



# SCOUTS BSA TROOP 964

NATIONAL CAPITAL AREA COUNCIL  
CHARTERED BY FIRST UNITED PRESBYTERIAN CHURCH  
DALE CITY, VA

## TROOP POLICY

### I. INTRODUCTION

In order to ensure a program of the highest quality under its charter granted by Scouts BSA, the First United Presbyterian Church of Dale City, Virginia, hereby establishes the following Policy for its sponsored unit, Troop 964, Occoquan District, National Capital Area Council (NCAC), BSA.

This Policy is intended to implement and make specific the general guidance provided by the BSA, NCAC, and the church as Chartered Organization (CO), and applies to adult leaders, Scouts, Ventures, family members, guests, and all others who participate in Troop activities.

Troop 964 must follow all BSA policies and requirements in its organization; selecting and training adult and boy leaders; and conducting advancement, outdoor, and other program activities. BSA policies and requirements are found in official BSA publications, such as the *Troop Committee Guidebook*, *Scoutmaster Handbook*, *Junior Leader Handbook*, *Scout Handbook*, and *Scout Requirements* pamphlet, and may be modified from time to time by BSA's national headquarters.

Consistent with BSA policy, the Troop is a boy-run organization, under the guidance of adult leaders. "Youth-run" necessarily entails some inefficiency in operations and difficulty in communications that some adults find frustrating, but Scouting presents boys with an opportunity for growth that requires them to try, do, lead, and occasionally fail. Leaders and parents will assist Scouts in Troop 964, but will not take over the process.

*Changes.* Changes to this Troop Policy must be referred to the Troop Committee. Proposed amendments will be provided to members of the Committee at least 15 days before the committee meeting when the proposal will be considered. A majority vote of those Committee members present is required to approve any change to this Policy. Scouts, adult leaders, and parents will be notified of any approved change at the earliest opportunity.

The Committee shall designate a Committee member responsible for maintaining and updating the published policy. Any approved changes should be reflected as soon as possible on the Troop's website.

### II. TROOP ORGANIZATION

A. COMMITTEE. The Troop will operate under the supervision of a Troop Committee consisting of five or more registered adults, 21 years of age or older, and meeting monthly. All registered adults, with the exception of the Scoutmaster and Assistant Scoutmasters, are members of the Committee, unless removed by the Chartered Organization Representative (COR) in accordance with this paragraph. The COR and the Committee will recruit adults to serve as Committee Chairman and Scoutmaster. In addition to the COR, Chairman, and Scoutmaster, other Committee positions include Secretary, Treasurer, Membership, Advancement, Quartermaster, Transportation, Fundraising, Webmaster and such other offices as the Chairman and Committee determine are necessary for efficient and effective operation of

the Troop. All office-holders will perform their duties as outlined in the *Troop Committee Guidebook*. A Committee member may be removed from the Committee only by the COR acting for the sponsor; in such cases, the Committee may submit its recommendation to the COR.

**B. SIZE.** The size of the Troop is not usually restricted. The Committee may limit the Troop's size, however, if necessary to maintain safe operations and a high quality program.

**C. FEMALE SCOUTS.** Beginning in February 2019, female youth are permitted to join Scouts BSA as a separate Troop with a separate number. The Chartering Organization may have one Troop Committee that governs both male and female troops. If female youth desire to join Troop 964, a minimum of five (5) female youth and two adult leaders must be recruited to establish a charter for the second unit.

**D. SCOUTMASTER (SM) AND ASSISTANT SCOUTMASTER (ASM).** One registered male or female leader, 21 years of age or older, will serve as SM. If a unit for female scouts is formed, there must be a separate SM and ASM(s) for that unit, at least one of whom must be female. One or more female leaders (SM or ASM) must be present at all female troop events. After approval by the Committee, the COR will present the SM-designate to the sponsor for final approval. ASMs must be 18 years of age or older. The SM, and ASMs who are 21 years of age or older, are not voting members of the Committee; however, their participation in Committee meetings and discussions is encouraged.

**E. ELECTIONS.** Elections to designate boy leaders of the Troop will usually be conducted semi-annually, in March and September, in order to give Scouts an opportunity to satisfy advancement requirements by serving six months in office. If no Scout who meets the qualifications below runs for office, the SM may relax the qualifications to the extent necessary to permit two candidates to run for each elective office.

**F. SENIOR PATROL LEADER (SPL) AND ASSISTANT SENIOR PATROL LEADER (ASPL).** The SPL is the senior boy leader of the Troop and is elected by majority vote of the Scouts present at the Troop meeting when elections are conducted. If no candidate receives a majority on the first ballot, a run-off will be held between the two Scouts receiving the highest number of votes. To be eligible to serve as SPL, at the time of his election a Scout must have been a member of the Troop for at least six months and be at least 14 years of age and a First Class Scout. An SPL may serve consecutive terms. With the approval of the SM, the SPL will appoint one or more ASPLs who, at the time of selection, must have been a member of the Troop for at least six months and be at least 14 years of age and a First Class Scout. Multiple ASPLs will be designated "1st ASPL," "2d ASPL," etc. Should the SPL leave office before completing his term, the 1st ASPL will become the SPL and, with the approval of the SM, will appoint a new ASPL. An ASPL who completes the unexpired term of the previous SPL may be elected SPL at the next Troop election.

**G. OTHER TROOP OFFICES.** With the approval of the SM, the SPL will appoint one or more Scouts as Scribe, Quartermaster, Librarian, Historian, Chaplain Aide, Order of the Arrow Representative, and Instructor. The SM will appoint Junior Assistant Scoutmasters (JASMs), Troop Guides, and Den Chiefs. At the time of selection, a JASM must be at least 16 years of age and a Life Scout, and a Troop Guide must be at least a First Class Scout.

**H. PATROLS.**

**1. General.** Scouts and Ventures will be organized under the patrol system, with separate patrols designated for Ventures and new (first-year) Scouts. To be eligible for membership in a Venture patrol, a Scout must be 14 years of age or older and at least a Star Scout. The SM will determine the number and composition of patrols, and the members of each patrol will select their patrol's name, yell, and flag. Troop

tenure, rank, and term of office requirements, discussed below, are waived for office-holders in new-Scout patrols under the supervision of an ASM and Guide.

2. *Patrol Leader (PL)*. The PL is the boy leader of a patrol and is elected by majority vote of the members of his patrol present at the Troop meeting when elections are conducted. If no candidate receives a majority on the first ballot, a run-off will be held between the two Scouts receiving the highest number of votes. To be eligible to serve as PL, at the time of his election a Scout must have been a member of the Troop for at least four months and be at least a Second Class Scout. A Scout cannot succeed himself as PL but can be elected PL at a subsequent election.

3. *Assistant Patrol Leader (APL)*. The PL will appoint one APL who, at the time of selection, must have been a member of the Troop for at least four months and be at least a Second Class Scout. Should the PL leave office before completing his term, the APL will become the PL and will appoint a new APL. An APL who completes the unexpired term of the previous PL may be elected PL at the next Troop election.

I. CREDIT FOR LEADERSHIP. The SM will determine if a Scout has satisfactorily performed in the leadership positions required for advancement. Criteria will include, but not be limited to, regular attendance and participation in meetings, outings, and training (see also Section IV D).

#### J. SCOUT MEMBERSHIP.

1. *Eligibility*. Any boy who meets the eligibility requirements established by BSA may join the Troop. Although the First United Presbyterian Church of Dale City sponsors the Troop, all boys are welcome without regard to the location of their residence or church affiliation.

2. *Joining Requirements*. Any boy considering joining the Troop is welcome to attend and observe Troop meetings at any time. The SM or an ASM will discuss the Troop's program with the boy and his parents, encourage adult involvement and support, and provide copies of any requested materials such as the Troop's activity calendar or this Policy. Upon submission of the boy's application and payment of the joining fee (see also sections IV.E.2.a), he and his parents will receive copies of the Parent Resource Survey, Adult Leader Application, and physical examination and medical release forms. A Scout who transfers from another Troop will complete these requirements, pay the joining fee, and submit his advancement records to the Troop Advancement Chairman for review and entry in the Troop records. Upon request from the Scout or his parents, the Treasurer will request that a transferring Scout's Scout account funds be transferred from his former unit.

### III. TROOP OPERATION

A. TROOP CHARTER. The Chartering Organization will apply to recharter the Troop annually. This process begins when the Secretary reviews the Troop's membership roster and the recharter roster provided by NCAC. He will then re-register those Scouts and adults eligible for renewal. To be eligible for renewal, a Scout must have paid all Troop dues owed at the time the Troop's recharter application is submitted. Scouts who have not paid their dues in full and whose attendance at Troop activities has been sporadic will be contacted to determine their interest in continuing their membership in the Troop. The Troop will pay the re-registration fees for all Scouts whose dues have been paid in full. With the approval of the COR acting for the sponsor, an adult may be re-registered with the Troop. Adults will pay their own re-registration fees.

B. TROOP ACTIVITY PLAN. The SM, SPL, and PLC will conduct an annual planning conference, usually in July, to prepare a Troop Activity Plan for submission to the Committee for approval. This

Plan is an outline of the Troop's intended activities for the year and is a key element in formulating the Troop's annual budget. It may be later modified, if required, by the SM, SPL, PLC, and Committee.

C. PATROL LEADERS COUNCIL (PLC). The PLC, chaired by the SPL and comprised of the SPL, ASPLs, and all PLs, will meet monthly under the guidance of the SM. The PLC will develop Troop meeting plans for the following month and review upcoming troop activities so that accurate information can be passed to all members of the Troop.

D. JUNIOR LEADER TRAINING (JLT). The SM will conduct formal JLT after each Troop election. Participation is mandatory for all Scouts elected or appointed to Troop and patrol offices, unless excused in advance by the SM. Unless excused, a Scout who fails to participate in JLT will be removed from office and will not receive credit for advancement purposes for having served in a position of responsibility.

#### E. FUNDS.

1. *Troop Budget.* The Troop operates on an annual budget. The SM, Committee Chairman, and Treasurer will develop a proposed budget for submission to the Committee. Although the budget is an estimate, the Committee must adopt a balanced budget.

2. *Fees.* All members of the Troop pay fees to support the Troop's operations. All members pay a registration fee and Scouts pay additional dues, in amounts determined by the Committee as part of the annual budget process, when possible. Participants in Troop activities also may be assessed other fees for camping, food, admission, rentals, transportation, etc., that are related to that activity.

a. *Registration Fee.* The registration fee is a one-time charge, due upon submission of an initial application to join Scouting or transfer application. See also sections II.G.2 and VII.A.1.

b. *Troop Dues.* Scouts are required to pay yearly dues prior to the troop accomplishing its annual re-chartering. The dues pay for the registration/insurance fees. Scouts who do not pay the yearly fee, as set by the Committee, will not be re-chartered.

3. *Fundraising.* The Troop will engage periodically in fundraising events, e.g., train show, car wash, and popcorn sales, in order to fully fund the Troop's operations. Fund-raising events must be approved in advance by the Committee and by NCAC upon submission of the *Unit Money-Earning Application*.

4. *Expenditures from Troop Budget.* The Troop will fully fund through its budget all advancement awards, including mother's pins; religious awards; miscellaneous awards such as service stars and quality unit patches; leader training and awards; all literature recommended by BSA to carry out its program; accident insurance; and such camping equipment, activity fees, and other Troop-related expenses as are approved by the Committee.

5. *Check-signing Authority.* The Committee Chairman, Scoutmaster, and Treasurer, and no others, are authorized to sign Troop checks.

6. *Family Account.* The Treasurer will maintain a line item for each member family as part of the Troop's financial records. Before each fundraising event, the Committee may specify a percentage of funds raised by the event that may be applied to the Accounts of those Scouts and family members who participate. The balance of funds raised by the event will be applied to the Troop's budget. Family Accounts may be used only for Scout-related expenses, such as dues, event fees, uniforms, camping equipment, summer camp, High Adventure trips, Jamborees, Order of the Arrow, or other expenses approved in advance by the Committee. Family members owed reimbursement for Troop expenses may also elect to have reimbursements made into the Family Account. If a member fails to honor financial obligations (other than dues) when provided a reasonable opportunity to do so, the Committee may approve the use of some or all funds in the Family Account to fulfill the obligation. The Treasurer will report periodically the amounts in Family Accounts to the Committee and individual Scouts and their families. If a Scout

transfers to another unit or has another family member registered in another BSA unit, upon notification by the other unit that the Scout has registered, the Treasurer will send to the new unit for use by the Scout any funds remaining in the Scout's account. Outstanding debts such as dues must be paid before such funds may be transferred to the new troop, and the transfer of funds must be made within ninety (90) days of the date of leaving Troop 964. When a Scout turns 18 years of age and registers as an adult leader with Troop 964, any funds remaining in the Family Account may be applied for Scout-related expenses such as the adult registration fee, uniforms, etc. If the Scout does not register as an adult and no other family member is registered with the Troop, the money in the Family Account will be transferred to the Campership Account. If a Scout otherwise fails to reregister for any reason, the money in the Family Account will be transferred to the Campership Account.

7. *Driver Reimbursement.* Adults who sign up in advance to drive to outings will be given the option of being reimbursed at \$.20 a mile (\$.30 if pulling troop trailer) for all miles driven on non-local trips (defined as greater than 50 miles one way from the church). For local travel (50 miles or less one way), only an adult pulling the troop trailer will be reimbursed, again upon request. Event organizers will determine in advance (1) how many miles the trip will cover, and (2) if individual volunteer drivers want to be reimbursed or would rather receive an annual letter certifying the number of miles driven for charitable tax deduction purposes. The organizer will identify the results of these determinations in their post-event Activity Close-Out Report.

8. *Eagle Scouts.* \$50 is available for Scouts who earn their Eagle for their family's Court of Honor expenses, or to be donated to the troop in the Scout's name. This latter option is offered to allow the Scout to give something back to the Troop and to encourage younger Scouts to progress in rank.

9. *Equipment.* The Troop Adult Quartermaster may spend up to \$100 without prior Committee approval for equipment or supplies as needed. He will provide receipts to the Treasurer for reimbursement. Expenditures (single or multiple items) more than \$100 require advance Committee approval.

10. *Adults, YPT, and Dues.* By default, all adults accompanying Scouts on events longer than 72 hours are expected to be fully registered Scouters with up-to-date Youth Protection, and all appropriate annual registration fees should be paid in good standing. By default, all adults are expected to pay their share of event fees including site registration fees, food, etc. The Troop Committee may, at the joint discretion of the Key 3 + Treasurer, waive or reduce fees for any adult volunteers, primarily to ensure ample leadership at any given event. Also, if the Troop is entitled to receive reimbursement for event registration fees (e.g. if a summer camp permits X number of free leadership registrations) that refund will be deposited into the Troop Account/Campership Fund.

## F. ADULT LEADERSHIP.

1. *"Two-Deep" Leadership Requirement.* The Troop will strictly adhere to the BSA requirement that at least two adults be present at all Scout functions and other occasions when an adult confers or meets with a Scout. An adult who does not obey the two-deep leadership rule or BSA's youth-protection guidelines will be suspended from his position until the Committee completes an appropriate inquiry, including interviews of the adult and Scouts concerned, and determines whether his membership in the Troop should be suspended.

The two-deep leadership requirement applies to all contact with Scouts, including online or other electronic contact. Scouts and leaders should not text, email, or otherwise communicate without another adult copied on the contact. It is recommended that parents also be copied on such contacts. If a contact is made in violation of this policy, the recipient should reply to that contact copying at least two adults and include a reminder of this policy.

When driving Scouts to troop events, logistics often require a single adult in a vehicle. At the mustering point and the arrival point, two-deep leadership must still be observed. Drivers should agree in advance on routes and stopping points. As far as possible, at least two vehicles should always be together in transit, so that no stops will be made without at least two adults present.

2. *Parental participation.* Parental involvement is a vital part of every boy's Scouting experience. The Troop provides many opportunities for parents to participate at a level at which they feel comfortable. Each Troop family will receive a Parent Resource Survey form so that parents may support the Troop's program by serving in positions such as ASM, Merit Badge Counselor, driver, fundraising, and trip or activity coordinator.

3. *Training.* All registered adults will participate in BSA's "Fast Start" and Youth Protection training via BSA's online courses or district training sessions. The SM will (and ASMs are encouraged to) participate in "Scoutmaster Fundamentals" training provided by a district.

## IV. TROOP RULES

A. **SAFETY AND DISCIPLINE.** Safety is paramount in all Troop activities. Leaders will take all prudently feasible steps to maintain the safety of all participants in Troop activities, paying special attention to the "buddy plan" and to specific equipment and training that may be required to ensure safety in a particular activity. Discipline, i.e., self-control and obedience to instructions, is also a key element to the safety of Scouts and success of the Troop, and requires attention by all members of the Troop.

B. **PROHIBITED ITEMS.** Possession or use of the following items by any Scout in a Troop activity is prohibited, without specific permission of the SM. Such items found in the possession of a Scout will be confiscated by an adult and delivered to the SM or another adult leader, who may return them to the Scout or the Scout's parents at the end of the activity.

1. Sheath knives
2. Hand-held electronic games
3. Mobile phones, portable media players, televisions, radios, and similar devices.
4. Pyrotechnics
5. Weapons, including sling shots, archery equipment, firearms, BB guns, and air guns
6. Pornography

C. **ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, AND TOBACCO PRODUCTS.**

1. *Illegal drugs and alcoholic beverages.* Possession or use of illegal drugs or alcoholic beverages by any participant in a Troop activity is prohibited. Such substances will be confiscated and delivered to the SM or another adult leader. Any Scout possessing or using these substances will be removed from the activity, and his parents will be notified and requested to pick him up immediately. Adults possessing or using these substances will be ordered to withdraw from the activity. For both Scouts and adults, the matter will be referred to the Committee for determination of what action should be taken.

2. *Tobacco Products.* Possession or use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) by any Scout in a Troop activity is prohibited, notwithstanding the fact that the Scout may be permitted by his parents to use them on other occasions. Tobacco products found in the possession of a Scout will be confiscated and delivered to the SM or another adult leader. In the SM's discretion, the Scout may continue to participate in the activity, but the SM will confer later with the Scout's parents to determine what actions, if any, are necessary before the Scout may participate in future Troop activities. Use of tobacco products by adult leaders at Troop activities is also prohibited. For both Scouts and adults,

violations of this policy will be referred to the Committee for determination of what action should be taken.

D. SLEEPING ARRANGEMENTS. Each Scout will share a tent with at least one other Scout, and will not usually sleep alone in a tent, and never in the tent of an adult who is not his parent. A Scout may sleep with his parent or guardian, but this practice is discouraged. Male and female adult leaders will use separate sleeping facilities, if available, but married couples may share the same quarters.

E. TOUR PERMITS. A Tour Permit form will be completed and delivered (in person, by mail, by email, or by fax) to NCAC headquarters for any outing or activity outside Prince William County.

F. PERMISSION SLIPS AND FEES. A permission slip, signed by a parent or guardian, and payment of any required fees for food, admission, etc., are required before any Scout may participate in a Troop or patrol activity away from the Troop's regular meeting place.

G. PARTICIPATION. Scouts are encouraged to attend all meetings, outings, service projects, Courts of Honor, and other Scouting activities. However, the Troop recognizes that school, homework, family responsibilities and trips, sports, religious requirements, and other activities may preclude attendance by a Scout at all activities. For planning purposes and as a common courtesy, a Scout should notify his PL or ASM of his nonattendance so that his absence is excused. Scouts should remember that a requirement for advancement to all ranks is to "demonstrate Scout spirit," and a key element of Scout spirit is participation in Scout activities. Boards of Review will inquire into participation for all Scouts who seek advancement.

H. PARENT DROP-OFFS. Parents and leaders must take care to observe two-deep leadership at all times. Parents dropping off their sons at Scout activities will not leave them at the place of the proposed activity unless two registered adult leaders are present, even if this entails waiting until another adult arrives.

I. DRIVERS. Individuals driving Scouts to and from BSA activities must be 21 years of age or older, and their insurance information must be on file with the Troop.

J. BEHAVIOR. The Scout Law sets forth the principles governing a Scout's behavior at all times. Especially at Troop meetings and activities, Scouts are expected to obey the Scout Law so that all members of the Troop can benefit from the planned activity without distraction or interruption. As with other aspects of the Troop's operation, boy leaders will take the first steps to maintain proper behavior, reinforced as necessary by adult leaders. Warnings will be issued to Scouts who disrupt Troop activities, and parents will be notified in the event a Scout fails to respond. Repeated problems may be referred by the SM to the Committee for its consideration and appropriate action. In such cases, the Scout and his parents (or an adult leader whose conduct has been referred to the Committee) will be notified of the referral and afforded the opportunity to meet with the Committee and present any information they wish the Committee to consider. As a last resort for addressing misbehavior by a Scout or adult leader, by majority vote of the members present at the meeting when a case is considered, the Committee may suspend a Scout or adult leader from the Troop's active roster when his behavior, including lack of care for Troop equipment, is disruptive or unsafe or creates disciplinary problems which have not improved despite SM counseling and SM-parent contact. In such cases, the Committee will specify a period of suspension and recommended corrective measures. At the end of the suspension period, the Scout or adult leader may apply to the Committee for reinstatement in the Troop.

## V. TROOP ACTIVITIES

A. GOAL. Outdoor activities are the primary means by which Scouts have fun, learn self-reliance, and advance in rank in the Scouting program. Troop 964's goal, contingent on adult leadership and parent support, is to conduct at least one outdoor activity each month so that Scouts may both have fun and advance in rank as far as their desire and abilities lead them.

B. MEDICAL FORMS. The Troop will ask parents or guardians to sign a medical treatment power of attorney for their Scout, which the Troop will maintain on file. The SM will take with him on all outings a notebook containing these powers of attorney and any update information provided by parents concerning a Scout's medical condition or medications. The Scout's personal medical information is private information, and adult leaders will maintain the Scout's privacy at all times in this regard. The Troop's adult leaders understand and respect the need for family privacy with regard to medical information, but in the interest of safety for each Scout individually and all other participants at any Troop activity, the adult leaders for an activity must know and understand the medical condition of all participants. A Scout or his family might view certain medical conditions or the use of some prescription drugs as potentially embarrassing or as an opportunity for other Scouts to harass the Scout. Leaders will take all reasonable steps to prevent this unScout-like behavior. Leaders will make every effort to understand the nature of medical issues and to support and assist, but their only source for relevant knowledge about a particular condition or medication may likely be parents and guardians. Scouts who have "concealed" medications often forget to take them, possibly with adverse consequences for themselves and their fellow Scouts. Parents and guardians must be honest in providing complete medical information to leaders.

C. CONTROL OF MEDICATIONS. Adult leaders will maintain control of all prescription drugs and "minor" medications, such as aspirin. An exception may be made for a limited amount of medication to be carried by a Scout or adult leader for life-threatening conditions, including bee-sting or heart medication and inhalers, with written parental permission for emergency use. Parents may authorize adult leaders to administer non-prescription drugs to their son, as needed, using the standard medical form. Adult leaders will ensure that the Scout for whom a required medication is intended takes it at proper intervals, and that medications are not lost. Parents must provide adult leaders with specific instructions and clearly labeled medications for their Scout.

D. OUTING FEES. In addition to food costs, a fee may be assessed to cover other costs of an outing, e.g., camping, admission, rentals, and transportation. These fees are often collected just before departure, and cash is preferred instead of checks so as to make it easier for the adult responsible for paying these fees.

E. FOOD. Each patrol is responsible for making its own menu and purchasing food. The patrol's ASM will review the menu before food is purchased. One Scout will be designated to purchase food for his patrol. If a Scout signs up but does not attend an outing for any reason, he is responsible for notifying his PL and the Scout buying the patrol's food. If he does not notify the food purchaser before food is obtained that he cannot attend the outing, he is responsible for his share of the cost. Grub masters will only be reimbursed up to the published amount collected for each activity.

F. SUMMER CAMP. The Troop will plan one long-term (6 nights or more) summer camp per year. The Troop plans well in advance for summer camp. Scouts are encouraged to sign up early in order to take advantage of any early-registration discount. Whenever possible, Scouts should take advantage of the unique opportunities for fun and advancement provided by summer camp.

## VI. ADVANCEMENT IN RANK



A. GENERAL. The Troop strives to assist Scouts interested in advancement in rank by offering appropriate outdoor activities, service projects, and opportunities to serve in positions of responsibility in the Troop. Scouts and their parents should understand that, unlike Cub Scouts, advancement in Scouts BSA is the responsibility of the Scout, not the Scout leader or parent. Scouts will advance at different rates depending on their own initiative and abilities. The troop's goal is for all new Scouts to achieve the rank of 1st Class within one year of joining the troop.

B. BSA POLICY. BSA policy and rules govern in all matters of advancement. No departure from BSA procedure is permitted unless specifically approved in advance as provided by BSA rules.

C. SERVICE HOURS. Activities and projects for which credit for service hours will be granted will be approved and announced in advance by the SM. The beneficiaries of such service projects may be the community, a church, a school, a community service organization, or the Troop's sponsor. Credit for service hours will not be granted for any activity whose primary beneficiary is the Troop or Scouting, such as Troop or Council fundraising activities.

D. SM CONFERENCE. When a Scout has completed all other requirements to advance in rank, it is his responsibility to request a SM Conference with the SM or an ASM designated by the SM. The Scout will ensure that all dues owed as of the date of the Board of Review before which he hopes to appear are paid in full. He will bring his *Scout Handbook* to the Conference to document that all advancement requirements have been met. Whenever practicable, he will wear the appropriate class A uniform for the rank to which he seeks to advance. Only the SM will perform the SM Conference for the rank of Eagle unless the Scout is the SM's son, in which case the SM will designate an ASM to conduct the conference.

E. BOARD OF REVIEW. Boards of Review for the ranks of Tenderfoot through Life will be conducted monthly. A Board of Review will consider only one rank advancement per Scout per Board of Review. The SM will notify the Advancement Chairman of the names of Scouts ready for Boards of Review so that board members and advancement records may be obtained. The SM and ASMs are not eligible to sit as members of Boards of Review. The Scout will wear the appropriate class A uniform for the rank to which he seeks to advance. If he desires the Board of Review to consider any materials in addition to his *Scout Handbook* and advancement and participation records from the Troop database, it is his responsibility to bring those materials to the Board of Review.

F. EAGLE ADVANCEMENT. A Life Scout wishing to begin his Eagle Project will be referred to an Eagle Coach by the SM. The Eagle Coach will be a registered leader with the Troop. Following the Council's Eagle Scout Procedures Guide, the Eagle candidate will complete the proposal section of the BSA Eagle Scout Project Workbook plus any additional materials deemed prudent by the scout or leadership to successfully communicate the concept of the project. The SM and/or Eagle Coach will advise the Committee of a candidate's intent to propose an Eagle project. The Eagle Candidate will present to the Troop Committee and receive feedback for improvement or receive approval to proceed to the next phase. Once approved, the Committee Chair will sign the proposal on behalf of the Committee. After the project and all other Eagle requirements are successfully met and approval for an Eagle Board has been authorized by Council, a Board of Review for the rank of Eagle will be scheduled on an individual, as-needed basis, and will include the District Eagle Representative.

G. COURT OF HONOR. Although a Scout may receive the insignia of his new rank soon after passing his Board of Review, formal recognition of his achievement will take place at a Court of Honor. Courts of Honor will be conducted quarterly for the purpose of recognizing all Scouts who have advanced in

rank (except Eagle), earned merit badges, and achieved other milestones in service and Troop leadership during that quarter. All Troop members attending a Court of Honor will wear the appropriate class A uniform for their rank. A Court of Honor to recognize a Scout who has advanced to Eagle rank is conducted for that sole purpose. It is scheduled by the Scout concerned, and will be tailored by him and his parents to suit their desires, with the assistance of the Troop. Upon request by the parents, the Troop may partially defray the cost of an Eagle Court of Honor (see also Section E 8).

## VII. UNIFORMS AND EQUIPMENT

### A. Uniforms.

1. *Provided by Troop.* Upon payment of the joining fee (see also sections II.G.2 and III.E.2.a), each Scout will receive one Troop neckerchief, one neckerchief slide, two epaulets, one NCAC patch, one Troop numeral with "30" bar, one World Scout patch, one patrol patch, one Troop T-shirt, and a subscription to Boys Life magazine. The Scout will provide the remainder of his personal uniform, *Scout Handbook* and advancement manuals, and materials for projects and advancement.

2. *Types of Uniform.* Members of the Troop wear either the "class A" or "class B" uniform, depending on the season. The SM will designate the date when the seasonal uniform change will occur.

a. *Class A.* Depending on the Scout's rank: for Scout, Tenderfoot, and Second Class, the Scout shirt (long- or short-sleeve) with appropriate insignia, neckerchief, slide, and Scout belt; for First Class, Star, Life, and Eagle, and adult leaders, the Scout shirt (long- or short-sleeve) with appropriate insignia, neckerchief, slide, Scout belt, Scout trousers or shorts, and Scout socks.

b. *Class B.* The Troop 964 T-shirt or any other Scout T-shirt, Scout belt, and shorts (Scout shorts for First Class, Star, Life, and Eagle, and adult leaders).

3. *Wearing of Uniform.* Scouts are encouraged to wear their uniforms with pride. The uniform will be worn as specified in the BSA Insignia Guide, with all appropriate insignia. Scout shirts will be tucked into trousers or shorts, and shoes (not sandals or flip-flops) must be worn. The appropriate uniform for the Scout's rank (or the rank to which he seeks to advance) will be worn:

a. At Troop meetings (class A or B, depending on season);

b. At meetings with Merit Badge Counselors, SM Conferences, Boards of Review, and Courts of Honor (class A only); and

c. When departing for and returning from Troop activities, including campouts, unless otherwise directed by the SM. After arriving at the campsite and during the campout, Scouts may change from the uniform into appropriate camping clothing. Military camouflage uniforms, or parts thereof, and civilian camouflage hunting clothing are not authorized without permission of the SM.

### A. EQUIPMENT.

1. *Troop Equipment.* The Troop will provide each patrol with a patrol box, which will include: mess gear, cooking utensils, wash pans, first aid kit, lantern, stove, gas distribution posts, propane gas cylinder, and water cans. The Quartermaster will ensure that sufficient tarps, Dutch ovens, cast-iron fry pans, woodcutting tools, and other Troop-owned equipment required for an outing are brought. Each patrol is responsible for providing consumable items, such as soap and paper towels, and will repair or replace any Troop equipment damaged through other than normal wear and tear.

2. *Scout's Personal Equipment.* Each Scout will provide his personal equipment, which will include: tent, pack, sleeping bag, eating utensils, knife, appropriate clothing, and rain gear. Scouts and parents should consult the *Scout Handbook* for a checklist of recommended personal camping equipment.

3. *Inventory of Troop Equipment.* After each Troop election, the incoming and outgoing Quartermaster and the adult Quartermaster will inventory all Troop equipment, including the contents of patrol boxes. They will arrange to repair or replace equipment, as required. A copy of the inventory will be provided to the COR to be filed with the Chartering Organization for insurance purposes.