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**TROOP 156 HANDBOOK – FEBRUARY 2014**

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## I. PHILOSOPHY AND ORGANIZATION

### A. Boy Scouts of America

Since 1910, it has been the mission of the Boy Scouts of America to serve others by helping to instill values in young people, to prepare them to make ethical choices over their lifetime and achieve their full potential. Boy Scouting works toward three goals:

1. Growth in moral strength and character
2. Citizenship
3. Development of physical, mental, and emotional fitness

#### **MORAL STRENGTH AND CHARACTER**

We may define growth in moral strength and character as what the Scout is – his personal qualities, his values, and his outlook. The values we strive to instill are based on those found in the Scout Oath and Law:

##### **SCOUT OATH**

*On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong, mentally awake,  
and morally straight.*

##### **SCOUT LAW**

*A Scout is trustworthy, loyal, helpful, friendly,  
courteous, kind, obedient, cheerful,  
thrifty, brave, clean, and reverent.*

#### **CITIZENSHIP**

Used broadly, citizenship means the Scout's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.

#### **DEVELOPMENT**

Physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

#### **Boy Scout Motto**

Be Prepared!

#### **Boy Scout Slogan**

Do a Good Turn Daily

## B. Troop 156 Organization Charter

Troop 156 is affiliated with the Great Lakes Council, Boy Scouts of America, and shall be under the administrative authority of the Troop Committee and its Charter Representative on behalf of its Charter Sponsor. Troop 156 is sponsored (chartered) by North Macomb Sportsman's Club. Troop 156 was first chartered in 1968. Boys of all faiths are welcome.

Troop Website: [www.troop156bsa.com](http://www.troop156bsa.com)

## C. Great Lakes Council

Troop 156 is part of the Chippewa District in The Great Lakes Field Service Council. Chippewa District consists of all the Cub Scout Packs, Boy Scout Troops, Varsity Teams, Venture Crews, Explorer Posts, and Sea Scouts in the Rochester, Utica, Macomb and surrounding areas. The District provides professional leadership through our District Executive. There are additional professional Scouters at the council level. Each year, the District and our Council support a variety of events.

Council Website: <http://www.michiganscouting.org/GreatLakes>

### The Council Offices and Trading Posts are located at:

**Great Lakes Council, BSA  
Dauch Scout Center**  
1776 West Warren Ave  
Detroit, MI 48208  
313.897.1965  
Fax: 313.897.9870

**Great Lakes Council, BSA  
Troy Scout Shop**  
1155 East Long Lake Rd.  
Troy, MI 48085

**National Scout Shop - Detroit**  
313.898.8920  
Fax: 313.898.8921

## D. Troop Committee

The Troop Committee supports the Troop program by:

- Providing adequate meeting facilities.
- Advising the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization.
- Carrying out the policies and regulations of the Boy Scouts of America.
- Encouraging leaders in carrying out the program.

- Being responsible for finances, and disbursement of funds in line with the approved budget.
- Obtaining, maintaining, and properly caring for Troop property.
- Providing adequate camping and outdoors programming (minimum 10 days and nights per year).
- Seeing that quality adult leadership is recruited and trained.
- Providing a qualified substitute in the event the Scoutmaster is absent or unable to serve.

The Troop Committee will do any revision and approval of Troop policies and procedures with input from the Scoutmaster and other adult leaders. Voting on motions at the Committee Meeting will follow the National BSA Policy. Motions will be voted on by registered adults excluding the Scoutmaster. (In the event of a tie vote, the Scoutmaster will vote to break the tie.) The Troop Committee will review these policies, procedures and information annually.

In the event of any contradiction to the policies and procedures in the “Troop 156 Handbook”, the rules, regulations and By-laws of the Boy Scouts of America, and that of Peace Lutheran Church, in that order, will prevail over that which is written here.

## **E. Patrol Method**

The Scout Troop is made up of Patrols. A Patrol is a grouping of eight to twelve scouts who work together. Each Patrol elects its own youth leader, called a Patrol Leader.

The Troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct Troop meetings, and provide leadership among their peers. Scouts will be placed in Patrols to promote patrol spirit, pride, responsibility, and teamwork. Camping, cooking and clean up will be done using the Patrol method whenever possible.

New Scouts may be integrated into existing Patrols, or may form their own Patrol depending on the number of Scouts joining the troop. They participate with their Patrol while on camp outs and outings. The first year at Summer Camp, New Scouts are strongly encouraged to participate in the Path Finder Program/New Scout Merit Badge Program.

## **F. Troop Calendar**

Troop 156 conducts a full year program, consisting of weekly Troop meetings during the school year, monthly activities, outings, district events, and more. Each year the Troop leadership, with the concurrence of the Troop Committee, establishes a calendar of events. Every effort is made to hold firm to the dates

established on the calendar; however, occasionally it is necessary to shift the date of an event due to circumstances beyond the control of the Troop. The Troop Calendar is published in the fall of the year and is periodically updated. The Calendar contains dates and times for the following:

- Camp-outs and Chairperson's for each event.
- Courts of Honor.
- Patrol Leaders Council (PLC) Meeting.
- Special Activities.
- District Scouting Activities: Roundtables, camp-o-rees, etc.
- Order of the Arrow: Monthly meetings, etc.

## **G. Troop Meetings**

Troop meetings are held at Morgan Elementary School located at 53800 Mound Road (between 24 & 25 Mile Road) on Monday nights in the Gym during the school year. Meeting times are from 7:00 p.m. to 8:30 p.m. All Scouts are expected to attend wearing their Class A uniform.

## **A. Troop Leadership – Adult**

The ONE task of a Scoutmaster is to build and develop boy leaders. The adult leaders of Troop 156, consisting of the Scoutmaster and Assistant Scoutmasters, are experienced Scouters and trained as leaders. Parents wishing to serve as Assistant Scoutmasters are encouraged to speak with the Scoutmaster. Assistant Scoutmasters must complete the required BSA training requirements for this position before they can become an officially registered Scoutmaster.

## **B. Troop Committee**

The Troop Committee is a group of parents who volunteer to help with the decision making in the Troop. The purpose of the Committee is to support and constantly seek ways to improve the Troop program. Any and all parents are encouraged to join the committee. Please see the Troop Committee Chairperson for the application. The Committee Chairperson will also guide you to the appropriate training that is required for Committee volunteers. Parent attendance is essential to provide feedback to Adult Leaders and program support for the Troop. Some of the items the Troop Committee is responsible for are: upcoming troop events, fund raising, finances, equipment purchases, sitting on Boards of Review, recruiting and training adult leadership, providing a qualified substitute when the Scoutmaster is unavailable, and helping the Scoutmaster in various ways.

**Monthly Committee meetings are held at the beginning of each month; unless it falls on a holiday, then an alternate day will be chosen.**

## **II. MEMBERSHIP**

### **A. Joining Troop 156**

A Den Leader, parent or guardian should accompany a boy to the Troop Meeting when the decision is made to join Troop 156. A boy may visit our troop as many times as is necessary before making up his mind to join. Upon decision, a membership packet will be given to the parent for review and for completion of any necessary forms. The boy will not be permitted to participate in any Scouting function outside of the regular troop meetings until he is properly registered and all his fees are paid. Current fees are \$100.00 upon first Troop meeting to begin scout's individual scout accounts. This will cover the varying start up costs such as:

1. Troop Dues
2. National dues and insurance
3. Optional Boys Life
4. Hat/neckerchief
5. Start up of Scout Account
6. First camp out

If a family is currently experiencing hardship please see the Scoutmaster. An orientation meeting for new parents will be held once a scout decides to join. This meeting will answer any questions regarding the Boy Scout uniform, Summer Camp, fund raisers, individual scout accounts, rank advancement procedures, merit badge procedures, etc.

Once the boy has completed all the joining requirements listed on page 4 of the **"Boy Scout Handbook"**, and has had his individual Scoutmaster Conference he officially earns the Scout rank.

### **B. Duties of Parents**

Each Scout's parent or guardian is asked to contribute to the Troop and its activities in some way. Many resources and talents are required to operate a Troop and to have a quality program. The Troop is in need of your help. It is expected that each Scout's family unit will contribute to the Scout's Troop and its program.

#### **1. Registered Adults**

Parents, or guardians, are encouraged to become registered adult members of the Troop. Registered adult members are known as "Scouters". They receive the "Scouting" magazine and additional Council

publications. Scouters are also covered by various Boy Scout insurance policies during Troop activities. In addition, the registration process includes a security screening. Registered adults are also able to vote on troop matters at the committee meetings.

## 2. Family Contributions

Each family is expected to assist with the Troop program in one or more areas:

- Serving as an active Assistant Scoutmaster (must be a registered Scouter).
- Chairing or serving on committees to organize functions in support of the Troop program.
- Providing refreshments for Courts of Honor and other occasions.
- Serving as a Merit Badge Counselor in area(s) of expertise (must be a registered Merit Badge Counselor).
- Serving as an active member of the Troop Committee.
- Each family unit is expected to contribute, when requested, in:
  - Providing transportation for Troop activities.
  - Assisting Scouts in the shopping of food and supplies for camp outs.
  - Attending Courts of Honor -- this is very important to your Scout, and therefore, each family has a standing invitation to be present at every Court of Honor.

## C.Uniform

Troop 156 is a “Uniformed” unit. Uniforms may be purchased at the Great Lakes Council Trading Post (Waterford or Detroit) and [www.scoutstuff.org](http://www.scoutstuff.org)

### 1. Class A Full Dress Uniform

The **Class A** full dress uniform is worn for all Troop meetings, Boards of Review, Eagle Courts of Honor, Courts of Honor and Scout Sunday. Start with the Class A uniform and add a merit badge sash. The sash is available in two lengths based on the Scout’s height.

The Class A uniform is worn for weekly meetings, and traveling to/from and during outings or camp outs (unless otherwise stated). The Class A Uniform consists of:

- Official BSA khaki shirt (long or short sleeve)
- Green Scout pants (long or short). No jeans allowed. No wallet chains.
- Scout belt with buckle
- Green Scout socks (short or knee-high)
- Green shoulder loops
- Insignia for shirt: Great Lakes Council patch, World Emblem Crest, Troop Unit Numbers “156” (troop occasionally special Unit anniversary)

patches available), and Patrol patch. Refer to the front and back covers of the “Official Boy Scout Handbook” for proper placement of insignia.

- Distinctive Troop 156 green hat
- Distinctive Troop 156 black watch neckerchief (presented during the Cross-Over ceremony)
- Neckerchief slide (any tasteful style, purchased or homemade, is acceptable)

## **2. Class B Uniform**

The Class B uniform is the Troop 156 T-shirts, sweatshirts, hats, etc.

The Class B uniform is to be worn on outings, hikes and also for travel when the Class A uniform is not specified.

## **3. Uniform Exchange Program**

Please donate any boy or adult size uniform items in good condition that your Scout or Scouter has outgrown or no longer needs. The Uniform Exchange Chair will maintain the uniform exchange program and have uniform items available to those people who need them.

## **D. Code of Conduct**

Along with the opportunities that Scouting offers; comes to each Scout the obligation to conduct himself during Troop Meetings and activities in a manner that is consistent with the characteristics called for by the Scout Law. Among other expectations of the Scout will be a display by him of courtesy and helpfulness to others and obedience to junior and Adult Leadership. Also, compliance with safety and Troop operating policies will be emphasized and required.

Parents are encouraged to remind their Scout that his behavior during Scouting activities will reflect on his Patrol, Troop, his family and all who contribute their time and attention in support of the Troop. If a Scout finds himself unable to obey the Scout Law during Troop Meetings and activities his parents will be notified and his opportunities to participate will be restricted.

Scouts unable to follow the Code of Conduct or policies of the Troop will be brought before the Scoutmaster for disciplinary action.

## **E. Grievances**

Use of the chain-of-command within both the youth and adult leadership is encouraged whenever possible for minor grievances. Scouts should first talk with their Patrol Leader, who may take the matter up with the Senior Patrol

Leader. The Senior Patrol Leader, in turn, may utilize the Patrol Leaders' Council and/or the Scoutmaster as a resource to settle disputes or resolve issues.

Similarly, Assistant Scoutmasters are encouraged to bring issues to the Scoutmaster's attention for resolution. The Scoutmaster may utilize the Troop Committee Chair or any member of the Troop Committee as necessary.

For major grievances, disputes, and infractions of the Code of Conduct, the Scout may go to any adult Scouter directly for resolution.

Parents, who perceive inequities or any infractions of the Code of Conduct, or wish to discuss any issue, are encouraged to speak with the Scoutmaster to resolve any concerns. If they are still not satisfied, they may present their grievance to the committee.

### III. TROOP 156 FINANCIAL PROCEDURES

#### A. Collection of Money

All money paid to the Troop will be given to the treasurer. This includes money collected from fund raising.

#### B. Individual Scout Account

Each Scout has his own individual scout account, which is maintained by the Troop Treasurer. Money collected from individuals or Troop fundraising events and refunds from cancelled events and overcharges may be deposited into this account. Money is withdrawn out of this account to pay for registration and re-charter fees, outings or camp outs. The money in the Scout's account can only be spent on Scout activities, including as seed money for an Eagle project kickoff.

It may also be spent on scouting equipment. If a Scout chooses to leave the Troop, his individual scout account will be transferred to:

- Another Troop upon request.
- Another member of the same family's Troop 156 scout account.
- Troop Campership Fund.

#### C. Fundraisers

The Troop will organize fundraising opportunities for Scouts to earn money to support the cost of participating in campouts, as well as funding the General Fund of the troop. Scouts are highly encouraged to participate in all Troop fundraisers to learn about fiscal accountability, managing expenses and facilitating overall troop operations. Proceeds of each fundraiser will be defined by the Parent Committee. (The 80/20 designation refers to a split of the fundraising profits as 80% Scout and 20% Troop General Fund.)

**Current Fundraising Opportunities Include:**

- 80/20 Fundraisers
  - Salt and Bird Seed - Winter
  - Fertilizer Sales - Spring
  - BSA Popcorn - Spring
- Troop General Fund Fundraisers
  - Bottle Drives
  - Electronic Recycling
- Scout Account Fundraisers
  - Flower Sale
  - NMSC Bake Sale/Fish Fry's

All Scouts are subject to an annual fundraising requirement of \$100 to be applied to the Troop General Fund. Scouts that don't meet this requirement will be charged the balance due on March 1st of each year. This balance will be deducted from their Scout Accounts. These funds are required to cover general Troop operating expenses. They include, but are not limited to, the costs for new equipment, trailer repairs, awards and administrative expenses. The Treasurer will track funds raised throughout the year and can provide an update of a Scouts standing relative to the requirement based on their participation in the fundraising opportunities provided. Scouts that raises over \$300.00 in funds to be applied towards the General Fund, will have the excess money applied to their Scout Accounts.

For those Scouts that cannot/do not take part in Fundraising, the Troop does provide for an Opt-Out option of \$100. 100% of the funds collected as part of the Opt-Out option will be assigned to the General Fund. Opt Out payments are due by March 1st of each year.

**In order to receive rank advancements, merit badges, and to participate in camp outs and outings, a Scout's account must be current.**

#### **D. Camperships**

If a Scout cannot attend events or Summer Camp due to financial need, the troop may provide Camperships. All applicants for camperships will be kept confidential with respect given for their privacy. Only the Scoutmaster and Troop Treasurer will know the identity of the applicants. Camperships must be applied for through the Scoutmaster and be approved or ratified by the Troop Committee during a regular Committee Meeting. To be eligible for a campership all financial obligations must be paid up to date. The Scout and his family have to have participated in one or more of the Troop's individual scout account fundraising activities.

Any money donated to the Troop for camperships or set aside by the Troop for camperships is to be carried over to the next year if not used.

#### **E. Dues**

Troop dues are \$85 per year, per Scout, due the First troop meeting in September.

## IV.           **ADVANCEMENT PROCEDURES**

### A.   **Rank Advancement Procedure**

1.    The Scout learns the skills necessary to meet the requirements listed in the Scout Handbook. These skills may be learned from one of the adult leaders, one of the other Scouts or by studying the Handbook.
  
2.    The Scout is tested in order to verify that the Scout has mastered the material covered by the requirement. The testing member places his or her initials and the date next to the requirement in the Scout's book. In Troop 156 these requirements, with the exception of those listed below, may be signed off by any Scout in the troop that is at least two ranks above him with the Scoutmasters permission, or any adult that has met the Scoutmaster training requirements. Parents and siblings may *not* sign off any advancement requirements for their own son. The only exceptions are the exercises in the "How to Protect Your Child from Child Abuse and Drug Abuse" which must be completed by the Scout with his parent or guardian. Only the Scoutmaster will sign off the two requirements concerning the demonstration of Scout spirit and the Scoutmaster's conference. Some ranks require that the Scout work on an approved service project. Service project opportunities will typically be made available to the Scout during the year as part of the Scouting program. Scouts are encouraged to find other service projects within their school, church and community, but these projects must be reviewed with the Scoutmaster first to be sure they qualify for meeting the rank advancement requirement.
  
3.    Once all of the requirements for a given rank have been met (except Scout spirit, Scoutmaster Conference, and Board of Review), the Scout should contact the Scoutmaster in order to schedule a Scoutmaster Conference. The Scoutmaster Conference consists of a one on one meeting between the Scoutmaster and the Scout, during which the Scout's progress, future plans, and concerns will be discussed. It is the Scout's responsibility to schedule the Scoutmaster Conference; therefore the Scout's parents should not schedule the Scoutmaster Conference for their son.
  
4.    Upon successful completion of the Scoutmaster Conference, the Scout should request that a Board of Review be convened. In Troop 156 this request is made to the Advancement Chair. A Board of Review will not be convened unless all financial obligations are current. The Board will consist of a minimum of three Committee members. The Scout will appear before the Board in Class A Full Dress uniform. The Board will review the Scout's qualifications for rank advancement and will make the final determination of whether or not the Scout advances in rank at this time. The Scout will receive his new rank insignia at the last meeting of the month.

5. Eagle Scout Boards of Review will convene in the same manner as above with the addition of a District Advancement Committee representative. The Eagle Scout Board of Review is scheduled at the convenience of the District Advancement Chair or his representative.

## **B. Merit Badge Procedure**

1. The Scout receives permission from either Assistant Scoutmasters; Mr. Jim Huttenlocher or Mr. Richard McKinnon to pursue a Merit Badge in a particular area of study, the Assistant Scoutmaster will also provide the Scout with a signed “**blue card**”.
2. The Assistant Scoutmasters will then provide the Scout with names and phone numbers to active merit badge counselors. The Assistant Scoutmasters maintain a list of the Merit Badge Counselors for the Chippewa District.
3. The Scout completes as much of the blue card as possible.
4. The Scout (not his parents) contacts a Merit Badge Counselor and asks the Counselor to work with him on the merit badge. Scouts wishing to meet with a Merit Badge Counselor should remember to arrange these meetings so that another Scout, parent, or adult leader can be present. **A Scout should never meet with an adult alone.**
5. The Scout works on the requirements for the merit badge. Books containing the requirements and background information for many merit badges may be borrowed from the Shelby Township Library or the Troop Librarian. They are available for purchase where Scout uniforms are sold.
6. Once all the requirements for the merit badge have been met, the Merit Badge Counselor will sign the blue card. The Merit Badge Counselor will retain one third of the blue card for his or her records.
7. The Scout will then present his Blue Card to one of the the Assistant Scoutmaster for his final signature.
8. The Scout will then submit the rest of the blue card to the Troop Advancement Chair.

9. The Troop Advancement Chair will complete an Advancement Report form for submission to the Great Lakes Council. The completion of the merit badge is also recorded in the Troop advancement records.
10. The merit badge will be presented to the Scout at the last meeting of the month.
11. The scout is encouraged to keep the presentation card as his record of the merit badge.

### **C. Eagle Scout Service Project Approval Procedure**

1. The Eagle candidate receives the “Trail to Eagle” Packet from the Troop Eagle Scout Advisor (Advancement Chair). This packet contains the application form, and workbook for the Eagle service project. The Eagle Scout will be assigned a Mentor either by Scoutmaster or Advancement Chair. Troop Eagle Scout Mentor will review the contents of this packet with the candidate.
2. The candidate selects a service project. Some sources for project ideas include the candidate’s church or school, the Scoutmaster, other Scout’s projects, “Boys Life” magazine or the Chippewa District Advancement Committee.
3. The candidate begins some preliminary investigation as to how the project might be accomplished. Questions the candidate needs to consider include such things as: Is there an organization (church, school, government body, etc.) that might benefit from this project? What expenses might be incurred during the course of the project? Does the project meet the requirements for an Eagle service project as specified in the “Trail to Eagle” Packet?
4. The candidate discusses his proposed project with his Scoutmaster, the Eagle Scout Advisor (Advancement Chair) and the Chippewa District Advancement Committee member.
5. The candidate contacts a representative of the organization that will benefit from the service project, such as a school principal, park ranger or church service coordinator. The scope of the project is determined and a letter obtained from the sponsoring organization, which defines the expectations and responsibilities of the candidate and sponsoring organization. The intent of this letter is to form a contract between the Scout and the sponsoring organization.
6. The candidate appears before a meeting of 5 Troop Committee members (including the Advancement Chair). Modifications to the project may occur at this point in order to insure that the scope is manageable and consistent with the ideals of Scouting and the tradition of the Troop Eagle Scout

projects. If significant modifications are required, the candidate may be required to obtain a revised letter from the sponsoring organization that details these changes.

7. Once Committee, or sub-Committee, approval has been obtained, the candidate must obtain approval from the Chippewa District Advancement Committee. After all approval signatures are obtained in the Eagle Scout Project Workbook, the candidate may begin actual work on the project.

## **D. Eagle Scout Application Procedure**

A special application must be made to the national Boy Scouts of America offices for the rank of Eagle Scout. This application is part of the Trail to Eagle Packet (obtained from the Troop Eagle Scout Advisor) and requires the following information:

1. References from the applicant's parents or guardians, employers, teachers, religious leaders etc.
2. A list of the 21 merit badges, which the applicant has earned, 12 of which must be from the list of Eagle required merit badges, together with the Unit number and date of the merit badges.

The Eagle Scout application also requires the following signatures:

1. Eagle Scout applicant
2. Scoutmaster
3. Troop Committee Chair
4. BSA Local Council Certification - This signature is provided by one of the Clinton Valley Council records personnel after confirming that the dates listed by the applicant are correct.
5. Board of Review Chair (signed at Board of Review)
6. Council / District Board Representative (signed at Board of Review)
7. Council Scout Executive (signed after a successful Board of Review)

## V. CAMP OUTS AND OUTINGS

### A. Frequency

Troop 156 encourages monthly camping or Troop outings as planned by the Patrol Leaders' Council.

### B. Signing Up for Outings

There will be signup sheets set out at every Troop Meeting. They will be out for the entire meeting. We ask that all scouts review these sheets and write YES/NO on whether they intend to take part in outings. By signing up for camp-outs and outings, the Scout and the Scouts parents are:

1. Making a commitment that the scout or Scout and Parent will attend.
2. All requirements necessary for this camp-out have been met.

We ask for a FINAL head count 2 weeks prior to event. Most events require a deposit. If a scout cancels at the last minute they will incur a late fee, based on that particular outing. Late fees will be announced prior to outing reservation.

If a scout chooses to be added at the last minute there may be a late registration fee incurred pending on the type and location of event.

The Troop reserves the right to charge cancellation fees to a Scout's account if the scout and/or Parent has signed up for a camp-out or outing and does not attend.

### C. Payments And Refunds

All payments for camp outs and outings will be made either by cash or check to Troop 156, or by way of a scout account. The scout account must have the necessary funds to cover the event or payment should be given to the Treasurer in advance of the trip. If a Scout or adult cancels out on a paid trip, a refund **may** be given only if supplies have not been purchased and if the reservation fee is refundable.

Fees for Troop Camp-outs vary depending on location and length of trip. Weekend camps usually range around \$40. The scout's accounts will be adjusted accordingly based on actual cost and receipts that come in. If there is additional charges, or a camp-out will greatly exceed \$40, the cost will be announced prior to the event registration deadline.

**1. Reimbursement of Personal Expenses:**

The Troop will reimburse personal expenses associated with an approved troop outing or camp out. All individuals receipts need to be turned into the Event Coordinator for that particular trip. The Event Coordinator will then complete an expenses tracking form which will be turned into Treasurer with all receipts from event. Receipts MAY NOT be turned in individually.

*Approved reimbursable expenses are as follows:* Food purchased for the entire Troop, Transportation receipts (IE: gas, toll, parking) these will only be reimbursed for those individuals transporting non-family member scouts or parents in their vehicle. *All reimbursements must be supported with the appropriate documentation (copy of receipts).*

**All receipts must be turned in NO LATER than 2 weeks after the event took place. Event Coordinator should contact treasurer to make arrangements to turn over necessary information and receipts within this time frame. NO EXCEPTIONS. Receipts turned in after this time WILL NOT be reimbursed.**

**2. Charging a Scout Passbook Account for an Event:**

It is the Troops policy to allocate all approved event expenses back to those Scouts and adults who registered to attend event. The Troop will allocate the expenses based on the information received from the Event Coordinator of each particular event. The Event Coordinator will review with Treasurer and have the FINAL APPROVAL of all charge-backs for their event. If there are questions concerning charges to your account you must see the Event Coordinator to work them out.

**D. Permission Slips**

Permission slips are created by the event coordinator for each particular outing/ trip. They will be handed out at least 2 weeks before the event. Signed permission slips need to be returned at the troop meeting prior to the outing.

Every Scout must have his parent(s)/ guardian(s) written permission for each camp out or overnight outing.

**E. Transportation**

Scouting leaders as well as Scout parents generally provide transportation. All drivers must supply insurance and license information to the Troop. All drivers must be 21 years of age or older, in order to transport Scouts on outings. Seat belts are to be worn by all participants.

## F. Health Forms

Health forms will be necessary for Summer Camp. Scout health forms are valid for 1 year, but parents are encouraged to advise the Scoutmaster of any changes in physical condition of the Scout and note changes on his health form.

Adult who attend camp outs are also required to provide completed health forms on a yearly basis in order to participate in Summer Camp. Some special activities (for example, National Jamboree) may require special health forms.

## G. Tour Permits

Tour permits are required whenever the Troop travels to a location outside of the Great Lakes Council.

1. A **Local Tour Permit** is required when the location is 500 miles or less from Shelby Township with the following exceptions:
  - When traveling to any Great Lakes Council owned property (IE: Camp Agawam or Lost Lake).
  - When traveling to any Chippewa District sponsored event, regardless of the location.
2. A **National Tour Permit** is required if the location is more than 500 miles from Shelby Township, or if the location is outside the United States.  
**NOTE:** Great Lakes Council has been granted an exception to this policy for travel to Canada. Great Lakes Council Troops may use a Local Tour Permit for travel to Canada.

The adult event sponsor will inform the transportation chair of the need to obtain a tour permit at least 30 days prior to the event. Local Tour Permits can be faxed to and from Great Lakes Council for approval. National Tour Permits require approval above the local Council level and should therefore be mailed to Great Lakes Council. Additional lead-time is required for National Tour Permits.

## H. Leadership

A minimum of two adults must be present for any Troop sponsored activity. One of the two adults must be 21 years of age or older. If for any reason two adults cannot be present the activity will be immediately cancelled.

When transporting youth members there should be two adults per vehicle. If you cannot provide two adults for each vehicle the minimum required is one adult and two or more youth members - never one on one.

## VI. ORDER OF THE ARROW

The purpose of the Order of the Arrow is fourfold:

1. To recognize those Scouts and Scouters who best exemplify the Scout Oath and Law.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as part of the Troop's camping program, both year round and Summer Camp.
4. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

To become a member, a youth must be a registered Boy Scout and hold the rank of First Class or higher. The Scout must have experienced a minimum of 15 days and nights camping (including a six day/night resident camp within the last two years). Scouts are elected by their fellow Scouts at a Troop Meeting in January.

Scouters can become members and must meet the same requirements as above, with the exception that an adult is nominated by the unit and voted on by the Committee during the February Committee Meeting. Not more than one Scouter a year may be elected.

The elected members are inducted into the Order of the Arrow at Summer Camp. The local lodge is Chippewa Lodge. The Chippewa Chapter meets monthly with yearly dues.

A distinctive white sash is received upon completion of the Ordeal Weekend Camp Out and a Lodge patch is worn on the right pocket flap of the uniform. The sash is worn at Order of the Arrow functions, and special Scouting activities and occasions when members need to be identified as Arrowmen. The Order of the Arrow sash is reserved for formal Order of the Arrow occasions such as: when you are representing our Troop at another Troop's Order of the Arrow election or Troop 156's Order of the Arrow election.

It is not appropriate to wear the Order of the Arrow sash at an Eagle Board of Review, a Court of Honor or Eagle Court of Honor.

## VII.

### ADULT LEADERSHIP

#### A. Scoutmaster

The Scoutmaster is the adult leader responsible for the image and program of the Troop. He and his Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the Troop. He will train and guide youth leaders. He will work with other responsible adults to bring Scouting to boys and use the methods of Scouting to achieve the aims of Scouting.

#### B. Assistant Scoutmasters

Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. Assistant Scoutmasters are chosen by the Scoutmaster and approved by vote from the Troop Committee. An Assistant Scoutmaster must be at least 21 years old. Position training requirements must be completed.

#### C. Committee

The Troop Committee supports the Troop program by advising the Scoutmaster on policies, carrying out the policies of BSA, encouraging leaders, and by being responsible for finances, Troop property and providing an adequate camping and outdoor program. It also ensures that quality adult leadership is recruited and trained. The Committee is made up of a Chair, Secretary, Treasurer, Advancement Chair, Recruitment Coordinator, Religious Program Coordinator, Eagle Scout Advisor, Chaplain, Fund Raiser Coordinator, Quartermaster, Campership Coordinator, and general members.

All adults are welcome and encouraged to register.

#### D. Volunteers

Parents and other interested adults are encouraged to participate to their fullest ability in the Troop's programs. There are numerous opportunities available for volunteers: Newsletter Publisher, Banquet Coordinator, Uniform Exchange Coordinator, Special Community Projects Coordinator, Scouting for Food Coordinator, Refreshment Committee, Fund Raising Committee. Event Coordinator.

#### E. Training

All Adult Leaders MUST be 100% trained. Registered Adults are required to complete online training. The following training is: Fast Start, Youth Protection, This is Scouting. Boy Scout Committee Member Training

#### F. General notification

All Adult positions are to be evaluated by the committee every year at our April committee meeting. Every two years elections will be held for all leadership

positions; these elections will take place during the May committee meeting. You must be a registered committee member to vote in the election. The elected Scoutmaster then has one month to nominate Assistant Scoutmasters for committee approval at the June committee meeting.

## **VIII. SCOUT LEADERSHIP DEVELOPMENT**

### **A. Junior Leader Positions**

The Troop is actually run by the Scouts themselves. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct Troop Meetings, and provide leadership among their peers.

#### **1. Senior Patrol Leader (SPL)**

The Senior Patrol Leader (SPL) is the top junior leader in the Troop. He leads the Patrol Leader's Council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. This is a one-year elected position.

He should be at least a first class Scout and have been a member of the Troop for at least one year. The SPL may serve more than one term. All Scouts may vote at the election that is held 2 to 4 weeks before the spring Court of Honor in May.

#### **2. Assistant Senior Patrol Leader (ASPL)**

The Assistant Senior Patrol Leader (ASPL) fills in for Senior Patrol Leader in his absence.

He also is responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian, and Instructors. This is a one-year appointed position. A scout may serve more than one term. He is recommended by the SPL and appointed by the Scoutmaster.

#### **3. Troop Historian**

The Troop Historian collects and maintains Troop memorabilia and information on former Troop members. He also is in charge of Troop photography. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

#### **4. Librarian**

The Librarian keeps the Troop's merit badge books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by Troop members. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

#### **5. Instructor**

An Instructor teaches one or more advancement skills to Troop members. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **6. Chaplain's Aide**

The Chaplain's Aide assists in Troop religious services and promotes religious emblems programs. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **7. Junior Assistant Scoutmaster (JASM)**

The Junior Assistant Scoutmaster (JASM) is a Scout, 16 years of age or older, At least First class or above and have plenty of Troop experience who supervises and supports other boy leaders as assigned. This is a one-year appointed position. He is appointed by the Scoutmaster.

## **8. Patrol Leader**

The Patrol Leader gives leadership to members of his Patrol and represents them on the Patrol Leaders' Council. This is a one-year elected position. The scout may serve more than one term. All Scouts in a Patrol may vote for their Patrol Leader at the first meeting in May.

## **9. Assistant Patrol Leader**

The Assistant Patrol Leader fills in for the Patrol Leader in his absence. He is appointed by his Patrol Leader with the Scoutmaster's approval. The length of the appointment is determined by the Patrol Leader. This position does not qualify as a leadership position for rank advancement purposes.

## **10. Troop Guide**

The Troop Guide is the advisor and guide to the new Scouts. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **11. Den Chief**

The Den Chief works with a Cub Scout Den as a guide. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **12. Quartermaster**

The Quartermaster is responsible for Troop supplies and equipment. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **13. Scribe**

The Scribe is the Troop secretary. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **14. Bugler**

On camp outs the Bugler wakes the Troop up by playing *Reveille* and puts the Troop to bed by playing *Taps*.

He will also play appropriate music while the flag is being raised or lowered. During regular Troop Meetings and Courts of Honor he will play music for the opening and closing ceremonies. This is a one-year appointed position. He is recommended by the SPL and appointed by the Scoutmaster.

## **B. Patrol Leaders' Council (PLC)**

The Patrol Leaders' Council is responsible for planning and conducting the Troop's activities. The Patrol Leaders' Council is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and Assistant Patrol Leaders.

The Scoutmaster, Assistant Scoutmasters and the Troop Scribe should be in attendance but are not voting members.

The Troop's activities are selected and planned at the annual program planning conference soon after new elections are held, The Troop's yearly plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes alternative suggestions for the Patrol Leaders' Council to consider. At its monthly meetings, the Patrol Leaders' Council organizes and assigns activity responsibilities for the weekly Troop Meetings. The Troop Committee interacts with the Patrol Leaders' Council through the Scoutmaster.

## **C. General Notification**

If a Scout does not actively participate in his position he will not qualify as serving in a leadership position for rank advancement purposes.

## **D. Scout Chain of Command**

In the event the Senior Patrol Leader and the Assistant Patrol Leader(s) are absent for any reason at a Troop function, the SPL will select a Scout to temporarily assume the duties of the SPL for that function.

## **E. Junior Leadership Training**

Troop 156 Junior Leader Training (JLT) is offered in June by invitation from the Scoutmaster. The training consists of classes to teach the junior members, including the SPL, ASPL, Patrol Leaders, and other Senior Scouts with appointed positions to learn leadership skills and how to carry out their assigned positions.

## **IX. INSURANCE**

### **A. Insurance Coverage For Volunteers**

BSA Comprehensive General Liability Insurance provides protection for adult volunteers (whether registered or not) with respect to liability claims arising out of negligence in the performance of their Boy Scout related duties. Coverage is \$1,000,000 per occurrence for bodily injury and property damage plus \$15,000,000 limit for Umbrella Liability Insurance. This insurance does not take the place of any volunteer's personal liability insurance under a homeowner's or automobile liability insurance policy. Nor does it provide medical payments for injuries. BSA coverage is considered "excess" over other collectible insurance carried by volunteers. More information is available from the council. The actual policy and claim forms are available from the Committee Chair.

### **B. Unit Accident Insurance Plan**

Troop 156 purchases unit accident insurance each year. This plan provides coverage for accident medical expenses and death and dismemberment for Scouts and registered adult leaders while participating in any approved and supervised Scouting activity, including traveling to and from Scout Meetings. New members in the Troop are automatically covered under the plan until the annual renewal date. Non-Scouts attending scheduled activities (including group travel to and from such activities) for the purpose of being encouraged to join Scouting are also automatically covered.

This plan does not cover non-registered parents, siblings, or other guests of the Troop. The actual policy and claim forms are available from the Committee Chair.

### **C. Automobile Liability Insurance**

The Great Lakes Council Automobile Liability Insurance is considered "excess" of the insurance the owner of the automobile carries, and applies only after the private automobile owner's insurance is accessed. The Council provides insurance protection above the limits carried on the auto by the individual up to the \$15,000,000 limit of coverage. More information is available from the Council. The actual policy and claim forms are available from the Committee Chair.

## **X. MISCELLANEOUS POLICIES**

### **A. Adult Volunteer Of The Year Award**

The Troop selects one adult to receive the “Adult Volunteer of the Year Award” at the March Committee Meeting. The volunteers (registered or not) are nominated by Committee members and selected by secret ballot. The award winner is recognized at the annual Chippewa District Awards Banquet. The Troop pays for the banquet ticket for the award winner, and one guest each. The Troop also recognizes the adult at the Spring Court of Honor.

### **B. Expressions of Sympathy**

Expressions of sympathy by the Troop will be limited to the Scout himself; his parent or guardian; and his brother or sister only. The ceiling amount of \$50.00 will be spent per occurrence.

### **C. Eagle Court Of Honor -- Troop Expenses**

Troop 156 will purchase the mother’s corsage, an Eagle knot as a keepsake, and an Eagle medal set to be presented to each new Eagle Scout and his family at his Eagle Court of Honor. These are the only Troop expenditures for an Eagle Court of Honor. (We also provide them with a flag, flag holder, medal etc.)

### **D. RAY KALICH AWARD**

Mr. Ray Kalich was, for many years, our Troop Committee Chairman, Advancement Chairman, and Quartermaster. With the small troop we had, everyone had a job, but not like Ray.

Ray was always one to do whatever was necessary to keep the Troop going. Even though his own son had been out of scouting for several years, Ray was deeply committed to helping the scouts and the future of the Troop. If anyone defined the phrase “A Scout is Helpful”, Ray did. Mr. Kalich passed away in 2000. Since 2001, The Ray Kalich Award is presented annually to the person in Troop 156 who most embodies the phrase “A Scout is Helpful”. A committee consisting of the Scoutmaster, Assistant Scoutmasters, and Committee Chairman will make the final determination as to the recipient. Nominations should be forwarded to that group.

A plaque is placed in the lobby at Morgan Elementary School.