

**BSA Troop 622**  
**Policy Manual**

Last Updated: April 2005

**~ Troop Policy Manual ~**

**Boy Scouts of America**

**Troop 622**

**Rancho Peñasquitos, San Diego CA 92129**

**Sponsoring Organization:**

**PeñaScouting**

**(Parents of BSA Troop 622)**

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### Troop 622 Policy Manual Contents

#### I. TROOP ORGANIZATION

- A. Schedule of Activities
- B. Administrative Organization
  - 1. Adult Positions
  - 2. Assistant Scoutmasters
  - 3. Friends of Scouting
  - 4. Adult Training
- C. Program Level Organization
- D. Leadership
- E. Junior Leadership Positions and Qualifications
- F. Membership
- G. Supervision
- H. Planning
- I. Insurance

#### II. MEETINGS

- A. Troop Meetings
- B. PLC Meetings
- C. Patrol Meetings
- D. Troop Parent Meetings
- E. Courts of Honor
- F. Eagle Courts of Honor
- G. Assistant Scoutmaster (ASM) Meetings

#### III. ADVANCEMENT

- A. Rank Requirements
- B. Scout Skills Assessment (SSA) Review
- C. Scoutmaster's Conference
- D. Boards of Review
- E. Merit Badges
- F. Service Hours

#### IV. UNIFORMS

- A. Troop Meeting/Travel Uniform
- B. Full Dress or "Class A" Uniform
- C. Troop 622 Items

#### V. CAMPING

- A. Equipment
  - 1. Personal Equipment
  - 2. Troop Equipment
- B. Pack Inspections
- C. Permission Slips
- D. Driving Credits

#### VI. TROOP OPERATING BUDGET

- A. Dues
- B. Fees

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### VII. FUNDRAISERS

- A. Wood Sale
- B. Other

### VIII. ATTENDANCE

### IX. DISCIPLINE

- A. Inactive Scout
- B. Suspended Scout
- C. Inappropriate Items
- D. Inappropriate Language

### GLOSSARY OF ABBREVIATIONS

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## I. TROOP ORGANIZATION

Troop 622 is chartered by the national office of the Boy Scouts of America (BSA) located in Irving, Texas. It is a member troop of the San Diego - Imperial County Council, Black Mountain District. All troop policies and practices shall be in accordance with national program directives as implemented at the council and district level.

### A. Schedule of Activities

The semi-annual plan of activities for Troop 622 will be set six months in advance by the Patrol Leader Council (PLC) with the concurrence of the Scoutmaster, Assistant Scoutmasters, and the Troop Parents Committee. Activities will include but not be limited to the following:

- Weekly Troop Meetings
- Monthly Campouts
- Monthly Patrol Leader Council (PLC) Meetings
- Participation in District Events (e.g., Camporees)
- Participation in Council Events (e.g., Scout Fair)
- Semi-annual Courts of Honor (March/September)
- Annual long-term summer camp (August campout)
- Semi-annual Jr. Leader Training campouts
- Meaningful Good Turns and Service Projects
- Bi-annual Philmont Trek (if possible)
- Annual Colorado River Canoe Trip (December campout)
- Annual high adventure backpack (Havasupai, High Sierra, etc.)

### B. Administrative Organization

Troop 622 is somewhat unique in that the parents of the scouts are the sponsoring organization, referred to as PeñaScouting. Troop Parents Meetings are normally scheduled for the first Wednesday of every month. While the Scoutmaster, ASM's, and scouts themselves run the program at the boy level, adequate support by the parents is essential to Troop

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

administration. Every December, the Troop re-charters. At this time, each family is requested to provide at least one parent to volunteer for an adult position for the coming year.

### 1. Adult Positions

Adult positions necessary for the administrative operation of the troop include the following:

- Troop Committee Chairman / Assistant: responsible for all Troop administrative matters
- Secretary: responsible for taking minutes at Parents Meetings.
- Treasurer: responsible for maintaining the Troop checking account and tracking expenses.
- Transportation Coordinator: responsible for coordinating driving to and from campouts.
- Reservations Coordinator: responsible for making advance campout reservations.
- Scouting Coordinator: responsible for maintaining liaison with the council and attending monthly Roundtable Meetings.
- Events Coordinator(s): responsible for planning special events such as Courts of Honor, picnics, etc.
- Wood Sale Chairman / Committee: responsible for coordinating annual firewood sale.
- Membership Coordinator: responsible for orientation/registration of new scouts/parents.
- Advancement Coordinator: responsible for coordinating the scout advancement process including filing advancement forms at Scout Headquarters.
- Country Store Coordinator: responsible for the Troop Country Store inventory (T-shirts, hats, jackets).
- Webmaster: responsible for maintenance of Troop website

Other positions may be created and filled as circumstances warrant. It is the responsibility of the Troop Committee Chairman to enlist volunteers for all positions. It is the responsibility of all parents, however, to play an active role in the scouting program at the Troop level.

### 2. Assistant Scoutmasters

Any parent so desiring may register as an Assistant Scoutmaster (ASM) with the Troop. ASM's are the backbone of the Troop and provide the Scoutmaster with the adult support necessary to implement the program at the boy level. Any adult registering as an ASM is expected to do the following:

- Attend weekly Troop Meetings as personal schedule permits.
  - Attend monthly campouts as personal schedule permits.
  - Attend New Leader Essentials and Leader-Specific Training within first year.
  - Attend Youth Protection Guidelines (YPG) training within first year.
- 
- Purchase adult scout uniform.
  - Attend quarterly ASM Meetings.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### 3. Friends of Scouting

All parents are encouraged to participate in the annual Desert-Pacific Council Friends of Scouting campaign. This fund-raiser does not benefit Troop 622 directly, but provides aid to the council and supports their training program, the operation of the service center in Balboa Park, and the operation of both Camp Mataguay and the Youth Aquatic Center.

### 4. Adult Training

The Desert-Pacific Council of the Boy Scouts of America offers a wide variety of adult training. Troop 622 encourages all parents to take advantage of the courses offered regardless of your position (or lack of position) with the Troop.

#### a. New Leader Essentials Training

New Leader Essentials is the initial training for adult leaders. In this 90-minute training, leaders learn about the objectives of the Scouting program and the methods that are used to achieve these objectives. They also gain a basic understanding of youth development, as well as how Scouting is organized and financed, policies related to the program, and resources to help leaders succeed. The training is for all new registered adult leaders and suggested for new Troop committee members.

#### b. Boy Scout Leader-Specific Training

Upon completion of New Leader Essentials, leaders take part in leader-specific training to prepare them for the opportunities relating to their leadership positions with Boy Scouting. Leader-specific training is also an opportunity for new leaders to get answers to questions they may have about their roles and about BSA in general. Boy Scout leader specific training is titled "Scoutmaster and Assistant Scoutmaster Leader Specific Training". The training is tailored to Scoutmasters and Assistant Scoutmasters; troop committee members and other adults who expect to play a supportive role in the success of a troop are also encouraged to attend this training. Troop 622 requires the Scoutmaster and all ASM's to have this training. Certification is not a prerequisite to being an ASM, however, new ASM's should complete these two training courses within one year of signing up as an ASM (longer if circumstances warrant). Two BSA-trained adult leaders are required on every campout.

#### c. Youth Protection Guidelines (YPG) Training

The Desert-Pacific Council of the BSA offers a two-hour program on child abuse. All adults are encouraged to take this program which is offered on a monthly basis. Troop 622 requires that the Scoutmaster and all ASM's maintain a current YPG certification. One of the two trained adults on every campout must be YPG-certified.

#### d. High Adventure Leader Training (HALT)

High Adventure Leader Training (HALT) is offered by the Desert-Pacific Council on a semi-annual basis. HALT provides instruction on backpacking and general outdoor skills. Special Water Trek HALT programs are also provided. Troop 622 encourages the Scoutmaster and all ASM's to take advantage of this program. HALT certification is required for the Troop to receive any High Adventure awards (e.g., River Rat, Salty Dog, Mormon battalion, etc.). Only the tour leader must be HALT-certified for the Troop to be eligible for the award.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### e. CPR/First Aid

The American Red Cross periodically offers training in CPR and basic First Aid. Troop 622 encourages the Scoutmaster and all ASM's to maintain current certification in CPR and First Aid.

### f. Other Training

San Diego - Imperial County Council also offers other Scout related training courses including Troop Committee Training and Introduction to Outdoor Leader Skills. Troop leaders and parents are encouraged to attend these training courses.

## C. Program Level Organization

In accordance with BSA policy, and the original vision of Lord Baden-Powell, Troop 622 will implement the "Patrol Method" for all troop activities. The troop shall be organized by patrol as illustrated in Figure 2. The number of patrols comprising Troop 622 will vary depending on membership. Membership in Troop 622 will be in accordance with BSA guidelines. Boys who reach 10 and 1/2-years of age or complete the 5<sup>th</sup> grade are eligible to join Boy Scouts with parental consent. Parents must fill out an official BSA application and pay the pro-rated Troop joining fee. At least one parent from every family should register with BSA and become a voting member of PeñaScouting; the sponsoring organization of Troop 622.

The troop will maintain the following three types of scout patrols:

- **Regular Patrols** - Regular patrols consist of six to eight scouts of various ranks. Each patrol will be headed by a Patrol Leader. Patrols are set up every six months as new leaders assume their positions. At that time, scouts are given the opportunity to request placement in a particular patrol.
- **Senior Patrol** - The senior patrol will consist of all scouts 16-years old (or older) not holding a Patrol leader position, all JASM's, and all Eagle Scouts. The SASPL is the Patrol Leader for the Senior Patrol.
- **New Scout Patrol** - Boys entering scouting for the first time as a group may be placed in one patrol for orientation purposes. This New Scout Patrol will be maintained for the period of time necessary for the scouts to be integrated into the Troop. The Troop Guide is the Patrol Leader for the New Scout Patrol.

## D. Leadership

The day-to-day operation of Troop 622's program, as it relates to the scouts, is the responsibility of the Scoutmaster and Assistant Scoutmasters. The Scoutmaster is appointed by, and reports to the Troop Parents Committee. The Troop Parents Committee is responsible for the administrative operation of the Troop and supports the Scoutmaster and the program as required.

Conduct of Troop Meetings and outings (including campouts) are the responsibility of the boy leadership of the Troop including the Senior Patrol Leader (SPL), Senior Assistant Senior Patrol leader (SASPL), Junior Assistant Senior Patrol Leader (JASPL), Patrol Leaders, and Junior Assistant Scoutmasters (JASM's); under the guidance and supervision of the Scoutmaster and

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

ASM's. Patrol Leaders are responsible for the behavior and well being of the scouts in their patrols.

### E. Junior Leadership Positions and Qualifications

All Troop leadership elections and appointments are conducted on a semi-annual basis during the months of March and September. All Troop officers must be members of the Troop in good standing and hold the rank of 1st Class scout or above. They must maintain a 50% or better attendance record at Troop Meetings and monthly camp outs for the previous 12 months, and has incurred no PLC disciplinary action in the previous 6 months. Additionally, the SPL, SASPL, and JASPL must hold the rank of Star Scout, are 13-years old, and have successfully completed one term as a patrol leader. The Troop Guide must hold the rank of Star Scout and have successfully completed one term as a patrol leader.

All candidates running for SPL and Patrol Leader must pass a review board consisting of the Scoutmaster, two Assistant Scoutmasters, and the presiding SPL. The board will review the job requirements of the respective position.

The SPL is elected by all members of the Troop by secret written ballot with the chance of reelection for a second term. The first runner up in the SPL election will be appointed Senior Assistant Senior Patrol Leader (SASPL). The SASPL will be second in command in the Troop and will assume the job of SPL whenever the SPL is not in attendance. The SASPL will also serve as the Patrol Leader for the Senior Patrol. The second runner-up will be appointed Junior Assistant Senior Patrol Leader (JASPL). The JASPL is third in command and will be responsible for the Troop Staff. In the event there is no consensus winner (due to the number of candidates running); a second election will be conducted with only the top three finishers on the ballot.

Patrol Leaders are elected by all members of the Troop by secret written ballot. The number of Patrol Leader vacancies will determine the number of candidates a scout may vote for (e.g., if there are 7 vacancies, a scout may vote for 7 candidates).

The staff is appointed by the newly elected SPL, SASPL, JASPL, with the advice and consent of the Scoutmaster. The staff will normally consist of the following positions:

- Two Quartermasters: responsible for Troop equipment.
- Two Scribes: responsible for maintaining dues and attendance records.
- One Historian: responsible for the publication of the Troop newsletter (PeñaScouting), and Troop logs & albums.
- One Librarian: responsible for maintaining the Troop merit badge library.
- Two Instructors: responsible for teaching/testing younger scouts for advancement.
- One Junior Advancement Coordinator (JAC): responsible for coordinating Boards of Review (Tenderfoot through Eagle) and filing advancement/awards records.
- Two Patrol Competition Coordinators (PCC): responsible for conducting weekly inspections and tracking patrol spirit points.
- One Troop Guide (as required): responsible for orientation and advancement of new scouts.

Bugler and Chaplain Aides will be appointed by the Scoutmaster as needed. Den Chiefs will be appointed by mutual agreement of the Scoutmaster and the respective Cubmaster/Den

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

leader. All staff members report to the JASPL. All Junior Assistant Scoutmasters (JASM's) are appointed by the Scoutmaster.

Junior Leadership Training (JLT) campouts will be conducted semi-annually coincident with the election of new leaders. These campouts are mandatory for all newly elected/appointed leaders. New leaders will be formally recognized at the March and September Courts of Honor but will not formally assume their positions until after the respective JLT campout.

### F. Membership

Membership in Troop 622 will be in accordance with BSA guidelines. Boys who have reached 10 and 1/2-years of age or who have completed the 5th grade may join Boy Scouts with parental consent. Due to facility and camping logistics issues, total membership in the Troop may not exceed 64 scouts unless authorized by a special vote of the Troop Parents Committee. Younger brothers of scouts in the troop may be admitted regardless of troop size.

At least one parent from every family should register with BSA and become a voting member of PeñaScouting; the sponsoring organization of Troop 622 (see [Article I, Paragraph B](#)).

### G. Supervision

All scheduled Troop activities will be supervised by the Scoutmaster and/or Assistant Scoutmasters. Parents are welcome to participate and may frequently be requested to participate.

For campouts and other outings, a minimum of three adults is required. Two of the adults must be registered with BSA, one as Scoutmaster or Assistant Scoutmaster. Both of these adults must also be BSA-trained. In addition, one of the two trained adults must have current Youth Protection Guidelines (YPG) certification (see [Article I, Paragraph B4c](#)).

### H. Planning

The PLC, under the guidance of the Scoutmaster/Assistant Scoutmasters, will plan campouts on a semi-annual basis. This plan will be presented at the Troop Parents Meeting.

At each monthly PLC, a plan of activities will be established for the following month. A monthly calendar of Troop activities will be prepared and distributed at the beginning of each month.

### I. Insurance

Troop 622 is covered by a group medical insurance policy. The Troop Committee Chairman will ensure that this policy is renewed as part of the annual re-charter process. The Desert-Pacific Council also carries a blanket liability insurance policy that is in effect for scheduled Troop activities.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

## II. MEETINGS

There are various meetings associated with the scouting program that are conducted on a routine basis.

### A. Troop Meetings

Weekly Troop Meetings will be held year 'round on Tuesday nights from 7:00 PM to 9:00 PM. The only regular exceptions to this schedule are the week of summer camp and the Tuesday following Christmas (Canoe Trip). In addition, Troop Meetings will not be held if Tuesday happens to be a holiday (e.g., 4th of July, Halloween, etc.). Scouts arriving for Troop Meetings after 7:15 PM will not be admitted unless escorted in by a parent or with prior approval of the Scoutmaster. Scouts are to leave the meeting room and school property immediately after the Troop Meetings unless they have cleanup duties or business with the Troop leaders.

### B. PLC Meetings

Patrol Leaders Council (PLC) Meetings will be held monthly, normally on the Sunday prior to the Troop Parents Meeting. The SPL, SASPL, JASPL, Patrol Leaders, Historian, and Troop Guide (or designated alternates) are voting members and are required to attend. All scouts holding staff positions are non-voting members, but are encouraged to attend. The PLC will set the agenda for the coming month and plan all Troop Meeting activities. Twice a year, the PLC will set the campout schedule for the next six months. The PLC will handle disciplinary matters at the monthly meeting under the guidance of the Scoutmaster or ASM. Special PLC Meetings can (and will) be convened during the Troop meeting or on a campout as circumstances warrant. Special PLC Meetings are also conducted at the close of each Jr. Leader training campout. Any voting member of the PLC who misses two of the six monthly meetings without arranging for an alternate will be removed from his position. If a scout loses his leadership position for cause, all credit for the term with regards to advancement is lost.

### C. Patrol Meetings

Patrol Meetings should be held monthly. Patrol Meetings are typically held at the house of one of the Patrol members. These meetings can be used for advancement, Patrol business (e.g., Patrol Box cleanup), or just for fun (e.g., watch a movie together). The purpose of the Patrol Meeting is to invoke a spirit of camaraderie among the boys. Patrol Leaders are encouraged to hold a sufficient number of Patrol Meetings in order to qualify for the Baden-Powell Award.

### D. Troop Parent Meetings

Troop Parent Meetings (also known as Troop Committee Meetings) are held monthly, normally on the first Wednesday at 7:30 PM. The meetings are held at the homes of the Troop parents on a rotating basis. Parents will be notified of the location and date via the Troop e-mail list. All parents registered with the BSA are voting members. Regardless of registration status, all parents are encouraged to attend. The purpose of the Troop Parents Meeting is to provide the

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

parents with a status report on a regular basis. Topics typically include a report on recent Troop activities and a review of coming events. Attendance at these meeting is the best way to keep informed of what's going on in the Troop and to participate in its operation.

### **E. Courts of Honor**

Courts of Honor are held twice a year in March and September. The March Court of Honor marks the Troop's birthday and is normally a potluck dinner. The September Court of Honor is normally a potluck dessert. Courts of Honor are formal occasions and scouts are required to wear full dress uniforms. Courts of Honor are used to formally recognize the achievements of all scouts in the Troop for the past six months. Despite the fact that scouts may already have received an award at a Troop Meeting, they are still recognized for their achievement at the Court of Honor. Awards presented at Courts of Honor include merit badges, rank advancement, and special awards (i.e., council patches). The March Court of Honor also recognizes outstanding attendance at Troop Meetings and campouts as well as Scout of the Year.

### **F. Eagle Courts of Honor**

Eagle Courts of Honor are convened on an as required basis to accommodate those scouts advancing to the rank of Eagle. Eagle Courts of Honor are very special and all members of the Troop are strongly encouraged to attend in full dress uniform.

### **G. Assistant Scoutmaster (ASM) Meetings**

Assistant Scoutmaster (ASM) Meetings will be held at least quarterly to provide all ASM's an opportunity to get together and discuss Troop operations. ASM Meetings are normally held at the home of one of the ASM's on a rotating basis. ASM Meetings will be held more often as circumstances warrant.

## **III. ADVANCEMENT**

Advancement will be in accordance with BSA National Policy and standard Troop 622 practices. Boys registered with Troop 622 are expected to be active participants in the scouting program. They must advance at least one rank per year or, if a Life Scout, earn at least three merit badges per year. More rapid advancement is encouraged but not required.

### **A. Rank Requirements**

To sign off requirements for Tenderfoot through First Class (but not the award itself), the scout must be a holder of that rank or higher and a member of the PLC. Whenever possible, advancement should be signed off by the individual scout's Patrol Leader. The Patrol Leader, with the concurrence of the Senior Patrol Leader (SPL), may designate a member of the PLC to counsel the rank requirements. The rank itself may only be signed off by the Scoutmaster (SM) or an Assistant Scoutmaster (ASM). Before advancing in rank, a scout must have a

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

Scoutmaster's Conference, a Board of Review, and for the ranks of Tenderfoot through First Class; a Scout Skills Assessment review. The scout is responsible for arranging his own Scout Skills Assessment Review and Scoutmaster's Conference through the Junior Advancement Chairman (JAC). These reviews and conferences should be arranged one week in advance of the proposed review date and no later than the beginning of the Troop Meeting. The scout's Patrol Leader will ensure that he is ready for the Scout Skills Assessment Review. After verifying the scout has achieved the necessary rank requirements, the scout's Patrol Leader will forward his concurrence to the JAC. The scout's Patrol Leader will also present him to the members of the Scout Skills Assessment review. For the ranks of Tenderfoot through Eagle, the scout is responsible for arranging his own Board of Review with the Parent Committee member responsible for coordinating Board of Reviews. All Boards of Review must be arranged one week in advance. Scouts need to be in full dress uniform (including a merit badge sash) for all Boards of Review.

Rank	Scout Skills Assessment (SSA) Review Required/Scheduling Responsibility	Scoutmaster's Conference Required/Scheduling Responsibility	Board of Review Required/Scheduling Responsibility
Tenderfoot	Yes / Scout through JAC	Yes – Immediately after SSA Review / Scout through JAC	Yes / Scout through Parent Committee Member
Second Class	Yes / Scout through JAC	Yes - Immediately after SSA Review / Scout through JAC	Yes / Scout through Parent Committee Member
First Class	Yes / Scout through JAC	Yes - Immediately after SSA Review / Scout through JAC	Yes / Scout through Parent Committee Member
Star	No	Yes - Scout through JAC	Yes / Scout through Parent Committee Member
Life	No	Yes - Scout through JAC	Yes / Scout through Parent Committee Member
Eagle	No	Yes - Scout through JAC	Yes / Scout through Parent Committee Member
Eagle Palm	No	Yes - Scout through JAC	Yes / Scout through Parent Committee Member

A scout is not permitted to advance more than one rank at a time despite the concurrent completion of requirements. Per the Boy Scout Handbook requirements, a scout must be an active member of the Troop before advancing in rank. The time requirement is measured from the date of his last Board of Review. Refer to the following table for the active member period for each rank.

### Minimum Time Requirement as Active Scout in Current Rank before Advancing to Next Rank

Current Rank	Next Rank	Minimum Time
First Class	Star	4 Months
Star	Life	6 Months
Life	Eagle	6 Months
Eagle	Eagle Bronze Palm	3 Months
Eagle Bronze Palm	Eagle Gold Palm	3 Months
Eagle Gold Palm	Eagle Silver Palm	3 Months

The following items provide additional guidance to Patrol Leaders, Troop Instructors, the Junior Advancement Coordinator (JAC) and the Troop Guide regarding rank advancement:

- Requirements for Tenderfoot through First Class must be signed off in the scout's handbook within 30 days of completing the requirement.
- Patrol Leaders will instruct individual members of their patrols (and anyone else assigned by the SPL) and initial in the scout's handbook that the particular skill has been mastered and the scout is ready for testing by a Troop Instructor or the Troop Guide.
- Troop Instructors and/or the Troop Guide will review and spot check the accomplishment of the various requirements associated with the Tenderfoot through

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

First Class ranks. All requirements, unless signed by the Scoutmaster or an ASM, must be countersigned by the Troop Instructor or Troop Guide.

- The Scout Spirit requirement associated with each rank can only be signed by the Scoutmaster or an ASM.
- Merit Badges may be entered by the individual scout. Verification of merit badges will be made during the Scoutmaster's Conference.
- All portions of the rank section of the scout's handbook (except Scout Spirit) must be signed off and dated prior to the Scoutmaster's Conference. It is the responsibility of the Patrol Leader to ensure the scout is prepared, in the correct uniform, and the handbook completed prior to the conference.

When a scout advances to the rank of First Class Scout, he will receive a letter of congratulations from the Troop Committee Chairman. This letter will also serve to advise him of his increased responsibility to the leadership of the Troop. Separate congratulatory letters will also be presented to scouts as they achieve the rank of Star and Life. These letters will be addressed to reflect the different responsibilities and expectations associated with each rank.

### **B. Scout Skills Assessment (SSA) Review**

Scout Skills Assessment Reviews are required for the ranks of Tenderfoot through First Class. The individual scout must arrange for his own Scout Skills Assessment review through the JAC. It is the responsibility of the boy's patrol leader to concur with any rank advancement. After the patrol leader concurs by validating that all rank requirements have been met, he needs to approach the JAC, who has the responsibility of coordinating the skills reviews with the appropriate Assistant Scoutmaster(s).

The JAC should contact the responsible ASM no later than the Troop meeting prior to the scheduled Scout Skills Review. All Scout Skills Assessment Reviews shall consist of three members of the Troop, including one ASM and two senior scouts (senior to the scout being reviewed).

### **C. Scoutmaster's Conference**

A Scoutmaster's Conference is required for all rank advancement. Scouts need to arrange their own conferences by approaching the JAC, who has the responsibility of coordinating the conferences with the Scoutmaster. Advance notification (one week) is recommended to ensure that the appropriate number of ASM's is available.

For Tenderfoot through First Class, the conference can occur immediately preceding the Scout Skills Assessment review with the Scoutmaster or any ASM (time permitting) or at a later time or date. For Star through Life, the conference will be conducted by three adult leaders (Scoutmaster and two ASM's or three ASM's). For Eagle, the conference will be conducted by the Scoutmaster and two ASM's. This is to ensure a fair review of a scout's qualifications and achievements.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### D. Boards of Review

A Board of Review is required of all scouts advancing in rank. The individual scout must arrange for his own Board of Review. For all ranks, Boards of Review are conducted at prearranged Troop Meetings. The Board of Review Troop meeting schedule will be determined by the Parent Committee member responsible for coordinating Board of Reviews.

After the scout has completed a successful Scout Skills Review (Tenderfoot through First Class) and a Scoutmaster's Conference (all ranks), he needs to schedule his Board of Review with the appropriate Parent Committee member responsible for Board of Reviews. The scout should contact the responsible adult no later than the Troop meeting prior to the scheduled Board of Review.

All Boards of Review shall consist of three adult members of the Troop (i.e., parents). The Scoutmaster cannot be a member of any Board of Review. Use of ASM's to staff Boards of Review is discouraged but not prohibited. A scout must wear his full dress uniform (Including merit badge sash) for all Boards of Review. For the rank of Eagle, a scout must also pass a Board of Review conducted by the San Diego-Imperial County Council of the BSA. This board will automatically be scheduled by the Council upon receipt of a scout's Eagle application. Scouts need to wear their full dress uniform, including merit badge sash, and be accompanied by the Scoutmaster or an ASM.

### E. Merit Badges

Merit badges are earned by scouts on an individual basis. New scouts (Tenderfoot through 2nd Class) are usually preoccupied with rank advancement requirements and defer earning of merit badges for summer camp. Older scouts (1st Class and above) need to earn merit badges to advance in rank. While summer camp offers the best opportunity to earn merit badges, the boys are encouraged to work on them all year through. Troop 622 will normally conduct six or seven merit badge classes during the course of the year. These classes are held during the advancement period of the weekly Troop Meetings and normally consist of four, one-half hour sessions. Scouts may also work on merit badges at home, with other boys in the Troop, or by patrol.

When a scout begins working on a merit badge, he should obtain a blue card from the Scoutmaster or an ASM. He should fill out the administrative portions and have it signed by the Scoutmaster/ASM. Upon completing all requirements of a merit badge, he will be tested by a council approved merit badge counselor. The merit badge counselor is the only person authorized to sign off on a blue card. Scouts are responsible for contacting a merit badge counselor and arranging for an interview. The Troop maintains a list of all San Diego-Imperial County Council merit badge counselors. Scouts who need to review this list should see the Scoutmaster or any ASM during the weekly Troop Meeting. Parents are discouraged from acting as merit badge counselors for their own sons.

Once a blue card is signed by the counselor, the scout should turn in the appropriate portion to the Junior Advancement Coordinator (JAC). The merit badge will normally be awarded at the next Troop Meeting. Merit badges earned at summer camp are presented at the Fall Court of Honor.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### F. Service Hours

Some ranks require scouts to participate in a service project. The Troop will normally offer the opportunity to earn service hours during the course of the year. One recurring opportunity is to work on another scout's Eagle Project.

Community service is applicable to the scouting program and a scout can earn hours outside the Troop by participating in an approved project. The project must be approved in advance by the SM or an ASM.

All service hours must be recorded on a service hour form available from the SM (or ASM). The form needs to be completed by the participating scout and signed by the adult responsible for the project (or by the Eagle candidate). The scout should enter the hours for the respective rank in his Scout Handbook. The SM (or ASM) will initial the Scout Handbook when accompanied by the service hour form. Once entered and initialed in the Scout Handbook, the service hour should be kept for future reference (save with "Blue Card" receipts).

## IV. UNIFORMS

Boy Scouts is a uniformed organization. Wearing the appropriate uniform is an important part of scouting and helps promote scout spirit and a feeling of camaraderie. Troop 622 recognizes two different variations on the basic scout uniform. These variations and when they apply are discussed below.

### A. Troop Meeting/Travel Uniform

The Troop Meeting/Travel Uniform consists of the official scout shirt (with appropriate insignia), Troop hat (or official scout hat), pants with belt loops, and an official scout belt. This uniform is worn to all weekly Troop Meetings, and when traveling to and from campouts and other activities requiring driving. For weekly Troop Meetings, the hat is an optional uniform item.

Scouts not in the appropriate uniform may be asked to leave the Troop Meeting. Scouts not in the appropriate uniform for campouts may be prohibited from camping.

### B. Full Dress or "Class A" Uniform

The Full Dress or "Class A" Uniform consists of the official scout shirt (with insignia), Troop Hat (or official scout hat), Troop neckerchief and slide, official scout trousers or shorts, official scout belt, scout socks, and merit badge sash as appropriate. The Full Dress Uniform is worn for Courts of Honor, Eagle Courts of Honor, Boards of Review, and when traveling to and from Summer Camp. All scouts must have a complete uniform within six months of joining the Troop. Periodic inspections will be conducted to ensure compliance with Troop uniform standards.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

The uniform requirements for a particular Troop activity may be amended by the Scoutmaster as circumstances warrant.

### C. Troop 622 Items

The Troop maintains an inventory of Troop hats, T-shirts and jackets available for purchase. Troop T-shirts (or official scout T-shirts) are required to be worn on all campouts. Troop jackets are recommended uniform items but are not required. The jackets are red lined-windbreakers that are rain-resistant. They are good year-round jackets that are suitable for most outdoor activities. These items are available in the Troop Country Store. Order forms are available from the Scoutmaster or Country Store Coordinator.

### V. CAMPING

The purpose of the monthly overnight camping experience is to promote Boy Scout activities. Non-Boy Scout participants (e.g., guests/friends, siblings, etc.) must have the prior approval of the Scoutmaster (or Assistant Scoutmaster in charge of that particular campout).

A minimum of three adults is required on each campout. Two of the adults must be registered with BSA, one as Scoutmaster or Assistant Scoutmaster. Both of these adults must also be BSA-trained. In addition, one of the two trained adults must have current Youth Protection Guidelines (YPG) certification.

There will normally be one campout each month with the exception of March and September when an additional Leadership Training campout will be conducted. The August campout will be a long-term summer camp, typically at an official BSA staffed camp. Summer camp is normally planned for mid-August. The December campout will usually be a 5 to 6 day canoe trip down the Colorado River during the period 26 through 31 December.

Monthly campouts are planned six months in advance by the PLC. During any given year, the Troop will endeavor to plan two to three backpacks, one being at high altitude, and seven to eight car campouts. Car campouts will normally include at least one beach campout and one amusement park campout (Disneyland, Knott's Berry Farm, & Universal Studios).

The Troop departs for most campouts from the Black Mountain Middle School (BMMS) parking lot at 6:00 PM on Friday evenings and returns at about 12 Noon on Sunday (unless otherwise specified in the permission slip). The cost of the campout is the amount stated on the permission slip. There will be no pro-rated fees for scouts or adults who cannot attend for the entire period. Permission slips will be distributed two weeks prior to the campout at the Troop Meeting. They must be returned at the beginning of the next Troop Meeting with a check for the specified amount (DO NOT FILL IN A NAME). For families with more than one active scout, separate checks are required. A separate check (with the name left blank) is also needed for any adult attending the campout. Boys may also use their Wood Sale Account to pay for campouts.

Adults are always welcome on campouts. In fact, the Troop encourages every parent to attend at least one or two campouts each year. This includes Moms as well as Dads. Siblings may attend with prior approval of the Scoutmaster (or ASM in charge of the campout). Attendance by siblings, however, is not encouraged.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

There will be two distinct sleeping areas on all campouts (to whatever extent possible). One is designated for unaccompanied scouts, the second for adults (including parents/sons). No unaccompanied scouts will be allowed to camp in the adult area. The two areas will be segregated from each other but will remain sufficiently close to one another so as to be in line of sight.

In accordance with Youth Protection Guidelines (see [Article I, Paragraph B4b](#)), scouts may only share a tent with an adult that is an immediate member of the family (e.g., Mom, Dad, Uncle, older Brother, etc.).

When departing for campouts, all scouts must be in the approved Travel Uniform. This uniform consists of:

- Official scout shirt (khaki) with appropriate insignia
- Pants with belt loops
- Official scout belt
- Troop Hat (or official BSA hat)

Scouts not in the appropriate uniform will have to acquire the missing items in order to attend. During the campout, scouts must wear Troop T-shirts (or scouting related T-shirts) unless otherwise directed due to the nature of the campout. Only Troop Hats (or official BSA hats) will be allowed on campouts. Exceptions will be made for special campouts where shade hats are more appropriate (e.g., beach campouts and backpacks). Stocking caps (required backpack item) may be worn on campouts in the evening or when weather conditions dictate.

Walkman radios are permitted on campouts. Their use, however, is restricted to evenings when a scout is in his sleeping bag: earphones only, no external speakers.

When returning from a campout, all scouts must return to BMMS to help with the stowage of Troop gear. No scouts will be dismissed until all the gear is properly stowed. Only the Scoutmaster (or ASM in charge of the campout) is authorized to dismiss the scouts at the end of a campout.

## A. Equipment

Scout equipment is divided between those items provided for and maintained by the Troop, and those items each scout is expected to purchase and bring on each campout.

### 1. Personal Equipment

Each scout is expected to have the necessary personal equipment to camp safely with the Troop. A list of required personal gear is given to each scout joining the Troop. This Pack List should be kept in his backpack and used to periodically inventory his equipment. Periodic pack inspections are conducted to ensure that each scout has all required items on the Pack List.

The Troop does not own tents. Scouts should purchase their own tents. During the winter months (rainy season) scouts will not be allowed to camp unless they bring a tent or arrange ahead of time to share a tent with another scout.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

Backpacks are required items on the official Troop Pack List. A new scout, however, may attend car campouts without a backpack as long as he has all the other gear on the Pack List. When purchasing new equipment, parents are encouraged to talk with the ASM's if they are unsure what to purchase. Quality backpacks and sleeping bags are critical camping items.

## 2. Troop Equipment

The Troop has an extensive inventory of equipment that is assigned on a patrol basis. Each patrol is assigned a patrol box at the beginning of each leadership term that contains all the gear necessary for outdoor cooking (stove, pots, pans, utensils, etc.). Propane lanterns and tanks are also available for each patrol. The Troop also has backpacking equipment including portable stoves and lanterns. Backpacking equipment is not assigned to patrols but distributed as campouts warrant. All Troop equipment (with the exception of the propane tanks) is stored in an equipment shed located at Black Mountain Middle School. Propane tanks and liquid fuels are assigned to the Patrol Leaders and are kept at their homes.

Additional equipment and replacement equipment will be periodically purchased as needed upon request of the Scoutmaster and Quartermaster Advisors (ASM's) and with the approval of the Troop Parents Committee.

Scouts are responsible for the proper loading and stowage of Troop equipment at the beginning and end of each campout. All scouts are required to muster back at BMMS at the end of each campout in order to help unload Troop equipment and ensure its proper storage. Scouts are not dismissed from campouts until the Troop gear is properly stored in the shed and the Scoutmaster (or ASM in charge) has given permission for dismissal to the SPL (or acting SPL).

## B. Pack Inspections

A list of items needed on each campout is provided to every scout. Scouts are required to have these items in their backpacks for every campout unless otherwise instructed. Mandatory Pack Inspections will be conducted annually for all scouts below the rank of Eagle. These inspections will be conducted by the Scoutmaster and Assistant Scoutmasters. Scouts not passing the inspection will not be allowed to camp until they pass a re-inspection.

## C. Permission Slips

Permission slips for all Troop activities will be distributed at the Troop meeting approximately two weeks prior to the scheduled activity. They must be completed and returned at the beginning of the following Troop Meeting. If a scout does not submit a permission slip he will not be able to attend the activity.

Before departing for the campout, each scout will be given his permission slip to be retained on their person for the duration of the activity.

Permission slips will be color-coded to denote the status of each family's driving credit account (see [Article V Paragraph D](#)). The colors denote the following:

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

- Green: Parents do not have to drive on this campout.
- Yellow: Driving status is tenuous. Parents do not have to drive on this campout, but must drive on the next campout their son attends.
- Red: Driving status is mandatory. Parents must drive on this campout, or their son will not be allowed to attend.
- Blue: No driving credit. Scouts are to arrange their own transportation. Carpools are encouraged.

Parents are encouraged to plan ahead so they don't get caught with a red slip when they can't drive. Parents with a green slip may drive if they so desire.

### D. Driving Credits

Transportation to and from campouts and other activities will be provided by the parents. With few exceptions, transportation will be on a non-reimbursable basis.

The only exceptions are the Canoe Trip and Philmont Treks. If sufficient transportation assistance cannot be arranged, the activity may be canceled. For the monthly campouts, the troop will coordinate transportation using the driving credit system. This system awards credits to each adult who drives to and/or from a campout on the following basis:

- One credit per way: If the campsite is less than 25 miles or 30 minutes away from BMMS
- Two credits per way: If the campsite is more than 25 miles (but less than 100 miles) or 30 minutes (but less than 2 hours) away from BMMS.
- Three credits per way: If the campsite is more than 100 miles or 2 hours away from BMMS.

Every family is awarded one credit upon joining the troop. One credit will be deducted for each monthly campout whether a boy camps or not. The credit associated with each campout will be noted on the permission slip. Credit will only be given to parents who drive as part of the coordinated transportation effort.

All drivers must possess a valid driver's license. Drivers must be at least 21-years of age in order to transport scouts. Those between the ages of 18 and 20 may transport Troop equipment only. Scouts between the ages of 16 and 17 (with valid driver's licenses) may drive themselves but will receive no credit. The Troop discourages the practice of scouts driving themselves.

## VI. TROOP OPERATING BUDGET

The Troop Treasurer is responsible for developing a yearly budget in concert with the Scoutmaster and the Committee Chairman. The budget will address all sources of anticipated income as well as expected expenses. Once drawn up, the budget must be reviewed and approved by the Troop Parents Committee prior to implementation. The Treasurer will track

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

ongoing Troop income/expenses during the course of the year to ensure compliance with the budget. The treasurer will make monthly reports at the Parents Meeting.

Major sources of income for Troop 622 include weekly dues, annual re-charter fees, camping fees, etc. These topics are addressed below.

### A. Dues

Dues are established by the Troop Parents Committee and collected weekly at each Troop Meeting. Dues are used to fund Troop activities and provide a learning experience for the scout who has now accepted an obligation that he must meet. Scouts are responsible for payment of dues even though they may not attend all Troop Meetings. A record of dues paid is maintained by the Troop Scribes under the guidance of the Scribe Advisor (an ASM). The Scribe Advisor audits the dues records on a regular basis. If a scout falls behind in his dues by more than one month, the money will automatically be deducted from his Wood Sale Account. If there are insufficient funds in his Wood Sale Account, his name will be presented to the PLC for discussion and possible disciplinary action.

Dues may be paid by check (made payable to BSA Troop 622), cash, or by deduction from a scout's Wood Sale Account.

Scouts achieving the rank of Eagle do not have to pay dues.

### B. Fees

Each scout is assessed an initial joining fee upon joining the Troop. This fee covers registration, insurance, a Boy's Life subscription, Troop neckerchief and slide, uniform insignia and a Troop application surcharge. Portions of this fee are pro-rated based upon the joining month.

An annual re-charter fee is assessed each December. This fee is used to maintain registration with BSA, medical insurance and one Boy's Life subscription per family. The majority of the fee is deposited in the Troop General Fund and is used to cover Troop operating costs for the year. Re-charter fees and weekly dues fees are reviewed and re-assessed by the Parents Committee annually.

Camping fees are assessed for each campout and collected by the scout's patrol. This fee covers the cost of food for the campout. Camping fees are non-refundable once the food for the patrol has been purchased. The Troop occasionally undertakes special campouts where additional fees are required. Examples include admission fees (e.g., Disneyland), and special transportation fees (e.g., Mt. San Jacinto Tram). These fees are normally refundable. Exceptions include those instances where advance tickets have been purchased.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### VII. FUNDRAISERS

The Troop will conduct periodic fundraisers during the course of the year. Fundraisers provide the scouts with an opportunity to earn money to offset some of the expenses of the program. They also provide supplemental income for the Troop.

#### A. Wood Sale

Troop 622 sponsors an annual fundraising event known as the Wood Sale. For this fundraiser, the Troop purchases firewood at a wholesale price and sells it at fair market value. Scouts generate the sales and help in the delivery. Based on profits and total hours worked, a dollar-per-hour calculation is determined. The profits are then allocated to a special Troop Wood Sale Account. Then, each scout receives a pro-rate allocation of the overall account based on the number of hours he worked, how much wood he sold, and other factors set by the Wood Sale Committee. A scout may use the money in his account to support scout functions (dues, camping fees, etc.) or to purchase scout-related equipment. For equipment purchases, the scout must buy the desired equipment and present a receipt for reimbursement to the Troop. Any scout may review the current balance in the account by asking the Scoutmaster or any ASM at a weekly Troop Meeting. The Scoutmaster is the final authority on what constitutes a valid Wood Sale Account expense.

It is important to understand the money in the Troop Wood Sale Account belongs to the Troop and is merely allocated to a scout based on his level of participation in the Wood Sale. If a scout leaves the Troop, the money reverts back to the Troop General Fund. If a departing scout has a brother in the Troop, the money will be transferred to the brother's account.

Should a scout enter a delinquent state with regards to dues or other fees (e.g., Summer Camp fees), the money owed will be automatically deducted from his allocation of the Troop Wood Sale Account.

#### B. Other

Periodically, the Troop may engage in other fundraising events. This may include but will not be limited to the sale of tickets for the Annual Scout Fair. By vote of the Parents Committee, money generated from these events may either be allocated to the Troop General Fund or to the scouts for deposit into their woodsale accounts.

### VIII. ATTENDANCE

Good attendance at Troop Meetings and campouts is essential to a successful scouting program. A scout's attendance record will be reviewed at the time of his advancement (Star and above) as a component of his Scout Spirit. The Troop requires that each scout maintain a minimum yearly attendance of 33.3% for both weekly Troop Meetings and monthly campouts. Additionally, scouts cannot have three consecutive absences or miss three consecutive campouts (see [Article IX, Paragraph A](#)).

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

If a scout cannot attend a Troop Meeting, he should phone his Patrol Leader. Scouts in staff positions who cannot attend a Troop Meeting should also phone their alternate (e.g., second Scribe) and the JASPL. Patrol Leaders should contact their Assistant as well as the SPL.

The two scouts with the best attendance record at troop meetings and the most nights camping for the calendar year, will receive an award at the March Court of Honor.

## IX. DISCIPLINE

Scouts not meeting minimal advancement/attendance requirements may face counseling and/or disciplinary action. Scouts not exhibiting proper behavior are also subject to disciplinary action. These scouts may be placed on the Inactive List or face suspension from the Troop.

Any scout who is inactive or suspended cannot attend weekly Troop Meetings, monthly campouts, Patrol Meetings, or any special events including Eagle Projects,

Courts of Honor, etc. If inactivity or suspension extends through the Troop re-charter period, the scout must re-charter and meet all financial obligations in order to be considered for resuming an active status in the Troop.

### A. Inactive Scout

A scout will be considered for placement on the Inactive List by the Scoutmaster for one of the following reasons:

- a. Missing three consecutive Troop Meetings
- b. Missing three consecutive monthly campouts
- c. Falling behind in dues in excess of one month or more
- d. Failing to meet minimal advancement requirements

When considering action for one of the above, the Scoutmaster has four courses of action:

1. No action - matter dismissed
2. Place scout on the Inactive List for one to three months with automatic reinstatement
3. Place scout on the Inactive List for one to three months with mandatory appearance before the Scoutmaster for reinstatement
4. Place scout on six months probation

Scouts placed on the Inactive List for (a) through (d) above will be contacted by their Patrol Leaders following the Scoutmaster decision.

Scouts may also request voluntary placement on the Inactive List due to outside commitments (e.g., school sports, band, etc.). Placement on the Inactive List will be for a period of time not less than one month and not to exceed three months. Scouts requesting voluntary placement on the Inactive List must do so in writing using the Inactive Status Request Form (available from the Scoutmaster). Eagle Scouts are exempt from items (a) through (d) above.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

An Inactive Scout is defined as follows: Scout is registered in the Troop but cannot participate in Troop activities for a stated period of time. This scout is not a discipline problem.

All inactive scouts must pay back dues upon resuming an active status. Exceptions are those scouts who voluntarily requested placement on the inactive list for personal reasons.

### **B. Suspended Scout**

Suspension is a disciplinary action. A scout may be suspended for breaking Troop rules, being disruptive at meetings/campouts, or for exhibiting conduct contradictory to the Scout Law. Guidelines for suspension are as follows:

SPL: May suspend a scout for one meeting

JASM: May suspend a scout for up to two meetings

ASM: May suspend a scout for up to one month

PLC: May suspend a scout for up to three months

SM: May suspend a scout indefinitely

A Suspended Scout is defined as follows: Scout is not behaving at the meetings/campouts and is suspended from normal Troop activities for a stated period of time

In order for a suspended scout to return to the Troop, he must meet in conference with the Scoutmaster or an Assistant Scoutmaster, the person who suspended him, and one of his parents. If the suspension was handed down by the PLC, the scout and his parent must come to a PLC Meeting. A suspended scout must also pay back dues before resuming an active status with the Troop.

### **C. Inappropriate Items**

Any scout, who brings inappropriate items to any scouting function of the Troop, will have those items appropriated by an adult leader and held until they can be returned to the parents of the scout. Examples of inappropriate items include non-regulation hats, radios (other than Walkman-type with earphones), electronic games, skateboards, etc. Cigarette lighters are considered forbidden items. Any scout discovered in possession of a cigarette lighter will face disciplinary action.

### **D. Inappropriate Language**

Inappropriate language is not and cannot be a part of Scouting. The use of vulgar words and phrases violates the spirit of the Scout Law. If a scout is identified as using foul language, he will be counseled by the Scoutmaster or an ASM. Repeated offenses will result in disciplinary action by the PLC. Such action may include suspension from the Troop. The Scoutmaster and or ASM's will enforce this policy and be the final judge as to whether language is inappropriate or not.

# BSA Troop 622

## Policy Manual

Last Updated: April 2005

### GLOSSARY OF ABBREVIATIONS

ASM	Assistant Scoutmaster
Blue Card	Merit badge application card
BMMS	Black Mountain Middle School
BSA	Boy Scouts of America
HALT	High Adventure Leader Training
JAC	Junior Advancement Coordinator
JASM	Junior Assistant Scoutmaster
JASPL	Junior Assistant Senior Patrol Leader
JLT	Junior Leader Training
OA	Order of the Arrow
PCC	Patrol Competition Coordinator
PLC	Patrol Leader Council
SASPL	Senior Assistant Senior Patrol Leader
SM	Scoutmaster
SPL	Senior Patrol Leader
SSH	Sunset Hills (Elementary School)
YPG	Youth Protection Guidelines

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