

Troop 333

Chartered to Avon United Methodist Church, Avon, OH
Policies, Procedures, and Frequently Asked Questions
Revised 5 April 2019



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1. General Concepts and Philosophy

The Scout Oath and Law reflect the core values of our organization. We intend to follow these guiding principles. Furthermore, we intend to follow all policies and procedures of the National Council of the Boy Scouts of America and of Lake Erie Council 440 (jointly referred to as “the BSA”). We also intend to comply with the principles and values of our sponsor, Avon United Methodist Church (Troop 333’s Chartered Organization).

BSA policies may be found in...

- Publications (Guide to Safe Scouting, Guide to Advancement, Troop Committee Guidebook 34505, etc.)
- Training materials (ILST 511-016, Scoutmaster Leader-specific Training 34879, Youth Protection, etc.)
- Or other media (www.scouting.org, etc.)

This document is intended to address details not included in these sources. This document should avoid redundancy with other materials provided by the BSA. In the case of any discrepancies between this document and the policies of the BSA, the policies of the BSA will take precedence.

2. Expectations of Membership

a. Scouts

- Live by the Scout Oath and Law
- Participate constructively
- Read and be familiar with this document; sign and submit acknowledgement of this policy

b. Parents and Families

- Support and encourage your Scout; be aware of their advancement status
- Volunteer as a registered adult leader or actively support at least 1 sub-committee (fundraising, community service, *etc.*); other than during designated “family campouts”, registration and training as an adult volunteer is required to camp with the troop
- Read and be familiar with this document; sign and submit acknowledgement of this policy

c. Youth Leadership

- Lead the troop (This is YOUR troop!)
- Participate in Introduction to Leadership Skills for Troops (ILST)
- Set goals for your term in office and do your best to complete those goals

d. Adult Volunteers

- Live by the Scout Oath and Law
- Complete all training required by the BSA for your current position
- Facilitate a youth-led program

3. Discipline Policy

Parents of Scouts carry the primary responsibility of discipline. The responsibility of adult volunteers regarding discipline is generally limited to removal of a Scout from the situation, notifying the parents of the situation, and controlling any safety related items. Parents play a key role in this process.

Scouts can be easily affected by their peers, so when one sows the seeds of chaos, several often follow. Our discipline is only as strong as our weakest link – and each of our Scouts has the capacity to be the weak link from time to time.

Therefore, all parents are asked to have a serious discussion with their Scout about behavior. Review the specific rules below with your Scout. Some rules should go without saying, but please review them anyway. Volunteers have spent hours contemplating and discussing this – we ask that you add 30 minutes of your time to the hours that we have already invested to ensure that your Scout understands these rules.

The Scoutmaster and Assistant Scoutmasters are available to discuss these rules and address any questions or concerns that you or your Scout might have. We are volunteers and don't enjoy dealing with discipline problems. Please help us.

All adult volunteers and parents have the authority and responsibility to enforce the rules below. This is not the sole responsibility of the Scoutmaster.

a. The Rules

1. **Participate and contribute.** Don't distract. Scout meetings are not school; we don't want them to become school, but respect is needed. Our Scout meetings have agendas developed by youth leaders at Patrol Leaders Council meetings. Everyone should have a job or activity to do during each meeting. If a Scout is bored, he should ask their PL or SPL for a job.
2. **Respect each other.** Don't touch each other or roughhouse, unless as part of an organized game or activity. Don't touch each other's property without permission. Don't assume that you can borrow or use something that belongs to someone else.
3. **Respect church property.** Don't go near the dumpsters without permission. Do not climb on things including trailers, football equipment, shed attic, trees, dumpsters, and picnic tables. Respect the Barn infrastructure including bathrooms, kitchen, piano, doors, tables, chairs, and any material stored in the building. Do not dig holes or start fires without an approved, planned purpose.
4. **Stay inside the building** unless granted permission to do a specific job or activity outside as part of a group. The buddy system is a Tenderfoot requirement.
5. **Stay on church property.** Don't go to Our Lady of the Wayside to purchase soda. Don't explore the nursery property to the south. Don't visit the High School parking lot.
6. **No profanity.** No innuendo. We do not need profanity or innuendo to laugh or have fun.

b. The Consequences

Consequences listed below will be implemented by adults in consultation with each other, and may be situation-dependent.

1. First violation of the rules above will result in an immediate phone call home. Parents may be asked to immediately pick-up their Scout.
2. Second violation of the rules above will have the same result as above, plus the Scout will not be permitted to attend the next troop meeting. Upon returning to activity, the Scout must be accompanied by a parent for at least 2 meetings.
3. Third violation of the rules above will have the same results as above, plus the Scout will not be permitted to attend the next campout or outing. Upon returning to activity, the Scout must be accompanied by a parent for the next campout and at least 3 meetings.
4. Fourth and subsequent violations will be handled on a case-by-case basis.

After any consequence is imposed, the Scoutmaster (or Assistant SM), the Scout, and the Scout's parents will have a conference to discuss why the consequence was imposed, what the Scout plans to do to improve their behavior (with the help of the parents), and what future consequences will be if behavior does not improve. The Scout, the Scout's parents, and the Scoutmaster must agree to this plan. The Scoutmaster will keep written documentation of this plan (signed by both the youth and a parent), which will be viewable only by registered adult volunteers. Families may appeal to the troop committee if they disagree with any consequence imposed by the Scoutmaster or Assistant SM.

c. On Campouts

The rules will be the same, with one addition:

1. Participate and contribute
2. Respect each other
3. Respect **camp** property
4. Stay in the campsite
5. Stay on **camp** property
6. No profanity
7. **Obey lights out.** Lights out will generally be 10:30 PM. Scouts must be in their tents or bunks at this time. After 11:00 PM, if they are still making noise that can be heard more than 1 tent away, there is an issue. This is generous, as some troops follow a standard of 10:00 PM "in tent" and 10:30 "quiet" – earlier lights out may be implemented as group discipline if necessary.

On campouts, the consequences will be similar, but being sent home may be delayed until the second infraction.

1. First violation of the rules above will result in an immediate phone call home.
2. Second violation of the rules above will have the same result as above, plus parents may be asked to immediately pick-up their son (even after midnight, regardless of driving distance).

Adults (both registered volunteers and parents) should follow the same rules as the youth. Specifically:

1. **Participate and contribute.** All parents should consider helping with a committee or other job. Opportunities include: fundraising, equipment (quartermaster's advisor), snacks for Courts of Honor. The troop committee welcomes and needs the input and support of all parents.
2. **Respect each other.** Adults must set the example regarding silence in response to "signs up" and one speaker at a time. Do not argue in front of the youth. Support the decisions and policies of the PLC, troop committee, and scoutmasters.

d. Why No Warnings?

This policy, the parent's conversation of this policy with their son, and the Scout Oath and Law recited at every meeting constitute sufficient warning.

Again, adult volunteers need the help of both parents and Scouts. An individual cannot create discipline; it is a team effort that requires all of us. Please help.

4. Electronics Policy

Use of electronics is a privilege and is not critical to achieving the goals of Scouting. However, Scouting intends to develop the character of youth to include responsibility, courteousness, and personal achievement. Developing discipline and self-control around electronics can be a method to achieve this intent. These rules are a framework to help youth learn good habits for their use of electronics.

Electronics include but are not limited to mobile phones, portable music or gaming devices, tablets and laptop computers, and game consoles.

Scouts may not bring, carry, or use electronics at scout events including meetings and campouts without earning and carrying a "**Cyber Chip**" card. Requirements for the Cyber Chip card can be found here: <http://www.scouting.org/Training/YouthProtection/CyberChip.aspx>. Violations of these rules will result in loss of corners from the Cyber Chip card which will result in loss of the privilege to carry or use electronics.

Although adults are not required to earn and carry Cyber Chip cards, their good example in following these rules is strongly encouraged.

a. Time

1. Electronics may only be used during designated free time.
2. Electronics may not be used during meals, meal preparation, or meal cleanup.
3. Electronics may not be used during camp setup or teardown, service projects, or other group effort.
4. Electronics may not be used during organized activities including classes, games, discussion, or presentations, unless they are part of the instruction.
5. After lights-out, use of electronics should not interfere with a good night's sleep. If a scout shows signs of fatigue, their electronics may be revoked that evening to encourage sleep.

b. Distraction

1. Electronics may not distract or disrupt scout events or otherwise interfere with achieving the goals of scouting.
2. If such a disruption occurs, discipline may follow, even if no other rules are being broken.
3. Disruption may include but is not limited to refusal to share, unapproved calls home, unapproved photography, arguments over games or other content.

c. Content

1. A Scout is Clean. Scouts may not access, play, or display inappropriate content deemed to be obscene, hateful, or otherwise incompatible with the Scout Law.

d. Loss, damage, or theft

1. Bring and carry electronics to scout events at your own risk.
2. Adult volunteers assume no responsibility for loss, damage, or theft of electronics or other valuables brought to camp.

3. Zip-lock bags may mitigate water damage.
 4. At the Scoutmaster's discretion, a secure storage location may be provided during meetings and campouts. Access to this secure storage will be limited to designated times.
 5. If a Scout takes, uses, or borrows another scout's electronics without permission, discipline will be applied in accordance with troop policy.
 6. If a Scout changes passwords, locks-out, or otherwise deliberately damages another scout's electronics, this vandalism will be addressed in accordance with the troop discipline policy.
- e. **Enforcement**
1. Compliance to these rules will be monitored by adult volunteers.
 2. If a scout fails to comply with these rules, an adult may ask the scout to produce his Cyber Chip card.
 3. The adult may remove one or more corners from this card, revoke the Cyber Chip card, and/or confiscate the electronic device, depending on the severity of the infraction and judgment of the adult. Further discipline may be applied in accordance with troop policy.

5. Advancement Policy

Advancement in Troop 333 follows the rules and procedures described in BSA's Guide to Advancements (<http://www.scouting.org/filestore/pdf/33088.pdf>). As discussed in this Guide, advancement is a 4 step process:

1. A Scout learns:
 - a. All information needed to complete requirements can be found in the Scout handbook and merit badge pamphlets (which are not the same as merit badge worksheets that are available online). Scouts should *Be Prepared* by reading these publications.
 - b. Prior to beginning work on a merit badge, Scouts should obtain an application for merit badge (aka "blue card") from the Scoutmaster. The Scoutmaster will provide contact information for one or more merit badge counselors. To ensure that merit badge counselors have current Youth Protection training, they must be registered as adult volunteers with the BSA.
 - c. Fellow Scouts and youth leaders are expected to teach their peers by application of the *EDGE* method.
 - d. Assistant Scoutmasters and merit badge counselors are available to teach and mentor Scouts.
2. A Scout is tested:
 - a. For merit badges, this verification is done by the merit badge counselor and is recorded on the blue card.
 - b. Completion of rank requirements must be initialed by a "leader" in the back of each Scout's handbook. This approval can be done by the Scoutmaster, any Assistant Scoutmaster, or a Scout who is Star, Life, or Eagle rank, and one rank higher than the requirement being approved.
 - c. Because Scouts should not be re-tested, it is important that a Scout's completion of each requirement should be thoroughly tested by a leader immediately prior to initialing that requirement.
 - d. After completing a rank, the Scout should obtain an **application for rank advancement form** from the Advancement Chair. This application is unique to our troop and is used for record-keeping. Signatures required on this form include the Senior Patrol Leader, who checks that all requirements have been initialed, and clarifies any questions regarding completion of requirements.
3. A Scout is reviewed:
 - a. For merit badges, this reflection occurs during a brief conversation when the Scout obtains the Scoutmaster's signature on the middle section of the blue card, and submits the card to the Advancement Chair.
 - b. For ranks, the Scout should schedule a Scoutmaster conference during a Troop meeting or campout.
 - c. After completing the Scoutmaster conference, the Scout should schedule a Board of Review with the Advancement Chair during a Troop meeting. During this Board of Review, the Scout will be interviewed by a committee of least three adults who do not include their Scoutmaster, Assistant SMs, or their parents.
4. A Scout is recognized:
 - a. After the Board of Review, the Scout has earned the rank.
 - b. All awards are presented at a quarterly Court of Honor. In order to be recognized, the Scout must schedule a Board of Review or submit his blue card no later than two weeks before the Court of Honor.

6. Financial Policy

a. Troop Budget

1. The troop committee will determine an annual budget based on actual expenses for the previous year and expected expenses for the upcoming year.

2. This budget will be used to set troop dues for youth members (currently \$56, plus National and Council fees).
3. Budgeted expenses should include:
 - a. Items provided by the troop to all registered individuals, listed below
 - b. Equipment necessary to deliver the Scouting program (tents, stoves, camp gadgets, etc.), based on input from the troop quartermaster (youth) and quartermaster's advisor (adult)
 - c. Literature necessary to deliver the scouting program (merit badge pamphlets, etc.), based on input from the troop librarian (youth)

b. Items Provided by the Troop for Each Registered Youth or Adult

1. Shared group equipment, including:
 - a. Tents that are to be used on campouts
 - i. Tent partner assignments will be determined by youth Patrol Leaders and approved by an Assistant Scoutmaster
 - ii. Following each campout, tents will be sent home to be dried, cleaned, and properly packaged by individual Scouts and their families
 - b. Cooking equipment that is to be returned in the same condition as it was in prior to the campout
2. Certain insignia, including:
 - a. Troop 333 neckerchief (to be returned if the Scout does not recharter within 1 year)
 - b. Emblem of office (such as Patrol Leader, Scribe, Assistant Scoutmaster, Committee Member, etc.)
 - c. Patrol emblem if patrols are reorganized by troop leadership
3. Awards earned by youth, including:
 - a. Merit badges
 - b. Rank awards
 - c. Journey To Excellence unit award (formerly known as Quality Unit)
 - d. Other awards (interpreter strip, world conservation award, etc)
 - e. Mother pin after scout earns First Class, Star, and Life Ranks
 - f. Eagle Scout materials, including:
 - i. Eagle Scout Kit (Eagle medallion, rank insignia, mother pin, father tie tack)
 - ii. Up to 2 additional Eagle mentor pins
 - iii. Eagle neckerchief and slide
4. Awards earned by adults, including:
 - a. Year of service star (one per year)
 - b. Journey To Excellence unit award (formerly known as Quality Unit)
 - c. Other awards (50 miler award, etc.)

c. Items Provided by Individual Members (or Their Family)

1. Replacement or duplicates of items originally provided by the troop
2. Replacement or repair of troop or patrol equipment that is lost or damaged by the Scout
3. Class A uniform and insignia (including council shoulder strip, unit numbers, shoulder loops, world crest...)
4. Class B uniform(s), like Scout-related t-shirt or polo shirt
5. Annual BSA registration fee (currently \$33, prorated \$2.75 per month for partial years)
6. Annual accident & sickness insurance purchased from Council (currently \$1)
7. Personal gear (see "Personal Equipment" section)
8. Camping fees (see "Event Registration" section)
9. Training administered the BSA or other organizations (Red Cross, NYLT, Wood Badge, Leave No Trace...)
10. Bank fees associated with insufficient funds or returned checks
11. Youth only:
 - a. Boy Scout Handbook (historically provided by Pack 333 upon completion of Arrow of Light)
 - b. Annual troop dues based on the troop budget, determined by the committee prior to recharter (currently \$56). This is prorated at \$4.67 per month for partial years, including when a scout joins mid-year or turns 18 mid-year.
 - c. Merit Badge sash, required for First Class and above
 - d. Eagle Court of Honor expenses beyond those listed above
 - e. Optional: Boy's Life subscription (currently \$12, prorated \$1 per month for partial years)

d. Fundraisers

1. The troop will participate in all fundraisers organized by our Council.
2. The troop may organize up to 2 additional fundraisers per year following BSA policies.
3. The fundraising sub-committee, chaired by the "popcorn kernel", will contact area venues (retail shops, churches, etc) to arrange "Show and Sells" which function similar to bake sales.

4. Parents of participating scouts are required to provide supervision during their son's "Show and Sell".

e. Camp Credit

1. The troop treasurer will track "camp credit" for each youth member of the troop.
2. This "camp credit" will be a fraction of the troop's profit on revenue raised by that scout during troop fundraisers.
3. This fraction will be determined by the troop committee prior to each fundraiser and will be reflected in the minutes of the troop committee meeting when the decision was made.
4. This fraction will be communicated verbally during troop meetings and by email prior to the start of the fundraiser.
5. Camp credit is owned by the troop. Camp credit cannot be redeemed for cash. Camp credit is simply a way for youth to work to cover the expenses of participation in the scouting program.
6. Camp credit can only be used for event registration (camping fees), council or troop dues (including Boy's Life), uniforms and insignia, or Eagle Court of Honor (printing costs, decorations, refreshments...).
7. A receipt for this spending should be submitted to the treasurer for reimbursement from camp credit. The troop committee has the right to withhold reimbursement from camp credit if they determine that spending was not scout-related.
8. Although parents play a critical role during fundraising, camp credit cannot be used for event registration, dues, uniforms, or other items for parents. This restriction is necessary to maintain the integrity of "Will you buy popcorn so I can go to camp?" (as opposed to "Will you buy popcorn so my dad and I can go to camp?").
9. The treasurer will report a scout's camp credit within 1 week of a written request (email is acceptable).
10. Camp credit expires annually on December 1. This date approximately coincides with annual recharter. Recharter fees for the upcoming year can be paid with unspent Camp credit from the year ending.
11. If a scout is working toward a goal of high adventure or national event (jamboree, etc.), he should make down payments to the high adventure activity before December 1.
12. If a scout leaves the troop for any reason (including transfer to another unit), his camp credit becomes part of the troop general fund.
13. If a scout turns 18 and registers as an adult leader with Troop 333, his camp credit will remain available for his expenses listed above until the December 1 deadline, but no new credit can be earned by participation in fundraisers.

7. Event Registration and Refund Policy

a. Registration and Payment

1. Registration will be handled by the troop scribe (youth), advised by the troop treasurer (adult).
2. Registration and payment deadlines will be set by the Scoutmaster or Assistant Scoutmaster responsible for each event.
3. Registration costs will vary for each event, based on the cost of each venue or activity.
4. Deadlines will vary for each event, based on the registration policy of each venue.
5. Deadlines will be as late as possible to still obtain the lowest possible price for the venue (early-bird rates will be used if available).
6. Both deadlines and costs will be announced verbally at the troop meeting and posted on the troop website at least one week prior to the deadline.
7. Deadlines will be enforced, and late registration may be refused.

b. Cancellations and Refunds

1. Cancellations must be made in writing (email is acceptable) to the Patrol Leader (copy the SPL, Scoutmaster, treasurer, and scribe).
2. Refunds will not exceed the cash outlay that the troop has made associated with a particular event.
3. Refunds will be added to the scout's "camp credit" on record. No cash or check refunds will be made.
4. Due to the purchase of groceries, no refunds will be made for cancellations within 1 week of an event.
5. If there is a waitlist or alternates list for an event, cancellations may be filled from that list. This should be handled directly between the alternate and the cancelled attendee, including exchange of registration fees.

c. Budget for Campouts and Other Events

1. Budgets for campouts, outings, and other events should generally be zero-sum. The money collected from participants should fully fund each event without adding to or drawing from the troop general fund.
2. The budget and registration fee will be set by the Scoutmaster or Assistant Scoutmaster responsible for each event.
3. The registration fee for any event should include:
 - a. The cost of reserving and renting the venue divided by the expected number of participants
 - b. The cost per participant of any planned activities such as canoeing, climbing, etc.
 - c. The cost of groceries of approximately \$3/meal or \$10/weekend
 - d. The cost of propane, firewood, or other fuel consumed during the event
 - e. Compensation for mileage of drivers, not to exceed \$0.50/mile
4. The registration fee does not need to include cost of equipment purchased for use during an event, if:
 - a. The purchases are approved in advance by the troop committee
 - b. The equipment purchased is sufficiently durable to be used during future events
5. Shelf-stable leftover food from events will be stored in appropriate containers in the shed and be made available to any patrol to incorporate into their menu for a future event, with the approval of the quartermaster.
6. Perishable leftover food from events will be distributed by the Patrol Leader as a reward for taking troop or patrol equipment home to clean.
7. Mess kits will be used during all events. Paper products will not be provided except for visitors (Webelos, commissioners, or other VIPs). Paper products must be purchased within the grocery budget of each patrol (approximately \$3/meal per participant).
8. Refreshments for Courts of Honor will be pot luck, donated, or leftover from previous events. The troop will provide paper products only.

d. Camperships

1. The troop has a camp scholarship or "campership" fund based on generous donations of individual benefactors.
2. These funds are available on a basis of need or merit to cover costs of events.
3. Scouts participating in training that will benefit the troop are encouraged to request camperships to cover the expense of this training.
4. Camperships will generally only cover half the cost of an event.
5. To be eligible for a campership, a scout must have participated in the most recent fundraiser.
6. Requests should be made to the Troop Committee Chair before the registration deadline for an event.
7. Requests will be reviewed and approved by the committee within 1 week of the request. This review may be conducted in person or by email.
8. The committee may ask scouts who benefit from a campership to provide community service beyond rank requirements.
9. If a scout does not attend an event that was paid for by campership funds, he will be asked to reimburse the campership fund.
10. As the campership fund is depleted, the troop committee may choose to allocate a fraction of the troop general fund for camperships as a part of the annual budget planning process.
11. Scouts are encouraged to seek support from other benefactors as well. Both the Fraternal Order of Elks and the Lake Erie Council 440 are known to have camp scholarships. Grandparents and extended family are also good resources.

8. Personal Equipment

a. Personal Gear – Summer / Warm Weather

1. Restricted

- | | |
|---|--------------------------------------|
| a. Pocket knife (Tot'n Chip required) | d. Squirt guns (permission required) |
| b. Electronics (Cyber Chip required) | e. Bikes (permission required) |
| c. Lighter or matches (Firem'n Chit required) | |

2. Required

- | | |
|-----------------------------|--------------------------|
| a. Medical form (parts A&B) | b. Mess kit & silverware |
|-----------------------------|--------------------------|

- c. Boy Scout handbook
- d. Water bottle
- e. Toiletries (tooth brush, etc)
- f. Medicine (if needed)
- g. Class A uniform
- h. Class B uniform
- i. Swim trunks & towel
- j. Change of clothes
- k. Walking shoes
- l. Extra shoes & socks
- m. Flashlight
- n. First aid kit
- o. Bug spray
- p. Sleeping bag, pillow, air mattress
- q. Hat
- r. Sunscreen
- s. Sunglasses
- t. Raingear
- u. Cot (≤26" wide, for summer camp)

3. Optional

- a. Novel or other reading material
- b. Ear plugs (somebody snores!)
- c. Fishing gear
- d. Duck tape
- e. Paracord or rope
- f. Basketball, kickball, or other group sports equipment
 - a. Limited spending money for trading post

b. Personal Gear – Winter

1. Clothing (General Concepts)

(How to stay comfortable outdoors in cold weather)

- a. There is no such thing as bad weather, only poor choices in clothing.
- b. Be prepared for a cold, wet, muddy, long, snowy, rainy, windy, active, and fun weekend.
- c. Dress in layers that can be removed in the heat of the day and added at night.
 - i. If you sweat, you will be wet; if you get wet, you will be cold.
- d. No cotton (cotton holds moisture, which saps heat – “cotton kills” in cold weather)
- e. Wool or synthetic fibers are preferred
- f. Nylon shell coats, pants, and gloves melt instantaneously near a campfire. Use with caution.

2. Daytime Clothing

(listed from top-down, inside-out):

- a. Stocking cap or ski mask (ears must be covered)
- b. Lip balm and sunscreen for face
- c. Optional sunglasses or ski goggles
- d. Optional scarf to protect face and neck from wind
- e. Long john or Under Armour top (synthetic fabric preferred, no cotton)
- f. Long sleeve shirt (plus 1 extra shirt, no cotton)
- g. Wool sweater or synthetic blend sweatshirt or fleece pullover (plus 1 extra heavy shirt, no cotton)
- h. Parka or winter jacket (with hood preferred)
- i. Optional fleece glove liners
- j. Gloves (plus 1 extra pair)
- k. Optional oversized mittens to be worn over gloves
- l. Long john or Under Armour bottoms (synthetic fabric preferred, no cotton)
- m. Long pants (wool or fleece preferred, jeans discouraged, plus 1 extra pair)
- n. Insulated bib overalls (ski-type or work-type)
- o. Socks in multiple layers at least 1 layer wool (plus multiple extra pairs)
- p. High-top, waterproof, insulated boots (absolutely no tennis shoes or other low-top shoe)
- q. Optional gaiters

3. Nighttime Clothing

(to be kept dry and not worn during the day):

- a. Sweat pants (cotton discouraged)
- b. Sweatshirt (cotton discouraged)
- c. Long john or Under Armour top (synthetic fabric preferred, no cotton)

- d. Socks (cotton discouraged)
- e. Stocking hat

4. Other Gear

- a. Medical form (parts A&B)
- b. Backpack (big enough to carry all gear in 1 trip from vehicle to camp site)
- c. Sleeping bag (0°F or lower rating) or sleeping bag (20°F or higher rating) with
 - i. fleece liner or
 - ii. blanket folded inside or
 - iii. sleeping bag inside another sleeping bag
- d. Camp pillow
- e. Optional extra fleece blanket
- f. Optional sleeping pad (closed cell foam)
- g. Headlamp and/or flashlight
- h. Mess kit and silverware
- i. 2 kitchen-size garbage bags to keep night-time clothes dry and to stow any wet gear
- j. Toiletries kit (toothpaste, toothbrush, hand sanitizer, travel-size baby wipes, etc.)
- k. Optional hand warmers
- l. Day pack:
 - i. Canteen or bottle (1 liter minimum, store upside-down at night – water freezes top-down)
 - ii. Cup or mug (in addition to the water bottle)
 - iii. Personal first-aid kit
 - iv. Poncho or raincoat (check forecast, be prepared)
 - v. 1-2 pair of extra socks (included above)
- m. Boy Scouts only (not Webelos):
 - i. Pocket knife (and Totin' Chip) and water-proof matches (and Firem'n Chit)

9. Committee Decisions

a. Youth (Patrol Leaders Council)

1. Troop 333 is a youth-led organization. The decision-making body of this organization is the Patrol Leaders Council (PLC).
2. The PLC includes the Senior Patrol Leader, Assistant Senior Patrol Leader (ASPL), and a representative from each patrol. This representative is the Patrol Leader, Assistant Patrol Leader, or Troop Guide (for new scout patrols).
3. Each member of the PLC gets 1 vote, but the Senior Patrol Leader only casts his vote to settle ties.
4. Members of the PLC are expected to represent the interests of the scouts in their patrol in addition to their own interests.
5. With the exception of the ASPL and Troop Guide (whom are appointed by the Senior Patrol Leader), the members of the PLC will be elected by popular vote (secret ballot) on a semi-annual basis (currently May and November). All registered scouts are entitled to 1 vote each.
6. The PLC determines the day-to-day operation of the troop. Their decisions include the following:
 - a. Annual program plan (includes selection of camping venues and activities)
 - b. Monthly outing plan (includes menus, duty rosters, and sleeping assignments)
 - c. Weekly meeting agendas (includes meeting content and responsibilities)
7. The Scoutmaster, ASMs, and Troop Committee withhold the right to veto any decision by the PLC if it violates BSA policy or if safety is a concern.

b. Adult (Troop Committee)

1. All registered adult leaders (including the SM, ASMs, troop committee chair, troop committee members, and Chartered Org Representative) form a "troop committee".
2. This troop committee meets monthly.
3. Troop committee meetings are open to all interested parties including Scouts, parents, and members of our sponsoring organization. These parties may participate in discussion, but may not vote.
4. Committee decisions include, but are not limited to amendments of this policy and authorization to spend troop funds.

5. Each registered adult leader (including the SM and ASMs) is entitled to 1 vote each regarding decisions made by the troop committee.
6. An adult volunteer is considered a registered leader upon submitting the BSA registration fees along with an application signed by both the Troop Committee Chair and Chartered Organization Representative.
7. Prior to signing an adult volunteer's application, the Troop Committee Chair may ask the existing troop committee to vote to approve that signature.
8. There is no requirement for level of activity, attendance, or participation to earn this vote. It is sufficient to be registered as an adult leader. However, level of activity during the prior year should be considered by the Troop Committee Chair and Chartered Organization Representative when determining which adult leaders should be retained during the recharter process.
9. Adult leaders should abstain from votes concerning themselves or their son, as in cases of discipline or campership allocation.
10. Most decisions of the troop committee will be made during meetings, following the guidelines below:
 - a. No advanced discussion or "readings" are required.
 - b. Voting members must be present to cast their vote (not by phone or email).
 - c. Quorum is achieved when at least 5 voting members are present.
 - d. If quorum is achieved, decisions are made by simple majority (half of the present voting members plus 1).
 - e. All decisions should be documented in the minutes of the meeting.
11. When decisions must be made between regularly scheduled meetings of the troop committee, decision by email is acceptable, following the guidelines below:
 - a. The proposal is circulated by the Troop Committee Chair by email, including a deadline to cast a vote that is no earlier than 1 week hence.
 - b. Discussion occurs by reply to this email.
 - c. Decisions are made by simple majority of all voting members (all are assumed to be "present").
 - d. Decisions made by email should be documented in the minutes of the next meeting of the troop committee.

10. Revision History

- a. January 26, 2014 publication
 1. Authored by Matt Wendling, Scoutmaster.
 2. Discussed with and approved by the troop committee with Jason Urban as Troop Committee Chair.
- b. June 23, 2016 revision
 1. Merged electronics policy with this document.
- c. October 16, 2017 revision
 1. Slight revision to electronics policy
 2. Increased national BSA membership fee from \$24 to \$33. Decreased troop dues to \$56 from \$65 to keep total out of pocket for scouts at \$90. Clarified proration for partial year members.
 3. Added advancement policy. Rank requirements may be approved by Assistant Scoutmasters or Scouts of Star, Life, and Eagle ranks (and at least 1 rank above the requirement in question).
- d. March 1, 2018 revision
 1. Changed "camp credit" expiration from September 1 to December 1 to allow unspent camp credit to be used on the upcoming year's recharter fees.
 2. Specified that merit badge counselors must be registered as adult volunteers with the BSA to ensure current Youth Protection Training.
 3. Added section numbers.
- e. April 5, 2019 revision
 1. Expanded expectations of parents and families. Specified that parents must register as adult volunteers with the BSA to camp with the troop.
 2. Specified that disciplinary consequences may include parental accompaniment at meetings or on campouts.
 3. Specified that troop tents should be used on campouts. Explained tent partner assignments and approvals. Explained tent drying and cleaning process by individual Scouts and families.
 4. Implemented gender-neutral wording.
 5. Removed youth leadership role from discipline.
 6. Explained approval process for registering adult leaders.