



# BOY SCOUTS OF AMERICA®

## LONG BEACH TROOP 74

# Welcome to Troop 74

## Troop 74 Operating Guidelines and Information Packet Long Beach Area Council/Los Fierros District

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## **Troop 74 Operating Guidelines and Information Packet Long Beach Area Council/Los Fierros District**

### **1. Introduction**

The Boy Scouts of America has three specific objectives, commonly referred to as the “Aims of Scouting,” which are character development, fostering citizenship, and development of mental and personal fitness. The methods by which Scouting achieves these aims are:

Ideals are embodied in the Scout Oath, Law, Motto and Slogan.

Patrols provide Scouts the opportunity to experience group living and participating in citizenship.

Outdoor programs are the setting for Scouting because it is here that the skills and activities practiced at troop meetings come alive with purpose. Not only will the Scout gain an appreciation for the beauty of the world around us, but also he will learn ecology and practice conservation of nature’s resources.

Advancement allows the Scout to be rewarded for surmountable obstacles and achievements, which helps the Scout gain self-confidence, self-reliance, and the ability to help and teach others.

Associations with adults teach the Scout by example how adults conduct themselves, and can make a profound difference in their lives to know that adults take a sincere interest in them.

Personal growth is experienced by the Scouts as they plan their activities and work towards their goals. The “Do A Good Turn Daily” concept is a major part of the personal growth method.

The uniform makes the Scouting program a visible force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform shows each Scout’s commitments to the aims and purposes of Scouting.

Leadership development is the key to fostering citizenship. Scouts are encouraged to learn and practice leadership skills in both shared and total leadership situations. Not only does this teach the Scout to take on responsibilities, but also understanding the concepts of leadership helps a Scout accept leadership role of others.

To meet the Aims of Scouting, and have a successful and safe scouting program, every Scout and Adult leader needs to know what is expected of him. Boy Scouts of America policy is written in various official publications, which are the final authority for resolving questions of policy. These references include the Scout Handbook, and the Guide to Safe Scouting. This document outlines the procedures for running Troop 74’s program and the application of general BSA policy to specific situations regarding Troop 74. Proposed changes to this policy can be submitted to adult leaders, the troop committee chairman, or a committee member for review at a troop committee meeting.



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### 2. Troop Organization

#### Chartering Organization

Troop 74 is organized in accordance with BSA guidelines. Typically, troops are “chartered” or sponsored by a civic or religious organization. Troop 74 is chartered by Los Altos United Methodist Church.

#### Parental Involvement

The adults who provide supervision, support, and time to make Troop 74 a success are volunteers. They will need your help. How you support your son’s troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, or serve in a leadership position. Please complete the troop resources survey and return it to the Scoutmaster or Troop Committee Chairman.

Committee Membership: Each Scout must have at least one parent registered as a Committee Member. Parents are encouraged to attend regularly scheduled Committee meetings also know as Parent Meetings.

Funding: In addition to annual re-charter fees, and monthly dues, each Scout is asked to share the cost of camping and day trips. Parents can also encourage their son’s to look for jobs where he can earn his own money for the cost of activities. The troop will also seek fundraising opportunities where needed which every scout is encouraged to participate in.

#### Troop Committee

The Troop Committee is a group of adults and parents of the Scouts, who support the operations of the troop by providing various administrative functions such as:

- Setting troop policy
- Perform Boards of Review for Advancements
- Approve Fundraisers
- Approve Eagle Projects
- Approve extensive expenditures over \$100
- Enforce troop policy and ensure the troop is operating according to BSA policy
- Strive to obtain Quality Unit status each year

Approval of new adult leaders and re-instate existing adult leaders during rechartering.

Decisions are made in the Troop Committee by voting. A quorum of 1 over 50% of registered parents is necessary if the Troop Committee Chairman or Charter Representative feels the issue warrants a quorum.



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### The Troop Committee consists of the following members:

- ◆ Charting Organization Representative is the liaison between the Chartering Organization (CO) and the Troop Committee. Los Altos United Methodist Church will provide a representative to work with our troop.
- ◆ Troop Committee Chairman serves as the troop's "Chairman of the Board." It is the responsibility of this person to provide support for the operations of the troop and to see that all programs are running well. This person will oversee the re-chartering of the Troop annually. This person should also see that a "parent meeting" is held 2-3 times a year.
- ◆ Treasurer keeps financial records, provides financial report to the committee, and provides monthly dues status report to the Scoutmaster, and trains and guides Troop Scribe in collection of dues.
- ◆ Advancement Chairman keeps troop records and advancements sheets up to date, provides advancement reports to committee, processes advancement reports with council office and buys patches, fills out rank advancement cards as soon as possible so that Scouts can be given patches at the next meeting, keep the scoutmaster record book up to date, keep troop library up to date, train and guide the Troop Librarian in the above items.
- ◆ Camping Chairman makes arrangements for campouts, provides release forms and cost of outing at least two weeks prior to activity, keeps camping log on scouts and adult leaders, and provides information needed to obtain Quality Unit Award during re-charter.
- ◆ Quartermaster inventories troop equipment and keep records, reports status of troop equipment, issues equipment to patrols for outings, repairs and replaces troop equipment as needed (committee approval may be required), color codes all patrol equipment, and trains and guides the Troop Quartermaster in all the above items.
- ◆ Scoutmaster trains and guides boy leaders to run their troop, works with and through responsible adults to bring scouting to the boys, guides boys in planning the troop program, helps boys grow by encouraging them to learn for themselves, helps troop committee recruit Assistant Scoutmasters, conducts Scoutmaster Conferences, provides Assistant Scoutmaster with troop meeting plan.
- ◆ Assistant Scoutmaster trains and guides Patrol Leaders so they can run their Patrol, works with the Scoutmaster to bring Scouting to the boys, helps the patrols to grow by encouraging them to learn for themselves, guides patrol members in planning for the next rank advancement, helps Troop Committee recruit scouts and adult leaders, and serves as Scoutmaster when the Scoutmaster is unable to serve.
- ◆ Committee Members are those adult leaders and parents that do not hold a specific position.

### Patrol Leader Council

The Patrol Leader Council is responsible for planning and conducting the troop's activities. The Troop Committee interacts with the Patrol Leaders Council through the Scoutmaster. The Patrol Leaders Council is comprised of the following members:

- Scoutmaster, Assistant Scoutmasters, and Jr. Assistant Scoutmasters
  - Senior Patrol Leader (Chairman of the patrol Leaders Council) and Assistant SPL
  - Troop Leadership including Scribe, Quartermaster, Guide(s), and Instructor(s)
  - Patrol Leader (one for each Patrol)
- Specific duties include:
- Plan the annual calendar of events and weekly meetings
  - Assigns responsibilities for planned events
  - Discuss problems and make recommendations on improving troop operations

### Patrols

The patrol method gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches other boys how to accept it. Troop 74's goal is to maintain a patrol's membership through as much of a Scout's career as possible to build the patrols into strong active unit with shared common experiences. However, through attrition and appointments to leadership position, it does become necessary to form new patrols. Patrol size is usually 6 to 10 Scouts.



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### 3. New Scout and General Information

#### General

The Scoutmaster, Senior Patrol Leader, or other representatives of Troop 74 will attend Webelos bridging ceremonies of those Dens giving advance notice of boys intending to join Troop 74. Each Webelos who has stated his intent to join Troop 74 will be presented a Scout neckerchief from the troop and will officially be welcomed to the troop. Boys, ages 10 years and six months, advancing from Webelos will form a “new Scout” patrol. To give these new Scouts the initial attention they deserve, the troop committee will designate an assistant scoutmaster (adult leader) and troop guides (boy leaders) to work directly with them. If the new Scout is older or has previous Scouting experience, he will be placed in a patrol with others of his age or skill level.

#### Information Packet

New Scout parents will be given a Troop Folder containing the following information and forms:

- Troop 74 Welcome Letter
- Troop 74 Operating Guidelines and Information Packet
- BSA applications (both Scout and adult forms)
- BSA Medical Release Form
- Troop Resource Survey
- Fees and Dues explanation
- Annual Calendar

Prior to any Scout participating in his first Troop 74 event, a complete boy and adult BSA application along with prorated share of the annual dues, and a BSA Medical Release Form with only Sections 1 and 2 filled out shall be returned to the Scoutmaster, Troop Committee Chairman, or Assistant Scoutmaster.

#### Meetings

Meetings are held weekly from 7:00 PM to 8:30 PM every Monday at Los Altos United Methodist Church. Parents are responsible for arranging transportation for their Scouts. Scouts should not arrive any earlier than 6:55 PM and should be picked up no later than 8:35 PM unless otherwise directed by the scoutmaster. **Parents must return by 8:15 PM** to be present for announcements. Parents are responsible for their own child’s safety before and after the Scout meeting. Do not leave your Scout at the meeting place if no adult leader is present. Scouts are not permitted to loiter outside during meetings; if the scout does not report to the meeting, Troop 74 is not responsible for him.

Scouts are expected to bring their Scout Handbook, paper, and pencil or pen to each meeting. Requirements completed during the meeting may be signed-off in the Handbook. Although the Adult Leaders will provide informative flyers from time to time, it is the responsibility of the Scout to write down and keep track of upcoming assignments and events.

During the summer, Troop 74 continues to meet at a local park or other location. Typically, these meetings are social in nature and do not follow a structured format. For example, a game of adults vs. Scouts softball game might be planned.

#### Uniform Policy

Scouts should wear their uniform for all Scouting activities. Encourage your Scout to comply. An entire uniform, referred to as “Class A,” is required for Courts of Honor, the first Troop Meeting of each month, and some outings. Otherwise, “Class B,” attire may be worn.

Note that Troop 74 traditionally only dresses in the official uniform from the “waist up.” However, some Council activities, such as Junior Leadership training, may eventually require the Scout to wear the full official scout uniform.



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### **Class A**

Scout Shirt with appropriate patches and badges, and “tucked-in” Green khaki pants or shorts with proper fit that would meet Long Beach School’s dress code.

Appropriate and properly sized belt

Troop Neckerchief with official BSA slide or other slide meeting BSA standards.

Troop hat or official BSA hat (optional); however, non-Scout hats may not be worn with uniform.

Merit Badge sash after receiving at least 6 merit badges.

Any closed-toe shoes or boots (no open-toed shoes or sandals)

A Tribe of Tahquitz uniform may be worn when approved by the Scoutmaster.

### **Class B**

Troop T-shirt or T-shirt from the last summer camp

Neat clean pants (jeans) or shorts with proper fit.

Troop hat (optional)

Any closed-toe shoes or boots (no open-toed shoes or sandals)

When first joining Troop 74, all uniform patches, troop hat, and troop neckerchief are provided by the Troop. All additional uniform patches and badges are provided by the Troop, but replacement hats or neckerchiefs must be purchased. If the scout chooses to have a second uniform, the Troop is not responsible for an extra set of patches. Troop T-shirts are to be purchased by the scouts.

The troop maintains a uniform exchange program so that uniforms that have been outgrown are available for use by the younger scouts. If you use the exchange service, please donate when your Scout outgrows his uniform.

If for any reason a Scout is unable to afford a uniform, the troop will help arrange for one. Personal details will remain confidential. Talk to the Scoutmaster or Committee Chairperson.

*\*Uniform inspections will be conducted by the junior leaders at the first meeting of each month during the school year. Scouts without uniforms will not be able to participate in the meeting and will be sent home.*

### **Financial Responsibilities and Policies**

Troop dues are \$5 per month (during school year) payable during the first meeting of the month.

Annual re-charter fees due in December are also collected to cover Long Beach Area Council re-charter fees, Boy’s Life Subscription, and supplemental medical insurance. Scouts who are delinquent in their dues will not be permitted to advance or participate in troop events. Naturally, if financial problems arise, please let us know so we can work out an agreeable plan to keep your scout active.

Progress payments for summer camp must be made as directed by the Camping Coordinator to hold a place for the Scout at Summer Camp.

Money collected from fundraisers planned and executed by the Troop Committee and parents (garage sales, pancake breakfasts, etc.) goes into the general troop fund. Money collected from fundraisers in which the Scouts work (annual popcorn sale, candy sales, car washes, etc.) is applied directly to the individual Scout’s camping account. Money put into a Scout’s camping account through a fundraiser is surrendered to the general fund if the scout leaves the Troop.

Prior Troop Committee approval is required for expenditures over \$100 other than outings and badges. The Troop Committee Chairman or Treasurer should be consulted for smaller expenditures.

Outing shall be self-funding.



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### **Courts of Honor**

Troop 74 conducts four Courts of Honor per year to recognize the Scouts' hard work in September, December, March, and June. Courts of Honor are family affairs and parents are encouraged to attend to honor the boys for their achievements. Other significant adults (teachers, family friends, extended family, etc.) may also be invited. Scouts must be in Class A uniform to obtain badges and advancements. Typically, the Court of Honors start at 6:15 PM with a potluck, with ceremonies starting around 7:15 PM. All are asked to help cleaning up after the Court.

### **The Troop Program / Calendar of Events**

Troop 74 is committed to providing a program that meets BSA ideals, and the interest of the Scouts. Rather than concentrating on a single aspect of the BSA program, Troop 74 traditionally has participated in a wide range of activities. For example, we may only go on one backpacking trip in a year, but that allows time for rock climbing, fishing, shooting, cooking, canoeing, etc. However, the outdoors remains our focus and we attempt to go camping (backpacking or tailgate) at least five times per year in addition to summer camp.

In preparing the annual calendar, the Senior Patrol Leader will canvas the troop for desired events and hold a Patrol Leader Council annually for the following year's calendar. This includes monthly outings, summer camp, and many of the details for the weekly troop meetings. The Patrol Leader Council also plans some back-up activities in case plans fall through. The Troop Committee will consider the Scout's desire for an annual program with respect to the ability to support the program. Once the Troop Committee approves the calendar of events, the calendar will be printed and distributed.

### **Summer Camp**

To give Scouts the opportunity to achieve BSA goals for long-term camping, Troop 74 attends one week of camp at an approved BSA facility during the summer. It has been a Troop 74 policy not to repeat summer camp at the same facility two summers in succession. This assures variety in the troop's objectives for long-term camping and affords Scouts the opportunity to experience different camp programs. However, the Troop allows the Scout's to select a camp through the Patrol Leader's Council. If the Scouts desire, the Troop must attend Camp Tahquitz for Scouts 14 and over to join the Long Beach Area Council's Tribe of Tahquitz.

Scouts that are not members in good standing are not permitted to attend summer camp.

Visitors from other Troops may join Troop 74 with summer camp providing 1) the Scoutmaster agrees, 2) there is an opening so that someone from Troop 74 would not be "bumped", 3) the Scout has permission from his Scoutmaster, and 4) the Scout is a member in good standing with his Troop.



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### 4. Junior (Boy) Leader Policy

#### General

One emphasis of the Boy Scout program is to promote and encourage boy leadership. Boy leaders shall run troop meetings, patrol meetings, camping trips, and day trips, not the adults. But, boys are “boys,” and there may be many times when you will question, “Why are they so disorganized?” “Why are the meetings so noisy and unproductive?” and “Why don’t the adults step in and do something?” In Scouting, we believe that the best way to develop leadership is to let the boys have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand, and keep the program oriented towards Scouting ideals. As long as the boys are sincerely trying to accomplish the duties of their positions, they are learning the rudiments of leadership.

#### Junior Leader Positions

The roles and responsibilities of the boy leader positions are outlined in the Junior Leadership Handbook. Here are some of the key positions:

#### Troop level positions:

- Jr. Assistant Scoutmaster (JASM) serves in the capacity of Assistant Scoutmaster except where legal age and maturity are required. This position is reserved for older scouts as appointed by the Scoutmaster and approved by the Troop Committee. It is not necessary to have this position filled, and there may be several Junior Assistant Scoutmasters as appropriate.
- Senior Patrol Leader (SPL) is the boy leader of the troop elected by his fellow Scouts. He sets the agenda and presides over Patrol Leaders Council meetings, run the weekly troop meeting, appoints other junior leaders, and assigns specific duties and responsibilities to other junior leaders as needed.
- Assistant Senior Patrol Leader (ASPL) assists the patrol leader in conducting meetings and acts as the Senior Patrol Leader in SPL’s absence. He is also, in affect, the patrol leader for the rest of the troop junior leaders (Quartermaster, Scribe, Instructors, Guide, etc.)
- Quartermaster keeps track of troop equipment and makes sure it is in good working order.
- Scribe keeps troop records such as attendance, uniform inspection, Patrol Leader Council meetings minutes, etc.
- Troop Guide works with the new scout patrol to help them as they work towards First Class. Usually, two Troop Guides are assigned to each new scout patrol.
- Instructors are older scouts that provide training and instruction to the rest of the troop.

Other troop positions may be appointed depending on troop needs and Scout interest as outlined in the Junior Leader Handbook.





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### Patrol Level positions

- Patrol Leaders are elected by the patrol members and are responsible for their individual patrol at all times. They preside at patrol meetings, as well as control their patrol during troop functions. They represent their patrol at the Patrol Leaders Council meetings and report to the Senior Patrol Leader for all matters concerning the patrol.
- Assistant Patrol Leaders helps the patrol leader and serves as the Patrol Leader in the Patrol Leader's absence.
- Patrol Scribe and Quartermaster assists the Troop Scribe and Quartermaster.
- Other patrol positions may be appointed depending on patrol needs and Scout interests as outlined in the Junior Leader Handbook. This is particularly useful at the patrol level where everyone can have a job.

### Qualifications

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. Troop 74 leadership positions should only be considered by those boys who:

- Demonstrate proper example
- Are willing to give to the troop more than they receive
- Are willing to put troop activities on a higher priority than other comparable activities
- Are members in good standing as defined in this document?

The Long Beach Area Council usually offers Junior Leader Training (JLT), also known as Pinecone Training, once a year in the summer or fall. For a Scout to be eligible to hold a troop leadership position, he must have attended JLT or agree to attend the next available course. The Scout may be asked to share in the cost of JLT training.

Junior Assistant Scoutmaster: Must be a Life or Eagle Scout, served as Senior Patrol Leader, and is at least 16 years old.  
Senior Patrol Leader: Must be a First Class Scout, served as a Patrol Leader, and is at least 14 years old.

Assistant Senior Patrol Leader and other Troop leadership positions: Same as Senior Patrol Leader, except must be at least 13 years old.

Patrol Leader: Must be at least Second Class Scout except for New-Scout Patrol. (JLT not required for Patrol Leader, but desirable.)

### Troop Elections / Appointments

Troop elections are held semi-annually in September and March at the regular meeting prior to the Court of Honor, except in the New Scout Patrol where a new Patrol Leader is elected (or appointed by the Troop Guide) every two months. Newly elected leaders will be announced and retiring leaders will be recognized for their work at the Court of Honor. Newly elected leaders assume their new posts at the first regular meeting following the Court of Honor.

A general election of the entire troop will be conducted for senior patrol leader first. At least two-thirds of the general membership must be present to conduct an election. The outgoing Senior Patrol Leader will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Adult leaders will count the votes. The candidate receiving a simple majority of the members present will be declared winners. If more than two Scouts are running for a position, and no one receives 50% of the votes, a revote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.

The Senior Patrol Leader Elect will then recommend an Assistant Senior Patrol Leader, and the remaining Leadership positions for the Scoutmaster's approval.



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Immediately following the election of the Senior Patrol Leader and appointment of other Leadership positions, the individual Patrols will then elect their Patrol Leader. Only patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots, and will be counted by the outgoing patrol leader, and verified by an adult leader.

Patrol positions (Assistant Patrol Leader, Scribe, Quartermaster, etc.) will be appointed by the Patrol Leader.

### **Impeachment**

The seriousness of impeachment must be understood before proceedings are begun. Impeachment will be initiated only when the situation cannot be reversed with direct leadership and the added supervision by the adult leadership. Given the above; impeachment proceedings against a junior leader can be initiated at any time during his tenure in office. To initiate an impeachment, a written petition must be presented to the Scoutmaster including:

- Specifically why it is thought the boy leader in questions is not fit for office

- Background circumstances regarding the problem

- Signature of two-thirds of the membership of the patrol, and for a Patrol

- Leader impeachment, or in the case of a Senior Patrol Leader, two-thirds of the Patrol Leaders.

The Scoutmaster and his assistants will determine final judgement. The Troop Committee and parents' of the boy will be advised of all actions and circumstances behind the action.

Appointed positions cannot be impeached as it is the responsibility of the elected boy leaders and adult leaders to help the individual having problems meet their responsibilities.



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### 5. Advancement

#### General

Advancement is the process by which youth member's progress from rank to rank a means to and end not an end in itself. It is designed to help the boy have an exciting and meaningful experience. Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.

Advancement in BSA is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges, and ranks at his own pace. We encourage him to involve his family, other Scouts, the scoutmaster, and any other sources to help him.

#### Advancement Process

The requirements set forth in the Boy Scout Handbook shall be the basis for the Scouts' advancement. There are four steps in the procedure: learning, testing, reviewing, and recognition. Advancement to Tenderfoot, Second Class, and First Class concentrate on Scouting skills rather than merit badges. Other Scouts and adult leaders will teach skills. Whereas advancement requirements for Star, Life, and Eagle emphasize merit badge requirements. Unlike Cub Scouts, parents do not sign-off advancement requirements.

When a Scout feels he has met all the requirements of the next rank, he arranges for a Scoutmaster Conference. The Scoutmaster will review the Scout's records and test the Scout's skill before recommending advancement.

After completing the Scoutmaster Conference, the Scout arranges for a Board of Review with the Advancement Chairman or Committee Chairman. The Board of Review is conducted in accordance with BSA standards with at least three Committee Members. If the Board of Review accepts the Scoutmasters recommendation for advancement, the Scout is presented his new rank at the next meeting, and is formally recognized at the next Court of Honor.

Both the Scoutmaster Conference and Board of Review must be arranged one week ahead, the Scout must be in full uniform (Class A), and have his Scout Handbook, advancement records, and merit badge blue cards.



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### Merit Badge Process

The responsibility for merit badge qualifications shall rest with the counselor, not the Troop. The Long Beach Area Council, summer camp or another BSA Council shall register merit badge counselors. There is no board of review procedure for merit badges, but public recognition is given by the Troop at the Court of Honor.

Earning merit badges give Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures shall be followed:

- a. Obtain merit badge application (“blue card”) from the scoutmaster or assistant scoutmaster. The card must be signed by the scoutmaster or assistant scoutmaster showing his approval.
- b. Contact the merit badges counselor and arrange meetings. Troop 74 Operating Guidelines Page 13
- c. Complete the merit badge requirements under the guidance of the counselor.
- d. Ensure the counselor signs the card verifying completion of all requirements
- e. Return the card to the scoutmaster or assistant scoutmaster and obtain his signature to indicate completion of the merit badge requirements
- f. Present the completed card to the advancement chairman for forwarding to the council for registration and procurement of the badge.

The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one person situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.

Unless otherwise directed by the Merit Badge Counselor, the Scout Uniform shall be worn while visiting the counselor.

Normally, merit badges will not be taught as part of Troop 74’s regularly scheduled meetings. Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject, but completion of the badge is an individual effort by the Scout. The extra effort and experience gained by pursuing merit badges through approved counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life, and Eagle. On occasion, the Patrol Leader Council may plan a merit badge class for the entire Troop during the regular meeting if approved by the scoutmaster.

### “Good Standing” Requirements

To achieve rank advancement, and to serve in a leadership position, the Scout must be a member in “Good Standing.”

**Scout Spirit**—In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life.

**Participation**—All Scouts of Troop 74 are welcomed and encouraged to take advantage of all troop activities. Participation in at least 75% of the Troop’s activities is required for advancement.

**Financial Responsibilities**—Dues and re-charter fees must be paid.



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### **Special Notes Regarding Star, Life, and Eagle Requirements**

**Star and Life:** Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the scoutmaster in advance of starting the project. If there is any doubt as to the validity of the project the matter will be referred to the troop committee for resolution. However, Council or Troop sponsored service projects such as Scouting for Food, and helping with other Scout's Eagle Projects count as service hours without obtaining prior approval.

**Eagle:** Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. As a rule of thumb, the project should be a minimum of 100 man-hours of labor and planning. The Troop Committee and the Council Committee shall approve the project before starting any work. The Eagle candidate must take into consideration the lead-time required for troop and district committee approval in planning work schedules. The brief shall outline the scope, scale and requirements of the proposed project. The committee will review the candidate's plan for completeness in planning and ability of the troop to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned troop activities. Upon completion of the service project, The Eagle candidate shall complete a Scoutmaster Conference and Troop Committee Board of Review. The Scoutmaster and/or Troop Committee may request additional work if in their opinion, they feel it is needed.

**Eagle Court of Honors:** The Eagle Court of Honor is planned, coordinated, and carried-out by the Eagle Scout. He may choose any agenda or venue as long as it is done in the spirit of Scouting. Eagle rank advancement may be done at a regular Court of Honor, but it should be planned in such a manner that it is obviously a special event. The Council provides an unframed certificate, and the Troop provides the Eagle patch, mother's pin, father's tie-tack, Scout's tie-tack, and Eagle Palms (if applicable). All other awards / gifts are to be supplied by the Eagle Scout or his family such as the Eagle neckerchief. Troop gear may be borrowed for the event. The best resource for planning such an event is past Eagle recipients.



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### 6. Discipline

#### General

Discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 4 policies will, primarily, be handled by the boy leaders with adult intervention to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.

Obedience in Troop 74 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the troop, camp, or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guests of the troop. Respect for adult and Scout leadership is expected.

Corporal punishment or hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.

#### Enforcing Discipline

Discipline within the patrols; will be handled by the patrol leaders. Patrol leaders have the authority to ask any patrol member to leave a patrol meeting and report to the senior patrol leader.

When the patrol leader cannot handle the problem, he must obtain help from the senior patrol leader. The only person the senior patrol leader will accept a complaint from is the patrol leader. The senior patrol leader has the authority to ask the Scout to leave the meeting area and report to the scoutmaster.

When the senior patrol leader cannot handle the problem, he must obtain the help of the scoutmaster. The only person the scoutmaster will accept a complaint from is the senior patrol leader.

When the scoutmaster is approached with a complaint, the complaint will be recorded on the Scout's record. Not the following actions:

- (1) First senior patrol leader complaint—Conference with the scoutmaster.
- (2) Second senior patrol leader complaint—Conference with the scoutmaster and a phone call to parents explaining the problem and stating that one more complaint may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a board of review as a lesser disciplinary action prior to suspension from troop activities.
- (3) Third senior patrol leader complaint—Conference with scoutmaster and parents. Based on the scoutmaster's recommendation, the Scout may be suspended from all troop activities for a period of time as recommended by the scoutmaster.

The above steps are not meant to discourage either the patrol leaders or senior patrol leaders from seeking advice from the scoutmaster or any adult leader when they are having leadership challenges, but are intended to state discipline options in advance. Scout leaders should remember and use their chain of command.



## **Troop 74 Operating Guidelines and Information Packet Long Beach Area Council/Los Fierros District**

### **Troop Reinstatement Review Board**

This board evaluated Scouts who have been suspended from the troop as a result of the third senior patrol leader complaint as well as the use of drugs; alcohol and/or tobacco as outlined in the troop discipline policy. After the completion of the defined suspension period and prior to resuming troop activities, the committee chairman will convene a reinstatement review board to meet with the Scout and his parents to assess his intentions regarding pursuit of the Scouting program. The members of the troop reinstatement review board will consist of the committee chairman, scoutmaster, and senior patrol leader and as deemed necessary, respective designated representatives from the committee.

Based on the conclusions of the Board, the Scout will either resume troop participation and activities, or continue his suspension for a period as recommended by the scoutmaster and approved by the board.

Upon reinstatement a Scout will be on probation for a minimum of two months. Additional infractions within the probation period grounds for immediate dismissal by the troop committee.

Failure to attend the review board meeting will result in an automatic dismissal from the troop.

### **Drugs, alcohol and tobacco**

Any Scout guilty of using, possessing and/or distributing a controlled substance (drugs and alcohol) will be dropped from the troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the troop Reinstatement Review Board.

No Scout will be allowed to use a controlled substance of any type at a Scouting function. This includes those boys who have parental permission to use tobacco.

A no smoking rule will be in effect at meetings, and in the presence of the Scouts during other Troop activities. However, adults who are accustomed to smoking should not conceal that fact from the Scouts, but should discuss frankly with them the desirability of refraining from its use.

Parents of Scouts required to take prescription medication over the period of a troop event will discuss the requirements with the scoutmaster. Serious medical requirements may require a parent to attend an event and administer medication.



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### Do's and Don'ts

- a. The scoutmaster has the authority to confiscate and destroy all items deemed inappropriate or dangerous.
- b. Scouts shall not bring items to meetings that will be distracting to the other Scouts. Bikes, skateboards and other similar modes of transportation may be used to get to the meeting, but shall not be ridden during the meeting.
- c. The Boy Scouts of America prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 74 are prohibited from possessing or using fireworks on any Troop 74 activity.
- d. Firearms will be permitted at troop meeting only if the troop program calls for such activities. Any such activities will have the approval of the scoutmaster and the troop committee.
- e. Sheath knives are not permitted. Scouts carrying pocketknives will have earned their Totin' Chip as prescribed by BSA training requirements.
- f. Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.
- g. Rock throwing (or any similar projectile) is strictly forbidden.
- h. Scout passengers in vehicles to and from events will remember they are a guest of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner, e.g., eating, drinking, seating arrangements, and noise levels. Insurance regulations require that seat belts shall be worn at all times, and the Scout Uniform shirt or camp T-shirt (on the way home) is worn while traveling.
- i. Fighting is not permitted and is ground for immediate disciplinary action.
- j. Sexually explicit materials, including "Playboy," "Penthouse," "Hustler," etc., shall not be brought to Scout activities. If found, such material will be confiscated and returned to the parents of any Scout involved.
- k. Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.
- l. Troop 74 policy prohibits Scouts from bringing personal radios, televisions, compact disc or cassette players and/or electronic video games on weekend camping trips. For long trips, over two hours, arrangements can be made for the use of the above equipment during travel to and from the campsite. Troop 74 is not responsible for lost or stolen electronic devices in such situations or when taken without the adult leaders' knowledge.





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### 7. Outdoor Activities

#### General

The BSA program is designed for fun in the outdoors. The troop committee in support of the scoutmaster will make every attempt to have at least five outdoor activities per year. These activities will most often be camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.

#### Support for camping

Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events. The Camping Chairman will be assigned responsibility for each camping trip and event. Responsibilities include:

- Notifying Scouts and families, via a flyer, of outing details including cost
- Filing camp/facilities request forms
- Filing tour permits with Long Beach Area Council
- Accounting for necessary fees (camp fees and food costs)
- Assuring adequate leadership is available
- Arranging transportation including:
  - All drivers must be licensed and at least 21 years old
  - Drivers will have property damage and personal liability insurance coverage
  - Each occupant will have a seat belt Vehicles will not travel in convoy. In other words, pre-determined meeting locations should be planned rather than trying to follow one another.

#### Preparing for the Outing

The typical time line for preparing for an outing is as follows:

Monday meeting three weeks before: Camping Chairman issues flyer with information regarding the outing and costs. Specific training also might be taught at the meeting.

Monday meeting two weeks before: Scouts intending to participate in a camping trip/event shall be present at this Troop meeting with a signed permission slip and fees or they will not be allowed to participate unless he make prior arrangements with the Camping Chairman. Patrols meet to discuss menus, duty roster, and activities. Further training might be conducted.

Monday meeting before: Final count is taken and travel arrangements are finalized. If less than 10 Scouts, or less than 3 adult leaders (from 3 families) are not available, the outing is cancelled or postponed. Alternate day outings might be considered if adequate adult leadership is available. Menu's and duty rosters are finalized, and if requested, a pack check is conducted to make sure the Scout is planning to take all the necessary items.

Thursday before or date given on flyer: "Pull" troop gear, and Patrols shop for food.

Food will normally be the responsibility of the individual or patrol. As part of the camping trip planning process each patrol will determine a camping trip menu then derive a shopping list approximately three weeks prior to the camping trip. From the shopping list the patrol will assign a member(s) to purchase food. On occasion the troop will practice troop dining rather than the normal patrol method.



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Patrol leaders will prepare a duty roster for each camping trip and post it at the patrol campsite. The Patrol Leader shall maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility.

While we realize the dynamics of family schedules, parents must understand camping with a large group of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants create hardships on the entire troop, who have planned the most minute details and creates disharmony and ill will. Simply put, the troop shall have a firm commitment for camping trip participation, with supporting funds, not later than the last Troop meeting before departure on an event.

### **The Troop on Outings**

Patrols may be reorganized for each trip if necessary depending on the number of Scouts attending. The Scoutmaster may appoint temporary Patrol Leaders from the existing Junior Leadership as necessary.

Scouts will not leave a campsite without the permission of the scoutmaster. The buddy system will be used on all camping trips; a buddy will accompany any Scout leaving the campsite.

All Scouts will share in the work and duties of their individual campsites. Patrol Leaders will establish rotating schedules to assure that work such as cooking, cleaning, and wood gathering is done by all in a fair manner.

All members of Troop 74 will observe the Outdoor Code. This will include leaving the Campsite better than found.

It is Troop 74 policy that at two Scouts will sleep in every tent for safety and to promote working together as a patrol. This policy may be revised as deemed appropriate by the adult leaders for other sleeping arrangements (odd number of scouts, outdoors, cabin, larger tents, summer camp tents, etc.). When there is an odd number of Scouts, the adult leadership will either allow three Scouts to sleep in one tent, or allow an older Scout to tent alone. In general, Troop 74 has found that three Scouts in a single tent can lead to unnecessary rowdiness and damaged equipment due to overcrowding. The Patrol Leader will adhere to the desires of his patrol for tenting arrangements as much as possible. Scouts desiring to use personnel tents will be allowed to provide their own tent but must be prepared to share their tent.

### **Visitors on outings**

Adult family members are encouraged to participate in troop camping trips. Siblings are welcome at many outings, when appropriate, but only when a sibling's parent also attends.

Scouts' friends are not permitted on outings. However, prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations.

Visitors will pay the same camp and food fees as other members of the troop. Visitors will be expected to provide their own camping equipment, i.e., tents, bedding, and cooking utensils. Troop equipment may be used if it is available.

Non-adult female guest under 18 will be permitted on overnight camping trips only when one of her parents also attends the trip. In the event that there is a female over 18, but less than 21 on the trip, another adult female leader 21 years of age or older, or a parent must also attend the trip. Under no circumstances will unmarried male and female campers share tents.



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### 8. Equipment

#### General

Troop 74 operates under the old adage “Take care of your gear and your gear will take care of you.” Accordingly each Scout is responsible for providing his own personal camping equipment. The troop committee’s responsibility is to secure adequate number of tents, cook kits, and other outdoor gear. The camping chairman shall work closely with the troop quartermaster to maintain the troop’s equipment with adequate repair and storage.

Personal equipment: Includes items such as pack, sleeping bag, individual eating utensils (cup, plate, knife, fork, and spoon), canteen, flashlight, foul weather gear, etc. The Troop will provide a list of required equipment before each outing. Scouts not in possession of personal equipment, safe for the conditions of an event, shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for the climatic conditions, etc. Scouts will also need to purchase or rent backpacks for backpacking trips.

Troop equipment: Generally, limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; tarpaulins, ropes, tents, saws, camp shovels, canoes, etc. The troop will provide each Patrol the major portion of available equipment to include small group items such as chef kit, large cooking pots and pans, lantern with box, stove, propane bottle with hose and tree, tents with ground cloths, patrol box, dish pans, etc.

#### Control of Equipment

Personal equipment: Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout’s name, initials and/or identifying mark to avoid disputes over ownership of similar items.

Troop equipment: The troop Quartermaster is responsible for storage and control of troop equipment. The troop equipment is issued to the patrol leader; assistant patrol leader or acting patrol leader and is returned to the troop Quartermaster in clean usable condition.

The patrol leader or assistant patrol leader will check out and return troop equipment used by the patrol and will assure that it is returned in a clean and usable condition.

Troop equipment is not loaned to individuals for any non-BSA related activity, for any reason.



### **Equipment Safety**

Stove and lanterns: The troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities.

- A fire extinguisher shall be maintained in the immediate area of all propane equipment.
- Liquid or propane heaters are prohibited at troop camping functions.
- Lanterns and/or stoves shall not be operated inside tents under any circumstances.
- Liquid fueled stoves shall only be used when backpacking.

Other equipment: Patrol leaders and patrol quartermasters, under the supervision of the adult leaders, will inspect troop and personal equipment prior to departing on outings. Concerns with serviceability of any equipment will be brought to the attention of the adult leaders. Scouts not in possession of personal equipment suitable for the conditions of the event will not be allowed to participate, i.e. rain, or cold weather clothing, sleeping bag suitable for weather conditions.

- All axes, saws, and hatchets shall be kept in an approved sheath when not in use.
- Personal sheath knives are not authorized at any troop activity.

### **Damage to Equipment**

Willful damage to property is a violation of the Scout Law—"A Scout is trustworthy." Any Scout willfully damaging troop, patrol or personal equipment will be subject to committee disciplinary action and afforded the opportunity to replace damaged equipment.

Accidental damage to equipment will be investigated by the troop Quartermaster under the supervision of the adult Quartermaster. If determined the accident was a result of negligence the negligent party shall be afforded an opportunity to replace the damaged equipment.

Gear damaged or worn through normal wear and tear will be replaced by the troop as recommended by the adult Quartermaster.

### **Long Beach Troop 74**

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