

Boy Scout Troop 727

Troop Policies and Procedures



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***Immaculate Heart of Mary Parish
Dan Beard Council
Trailblazer District***

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Introduction

These Troop 727 policies and procedures are supplemental to the Troop 727 Charter, Trailblazer District and Dan Beard Council policies, and the National By-Laws, Rules and Regulations of the Boy Scouts of America (BSA). The intention of these policies and procedures is to provide guidance and information regarding the specific operations of Troop 727. The Troop subscribes to and adheres to all BSA national and local Council policies and rules.

The Official BSA Scout Handbook, Troop Leader Guidebook, Troop Committee Guidebook, The Guide to Safe Scouting, the Introduction to Leadership Skills for Troops syllabus, and other BSA publications are excellent references, and must be used in conjunction with these local policies.

The Troop is totally committed to the aims and methods of the Boy Scouts of America, and will use them to the maximum extent possible to deliver on the promise of the Scouting movement.

Aims: Character Development, Citizenship Training, Physical, Emotional and Mental Fitness

Methods: Adult Association, Advancement, Ideals (Scout Oath, Law, Motto and Slogan), Leadership Development, Outdoors, Patrol Method, Personal Growth, Uniform.

Article 1 – Policies and Procedures

Section A: Review. These Policies and Procedures shall, at a minimum, be reviewed on even numbered years by the Troop Committee before each scheduled Recharter date. A review may occur more frequently if the Troop Committee desires.

Section B: Amendments. Proposed amendments to these Policies and Procedures can only be adopted by a two-thirds favorable vote of eligible Troop Committee Members present at a scheduled Troop Committee meeting. The Scoutmaster and Assistant Scoutmaster(s) will be invited to participate in this meeting and offered the opportunity to provide comment regarding any proposed changes or amendments, but shall not have voting rights.

Section C: Distribution. A copy of these Policies and Procedures shall be made available to the family of each registered Scout and/or parent of a Scout as requested.. A copy of the current Policies and Procedures will be posted on our Troop website (www.bsatroop727.org).

Article 2 - Troop Organization and Offices

Section A: Charter. Troop 727 is a Chartered Boy Scout Troop of the Trailblazer District, Dan Beard Council, Boy Scouts of America. Troop 727's Charter is subject to renewal each year at a date determined by the Dan Beard Council (currently January 1.)

Section B: Chartered Organization. The Troop is chartered by the Immaculate Heart of Mary Parish (IHM), 5876 Veteran's Way, Burlington, KY 41005. The Pastor of IHM is the Executive Officer of the Chartered Organization.

Section C: Chartered Organization Representative. The Pastor of IHM, as Executive Officer of the Chartered Organization shall appoint a Chartered Organization Representative (COR) who shall act as liaison between the Troop and the parish. The Pastor must carefully select the COR, for the COR has signature/approval authority for the Pastor of the Parish in certain areas, especially approval of registered adult members of the Troop, in accordance with BSA policy.

Section D: Troop Committee

1. There shall be a Troop Committee of not less than three adult members (Committee Chair, Secretary and Treasurer), all of whom must be registered adult members of the Boy Scouts of America. Adult membership(s) in Troop 727, either as a Committee Member, Scoutmaster or Assistant Scoutmaster, shall be subject to the approval of the Troop 727 Committee Chair and the COR. All adult leaders, including Committee Members, Scoutmaster, and Assistant Scoutmasters are volunteers and will serve without compensation.
2. Open and Closed Committee meetings will be designated by the Committee Chair and scheduled on the Troop calendar.
3. Any parent of Troop 727 Scouts may freely attend an "Open" Committee Meeting as observers. "Closed" Committee Meetings are for Committee Members and the Scoutmaster only. Parents may notify the Committee Chair and request to add items to the Troop Committee Meeting agenda for discussion. All parents are encouraged to participate in all Troop and Committee functions.
4. Only Troop Committee Members may make motions.
5. Any BSA registered adult Troop 727 Committee Member will be eligible for the purpose of voting. The only exceptions will be: The Committee Chair will only vote in the event of a tie-vote between other Committee Members. This vote will be the final vote at the Committee level.
6. For Committee member's votes to count they must have attended two of the last three Committee meetings. The remaining Troop Committee members may vote to excuse absence(s) and allow a member to vote.
7. The Charter Organization Representative and The Charter Organization Executive Officer have the final say on any and all Committee and Troop issues. The Charter Organization Executive Officer has ultimate veto power over all troop decisions; at both the Committee level as well as the Troop Level.

8. When there is a vacancy in the position of Committee Chair the Chartered Organization Representative (COR) and the Executive Officer will select the new Committee Chair. The new Committee Chair will assume duties when their adult application is complete and approved by the Executive Officer.

9. The Chartered Organization through the COR and the Troop Committee Chair shall approve candidates for other positions within the Troop Committee as well as the Scoutmaster and Assistant Scoutmaster(s) as necessary. Troop Committee positions include, but are not necessary limited to the following positions.

- a. **Troop Committee Chair:** the Committee Chair is appointed by the Chartered Organization and registered as an adult leader of the BSA. The Troop Committee Chair appoints Troop Committee Members. The Troop Committee Chair supervises the Troop Committee and Adult Leadership. Some duties of the Committee Chair include organizing the Committee to see that all functions are delegated, coordinated and completed and interpreting BSA National and local policy to the Troop,
- b. **Secretary:** the Secretary is appointed by the Committee Chair to keep minutes of Troop Committee meetings, Troop Committee records, send notices, and handle publicity.
- c. **Treasurer:** the Troop Treasurer is appointed by the Committee Chair to handle Troop funds, pay bills, maintain accounts, provide a monthly report at the Troop Committee Meetings to include the current account balance and an itemized list of income/expenses in the last month The Treasurer will also provide oversight for finances related to Troop fundraising and individual Scout Accounts.
- d. **Advancement Coordinator:** the Advancement Coordinator is appointed by the Committee Chair to ensure that the Troop has a solid advancement program, offers regular Boards of Review, awards are presented at three courts of honor per year, and that the Troop has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The Advancement Coordinator is also responsible for record keeping, merit badge blue cards, and submitting advancement reports.
- e. **Equipment Coordinator:** the Equipment Coordinator is appointed by the Committee Chair to work with the youth Quartermaster (and ASM responsible for equipment if one is so designated) and is responsible for oversight and helping to guide the Scouts with the inventory, storage, and maintenance of Troop equipment. The Equipment Coordinator may also be called upon to research and make a recommendation to the Committee on equipment purchases.
- f. **Activities Coordinator:** the Activities Coordinator is appointed by the Committee Chair to provide guidance to the Scouts, Scoutmasters and Committee with planning

activities to include the Troop Courts of Honor.

- g. **Outings Coordinator:** the Outings Coordinator is appointed by the Committee Chair to provide guidance to the Scouts with planning outings, ensure that all outings comply with the BSA Guide to Safe Scouting, assist with reserving camping sites, ensure a monthly outdoor program, plan and promote the National Outdoor Awards Program.
- h. **Membership Coordinator:** the Membership Coordinator is appointed by the Committee Chair to work with the Scoutmaster and Cub Scout Packs to ensure a Webelos to Scout Transition Plan is in place, encourage the placement of Den Chiefs in local Cub Scout Packs, plan for membership flow into the Troop by recruitment efforts which include targeting those not currently in Scouting, retention efforts to include monitoring Scouts for participation level and enjoyment of the Troop program, assist with the annual Recharter process.
- i. **Training Coordinator:** the Training Coordinator is appointed by the Committee Chair to ensure training opportunities are encouraged for all Youth and Adult members, maintain training records and materials, ensure compliance BSA training requirements, monitor and ensure compliance with both BSA Youth Protection Training and Virtus Youth Protection Training.
- j. **Chaplain:** as our Troop is Chartered to a Catholic Church our Chaplain must be an ordained Roman Catholic Priest or Deacon who is appointed by the Committee Chair with the approval of the Pastor as the Chartered Organization Executive Officer. Chaplain duties include: providing a reverent and spiritual tone for meetings and activities whenever present, giving guidance to the youth Chaplain's Aide as needed, promoting the Religious Emblems program for all Scouts and all religious organizations, visit sick or injured Troop members as needed, provide spiritual counseling when requested, assist the Troop with participation in the annual Scout Sunday Mass at Immaculate Heart of Mary.
- k. **Transportation Coordinator:** the Transportation Coordinator is appointed by the Committee Chair to secure Tour Plans from Dan Beard Council when needed and secure safe transportation that meets the requirements of the BSA Guide to Safe Scouting and other applicable BSA rules as well as IHM and Diocese of Covington requirements regarding the transportation of Scouts.

- l. **New Scout Parent Unit Coordinator:** the New Scout Coordinator is appointed by the Troop Committee Chair to ensure a smooth transition for new Scouts and their parents as they enter the Troop as crossovers from Webelos, transfers or new recruits, Duties include: welcoming new Scouts and their parents, providing a new Scout Parent Orientation, recruiting new parents to volunteer with the Troop, keeping new Scout Parents informed during their first year in the Troop and encouraging new parents to complete the BSA Youth Protection Training and Virtus so they can assist the Troop.

 - m. **Fundraising Coordinator:** the Fundraising Coordinator is appointed by the Troop Committee Chair to perform the following duties: plan, manage and coordinate the various Troop fundraisers, submit the Unit Money Earning Application to Dan Beard Council as needed to secure permission for Troop fundraising activities, work with the Treasurer as needed to complete fundraising records.

 - n. **Members At Large:** members at large are appointed by the Troop Committee Chair to serve in whatever capacity the Chair deems necessary. This role is particularly appropriate to provide backup for one or more of the other Committee positions or as a position from which to shadow and train in preparation for moving into one of the other positions.
10. The Troop Committee shall support the Scoutmaster and the Youth Leadership in the delivery of an effective Boy Scout program.

Section E: Scoutmaster (SM)

The Scoutmaster is the adult responsible for working directly with the Scouts to help them plan and manage the program for the Troop. The Scoutmaster trains boy leaders to run the troop by providing direction, coaching, and support. The Scoutmaster is selected and approved by the Chartered Organization and is responsible to the Troop Committee and Chartered Organization.

Section F: Assistant Scoutmasters (ASM)

The Assistant Scoutmaster(s) can be any adult who is over the age of 18; however, at least one Assistant must be at least 21 years of age to be able to assume the duties of Scoutmaster in the Scoutmaster's absence. The Assistant Scoutmasters work under the supervision and direction of the Scoutmaster. Each Assistant Scoutmaster will be given specific areas of responsibility, such as: equipment, outdoor program, participation and advancement, New Scout Patrol, or training. The Scoutmaster shall appoint one Assistant Scoutmaster, (if more than one), as his official replacement or senior ASM for times when he is absent.

Assistant Scoutmasters will mentor Troop leadership positions assigned to youth.

All Assistant Scoutmasters with boy members are required to attend five (5) campout events throughout the year. This requirement is intended to spread Scoutmaster leadership and responsibilities across the calendar year. Said requirement will assist in making the Troop 727 program sound and ensure two-deep leadership for all activities and campouts. A full week at Summer Camp or BSA High Adventure Base will be considered the equivalent of two events. The Troop Committee may waive this requirement when there is due cause.

Section G: Junior Assistant Scoutmasters

Junior Assistant Scoutmasters act as Patrol Advisors, Instructors, and perform other duties as assigned by the Scoutmaster. The Scoutmaster, in consultation with the Senior Patrol Leader, reserves the right to assign this position as deemed appropriate. To be a Junior Assistant Scoutmaster a Scout must have the following minimum qualifications:

1. He must be at least 16 years of age.
2. He must have achieved the rank of Eagle Scout, or Life Scout and be actively pursuing advancement to Eagle.
3. He must have demonstrated a responsible attitude, maturity and leadership ability through example and action.
4. He must have completed Introduction to Leadership Skills for Troops (ILST) and National Youth Leadership Training (NYLT).
5. He must regularly attend meetings and activities.

Section H: Senior Patrol Leader / Assistant Senior Patrol Leader

All Scouts in the Troop vote democratically for the Senior Patrol Leader (SPL). The election is held each March and September by the Patrol Leader's Council (PLC) and closely monitored by the Scoutmaster and a Troop Committee representative.

Two Assistant Senior Patrol Leaders (ASPL) are appointed by the Senior Patrol Leader (SPL)(with the consent of the Scoutmaster) bi-annually, (March and September). Their term will be six months to run concurrent with the SPL, They are responsible to the SPL for all Troop functions and operations involving the youth leadership.

The SPL/ASPLs must have the following qualifications:

1. His nomination must have the approval of the Scoutmaster.
2. He must have completed Introduction to Leadership Skills for Troops (ILST) and National Youth Leadership Training (NYLT).
3. He must have completed at least the rank of First Class and be actively pursuing Star rank.
4. He must have demonstrated Scout Spirit, a responsible attitude, maturity, and leadership ability through example and action.
5. He must attend at least 90% of meetings and activities unless his absences are approved by the Scoutmaster.

In the event the SPL is unable to attend a Troop meeting or function he shall make every effort to ensure one of the ASPLs or other designee will attend in his place. The SPL, with the Scoutmaster's approval, must directly oversee the delivery of the Introduction to Leadership Skills for Troops (ILST) Course to the Troop following each Troop Election. This includes coordinating instructors, facility and content delivery.

Section I: Patrol Leaders

Each Patrol will elect a Patrol Leader from its members. The Patrol Leader is responsible to the Senior Patrol Leader (SPL) for overall operation and conduct of his Patrol at all Patrol and Troop functions. A Patrol Leader must serve at least 6 consecutive months and may be re-elected by his Patrol by majority vote. He must attend at least 50% of meetings and 50% of activities to receive credit for this leadership position. If he fails to meet his commitments then he may be removed and the Assistant Patrol Leader (APL) will become the Patrol Leader.

Section J: Patrol Method– Boy Led Troop

The Troop relies upon the Patrol Method of youth leadership to operate. The Scouts serve in leadership positions to plan and deliver their Troop program.

There is a “Chain of Command” to the youth leadership. The Senior Patrol Leader (SPL) is the youth leader with the most responsibility as he manages all Troop planning and activities, supervises the Patrol Leaders and chairs the Patrol Leader’s Council (PLC). The Assistant Senior Patrol Leaders (ASPLs) stand in for the SPL when he is absent and supervise many other Troop leadership positions.

Patrol Leaders supervise the Scouts in their Patrol.

A Scout’s question or concern should be managed at the lowest possible level. The Scout should ask his Patrol Leader. The Patrol Leader should know or be capable of obtaining the answer. If the Patrol Leader cannot answer then the Patrol Leader should ask the Senior Patrol Leader. The Senior Patrol Leader should know the answer or be capable of obtaining the answer. If the Senior Patrol Leader cannot answer he may then ask a Scoutmaster. Outside of safety or harassment issues, advancement review and Scoutmaster Conferences an individual Scout should seldom have a need to approach a Scoutmaster with a question or concern. This does not excuse the youth leadership from the expectation to report any significant concerns or program changes to the Scoutmaster and/or Assistant Scoutmasters.

The Scouts should plan their campouts and events and manage themselves whenever possible with adult intervention only when necessary.

Section K: Troop Guide

A Troop Guide shall be an experienced Scout (at least First Class with a minimum of two years tenure in the Troop) who is appointed by the Scoutmaster (with consent of the SPL) to assist new Scout Patrols during their first year in the Troop or as directed by the Scoutmaster. The Troop Guide will mentor the Patrol Leader of the New Scout Patrol. Additional responsibilities include helping to train and encourage the new scouts to advance with the goal of them earning First Class rank in their first year. The Troop Guide reports to the SPL and the Assistant Scoutmaster for the New Scout Patrol when that position is filled.

Section L: Den Chiefs

Den Chiefs are appointed by the Scoutmaster for a one year term which will correspond with the Pack/Den’s Program Year. Den Chiefs will assist Cub Scout and/or Webelos Den

Leaders. To be a Den Chief a Scout must meet the following minimum qualifications:

1. At the Cub Scout level he should be 12 years old with the rank Second Class or higher and at the Webelos level he should be 13 years old with the rank of First Class or higher.
2. He must make application to the SPL and Scoutmaster for placement.
3. He must have written parental permission.
4. He must be willing to complete Den Chief training.
5. He must be willing to serve as Den Chief for at least one Cub Scout program year.
6. Must regularly attend Den and Pack meetings.

Section M: Other Youth Leadership

The following youth leadership positions are appointed by the Senior Patrol Leader and serve a term of six (6) months concurrent with the SPL.

Scribe: Acts as Troop secretary and stands in for Assistant Senior Patrol Leader when required. Maintains attendance of Scouts at meetings and activities, takes attendance and notes at all Patrol Leader's Council (PLC) meetings and keeps a log of all noteworthy events. Reports to the ASPL.

Quartermaster: Oversees the issue, use, and care of Troop equipment. He shall keep an up-to-date inventory of the equipment. Reports to the ASPL.

The following youth leadership positions are elected by the Scouts. All nominations for youth leadership positions must have the approval of the Scoutmaster. Their term of office is 6 months concurrent with the SPL. They may be reelected for an additional 6 months. Under no circumstances may a Scout remain in any of these positions more than one year. After sitting out six months they are again eligible for the position they previously held.

Historian: Maintains a troop scrapbook with pictures, newspaper articles and other noteworthy events. Reports to the ASPL

Librarian: Maintains the Troop library of merit badge pamphlets and other resource materials. Reports to the ASPL.

Chaplain's Aide: Must attend Chaplain's Aide training when available. Works directly with the Troop Chaplain to encourage Duty to God and the Religious Emblems Program. Leads the Troop in prayer as required. Helps ensure that Catholic Mass and other religious services are a part of campouts or that the Troop returns from the outing with sufficient time for members to attend their own church. Reports to the ASPL.

Order of the Arrow Troop Representative: Must be a member of the Order of the Arrow in good standing. The Order of the Arrow Troop Representative is a youth liaison serving between the Order of the Arrow Sheltopee Chapter (Trailblazer District) and Ku-Ni-Eh Lodge (Dan Beard Council) and the Troop.

Webmaster: Will be a Scout with excellent computer skills and must keep the Troop web site up-to-date with current info. Works closely with the Troop Historian.

Instructor: This position is appointed by the Scoutmaster, with the consent of the Senior Patrol Leader. Instructor is a position intended to be held by the Troop's most proficiently skilled Scouts. Instructors will frequently be called upon to instruct other Scouts on skills. It is strongly recommended that an Instructor be ILST and NYLT trained.

Bugler: The bugler plays the bugle (or a similar instrument such as trumpet or coronet) to mark key moments at Troop events and during the day on Troop outings, such as reveille and lights out.

All youth leadership positions that qualify for rank requirements must be performed to meet requirements set forth by the SPL and Scoutmaster, any failure of duty will result in a forfeiture of credit.

Any youth leader may be removed from office for lack of attendance or performance. The SPL may recommend removal from office for any of the youth leadership positions for just cause. The Scoutmaster may act on his own or on the SPL's recommendation, advise the Scouts involved, and make a report to the Troop Committee.

In addition to the Patrol Leader and Assistant Patrol Leader each Patrol may have the following positions:

- a. Grubmaster
- b. Hikemaster
- c. Readyman
- d. Quartermaster
- e. Cheermaster
- f. Scribe-Librarian-Historian.

These Scouts will report to their Patrol Leader.

Section N: General Membership

General membership in Troop 727 shall be open to any boy who meets the membership requirements of the national organization subject to the Chartered Organization's discretion.

Article 3 – Finances

Section A: Initial Fees:

When joining Troop 727, a Scout will be assessed the pro-rated BSA membership charge and pro-rated Troop 727 dues. Pro-ration is determined based on the join-date to Recharter date difference in whole months, rounded down. For example, a Scout joins on 15 July, our Recharter month is December. He will be charged for 5 months dues and registration (12-7=5, the remaining number of months in our Charter year, August through and including December, in this example.)

Section B: Annual Fees

1. The Troop Dues and re-chartering fees (BSA membership and insurance) are paid annually by the last day of November to re-charter for the next year. Troop Dues are to be reviewed annually by the Scoutmaster, and Troop Committee. Dues will be adjusted by the Troop Committee as needed to ensure both the maximum retention rate of Scouts as well as ensure that the Troop has appropriate funds for the Troop Budget. Dues paid shall not be refunded nor transferred for any reason.
2. Scouts who have not paid dues and/or Recharter fee by the Committee established cutoff date will not be Rechartered by the Troop, unless prior Committee approval is received.

Section C: Fund Raising Activities and Scout Accounts

Whenever a fund-raising activity is deemed necessary to maintain a balanced Troop 727 budget, or to provide for special needs or events, all Scouts and their parents/guardians will be expected to participate. All fund-raising activities must have the approval of the Troop Committee and will adhere to the national organization's policies. The BSA "Unit Money Earning Application" form will be submitted to Dan Beard Council and their approval obtained prior to initiating any fundraiser. All families are obligated to contribute, in some way, to the operational costs of Troop 727's program. All Scouts, and their families, are expected to participate in at least two fund raising activities or at least 50% of all fundraisers of the Troop, or pay a yearly participation fee of \$100.00. The Scoutmaster may excuse/give participation credit for a Scout who is absent in order to complete a Scoutmaster assigned project or assignment.

In recognition of our responsibility to live the Scout Oath, Law and Slogan (Duty to God, help other people at all times, A Scout is...Helpful, Do a Good Turn Daily) The Troop will donate 10% of all money brought in via fundraising efforts to a charitable cause. The Scouts will select the beneficiary subject to Committee approval. All advertising and signage for each fundraiser will clearly indicate the name of the charitable organization and the fact that 10% of all donations or purchases will be donated to this charitable organization.

Scout Accounts:

1. Some fundraisers may result in funds which are placed in Scout Accounts. Others will be strictly for Troop operations. Prior to the fundraiser, members will be informed how funds will be allocated. When approving a fundraiser, the Troop Committee will decide any allocation between the Troop general fund and Scout Accounts, if any. The Committee may decide to allocate to the Scout Accounts in proportion to the boy's participation in a particular fund-raising activity.
2. Scout Accounts exist to further the goals of the Troop by encouraging active participation and aiding with retention. The Scout Account may be used only for Scouting related expenses (per IRS regulations). Examples of permitted expenses include payment of annual fees/dues, summer camp, or other camps/activities. Scouts may purchase Scouting related items, including uniforms and camping/hiking equipment, and request reimbursement for that specific purchase by turning in a copy

of the receipt to the Treasurer who may authorize reimbursement from the Scout Account up to the current balance of the account.

3. In the event a Scout leaves the Troop with a balance in his Scout Account, that balance will revert to the Troop's general account. The only exception would be for a transfer inside this Chartered Organization (i.e. Troop 727 to Crew 727). In that case the balance of the Scout Account would be transferred to the Crew. IRS regulations do not permit transfer of Scout Account funds outside of this Chartered Organization.

Section D: Special Endowments, Gifts and Donations

Occasionally, the Troop becomes the beneficiary of an endowment, gift or donation. Whenever possible, the specific intentions of the benefactor will be honored. When no such specific request has been made, the Troop Committee will determine the best use of the funds.

Section E: Income

Any Scout or adult who has a personally deposited item (i.e. personal check) that is deposited into the Troop account that is returned for insufficient funds (NSF) shall be responsible for reimbursement to the Troop account both the amount of the returned item as well as any fees associated incurred by the Troop account. Should there be a delay in the reimbursement, the Scout will not be permitted to attend any future activities until payment in full is made. Reimbursements must be made in cash or money order within two weeks of written notification.

Section F: Bank Account

Troop 727 shall maintain a checking and, if necessary, a savings account. The best possible rate of interest or free checking will be sought. At least three members of the adult leadership will be authorized to sign checks. They will be the Troop Committee Chair, Treasurer, and the Scoutmaster/alternate. Two signatures will be required on any check. All bank account(s) will be reconciled monthly by the Troop Committee Treasurer and a written report submitted to the Committee at its regular meeting.

Section G: Bookkeeping

The Troop Committee Treasurer will use generally accepted accounting principles in maintaining the books of the Troop. The Troop owns a license for the computer software TroopLedger to keep the books. The Treasurer may use TroopLedger software or another appropriate software approved by the Troop Committee. The Troop uses a cash accounting method. The Troop's fiscal year will coincide with the calendar year (January – December)

Section H: Council Unit Account

A Council Unit Account, not to exceed \$750.00, will be established and maintained at the Dan Beard Council headquarters for routine recurring expenditures by the Troop to purchase books, awards, badges, forms, and other operating supplies. All expenditures from this account will be reconciled monthly by those authorized to use the account and the Troop Committee Treasurer. The Troop Committee will determine who should have authorization to spend from this account and make necessary coordination with Council.

Section I: Scoutmaster's Discretionary Fund

The Scoutmaster will be furnished a bank card for use in purchasing required items necessary in the operation of the Troop, not to exceed \$100 per purchase. The bank card is not to be used for any cash withdraws from an ATM as this violates the two-signature requirement. The Scoutmaster will provide the card form and original receipt to the Troop Treasurer within three weeks after the purchase. The Treasurer will report to the Troop Committee all expenditures from this fund during each Committee Meeting. Should the Scoutmaster believe an expenditure of more than \$100.00 is required before the next Troop Committee Meeting the preferred action would be for the Committee Chair to poll the Committee for approval by email. If the request is emergent and time is of the essence the Committee Chair may provide immediate approval with notice to the Treasurer and a report on the action at the next Committee Meeting.

Section J: Treasurers Fund

The Treasurer will be furnished a fund of no less than \$100 dollars to carry to Troop meetings and events for the occasion of providing necessary change for purchase of Troop related events or materials. Receipts must be supplied and reconciled for any monies collected at a Troop meeting and made available to the Committee Chair upon request.

Section K: Expenditures of Troop Funds

The Troop Committee will approve the expenditure of all Troop funds. All funds will be dispensed by check whenever possible. All expenditures will be supported by invoices or requests for reimbursement with receipts attached to the request. All expenditures will be accounted for independently; no credit will be given to individuals to offset fees due the Troop. Each transaction is separate. Committee meeting minutes will reflect the approval of all expenditures. The Troop Committee may authorize an adjustment of event costs for registered adult leaders. The Troop Committee will approve the expenditure of any and all troop funds that are not currently within the Troop budget, or that are in excess of the budgeted monies for each event or purchase.

Section L: Audit of Troop Financial Records

The Troop Committee shall have the Troop financial records audited once each year and whenever the Troop Committee Treasurer is changed. The Troop Committee Chair will obtain the members of the audit committee to include at least one impartial member. All Troop financial records shall be available to the parent/guardian of any active Scout upon request to the Troop Committee Chair or Treasurer. The Treasurer will comply with the request within a reasonable time.

Section M: Campership Fund

The Troop Committee may direct that a percentage of all funds raised during Troop fundraisers be placed into a special account that will be used for Scouts that need financial assistance.

Section N: Outside Troop/Group Payments

The Troop will not accept payment from any outside persons. If the Troop elects to hold an event and invite others the other Troop(s) or group(s) must collect all money owed and write one check to Troop 727 for all their participating members.

Article 4 – Meetings

Section A: Patrol Leader's Council

The Patrol Leader's Council (PLC) shall meet weekly prior to Troop Meetings. The PLC is encouraged to meet more often and outside of regular Troop Meetings. The PLC shall meet at least once each month. The PLC meets to plan the Troop Meetings, Campouts and other events or activities. The PLC is permitted meet as they deem appropriate, so long as notice is given to the Scoutmaster.

The PLC shall also meet once annually to conduct the Annual Program Planning meeting during which they will plan the next program year events.

The following persons are expected to attend PLC meetings: Senior Patrol Leader, Scribe, Assistant Senior Patrol Leaders, all Patrol Leaders, Troop Guides and the Scoutmaster or Assistant Scoutmaster. An Assistant Patrol Leader may only attend in the absence of the Patrol Leader.

Section B: Patrols

Each Patrol shall meet as a Patrol at least twice each month; this may be done within a Troop meeting. All members of the Patrol are expected to attend Patrol meetings. Patrols may meet as they deem appropriate so long as notice is given to the Scoutmaster and the necessary adult leadership is present.

Section C: Troop

A formal Troop meeting shall be held at least once each month. All Scouts are expected to attend the Troop meetings. Normally, the Troop will meet weekly except for Holiday weekends or those that coincide with a Troop outing. The PLC will work with the Scoutmaster to publish an annual Troop Calendar, and maintain it up to date as unforeseen changes occur.

Section D: Troop Committee

The Troop Committee shall meet at least once each month. The meeting night, place, and time will be selected by the Troop Committee Chair with the approval of the Troop Committee. All registered Adult Scouters are encouraged to attend Committee meetings. The Charter Organization Representative (COR) and the parents/guardians of member Scouts are encouraged to attend all Committee meetings.

Section E: Roundtable

The monthly Trailblazer District Roundtables shall be attended by at least one registered adult leader.

Article 5 - Campouts, Service Projects, and Special Events

Section A: General Policy

All campouts, service projects, and special events shall be planned in advance by the Patrol Leader's Council. All Scouts are encouraged to participate in any activities of the Troop and/or their Patrol.

A parental/guardian Activity Consent (permission slip) must be filled out by each participant and for Scouts their parent or legal guardian, prior to each event and kept on file along with the Health and Medical forms of each Scout and adult who wishes to attend any outings with the Troop; included but not limited to: Campouts, both short and long term, service projects, and any special events that the Troop may engage in.

At all campouts, including summer camp, the Troop will utilize the Patrol Method as defined by current BSA policy. These Patrols should reflect the Troop Patrols to the extent possible; however, in cases where not enough members of a single Patrol or collective Patrols attend a campout, the SPL will form temporary Patrols as needed for each event.

Whenever possible, the Troop will ensure that Catholic Mass and Protestant services are a part of campouts or that the Troop returns from the outing with sufficient time for members to attend their own church. Should extraordinary circumstances arise which prevent attendance the Troop will make every effort to hold a "Scout's Own" Service (non-denominational) on Sunday.

Section B: Campouts

1. Every effort will be made to plan a one or two-night Troop campout monthly. Patrols are encouraged to plan additional campouts at the Patrol level as often as possible. For all campouts, a minimum of three adult leaders are required. Parental permission must be obtained in writing, using the BSA Activity Consent form, before a Scout can participate in any campout. Camping fees must be turned in no later than the Troop meeting prior to the campout. Each Scout and registered adult is to have a current BSA Health and Medical Form and Activity Consent Form on file with the Troop before departure for camp. Each participating adult must have a current BSA Youth Protection Certificate and current Virtus Compliance on file prior to the departure for camp. Additionally, an appropriate Tour Plan (if required) and/or camp usage form must be obtained prior to any campout in accordance with BSA policy.
2. Groceries for campouts will be purchased at the Patrol Level as much as practicable, using monies collected by the Troop for the event. Fees paid will not be reimbursed. On the occasion the event is cancelled by the Troop, all fees, when possible, will be refunded. Cancellation on an individual basis results in forfeiture of monies.

Section C: Summer Camp

Each year the Troop will arrange at least one week long summer camp at an official Scout Reservation or other location approved by the Troop Committee. Every effort will be made to provide the PLC with information regarding varied locations and programs for summer camp. The PLC will select the Summer Camp the Troop will attend the following year during their Annual Program Planning Meeting, provided it meets the approval of the Scoutmaster and Troop Committee. Per BSA policy, a minimum of two registered adults must attend summer camp with the Troop. These adults shall be charged in accordance with both BSA and the local Council (locality of summer camp, not Troop) policy. Each registered adult shall be responsible for all registration and camping fees associated with the Summer Camp

event. Any non-registered adult who wishes to attend summer camp must pay all required fees associated with summer camp. The policy on registered adults at the camp will be followed. It is preferred that three registered adults attend for the first ten (10) Scouts; one (1) additional registered adult will be permitted for each additional ten (10) scouts attending.

All those attending Summer Camp, including any non-registered adults, must have a completed, current BSA Health and Medical Form Parts A, B & C and Activity Consent form on file prior to the departure for camp.

All participating adults must have a current BSA Youth Protection Training Certificate and current Virtus compliance prior to departure for camp.

Section D: Courts of Honor

Troop 727 Committee shall host a formal Court of Honor three times each year (generally April, August and December) for the purpose of recognizing the accomplishments of Scouts and others. Eagle Courts of Honor shall be held at the pleasure of the Eagle Scout and shall be hosted by his family. Any participation requested from the Troop will be the responsibility of the Eagle Scout candidate. The Troop will support all Eagle Scout Court of Honor requests where possible.

Section E: Other Events

During the year, Troop 727 is requested to participate in special events at the District and Council levels. Troop 727 will participate in these events as often as possible. Troop 727 will also participate, if possible in any event IHM (the Chartered Organization) holds, performing the duties requested.

Section F: Service Projects

The Troop will participate in at least one service project benefiting Immaculate Heart of Mary Parish (our Chartered Organization) each year.

The Troop will participate in at least five service projects benefiting the community each year.

Section G: Community Events

The Troop will participate in community events as a unit to promote Scouting in the community.

Article 6 – Uniforms

Section A: General Policy

Troop 727 is a uniformed troop. The Scoutmaster, Assistant Scoutmasters, and each Scout are expected to obtain an official Boy Scout uniform as soon as possible after becoming a Scout/Scouter. Troop Committee members are strongly encouraged, but not required to obtain and wear the uniform. Youth leaders (SPL, ASPL, members of the PLC) are expected to have and wear an official uniform. Families who cannot afford to purchase a uniform for their Scout shall be referred to the Troop 727 Committee for assistance. Each

Scout is expected to have, at a minimum, a Boy Scout Class A shirt. A Scout uniform is required to be worn during all travel done by the Troop. Uniforms will be worn in accordance with the Boy Scouts of America Guide to Awards and Insignia. All Scouting functions of Troop 727 will require either a Class "A" (dress), Class "B" troop shirt or Class "C" any scout shirt (casual) uniform. A uniform information sheet explaining current uniform requirements of Troop 727 will be provided to each adult and youth when they become a member of Troop 727 as part of the Parent's Guide. Wearing of the uniform is prescribed in BSA policy. There will be no head gear worn indoors of any type at any Troop function. Only BSA/OA hats are allowed to be worn with the Class A scout uniform any time outdoors, exception only being for weather related circumstances. The SPL or Adult Leaders may require or suggest particular headgear for outings.

Section B: Troop 727 Neckerchief

The Troop will provide all Scouts joining the troop with the Troop 727 neckerchief and slide when the new scout has achieved Tenderfoot rank. A Scout who joins Troop 727 having already earned Tenderfoot in another Troop will be provided our neckerchief at the next Neckerchief Ceremony during a Court of Honor. Neckerchief costs are borne by the Troop General Fund.

Section C: Rank and Merit Badges or other Special Awards

The Troop will purchase and provide all rank, merit, and special award badges worn on the uniform. The Troop will not provide additional or replacement badges or patches or awards. Merit Badge sashes are expected to be worn at all formal events, Courts of Honor, Eagle Courts of Honor and as requested by the SPL or Scoutmaster. Once a Scout has earned more than 6 merit badges it is suggested the Scout purchase a sash. Up to 6 merit badges can be attached to the right sleeve of a long sleeve uniform shirt 3 inches above the cuff. Order of the Arrow sashes are to be worn at OA events and OA Troop elections only, or when permitted by the SPL or Scoutmaster.

Article 7 – Advancement

Section A: General Policy

Advancement requirements for each rank are outlined in the current BSA Guide to Advancement, Boy Scout Handbook or Merit Badge Book. The Troop is not permitted to make any changes or modifications to the stated requirements. The Boy Scouts of America may authorize the modification of certain advancement requirements to fit a particular situation of a Scout with special needs in accordance the current BSA Guide to Advancement.

It is the Troop's goal to have every Scout earn First Class rank within one year of his joining, however, rank advancement is a Scouting method; it is not the actual goal. Scouts not advancing in ranks may appear before a Scoutmaster Conference and/or be called by the Committee to a Board of Review to be offered encouragement.

Section B: Merit Badges

Before a Scout begins work on any merit badge, he must request and obtain a merit badge application card ("blue card") from the Scoutmaster or his designee and go on record as working on that specific merit badge. The Scoutmaster will keep the Merit Badge Counselor list, and provide a Scout who makes application for a merit badge with a list of counselor's names and phone numbers; it is not necessary or desired for counselor lists to be published to the entire Troop. Upon earning the merit badge, the scout will turn-in the completed "blue card" to the Scoutmaster or his designee for proper recording. The Troop Advancement Coordinator will maintain the Troop copy of all earned merit badge cards until the Scout applies for Eagle. The Scout's copy of the blue cards will be returned to them by the next Court of Honor.

Section C: Scoutmaster Conferences

No Scout shall be eligible for advancement to any rank beyond Scout Rank without first participating in a personal growth conference with the Scoutmaster, or for rank of First Class or lower, an Assistant Scoutmaster. The conference may be completed at any time, but it is recommended to be done only after all requirements for the reviewed rank have been completed, save the "scout spirit" and Board of Review. A Scout must bring his Boy Scout Handbook to participate in any such conference. The Scout should be in full Class "A" uniform for this conference. The Scoutmaster may request any Scout who is not advancing to participate in a Scoutmaster Conference in an effort to identify any problems and offer encouragement.

Section D: Boards of Review

A Board of Review is required for advancement to any rank except Scout. All Boards of Review shall be dignified and meaningful to the candidate. Boards of Review are not intended to be used to retest Scout skills of the candidate; however it is not intended to be simply a "rubber stamp". Scout spirit will be evaluated and is defined as active participation in the Troop, volunteerism, living the Scout Oath and Scout Law and overall attitude. This is also an opportunity for the Scout to make suggestions and comments concerning his Scouting "experience". Scouts will schedule a Board of Review through the Advancement Coordinator. Each Board of Review will consist of at least three members of the Troop Committee, not related to the reviewed Scout. The reviewed Scout will be in complete Class A uniform, with his Scout Handbook. Committee members participating in a Board of Review are strongly encouraged to be in uniform. At no time will a Scoutmaster or Assistant Scoutmaster(s) be permitted to sit in on a Board of Review. The Committee may request any Scout who is not advancing to participate in a Board of Review in an effort to identify any problems and offer encouragement.

1. Beginning at the Life Rank Board of Review, it is highly recommended that the Scout also present to the Board his "Eagle Book." The Eagle Book which will be part of the Eagle Scout Application process. Developing the Eagle Book beginning at Life Rank Boards of Review helps to preclude lost cards, etc., at the time the Eagle application is submitted. The Eagle Book is a 3-ring binder and it should be tabbed as follows:

Tab 1: Eagle Scout Application and Project (empty until after Life Scout rank)

Tab 2: Rank advancement cards (preferably in "baseball" card plastic holders)

Tab 3: Blue Cards and Merit Badge Certificate Cards (preferably in “baseball” card plastic holders)

2. The Eagle Scout Board of Review will be scheduled by the Advancement Coordinator and will be attended by the District Advancement Chair. The Eagle Board of Review will be performed outside the regular Troop meeting. It will be the Troop Advancement Coordinator’s responsibility to perform all the necessary duties, coordinate all reference letters and arrange a meeting location, and forward the results to Council.

Article 8 – Electronic Device Policy

Scouts who have earned the Scout Rank (and thus likely earned their Cyberchip) may bring handheld electronic devices to events, such as cell phones, handheld amateur radios, and e-readers. No larger devices such as laptops, iPads, tablets or game pads should be brought unless otherwise stated (i.e. the Lock In).

Scouts should not bring radios or Bluetooth speakers. Scouts should not bring devices specifically designed for gaming.

If a Scout is riding in a vehicle to/from a Scouting event the driver determines if permissible devices may be used in the vehicle or not. If a driver asks for the device to be turned down, turned off or put away the Scout shall do so immediately.

Some events may be announced as a no electronic device event. This will be determined by the PLC or the Scoutmasters and announced prior to the event. If a device is brought on one of these events accidentally it should be turned over to the Scoutmaster or event lead until the end of the event.

If a device needs to be charged the Scout will ask for locations that are permissible to use for charging. These locations may be located in areas that would require an adult to take the device to be charged. Devices will not be charged in restrooms, showers or changing areas. A Scout who has brought their own battery recharger, such as a portable device to recharge a phone, may use those without permission.

Devices are not permitted to be used in or around restrooms, showers or changing areas. This is not permitted by BSA Youth Protection Policy, and this includes charging the devices.

Devices should not become a distraction to the program. If they do become a distraction the Scout will be asked to put the device away or further action can be taken.

If at any time a Scoutmaster, Adult Leader or parent requests that a device be put away the Scout will do so immediately.

If a device is being used inappropriately, or it has become a distraction, a Scoutmaster, Adult Leader or Parent may request that the Scout turn over the device. The device should be powered completely off (there is no reason a Scout should be required to unlock their device for an adult without the presence of their parent/guardian or law enforcement) and turned over immediately. The device will then be given to the Scoutmaster, Assistant Scoutmaster or

Adult Leader to be held until it can be returned to the parents of the Scout.

If a Scout refuses to turn over a device their parents will be called and the boy may be sent home from the outing or event.

In the event of a violation of this policy the Troop leadership will work with the Scout's parents in order to resolve the issue.

Repetitive poor behavior related to electronic devices can result in a Scout be prohibited from bringing a device to future events or may be referred to the Troop Committee for review and further disciplinary action.

Article 9 - Discipline

Section A: General Policy

1. Troop 727 will follow all BSA published guidelines regarding the discipline of Scouts. This section is meant to supplement those guidelines and where applicable, BSA guidelines shall be the overriding rules and regulations regarding any discipline. The only exception to published BSA policy will be if any scout(s) personal safety is compromised, the Scoutmaster or Assistant Scoutmaster(s) retain the right to immediately remove a scout from any event until a Disciplinary board is held.
2. Discipline within Troop 727 should not be a problem since all members have taken the Scout Oath including the obligation "to obey the Scout Law." The Scout Oath and Scout Law are the standards for behavior in the Troop. Discipline issues will be handled at the lowest level possible. When the Patrol Leader feels that Senior Patrol Leader involvement is needed, he will request the SPL to intervene. When the SPL feels the Scoutmaster's involvement is needed, he will request the Scoutmaster to intervene.
3. To receive full Troop Committee consideration complaints from parents, Scouts or Adult Leaders must be submitted in writing and include the name of the complainant. It is suggested that the complainant include recommendations for a solution.
4. When a Scout continues to encounter difficulty in making adjustment to the ideals of Scouting, a Disciplinary Board of Review may be convened. All such Boards of Review shall be convened by the Troop Committee Chair, and shall include but not be limited to the Troop Committee Chair, Scoutmaster, adult leader(s) directly involved in any incident, and the Scout's Parent(s). The Scout being reviewed will be informed along with his parents of his right to present witnesses on his behalf and shall be given reasonable time to prepare for the Board. All such Boards of Review shall be held in private. All participants shall be in Class "A" uniform, whenever possible. If the alleged offense was against an individual, that individual, with his parents present, shall have the option to present his case to the Board. After weighing all available evidence, the Board of Review shall decide what action

will be taken pursuant to Section B.

Section B: Disciplinary Action

Any disciplinary action to be taken as a result of a finding determined by the Disciplinary Board of Review shall include but not be limited to any ONE of the following actions in the following order of severity:

1. The Scout will give a private apology (witnessed by the Board of Review) to the offended individual.
2. The Scout will give a public apology to the assembled Scouts of Troop 727.
3. The Scout will be assessed a fine of 4 (four) service hours as specified by the Scoutmaster.
4. The Scout will be barred from participation in the current event or activity.
5. The Scout will be barred from participation in a specific upcoming event.
6. The Scout will be suspended from Scouting activities for no more than one month.
7. The Scout can be removed from his current position of responsibility and lose all credit.
8. The Scout will be dismissed from the Troop.
9. Any adult leader/parent has the right to request a special review of any disciplinary action brought against them or their Scout before removal from the Troop. The Troop Committee Chair, Chartered Organization Representative and the Executive Officer shall have the final authority regarding adult leaders and Committee Members.

Article 10 - Training

Section A: Youth Leadership

Scouts in positions of leadership are expected and encouraged to take advantage of any Scout leadership training offered at the Troop, District, and/or Council level.

The Troop will pay, budget permitting, all costs associated with the conduct of Troop level Introduction to Leadership Skills for Troops (ILST).

The Troop will pay at least one-half of registration fees, budget permitting, for Council or District level training, including the week-long resident camp National Youth Leadership Training (NYLT).

Scouts who receive this NYLT registration funding must put the skills they learned at NYLT to use by actively serving the Troop for a minimum of two (2) years in a leadership

position(s) or by conducting a Scoutmaster approved leadership project. Failure to do so may result in a requirement to reimburse the Troop for the registration funds provided.

NYLT Training is a requirement for any Scout who wishes to stand for election to the position of Senior Patrol Leader or be appointed as an Assistant Senior Patrol Leader.

Section B: Adult Leadership

Adult Scouters are expected and encouraged to take advantage of any adult leadership training offered at the Troop, District and/or Council level. Adult Scouters are also encouraged to earn training awards that require attendance at Roundtables and/or University of Scouting as well as active leadership at the Unit, District and/or Council level. Applications for adult training awards are available from the Troop Committee Chair. The Troop will pay for all Troop and District level adult training sessions, budget permitting.

The Troop, with prior Committee approval, will pay up to 100%, budget permitting, for one Adult Leader to attend Wood Badge training each year. Reimbursement will occur in two equal installments:

- a. The first upon completion of the Course
- b. The second upon completion of tickets and the awarding of the Wood Badge beads.

Section C: Training Requirements

1. All new Adult Applications must include certificates showing completion of the BSA online Youth Protection Training and compliance with the Diocese of Covington Virtus Youth Protection Training requirements prior to being submitted to Council.
2. All registered adults must complete the following training requirements within six months: This is Scouting, Fast Start for Boy Scouts.
3. A Troop Committee member has six months to complete the Position Specific Training required for their role.
4. The Scoutmaster and all Assistant Scoutmasters must attend and complete the following "in person" training sessions within one year.
 - a. Scoutmaster Position Specific training
 - b. Introduction to Outdoor Leader Skills (IOLS)
5. Any training required by the Diocese of Covington and/or IHM as our Chartered Organization must be completed along with any BSA required training prior to working with any youth. Any exceptions to this must be approved by the Chartered Organization and/or its representative. (This relates to, but is not limited to, Virtus training).
6. The Virtus program requires a \$25.00 fee that covers the background check. The Adult volunteer will pay this fee initially. After six (6) months of active service in their position

the Adult volunteer may request reimbursement through the Troop Committee

7. Periodically existing Virtus trained volunteers may be required to submit to a new background check. When a current Adult volunteer is providing active service to the Troop the Troop Committee will direct the Treasurer to pay the \$25.00 fee.
8. All adults registered with the Troop, must renew their BSA Youth Protection Training every two years and stay in compliance with all Virtus requirements including the monthly bulletins. Should a registered Adult Leader fail to meet these requirements their participation in Scouting is suspended until they are current and documentation is received.

Article 11 - Transfers

Section A: Scouts

Scouts being transferred from Troop 727 will be provided with a copy of their advancement record upon request. The information will be given to the transferring Scout for use by the receiving Troop.

Section B: Adult Scouters

Registered Adults moving out of the area who wish to continue in Scouting should provide the Troop Committee Chair and/or Scoutmaster with their new address. They will ensure that training records are provided to the Scouter for use by the new unit.

Article 12: Transportation

1. All transportation requests will process through the Transportation Coordinator who will complete the Tour Plans for travel outside of the Dan Beard Council.
2. The Transportation Coordinator typically will rely on leaders and parents of Scouts to volunteer to car pool scouts to and from Scouting events.
3. During event planning and budgeting sessions, a budget of thirty cents (\$0.30) per mile will be considered to reimburse parents that volunteer to pull one of official troop trailers. This will not completely absorb fuel cost and equipment used by the parent however; it will help offset the cost.
4. In situations where no formal budget was assembled prior to the event then the Transportation Coordinator shall be made aware that a trailer will be transported and that reimbursement consideration should be made. The Transportation Coordinator will utilize Google Maps to determine mileage distance for instances where there is no formal trip plan and budget. He/she will then forward the parents name and reimbursable mileage to the Troop Treasurer. The parent pulling the trailer will be reimbursed thirty cents (\$0.30) per mile for any distance greater than 30 miles one-way.

5. If parents volunteer to drive and carpool Scouts more than 30 miles one way then each Scout may be required to contribute funds to assist with fuel cost.
6. All drivers must have current BSA Youth Protection and Virtus compliance.

Article 13: Approval

These Policies and Procedures have been approved and adopted by the Troop 727 Committee on this the 16th day of February 2017.

Respectfully,

Mark E. Ihrig
Troop 727 Committee Chair