

**TROOP 1970
RESTON, VIRGINIA**



**TROOP 1970
BOY SCOUTS OF AMERICA
REGULATIONS, PRACTICES & POLICIES**

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BSA TROOP 1970 REGULATIONS, PRACTICES, AND POLICIES

I. INTRODUCTION/CONCEPT OF OPERATIONS

A. Aims of Scouting. The purpose of the Boy Scouts of America, as chartered by the U.S. Congress in 1916, is to provide for boys and young adults an effective educational program centered on three "Aims" of Scouting: to BUILD CHARACTER, to TRAIN IN THE RESPONSIBILITIES OF PARTICIPATING CITIZENSHIP, and to DEVELOP PHYSICAL, MENTAL, AND EMOTIONAL FITNESS. The activities of Troop 1970 will be structured to accomplish this purpose.

B. Methods of Scouting. Fostering the BSA Troop 1970 motto, "Keeping the Tradition," the Troop will implement its program through the eight "Methods" of scouting. These are:

IDEALS: These are the personal behavior guides and standards to which a boy commits himself when he becomes a Boy Scout: The motto, "Be Prepared," the slogan, "Do a Good Turn Daily," the Scout Oath, and the Scout Law.

PATROLS: Groups of boys within the Troop who work together as a Team.

OUTDOORS: The place for almost all scouting activity. Scouting was designed to be carried out mainly in the open, and in all four seasons. In the outdoors, perhaps for the first time, a boy can meet the natural world face to face, gain a greater appreciation for how wonderful it really is, and learn how to thrive there.

ADVANCEMENT: A ladder of skills that a Scout climbs, moving up through the ranks of Scouting as he achieves each skill level. In doing so he learns the skills that qualify him for Scouting's more rugged, more exciting, and more rewarding and memorable challenges. The Scout learns, he achieves, and he discovers how it feels to go further, perhaps than he thought he ever could.

PERSONAL GROWTH: While the other Scouting methods "specialize" in offering one or more particular benefits, all of them contribute, in one way or another, to a Scout's personal growth as an outcome of his experience. Over time, the Scout grows in body and mind, develops his self confidence, and he matures in an environment that is founded on the highest of values and moral principles.

ADULT ASSOCIATION: Boys learn from the example set by their adult leaders. Association with caring, committed adults of high character, both male and female, who serve as positive role

models, is critical at this stage of a young man's development.

LEADERSHIP DEVELOPMENT: Many Scouting methods are effective leadership builders. The more opportunities a Scout gets to lead, the better his leadership skills will become. Multiple levels of leadership challenge are available throughout the program, enabling Scouts to develop their leadership skills prior to attempting the more complex leadership positions. Leadership development involves all Scouts, those that are in leadership positions as well as those that are not, since cooperating with and supporting leaders is part of what leadership development is all about.

UNIFORM: Whenever he wears his uniform it reminds a boy that he is a Scout and that people will expect him to act like one. The uniform is an outward sign that its wearer believes in certain values and is willing to stand up for them. Wearing his uniform also gives the Scout an opportunity to take pride in what he represents, and in the badges and awards he displays that testify to his achievements in skills and leadership. To the community, the uniform represents an organization that has a tremendously strong reputation for doing good things. Finally, wearing the uniform gives the Scout a feeling of belonging, not only to his patrol and troop, but to a worldwide organization in whose beliefs and program he shares. A well-uniformed troop will build a sense of identity and spirit that is difficult to achieve through any other means.

C. Themes. This document defines how Troop 1970 will operate while carrying out its program to accomplish the Aims and Methods of Scouting. It is intended to assist all who are involved with the Troop in sustaining a robust program that maximizes benefits for its participating scouts. The Troop's Concept of Operations for achieving the Aims and Methods of Scouting centers on four themes:

ACTIVITIES: Both outdoor and indoor, taking advantage of as many opportunities as feasible to support accomplishment of Scouting's purpose.

SERVICE: To benefit those in need and give the Scouts first hand knowledge of how it feels to be committed to the betterment of the Community, and contribute to the humanitarian needs of others.

ADVANCEMENT: A primary measurement for determining that Troop 1970's Scouts are benefiting from the program. While supporting BSA policy, which is to let each Scout advance at his own pace, because of its importance to his success, the adult and Scout

leadership of Troop 1970 will encourage advancement and will help each Scout determine what his pace will be.

FUND RAISING: To offset, as much as feasible, the operating costs of the Troop, lessening the financial impact on the Scouts and their families, particularly those whose financial status does not support significant expenditures toward the Scouting Program. To teach Scouts fundamental business practices.

II. THE PROGRAM

A. The Outdoor Code.

As described in the previous paragraphs, Troop 1970's program will follow traditional themes that are established to accomplish Scouting's purpose. Additionally, underlying all that the Troop does will be a firm commitment to the Outdoor Code:

"As an American, I will do my best to be clean in my outdoor manners, to be careful with fire, to be considerate in the outdoors, and to be conservation minded."

B. Participation.

The importance of participation cannot be over emphasized. As with any program, participation is key to its success. Anything less than full participation reduces the benefits to the Scout and the Troop. Scouts are expected to participate in all Troop activities, since each has its own learning opportunity which may not be available again until the following year. It is recognized that, on occasion, appropriate circumstances may preclude a Scout's participation in an event. When these occur, the Scout is to receive permission for an excused absence by notifying the appropriate level of Troop leadership and explaining the reason for his non-participation. Specifically, Scouts not holding Troop Staff leadership positions will notify their Patrol Leader (PL). Patrol Leaders and Scouts in Troop Staff positions will notify the Senior Patrol Leader (SPL). Patrol Leaders will also notify their Assistant Patrol Leader and ensure he is prepared to carry out the event that the PL is going to miss. The SPL and Junior Assistant Scoutmaster(s) (JASM) will notify the Scoutmaster (SM). The SPL will additionally notify an Assistant Senior Patrol Leader (ASPL) and will ensure he is prepared to carry out the event that the SPL is going to miss. JASMs will also notify the SPL. Any questions concerning whether an absence will be excused or not are to be referred to any of the Assistant Scoutmasters, the Scoutmaster, or the Committee Chairperson. Parents of Scouts in Troop 1970 are expected to encourage and support participation in all Troop activities, including: service projects, fund raisers, Troop meetings, campouts, field trips, etc. Any absence which is not excused by

the method prescribed above will be an unexcused absence.

Scouts who frequently miss activities, with or without excuse, or who demonstrate poor Scout Spirit will be interviewed to determine the circumstances of their absences/poor spirit and to provide guidance or assistance toward improvement.

Parent(s) of Scout(s) who accumulate three consecutive months of unexcused absences from Troop activities will be notified in writing by the Troop Committee Chairperson that their Scout(s) has(have) been placed in an "inactive" status. Troop "activities" are defined as any of the regularly scheduled events including meetings, service projects, fund raisers, outdoor activities, etc., in particular those listed on the Troop's activities calendar. Return to active status will require parent consultation with the Scoutmaster and approval by the committee.

If no action to return the Scout to active participation is taken by the Scout or his parents, the Scout's membership in the Troop will be dropped at the end of the yearly charter period at the end of February.

For those situations where a Scout has a long term conflict with regular participation in Troop 1970 activities (sports, job, difficulties in school, etc.) and desires to be less than fully active for a period of time greater than six weeks, he will notify the appropriate Troop leadership and the Scoutmaster (SM).

Additionally, one of the parents of the Scout will have a discussion with the Scoutmaster to talk about the circumstances surrounding the request for the reduced activity and to reach agreement on what level the Scout will be able to participate in the Troop's activities. The SM will then notify the Committee Chairperson (CC) who will put the Scout on a "limited activity status" for the time period requested. During this time period, the Scout is expected to participate in whatever Troop activities he possibly can (fund raisers, activities that don't directly conflict with the reason for his leave of absence, etc.) in order to demonstrate his continued commitment to the troop and intention to return to active status, once the participation conflict is resolved. Upon completion of the authorized period of time, the Scout will be expected to return to fully active status.

C. Campouts

Camping out is the core of Troop 1970's program. One campout will be planned for each month. A typical schedule for a weekend campout includes:

SATURDAY.

- 7 AM: Meet at Chartering Organization parking lot (have breakfast before arriving, bring "bag" lunch)
- 7:30 AM: Depart for campsite/area of activity

9:00 AM: Arrive campsite/activity area (time will vary
depending on transit time)
Set up camp/morning activities/eat lunch
12:30 PM: Afternoon activities
6 PM: Dinner
7:30 PM: Troop Campfire
9:30 PM: Free Time
11 PM: Taps

SUNDAY

7 AM: Reveille/Breakfast
9 AM: Morning activity
10:30 AM: Religious services
11:00 AM: Troop assembly/camp critique
11:30 AM: Break camp/clean up/load/transit home
2-3 PM: Scouts delivered to their homes by the parent they
rode with
3-5 PM: Scouts recondition Troop equipment they took home for
cleaning/airing out, etc.

Minimum requirements for youth participation in a campout
include:

- (1) Be a registered Scout or an authorized guest of the Troop.
- (2) Have a properly filled out parent/guardian permission slip
turned in.
- (3) Payment of any camping fees for the campout.
- (4) Participation in the preparations for the campout (unless
the youth is a guest).
- (5) Notification of the Scoutmaster (or other adult leader) by
the parent/guardian of any potential medical problems
(allergies, use of prescription medications, etc.)

Preparation is key to the success of any activity. This is particularly true for campouts. Patrol leaders will encourage participation in every campout by every member of their patrol. They will lead their patrol in the planning of the campout, to include: meal planning, advancement requirements, campfire preparations, and job lists; making sure to incorporate their planning with the central theme of the campout (canoeing, hiking, cold weather survival, etc.). Patrol leaders will turn in permission slips, camping fees and a final list of the members of their patrols who are planning to attend a campout at the last Troop meeting prior to the campout.

A campout may be canceled or postponed because of severe weather or lack of one of the other fundamental requirements for a successful campout (not enough adults, not enough transportation, etc.). Cancellation/postponement of a campout will be decided by the Scoutmaster or adult leader designated as

in charge of the campout if the SM cannot attend. When a campout is canceled, each participant will be notified as soon as possible. If there is some question whether a campout is going to take place or not, those who have planned to go should call the appropriate level of Troop leadership.

D. Troop Leadership and Organization

Troop 1970's Leadership and Organization will be in accordance with the guidelines and directives published by the Boy Scouts of America. Some specific policies for Troop 1970 are listed below. Exceptions to these policies will be at the judgement of the Scoutmaster and with cause.

Senior Patrol Leader (SPL). The SPL is the chief junior leader of the Troop. This position is elected by the Troop members. Eligibility criteria are:

- (1) Star rank or above
- (2) Previous PL or ASPL experience
- (3) Active in the Troop for a least 6 months
- (4) SM approval

Assistant Senior Patrol Leader (ASPL). Troop 1970 can have as many as two ASPLs. The eligibility criteria for this position is the same as for PL. ASPLs are selected by the SPL who may choose to only have one.

Junior Assistant Scoutmaster (JASM). Scouts who meet BSA criteria (16 years old, good leadership skills) may be appointed by the SM to the position of JASM. Use of Scouts in the JASM position is at the option of the SM.

Patrol Leader (PL). The PL is elected by the members of his patrol. Minimum eligibility criteria are:

- (1) Second Class rank or above
- (2) Active in the Troop for at least 4 months
- (3) SM approval

Venture Patrol Chief. Elected by the Venture Patrol. Minimum eligibility criteria:

- (1) Member of the Venture Patrol.
- (2) Assistant Scoutmaster (Venture Program) and SM approval

Troop Staff positions other than JASM will be appointed by the SPL. Minimum criteria for these positions are the same as for PL.

Troop Patrol positions will be appointed by the PL.

The Troop Patrol Leader's Council (PLC) membership will be

in accordance with BSA directives. The SPL is in charge of this group and will be responsible for the conduct of the meetings. The Troop Scribe will also attend meetings, as a non-voting member, to take minutes. The SPL may invite other members of the Troop to attend PLC meetings, as appropriate.

Den Chiefs for Cub Scouts shall be recommended by the SM upon request from Cub Scout Dens/Packs. Minimum eligibility criteria are:

- (1) Second Class rank or above for Cub Scout Dens. First Class rank or above for Webelos Dens.
- (2) Active in the Troop for at least 4 months
- (3) SM approval

Elections/Appointments of all appropriate Troop leadership positions will be conducted in March and September of each year.

The term of office for all leadership positions will be six months in order to satisfy leadership requirements for advancement. The Scoutmaster may waive any of the criteria for election for any of the troop leadership positions as deemed appropriate. In the rare case where Scouts are unable to elect a qualified Scout to a leadership position, the SM shall appoint a Scout to serve in that position until the Scouts can conduct a proper election of a qualified candidate. At least 50% of the active membership (not on a leave of absence or not in an inactive status per these policies) of a group conducting an election for an office must be present in order to hold the election (50% of the Patrol must be present to elect the PL. 50% of the Troop must be present to elect the SPL).

Venture Patrol. Troop 1970 endorses an aggressive Venture Program. Venture presents high adventure activities for the older scouts to choose from. Participation in the Venture Patrol is voluntary, but once a Scout has committed himself, the participation requirements are the same as for all other Troop 1970 activities. Venture Patrol members continue with their regular Scouting advancements, Troop activities and Troop leadership responsibilities. Venture Patrol meetings will be on a not-to-interfere basis with the regularly scheduled activities of Troop 1970. Venture patrol activities will be scheduled on a not-to-interfere basis with the monthly troop outing. Minimum eligibility criteria are:

- (1) First Class rank or higher
- (2) 13 years old
- (3) Approval of ASM (Venture) and SM
- (4) Permission of Parent/Guardian

Note: In order to enhance the safety and success of Scouts engaged in Venture activities, careful scrutiny will be applied in approving applicants for the program and, when appropriate,

for participation in specific High Adventure activities. Scouts must demonstrate an adequate level of good behavior, physical development, and emotional maturity. For major treks where preparatory work-ups and training are required, Scouts and adults supporting the trek are required to attend the work-ups. Additionally, due to the unique nature of some Treks, there may be additional requirements that a Venture Crew member must meet in order to participate in that Trek. For these Treks, the additional requirements will be published in writing far enough in advance to ensure adequate and open communications. The Venture Patrol will elect a scout to serve as leader. The Venture Patrol leader will serve for one year. Venture Patrol elections will be held in September prior to the Troop elections. The Venture Patrol leader is a scout leadership position. The Venture Patrol leader will not hold any other Troop leadership

- (5) Active member of the Troop.

Decisions regarding Scout or Adult participation in Venture Crew activities may be appealed to the Troop Committee.

Order of the Arrow. The Order of the Arrow is a National brotherhood of honored Scout campers. Its purpose is to recognize those Scouts and adult Scouters who best exemplify the Scout Oath and Law in their daily lives, and by such recognition, cause other Scouts and Scouters to conduct themselves as to warrant recognition. In essence, it is the "Honor Society" of Scouting. Troop 1970 endorses the Order of the Arrow Program and encourages eligible Scouts to seek election and, once elected, to participate. Elections for the Order of the Arrow will be conducted in the Winter or Spring of each year in order to support induction during the Spring or Summer Ordeal.

Minimum Scout eligibility criteria are:

- (1) First Class rank before the election
- (2) Must have experienced 15 days and nights of camping during the two years before his election. The 15 days and nights must include one, but no more than one, long term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
- (3) SM approval for nomination
- (4) Elected to the Order by the Troop, in accordance with Order of the Arrow Procedures

Minimum Scouter (adult) eligibility criteria are:

- (1) Be a registered adult with BSA
- (2) Meets same camping requirements as for Scouts
- (3) One adult may be nominated per year
- (4) Selected by the Troop Committee in accordance with

guidance in the Order of the Arrow Handbook

Troop Committee. The Troop Committee is a team of adults, actively involved in the Troop (participating in activities on a regular basis) who work together to support the Troop and its Scoutmaster. The Committee's primary responsibilities are to ensure the Troop has a quality program which is adequately resourced and to perform the Troop's adult level administration.

Troop 1970's Committee shall be structured and will function in accordance with BSA directives and as otherwise specified below.

An organizational chart for the Troop Committee is provided in the appendix. Troop committee position descriptions and position responsibilities are provided in the Troop Committee Position Description document.

Committee Positions:

- (1) Chairperson
- (2) Chartered Organization Representative
- (3) Vice Chairperson - Administration & Communication
- (4) Vice Chairperson - Finance
- (5) Vice Chairperson - Program Support
- (6) Secretary
- (7) Silver Badger Mentoring Program
- (8) Membership
- (9) Newsletter
- (10) Web Master
- (11) Hospitality
- (12) Fundraising: Popcorn
- (13) Fundraising: Mulch, Czar
- (14) Friends of Scouting
- (15) Troop Treasurer
- (16) Recruiting
- (17) Summer Camp Coordinator
- (18) Outings Coordinator
- (19) Scouting for Food
- (20) Uniform Bank
- (21) Awards
- (22) Training
- (23) Advancement
- (24) Eagle Scout Advancement
- (24) Merit Badge Dean

When necessary and reasonable, one adult may fill more than one Committee position. However, the Committee Chair and the Treasurer will not be the same person and will not be from the same family. The typical term of office is two years for committee positions and committee members serve at the pleasure of the Chartered Organization Representative. Rotation into different committee positions is allowed.

Note: Although not a member of the Committee, the Scoutmaster will not be from the same family as the Committee Chair or the Committee Treasurer. When voting, in the case where more than one family member may have an active role on the Committee, each family will have one vote.

Troop Executive Committee. Upon occasion there may be a need to make a timely decision that effects the operation of the Troop and calling a special Troop Committee Meeting or polling of the Troop Committee would be inefficient; then the responsibility of the decision would fall to the Troop Executive Committee. The Troop Executive Committee will consist of the following individuals: Committee Chairperson, Administration & Communication Vice Chairperson, Finance Vice Chairperson, Program Support Vice Chairperson, Chartered Organization Representative (COR), and the Scoutmaster. Any action taken by the Troop Executive Committee will be reported back to the Troop Committee at the next regularly scheduled Troop Committee Meeting to be incorporated into the committee minutes.

Nominating Committee. Annually the Committee Chairperson will appoint a Nominating Committee to fill the Committee Chairperson, Vice Chairperson, and other committee vacancies that may soon be vacant due to term expiration or resignation. The Nominating Committee shall consist of at least two registered adult Scouters and the Chartered Organization Representative. The Nominating shall be mindful of future term expirations and expected vacancies; and make recommendations that will allow for upward mobility and grooming within the committee.

Chartered Organization Representative. The Chartered Organization Representative serves as liaison between the Troop and the Chartered Organization. Specific responsibilities and functions of this position are in accordance with BSA directives.

The Scoutmaster and his Assistants. Selected in accordance with BSA procedures, with additional background checks as desired by the Troop Committee, the Scoutmaster (SM) is the troop leader who relates closely to each of the other links in the chain of troop operations: the Scouts, the Scout Leaders and the PLC, the Assistant Scoutmasters (ASMs), the Troop Committee, and through the Committee, the Chartered Organization Representative and the Chartered Organization. The SM is the adult lead for running the Troop's program. More specifically, the Scoutmaster:

- (1) Trains and guides the Scout leadership to run the Troop.
- (2) Works with responsible adults to bring Scouting to the boys.
- (3) Helps Scouts grow by encouraging them to learn by themselves.

- (4) Guides Scouts in planning and executing the Troop program.
- (5) Helps the Troop Committee recruit assistant Scoutmasters.
- (6) Participates in efforts to recruit new Scouts into the Troop.
- (7) Conducts SM conferences.

The Assistant Scoutmasters support the SM and share his challenge. The SM will choose ASMs as required in order to support the needs of the Troop. Each ASM will be assigned specific program duties and will report to the SM. An ASM can be 18 years old, but must be 21 years old in order to serve as acting SM. Troop 1970's SM and Committee will, as a minimum, attempt to keep ASMs in the following positions at all times.

- (1) ASM for Venture Program
- (2) ASM for Ceremonies
- (3) ASM for Activities

E. Program Planning

Troop 1970 will execute a "Scout Year" that runs from 1 September to 31 August.

As noted below, after collecting inputs from the other Scouts in the Troop and completing other appropriate preparations, the Patrol Leaders Council will meet periodically and plan the the Troop's activities. Troop 1970's Program will run throughout the year, with periods of reduced operations when appropriate. The framework for each year's calendar includes.

- (1) One overnight campout per month, except for the month that the Troop attends Summer Camp.
- (2) One High Adventure activity, at an interval of approximately every two months.
- (3) At least one Camporee per Scout Year.
- (4) Two significant community service projects, typically one in the fall and one in the Spring, which will be included in the troop activity calendar. Note: Unless circumstances prevent it, Troop 1970 will actively participate in BSA's annual "Scouting for Food" Program, normally conducted in the Fall.
- (5) Two fund raising events per year. The Fall popcorn sale (to support the National Capital Area's major fund raising effort), and a Troop sponsored Spring fund raising activity. The Venture Patrol may conduct additional fund raising events during the year.
- (6) Four Courts of Honor, one in late September/early October, one in December, one in March, and one in June.
- (7) A week long Summer Camp (usually in July).
- (8) A week long High Adventure trip (usually in July and separated from Summer Camp by at least a week).
- (9) Routine meetings as described in the "Meetings" section

of this document.

(10) A reduced operating schedule over the Winter holiday period.

(11) A reduced operating schedule over the summer months, but one that still provides for adequate preparations for the activities scheduled for that time frame.

(12) Two planning activities, one in the late Spring to establish the schedule for at least September and October of the next scout year, and one in August to complete the planning for the next scout year.

Following the completion of each planning meeting, the Scoutmaster and Senior Patrol Leader will present the proposed schedule to the Troop Committee for approval and associated support.

Meetings.

(1) Troop Meetings will be held at the Chartered Organization building on a specified weekday evening from 7:30 PM until 9 PM. Time for the meeting is limited. Therefore, it is important that every participant arrive in time for the meeting to start at 7:30 PM. The Patrol assigned to setup for a meeting should arrive ten minutes early.

(2) PLC Meetings will be held as called by the SPL or SM.

(3) Venture Crew Meetings will be held at a time and place designated by the Venture Crew Chief. Frequency of meetings will vary as necessary in order to support Venture Crew activities. The ASM (Venture) or his designated adult substitute must be present.

(4) District Round Table Meetings are conducted at a designated time and place. Any parent of the Troop may attend these meetings. At least one registered adult (normally the SM) should attend. The attendee(s) will then relay information received at this meeting to the Committee at the next Committee meeting.

(5) Troop Committee Meetings will usually be on the first Thursday after the District Round Table has been conducted. The meetings will start at 7:30 PM and will be held where specified by the Committee Chair. Any parent of the Troop may attend these meetings and all members of the Troop Committee should attend.

(6) Patrol Meetings may be conducted whenever desired by the PL. An adult must be present wherever the meeting is conducted. note: All meetings at the United Christian Parish Church (current Chartered Organization) must be approved by the Church prior to the event and will require an adult to be present. Authorization is to be coordinated by Scoutmaster or Committee Chair.

F. ADVANCEMENT.

One of the principal methods of Scouting is advancement. Scouts will be encouraged to advance as rapidly as the development of their skills and time requirements for each rank will permit. Scouts in leadership positions are expected to set an advancement example. Scouts who are not advancing may be called before a Board of Review for encouragement, support, and guidance.

Final Qualification for any requirement for the ranks of Scout through First Class will be signed off by one of the adult Scouters. However, teaching and preliminary qualification on a skill by those who need it are to be conducted by the Troop Scout leadership. To this end, it is important that PLs constantly monitor the progress of the Scouts in their patrol and seek/schedule opportunities for advancement.

Service Hours completed for rank advancement may not be used to complete a Merit Badge Requirement and vice-versa. Service which is only of benefit to the Troop will not count for rank advancement. Advancement service must be for Church, Community, or School.

Leadership Requirements for advancement are cumulative for each rank and need not be completed in one position for the entire time requirement. For example, while a First Class, a Scout could serve three months as the Troop Scribe and, later, one month as a patrol leader to complete his four months of leadership requirements for Star.

Merit Badges. Scouts can begin earning merit badges any time after they have achieved the rank of Tenderfoot. However, Scouts are encouraged to stay more focused on rank advancement until the rank of First Class has been achieved. Merit Badge Procedure:

(1) Scout discusses his desire to work on a particular merit badge with the SM and receives verbal approval before doing any work on the badge.

(2) If the Scoutmaster approves, the Scout will receive a blue Merit Badge Qualification card from the Scoutmaster which he will fill out and return to the SM for his signature which grants permission to work on the badge.

(3) Upon obtaining the SM's signature the Scout will take the card to the Committee's Coordinator for Advancement who will recommend a Merit Badge Counselor to the Scout.

(4) The Scout then contacts the Merit Badge Counselor and

works to complete the badge.

(5) Once the Merit Badge Counselor has signed the card as completed and removed the portion retained by the counselor, the Scout will turn in the final portions of the card to the SM who will sign the card and forward the remaining portion to the Committee's Advancement coordinator for final processing. The Advancement coordinator will enter the completion of the Merit Badge into the Scout's record and return the "Applicant Record" portion to the scout. The "Applicant's Record" portion of the card should be permanently retained by the Scout.

Notes:

1. A Merit Badge should be completed within one year of its start date.
2. Parents who are Merit Badge Counselors are discouraged from serving as counselors for their son. Exceptions should be discussed with the Committee's Coordinator for Advancement.
3. Merit Badge pamphlets are available in the Troop library and may be checked out from the Troop Librarian.
4. Troop-wide Merit Badge classes will be scheduled by the SM in coordination with the Committee.

Advancement in Rank.

Any Scout who feels that he has passed the requirements for the next rank and is ready for the Scoutmaster's Conference must notify the SM who will conduct the conference as soon as feasible.

After the Scoutmaster's Conference has been completed, a Board of Review will be held. The Board will consist of at least three Committee members, one of whom will be designated Chairperson. No parent/guardian may sit on a board for their Scout. Additionally, since the SM and ASMs are not members of the Committee, they may not participate as a voting member in Boards of Review. Scouts will be in a complete uniform for Boards of Review.

The Eagle Advancement Coordinator will work with the prospective Eagle Scout and Advancement Coordinator to ensure Eagle Scout documentation and requirements are completed.

Boards of Review for the Rank of Eagle Scout shall be coordinated by the Committee Chairperson and the Committee Advancements Coordinator. Prior to the actual board, a pre-board may be conducted to ensure all paperwork is in order and to review with the Scout his service project and any questions he might have.

Annual Board of Review.

All Scouts in Troop 1970 will go through a Board of Review once a year, whether they require one for rank advancement or

not. This will give the Scout an opportunity to go over his progress and goals in Scouting with members of the Troop Committee, who, in turn, can use the meeting to make recommendations and otherwise offer support.

G. Service.

As mentioned earlier, one of Troop 1970's primary themes in supporting the Aims and Methods of Scouting is Service. Troop 1970 will conduct a minimum of two major community service projects per year, one in the Fall and one in the Spring. Whenever feasible, service projects will be coordinated with the Chartered Organization. All Scouts are expected to participate in the Troop service projects whether they require service hours for advancement or not.

H. Religious Participation.

Scouts in Troop 1970 are expected to do their best to live up to the religious principles of the Scout Oath (Duty to God) and the Scout Law (a Scout is Reverent). Scouts are encouraged to work toward the appropriate Religious award through their own religious institution. All members of Troop 1970 will respect the various religious beliefs that are followed by the Scouts and their families. Religious services will be held on campouts and will be non-denominational. All Scouts are encouraged to wear their uniform and attend the services of either the Chartered Organization or their own religious institution on Scout Sunday (usually takes place in February of each year).

I. Uniform Guidance.

Scouts in Troop 1970 are expected to wear a full uniform as described in the Boy Scout Handbook. Additionally, Scouts will ensure they have a Troop 1970 neckerchief and T shirt to wear when specified. The Troop should maintain a Uniform Bank to help families minimize associated costs. Scouts in Troop 1970 will keep their Uniform in good repair and will always wear it properly. Uniforms are to be worn to all Scouting functions, unless otherwise specified by the SM. Scouts going before a Board of Review must be in a full Uniform.

The Troop 1970 neckerchief is only required to be worn during Courts of Honor, Boards of Review, when specified during Summer Camp, and when otherwise designated by the SM. At other times, no neckerchief is required, but the Troop 1970 neckerchief, or an alternate BSA neckerchief may be worn.

When specified, Troop 1970 T shirts will be worn instead of the dress shirt.

Depending on the situation, the SM may make additional modifications to the prescribed uniform.

It is Troop 1970 policy that Scouts will wear their uniforms to and from campouts. This policy may be modified by the SM,

when he determines it is appropriate.

For ease in specifying the Uniform to be worn, Class A, Dress Class A, and Class B uniforms are defined as:

"Class A": Full Boy Scout Uniform without neckerchief, merit badge sash, OA sash. Shoes and socks appropriate for the event. Pins, medals etc. may also be removed. Example: In going to a weekend activity where the scouts would be proceeding directly on a hike, they would remove year pins, medals, etc., and would leave them at home. They would also wear appropriate socks and footwear.

"Dress Class A": Class A Uniform with neckerchief, merit badge sash, OA sash (if a member of the Order of the Arrow), and scout socks.

"Class B": Same as Class A except Troop 1970 T-shirt or equivalent scouting theme T-shirt may be worn instead of the uniform shirt.

J. Training. Training, both formal and informal, is an important part of the Scouting program. Patrol leaders are to constantly monitor the progress of Scouts in their patrol and seek opportunities for scout advancement. Both Scouts and Adults are encouraged to participate in all forms of training that might apply to supporting the Troop's activities. It is Troop 1970 Policy that the Troop Committee will fund training that will result in a benefit to the Troop. Requests for funding support of training will be submitted prior to the commencement of the training. All adults supporting Troop 1970 activities are required to take BSA's Youth Protection training.

III. SAFETY.

Troop 1970 will strictly follow BSA and other appropriate Safety Guidelines, including BSA's Youth Protection Program. At no time will an adult and a Scout (other than their own son) be alone together. On all outdoor activities, at least two adults will be present. Scouts who refuse to follow the required safe practices will be disenrolled from the Troop. Scouters and other adults who are participating in Troop 1970's activities will remember that they are setting the example and are expected to follow the same safe practices as the Scouts. "Hazing", "Bullying", or any type of mental or physical abuse are strictly forbidden. When observed, they will be stopped immediately, and appropriate follow-on action taken. It is required that all adults supporting Troop 1970's activities receive instruction in BSA's Youth Protection Guidelines at least every two years.

A. Good Behavior.

Good behavior is essential to any safety program and will be strongly supported by Troop 1970's Scout leadership and Scouters.

Good behavior is a primary element of "showing Scout Spirit," a requirement for advancement. Specifically:

(1) Scouts will not participate in any activity that could be considered dangerous to their fellow Scout. These include: hazing, harassing, abuse of fire or flammable materials, or abuse of sharp instruments.

(2) Scouts will conduct themselves properly during all Troop 1970 activities.

(3) During Troop meetings, Scouts will be with their Patrol at all times unless given permission by their Patrol Leader to meet with the Scoutmaster, go to the restroom, etc.

(4) During a campout, Scouts will be with their Patrol at all times unless given permission by their Patrol Leader. No Scout will leave the campsite without the permission of their Patrol Leader. Patrol Leaders will get permission from the SPL. Scouts leaving the campsite will use the buddy system. The Scout leadership are to ensure that the buddy system is being followed.

Disciplinary problems on campouts will not be tolerated. Scouts who cannot behave themselves will be returned home.

B. Buddy System.

Scouts will follow BSA's "Buddy System" whenever appropriate. Examples include water activities, whenever a Scout is to go beyond visual range of a campsite, instances where Scouts are interacting with large groups of people that are not known by the Troop, and whenever the SM declares the Buddy System is in effect.

C. Health/Medical

During Troop 1970 activities, the health of the Scouts will be carefully monitored by the adult participants. Special medical conditions or considerations will be brought to the attention of the SM or adult designated in charge of the event. Medical information for each participant will be taken on all appropriate activities. Additional medical policy :

(1) Physical Exams will be conducted in accordance with BSA requirements.

(2) Medication (both prescription and "over the counter") for Scouts will be administered by an adult. Parent/Guardian will ensure clear directions are given to the adult who will be giving the medication to the Scout.

(3) Allergies will be carefully documented for each Scout known to have them.

(4) Smoking and use of non-smoking tobacco products by Scouts is prohibited. Smoking and use of non-smoking tobacco products by adults is strongly discouraged. Adults who smoke or use non-

smoking tobacco products will do so only when not in sight of the Scouts.

(5) Consumption of alcohol during any Troop activity is prohibited.

(6) Drug use, other than prescribed or over the counter (following the above procedure), is prohibited.

(7) If necessary, First Aid will be administered to the best of the Scout's or Scouter's ability. In most cases, the injured person will be taken immediately to a medical facility for appropriate follow up. Scouts are encouraged to carry personal first aid kits when appropriate. A Troop First Aid kit will be taken on all campouts and other appropriate activities.

(8) Determining the location of the nearest medical facility will be a part of the planning for all Troop 1970 activities.

D. Cutting Tool Safety.

It is BSA policy that Scouts will not be permitted to use cutting tools until they have satisfactorily passed the BSA "Totin' Chip" qualification. Scouts will be monitored to ensure they are complying with safety requirements. It is Troop 1970 policy that, whenever possible, saws will be used to cut wood instead of an ax. Sheath knives are prohibited from Troop 1970 activities.

E. Fire and Flammable Liquid Safety.

No flame of any kind will be permitted inside a Scout's tent. Scouts will not use flammable liquids of any kind in the starting or maintenance of a fire. Operation of Stoves and Lanterns will be under the direct supervision of an adult. Scouts will not be permitted to use "Whisperlite" or other backpacking stoves without first successfully completing the BSA Lantern and Stovemanship Safety course. A "Fireman's chit" card is issued on completion.

IV. EQUIPMENT.

A. Policy. Scouts in Troop 1970 are expected to respect and properly care for their equipment. All Troop equipment will be stored in the specified equipment storage space except for that specifically exempted by the SM.

B. Quartermaster Duties. The Troop Quartermaster (QM), as advised by the Committee Coordinator for equipment, will be responsible for:

- (1) keeping an accurate inventory (formal inventories to be conducted in January and June of each year)
- (2) keeping the storage area neat and properly stowed
- (3) advising the designated adult equipment advisor of the status of the equipment (what needs repair/replacement,

etc.)

- (4) properly checking in/checking out and otherwise accounting for equipment.
- (5) providing instruction for proper care of equipment.
- (6) Ensuring that all equipment is returned by the second Monday following a weekend activity.

C. ASM for Equipment. The ASM for equipment will work with the Troop Committee to maintain an accurate inventory list of equipment, and to make purchases as necessary to properly obtain and maintain equipment for the Troop. Items no longer considered serviceable will be disposed of after committee approval.

D. Loaning Equipment. Troop equipment may be loaned to members of the Troop and their families, other Scout organizations, Troop 1970's Chartered Organization groups, and Community Service organizations with the approval of the SM. Other loans (to individuals not registered with the Troop, etc.) will require SM and Committee Chairperson approval through the Committee Coordinator for Equipment.

E. Minimum Equipment. As a minimum, Troop 1970 will maintain the quantity and type of equipment listed below to support a campout attended by all Scouts registered with the Troop and a minimum of two adult leaders. Additional items, including those to support the Troop's High Adventure program may be acquired with Committee approval. All other pieces of personal camping gear are expected to be provided by the Scouts themselves.

Minimum Troop equipment:

- (1) tents
- (2) tarps
- (3) Patrol cooking stoves
- (4) Patrol cooking equipment
- (5) portable lighting
- (6) Troop First Aid kit
- (7) Troop general purpose tool and repair kit
- (8) Troop line/rope
- (9) Patrol equipment/food storage and carrying boxes
- (10) Patrol coolers
- (11) Patrol water containers
- (12) Patrol saws
- (13) Patrol shovels
- (14) Troop axes
- (15) Merit Badge pamphlets as designated by the Librarian and approved by the Committee Coordinator for Advancement
- (16) ten Knot tying training kits
- (17) one Orienteering training kit.

F. Accountability. Scouts will be accountable for the proper care and maintenance of Troop equipment. Scouts will assist in taking care of Troop equipment by reporting any damage when noted. Scouts will not abuse Troop equipment, nor will they tolerate any other Scout doing so. Abuse of equipment will be reported immediately to the Troop leadership. Equipment being checked back in that has not been refurbished properly (tents not properly dried and cleaned, dirty patrol cooking equipment, etc.) will be returned to the Scout for corrective action. The cost for repair or replacement of any equipment willfully damaged by anyone will be recovered from that individual through Troop Committee action.

V. RECORDS/REPORTS.

Proper records are essential to the proper operation of any organization. Troop 1970 will maintain the following records as a minimum:

- (1) Medical: retained by the SM.
- (2) Activities: maintained by the adult coordinating the event (campout, fund raiser, service project, etc.).

Note: All keepers of records are expected to keep organized files which they will turn over to the individual who takes over their duties. Additionally, at the completion of any fund raiser or major Troop activity, the coordinator for that event is to submit a report of that activity to the Committee Chair or Scoutmaster as appropriate.

VI. FINANCIAL SUPPORT

A. Policy. Funding for the Troop's approved Annual Program will be provided through Committee action which will include adequate fund raising and provisions for expenditure.

B. Fund Raising. Troop 1970 will fund its activities primarily through Fund Raising. The Troop will conduct fund raising activities each year as follows:

- (1) BSA Popcorn Sale
- (2) Spring Fund Raiser
- (4) Additional and Venture Patrol Fund Raisers as deemed necessary

C. Disbursements. Disbursements for Troop Activities will be made by the Committee Treasurer. Committee approval in advance is required for any unusual or large (greater than \$200.00) disbursement. Each check will require only one approval signature. Those approved to sign checks will be the Treasurer, the Committee Chairperson, and the Scoutmaster. Signatures of

the Committee Chairperson and Scoutmaster should only be used when absolutely necessary.

D. Audits. The Treasurers records will be audited annually prior to the start of the Scout year by a procedure specified by the Committee Chair. The records may also be audited, if requested, as part of the Treasurer turnover process.

E. Scout Bucks Program. Troop 1970's "Scout Bucks" Program is designed to accomplish three purposes:

(1) to incentivize participation in fund raising activities by the Scouts and their families. A proportionate percentage of the profits attained will be placed in each participating Scout's personal account. The more a Scout and his family earns for the Troop, the more they earn for the Scout's personal account.

(2) to offset some of the personal Scouting expenses of the scout. Scout Bucks may be spent on virtually anything having to do with Scouting.

(3) to teach Scouts basic business practices and financial responsibility. Scouts will need to keep track of how many Scout Bucks they have.

Deposits. Deposits into the Scout Bucks accounts will be made upon close out of each fund raising activity. The percentage of profit distributed to Scout Bucks accounts will be determined by committee action as part of the fund raising activity's close out.

Statements/Balance Inquiries. How much is in each Scout's account will be published as part of the Troop's newsletter. Account balances may be checked by calling the Committee Treasurer.

Expenditures. Scout Bucks will be spent using the following procedure.

(1) If in doubt, verify with the SM, an ASM, the Committee Chairperson, or the Committee Treasurer whether Scout Bucks can be spent on a particular item.

(2) Fill out a Scout Bucks Expenditure form, an Attachment to these Regulations, Policies, and Procedures. Have a Parent/Guardian sign it.

(3) Submit the form to the SM for approval. If applicable, attach receipt (if the Scout purchased an item, a receipt is required; receipts are not required for campsite fees).

(4) After signing final approval, the SM will forward the form to the Troop Committee Treasurer who will expend Troop funds accordingly (write a check reimbursing the amount requested back to the name at the top of the form, put troop funds toward the event you requested, etc.).

(5) the Treasurer will then subtract that amount from the Scout's account.

Policy for Terminating Scout Bucks Accounts. Scout Bucks accounts will be terminated when Scouts transfer to another Troop or leave Scouting. If a Scout transfers to another Troop, he may still expend Scout Bucks through Troop 1970 until four months from the date of his transfer. After four months, unless otherwise provided for, all remaining Scout Bucks in his account will be reabsorbed in to the Troop's general fund. Should a planned expenditure exceed four months, parents should notify the Committee Treasurer. When a Scout leaves Scouting, all remaining Scout Bucks in his account on the day he is dropped from the Troop's rolls will be reabsorbed into the Troop's general fund. Scouts are encouraged to spend their Scout Bucks accounts down to zero (but on authorized items) prior to transfer to another Troop or leaving Scouting. They may also donate their Scout Bucks to the Troop, if desired, as part of their transfer/drop from Scouting process.

F. Scholarship Program. It is Troop 1970's policy that no Scout assigned to the Troop should miss Troop activities because his family cannot meet the cost requirements. Accordingly, families who are experiencing financial difficulties are encouraged to discuss their situation with the SM, the Committee Chairperson, or any ASM or Committee member they feel comfortable discussing this issue with, to arrange the necessary financial support or "Scholarship" for their Scout(s), through only the members of the committee who need to know (Treasurer, Committee Chairperson (if not contacted originally)). An account will be kept by the Troop Treasurer for each Scout on Scholarship. Families of Scouts on Scholarship are expected to repay the Troop if and when possible, on a plan agreed to by the Committee Chairperson and the family. Scouts on Scholarship are expected to participate aggressively in Troop fund raisers. Half of the Scout Bucks earned by the Scout will go toward repaying the debt owed to the Troop, the remainder will go to the Scout's Scout Bucks account. All matters having to do with the Troop's Scholarship program will be handled with the utmost of discretion.

G. Claims/Refunds for Expenses. On occasion, people will make expenditures on behalf of Troop 1970. These can be recouped using the Troop 1970 claim form, an attachment to this document. When making expenditures on behalf of the Troop, since BSA expenses are sometimes exempt from sales tax, use of the appropriate state's tax exempt form is encouraged, particularly for larger expenses. It is requested that claims be submitted within 30 days of the expenditure to enable efficient balancing of the books and associated Troop budget decisions.

H. Policy for Financial Support for Adult Participation in Activities.

Generally, for routine activities (not including Summer Camp and the week long High Adventure Trip), campsite and other associated fees for the adults/Scouters supporting Troop activities will be paid by the Troop. Costs for food will be paid by the participating adults. Special costs (canoeing fee, rafting fee, amusement park fees, sport ticket) will be paid by the adults. On the occasions when Troop 1970 sponsors a family campout/activity, campsite/activity fees will be paid by the family. Financial support for Summer Camp and the week long High Adventure activity will be determined by Committee action. Fees for adult training will be paid by the Troop, subsequent to approval of adult(s) participation in the training by the Committee.

VII. ADULT SUPPORT.

A. General.

One of the strengths of Troop 1970's program is the support it receives from its parents and guardians. It cannot be overemphasized how crucial this is to the Troop's success. Support by adults from a Scouts family is welcome and needed for a successful program. While adult participation as a Committee member or as a SM/ASM is needed, there are many other opportunities to support the troop. These include and are not limited to: attending troop activities; providing transportation; and serving as a Merit Badge Counselor. Parents/Guardians are required to support Troop 1970's activities. It is part of the commitment you make when you enroll your Scout in the Troop. This is the best method to ensure your son(s) is/are getting the maximum benefit from the program. One of the most important things parents can do is ensure their Scout regularly attends the Troop meetings. This may take some supervision and encouragement to help the Scout arrange his schedule where he can make the meetings. Reminding your Scout about his responsibilities is also necessary if Scouts are to get the most from the program.

Troop 1970 encourages its parents to follow what we refer to as the "Scout Parent Law"...A Scout Parent is Committed, Encouraging, Involved, Fair, Fun loving, Firm, Attentive, and Forgiving."

The following are some of the things a parent can do to support their son's success in Scouting.

(1) Review with your Scout what he learned at the last Troop meeting, campout, or other activity. Perhaps you can encourage

him to demonstrate a new skill or discuss something he learned. Not only does a Scout learn a skill better when he demonstrates it, but sometimes the parent learns something new as well.

(2) Track your Scout's advancement progress. By reviewing his book with him, you can determine where you can encourage your son to focus his efforts.

(3) Participate with your Scout in developing his skills. You can do this in any number of ways, and some of the most important can be done at home. If you don't already know a skill, you can learn it together and add to it your personal insight, the kind that can't be found in any Scout handbook.

(4) Take advantage of opportunities to let your Scout advance with other Scouts in the Troop. Working on advancement is often more fun when two or more Scouts are involved. Helping your Scout make the necessary arrangements to work with other Scouts may be all that is needed to get him through a skill that he is struggling with.

(2) Participate in Outdoor Activities (Service Projects, Campouts, Fund Raisers).

B. Patrol Mentors.

As a further enhancement to the success of the Scouts, Troop 1970 employs Patrol Mentors. Adults are encouraged to participate as Patrol Mentors. Guidelines are an attachment to this instruction.

VIII. MEMBERSHIP INFORMATION/REQUIREMENTS.

A. Membership.

Troop size is set at a maximum of fifty Scouts. This maximum may be exceeded if a new Scout is the brother of an existing Troop member or otherwise decided by Committee action. Patrol size and composition will be determined by the SM. Usually, patrol size will not exceed ten Scouts. When necessary, the SM will maintain a waiting list of Scouts who desire to join Troop 1970. As positions open, the SM will contact the family and invite them to join the Troop.

B. Dues and Registration. Upon registration with the Troop, a new Scout will pay BSA registration, Boy's Life subscription (optional), and an additional fee to the Troop Treasury for operating expenses (including insurance). If the Scout is coming from Cub Scouts, or is a transfer from another Troop, only the transfer fee, and Troop operating expenses (prorated to the next re-charter) are required.

Scouts joining Troop 1970 will receive Troop numerals to put on their uniform and a Troop neckerchief. Badges of rank and office, Merit Badges and any special awards are provided by the Troop as they are achieved/earned.

Membership is renewed each year at re-charter time (September), by paying BSA registration, an operating expense fee, and Boy's Life subscription (optional).

A refund of the Troop operating expenses will be given on a pro-rated basis, to each Scout who notifies the Troop that he is leaving.

IX. AWARDS/RECOGNITION

Troop 1970 endorses all of the awards and other forms of recognition that are published in various BSA publications. In addition, annually, Troop 1970 will present three troop-sponsored awards at the June Court of Honor.

A. Scout of the Year. Selected by the Scoutmaster as the Scout in Troop 1970 who has done the most to support the Scouting Program over the past year. In selecting the Scout, the SM will review the Scout's advancement, leadership, service, fund raising efforts, and overall contributions to the success of Troop 1970's operations.

B. Adult/Scouter of the Year. Selected by the SM as the adult who has made the greatest contributions toward the success of the troop's operations over the past year. In making his selection, the SM will review the adult's support of the troop's activities through participation in Committee actions, support of fund raising, and other involvement with the troop's program. Additionally, he will consider how well the adult has fulfilled his role as an advisor to the scouts and an example for them to follow.

C. Patrol of the Year. Selected by the Scoutmaster as the patrol that has done the best over the past year in using the patrol method to bring about success. In making his selection, the SM will consider the overall participation of the patrol in the troop's activities and how well they have demonstrated the team building associated with the patrol method. Additionally, he will review the advancement, cooperation and enthusiasm of each member of the patrol as an indication of how well the team has supported each other toward their individual, as well as team goals.

X. LIST OF BSA GUIDING PUBLICATIONS

Reference has been made throughout these Regulations, Policies and Procedures to various BSA publications. While there are many more, particularly those oriented toward specific events, skills, or activities, the following list presents what is believed to be the core publications on which Scouting is based.

A. THE BOY SCOUT HANDBOOK

- B. THE SCOUTMASTER'S HANDBOOK
- C. THE BOY SCOUT JUNIOR LEADER HANDBOOK
- D. THE ORDER OF THE ARROW HANDBOOK
- E. THE TROOP COMMITTEE GUIDEBOOK
- F. THE BSA FIELDBOOK
- G. BSA TROOP PROGRAM FEATURES
- H. BSA GUIDE TO SAFE SCOUTING
- I. BSA TROOP PROGRAM RESOURCES

XI. APPROVAL/DEVIATIONS/CHANGES.

Approval of this edition of Troop 1970's Regulations, Practices, and Policies was reached by majority vote of Troop 1970's Committee. It supersedes all previous editions. While this document is the fundamental guide on how Troop 1970 will operate, when necessary, exceptions, exemptions, and waivers can be granted through appropriate Committee process. Permanent changes to this document will be incorporated through formal committee action. The Committee Chairperson will retain the "master" copy. The Committee Secretary will perform the administration necessary with issuing changes.

Committee Chair

Date