



**Policy & Guidelines Manual Of  
Troop 1000 "One Grand Troop"  
Scouting America**

**Chartered Organization;  
Resurrection Lutheran Church  
1919 Independence Parkway  
Plano, Texas 75075**

**May 2025**

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**About this document.****Further Information**

For further information on Troop 1000 (T1000), please see the Troop website [www.t1000.org](http://www.t1000.org) or contact the Committee Chair or Scoutmaster. The Troop 1000 Family Guide contains additional helpful information. The Guidelines and Policies and the Family Guide may be updated by submitting a request for change to the Troop Committee for review at the monthly meeting. The manual will be reviewed annually.

<http://www.t1000.org/>

**Approval for release**

This document is approved for use.

/s/ Chris Sherrod

Committee Chair

/s/ Craig Leslie

Scoutmaster

Date: 2/25/2025

## 1. Overview

### 1.1 Goals of Scouting America

Scouting is about building **character**, fostering **citizenship**, and developing **fitness** in youth. These are the corner stones of the aims of Scouting.

Character is defined in the Webster's New World Dictionary as "an essential quality", or "moral strength, self discipline, fortitude; having a good reputation". Scouting America fulfills this goal using guidelines called the Scout Oath and the Scout Law. Through these "blueprints" for life, Scouting instills the kind of character needed by today's and tomorrow's Leaders.

Respect for one's country, flag, and understanding of the rights, privileges and duties that come with being a citizen is the second goal of Scouting America. Citizenship re-enforced through the use of the democratic process used within the Troop. Program ideas, competitions, activities and even menus are presented and voted on at various levels of the Troop starting at the Patrol level. Individual Scouts express their opinions within the Patrol and are represented by their Patrol Leader in the Patrol Leaders Council (or PLC), the governing body of the Troop. Scouts don't just learn about citizenship, they live it.

Being a positive part of today's society requires fitness, not only physically to the best of one's ability but mentally and emotionally as well. It means being prepared to take on a challenge and do it to the best that can be done. Being fit means using good judgment and a high level of maturity.

### 1.2 The Aims and Methods of Scouting

The Aims and Methods of Scouting explain a great deal about how and why we do things in T1000. Briefly, the Aims of Scouting are Growth in Moral Strength and Character, Participating Citizenship, and Development of Physical, Mental and Emotional Fitness. The Eight Methods of Scouting are Ideals, Patrols, Outdoors, Advancement, Adult Association, Personal Growth, Leadership Development and Uniform. For a more detailed description, please consult the resources listed at the end of this document.

### 1.3 Troop 1000 (T1000)

In December 1976, the Troop was chartered through the auspices of Resurrection Lutheran Church in Plano after growing out of a Scoutmaster's garage. During this time, the Troop has brought Scouting ideals and skills to hundreds of youths and provided opportunities for growth. Nearly 200 of those young men have attained the highest Scouting rank of Eagle.

Since this beginning, the Troop has had several Scoutmasters, Assistant Scoutmasters, and Committee Chairpersons, as well as numerous Committee Members who have given their time, talent, and dedication to teach and instill those qualities of character and Leadership that will help guide them for the rest of their lives. Many of these individuals have also served Scouting outside of the Troop by participating in District, Council and national Scouting America activities.

This document is the policy manual of Troop 1000 and is provided for parents, Scouters, and Scouts as guidelines to answer questions about the operations of the Troop

It is noted that from time to time names may change due to turnover within the Troop Organization. It is not the intent to issue a new revision of the manual each time this may happen. Where individuals are named, such as the Scoutmaster, it is the position in the Troop that governs, not an individual name. Again, please see the Troop web page for current information and further information.

Scouting America requires that a Scout Troop be sponsored by an organization which meets specific criteria willing to support the Scouting program. This may be a church, synagogue, Rotary Club, school PTO/PTA or similar group.

Once approved, the sponsoring organization provides adult Leaders and a safe place for the Scouts to meet. Annually, the organization re-applies (or re-charters) with the National Office of Scouting America (headquarters in Irving, Texas). This re-chartering allows Scouting America to review Troop growth, the continued support of the chartering group, and the Troop, to continue Scout and Scouter membership in Scouting America.

Once approved, the Charter is granted for another year. Troop 1000 re-charters with Scouting America in January of each year. Scouting America and Troop 1000 thank Resurrection Lutheran Church for their continued support of the Scouting program.

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## **1.5 Troop Organization**

T1000 follows the guidelines established by Scouting America for our Troop organization. Please see the "Troop 1000 Family Guide" for further information.

### **1.5.1 Troop Youth Leadership**

The Troop, similar to the Patrol, has Scout oriented Leadership positions. The Scouts in accordance with SCOUTING AMERICA and Troop policy elect the Senior Patrol Leader (SPL). The SPL appoints the Assistant Senior Patrol Leader(s), Troop Quartermaster (QM), Chaplains Aide, Troop Scribe, Order of The Arrow Representative, Troop Historian, Den Chiefs, and Bugler as offices of Leadership and Responsibility within the Troop.

Additional Leadership positions appointed by the Scoutmaster include Outdoor Ethics Guides and Instructors, Troop Guides and the Junior Assistant Scoutmaster (JASM). Their duties vary as assigned by the Scoutmaster.

The duties are explained in more detail in the Scouting America handbooks provided to the elected leaders. Please see the "Troop 1000 Family Guide" for further information.

### **1.5.2 Patrol Leaders' Council (PLC) – Also known as the "Greenbar"**

T1000 is a Scout-run Troop. As such, the organization of the Troop begins with the Patrol Leader's Council (PLC). The Senior Patrol Leader (SPL) leads the PLC.

The PLC is comprised of the SPL and the individual Patrol Leaders, who all have voting rights, and other officers of the Troop as shown on the chart to the right under the ASPL. The PLC holds semi-annual planning meetings where the plans for the next calendar year are set. Monthly programs are developed, and responsibilities are assigned to each Patrol. In addition, the PLC holds monthly meetings to perform more detailed planning of upcoming activities, and to deal with general Troop business. The SPL coordinates all planned activities with the Scoutmaster and Troop Committee members to ensure that appropriate adult support will be available for the planned programs.

The Patrol Method is a key element to a great Troop – please refer to the Family Guide for more on this topic.

## **2. Registration**

### **2.1 New Scout Registration - National**

Registration in Scouting America can be done at any time online at [beascout.org](https://beascout.org). Youth can join Scouting America if they are at least 10 years old, currently in the fifth grade and register on or after March 1st; OR have earned the Arrow of Light Award and are at least 10 years old OR are age 11 but have not reached age 18. Arrow of Light scouts normally register in the winter/spring.

### **2.2 New Scout Registration - Troop**



New Scouts will bring at least one parent to a Scout meeting to visit the Troop. During this visit, parents will be asked to fill out the Scout's registration form in person or online and pay the joining fee for Troop 1000. Parent Resource Surveys for each parent, Medical Authorization forms, and Adult Leader forms are completed upon joining.

All new parents of Scouts are asked to attend a parent orientation meeting held as needed. During the meeting, Scouting America and Troop information will be discussed including; camping information, Troop structure, calendar of events and so on.

### **2.2.1 Joining Fee**

All new Scouts, regardless of when registered, are required to pay a Troop 1000 joining fee that is determined by the Committee each year. This fee includes the following:

Troop 1000 Welcome kit

- The "Scouting America Handbook"
- The Troop 1000 bush hat
- A Troop 1000 number patch
- The Troop Neckerchief and slide
- Scouting America green epaulette loops
- Patrol Patch
- One Troop T-shirt

The joining fee is non-refundable except for materials not received. Troop

1000 also has additional Troop items available for an additional fee.

### **2.2.2 Scout Transfers into Troop 1000**

In My.Scouting, users can now make transfers between units. Members can now transfer themselves or parent/guardian can transfer their child from one unit to another. Unit leaders also have the ability to transfer youth from their unit to another such as in Arrow of Lights transferring to a Scouting America troop.

Unit leader transfers are done in the "Roster" tab of Member Manager or Organization Manager.

Paper applications are required for transfer if from out-of-Council.

Transfers or multiple registrations for members or youth can be done under Menu > "My Application" tab. The joining fee applies to transferring Scouts.

### **2.2.3 Adult Leader Registration**

Adult Leader registration is required by Scouting America for all of the following situations:

- All Troop Committee Members
- New Member Coordinator
- Merit Badge Counselors
- Any Adults who accompany Scouts on campouts
- Scoutmaster

- Assistant Scoutmasters

The registration fee for the following adult Leaders may be paid for by Troop 1000. Adult Leaders are given the option to accept or decline the offer:

- Executive Officer
- Chartered Organization Representative
- Committee Chair
- Scoutmaster
- Treasurer
- Advancement Chair
- Camping Coordinator
- ASM Patrol Advisors

#### **2.2.4 Adult registration – Youth Protection**

The Scouting America is extremely careful of the wellbeing of our youth. To that end, the Youth Protection Training course against drug and physical abuse has been developed. Scouting America and Troop 1000 requires all registered adult Leaders (Scoutmaster, Assistant Scoutmasters and Committee Members, Merit Badge Counselors) to re-take this course as required. This course is now offered online. Once completed, download your certificate. You can email or print your card and show it to the Committee Advancement Chairperson for records.

All adults registering with the Troop must have a background check performed by Circle 10 Council. The results of the background check are confidential, and available only to the Key 3, specifically the Chartered Organization Representative.

#### **2.2.5 Re-chartering the Troop**

Scouting America offers an online member and unit renewal process.

[Unit and Membership renewal](#)

Troop 1000 collects troop dues twice a year. Once in the Spring and once in the Fall. Dues are established yearly by the Troop Committee. Specific adult Leaders' memberships can be paid by the Troop. Families will be notified of their National dues deadlines. These are separate from Troop dues. Scouts whose dues have not been kept current and are delinquent are required to pay in full prior to the re-chartering or their membership will not be renewed until dues are made current.

### **3. The Scout Uniform**

The uniform makes a Scout visible as a force for good and creates a positive image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished. While wearing the uniform is not mandatory, it is highly encouraged. The leaders of Scouting - both volunteer and professional - promote the wearing of the correct complete uniform on all suitable occasions.

### 3.1 What is the uniform

The National Office of Scouting America sets the uniform policy based on the reference guide to uniforms and insignia. The Scout Field Uniform (also referred to as Class A's in the troop) is the standard Troop uniform. It is preferred that all Scouts wear full Class A's:

- During all Troop Meetings
- During transport to and from all Scouting events
- During all Boards of Review (BOR) for rank advancement
- During all Troop flag ceremonies
- During Scout's Own services
- During all Scoutmaster Conferences
- During Troop Special events like parades or Scout Sunday.

The Activity Uniform (also referred to as Class B's in the troop) is worn when designated by the SPL or SM:

- On campouts during program activities other than flag ceremonies or Scout's Own services.
- During Troop service projects as determined by the PLC Field Uniform Deviations:

On occasion special events and circumstances may require the Field Uniform to be worn in part or with different articles of clothing. Deviations are only permitted with the approval of the Scoutmaster and will be communicated as a Troop Class A uniform for the event or circumstance. These deviations are one-time approvals, and do not carry from event to event. An example may be approval to wear a cowboy hat vs. the Troop hat or wear a bolo tie instead of the Troop neckerchief and slide.

#### 3.1.1 Field and Activity Uniform Components

The following table shows the make-up of both Field and Activity uniforms:

ITEM	Field Uniform	Activity Uniform
Troop 1000 Bush Hat	YES	YES
Scout T-shirt	YES	YES
Troop Neckerchief	YES	No
Scout Field Shirt	YES	No
Scout Trousers or Shorts	YES	Optional
A Scout belt	YES	Optional
Scout Socks	YES	Optional
Closed Toe Shoes	YES	YES/SM Exceptions

#### 3.1.2 Uniform Insignia

- The Scouting America Uniform and Insignia Guide is available at the Scout Shop in Fairview, or at Circle Ten Offices in Dallas.
- Also see: <https://www.scouting.org/resources/insignia-guide/>

#### 3.1.3 T1000 T-shirt

The T1000 T-shirt bears the T1000 logo and Troop unit number. This item should be worn as the T-shirt for the Activity Uniform. Troop T-shirts may be purchased at any Troop meeting for a nominal charge, which covers the cost to the Troop.

### 3.1.4 T1000 Bush Hat

The bush hat is a tan, brimmed, crushable camp hat that sports the T1000 embroidered patch on the front. Only serviceable hats may be worn in public. These hats are provided as part of the joining fee; however, additional hats can be purchased for a nominal charge, which covers the cost to the Troop at any Troop meeting.

### 3.1.5 T1000 Neckerchief

The Troop neckerchief is a standard SCOUTING AMERICA stock item. It is dark blue with the SCOUTING AMERICA emblem embroidered in silver on the back and silver piping around the edges. This item is provided as part of the joining fee but additional neckerchiefs can be purchased through the Troop Store or at any Troop meeting, the local council office, or any SCOUTING AMERICA merchandise outlet. An Eagle Scout may wear the official Eagle neckerchief and the One Grand Scout or Scouter may wear the special red neckerchief for the duration when awarded.

### 3.1.6 T1000 Number Patch

The number patch is a single patch with the number 1000 embroidered on a tan background. This item is provided as part of the joining fee, but additional patches can be purchased through the Troop.

### 3.1.7 Where to Buy the Uniform

See 3.1.2 See Uniform Insignia for locations of Circle Ten Council Scout Shops. Also items can be obtained on line:

<http://www.scoutshop.org/>

Some Items may be purchased through the troop store. Please visit: <https://t1000.org/pay>

## 4. Meetings

There are several meetings that are held in T1000 of which parents and Scouts need to be aware. The following table gives a summary of the most common meetings. Note that the attendees list only those who must attend, any member of T1000 (or parent) may attend any meeting listed. An exception is the Patrol Leader's Council (PLC). This is a Scout-led meeting for Scout leaders to discuss troop activities and issues. Visitors must be cleared by the Scoutmaster and Senior Patrol Leader.

### 4.1 Meeting/Event Summary

The Troop calendar is the "official" document indicating meeting times/etc. [Troop 1000 Calendar](#)

Meeting	Period	Attendees
Scout Meeting	Weekly (as scheduled)	All Scouts, SM, ASMs, JASMs
Patrol Leader Council (PLC)	Monthly	PLC Members, SM, ASM Advisors, JASMs
Troop Committee	Monthly	Committee Members, SM
Annual Budget Meeting	Annually	CC, SM, Troop Treasurer, all Committee members
Adult Leader Training	Annually	Varies By Type of Training
Trail to First Class (TFC)	Monthly	TFC Members, TFC Leaders
Buffalo/ "Old Buffs" Patrol	Monthly	SM, ASMs, JASMs
Patrol Meetings	Semi- Monthly	Patrol Members, Patrol Advisors
Annual Planning Meeting	Annually	PLC, SM, ASMs
Court of Honor	Three or Four times/yr	All Scouts, Scouters & Parents
Introduction to Leadership Skills for Troops (IOLS)	Semi- Annually	All Troop Officers, SM & ASMS
Campout	Monthly	Scouts, Buffalo Patrol
Summer Camp, Winter Camp & Spring Break	Yearly	Scouts, Buffalo Patrol
District Roundtable	Monthly	SM, CC

## 4.2 Scout Meeting

T1000 Scout meetings are generally held on Monday nights from 7:30 - 9:00 PM in the Celebration Center at Resurrection Lutheran Church. The only exceptions are:

1. when PLC/TFC meetings are scheduled
2. Some school holidays (see the online calendar).
3. the Monday night during a long-term camp

The purpose of the Scout meeting is to present programs that pertain to Scouting skills, collect dues & fees, and other Troop functions. Other events that sometimes take place are elections for SPL & Patrol Leaders and elections into the Order of the Arrow.

## 4.3 Patrol Leader's Council (PLC) - Greenbar

The Patrol Leader's Council or PLC is the governing body of the Troop. The PLC is a team made up of Patrol Leaders (PL) and other Troop Leadership positions. The SPL leads the PLC. Meeting once a month, the PL'S report on the status of the Patrols and Troop, plan upcoming monthly programs and campouts, is made aware of all, and decides on most, activities involving the day to day running of the Troop. See the Troop calendar for meeting dates and times. This meeting is **mandatory** for the SPL, ASPLS, QM, Troop Scribe, Chaplains Aid and each PL.; if the PL is excused by the SPL he must send another Patrol member to represent his Patrol. An unrepresented Patrol may cause the PL's removal from the position. The SM and selected monthly advisors are also expected to attend as advisors to the SPL and program Patrol. Members of the PLC are:

- Senior Patrol Leader (SPL - voting member in case of tie)
- Assistant Senior Patrol Leader (ASPL)
- Patrol Leaders (PL - voting members)
- Troop Scribe
- Troop Quartermaster (QM)
- Chaplain Aide
- Den Chiefs
- Junior Assistant Scoutmaster (JASM)

## 4.4 Troop Committee Meetings

The Troop Committee meets for the purpose of reviewing all activities of the Troop for the current month and planning for any support needed by the Troop for the execution of those plans. The Troop Committee also discusses and plans for large future events that require advanced preparations and support. Specifically, the Committee helps with Troop advancement, finances, outdoor program planning and working with parents. These duties include record keeping, fundraising, recruitment of other adult Leaders, running Troop boards of review, assisting in Courts of Honor and oversee Troop communications. All Troop Committee members are expected to attend this meeting. Although not a voting member of the Committee, the SM attends these meetings and works closely with the Committee.

T1000's Committee meeting is on the Troop calendar. Parents and ASM are welcome to attend as observers. Scouts can attend on an invitation basis only.

## 4.5 Annual Budget Meeting

The annual budget meeting allows the Troop Treasurer, the Committee Chair, and the SM to plan for the financial future of the Troop over the next year. The budget is set based on the previous year's actual expenditures and on the goals and programs set by the PLC and accepted by the Committee. Once the attendees have determined the budget, it is presented to the Troop Committee for approval.

The Annual Budget Meeting is held normally in October, after the second PLC semi-annual Planning Meeting but prior to the re-chartering process.

#### **4.6 Buffalo Patrol (SM & Assistant Scoutmaster) Meetings**

The SM and his assistants teach Scouts by example and as such have formed their own Patrol called the "Buffalo Patrol". The Buffalo Patrol (or Old Buffs) meets once a month to discuss the Troop program, Committee meeting results, and District Roundtable information. The SM and Patrol Advisors discuss methods and topics pertaining to the growth and nurturing of the Patrols they advise and Scouts they help.

The meetings are on the Troop Calendar. The SM, ASM, and JASM are expected to attend. Committee members and parents are welcome; however, Scouts are permitted on an invitation basis only.

#### **4.7 Patrol Meetings**

Patrol meetings are called and run by the Patrol Leader of each Patrol. They are used to communicate information to and from the PLC, the SM and Troop Committee. Patrol activities are planned in these meetings as well as campout menus, skits, songs, and games. Patrols that are assigned as "Program" or "Service" Patrol have special duties to perform that are discussed during these meetings.

Patrol meeting schedules and meeting places are the responsibility of the Patrol Leader for each Patrol. Patrols should meet at least twice monthly.

Patrol Advisors must be invited to all meetings and should make every effort to attend.

#### **4.8 Introduction to Leadership Skills for Troops (ILST)**

Every six months Troop elections are held and a new SPL and individual Patrol Leaders elected. Both the Patrol Leaders and the SPL then appoint their associated staffs. To prepare the new Leaders and to form a functional team T1000 holds a semiannual Introduction to Leadership Skills for Troops (ILST) weekend. T1000 uses the SCOUTING AMERICA ILST format plus various other sessions that have proven their value over time.

The ILST is generally held within the first two weeks following Troop elections and is the responsibility of the SM. All youth elected and youth appointed members of the PLC are required to attend.

#### **4.9 PLC – Semi-Annual Planning Meeting**

The semi-annual planning meetings, held in conjunction with the Introduction to Leadership Skills for Troops (ILST) weekends allow the PLC to plan the Troop goals for the next year and the major activities that will support those goals. Patrol Leaders will have talked to their Patrol members to find out what areas they want to emphasize: advancement, Scout skills, Merit Badges, community service or some new adventure they want to try. Combining these Patrol ideas and defining them as goals is only the first step. Monthly programs and campout plans, which best assist reaching the goals, are named and put on the calendar. Other calendars from the Chartering Institution, PISD school District, Chisholm Trail District, and Circle Ten Council are then combined with the monthly Troop activities and a Troop calendar is developed.

Once the Troop calendar has been defined and reviewed by the SM, the SPL presents it to the Troop Committee for approval. Only after the Troop Committee has approved the plan will it be released to Scouts and parents and placed on the Troop Website.

#### **4.10 Troop Court Of Honor (COH)**

The Troop COH is a time for parents, Scouts and Scouters to celebrate the accomplishments of fellow Scouts. Members are recognized for:

- Rank Advancement
- Merit Badges Earned
- Religious Medals Earned
- Service Awards
- Special Awards
  - ◇ One Grand Scout
  - ◇ One Grand Scouter
  - ◇ One Grand Patrol
  - ◇ Others as necessary

This is a family affair with most of the Courts involving coffee and dessert. All Scouts and adult Leaders are encouraged to attend.

Parent's attendance and support is as important as the earning of the Scout ranks.

Lately, Troop COH's have been held three times a year (April, August, and December). Sometimes a COH may be held in conjunction with a family campout where families are invited to take part in Scouting activities, a campfire, the COH, and spend the night. This is subject to current Scouting America policy.

#### **4.11 District Roundtable**

This is an information meeting held monthly by the District to help units provide a quality program. See the Troop calendar for dates and the District web Site for more details.

[Chisholm Trail District](#)

#### **4.12 Order of the Arrow Meeting**

The Order of the Arrow is an honor camper society within the Scouting program. Scouts who have exemplified themselves through their selfless giving and support of others are elected into this service organization by their fellow Scouts. Membership criteria include attaining the rank of First Class, camping for at least fifteen days and nights (including one long term camp), and recommendation by the SM.

The Cha'Wat Chapter of the Mikanakawa Lodge, Order of the Arrow holds a monthly meeting. For more information see the Lodge web page. All Order of the Arrow members may attend.

[Miki.org](#)

### **5. Adult Training**

Youth Protection Training and Position-specific training can be done online through a Scouting America web site and is required to be completed before registering with the Troop.

<https://my.scouting.org>

All ASMs must be current in Youth Protection Training, and Introduction to Outdoor Leadership Skills (IOLS). Multiple opportunities exist for adult Leaders to take more training online or in person at a District or Council event.

Committee training is also offered online. This training encompasses the national organization, Troop structure, Committee responsibilities, the Scouting America program, Troop policies and team building. All Committee members are expected to complete the training modules. Parents are encouraged to participate as well.

Merit Badge Counselor Training is also available online. All merit badge counselors must complete the training.

There is a great deal of training offered by Scouting America and each Scouter should make every effort to take full advantage of these courses. Please discuss your training plan with the Troop Training Chair, the Committee Chair, or the Scoutmaster.

## 6. Rank Advancement

Scouting provides a series of surmountable challenges and provides the steps to meet them through the advancement method. The Scout plans his advancement and progresses at his own pace as he meets each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

The responsibility of the Troop is to give the Scout every possible opportunity to work on rank advancement. The responsibility of the SM, assisted by the Patrol Advisors (PAs), is to advise and coach Scouts so that they can achieve their rank advancement. It is the responsibility of the Patrol Leader (assisted by the PA and others) to help Scouts advance, and the responsibility of the Scout to accomplish the work necessary to advance.

A Scout learns through the teaching provided at the Troop and Patrol level and can practice what he has learned. He then is tested and upon completing the requirement as written the requirement is signed off. Any adult Leader in the troop with the exception of the Scout's parent can sign off on a rank requirement.

Once all requirements are signed off, the Scout arranges for a SM conference where the Scout and the SM discuss various aspects of the Scout's Scouting experience – this is covered in the SM Handbook. These meetings are private but held in accordance with Youth Protection Guidelines.

### 6.1 Board of Review (BOR)

When a Scout completes the requirements for a rank through the SM Conference, he appears before a Board of Review composed of at least three members of the Troop Committee. The purpose is not to retest him, but to make sure he has met all the requirements, to see how he is doing in the Troop and its program, and of course to encourage him to keep advancing.

There are two types of boards, one for ranks of Tenderfoot through Life and the other for the rank of Eagle. The goals of the boards are similar, but the make-up and information reviewed are different. Neither is designed to "retest" the Scout on the requirements.

#### 6.1.1 Board of Review for Tenderfoot through Life Ranks

The following describes the conditions under which a board of review is given for Tenderfoot through Life ranks:

1. The Scout sitting on the board is encouraged to appear in full Field Uniform.
2. The Scout must bring his Scout Handbook with all requirements signed.

#### 6.1.2 Board of Review for Eagle Rank

The conditions for an Eagle Board of Review are described below:

1. The board is conducted by members of the Troop Committee and other Scout Leaders. Parents, the SMs, and Assistant SMs may not sit on the Board. The SM will be present as a silent observer. The Chisholm Trail District Advancement Chair or a designee will also sit on the Board. There must be a minimum of three members on the Board (two Committee members and one staff member from the District Advancement Committee).



2. The Scout sitting on the board is encouraged to appear in full Field Uniform.
3. The Scout must bring his Scout Handbook with all requirements signed.
4. The Eagle candidate will also bring his Eagle notebook, which contains the descriptive write-up of his Eagle project and a completed Eagle Scout application.
5. All requirements must be completed prior to the Scout's eighteenth birthday. The BOR may take place after the Scout's eighteenth birthday, but if any requirements or project related activities come under question during the BOR, there is no recourse to correct any issue, and the Scout will not be awarded the Eagle rank.
6. All Life Scouts, Eagle candidates, are expected to work with the Troop Eagle Advisor to avoid various problem areas from project selection and write up to completion of requirements to application and BOR preparation.
7. Eagle is the highest rank in Scouting and awarded after the Troop/District BOR is reviewed by the Circle Ten Council and the National Office of Scouting America.

## **6.2 Advancement Records**

The Troop Advancement Chair maintains T1000 advancement records. Scouts must keep the Advancement Chair informed of completion of Merit Badges and completion of each BOR. Failure to inform the Advancement Chair of a completion may result in records not being recorded and the advancement may not be awarded.

## **6.3 Advancement & Recognition Process**

Immediate recognition is key to motivation. Once earned, an announcement is made at the next regular Troop meeting that a Scout has completed a rank advancement, and the cloth badge is presented to him by his PL, the SPL, and the SM in front of the whole Troop. Rank advancements must be sewn on by the Scout by the next Scout event and are an integral part of the uniform. The only exception may be the Eagle Rank Badge, which cannot be awarded until approval from Scouting America National Headquarters.

Scouts are then publicly recognized at the next Troop COH (COH). MB, service awards, and rank paraphernalia will be awarded at this time. The parents' presence at the COH is very meaningful to each Scout.

## **6.4 Merit Badges**

Merit Badges (MB) are discussed in further detail in the Scouting America Handbook and Scouting America's Guide to Advancement.

### **6.4.1 Merit Badge Counselors**

Scouts can earn Merit Badges only from registered Merit Badge Counselors. All merit badge counselors must be registered as such annually and be approved through the council advancement committee. The SM maintains a current list of approved Merit Badge Counselors on the troop website.

Parents of Scouts, who are Merit Badge Counselors, may teach their scout a particular Merit Badge as long as there are other Scouts in the class.

Scouts may choose their own Merit Badge Counselor from the troop's approved list on the website or from the current merit badge counselor record with Scouting America. This will be indicated on the MB Blue Card prior to the Scout working on the MB.

### **6.4.2 Merit Badge (Blue Record) Cards**

Scouts keep track of progress while working on a MB on a "Blue Card". The card must be filled out with the Scouts name, Merit Badge class name, MB Counselor's information, etc. and signed by the Unit Leader. During the Merit Badge class requirements that are completed are annotated on the card by the Merit Badge Counselor. Once completed, the Merit Badge Counselor will sign the card as such and maintain his portion. The Scout is responsible to give the completed

card to the Troop Advancement Chair. The Advancement Chair maintains the completed Counselor portion of the Blue Card and makes the appropriate entries in the Troop records.

### 6.4.3 Merit Badge Patches

Merit Badge patches are presented to the Scout at the next Troop COH.

## 6.5 Eagle Honors

Troop 1000 honors its' Eagle Scouts in a manner befitting this high rank and therefore Scouts are encouraged and may elect to have a special COH. This celebration of achievement is reserved exclusively for the Scout who has attained the Eagle rank. Other rank advancements and honors are recognized at the regular Troop COH. Upon notification that a Scout has passed his Eagle Board of Review, T1000 will:

1. Secure the "Eagle Kit" from the Circle Ten Council office.
2. Provide these additional items for the Eagle COH:
  - Eagle Neckerchief
  - Eagle Square Knot (patch)
  - Place the new Eagle's name on the Troop 1000 Eagle Honor Plaque

## 7. Special Awards and Recognition

Troop 1000 has a tradition of presenting special awards at Courts of Honor to recognize those Scouts and Scouters who best exemplify Scout spirit and commitment to the program. These awards do not interfere or compete with recognition of advancement.

### 7.1 The One Grand Scout Award

This special award recognizes a specific Scout who the Assistant SMs' Patrol (Buffalo) feel has gone beyond the norm in Scout Spirit. The criteria include (all of these are dependent upon the Scout's own initiative, in other words without being asked):

- Proper wearing of the uniform
- Willingness to help all others in the Troop
- Teaching skills to others in the Troop
- Commitment to the Leadership position the Scout holds in the Troop (including the position of Scout which holds certain responsibilities to the Patrol, the Troop and to one's self)
- A genuine and positive attitude about and pride in being a Scout
- All of the above without concern for recognition

The determination of the Scout to be recognized is done through a closed vote of the Old Buffs Patrol prior to the COH. The SM does not vote, except in the case of a tie. The name of the Scout is not revealed until the COH.

The following items are awarded to the Scout:

- One Grand Scout framed certificate signed by the SM and Committee Chair
- A clear red bead (reserved only for this award)

- One Grand Scout handmade neckerchief slide
- A red neckerchief with the Scout emblem embroidered in gold. The prior recipient will pass the neckerchief to the current recipient of the One Grand Scout Award. The Scout earns the right to wear it instead of the normal Troop neckerchief until the following COH. The signature of the Scout is embroidered on the neckerchief.

## 7.2 The One Grand Scouter Award

The One Grand Scouter Award is similar to the One Grand Scout Award. Some criteria are different and the means of determining the recipient have changed. The PLC uses the following parameters to decide on the candidate:

- Teaching by example
- Willingness to help all others in the Troop
- Availability as advisor to an assigned Patrol or as monthly program advisor
- Commitment to the Scouting program and T1000
- A genuine and positive attitude about and pride in being a Scout Leader
- All the above without concern for recognition

Determination of the recipient is made by a vote of the PLs supervised by the SPL. One week prior to COH the SPL inform the SM (who is ineligible for this award). The SPL will only vote in case of a tie. The name of the recipient will not be revealed until the COH.

During the COH the recipient is found and escorted by the Troop Patrol Leaders and the SPL where he is awarded the following items:

- One Grand Scouter framed certificate signed by the Senior Patrol Leader, Assistant and Patrol Leaders
- A clear red bead (reserved only for this award)
- One Grand Scouter handmade neckerchief slide
- A red neckerchief with the Scout emblem embroidered in gold. This neckerchief is passed from recipient to recipient of the One Grand Leader Award each quarter. The Scouter earns the right to wear it during the next quarter instead of the normal Troop neckerchief until the following COH. The signature of the Scouter is embroidered on the neckerchief.

## 7.3 The One Grand Patrol Award -

This award recognizes an outstanding Patrol within the Troop on a quarterly basis. The winning Patrol must show Leadership, teamwork, commitment, be an example to other Patrols and spirit. This award is based on a point system, the following describes the categories and possible point values (the total points possible is 1000), of Patrol meetings-points will be awarded for each recorded Patrol meeting based on attendance of assigned Patrol members. 100% = 3 points, 75% = 2 points per Patrol meeting, and 50% = 1 point.

Patrol Events - points will be awarded based on attendance of assigned Patrol members. Members are considered not in attendance if not in the proper uniform to include the neckerchief. Qualified events will include patrol campouts, field trips to places such as museums and theme parks, organized sporting events, etc. 100% = 3 points, 75% = 2 points, and 50% = 1 point. Points will be awarded for a maximum of two events per period.

Regular Troop meetings - points will be awarded based on attendance of assigned Patrol members. Members are considered not in attendance if not in the proper uniform to include the neckerchief. No points will be awarded to Patrols without their flag. 100% = 3 points, 75% = 2 points, and 50% = 1 point.

Troop campouts - points will be awarded for each recorded Patrol activity based on attendance of assigned Patrol members. Members will not be allowed if not in full and proper uniform. 100% = 3 points, 75% = 2 points, and 50% = 1 point.

Troop Events - points will be awarded for each recorded Patrol activity based on attendance of assigned Patrol members. Qualifying events will include troop fun events, service projects, recruiting events and fundraiser events.

Advancement - 2 points for each rank advancement during the period

The Troop Secretary will calculate the points during the three-month period from the Troop's official records and will advise the SM prior to each COH in such a manner that the award will be somewhat of a surprise

## 8. Troop Government

### 8.1 Troop Elections

Elections are held, in T1000, during March and September. Elections are held by closed ballot and results tallied by the Buffalo Patrol. The only Troop level Scout Leadership position elected is the SPL; all other Troop positions are appointed either by the SPL or SM. Patrol Leader is also an elected position, but the election process takes place at the Patrol level. This too is a closed ballot election, and a member of the Buffalo Patrol tallies the votes.

All positions, elected or appointed, are for six months and end at the time the new PLC takes responsibility. Elected positions may have only two consecutive terms. Appointed positions are also for six months.

#### 8.1.1 Election Rules - apply equally to Troop and Patrol elections

1. Elections are held under a closed ballot system
2. No proxy votes are allowed, Scouts voting must be present and in the full Field Uniform.
3. Votes are tallied by assigned ASMs.
4. Scouts standing for election will be given no more than five minutes to speak on their own behalf to the Troop for SPL elections or to an individual Patrol for PL election.

**Eligibility Rules - General rules governing Scout eligibility are listed below. Rank, age and participation rules are listed in the table below:**

1. Scouts must be present in full Field Uniform as possible to be elected or appointed to any office
2. All dues and/or fines must be paid in full
3. No Scout may run or be appointed for a third consecutive term to any office or position
4. Scouts standing for election to SPL must have held a prior position of PL or ASPL
5. Scouts standing for election to SPL must have participated in both a short term and long-term camp with the Troop as part of their participation requirement
6. Exceptions must be approved by the SM prior to the elections.
7. All youth with Leadership positions must have and continue to have 70% attendance at meetings and 60% at campouts (excluding long-term camps). Only the SM can make exceptions.

Position	Min Age	Minimum Rank	Service Time
Senior Patrol Leader	14	First Class	Six Months
Asst. Senior Patrol Leader	14	First Class	Six Months
Patrol Leader	12	First Class	Six Months
Troop Quartermaster	13	First Class	Six Months
Troop Scribe	13	First Class	Six Months
Chaplain Aide	12	Second Class	Six Months
Junior Asst. Scoutmaster	16	Determined by SM	
Troop Guide	14	First Class	Six Months
Troop Instructor	14	First Class	Six Months
OA Representative	14	First Class	Six Months
Bugler	11	Tenderfoot	Six Months

### 8.2 Appointed Positions

The SPL and SM appoint Troop staff positions. The Patrol Leader appoints Patrol staff positions. In each case the SM is expected to advise the elected officials on possible resources within the Troop or Patrol.

The following table shows the appointed staff positions and the office responsible for the appointment:

Position	Level of Office	Appointed by
Assistant Senior Patrol Leader	Troop	Senior Patrol Leader
Quartermaster	Troop	Senior Patrol Leader
Scribe	Troop	Senior Patrol Leader
Chaplain Aide	Troop	Senior Patrol Leader
Assistant Patrol Leader	Patrol	Patrol Leader
Patrol Quartermaster	Patrol	Patrol Leader
Patrol Scribe	Patrol	Patrol Leader
Cheerleader	Patrol	Patrol Leader
Junior Assistant Scoutmaster	Troop	Scoutmaster
Troop Guide	Troop	Scoutmaster
Den Chief	Troop	Scoutmaster
Instructor	Troop	Scoutmaster
OA Representative	Troop	Scoutmaster
Historian	Troop	Scoutmaster
Bugler	Troop	Scoutmaster

## 9. Scouting is ¾ Outing

This topic is also discussed in the “T1000 Family Guide”.

### 9.1 Monthly Campouts

Monthly programs, as defined by the PLC during the semi-annual planning meetings, determine the theme of each campout. Monthly programs are delivered through presentations given throughout the month by Scouts and outside resources during the normal Troop meetings. The campout agenda revolves around the program and gives the Scouts a chance to apply what they’ve learned. T1000 goes camping at least once a month, every month, with very few exceptions.

Some campouts may not follow the monthly program due to availability, distance, or time allowed. Deviations are up to the PLC.

It is at the discretion of the SM whether a campout will be canceled due to bad weather. T1000 camps in all types of weather; however, unnecessary risks are never taken. Safety of the Scouts is the foremost consideration during all T1000 outings. SM and other ASMs will be trained in Hazardous Weather Training.

#### 9.1.1 Distances

Distances to camp locations vary depending on the program needs that drive the camping spot. In general, weekend campsites are selected to be within a safe driving distance.

#### 9.1.2 Frequency

Normally, Troop campouts occur near the end of the month, however, these dates can change to take advantage of a three-day weekend or week long school break.

T1000 will participate in at least one long-term camp during the year. This is normally summer camp. The Troop attends

summer camp depending on the vote of the PLC during a PLC meeting within three months of summer camp. A second long-term camp may occur during spring or fall break (March or October, respectively). These camps can occur anywhere in the U.S., depending on the PLC vote and adult Leader support.

### **9.1.3 Transportation**

Transportation of Scouts is normally done by the registered adult Leaders who are going on the trip. Sometimes, however, there are more Scouts going than seatbelts available. For these occurrences, parents may be asked to drive. All drivers must meet the insurance requirements shown below and agree to abide by the rules listed:

1. Drivers must meet or exceed the insurance requirements for the State.
2. Drivers must ensure their vehicle is in safe working condition and take all measures for a safe trip.
3. Drivers under the age of 21 are not permitted in T1000 to transport Scouts.
4. All passengers and drivers must wear seatbelts.
5. Drivers must maintain a reasonable travel speed in accordance with state and local laws.
6. Passengers may only ride in the cab of a truck not in the bed (if a truck is used).
7. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.
8. T1000 does not use the strict caravan method. But all drivers will make every effort to stay with the group and not pass the designated lead vehicle.
9. Consumption of food or drink is not permitted by Scouts inside any vehicle, except with the permission of the driver.
10. Unless told otherwise, Scouts are not permitted to leave vehicles during re-fueling stops unless specifically allowed by the SPL.
11. Those who pull a Troop trailer must have taken the Troop Trailer Safety course and adhere to the rules taught at the class. The driver of the vehicle pulling a trailer is responsible for the safe working condition of not only his vehicle but also how the trailer is loaded. This must be his top priority in both directions. The Troop Trailer checklist must be implemented.

## **9.2 Camping Paperwork**

### **9.2.1 Permission Forms**

All Troop activities (outside of Troop, Patrol, and MB meetings) require a completed permission form from each Scout. Any Scout who does not have this form properly filled out and turned in at the time of the event will not be allowed to participate in that event. For more on this subject see the Family Guide.

### **9.2.2 Medical Treatment Authorization Form**


The Medical Treatment Authorization form allows Leaders from the Troop to seek emergency medical treatment as needed. Included on the form is information about family health insurance, and a signed statement from the parents authorizing the Troop to act on their behalf when finding medical help. Although this form does allow T1000 Leadership to authorize medical treatment, not all hospitals will allow treatment without first contacting parents; therefore, the accuracy of the contact information included in the form is extremely important.

Medical Treatment Authorization forms only need to be filled out once, unless contact of insurance information changes. Scouts are not permitted to attend any long-term camp unless this form is on file with the Troop.


This topic is echoed on the Permission form.


### **9.2.3 Scout Physicals**

## Policy on Use of the Annual Health and Medical Record

To provide better care for its members and to assist them in better understanding their own physical capabilities, the Scouting America recommends that everyone who participates in a Scouting event have an annual medical evaluation by a certified and licensed health-care provider—a physician (MD or DO), nurse practitioner, or physician assistant. Providing your medical information on this four-part form  will help ensure you meet the minimum standards for participation in various activities. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.

**Note:** This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information. For additional information about safeguarding your medical information, [click here](#).

**Parts A and B**  are to be completed at least annually by participants in all Scouting events. This health history, parental/guardian informed consent and release agreement, and talent release statement are to be completed by the participant and parents/guardians. **This is required to be resubmitted in Troop 1000 every January, or upon joining Troop 1000.**

**Part C**  is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or working weekends may fit this description. Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle, accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas. See the FAQs for when this does not apply.

### 9.3 Troop Camping Costs & Fees

There are various costs for all outings. These are determined by the circumstances of the outing and detailed in the permission slip and by advanced announcements.

Typical charges include gas, camping fees, and food expenses for four meals. All money for an activity is due the Sunday (Sign-up Sunday) prior to departure. Scouts who are not paid will not be able to go unless prior arrangements have been made with the SM. All changes to the original signup roster must be processed via the SM. All payments must be made via cash, check, credit card on the Troop Store, or and electronic transfer program like Zelle. All campout fees are nonrefundable.

Entry fees are sometimes necessary to support a program activity. When they do occur, parents will be informed via the permission form, the troop website, or in an email outlining the activity.

#### 9.3.1 Food Charges

A normal two-night campout will have four meals (Saturday breakfast, lunch, dinner, and Sunday breakfast). Food costs are itemized on the Permission Form. Any cost for additional meals will be determined in the planning process to include additional consumable funds. Patrol grubmasters are selected by the patrol per campout based on rank requirements needs or member turns. Patrol grubmasters are given a set budget based on food fee and number of patrol members going on the campout. They are expected to stay within that budget. The grubmaster should turn in any receipts for purchase to the Troop Treasurer as soon as possible for reimbursement.

When traveling long distances, meals may be bought “on-the-road” from a fast food or other establishment, and the recommended amount per meal will be announced prior to departure. Any information concerning additional or special meals will be outlined on the permission form or the website page about the campout.

#### 9.3.2 Gas Fees

T1000 reimburses only the driver who tows the trailer. The metric for reimbursement is based on: Two times the round-trip distance, the fuel efficiency of the towing vehicle, and the current average fuel price. These costs vary with the current price of fuel and with the distances to be driven during the entire event. All Scouts, regardless of parents who are driving, pay the gas fee. Necessary drivers are assigned prior to departure and approved by the SM, with all other drivers who choose to drive separately for their own convenience, being responsible for their own expenses. On occasion, parking restrictions at



Troop destinations preclude non-necessary vehicles, and in these cases the drivers will be responsible for arranging their own parking.

### **9.3.3 Funds Remaining from a Long-term Campout**

Sometimes, scouts are over-charged on long-term campouts (Summer Camp, Winter Camp, or High Adventure) due to early planning figures. If there are left over funds after the campout, those funds will be reimbursed by the Troop Treasurer as soon as possible. This does not apply to weekend campouts.

## **9.4 Prohibited Items**

To ensure a safe and enjoyable outdoors experience the following items are prohibited on all T1000 outings:

- Electronic Equipment (e.g., radios, TV's, games, CD players, cell phones, etc.) are generally not allowed. An exception is a medical device required by a Scout that has been previously approved by the SM. Another is the SPL may have the use of a mobile phone for emergencies. At times these electronic items can be taken on the outing but must be left in the car or locked in a footlocker and not brought out during the actual outing.
- Fireworks of any kind
- Personal Firearms or Archery Equipment (All Range and Target activities must be held at a District or Council event using provided equipment or at a Commercial Range)
- Fixed Blade or Sheath Knives (Not prohibited by SCOUTING AMERICA, but not practical or safe for use by younger Scouts)
- Liquid fuels (except that which is used by the Troop) or lighters (requires SM approval)
- Soda
- Candy & Gum (no nutritional value and draws animals and insects)
- Board Games (too many pieces to be lost)

All of the items listed above will be confiscated and will be handled at the discretion of the SM.

## **10. Equipment**

T1000, with the exception of personal gear, provides enough camping gear to conduct a safe and effective camping experience. The equipment is divided and assigned by Patrol.

### **10.1 Personal Equipment**

Personal equipment/gear is covered in the T1000 documents on the web page, at various Patrol and Troop meetings, and at the annual parent meeting. Guidelines on person gear must be followed to allow full participation of the Scout—in many cases this is a safety issue. Each Scout is fully responsible for his personal equipment/gear, and the Troop accepts no responsibility for the gear. Recommended locations to purchase gear are in the Family Guide.

### **10.2 Equipment Care**

Proper care of Troop and Patrol equipment is essential to keeping the Troop outdoors. Overall responsibility for this care belongs to the Scouts who use it. The QM and PLC have set the following policy:

Sometimes it becomes necessary to take equipment home to dry or be cleaned after a campout. Equipment taken home must be signed out by the Scout taking the equipment with the Troop (not Patrol) QM.

1. Scouts are responsible for any troop gear that is damaged due to negligence or carelessness.
2. Equipment is considered late if it is not turned in on the first meeting after a campout (excluding PLC meetings).

3. The Troop and Patrol QMs will inspect equipment turned in before it is returned to storage. Equipment that has been unsatisfactorily dried or cleaned will be returned to the Scout to whom it was originally signed out for proper care.
4. Equipment that is lost, or damaged due to carelessness must also be reported to the SM.
5. Scouts who are responsible for lost or equipment damaged through carelessness are responsible for the replacement cost of the equipment. Cases where damage is caused by a group of Scouts require that all will share in the cost equally.
6. Costs of lost or equipment damaged through carelessness will be determined from the replacement cost of a comparable item

### **10.3 Quartermaster's Storage**

Although most equipment is assigned by Patrol, no equipment may leave the QM's Storage without being properly signed out by the Troop QM.

Only the Troop QM, Patrol QMs, ASM and Scoutmaster are permitted in the QM's shed or trailers.

Troop/Patrol equipment inventory must be done twice a year just after the change of QMs after Troop elections. The inventory of equipment is performed by the Troop QM and Committee QM for all equipment. The results of the inventory are reported to the Committee and the SM

### **10.4 Equipment Repair/Replacement**

Cost of repair or replacement of equipment that has deteriorated due to normal use or accidental damage will be paid by the Troop or Patrol funds.

The Patrol and Troop QMs are responsible for informing the Committee QM of equipment in need of repair or replacement. The Committee QM is responsible for all equipment replacement and repair actions. He is also responsible to report to the Committee on the overall condition of Troop equipment and any repair or replacement actions taken during the next Committee meeting.

Equipment that is signed out for repair must be tagged and the removal recorded using the Troop equipment repair forms.

### **10.5 Troop Equipment Lending Policy**

Troop 1000 equipment will not be loaned to any organization or individual without prior approval from the Troop Scoutmaster. The Scoutmaster will notify the Committee Chair and Committee QM of the loaned equipment details. The Scoutmaster will only approve equipment loans for the following activities:

- T1000 sponsored event (e.g., fund raising activities, monthly campout, etc.)
- Scouting America, Council or District sponsored event (e.g., Wood Badge, IOLS, Cub Day Camp, Camporee, etc.)
- Other Scouting or youth related activities as determined by the SM, such as loaning T1000 climbing equipment to Qualified Instructors.

Adult Leaders are expected to provide their own tents and will not be loaned a Troop tent until all Scouts have been provided with a tent.

## **11. Troop Finance**

T1000 is primarily supported through the efforts of membership fees, fund raising activities, Scout dues and the chartering organization (Resurrection Lutheran Church). These funds are used to maintain Troop equipment, support special Troop activities, day-to-day Troop operations, and re-charter requirements. T1000 maintains a checking account to manage Troop funds.

## **11.1 Membership Fees**

Scouts pay an annual membership fee which is paid in two semi-annual installments, as established by the Troop Committee. These fees pay for the day-to-day activities of the Troop, including the supply of capital equipment (tents, grub boxes, camping supplies, awards, etc.). The fees are collected at the beginning of each six-month period for the following six months in March and October. Membership fees are separate from joining fees for new and transfer-in Scouts. New and transfer-in Scouts will pay the semi-annual membership fee the next time they are due. Scouts whose fees are unpaid will not be able to participate in campouts and other Troop activities.

Troop scholarships may be available per the troop budget through the SM and Troop Committee Chair. Fundraising opportunities must be considered first.

## **11.2 Patrol Dues**

Patrol dues are part of the Troop dues. Around 1/3 of the total dues is given to the patrols for them to pay for patrol gear and for patrol outings and campouts. Each patrol has a minimum of \$360 and can save a maximum of \$1500 for patrol activities and expenditures. Once the maximum is raised, the patrol is expected to spend that money before any more will be added. Scout dues percentages will modulate due to the amount of patrol funds available.

## **11.3 T1000 Checking Account**

T1000 maintains a checking account and debit cards for the purpose of paying day-to-day bills incurred by the Troop. The checking account is managed by the Troop Treasurer who reports on the balance monthly to the Troop Committee. The Treasurer, or designee, is authorized to make payments. The Committee Chair is back-up for these purposes. Personnel changes in these positions require a signature card be filled out and submitted to the bank. Troop expenses may be paid with bank electronic checks, a debit card, reimbursed to a Scout's Bin account or when necessary by hand written check.

### **11.3.1 Authorized Depositors**

The Troop Treasurer authorizes certain T1000 adults to make deposits directly to the T1000 checking account. Depositors must on the day of deposit email the Treasurer with the details of the deposit, including any breakdown (by T1000 Chart of Accounts) for deposits including multiple sources of funds.

### **11.3.2 Expense Payments**

Payment for expenses should be made directly to the supplier of the service or item purchased. It is the primary responsibility of the Troop Treasurer to send an electronic check or use the Troop debit card for these purchases. The Troop Treasurer may authorize Committee members to use the debit card on a case by case basis. The Committee Chair also possesses a Troop debit card for use when the Troop Treasurer is unavailable. Request for purchase payments is made via the "Check/Reimbursement Request Form".

## **11.4 Reimbursement**

T1000 Personnel who pay for Troop bills with personal money will be re-paid if the expenditure is pre-approved and proper paperwork is submitted. Approval is either an approved budget expense or by other Committee approval. Proper paperwork includes a "Check/Reimbursement Request Form", a troop tax exempt form, and the original receipt for the items or services purchased. Each line item of the receipt must be entered on the form in the proper budget category. Once the form has been submitted to and reviewed by the Troop Treasurer, reimbursement will be made. It is the responsibility of the Troop Treasurer to notify the submitter of any issues delaying reimbursement.

## **11.5 Scout Accounts (Bin Accounts)**

Each Scout in T1000 is set up with a sub-account under their name where money earned from fund raising and other activities are held. T1000 is a non-profit organization and has tax-exempt status as a member of SCOUTING AMERICA and a Chartered Unit of Resurrection Lutheran Church. Any money raised by organizations with this tax

status must be used for the sole purpose of supporting the operation and activities of that organization. Therefore, money held in a Scouts name cannot be distributed to him as personal gain.

The Troop Treasurer will maintain records of the total money accumulated by each Scout in the sub-accounts and will generate monthly reports indicating a Scout's current balance and present the information at the Troop Committee Meeting.

Money in Scout Bin accounts may be used for the following purposes only:

- Any Troop 1000 sponsored campout or outing (Troop must acknowledge participation)
- Scout High Adventure activities.
- Payment of registration fees, transportation fees, and meal costs of qualified outings.
- Eagle Court of Honor expenses if the SM and CC are notified before the Scouts 18<sup>th</sup> birthday and the Scout is still active in the Troop.
- Transfers of funds from a Scout's sub-account to the Troop general fund will occur automatically after a Scout is beyond youth status in T1000 or is no longer active in the Troop. Transfers of funds from one Scout's sub-account to another Scout's sub-account can be made if approved by the Troop Committee (e.g., an older brother turns eighteen and wishes to transfer funds to a younger brother).

## **11.6 T1000 Scholarship Programs**

T1000 provides some scholarship fund for those Scouts who wish to participate in a specific activity but who cannot pay at the time or in some cases, for adult Leader training. This is determined by the Scoutmaster and the Committee Chair, and the Troop Treasurer is notified of the scholarship.

### **11.6.1 Scout Scholarship Program**

T1000 may pay all or a portion of a Scout's fees for a single T1000 Scouting activity. Hardship scholarships require both the SM and Committee Chair approval and only if sufficient Troop funds are available. Training scholarships are voted upon by the Committee and planned in the annual budget. Fundraising options must be considered first.

### **11.6.2 Adult Leader Scholarships**

Training scholarships are voted upon by the Committee and planned in the annual budget.

## **12. Adult Leader Responsibilities**

The Troop Committee provides overall support of the Troop program. The Committee provides the Troop with a Scoutmaster (SM) and Assistant Scoutmasters (ASM) and then supports that Leadership.

The Committee is usually made up of parents of the Scouts who are members in T1000; however, adults without boys in the Troop can also be members. Committee positions give parents an excellent experience in supporting the Scouting program for their Scouts.

Some of the tasks of the Troop Committee are:

- Selection of the Scoutmaster and Committee Chair
- Providing training opportunities for adult Leaders (e.g., IOLS, Youth Protection, Wood Badge, etc.)
- Carry out the policies and regulations of Scouting America
- Advise the Scoutmaster on policies relating to the Scouting America program and the charter organization

- Financial budget maintenance by ensuring that adequate funds to run the Troop and disbursement of funds are in line with the approved fiscal budget
- Obtain and maintain Troop property
- Provide for alternate adult Leadership in case the Scoutmaster is unable to serve
- Ensure permanency of the Troop

### **12.1 Duties of the Troop Committee Chair**

- Prepare the agenda for and chair the monthly Committee meetings
- Organize and manage the Troop Committee to see that all tasks are delegated, coordinated and completed.
- Secure top-notch, trained individuals for troop leadership.
- Maintain a close working relationship with the Chartered Organization Representative (liaison between the Troop Committee and the chartering organization, Resurrection Lutheran Church) and the Scoutmaster.
- Ensure completion of the annual charter review and renewal
- Ensure Troop representation at the monthly District Roundtable meetings
- Work with and have a transition plan for Troop Chairs
- Interpret National and local Scouting policies to the troop.
- Organize Boards of Review. Three members of the Troop Committee are required for a Board of Review.

### **12.2 Duties of the Troop Vice-Chair**

- Act as Committee Chair in their absence
- Work with Troop Committee Chair as needed in the completion of Troop Committee Chair duties.

### **12.3 Duties of the Troop Secretary**

- Take and keep the minutes of all Troop Committee meetings and any special meetings called by the Committee Chair
- Publish the Troop Committee minutes
- Ensure the update of the T1000 Policy and Guidelines manual as changes are accepted by the Committee
- Act as Troop Sergeant at Arms to ensure adherence to SCOUTING AMERICA and T1000 policies and guidelines
- Informs the Troop families of upcoming events, activities, meetings, and deadlines via email or social platform

### **12.4 Duties of the Troop Treasurer**

- Manage and oversee the Troop Checking Account
- Record and manage receipt of funds to Troop accounts.
- Disburse funds as necessary to pay all authorized expenditures associated with T1000 operations.

- Maintain accurate records of all accounting activities exclusive of funds retained by Troop members for activity expenditures (E.g. Sign-up Sunday, Trip Funds, Monthly Program Funds) and individual details of monthly dues, semi-annual fees, and other fundraising activities. The details of such activities is managed by the person assigned by the Committee.
- Prepare and present a monthly report outlining financial activities to the Troop Committee
- Oversee the annual budget process (completed by November 1<sup>st</sup> of each year) and manage Troop expenditures as directed by the Troop Committee.
- Collect membership fees from Scouts bi-annually (March & October)
- Deposit membership fees in accordance with 11.3.1

#### **12.5 Duties of the Assistant Troop Treasurer**

- Make necessary announcements in the Troop Email and at Troop meetings when the fees become due
- Collect membership fees from Scouts bi-annually (March & October)
- Update Committee Chair, Treasurer and Scoutmaster on payment status for Scouts
- Deposit membership fees in accordance with 11.3.1

#### **12.6 Duties of the Troop Fundraising Chair**

- Works closely with the Troop Treasurer to understand the financial resource requirements of the Troop
- Represent the Troop at all Council and District fundraising meetings for those fundraising activities supported by the Troop
- Maintains and reports financial status of ongoing fundraisers to the Troop Treasurer and reports same at the monthly Committee Meeting
- Solicits help from parents as necessary to support T1000 fundraising activities
- Works closely with the Troop PLC to solicit and maintain Scout involvement in fundraising activities
- Continues to look for new fundraising opportunities for the Troop and presents them to the Troop Committee and PLC for consideration

#### **12.7 Duties of the Troop Membership Coordinator**

- Helps to plan and conduct parent orientation for families new to T1000
- Administers a Troop resource inventory with all new parents in Troop.
- In coordination with the SM, set and present annual membership goals and recruiting plans to the Troop Committee
- Prepare and maintain the T1000 New Member Orientation and Information package for distribution
- Ensures Scout and adult Leader registration forms are filled out and processed through the Committee Chair.

#### **12.8 Duties of the Troop Recruiting/New Scout Coordinator (an ASM Position)**

- Maintains close contact with local AOL Den Leaders and recruits dens to visit T1000
- Coordinates between AOL Dens and the Scoutmaster for Troop meeting visits
- Coordinate AOL outings between dens and the T1000 PLC
- Arranges for AOL visits
- Helps the Troop Guides prepare and present T1000 information to AOL dens at the annual event set aside for Troop presentations
- Maintains close contact with troop Den Chiefs and recruits dens to visit T1000
- Works with Trail to First Class adult patrol advisor and assigned Troop Guides to maintain progress chart

### **12.9 Duties of the Troop Merit Badge Coordinator**

- Works with the Troop Advancement Chair to see that Merit Badges are continuously made available based on the set goals of the Troop
- Recruit Merit Badge Counselors and register them with Scouting America
- Maintains and publishes a current list of all Merit Badge Counselors in Troopmaster and Scoutbook and on the troop website
- Ensures Merit Badge Counselors are trained

### **12.10 Duties of the Troop Advancement Chair**

- Reports Scout advancement to the Troop Committee.
- Works with the Merit Badge Coordinator to develop and maintain a current Merit Badge Counselor list.
- Makes timely reports to the Circle Ten Council Service Center on Scout advancement and secures awards and badges for distribution at the Troop COH.
- Retains all Merit Badge blue card segments submitted by Scouts for advancement for verification to District, Council and National offices as requested.
- Keeps and updates all records pertaining to advancement including Scout personal information, Troop activities and Leadership positions. Reports same to Scoutmaster monthly.
- Keeps and updates all adult Leadership personal and training information.
- Provides Troop rosters on request.
- Assist Committee Chair in the annual membership inventory and inspection program supporting re-chartering tasks

### **12.11 Duties of the Troop Eagle Advisor**

- Works closely with the SM on all Eagle issues.
- Advises Life rank Scouts on paperwork requirements for the Eagle Scout rank.
- Advise eligible Scouts on finding and submitting Eagle projects for approval.

- Advises Scouts on developing a Scout Eagle Service Project presentation for approval.
- Reviews all dates and requirements, with the help of the Troop Advancement Chair, pertaining to the Eagle application prior to submittal.
- Coordinates the Eagle Board of Review with the Scoutmaster, Troop Committee members, District Advancement Representative and the Eagle candidate.
- Advises the candidate's parents on Troop activities and supplies in support of the presentation of the Eagle rank.

#### **12.12 Duties of the Troop Hospitality Coordinator**

- Coordinate Troop COH refreshments
- Coordinates sign-ups for Troop activities like Troop Swim Party

#### **12.13 Duties of the Troop Camping Coordinator**

- Works with Program Patrol and the Monthly Advisor to determine the best camping area to support the monthly program
- If requested by Program Patrol, plans for camping locations, reserves camp sites and pre-pays fees as possible.
- Maintains information on camping facilities and maps
- Assists the SM, as needed, to arrange drivers and transportation logistics

#### **12.14 Duties of the Committee Quartermaster**

- Maintains current records of all Troop equipment
- Trains the Troop and Patrol Quartermasters in their duties
- Inventories Troop equipment on a quarterly basis and reports the results to the Scoutmaster and Troop Committee
- Immediately informs the Scoutmaster of equipment shortages, malfunctions, breakage or loss
- Maintains licensing for all Troop trailers
- Organizes gear donations and screens for usable items

#### **12.15 Duties of the Troop Charter Organization Representative**

- Serves as the liaison between the chartering organization and the Troop Committee
- Secures candidates for Committee Chair
- Updates the chartering organization's newsletter with information about T1000
- Represents the Chartered Organization and automatically serves as a member of the District Committee, and a voting member of Circle Ten Council.

#### **12.16 Duties of the Troop Training Coordinator**

- Advocate for all Scout related training



- Ensure that all T1000 Scouters attend the required training
- Track all adult Leaders training progress in Troopmaster

### **12.17 Duties of the Troop Safety Officer**

Safety is the responsibility of all Scouters and Scouts and is the paramount consideration for all Troop activities. Restriction of activities is not the intent of a strong safety policy but rather to ensure a safe and healthy experience for all.

- Ensure that all Troop activities meet the safety policy of Scouting America – Guide to Safe Scouting.
- Determine if local, state or federal laws pertain to a Troop activity and ensure that any activity falls within the law.
- Record and keep current records of all SCOUTING AMERICA and Red Cross Lifeguards to support Troop aquatics activities.
- Provide opportunities for First Aid and CPR certification for adults and Scouts.
- Perform as a Merit Badge Counselor for Safety Merit Badge.

### **12.18 Duties of the Scoutmaster (SM)**

- Train and guide Scout Leaders to run the Troop
- Work with and through responsible adults to bring Scouting ideals to the Troop
- Help Scouts to grow by challenging them to learn for themselves
- Help the Troop Committee recruit Assistant Scoutmasters
- Oversee the Troop programs and Scout advancement
- Conduct Scoutmaster conferences

### **12.19 Duties of the Assistant Scoutmasters (ASM)**

- Assist the Scoutmaster as directed.
- Be prepared to take over Troop operations in the absence of the Scoutmaster
- Act as an advisor to the program Patrol for the monthly program as assigned
- Act as a coordinator and advisor for Scout Patrols
- Teach by example
- The “Patrol Advisor” and “Monthly Advisor” documents on the Troop web page go into more detail.

### **12.20 Duties of the Clothes Closet Chair**

- Maintains the troop Clothes Closet inventory of gently used uniform pieces including Scout shirts, pants, belts, and other donated gear
- Provides new Scouts with Welcome kit including Troop hat, T-shirt, Scout handbook, neckerchief, slide, epaulettes, and patrol patch

- Maintains relationships with vendors to provide new hats, T-shirts, patches, other troop branded wear
- Ensures items are listed on the troop store for purchase. The Clothes Closet is self-funded.

**12.21** Any and all policies and procedures not specifically stated here are to be referred to the Scouting America Guide to Safe Scouting and the Guide to Advancement