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**POLICIES OF
BOY SCOUT TROOP 73
BISMARCK, NORTH DAKOTA**

GENERAL PRINCIPLES

Troop 73 has a long and proud history of helping boys to develop leadership and citizenship skills necessary to function in society. The key to the success of Troop 73 has been a strong, active and committed group of parents willing to give their time and effort to Scouts and to Scouting.

The policies contained in this booklet are the accumulated decisions of the Troop committee over the years. They are to be considered general guidelines and should be followed whenever possible. However, they are guidelines and not regulations. The expectation is that exceptions can be made to the policies if necessary, and if the exceptions are made in consultation with as many adults as practical. In all cases, the Scoutmaster or event leader has the final authority.

Proposed changes to this policy will be discussed and voted upon by the Troop Committee at monthly troop committee meeting.

ADULT SUPERVISION

Troop 73 will follow BSA rules, regulations and policies with respect to adult supervision and child protection policies. In particular, adult leadership on all outings, merit badge sessions and Scout conferences shall conform to the BSA requirement of two-deep leadership, at a minimum.

AGE RESTRICTIONS

Age or skill restrictions shall not apply to summer camp or camp-out activities. Scouts must be First Class to participate in high adventure trips. National high adventure camps require scouts to be age 13 as of January 1 in the year the trip is to be taken. Troop 73 trips that qualify as high adventure activities will parallel national guidelines. Exceptions may be made on a case-by-case basis and strong consideration will be given to those scouts whose parents are in attendance on the activity. The Troop Committee shall determine which activities will be classified as high adventure, and shall have final authority in determining age or skill restrictions for each Troop high adventure trip.

AMENDMENTS

Proposed policy additions/changes must be put on a monthly Troop committee agenda for discussion. The recommended policy addition/change will require a motion and second and be voted upon at the following regularly scheduled Troop committee meeting. Approval of proposed policy change must have a two-thirds affirmative vote from at least 50% of the Troop committee.

AUDIT

The committee chairperson, along with the Scoutmaster will serve as the audit committee for Troop 73. The troop Treasure will report all assets and debits incurred from the previous month at monthly committee meetings.

BOY SCOUT LEADERSHIP

Troop 73 is a boy run troop, because that is the best way to teach leadership and responsibility. That means, our boys plan the program, execute the activities and follow the patrol method to the greatest extent they are able. Sure, mistakes are made and sometimes adults need to step in, but lessons are learned and responsibility is understood.

A. The patrol method

The patrol is a group of Scouts who belong to a troop and who are probably similar in age, development, and interests. The patrol method allows Scouts to interact in a small group outside the larger troop context, working together as a team and sharing the responsibility of making their patrol a success. A patrol takes pride in its identity, and the members strive to make their patrol the best it can be. Patrols will sometimes join with other patrols to learn skills and complete advancement requirements. At other times they will compete against those same patrols in Scout skills and athletic competitions.

The members of each patrol elect one of their own to serve as patrol leader. The troop determines the requirements for patrol leaders, such as rank and age. To give more youths the opportunity to lead, most troops elect patrol leaders twice a year. Some may have elections more often.

Patrol size depends upon a troop's enrollment and the needs of its members, though an ideal patrol size is eight Scouts.

B. Junior Leadership Positions

1. Senior Patrol Leader (SPL)

- Elected by the Scouts to represent them as the top leader in the troop
- Reports to the Scoutmaster
- Runs all troop meetings, events, and activities
- Runs the Patrol Leader's Council (PLC) meeting
- Assigns duties and responsibilities to junior leaders

2. Assistant Patrol Leader (ASPL)

- Appointed by and reports to the Senior Patrol Leader
- Holds the second highest ranking patrol leader in the troop
- Helps the SPL lead meetings and activities
- Runs the troop in the absence of the SPL
- Serves as a member of the Patrol Leader's Council

3. Patrol Leader

- Elected by the members of the patrol
- Reports to the Senior Patrol Leader
- Appoints the Assistant Senior Patrol Leader
- Represents the patrol at the Patrol Leader's Council
- Plans and steers patrol meetings
- Keeps scouts informed

4. Assistant Patrol Leader
 - Appointed the Patrol Leader
 - Reports to the Patrol Leader
 - Leads the patrol in the absence of the Patrol Leader
 - Helps the Patrol Leader plan and steer the patrol meetings and activities
 - Helps the patrol leader keep patrol members informed
5. Instructor
 - Appointed by and reports to the Scoutmaster
 - Teaches basic Scouting skills in the troop and patrols
 - Plans and prepares for Skill segments of Troop meetings, particularly for First-Year scouts as assigned
6. Troop Guide
 - Appointed by and reports to the Scoutmaster
 - Introduces new Scouts to troop operations
 - Guides new Scouts through early Scouting activities
 - Helps new Scouts earn First Class in their first year
 - Shields new Scouts from harassment by older Scouts
7. Chaplain Aide
 - Appointed by the Senior Patrol Leader
 - Reports to the Assistant Patrol Leader
 - Presents the troop with prayer before troop meetings and meals
 - Assists the Troop Chaplain with religious services at the troop activities
 - Promotes religious award program
8. Historian
 - Appointed by the Senior Patrol Leader
 - Reports to the Assistant Senior Patrol Leader
 - Gathers pictures and facts about past troop activities and keep them in a historical file or scrapbook
 - Takes care of troop trophies, ribbons, and souvenirs of troop activities
 - Works with Troop Scribe to ensure a record of and photographs from each troop event are collected and made available for the troop newsletter, Court of Honor ceremonies, etc.
9. Librarian
 - Appointed by the Senior Patrol Leader
 - Reports to the Assistant Senior Patrol Leader
 - Sets up and takes care of the troop library
 - Keep records of books and pamphlets owned by the troop
 - Adds new or replacement items as needed

10. Quartermaster

- Appointed by the Senior Patrol Leader
- Reports to the Assistant Senior Patrol Leader
- Keeps records on the patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it is returned in good condition

11. Scribe

- Appointed by the Senior Patrol Leader
- Reports to the Assistant Senior Patrol Leader
- Attends and keep a log of the Patrol Leader's Council
- Records individual Scout attendance, dues and advancements
- Contributes to the troop newsletter as required

12. Den Chief

- Selected by the Scoutmaster
- Reports to the Webelos Den Leader
- Helps Webelos Scouts in their work on activity pins and rank advancements
- Serves as the activities assistant at the Webelos den meetings
- Helps with Webelos Scout-Boy Scout activities

CAMPING AND OUTDOOR ACTIVITIES

Scouts and their, parent/partners are encourage to participate in troop campouts and other outings. Some activities may have age or rank restrictions. If a scout is not properly prepared for an activity the scout will be required to get prepared or not allowed to go.

CAMPING RULES

A. General camp rules

1. The Outdoor code must be followed.
2. Troop and personal property must be respected. Label/mark all personal property.
3. Any damaged or missing items must be reported immediately.
4. No electronic devices [including but not limited to CD player, radios, cassette players, cell phones* etc.] are allowed. { * cell phones are to be used for emergency uses only }
5. Books are allowed
6. Scouts are encouraged not to bring pop and candy, however sport drinks and healthy snacks are encouraged, remember they are not to be stored in the tents.

B. Scouts are expected to:

1. Participate in all scheduled activities
2. Keep personal gear and patrol areas neat, clean and safe
3. Perform their duties as assigned by the patrol leader
4. Assist in clean-up after all camp-outs
5. Stay at the camp ground until the event is concluded (unless prearranged with Event Leader)

6. Participate in all swimming and water activities following the safe swim method. These activities will be allowed only in designated areas.

C. The following are prohibited

1. Pets
2. Drugs, except for medications
3. Alcoholic beverages, snuff, smoking, firearms
4. Electronic devices, i.e., boom boxes, games, TV's, radios, etc.
5. Large sheath knives (folding knives OK)
6. Knife games of any kind
7. Dropping of tents
8. Ordering in food
9. Food left in tents (to avoid attracting animals and insects)
10. The Outdoor code must be followed.
11. Fires left unattended
12. Leaving camp in the middle of the night under any circumstances without adult supervision.
13. ****Liquid fuel must be kept locked up, and food must be kept in coolers

D. Tent Rules

1. The troop has tents available for troop scouts and adults
2. The adult tents are not to be loaned out
3. Scouts and Adults can bring personal tents
4. All tents, Troop and personal, must have a sign or lettering stating "NO FLAME" on the front or entrance of the tent
5. Tents are to be set up properly and maintained not only to prevent damage to the tent, but to prevent occupants from getting wet.
6. No food of any kind [including tooth paste, tooth brushes, medicines or anything that may attract animals] are to be stored in any tents including adult, timberline, dome, private or troop, no exceptions.
7. Have these items bagged separately and labeled. They are to be stored in the troop trailer or other vessel.
8. All tents must be inspected by an adult leader before they are taken down after an event. If the tent is not inspected, the tent will be set up again properly and inspected.

E. Camp Cooperation

1. Duty rosters are to be scheduled and posted at the beginning of the camp.
2. All scouts are required to assist with camp duties, if you don't have something, ask or take the initiative and help out on your own.
3. No scout is to go off by himself; all scouts must use the buddy system and check in and out with an adult.

F. Long Term Camping

1. An adult must accompany each Scout during his first experience at summer camp. Exceptions to this requirement may be granted with the approval of the Scoutmaster and the majority of those adults attending summer camp. This doesn't exclude scouts that want to

- attend camp, when a parent/partner can't attend. The parent/partner will need to make arrangements with another adult that will be at camp, other than the adults in charge at camp.
2. At long term camps an adult will setup a bank so the scouts will not have to secure their monies. The adult will setup banking hours, so the scout will need to plan ahead.
- G. If camping equipment is broken by a scout, other than by accident, the scout pays for the repair or replacement of the equipment.
 - H. Parents are encouraged to attend camp-outs and other camping and Scouting activities at any time. All camping rules defined above apply to all adult campers as well. Alcohol consumption is not permitted at anytime during a scouting event, in or out of camp. Smoking is not permitted in camp or in vehicles occupied by scouts.
 - I. All participants are required to follow the Scout Law.

COLORS

Blue is the official color of Troop 73.

COURT OF HONOR

The court of honor is an awards ceremony to honor scouts for their accomplishments. Rank advancements, merit badges and other scouting awards are presented at a Court of Honor. Parents and families are encouraged to attend. The court of honor is prepared and executed by a select number of scouts, selected to host the event. Often a meal will accompany the event.

Troop 73 hosts two Court of Honors a year, one in the spring and another in the fall.

DUES

- A. Dues paid to the Troop will be \$3.00 per month, paid annually in full in January. The dues will be debited from each Scout's account.
- B. All Scouts entering the Troop will pay dues prorated on when they join the Troop and the remaining months in the year.
- C. Boy's Life magazine will be included with the yearly dues.
- D. If a Scout leaves the Troop during the year, no part of the dues is refundable.

EAGLE SCOUT ADVANCEMENT

- A. The Eagle Advancement Chairperson shall coordinate the Eagle Board of Review as soon as possible after the Eagle Award application has been approved by the Council Scout office
- B. The Troop should conduct an Eagle Awards Ceremony within six months of the Eagle Board of Review. The Troop will pay \$100 for each Eagle Scout to have an Eagle Scout ceremony. The money will be paid to the family. The parents of the Eagle Scout are expected to help organize the Eagle Court of Honor. The Scout must have a full uniform for the Eagle Board of Review and the Eagle Court of Honor.
- C. The Troop will engrave the names of each Eagle Scouts on the Eagle Scout plaque to be on display at the Eagles Club in Bismarck.
- D. The Troop will pay the first registration of the National Eagle Scout Association.

EQUIPMENT

A. Troop 73 Usage

Equipment purchased with Troop 73 funds or donated to the Troop is the official property of the Fraternal Order of the Eagles #2237, but is managed by Troop 73. In the event that Troop 73 disbands, all equipment will return to the property of the Fraternal Order of the Eagles #2237. All equipment is to be used for official Boy Scout functions only.

Instances of unauthorized use of Troop equipment will be brought before the Troop Committee for recommended action.

B. Other Troop and District Usage

Any use of Troop 73 equipment by other troops or the Frontier Trails District must be for official functions and must have approval of the Troop 73 Scoutmaster on a function-by-function basis.

FEES

A. Camp Fees

Definitions below are defined to be used in the FEES section.

Adult drivers: The definition of an adult driver will be defined as in the BSA Guide to Safe Scouting.

Fuel Expense: Adult drivers need to fuel the vehicle that is to be used for the scheduled trip/event, just before the trip/event at the drivers expense. The driver must keep records (receipts) of the fuel expenses incurred during the trip/event, including a final fueling upon return to the trip's/event's origin. Any personal expenses are not to be included with the troop expenses. Receipts must be turned in within one week of the event to the Event Leader for these receipts to be paid by the Troop. The Troop will attempt to keep fuel costs down by taking the least amount of vehicles on all scouting events/trips. Adult drivers arriving after the start of the event will incur the cost of fuel/travel as their own expense.

Personal Expenses: May include but not limited to, any personal trips, mileage etc. during the trip/event.

Travel, Event, Trip Expenses: May include but not limited to, fuel expense, registration fees, food costs, grocery costs.

1. Short Term (48 hours or less), Long Term (48 hours or more) and High Adventure campouts
 - a. Camp ground , camporee and registration fees will be deducted from the Scout's account.
 - b. The Scout's account shall be used to pay for food costs and travel expense for all registered adults for all events.
 - c. Adults shall pay for all adult registration fees to all scouting events, if applicable.
2. Troop Service Outings
 - a. If an outing is designate in advance as a "Service Outing", the participants will not be charged for the event.
 - b. Scouts will still obtain service hours, as they are not getting paid for the service, just not having to pay to work at the event.
 - c. Service hours obtained outside of Scouting must be tracked by the Scout.

B. Training Fees

1. The Troop will pay for Basic Leader Training registration for all adults who wish to attend.
2. The Troop shall pay up to one-half Wood Badge registration fees if funds are available. The Troop committee will decide which individuals will attend. Individuals interested in attending Wood Badge must make a presentation to the Troop committee, commit to finishing their Wood Badge ticket and make a commitment for continued involvement in Troop activities.
3. Junior Leader Training (NYLT): The Troop shall pay \$100 towards the fee of NYLT for first time participants, upon successful completion of the course. Participants attending a second time will get \$50 towards the fee. The Scoutmaster will decide NYLT participants.

C. Registration and re-chartering fees

1. Scouts are responsible for their own registration and re-chartering fees, which are part of their annual dues. Adult fees are paid by the Troop.

FISCAL YEAR

The fiscal year for Troop 73 shall be from January 1 through December 31.

FUND-RAISING

- A. All fund-raising projects must be presented to the Troop fund-raising committee. No fund-raising projects are to be brought before the full committee unless the fund-raising chairperson cannot be reached 24 hours prior to the Troop Committee meeting. The Fund-Raising Committee will have final authority on fund-raising projects for the Troop.
- B. Generally, fund raiser profits are distributed on a basis of 20% to the Troop and 80% to the Scouts.
 1. Profits from a fund-raising activity are to be distributed at the direction of the fund-raising committee and will be discussed with the full Troop committee prior to the event.
- C. All fund-raising incentives must be decided prior to the start of the fund-raising project.
- D. Parents are expected to help out at fund-raising events for the general good of the Troop. Some parents will be able to contribute more time than others due to personal schedules. This is understood and in no way can nor will be documented. Due to these inequities, at no time will Scout accounts be credited for parents' efforts toward Troop projects. It is the Scout's responsibility to earn his own way.
- E. Summer camp and high adventure outings should be scheduled around fund- raising activities.
- F. Parents are expected to help out at fund-raising events for the general good of the Troop. Some parents will be able to contribute more time than others due to personal schedules. This is understood and in no way can nor will be documented. Due to these inequities, at no time will Scout accounts be credited for parents' efforts toward Troop projects. It is the Scout's responsibility to earn his own way.
- G. The general fund-raising events are but not limited to:
 - Wreath/Poinsettias sales
 - Candle sales
 - Pizza Sales
 - Popcorn Sales -district
 - Candy sales –district

HONOR GUARD

Scouts in full uniform consisting of Boy Scout official shirt, neckerchief, pants, belt, and sash. Red berets and white gloves may be furnished by the Troop. Honor Guard participation is strictly volunteer. No fees will be charged; however, donations will be accepted.

INSURANCE

Troop 73 pays the insurance premium for registered Scouts and supervising adults. The insurance is only a supplement to family insurance plans. It only pays the deductible for the family insurance plan. A copy of the policy is available for inspection upon request.

MEDICAL INFORMATION

- A. Release forms: All Scouts and adults must have a physical or medical release form completed prior to attending summer camp or high adventure trips. The waiver form is to be signed upon becoming a member of Troop 73.
- B. Medical information of each Scout attending an out-of-town camp-out or trip must be in the supervising leader's possession prior to departure for the event.
Copies of the medical and release forms will be kept in the Troop trailer or in possession of the Event Leader or Troop Treasure.

MERIT BADGE ACTIVITIES

- A. Scouts are strongly encouraged to participate in advancement activities that are scheduled through the troop so that the scouts will advance. The Troop Guide [Junior Leadership] needs to be in contact with the scouts that have not reached the rank of first class and assist the Patrol Leader's Council in planning activities to accommodate scouts' advancement.
- B. It is recommended that the Troop will instruct as many "Eagle-required" merit badges as possible.
- C. The following steps will be followed by any Scout wishing to begin work on a merit badge.
 - 1. The Scout will talk about the merit badge with the Scoutmaster or the Advancement Chairperson. The Scout will then solicit other members of the Troop for individuals wishing to also work on the merit badge.
 - 2. There must be a minimum of two Scouts working on a merit badge.
 - 3. The Scoutmaster will give each Scout a signed merit badge application "Blue Card". The Scout will then take the application to the counselor, discuss the merit badge requirements and what will be expected to complete the badge.
 - 4. When the counselor is satisfied that all the requirements for the merit badge have been met he/she will sign the merit badge application "Blue Card." The Scout will give the signed application to the Scoutmaster or the Advancement Chairperson.
 - 5. The "Applicant's Record" portion of the merit badge application will be added to the Scout's file, held by the Troop Treasure when the merit badge is awarded. It is very important that the Troop save this record, as it is his proof that he completed the merit badge.

Occasionally, a merit badge counselor may announce that they would like to work with the Scouts on a merit badge. The counselor will discuss the idea with the Scoutmaster or the Advancement Chairperson, who will approve the work on the merit badge and the proposed timing. The counselor would then solicit the Troop for interested Scouts.

Scouts related to the Scoutmaster or the Advancement Chairperson should go to the other leader (Scoutmaster or Advancement Chairperson) to whom they are not related for merit badge counselor assignment and approvals.

If the Scoutmaster is not available to approve a merit badge application, the Advancement Chairperson may sign the card. The Scoutmaster and Advancement Chairperson may also assign an individual the responsibility of approving merit badge applications and of assigning a counselor if they are both not present, and a delay would impede work on the merit badge.

MERIT BADGE COUNSELORS

- A. An individual wanting to be a merit badge counselor is to be a registered member of the Boy Scouts of America and be approved by the Scoutmaster.
- B. A parent will not serve as merit badge counselor for his/her own son, except if the Scout is a member of a group, without prior approval of the Troop Advancement Chairperson or the Scoutmaster.
- C. There is no deadline for earning Merit Badges, except the Scout's 18th Birthday. Once a Scout has started working on a Merit Badge (i.e. obtained a signed "Blue Card" Application for the Merit Badge from his Scoutmaster, had an initial discussion with a Merit badge Counselor [MBC], and started working on the requirements), he may continue using those requirements until he completes the merit badge or turns 18. There is no one year limit on so-called "partials", but a Merit Badge Counselor [MBC] in Troop 73 can cease activities on the merit badge within a 12-month period after it has started. The actual length of the merit badge is to be set by the merit badge counselor in advance of the beginning of the merit badge. Exceptions to the rule will be reviewed by the Merit Badge Counselor and the Advancement Chairperson on a case-by-case basis. It is up to a merit badge counselor to assist a scout with a partially completed merit badge.

NEWSLETTER

A monthly newsletter is prepared and sent to the each scout family and one copy is mailed to the Eagles club. Contributors to the news letter can be the scribe, historian, patrol leaders, senior patrol leader, scoutmaster and event leaders.

PARTICIPATION

Scouts are encouraged to participate in the troop activities on a regular basis. Not only to have fun but to learn new skills, sharpen current skills and earn advancement. Attendance is taken at troop meetings by the scribe and at patrol leader's council (PLC) meetings.

Adults and families are strongly encouraged to participate with their sons in the troop activities and events. Adults are also strongly encouraged to assist in leadership positions [in the troop, events and activities] and as committee members. The troop is run by the scouts and their junior leaders, with guidance from the adults. However the troop parent committee is run by the parents of the scouts. Please take time to help your son by helping the troop parent committee.

RANK ADVANCEMENT

Scouts are encouraged to work on completing rank advancement requirements at all Troop meetings, camp-outs, and other functions that are appropriate. Scouts may request any Assistant or Junior Assistant Scoutmaster to sign off requirements they can show that they meet. Parents (or other relatives, guardians, etc.) should not sign off requirements for their son unless they are working with a group of

Scouts and they have first discussed it with the Scoutmaster or Advancement Chairperson. Scouts that are completing ranks requiring positions of responsibility¹ must participate in the positions and have good attendance at the troop meetings, troop activities and the Patrol Leader Council meetings (PLC).

¹see Boy Scout Handbook, rank requirements.

Scouts must show acceptable Scout skills, Scout spirit and other requirements found in the Boy Scout Handbook as needed for Scout rank advancement. When a Scout is ready for rank advancement, he should notify the Scoutmaster and the Advancement Chairperson. A board of review will be held as soon as a Scout is eligible for rank advancement. If a Scout notifies the Scoutmaster and Advancement Chairperson after the first meeting of the month with a Court of Honor scheduled, the board of review may not take place until after the Court of Honor. In such a case, the rank advancement will be awarded at the next Troop meeting and it will be recognized at the next Court of Honor. The number of Boards of Review requested before a Court of Honor will determine the scheduling.

SCOUT ACCOUNTS

- A. Summer camp is the high priority camping experience for Scouts, particularly for younger Scouts. Therefore, Scouts must maintain in their individual accounts sufficient money for summer camp before participating in Scout outings such as ski trips, hiking trips, etc. Exceptions to this policy may be approved by the Troop Committee on a case-by-case basis. Any amount over the above required fee(s) may be used for Scouting related equipment or supplies. Scouting related equipment or supplies are defined as those items that would normally be used for a Scout function.
- B. For reimbursement of an acceptable expense, a receipt must be presented to the Troop treasurer at a monthly Troop committee meeting within 30 days of purchase.
- C. If a Scout transfers to another Boy Scout Troop, money in his account will be transferred to that Troop in his name.
- D. If a boy quits scouting and his or his parents account is in a negative balance, we will apply positive to the negative balance and write a check for the balance of the accounts. The only exception to this policy is when there are two or more members from the same family in the troop in which case the money will then be transferred to the remaining member, if the scout whose account is closing wants it that way.
- E. Once a Scout account has reached a negative balance of \$25.00, the Scout will not be allowed to participate in any Scouting activity other than the weekly Troop meeting unless arrangements have been made with the Troop committee treasurer.
- F. Monies can be transferred from a scout's account to another family member's account upon request from the scout's parent.

SCOUT MEETING RULES

- A. There will be no harassing other Scouts before, during or after a meeting. Scouts will cooperate in a Scout spirit fashion and follow the instructions of those supervising the meeting.
- B. Uniforms are to be worn at all meetings. Caps of any kind are not allowed to be worn indoors.
- C. Election of new Troop and Patrol leaders for six-month terms will be conducted in January and July. The new leaders should be sworn in at the following troop meeting.
- D. Each Scout should try to attend at least 50% of all troop meetings and activities to be in good attendance.

- E. Scouts that are junior leaders are required to attend and have good attendance at Junior Leader Council (JLC) meetings as required in the "Junior Leader Job Descriptions" or as stated in section above.

TROOP COMMITTEE

- A. Membership --all parents of Scouts in Troop 73 are eligible and encouraged to be Troop 73 committee members. Committee members are required to be registered members of the Boy Scouts of America. Individuals who wish to serve as members of boards of review must be registered as committee members. BSA policy does not permit the Scoutmaster or Assistant Scoutmasters to serve on Boards of Review.
- B. The following are elected positions held for a one-year term. A three-member nominating committee, appointed by the Committee Chairperson, will make nominations at the November committee meeting with elections held at the December meeting. Newly elected officers will take office January 1. Any position not filled at the December election will be appointed at the recommendation of the Executive committee with the approval of the Troop committee.

Chairperson	Advancement Chairperson	Friends of Scouting
Vice Chairperson	Webelos and New Scout Resource Person	Publicity
Secretary	Outdoor Activities	
Treasurer	Equipment Coordinator/Quartermaster	

These positions on the committee are appointed by the Troop committee:

Scoutmaster
Assistant Scoutmasters

The following position is appointed by the Chartering Organization:
Chartering Organization Representative

The job descriptions for these positions are as follows:

Committee Chairperson

- Chair monthly leaders meeting
- Supervise administration of unit records and committee
- Provide leadership training opportunities for adults
- Work closely with Scoutmaster
- Member of Troop Executive Committee

Vice Chairperson

- Assist committee chairperson when called upon and act as committee chairperson in absence of chair
- Coordinate Scout/adult leadership personnel for all Scout fund raising functions
- Chair the subcommittee for Troop fund-raising activities to include obtaining proper authorization

Secretary

- Takes minutes of Troop committee meetings and distributes to all families and chartering organization
- Report minutes of previous meeting
- Member of Troop executive committee

Treasure

- Handle all Troop funds
- Pay bills on authorization of Troop committee
- Maintain checking and savings account
- Maintain adequate records and report to the Troop committee at each monthly meeting

Advancement Chairperson

- Order awards as needed
- Keep advancement record file
- Conduct Boards of Review
- Set up Courts of Honor
- Develop and maintain Merit Badge Counselor list
- Maintain Troop registration records

Webelos and New Scout Resource Person

- Coordinate joint activities between Troop and affiliated packs
- Find out who are the Webelos leaders of affiliated packs
- Encourage Webelos and their parents to join the Troop
- Conduct parent orientation for new families

Outdoor/ Activities

- Fill out tour permits as needed
- Handle Accident Insurance Program for Troop
- Responsible for arranging transportation for Scout outings
- Responsible for activity plans and details

Equipment Coordinator/Quartermaster

- Responsible for securing storage and maintenance of Troop equipment
- Work with Quartermaster to maintain an inventory list
- Makes safety checks on all Troop equipment

Friends of Scouting

- Attend Friends of Scouting orientation at the district level
- Set plan for Troop's participation
- Provide opportunity for all families to participate
- Follow up on progress and complete the Scout family Friends of Scouting on time

Publicity

- Coordinate publicity for the Troop
- Work with Troop Historian to maintain memorabilia

Chartering organization Representative

- Help secure adult leadership
- Approve leadership
- Chair charter review meeting
- Report to chartered organization board regularly
- Member of Troop executive board

Scoutmaster

- Work closely with the committee chairperson
- Attend regular Troop meetings and activities
- Work with patrol leader council to plan Troop meetings
- Complete basic leader training within 12 months of accepting position
- Provide leadership training opportunities for Scouts
- Ex- officio, non-voting member of Troop executive committee

Assistant Scoutmasters

- Fill in when Scoutmaster is absent
- Will work as co-leaders in each job description
- Complete Basic leader training within 12 months of accepting position
- Responsible for all honor guards

C. Voting

Each committee member, including Scoutmaster and Assistant Scoutmaster has one vote.

- D. Troop committee minutes will be sent to all Scout parents each month via e-mail the week after a committee meeting. These minutes will be in a draft (unapproved) state. A monthly financial statement for each Scout will be included with the approved committee minutes and handed out at the committee meeting.

E. Executive Committee

The Troop executive committee shall consist of: committee chairperson, vice chairperson, secretary, treasurer, chartering organization representative, and Scoutmaster. The Scoutmaster is an ex-officio, non-voting member.

TROOP MEETINGS

- A. Troop 73 meets every Tuesday night at St. Anne Church, located at 1321 Braman Avenue, Bismarck. Meeting time is 7:00 – 8:15pm.
- B. Meetings are not conducted on the Tuesday after a weekend campout, unless otherwise noted.
- C. Phone calls are made each week by the patrol leaders to each member in their patrols before Sunday evening. The purpose of the phone call is to inform the scouts what activities will be taking place at the next troop meeting. [The calling tree for these phone calls is as such; senior patrol leader call the scoutmaster, then the senior patrol leader calls the assistant senior patrol leader and one patrol leader. The assistant patrol leader call the rest of the patrol leaders. Patrol leaders then call each member of their patrol.]
- D. See “Scout Meeting Rules” section for further details.

TROOP SCRAPBOOK

The Troop will furnish film and processing for the Troop historian, who serves as the troop photographer.

UNIFORM

- A. Boy Scout uniform must be worn at each Troop meeting, court of honor and board of review. For purposes of Troop 73, the uniform consists of official Boy Scout shirt and neckerchief. The only exception is the uniform required for honor guards, and explained in that section. Troop t-shirts may be worn only during summer months of June, July and August with the exception of occasional use during which the leader in charge of the event has the authority to allow the Troop 73 t-shirt or sweat shirt to be worn
- B. Scouts participating in a Scoutmaster conference or Board of Review must be in full Class "A" uniform, which includes scout shirt properly insignia for their current rank, neckerchief with slide, sash, and if the scout has, pants, belt, socks, with scout handbook.
- C. BSA rules require Class A uniforms for trips.
- D. Scouts must wear their uniform to all flag ceremonies including but not limited to scout meetings and campouts.
- E. Uniforms must be worn to all district and council events, unless otherwise informed, and kept buttoned up and tucked in. Uniforms must be worn (buttoned up and tucked in) on all district fund raisers. Troop t-shirts must be worn tucked in, to all troop fund raisers unless otherwise informed.
- F. Troop T-shirts may be worn during travel times to campouts, summer camp, etc. However, once the Troop arrives at camp, Class "A" uniform must be worn. (Hint: scout should pack the shirt on the top of his pack so it can easily be found when needed).

WEB SITE

The troop has an internet web site. The site contains troop information such as current events, District events, and links to helpful scouting information. The troop roster is kept on the web site within the secured area. Please inquire about the troop on the site address and permissions.

APPENDIX A

BOY SCOUT TROOP 73 PERMISSION SLIP

****Copy of permission slip to be included here****