

Troop 338 Standard Operating Procedures

The purpose of this Standard Operating Procedure (SOP) is to familiarize Scouts and their parents or guardians with basic principals and functions of Troop 338. This document consists of 6 sections: **Troop Meetings, Camping and Other Activities, Parental Involvement, Troop Elections, Troop Financial Policy and Code of Conduct.**

All Scouts and parents or guardians should be familiar with its contents.



REVISION HISTORY

Date	Revision	Author	Reason For Changes
09/22/2011	0.0	Igor Veksler	2011 Initial draft
10/03/2011	1.0	Igor Veksler	Final version approved by Committee.
12/03/2013		Igor Veksler	Changed to reflect new annual dues increase

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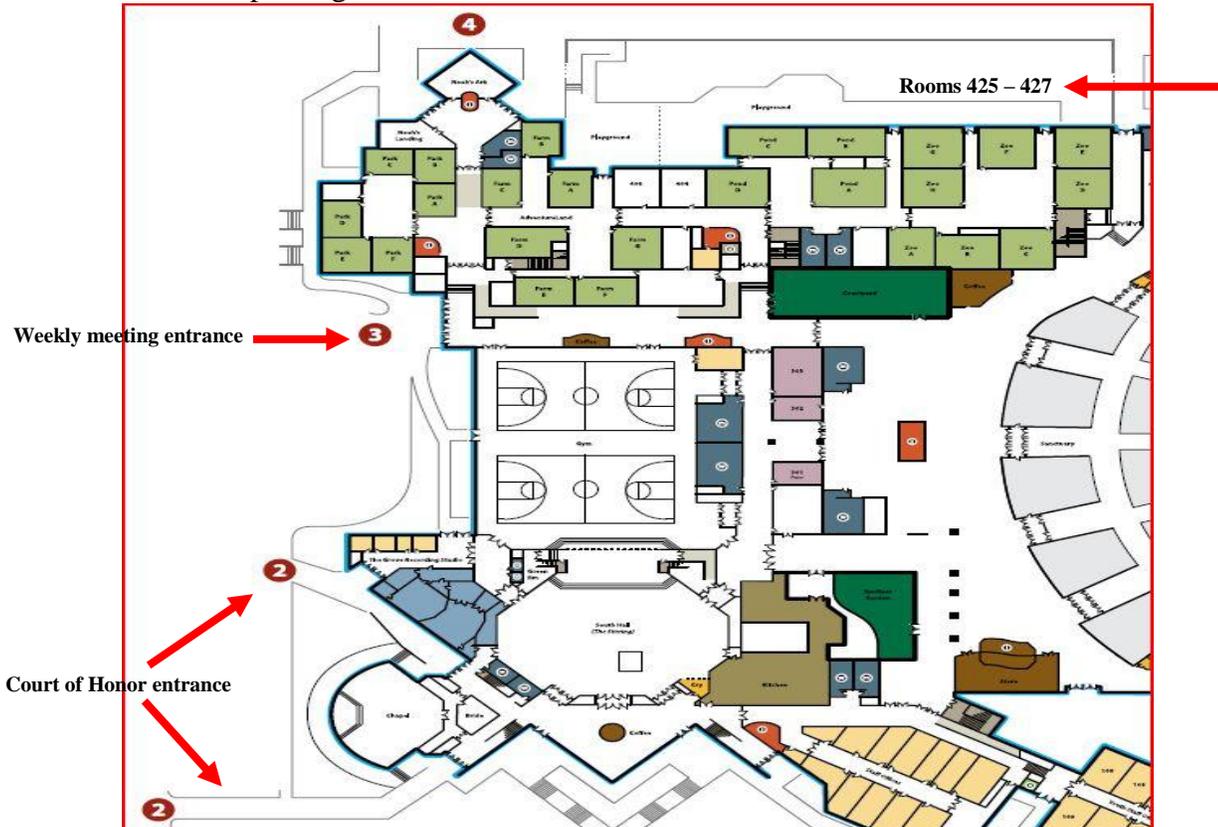
Troop Meetings

Meeting Times

Troop meetings are held each Tuesday evening from 6:30pm until 8:00pm.

Meeting Location

Troop meetings are held at Hope Presbyterian Church, 8500 Walnut Grove Road, Cordova, TN. The entrance # 3 where Troop meets weekly is located on the north side of **Adventureland**. Meeting rooms 425 – 427 are located on the 2nd floor. The entrance to the Chapel where quarterly Courts of Honor held is # 2. Parents are asked to drop scouts off at the meeting rooms and not at the parking lot or the front door.



Patrol Meetings

Patrol meetings may be called by the patrol leader and may be held during the campout or at a patrol member's house, as long as proper adult supervision is available.

Meeting format

While some meetings may have a special meeting time or agenda, a typical Troop meeting will follow a structured format and a timeline:

6:20 – 6:29	Meeting setup. SPL and PL's are encouraged to be at meeting place to ensure ready
6:30 – 6:45	SPL calls meeting to order. Pledge of Allegiance, Scout Oath, Law, and Outdoor Code Announcements from SPL and adult leader Present any award that were earned
6:45 – 7:15	Patrol breakout session or Troop session
7:15 – 7:45	Troop activity (such as practice First Aid). Den Chiefs work with their assigned dens
7:45 – 8:00	Meeting closeout (Reminders given out, scout dismissal).
8:00 – 8:10	SPL meets with PLs & Scoutmaster to ensure that all assignments and last minute instructions are understood.

Patrol Leaders Council

The Patrol Leaders Council (PLC) is conducted on Tuesday immediately following a campout. Members of the PLC will gather during the patrols' breakout sessions (6:45-7:15) to conduct their business. Only Patrol Leaders, Troop Scribe, Assistant Senior Patrol Leader, Senior Patrol Leader and a Scoutmaster should attend the PLC. An adult member of the Troop Committee, preferably an Assistant Scoutmaster, must attend the PLC in the event the Scoutmaster is not available. Since the Patrol Leaders will be busy during the PLC, Assistant Patrol leaders will be in charge of their patrols at that time.

At the discretion of SPL and the Scoutmaster, the PLC may be held immediately after the campout, while still at camp. In that case, the APLs will continue with the camping duties of loading the trailer and taking down the camp while the PLC is in session.

Court of Honor

A Court of Honor is a ceremony designed to formally recognize the achievements of the Scouts. Courts of Honor will normally be scheduled every three months during regular meeting times. The ceremony will be held in the Hope Presbyterian Chapel. Eagle Scout Courts of Honor will be scheduled as the need arises. Each Scout advancing to the rank of Eagle is entitled to his own individual Eagle Court of Honor. Parents are expected to assist with refreshments and area clean up after the ceremony. While the Court of Honor ceremony is designed to recognize the achievements of individual Scouts, ALL Scouts and parents/guardians are expected to attend and show their support to those who are being recognized. Extended family, siblings, grandparents and friends of the Scouts are invited and encouraged to attend this important event.

Participation Requirements

Each Scout must demonstrate his commitment to the Troop by attending a majority of Troop meetings, and willingly participating in Troop fundraisers, Service Projects and other Troop activities.

Each Scout must attend a majority of Troop camping trips and other outings and should willingly participate in the planning process. Troop 338 is a boy-led troop and individual participation is an essential part of the program.

Lack of a Scout's participation may result in denial of the Scout's advancements or Eagle Board of Review.

There are three basic duties during Troop outings: Cooking, clean up, and odd jobs. The Patrol Leaders assign each duty, and it is the Scout's responsibility to ensure that he participates in all three duties on rotating basis.

Each Scout should assume the duty of Grubmaster at least once a year. More on the Grubmaster duties in the [Cost](#) section of this SOP and the Official Grubmaster Policy.

Earning Merit Badges

The Troop Merit Badge Counselor, a registered Adult Leader, must be informed when the scout is going to begin studying for a Merit Badge. Once approved, a Merit Badge Counselor will fill out an Application for Merit Badge (Form 3412A), otherwise known as a "Blue Card". It is the Scout's responsibility to keep the Blue Card in a safe place while earning the Merit Badge and have the Merit Badge Counselor sign off on completed MB requirements. Once all of the requirements have been completed, the Scout must present the Blue Card and the Merit Badge worksheet to the Advancement Chairman as proof of completion. The Advancement Chairman will record the results in the Troopmaster software and will arrange the purchase of the Merit Badge patch to be presented at the next Court of Honor. It is a mandatory requirement that completion of Eagle-required Merit badges be accompanied by completed Merit Badge worksheet.



Advancement Procedures

Within a reasonable period of time, each Scout should show a genuine effort to meet the requirements for advancement to the next rank by living the Scout Oath, showing Scout Spirit, and attending Scout meetings and camping outings on a regular basis. It is the leaders' responsibility to provide the opportunity for Scouts to advance; however, each Scout should understand that completing a rank advancement and earning merit badges are their own responsibility. It is also a Scout's responsibility to notify the Advancement Chairman about his accomplishments and advancements. The Advancement Chairman can provide an advancement report showing current rank, status and which merit badges must be completed for the next advancement.

All submissions for completed merit badges must be given to Advancement Chairman no later than the Thursday prior to a Court Of Honor. Scoutmaster Conferences and Boards of Review shall be scheduled in advance (see Troop calendar for available dates) and will not be given on the date of a Court of Honor. In the event the Review Board denies the rank advancement, the Scout must participate in a new Scoutmaster Conference before scheduling a new Board of Review.

Uniform Policy

There are two types of uniform approved by Boy Scout of America: Class A and Class B. Each Scout must wear the uniform appropriate to the activity being attended. Both types of the uniform and their purposes are described below. Uniforms and uniform supplies can be purchased from the Scout Shop at the Dunavant Scout Office located at 171 South Hollywood. The phone number is (901) 323-6440. Patches should be sewn on in accordance with the front and back inside cover of the Boy Scout Handbook. Uniform inspections will be held regularly and all uniforms must be clean and in good condition.

Class A Uniform

Scout shirt with appropriate patches
Scout pants or shorts
Scout belt
Scout socks
Appropriate shoes/boots
Troop Hat/Neckerchief

Class B Uniform

Scout T-Shirt (approved by the Troop)
Scout pants or shorts
Scout belt
Scout socks
Boots/athletic shoes
Troop Hat

THERE ARE NO EXCEPTIONS TO THESE RULES!

Activities when Class A Uniform is to be worn

- Weekly Scout meeting between Labor Day and Memorial Day
- Court of Honor
- Board of Review
- During transit to and from monthly campouts or Service Projects. Exceptions are made for the Service Projects that requires an activity that can ruin or damage the uniform.
- Memorial Day ceremony at the National Cemetery or a Forrest Hill Veteran's Cemetery
- During certain ceremonies at Summer Camp, Camporee and Scout Base (subject to rules published by the Council)
- Scout Sunday
- Hope's Fall Fun Festival



Activities when Class B Uniform to be worn

- Weekly Scout meeting between Memorial Day and Labor Day
- Campouts
- Service Projects

Patrol Leaders Council (PLC) meetings, Patrol meetings outside of the Troop-sponsored activities and non-Council sponsored fundraisers are the only events that Uniform Policy does not apply. Any of the above may be revised at the discretion of the Scoutmaster, Committee Chairman or Senior Patrol Leader.

Annual Dues

Troop dues are \$100 per year for each Scout. An Eagle Scout's annual dues are \$30. Order of the Arrow dues are \$10 per year. A portion of that amount pays for Council fees, Boys Life magazine, and insurance. The remainder of these funds is used to fund the Troop's operating expenses. Annual dues are reviewed at the beginning of the Troop's 'fiscal' year and may be adjusted by the Troop Committee based upon the financial status of the Troop. Annual dues should be paid between November 1st and November 30th. Dues not paid by November 30th are considered delinquent. If the dues are not paid by December 15, the Scout will not be registered for the New Year. Dues for new Scouts will be prorated based on the month the Scout joined the Troop.

Any family having difficulty paying dues should contact the Scoutmaster or Committee Chairman. Read more on Troop funds in the [Troop Financial Policy](#) section of SOP.

Newsletter

One of the most important aspects of efficiently running the Troop is good communication. The Troop Newsletter is one of our primary methods of communication. This newsletter will be published by the Troop Secretary on a monthly basis and will be distributed by email and/or at meetings. All Scouts (in particular the Troop Scribe and Historian) and adults are encouraged to submit articles as required/desired. Scouts and parents should thoroughly read newsletters. It is highly recommended that newsletters be retained for several months as reference.

Activity Calendar

A Troop calendar is published on a yearly basis. Calendar events are planned by the Patrol Leaders Council (with final review by the Scoutmaster) in August for the upcoming year. Calendar events are reviewed on a regular basis and updated as needed. Changes will be communicated at Troop meetings, by e-mail, or through the Troop Newsletter but it is the **Scout's responsibility to routinely check the Troop calendar** for any upcoming events or updates. The troop calendar is available on the troop's web site at <http://www.troop338.org/calendar.aspx> or via Google calendar.

Medical Forms

All Scouts and adult leaders are required to have a health examination within the past 12 months and have a BSA Part A&B medical form on file with the Troop. These forms will accompany the Troop on all Troop activities. Forms can be requested from the Scoutmaster or Committee Chairman. Scouts cannot participate in the Troop-sponsored activities such as Summer Camp or Camporee without a completed Medical Form. This medical form can also be found online at the National Scouting web site <http://www.scouting.org/scoutsorce/HealthandSafety/ahmr.aspx> or downloaded from Troop's web site at http://www.troop338.org/upldDocuments/Unit175/MedicalClass%20-%20Whole%202011_.pdf



Camping and Other Activities

Departing for Camp

All week-end campouts/activities will depart from the Hope Presbyterian Church parking lot on the West side between 5:00pm and 5:30pm on Friday evening. Scouts should arrive at that location by 5:00pm to assist in the loading process. As described in the Uniform Policy of this SOP and as required by BSA, Scouts should wear full Class A uniforms when traveling. Scouts should have already eaten dinner, or bring a sack meal including a drink for the trip. As a general rule, our travel to a campsite includes at least one stop at the convenience store for a restroom break and for boys to buy snacks. It is important that a parent/guardian of each Scout remains at the departure location until the Troop departs or the Scoutmaster releases them. On occasion, last-minute details must be communicated to parents/guardians and it will save valuable time we have prior to departure.

Please NO DROP-OFFS.

It is the Troop's general policy that **all campouts will be held regardless of the temperature or rainy conditions**. Exceptions to these rules are icy road conditions that would make travel hazardous or tornado/flood warnings issued by the National Weather Service.

Camping Costs

As a rule, menus are planned and food is procured by the patrols. On a rotating basis, one Scout from each patrol will be assigned "Grubmaster" duty and will be responsible for collecting "grub" money and purchasing the patrol food. If the menu is planned for the entire Troop, then a Grubmaster is chosen by the SPL. The cost of the camping outing for each participant is \$15, which includes \$10 for grub and \$5 for Troop expenses (gas, propane, paper products, and incidentals). The fee should be paid to the Grubmaster at the time of collection, generally no later than **two Tuesdays** prior to campout. Please pay grub fees in **cash**, as it is difficult for boys and adults to handle banking transactions for personal checks in a short period of time. The grub fee covers three meals on Saturday and breakfast on Sunday. All Grubmasters should present receipts and any unspent grub money to their Patrol Leader (or SPL if purchasing for a Troop) when they arrive for the campout. Being a Grubmaster is an important role and gives each Scout an opportunity to learn the value of food, taking advantage of sales and discounts and even more important, purchase the food for others. Additionally, each Scout should bring \$10.00 - \$20.00 spending money on campouts for snacks and souvenirs while en-route to and from the campsite. Some Council events such as Camporee or outings that require the renting of equipment such as canoes may require additional fees.

Permission Slips

Scouts must have a permission slip signed by their parent/guardian for each camping trip. Without a signed permission slip, a Scout will not be able to attend the activity. All permission slips must be signed and turned in to the Activities Coordinator or Scoutmaster no later than the Tuesday prior to the outing. This permission slip must include a valid parent/guardian contact phone number for the period of the campout or any other Troop-sponsored activity. Permission Slips can be downloaded from the Troop's web site at <http://www.troop338.org/forms.aspx>.



Equipment for Camping

The Troop will provide tents, ground cloths, stoves, lanterns, fuel, and cooking/cleaning equipment. Individual equipment to be provided by the Scouts will include a pack/bag, sleeping bag, clothing/personal items, first aid kit and a mess kit. Mess kits should be engraved with the boy's name and other items should be labeled with permanent marker. Engraving can be arranged with the Scoutmaster or Committee Chairman. The week-long Summer Camp is the **only time** Scouts do not have to bring their own mess kits.

It is very important for all Scouts to be aware of the weather forecast when preparing for a campout. Quality rain gear is a **MUST**. Good common sense and the Scout Handbook will prepare the Scout for any activity. Each Scout is issued a laminated equipment checklist of items needed for a campout. Cold weather camping items needed are listed in blue, and warm weather camping items are in red. Parents of new Scouts should assist in packing for the first few campouts. It is recommended that new Scouts attend several campouts and talk to leaders and senior Scouts prior to purchasing expensive camping equipment. The Senior Patrol Leader may order an occasional "shake down" where the boys are asked to bring their gear to a meeting for inspection. These are designed to keep boys better prepared for the upcoming campout. Any Scout who has a question or needs assistance with his equipment should contact his Patrol Leader or Senior Patrol Leader. An ill-prepared Scout will have a miserable experience during the campout, but this can be avoided.

Each Scout must treat the Troop's equipment with care. Any damaged equipment as a result of carelessness may become the financial responsibility of the Scout. Camping equipment is expensive and can provide many years of good service if it is treated properly and with care. Any damage should be reported to the Scout Quartermaster and Adult Quartermaster immediately to prevent further damage. After a campout, it is the Scout's responsibility to take home tents, stoves and other camping gear for proper cleaning. All equipment must be 'checked out' from the Troop Quartermaster and returned the Tuesday immediately following the campout.

Prohibited Items

The following items are not allowed on campouts: illegal drugs, alcohol, or firearms. Additionally, electronic games, radios, iPods and MP3/CD/DVD players (except during transit), metal detectors, cell phones, TV's, toy guns, sheath knives, hand axes (hatchets), fireworks, and large amounts of money are prohibited. Scouts may not bring knives of any kind until they have earned their Totin' Chip. Any prohibited items, especially electronics, will be confiscated and returned to the parents upon return from camp. Any scout suspected of bringing illegal drugs, alcohol or firearms will be subject to punishment outlined in the SOP's [Code of Conduct](#) section.

While at Camp

While camping activities may vary from a campout to campout, the basic procedures of following mandatory tasks will remain the same: arrive at camp, set up camp, set up kitchen, etc. Following are the basic procedures the Troop will follow upon arriving at camp on Friday night or Saturday morning.

- The campsite is inspected by the SPL and an adult leader. The campsite layout with clearly defined areas for scouts and adults are agreed upon.
- The SPL posts a duty roster and gives assignments to PLs who will assign scouts in their patrols to perform the following tasks:
 - o Set up lanterns
 - o Mark camp layout
 - o Unload personal gear from the trailer



- Set up dining fly
- Set up kitchen
- Gather firewood
- Once the camp is set up and inspected by the SPL and the adult leader in charge. All scouts will be assigned a buddy and proceed with the set up of personal tents. The Troop Quartermaster will assign tents to PLs who will, in turn, assign them to scouts.
- The SPL and the adult leader then inspect the camp and prepare for lights out (on Friday night)

Unless there are special circumstances such as extremely cold weather conditions, it is not recommended to build a campfire on Friday night. By the time we travel to the camping location and set up camp, starting the fire will prevent the assigned Fire marshal or adult leaders from getting a good night's rest.

Packing the trailer before departure should be done in the reverse order of unloading. Troop equipment and camp take down is done before personal gear is packed and readied to load in the trailer.

Devotional Service

A Scout is **Reverent**. The Troop's Devotional Service is conducted Sunday morning prior to departure from camp. This service is an important part of our program and serves as a reminder of a Scout's values and duties to God and country. A Scout respects the beliefs of others and our devotional service is conducted in non-denominational and patriotic themes. It is the responsibility of the Chaplain's Aide (Scout) and Troop Chaplain (adult) to conduct devotional services. A brief 'Scoutmaster's Minute' and a few encouraging words from the Committee Chairman will follow the devotional service. It is also a Troop's tradition to conduct a session of "Thorns and Roses" where each scout can reflect on positive and negative outing experiences.

Return from Camp

As a rule, the Troop will return to the Hope Presbyterian Church parking lot (same as place of departure) between 2:00 and 3:00 pm on Sunday. Parents or guardians should arrive no later than 1:45 pm. As a courtesy, adult leaders will attempt to contact parents or guardians by cell phone while en-route to Memphis once an estimated time of arrival is determined. Please be on time when picking up your Scout. Adult leaders have had a busy weekend and will be ready to go home as soon as all Scouts are released. **No Scout should leave until all gear is unloaded** and stowed in the trailer or distributed for cleaning. The Troop Quartermaster, Senior Patrol Leader and Scoutmaster will release Scouts once these tasks are completed. PLs will take note who took tents home for cleaning and will be responsible for ensuring tents are returned dry and cleaned. PLs will then return cleaned tents to Quartermaster. As mentioned in the [Equipment for Camping](#) section of this SOP, Scouts are responsible for cleaning camping equipment and should return items during the next regular Troop meeting.

Service Projects

Troop 338 will attempt to conduct at least two service projects a year. These services projects are planned in addition to Hope's Fun Fall Festival, Scout Sunday and the Memorial Day Ceremony. Service projects are conducted as a service to the community and will include Eagle Service Projects. Participating in the Service Project is an essential part of the Scouting program and Scouts must accumulate a certain number of these hours for rank advancement. As described in the [Participation Requirements](#) section of this SOP, scouts must willingly participate in these activities and bear responsibility to provide accumulated services hours to the Troop Advancement Coordinator to be logged into the Troopmaster's Scout Advancement Database.



Scouts are encouraged to present Service Projects ideas to their Patrol Leaders and Senior Patrol Leader and must be approved by Troop Leadership and Troop Committee. *A Scout is **Helpful.***

Parental involvement

Troop Officers and Committees

Troop 338 prides itself in running a “boy run, boy led” program where many decisions are made and executed by the scouts but under the guidance and leadership of adult leaders. While some may argue that leaders are born, we believe that the important life skill of leadership must be molded into the lives of the often inexperienced young men through guidance and involvement of adults. All parents and guardians are highly encouraged to volunteer for leadership and committee positions within the troop. If the parent or guardian accepts the position on the Committee, he or she must commit to hold the position for a minimum of 1 calendar year. If parents or guardians cannot hold a leadership position due to family or business obligations, they can volunteer for other duties such as coordinating special events or assisting with fundraising, advancement, or other Troop activities. There is a countless amount of talent among parents that must be utilized to make our program more successful. Lack of parental involvement only increases the burden to provide a quality program for Troop leaders. We strongly believe that all parents and guardians should voluntarily contribute their time to the success of our program. Any positions and parental volunteering must be approved the Troop Committee.

Involvement in Camping and advancements

Parents or guardians of Scouts are always welcome to attend as many camping outings with the Troop as they wish and are highly encouraged to attend a minimum of **2 campouts per year**. We realize that attending campouts may cause an undue hardship due to having only one parent at home. Our Troop leaders and Scouts are ready and willing to make an “inexperienced” campers’ camping experience as pleasant as possible and will provide assistance with your camp set up. The experience will provide better visibility to our program and an opportunity to spend valuable quality time with your scout. Siblings are always welcome to camp with the Troop, but we ask that parents accompany younger siblings during the outing.

Troop Elections

Troop elections are conducted twice a year, in August and February. Following is the list of leadership positions and the election process.

Junior Leader Positions

- **Senior patrol leader** - top junior leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.
- **Assistant senior patrol leader** - fills in for the senior patrol leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructors.
- **Troop Historian** - collects and maintains troop memorabilia and maintains information on former troop members.



- **Librarian** - keeps troop books, pamphlets, magazines, audiovisuals, and the merit badge counselor list available for use by troop members.
- **Instructor** - teaches one or more advancement skills to troop members.
- **Chaplain Aide** - assists in troop religious services and promotes religious emblems program.
- **Junior assistant Scoutmaster** - a Scout 16 or older who supervises and supports other boy leaders as assigned.
- **Patrol leader** - gives leadership to members of his patrol and represents them on the patrol leaders' council.
- **Assistant patrol leader** - fills in for the patrol leader in his absence.
- **Troop guide** - advisor and guide to the new Scout patrol.
- **Den chief** - works with a Cub Scout den as a guide.
- **Quartermaster** - responsible for the troop's supplies and equipment.
- **Scribe** - the troop secretary.

Reporting structure

Position	You report to	You call if you can't attend
Senior Patrol Leader	Scoutmaster	Assistant Senior Patrol Leader
Assistant Senior Patrol Leader	Senior Patrol Leader	Senior Patrol Leader
Patrol Leader	Senior Patrol Leader	Assistant Patrol Leader
Assistant Patrol Leader	Patrol Leader	Patrol Leader
Historian, Quartermaster, Librarian, Scribe, Chaplain's Aide	Assistant Senior Patrol Leader	Assistant Senior Patrol Leader

Pre-Election Procedure

1. The Adult leader in charge of the Troop elections will send out the Leadership Application File to scouts and their parents. The file can be located in the Forms section of Troop's web site at <http://www.troop338.org/forms.aspx>.
2. Scouts seeking a leadership position must turn in a completed application two weeks before elections.
3. Applications will be compiled into an election ballot for everyone to review.

Election Day Procedure:

4. Vote on Sr. Patrol Leader
5. Sr. Patrol Leader selects his Asst. Sr. Patrol Leader after conferring with Scoutmaster



6. Each Patrol votes for their Patrol Leaders
7. Each New Patrol Leader selects his Asst. Patrol Leader after conferring with Scoutmaster
8. Remove from ballot those who do not want another position because they already have a position (some may want to hold 2 positions)
9. Vote on remaining positions. Remaining positions can also be appointed by Scoutmaster.

Troop Finances

Compared to most activities youth are involved in today, Scouting is relatively inexpensive. This is not very obvious because it is a year-round pastime. The annual cost to be a Scout in any Troop is hard to predict because the planned activities vary from year to year.

As a rule, expect Summer Camp to cost about \$250, annual dues are \$100 (most troops require \$10 per month or \$120 per year), and monthly campouts are usually \$15. When you add in special activities such as white water rafting, climbing, Camporee, museum visits, etc., the annual cost may exceed \$500. Although this sounds like a lot of money, you must consider that it covers more than 30 nights of camping, 60 meals, a week of summer camp, subscription to Boys Life magazine, all Troop expenses such as equipment and supplies, and an entire year of FUN.

Fundraising

Parents can pay the cost for boys if they choose. They will almost certainly have to do it for new boys who are just getting started in the program, unless there happens to be a fundraiser going on when they join. It is the opinion of the Boy Scouts of America and Troop 338 that the boys should pay their own way through scouting whenever possible. Financial responsibility, appropriate at any age, is a recurring Scout theme. All of the money to operate the Troop, we earn ourselves, so fundraisers are a vital part of the program. Nobody likes to do them, but the good thing about our fundraisers are that, unlike school and sport fundraisers, ours directly reduces the amount of money the boys, as individuals, will be charged during the year. Troop-sponsored fundraisers such as the Wreath Sale or the food sales at Lowe's will be used to finance the Troop's operating budget. Any profits earned from Council's popcorn sales will be directly credited to each Scout's personal account. Our Troop will offer several money-raising opportunities throughout the year. Parents can financially assist the Troop by soliciting financial contributions from the workplace. Companies often donate to non-profit organizations when employees volunteer their time.

All Scouts and parents must financially support the Troop and Council by actively and willingly participating in fund-raising activities.

Personal Accounts

A personal account is established for each Scout when he joins the Troop. This account can be thought of as a no-interest savings account. Profits from fundraising activities will be deposited in the account of each Scout. The primary purpose of the account is to save money for Summer Camp. Earnings above the cost of the Summer Camp can be used toward other outings or Scouting-related purposes such as uniforms and camping gear. It is the goal of the Troop that eventually, through fundraising activities throughout the year, each boy will be able to pay his own way through Scouts.

Financial Policy

- A Troop Treasurer will establish a personal account for each Scout.



- All profits from popcorn fundraisers (not the Wreath Sales) will be credited to the personal account of each Scout in proportion to his participation.
- The Troop's only regular source of income will be annual dues, Troop-sponsored fundraisers such as Wreath Sales, and individual or corporate donations.
- Surpluses in a Scout's account may be withdrawn for other Scouting purposes such as uniforms and camping gear. If reimbursement is requested for Scout supplies, an original receipt must accompany the signed request.
- A Scout who transfers to another troop will be allowed to transfer all surpluses in his account to be used for his new Troop's activities, upon receipt of written request from the new Troop.
- The Troop Treasurer, the Scoutmaster, and a Committee Chairman must approve any funds withdrawn from a personal account.
- In the event a Scout resigns from the Troop without transferring to another unit, any surplus in his personal account will be forfeited and transferred to the Troop's general fund.
- It is the intention of the Troop to provide fundraising opportunities during the year so that individual Scouts can earn a substantial amount of their dues, fees, and camping expenses.
- No Scouting privileges will be denied to any Scout if an application for financial assistance has been submitted to the Troop Committee.

Code of Conduct

Expected Behavior

All Scouts should demonstrate their commitment to Scouting by doing their very best to live up to the Scout Oath, Law, Motto and Slogan at all times. All Scouts are expected to behave in the following manner:

- Scouts will speak and act respectfully to leaders, guests, and fellow Scouts
- Scouts will refrain from offensive language and jokes
- Scouts will respect the property of the Troop and others
- Scouts will solve problems without fighting
- Scouts will keep their hands, feet and other objects to themselves.

If adult leaders cannot handle behavioral problems, parents will be called for assistance.

Progressive Discipline Policy

Repeated behavior problems will be dealt with in a series of escalated responses administered by the SPL and the Scoutmaster (or another Committee Member in charge). The responses to behavioral infractions will progress in the following order, unless the seriousness of the behavior deems otherwise:

Examples of "Misdemeanor-Type" Inappropriate Behavior Requiring Level 1-2 Correction

Talking back, disobedience, insubordination, poor performance/neglect (in duties or leadership), cussing, tardiness, arguing, coming to an activity unprepared, bad attitude, speaking out of turn, being disruptive, being disrespectful to person or property, insults, improper criticism, non-compliance to uniform code, disobeying the scout law, laziness, manipulation (lying, using emotions to get his way, intentional tantrums, etc)

Examples of "Felony-Type" Inappropriate Behavior Requiring Automatic Level 3-5 Correction



Hitting (physical violence), insults/shaming (emotional violence), cheating, not taking medication, possessing illegal substances, sexual touching, sexual talking, stealing, lying, possessing weapons/unsanctioned knives, leaving campsite or trail or “buddy” or troop while on an activity/trip, behavior unbecoming a scout while in public (like rudeness), disrespect of any adult leader or parent, damage of property, vandalism, endangering animals, self or others or continued misbehavior after Level 3 discipline.

Patrol Leadership Initiated Corrective Action

Level 1– Verbal warning is issued in terms of the Scout Motto, Law or Oath.

Level 2 – Scout may be asked to take a Time Out, assigned new chores, re-assigned chores that are less popular, required to perform “push ups” or withheld from privileges, reminding the scout again of the Scout Motto, Law or Oath.

- Typical Time Outs consists of 5-30 minute intervals (as deemed appropriate) of quietly sitting away from the group, and more time will be added if the negative behavior continues.
- Typical extra chores are extra kitchen duties, fetching water or fire wood, or cleaning an outhouse. These duties are assigned immediately and are limited to duties that all Scouts may be expected to perform.
- Typical withheld privileges may include free time, ability to leave camp, or participation in a game.

Scoutmaster & Asst Scoutmaster Initiated Corrective Action

(Accompanied By Written Corrective Action Form)

Level 3 – Scout may be removed from the activity altogether, including an extended time of quiet isolation from the group, may be asked to write an essay about the inappropriate behavior, an apology letter, do a special service project on behalf of the troop, and/or make a phone call to parent or guardian, along with a discussion with the Scoutmaster and patrol leadership, or even put into a probationary period – any of which may delay rank advancement.

Level 4 – Scout will have a formal counseling session with a parent or guardian, and may be excluded from the next campout or activity, along with restitution (pay or fix damaged property) and a probationary period - any of which may delay rank advancement.

- This discussion must happen in the presence of two adult leaders, including at least one of the scoutmasters, with written documentation of the corrective action taken.
- A parent/scoutmaster conference needs to be scheduled within 14 days of the inappropriate behavior to discuss the incident and the corrective action plan.

Level 5 – Scout makes an appearance before the Board of Review, with a possible indefinite suspension from the Troop or permanent expulsion. Should the violation result in the expulsion, Scoutmaster and the Committee Chairman will issue a memo to Council’s District Executive advising him or her about Troop’s decision.

- This step should be attempted to take place within two weeks of the transgression.
- Level 5 discipline requires two discussions.
 - First, among at least three adult leaders, including the Scoutmaster or acting Scoutmaster.
 - Second, at the troop committee. The second discussion occurs only if a majority of the adult leaders at the first meeting approves of this action. At the second meeting, in the presence of the Scout’s parent(s)/guardian(s), while detailed minutes are taken, an adult leader(s) explains the situation to the



committee. The discussion must cover the Scout's behavior, why it is a serious problem, what discipline has been applied to date, and justification for expulsion from the troop. The Scout's parent(s)/guardian(s) may speak on behalf of their son. After the adult leader(s) and the parent(s)/guardian(s) have spoken, the Troop Committee will discuss the issue. If the majority of the Committee agrees, the Scout's membership in the troop is revoked. The Scout's parent(s)/guardian(s) do not participate in the voting. If membership is revoked, the troop committee must inform the council office. Detailed minutes of the discussion must be taken at the meeting and added to the Discipline Notebook.



Statement of Acknowledgement

I have read and understand the Troop's SOP Document _____

Scout Signature

Date

Parent/Guardian Signature

Date

