

## ***Conduct and Discipline Policy***

### Behavior:

- ◇ If a boy misbehaves during any event, he will be corrected by youth Leadership and, if necessary, by the Scoutmaster.
- ◇ If a boy continues to be unruly, the Scoutmaster will call his parents to come to take him home.
- ◇ Only after the boy talks it over with his parent(s) or guardian(s), will he be allowed to attend the next meeting or activity.
- ◇ If he still misbehaves, his parent(s) must come with him to all Troop activities for the next six months, at the Scoutmaster's discretion.

### Contraband:

- ◇ Tobacco, alcohol, drugs, sheath ("hunting") knives, axes, firearms and other weapons, fueled ("cigarette") lighters and all entertainment electronics are not allowed at any Scouting functions unless specifically approved by the Scoutmaster. (Prescription drugs for campouts must be given to the Scoutmaster and will be administered by him.)
- ◇ If found, these things will be confiscated and returned only to the Scout's parents.
- ◇ A Scout is expected to possess and use a folding blade knife *only* if he has earned his Totin' Chip card and has it with him.

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### ***Statement of Understanding and Agreement***

I have read, understood, and agree to be bound by this Policy.

\_\_\_\_\_  
Sign & Date:

\_\_\_\_\_  
Scout

\_\_\_\_\_  
Parent

# Jenison Troop 354's Operations Manual

March 2008

*Boy Scouts of America  
Gerald R. Ford Council  
Lakeshore District*

Chartered by  
Knights of Columbus #7487

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### *Statement of Understanding and Agreement*

Read the next page. Sign it.  
 Have a parent or guardian sign it, too.  
 Tear it out of this pamphlet.  
 Give it to the Scoutmaster

Date that you signed the last page and turned it in:

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## On My Honor...

A boy who chooses Scouting accepts the Scout Law:

A Scout is

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent

The Scout promises to guide his behavior:

I will do my duty;

I will obey the Scout Law;

I will help other people at all times;

I will keep myself physically strong;

I will keep myself mentally awake;

I will keep myself morally straight.

Serious stuff!

### ➤ Structure

- Individual Boy Scouts are organized into Patrols of 6-to-8 Scouts.
  - ⇒ Scouts elect a *Patrol Leader* who appoints one *Assistant PL* and assigns other duties: *Patrol Scribe, Patrol Quartermaster, Patrol Grubmaster*, etc. Each Scout should have a special responsibility in his Patrol.
- The Patrol Leaders Council coordinates the Troop activities. The Patrol Leaders Council sometimes is called the “Green Bar Brigade” (look at the leadership badges to see why).
  - The PLC is made up of the *Senior Patrol Leader*, his appointed *Assistant SPLs*, the elected *Patrol Leaders* and their assistants, along with the other leadership youth (*Troop Quartermaster, Troop Historian, Troop Scribe, Troop Chaplain Aide*, etc.).
  - Learn what the different Leadership positions are and what those boys have to do by looking up the “Organization and Duty Chart” on our Web page ([www.jenisonbsa.org](http://www.jenisonbsa.org)).
  - You can learn to be a Scout leader at our *Junior Leader Training* (or “JLT”) sessions that we hold every other year.
- We may have a Junior Assistant Scout Master who is a Scout (a youth) appointed by the Scoutmaster. His job is to advise and help the SPL. The JASM reports directly to the Scoutmaster.
- Adult leaders (“Scouters”) provide support and guidance.
  - The *Scoutmaster* and his *Assistant Scoutmasters* help the elected and appointed Scout leaders with advice, oversee training, and deal with emergencies and away-from-home medicine. They have had special training in youth leadership and Boy Scout operations.
  - The *Troop Committee* is the group of adults that sets the policies for the Troop and gets the money to make things work. These are the moms and dads who make

Scouting possible. There is special training available for them, too.

⇒ The Troop Committee is like the Board of Directors in the business world that provides the resources and set policies for a corporation; the Scoutmaster is like the president (or CEO) of the company, in charge of daily operations.

⇒ In our Troop, the Troop Committee has an “executive board” composed of the Chairman, Treasurer and Secretary who may spend money and make quick decisions between the full Committee’s monthly meetings.

- At least two adult leaders must be present for any Troop event.
- Our Charter Organization is the legal “owner” of the Troop; the Knights of Columbus Chapter 7487 is responsible for us.
  - The Knights provide some money for operations or equipment.
  - The Troop Committee Chairman makes a yearly report to the Knights.
  - The Scouts help with the Knights’ annual *Tootsie Roll Drive* and other occasional community projects.
- Troop 354 is part of the Lakeshore District of the Gerald R. Ford Council.
  - The Council coordinates all the Scouting units (Cub Packs, Scout Troops, Venture Crews, etc.) in 13 counties of West Michigan.
  - The Council and District educate and train the adult Scouters, hold annual events to raise money (such as the Popcorn Sale) or to help the community (“Scouting For Food”), and provide fun activities for the Scouts (like the “Klondike Derby” and “Mackinac Rendezvous”). The Council owns the Gerber Scout Reservation and runs summer camp.

- After each campout, you and your tent buddies must take the tent home and dry it out, clean it out, fold it up neatly and return it by the next Monday meeting. That’s usually the next day, so pay attention!

- For each campout, you need to be dressed properly *and* you need at least these items:
 

sleeping bag	flashlight
sleeping pad	toiletries
cup, bowl, and spoon (“mess kit”)	Scout <i>Handbook</i>
- Our Troop website can tell you what you need. Go to the FAQ page and click on “camping”. Also, check out “Links” for where to buy stuff.
- Troop Equipment covers the big, heavy stuff that everybody uses.
  - For regular campouts, we supply the tents and all the cooking equipment, ropes, tarps, gas lanterns, food, fuel and fun.
  - For backpacking campouts, we supply lightweight one-burner stoves and fuel, special water filters, tents, groundcloths, and maps.
    - ⇒ You bring the compass ...always!
    - ⇒ Your “food buddy group” supplies your own trail food.
  - For High Adventure trips or other outings, the SPL will tell you what equipment is needed.
- When you use Troop equipment, you accept responsibility for taking care of it.
  - ...and responsibility for bringing it back!
    - ⇒ You must return it in good condition.
    - ⇒ You must report all damage so that it may be fixed.
  - If you abuse your tent, you will have to buy it.
    - ⇒ If you let your tent stay wet and dirty after a campout, it will get mildew and rot and you will have to buy it.
    - ⇒ If you drag your tent across concrete or across big stones, it will get holes in and you will have to buy it.
    - ⇒ If you try to put your tent in your mom’s washing machine, it will get *big* holes in it and you will have to buy it.

- The Boy Scouts of America (what we call “National”) oversees all Scouting in this country, operating through its various Councils.

### ➤ *Operations*

- Troop meetings are held every Monday that school is in session (from the first school day in August to the last one in June).
  - If school closes on a Monday for any reason (holiday or weather), there is no meeting that night.
  - The Troop meets at GUMC (at the corner of Baldwin Drive and 28<sup>th</sup> Avenue).
  - The meetings start at 7:00pm and end at 8:30pm.
  - This is a formal meeting. You must wear a Class-A uniform (you can change in the car or the restroom on the way from your ball game).
- Patrol meetings are held at least once a week. Usually, time is set aside at the weekly Troop meetings.
  - Patrols may meet outside of the Troop meetings.
  - Patrols may do their own events, even go on their own campouts, bike trips, canoe floats or even Whitecaps games, with permission of the Scoutmaster. Patrols must also have two adults attend their activities.
- The Patrol Leaders Council meets every month to plan all activities.
  - The PLC must have detailed plans for each Troop meeting, campout or other activity, two months in advance.
  - The SPL may appoint special committees of Scouts to coordinate special events, like planning ceremonies at the next Court of Awards.
  - The SPL, ASPLs, Patrol Leaders, APLs, Scribe, and JASM are required to attend each PLC meeting.
    - ⇒ If you expect to be absent (even for a sickness) you must have a *prepared* Assistant represent you!

- Other Green Bar leadership Scouts (Scouts (Librarian, Quartermasters, etc.) should be at every PLC meeting. Your ideas and enthusiasm are important!
- If the PLC meets outside of the regular weekly Troop meeting, you should wear your Class-B uniform.
- The SPL should have a written agenda prepared (and distributed, for instance, by e-mail) in advance of each PLC meeting.
- The adult Troop Committee meets once a month.
  - The Chairman should have a written agenda distributed to all parents and Committee members (probably via e-mail) one week in advance.
  - The Scoutmaster must attend (and the JASM is encouraged) even though neither is permitted to have a policy vote.
  - The SPL must attend to report on Troop activities from his perspective.
- Annual Planning
  - At Summer Camp, the Scout themselves, with guidance from the PLC, plan the next 12 months of activities: campouts, special events, etc.
  - The SPL and the Scoutmaster tentatively agree to that plan and informally present the proposal at Summer Camp Parents' Night.
  - The Scoutmaster and Committee Chairman put dates to the events and include every foreseen activity, including fundraisers and Courts of Awards through the next operating year. They present that plan to the Troop Committee in August.
  - The Troop Committee publishes the entire 12-month plan as soon as possible (preferably before the first fall meeting).
  - All plans are tentative until finalized by the PLC just before each event.

- You may pay your Dues and your Activity Fee out of your Scout Account as long as you have money in it.
- If your parents drive other Scouts to a campout, they may consider that expense to be a tax-deductible donation (tell them that our sponsor, the Knights of Columbus, is a “501(c)(3) charity”). Your family can get tax receipt paperwork or reimbursement vouchers from the Committee Treasurer. You can also print it out from our website.
- Our Troop sells “Boy Scout Popcorn” to help raise money for you and for the Council.
  - You will earn cash into your Scout Account for each package you sell, as much as 33% of your total sales after the first \$100.00!
- Our Troop also sells Christmas Wreaths every year just before Thanksgiving.
  - If you sell at least 10 wreaths, you do *not* have to pay the Activity Fee!
  - For every wreath you sell (including the first 10), you get \$3 in your Scout Account. So—
    - ⇒ If you sell 1 wreath, you get \$3.
    - ⇒ If you sell 10 wreaths, you get \$30, which could pay for three campouts!
    - ⇒ If you sell 30 wreaths, you get \$90, which is enough to buy a very warm sleeping bag!
    - ⇒ If you sell 100 wreaths, you get \$300, which almost pays for all of Summer Camp *plus* most of the Mackinac Honor Camp, too!
- *Equipment*
  - You need the right gear to have safe fun in the outdoors. You will use Personal Equipment and Troop Equipment.
  - Personal Equipment is stuff you bring. It includes your sleeping bag, your clothes and hiking boots, your mess kit and canteen, and other personal gear.

- You may use your Scout Account to pay for campouts, summer camp, special trips and High Adventures.
- You may use your Scout Account to pay for equipment you need, like a sleeping bag, a backpack, a canteen, or even a flashlight.
  - ⇒ How? Click on the “\$” sign on our website FAQ-page.
- Even though the Scout Account has your name on it, if you leave Scouts the money goes back to our General Fund.
  - ⇒ The Committee Treasurer will keep a note of that and, if you re-join again within the next 12-months, you will get “your” Scout Account back just the way you left it!
  - ⇒ When you leave the Troop at the age of 18, whatever money you did not spend will stay with us.
  - ⇒ Your Mom or Dad may ask to transfer the money in your Scout Account to your brother’s Scout Account.
  - ⇒ If you earn Eagle, we will give you whatever is left.
- Dues are \$50/year for the first Scout in each family and \$45/year for any others in the Troop at the same time. The dues include the Boys’ Life magazine, your dues for National, and some money to operate the Troop.
  - Dues for your Mom or Dad, if they join the Committee, are \$10/year.
- We also charge an Activity Fee of \$30/year.
  - You do not have to pay that Activity Fee if you give good help during our fall holiday fundraiser.
- The Dues and the Activity Fee must be paid by November 30<sup>th</sup>.
  - If your Dues are late, you will have to pay an extra \$5.

- ⇒ Major schedule changes should be made in advance so that the Scoutmaster may advise the Committee.
- ⇒ All talk of changes must include the Scoutmaster. He is the link to the car-driving/check-signing adults.

#### ➤ *Advancement*

- To become a Boy Scout, you must have finished the fifth grade or be 11 years old. You will stop being a Scout when you turn 18.
- Your first rank is “Scout” which shows that you finished “basic training”. The requirements are in the Boy Scout Handbook; you must have your own copy.
- The next three ranks are “Tenderfoot”, “Second Class”, and “First Class”.
  - You may work on different requirements for all three at the same time, but you only earn the ranks in order.
  - There is no time limit (other than your 18<sup>th</sup> birthday!), but most boys earn First Class in less than one year.
  - Your accomplishments may be signed off by other leadership Scouts (for instance, your Troop Guide, Patrol Leader, Life Scout) or the Scoutmaster, his Assistants or any official member of the Troop Committee. Your Mom or Dad may not sign-off your advancement.
- The higher ranks are “Star”, “Life” and “Eagle”. Advancement through these ranks is all up to you.
  - You earn these ranks by being active in the Troop, doing community service projects, showing leadership skills, and earning *Merit Badges*. A merit badge shows that you have learned special information or a skill about a small part of life. A few of the merit badges are required. You may choose from well more than a hundred merit badges! Here’s how you get a Merit Badge.

- ⇒ You must have the Scoutmaster sign a “blue card” before you start a Merit Badge. He will help you find a *Merit Badge Counselor*, an adult who knows a lot about that particular thing.
- ⇒ You borrow the Merit Badge pamphlet from our Troop Library or buy your own copy and read it.
  - You should ask another Scout to work on this Merit Badge with you. Scouts always use the *buddy system* and it’s good to have a friend along when you go to visit a Counselor.
- ⇒ Take the Blue Card to the Counselor. He signs it when you are done. It is your responsibility to save that card until then.
- ⇒ The Blue Card has three parts. After the Counselor signs it...
  - The Merit Badge Counselor keeps one part of the card for his records.
  - You give part of the Blue Card to our Advancement Chair to get the credit for it. If you do NOT give the card to the Advancement Chair, you will NOT get the badge!
  - You keep one part for your records. Save it forever just in case some adult loses track of your file. This part of the card is the proof that you earned this badge!
- ⇒ You get the actual badge at the next Court of Awards.
- ⇒ But none of this happens unless YOU make it happen. Your parents and friends may help with reminders or driving or buying what you need, but YOU must earn the badge yourself.
- The highest rank of Eagle has its own special requirements, one of which is a community service project that you must think up, design, get the money for, buy the materials for, and oversee the construction of.

- Get the Permission Slip at a Troop meeting or printout a copy from our Troop Page on the Internet.
- The deadline for turning in your Permission Slip is the Monday before the campout.
- Campouts will generally cost you \$15. Some special activities will cost more (like renting a horse or going skiing).
  - You must be paid-in-full before leaving.
  - Mackinac Island Honor Scout Camp (in June) and Summer Camp (in July) cost *a lot* more! Read the section on “Fundraising” to find out how you can earn money to pay for camp and equipment.
    - ⇒ If needed, your parents can talk to the Scoutmaster about the possibility of getting a “campership” grant.
- The Council and the National BSA also schedule events. You may go to any of these, even if our Troop does not. You must pay any cost yourself. Take pictures and plan to talk about it when you get back.
- About every two years, our Scout Troop puts together a High Adventure trip. This is tougher than the usual campout. –And usually a whole lot more fun!
  - High Adventures cost a bit more. You can raise money during Troop sales (or bug your grandparents!)
  - Because High Adventures are more extreme, usually you have to be at least a First Class Scout. Sometimes you have to be a certain age.
- *Finances*
  - Each Scout has a Scout Account in his name. Because you help the Troop, you get a piece of each fundraiser to spend only on yourself. You must spend it on Scouting things, but that is the only restriction.
    - You may use your Scout Account to pay your Dues or Activity Fee.

- The complete Class-B includes Scout pants (long or short), Scout belt, and Scout socks. You may wear sneakers. A hat is optional.

### ➤ *Discipline*

- Your fellow Scouts and the adult leaders expect you to behave properly. At the end of this manual is our Conduct and Discipline Policy. Both you and your parent(s) or guardian(s) must read it and sign the Statement of Understanding and Agreement.
- All decisions have consequences. If you decide to behave improperly, you will be corrected. The Scoutmaster might decide on a major disciplinary action, like sending you home from a meeting or not letting you come to the campout.
  - This major discipline would not happen without until your parents/guardians involved; they talk with the Scoutmaster and perhaps eventually the Troop Committee.
- Discipline happens in private. If necessary, the Scoutmaster might have to tell the others that something happened, but he will never blame you in public.

### ➤ *Activities*

- Our Troop does something every month of the year: a campout, a backpacking hike, canoe trip, bike hike, rock climbing....something! Coming on a campout is part of Scouting.
- We try to perform at least four community service projects each year. Community service is requirement for advancement.
- The Troop Scribe will keep attendance records for all meetings and activities.
  - A leadership Scout who has too many absences may have to give up his position.
- For any activity outside of the regular meetings, your parents/guardians must sign a Permission Slip.

- ⇒ You will have to explain your *Eagle Project* to the Troop Committee adults and get their permission. You will find they will try to help you with ideas and explain how to submit your Project to the Council for its approval.
- ⇒ You may not work on your project until the Council says to. When the Project is done, you must come back to the Committee Chairman and the Scoutmaster to show them what you did and you must write a formal report that goes into your Eagle Application
- ⇒ Unlike the other ranks, you need a Council Board of Review to get Eagle. Then National must approve your application, too. You will have to supply the names of teachers, clergy and friends who will be asked if you are worthy of becoming an Eagle.
- ⇒ Earning the rank of Eagle is a *Very Big Deal!* It's the only rank you keep for the rest of your life. Most boys will never get it. If you manage to become an Eagle Scout, you will have proven that you are one of the very few people on this planet who has the ability to do anything they want. Can you do it?
- Most of the advancements say that you have to “be active in the Troop”. We define an Active Scout as one who joins at least two Troop events (meetings or other activity) every month and who performs at least one community service project each year. The Scoutmaster may change these requirements if provided with a good cause in advance. For instance, a sports season, a music program, or academic conflict with meeting times may prevent a lot of participation. The Scoutmaster may authorize a special project or task that benefits the Troop for you to complete to fulfill this “Active in the Troop” requirement.
- Adult Interaction

- Advancement to all ranks requires a *Scoutmaster Conference*. You must prove to him that you did all the requirements.
- Then you must have a *Board of Review* with some members of the Troop Committee.
  - ⇒ For ranks up through First Class, you will probably meet with just three adults from the Troop Committee as soon as you ask. For Star, Life or Eagle, you must ask the Committee Chairman to put you on the Agenda for the next regular meeting; then you must go to that next Troop Committee meeting.
  - ⇒ Your *Board* is a formal talk with the adults. You should be in full uniform. You stand at attention while your SPL introduces you and you might take the Scout Oath or recite the Scout Promise.
  - ⇒ The adults try to find out how you are growing and if you are responsible enough for your rank.
  - ⇒ The Committee members also need to know what you think about the Troop. They will ask what you would do if you were in charge. There is no “wrong answer” to that question. They really want to know what you think!
  - ⇒ If the Committee decides you should wait a bit longer or do some more work before earning your next rank, they will explain that to you and, if you want, they’ll even write it down so that you know exactly what to do. The Committee wants you to advance! But only when you’re ready.

### ➤ *Uniform*

- You wear the Scout uniform to show you support Scouting’s purposes and are part of this special worldwide brotherhood.
- Class-A Uniform

- At a Troop uniform inspection, you must wear at least a Scout cap, the formal button-front uniform shirt with the proper badges attached, and our Troop neckerchief with a slide.
  - ⇒ When you first joined, you were given a silk-screened neckerchief. This is temporary. When you earn your 1<sup>st</sup> Class and prove your commitment to the Troop, you earn a dressy, embroidered Troop neckerchief that you must wear at all Class-A times.
  - ⇒ You might get other special neckerchiefs from special events. The SPL will tell you when it’s appropriate to wear those.
  - ⇒ In our Troop, Boy Scouts do not wear the bolo (string) tie; that is for adult Scouters.
- The complete Class-A uniform includes the cap, shirt and neckerchief along with an official BSA belt, long or short pants, Scout socks and clean shoes. You need all this only if you decide to join some special events.
- Honor Scouts who act as the Governor’s Honor Guard on Mackinac Island in June, also must have a special red beret and the official red Scout windbreaker jacket, along with both the winter (long) and summer (short) uniforms.
- You must wear your Class-A uniform to all Troop meetings, Courts of Awards, and other official public functions. In fact, assume you should wear the Class-A uniform every time unless the SPL tells you differently.
  - ⇒ If you do not, the Scoutmaster may send you home to change.
- Class-B Uniform
  - This is any Scouting T-shirt: the official red one or any T-shirt you got from the Troop or at Scout Camp.