

**Troop 500  
Policies and Guidance  
Document**

**Approved by Troop Committee:**

**December 2008**

# Troop 500 Policies and Guidance Document

## TABLE OF CONTENTS

- Mission Statement
- 1. Troop Charter
- 2. The Scoutmaster
- 3. Troop 500 Committee
- 4. Troop Annual Registration Fees
- 5. Patrol Method
- 6. Senior Patrol Leader
- 7. Uniform
- 8. Troop Meetings
- 9. Outing Requirements and Eligibility
- 10. Troop Equipment
- 11. Leadership Training
- 12. Attendance
- 13. Fund-Raising Events
- 14. Annual Troop Budget
- 15. Scholarships
- 16. Community Service
- 17. Eagle Projects
- 18. Religious Service
- 19. Disciplinary Procedures
- 20. Troop Website
- 21. Scout Driving
- 22. Council and District Functions

# Troop 500 Policies and Guidance Document

## Mission Statement

Troop 500 is dedicated to providing a challenging and nurturing environment for our scouts through activities that foster teamwork, personal growth, leadership skills, environmental stewardship, respect for others, religious/moral virtues, and appreciation for life and the outdoors. We strive to empower the scouts to grow as future leaders and contributors to our society.

### 1. Troop Charter

- a. St Agnes Roman Catholic Church, Point Loma, California has been granted a charter by the Boy Scouts of America to carry on the Troop 500 scouting program.
- b. Troop 500 is a unit within the Mission District of San Diego - Imperial Council.

### 2. The Scoutmaster

The Scoutmaster is the adult leader of the Troop. He has authority to run the day-to-day operations of the Troop implementing all aspects of the Troop Program.

- a. The Scoutmaster is assisted by Assistant Scoutmasters. The Scoutmaster and all Assistant Scoutmasters are required to complete BSA adult leadership training. They are authorized to lead Treks as delegated by the Scoutmaster.
- b. The Scoutmaster holds a meeting once a month with Assistant Scoutmasters, Junior Assistant Scoutmasters and the Troop Committee Chair or designated Committee Representative. This meeting may also be attended by any adult with a scout in the troop.
- c. The Scoutmaster assists the Senior Patrol Leader with monthly Patrol Leader Council meetings.

### 3. Troop 500 Committee

The Troop 500 Committee is responsible for handling the business affairs of the Troop, and with making and implementing Troop policy. The Committee manages the Troop's funds, fundraising events, scholarships, equipment purchases, registration, and charter.

- a. Positions on the Committee include:
  - i. Committee Chair;
  - ii. Treasurer;
  - iii. Secretary;
  - iv. Advancement;
  - v. Outdoor Chair;
  - vi. Equipment Coordinator;
  - vii. Chaplain;
  - viii. Training;
  - ix. Auction
  - x. Tour Permits; and
  - xi. Registration/Membership.

Additional positions may be added, or the above positions may be combined, based on availability of volunteers and position demands.

## Troop 500 Policies and Guidance Document

- b. The Committee Chair holds a meeting once a month with Committee members and the Scoutmaster or his designated ASM representative. The Committee Meeting is open to any adult with a scout in the troop.
- c. The Committee Chair may add additional positions as required.
- d. All adult leaders in the Troop require approval of both the Committee Chair and the Charter Organization Representative.

### 4. Troop Annual Registration and Fees

- a. Registration fees are collected once a year during September. The cost is \$65.00 for scouts. Registration fees must be paid in a timely manner, and in all cases prior to December 15th.
- b. During the registration process, scouts, parents, and adult leaders update their personal information, and pay annual registration fees. Registration also provides an opportunity to recruit new adults as leaders. Requisite forms are provided for families to update including:
  - i. Personal Information Forms; and
  - ii. Medical Forms
  - iii. Signed T500 Code of Conduct
- c. Drivers' Licenses and Vehicle Insurance declaration pages need to be maintained for parents that drive on troop outings. The coordination of this effort is the responsibility of the Troop Committee. Troop 500 must be notified in any change in status regarding Drivers' Licenses and/or insurance. Troop 500 must be notified if any parent driver has been convicted of any driving offense involving alcohol and/or drugs and/or reckless driving.
- d. Parents are encouraged to participate in troop events. Per BSA National requirements, adults registered with the Troop must serve in either a Committee or Scoutmaster/Assistant Scoutmaster function.
- e. Adult registration fees for Assistant Scoutmasters and Committee Members is \$15.00. Adults with dual registrations in other BSA-sponsored units (e.g. Cub Scouts, Venture Crew) need only pay fees to one of the units.

### 5. Patrol Method

- a. Troop 500 follows the national standards for patrols.
- b. The troop is divided into patrols. Each patrol typically consists of 6 to 10 scouts but this may be increased depending on level of participation.
- c. Each patrol has a patrol leader and an assistant patrol leader.
- d. Each Patrol shall elect a Patrol Leader at a time to coincide with the election of the Senior Patrol Leader.
- e. The Patrol Leader will select his Assistant Patrol Leader.
- f. The Patrol Leader and Assistant Patrol leader are expected to attend the "Troop 500 Junior Leadership Training" and follow the requirements of the "**Troop 500 Scout Leadership Positions Duties and Responsibilities**".
- g. Patrols work together to help each other advance and learn their skills.
- h. Patrols are responsible for managing all of their participation in outings to include sleeping teams, cooking, and food distribution.

## Troop 500 Policies and Guidance Document

- i. Each patrol is assigned an Assistant Scoutmaster or other Adult Leader to support them at meetings and in preparation for outings.
- j. The Patrol Leader is expected to attend the monthly PLC meetings or notify his Assistant Patrol Leader to attend in his absence.

### 6. Senior Patrol Leader

- a. The scouts run the troop. The leadership includes a Senior Patrol Leader and one or more Assistant Senior Patrol Leaders. The SPL may designate a Scribe, a Historian, and/or other positions within the Senior Patrol.
- b. Currently, the Troop elects a Senior Patrol Leader every 6 months.
- c. The Senior Patrol Leader then selects, with Scoutmaster approval, Assistant Senior Patrol Leaders and Scribe.
- d. The Senior Patrol Leader chairs a Patrol Leader Council (PLC) meeting each month to review troop business, to develop program agenda and plans for the month, and to select and schedule upcoming Program events. Patrol Leaders interact to get information and make recommendations. They in turn relay the information back to their respective patrols.
- e. The PLC develops recommendations for the requirements to be eligible to run for election as Senior Patrol Leader including:
  - i. Rank and experience;
  - ii. Duration of term;
  - iii. Number of times a scout can hold the position; and
  - iv. Duration of time a scout must wait before he can run for the position again.
- f. Currently Senior Patrol Leader candidates must have completed National Youth Leader Training (NYLT) offered by the San Diego Imperial Council.
- g. Acceptance of the recommendations made by the PLC is subject to approval of the Scoutmaster.

### 7. Uniform

- a. Full Class A uniforms are required for all Troop meetings, public events, and Patrol meetings, unless specifically waived by approval of the Scoutmaster. On campouts, outdoor program activities, some service projects, and other similar events as designated by the Scoutmaster, a Class B uniform is required.
- b. Class A (aka Field Uniform):
  - i. Class A uniform consists of
    1. BSA Scout shirt;
    2. Shoulder epaulets ;
    3. All required patches and ranks;
    4. BSA Scout shorts or pants;
    5. BSA belt;
    6. Troop 500 or other approved neckerchief;
    7. Neckerchief slide;
    8. and BSA socks.
    9. The Troop 500 cap is optional.
- c. Class B (aka Activity Uniform):

## Troop 500 Policies and Guidance Document

- i. Class B uniform consists of
  1. BSA-qualified T-shirt; and
  2. BSA Scout shorts, pants or gear to accommodate the outing as deemed necessary by the Trek Leader.

### **8. 8. Troop Meetings**

- a. The Troop typically holds a meeting each Wednesday.
- b. Meetings are held at St Agnes Church Parish Community Hall, Point Loma, unless otherwise posted. During the summer, meetings may be held at outdoor locations.
- c. Meeting times are 7:00 pm to 8:00 pm. unless otherwise posted.

### **9. Outing Requirements and Eligibility**

- a. Outings are scheduled to provide scouts with opportunities to:
  - i. Learn new skills and grow as leaders.
  - ii. Interact socially away from their family life.
  - iii. Gain an understanding of their responsibility to the outdoor environment.
- b. Outings are designed for scouts. Families and friends are not authorized to participate in scouting events unless specifically noted. The Scoutmaster and Trek Leader have final approval for administering waivers on a case-by-case basis. In the event a waiver is granted, additional insurance and paperwork may be required.
- c. Outings may be demanding and are designed for varying levels of skill. They are designed to fit the needs of the different age and experience groups within Troop 500.
- d. All Outings must have a minimum of two adult leaders. The Trek Leader must be a registered adult with Troop 500.
- e. Parents will be allowed to participate on outings subject to Scoutmaster and Trek Leader approval. If space is limited, scouts and registered Scout Leaders required to support the outing will have priority over parents.
- f. On Treks or Camps, parents will be required to meet certain standards as defined by the Troop 500 Leadership.
- g. Parents should not interfere with scouts working on advancement requirements or developing scouting skills during outings unless safety or behavioral issues dictate action is warranted. Older scouts and other scouts within the patrol will assist scouts with training and development of their skills.
- h. All adult leaders must complete Boy Scout of America Youth Protection Training (YPT). This training must be renewed every two (2) years.
- i. Adult Trek Leaders
  - i. The Scoutmaster, Assistant Scoutmasters, and Trained Committee members are the only adults designated to be Trek Leaders. Exceptions to this are subject to approval of the Scoutmaster on a case-by-case basis.
- j. Skill level requirements for outings will be determined by the Trek Leader and approved by the Scoutmaster. Scouts must meet all requirements established for an event or by the host organization:

## Troop 500 Policies and Guidance Document

- i. Grand Canyon
  1. Strong hiking skills.
  2. Active with Troop 500 for the past year.
  3. Completed the specific prerequisite hiking/backpacking requirements for the trek as defined by the adult Trek Leader.
  4. Continued evidence of growth and advancement by the scout.
  5. Trek Leader approval.
- ii. Colorado River
  1. Swimming merit badge or pass the BSA Swim Test.
  2. Completed the requirements for Canoeing or Kayaking merit badge
  3. Strong paddling skills – determined by Trek Leader.
  4. Continued evidence of growth and advancement by the scout.
  5. Trek Leader approval
- iii. Summer Camps (e.g., Mataguay Scout Reservation, Camp Kern, Camp Emerald Bay, Camp Cherry Valley)
  1. First year scouts (completing 5<sup>th</sup> Grade) are limited to participation at summer camp at Mataguay Scout Reservation.
  2. Scouts must have been active in the troop in the past year or since joining if less than one year.
  3. Continued evidence of growth and advancement by the scout.
  4. Trek Leader approval
- iv. Philmont Scout Ranch
  1. Requirements defined by BSA.
  2. Active in troop in the past year.
  3. Trek Leader approval.
- v. 10-mile hikes
  1. Scouts should successfully complete a 5-mile hike prior to participating on a 10-mile hike.
- vi. 20-mile hikes
  1. Scouts should successfully complete at least one 10-mile hike prior to participating on a 20-mile hike.
- vii. Camelback Backpacking Treks
  1. Camelbacks are typically 15-mile overnight backpack treks designed to challenge a scout physically and mentally.
  2. Scouts must complete a 5-mile training backpack prior to participating on a Camelback.
  3. Scouts participating on specific Camelback events that comply with Council High Adventure Award requirements are eligible for special patches and/or medal.

## **Troop 500 Policies and Guidance Document**

- k. White gas backpacking stoves are restricted to adults and senior scouts as approved by the Scoutmaster and/or Trek Leader.
- l. Local fire restrictions on outings will be enforced.
- m. Backpack checks by the Trek Leader may be performed prior to backpacking treks. Scouts that do not show for the backpack check may be denied the opportunity to participate in the trek.
- n. Scouts are required to pack their own backpacks. Parents should not do this for them. Parents are encouraged to oversee the packing, but normal tendencies are for parents to overpack causing additional unnecessary weight for the scout to carry. **SCOUTS ARE TAUGHT WHAT TO PACK.**
- o. No tennis shoes are permitted on hikes or treks. Hiking foot wear is required.
- p. Scouts should pack water shoes for outings and Water Treks designed around water activities. Open-toe shoes and sandals are not permitted.

### **10. Troop Equipment**

- a. Troop 500 maintains a significant inventory of equipment to support the scouts in various outings including backpacks, tents, stoves and wet bags.
- b. The authorization to purchase new equipment is based on specific need/demands by the troop and voted on during Committee meetings.

### **11. Leadership Training**

- a. Scouts that are applying for Troop leadership positions must follow the requirements as listed in the “**Troop 500 Scout Leadership Positions Duties and Responsibilities**”.
- b. Troop 500 offers troop-sponsored Youth Leadership Training periodically.
- c. Troop 500 also offers the opportunity to participate in the annual National Youth Leadership Training sponsored by San Diego Imperial Council.

### **12. Attendance**

While Troop meetings are not mandatory, it is highly recommended that a scout participate in a minimum of 26 (i.e., half of the) troop meetings annually to experience the full benefits of the troop program. A scout that is not active in the troop will not automatically be allowed to participate in Troop 500 outings. A decision will be made by the Scoutmaster on a case-by-case basis.

### **13. Fund-Raising Events**

- a. Troop 500 typically hosts one major fund-raising event per year. This is the annual spaghetti dinner and silent auction held in the spring. The event provides monetary support for troop outings, equipment, donations, and scholarships. All scouts and parents are expected to support this fundraiser through solicitation of donations and participation in the event.
- b. Donations are accepted in many forms including direct financial contributions, merchandise, autos, boats, and equipment. Non-monetary donations will be accepted at the discretion of Troop 500. All donations are tax-deductible to the donor.
- c. Troop 500 contributes annually to St. Agnes and to Friends of Scouting. Contributions are made following the annual fundraising event. Total



## **Troop 500 Policies and Guidance Document**

contributions depend on income earned, and the total combined amount typically does not exceed 10% of annual fund-raising net income.

- d. Troop 500 may participate in the annual San Diego – Imperial Council popcorn sales fundraiser in the fall. Participation in this fundraiser is optional for each scout. Any scout participating in the popcorn sale may generate commission (currently 33% of sales) that will be held by the Troop in escrow. This money can be used for that scout's summer camp fees or other Troop fees.

### **14. Annual Troop Budget**

- a. The annual Troop 500 budget depends on the success of annual fund-raising activities. Each Scout family is expected to participate in fund-raising activities in some manner.
- b. The budget is developed and approved on a fiscal year basis. Troop 500 operates on a fiscal year that begins 1 October.

### **15. Scholarships**

- a. Scholarships can be requested through the Scoutmaster, Treasurer, or Committee Chair.
- b. A confidentiality rule is strictly enforced. This rule is designed to prevent any family or scout's use of scholarship funds from becoming known to the general scout community.
- c. The Committee Chair and Treasurer have full authority to approve requests for scholarships.
- d. The Scoutmaster will be notified of all scholarship awards.

### **16. Community Service**

- a. All scouts are required to perform service hours in order to advance in rank. These requirements vary by rank. Consult the Boy Scout handbook for specific requirements. Troop 500 scouts are encouraged to participate in community service above and beyond the basic requirements needed for rank advancement.

### **17. Eagle Projects**

- a. Scouts who have successfully earned the rank of Life must perform an approved community-oriented project as part of the requirements to obtain the rank of Eagle.
- b. It is the responsibility of the scout to conduct all of the coordination to complete his project.
- c. Troop 500 will assist in providing an Assistant Scoutmaster, Committee member, or other adult leader to support the scout's endeavor toward achieving the Eagle rank.

### **18. Religious Service**

- a. Troop 500 abides by the BSA charter for religious service.
- b. There are numerous programs offered to achieve religious medals based on a scout's denomination.
- c. The Troop 500 Chaplain coordinates these activities and works with the adult who is directly responsible for working with the scouts to achieve their respective medals.

### **19. Disciplinary Procedures**

## Troop 500 Policies and Guidance Document

- a. Discipline is necessary to maintain safety and good conduct by the Troop.
- b. Scouts who do not abide by the rules and regulations of the troop are subject to disciplinary action by the troop leadership.
- c. As part of the annual troop registration process, all registering scouts are asked to execute a Code of Conduct agreement, in which they reaffirm their commitment to the Scout Oath and Law.
- d. Disciplinary action is administered on a case-by-case basis and may include:
  - i. Additional service or specific projects;
  - ii. Suspension from the Troop for a specified period of time;
  - iii. Suspension from participating in Troop outings; or
  - iv. Expulsion from the Troop.

### **20. Troop Website**

- a. Troop 500 maintains an internet website at <http://www.troop500.net>.
- b. Much information pertaining to the troop including an up-to-date calendar of events, hiking and camping checklists and links to other related websites is maintained on the website.

### **21. Scout Driving**

- a. Troop 500 does not allow Scouts to drive on Troop outings or to transport scouts on local Troop events.
- b. ATVs are not allowed at scouting events, per the Guide to Safe Scouting.

### **22. Council and District Functions**

- a. Troop 500 scouts and parents are encouraged to participate in all Council and District functions including Camporees, Scout Fair, training programs, Order of the Arrow, Round Tables, and committees.
- b. Parents are encouraged to consider direct financial support to the San Diego – Imperial Council annually through the Friends of Scouting program. Funds raised through Friends of Scouting are used to support the program budgets of the Council and District.