

Troop 89

Boy Scout Handbook

Boy Scouts of America

Sequoyah District
Indian Nations Council
Skiatook, Oklahoma



Policies & Procedures

As approved and enacted by Troop 89 Committee

March 1999 / Revised February 2008

February 18, 2008

Addendums pending approval

Statement of Policy

These guidelines are specific to Troop 89 and those who choose to participate in our activities. We fully realize that "T89" is different from every other BSA Troop and we intend to maintain our individual identity while pursuing the ideals of BSA.

We do recognize, and ask you to recognize, that not everyone can fit in at "T89". Therefore, before joining us, please review this book - and our rules closely.

We also recognize our shortcomings and do not intend for this book to be a complete source of information on BSA rules, policies and procedures. Please refer to Guide to Safe Scouting, the Boy Scout Handbook, and Troop Committee Guidebook for additional information.

T89 wishes to thank committee members Amel Miller, Craig Riggs, Wes Davis and Tom Baker for their input into the February 2008 revisions.

This Handbook Belongs To:

Table of Contents

General Information.....	P. 1
Behavior & Discipline.....	P. 2
Troop Meetings.....	P. 4
Troop Uniform.....	P. 5
Troop Dues, Fees & Finances.....	P. 6
Troop Campouts.....	P. 8
Advancement & Merit Badges.....	P. 10
Adult Guidelines.....	P. 11
Troop Committee.....	P. 13

General Information

1. Every Boy Scout is expected to understand and comply with the Scout Oath, Motto, Slogan, and the Outdoor Code. Any Scout not doing so to the best of his ability is not considered a Scout and may be asked to leave the Troop.
2. Any Scout who misses four consecutive Troop meetings without an excused absence will have his Troop office (if any is held) recalled. Any Scout with 6 consecutive unexcused absences will be considered inactive. To ensure successful Patrols, regular attendance is strongly encouraged. Rank advancement depends on the demonstration of “Scout-Spirit”--a large part of which is a commitment to Scouting as evidenced through regular attendance and participation.
3. The Chain of Command is (in ascending order):
 - Assistant Patrol Leader
 - Patrol Leader
 - Assistant Senior Patrol Leader
 - Senior Patrol Leader
 - Assistant Scoutmaster
 - Scoutmaster
 - Troop Committee
4. Every Scout should use the above Chain of Command when he needs:
 - an excused absence
 - any appeal
 - information concerning Troop activities
5. The Board of Review will be held the second Monday of each month unless otherwise scheduled. Boy Scouts may only advance one rank per Board of Review.
6. Each participating Scout and adult should furnish a valid email address, phone number and mailing address to the troop committee. In turn, this information will be shared with those active in T89.

However, we expect every participant in T89 to respect the privacy of T89 participants and only use the information for T89 purposes. “Cut and paste” messages to the entire T89 members roles is forbidden and may lead to discipline.

Behavior & Discipline

1. Every Scout is expected to understand & comply with the Scout Oath, Motto, Slogan and Outdoor Code. Any Scout whose behavior at Troop meetings, campouts or other Troop activities is not in accordance with the Scout Oath, Motto, Slogan and the Outdoor Code will be subject to disciplinary action and may be asked to leave the Troop.
2. Discipline will be handled by the Chain of Command in the Patrol Leaders Council as previously described on Page 4. Two members of such Council are advised to witness disciplinary actions taken. The Chain of Command will be utilized and the Assistant Scoutmaster and Scoutmaster will be consulted if the Patrol is unable to handle it.
3. The purpose of disciplinary action is to foster an understanding of “Scout Spirit” as outlined in the Scout Oath, Motto, Slogan and the Outdoor Code. Discipline may include, but is not limited to:
 - Sitting out of activities (the person who handed out the discipline will be the one who decides when the disciplined Scout may rejoin the activity)
 - Special reports (written or verbal)
 - Extra projects reflecting the values and purpose of the Scouting program
 - Monetary reimbursement for any damages caused
 - Written or verbal apologies
 - Probation from current or future activities or campouts
 - Expulsion from current or future activities
 - Conferences with the Scoutmaster
 - Conferences with the Troop Committee
 - Expulsion from the Troop
4. Scouts who act in a manner that is not in the best interest of the Troop (including dangerous or destructive behavior, persistent disruptions, misbehavior, or inability to follow instructions) may be taken home or his parents may be called to come and get him - regardless of time of day or location. At that time, the Scoutmaster or the Adult in Charge will discuss the reasons for expulsion with his parents. A flagrant act of disobedience or misbehavior may result in immediate expulsion.
5. The second time a Scout has been asked to leave a Troop activity, he will be put on probation following a meeting with his parents and the Scoutmaster.
6. The third time a Scout has been asked to leave a Troop activity, he will appear

before the next Troop Committee Meeting to describe his behavior and explain a plan of action to repair any damage he may have caused and prevent it from happening again. At this time, the Troop Committee will make a decision about whether he will be allowed to remain active with the Troop.

7. The goal of disciplinary action is to integrate the Scout into the Scouting program. However problems may arise that will necessitate the permanent removal of a Scout from the Troop. Together the Troop Committee, parents and Scoutmaster will work toward a solution with the Troop's and the Scout's best interest in mind. If a Scout is asked to leave a Troop activity a fourth time, he will be expelled from the Troop.

8. An appeals process is available via the Chain of Command. Decisions will be made based on the behavior code and Scout philosophy as outlined in the Scout Oath, Motto, Slogan and the Outdoor Code.

9. In the event the Scout who is being brought before the Patrol Leaders Council has a close relative in the Council, that Troop Leader will be excused from the proceedings. If that Scout has requested a special hearing which concerns one of the Troop Leaders, that Troop Leader will be asked to leave the meeting for that portion. He can be brought back at a later time to discuss his/her actions.

Troop Meetings

1. Troop 89 meets every Monday (unless changed by the Scoutmaster) at 7:00 p.m., at the Skiatook Community of Christ Church. Troop meetings will conclude at approximately 8:30 p.m. All Scouts are expected to be present, on time, and in complete uniform.
2. The Troop Meetings and other Troop activities will run using the “Patrol Method”. Monthly meetings are to be planned by the Patrol Leaders Council and executed by the Patrol Leaders. The monthly meetings are to be approved by the Patrol Leaders Council and the Scoutmaster.
3. Once attendance has been taken, anyone not present will be considered absent for the entire meeting. (In other words, a “tardy” will be considered an “absence” for attendance purposes).

Troop Uniform

The Boy Scout uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

1. Troop 89's basic uniform consists of the "Class A" tan Boy Scout shirt (short or long sleeve with shirt tail tucked in) with red shoulder loops and proper insignia, and the Troop 89 green neckerchief. A tie slide is strongly encouraged. Optional accessories which make up the full uniform include official BSA trousers or shorts, belt, green scouting socks, and BSA cap.
2. "Class B" uniforms consists of the Troop 89 T-shirt. Optional accessories include official BSA trousers or shorts, belt, green scouting socks and BSA cap.
3. Scouts must be in "Class A" uniform at the beginning of every meeting. The "Class A" uniform is also required for transportation to and from any Troop activity. No exceptions! This is necessary due to insurance guidelines.
4. During the time a Scout is in any given rank, they may be out of uniform only 10% of that time. (For example, if a Scout is "Tenderfoot" and the Troop has 20 meetings before he advances to "2nd Class", he may be out of uniform only 2 times.) If a Scout is out of uniform more than 10% of the time, he will not receive the Scout spirit sign-off or the Scoutmaster's Conference. A Scout may make up any "out of uniform" by working 2 hours of community service. These hours will not apply to any rank advancement or Order of the Arrow Credit.

Troop Dues, Fees & Finances

1. Troop dues are \$12 per quarter and are due on or before the following dates:
 - April 1
 - July 1
 - October 1
 - January 1

2. If dues, fees and fund-raising monies are not up-to-date before each campout, a Scout may not attend the campout. Exceptions to this rule are noted in rule # 9 of this section.

3. Camp Accounts are set up for each Scout's fund-raising efforts (such as BSA Popcorn Sales). 100% of the Scout's portion of the popcorn sales are distributed to his Camp Account. Camp Account funds may be used to pay Troop dues, camping fees and Summer Camp registration.

4. If a Scout's registration expires and he does not re-register at the time of re-Charter, he will be considered "inactive".

5. If a Scout is classified as "inactive" due to unexcused absences (6 consecutive) or expired registration, his Camp Account will be automatically liquidated back to the Troop's General Fund.

6. If an active Scout transfers out of Troop 89 & into another Troop, it is the responsibility of his parent(s) to make a request to transfer his camp account funds into the new Troop's treasury within the first 6 weeks following his departure. Requests must be made to the Troop 89 treasurer in writing - providing a name, address, phone number & Troop number to which the check may be mailed. If the new Troop is not yet known, a 7 month extension will be given (upon request) to give time to locate a new Troop. Please note that individual Troop policies vary greatly regarding camp accounts - not all Troops have them nor are they administered the same. Camp Account funds are considered property of Troop 89 and will be transferred to a new Troop only - not to the parents. After 6 weeks of inactivity for any reason, a Scout's camp account is liquidated back into the General Troop Fund.

7. Fund-raising proposals must go through an approval process via the Chain of Command. An application must be submitted, filed & approved by the Council Office.

Fund-raisers must have a pre-planned purpose and money collected from fund-raising efforts will go directly into an account set up for such purpose. Fund-raising may be planned by the Patrol, Troop or Committee.

8. Money collected from fund-raising events is considered the sole property of Troop 89. The “split” of fund-raising money between the T89 General Fund and the boys will be 50% to 50% unless a different “split” is reviewed and approved by the Troop 89 adult committee. Any alternate “split” approved will be reported to the Troop. Money collected will be disbursed at our discretion following Troop policies. Fund-raising money must be paid in full on or before the date it is due. Outstanding fund-raising money will prohibit a Scout from participating in Troop activities until such time as the money is paid in full.

9. Exceptions to the rules in this section may be made by the Troop Committee under special circumstances following a request by the Scout and/or his parents. The Troop intends to include the Scout in Troop activities during such time as active efforts are being made to eliminate his debt. Every effort will be made to accommodate debt repayment. If no such effort is made to repay the debt, action deemed appropriate by the Troop Committee will be initiated.

10. All dues and miscellaneous collected funds, unless specifically designated by the Troop Committee, will go into the Troop’s General Fund and be dispersed at the discretion of the Troop Committee for general equipment and Troop needs.

Troop Campouts

1. A Parent Permission Slip will be sent home with the Scout two weeks prior to the scheduled Troop activity. This slip will give the details of the event, the estimated cost, and the name of the adult in Charge for the activity.
2. All Scouts must have attended at least two meetings in the month prior to the campout and be classified as “active” status Scouts in order to be eligible to attend campouts.
3. Weekly dues, all camping fees and outstanding fund-raising money must be paid in full and a completed Permission Slip turned in on or before the Troop Meeting prior to the scheduled campout. Exceptions to these rules may be made by the Troop Committee under special circumstances following a request by the Scout and/or his parents. All money applied to the campout is non-refundable.
4. The Troop will function in the Patrol Method; all cooking will be done by the Patrol Method.
5. All members must be in “Class A” uniform when leaving for and returning from the campout.
6. All Scouts attending a campout must be prepared to earn rank advancement. Campouts are not just for fun.
7. No one is to leave camp without permission. Scouts must inform their Patrol Leader or other official when they wish to leave the campsite. The Buddy System must be used in Camp.
8. All Scouts must be prepared as per the Scout Handbook prior to leaving for the campout. Any gear needed from the Quartermaster must be reserved at the previous Troop Meeting.
9. No cigarettes, smokeless tobacco, firearms or fireworks will be permitted on campouts. No playing cards, dice, radios, tape recorders or electronic items will be permitted on campouts unless prior permission is granted by the Scoutmaster. Pocket knives with blades up to 3" long and multi-purpose tools (i.e. “Leatherman” tools) will be allowed. “Totin’ Chip” rules will be in effect. Any telephones found will be confiscated and turned off until the campout ends.

10. If parental requirements dictate, the Scout may be picked up before the end of the campout.

However, arrangements for early pick-up must be made between the parents and the Adult in Charge prior to departing for the campout--except in case of emergency.

11. In accordance with BSA philosophy, non-denominational religious services will be held either as part of the group activity in which the Troop is participating (i.e., Camporee's, etc.) or Troop services will be held at the local campsite.

12. All purchases for food will be by the Patrol Method. Menus for the campouts are to be planned by the Patrol and approved by the Senior Patrol Leader or his Assistant. Money will be collected by each Patrol and given to the Scout who is responsible for food purchases. After the food has been purchased, there will be no refunds.

13. T89 is a "boy led" troop and as such, we intend to allow them as much freedom and privacy as conditions dictate. We have found that personal growth and maturity is maximized when these recommendations are followed:

A. Neither parent (or guardian) of a Scout should attend his 1st campout.

B. Only males should attend T89 campouts, including summer camps and High Adventure camps. The full adult committee may consider special, written requests for exceptions.

C. Troop 89 is not qualified as a "special needs" troop.

Advancement & Merit Badges

A. Merit Badge Fairs are not recognized

- T89 is fortunate to have several involved members of our community serving as merit badge counselors. We keep a list on hand at every meeting.
- Our view of the merit badge process is that maximum benefit is obtained when the Scout initiates the process of earning a merit badge by personally contacting the merit badge counselor and mutually scheduling the completion of requirements. Boys learn how to communicate, to schedule, to organize, and to complete requirements with an adult merit badge counselor registered with T89.
- We do not approve of the practice of T89 Scouts attending “Merit Badge Fairs” where multiple badges can be earned in one day or one weekend. Therefore, unless prior written permission of the Scoutmaster is obtained, no credit will be given to a T89 Scout who claims to have earned a merit badge at a Merit Badge Fair. The only exception to this rule is Summer Camp.

B. No parent/guardian can sign advancement

T89 is blessed with a very good Scoutmaster and several very good Assistant Scoutmasters. As such, there will always be an adult, not related to the Scout, available to sign off on advancements in the BSA handbook. Therefore, no credit will be given to an advancement signed off only by a Scout’s parent or guardian.

Adult Guidelines

1. For the protection of our youth, Troop 89 will abide by the guidelines set forth in “Guide to Safe Scouting”. For the protection of the leaders and boys in our troop, every adult associated with the troop, including merit badge counselors, should attend Youth Protection Training. Contact our local council district executive for the next training session. A goal of Troop 89 is to have all participating adults trained in BSA’s “Youth Protection Training”.

2. All adults attending the campouts will camp and function in the Patrol Method and must abide by the same rules as the Scouts. Adults will camp and eat as a separate Patrol near or adjacent to the Troop. No boys will be allowed to sleep with adults. No adults of opposite sex will be allowed to sleep together. All money for food purchases, etc., will be handled the same as the Scouts. Adult Leaders may be asked to participate with the Scouts at mealtimes from time to time, or eat with their sons at mealtime. Participation like this is welcomed. One should use good judgment in this matter as the Patrol funds and food are limited on each campout.

3. The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. All scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

4. Troop 89 has the following policies in place for someone who wishes to become an Adult Leader: All candidates should:
 - Attend regular Troop meetings observing, respecting and supporting the boy-led leadership style.
 - Apply for Troop Committee membership and attend Committee meetings.
 - “Shadow” one or more Assistant Scoutmasters in a mentoring program as approved by the Assistant Scoutmaster or Scoutmaster. This may include merit badge instruction and skill instruction and will provide an opportunity for feedback from ASM/SM.
 - Meet with the Scoutmaster and Assistant Scoutmaster for ongoing critique and feedback.
 - Attend District & Council training opportunities. These include Youth

Protection Training, Boy Scout Leader Training (BSLT), Woodbadge, District Roundtable, University of Scouting and more.

Upon a favorable report from the SM/ASM, the Troop Committee can choose to extend an invitation to the interested adult asking them to become an Assistant Scoutmaster.

5. An Adult Leader who uses excessive vulgar language or inappropriate behavior (as defined by Scouting Law) may be asked to leave the scouting function, placed on probation or asked to leave the Troop at the discretion of the Troop Committee and Scoutmaster(s).

Troop Committee

1. All interested adults are welcomed and encouraged to participate in the Troop 89 Committee.
2. Troop 89's Committee meets on the third Thursday of each month at 7:00 p.m. at Skiatook Community of Christ Church.
3. The chief responsibilities of the Troop Committee are to assist the Scoutmaster in the development and operation of the Troop program to ensure its success.
4. The Troop Committee meeting will conduct business that includes but is not confined to Chairman's report, Secretary's report, Scoutmaster's report, Treasurer's report and any Committee report as necessary. Reports such as rank advancement, membership, outdoor program, leadership issues, equipment and facilities, and old and new business will also be included.
5. Committee business will be conducted at the regularly scheduled monthly meetings. A minimum of three Committee members are required to conduct committee business. Decisions will be made by a majority vote of the members present. All Committee members will be notified in advance of meetings held outside the regularly scheduled time.
6. All Troop expenditures are to be pre-approved by the Troop Committee. For camping, a petty cash reserve of up \$50 per campout is set up for use at the Quartermaster's discretion. All other requests must be supported by pre-approval or receipt. Only the Treasurer, and his/her approved alternate, may sign T89 checks.
7. All receipts should be submitted with 45 days after purchases are made so that an accurate budget may be determined. Reimbursement for approved expenses will be made at the monthly committee meeting.