

**Welcome to**

**Troop 97**

**Boy Scouts of America  
Chatham, IL**

**Guide for Families**

**Updated: 1/16/2012**



## **BOY SCOUTS OF AMERICA - TROOP 97 CHATHAM, ILLINOIS**

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#### **Purpose of the Boy Scouts of America**

It is the purpose of the Boy Scouts of America to provide an effective program designed to instill within the youth desirable qualities of character, to train them in the responsibilities of participatory citizenship, and to help develop their personal fitness, providing this country with citizens who:

1. Are physically, mentally and emotionally fit.
2. Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
3. Have personal and stable values firmly based on religious concepts.
4. Have the desire and skills to help others.
5. Understand the principles of the American social, economic, and government systems.
6. Are knowledgeable about and take pride in their American heritage and understand America's role in the world.
7. Have a keen respect for the basic rights of all people.
8. Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in other forums of the world.



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### **Boy Scouts of America Mission Statement**

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

### **The Scout Oath or Promise**

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 physical strong, mentally awake and morally straight.

### **The Scout Law**

A Scout is  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
Reverent

### **Scout Motto**

Be Prepared

### **Scout Slogan**

Do a good turn daily



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## Goals and Methods of the Boy Scout Program

### GOALS

Boy Scouting has three goals.

One is growth in moral strength and character. We may define this as what the boy is himself: his personal qualities, his values, and his outlook.

A second goal is participating in citizenship. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations 1) to other people, 2) to the society in which he lives, 3) to the government that presides over that society.

A third goal of Boy Scouting is development of physical, mental, and emotional fitness. Fitness includes the body (well tuned and healthy), the mind (able to think and solve problems), and emotions (self-control, courage and self-respect).

The methods are designed to accomplish these goals.

### METHODS

**Advancement-** Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement process. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. More is discussed about advancement later in this guide.

**Adult Association-** Boys learn from the examples set by their adult leaders. Troop leadership may be male or female and association with adults of high character is encouraged at this stage in a young man's development.

**Personal Growth-** As Scouts plan their activity, and progress toward their goals, they experience personal growth. The good turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do good turns for others.

**Ideals-** The ideals of Scouting are spelled out in the Scout Oath, Law, Motto and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes.

**Patrols-** The patrol method gives Scouts an experience in group living and participating in citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine troop activities through their elected leaders.



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**Outdoors-** Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here where the skills and activities practiced at troop meetings come alive. More is discussed about the outdoor program later in this guide.

**Leadership Development-** Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

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



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## Troop Information

### **Parent Involvement:**

Parents or guardians of all applicants will meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairperson for an overview of Troop 97. The Troop cannot function without the active involvement of every parent. Historically, those boys whose parents have a direct involvement in the troop get the most from the program and have by far the greatest chance of achieving the rank of Eagle. The Troop encourages each parent to register as a volunteer and join the Troop committee or become an Assistant Scout Master.

### **Registration Fee:**

Each new Scout and adult leader will need to pay an annual registration fee as set by the Troop Committee

### **Payment of Fees:**

All troop money is to be handled by the Treasurer. Checks should be made payable to BSA Troop 97. Please list the Scout's name and activity being paid for in the memo section of the check.

### **Scout Account:**

Each Scout has an account, overseen by the Treasurer. He may make a deposit into this account at any time, and then deduct the cost of campouts and other activities from this account. Deductions for meals on the road, souvenirs, etc. are not included and not handled by the Treasurer. The Scout is responsible for bringing money on trips to cover these expenses. The Scout and his parents will receive periodic statements of the Scout's account balance. (Please refer to Costs on page 11 for information concerning payment of food for campouts.)

### **Troop Bucks:**

After a Scout has established a balance in his account, he may use Troop Bucks for payment of any incurred troop related expenses. The Treasurer will keep a supply of Troop Bucks debit forms that a Scout may fill out and sign to debit his account. The Troop Treasurer maintains records of debits to each Scout's account.

### **Troop Expenses:**

The Troop shall be responsible for paying the following expenses:

1. Troop Registration (annually).
2. Boy's Life (annually).
3. Troop equipment (as needed).
4. Advancement pins, merit badges, etc.



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Funds to cover these expenses come from registration fees and Troop fundraisers.

#### **Youth Protection:**

The Boy Scouts of America has developed materials for use in the Scouting program that provide essential information to members and their families. A detachable booklet in the front of the Boy Scout Handbook, "How to Protect Your Child from Child Abuse and Drug Abuse: A Parent's Guide," provides information to help families to increase self-protection skills. Troop 97 is committed to following all guidelines of the Youth Protection Program. Any suspected offenses of the Youth Protection Program must be reported to the Committee Chairperson or the

Scoutmaster. All incidents reported to the Committee Chairperson or the Scoutmaster will be reported to the Counsel Executive. All reports are taken seriously and appropriate action is taken to ensure the safety of the youth.

#### **Inquiries and Complaints:**

All complaints and/or inquiries shall be directed to the Scoutmaster and/or Committee Chairperson or the Charter Organization Representative.



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## Troop Organization

Troop 97 is a boy-run troop. Leadership is one of the methods of Scouting. Every boy will have an opportunity to participate in both shared and total leadership. The meetings are planned and carried out by the Patrol Leaders' Council. The patrol leader assigns all duties for patrol activities. Understanding the concepts of leadership helps the boy accept the leadership of others and helps him to grow into a more responsible adult. The Troop organization chart on the following page outlines the complete organization of the Troop. The following is an outline of the duties of the key leaders within the Troop:

### **Chartered Organization Representative:**

Troop 97's chartered organization is the Sugar Creek United Methodist Church (SCUMC). The Chartered Organization Representative is a member of the church. The Chartered Organization Representative works as a liaison between the Troop Committee, the Troop, and SCUMC.

### **Troop Committee Chairman:**

The Troop Committee Chairman is the adult leader who organizes the administrative activities of the Troop. The Troop Committee Chairman presides over the monthly Troop committee meetings and any special meetings that may be called. The Troop Committee is responsible for Troop finances, obtaining and maintaining Troop property, providing support to the Scoutmaster. The Troop Committee Chairman also serves on Boards of Review and Courts of Honor.

### **Scoutmaster:**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and his Assistant Scoutmasters work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- Train and guide boy leaders.
- Work with other adult leaders to bring Scouting to the boys.
- Use the methods of Scouting to achieve the goals of Scouting.
- Appoint scouts to specialize, non-elected positions such as Troop Trainer and Troop Guide.

### **Assistant Scoutmasters:**

Assistant Scoutmasters are recruited by the Scoutmaster and approved by the Troop Committee to assist the Scoutmaster in the operation of the Troop. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the boy leadership. They also provide the required two deep leadership (two adult leaders present at every Boy Scout activity).



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#### **Junior Assistant Scoutmaster:**

A Scout 16 or older who supervises and supports other boy leaders as assigned.

#### **Senior Patrol Leader:**

The Senior Patrol Leader (SPL) is the top boy leader in the troop. He leads the Patrol Leaders' Council and, in consultation with the Scoutmaster appoints other junior leaders and assigns specific responsibilities as needed. He conducts the weekly Troop meeting.

#### **Assistant Senior Patrol Leader:**

The Assistant Senior Patrol Leader (ASPL) fills in for the SPL in his absence. He is also responsible for training and giving direction to the Quartermaster, Scribe, Historian, Librarian and instructors.

#### **Patrols:**

A patrol is a grouping of scouts of similar age that function as a unit within the Troop. Each patrol has its own youth leadership. As boys enter the Troop 97 Scouting program, they will be assigned to a patrol.

#### **Patrol Leaders:**

The Patrol Leaders (PL) are responsible for giving leadership to the members of their patrols. They are their patrol's representation on the Patrol Leaders Council. The PL is also responsible for holding patrol meetings when needed.

#### **Assistant Patrol Leaders:**

Assistant Patrol Leaders help the PL run the patrol and fill-in for him in his absence.

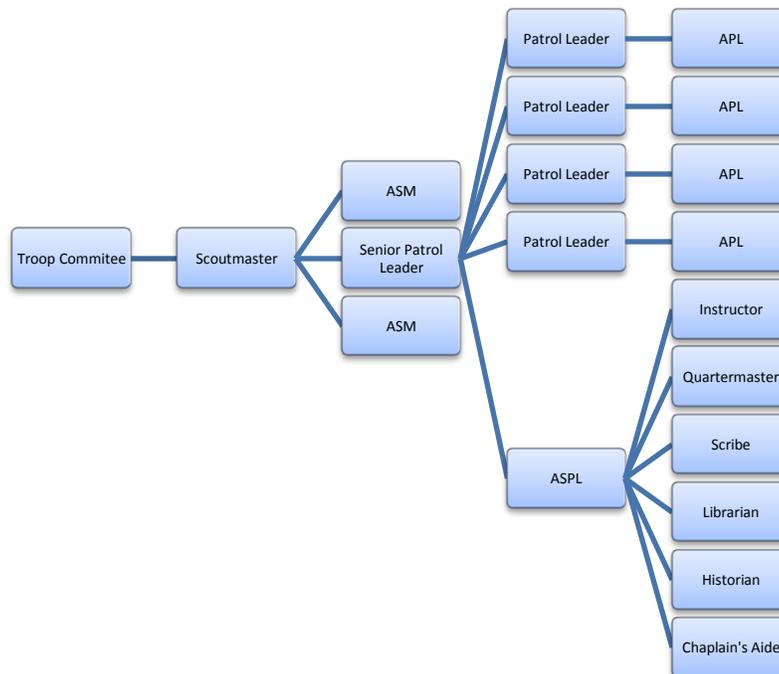
#### **Troop and Patrol Elections:**

Elections for specific positions within the patrols and the Troop are held every 6 months. No scout shall be allowed to hold the same Troop and/or patrol position more than two consecutive terms. No scout can be re-elected for patrol leader beyond the initial terms until all boys in the patrol have served as patrol leader. Variance from this condition is subject to approval by the Troop Committee.



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### Scout Uniform

Scouts in uniform are conscious of their rank and make a greater effort to advance. Only the uniform provides a place for display of badges and other important symbols of achievement. Scouts have more fun, stay longer, and feel greater pride in advancement when in uniform.

#### **How the uniform can help a boy:**

It is not the purpose of the Scout uniform to hide the differences between the boys or make them feel that they are all the same. But there is one way in which all Scouts are alike. Whenever a Scout sees another person in a Scout uniform he knows he is like that person because both have committed themselves to the principles of the Scout Oath and Law. The Scout Oath and Law bind all Scouts of the world together in a common purpose. By wearing the uniform, Scouts give each other strength and support. Beyond accenting the common bond between Scouts, by wearing the uniform Scouts are declaring their faith and commitment to some important beliefs that bind them to all people. It is a way of making visible their belief in God, their loyalty to our country and their commitment to helping other people who need them.

#### **How the uniform can help the Troop:**

- When smartly worn, the uniform can help build good Troop spirit.



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- By investing in a uniform, a Scout and his parents are really making a commitment to take Scouting seriously.
- The uniform makes the Troop visible as a force for good in the community.
- When properly worn on the correct occasions, it can attract new members.
- Scouts in uniform create a strong, positive, youth image in the neighborhood, thus helping to counteract the negative feeling some adults have about youth.

### **The Troop 97 official troop uniform [also called a Class 'A']**

#### Required

Shirt (official tan with green shoulder tabs)  
Belt

#### Optional

Green Merit Badge Sash  
Socks (official green)  
Hat  
Khaki Pants or Scout Pants (required for some events)

Official uniforms are required to be worn at all Troop meetings unless notified otherwise in advance. Official uniforms should be purchased as soon as possible and are available at the Scout Office at 5231 South Sixth Street Road Springfield, Illinois 62703 or by mail through the BSA catalog. All Scout uniforms and other Scout materials should be marked with the Scout's name.

### **The "Activity" uniform:**

Troop 97 also has an activity uniform consisting of a shirt on which the Troop 97 insignia is printed. Optional Troop 97 baseball caps and sweatshirts are also available. Activity uniforms are worn when traveling to and from campouts, during summer camp, during fundraisers and on other special outings where the official uniform is not required. Activity uniforms are special ordered through the Troop Committee.

### **Uniform Recycling Program:**

The Troop Committee maintains a uniform recycling program. Parents and Scouts are encouraged to donate used uniform items to the troop. These uniforms will be made available to other scouts for use.

### **Uniform insignias:**

Placement of insignias may be found on the inside front and back cover of the Scout Handbook.



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## Advancement

Advancement is the process by which youth members progress through the ranks in the Scouting program by the gradual mastery of Scouting skills. Ranks are simply a means to an end, not an end themselves. Everything boys do to advance and earn these ranks, from the day they join until the day they leave the program, should be designed to help boys have an exciting and meaningful experience.

The boy starts out as a “Scout” and progresses toward the rank of “Eagle Scout”. When 1<sup>st</sup> Class rank is attained, the boy will then be eligible to join the Troop on the Summer High Adventure trip as well as be eligible for honors such as election into the Order of the Arrow. Once the rank of 1st Class is attained, Merit Badges become the main advancement tools. A Scout must obtain an Application for Merit Badge (blue card) from the Merit Badge Counselor prior to beginning a merit badge. The committee recommends that merit badges be completed within 12 months from the initial meeting with the Merit Badge Counselor. However the required time of completion of the badge is at the discretion of the Merit Badge Counselor.

It is important for each boy to bring his Scout Handbook to every meeting and activity so progress can be recorded promptly.

### **Boy Scout advancement, a five step process:**

#### **1. The Boy Scout learns**

A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the patrol and the Troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.

#### **2. The Boy Scout is tested**

His patrol leader, Scoutmaster, Assistant Scoutmaster, a Troop Committee member or a member of his Troop may test a Scout on requirements. The Scoutmaster maintains a list of those persons who are qualified to test and pass candidates.

#### **3. The Boy Scout is reviewed- Scoutmaster Conference**

After the Scout has completed all qualifications needed to advance to the next rank, he requests a Scoutmaster conference. The Scoutmaster conference is a meeting between the Scout and the Scoutmaster, who will check to make sure the Scout’s handbook and other records are up to date. It is



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also a time when both can talk privately about how things are going. The Scout is encouraged to discuss what things he likes (and dislikes) about the Troop, and ways to make Troop 97 better.

#### **4. The Boy Scout is reviewed- Board of Review**

After a Scout has completed all requirements for a rank, he has a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, members of the Troop Committee, as well as at least one Assistant Scoutmaster, conduct the review. The Board will ask the Scout what he has learned while working on the rank and what suggestions he might have for the Troop. Members of the district advancement committee conduct the Eagle Board of Review. Advancement is the Scout's responsibility. The Scout should request the Board of Review at least one week in advance. Troop 97 conducts Boards of Review on a regular basis.

#### **5. The Boy Scout is recognized**

When the Board of Review has certified a boy's advancement, he deserves to receive recognition as soon as possible. That recognition should be done at the next Troop meeting where the boy will receive his new rank patch. The certificate for his new rank will be presented to him at the next Troop Court of Honor.

### **Court of Honor**

As stated above, when a Scout advances, he should be recognized as soon as possible — preferably at the next Troop meeting. He is recognized a second time at a public ceremony called a Court of Honor. The main purposes of the Court of Honor are to furnish formal recognition for achievement and to provide an incentive for other Scouts to advance. Troop 97 has formal Courts of Honor three times a year. All families are asked to attend and guests are certainly welcome. Every boy deserves to be recognized in front of his family. The Court of Honor is the boy's special night.

### **Outdoor Program**

The place where Scouting works best is also the place that boys want the most - the outdoors. There are a number of good reasons why the outdoor program is so special. Here are four that are especially good:

1. The outdoors is the best place for learning outdoor skills. How could it be otherwise? A Scout who tried to boil a potato on the gymnasium floor would be in hot water for sure - not to mention the boy who tried learning to swim by reading a book
2. The outdoors is a great place for learning something about living with others. When Scouts walk on the same trail, cook and eat together, and share triumphs and troubles together, they are going to find out some important things about patience, respect for other points of view, doing their full share, and making a friend more easily. Skills like these are among the "personal growth" skills we want from every Scout. The outdoors is where they grow up best.



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3. On the trail or in camp, the boy leaders will be challenged by the real thing - getting their patrols fed and sheltered, keeping them warm and safe, solving the problems they can solve, and knowing how to get help for those they can't. It's a time when leadership skills can deepen, patrols grow closer, and the Troop grows stronger. As the patrol members work together to solve problems, they grow to become a team. This team building helps Scouts learn responsibility, to count on one another and become responsible to others.
4. The outdoors is also a place where a Scout can get closer to the natural world around him - the land, the forests and their wildlife, the lakes and rivers, the mountains and the seas. Here, in the outdoors, he will learn of the "land ethic"- the understanding and respect for the environment we all share, and he will develop an active concern for its health and a willingness to work to keep it healthy.

#### **Troop 97 and the outdoor program:**

Troop 97 has a very active outdoor program and all boys are encouraged to participate. Our program includes weekend campouts, annual summer camp (1 week), a summer high adventure trip (for Scouts 1<sup>st</sup> Class and above), day hikes and other outdoor activities. Troop 97 also sponsors at least one family outing where all families are encouraged to participate. On rare occasions, family members may attend the monthly campouts if space allows. Guests will be allowed on Troop trips and campouts only if they are potential new members and are accompanied by a parent or have a permission slip. However, the Troop will still function as a unit.

- Per BSA policy, adult leaders must camp in separate tents from the boys.
- Adults will follow the two deep leadership guidelines, on all outings, as set forth in BSA policy.

#### **Costs:**

While we do try to keep costs within reason, Scouting does cost money. While the Troop covers the costs for some items, a fee may be assessed for various activities in which Scouts may participate. The fees assigned to each activity and paid by the Scouts may include meals, transportation, equipment rental, and lodging. The fees for each activity are announced at least two week before the event. The camping fees/equipment rental/food expenses of any family campout or outing are assessed separately.

Meal costs are calculated at \$3.00 per meal, adult or Scout. The Treasurer will collect the food money (cash or Troop Bucks) and provide this money to each patrol's Grubmaster. Scouts attending a campout are to pay for their meal expenses no later than the Monday prior to the campout so the Grubmaster has money to buy food for the trip. Scouts may sign up for a campout after the Monday prior to the campout as long as they take on the responsibility of contacting their Grubmaster and Scoutmaster to secure food



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and a seat in a vehicle. Transportation mileage assessment costs are discussed under the topic Transportation.

If the Scout has not paid for food in advance of a campout, he must pay what he owes as soon as possible. A Scout will not be eligible to attend the next campout until unpaid expenses from the previous campout and expenses for the upcoming campout are paid in full.

The Scout must call the Scoutmaster and his patrol's Grubmaster one week in advance to cancel his attendance at an event to have food money refunded in full. If cancellations are made later than this and the Grubmaster has already obtained food for the Scout, a full refund cannot be guaranteed. The Troop shall not be involved in reimbursing Scouts for food expenses.

Depending on the departure and return times it is sometimes necessary to eat meals on the road. Scouts are responsible for bringing money to cover the cost of these meals.

#### **Summer Camp:**

Summer Camp costs approximately \$200-\$250. Each Scout is encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise.

#### **High Adventure Trips:**

The cost of the annual high adventure trip varies according to the destination and number of Scouts participating.

#### **Departure Times:**

Scouts are to arrive at the designated departure location by the announced check-in time. Departure will be no later than one half hour after check-in time but could occur any time after everyone who is scheduled to go on the trip has checked in. Every effort should be made to arrive for check-in to enable Scouts to load equipment and organize for the trip.

#### **Medical Forms:**

A medical release and a medical history are needed from each person prior to participating in a Troop activity. The B.S.A. physical form includes a parental permission box that should be signed. Scouts/scouters are required by BSA policy to have a physical annually.

#### **Medications:**

Medications are to be kept and administered by the Scoutmaster or a designated adult leader only. Prescription and over the counter medicines must be in original containers, and only the amount needed for the duration of the outing should be included. Forms indicating the type of medicine, when and how



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it is to be taken, and any adverse side effects should be filled out and turned in to the Scoutmaster prior to the outing. Scouts may not administer their own medications other than inhalers to relieve asthma unless approved by the Scoutmaster.

#### **Transportation:**

The Troop will coordinate transportation for summer camp, campouts, and other events as possible. Parents shall be responsible for ensuring the transportation of their sons to some Troop activities. All drivers (per BSA requirements) must carry liability insurance of at least \$50,000 per person. All riders must wear seat belts while traveling as required by Illinois law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. The Troop expects that each adult volunteer will obey the law, including posted speed limits. Sometimes there will be unforeseen expenses i.e. parking fees, however we strive to keep surprises at a minimum. Troop 97 has adopted a fee structure to help drivers offset the cost of transporting Scouts. (See fuel reimbursement below)

Parents are responsible for delivering their sons to and picking up their sons after Troop activities, or at least, to be home when the Scout is dropped off by the Troop. The Troop will not to leave a Scout at home after a Troop activity unless a responsible adult is present or prior approval is granted by the parent. If a boy is to be dropped off somewhere other than his residence, be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent, preferably in writing, prior to the Troop activity.

#### **Fuel Reimbursement**

In 2011, in response to increases in gas prices the Troop Committee modified the fuel reimbursement provisions. The committee recognizes that no system is perfect and this is no exception. Key goals were to provide some relief to the drivers while at the same time making sure the boys were fully aware of the costs of a given campout.

Each event coordinator will be required to complete the Troop 97 Fuel reimbursement form for any trips greater than 100 miles prior to the signup sheet being distributed. The basic principals are:

1. Distance will be estimated using Mapquest or any similar online program
2. Mileage will be assumed as 10 MPG for any vehicles pulling trailers and 15 for those not pulling.
3. All Vehicles will be assumed to be carrying the driver plus three scouts. This should encourage car-pooling and also not penalize vehicles that are carrying mostly gear.
4. The reimbursement amount will be the same for all vehicles.



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5. The fees will be assessed at the same time as the fees are paid to the Grubmaster and will be provided to the drivers prior to departure (drivers may have the funds deposited to their accounts or donated to the Troop if they so desire).

## DISCIPLINE & SAFETY

For serious offenses, we have adopted a "3 Strikes, You're Out" policy to emphasize our concern for safety and inappropriate behaviors. A Scout could reach the same basic disciplinary result with different combinations of the offenses listed below. Violations are cumulative.

### **A. Knives**

Scouts are required to have obtained their Totin-Chip Card before they will be allowed to handle a knife during any Scout activity. Additionally, Scouts must carry their Totin-Chip with them whenever they have a knife. All knives must meet BSA standards. Knives are permitted at regular meetings ONLY when they are needed for an official meeting activity. Inappropriate conduct with a knife (as determined by an adult leader of the Troop) will be dealt with as follows:

**First Offense:** 1) Knife confiscated and returned to Scout's parent. 2) Scout's Totin-chip cut or taken. 3) Scout's bags are subject to being searched prior to future trips.

**Second Offense:** In addition to the conditions set forth above, the Scout will be suspended from all Scouting activities for 30 days.

**Third Offense:** The knife will be confiscated and returned to the parent. The Scout will be removed from the Troop.

### **B. Fire**

Scouting activities involve building and lighting fires, therefore we expect Scouts to behave responsibly around fire. Fires are not allowed outside of designated campfire pits, lanterns, stoves, or as part of a Scoutmaster approved activity. Scouts are not permitted to bring cigarette or similar lighters to Scouting activities. All Scouts will be required to store any matches brought to a campout in their patrol box. Inappropriate conduct with fire (as determined by an adult leader of the Troop) will be dealt with as follows:

**First Offense:** All inappropriate materials will be confiscated and parents will be notified of the behavior. Scouts bags will be subject to being searched prior to any future trips.



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**Second Offense:** In addition to the conditions set forth above, the Scout will be suspended from all Scouting activities for 30 days.

**Third Offense:** Materials will be confiscated and the Scout will be removed from the Troop.

#### **C. Cigarettes and Other Illegal Substances**

The possession or use of any illegal substance or the possession of any related paraphernalia is strictly forbidden at any Scouting activity.

**First Offense:** All inappropriate materials will be confiscated and parents will be notified of the behavior. Scout's bags will be subject to being searched prior to any future trips. Possible referral to law enforcement authorities if deemed appropriate.

**Second Offense:** In addition to the conditions set forth above, the Scout will be suspended from all Scouting activities for 30 days. Possible referral to law enforcement authorities if deemed appropriate.

**Third Offense:** Materials will be confiscated and the Scout will be removed from the Troop. Possible referral to law enforcement authorities if deemed appropriate.

Any type of inappropriate behavior is to be brought to the Scoutmaster's attention in a timely manner. If deemed to be of a serious nature, at that time a disciplinary board will be brought together for discovery and dealing with the offense. Make-up of the disciplinary board will be: Senior Patrol Leader, Patrol Leader, Scoutmaster, an Assistant Scoutmaster, two committee members, one of which will be the Committee Chair, and an advocate chosen by the Scout charged with the offense. Ruling by this group will be by majority. The Committee Chairperson will maintain the records. If the disciplinary board feels it necessary, it may present the issue to the Troop Committee for action.

The Scoutmaster shall have the authority and discretion to suspend any boy who refuses to carry out the instructions of the Scoutmaster or his designated representative. In the event such a suspension occurs, the parents/guardians of the boy will be contacted immediately and will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; these will be solely the parents'/guardians' responsibility. Any boy who has been suspended may be reinstated at the discretion of the Scoutmaster and Committee. The boy and his parents will discuss the situation in detail with the Scoutmaster and be prepared to cooperate with the Scoutmaster on an agreed upon course of action to ensure that the behavior will not be repeated.



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## TROOP COMMITTEE

Troop 97 encourages all parents to become registered members of the Troop Committee. To keep new ideas at the forefront of Troop 97, Key Positions in the Committee shall rotate on a periodic basis. Generally, terms are for two consecutive years in any given position.

Key Committee Positions include the following:

1. Troop Committee Chairperson
2. Treasurer
3. Secretary
4. Fundraising Chairperson
5. Advancement Chairperson
6. Campout Coordinator

### **Other Committee Positions:**

In addition to the Key Committee Positions, the Troop Committee Chairperson will seek volunteers to carry out numerous other tasks such as: Ceremonies Coordinator, Awards/Incentives, Transportation Coordinator, Summer Camp Coordinator, Leader Training Coordinator, Data Processing Coordinator.

### **Committee Meetings:**

The Key Committee Officers shall meet monthly to discuss Troop business. Meetings are usually held the second Tuesday of every month at 6:30 p.m. at the Chatham Community Library. The Troop Committee Chairperson will schedule meetings and provide a written agenda. Anyone wishing to place items on the agenda shall contact the Chairperson at least 24 hours in advance. The meetings shall be open to parents, registered members of Troop 97 and non-key committee officers, however, only registered committee members will have the authority to vote. A quorum must be present and a majority of voting members present must voice their vote for items to pass. Meetings are permissible without a quorum, however no matters requiring a vote may be decided.

### **Troop Expenditures:**

The Scoutmaster has a purchase limit of \$50. Scoutmaster expenditures between \$50 and \$100 need the approval of the Committee Chair or Treasurer. Any expenditure over \$100 needs the confirmation of the Committee. Should a need arise to obtain Committee approval of an expenditure on an expedited basis, the Committee Chair shall be authorized to contact the other Key Committee Officers by telephone to discuss the matter and conduct a vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.



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#### **Interim Amendments:**

Changes to the by-laws may be made by majority vote of the Key Committee officers after introducing the amendment at one Committee meeting and publishing the proposed amendment in a Troop mailing. The amendment will be voted upon at the next Committee meeting after the mailing is distributed.

### **TROOP 97 FUNDRAISING**

At various times fundraisers will be held where the Scouts are given an opportunity to earn money for their Scout Account and the Troop. This earned money is for scouting activities only.

All Scouts in the Troop will be afforded ample opportunities to participate in fundraisers and other projects to earn enough money to meet their needs and ensuring the Troop's ability to meet its obligations. Fundraising activities shall be supervised by the Fundraising Chairperson and will be conducted as needed. These activities may include recycling drives, sales of candy, popcorn, and Christmas items, car washes and other activities agreed to by the Troop Committee.

Profits from fundraising activities are generally apportioned as follows; a percentage of the profits the Scout generates shall go directly to the Troop. The balance of profits will be credited in their entirety to his individual Scout Account. If a fundraiser is for the Troop only, it will be designated as a Troop only fundraiser.

Individual Scout Account moneys are Troop moneys designated for use by individual Scouts for summer Camp, other campout fees, food for campouts and, with the written authorization from a parent and Scoutmaster approval, for other camping or Scouting related expenses. Individual Scout Account money earned by any Scout and not used by the time that Scout leaves the Troop shall be returned to the Troop Fund.

Other fundraisers may be held during the year specifically to raise money for the Troop as many expenses are incurred during the year. Families are expected to pitch in during the Troop fundraisers to help the Troop. In recent years, the Troop's major source of funds has been the Chatham Sweet Corn Festival. Participation in this event is mandatory; if any given scout and/or his family fails to participate in working this event a \$50.00 fee will be assessed. A family will incur only a single \$50 fee, even if they have multiple scouts.



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#### **Financial Procedures for money collection and food purchase by Scouts attending Troop 97 events.**

1. All checks from parents should be given to the Troop Treasurer for deposit into Scout accounts.
2. These funds are NOT for a specific purpose, but rather to credit individual scout accounts.
3. A Scout agrees to attend an event when he signs up on the sign up sheet.
4. By the Monday night before the trip the Scout is required to supply either- Cash or a "TROOP BUCKS" to pay for food for the trip.
5. The "TROOP BUCKS" should be filled out with his name, the event, the date and the dollar amount needed for the trip.
6. Each Scout must turn in the Cash or the "TROOP BUCKS" to the Troop Treasurer only. The Scout should not give Cash or a "TROOP BUCKS " to anyone else.
7. If a Treasurer is absent, a temporary one will be appointed by the Scoutmaster.
8. It is the Treasurer's responsibility to make sure that he has either Cash or a "TROOP BUCKS" from everyone on the event sign up sheet.
9. The Troop Treasurer will place the "TROOP BUCKS " in the cashbox, and remove the amount of Cash represented by the "TROOP BUCKS " from the cashbox, which will be given to each Patrol Grubmaster.
10. The Treasurer will only give food money to the Grubmasters- he/she will not deal with any individual Scouts or Parents.
11. The Troop Treasurer will remove the "TROOP BUCKS " from the cashbox and debit the accounts of each scout by the amount written on them.
12. If a Scout must cancel his reservation for an event, the Scout must call his Patrol Grubmaster prior to the purchase of food or forfeit his trip money.
13. When this is done the Grubmaster is responsible for returning the Scout's Cash to the Troop Treasurer.
14. The Troop Treasurer will credit the Scout's account.
15. "TROOP BUCKS " are GREEN slips available from the Troop Treasurer.



# BOY SCOUTS OF AMERICA - TROOP 97 CHATHAM, ILLINOIS

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### Troop 97 Fuel Reimbursement Form

This form should be completed by the trip coordinator prior to event signup sheet distribution so the scouts will know the total cost of the event.

Step 1	Calc Total Miles		
	A	Miles from map quest or similar source	
	B	Total number of vehicles going	
	C	Total vehicle miles (A times B)	
Step 2	Calc Average Miles per Gallon		
	D	Number of Vehicles pulling trailers times 10	
	E	Number of Vehicles not pulling trailers times 15	
	F	Average MPG $([D+E]/B)$	
	G	Gallons of gas per car $(C/F)$	
Step 3	Calculated Cost Per Scout		
	H	Number of scouts/scouters going on trip	
	I	Current cost of fuel from a local station	
	J	Fee per scout $(C / F \text{ times } I / H / B)$	
Step 4	Calc Reimbursement per driver		
	K	G times I	