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Come on! join us on the Scouting trail...



Boy Scout TROOP 809

OPERATION GUIDE JARRETTSVILLE UNITED METHODIST CHURCH Jarrettsville, MD. 21084 Revised: March 2009

This guide is designed to be a resource for our members on basic policies and standards of Boy Scouts of America (BSA) and to navigate how our troop operates on a daily basis to reach our long-term goals.

General Information

Boy Scout Troop 809 is part of the Harford District, Baltimore Area Council of the Boy Scouts of America. The charter organization for Troop 809 is the Jarrettsville United Methodist Church of Jarrettsville, Maryland. Troop 809 recharter annually in December. Troop 809 operates under all guidelines, policies, and initiatives set forth by the National Council of the Boy Scouts of America. No boy shall be excluded from Troop 809 for reasons of race, religion, creed, or physical handicap. Troop 809 subscribes to all BSA policies as specified in the most current BSA "Guide to Safe Scouting" publication (GSS), which may be amended from time to time, and all other BSA policies, initiatives, and directives.

Aims and Methods of Scouting

The foundation of the Boy Scout program is based on the three **aims of Scouting**: character development, practicing citizenship and physical, mental and emotional fitness. We achieve the aims of Scouting through the methods of Scouting. The eight **methods of Scouting** are ideals, patrols, outdoors, advancement, adult association, personal growth, leadership development, and uniform.

- The **ideals** of Scouting are personal behavior guides and standards which a boy commits himself to when he becomes a Boy Scout. The Boy Scout Motto, Slogan, Oath and Law are the foundation of the Scouting ideals. As a Scout you will live by these every day of your life.
- Through the **patrol** the Scout functions in the troop. A Scout is not only be loyal to his troop, but to the members of his patrol. Only through mutual cooperation will a patrol succeed. The **patrol** is the basic unit of Boy Scouts and usually consists of six to eight boys who operate as a team.
- **Outdoors** is where Scouts learn and grow as young adults. Scouts learn how to develop advanced skills in outdoor survival and how man and nature need to live in harmony. The outdoors program of Scouting is designed to be implemented on a year-round basis.
- **Advancement** is provided by a series of surmountable obstacles and steps to overcome them. A Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which help hem gain self-confidence. The steps in the advancement system help a boy

Scout Oath

On my honor I will
do my best,
to do my duty to God
and my country
and to obey the
Scout Law;
To help other people
at all times;
To keep myself
physically strong,
mentally awake, and
morally straight.



Scout Motto
Be Prepared.

grow in self-reliance and the ability to help others.

- **Personal growth** - How can I be a better person and learn to work with others to accomplish a goal? Where do I fit into our society and how can I be a good citizen? Have I done a "Good Turn" today?
- **Adult association** - Learning to communicate and work with adults to accomplish a goal.
- **Leadership development** - No matter what leadership position I hold, have I done my very best? What did I learn? Have I utilized the leadership skills I learned to fulfill my leadership position?
- **Uniform** - I am proud to be a Scout and I believe in the Scouting principles. I am a member of an organization to which millions of people all over the world belong. Properly wearing the Scout uniform fosters identity, spirit, commitment, a sense of pride, and a sense of belonging.

Scout Slogan
Do a Good Turn Daily

Scout Law
A Scout is:
trustworthy
loyal
helpful
friendly courteous
kind
obedient cheerful
thrifty
brave
clean
reverent

Troop Organization



Troop 809 is comprised of a **troop committee**, **adult troop leadership** (represented by the Scoutmaster and assistant Scoutmasters) and **youth troop leadership** (comprised of the senior patrol leader, assistant senior patrol leader(s), patrol leaders, assistant patrol leaders, and troop guides, as well as troop instructors, quartermaster, scribe, librarian, historian, and chaplain's aide.)

Troop Committee

The **troop committee**, made up of adult volunteers, supports the Scoutmaster in delivering a quality troop program and handling troop administration. The committee's responsibilities include carrying out the policies of the Boy Scouts of America; ensuring that quality adult leadership is recruited and trained; managing troop finances; obtaining and maintaining troop equipment; and overseeing the troop outdoor program. The committee also has the responsibility to convene boards of review for Scout advancement. Parents are invited to our monthly meetings and are encouraged to participate.

The specific troop committee members' responsibilities are as follows:



The **committee chairman** organizes the committee to see that all functions are delegated, coordinated, and completed; maintains a close working relationship with the Charter Organization Representative and Scoutmaster; interprets national and local policies to the troop; prepares troop committee meeting agendas; calls, presides over, and promotes attendance at monthly committee meetings and any special meetings; ensures troop representation at monthly roundtables; secures top-notch, trained individuals for troop leadership; arranges for charter review and recharter annually; plans charter presentation.



The **chartered organization representative** is a member of the chartered organization, and works as the liaison between the church and the troop committee.



The **secretary** keeps the minutes of troop committee meetings, handles publicity and produces the family newsletter of troop events and activities. The secretary attends all committee meetings, notifies the troop of

important committee decisions, policy changes, dates of committee meetings and other important information as the need arises.



The **troop treasurer** and **financial secretary** handle all troop funds and pay bills on the recommendation of the Scoutmaster and authorization of the troop committee. Their responsibilities include keeping adequate records of finances, reporting the financial status of the troop to the troop committee each month, supervising the financial side of all money-earning projects, and leading in the preparation of the annual troop budget and records for audit by the charter organization. A copy of all troop expenditures will be made available upon request.



The **outdoor/activity chairman and assistants** suggest and subsequently investigate possible camping opportunities; prepare trip information and permission slips, acquire tour permits and park permits, make reservations and forward deposits and payments. These are key positions in coordinating summer camp and providing information between the camp and the troop.



The **advancement chairman and assistants'** responsibilities include: reviewing and encouraging rank advancement with the Scouts, arranging boards of review for both advancement and lack of advancement, submitting in proper form advancement in the troop to the council service center, working with the troop scribe to maintain Scout advancement records, performing data entry into Troopmaster®, coordinating awards and patches for Scouts, maintaining files on all Scouts, including troop copies of merit badge cards, and working with the SPL, court of honor coordinator, and Scoutmaster in preparation of advancement lists for courts of honor.



The **troop chaplain** provides a spiritual tone for troop meetings and activities, gives guidance to the chaplain's aide, and encourages Boy Scouts to earn their appropriate religious emblems.



The **troop quartermaster advisor and assistants** maintain an inventory of all troop supplies and equipment and make recommendations for new equipment and items in need of repair. This information is presented to the troop committee for consideration. When necessary, the troop committee must authorize required purchases. Also, patrol quartermasters coordinate their functions with the troop quartermaster.



The **health and safety chairman** ensures that all Scouts and Scouters have on file the proper medical/physical forms and medication information. This chairman coordinates transportation with outdoor program for all outings; maintains copies of adult drivers' licenses, insurance coverage policy information, swim test records, training records, and emergency contact numbers. This chairperson also keeps the file containing signed acknowledgements of this document.

Additional adult positions:

- **Board of Review Coordinator** – as an assistant to the advancement chairman, coordinates 3-6 committee members to conduct boards of review for Tenderfoot through Life ranks; forwards required (signed) paperwork to advancement chairperson, and shares feedback (positive and negative) with Scoutmaster regarding the troop.
- **BSA Fundraising Coordinator** – attends campaign meetings, presents Friends of Scouting information to the troop, and coordinates donations between troop members and the district.
- **Court of Honor Coordinator** – works with the Scoutmaster, SPL, Advancement Chairman, Hospitality Coordinators, and others to ensure preparations for troop courts of honor.
- **Cub Scout Liaison** – serves as a liaison between the troop and area packs to coordinate Webelos campout participation and crossover related tasks.
- **High Adventure Advisor** - supports and advises the ASM in all aspects of planning and execution of a specific high adventure (Philmont, Sea Base, Northern Tier) including scheduling, training/financial

commitment/practices; advises on typical pitfalls and crew expectations, adversity and difficulties that a crew faces.

- **Hospitality Coordinator(s)** – recruit families to provide snacks, drinks, etc. for courts of honor, new Scout parent meeting, and Christmas party. Assists in set up and clean up.
- **Merit Badge Coordinator(s)** – develop troop list of merit badge counselors from troop surveys, actively recruits adult merit badge counselors, coordinate formal merit badge schedule with counselors, work with the troop librarian to build and maintain a troop library of merit badge books.
- **Scouting for Food Coordinator**– coordinates this service project between district and the troop.
- **Scout Shop Coordinator** – procures non-advancement patches and other items needed by the troop.
- **Troopwear Coordinator** – coordinates purchase of ‘Class B’ merchandise from vendors; coordinates sale and distribution of merchandise to troop members.
- **Troop Discipline Facilitator** – convenes special boards to address behavioral, health, or disciplinary issues of an individual youth or adult (see Conduct section) on an as needed basis.
- **Troop Trainer** – is acquainted with current BSA principles, methods, and techniques of training; provides training information and opportunities to the troop.
- **Webmaster** – works with the appointed Scout webmaster to maintain technical aspects of website.

Detailed job descriptions are available on the troop website.

Adult Troop Leadership



The **Scoutmaster** is the adult leader appointed by the troop committee for a one-year term (January-December) and is responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The Scoutmaster's general duties include training and guiding boy leaders, working with other responsible adults to bring Scouting to boys and using the methods of Scouting to achieve the aims of Scouting. His other responsibilities include attending troop, committee, and PLC meetings; conducting Scoutmaster conferences for rank advancement; participating in council and district events; attending and participating in crossover ceremonies; conducting Junior Leader Training (JLT); and supervising troop and Order of the Arrow elections. The Scoutmaster works with the senior patrol leader and patrol leaders council (PLC) to build a strong program that promotes at least 10 days of outdoor experience that incorporates advancement into the program.



Assistant Scoutmasters assist the Scoutmaster in operating the troop. Assistant Scoutmasters are recommended to the troop committee by the Scoutmaster and approved for one-year terms (January – December.) Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the two-deep leadership standards set by the Boy Scouts of America. There are several types of assistant Scoutmasters:

- 1st assistant Scoutmaster
- assistant Scoutmaster(s) - New Scouts
- assistant Scoutmaster(s) – High Adventure Crew
- assistant Scoutmaster(s) - Patrol Mentor

The **1st assistant Scoutmaster** assists the Scoutmaster in the general operation of the troop and serves in the absence of the Scoutmaster.

The **assistant Scoutmaster(s) - New Scouts** works with the new Scout patrol and has additional responsibilities along with the Scoutmaster to recruit new members into the troop. His job, along with the troop guide, is to work with each member of the 1st year patrol and help them achieve First Class rank by the end of the Scout's first year.

The **assistant Scoutmaster(s) –High Adventure Crew** work(s) with the specific-activity group to develop a more challenging high adventure program for these more experienced Scouts. (See high adventure crew section for more information.) May seek guidance and/or assistance from the high adventure advisor.

The **assistant Scoutmaster(s) - Patrol Mentor** is assigned to a specific patrol and works with the patrol leader providing guidance and advancement opportunities.

Term Limit: Those adult members who serve in any of the above positions shall serve for a period of one year. At the conclusion of which they may continue to serve for additional one-year term(s) upon re-nomination and approval of the troop committee. Any adult member who begins serving in any one of the above positions in any month other than January shall serve until the following December and may continue to serve for one-year term(s) thereafter upon re-nomination and approval of the troop committee.

Troop 809's Youth Leadership

Boy Scouts is boy-led program. That's right, the Scouts decide what they would like to do, plan for the activity/event, and carry out **their** plan, it IS **their** troop. (See related topics Aims & Methods of Scouting.) **The youth leadership in the troop is the single most important element of a troop.** It is through this leadership that troop meetings are organized, outdoor events are planned and Scouts are recognized. There are no small roles to play. Every position within the troop is dependent on the other. Since the leadership positions are so important, Scouts interested in holding an elected or appointed office will need to submit an application (available on our website) to the Scoutmaster by the designated deadline. Upon election or appointment, all youth leaders are required to attend a **Junior Leaders Training Course (JLT)**. This training course will instruct the Scout on how to build his team and describe his responsibilities and duties in his leadership position. The Scoutmaster typically administers this course. Star, Life and Eagle ranks are dependent on a Scout successfully serving in a leadership position stated in the requirement for each.



Junior Assistant Scoutmaster - A Scout 16 years old or older who supervises and supports other boy leaders as assigned by the Scoutmaster; 1-year Scoutmaster appointed term.



Senior Patrol Leader (SPL) - Top youth leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. He is also responsible for the patrol leaders and troop guides; 6-month term by Scout election.



Assistant Senior Patrol Leader (ASPL) – Assists the SPL as directed, fills in for the senior patrol leader in his absence. He is also responsible for training and giving direction to the troop quartermaster, scribe, historian, librarian, and instructors; 6-month SPL appointed term.



Patrol Leader- Gives leadership to members of his patrol and represents them on the PL; 6-month term elected by the patrol members. Each patrol will also have an **assistant patrol leader** who acts as patrol leader in case of the patrol leader's absence; the assistant patrol leader is appointed by the patrol leader for a 6-month term.



Troop Guide - Advisor and guide to a new Scout patrol. Attends the patrol leaders' council meetings to represent the new Scout patrol. Works with the senior patrol leader to provide instruction and advancement

for new Scouts; 1-year Scoutmaster appointed term.



Instructor – An older troop member proficient both in a Scouting skill (i.e. camping, cooking, first aid, knots) and in the ability to teach that skill to others; 1-year Scoutmaster appointed term.



Troop Historian - Collects and maintains troop memorabilia and information on current and former troop members; 6-month SPL appointed term.



Troop Librarian - Oversees the care and use of troop merit badge books, pamphlets, magazines, audio/visual aids, and merit badge counselor list for use by troop members; 6-month SPL appointed term.



Chaplain's Aide - Assists in troop religious services and promotes religious emblems program; 6-month SPL appointed term.



Troop Quartermaster - Responsible for troop supplies and equipment and works closely with the adult quartermaster advisor; 6-month SPL appointed term.



Troop Scribe - *the troop secretary*. The scribe's responsibilities include attending and maintaining a log of PLC meetings, record attendance at troop meetings and functions, record advancement in troop logs and work with the appropriate troop committee members responsible for records and advancement; 6-month SPL appointed term.



Den Chief - Works with a Cub Scout den as a guide; 1 -year Scoutmaster appointed term.



OA Representative – serves as the youth liaison between the local OA Lodge and the troop; 1-year Scoutmaster appointed term.



Bugler – provides music as scheduled for troop meetings/events; 6-month SPL appointment.

Detailed descriptions of these positions, including qualifications and responsibilities are available on our website. As a Scout is elected or appointed to a troop office/leadership position, the appropriate insignia will be provided by the troop and should be worn during the term. At the end of the leadership term of office the insignia should be removed.

Patrol Leaders' Council

The **patrol leaders' council** (PLC) is responsible for selecting, planning, and conducting the troop activities. The PLC is made up of the following voting members: senior patrol leader, assistant senior patrol leader(s), patrol leaders, and troop guide(s.) The SPL may request other members of the troop be present at a PLC meeting, but they have no vote.

At its monthly meetings, the PLC organizes and assigns activity responsibilities for troop meetings and events. The troop committee interacts with the PLC through the Scoutmaster.

The troop's activities are selected and planned at the **annual program planning conference**. The SPL and his PLC, the Scoutmaster, assistant Scoutmasters, and any other individuals the senior patrol leader feels is necessary to conduct the meeting will attend this conference. The troop's yearly plan is then submitted to the troop committee by the

July committee meeting for approval. The troop committee either approves the plan or makes alternative suggestions for the PLC to consider.

The Patrol Method

Boy Scout troops are divided into smaller groups of six to ten boys, or **patrols**. Members of a patrol work together in and out of troop meetings. Ideally, there are several patrols in a troop. Each patrol elects a leader called a **patrol leader**.

A (temporary) **new Scout patrol** is comprised of new members who have entered the troop and are not yet First Class Scouts. A troop guide will assist them as they progress towards their first rank(s.)

At the appropriate time, new Scouts will be placed in a regular, established patrol. Placement is at the discretion of the SPL. In the best interest for each and every Scout, brothers are placed in different patrols. If a boy joins mid-year he may be temporarily placed in an existing patrol until a new Scout patrol is formed or he attains First Class rank.

A regular **Scout patrol** is for those boys who have been in Boy Scouts for 6 to 12 months. These boys elect their patrol leader during troop elections. The patrol leader, as well as other youth leaders, must attend a Junior Leaders' Training course in order to hold a leadership position in the troop.

In order to achieve rank advancement, each eligible youth leader must successfully execute his job responsibilities as explained in the Junior Leader Handbook (handbook provided at Junior Leader Training-see related information under 'Youth Leadership.')

The patrol leader's job is a very important one to his patrol and to the troop. Each patrol will have an assistant patrol leader, patrol quartermaster, and scribe appointed by the patrol leader.

Activity-specific high adventure crews are for Scouts who want a more challenging high-adventure program. These temporary patrols, called crews, are made up of Scouts who are of age (as determined for the specific activity) and who have attained the rank of First Class or above by the time the trip takes place. Additional requirements are set by each high adventure camp and are generally more stringent than national BSA policy. High adventure activities are physically and mentally strenuous. The high adventure Scout's abilities will be assessed by the assistant Scoutmaster-High Adventure during the months preparing for the adventure. The crew is led by a youth **crew chief** who has a similar function as a patrol leader for the specific adventure crew.

More detailed information regarding high adventure is provided as crews form.

"The patrol method is not *a* way to operate a Boy Scout troop, it is the *only* way. Unless the patrol method is in operation you don't really have a Boy Scout troop."

--Robert Baden-Powell



Troop Operation

Advancement



Advancement is the heart of the Scouting Program. There are four basic steps in Boy Scout advancement, and they apply to all six ranks. The four steps are as follows: the boy **learns**, he is **tested**, he is **reviewed** and he is **recognized**. A Scout who is participating in the whole Scouting program should be advancing at least one rank each year through Life Scout. Early in the program, the Scout should advance through Scout, Tenderfoot and Second Class, even more rapidly, reaching First Class during the first 12 to 18 months.

Advancement should be an ongoing process. When a Scout has completed all the requirements to a specific rank he asks the Scoutmaster for his **Scoutmaster conference**. The Scout's detailed advancement/ history report and participation report will be provided to the Scoutmaster by the advancement chairman to verify that the Scout is ready for a Scoutmaster conference. The Scoutmaster will set up a time to meet with the Scout. The Scoutmaster will review with him the skills that he has accomplished during that rank. The Scout needs to prepare for this review. Skills will be reviewed for understanding and knowledge.



After successful completion of the Scoutmaster conference, the Scout is eligible for a **board of review** conducted by the troop committee. The Scout contacts the board of review coordinator to schedule a board of review. If the troop is on a camping trip and a Scout successfully completes his Scoutmaster conference, the Scoutmaster may recommend a Scout for a board of review. If sufficient time and committee resources are available at camp, the committee members may convene a board.

Boards of review for ranks up to Life are conducted by 3 to 6 troop committee members. A board of review for the rank of Eagle is arranged by the advancement chairman and will include a district representative. At a board of review the Scout should be neat in appearance and his uniform should be as complete and correct as possible, with the badges worn properly. The Scout must bring his handbook and may bring merit badge blue cards earned, along with any Scout memorabilia. This information may be of assistance at boards of review for rank advancement above Second Class.

It is upon the approval of the committee that a Scout is advanced to the next rank. The members of the board of review have the following objectives in mind when they conduct the review:

- To see how good an experience the Scout is having in the unit.
- To encourage the Scout to progress further.



Boards of review are conducted by the troop committee to periodically review each Scout's progress, from Tenderfoot through Life ranks, to encourage him, to learn whether he is enjoying his Scouting experience, and to evaluate the unit's effectiveness in conducting the Scouting program to benefit him. The review presents a good opportunity to monitor the Scout's advancement and keep him on track. It also gives unit leaders a chance to measure the effectiveness of their leadership.

A board of review focuses on a Scout's accomplishments and progress. The issues addressed can be about the Scout or the troop. The board of review is a chance for the troop committee members to get a sense of how the troop is doing and to permit them to offer support where needed. It gives other sets of ears to hear how a Scout is doing, how he feels about the troop and his role in it, how he is advancing, and whether he is striving to live up to Scouting's ideals. It is a good idea, therefore, to hold boards of review regularly and often.

Some reasons to have a board of review include a Scout's lack of advancement, perceived trouble in the troop, or a certain event at the last campout or troop meeting. Ideally, a Scout should sit for a board of review every six months, whether he is advancing or not.



The most common type of board of review is for advancement. By making a board of review a requirement of advancement, a Scout will have at least one opportunity at each rank level to review his progress in Scouting.

Each rank involves a progressively greater mastery of Scout skills, advancing leadership growth, and a growth in the way a Scout understands his world and his role in it. Therefore, the different advancement boards of review reflect the increasing maturity of the Scout.

Another issue to be considered at the board of review is the elusive concept of Scout spirit, which is part of the advancement process.



The review is not an examination; the board does not test the candidate. Rather, the board will attempt to determine the Scout's attitude and his acceptance of Scouting ideals. The board will make sure that good standards of performance have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school and community. The decision of all boards of review is arrived at through discussion and must be unanimous.

Advancement through First Class is achieved by participating in patrol and troop activities and by demonstrating his mastery of certain basic skills and knowledge. All of the criteria and facts/skills required are contained in the Boy Scout Handbook. Parents should periodically review their son's progress.



Advancement from Star through Eagle rank is achieved by participation in patrol and troop events, serving in leadership positions, service to others (see service project section under this same heading) and earning merit badges. In the ranks of Star, Life, and Eagle participation in patrol and troop events is important. A Scout is required to be **active** in his troop and patrol. To the maximum extent possible, the troop will provide each Scout with the opportunity to provide leadership to others. Successful completion of a required leadership position for rank advancement is based upon the Scout's fulfilling the duties as described in the Junior Leaders' Handbook and approved by the Scoutmaster after consultation with the Scout's patrol mentor (if applicable).

When a Scout is interested in earning a **merit badge**, he should obtain a copy of the current merit badge book and familiarize himself with the requirements. He should obtain a blue merit badge application (referred to as a "blue card") from the Scoutmaster who signs the card. The Scout may obtain a name, address and phone number of a merit badge counselor from the troop scribe, troop merit badge coordinator, or troop website.

The Scout should then contact the counselor to ensure that he is ready for an appointment and then make the appointment. For safety reasons a Scout should never visit a merit badge counselor alone. A Scout must have a "**buddy**" with him. A buddy could be a parent or guardian, another Scout, brother or sister, relative or friend. The counselor explains what is expected to complete the requirements. The Scout and his buddy then meet, as appropriate, with the counselor until the Scout completes the badge.

Steps to a Merit Badge

- o Obtain a signed blue card from the Scoutmaster
- o Obtain a merit pamphlet from troop librarian, public library, or Scout Shop
- o Contact merit badge counselor
- o Complete requirements
- o Have blue card signed by counselor
- o Submit blue card to advancement chairman

Once a Scout has satisfied the counselor that he has completed the requirements of the merit badge, the counselor will sign the blue card and return two sections of the card to the Scout. The Scout will then present the counselor-signed blue card to the troop advancement chairman. The merit badge will be awarded at the earliest opportunity.

Service participation is a requirement for advancement for the ranks of Second Class, Star, and Life. For Second Class, a Scout must participate in a service project approved by his Scoutmaster and must be a minimum of one hour in duration. For Star and Life ranks, a Scout must participate in a service project approved by his Scoutmaster and must be a minimum of 6 hours of service to others. Participation may be completed as an individual project, as a member of a patrol or troop, or as a participant in a church or community project. Star and Life service participation may be approved for Scouts assisting on Eagle service projects. The Scoutmaster must approve the project before it is started.

While a Life Scout, the Eagle Scout candidate must (in part) plan, develop, and give leadership in a service project helpful to any religious institution, any school, or his community. The Eagle Scout service project provides the opportunity for the Eagle candidate to demonstrate the leadership skills he has learned in Scouting. He does this project outside the sphere of Scouting.

All service projects' participants, along with hours of individual Scout participation, must be reported to the troop advancement chairperson so that proper credit may be recorded for the Scout. Service project leader should see the advancement chairman prior to the event for instructions. Scouts who participate in a service project on an individual basis should provide the date, type of service activity, and hours served in writing and signed by the project coordinator to the advancement chairman.

Eagle Scout Candidates

Once a Scout has earned Life rank he should attend the **Life to Eagle Seminar** presented by the Harford District advancement committee twice each year in spring and fall. See the Scoutmaster, advancement chairman, or district website (harfordscouting.org) for the time and place of the next session. When a Life Scout would like to begin his trail to Eagle, he should contact the troop advancement chairman to review his records and to obtain a list of troop Eagle mentors. The Eagle mentor provides guidance for the Eagle candidate with project selection and the steps to achieve Eagle rank. It is very important that the Scout follows the directions and sequence of events in the Life to Eagle packet.

Adult Participation

This troop would not be successful without commitment and support from parents. While adult participation is both welcome and needed, certain protections are in place for the safety of our Scouts. **Adults (anyone age 18 or older) with direct contact with Scouts (including drivers, campers, merit badge counselors, committee members, Scoutmaster, ASM's, etc.) are REQUIRED to have valid Youth Protection Training BEFORE having contact with Scouts.** (See Training section). Adults are expected to conduct themselves in an appropriate manner at all Scout functions. Smoking is prohibited in sight of any Scout; alcohol and controlled substances is strictly prohibited at any Scout activity.



The troop maintains a library of merit badge books for all required merit badges and for many others frequently pursued by members of the troop. Scouts may check out merit badge books from the troop library through the troop librarian, but books must be returned in a timely manner and in good condition. Merit badge books may also be purchased through the council trading post or obtained through the Harford County Public Library.

The troop welcomes donations of merit badge booklets for the troop library from Scouts who no longer need them.

Once an adult has attended his/her fourth camping trip, it would be interpreted that he/she is interested in supporting the program in a more meaningful manner is expected become a registered leader; and therefore receive the training necessary to support the troop program.

If you are interested in becoming an adult leader and would like more information, please review the 'How to Become a Registered Leader for Troop 809' document on our website. Adult applications are available from the advancement chairman. (See Training section for required training.) The completed application should be given to the committee chairman who will submit it for the approval process. It is upon council's listing the adult on the unit roster that he/she is considered a registered leader.

Communications

All announcements regarding troop meeting location and times, revisions to weekend trips, and other information is posted on the troop website. The troop website is not public domain and requires approval to access.



To join the troop website it is necessary to first complete the Troop 809 Contact Information Form. The form is available at troop meetings (or contact the committee chairman or troop webmaster for a copy.) Turn the completed form in to the committee chairman or webmaster. It is recommended that both the Scout and his parents join the website as separate members. It is recommended that email addresses include your name (i.e. JohnDoe@domain.com.) Any offensive or inappropriate email address names will not be allowed. The webmaster will email instructions to all persons listed on the contact information form on how to log-on to the troop website. Changes in contact information for Scouts and adults should be reported to t809webmaster@yahoo.com.

Each Scout is responsible for checking the website for updates or changes, especially right before a troop meeting or other Scouting activity. This procedure will save time and eliminate the risk of someone not receiving updated information

Conduct

Upon joining, a Boy Scout agrees to live by the Scout Oath, Law, Motto, Slogan, and the Outdoor Code. Troop 809 expects members to conduct themselves in a Scout-like manner. Our program provides activities at various levels that are intended to provide appropriate, positive outlets for their needs. In order to maintain safety and good order for the benefit of all troop members a certain level of conduct and procedure to implement it is necessary. Troop 809 operates on a system of counseling, reflection, warnings, and other appropriate measures. Positive behavior is promoted through the Boy Scout program. However, in the event a troop member chooses to behave in a un-Scout-like manner, further action may be necessary.

Minor breaches of conduct will result in warnings, or suspension at the discretion of the Scoutmaster.

Examples of Minor Breach of Conduct:

- Unruly conduct
- Failure to follow instructions of a troop or adult leader
- Possession of non-dangerous prohibited items at patrol or troop meeting or outing
- Disrespectful or derogatory actions or language

Disciplinary Actions Possible:

- Immediate dismissal from meeting or function

Disciplinary Actions Possible continued:

- Verbal warning to Scout (**mandatory**)
- Written notice to parent (**mandatory**)
- Suspension from troop for one month and/or one outdoor event
- Removal from leadership position
- May include any or **ALL** of the above

For continued, repetitive, or serious inappropriate conduct, additional disciplinary actions may be taken by the Scoutmaster or troop committee. Such actions may result in verbal warnings to the Scout, written notices to a parent, presentation by the Scout to the troop on a specific topic, suspensions, and finally dismissal from the troop. All written notices to a parent must be signed by the parent and the Scoutmaster and will be held by the troop committee chairperson. Major breaches of conduct or cumulative minor breaches will result in longer suspensions, or dismissal at the discretion of the troop committee, with the advice of the Scoutmaster.

Examples of Major Breach of Discipline

- Three or more minor breaches in a 12-month period
- Theft or willful destruction of property
- Possession of a dangerous or prohibited item
- Possession of tobacco products, alcohol or controlled dangerous substance
- Fighting, touching, or shoving.
- Harassment or hazing of other Scouts
- Unlawful actions

Minimum Disciplinary Actions:

- Immediate dismissal from event
- Written notification to parent (**mandatory**)
- Suspension for one month from all Scouting Functions during that period
- May include any or **ALL** of the above

Possible Additional Actions:

- Notification of authorities
- Suspension for up to three months from all Scouting functions
- Suspension from outdoor activities
- Dismissal from troop

Process: Discipline for a minor breach of conduct shall be imposed by the Scoutmaster or tour leader/acting Scoutmaster in the absence of the Scoutmaster. A Scout who is charged with a major breach of conduct shall also be referred to the troop committee. (The Scoutmaster or tour leader will contact the committee's discipline facilitator within a reasonable time –and copy notification to the committee chairman.). The discipline facilitator may form a board consisting of adult and Scout leadership. Makeup of the board is at the discretion of the discipline facilitator and may depend upon the subject matter at hand. The decision of a majority of the members of this discipline board shall be final and binding and there shall be no appeal. Written documentation of major breaches of conduct and disciplinary actions will be recorded by the adult implementing the action and submitted to the committee chairman for record keeping.

Court of Honor

A court of honor, a Boy Scout awards ceremony, is held several times each year. This is the official recognition of a Scout's accomplishments over the last several months. Parents and friends are invited to this ceremony. The senior patrol leader presides over this event with help from the advancement chairperson and Scoutmaster. A reception is usually held immediately following the ceremony.

Drivers

In order to provide a quality program for our Scouts, drivers are needed for most activities. Each adult driver is required to have valid Youth Protection and Weather Hazards Trainings before they may transport Scouts (other than your own son/s) to/from any troop/patrol/crew activity. Scouts who have obtained their state issued driver's license may transport himself to/from activities; however, he may not transport other Scouts (other than his sibling/s with parental consent).

Equipment

The troop furnishes pots, pans, cooking utensils, propane stoves, tents, and other equipment of common use. These items are issued as sets to each patrol. Patrols are responsible for their safekeeping and cleanliness. The troop quartermaster will check patrol equipment at the end of each outdoor activity. Items lost or damaged by misuse must be replaced or repaired by the patrol. Families of Scouts may be billed for equipment damaged or not returned. Acts of vandalism will be referred to the troop committee for disciplinary action.

Each Scout should provide his own sleeping bag, pack or duffel bag as appropriate, eating and drinking utensils, toilet articles and other personal use items as appropriate.

Equipment Care

It has long been the policy of Troop 809 to provide patrol equipment, as needed, so as not to place undue financial strain on the families of Scouts. Our policies include the following standards:

- Troop gear is assigned as needed, and/or request.
- Gear is to be properly cleaned, tents dried and cleaned, properly repacked, and stored at the conclusion of the outing.
- If items are missing or damaged, they should be noted **in writing** and presented to the **troop quartermaster with the gear**.
- Only when necessary will troop equipment be sent home with a Scout.

In rare cases, **equipment will be signed out to the Scout and is to be returned BEFORE the next troop meeting.**

We expect normal wear and tear with our equipment. However, experience dictates that most loss or damage occurs when equipment is taken home for cleaning. **Gear that is not returned or returned in damaged form must be replaced by the Scout.**

Financial Obligations

The fiscal Scout year runs from January to December. Dues are based upon required BSA fees, publication, insurance costs, recharter costs, anticipated troop costs for supplies, programs, equipment and advancements, and are determined annually by the troop committee. These fees apply to both Scouts and Scouters and are collected in the fall prior to the start of a new fiscal Scout year during the annual recharter period. Dues are to be paid whether the Scout is in attendance or not. Ideally, the Scout should pay his own dues from his earned money. If payment of dues presents a financial hardship, other arrangements should be made with the troop treasurer or committee chairperson. Any Scout not current in his dues will be dropped from the unit charter and therefore not be permitted to participate in troop/patrol/crew activities, meetings, or outings, or earn merit badges or rank advancement for he will no longer be a member of Boy Scouts of America.

Again, if payment presents a financial hardship, contact the troop treasurer, financial secretary, or troop committee chairman. Troop 809 makes every effort to do for its Scouts what we can manage to do. These instances are handled with strict confidence. (See information on the Jim Streeter Memorial Fund.)

The cost of food on camping trips is borne by each boy attending, and is indicated on the permission slip. Patrols plan a menu with the oversight of the patrol mentor. A patrol member, the “**grubmaster**,” purchases the food for his patrol. A Scout is responsible for any food purchased for him whether he attends the outdoor activity or not if he does not cancel his participation before food is purchased. Detailed information for grubmasters is available on the website.

A transportation fee, depending on distance, may be charged to each Scout participating in an outdoor activity or outing to cover the cost of fuel for the vehicles providing transportation. Any parent providing transportation for their own Scout will not be assessed the fee. The fee is indicated on the permission slip.

The cost of summer camp is the responsibility of the Scout. All fees must be paid in advance.

Returned Checks - If a check presented by a Scout or his family is returned for non-sufficient funds or any other reason, the check must be made good and all bank fees must be reimbursed to the troop before the next Scout event, but no later than 10 days after being notified. The Scout's account balance, if any, will be frozen until the debt is settled. If a second occurrence happens, the amount will be deducted from the Scout's account balance, if any, and all further payments made for the Scout must be paid in cash or by money order.

Financial Procedures

Troop 809 operates on sound financial practices. Bonding insurance is in force for all check signers. Two-signature checks are used. Receipts are given for all money paid to the troop, regardless of the form of payment

Jim Streeter Memorial Fund

Troop 809 has established the Jim Streeter Memorial Fund to assist boys who are active in Scouting, but who may be experiencing financial difficulties. The troop committee encourages families who would benefit from this fund to contact either the troop committee chairman or Scoutmaster. Any request will be discussed in the strictest of confidence. Fees associated with summer camp, outings, dues, etc. are eligible for funding. High adventure camps are not eligible for this funding, however, each of these camps offer a limited number of camperships.

Baltimore Area Council offers a limited number of "Camperships" that cover a portion of the cost for summer camp at Broad Creek Memorial Scout Reservation; visit the council website at www.baltimorebsa.org for information. Applications for camperships are available on Baltimore Area Council's website at www.baltimorebsa.org. Applications must be returned to the Scoutmaster or committee chairman by the date specified.

(check, cash, use of Scout account). Deposits are prepared by at least two members of the finance committee prior to the end of any activity where funds are collected. Two members of the finance committee reconcile the bank statement monthly. A financial report is made monthly to the troop committee and an annual audit is performed at the end of the Scouting year. Troop financial records are open to review upon request. Scout account balance or statements are issued upon request (see troop treasurer).

Reimbursements are typically made as deposits to Scout accounts (this is the preferred method of reimbursement.) A check may be requested with proper submission. Reimbursement requests (using the 'Troop 809 Expense Reimbursement Form' and available on troop website) must be submitted in proper form to the treasurer at the troop meeting following the outing/activity. Checks will be available for pickup at the treasurer's table at the troop meeting following submission of the check request. Some examples of expense reimbursements include food purchased for a campout, tolls, parking, and gas. Gas reimbursement is based on the per Scout transportation charge for **that particular campout** times the number of Scouts/Scouters transported, other than yourself and your Scout(s), that you drove one or both ways to a campout or activity. Due to the unforeseen last minutes changes of the posted drive list, gas reimbursements will **not** automatically be made. Reimbursements for gas and other related travel costs will only be made upon proper submission of the Troop 809 Expense Reimbursement Form (available on troop website). Again, reimbursement requests must be made by the next troop meeting following the activity.

Upon leaving the troop, Scout account balances are transferred to the general troop account unless proper reimbursement has been requested.

Any balance remaining from fundraising for an Eagle project must be donated to the benefiting organization. Funds for Eagle project may not be used for meals/refreshments for work crews or Eagle courts of honor.

Fundraising

Fundraising activities for the troop may be conducted during the year in order to supplement the modest sum collected in dues for the troop's expenses following BSA policies. Participation by all Scouts and their families is expected. Minimal goals will be established in order to ensure full participation. Specific fundraising may be permitted and only participating Scouts will share in these proceeds (these fundraisers will be identified as such).

Fundraising by various groups under the umbrella of Troop 809 (i.e. patrol, crew, etc.) is permitted under specific BSA policies and approval. See the *Troop 809 Fundraising Requirements in Section III*.

Proceeds of ALL fundraisers will be submitted to the treasurer or financial secretary neatly and in proper form by the next troop meeting, or earlier, following the close of the fundraiser (arrangements should be made in advance). Details on submitting deposits will be available on the website soon; deposits must be verified by 2 separate individuals on the fundraising crew. This deposit will be reconciled by the treasurer or financial secretary and posted to the appropriate account(s).

High Adventure

Troop 809 offers participation in exceptional adventures to older Scouts. These BSA-based high adventure (Northern Tier, Philmont, Sea Base, etc.) camps require financial, physical, and emotional commitment and skills far exceeding those for typical activities. All participants (youth and adult) must meet specific qualifications for the specific adventure which will be provided early in preparing for the designated adventure. Additionally, participants (and parent/s of minor participants) are required to sign a contract. The contract will be provided to those interested early in the process of forming crews. While fundraising by each crew is permissible within BSA standards, participants should note that all payments are expected in full and on time as Troop 809 lacks the financial capability to forward fund these adventures. All participants (youth and adult) are expected to abide and follow BSA policies and Troop 809 guidelines in regards to medical, financial, personal conduct, etc. during all activities in preparing for and during the adventure. Participation in

these adventures is a growing experience for each individual participant and the collective crew. Each and every participant must meet all requirements specified for the adventure (to be provided at the start of preparations). More information on high adventure camps is available at www.bsaseabase.org, www.ntier.org, and www.scouting.org/highadventure/philmont.

Inclement Weather

For the safety of our Scout families, Troop 809 follows Harford County Public Schools inclement weather closings. On any day that Harford County Public Schools close early, cancel evening activities, or close entirely due to inclement weather, ALL troop related activities (including, but not limited to, troop/patrol meetings or outings, merit badge classes, Scoutmaster conferences, boards of review, troop committee, etc.) are also cancelled.



For weekend/non-school day meetings/events, all groups under the umbrella of Troop 809 (committee, troop, patrol, crew) activities/meetings are suspended when there is a Snow Emergency in effect in Harford County. The only exception to this policy is our duty to shovel the church's sidewalks-which should occur after snowfall ends, and roads and the church parking lot have been cleared.

Jarrettsville United Methodist Church

All members of Troop 809, their family members, and guests are required to conduct themselves appropriately while on church property, including but not limited to troop, patrol, quartermaster, and PLC meetings; boards of review; and gathering before departure to, or returning from an event. Such conduct includes, but is not limited to:

- the proper and safe use of all church property,
- following the specific instructions for use and the condition which church rooms should be left; instructions are posted in the church,
- not parking in designated handicap spaces (unless vehicle has the proper permit) or in the designated 'Sunday restricted' parking spaces.

Anyone who is unable or unwilling to respect any of these guidelines will be asked to leave the church property immediately



Medical

The troop is committed to the health and safety of all its Scouts and Scouters. We accomplish this through a sound prevention program. However, accidents do happen, and the troop is ready if it should happen. We have a complete first aid kit and many of the adults and Scouts have first aid training.

BSA recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured, and to provide youth members and adult leaders a better understanding of their own physical capabilities, BSA has established minimum standards for providing medical information prior to participation. These standards are provided in a three-part medical form titled 'Annual Health and Medical Record.' Parts A and C are to be completed annually. Part B is required with Parts A and C for any event that exceeds 72 consecutive hours, a resident setting, or when the nature of the activity is

strenuous and demanding and must be completed by a certified and licensed health-care provider. Additional conditions are provided on the form. If participants do not provide updated Annual Health and Medical Record on time as requested/stated annually by the troop, participation in troop/patrol/crew activities will be suspended.

High adventure camps may require specific medical forms in addition to the Annual Health and Medical Record.

**ALWAYS submit a COPY of medical forms and keep the original completed form for your future use/reference. Medical forms will not be returned to the Scout and are typically not returned to the troop after summer camp.*

Medication

Any Scout that needs to receive medications must give ALL medications to the adult leader, dubbed the “medicine man,” who will be handling health and safety for a particular outing. The adult medicine man is responsible for dispensing prescription and over-the-counter medications. No Scout is permitted to have in his possession prescription or over-the-counter medications of any type. The only exceptions are for medications that are medically necessary to be with the Scouts (i.e. an inhaler or Epi-pen®) for emergencies. All medications that are sent on an outing must be in their original containers, with the name of the Scout, the name of the medication, along with the dosage clearly marked. It is extremely helpful when this information and instructions are also included on an index card. **Failure to report** pre-existing medical conditions, allergies, or behavior problems with medical implications is cause for the family to be held accountable to the troop committee for review of the situation.

Merit Badges

See Advancement section.

Merit Badge Counselors

Adults are invited to apply as a merit badge counselor in an area of expertise (whether by vocation or hobby). Merit badge counselor candidates must submit a BSA Merit Badge Counselor Information form and a BSA Adult Application. Contact the troop’s merit badge coordinator with any questions or to begin the application process. Training requirements are outlined in the Training section.

Patrol Meetings & Activities

Each patrol is encouraged to meet at least once per month at the home of a patrol member or other mutually convenient place. Patrol meetings are needed for the patrol to plan its participation in the troop program and to work on the individual skill development or requirements of its members.

Each patrol is also encouraged to participate in patrol activities and outings. Whenever possible, these events should not conflict with troop meetings/events. Patrol meetings and activities will comply with all BSA policies and mentors are responsible to apply for a tour permit.

Permission Slips

In an effort to provide safe, well planned trips for Scouts, Troop 809 uses the following process to ensure each boy has adequate transportation, food, and tenting arrangements. Permission slips (see attached example) are posted on the troop website in advance of activities and provide information on trip cost, location, planned activities, etc. Permission slips and associated fees are due before or during the indicated troop meeting; permission slips and associated fees will not be accepted after the troop meeting-**no exceptions**. Once the stated due date passes, refunds will not be made in any form-**no exceptions**. In order for the troop to provide an active, safe program, cooperation in adhering to the deadlines allows the various troop departments time to finalize multiple aspects of the outing relating to health, safety, transportation, and program. It also provides information to the SPL and patrol leaders for making

tenting arrangements and purchasing food. Scouts who do not comply with this policy will not be able to attend the outing.

Photos

Some photos of troop activities are posted on the website as a way to share part of the “outing” in Scouting with other members (and his parent/s.)



Prohibited Items

Electronics (including but not limited to: cell phones, audio devices, games, radios, tape or CD players) fixed blade knives, fireworks, firearms or other items capable of inflicting serious injuries such as air rifles/pistols, sling shots, bow and arrows are never permitted on any Scout outing, troop or patrol meeting. Such items will be confiscated by the adult leaders in charge and returned to the Scout's parents. Possession of such items will result in disciplinary action that may include suspension or dismissal from the troop. Electronics may be permitted during travel only on trips of significant distance and is up to the discretion of the driver. Cell phones may be permitted on specific outings as determined by the Scoutmaster, which will be communicated to the Scouts in advance of the event.

Safety

Obviously, the best way to stay safe in the outdoors is not to get into trouble in the first place. This requires planning, leadership, and good judgment. The responsibility to ensure that each Scout and Scouter stays safe while participating in any Scouting activity rests with the Scoutmaster who will have the final say in all issues that affect the safety of the troop. For patrol/crew activities, this responsibility lies with the adult leader in charge of the activity, be it ASM, patrol mentor, crew advisor, etc. The adult leader in charge is also responsible to see that properly trained adults are in attendance for the activity. The troop adheres to GTSS (*The Guide to Safe Scouting*) as published by the Boy Scouts of America.

Scout Shop

Official BSA items are available at the Broad Creek Scout Shop, the Baltimore Scout Shop, and from www.scoutstuff.org. Visit www.baltimorebsa.org for location and hours of the local Scout shops.

Service Projects

See Advancement section.

Swim Test

Each and every participant (including adults) in any aquatic or boating activity (i.e. swimming, sailing, canoeing) is required to pass the BSA swim test annually. The program provider retains the authority to retest participants. The troop makes every attempt to provide the opportunity for Scouts and Scouters to take the BSA swim test, typically in the spring. Dates are posted on the troop website. Members are encouraged to take advantage of the opportunity in order to fully participate in troop or patrol water-related programs for the following year.

Tour Permits

Tour permits are required to be filed with council for any troop/ patrol/crew outing or activity that is not a regular meeting. The *Local Tour Permit* (available on our website) is required for tours (outings or activities) of less than 500 miles. Local tour permits require committee approval and should be filed with council at least 2 weeks in advance by the adult tour leader. The following accident insurance information is required on the form: *Company Name- H.S.R./ Policy number- PPPN00327402.*

Council approval of the tour permit should be received within a day or so. If no approval is received, the outing/activity cannot proceed as designed.

The *National Tour Permit* is required for trips greater than 500 miles. National tour permits require committee approval, and after filing with council, the permit will in turn be submitted to the national council for final approval.

Upon completion of a tour, the tour leader is to forward the approved tour permit to the troop outdoor program coordinator.

Training

Troop 809 follows BSA recommended leadership requirements for all trips and outings which is achieved by adequate training of adult leaders, which in turn provides each and every Scout THE Boy Scout program. **Troop requires registered adults to complete training required for their position.** Regardless of registration, **adults (anyone age 18 or older) with direct contact with Scouts (drivers, merit badge counselors, etc.) are required to have valid Youth Protection Training before having contact with Scouts.**

It is upon completion of *Youth Protection Training*, *New Leader Essentials** (NLE), Scoutmaster Specific, and *Introduction to Outdoor Leader Skills* (IOLS) that a registered Scoutmaster or ASM is considered trained. Adults on the 'troop side' (ASM's) receive their "Trained" patch upon completion of IOLS. Registered adults are expected to complete required training within one year of registration in order to fully support the program.

It is upon completion of *Youth Protection Training*, *New Leader Essentials** (NLE), and *Troop Committee Challenge* that a registered committee member is considered trained and may wear the "Trained" patch (may be purchased at the Scout shop.) Registered adults are expected to complete required training within one year of registration in order to fully support the program.

Merit badge counselors must register as an adult with BSA. The counselor must register as an ASM or committee member (which will indicate which training track to follow-see above.)

In addition to the above courses and in compliance with GTSS standards other training may be required for specific activities:

- **Hazardous Weather**-at least one adult on **ANY** outing/activity **MUST** have this training
- **Safe Swim**-valid Safe Swim certification is required for any outing/activity were swimming will occur
- **Safety Afloat**- valid Safety Afloat certification for any outing/activity were boating/floating will occur
- **Climb on Safely** - Climb on Safely training for any outing/activity were climbing will occur
- **Trek Safely**- Trek on Safely training required for any outing/activity for overnight hiking

ALL ADULTS having direct contact with Scouts (including drivers, campers, Scoutmaster, ASM's, merit badge counselors, committee members, etc.) are required to have current Youth Protection Training prior to their direct contact with Scouts.

Every boy deserves a trained leader!



For adults seeking even more training, the following courses are available from the Harford District training team or BAC: Advance Camp, Wood Badge, University of Scouting,

*NLE will be replaced with 'This is Scouting' in the spring of 2009.

Transportation & Travel



Drivers must submit copies of their driver's license and insurance card to the health and safety chairman prior to transporting Scouts for any outing. Drivers are expected to complete Youth Protection and Hazardous Weather training **before** providing transportation for Scouts and expected to follow all Youth Protection Guidelines and all transportation related guidelines as noted in the GSS.



Scouts and Scouters are expected to travel in red Troop 809 Class B uniform (see uniform section).

Troop Meetings

The troop meets on Sunday at Jarrettsville United Methodist Church (JUMC). Meeting dates and times are designated by the PLC and communicated on the troop calendar and website. Meetings are suspended from summer camp until September, on Thanksgiving, and between Christmas and New Year's. Each year the troop publishes a troop calendar containing the tentative meeting times, special events and projects, and planned camping weekends.

All members of Troop 809, their family members, and guests are expected to conduct themselves appropriately while on church property. Specific instructions of use and the condition rooms should be left in are posted in the social hall. Never park in handicap spaces as the church requires them to be available at all times for the various church and community groups it sponsors.

Scouts should arrive no earlier than 15 minutes prior to and no later than the start of the meeting time. Meetings will end at the discretion of the SPL. One patrol each week is chosen as the service patrol to set-up and clean-up the meeting place (tables, chairs, floors, recycling, etc.). Parents or other persons providing transportation should be on hand at the end of the meeting so that all may depart in a timely manner. Additional duties may be designated by the SPL.

Each Scout should bring his **Scout Handbook, a pencil, and note pad** to each meeting. Patrol leaders should also bring their **patrol leaders binder**. An appropriate uniform (whether Class "A" or "B") as determined by the SPL should be worn to all Scout functions, When in doubt, Class A. Personal items not required at the meeting or function, such as toys or electronic devices should not be brought to any Scout meeting or function.



Uniform

Each Scout is expected to have as complete a uniform as the family can manage. Upon joining, a Scout should obtain a shirt (short or long sleeve) and affix the appropriate insignia (council patch, troop numerals, World Crest, Arrow of Light-if earned in Cub Scouts). Patrol patches are provided by the troop and can be ordered through your patrol leader. As the Scout advances or is elected or appointed to a troop office/leadership position, one of the appropriate insignias should be worn and are provided by the troop. At the end of the leadership term the insignia should be removed.

Uniform inspections are conducted by the senior patrol leader during predetermined troop meetings.

Class A Uniform: BSA tan shirt, troop neckerchief and slide, belt, merit badge sash, hat, and all appropriate insignias, badges, and patches, tan or green shorts or trousers (no jeans, camouflage, sweatpants, track pants, etc.). The **troop neckerchief** is identified as: red for new members (troop provided); blue for Tenderfoot (troop provided). A Troop 809 tradition follows that once a Scout attains Star rank he earns the privilege to wear a bolo (parent provided).



Class B Uniform: Troop 809's Class B uniform consists of a red polo with troop logo paired with appropriate Class A pant (see previous paragraph). Additional Troop 809 Class B attire consists of various troop logo items (fleece, hats, etc.) available for purchase and all other Boy Scout merchandise (i.e. summer camp shirt). Class B attire is typically worn on Scout outings when Class required.



<input type="checkbox"/>	
<input type="checkbox"/>	

Shoes: Shoes appropriate for Scouting activity shall be worn for all Scout meetings. Shoes should be **closed-toe and be attached at the heel** (i.e. boots, sneakers, Crocs®). At times as prescribed for specific activities, other footwear should be worn (i.e. water shoes for boating/canoeing, climbing shoes for climbing, etc.). Note that sandals and flip-flops are NOT appropriate except for showering.

Adult leaders are expected to set an example of wearing the proper uniform.

Topics not addressed in this guide are interpreted by the Scoutmaster and the committee chair as necessary and appropriate. Questions, concerns, problems can always be directed to the Scoutmaster and the committee chair for resolution.

Respectfully submitted,

Lisa Posko
Troop Committee Chairman

Please complete and return this form with your son to the next scheduled troop meeting. He will not be able to participate in any Scouting activity until it has been returned signed.

**EACH SCOUT TO SIGN AND SUBMIT HIS OWN ACKNOWLEDGEMENT
ON AN ANNUAL BASIS.**

Troop 809

Operation Guidelines

Agreement Acknowledgement

We the undersigned acknowledge receipt of our copy of the Operation Guidelines of Boy Scout Troop 809, B.S.A., Jarrettsville United Methodist Church. We agree to abide by all rules and regulations set forth herein. We understand that if any amendments are made to these guidelines by the troop committee, we will receive a copy of said amendments.

Scout _____ Date _____

Parent/ Guardian _____ Date _____

Parent/ Guardian _____ Date _____

TROOP 809 PERMISSION SLIP

CAMPING TRIP: **New Scout Campout, Otter Creek, Airville, PA**

CAMPING DATE: **April 24-26, 2009**

PERMISSION SLIP DUE No Later Than: **April 5, 2009 Troop meeting**

On Friday, April 24, 2009, the Troop will meet at JUMC at **6:00 p.m.** and depart for Otter Creek Camp in Airville, PA, and set up camp. Over the weekend, veteran Scouts will be assisting **new Scouts with requirements and will visit the nearby Indian Steps Museum.** On Sunday the troop will have breakfast, break camp and return to JUMC at approximately 1:00 pm. **Adult participants are needed for this campout.**

PLEASE FILL OUT THIS FORM AND RETURN THE BOTTOM SECTION WITH MONEY AT THE TROOP MEETING DESIGNATED ABOVE. IF YOU HAVEN'T TURNED IN YOUR SLIP AND MONEY AT THAT TIME, YOU CANNOT ATTEND THE CAMPING TRIP.

DIRECTIONS TO THE CAMPSITE AND METHODS TO CONTACT THE TROOP WILL BE PROVIDED AT DEPARTURE.

KEEP THIS PART FOR REFERENCE.

Please use one permission slip for each scout.

BOY SCOUT TROOP 809 - PERMISSION SLIP

I hereby give permission for _____ to attend the campout at Otter Creek on **April 24-26, 2009.**

IN CASE OF EMERGENCY: I understand that reasonable effort will be made to contact me. In the event that I cannot be reached, I hereby give my permission to the physician selected by the adult leader in charge to secure proper treatment which may include hospitalization, anesthesia, surgery, or injections of medication for my son. I also understand that I am financially responsible for all medical treatment rendered.

I also understand that if my son becomes too disruptive or does not follow the rules and guidelines set forth by the troop leaders, I will be contacted by the adult leader in charge and required to drive to the camp and pick the Scout up.

LIST ANY MEDICAL CONDITION OR FOOD RESTRICTION WHICH SHOULD BE MADE KNOWN TO THE ADULT LEADER IN CHARGE OR TO MEDICAL PERSONNEL IN ATTENDANCE IN THE EVENT OF EMERGENCY TREATMENT. IF YOUR BOY IS REQUIRED TO TAKE MEDICATION DURING THIS ACTIVITY, NOTE ON THE REVERSE SIDE OF THIS SHEET AND DISCUSS WITH THE GROUP LEADER.

DURING THIS TIME I CAN BE REACHED AT THE FOLLOWING TELEPHONE NUMBERS:

Home: _____ Cell: _____ Other: _____

SIGNED BY PARENT OR LEGAL GUARDIAN: _____ DATE: _____

[] I CAN PROVIDE TRANSPORTATION TO [] FROM [] OR BOTH [].

OF BOYS (INCLUDING MY SON) THAT I CAN TRANSPORT WITH SEAT BELTS: _____

[] I CANTOW THE TROOP TRAILER TO [] FROM [] OR BOTH [].

NAME OF ADULT(S) CAMPING: _____

FOOD COST (\$15 / SCOUT & ADULT)

\$ _____

CAMPING & MUSEUM COST (\$7 / SCOUT & ADULT)

\$ _____

TOTAL COST

\$ _____

CASH [] CHECK [] SCOUT FUND []

Troop 809 Fundraising Procedures

The Troop 809 fundraiser procedures are implemented: a) to be compliant with IRS regulations, b) to be forthcoming with information within our Troop as well as our charter organization, and c) to follow the rules & regulations of BSA which govern our Troop. Got a fundraising idea? Great, let's hear it!

Step 1

At least three to six weeks prior to the start of the fundraiser **determine** the following:

- * when it will take place (potential dates involved),
- * where it (potentially) can/will be held,
- * any upfront costs involved and who paying for,
- * who is running it (behind the scenes and the date of),
- * who is to benefit
- * how any profits are to be divided

Step 2

Fill out a **Fundraiser Details Sheet** completely before Step 4.

Read the **Troop 809 Fundraising Requirements** – sign # 9 on Fundraiser Details Sheet.

Step 3

Contact the Troop Committee Chairperson and ask to be added to the agenda at the next committee meeting to present the idea. Committee meetings are the 3rd Wednesday of every month except July.

Step 4

Present your idea at the committee meeting; please **bring 3 copies of the Fundraiser Details Sheet & Allocation of Profits Agreement (if needed) with you**. (One for the Troop Treasurer, one for the minutes and one for you to keep.) The committee members present will vote on the fundraiser idea after your presentation. A simple majority of votes is needed to proceed. The committee will decide to accept the fundraiser to run through the Troop or forward the request to Friends of Troop 809, for their officers to consider the fundraising request.

Please note: *If a fundraiser idea or event is declined by both Troop 809 and Friends of Troop 809, and you pursue the fundraiser on your own, you cannot use Troop 809 or Friends of Troop 809 in your advertising or presentation of the fundraiser. If you do it will be false advertisement and not covered under any BSA Insurance.*

Troop 809 Fundraising Requirements

The chairperson for the fundraiser stated in the Fundraiser Details Sheet, agrees to the following:

- **Submit to committee and gain approval at least 3 to 6 weeks prior to the start of the fundraiser or event.**
- **Submit for approval a BSA Unit Money-Earning Application** (available on troop website) to council in order for participating troop members to be covered by BSA insurance, **two weeks prior to start of fundraiser.**
- Maintain a **Fundraiser Inventory Sheet**, if needed, to keep track of supplies purchased and returned. Unused items will be returned and not saved for another fundraiser. Completed Fundraiser Inventory Sheet will be submitted into the Treasurer within one week of fundraiser.
- Use the **Fundraiser Cash Box & Checks Reconciliation (FCBCR)** forms included and submit with proceeds.
 - No one will retain cash from a fundraiser, for any reason.
 - No one should be compensated anyone for volunteering their time or services, on a fundraiser. If they are compensated, it will be listed as an expense and the Treasurer will make arrangements with our charter organization to have a 1099 issued and the amount reported on the recipient's income taxes.
 - Have 2 unrelated people count the cash collected on the day of the event and sign off on FCBCR).
 - To ensure proper record keeping, all cash & checks collected will be turned in to the Treasurer, along with the FCBCR within 24 hours after fundraiser.
- Retain all receipts for expenses/reimbursement and attach them to the **Fundraiser Expense/Reimbursement Form (FERF)**. Payment for expenses will be in the form of a check or you can opt to have the funds deposited into your Scout's account. **If receipts are not submitted with the FERG form, I understand reimbursements will not be made until the receipts are submitted.**
 - ** The FERG will be submitted to the Treasurer within one week of fundraiser.
 - ** Tips: if a tip is given/needed, write on a piece of paper the following: (1) who given to, (2) why given, (3) amount, (4) date given and (5) who is to be reimbursed. Please have another person verify/witness the payment of the tip and both you and the verifier sign the paper, and include with your expenses.
- Submit a completed **Fundraiser Income and Expense Report** to the Treasurer within one week of the completion of the fundraiser.
- Fill out the **Fundraiser - Allocation of Funds Report** and submit to the Treasurer within one week of fundraiser.

Troop 809 - Fundraiser Details Sheet

1) Idea/Event: _____
_____.

2) Potential Dates & Times: _____
_____.

3) Where Being Held: _____.

4) Estimated of "Up Front" Cost Involved: _____.

Who is to be reimbursed: _____.

5) Chairperson(s) of the fundraiser: _____.

6) Contact person on the date of the fundraiser: _____.

7) Who is to benefit: _____.

8) How are the profits to be divided

divided equally by participants or Scouts ,no signatures are required.

per hour of participation

amount of sales per participant

other: describe

****If profits are to be divided up by hours worked or amount of sales per individual, then a **Fundraiser Allocation of Profits Agreement** needs to be submitted along with this Fundraiser Details Sheet.**

9) I have received a copy of, have read and agree to the follow Troop 809 Fundraising Procedures and Rules & Regulations: Signed By Chairperson of the Fundraiser: _____.

Please note: If a fundraiser idea or event is declined by both Troop 809 and Friends of Troop 809, and you pursue the fundraiser on your own, you cannot use Troop 809 or Friends of Troop 809 in your advertising or presentation of the fundraiser. If you do it will be false advertisement and not covered under any BSA insurance.

Action by: Troop Committee FOT 809 Board

Approval *or* Refusal Given On: _____

With a vote of (yes) _____ to (no) _____ to (abstain); number of voting members present _____.

Signed by troop committee chair *or* FoT 809 board member: _____.

Fundraiser Allocation of Profits Agreement

**** submit with fundraiser detail sheet, if necessary.**

Fundraiser: _____

Chairperson: _____ **Date:** _____

The participants of the fundraiser stated above agree to have the profits from this fundraiser divided as follows (check one/explain if needed):

Total amount earned, divided equally by number of participants, no matter how much effort is put into the fundraiser by any one participant – **do not need signatures.**

Per hour of participation, explain how: _____

Based on the amount of sales, explain how: _____

Other, explain: _____

Signed by all the participating parents of the Scouts of the fundraiser:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use other side of page if needed.....

Use if necessary for your fundraiser - contact Troop Treasurer to see if required

Name of Fundraiser: _____ Date: _____

Prepared By: _____ Phone # _____

ITEM	Quantity	Purchased Cost	Quantity	Returned Refund	Amount	Total	Qty. Used Net	Expense

Attach this form and receipts to the Fundraiser Reimbursement Form.

Fundraiser Cash Box/ Checks Reconciliation – Troop 809

Name of Fundraiser: _____ Date: _____

Prepared By: _____ Phone # _____

CASH BOX

Starting Cash	Denomination	Ending Cash
\$ _____	100's	\$ _____
\$ _____	50's	\$ _____
\$ _____	20's	\$ _____
\$ _____	10's	\$ _____
\$ _____	5's	\$ _____
\$ _____	1's	\$ _____
\$ _____	Q	\$ _____
\$ _____	D	\$ _____
\$ _____	N	\$ _____
\$ _____	P	\$ _____
\$ _____	TOTAL	\$ _____

*Please have 2 (un-related) adults verify starting and ending cash and sign below:

Starting Cash	Ending Cash
Verified	Verified
By: _____	By: _____
Verified	Verified
By: _____	By: _____

*Please roll/ baggie loose coins, as follows: Q = \$10.00 , D = \$5.00 , N = \$2.00 and P = \$.50 .

****Submit this form and the cash to the Treasurer within 24 hours of fundraiser**

Fundraiser Cash Box/ Checks Reconciliation – Troop 809

Checks Received

Name of Fundraiser: _____ **Date:** _____

Prepared By: _____ **Phone #** _____

Name on Check	Ck #	Amount	Name on Check	Ck #	Amount
Subtotal	=		Grand Total	=	

Submit this form and the checks to the treasurer within 24 hours of fundraiser.

Fundraiser Expense/Reimbursement Form – Troop 809

Name of Fundraiser: _____ **Date:** _____

Prepared By: _____ **Phone #** _____

Treasurer please reimburse, (by check or to the Scout account), the following person(s) for expenses incurred with the above named fundraiser. **If applicable, I have attached a Fundraising Inventory Sheet. All receipts of expenses are attached to either this form and or the Fundraising Inventory Sheet.**

Person to be reimbursed:	Amount:	Description:	Receipts Attached:	Scout A/C	Issue CK

Fundraiser Income & Expense Recap – Troop 809

Submit form to Treasurer within one week of fundraiser.

Name of Fundraiser: _____ **Date:** _____

Prepared By: _____ **Phone #** _____

INCOME (Cash & Checks Received):

Deposits From:	Amount:
1)	\$
2)	\$
3)	\$
4)	\$
Total Income = *	\$

*This amount is to be given to the troop treasurer.

EXPENSES:

Reimbursement For:	Amount:
1)	\$
2)	\$
3)	\$
4)	\$
5)	\$
6)	\$
Total Expenses =	\$

*Total Income(cash & checks)	\$
- Total Expenses	\$
Net Profit for Fundraiser =	\$

Fundraiser Allocation of Funds Report – Troop 809

Fundraiser Allocation of Funds Report – Troop 809

Submit form to Treasurer within one week of fundraiser.

Name of Fundraiser: _____ **Date:** _____

Prepared By: _____ **Phone #** _____

As per the Fundraiser Allocation of Funds Agreement, for the above named fundraiser, the following scouts are to be credited with the following amounts into their Scout Accounts:

Scout Account:	Amount:
1)	\$
2)	\$
3)	\$
4)	\$
5)	\$
6)	\$
7)	\$
8)	\$
9)	\$
10)	\$
11)	\$
12)	\$
13)	\$
14)	\$
15)	\$
16)	\$
This total must equal the net profit from the income and expense recap report.	\$

Submit form to Treasurer within one week of fundraiser.

Troop 809 High Adventure Contract Northern Tier

This contract is entered into on the _____ day of _____, _____, between Troop 809 and _____ (participant) regarding participation in Northern Tier in _____ (year).

The Contract is considered legal and binding. It is only with mutual cooperation that this adventure may continue.

I. Terms of Contract:

A. Participant (and his parents in the case of a minor participant) acknowledges the physical, mental, and emotional demand in participation of this adventure and preparing for it.

B. Participant (and his parents in the case of a minor participant) acknowledges the inherent risk involved by participating in a high adventure.

C. Participant shall make all necessary payments to Troop 809 on time and in full.

D. Participant must meet each and every requirement set forth by Northern Tier (NT) and Troop 809 including but not limited to registration; age; rank; acceptable completion of the required BSA medical form(s); minimum/maximum weight classification; training; skill proficiency; application of the Scout Oath, Law, and Outdoor Code as their guide to appropriate behavior while preparing for and participating in the adventure.

E. Shakedown(s) are planned to prepare participants for the physical demands of the trek, to learn and practice teamwork, to hone back-country camping and canoeing skills as a unit, and to prepare for challenges in the backcountry. Participant commits to be prepared for NT by participating in a minimum of ___ shakedown(s).

F. Participant shall achieve the rank of First Class or higher before travel to Northern Tier for the expedition.

G. Participant is expected to share in fundraising efforts of the crew. Participation in fundraising will result in receiving an equal or fair prorated share of proceeds. Share of proceeds will be determined jointly by the adult crew leader and the fundraiser coordinator for the crew. Share of proceeds will be applied only to fees associated with this adventure. If you don't participate in a fundraiser, you will not receive a share. Proceeds may be applied to fees associated with this adventure only (i.e. travel, camp deposits, camp payments, and the like.) Proceeds may NOT be applied to personal gear or "regular" troop or patrol activities. **There will be no "refunds" of any type of fundraising monies.**

H. In instances when participation is terminated, this Contract may be terminated after a suitable replacement has been found. Replacement must fulfill all requirements including but not limited

to age, skill proficiency/certification, financial commitment, before this Contract can be terminated. While Troop 809 will assist in locating a replacement, if a suitable replacement cannot be found in time, no refunds will be forthcoming. Termination of this Contract rests with the troop committee.

Additional information will be provided by the adult crew leader in a timely manner. Information includes forms, packing lists, payment schedule, travel information, etc. as they become available.

Submitting necessary documents on time aids the crew to meet deadlines set by NT. Crews (and each and every participant) that miss deadlines jeopardize participation of the entire crew. Missed deadlines subject the entire crew and each participant cancellation of the trip and forfeiture of all fees.

II. Entire Agreement:

This Contract hereby constitutes agreement between Troop 809 and the participant.

Participant's Name: _____

Participant's Parent/s: _____

Street Address: _____

City, State, Zip: _____

Participant Signature: _____

Parent Signature: _____

Date: _____

Crew Leader Instructions: Provide a copy of signed contract to participant. File the original, signed copy with the troop committee chair.

Troop 809 High Adventure Contract

Philmont

This contract is entered into on the _____ day of _____, _____, between Troop 809 and _____ (participant) regarding participation in Philmont Scout Reservation (PSR) in _____ (year).

The Contract is considered legal and binding.

I. Terms of Contract:

A. Participant (and his parents in the case of a minor participant) acknowledges the physical, mental, and emotional demand in participation with this adventure and preparing for it.

B. Participant (and his parents in the case of a minor participant) acknowledges the inherent risk involved by participating in a high adventure.

C. Participant shall make all necessary payments to Troop 809 on time and in full.

D. Participant must meet each and every requirement set forth by PSR and Troop 809 including but not limited to registration; age; rank; training; acceptable completion of required medical form(s); minimum/maximum weight classification; application of the Scout Oath, Law, and Outdoor Code as their guide to appropriate behavior while preparing for and participating in the adventure.

E. Shakedown are planned to prepare participants for the physical demands of the trek, to learn and practice teamwork, hone backcountry camping and hiking skills as a unit, and prepare for challenges in the backcountry. Participant commits to be prepared for PSR by participating in a minimum of ___ shakedowns.

F. Participant shall achieve the rank of First Class or higher before travel to New Mexico for the expedition.

G. Participant is expected to share in fundraising efforts of the crew. Participation in fundraising will result in receiving an equal or fair prorated share of proceeds. Share of proceeds will be determined jointly by the adult crew leader and the fundraiser coordinator for the crew. Share of proceeds will be applied only to fees associated with this adventure. If you don't participate, you will not receive a share. Proceeds may be applied to fees directly associated with this trek (i.e. travel, camp deposits, camp payments, and the like.) Proceeds may NOT be applied to personal gear/items or "regular" troop or patrol activities. **There will be no "refunds" of any type of fundraising monies.**

H. In instances when participation is terminated, this Contract may be terminated after a suitable replacement has been found. Replacement must fulfill all requirements including but not limited

to age, skill proficiency/certification, financial commitment, before this Contract can be terminated. While Troop 809 will assist in locating a replacement, if a suitable replacement cannot be found in time, no refunds will be forthcoming. Termination of this Contract rests with the troop committee.

Additional information will be provided by the adult crew leader in a timely manner. Information includes forms, packing lists, payment schedule, travel information, etc. as they become available.

Submitting necessary documents on time aids the crew to meet deadlines set by FSB. Crews (and each and every participant) that miss deadlines jeopardize participation of the entire crew. Missed deadlines subject the entire crew and each participant cancellation of the trip and forfeiture of all fees.

II. Entire Agreement:

This Contract hereby constitutes agreement between Troop 809 and the participant.

Participant's Name: _____

Participant's Parent/s: _____

Street Address: _____

City, State, Zip: _____

Participant Signature: _____

Parent Signature: _____

Date: _____

Crew Leader Instructions: Provide a copy of signed contract to participant. File the original, signed copy with the troop committee chair.

Troop 809 High Adventure Contract Florida Sea Base

This contract is entered into on the _____ day of _____, _____, between Troop 809 and _____ (participant) regarding participation in Florida Sea Base (FSB) in _____ (year).

The Contract is considered legal and binding. It is only with mutual cooperation that this adventure may continue.

I. Terms of Contract:

- A. Participant (and his parents in the case of a minor participant) acknowledges the physical, mental, and emotional demand in participation with this adventure and preparing for it.
- B. Participant (and his parents in the case of a minor participant) acknowledges the inherent risk involved by participating in a high adventure.
- C. Participant shall make all necessary payments to Troop 809 on time and in full.**
- D. Participant must meet each and every eligibility requirement set forth by FSB and Troop 809 including but not limited to registration, age, rank, acceptable completion of the required health and medical form(s); certifications, qualifications, minimum/maximum weight classification, training, and application of the Scout Oath, Law, and Outdoor Code as their guide to appropriate behavior while preparing for this adventure and participating in the adventure.
- E. Youth participant shall achieve the rank of First Class or higher before travel to FSB for the expedition. Participant must be of age by the time designated by FSB per the specific adventure (SCUBA, Out Island, Fishing Adventure, etc.) being pursued.
- F. Participant is expected to share in fundraising efforts of the crew. Participation in fundraising will result in receiving an equal or fair prorated share of proceeds. Share of proceeds will be determined jointly by the adult crew leader and the fundraiser coordinator for the crew. Share of proceeds will be applied only to fees associated with this adventure. If you don't participate in a fundraiser, you will not receive a share. Proceeds may be applied to fees associated with this adventure only (i.e. travel, camp deposits, camp payments, and the like.) Proceeds may NOT be applied to personal gear or "regular" troop or patrol activities. **There will be no "refunds" of any type of these fundraising monies to participants.**
- G. In instances when participation is terminated, this Contract may be terminated only after a suitable replacement has been found. Replacement must fulfill all requirements including but not limited to age, skill proficiency/certification, financial commitment, before this Contract can be terminated. While Troop 809 will assist in locating a replacement, if a suitable replacement cannot be found in time, no refunds will be forthcoming. Termination of this Contract rests with the troop committee.

H. The adult crew leader, the troop committee, and Sea Base High Adventure Camp retain the authority to retest skills required for participation (i.e. swim test.)

Additional information will be provided by the adult crew leader in a timely manner. Information includes forms, packing lists, payment schedule, travel information, etc. as it becomes available.

Submitting necessary documents on time aids the crew to meet deadlines set by FSB. Crews (and each and every participant) that miss deadlines jeopardize participation of the entire crew. Missed deadlines subject the entire crew and each participant cancellation of the trip and forfeiture of all fees paid.

II. Entire Agreement:

This Contract hereby constitutes agreement between Troop 809 and the participant.

Participant's Name: _____

Participant's Parent/s: _____

Street Address: _____

City, State, Zip: _____

Participant Signature: _____

Parent Signature: _____

Date: _____

Crew Leader Instructions: Provide a copy of signed contract to participant. File the original, signed copy with the troop committee chair.