

WEST CHESTER
TROOP 6/CREW 6
HANDBOOK



Revised December 2008

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Introduction

West Chester Troop 6 was first established in 1910 as West Chester Troop 1 and was renamed West Chester Troop 6 and registered with the Chester County Council, Lenni Lenape District, of the Boy Scouts of America in 1918. Troop 6 also is affiliated with Crew 6, a program for youth ages 14 to 21 that concentrates on high adventure outdoor activities and offers a program for “after scouting” for Troop members. The charter organization responsible for Troop 6 is the Society of West Chester Friends. Troop 6 is committed to providing an environment that offers Scouts in the Troop with opportunities--to grow, to achieve, to experience and to have fun. The Troop also is committed to providing service to the community and to its charter organization. Troop 6 is led by a Troop Committee, which consists of volunteer adults approved by the Troop’s charter organization and volunteer uniformed adult leaders. The Troop consists of patrols and a leadership corps. The Troop and its leadership shall comply in all respects with the rules and regulations prescribed by the Boy Scouts of America. The Handbook (“Handbook”), as adopted, approved and periodically revised by the Troop Committee, are the policies and guidelines for operating Troop 6. The policies contained in the Handbook are designed to guide decisions within the Troop and to provide consistent direction to Scouts, parents and leaders. Questions about the Handbook or a specific policy or guideline should be directed to the Troop Committee. The Troop Committee can be contacted by email using the Troop’s website.

1. Membership and Recruitment

“Active” Membership/Participation

Scouts properly registered with the Troop and in compliance with the Troop’s attendance and advancement criteria are considered an “active” member of the Troop.

The Scoutmaster is responsible for determining each Scout’s “active participation”. If a Scout does not demonstrate Scout spirit and maintain “active participation” in the Troop, he may not be eligible for rank advancement.

Recruitment (Revised 2008)

The Troop is committed to actively recruiting future Scouts. To that end, the Troop will establish and maintain direct contact with Cub Scout leaders of area Packs, periodically monitor performance of Den Chiefs assigned to Dens in such Packs and plan events in cooperation with the Webelos in such Packs. Webelos will be invited to one or more Troop meetings and outings to further the boys’ and their parents’ understanding of the BSA program. The Troop will endeavor to have a member of the Troop Committee act as liaison with the Packs and Webelos parents.

1.3 Dues (Revised 2008)

1.3.1 Annual Dues

Dues are set annually by the Troop Committee and are collected in September/October for the following calendar year. Annual dues for siblings of Scouts or members of the Venture Crew are discounted.

1.3.2 Incoming Scouts' Annual Dues (2008)

Incoming Scouts annual dues are expected to be paid immediately upon joining the Troop at the full amount for the calendar year. Incoming Scouts must be registered with the Troop and have paid their annual dues before they will be permitted to attend Troop activities.

1.3.3 Adult Dues

Uniformed adult leaders and Committee members are required to pay annual dues in an amount set by Council to cover registration as a leader and insurance costs.

1.3.4 Unpaid Dues

Scouts and leaders whose annual dues are not paid by the Troop deadline will not be allowed to participate in Troop events for insurance reasons. The Committee Chairperson or the Scoutmaster should be contacted if dues cannot be paid due to financial hardship. Cases of financial hardship will be considered, in a confidential manner, on a case-by-case basis.

1.4 Medical Forms (2007)

All "active" Scouts must have a current Class 1 medical form on file with the Troop. Current Scouts must provide an updated Class 1 medical form annually. New Scouts must provide a Class 1 medical form at the time of registration. Class 2 medical forms will be needed for Scouts involved in events lasting longer than 72 hours. Class 2 medical forms are effective for 36 months. Parents are responsible for notifying the Troop of any medical changes of their sons. Adults (age 40+) camping with the Troop for 72 hours or more must provide a Class 3 medical form before the outing.

2. Youth Leadership

2.1 Duration (2007) (Revised 2008)

Youth leadership positions normally run for terms of six months from April to September and from October to March. The Scoutmaster may appoint a Junior Assistant Scoutmaster, at his discretion. Scouts must apply for leadership positions in March and September using the Troop's Leadership Application that is available on the Troop's website. The Scoutmaster will determine the qualified candidates for the position of Senior Patrol Leader. The Troop elects the Senior Patrol Leader from the group of qualified candidates by secret ballot. The Senior Patrol Leader and Scoutmaster appoint all other youth leaders from those applying for the positions. All youth leaders make up the Patrol Leadership Council, or PLC. Members of the PLC are expected to attend monthly PLC meetings and a Junior Leadership Training (JLT) session run by the Troop.

2.2 Youth Leadership Positions

Tier 1—Star, Life or Eagle rank

Junior Assistant Scoutmaster
Senior Patrol Leader
Assistant Senior Patrol Leader
Senior Troop Guide

Troop Guide
Quartermaster
Scribe
Instructor
Order of the Arrow (OA) Troop Representative

Tier 2—First Class, Star, Life or Eagle rank

Assistant Quartermaster
Assistant Scribe
Bugler (audition required)
Chaplain Aide
Den Chief
Historian
Librarian
Patrol Leader

Patrol Level—Any rank

Assistant Patrol Leader
Patrol Quartermaster
Patrol Scribe

Scouts holding a position in Tier 1 or one of the following positions in Tier 2—Bugler, Chaplain Aide, Den Chief, Historian, Librarian, Patrol Leader—will receive credit towards the leadership requirement for rank advancement for the period of time the position is held. Patrol level positions do not count as leadership positions for rank advancement.

2.3 Participation Requirement for Credit (Revised 2008)

Youth leaders are expected to set the example for other Scouts in conduct, proper uniform and Scout spirit. Non-participating Scouts are not fulfilling their obligation and set a poor example for the Scouts they lead. Therefore, Scouts occupying youth leadership positions are expected to attend all Troop functions during their tenure to receive leadership credit towards advancement.

Scouts holding positions in Tier 1 or Tier 2 may be asked to participate in youth leadership training (YLT) that is offered periodically. The Troop encourages its youth leaders to attend YLT and will pay the attendance fee for such training.

The Scoutmaster is responsible for periodically validating that Scouts holding leadership positions are fulfilling their duties and responsibilities and addressing unsatisfactory performance.

3. Uniforms

Official Scout wear can be purchased at Kelly's Sports or at the Chester County Council on South Concord Road.

The Troop has defined the following three uniform options, with which Scouts are expected to comply:

“Class A” uniform—Scout shirt (including basic insignia, Chester County Council patch, Troop 6 numeral, badge of office if applicable, Patrol emblem if applicable and badge of rank); neckerchief, neckerchief slide; Scout pants or short; Scout belt; Scout socks (any length, except that long socks must be worn at summer camp when marching); dark shoes (preferably boots). The Scout hat is optional.

“Class B” uniform—Class A Scout shirt, tucked in, with pants, socks and shoes appropriate for the event.

“Class C” uniform—Scout t-shirt with any pants, socks and shoes appropriate for the event.

“Class A” uniform must be worn for Boards of Review, Courts of Honor, first meetings of every month and for travel at the Trip Leader’s discretion. “Class B” uniform must be worn for Troop meetings other than the first meeting of the month and for travel at the Trip Leader’s discretion. “Class C” uniform is worn at summer camp, while performing service projects and on occasions designated by the Scoutmaster or a Trip leader.

4. Troop Meetings

Meeting Room (2001)

The Troop meeting room will be cleaned up every week at the direction of the Senior Patrol Leader. The Troop meeting room will be inspected and properly secured by a uniformed adult leader before leaving.

Meeting Frequency

Troop meetings are held on Monday evenings and will begin promptly at 7:00 p.m. PLC meetings are held on the last Monday of the month and will begin promptly at 7:00 p.m.

Meeting Conduct (2007)

Scouts will employ the ideals of the Scout Law during Troop meetings, showing respect and courtesy to youth and adult leadership and respecting the property of West Chester Friends.

4.4 Meeting Attendance (Revised 2008) (formerly Section 3)

Scouts are expected to attend Troop meetings and to arrive before meetings are scheduled to start and leave promptly after meetings end. Late arrival and early departure from Troop meetings is discouraged as it is disruptive and disrespectful.

5. Conduct and Discipline Policy (Revised 2008)

The rules we use are ones we know well—the Scout Law and the Scout Oath.

5.1 Respect (2001)

The fundamental premise of this Policy is that Troop members are expected to demonstrate tolerance to and respect for other Troop members. All Troop members have a right to be free of intimidation either by word, gesture or deed that is sexual, racial, cultural or religious in nature. Troop members who violate this premise will be subject to disciplinary action as determined by the Scoutmaster or the Troop Committee.

5.2 Responsibilities (2007)

- The Committee Chairperson and the Scoutmaster are responsible for informing parents and Troop members of the Troop's conduct and discipline rules and regulations at the opening of each program year.
- This Policy, established by the Troop Committee, sets forth the Troop's rules for disciplinary action, so that infractions of any of the Troop's rules of conduct and behavior are handled equitably and consistently.
- This purpose of this Policy is to set forth the Troop's rules pertaining to disciplinary action in the event of unacceptable conduct and behavior by Troop members and to equip leaders so that they are able to fulfill their disciplinary responsibilities.
- Troop members and parents must understand that leaders have the authority to enforce this Policy and to take other reasonable disciplinary action they feel is warranted in situations not covered in this Policy.
- All disciplinary action WILL be kept confidential.

5.3 Corporal Punishment (2001)

It is against the policy of the Boy Scouts of America to use corporal punishment.

Volunteer leaders may use reasonable force only:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

5.4 Definitions

Extortion – Intentionally obtaining or withholding property of another by threatening to: inflict bodily harm on anyone or commit other criminal activities; accuse anyone of a criminal offence; expose any secret intending to subject any person to hatred, contempt or ridicule.

Physical Assault – Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; negligently causing bodily injury to another with a deadly weapon.

Theft – Withholding property of another permanently or for a period of time as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation, or to dispose of the property so as to make it unlikely that the owner will recover it.

Vandalism – Damaging property of another intentionally, recklessly or by negligence in the employment of fire, explosive or other means; recklessly or intentionally tampering with tangible property of another so as to cause or attempt to

cause unjustified actual harm to the tangible property of another; defacing property. For purposes of this Policy, damages in excess of \$10 will be considered vandalism while those less than \$10 will be considered defacing property in which case the responsible Troop leader may exercise judgment and discretion in classifying the action, based on extenuating circumstances such as a first offence versus repeating offences. In all cases, however, restitution will be sought along with the application of disciplinary action in accordance with this Policy.

Verbal Assault – Verbally offering to do immediate and/or future personal bodily harm to another or to threaten and thereby put another in fear for his/her safety.

Weapon – Anything which, under circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of threatening death or serious physical injury. Weapons and replicas of weapons are strictly forbidden.

Willful Fighting – Engaging in a fight or scuffle entered into by mutual consent.

5.5 Levels of Offences (2001)

Level I

Minor misbehavior that impedes orderly meeting procedures or interferes with the orderly operation of the Troop, including but not limited to:

- Offensive language
- Other minor infractions or unacceptable behavior

Disciplinary Options (any one or more of the following):

- Verbal reprimand
- Restrictions
- Parental notification
- Counseling

Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the Troop, including but not limited to:

- Repetitive occurrences of offensive language
- Defiance or disrespect
- Smoking/smokeless tobacco use
- Disruptive behavior
- Fighting
- Defacing property
- Extortion
- Theft

Mandatory Disciplinary Action:

- Parental Notification

Disciplinary Options (any one or more of the following):

- Probation, with any future incident resulting in one of the disciplinary actions applicable to Level III offences
- Removal from activity until the next Troop meeting
- Suspension from the Troop and inability to attend Troop meetings or activities for one or more meetings/activities

Level III

Misbehavior directed against persons or property or continued misbehavior which defies remediation at Level II, including but not limited to:

- Vandalism
- Use of controlled substances
- Endangering the safety of others
- Arson
- Bomb threats
- False fire alarms
- Commission of any act punishable under the state penal code

Mandatory Disciplinary Action:

- Parental Notification

Disciplinary Options (any one or more of the following):

- Parental notification in writing
- Parental conference
- Notification of local law enforcement
- Two-week suspension from the Troop and inability to attend Troop meetings or activities for one or more meetings/activities, subject to a formal Troop Committee hearing held prior to the commencement of the suspension

A second Level III offence shall result in a four-week suspension, subject to a Troop Committee hearing.

In the event of the commission of a Level III offence that a Troop leader feels caused or could have caused an immediate threat to the health, safety or welfare of others, the Troop leader may request a Troop Committee hearing to consider the expulsion of the Scout from the Troop.

5.6 Troop Committee Involvement (2001) (Revised 2008)

The Scoutmaster shall take all steps to follow and enforce this Policy, including taking disciplinary action he deems necessary and appropriate. Where a Scout has violated, once or repetitively, the Troop's rules of conduct and attempts to correct a Scout's behavior and to work with the Scout and his parent(s)/guardian(s) and disciplinary action have failed, the Scoutmaster may consult with the Troop Committee and request action by the Troop Committee. Where the Scout has violated a law by committing a crime, the Scoutmaster will take disciplinary action as outlined in this Policy, will inform the Troop Committee of the infraction and the disciplinary action taken and will report the

infraction to the appropriate law enforcement agency. The Troop Committee may impose additional restrictions or actions beyond those imposed by the Scoutmaster in enforcing this Policy. Where there is a commission of a crime by a Scout, disciplinary action imposed under this Policy and/or by the Troop Committee will be independent of action determined by local law enforcement.

6. Advancement

6.1 Records (2001)

Scouts are required to keep individual advancement records in their Scout Handbook. Records will be checked periodically and at the Scoutmaster Conference and during Boards of Review for rank advancement.

6.2 Service Time (2007) (Revised 2008)

Scouts with a rank of First Class and above are required to complete a minimum of six hours of service time after a rank advancement to be eligible to advance to the next rank. Service time can only be accumulated for the next rank. For example, a Second Class Scout cannot earn service time even though he works on a service project. Furthermore, a First Class Scout who accumulates over six hours of service time can only have his service time applied towards the rank of Star and no additional service time over the six hours required to advance to Star rank can be applied towards the rank of Life.

Scouts seeking service time or projects should check with the Troop's Service Coordinator. Service projects must be approved by the Service Coordinator or the Scoutmaster before beginning the project. The Service Coordinator or Scoutmaster may, in their discretion, approve service time or a service project for which pre-approval is not obtained if the Scout presents written documentation signed by a person of authority who is involved with the time or the project. Scouts performing service should report the activity and amount of time spent to the Service Coordinator. The Service Coordinator can be contacted through the Troop's website.

6.3 Leadership (2008)

Scouts with a rank of First Class and above are required to hold a credited leadership position (see Section 2.2) to advance to the next rank.

While a First Class Scout, a Scout must serve actively for four months in one or more of the following positions of responsibility (or carry out a Scoutmaster-assigned leadership project to help the Troop)—Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Bugler, Junior Assistant Scoutmaster, Chaplain Aide or Instructor.

While a Star Scout, a Scout must serve actively for six months in one or more of the following positions of responsibility (or carry out a Scoutmaster-assigned leadership project to help the Troop)—Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Representative, Den Chief, Scribe, Librarian,

Historian, Quartermaster, Bugler, Junior Assistant Scoutmaster, Chaplain Aide or Instructor.

While a Life Scout, a Scout must serve actively for six months in one or more of the following positions of responsibility—Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide or Instructor.

Note: The content of this Section 6.3 reflects the requirements set forth in the Boy Scouts of America Boy Scout Handbook, Eleventh Edition.

Time in a credited leadership position will be counted only for the purpose of advancement to the next rank.

6.4 Merit Badges

6.4.1 Procedures (2007)

Before working on a merit badge, a Scout must request a “blue card” signed by the Scoutmaster from the Scoutmaster. A “blue card” is to be requested using the Troop website. The issuance of a “blue card” will be entered into the Scout’s record in the Troop’s database. The Scout should show the “blue card” to the approved merit badge counselor at their first meeting. Following completion of all merit badge requirements, the merit badge counselor will sign the “blue card” and the Scout is to present the “blue card” to the Advancement Coordinator so completion can be reflected in the Troop’s database and a merit badge can be obtained and awarded to the Scout.

Extensive merit badge work is possible at summer camp for Scouts who have achieved Second Class rank or higher. Summer camp adult leadership and the Advancement Coordinator will coordinate “blue card” for merit badges worked on at summer camp.

A parent can be a merit badge counselor for his/her child only in a group setting where the child is a participant in a group of Scouts working on that merit badge.

6.4.2 Group Instruction of Merit Badges—National Policy (2001)

“To the fullest extent possible, the merit badge counseling relationship is a counselor-scout arrangement in which the boy is not only judged on his performance of the requirements, but achieves maximum benefit from the knowledge, skill, character and personal interest of the counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this practical, or when scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate’s project and his ability to fulfill the

requirements.”—National BSA Advancement Policy and Procedures, 33088A, 1997

6.4.3 Troop Sponsored Merit Badge Sessions (2001)

In harmony with the National Council’s policy on group merit badge instruction, the Troop may, from time to time, arrange for the presentation of merit badge topics by merit badge counselors or experts on merit badge topics[] at Troop meetings. These presentations may include the opportunity to try some skill(s) related to merit badge topics.

6.5 Scoutmaster Conference (2007)

A Scoutmaster conference is required for rank advancement. Only the Scoutmaster or his designee can perform a Scoutmaster conference. It is the Scout’s responsibility to arrange for a Scoutmaster conference. A Scoutmaster conference **must occur at least one week before a scheduled Board of Review and cannot take place on the same day as a Board of Review**. Generally, Scoutmaster conferences will be scheduled on the second and third Mondays of the month. Scouts seeking to advance to Star, Life or Eagle rank must complete an Advancement Application, that is available on the Troop’s website, and present it to the Scoutmaster, or his designee, at the Scoutmaster conference.

6.6 Board of Review (2007)

Boards of Review will occur on the first Monday of the month and only after an approved Scoutmaster conference. It is the Scout’s responsibility to contact the Advancement Coordinator and request to appear before a Board of Review. Such request must be at least one week before the Board of Review. The Advancement Coordinator can be contacted through the Troop’s website. Scouts shall present themselves for a Board of Review in accordance with the following guidelines: “Class A” uniform and, for advancement to Star, Life and Eagle rank, a completed/signed Advancement Application or, for advancement to Tenderfoot, Second Class and First Class, the Scout Handbook with all requirements for the rank being sought signed off.

6.6 Court of Honor (2007)

The Advancement Coordinator is responsible for arranging, communicating and carrying out Courts of Honor. New youth leadership will be installed at Courts of Honor. Rank advancement patches will be distributed on a timely basis at regularly scheduled Troop meetings to Scouts successfully completing a Board of Review, with formal recognition of rank advancement at the next Court of Honor.

7. Outings (2007) (Revised 2008)

7.1 General

There typically will be one Troop outing per month from September through June, not including service projects, fundraisers and patrol outings. There **MUST** be at least two adults, of which one must be a uniformed leader and one adult, in attendance at all Troop outings.

7.2 Outdoor Activities Coordinator (2008)

The Outdoor Activities Coordinator (OAC) shall be responsible for trip planning that includes but is not limited to the following: creating trip budgets; setting, collecting and submitting trip fees; creating, distributing/posting and collecting trip permission slips; supporting and advertising trips; paying fees for camping sites and equipment rental, as needed; obtaining trip permits; assisting with trip transportation needs; ensuring sufficient leadership attendance; alerting the Scoutmaster and the Troop Committee of significant trip-related issues in advance of a trip; requesting checks/cash from the Treasurer for trips; collecting expense receipts and preparing a reconciliation of trip income and expenses.

7.3 Planning/Accounting (Revised 2008)

The following guidelines are intended to ensure full accounting, consistent treatment and clear yet transparent expense reporting of Troop outings for the benefit of all members of Troop 6. The Troop's goal is for outings to have a net \$0 cash flow and outings will be budgeted accordingly.

7.3.1 Trip Fees

- All adults, including uniformed leaders, merit badge counselors and the trip leader and OAC (if not uniformed leaders), attending an outing **MUST** pay the trip fees.
- Trip fees are to be paid in advance of trips by all attendees and are to be submitted with the trip permission slip.
- Trip fees can be paid by check, in cash or using Scout accounts. Checks payable to Troop 6 are preferred over cash for better accounting.
- Expenses should not be used to offset attendees' trip fees. Trip fees should be paid separately before trips and expenses should be submitted separately after trips for better accounting.
- Trip fees are intended to cover all trip-related expenses, including food, site and/or equipment rental fees, driver and other reimbursements and any other related fees. Trip fees are not to be used for non-trip-related expenses.
- Refunds of non-high adventure trip fees for cancellations by participants are at the OAC's discretion, after consulting with the Treasurer and taking into consideration trip expenses incurred at the time of cancellation. For high adventure trips, 50% of initial deposits may be refunded if cancellation occurs by the specified deadline and all other payments are, and will be advertised as, nonrefundable. Exceptions may be made if a replacement is found before the trip occurs and/or at the Troop Committee's discretion.

7.3.2 Scout Accounts

- Scout accounts can be used **ONLY** for Scouts' expenses and cannot be used to pay Scouts' parents' fees even if they are uniformed leaders.
- Scout accounts can be used to reimburse for trip fees that were already paid by check or cash, as long as there is documentation that the trip fees were paid.

7.3.3 Permission Slips

- A permission slip detailing the date/time/place of the trip, pickup and delivery of Scouts and the trip fee is required for each Troop or Patrol outing, excluding family trips organized but not necessarily sponsored by the Troop.
- A permission slip will be emailed by the OAC to Scouts and parents/guardians, posted on the Troop's website and made available in hard copy at Troop meetings several weeks before a trip.
- No Scout shall be permitted to attend an outing without a permission slip signed by his parent or guardian.

7.3.4 Medical Forms

- All Scouts and leaders must have the appropriate medical form (see Section 1.4) on file before he/she can attend an outing.

7.3.5 Driver/Other Reimbursement

- Driver reimbursement will customarily be budgeted for trips of 50 or more miles roundtrip.
- Driver reimbursement will customarily be budgeted at \$5 per driver.
- Driver reimbursement can be adjusted at the discretion of the OAC and the trip leader based on specific trip considerations.
- Driver reimbursements should be distributed by the trip leader while on the trip, with the trip leader arranging to have sufficient cash to cover reimbursements in advance of the trip.
- The OAC has the discretion to budget for and pay from trip fees reimbursements for other expenses, such as gas for boats used on outings.

7.3.6 Expense Reporting, Reimbursement and Reconciliation

- The OAC will prepare and submit a reconciliation of each trip to the Treasurer within two weeks of completion of a trip, assuming all trip fees and expenses have been submitted to the OAC. The trip reconciliation will be accompanied by all trip fee payments, instructions for Scout accounts to be used for trip fees and expense reimbursement forms/instructions.
- The reconciliation will document all trip income and expenses and the trip net cash position and will include individuals' expenses and reimbursements owed or paid.
- There should be receipts for all trip expenses, whenever possible. Exceptions are tips and driver/other reimbursements.
- Receipts for trip expenses should be submitted with an Expense Reimbursement Form to the OAC, not the Treasurer, so the expenses are reflected on the trip reconciliation.
- No trip expenses, except driver/other reimbursements, will be reimbursed by the OAC or trip leader.
- Expenses should not be used to offset trip fees.
- The Treasurer will reimburse expenses after receipt of the trip reconciliation from the OAC. However, the Treasurer has the discretion to make an

exception if, for instance, an expense is significant and has already been paid (as opposed to billed but not yet paid) and the trip reconciliation is delayed.

- Cash advances can occur for certain expenses, such as food shopping or driver/other reimbursements. The OAC and/or trip leader should anticipate the need for a cash advance and request it from the Treasurer before the trip or front the cash himself/herself. In certain cases, the OAC or trip leader can use trip fees paid in cash as a cash advance, as long as the cash is properly accounted for in the trip reconciliation.
- Each trip is intended to have a net \$0 cash flow. Due to the inexact nature of trip budgeting, trips will run over or under budget. Generally, partial refunds of trip fees will not be made for trips running under budget, nor will additional trip fees be charged for trips running over budget. However, if the under or over budget position of a trip is significant—for example, if the underrun is 25% or more of the total trip fees—the OAC and Treasurer will consult and decide if partial refunds will be made or additional trip fees will be charged.
- The trip reconciliation will be retained by the OAC, and his/her successors, in the OAC's permanent records for reference purposes for future trip planning. The Treasurer also will retain trip reconciliations and associated forms, receipts and deposit slips in his/her permanent records for audit purposes.

7.3.7 High Adventure Trips

High adventure trips sponsored by the Troop are subject to Troop Committee approval. The trip leader for a high adventure trip must prepare a trip budget that sets forth all anticipated expenditures before the trip can be approved. The trip leader will recommend a trip fee for Troop Committee approval that anticipates that the trip will have a net \$0 cash flow. During the period leading up to the trip, the trip leader will be required to periodically meet with the Troop Committee to report on trip fee collections and expenditures. The Troop Committee has the discretion to modify the trip fee and anticipated expenditures and to disapprove any expenditures. As soon as possible following the completion of a high adventure trip, the trip leader will prepare a trip reconciliation, attaching all receipts or other documentation of all expenditures, for presentation to the Troop Committee. If the trip runs significantly over or under budget, the Troop Committee has sole responsibility for deciding on any action to cure the over- or underrun.

7.4 Co-ed Adult Involvement (2008)

The Troop encourages the involvement of female parents and adult leaders at Troop outings and expects the Scouts and male parents and leaders to be proactive in creating an environment in which female participants feel welcome and safe.

For outings involving overnight stays where there is co-ed parent/adult participation, separate female-only sleeping quarters will be provided. Additional tents for female participants will be brought on overnight tent camping trips.

Whenever possible, separate female-only rest rooms and shower facilities will be provided. When that is not possible, reasonable arrangements, such as specified male-

only and female-only times for use of the facilities, will be made and communicated prior to the trip and all Scouts and male parents and leaders on the trip are expected to comply with those arrangements.

7.5 Transportation (2001) (Revised 2008)

7.5.1 Transportation to Troop Meetings and Outings

Parents are responsible for transporting their sons to and from Troop meetings, Courts of Honor, Boards of Review, annual parent/guardian meeting, summer camp, Patrol outings, family trips and service/Eagle projects. Parents/guardians also are responsible for transporting their sons to the point of origin of Troop trips, including high adventure trips. Carpools can be used, wherever possible; however, the ultimate responsibility for the safe and timely transport of Scouts to and from these functions rests with parents/guardians.

The OAC and trip leader for a trip will arrange for trip transportation that will comply with the BSA guidelines. Seat belts are required for all occupants of vehicles used for Troop-related activities. A vehicle used on Troop-related activities must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. For vehicles designed to carry under 10 passengers, coverage limits should be at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). Vehicles designed to carry 10 or more occupants should have coverage limits of at least \$100,000 (each person), \$500,000 (each accident) and \$100,000 (property damage). Before a trip, parents and adult leaders driving Scouts for a Troop-related activity must provide the Troop with vehicle information for the vehicle(s) to be used on the trip, including current insurance information that complies with the aforementioned coverage limit requirements. (Note: These limits reflect the requirements set forth in the online version of the Boy Scouts of America Guide to Safe Scouting for Unit Activities in effect as of December 2008.)

7.5.2 Transportation Home.

Normally Scouts will be driven to their homes after an outing. The trip permission slip will indicate if Scouts are to be picked up at a specified location or will be driven home. If Scouts will not be driven home after an outing, parents/guardians are responsible for making arrangements to either pick up or meet their sons at the end of the event. Parents/guardians may make arrangements to have family members, other Troop parents/guardians or neighbors pick up or meet their sons. If a Scout is to be dropped off somewhere other than his residence address or will be picked up by someone other than a parent/guardian or the parent of another Scout in the Troop, the trip leader must be informed prior to the trip, e.g. via a note on the trip permission slip. The Scout also must be informed of the arrangements before the trip. Adult leaders will use common sense and consider what is in the best interest of the Scout, should the occasion arise that no parent/guardian is able to pick up his/her son or is available when his/her son is to be dropped off and no alternate arrangements have been made.

8. Summer Camp

8.1 Scout Attendance (2001)

The Troop attends summer camp at the Horseshoe Scout Reservation, and typically schedules it for the last week of June and/or the first week of July. Participation with the Troop for at least one week of summer camp is considered mandatory and is for compliance with the Troop's "active participation" requirement (see Section 2.3). Summer camp is strongly encouraged because extensive merit badge work can be completed at summer camp and cross-fertilization of ideas with other Scouts/Troops make summer camp a valuable growth experience for the Scouts. Attendance exceptions are made for Scout's attending high adventure trips scheduled around or at the same time as summer camp. Other attendance exceptions may be made. The Scoutmaster must be contacted in advance of summer camp if a Scout is unable to attend.

Scouts arrive on Sunday and depart the following Sunday and are expected to attend summer camp for the entire week or two-week period, if applicable, for which he signed up. Exceptions must be discussed with the Scoutmaster before attending camp. Leaving camp to attend other activities and returning to camp are not encouraged. The senior adult leader at summer camp must be informed that a Scout will be leaving camp and when the Scout will be returning to camp in advance.

8.2 Adult Leadership (2007)

The Scoutmaster or his designee will insure that there is adequate adult coverage while the Troop is at summer camp. There should be at least two uniformed leaders at summer camp each week. The Troop will pay the summer camp fee for two uniformed leaders per week. Other adults, uniformed and non-uniformed, attending camp are expected to pay the full or prorated summer camp fee imposed by Council for summer camp.

8.3 Summer Camp Fee (2001)

The Troop Committee will determine the summer camp fee each year and will notify Scouts and parents of the fee and request permission slips well in advance of summer camp. Funds for summer camp can be earned through Troop fundraisers. Summer camp fees can be paid by check payable to Troop 6, in cash or from Scout accounts. Financial assistance is available for cases of financial hardship, which are evaluated, in confidence, on a case-by-case basis. Those seeking financial assistance must be prepared to demonstrate that every effort was made to raise funds for summer camp fees. The Scoutmaster or Committee Chair should be contacted about financial assistance.

8.4 Program (2001)

Scouts under the rank of First Class will be expected to participate in the camp's "Trail Blazer" program, which is specifically designed to help newer Scouts get the most out of camp and to work on rank advancement requirements. Scouts who have attended summer camp at least once will be expected to work on merit badges. The Scoutmaster and his designees will provide the Scouts with a list of merit badges to be offered at summer camp in advance of summer camp and the Scouts will select the merit badges they will be working on.

8.5 Conduct (2001)

Adult leaders—uniformed and non-uniformed—attending summer camp will expect Scouts to abide by the Scout Law. Adults will have the same authority as uniformed leaders regarding discipline, including contacting parents or, if required, sending Scouts home.

8.6 Family Day (2008)

Parents/guardians and other family members are invited to join the Troop at summer camp on the Saturday before the final day of summer camp for camp-wide activities and competitions. The mess hall is closed that day so families are asked to bring “dinner” for their son and themselves. Parents/guardians are to make arrangements for their sons’ dinner if they are not able to attend the Saturday activities. Families will leave immediately following a closing camp-wide campfire without their sons, who are to stay with the Troop through Sunday morning when all families are to return to camp to pick up the Scouts. The Troop strongly discourages Scouts leaving summer camp on Saturday. A Scout must inform the senior adult leader at summer camp that he will be leaving camp on Saturday.

9. Scout Accounts

9.1 Accounts (2007)

The Treasurer will maintain a Scout account for each Scout for monies earned from fundraising and monies deposited by the Scout for the purpose of paying Scout-related expenses. Scout accounts may be used to pay for annual dues, trip fees, including high adventure trips, summer camp fees. Scout accounts also may be used to reimburse for purchases of Scout uniforms and Scout-related (camping) equipment and for expenses relating to a Scout’s Eagle project. Scout accounts will not be used to pay parents’ or leaders’ fees or to reimburse parents or leaders for any expenses.

9.2 Forfeiture (2008)

A Scout’s Scout account balance will be forfeited to the Troop treasury as soon as practicable after the Scout is no longer registered as an active member of the Troop. The Treasurer has the discretion to make an exception to this guideline and maintain a Scout account beyond the expected forfeiture date.

9.3 Access and Confidentiality (2008)

Scout account balances and activity on the Troop website are confidential. Only authorized members of the Troop Committee have access to Scout accounts. Each Scout and his parents/guardians can view his Scout account balance and activity on the Troop’s website.

10. Fundraising

Troop 6 shall conduct fundraisers for the benefit of the Scouts or the Troop. The Troop has held an annual spring flower sale for the benefit of the Scouts, where the net proceeds of the flower sales are credited to the Scout accounts of the Scouts who participate in the flower sale. The Troop also supports fundraising activities that benefit Chester County

Council and the BSA. The Troop Committee may organize fundraisers to benefit the Troop. All active Scouts are strongly encouraged to participate in all fundraising activities.

11. Troop Website (2007)

Troop Website (2001)

The Troop's website, www.troop6bsa.org, is the Troop's primary source of information about the Troop and its activities. Scouts and parents/guardians are encouraged to use it. Permission slips, applications, the Troop calendar, the list of Troop merit badge counselors, Troop Committee minutes, the Troop handbook and other items of ongoing interest are found on the website. The Troop website also provides resources to Scouts, parents/guardians and leaders such as links to merit badge information and to Chester County Council and other BSA websites.

Use of Names

With the exception of the Eagle Honor Roll, in no case will the first and last name of a Scout appear in unsecured areas of the website.

Use of Photos

From time to time, photos of Scouts and leaders may appear on the website. These photos may or may not appear with captions. When captions are present, they will comply with Section 12.1.1 above and no photo will include less than three individuals in it.

12. Parents'/Guardians' Responsibilities

12.1 Joining Troop 6 (2001)

The parents or guardians of a Cub Scout or Scout interested in joining the Troop must meet with the Scoutmaster or his designee before the boy will be registered as a Scout with the Troop. The purpose of the meeting is to explain how the Troop functions and what the Scout's and parents'/guardians' responsibilities will be, to give the parents/guardians the opportunity to ask questions about the Troop and to provide the parents/guardians with the Troop handbook and other material developed by the Troop to describe the Troop's goals and organization.

12.2 Parental Involvement (2007)

The Troop cannot function without the involvement of Scouts' parents or guardians. The Troop needs a parent or guardian of each Scout to volunteer:

- For a Troop Committee or adult leader position
- OR
- To serve on a Troop subcommittee or special event committee,
- AND TO
- Participate in at least one outing or activity each year;
- Sit on a Board of Review at least once a year;

- Assist Scouts with the purchase of food for at least one Troop or Patrol outing each year; AND
- Attend all Courts of Honor where Scouts advance and are recognized.

Parents/guardians also are encouraged to be merit badge counselors.

Parents/guardians should contact the Scoutmaster about adult leader positions and the Committee Chair about Troop Committee and subcommittee or special event positions and about becoming a merit badge counselor.

12.3 Family Commitment (2007)

Being registered with Troop 6 means that each family commits to ensuring that:

- Each Troop 6 Scout in the family will, to the best of his ability, attend Courts of Honor, Scout Sunday and Troop-required functions;
- Each Troop 6 Scout in the family will participate to the best of his ability in Troop 6 service projects, fundraisers, and Eagle projects.

12.4 Annual Parent/Guardian Meeting (2001)

The Troop Committee holds an annual meeting in late August or early September. The purpose of the meeting is to communicate plans for the coming year. The Troop’s activity calendar, the proposed budget and/or state of the Troop treasury and fundraising activities are discussed, membership information for the following calendar year is distributed and Troop Committee members and adult leaders are introduced. It is important for all parents/guardians of all Scouts currently registered in the Troop and planning to re-register in the Troop for the following year to attend the meeting.

This Handbook represents the handbook adopted by the Committee and uniformed leadership in 2001, as revised in 2007 and as further revised in December 2008.