

Scouts BSA
Troop 870
Charter Organization: University Baptist Church
Clear Lake City, Texas
Troop Policies and Procedures

Initial: November 3, 2001
Revision 1 – January 17, 2004
Revision 2 – October 5, 2009, 2.1 November 2, 2009
Revision 3 September 15, 2019

Contents

1 MEMBERSHIP	3
1.1 Membership Criteria - Youth	3
1.2 Maintaining Active Status	3
1.3 Membership Criteria – Adults.....	3
1.4 Serving as an Adult Leader	3
2 REGISTRATION AND DUES.....	3
2.1 Initial Application	3
2.2 Yearly Renewal.....	4
3 UNIFORMS.....	4
3.1 Dress Uniform	4
3.2 Meeting Uniform.....	4
3.3 Work Uniform	5
4 TROOP COMMITTEE.....	5
4.1 Committee Members:.....	5
4.2 Decision making	6
5 TROOP ACTIVITIES.....	6
5.1 General Policies for Troop Activities	6
5.1.1 Personal Safety Policies	6
5.1.2 Camping Policies	7
5.1.3 Medical Forms and Medication Policy	7
5.2 Activity Descriptions	8
5.2.1 Weekly Troop Meetings.....	8
5.2.2 Weekend Campouts.....	8
5.2.3 Long Term Camps.....	9
5.2.4 Courts of Honor.....	9
5.2.5 Fund Raising Activities	9

5.2.6 Service Projects	9
6 ADVANCEMENT	10
6.1 Advancement Philosophy	10
6.2 Merit Badges	10
6.2.1 Troop-Sponsored Badge Classes	11
6.2.2 Non-Scout-Sponsored Badge Classes.....	11
6.2.3 Individual Pursuit of Merit Badges.....	11
6.2.4 Merit Badges at Long Term Camp.....	11
6.3 Ranks	11
6.3.1 Completing the Rank.....	11
6.3.2 Requesting Rank Review	12
6.3.3 Scoutmaster Conference (SMC).....	12
6.3.4 Board of Review (BOR).....	12
6.3.5 Receiving the Rank.....	12
7 SCOUT LEADERSHIP POSITIONS AND TROOP ELECTIONS	13
7.1 Eligibility	13
7.2 Elected Leadership Positions	13
7.3 Appointed Leadership Positions	13
7.4 Successful Performance as a Leader	13
8 EXPECTATION OF GOOD BEHAVIOR.....	14
8.1 Code of Conduct.....	14
8.2 Cell Phone Policy	14
8.3 Discipline Policy.....	14
8.4 Discipline Procedure	15
8.4.1 Warnings	15
8.4.2 Removal from an Activity.....	16
8.4.3 Additional Steps – First Offense.....	16
8.4.4 Additional Steps – Second Offense	16
8.4.5 Additional Steps – Third Offense	16

INTRODUCTION

BSA Scout Troop 870 follows published policies and procedures of the Boy Scouts of America (BSA). BSA makes its' policies and procedures available in the Boy Scout Handbook, on its web sites, and in training material provided for youth and adults. The Unit Commissioner is a troop resource for interpreting policy. This document often includes or references BSA policy but never supersedes it.

1 MEMBERSHIP

1.1 Membership Criteria - Youth

In order to become a BSA Scout, you must be a youth who has completed the fifth grade and are at least 10 years old, or has earned the Arrow of Light and are at least 10 years old, or are age 11 but not yet reached age 18; and complete the registration requirements outlined in Section 2.

1.2 Maintaining Active Status

Scouts must maintain active status in Troop 870 as a requirement for rank advancement, election to a leadership position, or appointment to a leadership position. To be considered "active", a Scout must participate in at least 70% of troop meetings and at least 50% of camping nights during the six to twelve months immediately preceding his Scoutmaster Conference for a rank advancement, or prior to the troop election for an elected or appointed leadership position. This participation requirement excludes excused absences, which may be negotiated with the Scoutmaster.

1.3 Membership Criteria – Adults

Parents are encouraged to register with the troop. All adults wishing to be registered as Scouters must meet registration requirements outlined in Section 2. In addition, every adult member must complete online Youth Protection Training and send a copy to the registration chair.

1.4 Serving as an Adult Leader

All adults wishing to serve as Scoutmaster or Assistant Scoutmaster must also be approved by the Troop Committee Chairman and Charter Organization Representative and meet training requirements set forth by the BSA before assuming leadership in Troop 870.

2 REGISTRATION AND DUES

2.1 Initial Application

Every youth and adult wishing to join Troop 870 submits a completely filled out application to the troop's Registration Chairperson, along with "Scout Personal Information Form" and the appropriate annual fee. Persons joining during the troop's charter year submit a prorated fee communicated to them by the Registration Chairperson. Adults' registration must be approved by the Committee Chairperson and the Charter Organization Representative. The adult registration form asks for references and these references may be checked before approval by the Charter Organization Representative.

2.2 Yearly Renewal

Troop 870 recharterers during the last quarter of every calendar year. Each Scout and registered adult updates his/her registration information and pays an annual fee during the rechartering period. The fee includes National BSA registration, BSA insurance, Boy's Life Magazine (optional), and Troop 870 annual dues. Troop 870 dues are used for normal operating expenses incurred by the troop, such as purchasing awards and equipment. The annual renewal fee will be determined by the committee chair with input from the scoutmaster, registration chairman and treasurer and communicated to the troop in October. A new scout to the troop will also receive one Class B shirt when they pay their first dues. Registered adult registration fees are covered by the troop.

Any Scout or adult who fails to update their information and pay fees before December 1st must re-register with the BSA.

Current registration is required for participation in all BSA Scout activities.

3 UNIFORMS

A Scout or adult must be a registered member of the BSA to wear the BSA Scout uniform.

3.1 Dress Uniform

The approved BSA dress uniform is worn at Scoutmaster Conferences, Boards of Review, Courts of Honor, or as designated by the Scoutmaster. This uniform includes:

- Official BSA Scout khaki shirt with properly positioned patches
- Shoulder loops (epaulets)
- Official BSA Scout green pants or green shorts
- Official BSA Scout belt
- Official BSA Scout socks with closed-toe shoes
- Official Scout neckerchief with slide
- Merit badge sash if the scout has earned merit badges
- Scouting medals the Scout has earned

Hats other than Scout hats are not worn with the Scout uniform.

3.2 Meeting Uniform

The meeting uniform is similar to the dress uniform but does not include a neckerchief or badge sash. It is worn at troop meetings during the school year, District events, training classes, and during travel to and from campouts unless otherwise specified by the Scoutmaster. This uniform includes:

- Official BSA Scout khaki shirt with properly positioned patches
- Shoulder loops (epaulets)
- Official BSA Scout green pants or green shorts
- Official BSA Scout belt
- Official BSA Scout socks with closed-toe shoes

Hats other than Scout hats are not worn with the Scout uniform.

3.3 Work Uniform

This uniform is often called a “Class B uniform”. It is worn at camp, during summer troop meetings, at service projects, or as designated by the Scoutmaster. This uniform includes:

- Troop 870 T-shirt or other Scout T-shirt
- Official BSA Scout green pants or green shorts
- Official BSA Scout belt
- Official BSA Scout socks with closed-toe shoes

Class B uniform is permitted for flag distribution, but the scout must wear the Troop 870 T-shirt. Class A uniform may be used for flag distribution as well.

Hats other than Scout hats are not worn with the Scout uniform.

4 TROOP COMMITTEE

The Troop Committee is a group of registered adults who provide support to the Scouting program by managing the troop’s business, keeping records, and performing related activities. Troop 870 regards every registered parent as a member of the Troop Committee, whether or not s/he holds a specific title. In Troop 870, the Parent’s Meetings are the Troop Committee meetings. They are normally held on the first Monday of every month except July, during the troop meeting.

4.1 Committee Members:

Members of the committee include:

- Scoutmaster and Assistant Scoutmasters - responsible for delivering the program of Scouting to the Scouts. They work with the youth, using the methods of scouting to achieve the aims of Scouting. They also train and guide the youth leaders.
- Committee Chair - responsible for overseeing the troop committee (composed of parents) to make certain that the troop functions as it should. The chairman works closely with the Scoutmaster and the committee to provide the resources needed by the Scouts and also maintains a close relationship with the chartered organization representative.
- Chartered Organization Representative - is a member of the chartered organization (University Baptist Church for Troop 870) and serves as the liaison between the troop and the organization.
- Secretary - keeps the minutes of the committee meetings and distributes them to the troop.
- Treasurer - handles all troop funds and gives reports at committee meetings regarding financial status
- Outdoor Activities Chair – coordinates the planning of troop campouts, summer/fall camps, and other troop activities.
- Advancement Chair - keeps all Scout advancement records, arranges the Boards of Review, and organizes the Courts of Honor.
- Membership / Training Chair - handles the registration of new Scouts and adults, coordinates the yearly troop re-charter (including collection of the re-charter fees), and training for adults. This position also leads the yearly recruitment efforts for new scouts.

- Equipment Chair - takes care of troop supplies and equipment, including the troop trailers and patrol boxes. Participates in the maintenance of the canoe co-op equipment – canoes, trailer, paddles, and life vests.
- Flag Fundraiser Chair – Coordinates flag distribution and upkeep. Schedules work days in Spring to maintain flags and check road markings and flag hole condition, Schedule flag pickup and return days. Responsible for ensuring enough flags are available for subscription level.
- Flag Subscription Chair – send subscription renewal letters each year. Solicits new subscriptions each year.
- Health Form Chair - keeps track of all the medical forms and solicits new forms for scouts every year
- Service Project Chair – plans and organizes service projects for the troop
- Website/Publicity Chair – keeps website up to date. Works with troop committee to publicize troop events and Eagle scouts. Maintains troop social media presence.
- Life-to Eagle Coordinator - meet on an as-needed basis with Eagle Scout candidates prior to them initiating their Eagle Scout project. Review with Eagle Scout candidates their proposal for their project prior to them meeting with the troop committee and the district Eagle Scout board representative. Help Life Scouts plan their merit badge advancement to accomplish that portion of their advancement on time. Review the Eagle Scout candidate's final package including his application and project write-up prior to submission to the board of review.
- Merit Badge Counselor Coordinator - Develop and maintain a current list of qualified leaders to serve as merit badge counselors for the troop. Insure that proper registration paperwork is submitted to the district and council offices. Provide the advancement chair and the Scoutmaster a list of counselors to use when working with the Scouts. Work with the troop librarian to maintain an adequate supply of required and the most frequently used Merit Badge books are available to the troop. Work with the Scoutmaster, patrol leaders council, and troop committee to coordinate at least two merit badge programs to be offered each year.
- Hospitality Chair - organizes refreshments for Courts of Honor, parties etc.
- Uniform Chair – runs the uniform exchange program and orders and sells Troop T-shirts

4.2 Decision making

Occasionally decisions have to be made by the troop committee. Issues will be discussed and then the committee chair will ask for a vote. Per BSA policy, the scoutmaster and assistant scoutmasters are not committee members and do not vote. However, their viewpoint should be heard and weighed into committee decision making. Decisions will be by majority for committee members in attendance.

5 TROOP ACTIVITIES

5.1 General Policies for Troop Activities

5.1.1 Personal Safety Policies

The troop follows the youth protection guidelines set forth by the BSA for every activity with no exceptions. At least two registered adults over age 21 with current Youth Protection Training

(YPT) attend each activity. If two registered and trained adults over age 21 are not available, the activity is cancelled. This policy protects the adults as well as the Scouts.

All activities require sufficient adult leadership and supervision to support the nature and scope of the activity, i.e., more than two registered and trained adults may be required. All adults staying overnight at summer camp, fall/winter camp, weekend campouts, or any other troop overnight activities must be registered and have current YPT. Visiting adults must be approved in advance by the Scoutmaster and have current YPT.

The pairing of two Scouts is called the "Buddy System". All troop activities are structured this way for safety. At no time is a Scout allowed to "go-alone", especially on outdoor activities. With an uneven number of Scouts, a three-person buddy group must be used. Each Scout is responsible for keeping track of his buddy at all times. He may not swap his buddy without prior knowledge and consent from the Senior Patrol Leader or the ranking Scout attending the activity.

5.1.2 Camping Policies

Volatile fuel on campouts (LPG) is restricted for use with adult supervision only and is limited to fuel for lanterns and cooking stoves. Fuel is provided by the troop, except for fuel for personal stoves on backpacking outings. Tent heaters are prohibited. No lanterns or flames are allowed in tents.

Swimming and other water activities are allowed only if supervised by properly trained adults. The troop follows BSA Safe Swim Defense and Safety Afloat policies with no exceptions. Scouts may only swim at events if they have passed the annual troop swim test. This swim test must be completed every year.

Knife, ax and saw safety is observed at all times. Scouts may not carry a knife or ax unless they have earned the Totin' Chip. The privilege to carry a knife will be revoked for unsafe conduct. Sheath knives are prohibited.

5.1.3 Medical Forms and Medication Policy

5.1.3.1 Medical Forms

Each scout must turn in two copies of the BSA medical forms parts A, B and C on an annual and timely basis. Parents should keep a copy for themselves. A current medical form parts A and B are required for Scouts and adults participating in troop camping trips and outings. A current medical form parts C is required for any trips over 72 hours. The Outdoor Committee maintains the forms and presents them for update at troop recharter.

5.1.3.2 Medication Policy

The BSA recognizes that many Scouts and adult leaders take some form of prescription medication to alleviate the symptoms of any number of legitimate acute or chronic conditions. The possession and use of legally prescribed medications is acceptable within the guidelines of this policy:

- Long term camps: Each camp has its own medication policy. The Outdoor Committee member organizing the activity will make the troop aware.
- Weekend camping trips and troop outings:
 - The Scout provides the troop leaders attending an activity with written authorization and instructions, signed by a parent or guardian, for any medication (prescription or otherwise) required by the Scout.

- The Scout turns the medication in to the Scoutmaster in charge of the activity, with the exception of epi-pens and other immediate-need medications. Medication must be in its original container; for prescription medicine, a legible label showing the name of the medication, the prescribing physician and prescription number must be affixed to the container. The Scout should provide only a quantity of medication sufficient to last the duration of the activity.
- The Scoutmaster keeps the medication with the troop first aid kit.
- The Scout is responsible for asking the Scoutmaster for his medication when a dose is due or when he requires it. Upon written authorization and instruction, troop leaders *may* agree to assist the Scout in remembering to take the authorized medication at the proper time(s) but will not accept responsibility for ensuring that he does so.

If the parent or guardian cannot accept these guidelines, he/she may accompany the Scout on the activity to ensure that the medication is properly administered.

5.2 Activity Descriptions

The troop schedules approximately 70 activities per year. Scout attendance at all events is taken by the Troop Scribe and recorded by the Advancement Chairman. Attendance is used to determine active status (required for Scout advancement and leadership) and camping participation (required to determine Order of the Arrow eligibility).

5.2.1 Weekly Troop Meetings

Weekly troop meetings are held every Monday evening from 7:00 p.m. to 8:15 p.m. at University Baptist Church. The service patrol of the month stays until 8:30 p.m. to clean our facilities and ensure all furniture is in its place. Troop meetings are not held during long term camps or, on holidays for which school is dismissed.

5.2.2 Weekend Campouts

The troop generally schedules one weekend campout per month, with exceptions during December and the summer months. Some weekend campouts support District or Council events such as Webelos Woods and Camporee. The troop normally leaves from the UBC storage building between 5:30 p.m. and 6:00 p.m. on Friday and returns at approximately 2:00 p.m. on Sunday.

5.2.2.1 Signup

A member of the troop's Outdoor Committee handles camping permissions, signup, and medical forms; and collects camping fees. Registration for weekend campouts is due two weeks in advance of the campout, allowing the Outdoor Committee time to ensure that campsite reservations, number of qualified adults attending the campout, and number of drivers are adequate for the Scout attendance. Fees for each campout are set by the Outdoor Activities chair depending on type of event. Adult fees, if applicable, are also set by the Outdoor Activities chair. Registration for two scoutmasters in charge will be covered by the troop. Additional adults are responsible for their registration fees. Scoutmaster grubmaster will be reimbursed for meal costs by troop. Campouts are publicized at troop meetings and by email.

5.2.2.2 Campout Planning

The troop follows the patrol method on campouts. Each patrol plans its menu and duty roster at the meeting preceding the campout. All Scouts adhere to their patrol's menu.

5.2.3 Long Term Camps

The troop attends two long term camps every year, fall/winter camp and summer camp, held at official BSA camps. These are a highlight of the Scouting program. Scouts who attend long-term camps generally remain in Scouting longer and achieve a higher rank than those who do not. Dates and camps vary each year according to the availability of adult leaders and scouts' interests.

Troop 870 requires each Scout attending a long-term camp to perform three hours of community service in the period between the last long-term camp and the camp he is attending. The troop provides many opportunities for community service. If a Scout is unable to participate in any of them, service outside Scouting may be accepted if the Scoutmaster approves it in advance.

Troop 870 will partially subsidize the cost of Long Term summer camp for all scouts who participated in one Flag workday and two flag distribution holidays in the previous calendar year. The scout must put out and retrieve flags for these two holidays for them to qualify for the subsidy. The amount of the subsidy will be determined by the committee chair, treasurer and scoutmaster.

5.2.4 Courts of Honor

The troop recognizes advancements and awards at three Courts of Honor every year. The Courts of Honor are held during troop meetings in January, May and August. All family members are invited to Courts of Honor and encouraged to attend, even if a Scout has not earned any special recognition, because the meetings are also used to discuss the troop's accomplishments and future activities. Attainment of Eagle Scout rank is recognized at a special Court of Honor held for each individual Eagle Scout. Eagle Scout Courts of Honor are scheduled outside of troop meetings.

5.2.5 Fund Raising Activities

The primary fundraising activity for the troop is accomplished through hosting a yearly flag subscription service for the neighborhoods of Pinebrook, University Park and The Oaks. The activity has two workdays each spring and puts flags out four times per year: Memorial Day, July 4th, Patriots Day and Veterans Day. Each scout is required to attend one flag workday and distribute flags for two yearly holidays. It is the scouts responsibility to find someone to cover their flag distribution in the event that he has a last minute conflict.

Other fund raising activities are rare and are approved by the troop's Fundraising Chairperson, the Troop Committee, and the Scoutmaster/Assistant Scoutmasters. Each Scout is expected to participate in these activities. Fund raising allows the troop to provide the program at a lower cost to the family. Proceeds from troop fund raising support the troop as whole, not the individual Scouts.

5.2.6 Service Projects

The troop provides many opportunities for Scouts to participate in community service projects and Eagle Scout projects.

6 ADVANCEMENT

6.1 Advancement Philosophy

Advancement from Scout to Eagle is an important part of the Scouting experience and is completely explained in the Boy Scout Handbook. The troop will provide opportunities for completing advancement requirements to the Scouts; it is the Scout's responsibility to take advantage of those opportunities. Scouts will be encouraged to advance, but will not be pushed to advance. Troop leaders are not responsible for ensuring a Scout advances in rank.

Advancement is up to the Scout.

Even though the Advancement Chairperson maintains records of each Scout's advancement, it is each Scout's responsibility to maintain written proof of his advancement. Boy Scout Handbooks provide places to have requirements signed off and Scouts will be given a signed card for each merit badge or rank advancement. The BSA does not consider possession of a patch as proof that a merit badge or rank has been earned. Eagle rank will not be granted without documented proof that all requirements have been completed.

Each scout should review their advancement record often on TroopMaster to allow the Scout and parents to confirm documentation of a Scout's advancement with Troop 870. The advancement chair will provide a paper copy of the record on request. Again, it is each Scout's responsibility to maintain written proof of his advancement.

6.2 Merit Badges

Troop 870 encourages Scouts to earn merit badges. The following general policies apply, with exceptions as noted in the following subsections:

- Prior to beginning work on a badge, a Scout must first contact a merit badge counselor from the 870 approved list and get agreement from that counselor to work with the scout to achieve the merit badge, a merit badge card (also called a "blue card") from the Advancement Chairperson and have it signed by the Scoutmaster.
- If he is pursuing a merit badge individually (Section 6.2.3), the Scout must also obtain the Advancement Chairperson's approval of the merit badge counselor he plans to work with BEFORE he begins work on the badge. The Advancement Chairperson reserves the right to disallow any advancement or merit badge signed off by an unapproved individual.
- Parents may not sign off merit badge requirements for their son unless they are teaching a badge class for a group of scouts of whom their son is one.
- The Scout is given credit for completing a merit badge when he returns the merit badge card, signed by his counselor and scoutmaster, to the Advancement Chairperson.

Scouts should note that merit badge requirements are occasionally updated by the BSA and ensure that they have the latest requirements prior to beginning work on a badge. Official BSA websites and the staff at the Scout Shop can help identify the latest requirements. The troop maintains a library of merit badge booklets that Scouts may borrow.

Although most badges may be earned at any time, a few have prerequisites. The Scout should verify his eligibility to earn a badge prior to beginning it. Also, the troop prefers that two Eagle required badges – Personal Management and Family Life – be attempted as a Scout approaches Eagle. Their content and value focus on older scouts.

6.2.1 Troop-Sponsored Badge Classes

The troop attempts to offer Eagle-required merit badges other than the Swimming badge, which scouts are encouraged to complete at summer camp, on roughly a three-year rotation. Formation of a badge class is well-publicized at troop meetings and via email. Badge classes may meet after troop meetings or on a different schedule convenient to the merit badge counselor and the Scouts in the class.

6.2.2 Non-Scout-Sponsored Badge Classes

Various non-Scout organizations in the community, museums in particular, offer BSA merit badge classes. As these organizations are not affiliated with the Scouts, their classes may not provide adequate content to meet the intent of the badge. If a Scout is considering signing up for one of these classes, he should the first get approval from the Scoutmaster before enrolling in the class. A Scout completing a badge in this manner will be provided with documentation to give to the Advancement Chairperson.

6.2.3 Individual Pursuit of Merit Badges

If a Scout wishes to pursue a badge individually, he first needs to find a merit badge counselor. The Merit Badge Chairperson maintains a list of qualified counselors within the troop. If the troop has no counselor for the badge in which a Scout is interested, the Merit Badge Chairperson will search outside the troop to arrange a counselor. The Scout should be sure an acceptable counselor is willing to work with him before he asks the Advancement Chairperson for a merit badge card.

6.2.4 Merit Badges at Long Term Camp

Long term camps are wonderful opportunities for Scouts to pursue a wide variety of merit badges. Badges earned as part of a long term camp do not require a merit badge card. Scoutmasters do review a Scout's requested badge schedule, primarily to ensure that he is considering opportunities to earn Eagle-required merit badges. Following the camp, camp staff reports the Scout's progress to the Advancement Chairperson, who ensures that the Scout is aware of any partials he must complete. The Scout completes these requirements and reviews them with the Scoutmaster or an Assistant Scoutmaster.

6.3 Ranks

6.3.1 Completing the Rank

Rank requirements appear in the Boy Scout Handbook. A Scout must be an active participant in Troop 870 (Section 1.2) to qualify for a rank advancement.

For ranks from Scout to First Class, a Scout may demonstrate completion of a requirement to a patrol leader, the Senior Patrol Leader, the Assistant Senior Patrol Leader, the Troop Guide or the JASM (Junior Assistant Scoutmaster) who will sign off on the requirement when he is satisfied it has been met. It is not sufficient for the Scout to state that he has met a requirement without demonstrating that he has done so. The Scout Spirit requirement is signed off at the Scout's Scoutmaster Conference (SMC) when the Scoutmaster feels that the Scout's behavior and attitude confirm that he lives by the Scout Law. For ranks from Star to Eagle, all requirements are signed off at the SMC.

Requirements for the Eagle rank are complex. The troop provides separate guidance and mentorship for Life Scouts interested in pursuing Eagle rank.

6.3.2 Requesting Rank Review

Every month, the Advancement Chairperson sends an email asking Scouts who have completed requirements for their next rank to respond with their readiness to pursue the rank. The email gives a deadline for responding, allowing the Advancement Chairperson time to prepare the Scout's records for review prior to his SMC.

6.3.3 Scoutmaster Conference (SMC)

The SMC is a one-on-one meeting between the Scout and the Scoutmaster or Assistant Scoutmaster. Its purposes are to:

- Develop an increasing level of understanding and trust between the Scoutmaster and each Scout. As this relationship grows, the Scoutmaster can be increasingly effective in helping the Scout get the most from Scouting.
- Provide the Scout with the opportunity to demonstrate his knowledge of the skills required for rank advancement.
- Enable the Scoutmaster to emphasize that Scout Spirit means living the Scout Oath and Scout Law in the Scout's everyday life, not just at troop meetings and activities.

SMCs are normally held during the troop meeting on the first Monday of every month. Occasionally, a SMC may be held at a campout. The Advancement Chairperson confirms that the Scout has been scheduled for a SMC. No SMCs are held in December or July

A Scout is expected to appear in dress uniform for the SMC and must bring his handbook.

After a Scout passes his SMC, the Scoutmaster notifies the Advancement Chairperson, who schedules the Board of Review and notifies the Scout.

6.3.4 Board of Review (BOR)

The BOR is an interview between the Scout and at least three members of the Troop Committee (program staff, i.e., the Scoutmaster and Assistant Scoutmasters, are not eligible to participate in BORs). Its purpose is to verify that the Scout has in fact completed all requirements for his rank advancement. A BOR does not retest a Scout's skills. Its questions are intended to be more general in nature, regarding the Scout's Scouting experience, relationship with the troop, and his Scout spirit. A BOR lasts between five and 30 minutes, with higher ranks involving more time and more thorough questions.

BORs are normally held during the troop meeting on the second Monday of every month. A Scout is expected to appear in dress uniform for the BOR and must bring his handbook.

6.3.5 Receiving the Rank

Following a successful BOR, the Advancement Chairperson records the award on TroopMaster, turns in an Advancement Report to the Scout Shop, purchases the advancement patches, and arranges for the Scout to be recognized and awarded the advancement at the next Court of Honor.

7 SCOUT LEADERSHIP POSITIONS AND TROOP ELECTIONS

Troop elections are held in February and August.

7.1 Eligibility

A Scout must maintain active status in the troop to be eligible for election or appointment to a leadership position. Active status is defined in Section 1.2.

Additional eligibility requirements for the “line” leadership positions follow:

- Senior Patrol Leader (SPL): At least 14 years old, at least Star rank, completed National Youth Leader Training and Troop 870’s Troop Leader Training
- Assistant Senior Patrol Leader (A-SPL): At least 14 years old, at least Star rank, completed Troop 870’s Troop Leader Training
- Patrol Leader: At least one year of experience as a BSA Scout and at least First Class rank

After a scout completes NYLT, the troop will reimburse the scout for ½ of their NYLT registration fees (certification of completion must be provided).

A Scout is not eligible to repeat the position he has just held/is currently holding.

A Scout is not eligible for a leadership position if he does not need the leadership to advance, unless there are no eligible Scouts who do need the leadership.

The Scoutmaster determines eligibility and provides ballots in advance of every election.

Scouts declining a nomination without sufficient reason, as determined by the Scoutmaster, shall not be eligible for any other elected or appointed position for that term.

7.2 Elected Leadership Positions

SPL and Patrol Leader are elected positions.

7.3 Appointed Leadership Positions

With concurrence from the Scoutmaster, the SPL appoints an A-SPL Meetings, A-SPL Campouts, and an A-SPL Service. He also appoints Scribe, Order of the Arrow Representative, Quartermaster(s), Chaplain’s Aide, Historian, Librarian, Bugler (if available), Troop Guide(s), and Troop Instructor(s).

All positions, except assistant patrol leader, are considered leadership position for Life and Star Scout ranks. All positions, except assistant patrol leader and Bugler, are considered leadership position for Eagle Scout rank.

Each Patrol Leader appoints his own Assistant Patrol Leader; however, the position of Assistant Patrol Leader does not count as a leadership position for rank advancement.

Scouts wishing to serve as Den Chiefs confer with the Scoutmaster. Den Chief is considered a leadership position for Life, Star and Eagle Ranks.

7.4 Successful Performance as a Leader

Being elected or appointed to a leadership position is an opportunity for a Scout to earn leadership credit, not a guarantee of it. Each office holder is required to commit to an

expectations agreement which details job requirements to be fulfilled in order to receive leadership credit. The expectations agreements are reflections of the BSA descriptions of the duties of each position. They also set personal advancement goals for the particular Scout. Although expectation agreements will not be significantly rewritten, details may be negotiated between the Scout and the Scoutmaster.

All leaders, elected or appointed, are required to attend 70% of meetings and 50% of campouts during their term in order for the scout to earn leadership credit. In rare instances, due to extenuating circumstances, this may be modified by the Scoutmaster.

8 EXPECTATION OF GOOD BEHAVIOR

8.1 Code of Conduct

Troop 870 expects each of its Scouts and adult leaders to present the best face of Scouting at all troop functions and in their daily lives:

- All Scouts and adult leaders are required to subscribe to the Scout Oath and Scout Law.
- All Scouts and adult leaders are required to exhibit "Scout Spirit", which is defined as the daily living of the Scout Oath and Scout Law.
- The use of alcoholic beverages or foul language is absolutely prohibited at all Scout functions.
- When authorized by the Scoutmaster, clothing other than the uniform may be worn at Scout functions. At no time will clothing that bears advertisement for alcohol or tobacco, or sexually explicit slogans, foul language or other inappropriate statements (as determined by the Scoutmaster) be allowed at Scout functions.
- The use of tobacco by Scouts is prohibited.
- The use of tobacco by adults should be with discretion per BSA policy.
- Adults should set the example and not be disruptive or distracting during troop meetings.

8.2 Cell Phone Policy

Cell phones can be disruptive and encourage scouts to isolate themselves from activities. As such, the troop's policy is no cell phones or electronic devices at events or campouts. Scouts may take cell phones for the car/bus/plane ride to and from camp but must surrender them to the Scoutmaster in charge when arriving at camp. Cell phones will be returned before leaving camp. Parents will receive the cell phone numbers of adults on camping trip if they need to contact their scout. Scouts that wish to take pictures may bring a camera. Camera usage must comply with BSA policy. The Scoutmaster in charge is not responsible for the loss or damage of any cell phones. If the cell phone cannot be lost, it should not be sent on the trip.

8.3 Discipline Policy

Due to the potential liability of the troop members, troop leaders and Troop Committee members in the event of an injury to a Scout, or property damage done by a Scout while at a troop sponsored activity or campout, Troop 870 has adopted the following discipline policy:

- Any Scout who knowingly or intentionally participates in an activity that has the potential to cause harm to himself or other troop members, or who behaves in a manner that reflects negatively upon Troop 870 or the BSA, or intentionally participates in any activity that may cause damage to public or private property, will be disciplined.

- Behavior which is cause for disciplinary action includes, but is not limited to, the following examples:
 - Failure to follow the Scoutmaster's or other adult leader's direction
 - Significant unsafe actions, as determined by the Scoutmaster or other adult leader
 - Physical or verbal hazing or harassment of another person
 - Leaving designated areas without the Scoutmaster's permission:
 - Not informing the Scoutmaster or other adult leader of the Scout's whereabouts at all times
 - Going to a different area than that for which the Scout obtained permission
 - Entering property marked "NO TRESPASSING"
 - Exploring physical hazards without the Scoutmaster's permission and supervision (e.g., lakes, creeks, cliffs, caves or underground areas, boats, abandoned structures)
 - Going near any type of vehicle, machinery, or equipment without the Scoutmaster's permission
 - Causing any type of property damage to natural or man-made areas
 - Excessively rowdy, unruly, loud, disrespectful, and disobedient or disruptive behavior
 - Use of cursing, foul language, or disrespectful language
 - Smoking or the use of any tobacco products
 - Illegal use of any controlled substance, drug or alcohol
 - Exhibiting a pattern of poor attitude or disruptive behavior that affects the normal activities of the troop

8.4 Discipline Procedure

This procedure provides guidance for dealing with a discipline problem as it is occurring and for following up afterward.

Although this procedure outlines a three-level, tiered response, the Troop Committee upon request of the Scoutmaster and/or Assistant Scoutmasters may decide at any time that, in the best interests of Troop 870, a Scout be informed that he will have to find another troop to continue his Scouting program.

Every effort will be taken to maintain confidentiality. The aim of this procedure is to reach out to a Scout and provide him with guidance on how he can improve and become a better Scout. Extra attention will be accorded these Scouts to ensure they are given every chance to succeed and prove themselves. At this time, Scouting is the best thing for these Scouts and the troop leadership will do everything possible to maintain their interest in Scouting.

8.4.1 Warnings

If the Scoutmaster or other adult leader needs to discipline a Scout or prospective member, s/he will give the Scout or prospective member two separate warnings and explain exactly what conduct the Scout or prospective member must correct. If during the same troop activity a third warning is required, the leader in charge will discuss the infraction with the Scout or prospective member at the time of the violation, reminding him of the Code of Conduct and this Discipline Policy and Procedure.

8.4.2 Removal from an Activity

The Scoutmaster or other adult leader may expel or restrict any Scout from further participation in an activity for continued unacceptable behavior. Adult leadership will contact the parent/guardian, or other contact noted on the Scout's health form, prior to sending the Scout home. The Scout's parent/guardian is required to arrange the Scout's return home and bears the cost of the Scout's return.

Such an offense requires a Scoutmaster conference with the Scout and at least one parent at the meeting following the incident.

8.4.3 Additional Steps – First Offense

On a first offense these follow-up steps will be taken:

- The Troop Committee Chairperson must be notified by the Scoutmaster, Assistant Scoutmaster or leader in charge, and given all the details of the offense
- The Scoutmaster, Assistant Scoutmaster or leader in charge will meet with the Scout's parent(s) or guardian(s) to discuss the discipline problem with them and inform them that this behavior will not be tolerated
- The parent(s) or guardian(s) will then be required to attend the next Scout activity with their Scout, in order for the Scout to participate

At the Scoutmaster's discretion, any Scout receiving discipline for a first offense may be given a probationary period, ranging in length from one to six months, depending upon the severity of the offense.

If the Scout has no further incidents during the probationary period, the first offense will be removed from his record. The purpose of the probationary period is to give the Scout a goal and to ensure that he is not penalized during his entire Scouting career for one mistake. Troop 870 hopes that this will provide the Scout with a sense of achievement and further his interest in Scouting.

In the event that another incident occurs during the probationary period, it will be treated as a second offense and no consideration for probation will be allowed.

8.4.4 Additional Steps – Second Offense

On a second offense these follow-up steps will be taken:

- The Troop Committee Chairman must be notified by the Scoutmaster, Assistant Scoutmaster, or Leader in charge and given all details of the offense
- The Troop Committee Chairperson will notify the parent(s) or guardian(s) of the involved Scout that they, along with the Scout, must appear before the Troop Committee to discuss the problem

On the second offense or in the case of possible endangerment of the Scout or others, a Special Board of Review may be called at the discretion of the Troop Committee, Scoutmaster and/or Assistant Scoutmasters.

8.4.5 Additional Steps – Third Offense

On a third offense, the Troop Committee Chairperson will request the parent(s) or guardian(s) to remove the Scout from Troop 870.