



Scouts BSA Troop 32B and Troop 32G

Arlington Heights, Illinois

Pathway to Adventure Council

Troop 32B celebrating 78 years of BSA Scouting experience

Troop 32G celebrating 1 year of BSA Scouting experience



Troop Operation and Policy

January 2020

Purpose:

The intent of this document is to state the basic operation of Troop 32B and Troop 32G, following all BSA and Pathway to Adventure Council policies and this document is intended to be in full compliance with those policies. Situations not covered in this document will be addressed by the Troop Leadership Key 3 (Scoutmaster, Committee Chair, Chartered Organization Representative) and Troop Committee.

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Section 1: General Operation

1a. Chartering Organization

Troop 32 is chartered by the Arlington Heights First Presbyterian Men's Club. First Presbyterian Church provides significant support to the troop, including meeting space, storage and overall sponsorship. First Presbyterian Church is located at 302 N. Dunton, Arlington Heights, IL 60004.

1b. Troop Meetings and Location

Troop meetings are held weekly during the school year. Both troops meet Monday evenings at 7:15pm and normally end around 8:30pm. Meetings are held on the lower level of the church when this space is available. Troop activities also take place in the gymnasium when approved by Troop leadership. The Troop meeting schedule is published on the website.

1c. Troop Website

Troop 32 maintains a website at www.Troop32.info. This site contains the latest troop calendar, important BSA & T32 forms, checklists and activity pictures. For security reasons, only the names of the Troop leadership are on the site. BSA protocol requires that Scout information not be published on the site except for the Eagle Honor roll.

1d. Group Email List

The primary communication tool to reach Scout parents is a group email list. Emails from troop32ah@googlegroups.com are from the Troop adult leadership. This is a private email list and only parents and adult leaders are placed on the distribution list. To be placed on the email list, contact T32editor@gmail.com. Parents should notify the editor of any email address changes.

1e. Youth Protection

Troop 32 is committed to the protection of Scouts. **We are in compliance with BSA policy that requires all adult leadership to be trained in BSA Youth Protection Policy (renewed every two years).** We strongly encourage all parents who attend camp-outs or participate in Troop events to be Youth Protection Trained. A key tenant of Youth Protection is "two deep" leadership. (If this concept is unfamiliar, you are requested to take Youth Protection Training prior to becoming involved with the Troop). All email correspondence with Scouts will have at least 2 adult leaders on the email distribution. If you or your scout wishes to report any situation, contact the Scoutmaster or Committee Chair immediately.



Section 2: Scouts

2a. Uniform

Full dress uniform is defined as

- Scout shirt (with all insignia properly applied)
- Scout pants
- Webbed belt (if needed)
- Neckerchief with slide
- Scout socks
- Closed toe shoes
- Merit badge sash is optional

Field uniform as defined for Troop 32 excludes the neckerchief and sashes

Full dress uniforms are to be worn at

- Boards of Review
- Scoutmaster Conference
- Courts of Honor
- Any public, District or Council event.

Field uniforms are to be worn at

- All troop and patrol meetings
- TO and FROM all camp-outs and other outdoor activities
- Merit badge sessions

The Scoutmaster will communicate any approved changes to the above guidelines.

2b. Patrol Structure

Troop 32 follows the patrol method to allow the Scouts ample leadership opportunities. Patrol positions are as defined by the BSA. Each patrol elects a Patrol Leader who serves a 4 or 6-month term. Other Patrol Leadership positions are selected by patrol members.

Scouts are assigned to patrols when they join the troop. Scouts are assigned to a patrol with other scouts of similar ages. Over time, patrols may be merged or divided to ensure that the patrol can function consistent with the BSA patrol method.



2c. Leadership

Troop 32 is led by the Scouts with assistance from the adult leaders. The Senior Patrol Leader is elected by the Scouts and will serve a six-month term. Troop leadership positions are as defined by BSA. The Senior Patrol Leader and Scoutmaster work with the Scouts to ensure that all troop leadership positions are filled.

2d. Patrol Leader Council Meeting (PLC)

A monthly Patrol Leader Council meeting will be held where the Scouts plan the troop meeting agendas for the following month. The Scouts also make decisions about other troop operating procedures. Once a year, the Scouts will develop the following year's camp-out plan. This plan will be submitted to the Troop Committee for approval.

Patrol Leaders are expected to attend each PLC meeting. Scouts are responsible for finding a substitute if they are unable to attend.

Each group of new Patrol Leaders will participate in a Patrol Leader training session to ensure that they are equipped with the skills to be successful.

2e. Monthly Camping

Troop 32 camps most months of the year. Assistant Scoutmasters are fully trained for all season camping, including cold weather camping. July is usually reserved for a week-long summer camp.

Week-end campouts usually leave from the church parking lot between 5-7 pm on Friday night and return on Sunday (late morning to early afternoon). Parents are expected to drop off their Scout on time and pick up their scout immediately upon their return. Each campout has slightly different logistics and the scouts will be informed of the specifics.

As Troop 32 is scout-led, each Patrol Leader is responsible for the following for each campout:

- Contacting the scouts to determine who will be attending the campout
- Turning in the attendee list on time to the Scoutmaster. If the attendee list is not turned in, scouts may not be able to attend the event.
- Developing a menu and duty roster and securing Scoutmaster approval for the menu/roster
- Providing the Patrol Grubmaster the menu (the Grubmaster is responsible for bringing the food)



Troop 32 has developed specific menu guidelines for campouts to minimize costs and ensure proper nutrition. Menu guidelines are on the T32 website. If excess food or unapproved items (e.g. cookie cakes / energy drinks) are identified prior to camp departure by the Scoutmaster, the items will not be permitted on the campout.

The Patrol Grubmaster is expected to accompany his/her parent to the store to purchase the food for the patrol. Receipts are to be turned in to the Troop Treasurer.

All campout costs (fees, gas, food, event costs) will be deducted from the individual's Scout Account. If a Scout cancels after fees have been paid or food purchased, they will still be accountable to pay their share of the cost.

Scout accounts must contain enough funds to offset the expected cost of the campout. At the discretion of the Scoutmaster or Committee Chair, scouts can be prohibited from attending camping trips if the scout account balance is insufficient to cover campout costs.

Campouts are planned to be safe, fun outings. If a Scout does not bring the right equipment to remain safe, the Scoutmaster can inform the Scout that he will not be allowed to come on the campout. Attendance at campouts is at the discretion of the Scoutmaster and if a safety risk is identified, a Scout will not be allowed at the campout.

On all campouts, hiking boots must be worn for safety. Athletic footwear may be brought to the camp site as a second set of shoes.

Per the Troop uniform requirement, Scouts must wear their field uniform to and from campouts.

Parents will be expected to drive and/or participate on campouts in order to ensure that there are enough drivers to transport the scouts to the site.

2f. Summer Camp

Troop 32 attends a one week summer camp each year at the PTAC Camp Napowan near Wild Rose, WI (or similar BSA camp). This summer camp offers numerous activities including water sports, metal crafts, arts & crafts, nature skills and climbing.



Scouts are provided the opportunity to earn merit badges in numerous areas. It is up to the initiative of the scout on how many merit badges are actually earned. Adult leaders are focused on ensuring a safe camping environment.

Parents are expected to transport Scouts to and from the camp. Family or personal tents are used instead of troop gear. Meals are provided by the camp.

Fees vary each year and are usually due by mid-March to get the lowest rate. All Scouts must pay in advance. Parents who attend the entire week of camp and assist in helping with the Scouts will have camp fees paid by the Troop. Parents who perform specific duties at the request of the Scoutmaster (e.g. pull the trailer) will have camp fees paid by the troop. Parents who spend two days or less at camp will be asked to pay camp fees at the discretion of the Scoutmaster.

A current medical form is required for each attendee (including adults). Parents are welcome to attend the camp and help during the week. Siblings are not permitted (but can stay in local hotels and visit during the day).

2g. High Adventure Program

Troop 32 has an active High Adventure program, led by an experienced ASM. These trips are in addition to the monthly camping program run by the troop. High Adventure trips have been to Boundary Waters, Sea Base, Philmont, Land Between the Lakes and Glacier National Park.

Each trip is planned by the Scouts under the close supervision of the High Adventure ASM and other troop leadership participating in the trip. These trips are higher cost than the week-end trips and Scouts raise funds to offset the cost via normal troop fundraising activities or trip-specific fundraisers. In addition, personal gear may be required and not supplied by the troop (e.g. backpacks).

As these trips require Scout skills and maturity, the minimum qualifications are as follows:

- Must be 14 years old or 13 years old and having completed 8th grade □
Must have completed the relevant Merit badges for the activity, e.g. canoeing, first aid, cooking, camping, wilderness survival, swimming and lifesaving as determined by the High Adventure Coordinator
- Parent permission slips and medical forms are required

All Scouts must be approved for attendance by the High Adventure Coordinator.



Adults on the trip must either be registered adult leaders with Troop 32 or a Scout parent. Other adults may be allowed on the trip if approved by the High Adventure Coordinator based on the need to have experienced adult leadership.

Each crew will be adequately trained including Youth Protection training, First Aid, Wilderness First Aid or other training as determined by the High Adventure Coordinator.

2h. District / Council Programs

Various District / Council programs may be offered. Programs such as the Winter Klondike or Spring/Fall camporees may be included in the annual camping program developed by the PLC. Other activities such as attendance at National Jamborees or PTAC Philmont contingents will be offered to Scouts as an option.

2i. Merit Badge Program

Merit badges are an essential element of Scouting. Scouts are provided the opportunity to learn new skills while progressing towards the rank of Eagle.

In addition to the opportunity to earn merit badges at Summer Camp and at Council wide events, Troop 32 will offer merit badge classes as part of regular troop meetings. A committee volunteer organizes 2-3 merit badge classes that are offered at troop meetings approximately every two weeks.

Merit Badge Process:

1. Scout develops an interest in a merit badge.
2. Scout and Scoutmaster discuss the merit badge.
3. Scoutmaster signs and dates Blue M.B. card and provides at least one counselor contact.
4. Scout contacts the counselor to set-up a meeting.
5. Scout, Scout's buddy and the counselor meet (often several times).
6. Scout finishes the requirements.
7. Counselor approves completion signs and dates the blue card.
8. Scout returns the signed Blue card to the Scoutmaster who signs the applicant record section of the Blue card.
9. Scout then gives the Blue card to the Advancement chair who reports completion of the merit badge.
11. Scout receives the merit badge at Court of Honor.

Pathway to Adventure Council

As merit badge classes are most effective when taught in small groups, class signup will be prioritized based upon age (oldest first).

Scouts may also participate in merit badge programs offered by the council or work directly with approved District merit badge counselors. Pathway to Adventure Council Approved Merit Badge List is available from Troop



32 Scoutmasters. When working with a merit badge counselor, another Scout or a parent should accompany the Scout to the counselor's home to maintain two-deep leadership. Scouts may also participate in merit badge programs offered by other councils or Merit Badge University's. Summer camp (Napowan) offers many merit badge opportunities. A limited amount of group instruction type of merit badge classes are offered during Troop meetings.

Troop 32 will provide the cost of up to 30 merit badges. Merit badges beyond 30 will be charged to the Scout account.

2j. Advancement

Troop 32 follows BSA practices on advancement.

- **Scoutmaster Conference:** When a Scout is ready to advance to the next rank, they schedule time with the Scoutmaster to review their progress. The Scoutmaster will review the Scout book and any other pertinent information to determine if the Scout is ready to advance. The Scoutmaster must sign off prior to the Board of Review. The Scoutmaster can delegate the Scoutmaster Conference to any fully trained ASM. Scouts are expected to be in full dress uniform.
- **Board of Review:** Following the Scoutmaster conference, the Scout requests a Board of Review with the Troop Committee Chair of 32b or 32G. The Committee Chair will schedule a Board of review when at least 3 Committee members can attend. Scouts are expected to be in full dress uniform and must bring their Scout book that has been signed off by the Scoutmaster.
- **Court of Honor:** Troop 32 will conduct 4 Courts of Honor each year (quarterly) to recognize the accomplishments of the Scouts. Parents are expected to attend. During these Courts of Honor, Merit Badges will be distributed and Rank Advancements announced.

2k. Eagle Rank

Scouts aspiring to the Eagle rank need to allocate enough time to complete Life rank requirements and an Eagle project.

Once Scouts achieve the rank of Life, they are strongly encouraged to attend the Life to Eagle training seminar conducted by PTAC. As BSA requirements can change, it is the responsibility of the Eagle Scout candidate to be familiar with the latest requirements.



The process is as follows:

- The Scout identifies an Eagle project and completes the Eagle Scout Service Project Proposal section of the Eagle Scout Service Project Workbook (available on the PTAC website)
- The Scout reviews the project with the Scoutmaster and obtains the Scoutmaster signature on the Project Proposal section of the project workbook.
- The Scout then approaches the Committee Chairman who will schedule a review with the Committee. The intent of this review is to ensure that the Scout has a project that will meet the qualifications of service and leadership and is of a size and scope that is appropriate. Preliminary scope, budget and work plans are expected. The committee chair will sign off when the proposal meets committee expectations.
- The Scout obtains written approval for the project from the Sponsoring Organization on the organization's letterhead.

At that time, the Scout will reach out to the District Advancements Chairman to be assigned an Eagle Project Coordinator. The Eagle Project Coordinator will help guide the Scout for the remainder of the project.

Per BSA requirements, no work can be started until the Eagle Project Coordinator approves the project. Eagle project binder must be turned into the Council Service Center prior to the candidate's 18th birthday. Typical projects take 6-9 months.

Once the Council has approved the Eagle Project write-up, an Eagle Board of Review will be conducted. The Eagle Board of Review will consist of at least three committee members plus a representative of the District Advancement Committee (most frequently this is the Eagle Project Coordinator). If the candidate is approved by the Eagle Board, his Eagle application is sent to the National Council for approval. Upon approval of the Eagle application, an Eagle Court of Honor is convened to bestow Scouting's highest award to the Scout.

2I. Order of the Arrow

Founded in 1915, The Order of the Arrow is Scouting's National Honor Society.

The purpose of the Order of the Arrow is fourfold:

- To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives
- To develop and maintain camping traditions and sport
- To promote Scout camping



- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

Scouts are elected to the Order of the Arrow by their fellow unit members, following approval of the Scoutmaster. At least half of the registered active Scouts must be present before the election can be held and the candidate must receive at least 50% of the votes from the Scouts present.

Scouts must be at least First Class rank and have met minimum camping requirements. The Scoutmaster will determine which Scouts are eligible based upon current OA rules.

Adults can also be selected for OA recognition based on their service to the troop. The Scoutmaster and Committee Chair will select the adult OA nominee.

Selected Scouts or Scouters will be called out at a Camporee and will attend an induction ceremony called the Ordeal. A year later, the individual can progress further into the OA via a ceremony called Brotherhood.

2m. Restrictions

To maintain the spirit of Scouting, a limited number of restrictions will be enforced by Troop 32B and 32G leadership:

- **Electronic Free Zone:** Troop functions are intended to focus on scouting. Electronic devices (cell phones, games, music) are not to be used during troop activities.
 - Parents should reach out to the Scoutmaster or Activity leader if a scout needs to be contacted
 - During activities, if a Scout does have a cell phone, it is to be securely stowed away. At campouts, phones are to be secured in vehicles used for transportation and are not permitted in tents.
 - Any electronic device used during a troop event can be taken away by troop leadership and given to the Scoutmaster or Activity leader. The device will be returned at the end of the activity.
 - Any loss of an electronic device is the responsibility of the scout. Troop 32 recommends that these devices be left at home.
 - Adult leadership will have telephones that can be used to contact parents when an appropriate need arises.
- **No fixed blade sheath knives, fireworks, firearms or weapons:** Discovery of such items may result in expulsion from the troop.
- **No illegal substances or alcohol:** Discovery of such items may result in expulsion from the troop.



- **No unauthorized use of Troop equipment for personal use:** The Scoutmaster or Committee Chair must approve usage of troop gear in advance.

2n. Discipline Procedures

Scouting activities are intended to be fun, learning and memorable experiences. However, the participants' fun must stay within the bounds of proper behavior. Scouts and Scouters are expected to abide by the Guide to Safe Scouting, Scout Oath and Law and any other rules as established by the Scoutmaster and Troop Committee. Behavior expectations will be adjusted based on the activity (e.g. shooting).

Troop 32 leadership will strive to immediately address any minor discipline issues in a way that positively reinforces desired behavior to the Scout or Scouter.

A. Discipline During Activity

1. In the event a Scout or Scouter violates rules and guidelines, continually disrupts the activity or takes any action which threatens the health, safety and/or life of any participant the Scoutmaster or Leader-in-Charge may take such immediate remedial action as he or she deems appropriate. This includes immediate suspension of the offending individual from the remainder of the activity.
2. In the event the suspended individual is a Scouter, the suspended Scouter may be required to immediately leave the activity.
3. In the event the suspended individual is a Scout, the parents/guardians of the suspended Scout may be required to immediately pick up the Scout from the activity, regardless of the distance.

B. Discipline Following Conclusion of Event

1. The Scoutmaster will notify the Committee Chairman that a discipline problem exists.
2. The Committee Chairman will convene a Discipline Board of four Troop Committee Members.
3. The Scoutmaster will present the case to the Board.
4. The Board may recommend:
 - a) No action be taken at that time
 - b) Send the problem to the Patrol Leaders Council for action
 - c) Notify the parents of the problem and set up time to meet with the boy and the parents. The Scoutmaster and one member of the Discipline Board will attend the meeting. If the problem exists with a Scouter, the meeting will be held with the Scouter.



5. At the Board's recommendation, following the parent meeting, one of the following actions may be taken:
- a) Send the problem to the Patrol Leaders Council for action
 - b) Put the Scout or Scouter on probation
 - c) Require the parent to attend all troop activities with the Scout until the problem is determined to be resolved
 - d) The Scout or Scouter is expelled from the Troop.
 - e) Other penalties as determined by circumstances and the Board.

Section 3: Adult Leadership

3a. Leadership Positions

Adult leadership can be provided as a Scoutmaster / Assistant Scoutmaster or as a Troop Committee member. In addition, the Men's Club selects a Chartered Organization Representative to oversee the Troop. Background checks are a standard procedure as part of BSA requirements.

The Scoutmaster is the key adult role model for the Troop. The Scoutmaster has many responsibilities, including advising the Senior Patrol Leader and Patrol Leaders Council, reviewing advancement progress of each Scout and recruiting Assistant Scoutmasters to help educate and train the scouts.

Assistant Scoutmasters assist the Scoutmaster in teaching and advising scouts. The Scoutmaster may assign specific roles to each ASM to effectively manage troop workload. ASM's are authorized to sign off on requirements and conduct the Scoutmaster review at the request of the Scoutmaster. One Assistant Scoutmaster is specifically assigned responsibility run the High Adventure program for the troop. Assistant Scoutmasters must be approved by the Scoutmaster and must be over 18 years of age.

The Troop Committee manages the administrative needs required to run a troop. Key responsibilities of the Troop Committee include:

- Carry out the policies and regulations of the BSA
- Final approval of the PLC developed annual program
- Responsibility for finances and financial controls
- Annual chartering
- Advancement activities including Boards of Review
- All other activities required to administratively run the troop.



Troop 32 has over 20 leadership roles in the committee that help the troop function effectively. The Troop website will have a list of all positions. Key positions include:

- Troop Committee Chair – responsible for coordinating all key committee responsibilities and assigning key committee roles to committee members.
- Advancement Chair – responsible for coordinating Scout advancement activities and maintaining accurate records with the council.
- Treasurer – maintains troop finances, budgets and ensures adequate controls are in place over disbursements and financial commitments. The Treasurer also maintains Scout Account records.
- Secretary – maintains key troop records in Troop Master, maintains medical form records and records key decisions in Committee Meeting minutes
- Training – manages the adult training records for the troop to ensure T32 has fully trained adults in key positions
- Fundraising – several positions responsible for popcorn, wreath and flower fundraising
- Chaplain – encourages scouts to earn their religious emblem and works towards the religious development of the troop. Manages community service projects.
- Other positions will be established at the discretion of the Committee Chair

The Chartered Organization Representative is selected by the First Presbyterian Men's Club and serves as the liaison between the Troop and the Church. This role approves all adult leadership per BSA policy.

Adult leadership in Troop 32 is considered a privilege and not a right. During the annual chartering process, the Committee Chair will identify adults who have not been active with the troop during the past year. At the discretion of the Chartered Organization Representative, those adults may be left off the charter for the following year. If the adult wishes to resume participation with the troop, the normal process for becoming an adult leader can be followed. To be included in the Charter, all adults must be current with Youth Protection Training.

3b. Leadership Training

Troop 32 encourages all adult leaders to be fully trained in their position. Per BSA policy, all adult leaders must have a current Youth Protection Training certificate to be part of troop leadership. See the PTAC website for a schedule of in person training that is available.

Many BSA training courses are now offered on-line at my.scouting.org. A committee member can become fully trained via on-line training. Assistant



Scoutmasters must attend outdoor training classes in addition to on-line training programs.

Youth Protection training is required prior to submitting an application to become an adult leader. The process is as follows:

- Create a user ID at the my.scouting.org site
- Successfully complete Youth Protection Training and print your certificate
- Complete the adult leader application and identify whether you are becoming an ASM or Committee member
- Once you are approved by Council as an adult leader, you will be assigned a BSA ID. **IMPORTANT:** You must go back on the my.scouting site and enter your BSA ID in your profile.
- All future training will be linked to your BSA ID.

BSA training requirements change frequently and the most up to date information is available on the PTAC website.

Troop 32 encourages all adults to be fully trained in their position AND cross trained in other positions as well. For example, Committee members are encouraged to be trained in Introduction to Outdoor Leader skills so that they can assist scouts when ASM's are not available.

Adult training will be reimbursed for select classes that are required or highly encouraged for the position held by the adult leader. In all cases, leaders should discuss proposed training classes with the Committee Chair or Committee prior to taking classes where reimbursement is anticipated. For courses that are required for the position (e.g. Scoutmaster Specifics, CPR) the course will be reimbursed 100% after course completion and a training certificate is provided to the treasurer. For relevant classes such as OKPIK and Wilderness First Aid, courses will be reimbursed 50% after the fact if approved in advance. Leadership classes such as WOODBADGE will no longer qualify for reimbursement.

Scout training is encouraged, especially OKPIK and National Youth Leadership Training. The Scout should seek approval from the Scoutmaster and / or Committee Chair in advance. If approved, the scout will receive reimbursement for 50% of the cost after a training certificate is provided to the Treasurer.

3c. Troop Committee Meeting

Troop 32 holds a monthly committee meeting where troop business will be discussed and policy decisions are made. Committee meetings are typically held



the 2nd Wednesday of each month (except July) but check the troop website for the latest schedule. All committee members are expected to attend and parents are welcome to attend.

Troop policy and financial decisions are decided by a majority vote of the committee members who are present at the meeting. The Scoutmaster, ASMs and parents who are not committee members can voice opinions but only registered committee members have a vote. Decisions are logged in the meeting minutes by the Troop Secretary.

3d. Adult Uniforms

BSA is a uniformed organization and therefore, adult leaders are expected to purchase and wear Scout uniforms (updated with latest rank and troop position) at troop events.

3e. District Roundtable

The North Woods District holds a monthly roundtable, usually scheduled for the 2nd Tuesday of each month. Troop 32 is expected to have at least one representative from the Scoutmaster / ASM leadership and ideally one representative from committee membership.

Section 4: Financial Policies

4a. Annual Dues

Troop 32 dues are established annually by the Troop Committee. The current dues structure is as follows:

- \$100 per scout
- \$12 per Boys Life subscription (recommend 1 per family)
- \$54 per 1st registered adult, \$40 per 2nd registered adult within same family
- OA dues paid directly to OA

Scout dues include BSA national registration fees of \$60pp, PTAC (council) fees of \$12pp and a contribution toward Troop expenses. A portion of Troop expenses are covered by fundraising proceeds.

The annual dues amount will be announced in September. Troop dues are due by November 1 and are for the following calendar year (January to December). If dues are not paid, the Scout and/or adult will not be included in Troop 32's annual charter mandated by PTAC and a new application will be required to reinstate.

Troop dues for registered Cub Scouts in their "crossover" year are \$25.



Youth Protection Training (YPT) must be current for adult registrations, YPT must be taken every 2 years.

Adults registered with a Pack may also register with the Troop at no cost – known as Dual Registration.

4b. Scout Accounts

Troop 32 has adopted the use of Scout Accounts as the means to fund Scout expenses related to troop activities. The Troop Treasurer tracks the transactions for each Scout and can provide an activity recap upon request.

Key points related to Scout Accounts:

Funding:

- Scout profits from fundraising activities ○ Personal check from the Scout or Parent
- Reimbursement from the Troop for expenses paid directly by the parent on behalf of the troop (e.g. gas, food, activity deposits)

Disbursements:

- Campout expenses including activity fees, camp fees, transportation costs and food (food costs are specific to the Patrol)
- Discretionary troop gear / activities (e.g. new neckerchief) ○ High adventure trip fees

Adequate Funds for Troop Events:

- Scouts must have sufficient funds in their Scout Account to cover anticipated expenses for the next event that the Scout will attend. Troop leadership will attempt to communicate expected costs for camp-outs, especially those that typically are more expensive (e.g. skiing, biking, rafting).
- At the discretion of the Scoutmaster and Committee Chair, Scouts with insufficient Scout Account balances can be prohibited from attending activities that will cause their Scout Account to become negative.

Negative Account Balance:

- Scouts and parents are expected to repay any Scout Account with a negative balance.

Troop Ownership of Scout Accounts:



- Balances in Scout Accounts will revert back to the Troop operating fund when a Scout leaves Troop 32. The Scout is expected to carefully manage funds as they approach their 18th birthday so that excessive funds are not in the Scout account.
- Should a Scout exit Troop 32 before aging out, funds will revert to the Troop operating fund. If funds in the Scout account were placed there via parental contributions (not fundraising), the parents can petition the committee for reimbursement for direct contributions only.
- All reimbursement requests will be reviewed by the committee.
- Fundraising proceeds will not be reimbursed.

4c. Fundraising

Fundraising is the primary mechanism by which Scouts fund their Scout Accounts and how the Troop raises money for operating expenses. Currently, the Troop participates in three fundraisers: popcorn, wreaths and flowers. Fundraisers are run by Committee volunteers.

Profits from fundraisers are disbursed as follows:

- 75% of proceeds to the scout account; 10% gross sales eligible for payout
- 25% of proceeds to the Troop to partially cover operating expenses
- Frontier Days payments will be 100% to the scout account, eligible for payout

Eligible payouts from the Scout's account will be distributed at the Winter Court of Honor and will include fundraisers and Frontier Days from that calendar year. To be eligible for payout, it cannot cause the Scout's account to drop below \$50, must be at least \$5 and will be rounded up to the nearest whole dollar.

4d. Budget

The Troop 32 Treasurer prepares an annual budget based upon historical spending and fundraising. At the monthly Committee meetings, the Treasurer will review the status of Troop finances with Troop Leadership.

4e. Reimbursement Procedures



No individual is authorized to commit Troop 32 funds without prior approval of the Troop Committee. Any individual wishing to spend Troop funds should attend the Troop Committee meeting and review the proposed expenditure with the Committee. The Troop Secretary will document approved expenditures in the meeting minutes.

Emergency spending needed to maintain troop or equipment safety on camp-outs is authorized to be done by the Scoutmaster. The Scoutmaster is to inform the Troop Committee Chair as soon as feasible.

All expenditures should be supported by receipts and provided to the Treasurer. Expenses can be reimbursed by check or can be deposited to the Scout account.

Routine camp-out expenses (e.g. activity fees, gas, patrol food) do not require prior approval but are considered approved when the Committee approves the annual Troop program.

4f. Control and Oversight

Troop 32 assets are owned by the Men's Club of the First Presbyterian Church as the chartering organization. Troop leadership is responsible to act as a good steward of the Troop assets. All check disbursements will require two signatures.

Fundraising Leaders must review purchase commitments with the Treasurer and Committee Chair prior to placing orders. Popcorn that is sold on commission requires special oversight due to the limited ability to return excess inventory.

Section 5: Troop Operations

5a. Troop Calendar

Each year, the annual program for the troop is developed by the Patrol Leader Council and approved by the Troop Committee. The calendar runs from August – July and is published on the troop web site. Dates are carefully selected but can change based on other district and school activities. Communication to parents of changes is done via the Troop email list.

5b. Annual Kick-off Meeting

At the start of each school year, Troop 32 leadership will hold a parent's meeting to review the upcoming year's calendar and key activities. That meeting also allows parents to find ways to become involved in the troop. Date of the meeting will be communicated via the Troop email list.



5c. Medical Forms

BSA requires that a current medical form be completed and on file with the troop. The BSA form is required and is available on the troop website. Parts A and B of the form are required prior to a scout participating in his first event. Part C is required for any event that is longer than 72 hours (e.g. summer camp, high adventure) and is to be completed by a physician.

The completed medical form is to be returned to the Troop Secretary. A copy of the medical form will be brought by the Scoutmaster or Leader in Charge to every Scout outing.

5d. Transportation

Transportation to/from Scout events will be done by Scout parents. All parents are expected to share the responsibility of driving.

Each Patrol is responsible for securing enough drivers in the event of not enough Troop Leaders are planning to attend. In the unlikely event that not enough parents are willing to drive, Scouts in Patrols where parents are driving will be given priority attendance.

Parents who will be driving will be asked to supply basic information such as Driver's license information and liability insurance information to the Troop Secretary.

All vehicles must be covered by a liability insurance policy which meets or exceeds the Illinois insurance requirement. Seat belts must be worn by all Scouts.

5g. Troop Equipment

Troop 32 owns and maintains camping and other Scout gear needed to run an effective Scouts BSA program. Equipment is expensive and with proper care, can last a long time. Scout will be instructed in the proper care and use of the equipment and are expected to treat it with care.

After campouts, Troop tents are sent home with a Scout to dry out and clean the tent. This is to be done on the same day as returning from a campout. If the weather is inclement, it is recommended that a line be strung up in the garage to dry out the tent promptly. The tent is to be cleaned and inspected for any deficiencies. Tents are to be promptly brought back to the next troop meeting.

Each Patrol is assigned a Patrol box. To the extent possible, the Patrol box will be



stocked with gear from the Troop's supply. Any additional gear and on-going supplies will be the responsibility of the Patrol. A Patrol box checklist is available on the Troop website.

Troop gear is for the use of the troop and is not intended for personal use. Any request must be made to the Scoutmaster and/or Committee Chair for consideration.