	BLM launch fee
Catherine Pollard	\$75.00	launch fee
Total	\$580.73	
Per person cost	\$38.72	

Owe

	Cost	Paid	Owe	Reconciliation
Doe's (3)	\$116.15	\$246.50	-\$130.35	Treasurer wrote check
White's(4)	\$154.86		\$154.86	
Baden-Powell	\$38.72	\$38.85	-\$0.13	"keep difference"
Lil Scout	\$38.72		\$38.72	Withdraw from Scout Account
Stephenson (2)	\$77.43	\$32.36	\$45.07	Received 45.07 check
Pollard (3)	\$116.15	\$198.27	-\$82.12	Deposit to Scout Account
Big Scout	\$38.72		\$38.72	Received 38.72 check
Helper Adult		\$64.75	-\$64.75	Treasurer wrote check

An annual review of expenditures versus budget will be made to improve financial planning for the following year. After the rechartering effort, the Committee Chairman will assemble an audit committee to review the Troop ledgers in detail. The chartered organization is to be encouraged to participate in this effort. Quarterly, the bank statements and ledgers will be reviewed at Troop Committee meetings by two randomly chosen attendees. An independent accountant as approved by the Committee will perform periodic audits.

8 Review and Modification of this Guide

It is desired that this document be used and reviewed regularly. At a minimum an annual review and update of Troop 22 policies and procedures should be held and the committee should vote and record changes held within this document. Any suggestions for modification to the Troop 22 Guidebook should be directed to the Troop Committee Chairman. The Troop Committee will then consider the suggestions. This document shall be posted and distributed for all.

9 Credits

Some material used in this guide is derived from Troop 1876 of Arvada, CO, the Scoutmaster Handbook, Troop Committee Guidebook, the Senior Patrol Leader Handbook, the Patrol Leader Handbook, B-P's Outlook-Selections from the Founder's Contributions to The Scouter from 1909-1941, and material available from the US Scouting Service Project, the Boy Scouts of America, and the Great Southwest Council web pages.

10 Document Change History

Date	Who Modified	Modifications	Date Approved by Troop Committee
October to December 2015	David Carr, James Kuropatwinski, Christine Sweeney, Richard Thompson, Mahavir Jain	<ol style="list-style-type: none"> 1. Add section 6.4.4, Troop Discipline & Behavior Policy 2. Update Uniform policy (sec 6.4.1) to use the term “field uniform” and better define “full field uniform” 3. Combine Safety Rules (sect 4.7) into section 6.4.4 4. Add Appendix A – Troop Behavior Agreement 5. Add various Robert Baden-Powell quotes to introduce sections of the document 6. Change the Smith’s Bucks maximum percentage from 5% to 4% 	
February 2017	Christine Sweeney	<ol style="list-style-type: none"> 1. Change chartered organization 2. Change district name 3. Fix web sites 4. Add rules about scout accounts 5. Adjust training section. 6. Deleted section on monthly newsletter. 	February 2017
January 2018	Christine Sweeney	<ol style="list-style-type: none"> 1. Update date and links 2. Remove ref to Tour and Activity Plan 3. Add info on troop roster 4. Remove 	January 18, 2018

Date	Who Modified	Modifications	Date Approved by Troop Committee
		transportation section bc trip plans are not required anymore 5. Put in TroopWebHost 6. Typo in Smiths Bucks 7. Add example trip cost report and guidelines for paying for trips. 8. Add troop-purchased Smiths Bucks card info.	

Appendix A - Troop Behavior Agreement

I, _____ (parent's name), as the parent or guardian of Scout _____ (Scout's name), provide this statement as certification that both parent and Scout have read and understood the Troop 22 Scout Behavior Expectations and Policies found in Section 6.4.4 of the Troop 22 Handbook. Moreover, I agree to be bound by any counseling, consequence, or action that results from application of the Troop 22 Behavior Policy to my child. I further understand that this document must be signed and returned to the Scoutmaster or Committee Chair in order for my son to be registered in Troop 22.

Signature of Parent _____ Date _____

Signature of Scout _____ Date _____