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Introduction

Troop 30 is a member of the Octoraro District, Chester County Council, Boy Scouts of America. Troop 30 is chartered to (sponsored by) the West Grove Presbyterian Church, West Grove, PA. Troop 30's charter is subject to renewal each year at a date determined by the Chester County Council. This recharter date is currently set at December 1st.

These Troop 30 Policies and Procedures are supplemental to the Troop 30 Charter, District, and National Policies and Procedures and District and National Rules and Regulations of the Boy Scouts of America. The intention of these Policies and Procedures is to provide guidance and information regarding the specific operations of Troop 30.

Troop 30 strives to support the aims and methods of Scouting. Our program encourages character and leadership development in the young men who participate and includes many dedicated adult volunteers who recognize the value the "Promise of Scouting" offers.

TROOP 30 Policies and Procedures

Article I – This Guide

Section A: Review

This Policies and Procedures Guide shall be reviewed annually by the Troop Committee before each scheduled recharter date.

Section B: Revision

Revisions to this Policies and Procedures Guide must be proposed at a Troop Committee meeting and will be published by the committee on the Troop 30 Website to allow at least a 14-day review period. Approval of proposed revisions will take place at a designated Troop Committee meeting following the review period. Adoption of revisions requires a two-thirds vote of all registered Adult Leaders present at the designated Troop Committee meeting.

Section C: Distribution

A copy of the most current version of this Policies and Procedures Guide shall be made available on the Troop 30 Website. A copy will be furnished to the Chartered Organization Representative.

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Article II - Troop 30 Code of Conduct

As a member of Troop 30, I agree to the following:

1. I will behave in accordance with the Scout Law and Scout Oath.
2. I will show respect to others at all times.
3. I will not engage in harassment of any type including, but not limited to, name calling, teasing, threatening, or other abusive behavior.
4. I will respect the property of others.
5. I will demonstrate respect for Troop equipment and public property, and will be personally responsible for cleanliness, loss, breakage, or property destruction.
6. I will not possess any of the following while on a Scouting function:
 - Alcohol
 - Tobacco
 - Firearms
 - Pornography
 - Illegal drugs or drugs that have not been prescribed for me.
7. I agree to refrain from using offensive language, gambling, cheating, fighting, or cursing.
8. I will not be disruptive and will participate in each activity with attention and respect.
9. I will bring to the attention of an Adult Leader any situation that I am not comfortable with and not take matters into my own hands.
10. I will not engage in behavior that endangers myself or others.
11. I will follow instructions given to me.

I understand that if I do not follow this code of conduct, an Adult Leader has the authority to remove me from an activity. When this occurs, my parents will be expected to pick me up as soon as possible.

Any situation not covered by this code of conduct will be monitored by the present Adult Leaders, discussed with the parent and Scout, and possibly referred to the Troop Committee. Refer to Article XI - Discipline for further details.

The following signatures indicate that I and my parent(s)/guardian(s) have read and understand the Troop 30 Code of Conduct and that I am responsible for my behavior.

Scout Signature

Parent/Guardian signature

Date

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Article III – Troop Organization – Adult Offices

Section A: Charter Organization Representative

The sponsoring organization shall appoint a Charter Organization Representative who shall act as liaison between the Troop and its sponsor and shall oversee the selection of a Troop Committee of not less than five adult members, all of whom must be registered adult members of the Boy Scouts of America and have attended Youth Protection Training. The Charter Organization Representative is a de facto member of the Troop Committee.

Adult membership in Troop 30, as a Troop 30 Committee Member or Scouter, shall be subject to the approval of the Troop 30 Committee, the Charter Organization Representative, Chester County Council, and BSA National. All Adult Leaders shall abide by the BSA Code of Conduct and the Troop 30 Code of Conduct. At the start of each school year, the list of Committee members and Scoutmaster Corp members will be submitted to the Sponsoring Organization Representative for review and approval. Reviews for all leadership positions (committee members and Scout leaders) will be done in the April to June timeframe for the upcoming year.

Section B: Troop Committee

The Troop 30 Committee shall select a candidate for Committee Chairperson from within their membership and recommend the candidate to the Charter Organization Representative for appointment. The Troop 30 Committee shall elect annually a Secretary and a Treasurer from within their membership. The Troop 30 Committee shall also appoint a Scoutmaster and Assistant Scoutmasters as needed. These adult officers and leaders will serve for one year from first Troop meeting of the school year until the beginning of the next school year. . The officers and leaders may serve unlimited consecutive terms.

The committee functions include periodic Boards of Review for Scout Advancement and review and approval of the Troop calendar.

1. **Chairperson:** The Troop 30 Committee Chairperson will preside at all regular and special committee meetings of Troop 30.
2. **Secretary:** The Troop 30 Committee Secretary shall keep all official records of the Troop Committee, with minutes of each meeting. The Secretary shall conduct correspondence as necessary for Troop/Committee business.
3. **Treasurer:** The Troop 30 Committee Treasurer shall maintain all Troop funds in accordance with current Troop 30 fiscal policy. (See Article V - Finances.)
4. **Advancement:** The Troop 30 Advancement Coordinator shall maintain Troop advancement records using TroopMaster™ software. The Advancement Coordinator shall obtain awards to be distributed at Courts of Honor.
5. **Other Members:** It is recommended that all other Committee Members be given specific job titles and job descriptions, such as Equipment Coordinator, Outdoor/Activities Coordinator, and Training Coordinator, as outlined in the Troop Committee Training.

All members of the Troop Committee are expected to attend Troop Committee Training. All Committee members are encouraged to attend camping trips.

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Section C: Scoutmaster

The Scoutmaster must be an adult at least 21 years of age. The Scoutmaster is the designated Troop leader and is responsible to the Troop Committee and the Sponsoring Organization for overall supervision and operation of the Troop. The Troop Committee shall appoint the Scoutmaster annually.

Section D: Scoutmaster Corps

The Scoutmaster Corps will consist of the Scoutmaster and registered Assistant Scoutmasters (ASMs). Assistant Scoutmasters must be at least 18 years of age. One Assistant Scoutmaster must be at least 21 years of age and capable of assuming the duties of Scoutmaster.

Assistant Scoutmasters agree to provide service and leadership to the troop. The following description outlines some of the things Assistant Scoutmasters are expected to do while serving in this fun and rewarding leadership role.

Reports to: Scoutmaster

Specific Duties:

- Performs Scoutmaster duties.
 - Campmaster
 - Leads meetings and events
 - Mentors Scouts
 - Performs Scoutmaster conferences
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

Resources: The Scoutmaster, ASMs, Troop Committee Members, and other Scouts are readily-available resources. Other resources include teachers, religious leaders, community leaders, and junior leaders. There is also literature available, some of which is in the Troop Library. Refer to Article X – Training.

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Article IV - Troop Organization – Youth Offices

Section A: Junior Assistant Scoutmasters

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his leadership ability. The Junior Assistant Scoutmaster agrees to provide service and leadership to the Troop. The following description outlines some of the things Junior Assistant Scoutmasters are expected to do while serving in this fun and rewarding leadership role.

Reports to: Scoutmaster

Specific Duties:

- Functions as an Assistant Scoutmaster.
 - New Scout patrol advisor
 - SPL advisor
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

The Junior Assistant Scoutmaster should participate in a conference with his advisor after six months in this position to discuss and evaluate responsibilities and past performance. (Note: Conferences can occur as frequently as the Junior Assistant Scoutmaster and advisor feels necessary.)

Resources: The Scoutmaster, ASMs, Troop Committee Members, and other Scouts are readily-available resources. Other resources include teachers, religious leaders, community leaders, and fellow junior leaders. There is also literature available, some of which is in the Troop Library. Refer to Article X – Training.

Considerations:

- Shares benefits of Scoutmaster Corp. (dining, planning, leading, etc.), except must tent (sleeping arrangements) with a person under 18.

Section B: Senior Patrol Leader

The Senior Patrol Leader is the youth leader of the Troop. He ascends to the position of Senior Patrol Leader after serving as Assistant Senior Patrol Leader. The Senior Patrol Leader serves a nominal six-month term of office. He is responsible to the Scoutmaster for all Troop functions and operations involving the youth membership. The Senior Patrol Leader must meet the following qualifications:

1. His service during his term as Assistant Senior Patrol Leader must have the Scoutmaster's approval.
2. He is expected to meet the "Participation Requirements for Scout Leadership" as described in Article IV, Section G.

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3. His financial accounts must not be delinquent.

If for any reason the Scout is unable to perform as expected, a conference will be scheduled between the Senior Patrol Leader and the Scoutmaster Corps.

The Senior Patrol Leader may recommend to the Scoutmaster the removal from office of any Scout in a leadership position whom he judges to be derelict in his duties.

Section C: Assistant Senior Patrol Leader

The Assistant Senior Patrol Leader is elected semi-annually by the youth members of the Troop. The Assistant Senior Patrol Leader serves a nominal six-month term of office. He will then assume the position of Senior Patrol Leader. The Assistant Senior Patrol Leader will work with the Senior Patrol Leader to ensure a well-organized and responsive program for the Troop. The Assistant Senior Patrol Leader stands in for the Senior Patrol Leader when required. The Assistant Senior Patrol Leader must meet the following qualifications:

1. He must be Star rank or higher.
2. He must meet with the Scoutmaster to fully understand the time commitment and other requirements of the position. In addition, he must understand that the role transitions into the Senior Patrol Leader.
3. He is expected to meet the "Participation Requirements for Scout Leadership" as described in Article IV, Section G.
4. His nomination must have the approval of the Scoutmaster.
5. His financial accounts must not be delinquent.
6. He must be elected by a majority vote of the youth Scouts present at a regularly scheduled Troop meeting.

If for any reason, the Assistant Senior Patrol Leader cannot ascend to the Senior Patrol Leader position, the following will occur:

- The Assistant Senior Patrol Leader must notify the Scoutmaster that he will not become the Senior Patrol Leader.
- He does get credit for the Assistant Senior Patrol Leader position if he does not ascend to the position of Senior Patrol Leader.
- A special election will be held to fill the position. Any qualified Scout can run for the position.

Elections shall be held in September and February and the role is assumed in October and March.

Section D: Patrol Leaders

A Patrol Leader is responsible to the Senior Patrol Leader for overall operation and conduct of his patrol at all patrol and Troop functions. He serves a nominal six-month term of office. To be a Patrol Leader, a Scout must meet the following qualifications:

1. He is expected to meet the "Participation Requirements for Scout Leadership" as described in Article IV, Section G.
2. He is expected to attend training as defined in Article X - Training, Section A: Youth Leadership.
3. He ascends to the position of Patrol Leader after serving as Assistant Patrol Leader.
4. His financial accounts must not be delinquent.

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To achieve balance in the patrols, the Scoutmaster may reorganize the patrols.

Section E: Assistant Patrol Leader/Patrol Quartermaster

The Assistant Patrol Leader is selected by the Scoutmaster. The Assistant Patrol Leader/Patrol Quartermaster will oversee the issue, use, and care of patrol and Troop equipment and keep an up-to-date inventory of the equipment. The Assistant Patrol Leader/Patrol Quartermaster also stands in for the Patrol Leader, if he is temporarily unable to fulfill his responsibilities.

Section F: Other Youth Leadership

Other leadership positions, except Den Chiefs, are served for a nominal six-month term of office. Scouts are encouraged to approach the Scoutmaster if interested in a position. Leadership positions must be approved by the Scoutmaster, and Scouts are expected to meet the "Participation Requirements for Scout Leadership" as described in Article IV, Section G. Their Scout financial accounts must not be delinquent.

Youth positions may include, but are not limited to the following. (Complete descriptions are available on the BSA Website.)

- Communication/PLC Scribe - Acts as Troop secretary and keeps records of PLC activities and plans.
- Attendance Scribe - Keeps records of each Scout's Attendance and participation.
- Historian - Maintains a Troop scrapbook.
- Chaplain's Aide - Encourages Duty to God. He shall help plan vesper services at campouts.
- OA Troop Representative – Coordinates service opportunities within the unit and unit involvement with the Order of The Arrow, including OA elections. Additionally, he may assist with camp promotion and requesting OA Lodge and Chapter resources to help meet unit needs.
- Troop Guide/Instructor - An experienced Scout appointed by the Scoutmaster that acts as a role model to new or younger Scouts.
- Den Chief - Assists Cub Scout and/or Webelos Den Leaders. To be a Den chief, a Scout must meet the following minimum qualifications:
 1. At the Cub Scout level, he should be the rank of Second Class or higher.
 2. At the Webelos level, he should be the rank of First Class or higher.
 3. He must make application to the Scoutmaster for placement.
 4. He must have written parental permission.
 5. He must complete Den Chief training.
 6. He must serve as Den Chief for at least one year.

The Scoutmaster will add or remove positions as necessary to improve the functioning of the Troop.

Section G: Participation Requirements for Scout Leadership

The development of leadership skills is a significant part of Scouting and these skills are honed and improved by the active use with other Scouts during rank advancements from First Class to Star, Star to Life, and Life to Eagle.

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- The Troop maintains an active Scouting program through camping, meetings, service projects, and training events including pre-meeting instruction periods and merit badge classes.
- We believe the quality and continuity of the program is greatly enhanced by the interactions between upper rank Scouts and beginning Scouts.
- Advancement criteria for Star, Life, and Eagle ranks require that a Scout be “active.”
 - The depth of the educational experience undertaken by many Troop members is considerably time consuming, and therefore the definition of active participation by an upper rank Scout for advancement has created some difficulty for leadership.

Because of the points outlined above, the Troop will quantify active participation through the point system described below:

	FC to Star	Star to Life	Life to Eagle
Meetings (includes Troop, PLC, and Den Chief/Pack meetings)	1	1	2
Camping (1) night (includes OA camping and 1-day Troop activity) as documented by Permission Slips	2	2	3
Camping (2) nights (includes OA camping) as documented by Permission Slips	3	3	4
Instruction (as approved by SPL)	1	1	2
Merit Badge Earned	Eagle Required 2 All others 1	Eagle Required 2 All others 1	Eagle Required 2 All others 1
Summer camp	5	5	10
Skill training at a meeting	TBD by SM	TBD by SM	TBD by SM
High Adventure (Jamboree)	5	5	10
National Youth Leadership	4	4	8
Troop Leadership Training	2	2	4
Service projects (per hour; includes helping with Eagle projects) as documented by Service Hours form	1	1	2
Minimum points required for active status	20	25	25

For a Scout attending summer camp, no additional points will be counted for merit badges earned at camp.

The minimum required for active status may be waived by the Scoutmasters Corp after discussion with the Troop Committee.

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Article V – Finances

Section A: Finance Accounts

The Troop Treasurer should utilize TroopLedger™ or other software to track finances. Each Scout will have an individual “Scout” account. All accounts are expected to hold a credit or be paid in full as soon as account statements are issued.

Section B: Dues

Dues will be established annually by the Troop Committee. The Treasurer is responsible for recommending the annual dues amount to the Troop Committee at the September Committee meeting. The Treasurer will support the recommendation with a proposed budget for the upcoming Scouting year.

Dues will be payable by the end of October. If dues are not paid by October 31, the Scout cannot go on any Scout outings. Dues will be used to cover the expenses of the Troop, including, but not limited to, patches, awards, camping fees, and supplies. Dues shall be paid regardless of a Scout’s attendance or advancement record. Scout dues may be deducted from the individual Scout’s account upon request by the Scout or his parent(s) or guardian(s).

When a Scout leaves Troop 30, any funds in the individual Scout’s account derived from Troop 30 fundraisers will be transferred to general Troop funds. The Troop Committee will review the circumstances surrounding funds that were deposited in the individual Scout’s account by the Scout, his parent(s), and/or guardian(s). The determination will be on a case-by-case basis.

Section C: Financial Assistance

Chester County Council has financial assistance for Scout families that have financial hardship and cannot cover the expenses of summer camp. Council needs to be aware of Scouts that require assistance for summer camp by February. Troop 30 will refer the family to the contact at Council, who will work out the details with the family. If a Scout needs assistance with Troop camping trips and/or dues, funding can be earned through Troop fundraising activities.

Troop 30 Summer Camp Financial Assistance

From time to time, Troop 30 may receive donations where the donor stipulates that the money be used for Troop 30 Scouts who needed financial assistance to attend summer camp. Summer Camp is defined as the week-long camp that the Troop chooses to attend that summer (i.e., Camp Horseshoe or similar BSA-type camp). These funds are NOT available for High Adventure camps or other Troop outings. Donated funds will be deposited in the Troop account and be made available when requested by a Scout with financial hardship who meets the requirements listed below.

Any Scout in the Troop who has financial hardship and cannot cover the expenses of summer camp may apply for assistance from the Troop. However, before applying, the Scout must meet the following requirements (with the exception of a scout just joining the troop):

- All requests for assistance must be submitted by March 15 (April 15 for scouts that cross-over or join in the spring that year)
- The Scout must also apply to Council for assistance as well.
- All funds from the Scout’s individual account must be exhausted before asking for assistance.

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- The Scout must actively participate in Troop Fundraising Activities throughout the year.
- The Scout must be an active Scout as defined in **Section G: Participation Requirements for Scout Leadership**.

To apply for summer camp assistance, the Scout family must send a letter to the Troop Treasurer explaining their need for assistance. The Committee will review the application and let the family know if the Scout is eligible for assistance and the amount they will receive. The maximum amount of assistance available from the Troop will not exceed 50% of the cost of summer camp. Families must also apply for Campership assistance from Chester County Council (see Article V – Finances - Section C: Financial Assistance).

The proceeds from the donation(s) will be available until the money is exhausted.

Troop 30 Financial Assistance – General Fund

From time to time, Troop 30 may receive donations where the donor stipulates that the money be used for Troop 30 Scouts who need financial assistance. These funds will be deposited in the Troop account and be made available when requested by a Scout with financial hardship who meets the requirements listed below.

Any Scout in the Troop who has financial hardship and cannot cover expenses may apply for assistance from the Troop. However, before applying, the Scout must meet the following requirements (with the exception of a scout just joining the troop):

- All funds from the Scout's individual account must be exhausted before asking for assistance.
- The Scout must actively participate in Troop Fundraising Activities throughout the year.
- The Scout must be an active Scout as defined in **Section G: Participation Requirements for Scout Leadership**.

To apply for financial assistance, the Scout family must send a letter to the Troop Treasurer explaining their need for assistance. The Committee will review the application and let the family know if the Scout is eligible for assistance and the amount they will receive. The maximum amount of assistance available from the Troop will not exceed 50% of the cost of the requested assistance.

The proceeds from the donation(s) will be available until the money is exhausted.

Section D: Income

All checks and cash received from dues, assessments, fundraisers, etc., shall be properly receipted and deposited in the Troop bank account in a timely manner. All payments and requests for credits should be accompanied by a written note indicating the proper account(s) to receive the credit and or debit.

Section E: Bank Account

Troop 30 shall have a checking and, if necessary, a savings account. The Troop Committee shall identify authorized signers and determine the number of required signatures on all Troop bank accounts. Authorized signers typically include the Treasurer and Scoutmaster. Other members

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of the Committee or other Adult Leaders may also be authorized by the Troop Committee. All bank account(s) will be reconciled monthly by the Troop Committee Treasurer and a written report submitted to the committee at its regular meeting.

Section F: Scout Store Purchase Account

A supply purchase account will be established and maintained at the Chester County Council Scout Shop for routine, recurring expenditures by the Scoutmaster and Advancement Chair to purchase books, awards, badges, forms, and other operating supplies. Other Adult Leaders are approved by the Committee to use this account at time of the rechartering. All expenditures from this account will be reconciled monthly by the Troop Committee Treasurer. The Scoutmaster and Advancement Coordinator will promptly report any usage to the Treasurer.

Section G: Other Expenditures of Troop Funds

The Troop Committee will approve the expenditure of all Troop funds except for the Scout store purchase account at Chester County Council and purchases made while on Scout outings. All other funds will be dispensed by check. Under no circumstances should any Troop funds be used to the direct benefit of any adult.

Reimbursement for Troop expenses should be made to adult volunteers and leaders as soon as practical. Copies of sales receipts should be provided at the time of reimbursement. Reimbursement for expenses in excess of \$100 must be reviewed with either the Troop Committee or the Scoutmaster.

Section H: Duties of Troop Treasurer

The Treasurer is a member of the Troop Committee. One or more persons may jointly hold the position. It is highly recommended that the same person or persons hold the position for the full Scouting year. It would be beneficial for a prospective Treasurer to serve as an assistant to the Treasurer before assuming the formal position of Treasurer. The individual(s) serving in the position must be at least 21 years old. The individual(s) serving as Treasurer shall be elected by the Committee and serve in that capacity at the sole discretion of the Troop Committee. The Troop Committee shall have full authority to audit the financial records at any time without cause or notice.

- It is recommended that the Treasurer attend all of the Troop Committee meetings.
- The Treasurer should complete the BSA training requirements for Committee Members.
- The Treasurer will keep detailed and accurate records of the following items:
 - All Troop Funds and bank accounts
 - Income and expenses
 - Scout accounts and other accounts as necessary
- The Treasurer should utilize commercially-available software, e.g., TroopLedger™, to facilitate accurate recordkeeping.
- The Treasurer will make records of the Troop's financial activity, bank accounts, and other necessary information available for review by the Troop Committee or Scoutmaster as may be needed.
- The Treasurer should prepare an annual budget presenting projected income and expenses in reasonable detail. This should be presented to the Troop Committee at the first regularly scheduled Committee Meeting of the Scouting year.

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- The Treasurer should present updated financial information at regularly scheduled Committee Meetings and as needed. This should include bank and other account balances as well as income and expense activity.
- The Treasurer should provide guidance to the Troop Committee or Scoutmaster for larger expense items or purchases, such as equipment purchases.
- It is recommended that the Treasurer participate in a review of the Troop's equipment and inventory on an annual (or as needed) basis. Some of this function may be shared with other Committee members and/or Youth or Adult Troop Leaders.

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Article VI – Meetings

In general, all meetings of Troop 30 are held to further Scouting. For Troop Meetings, Courts of Honor, and official BSA gatherings, full Class A Uniform is the expected dress code.

Section A: Patrol Leaders' Council

The Patrol Leaders' Council (PLC) should meet at least once each month. PLC meetings will normally be scheduled on the Monday following a weekend campout. Additional meetings may be called by the Senior Patrol Leader. The following persons are expected to attend these meetings: Senior Patrol Leader, Assistant Senior Patrol Leader, all Patrol Leaders, all Scribes (unless otherwise notified), and Scoutmaster or Assistant Scoutmasters.

Section B: Patrols

Patrols are encouraged to meet as a patrol at least once each month. These meetings may be held in conjunction with a normal Troop activity or on a separate basis. All members of the patrol are expected to attend patrol meetings.

Section C: Troop

Troop 30 meetings will normally be held each Monday night. Troop meetings will not normally be held on the Monday following a weekend campout. Regardless, a formal Troop meeting shall be held at least once each month. All Scouts are expected to attend the Troop meetings.

Section D: Troop Committee

The Troop Committee shall meet at least nine times each year. The meeting night will be selected by the Troop Committee Chairperson with the approval of the Troop Committee. All Committee members are expected to attend committee meetings. The Charter Organization Representative is encouraged to attend all committee meetings. At the first meeting each year, the committee is encouraged to schedule a periodic meeting date for the whole year, for example, the third Monday of each month.

Section E: Roundtable

The monthly Octoraro District Roundtables, currently held on the second Tuesday of each month, shall be attended by at least one registered Adult Leader from the Troop. District Roundtables are open to any youth Scout as well as any adult Scouter.

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Article VII - Campouts, Service Projects, and Special Events

Section A: General Policy

The Patrol Leaders' Council shall plan all campouts, service projects, and special events in advance. All Scouts are encouraged to participate in any activities of the Troop and/or patrol. Registration for events should be completed no later than two meetings prior to the event. The Troop Committee Outdoor/Activities Coordinator is primarily responsible for obtaining necessary tour permits. The following are the overall guidelines related to all outings.

TRIP MASTER: Each outing should be assigned a "Trip Master", an adult who will accept overall responsibility as tour leader. As much as possible, the Trip Master will work through and with the youth leadership in the Troop. Each member of the Scoutmaster Corps is encouraged to plan at least one camping trip per year.

RESERVATIONS: To ensure we have the proper accommodations, transportation, and adults, we need to have a firm number of those attending our Troop outings. In most cases, the reservations and payment will be due at the Monday meeting prior to the trip. We may be required to ask for commitments (and payment) earlier when we have to reserve cabins, motel rooms, etc. No reservation is considered as submitted unless payment is included.

LATE RESERVATIONS: If a reservation and payment is submitted after the deadline, only the Trip Master can accept it. This is to make sure tickets (if needed), accommodations, food, and transportation are available. It is the Scout's responsibility to contact the Trip Master to see if they can go on the outing.

PARTIAL ATTENDANCE: The Registration Form will show costs for the entire trip (usually two nights) and for a single night. If not traveling with the Troop, it is the Scout's responsibility to arrange his transportation to join the Troop. If not departing and returning with the Troop, please note on the form when the Scout will arrive/depart.

CANCELLATIONS: If a Scout has turned in his money before the registration deadline, he can get a full refund if he notifies the Trip Master by the deadline. Cancellations after the deadline will result in forfeiture of the reservation portion of the payment. The food portion (typically \$10 to \$15/person) can be refunded if the Trip Master is notified at the Monday meeting prior to the outing. No refunds are available after that time, as the Grub Masters will be purchasing the food.

FAMILY ATTENDANCE: In general, Troop outings are designed for the Scouts and the Adult Leaders/parents. We welcome parents on any of our Troop outings. There are some outings where families may be allowed to accompany the Troop. The appropriate Trip Master and Troop Committee will decide how reservation, food, tickets, etc., are handled on a trip-by-trip basis.

Section B: Campouts

Every effort will be made to plan a one or two-night Troop campout at least once every calendar month. Patrols may plan additional campouts at the patrol level. For all campouts, a minimum of two Adult Leaders is required. Parental permission shall be obtained in writing before any Scout is allowed to participate in any campout.

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Section C: Summer Camp

Each year, the Troop will arrange a one-week long summer camp at an official Scout reservation.

Section D: Transportation

Troop 30 Scouts will be transported to all Troop events, away from its scheduled meeting place, in vehicles driven by parents or registered Adult Leaders as in accordance with BSA policy.

Section E: Electronic Devices

Electronic devices such as games are allowed only in cars and only to and from an outing. When the cars stop, the devices must remain in the car. Electronic games are not permitted during the campout. Personal listening devices may (through headphones only) be played after a Scout goes to bed at night - as long as they cannot be overheard.

Section F: Service Projects

Troop 30 will make an effort to participate in any event for which the chartering organization requests help. All Scouts are expected to participate in any such project.

Service projects done as a requirement for Star, Life, and Eagle Scout advancements will be planned and developed by the candidates. All Scouts are encouraged to participate in these projects as requested by the candidates.

An approved list of service projects is posted in the back of the meeting room as well as on the Website. Scouts do not need to receive approval before participating in an approved service project. However, Scouts do need to get verbal permission from the Scoutmaster or a member of the Scoutmaster Corps before participating in a service project that is not approved. (Eagle projects are considered approved projects.)

All Scouts will need documentation for their service hours. This could be a copy of the log file for an Eagle Project, a form used by the sponsoring organization, or the "TROOP 30 Service Hours Form" found on the Troop Website (Resources tab).

In order to make sure scouts get credit for all of their service hours, the scout must fill out a form in duplicate with all of the required info and required signatures, hand it to advancement chair when complete, and the advancement chair will return the scout copy and keep a duplicate.

Section G: Courts of Honor

Troop 30's Committee shall host a formal Court of Honor for the purpose of recognizing the accomplishments of Scouts and others at least twice, and usually three times, each year. Eagle Courts of Honor shall be held at the pleasure of the Eagle Scout and shall be hosted by his family. Committee-hosted Courts of Honor can incorporate Eagle Courts of Honor. The Troop Committee Chairperson or another officer shall convene all Courts of Honor.

Section H: Other Events

During the year, Troop 30 is requested to participate in special events at the District and Council levels. Troop 30 will participate in these events as often as possible. During months with no overnight campouts, every effort will be made to organize another Troop event.

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Article VIII – Uniforms

Section A: General Policy

The Scoutmaster, all Assistant Scoutmasters, and each Scout are expected to obtain an official Boy Scout uniform as soon as possible after becoming a Scout/Scouter. Families who cannot afford to purchase a uniform for their Scout shall be referred to the Troop 30 Committee for assistance.

1. All Scouting functions of Troop 30 will require either a Class A (dress) or Class B (casual) uniform as announced by the Trip Master.
2. Uniforms will be worn in accordance with BSA rules.
3. Scouts are encouraged to donate outgrown uniforms and Class B shirts to the swap box in the back of the meeting room. Any Scout can take an item from the swap box as needed, and recycling is encouraged by all.

Section B: Hats

Troop 30 Scouts may wear an official BSA hat with Class A uniform to all formal designated functions such as flag-raising, funerals, and Courts of Honor.

Section C: Neckerchief

Troop 30 Scouts will wear the Troop 30 neckerchief as part of the Class A uniform. Other BSA neckerchiefs may be worn in lieu of the Troop neckerchief at Troop meetings. The first Troop 30 neckerchief is a gift to a boy joining the Troop; subsequent neckerchiefs may be purchased from the Troop Committee.

Section D: Troop 30 Shirts

The first Troop 30 Class B shirt is a gift to a boy joining the Troop; subsequent Class B shirts may be purchased from the Troop Committee.

Section E: Special Awards and Distinctions

Special awards and distinctions unique to Troop 30 will occasionally be presented to Scouts. The proper placement of these items on or as part of the uniform shall be designated by the Scoutmaster as in accordance with BSA guidelines.

Section F: Replacement of Earned Awards

Replacement or duplicates of any earned award must be purchased at cost from Troop 30 or Chester County Council Store, regardless of the cause for replacement.

TROOP 30 Policies and Procedures

Article IX – Advancement

Section A: General Policy

Troop 30's goal is to achieve a balanced, consistent advancement program in which every Scout has the ability to reach his maximum potential. Each Scout is expected to advance in rank. Advancement requirements for each rank are outlined in the current Boy Scout Handbook. In addition, each Scout must meet the "Scout Spirit" guidelines as described below and his Scout financial accounts must not be delinquent.

Section B: Scout Spirit

Scout Spirit is an important part of each rank's requirement for advancement. Participation is a significant factor in Scout Spirit. Therefore, to be eligible for advancement, each Scout shall be deemed active within the Troop by the number of points he has earned towards his next rank advancement as defined in Section G: Participation Requirements for Scout Leadership.

Section C: Advancement Progress Reviews

The Scoutmaster Corps should hold a series of "advancement reviews" between each Scout and an Adult Leader every 4 to 10 weeks depending upon rank, age, and individual requirements. At least one Adult Leader will be assigned to mentor each patrol.

Section D: Advancement Sign-Off Authority

To ensure consistent, high-quality advancement, the Scoutmaster Corps will designate individual Scouts and Scouters authorized to sign off on Trail to First Class requirements. Scouts are encouraged to stay within a two-week limit between completing a requirement and getting it signed off. The sign-off should be in the Scout's BSA Handbook, which should be reconciled regularly with the Troop 30 computerized advancement records. The Scoutmaster Corps will establish a policy to streamline advancement sign-off at meetings.

Section E: Merit Badges

Before a Scout begins work on any merit badge, he must request and obtain a merit badge application card from the Advancement Scribe or Scoutmaster and go on record as working on that specific merit badge.

1. Before work commences, the Merit Badge Counselor and the Scout should establish a projected completion date and will record that date on the Application for Merit Badge. The date may be revised by agreement between the Merit Badge Counselor and the Scout.
2. A Scout may not earn an "Eagle required" merit badge through a counselor to whom he is related, except with prior approval of the Scoutmaster or Committee Chairperson.

Section F: Scoutmaster Conferences

No Scout shall be eligible for any advancement without first participating in a personal growth/Scoutmaster conference with the Scoutmaster, or for some ranks, an Assistant Scoutmaster.

1. A Scout may request such a conference only after completing all of the other requirements for that particular advancement.
2. A Scout must bring his Boy Scout Handbook to participate in any such conference.

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3. Scoutmaster conferences for Eagle and Eagle Palms will not be given during regular Troop or Patrol meetings. Rather, the candidate shall contact the Scoutmaster and make an appointment for the conference.
4. All conferences shall be confidential unless the candidate allows otherwise.
5. Assistant Scoutmasters may hold conferences for Tenderfoot through First Class candidates.
6. The Scoutmaster is encouraged to hold the conferences for the Star and Life ranks.
7. The Scoutmaster will hold the conferences for Eagle and Eagle Palms.

Section G: Boards of Review

A Board of Review is required for advancement to any rank except Scout. All Boards of Review shall be dignified and meaningful to the candidate. Boards of Review shall not be used to retest any Scout skills of the candidate.

1. The Scoutmaster or Assistant Scoutmaster with whom the candidate had his Scoutmaster conference shall recommend candidates to the Board of Review.
2. Board of Review for Advancement shall be convened by the Troop Committee Chairperson or designated representative and will be held as necessary with advanced notice.
3. Boards of Review will consist of not less than three and no more than six adults. Familiarity with a Scout does not preclude an adult from the Board of Review. At least one adult shall be a registered member of Troop 30.
4. Candidates shall be in Class A uniform and have their Boy Scout Handbook with them for review.
5. Members of the Board of Review will record and forward information as deemed by the Advancement Chair for Scouts passing review.
6. The Octoraro district will have a representative attend Boards of Review for Eagle Scout candidates.

TROOP 30 Policies and Procedures

Article X – Training

Section A: Training and Resource Information

Visit the Chester County Council Website at <http://www.cccbsa.org/>. To view the current schedule of training classes, click ‘Training’ under the main menu on the right side of the screen and then click “Schedule of upcoming training courses”.

Many of the classes are available online such as:

- Youth Protection Training
- Boy Scout Leader Fast Start
- Troop Committee Challenge

Supplemental Training

Supplemental training modules are designed to provide orientation beyond the basic training offered in New Leader Essentials and leader-specific training. Each module is a unit of training that can be used as an outline for a group, for personal coaching, or for self-study. Most of the outlines require about an hour to complete. Consider each unit of study to be an introduction to the subject. Scouters are welcome to download subjects that are of interest for personal or unit use. There are no training credits associated with the completion of these units of study. Additional training units are being developed and will be continually added to this site.

[Mentoring](#)

[Chain Saw Safety](#)

[Merit Badge Counselor Instructors Guide](#)

[Board of Review Training](#)

[Geocaching to Promote Scouting](#)

[The Order of the Arrow and Your Troop](#)

[Orientation for New Boy Scout Parents](#)

[.Planning and Conducting a Safe Scout Outing](#)

[Recruiting Quality Training Staff](#)

[Scoutmaster Conference Training](#)

[Selecting Quality Leaders](#)

[The Youth Leadership Training Continuum](#)

[Bullying: Prevention and Intervention Tips for Scout Leaders and Parents](#)

[Conducting an Interfaith Service](#)

[Cub Scout Commissioner Roundtable Fast Start](#)

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Section B: Youth Leadership

Youth Scouts in positions of leadership listed in Article IV are expected and encouraged to take advantage of any Scout leadership training offered at the Troop, District, and/or Council level.

Scouts who accept certain leadership positions, as outlined in Article IV, Section G, are required to attend Council Junior Leader Training. Note that this is a requirement for the Senior Patrol Leader position.

Section C: Adult Leadership

Adult Scouters are expected to take advantage of any adult leadership training offered at the Troop, District, and/or Council level. Adult Scouters are also encouraged to earn training awards that require attendance at Roundtables and active leadership at the District and/or Council level. Applications for adult training awards are available from the Troop Committee Chairperson. Refer to Article III for additional training resources.

Section D: Training Coordinator

Troop 30 shall have a designated Training Coordinator that will be either the Committee Chairperson or another Committee member.

TROOP 30 Policies and Procedures

Article XI – Discipline

Section A: General Policy

Discipline within Troop 30 should not be a problem since all members have taken the Scout Oath and endeavor to obey the Scout Law.

Section B: Disciplinary Hearing

For boys who continually encounter difficulty in making adjustment to the ideals of Scouting, a Disciplinary Hearing shall be convened.

1. All such Disciplinary Hearings shall be convened by the Scoutmaster and shall be adjudicated by the Scoutmaster Corps. To prevent conflict of interest, the Scoutmaster may not convene a Disciplinary Hearing if any of his/her direct relations are principals. In such a case, an Assistant Scoutmaster (or other registered Scout Leader) appointed by the Troop Committee Chair shall convene the Hearing.
3. The Scout being reviewed shall be informed of his right to present witnesses on his behalf and shall be given reasonable time to prepare for the Hearing.
4. All such Hearings shall be held in private. The Scout's parents are invited to attend.
5. All Scout participants shall be in Class A uniform.
6. If the alleged offense was against an individual, that individual shall present his case at the Hearing. If the alleged offense was against the Troop, the Senior Patrol Leader shall represent the Troop's case.
7. After weighing all available evidence, the Scout will be found either innocent or not innocent.
 - A finding of innocent will exonerate the Scout and such exoneration will be publicly announced to the Troop by the Scoutmaster.
 - A finding of not innocent will result in the taking of disciplinary action.

Section C: Disciplinary Action

The disciplinary action to be taken as a result of a finding of not innocent shall be determined by the Disciplinary Hearing. Such disciplinary actions shall be limited to the following punishments in the following order of severity.

1. The Scout will give a private apology to the offended individual (witnessed by the members of the Scoutmaster Corps who ruled in the Disciplinary Hearing).
2. The Scout will replace or repair any damaged property or make restitution.
3. The Scout will give a public apology to the assembled Scouts of Troop 30.
4. The Scout will be barred from participation in the current event or activity.
5. The Scout will be barred from participation in a specific upcoming event.
6. The Scout will be suspended from Scouting activities for no more than three months.
7. The Scout will be dismissed from the Troop.

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Article XII – Transfers

Section A: Youth Scouts

Youth Scouts transferring from Troop 30 will be provided with a properly completed and signed Transfer Application by the Scoutmaster. The information thereon will be given to the transferring Scout for use by the receiving Troop.

Youth Scouts transferring into Troop 30 will provide the Troop with all of his current advancement records. The Scout will review any uncompleted Applications for Merit Badge with an appropriate Merit Badge Counselor and together they will establish a projected completion date.

Section B: Adult Scouts

Adult Scouts moving out of the area who wish to continue their service to Scouting should provide the Scoutmaster with their new address. The Scoutmaster will ensure that the properly completed and signed Adult Transfer Application is sent to the local council for completion and forwarding to the receiving council.

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Article XIII - Miscellaneous Policies

The purpose of this Article is to summarize certain policies, necessary to the orderly conduct of Troop 30, that are of such a broad nature they do not necessarily fit into the other established Articles. Sections within this Article will contain the goal(s) for the stated policy and the resultant policy.

Section A: Communications

- Goals
- To involve parents in active participation in the advancement of their Scout.
 - To improve the Scout's overall experience in the Troop.
 - To reduce the administrative load on the Scouters.
 - To control costs.
- Policy
- All Troop- and Scout-specific information will normally be communicated at Troop meetings, on the Troop Web page, and by e-mail. U.S. mail will NOT normally be used.

Section B: Financial Delinquencies

- Goals
- To encourage fiscal responsibility among the Scouts.
 - To maintain the ability of the Troop to provide a quality program.
- Policy
- Scouts who are delinquent in dues by more than one month shall not be awarded awards, patches, badges, etc.
- Scouts who are delinquent in dues by more than two months at the time of rechartering will not be re-registered.
- Dues paid shall be neither refundable nor transferable.

Section C: Fundraising Activities

- Goals
- To maintain the financial health of the Troop.
 - To more fairly distribute the time and energy required to run the Troop.
- Policy
- Whenever a fundraising activity is deemed necessary to maintain a balanced Troop 30 budget, or to provide for special needs or events, all Scouts and their parents/guardians are expected to participate. All fundraising activities will have the approval of the Troop Committee and will adhere to the national organization's policies.
- All families are obliged to contribute, in some way, to the operational costs of Troop 30's program.

Section D: Attendance

- Goals
- To have records of who was in attendance at Scouting events.
- Policy
- Troop 30 will keep records of attendance at all meetings and functions for all Scouts and Adult Leaders.
- A sign-in sheet will be available for Scout meetings and will be located on the island in the opening to the kitchen. It is the responsibility of each Scout to sign in at each meeting or function. This document will serve as proof that a Scout attended a meeting. If a Scout fails to sign in, he will not get credit for attending the meeting.
- A sign-in sheet will also be available for weekend camping and outings as well as fundraiser and service projects. Eagle Projects will have their own document for tracking Scout participation for service hours.

TROOP 30 Policies and Procedures

Change Control Log

Ver #	Date	Location in Document	Detailed Description of Change
0.1	9/21/09	Article IV - Troop Organization – Youth Offices Section G: Participation Requirements for Scout Leadership	Added a note “as documented by permission slips”. For Merit Badges Earned, changed to be 2 points for Eagle Required and 1 for all other.
0.2	10/19/09	Article VII - Campouts, Service Projects, and Special Events Section F: Service Projects	Added a note to specify that a Service Hours form needs to be filled out in duplicate with one copy being given to the Advancement Chair and one to be kept by the scout for his records.
0.3	06/21/10	Article III – Section B & Section C Article V - Finances	Clarified period served for Committee Members and Scoutmaster Corp as well as process to submit leaders to Sponsoring Org for review and approval. Added that Scouts applying for Summer camp assistance must also apply for Council Apply.