



BSA

Boy Scout Troop 278
Woodland Presbyterian Church
5217 Park Avenue
Memphis, TN 38119



RePaKeHa

Troop 278 Handbook

Policies and Procedures

This Handbook is designed to outline the application of general Boy Scouts of America policy to specific situations regarding Troop 278. BSA policy is presented in various official publications and is the final authority for resolving questions of policy. The Troop 278 Committee is the final authority for establishing and applying policy for the Troop in accordance with BSA guidelines.

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TROOP ORGANIZATION

Adult Leadership: Executives

Scoutmaster

- Is appointed by the Chartered Organization Representative
- Is directly responsible for the monthly troop program
- Is responsible for maintaining two-deep leadership at Troop Meetings and three-deep leadership on campouts
- Guides the boy leaders
- Conducts Introductory Training and Junior Leader Training for boy leaders
- Oversees the activities of the Assistant Scoutmasters
- Meets with the PLC
- Conducts Scoutmaster Conferences
- Serves on the Troop Committee

Assistant Scoutmasters

- Are appointed by the Scoutmaster
- Provide assistance to Scoutmaster in his duties
- Serve as Acting Scoutmaster when the Scoutmaster is absent
- Commit to a schedule of attendance upon establishment of the yearly calendar to ensure two-deep leadership at Troop Meetings and three-deep leadership on campouts
- May be assigned to specific areas of oversight such as Advancement, Outdoor Activities, Equipment, Merit Badges, etc.
- Serve on the Troop Committee

Adult Leadership: Committee

The committee's function is to provide support and encouragement for the Troop's boy-lead Scouting program. Normally, Committee assignments are for a two year term. During the final months of the second term, the outgoing Committee member will work with the Committee Chair to recruit and train a replacement. The Committee does the following in accordance with BSA guidelines:

- Provides adequate meeting facilities.
- Sees to it that quality adult leaders are recruited and trained.
- Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization (LUMC).
- Encourages leaders in carrying out the program.
- Carries out the policies and regulations of the Boy Scouts of America.
- Is responsible for finances, adequate funds, and disbursement in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop Property.
- Provides for an adequate camping and outdoor program (minimum 10 days and nights per year).

Executive Committee

The Executive Committee consists of the Scoutmaster, the Committee Chair and an Assistant Scoutmaster approved by the Scoutmaster, Committee Chair, and Chartered Organization Representative. The Executive Committee:

- Is in frequent communication
- Oversees the weekly functions of the troop
- Ensures that the policies and procedures of the troop are adhered to
- Recommends changes in policies and procedures to the Troop Committee

Committee Meetings

Committee Meetings are called as needed by the Committee Chair, typically three times a year approximately two weeks prior to a Court of Honor.

Committee Positions

Chair

- Is appointed by the Chartered Organization Representative
- Organizes the committee to see that all functions are delegated, coordinated, and completed in accordance with BSA policy
- Maintains close communication with the Chartered Organization Representative and the Scoutmaster
- Prepares troop committee meeting agendas; calls and presides over committee meetings
- Presides over Executive Committee meetings
- Works with the Scoutmaster on charter review and annual rechartering
- Works with the Scoutmaster and Chartered Organization Representative to ensure the quality of adult leadership and the safety of scouts

Chartered Organization Representative

- Is a member of the chartered organization (Woodland Presbyterian Church) and is appointed by the operational head of the chartered organization
- Serves as the head of the “scouting program” in the organization
- Serves as a liason between the troop and the organization
- Ensures that troop operations are compatible with the goals and policies of the chartered organization
- Works with the organization to select the Scoutmaster and Committee Chair

Secretary

- Keeps committee meeting minutes
- Trains and supervises troop scribe and historian
- Oversees publicity of the troop

Communication Coordinator

- Works with the Troop Scribe and Outdoor Activities Coordinator to distribute a monthly packet with a two-month calendar and information and permission slips for campouts
- Assists in maintaining troop web site

- Works with TroopMaster Recorder to maintain current mailing and email lists

Web Master

- Maintains troop web site

TroopMaster Recorder

- Maintains records for membership, advancement, and participation using the TroopMaster software database.
- Works with the Membership Coordinator, the Advancement Coordinator, and the Troop Scribe

Treasurer

- Handles troop funds; pays bills on recommendation of the Scoutmaster and authorization of the Troop Committee
- Maintains checking and/or savings accounts
- Maintains records of individual scout accounts
- Leads in the preparation of the troop budget
- Makes recommendations on changes to dues and camp fees

Fundraising Coordinator

- Supervises money-earning projects
- Obtains proper authorization for fundraising projects

Membership Coordinator

- Keeps in touch with Pack 278 leadership, esp. the Web II den leaders
- Organizes a fall event for the Web IIs with the first-year Boy Scouts teaching basic scout skills and sending the Web IIs home with something like a simple knot board or a fire-starter.
- Plans the Troop's involvement in the Pack 278 Fall Family Campout.
- Contacts each Web II family in late fall, early winter to discuss the Web-to-scout transition and invite them to a January troop meeting, a committee meeting, and/or an information session.
- Works with the Committee Chair to organize the information session where the program, troop handbook, and membership forms are distributed so they can be returned completed and with dues at the crossing over ceremony.
- Conducts Troop Resource Surveys

Outdoor Activities Coordinator

- Tracks the troop calendar and oversees advance planning for campouts
- Secures reservations and permissions
- Submits BSA Travel Permits to the Council
- Provides permission slips and information sheets on upcoming campout to the Communication Coordinator for monthly mailing
- Ensures transportation needs are met for each campout

Advancement Coordinator

- Coordinates monthly Boards of Review
- Supervises quarterly Courts of Honor.
- Conducts monthly progress reviews of Scouts in conjunction with Patrol Leaders
- Serves as adviser to PLC and Scoutmaster on advancement records of each scout in the troop.
- Responsible for ordering and maintaining rank insignia, preparing scout award presentations for Courts of Honor, and submitting scout advancement forms to Council
- Advises Scoutmaster and Eagle applicants on Eagle projects and applications
- Helps troop with special awards
- Provides advancement records to TroopMaster Recorder

Merit Badge Program Coordinator

- Develops and maintains merit badge counselor list
- Supervises Librarian in maintaining a collection of merit badge books
- Approves scout applications for merit badges
- Coordinates troop involvement in Merit Badge College
- Oversees registration for merit badge classes for Summer Camp
- Works with PLC in monthly programming to include merit badge advancement

Equipment Coordinator

- Works with the Scout Quartermaster to purchase, maintain, and inventory troop camping and operating equipment and supplies and coordinate the troop's uniform exchange
- Maintains troop shed and trailer.

Liaison to District and Training Coordinator

- Ensures troop representation at monthly roundtables; reports on roundtable news to Scoutmaster
- Maintains training schedule, materials and records of adult leader training
- Maintains current district calendar and assists in coordinating troop activities around district activities
- Ensures troop involvement in district activities as warranted
- Works with Secretary to ensure troop 278 is included in the council newsletter.

Chaplain

- sets a spiritual tone for troop meetings and activities
- gives guidance to the scout Chaplain's Aide
- encourages scouts to earn their appropriate religious emblems.

Nomination and Appointment Procedures

Normally, Committee assignments are for a two-year term. During the final months of the second term, the outgoing Committee member will work with the Committee Chair to recruit and train a replacement.

Training

BSA national policy requires that all adults active in the troop take the approved BSA Youth Protection Training. This training is available by video. At least one adult (as a part of the requirement for two-deep leadership) must be trained in Youth Protection to hold a Scout meeting or activity and be covered under BSA and troop insurance. Leaders are also encouraged to take advantage of job-specific training programs. Training information is available from the troop Training Coordinator.

Adult Leadership: Parents

- Encourage their son to participate fully in Scouting events and to make continual progress toward rank advancement
- Council their sons on appropriate behavior
- Ensure that scouts arrive at troop events on time
- Pick up scouts on time so that adult leaders do not have to wait
- Assist when possible in transportation of groups of scouts
- Assist where appropriate as merit badge counselors
- Are encouraged to participate in troop oversight as committee members or Assistant Scoutmasters
- Are willing to be called upon to assist Committee Members in their duties

Boy Scout Leadership

Positions and Job Descriptions

Patrol Leaders' Council

- Comprised of the SPL, ASPL, PLs, Troop Guide, and Junior Assistant Scoutmaster
- Is chaired by the SPL
- Is attended by the Scoutmaster
- Is responsible for establishing the yearly calendar at an annual planning meeting and the monthly program of meetings and campouts

Senior Patrol Leader (SPL)

- Is elected by the Troop into the ASPL position and then succeeds the outgoing SPL
- reports to the Scoutmaster
- is in charge of troop meetings, the troop calendar, and monthly themes
- is responsible for outdoor activities such as hikes and campouts
- serves as Chairman of the Patrol Leaders Council (PLC)
- supervises PL
- assists Scoutmaster in training ASPL and PL

Assistant Senior Patrol Leader (ASPL)

- is elected by the troop in anticipation of later becoming SPL
- Carries out instructions and assignments of the SPL
- Serves as acting SPL in the absence of the SPL
- Serves on the PLC
- Supervises all scout leaders other than SPL, PL, and APL

Patrol Leader (PL)

- Is elected by the Patrol
- Reports to the SPL
- Serves on the PLC meetings where he represents his patrol
- delegates the responsibilities of the patrol to the Patrol members
- encourages advancement among patrol members
- maintains patrol advancement records in cooperation with Troop Scribe and Advancement Coordinator

Assistant Patrol Leader (APL)

- Is appointed by the PL
- Assists his Patrol in carrying out duties of his Patrol
- Acts as PL in the absence of the PL

Troop Scribe

- Is appointed by the SPL
- Reports to ASPL
- Serves as troop secretary; keeps troop meeting minutes
- Is not a voting member of PLC but attends PLC meetings to record minutes
- Keeps attendance list and records uniform inspection at troop meetings and other events; submits attendance records to TroopMaster Recorder
- Compiles patrol advancement reports from PL and forwards to Advancement Coordinator on a monthly basis

Librarian

- Is appointed by SPL
- Reports to ASPL
- maintains troop literature and check-out procedures

Quartermaster

- Is appointed by SPL
- Reports to ASPL
- Works with Equipment Coordinator to maintain and track troop equipment
- Supervises scout access to troop shed and trailer
- After each campout, submits a list to the Scribe and SPL to replenish expendable supplies

Chaplain's Aide

- Is appointed by SPL in consultation with the Troop Chaplain
- Reports to ASPL
- Provides invocation and benediction at troop events
- Assists troop Chaplain in Sunday services on campouts

Troop Historian

- Is appointed by SPL
- Reports to ASPL

- Maintains Troop 278 historical documents, activity records, scrapbook, and photographs.

Troop Guide

- Appointed by the Scoutmaster
- Is usually an older, advanced scout
- Assists all Scouts in their advancements and Scouting skills.
- Serves on the PLC.

Junior Assistant Scoutmaster

- Appointed by the Scoutmaster
- Is a Life or Eagle Scout who has not reached the age of eighteen
- Assists adult leaders and Scouts of all areas of the troop.
- Serves on the PLC.

Instructors

- Are appointed by the SPL
- Are at least First Class Scouts
- Develop and teach programs that assist junior scouts to satisfy early rank requirements

Den Chiefs

- Are appointed by the SPL
- Work directly with a Cub Scout or Webelos Den Leaders in Pack 278.
- Assists Den Leaders in Den programs and Cub Scout advancement
- Serves as a role model to encourage Cub Scouts to bridge to Boy Scouts

Bugler and Musicians

- Appointed by the SPL
- Bugler sounds Reveille in the morning, Taps at night, and assembly at meals and other occasions while on campouts
- Musicians promote a musical program for Troop events.

Patrol Duties

Each Patrol Leader will appoint boys in the patrol to specific duties. Patrol duties will rotate among the scouts in the patrol each month. The Patrol Leader and Assistant Patrol Leader will share in the duties. Patrol positions include the following.

- Grubmaster
 - Supervises production of patrol menu
 - Purchases food
 - Distributes food if necessary for backpacking
 - Stores food properly
 - Submits food receipt to Treasurer for reimbursement

- Quartermaster
 - Gets equipment from Troop Quartermaster
 - Oversees patrol camp setup
 - Is responsible for patrol box and kitchen setup
 - Supervisees breaking camp and stowing gear

- Firemaster
 - Supervises firewood gathering
 - Makes and tends fire
 - Manages cooking fire and/or cook stove

- Chief Cook
 - Prepares and serves food

- Wash Table Master
 - Oversees cleanup of patrol gear used in food preparation and serving (note that patrol members are responsible for their own mess kits)

- Scribe
 - maintains attendance roster and advancement list

Election, nomination, and appointment procedures

Elections for ASPL will be held annually in late January or early February. Candidates are nominated by other Scouts. Nominees must be at least of the rank of First Class. Election is by secret ballot and will be conducted by the Scoutmaster. Once the ASPL is elected, the previous ASPL assumes the duty of SPL. The SPL then appoints scouts to all other leadership positions except PL and APL in consultation with the ASPL and Scoutmaster. All scout leaders except PL and APL serve one-year terms.

Elections for PL are held every six months in late January or early February and again at the beginning of August. Elections are conducted within the patrols. Candidates are nominated by other scouts and must be at least of the rank of Second Class. Election is by secret ballot and will be conducted by the SPL. In the event of a tie, a second ballot will include the top two candidates from the first ballot. In the event of a second tie, the SPL will cast the deciding vote. The newly elected PL appoints the APL (normally the second place vote recipient) in consultation with the SPL. Eligible APL candidates must be at least of the rank of Second Class. PL and APL serve six-month terms.

Training

Newly elected and appointed leaders will undergo introductory training within the month after their election or appointment. At least once a year, the troop will conduct a unit Junior Leader Training (JLT) program. Scouts who have completed the unit JLT will be eligible to attend the Council JLT week-long program at Kia Kima. The troop will make every effort to provide financial support to scouts attending JLT.

TROOP FINANCES

Dues and Registration

Scouts

Dues are collected for all scouts during February. First year scouts pay \$100, and scouts in subsequent years pay \$50. Of these amounts, approximately \$25 goes toward council/national registration fees and Boys Life magazine. The additional amount for first year scouts purchases tents and additional patrol gear.

Adults

Dues for new adult leaders are paid from the Troop general fund. Dues for active and trained leaders in subsequent years are also paid from the Troop general fund.

Camping and other fees

Scouts

Scouts pay a standard fee of \$15.00 per campout. Permission slips and camp fees are due at the meeting held approximately a week and a half before the campout. The camp fee covers transportation and food while at camp (usually 3 meals on Saturday and breakfast on Sunday). Scouts must bring money in anticipation of snacks and meals in route and incidental purchases such as patches and pins. Some campouts such as Camporee and Summer Camp carry additional registration fees which will be charged to the scout.

Adults

The Troop general fund will cover camping expenses of at least three adult leaders in order to meet the Troop's requirement of three-deep leadership. On general campouts, the general fund will also meet the expenses of other registered, trained adult leaders. Other adults will be assessed a \$15 camp fee. On campouts requiring additional registration fees such as Camporee and Summer Camp, if more than three registered and trained adult leaders attend, the general fund will pay the Scoutmaster's fees and cost toward two additional leaders. The balance of registration costs will be divided by the number of adult leaders minus the Scoutmaster and this amount will be assessed to each adult leader except the Scoutmaster.

Reimbursement of Expenses

Patrol Food

The Grubmaster for each patrol purchases food for the patrol and submits receipts to the Troop Treasurer for reimbursement.

Incidental expenses

Boy and adult leaders who incur incidental expenses in direct support of troop activities must seek approval of the Scoutmaster for reimbursement. With the Scoutmaster's approval and upon submission of an original receipt, the Treasurer will make reimbursement.

Travel expenses

Registered and trained adult leaders who are transporting troop scouts and/or equipment will receive reimbursement for miles driven to/from outdoor events at a rate of \$0.10 a mile. Also, food and registration expenses will be paid from the troop's general fund, excluding food purchased in route.

Troop Accounts

General Fund

The general fund, maintained through dues and fundraising activities, will be used to pay equipment and supply expenses (including scout awards) and to reimburse expenses of registered, trained adult leaders. If the general fund reaches a sufficient level of surplus, the Troop Committee may authorize its use to support individual scout activities such as summer camp.

Individual Scout Accounts

This account can be used for troop activity fees and pertinent scout equipment. This account belongs to the troop. If the scout retires or leaves the troop his personal account value will be spread among the other scout accounts. Individual scout accounts may receive funds through donations on behalf of the scout or through the participation of scouts in general fundraising activities as noted below.

Fundraising

The troop will hold periodic fundraisers to support its activities. Eighty percent of the money raised in general fundraisers will go into the general fund; twenty percent of the money raised in general fundraisers will go into the individual scout accounts of those scouts who participated in the fundraising activity. Scouts may also hold special interest fundraisers to support patrol activities, special trips such as Philmont or National Jamboree, or to provide service to others.

TROOP PROGRAM

Program Goals (general)

It is the purpose of the Boy Scouts Of America to provide an effective program designed to instill within the youth desirable qualities of character, to train them in the responsibilities of participating citizenship, and to help develop their personal fitness, providing this country with citizens who:

- are physically, mentally and emotionally fit.
- have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
- have personal and stable values firmly based on religious concepts.
- have the desire and skills to help others.
- are knowledgeable about and take pride in their American heritage and understand America's role in the world.
- have a keen respect for the basic rights of all people.
- are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society.

It is the goal of Troop 278 to provide a 12 month program to fulfill the purpose of the BSA in an environment that emphasizes respect, participation, open-mindedness, encouragement, safety, and fun.

Calendar

Calendar Planning

During the summer, a preliminary, eighteen month calendar will be drafted by the Executive Committee. Early in August, the PLC will hold a planning retreat to review the draft and establish specific activities. At its next meeting, the Troop Committee will approve the calendar. Throughout the year, the Executive Committee reviews and modifies the calendar as needed subject to the approval of the PLC and within the guidelines established by the Troop Committee. A current calendar will be maintained on the troop website.

Frequency of Activities

Troop meetings normally will be held every Thursday with the following exceptions: July, during the second half of December from 5:00-6:30 at Woodland Presbyterian Church, and as specified by the PLC due to special conflicts involving a large number of the members of the troop.

Campouts normally will be scheduled every month except in July and December. In July and December, an effort will be made to hold an outdoor, day event.

Courts of Honor normally will be held three times a year, in January, May, and September, to recognize scout advancement and achievements. Courts of Honor will be held from 7:00-8:00 on a Thursday evening to be followed by light refreshments.

Committee Meetings normally will be held three times a year, in January, May, and September, approximately two weeks prior to the Court of Honor, at a time and place designated by the Committee Chair.

Troop meetings

Troop meetings, conducted by the SPL, will follow the following general agenda: opening with Pledge of Allegiance, Scout Oath and Scout Law; announcements; advancement or scout skill building activities; Patrol meeting (to plan for campout, record advancement, etc); Patrol or Troop competition or game, final announcements, closing with Troop 278 motto. BSA policy requires that at least two adults be present at any troop function.

Outdoor Program

Monthly outdoor activities will generally involve camping along with hiking, backpacking, conservation projects, skiing, swimming, boating, biking, etc. Troop 278 will also spend at least one week in residence at summer camp and will seek opportunities to participate in Philmont, National Jamboree and other special events as they arise. Scouts must submit payment and a signed permission slip for each outdoor activity by the designated deadline (normally two meetings before the activity) and must meet the participation requirement (see below) in order to attend the outdoor activity. While BSA policy requires that at least two adults be present at any troop function, Troop 278 normally will require that at least three adults be present at outdoor activities.

MEMBERSHIP, ATTENDANCE AND PARTICIPATION

Joining the Troop

Scouts

Troop 278 invites any boy who meets the BSA eligibility requirement to become a member of Troop 278. New members must submit the following items to the Scoutmaster. Scouts transferring from another troop must also submit advancement records.

1. Completed **BSA membership form** with parent/guardian signature (remember to fill out health history on back of form.)
2. **\$25.00 registration fee** (includes council fee and Boys' Life subscription; this fee is \$1 for scouts registered with another troop who are transferring to Troop 278)
3. **Annual dues** – typically \$75.
4. Completed **Troop Resource Survey**.

Furthermore, for scouts to begin participating in outdoor activities, the troop must have on file:

1. Completed **BSA Class 1 Medical Form (Class 3 required for summer camp)**.
2. Troop 278 **Annual Permission and Release of Liability** form.
3. Signed **Permission Slip and payment** approximately one and a half weeks prior to each outing.

Parents of new scouts must meet with a designated troop leader for a parent orientation to Troop 278.

Adults

Parents of scouts and other adults associated with Troop 278 are encouraged to become registered leaders. Adult registration fees will be paid by Troop 278. Adults are subject to background checks by the Chartered Organization to help insure the well-being of the scouts. Adults working directly with the scouts are also required by BSA to complete Youth Protection Training and are encouraged to pursue additional position training offered by the local district.

Attendance and Participation

In order for a scout to participate in outdoor activities and advance in rank, he must be in Good Standing or have permission of the Scoutmaster. Good Standing status is designated for a scout who is current in his registration and dues and who has attended at least fifty percent of the troop meetings in the prior three months. In order to for a scout to hold a leadership position, he must meet the requirements for Good Standing and have an attendance record of at least 75% in all troop activities in the prior three months.

Timely drop-off and pick-up

It is important to the program and considerate of adult leaders that scouts arrive at scout meetings and events on time and depart on time. A scout who is continually tardy or who is not picked up in a timely manner, at the discretion of the Scoutmaster, may forfeit his Good Standing status and may be restricted from participating in other troop activities.

ADVANCEMENT

Advancement Procedures

It is the Scout's responsibility to be familiar with the Boy Scout Handbook and the requirements for rank advancement. While the troop will monitor progress and schedule activities to support rank advancement, the scout should make opportunities for himself to complete the requirements. To receive credit for advancement, the scout must obtain the initials of the Scoutmaster, Assistant Scoutmaster, or a designated boy leader such as the SPL, ASPL, PL, or an Instructor upon completion

of each requirement. Normally, parents or relatives of a scout may not credit him for advancement. The Scout Handbook with the initialed requirements is the primary record of advancement. The Assistant Scoutmaster for Advancement will keep troop records in an electronic database.

A scout who has nearly completed the requirements for the next rank, should present himself in Class A uniform to the Scoutmaster and request a Scoutmaster Conference. Following the Scoutmaster Conference and upon completion of all requirements for advancement, the scout will undergo a Board of Review.

Boards of Review

Boards of Review will be conducted upon the recommendation of the Scoutmaster. The Board will consist of at least three adult leaders. The Board will not include the Scoutmaster and will include at least one individual who does not serve as an Assistant Scoutmaster. Scouts may be questioned on any or all of the requirements completed for the rank under consideration as well as for earlier ranks. The Board will make the final recommendation for advancement based on its assessment of the scout's preparation to advance to the next rank in light of the scout's answers to its questions and the skills demonstrated by the scout. Scouts must be in Class A uniform for the Board of Review. Immediately upon passing a Board of Review, a scout will assume the new rank and will receive the patch at the next troop meeting.

Courts of Honor

Courts of Honor will be held approximately three times a year. Scouts and adult leaders must be in Class A uniform. Scouts will receive recognition and cards for rank advancement completed since the previous Court of Honor and will receive merit badges earned since the last Court of Honor. Special events, awards, and achievements will also be recognized.

Merit Badge Program

Scouts may earn merit badges on their own or through a troop activity such as at Summer Camp, Merit Badge College, or a troop meeting. Scouts must meet with the Assistant Scoutmaster for Merit Badges or his representative and obtain his approval for working toward the merit badge. The approved scout will receive a merit badge card and the name and contact information for the appropriate Merit Badge Counselor. The scout will meet with the Merit Badge Counselor to get advice and set expectations for working toward the merit badge. Note that scouts may not meet with Merit Badge Counselors alone but must have someone else in attendance such as another scout, a parent, or a friend. The scout will then read the merit badge book and complete the requirements. The scout will meet again with the merit badge counselor to verify completion of the requirements and obtain a signature on the merit badge card. The scout will submit the completed card to the Assistant Scoutmaster for Merit Badges. The scout will receive the merit badge at the next Court of Honor. Normally, parents and relatives may not serve as merit badge counselors for their own scouts. However, leaders and merit badge counselors may serve as Merit Badge Counselors for their own sons providing another leader co-signs the card indicating that there has been independent verification of the completion of requirements.

DISCIPLINE

The Scout Oath, the Scout Law and the Troop 278 Code of Conduct (RePaKeHa) prevail on all indoor or outdoor activities for each Scout and adult in Troop 278. Therefore, dishonesty, fighting, hazing, profanity, pornography, non-prescribed drugs, alcohol, and tobacco are absolutely prohibited. (Adults

choosing to use tobacco products must do so out of sight and down wind of scouts.) The highest Scouting standards will be maintained with no exceptions. Parents should encourage their son to strive for these ideals.

Following the BSA program promoting boy leadership, the boy leaders, with the guidance of the adults, have the authority to correct improper behavior. Normally, the Senior Patrol Leader and Patrol Leaders will address minor issues relating to disruptive scout behavior by talking to the scout and having him sit out for a time. At no time will a boy or adult leader physically hit, kick, slap, or push a disruptive Scout to discipline him. However, if the safety of the Scout or others is in question, boy or adult leaders may physically restrain the disruptive Scout to prevent harm until his parents or proper authorities arrive on the scene.

Parents should be prepared to pick up their son if he violates BSA standards or is excessively disruptive at meetings or activities. In such cases, the scout who is in violation of behavioral policy will call his parents to take him home and a conference between he, the Scoutmaster and his parents will take place as soon as possible to resolve the issue.

A Scout who commits a serious infraction or has repeated offenses will be sent home and may be restricted from meetings, campouts, and activities. The Scoutmaster will notify the parents in writing of the incident and the action to be taken within a week of the infraction. The Scoutmaster will hold a conference with the parents and scout to address questions and concerns. The parents will then have one week to respond to the allegations about their son and the incident. Then, at its earliest convenience, the Executive Committee will consider the incident, the Scoutmaster's recommended action, and the parent's and scout's responses and make a final decision on the disciplinary action. In the event that the Scoutmaster was not present at the time of the infraction, the adult who was in charge shall also be included in all meeting and decisions on disciplinary actions taken, although he or she will not have a vote in the Executive Committee's final action. Disciplinary actions may include a written warning, suspension from Troop activities for a period of time, or involuntary removal from the Troop roster and forfeiture of pro-rated dues.

Scouts will be held financially liable for any damage to troop or individual equipment. After consulting with involved parties, the Scoutmaster will decide if a boy is liable for any damage or loss and will notify the scout's parents. The Scoutmaster can decide to automatically deduct any damages from the individual scout account or to seek replacement or repair costs from the scout and his family.

SAFETY

Every effort will be made to plan and conduct activities with an emphasis on safety and at a level consistent with the skill and experience of the participating scouts. Troop 278 will follow all BSA requirements regarding health and safety. The troop will maintain health records, annual medical release forms, and event permission slips. At least two adults will be in attendance at all activities; at least three adults will be in attendance at outdoor activities. Normally, at least one adult will be trained in first aid and certified in CPR. Troop 278 will schedule activities for new scouts to insure that they are trained in first aid early in their scout careers. Adults supervising swimming, boating, and climbing activities will be certified and current in the BSA training programs in Safe Swim Defense, Safety Afloat, and Climb-on Safety, respectively. Adult leaders will be required to complete Youth Protection Training.