

**TROOP 608 • BOY SCOUTS OF AMERICA  
GULF COAST COUNCIL • PENSACOLA BAY DISTRICT**

**POLICIES AND PROCEDURES**

(Last amended: 2 May 2011)

SECTION 1: Administrative

**INTRODUCTION:** Troop 608 is operated under the Charter granted annually by the Boy Scouts of America, Gulf Coast Council, Pensacola Bay District, to The Cathedral of the Sacred Heart of Pensacola, Florida. To ensure a uniform understanding of Troop 608 operation, policies and procedures under which the Troop will operate have been codified and made available to all Scouts, Scouters and parents.

**ELIGIBILITY:** In order to join Troop 608, a boy must be at least 11 years of age, or have completed the fifth grade, or have earned the Arrow of Light. Also, the boy must not have reached his 18th birthday. Transfer applications may be considered from scouts in good standing with other units.

**JOINING REQUIREMENTS:** To become a member of Troop 608, a boy and his parent(s)/guardian(s) must complete an BSA application form and return it to the Scoutmaster, along with the Troop 608 joining fee and dues for the remainder of the year as indicated in the joining packet. Transfer applicants must also complete an application will pay a joining fee and dues for the remainder of the year.

**PARENTS RESPONSIBILITY:** Parents are encouraged to serve as adult leaders or Troop Committee members. They are also encouraged to attend troop functions.

**REGISTRATION AND DUES:** Dues for each Scout must be kept current. The initial registration for any Scout joining the troop covers a yearly registration fee. Thereafter, dues are used for the cost of badges, insignia, annual re-registration, supplies and Troop equipment. The annual dues for each Scout are established by the Troop Committee. These dues are paid prior to rechartering. A Scout's dues must be current before receiving awards or participating in troop outings. In the event a Scout is unable to pay dues, a discussion with the Scoutmaster and/or Troop Committee will resolve the issue. A record of dues payments is maintained by the Troop Treasurer. The Troop financial records will be available for inspection by any Scout's parents, upon request to the Troop Treasurer, and at the Treasurer's convenience.

SECTION 2: Uniforms & Equipment

**UNIFORMS:** Just as it is important for team sports members to be properly uniformed so they are recognized as a team member, all members of Troop 608 are expected to wear the BSA uniform appropriate to the specific activity or function in which they are participating. All scouts, the Scoutmaster and all Assistant Scoutmasters, as well as adult leaders on troop campouts should follow the guidelines laid out in this document. Each scout must also have a copy of the Boy Scout Handbook. If purchasing the uniform becomes a financial problem, this matter should be addressed with the Scoutmaster.

All articles of the uniform *must* be marked with the scout's name and troop number. This allows the return of the uniform parts to their rightful owners when they get lost and reduces the number of replacement parts needed!

The current Uniform Inspection Sheet and Insignia Guide should be used to ensure proper display and placement of insignia on the uniform. The troop has various uniforms for various events. To eliminate confusion, each uniform is listed here along with the occasions for wear and what should be worn.

**(1) Dress Uniform — Field Uniform (known historically as the Class “A” uniform)**

Worn at formal events, such as Troop Courts of Honor, Eagle Courts of Honor, or other formal scouting events.

Consists of: Official tan BSA shirt (short or long sleeve), Troop Neckerchief and slide, Scout Pants/Shorts, Scout Uniform (not activity) Socks, Scout Belt, and Merit Badge Sash. As per the BSA Insignia Guide, the dress uniform is always worn without headgear.

**(2) Troop Meeting Uniform — Field Uniform (known historically as the Class “A” uniform)**

This is the uniform to be worn to weekly troop meetings.

Consists of: Official tan BSA shirt (short or long sleeve), Scout Pants/Shorts, Scout Uniform (not activity) Socks, Scout Belt. No headgear should be worn with the troop meeting uniform. The troop neckerchief is optional at meetings, but required for a Board of Review.

**(3) Travel Uniform — Field Uniform (known historically as the Class “A” uniform)**

This is the uniform the Troop will normally wear for travel to and from events. On infrequent occasions when the situation warrants, the Scoutmaster may have the troop travel in the Activity Uniform (Class “B”).

Consists of: Official tan BSA shirt (short or long sleeve), Scout Pants/Shorts, Scout Uniform (not activity) Socks, Scout Belt, and Troop 608 Hat. If the Activity uniform is designated for travel the t-shirt should be a Troop 608 t-shirt.

**(4) Campout Uniform – Activity Uniform (known historically as the Class “B” uniform)**

This is the uniform normally worn during campouts (except at meals in a dining hall) after arriving at camp.

Consists of: Troop 608 T-Shirt (or other BSA activity shirt), Scout Pants/Shorts, Scout Uniform or Activity Socks, Scout Belt, and Troop 608 Hat. BSA Activity shirts include all Scouting sponsored activity shirts such as summer camp shirts. On most campouts the uniform for the weekend will be Class “B”. If you do not have enough Activity shirts for the duration of the campout, other t-shirts in good taste are acceptable as part of the Activity uniform. No t-shirts promoting alcoholic beverages, cigarettes, or non-BSA values are to be worn. Any BSA-approved hat (such as a camp hat, etc.) is allowed during a campout, once the Troop has arrived at the site. No non-BSA headgear is allowed for troop events.

**INDIVIDUAL EQUIPMENT NEEDS:** Please talk to an adult leader before making any major camping gear purchases. Initially, a sleeping bag and tent, plus incidentals like canteen, flashlight, etc. will suffice. A standard day pack (like a school book bag) is adequate for weekend trips. A personal mess kit (as simple as a plastic bowl and silverware) is recommended. As the boy gets older and more experienced, he will know what gear he will use and what he will not.

**EXTRANEIOUS EQUIPMENT:** Personal entertainment devices, including those with headphones (e.g. iPods, MP3 players, radios, CD players, cassette players, game consoles (such as Game Boys) or electronic games, DVD players, etc.) are not allowed at troop meetings at any time. Unless announced in advance for a particular trip, these devices are not allowed on troop outings. When allowed on outings, the responsibility for the security of such items rests on the owner.

### SECTION 3: Troop Events

**TROOP MEETINGS:** Troop meetings are held once a week, traditionally on Monday evenings from 7:00pm to 8:30pm.

**PATROL LEADERS' COUNCIL MEETINGS:** Patrol Leaders' Council meetings are held once a month, traditionally on the first Monday of each month from 6:00pm to 6:45pm.

**CAMP/HIKE ACTIVITIES:** The Patrol Leaders' Council plans troop activities in six-month increments, approved by the Troop Committee. It is the goal of Troop 608 to provide at least one such activity per month. After each activity involving troop equipment, scouts must stow gear properly before they are dismissed.

**EXTENDED CAMPING:** The Patrol Leaders' Council also plans week long summer and winter camp outs as well as BSA High Adventure camps.

**SERVICE PROJECTS:** It is the duty of each Scout to be of service to his community. Service Projects, Good Turns, and money earning projects are just as important as Troop outings.

**FUND RAISERS:** The Troop Committee will schedule fund raisers as needed, and will take advantage of district or council fund raisers as they are made available. For each event, the committee will determine the criteria for how funds shall be used.

**COURTS OF HONOR:** The troop will hold four regular courts of honor during the course of the year. Dates will be set by the Troop Committee. Courts will alternate between covered dish suppers and light refreshments.

**OUTING/ACTIVITY FEES:** Fees for outings and activities (which cover registration, transportation, food, and incidentals) must be paid prior to attendance of the event, accompanied by a completed permission form. Reimbursements will be made in the event that the Scoutmaster is notified that an individual cannot attend. Reimbursements will be made in the amount that has not already been disbursed by the troop for food or other fees.

**HEALTH AND MEDICAL CONSIDERATIONS:** Parents should notify the Scoutmaster of any medical or behavioral problem that warrants medication be taken during troop outings and/or activities. Current Personal Health and Medical Records must be on file before a scout is allowed to attend summer camp or any long-term troop outings. If a scout who is going on a troop outing is taking prescription medication that would ordinarily be given during the course of the outing, the parents of that Scout must provide the adult leader in charge with enough medication for the trip, along with complete directions for its use. Scouts who have prescription inhalers for any type of breathing difficulty must report in to the assigned adult leader with a sufficiently filled prescription on his person before attending any troop outing. If a parent chooses not to provide medication when it is indicated as necessary on a continuing basis, the Scout will have to forgo participation in that outing.

**TRANSPORTATION:** Transportation to outings and events will be arranged by the Transportation Chairman or the Troop Committee. The following is an overview of current Troop/BSA policy. Transportation to/from Scouting activities must comply with National Scouting regulations. These regulations require that all drivers be 18 years or older and be licensed, that drivers certify that their vehicles are covered with adequate property damage and public liability insurance in accordance with Florida State law, all traffic and speed laws will be obeyed and

that open truck beds can only be used to carry Troop equipment. Further, all drivers and passengers must be provided with and use seat belts. Reimbursement to drivers for gas costs will be made only for any trip in excess of 100 miles round trip. Per-mile rates of reimbursement will be established and reviewed at least annually by the troop committee and may be changed by the troop committee as needed based on fuel costs. The reimbursement to drivers is intended to defray the cost of gas and not as a full reimbursement of actual fuel costs. Drivers are responsible for submitting the Gas Reimbursement Form to the Troop Treasurer upon completion of the trip. Gas Reimbursements are to be included in the budget for each troop outing.

**EARLY DEPARTURE FROM AN OUTING:** Scouts wishing to leave an outing early will have to be picked up by a legal or designated guardian. If a scout's behavior warrants his removal from an outing, he must be picked up by a parent or guardian at their expense.

#### SECTION 4: Behavior

**BEHAVIOR:** The Scoutmaster or designated adult/s is/are ultimately responsible for the behavior of the Troop. Good conduct befitting a Boy Scout will be required of all Scouts/Scouters for the maintenance of good order within the Troop. Accordingly, the Senior Patrol Leader and adult leaders may discipline a scout in a reasonable manner. Acts, such as smoking or chewing of tobacco, speaking profanity, consuming or possessing alcoholic beverages or illegal drugs, fighting, and failing to act in accordance with scout-like conduct are subject to reprimand and/or other action. If the problem cannot be resolved, the parents will be contacted, and the boy will be picked up by the parent/s or guardian.

Should the boy present a severe discipline problem, he may be brought before the Troop Committee, who may take appropriate disciplinary action commensurate with the discipline problem, up to and including expulsion from the troop. Any Scout that willfully damages, removes, or destroys any troop gear or the personal belongings of another Scout will be held financially accountable and will face possible suspension or expulsion from the troop, in accordance with the decision of the Troop Committee.

**TOBACCO:** The use of tobacco products at Troop 608 functions is not permitted.  
[Explanatory comment: As role models, we must take special steps to ensure that we do not create situations where our actions are inconsistent with our words.]

**MOBILE PHONES:** Mobile phones in the possession of Scouts at troop meetings must be turned off for the duration of the meeting. Unless otherwise announced in advance by the adult Scout Leader in charge, Scouts are not allowed to use mobile phones at a Scouting outing for any purpose other than in an emergency. Adults present at scout functions shall exercise discretion in their use of mobile phones and other electronic devices during the function.

#### SECTION 5: Troop Leadership & Advancement

**TROOP LEADERSHIP:** A Boy Scout Troop must have good boy leadership in order to function properly. The patrol method is used in Troop 608. Upon joining, a scout will be assigned to a patrol by the Scoutmaster. The following elected positions are established in the Troop: Senior Patrol Leader, Crew Leader/s and Patrol Leader/s. Eligibility for elected office is established by the Scoutmaster. The Assistant Senior Patrol Leader is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. Assistant Patrol Leader/s are appointed by their Patrol Leader with the approval of the Scoutmaster. In addition, appointments to other troop leadership

positions are made by the Senior Patrol Leader with the approval of the Scoutmaster. The position of Den Chief is appointed by the Scoutmaster with the recommendation of the Cubmaster and/or Den Leader for the pack the boy will be working with. The positions of Troop Guide, Instructor, and Junior Assistant Scoutmaster are appointed by the Scoutmaster.

**ADVANCEMENT:** Advancement is an individual matter and will vary from Scout to Scout. However, advancement opportunities will present themselves frequently, and the boys will be encouraged to take advantage of these opportunities. In addition, the Scoutmaster and Assistant Scoutmasters will confer with Scouts on a regular basis as to their advancement status. Each Scout must bring his Boy Scout Handbook to each troop meeting so that both the boy and the leaders can keep track of individual advancement progress. Summer camp, held annually, is probably the biggest advancement opportunity in a given year. Every effort should be made to ensure that boys attend summer camp.

**TROOP COMMITTEE MEETINGS:** Held once a month, traditionally on the second Monday of each month from 7:00pm to 8:30pm.

**TROOP COMMITTEE POSITIONS:** Positions on the troop committee will be secured as needed by either an election process or by appointment by the Committee Chairman, as best fits the needs of the troop, and in accordance with the wishes of the Chartered Organization Representative. Troop Committee positions will follow the guidelines as presented in the Troop Committee Guidebook, unless resources, talent, or other circumstances dictate that certain jobs be swapped among committee members.

**QUORUM FOR DECISIONS:** A quorum of troop committee members will be required for the adoption of any major troop decisions requiring substantial financial expenditures or changes in troop policy. The required number of committee members present at a troop committee meeting to make major decisions, regardless of the actual number serving on the troop committee, shall be, either five committee members present and voting or four committee members plus the Scoutmaster present and voting.

**PROCEDURE FOR AMENDMENTS OR ADDITIONS:** The procedure for amending or making additions to this document shall be as follows: after the proposal is submitted at a committee meeting, the proposed change or addition must be distributed to all troop families via either the troop's electronic mail group or by U.S. Mail, and the vote will be taken at the next scheduled committee meeting following the distribution of the proposed change.