

Our Lady of Grace Troop #1056 Handbook

The Troop #1056 Committee has established and approved the following policies and guidelines. They have been placed into various categories for easy reference. These policies are designed to guide decisions within the Troop and provide consistent direction to the boys, parents and leaders. Questions regarding these policies and procedures should be directed to the Troop Committee either by contacting a committee member or by attending the monthly Troop Committee meeting. These policies and guidelines are in addition to but do not override Boy Scouts of America policies and guidelines found at www.scouting.org.

1. Membership and Recruitment

1.1 Patrols

The Troop shall consist of patrols and a leadership corps. Scouts properly registered with the Troop and in compliance with the following attendance and advancement criteria shall remain active.

1.2 Recruitment

The Troop Scoutmaster will keep direct contact with Cub Scout leaders of #4056 (St. Francis), #4252 (Lincoln Park), and #4014 (Bluffton/Nims). Webelos II will be invited to a Troop meeting and outing to further both the boys and parents' understanding of the BSA program.

2. Troop Meetings

2.1 Meeting Room

The Troop meeting room will be set-up and cleaned up every week at the direction of the Senior Patrol Leader. The troop meeting room shall be inspected and properly secured by the Scoutmaster or designated person before leaving.

2.2 Meeting Frequency

Troop meetings shall be held on Monday evenings and will begin promptly at 7:00 p.m. Patrol Leaders Council meetings shall be held on the last Monday of every month. If there is no school, such as holidays, snow days, etc. then there will be no meeting. The troop generally follows the Mona Shores and Muskegon Catholic Central school calendars. Meeting dates will be posted on the website.

2.3 Meeting Behavior

Scouts shall follow the Scout Law during Troop meetings, giving due respect and courtesy to both adult and youth leadership, this includes appropriate language.

3. Attendance

3.1 Early Departure

Early departure from Troop meetings is not acceptable, unless a uniformed leader is notified in advance and the Scout has a legitimate excuse.

3.2 Active Participation

To be considered an actively participating Scout within Troop 1056, the Scout must attend a minimum of 50 percent of the scheduled Troop meetings and 50 percent of the scheduled outings, or meet with the Scoutmaster and discuss a means of improving attendance. A Scout who does not maintain "Active Participation" status is considered not to demonstrate Scout spirit and may not be eligible for rank advancement. A Scout who has not been active for a period of six consecutive months will not be registered with the Troop at the time of re-chartering.

4. Advancement

4.1 Records

Scouts are required to keep individual advancement records in their Scout Handbook and information shall be given to the Troop Advancement Coordinator to be entered into TroopMaster. Records shall be checked at the Scoutmaster Conference and during Board of Review for rank advancement.

4.2 Service Time

Service time may only be accumulated for the next rank, for instance a First Class scout can earn service hours towards Star, but not Life. Scouts seeking service time or projects shall get approval from the Scoutmaster. Service hours required by another organization may not be used as Scout service hours.

4.3 Scoutmaster Conferences

Scoutmaster Conferences should take place before the board of review and may only be performed by the Scoutmaster or Assistant Scoutmaster.

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- 4.4 Boards of Review
Boards of Review should be conducted on the first Monday of the month. Scouts going before the Board of Review shall present themselves in Class A uniform with a Scout handbook.
 - 4.5 Courts of Honor
The Troop Advancement Coordinator is responsible for coordinating an annual Court of Honor. Parents are expected to participate in the Court of Honor. Scout attendance is mandatory unless excused by the Scoutmaster. The Eagle Scout and his family will coordinate an Eagle Court of Honor with help from the Committee as necessary.
 - 4.6 Rank advancement patches should be distributed at the next scheduled Troop meeting with formal recognition at the Court of Honor.
 - 4.7 Merit Badges
Before a Scout starts work on a merit badge, he shall meet with the Scoutmaster or Assistant Scoutmaster, express his interest and receive a signed "blue card". The Scout should show this card to the merit badge counselor at their first meeting. When the Scout has completed the requirements for the merit badge, he will return the blue card to the Advancement Coordinator, signed by the counselor, to be entered into TroopMaster. The troop may, from time to time, arrange for presentation of merit badge topics at Troop meetings. These presentations may include the opportunity to try some skill(s) related to the merit badge topic. Merit badges should be distributed at the next scheduled Troop meeting with formal recognition at Court of Honor.
5. Conduct & Discipline
- 5.1 The Patrol Leader shall first deal with behavioral problems that occur. In the event that the Patrol Leader is having a problem with a patrol member and it cannot be resolved, he shall report it to the Senior Patrol leader. If a behavior problem becomes uncontrollable, the Scoutmaster or an Assistant will step in to determine the appropriate discipline in conjunction with the Senior Patrol Leader. Any major behavioral problems that occur will result in any of the following actions:
 - 5.1.1 Parental contact and pick-up from the meeting or outing.
 - 5.1.2 Suspended participation in Troop meetings or outings for a period of time, to be approved by the Troop Committee upon recommendation of the Scoutmaster.
 - 5.1.3 Delaying rank advancement because a Scout's inappropriate behavior does not demonstrate the last requirement of living by the Scout Oath and Law, to be approved by the Troop Committee upon recommendation of the Scoutmaster.
 - 5.1.4 Adult conduct issues shall be brought to the Scoutmaster or the Troop Committee Chairman.
6. Uniforms and Accessories
- 6.1 Class A Uniform
The Class A uniform is comprised of a scout shirt (including the Gerald R. Ford Council patch, Troop 1056 numeral, world crest emblem, patrol emblem, badge of rank, badge of office if appropriate, red shoulder loops and the US Flag already on the uniform), the Troop1056 neckerchief (provided by the troop) and a neckerchief slide. The scout shirt must be tucked in at all times. Suggested are: scout pants or shorts; scout belt; scout socks and dark shoes. The scout hat is optional. The Troop requires that each Scout wear a complete Class A scout uniform for Scoutmaster Conference, Board of Review; Court of Honor, the first meeting of the month and all outings, unless otherwise designated. Scouts must also have a Boy Scout Handbook, which shall be brought to all meetings, advancements and other outings as designated.
 - 6.2 Class B Uniform
The Class B uniform is the teal Troop 1056 t-shirt available for purchase. See the Scoutmaster. The Class B uniform shirt must be tucked in at all times.
 - 6.3 Camping Accessories
Accessories required for camp outings are:
 - 6.3.1 Plastic/Lexan type container for use as an eating dish.
 - 6.3.2 Plastic/Lexan type silverware.
 - 6.3.3 Plastic/Lexan type drinking cup.
 - 6.3.4 Water bottle, can also be used as a drinking cup.
 - 6.3.5 Sleeping bag.Accessories suggested for camp outings are:
 - 6.3.6 Camp chair
 - 6.3.7 Therm A Rest self-inflating mattress ($\frac{3}{4}$ length of body is okay).
 - 6.3.8 Camp pillow (small).

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- 6.3.9 Pocket knife (the smaller the better) on a bright colored lanyard.
 - 6.3.10 "AAA" or "AA" Mini-Mag light (with spare batteries) on a bright colored lanyard.
 - 6.3.11 Compass (fluid filled) on a bright colored lanyard.
 - 6.3.12 Backpack (Kelty woman's pack fits young boys best).
 - 6.3.13 Rain wear (packable).
7. Outings
- 7.1 Frequency
There will typically be one outing per month, not including service projects, fund raisers, etc. Sign-up sheets will be available at troop meetings. Scouts and Leaders should sign-up as soon as possible for proper planning of outings.
 - 7.2 Payment & Fees
Payment for outings should be made no later than one week before outing. Payment can be made in cash or a check made out to Troop #1056 and should be given to the outing coordinator. For camping or where the fee is not set due to undetermined costs such as food, the outing coordinator or designated individual shall refund unused money. If a scout cancels from an outing after expenses are incurred for the outing the scout will be held responsible for his share of the expenses. If, after the outing, there is an excess of funds, every attempt will be made to refund as much of his payment as possible. This policy is to develop a sense of responsibility within each scout.
8. Dues
- 8.1 Annual Dues
The scout pays dues monthly from September through June. Dues are \$3.00 per month.
 - 8.2 Unpaid Dues
Scouts whose dues are in arrears may not be allowed to participate in outings. Cases of financial hardship will be considered (in confidence) on a case-by-case basis. In these special cases, the Troop Committee Chairman or Scoutmaster should be contacted.
9. Fund Raising
- 9.1 Popcorn Sales
The troop participates in the District annual popcorn sale event. Scouts selling popcorn will earn a percentage of individual popcorn sales to be determined by the Committee after all sales and costs are determined. For group sales, the profit will be divided between participating scouts according to time served.
 - 9.2 Other Fund Raisers
For all other fund raisers 10% of the profit will go to the General Fund, 90% will go to the Scout Accounts to be divided between participating scouts according to time served for fund raiser.
10. Scout Accounts
- 10.1 Account Maintenance
The Treasurer will maintain a Scout Account for each Scout for monies earned from fundraisers. Scout Accounts may be used to better the scout experience (such as Summer Camp, outing expenses, scout equipment, etc.) and must be approved by the Scoutmaster.
 - 10.2 Forfeiture
Scout account balances will be forfeited to the Troop General Fund when Scouts leave Troop 1056 or reach the age of 18. Scout accounts may be transferred to a sibling. If a Scout is in good standing and transfers to a different troop, due to circumstances beyond his control (parent relocation, etc.) the Scout Account may be transferred to the new troop. This must be done within 90 days of the scout leaving the troop. A check will be made out to the new troop and sent to the new troop's Scoutmaster/Treasurer.
11. Leadership
- 11.1 Duration
Leadership positions normally run for terms of 12 months: From August to July. Leadership applications are accepted during April and May. Voting is usually held at the June picnic. Scouts shall see the Scoutmaster to apply.
 - 11.2 Participation Requirement for Credit
Scouts occupying leadership positions are expected to attend 70% of Troop functions during their tenure to receive leadership credit towards advancement. Non-participating Scouts are not fulfilling

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their obligation and set a poor example for the Scouts they lead. Leadership Scouts are expected to set the example for other Scouts in conduct, proper uniform and Scout spirit. Scouts are also required to obtain a satisfactory performance rating from the mentor for the position they served to obtain credit. In the event there is no mentor, credit shall be approved by the Troop Committee upon recommendation of the Scoutmaster.

12. Troop Communication

12.1 Web Site

The Troop's web site, www.troop1056.org is also a source of information for troop activities. The troop's calendar, committee meeting minutes, forms, photographs of outings and other items of ongoing interest are maintained here.

12.2 Use of Photos on Web Site

From time to time photos of scouts and leaders may appear on the Troop's web site. These photos may or may not appear with captions. Last names will not be used.

12.3 E-Mail List

The Troop often uses e-mail as a form of communication. To add your e-mail address to the distribution list, contact the Troop Advancement Coordinator. Only current members of the troop are allowed to be members of the Troop's mailing lists.

12.4 Personal information such as phone numbers, e-mail addresses, etc. shall not be given to persons outside the troop or Council.

13. Parental Responsibility

13.1 Parents must encourage their son to attend the weekly meetings and scheduled troop outings. Scouts need to work toward and steadily make progress toward advancement within the program. Parents are expected to actively support their son's efforts. Steady advancement will keep them active, interested, and learning throughout the year. Parents are encouraged to attend outings and Troop Committee meetings. Committee members meet monthly, usually after the Patrol Leader Council Meeting to assist the scouts in planning and carrying out "their" program.