



BSA Troop 228

TROOP MANUAL

Flowery Branch Masonic Lodge #212
Northeast Georgia Council #101
Chattahoochee District

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Introduction

For many young scouts, scouting is the first time they do something over a sustained basis to achieve a goal. Scouting takes youth and prepares them for life. They learn about adventure, civic responsibility, and they learn about themselves in the process. For many scouts, it is their first experience in leadership training. Scouting teaches the importance of character and honor. An Eagle Scout once said if you look back at the end of a life and you can say you did a good job living the scout oath and law you can probably say you also had a successful life. Scouting opens many doors. The reason the Eagle Scout award means so much is the example left by those who have achieved the rank of Eagle. From Presidents such as Gerald Ford, to Astronauts such as Neil Armstrong many have held the rank of Eagle. Senators, university presidents, judges, pro athletes, White House staff, Nobel Prize winners, Olympians, bank presidents, CEO's, Oscar winners, and many more have also become Eagle Scouts. The first Eagle Scout was recognized in 1912 and the one millionth was recognized in 1980. Many more (such as Bill Gates) have reached other ranks in scouting such as Life Scout. No matter what rank the Scout achieves, their life will be changed for the better just by being in Boy Scouts.

It takes a community to create an Eagle Scout. Scouting takes the partnership of parents, leaders, advisors, merit badge counselors, Committee Members, and - most importantly - the scouts. The following manual gives information on the basic setup and framework of scouting. It outlines how the boys are organized, the positions they hold, and their responsibilities. It gives the same information for the parents, adults, and committee members. Please take time to read through the manual so that our troop and your son have the best chance of success.

Troop Organization

Patrols: Patrols are the basic organization of the troop. The Troop is composed of two or more patrols each consisting of 6 to 8 scouts. Every Scout is a member of a patrol. Scouts will tent, cook, and work together as a patrol on campouts. Per charter rules, there will be no female scouts in Troop 228.

The New Scout Patrol: Webelos Scout dens and other scouts who join Troop 228 as groups usually choose to stick together. We encourage you to do so by providing for one or more New Scout patrols whenever possible. These patrols are called the "New Scout Patrol" until they choose a name to represent themselves. Once they have chosen a name, they will order their patrol patches and will, from that point forward, be known by their chosen name. These "New Scout" patrols will be assigned a Patrol Leader (usually one or two of the Troop Guides) by the SM, to work with them on advancement, organization, and learning the patrol method. These Troop Guides (TGs) are responsible for seeing that the new patrol is successful. The New Scout Patrol will elect its own Assistant Patrol leader (APL). When the new APL is ready, they will become Patrol Leader (this usually occurs at a subsequent troop election and is at the discretion of the adult advisor, the TGs, and the SM).

Reconstitution: Patrols with fewer than 4 or more than 10 members really cannot function effectively and will be merged or divided so that every scout can fully participate in the "patrol method." In addition, when there is an influx of new members and it proves impossible to create a New Scout Patrol, one or more Patrols will be reconstituted, or even the entire Troop may be formed into new patrols of 6-8 Scouts within 2 years of age (per Youth Protection Guidelines) in order to ensure that no one is left out of Troop activities. The SM and/or Troop Committee Members (TCMs) will decide how the patrols are reconstituted.

Elections: Troop leaders are elected every 6 months by the boy members of the Troop – currently, this is done on the December outing and the last Monday in June. New leadership positions take effect January 01 and July 01. In addition, leaders may be elected or appointed whenever necessary. The BSA rules governing junior leaders provide for general Troop elections to be held as often as necessary and require at least one general election a year. The Senior Patrol leader position is held for 1 year position, elections will be held on the December campout. Position will begin January 1st of the following year.

Youth Leadership Positions

Senior Patrol Leader: The Senior Patrol Leader (SPL) runs the Troop. This is the most demanding and difficult position in the Troop. This Scout presides over all meetings and activities and is the leader of the Patrol Leaders Council (PLC). This Scout must be at least First-Class rank, though a Star or Life Scout will probably be more successful. We strongly encourage Scouts who are, or would like to be, SPL to take one of the Council level advanced training courses (i.e. NYLT). The SM and Assistant Scoutmaster (ASM), or other registered adult leader(s) designated by the SM, will help the SPL with leadership training.

Assistant Senior Patrol Leader: The Assistant Senior Patrol Leader (ASPL) runs the Troop in the absence of the SPL. He attends PLC with the SPL. He is usually also given other duties (e.g., overseeing the TGs, uniform inspection, opening flag ceremony, etc.). The ASPL is elected by the Troop, with the approval of the SM, from the pool of current and former Patrol Leaders (PLs) and should hold at least the rank of First Class. We recommend that Scouts who are, or would like to be, ASPL take one of the Council level advanced training courses (i.e. NYLT). The SM and ASM, or other registered adult leader(s) designated by the SM, will help the ASPL with leadership training. The ASPL is elected by Troop youth membership to a one year term. This position accrues leadership time toward Star, Life, and Eagle ranks. The ASPL reports to the SPL. The ASPL's adult mentor is the SM or other registered adult leader(s) designated by the SM.

Patrol Leader: Patrol Leaders (PLs) are a vital part of the troop. These boys are the frontline managers in the Troop. PLs advance in rank from APL. There is no rank requirement for these officers. The PL is responsible for representing his patrol at the PLC, for communications within his patrol and planning for their participation in Troop outings (duty rosters, meal plans, etc.). Note that being responsible means that he should see to it that all of these things happen, not that he must do all these things personally. This position accrues leadership time toward Star, Life, and Eagle ranks. The PLs report to the SPL. The PLs' adult mentor is the SM or other registered adult leader(s) designated by the SM.

Assistant Patrol Leader: The Assistant Patrol Leader (APL) runs the patrol in the absence of the PL. The APL is elected from members of his patrol only. The APLs report to the PL. The APLs' adult mentor is the SM or other registered adult leader(s) designated by the SM. See the job description available as a separate publication for more specifics.

Scribe: The Scribe records attendance at each meeting. When there is a Troop outing requiring reservations, the Scribe maintains a list of who plans to attend. In addition, the Scribe is responsible for all Troop correspondence such as invitations, thank you notes, etc. The Scribe may also be responsible for the Troop newsletter. The Scribe is responsible for keeping minutes at the PLC Meetings. The Scribe is usually First-Class rank or higher. There may be one or more assistant Scribes as needed. The Scout in this position works with the Troop Treasurer. This position accrues leadership time toward Star, Life, and Eagle ranks. The Scribe reports to the ASPL or another registered leader designated by the SM. The Scribe's adult mentor is the Troop Committee Secretary or other registered adult leader designated by the SM.

Treasurer: When Troop outings are planned, the Troop Treasurer keeps track of who has paid. He works with an adult leader (usually the Troop Committee Treasurer, Troop Activities Coordinator, and/or Troop Membership Chairperson) on summer camp payments, trip fees, and yearly dues. The Treasurer is usually First-Class rank or higher. This position is filled by the SM as needed. It accrues leadership time toward Star and Life ranks only. The Treasurer reports to the Troop Committee Treasurer or other registered adult leader designated by the SM. The Treasurer's adult mentor is the Troop Committee Treasurer.

Quartermaster: The Quartermaster (QM) is responsible for keeping track of Troop property. He maintains records of who has borrowed Troop equipment, and the condition and completeness of each item or type of item. The QM advises the SPL, Adult QM, or SM when something needs to be cleaned, repaired, or replaced.

The QM is usually First-Class rank or higher. This troop generally elects two QMS. This position accrues leadership time toward Star, Life, and Eagle ranks. The QMs reports to the ASPL or another registered leader designated by the SM. The QMs' adult mentor is the Troop Adult Quartermaster.

Patrol Quartermaster: The Patrol Quartermaster (PQM) is responsible for keeping track of patrol property. He is also responsible for checking out Troop property from the Troop QM for his patrol and checking it back in. The PQMs report to the QMs. The PQMs' adult mentor is the Troop Adult Quartermaster.

Librarian: The Librarian maintains the Troop's collection of Merit Badge booklets and handbooks plus any other printed material, maps, etc. that belong to the Troop. The Librarian sees to it that there is a checkout system in place, the collection is up-to-date and complete, and arranges to repair or replace out-of-date or damaged books and other items. The Librarian is usually First-Class rank or higher. This position accrues leadership time toward Star, Life, and Eagle ranks. The Librarian reports to the ASPL or another registered leader designated by the SM. The Librarian's adult mentor is the Troop Advancement Chairperson. The Troop does not currently elect this position.

Historian: The Historian gathers facts and pictures about Troop activities, maintains scrapbooks and displays, and assists Troop leaders in making use of historical materials. The Historian is usually First-Class rank or higher. He is responsible for recording Troop activities with his camera and preparing displays for Courts of Honor and other events. This position accrues leadership time toward Star, Life, and Eagle ranks. The Historian reports to the ASPL or another registered leader designated by the SM. The Historian's adult mentor is the Troop Publicity Coordinator. The Troop does not currently elect this position

Chaplain's Aide: The Chaplain's Aide (CA) plans and carries out religious services at Troop activities. He also tells Troop members about the religious emblem program of their faith and how to earn one. This Scout works with the Troop Chaplain. He provides the closing prayer at Troop meetings. This position accrues leadership time toward Star, Life, and Eagle ranks. The Chaplain's Aide reports to the ASPL or another registered leader designated by the SM. The Chaplain's Aide's adult mentor is the Troop Adult Chaplain.

Troop Guide: There should be at least one Troop Guide (TG) for every New Scout Patrol. There may be additional TGs in charge of recruiting or other responsibilities having to do with recruiting and retaining new members. The TG(s) is/are responsible for making sure the New Scout Patrol(s) is/are included in all Troop activities, they are planning for patrol and Troop outings, they receive Troop communications, and they are working on their advancements. TGs work with the APL to guide and teach him how to be a good leader and to ensure that the Patrol is participating and advancing. They do not run the patrol. TGs are usually older Scouts (13 years+) and are at least First-Class rank. This position accrues leadership time toward Star, Life, and Eagle ranks. The TGs report to the ASM or another registered adult leader designated by the SM. The TGs' adult mentor is the ASM or another registered adult leader designated by the SM.

Instructor: An Instructor is a Scout who serves the Troop by teaching younger Scouts. Appointed by SM, the Instructor must be at least First-Class Rank but must also have special knowledge in fields of Scout skills (e.g., first aid, pioneering, cooking, etc.) and be willing to teach the other members of the Troop on an ongoing basis. This position accrues leadership time toward Star, Life, and Eagle ranks. The instructor reports to the ASPL or another registered leader designated by the SM. The instructor's adult mentor is the ASM or another registered adult leader designated by the SM.

Order of the Arrow Representative: The Order of the Arrow Representative (OAR) must be at least an Ordeal member of the Order. He represents the Troop to the local OA Chapter and informs the Troop about OA activities and opportunities as they arise. This position accrues leadership time toward Star, Life, and Eagle ranks. The

OAR reports to the ASPL or another registered leader designated by the SM. The OAR's adult mentor is the Adult OA Representative or other registered adult leader designated by the SM.

Junior Assistant Scoutmaster: The Junior Assistant Scoutmaster (JASM) is a Scout of exceptional maturity and achievement who is appointed by the SM to hold an ASM position. Their duties are as appointed by the SM and TC and are the same as would be assumed by any other ASM with the following two exceptions: they do not drive on Troop outings and do not count as adult leadership for Youth Protection purposes. In our Troop, these boys must have achieved the rank of Eagle Scout and be at least 16 years old to 21 years old. Upon reaching their 21st birthday, that scout is eligible to become an ASM.. The JASM reports to the SM or other registered adult leader designated by the SM. The JASM's adult mentor is the SM or other registered adult leader designated by the SM.

Den Chief: A Den Chief (DC) is a Scout who meets and works with a Cub Scout den as a junior leader and assistant to the adult leadership. This is a position of tremendous responsibility since the Scout is serving as an ambassador from Scouts BSA and their Troop to the Cub Scout Pack and den. They should be mature and enjoy working with younger scouts. DCs volunteer for the position and are confirmed by the SM, Den Leader (DL), and Cubmaster (CM). A DC is usually First-Class rank or higher and should be at least 12 years of age. This position accrues leadership time toward Star, Life, and Eagle ranks. The DC reports to the Den Leader in the pack they are working with and to their ASM or another registered adult troop leader designated by the SM. The DC's adult mentor is the Den Chief Coordinator or another registered adult leader designated by the SM.

Bugler: The Bugler plays the bugle at troop ceremonies, on campouts, and at other events as requested. They should be able to competently play the bugle. They should be able to hit High E without cracking. This position accrues leadership time toward Star, Life, and Eagle ranks. The Bugler reports to the ASPL or another registered leader designated by the SM. The Bugler's adult mentor is chosen by the SM based on current registered adult leaders that would be familiar with the instrument.

Troop Webmaster: The Troop Webmaster assists in maintaining the troop's website. They should have general knowledge of how to maneuver around a website. This position accrues leadership time toward Star, Life, and Eagle ranks. The Troop Webmaster reports to the ASPL or another registered leader designated by the SM. The Troop Webmaster's adult mentor is the Troop Adult Webmaster.

Outdoor Ethics Trainer: The Outdoor Ethics Trainer (OET Trainer) specializes in teaching the OET principles and ensures that the troop follows the principles on all campouts and at all activities. He also works to help the members of his troop earn the OET Award. Ideally, this scout will have already completed the Camping and Environmental Science or Sustainability MBs. This position requires knowledge on the outdoor ethics topic. You will need some outdoor ethics training, even if you are a naturalist, scientist, biologist, or land manager. Start with the online awareness courses for Leave No Trace and Tread Lightly! Then take the BSA Leave No Trace 101 course. For a better understanding, attend the 16-hour weekend Leave No Trace Trainer course. (See <http://outdoorethicsbsa.org/training>). The boy must be at least 14 years of age before running for this position. This position accrues leadership time toward Star, Life, and Eagle ranks. The OET Trainer reports to the ASPL or another registered leader designated by the SM. The OET Trainer's adult mentor is the Troop Adult Quartermaster or other registered adult leader designated by the SM.

All leaders in the Troop have vital functions and tasks to perform. These are genuine responsibilities, not just honors and titles (check the Junior Leader Handbook for details). Scouts elected or appointed to positions of leadership are expected to fulfill their responsibilities to the very best of their ability. Upon acceptance of their election or appointment, they promise themselves, one another, the Troop (their friends and peers), and their leaders that they will fulfill all their duties. These duties, which will be taught in detail, are specific for each position but all include proper uniform, attendance, and participation in Troop activities and meetings. This is

especially important for members of the Patrol Leaders Council (PLC) which is responsible for what happens during Troop activities and meetings. APLs are welcome as well and need the experience for when they become PLs.

Insofar as possible, no scout should hold more than one office at a time. The SPL and the ASPL may not hold any other position.

If the youth leaders do not function, one or more of the Patrols, or even the entire Troop, will cease functioning as well. ***Scouts who do not fulfill their elected or appointed duties per the position description will not receive leadership credit for advancement. Fulfillment will be discussed and decided upon by the SM and Committee when considering rank advancement.*** If a Scout discovers that they do not enjoy leadership or cannot keep up with their responsibilities, it is best to step down for the good of the Troop. (See Also: the section under Meetings & Attendance concerning leaders who must be absent from the Troop for sports participation or other reasons).

Youth leaders, who are not functioning, either through lack of participation or for other reasons, can be removed from their office by unanimous vote of the PLC and approval of the SM. Releasing a leader is an extremely grave undertaking and is subject to due process.

To release a leader:

- (1) The scout in question must be notified in writing at least two weeks in advance of the projected PLC meeting that they are being considered for release. The letter must outline the reason(s) that the PLC is considering the release and invite a response (with a deadline).
- (2) After considering the situation and the leader's response (if any), the PLC will vote on the proposal to release the leader. Any decision to release a leader must be unanimous.

Junior Leader Training

"Train them, trust them, let them lead" -- Lord Baden-Powell

Basic Training for youth leaders begins at the Troop level with Introduction to Leadership Skills for Troops (ILST). This training is conducted by the SM. This training is a pre-requisite for National Youth Leadership Training (NYLT) – a weeklong residential camp offered each summer by the Council. Scouts who hold the office of SPL, ASPL, PL, APL, Troop Scribe, Troop Quartermaster, Troop Historian, Troop Librarian, Chaplain's Aide, and Junior Assistant Scoutmaster should attend. These weeklong resident camps teach the eleven skills of leadership, and train boys in the Patrol method. Following the formal course, the Scout has three months ("three moons") to put what he has learned into practice. At the end of their three months of service, the youth leader will participate in a review conducted by the Scoutmaster and Assistant Scoutmaster. This review is to identify and discuss the youth leader's performance after returning from NYLT. The youth leader will also be asked to provide feedback on the Troop leadership and suggest possible changes in processes. Scouts who have been trained at one of these advanced courses wear distinctive insignia and are entitled to wear a "Trained" patch under their badge of office on the uniform sleeve. For more information on other opportunities, including the National Advanced Youth Leadership Training held at Philmont, please visit <http://www.scouting.org/filestore/training/pdf/BSAYLTContinuum.pdf>.

The district presents Den Chief Training from time to time, once a year by the Council (usually at the University of Scouting), or as needed by the Cub Scout Pack the DC is serving.

Both youth and adult training opportunities are announced at the monthly District Round Table meetings. The cost for basic training is nominal or free. Each youth and adult leader are responsible for becoming trained in their leadership position.

Adult Leadership

Please note that unpaid volunteers fill all these positions.

While the boys run the troop, it is guided, advised, and assisted by the Scoutmaster, one or more Assistant Scoutmasters, the Troop Committee, and the Chartered Organization Representative. Troop 228 encourages all parents to take an active part in our Troop's leadership.

The **Scoutmaster's** (SM) main job is to guide and lead the troop. The SM will train and guide youth leadership to run their own troop. He or she will help the youth grow by encouraging them to learn for themselves and guide youth in the planning of Troop programming. At times he or she must be the disciplinarian and is always the adult in charge of the Troop. The Scoutmaster is appointed by, and is responsible to, the Troop Committee (TC). To be considered for the position of SM, one must fill out an adult application, complete This is Scouting, Youth Protection Training, Troop Committee Challenge, Introduction to Outdoor Leadership Skills (IOLS), and complete Scoutmaster Specific Training. For more information, please visit <http://www.scouting.org/Training/Adult.aspx>.

The **Assistant Scoutmaster's** (ASM) main job is to assist the SM. The ASMs are to serve as leadership and advisors for patrols and support the Scoutmaster. To apply to be an ASM, one must fill out an adult application, complete This is Scouting, Youth Protection Training, Troop Committee Challenge, Introduction to Outdoor Leadership Skills (IOLS), and complete Scoutmaster Specific Training. For more information, please visit <http://www.scouting.org/Training/Adult.aspx>.

The **Charter Organization Representative** (COR) is the liaison between the Troop and the Charter Organization. He or she is responsible for obtaining permission for the Troop's use of the building and property and is also responsible for filing the charter with BSA each year, so Troop 228 continues to exist. The Charter Organization legally owns the Troop and all the Troop equipment. To be a COR, one must fill out an adult application, complete This is Scouting, Youth Protection Training, Troop Committee Challenge, and complete Training the Chartered Org Rep. For more information, please visit <http://www.scouting.org/Training/Adult.aspx>.

The **Rank Advisors** work with the scouts as they advance through their ranks. Each rank has at least two advisors. The scouts work with the advisors assigned to the rank they are working on. The Rank Advisors teach skills, review requirements with the scouts, and sign off requirements once they are completed to the satisfaction of the Rank Advisor. To be a Rank Advisor, one must be approved by the Scoutmaster, one must be a member of the Troop Committee, have an up-to-date Youth Protection Training Certificate and submit a copy of the completed certificate to the Membership Chairperson.

The **Adult Quartermaster** (AQM) works with the Troop Quartermaster and Patrol Quartermasters to keep an inventory of equipment and to present to the Troop Committee troop needs for equipment and/or repairs. To be the AQM, one must be a Troop Committee Member and have an up-to-date Youth Protection Training Certificate and submit a copy of the completed certificate to the Membership Chairperson.

The **Troop Committee Members** (TCMs) consist of parents of the scouts within the troop. They vote on issues as needed, present information from various adult leadership positions within the Committee and sit on Boards of Review among other requirements. The TCMs will also oversee Troop finances and approve any purchase over \$50.00. To be a TCM, one must complete an adult application, complete This is Scouting, Youth Protection Training, and Troop Committee Challenge and submit copies of all certificates to the Membership Chairperson. TCMs must be approved by the Chartered Organization Representative.

The **Adult Troop Chaplain** (ATC) works with the Troop Chaplain Aide to provide for the religious needs of the troop. To be the ATC, one must be a Troop Committee Member and have an up-to-date Youth Protection Certificate and submit a copy of the completed certificate to the Membership Chairperson.

Per charter rules: Troop 228 will not have any LGBTQ+ adult leaders.

Adult Leader Training

The Council offers numerous training opportunities for adult leaders. The training ranges from online courses to half-day orientations to extremely intense advanced courses and covers topics from first aid and cooking to committee management and scoutmaster fundamentals. Troop 228 encourages all its adult leaders, committee, and parents to explore and participate in the range of training opportunities offered by the Council, especially the Youth Protection training. For more information, please visit http://www.scouting.org/filestore/training/pdf/What_makes_a_trained_leader.pdf. Advanced leader training for both youth and adults involves significant expense and a significant commitment to Scouting. Troop 228 will pay for 50% of the tuition for advanced Scout leadership training provided sufficient funds are available and upon approval of the Troop Committee.

Parental Participation and Troop Committee

Troop 228 cannot exist much less offer a Scouting program, without the direct and active support and participation of parents. There is a monthly Troop Committee (TC) meeting on the third Thursday of each month at 6:30pm at the scout hut where the Troop program is presented and discussed, adults can plan for future activities, and social events (Courts of Honor, parties, etc.) are scheduled. All parents are welcome and encouraged to attend these meetings.

The key 3 leadership members will meet prior to the committee meeting for coordination. They Key 3 leaders' positions are: Scoutmaster, Committee Chair, and the Chartered Organization Representative

The Troop Committee (aka "Committee") is a group of registered adult Scout leaders representing both the parents and the Chartered Organization. All the parents in the Troop are invited to register as Committee Members. Led by the Committee Chair and assisted and advised by the Chartered Organization Representative, the Committee oversees Troop operations and provides members for the Boards of Review. There must be always at least five members of the Committee. There is no maximum number of adults who may serve the Troop in this capacity - in fact, every parent can be a member of the Committee. The SM and ASMs are responsible to the Committee but are not members. In addition to overseeing the program and advancement, the Committee maintains Troop records, recruits' boys, ensures appropriate and adequate publicity for the Troop, ensures that the Troop has adequate insurance coverage, ensures that the Troop has adequately trained leadership, oversees fundraising activities, approves Eagle projects, and provides a secretary and treasurer to keep track of Troop records, correspondence, and funds. The Committee may meet in special session whenever there is a need to do so. To become a Committee Member, one needs to fill out an application, complete This is Scouting, Youth Protection Training, and complete Troop Committee Challenge – copies of all certificates should be given to the Troop Membership Chair.

The Committee and every other parent also serve as a resource for individual advancement. There are over 130 different Merit Badges covering virtually every vocation and avocation known. Each parent is almost certainly qualified to teach at least one badge based on education or experience. From time to time the Committee will take a "skills inventory" of all the parents to determine who is able and willing to teach merit badges to the Troop. There is no cost but there is a great deal of satisfaction involved in becoming a merit badge counselor.

The BSA rules of Youth Protection require that no less than two adults be present for any Scouting activity. At least one of the adults must be a registered leader. In addition, according to the Rules of Safe Scouting, most hikes and all camping outings require that at least three, and preferably four, adults be present; again, at least two of the adults must be a registered leader and 21 years or older. It is best if the registered leader is one of the SMs, but a registered Committee Member may serve in this capacity. It is important that one parent of each boy assumes a responsibility to attend as many outings and activities as possible, to ensure that adequate leadership is always present. We always need parents to coordinate activities, drive to outings, and participate with your son and his friends. Remember that BSA regulations require that meetings and outing with insufficient leadership must be canceled.

Troop 228 is most emphatically a family program. Your scout will be most successful in Scouting if at least one adult (over 21) member of your family can commit to supporting your scout and our Troop by participating in our program to the best of your ability. To participate in Troop activities, parents are simply required to complete Youth Protection Training every two years and a medical form annually (see Troop Membership Chair for specifics on the medical form). Youth Protection Training is offered free of charge and can be taken online. For more information, please visit <http://www.troop-228.com/troop-resources>

Meetings and Attendance

Boy Scout Troop 228 meets at 6:30 pm on Monday evenings. Meetings are expected to start promptly and usually last 90 minutes (until 8:00). We generally meet every week. During the school year, the Troop will meet on a Monday. If the Hall County Schools are canceled (due to inclement weather), the Troop will not meet. Over the summer, we meet every Monday. The Troop will not meet on Memorial Day, Labor Day, July 4th, or Christmas day. It is at the Scoutmasters discretion to cancel meetings or outings due to lack of participation (adults and youth). If such situation is to occur, this will not count against the below requirements.

A Scout must attend 75% of the Troop meetings and outings to be considered an active Scout for advancement purposes. Leaves of absence for sports participation, extended illness, family crisis, or other causes can be negotiated with the SM and such leaves will not be unreasonably withheld.

The below are the number of required meetings and outings to be considered active for year 2023. In 2023 we will observe Memorial Day, Labor Day, and Christmas Day.

Required # of Meetings and Outing for 2023

- 37 Meetings
- 9 Outings

A leave of absence is granted for a continuous period with a definite start and stop and for a definite purpose. The purpose can be confidential if necessary. Time spent on a leave of absence does not count as tenure toward rank advancement. The SM must be notified of any leave of absence via email. Eventsby228@gmail.com.

Scouts who hold elected positions (Senior Patrol Leader, Patrol Leaders, etc.) should resign their positions in writing if they seek a leave of absence since their prolonged absence will adversely affect the operation of the Troop. A boy who has resigned a position to take a leave of absence may run for reelection later at a regular Troop election.

Scouts who are inactive for more than twelve (12) consecutive weeks without a leave of absence or legitimate excuse will be dropped from the Troop's active roll and mailing list. If a Scout remains inactive for an additional fourteen weeks (six months total) his name will be removed from the Troop charter at the next opportunity.

Dues, Fundraising, and Activity Fees

Various fundraisers are held throughout the year. There are two categories of fundraisers: the Troop fundraiser and the Individual Scout fundraiser. The Spring and Fall Festivals are troop fundraisers. The BSA Camp Card and Popcorn Sales are individual fundraisers.

Every Scout is required to participate in Troop fundraisers. Participation of the scout's family is strongly encouraged. 1 parent or guardian is required to help in the festivals. Every Scout is required to work to support the festivals. This is typically a Friday evening for several hours to set up and the Saturday of the festival. The Saturday timeframe is generally 7am – 5pm but may vary. The festivals provide much of the funding for the troop and all scouts are benefitted by the funds. Troop Fundraisers help offset costs (i.e outings, utilities, hut maintenance, advancement awards, etc.) The Scoutmaster will oversee scout participation and work with the SPL and ASPL for the service schedules.

Individual fundraisers (popcorn and camp card sales) are completely optional and benefit the individual scout who participates. In the case of Trail Ends Popcorn sales and BSA Camp cards, each scout in the Troop will have the opportunity to sell popcorn and camp cards. The treasurer or fundraiser chair keeps track of each scout's sales. BSA will receive a percentage of the total sales. The remaining percentage of each scout's total sales go to the scout's Scout account where it may be used to pay activity fees or to purchase items at the Scout Shop, etc. with the Scoutmaster's approval. In extraordinary circumstances, and on recommendation of the Troop Committee, the Troop will release funds from a scout's Scout account to pay for a purchase or activity that is in keeping with the ideals of Scouting.

Such a request must be made in person and in writing before the Committee which will judge each request on its own merits.

Council dues are to be paid annually in November. This money is used to charter our Troop with Boy Scouts of America each January. When you join Troop 228 you must pay the registration fee on the day that you join. If BSA increases the registration fees, the Troop dues will increase as well.

If a Scout transfers to a new Troop, their Scout Account will be transferred to their new Troop upon receipt of written confirmation from his new SM that he has indeed transferred his membership. Transfer checks will be written to the scout's new Troop.

Scouts who may leave the Troop because they pass their 18th birthday can donate their funds to the troop or upon request will be issued a check from the troop.

The retained proceeds of fundraisers are used to pay for purchase, repair, and replacement of Troop equipment; for awards, patches, and merit badges; for teaching aids; insurance; the newsletter; scholarships toward advanced training, and for postage and other minor expenses; to maintain the scout hut; and for occasional outings.

Activity Fees are levied before each activity and are simply the direct cost to participate in each activity. These costs can include admission, building use fees, tuition (e.g., for merit badge classes), event insurance, and other direct expenses. Activity fees are paid to the Troop treasurer when a scout signs up to participate in an activity. The Troop will make every effort to recover fees paid for canceled activities; however, once paid, activity fees usually cannot be refunded even if an entire activity is canceled or a scout must cancel their participation. If the fees can be recovered, the boy can either leave the unused fee in the treasury against the next activity or request a refund. To reduce the impact of activities that require significant funds, such as summer camp, the fees are often collected in several installments. For example, summer camp is around \$300 per scout. This is broken into 3 payments of \$100, usually with a couple months between payment due dates. As fees are

collected, they will be deposited into the Troop 228 bank account within one week of receipt. If fees are not paid within 1 week of payment due date, the TCMs will determine if scout account funds will be used.

Purchasing and Reimbursements

It is not uncommon for a leader or parent to be asked to purchase materials for outings, events, hut repairs, etc. Troop 228 has dedicated accounts for purchasing (i.e Hut Maintenance Fund, Awards, Training, etc.).

Grubmaster

For outings, the individual patrols will be given a budget based upon the number of scouts attending and fees collected for the outing. Usually, this would be \$15-20 per person. This fee covers food and supplies (paper towels, cooking spray, spices, etc.).

The Patrols will create a meal plan 2 weeks before the scheduled outing. This will include a detailed menu and shopping list. The Patrols Budget will be written atop of the meal planning worksheet which has to be approved by the Scoutmaster and SPL.

PARENTS: The grubmaster is to do the shopping for their patrol with little guidance from you. You may encourage them to stay in accordance with their meal plan and budget.

Reimbursement for the Grubmaster: Grubmaster will only be reimbursed up to the budget set before the outing. Any overages will be at the expense of the grubmaster. To receive reimbursement for food, the parent of the grubmaster must turn in a completed copy of the reimbursement form (available on our website under troop resources) and an itemized receipt (this receipt will be retained for troop records; a copy is recommended) to the treasurer.

Purchasing

The troop committee may request that a parent purchase material outside of a normal “grubmaster” duties. This purchase must be at the direction of the Scoutmaster or Troop Committee. The max purchase limit without approval purchases from the TC is \$50.00. Any purchase over \$50.00 must be approved by the committee prior to purchase with a written purchase order issued by the Troop Treasurer.

Reimbursement for Purchases:

Parents will only be reimbursed up to the approved amount. Anything over the preapproved amount will be at the expense of the parent. To receive reimbursement, a completed copy of the reimbursement form (available on our website under troop resources) and an itemized receipt (this receipt will be retained for troop records; a copy is recommended) to the treasurer.

****All reimbursements must be submitted within 2 weeks of purchase. If the request is submitted after 2 weeks, reimbursement will be at the discretion of the Scoutmaster and Committee Chair.***

Uniforms and other Required Materials

The Boy Scouts of America is a uniformed organization. **All** youth members of Troop 228 should own and wear the official BSA uniform, including proper insignia, and own the correct edition of the BSA Handbook. In addition, the Scoutmaster and Assistant Scoutmasters are also required to be uniformed. The uniform is suggested and strongly encouraged, but not required, for members of the Troop Committee.

The Troop 228 field uniform is the khaki field uniform shirt (either short or long sleeve), with appropriate patches and insignia, the solid color green neckerchief with the BSA logo in red, BSA neckerchief slide, the BSA belt, BSA socks, and BSA green pants/shorts/zipoffs. See the inside covers of the Boy Scout Handbook for proper placement of patches and insignia. We recommend the short-sleeved shirt in a size large enough to both allow for growth and to permit it to be worn over a turtleneck or sweatshirt. Bolos, necklaces, special neckerchiefs, and other neckwear earned or awarded through scouting programs may be worn in place of or in addition to the green neckerchief. If a Scout elects not to use the official trousers, then neat, clean trousers or shorts must be worn with the uniform shirt. Green Dockers and similar trousers are ideal for this purpose. Ragged, torn, dirty, baggy, or cutoff trousers are inappropriate and should never be worn with the uniform. Note that some BSA activities at the Council, Regional, or National level will require a complete official uniform, including the shirt, trousers, belt, hat, neckerchief, and socks.

A "Class A" uniform for the purposes of Troop 228 is the complete Field uniform as described above plus the merit badge sash (necessary once the scout earns their first merit badge), any earned medals and service stars, and the Order of the Arrow sash if the Scout is a member of the Order. If you do not own uniform trousers, then green dress pants (not jeans) should be worn with the Class A uniform.

The Merit Badge Sash is worn over the right shoulder, so it does not cover the left pocket. Merit badges are worn in neat, even rows of 3 on the front of the sash. The badges do not have to be displayed in any order. If a Scout is a member of the Order of the Arrow, the OA sash is worn over the right shoulder and the merit badge sash may be worn on the belt on the Scout's left side, folded in such a way as to both display the badges and present a neat appearance. It is recommended to buy the 36" sash so the merit badges only must be sewn on once.

By Troop custom, we perform an inspection on the first meeting of each month. The SPL is usually in charge of the inspection. Uniforms and Scouts are checked for a neat and tidy appearance and to ensure that the uniform shirt displays complete and proper insignia.

Note on the phrase "A neat and tidy appearance": This means that the uniform shirt must be tucked into the waistband of the Scout's trousers and not merely rolled or folded around the waist to give the appearance of being tucked in. If the trousers have belt loops, there must be a belt in them. Scout trousers should be worn with one of the official web or leather belts. It also means that the Scout's shoes should be properly tied, without dangling or trailing shoelaces. A Scout is Clean.

Discipline

The Scout Oath and Law always apply to all Scouts and Scouters everywhere.

Scouts and Scouters have all taken an oath (or promise) "on their honor" to obey the Scout Law. In joining they have promised to play the game. Obeying the law and playing the game involve an explicit promise to obey the patrol leader, senior patrol leader and other junior leaders as well as the adult leaders. The Troop is organized in this hierarchical manner for reasons of efficiency and training in leadership. All scouts will have the opportunity to become leaders so it works out best if they learn to treat their leaders as they would like to be treated when they become leaders themselves. Leaders must remember the Scout Law and what it is like to be a follower, and make every effort to be helpful, friendly, kind, and fair. For scouting to work properly, all Scouts must cooperate and help their leaders so that everyone can benefit from the patrol and Troop activities.

Our Troop meets so everyone can plan for our adventures, learn new things, advance in Scouting, and have a good time. We do not anticipate problems with behavior or discipline; however, the Senior Patrol Leader and the PLC will take up matters of discipline if necessary. The adult leaders and Troop committee will, except in rare circumstances, support disciplinary actions taken by the SPL, and PLC.

Ground Rules

We do not tolerate fighting, bullying, intimidation, humiliation, verbal abuse, or hazing in any form towards anyone by anyone at any time. Even friendly rough housing and horseplay are strongly discouraged. We strive to make scouting a Safe Place for everyone. At the discretion of the Disciplinary Board, scouts with special needs (medical, developmental, etc.) must always have a parent with them. Scouts with a history of behavior issues within the troop must also always have a parent with them. Others may, at the discretion of the Disciplinary Board – be required to always have a parent with them as well.

The misuse of fire will not be tolerated.

The misuse of bladed tools (knives, axes, saws, etc.) will not be tolerated.

Use of alcohol and controlled substances is absolutely forbidden at all scouting activities. This applies to Scouters (Adult Leaders/Parents) as well as Scouts. Tobacco is forbidden to Scouts and its use is strongly discouraged for Scouters. Leaders who must smoke should do so in private, away from the Scouts.

If a Scout's behavior gets out of hand at a meeting or outing, the offending Scout will be required to serve time in "time out" away from the group. If the first offense is serious enough, the scout must call their parents, explain what has happened, and have them removed from the meeting.

If there is a second offense after serving time out, or after a particularly serious first-time offense, the Scout will be required to call their parent or guardian and ask to be immediately taken home from the meeting or outing.

If a Scout continues to be a problem over two or more meetings or outings, they and their parent(s) or guardian will be asked to appear before the Disciplinary board. Chronic offenders will be required to attend all Troop functions with a parent.

All disciplinary issues and actions will be discussed during a disciplinary board comprised of the scout, their parent(s) or guardian, Scoutmaster, Assistant scoutmaster, and Committee Chair. During this time the board will determine which course of action is most appropriate.

As a last resort failing resolution of the problem, or in extreme cases on the first offense, the scout will be asked to leave the Troop.

Dismissing a scout from the Troop requires the Troop Committee and the Chartered Organization via its representative, the Chartered Organization Representative, to concur that the scout's attitude and behavior leave no alternative but to dismiss them. When a Scout is dismissed, a letter from the Troop Committee will be issued informing the Scout and their family that they have been released from Troop 228 for cause, explaining the cause, and offering to transfer their advancement records to another Troop upon request. The Troop Committee Chair, the Charter Organization Representative, and Scoutmaster must sign this letter. This letter can be transmitted via email, fax, or US Mail.

Program

The SPL is responsible for seeing that the Patrols are prepared to present the weekly Scouting program. This can only happen if the PL's are present at the PLC or green bar meetings. PLC will be scheduled at a minimum every 3 months. The SPL can call a PLC more often if they see fit. A PLC consists of the SPL (head of the table), ASPL,

Patrol leaders from each patrol, Scribe, Quarter master, Scoutmaster, and Assistant Scoutmaster (Activities Chair) will attend.

Campouts and Outings

Equipment Notes

Troop 228 engages in both heavy (car camping) and backpack camping. Heavy camping involves delivering camping kitchens, large tents, etc. via van, truck, or trailer, while backpacking is just that - camping with the gear we can carry on our backs. Troop 228 tries to go camping at least once a month. Almost all camping is organized by patrols. Patrol cook kits (chuck boxes) and propane stoves are provided for each patrol. Each Scout is responsible for providing his own mess kit and silverware.

The boys are responsible for the Troop equipment that they use. Prior to each activity, the Scouts who need to use it may check it out from the Troop Quartermaster. The scout checking out the item should inspect it prior to leaving the area of the Quartermaster to ensure proper function and or presence of all associated parts, if possible. Any existing damage or defects will be noted by the Quartermaster and the scout checking out the item will not be responsible for prior damage. After a camping activity, the tents must be cleaned, dried, folded, and packed for the next outing. The patrol cooking equipment must also be cleaned and repacked for next time. The scout who checked out any items will need to return them to the Quartermaster. The Quartermaster will inspect the item and review the checkout form.

Materials and items wear out as they are used, this is normal and expected over time. If a troop 228 provided item is lost or broken due to misuse, the scout who checked it out and or used/lost it may be responsible for the repair or replacement cost of the item. The involved scout/s and an adult leader will fill out an incident report describing the damage or events of the incident. The Scout Committee will review the report and decide the action that is needed. If the item is broken as result of the patrols misuse of the equipment, the patrol may be responsible for the replacement or repair. The Quartermaster will be notified of the decision and the Troop will then repair replace the item/s.

Equipment Replacement Costs:

Item	Replacement Cost
Kelty Discovery 4 tents	\$109.95
Camp Chef Explorer	\$139.00
Tent Stakes	\$3.57 ea
Dinning Flys	\$75.00
Dutch Ovens	\$65.00-\$100.00
Cooler	\$89.99
Water Cooler	\$41.99
Chuck box	Will be determined
Folding Table	\$100.00
Canopy (Pop-up style)	\$110.00

*Prices will change with inflation and this will be adjusted accordingly, Prices are merely an idea of costs

If any personal equipment is broken by another scout, the scout who broke the equipment will be responsible to replacing the equipment. Additionally, other items not listed above may be determined by the Troop Quartermaster. If determined, fees may be levied.

NOTE TO PARENTS: *The tents mildew easily. If your scout brings a tent home from an outing, it should be set up or hung in the yard, basement, attic, or garage right away and allowed to dry thoroughly and air out before it is repacked.*

ANOTHER NOTE TO PARENTS: *Spoiled food sticking to cooking gear causes food poisoning - all cooking gear should be scoured and dried before it is repacked. Soot and resin from open fire cooking is difficult to remove with detergents and may leave a residue in dishwashers. Utensils that have been used over an open fire should be scoured (with Comet, Ajax, etc.) before being run through the dishwasher. Tents and cooking gear should be returned to the Troop in good condition.*

Of course, the Troop cannot provide everything a scout will want and need to participate in Scouting. A certain amount of equipment must be obtained by each scout for their personal use (see the checklist). Not everything on the list is required for every outing - use your judgment based on what you are likely to use versus how much you can afford and are willing to carry. Many of the items on the list are not required immediately. It is best if everything you take camping or hiking is identified in some way as yours (initials, etc.). There are usually a few items left over after an outing. It is easier to return items if they are identified.

ANOTHER NOTE TO PARENTS: *Feel free to ask the Troop leaders before purchasing camping equipment, especially major items such as tents, backpacks, and sleeping bags. It is possible to both over- and under-spend for these items. In general, the most expensive items are not necessarily the most appropriate for Scout camping while cheap items are often unserviceable or of very poor quality.*

Personal Equipment Check List (You Will Probably Need or Want these things)

Class A Uniform	Raingear	Jacket	Garbage bag	Compass
Bug Spray(non-aerosol)	Medicine	Fishing Gear	Sunscreen	Underwear
Socks	Sweatshirt	Toilet kit	Scout knife*	Pencil/pen
First Aid Kit	Moleskin	Backpack	Scout Handbook	Hiking boots
Bandana	Shirts	Sleepwear	Sleeping bag	Lighter**
Swimsuit		Camera	Ground pad	Tot'n Chip
Mess Kit (Metal Only)	Headlamp	Watch	Hydration pack	Firem'n Chit
Fleece bag	Notebook or paper	Waterproof matches**	Medical items (Glucometer, etc.)	Sewing kit

AEROSOL CANS, LASER POINTERS, RADIOS, TVs, PERSONAL STEREOS, VIDEO GAMES, OR ELECTRONIC DEVICES (including phones) ARE NOT PERMITTED ON ANY SCOUT OUTING WHILE AT CAMP (phones and gaming systems are allowed to be used during the car ride to and from the camp site.).

*Only Scouts who have earned the Tot'n Chip (and carry it) may use these items.

**Only Scouts who have earned the Firem'n Chit (and carry it) may use these items.

**Mess Kit: It is recommended to not purchase a plastic or rubber mess kit. Reason is these items become smellables. All smellable items must be placed in the bear bag each night. Metal mess kits (preferably titanium) do not retain the scent of food and are not required to be place in the bear bag.*

***Clothing: NO COTTON is permitted on hiking or remote outings. They are permitted on car camping outings.*

First Aid Kit: Check out this subject in the Boy Scout Handbook. A homemade first aid kit with just a few necessary items in a small zip lock bag is all you need. At least one Scout leader certified in First Aid and CPR carries a complete medical kit on all outings.

Backpack: Official BSA external frame backpacks and similar models are acceptable. Internal frame packs, while certainly acceptable, are usually quite expensive, and are necessary only for extended hiking trips in the backcountry. In any case, the pack material should be water-resistant, and all the seams reinforced and double sewn. Ask troop leaders for ideas before you purchase one. Weight, fit, and size can have a large impact on the scout's experience backpacking.

Frame: Again, the official BSA external aluminum frame is acceptable. Newer plastic frames that are adjustable and slightly flexible are more expensive but a better buy in the long run since they are more comfortable and can be adjusted to "grow" with the boy. Make sure the frame is equipped with a padded hip belt, since the weight of the backpack is more easily borne by the hips and legs rather than the back and shoulders.

Sleeping bag: A must have item. A lightweight bag rated to 20 degrees F is suggested. Down filled bags are lightweight but expensive and useless when damp. Bags filled with synthetic fibers are heavier, but less expensive and will keep you warm even if slightly wet. Mummy style bags with taffeta linings are best for cold weather camping and general backpacking, while square bags with flannel linings will do for heavy camping. Lightweight fleece bags are good for summer camp.

Ground pad: Another must have item. There are several products on the market to cushion you and keep you off the ground. It is important to have something since you lose a great deal of body heat through contact with the ground. Air mattresses are comfortable, cheap, heavy, and must be inflated; foam pads are usually comfortable, expensive, lightweight, and are usually self-inflating. Both can develop leaks. Closed cell foam pads are less comfortable, of intermediate price, don't need to be inflated, and can't leak. A ground pad is a matter of personal taste, budget, and comfort. Make sure you test self-inflating and closed cell pads for comfort before purchasing them. You will want a ground pad for Troop and Patrol camping, but they are NOT required at Summer Camp.

Canteen: A plastic two-quart canteen or water bottle is recommended. Whichever you use, make sure it has a belt hook or carrying strap: remember that a quart of water weighs two pounds, and you don't want to carry that in your hands. Avoid the red European lacquer covered metal water bottles - they are heavy, expensive, and can crack if the water inside freezes. Moreover, they look exactly like the red metal safety bottles used for Coleman fuel, a similarity that can lead to accidental poisoning.

Knife: A pocketknife is satisfactory for all Scouting applications. The standard BSA Scout pocketknife or Victorinox (Swiss Army) Scout knife are both good choices. Multiplex knives with more than 8-10 blades are expensive, fragile, and generally not necessary. Sheath knives are heavy to carry and dangerous to use, and are generally not necessary in Scouting situations. The use of sheath knives is allowed by Troop 228. We also heavily recommend a lockable blade.

Raingear: This is a must have item - Scouting happens rain or shine! The official BSA (red) plastic poncho is satisfactory; however, a heavy-duty military poncho (in green or black, NOT in camo) with the extra material in the back is recommended since it will last longer, can be used as an improvised shelter, and is designed to cover your backpack. While ponchos are acceptable raingear, Troop 228 recommends the scouts use a combination of a rain jacket with hood and rain pants.

Tent: NOT required since the Troop has 4 person tents and canvas wall tents are provided at Summer Camp. Investing in a tent is expensive and very much a matter of personal taste and budget. A good three season backpacking tent will be lightweight, roomy enough for two people plus gear, and have a rain fly in case of heavy weather. Avoid cheap tents and very expensive four-season tents.

Hiking Clothes and Equipment: Hiking clothes consist of long pants, a shirt, and some form of hat. Hiking clothes should fit somewhat loosely to prevent chafing and to allow them to breathe, and should be appropriate to the weather, NO COTTON. Long trousers of some rugged material are suggested to protect your legs from insects and undergrowth. Sturdy hiking boots are a must since sneakers and other canvas shoes (even "walking" shoes) do not provide enough support and protection for your soles and ankles. Select boots that both protect and support your instep and ankles. Polypropylene sock liners worn under heavy cotton or wool socks help prevent blisters and keep your feet dry. A walking staff provides support on slippery or steep trails, and a small first aid kit (including moleskin) is useful for treating hot spots and blisters. See the Boy Scout Handbook, the Hiking merit badge book, and the BSA Field book for details on the kinds of hiking clothing and gear you should have.

Food

All Scouts and Scouters attending an outing must cook, eat, and clean up with their patrols. The cooking requirements in Scouting are designed to teach several lessons in addition to the life skill of cooking, including planning, teamwork, and cooperation. This spirit of cooperation and consideration must include taking special diets and other accommodations that patrol members may require into account as part of the planning process. For these reasons it is inappropriate and un-Scout-like for any member to plan to cook and eat alone.

Each patrol is responsible for all its food and cooking equipment - planning and purchasing. This is something patrols should spend some time and care in planning since there is nothing better than good food in camp (and nothing worse than bad food or no food!). Each patrol should have a shopper and cook (two different Scouts!) who are responsible for buying and preparing the food. Remember to rotate these positions frequently and share the responsibilities, since each Scout must be a shopper and must learn to cook in order to advance through Second- and First-Class ranks. The actual cost of the food is to be shared equally by all the boys in the patrol or in some cases by the Troop.

Each patrol should have its meal plan (with detailed menus for each meal) and duty roster (showing who prepares the fire, who cooks, who cleans up after each meal, etc.) prepared in writing and submitted to the SPL or the Scoutmasters or the adult in charge of the outing for inspection and approval two weeks before an outing. Make good choices when selecting your menu (see the Boy Scout Handbook and the Camping merit badge book for suggestions). Remember that candy, junk foods, and soda are expensive, heavy, and nutritionally unbalanced and are strongly discouraged on Scout outings.

The adult leaders on an outing serve as an example. All adults in attendance will form an "Old Dog" patrol and will be responsible for their own food, gear, cooking, and cleanup and will emulate a "perfect patrol" following the Patrol Method as closely as possible.

Transportation

Dates, times, and places for all Troop outings will be announced as far in advance as possible. Please check the Troop calendar (available on Scoutbook) for general times for outings. Whenever possible, families will receive written notice before an event detailing the schedule.

Transportation is arranged on a patrol basis. It is expected that all parents throughout the year will equitably provide the transportation. No drivers under the age of 21 will be permitted to transport scouts. To provide BSA insurance on our outings, official BSA Tour Permits or other appropriate paperwork will be filed with the Council office before each event. Drivers must ensure that the Troop Membership Chairperson and/or Activities

Coordinator have their driver's license number, vehicle description, and insurance limits (liability & property damage limits) so this vital paperwork can be filed. The driver and all passengers must have and use a seat belt. If you and your vehicle do not appear on the Tour Permit, you are not covered by our Troop liability insurance and should not drive on a Troop outing. *All parents driving scouts must complete Youth Protection Training and turn in a copy of their certificate to the Membership Chairperson.*

Parents are requested to adhere to the delivery and pickup times for the scouts. In cases when we are not sure of our exact return time, we will give the best range that we can and request that a parent be available for a call during that time.

Summer Camp

Summer camp is a pivotal part of scouting. Going to camp each year will give the scout the best chance to make Eagle Scout. Scouts can earn 6 merit badges easily while at camp. They might earn 1 or 2 the rest of the year at meetings and 1 or 2 at other events. They need 21 to reach Eagle. Three years at summer camp can give the scouts 18 merit badges and leave them only making up the final 3 outside of summer camp. Scouts that don't make good use of summer camp have a hard time making Eagle and rarely ever receive Eagle Palms.

Scouts should have advanced at least one rank since they last attended Summer Camp. Eagle Scouts should have earned at least one Eagle Palm since they last attended. This guideline does not apply the year that you join the Troop or to Life Scouts, since the Life-to-Eagle transition usually takes more than one year.

Summer Camp is a concentrated week of friendship, fellowship, fun, and advancement. We select which camp we will attend based on a program that offers a balance of opportunities for rank advancement, merit badges, and opportunities for fun and personal growth, and free time. We select the week we will attend no later than our annual fall planning meeting, hopefully far enough in advance to permit families to arrange for their son to attend.

In past years, Troop 228 has attended the camp offered by Camp Rainy Mountain, Camp Daniel Boone, and Summit Bechtel Reserve in Glen Jean, West Virginia. The program there features advancement classes for ranks through First Class and a wide variety of merit badges. There is always a possibility we will try somewhere new and different, since the leaders are always looking for the best programs.

To get the most out of summer camp, the Scout and their family should study the program literature from camp, which is usually available by early February each year, and should attend the parents meeting. Camp policies and all the advancement and participation opportunities are discussed in the program booklet. Scouts and their parents should decide and agree on which advancement programs and merit badges the scout will pursue before going to camp. The adult leaders in charge will make every effort to see that adequate opportunities exist for field work, quiet study, and writing; however, they cannot require a Scout to pursue or complete any badge or course of study. There is generally a recommended list of merit badges for first time campers to register for. These would include Swimming, First Aid, Leatherwork, Basketry, Nature Study, Reptiles & Amphibians, Insect Study, and Mammal Study.

It is difficult for the same leaders to take a week off every year to watch the scouts at summer camp. The troop needs some adults that can commit to staying all week. It helps make sure the scouts actually attend classes and don't waste their time and it makes sure the scouts get credit for the work they do. Ideally there would be at least 3 adults to stay all week.

High Adventure

Troop 228 operates an occasional high adventure outing as part of the regular Troop program. Participating in the high adventure outing is an opportunity for older Scouts to try some more challenging activities such as canoe camping, caving, and backcountry backpacking, rock climbing, and so forth while still participating in the regular Troop program.

To join the troop high adventure outing, a Scout must be:

1. At least 14 years old.
2. At least a 1st Class Scout.
3. Active in regular Troop activities.
4. Show Scout Spirit.
5. Have satisfactory service participation in the festivals as determined by the scoutmaster.

To be active in regular Troop activities means:

1. The Scout must not be on a granted leave of absence.
2. They should attend at least 75% of all Troop meetings, outings, and functions.
3. They must be performing the duties and responsibilities of any elected or appointed position they holds to the satisfaction of both the Scoutmaster and the Troop Committee.

Note that to ensure each Scout's safety, there may be a list of required merit badges that a Scout must have earned to participate in each outing. For instance, Scouts planning on going on a canoe outing might be required to have earned the canoeing, swimming, first aid, and camping merit badges, since these skills would be required if the scout expected to be successful on that outing.

In addition to this Troop program, scouting outside the Troop offers other opportunities for High Adventure outings. To participate, a Scout must meet age restrictions (either 12 to 14 years old, depending on the activity). High Adventure includes activities such as National or World Jamborees, Wilderness Base canoeing, and camping, Philmont treks, Florida Sea Base adventures, rappelling, or any activity requiring the Troop to file a National or International Tour Permit. High Adventure outings are planned at least a year in advance to permit Scouts and their families to prepare to meet the physical and financial requirements of such outings.

Summary of General Rules for Outings

1. Parents and siblings are always welcome. A parent must accompany siblings under the age of 11. **Parents must also complete Youth Protection Training and turn in a copy of their certificate to the Membership Chairperson before they can attend troop outings. Parents and Siblings must turn in a current Medical form parts A, B1, and B2.**
2. Scouts are required to attend the meeting before an outing and preceding the outing. This is to adequately plan for food and patrol duties on the outing. It is not fair to simply show up while we are preparing to leave and expect to go if you have not participated in planning.
3. Guests who are "checking us out" to see if they want to join Scouting are always welcome. Guests who are simply along to take advantage of Troop equipment, planning, and hospitality are discouraged. Guests who attend three or more activities will be expected to join the Troop. Guests (defined as scouts who are not registered with Troop 228) must prepay any activity fees before they can attend a Troop outing and turn in a current medical form parts A, B1, and B2.

4. BSA *Youth Protection guidelines, The Rules of Safe Scouting*, the rules in this handbook, and a certain amount of common sense govern all Troop activities and are always in force. The safety and security of the scouts is always of the utmost importance. All activities require adequate adult leadership. We will not participate in activities that are forbidden by BSA rules or seem too risky at the time.
5. Radios, TVs, personal stereos, video games, laser pointers, iPods, and other electronic toys and devices, including phones and flashlights with embedded electronic devices such as radios, are forbidden at all Scouting events and are subject to confiscation so don't bring them. One of the purposes and pleasures of Scouting is a chance to get away from these distractions of modern life and enjoy one another and the outdoors. Exception: you may bring a single band NOAA weather radio on hikes and campouts.. (Electronics will be allowed in vehicles during campout travel, devices will be taken away if they are used inappropriately)
6. Adults licensed with a carry permit must inform the trip leader before carrying a weapon on a trip. In the case the trip leader is a licensed carrier, s/he must inform at least one other adult on the trip that s/he is carrying a weapon.
7. An outing or event may be canceled due to lack of sufficient leadership, lack of participation, extremes of weather, or for other reasons beyond our control. The Activities Coordinator, in consultation with the Scoutmaster, will make the decision to cancel if necessary. When an event is canceled, every effort will be made to notify the Troop in a timely fashion.
8. The Troop program cannot succeed without input and suggestions from every scout and your ideas are important. The times to suggest activities and outings are at meetings, privately to your patrol leader or the Scoutmaster, or at Troop meetings while an outing is being discussed and planned. Once an outing has been planned and the plans communicated, it is too late to add or change activities. No matter how great your idea is, it is unfair to the Troop to try to change things by yourself at the last minute.
9. Some state parks and many Scout camps do not permit ground fires (even charcoal) or camping appliances, which use liquid fuel. Other parks do not permit bottled gas. Make sure you check with one of the leaders before you plan on building a campfire, cooking over an open fire, or bringing stoves or lanterns so you do not bring something that is not permitted by the local rules.
10. Do not keep food or drink in your tent! You cannot seal it well enough to keep all traces of aroma from leaking out. It will attract skunks, raccoons, opossums and other night visitors. All food and drink should be kept in coolers or in "bear bags" outside your tent. Where possible, the campsite should be set up so that the cooking and food storage areas are at a distance from the sleeping areas.
11. Bare feet in camp are not permitted. Campsites are usually full of all kinds of things that can damage your feet: stinging insects, thorns and sharp sticks, broken glass, bits of sharp metal, and so on. Always wear shoes or boots when you are outside your tent. Closed toe shoes are required on all scouting activities including meetings.
12. On campouts, all attending adult contact info will be disseminated prior to the campout departure. Pick up times will be provided by the Scoutmaster on Sunday Morning.
13. The scout master or adult leader of the campout has discretion over sleeping arrangements.

14. Per BSA rules: there will not be more than a 2 year age difference between any scouts sharing a tent or cabin. We will make every effort to extend this to transportation to and from camps/campouts as well.
15. While Troop 228 will not have any female scouts, due to BSA policies, there may be council sponsored activities where girl troops may be participating. Female scouts will not share the 228 campsite or any sleeping areas.

Advancement

A scout joins Troop 228 by completing the BSA application form and submitting it, along with the registration fee (dues), to the Membership Chairperson. As soon as their registration has been submitted, a scout can begin advancing through the ranks toward Eagle Scout and beyond.

All the requirements for every rank in Boy Scouting are explained in detail in the Boy Scout Handbook. A scout really cannot advance in Scouting unless they own and uses a copy. Scouts should read the Handbook and be familiar with each requirement. Skills can be practiced alone, with a family member, with another Scout, or with one of the adult leaders. The skill will then be demonstrated to the satisfaction of the Rank Advisor/ASM before it is signed off. Only ASMs can sign off requirements. No requirements may be signed off by a scout's parent. After requirements are signed off, they must be turned in to the Troop Advancement Chair.

From time to time, Troop meetings will be dedicated to fulfilling a particular requirement, and camping outings and summer camp are ideal for learning and practicing many of the required skills. When a scout is comfortable that they have completed a requirement, they should approach their Rank Advisor to demonstrate it. This can involve demonstrating the skill, reciting the memory work, tying a knot, whatever. When the skill has been demonstrated to the leader's satisfaction he or she will sign and date the scout's book indicating when the requirement was met. Note that in this entire process, it is the Scout's responsibility to learn each skill, to approach the leader, and to demonstrate the skill. A scout can complete many requirements through First Class by studying at home and presenting their skills at meetings. Many of the other requirements will be fulfilled by simply going on troop outings.

When all of the requirements for a rank have been met except for "Show Scout Spirit," the scout is ready for a Scoutmaster Conference. It is the scout's responsibility to request a conference when they are ready.

Scoutmaster conferences are conducted by the Scoutmaster or an ASM for the ranks Scout – First Class. Star rank –Eagle rank will be conducted by a Scoutmaster panel, consisting of the Scoutmaster and their Assistant Scoutmaster.

The conference is a friendly conversation with four purposes:

- 1) It permits the Scout to ensure that they is prepared for the Board of Review
- 2) It is a chance for the scout and leader to get to know one another better
- 3) It is a chance for the scout to reflect on their Scouting achievements so far
- 4) It is a chance for the scout to make plans for their next rank advancement
- 5) It is to challenge the scouts skills and knowledge learned through his scouting career.

*During a scoutmaster conference, all requirements from previous ranks able to be challenged.

After all the requirements for a rank advancement, including the Scoutmaster Conference, have been met, they should turn their book in to the Advancement Chairperson so their Board of Review (BOR) can be scheduled. The BOR is led by the Troop Advancement Chairperson and includes at least two other members of the Troop Committee. ASs may attend a BOR as observers if invited by the Advancement chair; however, the Scoutmaster may attend the BOR only to introduce a Scout - he does not stay for the interview.

While there may be a certain amount of stress associated with the BOR (as with any interview), remember that the Board is truly interested in seeing each Scout succeed. Therefore, the BOR should not be viewed as an inquisition, but rather an opportunity to discuss all that the scout has learned. The Board will review all of the scout's Scouting achievements and may ask questions about anything a scout has learned, including skills or memory work required for earlier ranks.

It is both the stated policy and intention of Troop 228 that we never set a scout up for failure but we also never do for them what they ought to do for themselves. To this end, it is the scout's responsibility to come to their BOR prepared to demonstrate and discuss their knowledge and skills. If a scout is found to be deficient in some area, the BOR will deny the scout's rank advancement at that time, with specific criteria, recommendations, and assignments for what must be remedied or improved before another BOR can be scheduled so advancement will be possible.

Scouts aspiring to the rank of Eagle Scout are not reviewed by the Troop BOR alone. This ultimate achievement in Scouting is a national award administered on the district level. Once a scout has earned the rank of Life Scout, they must plan and execute a major service project as well as earn merit badges and provide leadership in the Troop. The Troop provides guidance and assistance with the project and will provide an "Eagle Advisor" to counsel the candidate upon the candidate's request. Note that it is not necessary to have an advisor, but most Scouts find it helpful to have an encouraging adult help them prepare for their presentations and ensure that all of the paperwork is done properly.

The service project can be performed at any time after the scout earns the Life Scout rank. Some scouts choose to complete all of their merit badges before starting their project, but it is not necessary to do so. There is an approval process within the Troop before a scout can present their project proposal to the District. The scout first presents his idea to the Scoutmaster, Assistant Scoutmaster(s), and Troop Advancement Chair. These leaders will work with the scout to advise them how best to polish and refine their proposal. When the proposal is ready, the scout presents their plan to the Troop Committee. After the Committee has approved the project, the scout then submits their project notebook to the Council. They will be given a date to appear before the Council Eagle Board to present their project for the approval before they begin their project.

When the project and other advancement criteria are complete, the scout completes a written application for the Eagle award and submits it and all supporting documents to the Troop advancement chair, who then arranges for the Scout to appear before the District Eagle Board of Review. After the review, if the Scout is successful, the committee will send the application and its recommendations to the National Board of Review. The National Board will review the application, recommendations, and the Scout's advancement records. The Council Executive is then notified of their decision. He or she will then notify the Scout and the Troop. The Eagle Scout rank is always presented at a special Court of Honor, which is convened in the name of the National Board of Review. The journey from Life to Eagle is strenuous but not impossible, and hopefully fulfilling and exhilarating. Our local Scout council will supply the paperwork necessary to plan an Eagle project and apply for the Eagle rank to each Life Scout.

How to schedule a SMC or BOR?

*Effective 07/25/2022:

To schedule a Scoutmaster Conference or Board of a Review. A scout must complete the appropriate form and return to the Advancement Chair or Assistant Scoutmaster. Once their date is scheduled their parent will receive an email confirmation of the date and time. The scout will be returned the original request form to keep for their records. A scout may not complete a SMC or BOR without prior authorization.

Merit Badges

Merit Badges are designed to teach advanced skills, enhance citizenship, provide unique opportunities, allow career exploration, and to be fun. Any Scout may start work on any merit badge at any time. Very few badges have prerequisites, although some of the water sports do require a Scout to be able to pass the First Class swimming test and all of the badges that are associated with any element of risk (e.g., cooking, hiking, camping, white water, etc.) require knowledge of basic first aid as it applies to that activity.

(Effective 07/25/2022) To start a badge, submit a request in writing (Merit Badge Request Form) to the Advancement Chairperson. The Advancement Chairperson will obtain permission from the SM and then obtain a Merit Badge Counselor to work with the scout. Once these things have been done, the scout will be notified that they can begin their chosen merit badge. In some cases, you will need to have the merit badge book. The Troop owns a library of merit badge books, so always check with the Advancement Chairperson before you purchase a book. Remember to take a buddy to all meetings with the counselor. A buddy can be another Scout, a friend, or a parent. After you have completed the requirements, notify the Advancement Chairperson. Your counselor will then be asked to fill out the blue card. Your merit badge will generally be awarded within two weeks.

Scouts must use the Merit Badge workbook, if one is available for the badge, to document progress and actions taken toward completion of the badge requirements. The Advancement Chairperson will review the workbook with the scout as he is preparing for the Scout Master Review. If the workbook is available and not used by the scout, the Advancement Chairperson has the right to recommend to the Scout Master that he not sign off on the merit badge for completion until the workbook has been properly completed.

In some cases, the entire Troop will work on a merit badge together. For this to happen, the PLC needs to determine which badge will be taught and when. Merit Badges can be taught at Troop meetings or special outings can be arranged.

Troop policy strongly discourages parents from counseling their own scout for a merit badge on a one-to-one basis; however, a parent may lead a merit badge "class" and sign for their scout as part of a group (i.e., 2 or more Scouts). The Home Repair merit badge is the only exception to this rule.

**Requests form for Merit Badges, SMC and BOR can be found on our website under troop resources and will be available on Monday nights.*

Keeping Track of Advancements

We recommend using either a gallon zip lock plastic bag or a notebook with plastic sheets used for baseball cards to keep merit badge and advancement cards safe and together. When you sit for your Eagle Board of Review, they may ask for confirmation that you have earned badges or ranks. You will have to submit photocopies of all your merit badge cards with your Eagle Rank application forms. It is not unknown for the Council's records to be incomplete or inaccurate. The dated signatures in your Boy Scout Handbook and the signed and dated cards you receive with your merit badges and rank advancements are the final word concerning if you actually earned the badge or rank. If you keep all your records together, you will *Be Prepared* for these questions.

**Effective 07/25/2022 Scouts will begin receiving blue cards for all new merit badges opened. Scouts are to retain these for their personal records. Scouts will not receive blue cards for merit badges open or complete prior to 07/25/2022*

Court of Honor

The Court of Honor (CoH) is a formal Troop meeting at which Scouts are recognized and celebrated for their achievements and participation. Rank advancements, merit badges, badges of office, and special awards are all presented at the CoH. In addition, adult Scouters may receive awards or recognition having to do with the Troop and past activities and future plans may be discussed.

Scouts and Scouters should attend the CoH in complete and correct Class A uniform.

The CoH is a family event. We would like to have all parents and siblings of boys in the Troop present for the event. Scouts should feel free to invite relatives and other guests who are important in their lives. A reception usually follows a CoH – parents are generally asked to provide snacks and drinks. This reception is planned and staged by the scouts' parents and is planned at the Troop Committee meeting preceding the CoH. The Troop holds at least two Courts of Honor during the year – typically those occur in last Monday in February and the last Monday in August.

Religious Emblem Awards

The final point of the Scout Law states "A Scout is Reverent." The Boys Scouts of America, in cooperation with almost every faith and religion practiced in the United States, is pleased to recognize Scouts who grow in their spiritual faith and give service in a religious context. Scouts who fulfill certain requirements dealing with learning about their religion and giving service in a religious context can be presented with a Scouting award. These awards, commonly referred to as religious emblem awards, are administered and awarded by each faith. In fact, each faith has its own name for this award, which may be presented to children in other youth organizations such as Campfire, Girl Scouts, etc., as well as to Boy Scouts.

A Scout may wear his religious emblem award (usually a medal) as part of his Class A uniform. When the Field uniform is worn, the religious emblem award takes the form of a square knot patch worn centered above the left pocket and touching the pocket flap seam. The silver-on-purple knot is the same for every religious service award, since it is the part of the award presented by the BSA in recognition of the award presented by the Scout's religious organization. While encouraging a boy to grow in faith, BSA does not prefer any one system of beliefs to another, and therefore recognizes all religious awards with the same square knot insignia.

Some faiths offer more than one award, with the requirements depending on the scout's age. It is not uncommon for Scouts who are active in their church to earn more than one religious service award. With each award a Scout earns, they are entitled to wear a tiny gold "device" pin indicating the Scouting program they were in (Tigers, Cubs, Webelos, Scouts, and Venture) at the time the award was earned. The device is worn on the square knot.

Troop 228 supports and encourages our Scouts to become involved with their religion. If you are interested in earning your religious service award, let one of the Scoutmasters or the Advancement Chairperson know. The workbooks for the Catholic, Jewish, and many Protestant denominations are available at the Scout Shop. The books for other faiths, such as Islam, Friends, Hinduism, The Bahia Faith, and most others, take a little while to get because they must be ordered. In either case, we can help you get the books and forms that you and your clergy will need to help you earn your award. All you have to do is ask!

Boy Scouts of America outside Troop 228

The National office of BSA is in Irving, Texas, just outside Dallas. The office provides Scouting program materials, develops training curricula for all training programs, decides uniform style and insignia, sets policy, publishes Boys Life, and runs the organization on a national level. This is where our National dues go.

The Regions administer insurance programs, specialized advanced training programs for adults and youth, and maintain the BSA High Adventure camps in their area.

Questions, Comments, Concerns, and Complaints

Please feel free to ask questions, make suggestions, and air complaints. We are constantly striving to make Troop 228 the best that it can be. Without your input we cannot improve.

BSA Troop 228

TROOP MANUAL

Formal Receipt Acknowledgement

As the parent(s)/guardian(s) of _____, I/we acknowledge we have received and carefully read the manual for BSA Troop 228 and agree to abide by its contents. I/we also acknowledge that this handbook has been carefully reviewed with my/our scout and that he understands the expectations and consequences laid out within for his behavior and agrees to abide by its contents. I/we understand that this manual details how this troop is run, the expectations for the boys, and the expectations for all adults. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Handbook. I/we realize the handbook is not intended to cover every situation which may arise, but is simply a general guide to refer to. I/we acknowledge and understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed. I/we understand that it is my/our responsibility to contact the Troop Committee Chairperson, Troop Scoutmaster, or other such designated individual if there are questions or the need for clarification regarding any policies, practices, and/or procedures contained in this handbook.

You are required to read the handbook in its entirety. By initialing next to each of the bulleted points below, you signify that you have specifically paid close attention to the following sections of the Handbook that are of particular importance:

- Parental Participation and Troop Committee _____
- Dues, Fundraising, and Activity Fees _____
- Discipline _____
- Ground Rules _____
- Equipment Notes _____
- Summary of General Rules for Outings _____
- Advancement _____
- Reimbursement _____

Troop 228 reserves the right to change this Policy at any time by posting the revised policy on the BSA Troop 228 website, <http://www.troop-228.com> (the "Website"). No advance notice to any Users shall be required or necessitated and such changes shall be effective as soon as published. Changes to this Handbook will be considered and approved by majority vote of the Troop 228 Committee.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Scoutmaster Conference Request

*Scoutmaster Use ONLY

Scout Name:	_____	Req. Approved	_____
Date Requesting:	_____	Approved By:	_____
Patrol:	_____	Scheduled Date:	_____
Current Rank:	_____	Scheduled Time:	_____
Rank Requesting:	_____		

Time Slot Requesting

- 6:45pm (Scout rank, Tenderfoot and Second Class ONLY)
- 7:00pm
- 7:30pm

Request Check List

- The scout must have all requirements completed
- The scout must have their book turned in and recorded in to Scoutbook (Turned in to Nick or Jason)
- The scout must request a scoutmaster conference in writing (**no parent requests will be taken**)

Board of Review Request

*Scoutmaster/Advancement Use ONLY

Scout Name:	_____	Req. Approved	_____
Date Requesting:	_____	Approved By:	_____
Patrol:	_____	Scheduled Date:	_____
Current Rank:	_____	Scheduled Time:	_____
Rank Requesting:	_____	Scoutmaster	_____
		Conference Date:	_____

Time Slot Requesting

- 7:00pm
- 7:30pm

Request Check List

- The scout must have attended and successfully complete a Scoutmaster Conference
- The scout must turn their book in and recorded in to Scoutbook (Turned in to Nick or Jason)
- The scout must request a Board of Review (**no parent requests will be taken**)

(WE WILL ONLY CONDUCT 2 BOARDS OF REVIEW PER MONDAY, THE SCHEDULE IS FIRST COME, FIRST SERVE)

**Boy Scouts of America
Troop 228
Request for Reimbursement**

Amount Requested: \$ _____.

Date of Scout Activity: ____/____/____

Number of Scouts: _____ Number of Adults: _____

Requested By: _____ (Name will be used for check reimbursement)

Method of Reimbursement: (Check One)

Check Scout Account (Name: _____) Other (please explain): _____

Please indicate the specific scout activity and be sure to provide separate amounts for different activities:

1) Camping trip name:*((Grub Master) Patrol name:	\$ _____
2) Non-camping trip name:	\$ _____
3) Event (i.e. - court of honor):	\$ _____
4a) Mileage for vehicle pulling trailer: Roundtrip miles ____ x \$0.58/mile **	\$ _____
4b) Mileage for vehicle driving 2+ scouts: Roundtrip miles ____ x \$0.29/mile ***	\$ _____
4c) Tolls	\$ _____
4d) Parking	\$ _____
5) Other: advancement expenses, office supplies, camping supplies, tools, DMV fees, etc.(please specify here): _____ _____	\$ _____
Total (must match amount requested at top of form)	\$ _____

* *current allowance for food, beverages, condiments & supplies is \$20/person*

** *per mile rate set at current IRS "business" rate (\$0.58 / mile) and roundtrip mileage set by trip planner*

*** *per mile rate set at 1/2 current IRS "business" rate and roundtrip mileage set by trip planner. Trip must be at least 100 miles or more one way with at least 2 scouts in the vehicle*

Signature of person requesting reimbursement

Date

Receipts MUST be submitted with this request and MUST provide sufficient itemization/detail to support the Scout activity noted above. (Charge slips, etc. showing 'total' payments are not sufficient support). Copies of itemized receipts are required for reimbursement effective 7/25/2022.

If detailed receipts are not available, provide an explanation below and obtain Scoutmaster and Committee Chair approval:

SM/CC Approval (If receipts are not available)

Date

