

Troop 90 Guidelines



Wauconda, Illinois

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Introduction

Welcome to Troop 90. This guide was prepared by the Troop Committee and Scoutmaster to familiarize Scouts and their parent(s) with the rules, regulations and philosophy that governs Troop 90. It is intended to be a “living” document that will be reviewed and updated by the Patrol Leaders Council and the troop Committee on a continuing basis.

The requirements, procedures and other information contained in the Troop Guide are in addition to the guidelines established by the Boy Scouts of America and listed here for special emphasis. These policy statements are presented so that each Scout and his parent(s) might better understand the workings of the Troop, what is expected from him, and what he might expect from the Troop and its leaders. No conflict should exist between Troop Guide and the BSA national policy. Any such conflict is unintentional and the policy established by the Boy Scouts of America has precedence.

A great deal of thought and study went into designing and implementing a Scouting program that is run by the Scouts under the guidance of the adult Scouters.

The Scouts elect the Troop Officers, plan the meetings and activities, and execute those plans. The adult Scouters provide resources, guidance, and when necessary, resolve disputes and discipline problems. In short, the Scouts themselves have the responsibility for the day to day Troop operation. The Troop is structured with a chain of command and standard operation procedures. This philosophy permits the Scouts to learn leadership skills through experience.

Parental Role in Scouting

Here are some of the things that will help your child get the most out of Boy Scouts:

- **Help your Scout learn to plan ahead.** This way, scout activities will have minimal conflict with school work. We realize their school work must come first.
- **Help your Scout learn the scout skills.** Encouragement from you can be very helpful in making steady progress in advancement. Help the Scout plan opportunities to get and master scout skills. The Troop Leaders will sign a Scout's book when a skill is learned. See the Boy Scout Handbook for details.
- **Join your Scout on Troop campouts.** You'll be surprised you can have a good time on outings too!
- **Attend the Courts of Honor.** Ceremonies are held throughout the year to honor the boys who have advanced in rank or earned merit badges.
- **Serve our Troop as an Adult Leader.** This can be as an Assistant Scoutmaster, Committee Member, Merit Badge Counselor, or other volunteer position. Please contact the Committee Chairman or Scoutmaster for more information.
- **Support Troop fundraising programs.** Each year, the Troop spends approximately \$3,000 for equipment, awards, campground fees and adult and boy leadership training programs. We count on each Scout's parents to support our fund raising efforts.
- **Provide your scout with the basic scouting equipment** needed for meetings and campouts.
- **And most of all support the ideals and purposes of scouting.** In addition to providing fun activities for scouts, the purpose of scouting is to build character, citizenship physical and mental fitness. Your Scout will get as much out of Scouting as he puts into it. Our experience and the National BSA experience shows that he will derive much more from Scouting if you, as parents, are involved in the program.

Membership

Scouts

To join the Boy Scouts, a boy must meet the minimum age and/or have scouting experience as established by BSA National policy. All new boys must meet the other joining requirements as set forth in the current Boy Scout Requirement Handbook.

A Scout must remain active to be eligible for advancement, election to Troop office, or appointed to any leadership position. Active is defined as:

- Attending at least two thirds of all Troop functions since his last rank, excluding excused absences
 - Absences will be excused when properly reported to the Scoutmaster (prior to the meeting)
- Payment of all fees, no negative balance with the Troop's Treasurer
- For Leadership position, may not miss two consecutive PLC meetings unexcused or four consecutive Troop Meetings unexcused.

Prior to attending a campout, hike or other weekend activity, a new or transfer Scout must have attended two regular meetings and completed and turned into the Scoutmaster or Committee Advancement Chairman the Boy Scout application, the Class 1 medical form, and the Troop's "Scout Personal Data" form. The Scoutmaster may waive the attendance at two meeting requirement.

No Scout will be carried on the Troop's re-charter unless he has participated with the Troop or Scouting in the previous year and any periods of non-participation are for reasons of location (college), work or other understandable reason. Scouts may serve as a Pack Den Chief, in OA activity, Summer Camp Counselor, etc., to be considered "active." The Committee must approve these Scouts.

Adult Leaders (Scouters)

- Meet the standards as set forth by the Boy Scouts of America, include Youth Protection requirements
- Be approved by the Troop Committee
- Be approved by Northeast Illinois Council and the Boy Scouts of America

No Leader will be carried on the Troop's re-charter unless he/she has participated with the Troop or Scouting in the previous year and any periods of non-participation are for reasons of location (college), work, Military Service or other understandable reason. Leaders may serve as Merit Badge Counselor, Committee Members, etc. to be considered "active." The Committee must approve these exceptions.

Scout Status (Active/Inactive)

For a Scout to remain active, he must attend 66% of all Troop meetings and activities. He may be excused from any meeting or activity by the Scoutmaster.

An inactive Scout who wishes to return to active status must first have the permission of the Scoutmaster and Troop Committee.

Dues and Fees

Troop 90 does not have monthly dues. We collect an annual fee at the time of re-charter. These fees are used to pay re-chartering fees, purchase awards and for other routine operating expenses.

Scout and Adult Fees

Each Scout in the Troop must pay dues annually. Dues can be paid as a lump sum or as a transfer from the Scout's individual account. The Troop Committee shall from time to time review and establish the amount of the annual dues.

Dues cover:

- Council Registration Fee
- Troop Unit fees that cover advancement merit badges and other operational costs
- Boy's Life subscription

See Fee Structure Document on Website for current rates

New Scouts and Transfer Scouts that join the Troop at times other than re-charter will pay pro-rated fees.

Camping /Activity Fees

Fees must cover expected expenses of transportation, food and supplies, etc. Patch of campout will determine fees. Fees can be paid in Cash, Checks and Scout credits. Checks and Credits can be used for activities that are planned far enough in advance, that arrangements thru the Treasurer can be made.

Camperships and Scholarships

It is expected that each Scout will participate in the majority of fundraising activities to support his fair share of Troop operations. Scouts who do not participate in fundraisers, yet consistently participate in Troop activities, may be subject to an assessment of fees over and above the usual food and event registration fees to pay for tents, equipment and Troop operation.

Occasionally it may be necessary to provide financial assistance to Scouts and Scouters to participate in Troop activities, camping, training or High Adventure. The following guidelines will be used when financial aid is requested:

- Council Camperships should be applied for before requesting aid from the Troop.
- Requests for aid should be directed to both the Scoutmaster and the Troop Committee Chairman jointly. All requests will be kept confidential.
- Requests should be made at least one month in advance of need, or as soon as the need is realized.
- Typically financial assistance is limited up to 50 percent of the cost of the activity or equipment.
- Aid can be given in various forms: camp fees, clothing and equipment, books, registration fees, etc. No cash will be given directly to the Scout or Scouter.
- To be considered, the requesting Scout or Scouter must be an active participant in Troop meetings, activities and fundraisers.

Order of the Arrow

The purpose of the Order of the Arrow is fourfold:

- To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives
- To develop and maintain camping traditions and spirit
- To promote Scout camping
- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

Youth Eligibility (as stated in the Guide for Officers and Advisers handbook)

To become a member, a youth must be a registered member of a Boy Scout Troop and hold First Class rank as a minimum.

The youth must have experienced 15 days AND nights of camping during the two-year period immediately prior to his election.

The 15 days AND nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America.

The balance of the camping must be overnight, weekend, or other short-term camps.

The unit leader provides a list of all registered active members of the Unit who meet all eligibility requirements, including attitude and participation.

Scouts are elected to the Order by their fellow troop members, by receiving more than 50% of the vote, following approval by the Scoutmaster.

Troop 90 addendum guidelines with guidance from NEIC OA advisers:

Every effort will be made to hold the election in January (or February, if inclement weather).

The evaluation period for eligibility will begin two years prior to the year of the election. The two year period is defined as starting on January 1 and ending on December 31. For example, if the election were held on January 15, 2009. The eligibility period will begin on January 1, 2007 and end on December 31, 2008.

TroopMaster will be used to generate the eligibility report. The report will be generated to allow for cabin camping as well as non-cabin camping. Only those campouts that involve Troop 90 Leaders and is a Troop 90 or Council sanctioned event will count. Troop 90 sanctioned activities require a tour permit.

Only one long-term camp for the two-year eligibility period will count. Only 6 days and 5 nights of these will count. Any additional days and nights will NOT apply towards OA eligibility. Long-term camps include high-adventure and summer camp. Any extension campouts associated with the long-term campouts (e.g. OA Tap out) will NOT apply towards OA eligibility, but will count as long-term excess.

Short term campouts will include tent camping, lock-ins, Eagle cave, and cabin camping.

Adult Eligibility

Each year, upon holding a Troop election for youth candidates that results in at least one youth candidate being elected, the Unit Committee may nominate one adult to the Lodge Adult Selection Committee, composed of the Lodge Adviser, the Chairman of the Council Committee on which the Lodge Adviser serves, and the Lodge Staff Adviser.

Troops having more than 50 registered active youth members may nominate an additional adult for every 50 registered, active youth, or fraction thereof. For example, a troop having 51 to 100 registered, active youths may nominate two adults each year if at least one youth has been elected.

Recommendations of the Adult Selection Committee, with the approval of the Scout Executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary functions to help the Ordeal fulfill its purpose, AND not for recognition of service, including current or prior achievement and positions.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The Adult Leader's membership will provide a positive example for the growth and development of the youth members of the Lodge.

Unit Leader Approval

To become eligible for election, a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his Unit Leader **prior** to the election.

The Unit Leader must certify his Scout spirit (i.e. his adherence to the Scout Oath and Law and active participation in Unit activities). The Unit Leader must also certify that the nominee meets all specified requirements at the time of this annual election."

Other than defining the length of time needed for a camping activity to be considered a long-term camp*, the National Order of the Arrow Committee leaves the interpretation of the camping requirement to the Unit Leader.

- A "long-term camp" is one consisting of at least six consecutive days and five nights of resident camping. A "short-term camp" is anything less than that.

<http://www.oa-bsa.org/qanda/qa-52.htm>.

Q/A: Camping Requirement Interpretation

Q: Who decides what camping activities qualify for the camping requirement needed for election to the Order of the Arrow?

A: With the camping requirement, as with all other eligibility requirements, it is the Unit Leader's job to interpret whether a Scout has met the requirement.

As stated in the *Guide for Officers and Advisers* (#34997A, 1999 revision, page 20):

Q/A: Adult Membership Requirements

Q: What are the requirements for an adult to become a member of the OA? I realize that the rank requirement is not an issue but do they have to meet the rest of the requirements that the boys do?

A: The requirements for adult membership are given in the "Guide for Officers and Advisers," (#34997A, Revised 1999, page 21).

In general, the adult qualifications are different from the youth requirements. Adult selection is based upon their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition as an honor. Selected Adult Scouters must be an asset to the Order because of demonstrated abilities, and must provide a positive role model for the youth members of the Lodge. Read the section of the guide mentioned above for details.

<http://www.oa-bsa.org/qanda/qa-38.htm>

Adults must meet the same camping requirements as youth members. They are nominated by the Troop Committee and chosen by a District Level Committee. Adult OA members, older than 21, are not eligible to vote.

Duties and Responsibilities of Elected Troop Leaders

Elected Troop Leaders are defined in the Boy Scout Handbook as: Senior Patrol Leader, Assistant Senior Patrol Leader, Assistant Senior Patrol Leader (Scribes), Patrol Leader, Scribe, Quartermaster, Librarian, Historian, Chaplain Aide and Bugler.

The duties and responsibilities of each of these offices are set forth in the Junior Leader Handbook.

Additionally, the Order of the Arrow members present at the Troop election will elect one of their members to be the Troop's Order of the Arrow Representative.

All Members of Leadership should clearly demonstrate the following:

- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Senior Patrol Leader

- Runs all Troop meetings, events, activities and the annual program planning conference
- Runs the Patrol Leader's Council meeting

- Appoints other Troop Junior Leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to Junior Leaders
- Assists the Scoutmaster with junior Leader training

Assistant Senior Patrol Leader (appointed by SPL)

- Helps the Senior Patrol Leader lead meetings and activities
- Runs the Troop in the absence of the Senior Patrol Leader
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian and Chaplain Aide
- Serves as a member of the Patrol Leader's Council

Patrol Leader

- Appoints the Assistant Patrol Leader(s)
- Represents the Patrol on the Patrol Leader's Council
- Plans and steers Patrol meetings
- Helps Scouts advance
- Acts as the Chief Recruiter of new Scouts
- Keeps Patrol members informed
- Knows what his Patrol members and other Leaders can do.

Quartermaster

- Keeps records of Patrol and Troop equipment
- Makes sure equipment is in good working condition
- Makes suggestions for new or replacement items
- Works with the Troop Committee member responsible for equipment
- Responsible for cleanliness and operation of Troop storage room
- Serves as a member of the Patrol leader's Council

Scribe

- Attends and keeps a log of Patrol Leader's Council meetings
- Records individual Scout attendance
- Records individual Scout advancement progress on wall chart
- Works with the Troop Committee member responsible for records
- Assist the Quartermaster in maintaining and operating the Troop storage room
- Responsible for filing of all Troop records
- Prepare a family newsletter of Troop activities

Librarian

- Sets up and takes care of the Troop library
- Keeps records of books and pamphlets owned by the Troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out
- Responsible for checking out of the Troop's library of Merit badge manuals
- Serves as a member of the Patrol Leader's Council

Historian

- Gathers pictures and facts about past Troop activities and keeps them in a historical file or scrapbook
- Takes care of Troop trophies, ribbons and souvenirs of Troop activities
- Keeps information about former members of the Troop
- Serves as a member of the Patrol Leader's Council

Chaplain Aide

- Assists the Troop Chaplain with religious services at Troop activities
- Tells Scouts about the religious emblem program for the faith
- Makes sure religious holidays are considered during the Troop program planning
- Helps plan for religious observance in Troop activities
- Serves as a member of the Patrol Leader's council

WebMaster

- Adds, deletes and maintains the Troop's website content in a timely way
- Posts appropriate information to aid Troop communication for upcoming activities, events, and fundraisers
- Posts appropriate news, meeting minutes and photos of events past

Bugler

- Keeps and maintains the Troop bugle
- Plays bugle as directed by Senior Patrol Leader or Scoutmaster

Duties and Responsibilities of Appointed Troop Leaders

Appointed Troop Leadership positions are: Junior Assistant Scoutmaster, Troop Guide, Troop Instructor and OA Coordinator. These appointments are made by the Scoutmaster and serve at his discretion.

The duties and responsibilities of each of these offices are set forth in Junior Leader Handbook.

All Members of Leadership should clearly demonstrate the following:

- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Junior Assistant Scoutmaster

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster
- Serves as a member of the Patrol leader's Council

Assistant Patrol Leader

- Helps the Patrol Leader plan and steer Patrol meetings and activities
- Helps him keep Patrol members informed
- Helps the Patrol get ready for all Troop activities
- Lends a hand controlling the Patrol and building Patrol spirit
- Represents his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend

Troop Guide

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn First Class rank in their first year
- Teaches basic Scout skills
- Coaches the Patrol Leader of the new Scout Patrol on his duties
- Works with the Patrol Leader at the Patrol Leader's Council meetings
- Assists the Assistant Scoutmaster with training
- Counsels individual Scouts with Scouting challenges

Troop Instructor

- Teaches basic Scouting skills in Troops and Patrols

OA Coordinator

- Liaison between the OA lodge and the Troop
- Seek, lead and organize opportunities for community service utilizing the OA members

Duties and Responsibilities of Patrol Leaders Council

The PLC is composed of:

- The Senior Patrol Leader
- Assistant Senior Patrol Leaders
- Scribe
- Patrol Leader from each Patrol (or the Assistant Patrol Leader in his absence)
- Librarian
- Historian
- Quartermaster
- Instructors
- OA Representative
- Troop Guide
- WebMaster

The Senior Patrol Leader or Assistant SPL in his absence will not vote except in the case of a tie.

The Scoutmaster will serve as advisor to the Patrol Leaders Council.

The Troop Committee Chairman, the Outdoor/Activity Chairman and the Advancement Chairman may also serve as advisors.

Duties and Responsibilities of the PLC:

- Conduct an Annual Planning program. The SPL will present this plan to the Troop Committee at the first Committee meeting following the planning session for approval.
- Plan all meetings and other activities
- Conduct all the meetings and planned events

Troop Elections and Eligibility

Troop elections are held twice each year, January and June. The terms run February 1 to July 31st and August 1 through January 31st.

The elections will occur in the following order:

1. The entire Troop will meet and elect the Senior and Assistant Senior Patrol Leaders

2. The entire Troop will meet to elect the other positions
3. The Patrols will meet next and elect their Patrol Leaders

All active members are eligible for elected position within the following guidelines:

- The Senior and Assistant Patrol Leaders will be Star Scouts or higher with at least 1 ½ years of service in the Troop
- Patrol Leaders will be 1st Class or higher with at least 1 year in the Troop. The Patrol Leaders in the new Scout Patrol(s) are appointed by the Scoutmaster and serve for a period of two months.
- All Troop Officers shall be 2nd Class or higher and active within the Troop for a minimum of six months
- The Scoutmaster will make exceptions to these rules when necessary. This will not normally occur, but may be necessary due to the makeup of the Troop and/or Patrols.

The same Scout will hold no elected office for more than two consecutive terms. A Scout may serve consecutively as a Leader for as long as he's active, but not in the same position for more than two consecutive terms.

No Scout may hold more than one office at a time, except the bugler and the OA Rep; they may hold an additional position.

The eligibility guidelines are set by the PLC, and the PLC may amend these guidelines with the approval of the Troop Committee.

Uniforms

Scouts are expected to wear the Scout uniform to all meetings, activities and campouts.

The Class A uniform will be worn traveling to and returning from all campouts and activities.

No Scout will be allowed to participate in any meeting, activity or campout unless he is in proper uniform. With prior approval the Scoutmaster or in his absence the Assistant Scoutmaster or Tour Leader may grant an exception to this rule on a case by case basis.

The Uniform Consists of:

- Scout shirt (Class A) or Scouting t-shirt (Class B) during the summer when approved by the Scoutmaster or Tour Leader
- Blue jeans, solid colored "docked" style slacks, and the Scout Pants or shorts as the bottoms (No pajama pants, camo pants or swimsuits)
- On formal occasions (Courts of Honor and anytime prescribed by the Scoutmaster)
 - Merit Badge sash

Uniform inspections will be conducted randomly by the Executive Patrol.

Troop Discipline

Activities of the Boy Scouts are governed by the Scout Oath (or Promise) and the Scout Law. Together they are the foundation of individual conduct and group discipline. Through the Oath, Law and positive example, Scouting tries to instill self-discipline and encourages responsibility.

To be awarded the rank of Scout, a boy must show that he understands what the Oath and Law mean for his daily life and agree to abide by them. The Scout's continued willingness to abide by them is implicit in his continued participation and advancement in Scouting,

In addition to the Oath and Law, the Scouts and this Troop have several policies that are intended to ensure that Scouts and their leaders behave safely and responsibly. These policies include the use of the Safe Swim Defense Plan at all aquatic functions (and Safety Afloat for boating activities), the requirement that a boy must earn a "Totin' Chip" card before being allowed to handle cutting tools (knives, axes, saws, etc.), medical reviews and so forth.

Most infractions of these rules and policies are minor and can be dealt with immediately by Troop Leadership, whether adult or youth. Occasionally a boy's behavior becomes so disruptive, unsafe or otherwise unacceptable that additional steps may be required by the Troop Adult Leadership. A Scout may be asked to leave a meeting, be sent home from a special event (i.e. campout), asked not to attend regular meetings for a period or to participate in special activities, or asked to leave the Troop.

[See Troop 90 Code of Conduct document](#)

[Troop 90's policy proceeds in stages:](#)

- The Senior Patrol Leader will take care of all infractions of the Scout Law, Oath or normal good order and discipline. If the Senior Patrol Leader cannot correct the problem, he will advise the Scoutmaster
- The Scoutmaster will discuss the infraction with the Scout immediately
- If the Scoutmaster feels it is necessary or the same offense is repeated, a verbal warning will be issued to the Scout
- The parent will be notified by the Scoutmaster
- A repeated failure to heed verbal warnings by the Scoutmaster may result in the Scout being suspended from regular meetings and/or special activities pending review of the Scout's status by the Troop Committee. The parent or guardian of a Scout will be notified in the event that the Scoutmaster recommends this review of the Scout's status to the Committee
- The Troop Committee will schedule a review of the Scout's status and will notify the Scout and his parents or guardian of the date of the review. The Troop

Committee may take any of the above actions and/or require the Scout to leave the Troop

The Scoutmaster and Troop Committee hope that these steps will not have to be invoked. The Troop, however, will not tolerate behavior that disrupts the Troop, creates unsafe conditions, is a hazard to members of the Troop, or otherwise threatens Troop activities.

Re-occurring Events and Dates

Court of Honor:

A Court of Honor will normally be scheduled for the following months: September and March

Court of Honor set by Advancement Chairman in consultation with the Troop Committee.

Summer Camp:

Typically scheduled in July

Troop Elections:

Meetings in January and July

Troop Meetings:

Generally held at Messiah Lutheran Church, Thursday nights from 7:30 – 9:00pm, September through July.

Troop Committee Meetings:

Generally held at Messiah Lutheran Church, the 3rd Thursday of every month, starting at 6:30pm.

Patrol Leader's Council:

Meets the 1st Thursday of every month, 6:30 – 7:30pm, prior to the Troop meeting

Boards of Review:

The 1st and 3rd Thursdays of each month. This Board will run concurrently with the Troop's regular meeting. Scouts who have requested or need a Board of Review will be called from the meeting to meet with the Board. Any additional Boards of Review may be arranged by calling the Advancement Chairman. Scouts may be called before the Board of Review at any time, not just necessarily for rank advancement.

Flag Ceremony:

The 1st Tuesday of every month at Wauconda Village Hall

Website:

See Waucondatroop90.com for more details

Outdoor / Activities

Goals

- Conduct a hike or campout once a month
- Do at least two community service projects per year as a Troop
- Support the Charter Organization in all ways possible and consistent with the principles of the Boy Scouts of America

Planning

- Hikes, campouts and other Troop activities are normally scheduled by the Patrol Leader's Council, normally at the Annual Program Planning conference, and approved by the Troop Committee.
- The Patrol Leader's Council will meet twice each year to establish schedule, during April and October, to establish a schedule for the following year with particular emphasis on the next six months and general emphasis on the six months thereafter.
- After each PLC's planning meeting, the Senior Patrol Leader, or the Assistant Patrol Leader in his absence, will attend the next Troop Committee meeting and present the schedule to them for their approval.
- Unscheduled events will not be added to the Troop calendar without the approval, informal if necessary, of the Troop Committee.

High Adventure

The Committee recognizes the unique opportunities that BSA High Adventure Camps offer to Scouts.

The crew size is dictated by BSA therefore not all interested Scouts may be able to participate. The following guidelines will aid the Scout, Crew Coordinator and Committee in making decisions on which boys are eligible to participate.

- BSA establishes minimum age requirements for each High Adventure and these guidelines will be followed. Scouts younger than the required age are usually not physically or emotionally ready for the demands of the High Adventure experience.

It is recognized that younger Scouts will have more opportunities to attend during their Scouting career. Age eligible, "first-timers" will be added to the crew roster on a first come, first served basis.

- Due to limited space on crews, preference will be given to age eligible Scouts who have not attended the specific camp before.
- Scouts and Adults on the crew roster are expected to make payments on time and in full, as failure to do so may result in being removed from the crew roster. If hardships arise in meeting the payment schedule, the individual should inform the crew coordinator or Troop Committee, in strictest confidence.
- The adult crew coordinator(s) may drop a Scout or Adult who is not physically or emotionally ready for the challenges of the High Adventure from the roster. This is not done casually and will be based most often upon performance during preparation activities leading up to the High Adventure event.
- Scouts (and parents, when appropriate) are expected to attend all High Adventure crew preparation meetings. Scouts making a commitment to the High Adventure must understand this commitment will take precedence over sports or other non-school related obligations.
- It is understood that High Adventures are primarily for the benefit of Scouts. While adult participation is required, 2-3 adults is the optimal number. More adults may participate if there are openings on the crew and there are no age eligible Scouts on the waiting list.
- Each individual High Adventure camp will have specific requirements in addition to those above, which must be taken into consideration.

Troop Administration

The Organizational Representative is appointed by our Chartered Organization (Messiah Lutheran Church).

The Troop Committee appoints all Committee Members; usually fathers and mothers of our Scouts, but not limited to these people.

The following positions are filled by Committee Members: Committee Chairman, Outdoor/Activity Chairman, Advancement Chairman, Treasurer, Secretary, Chaplain, Community Service Coordinator, Public Relations, Internet Advisor and OA Advisor.

The Scoutmaster and Assistant Scoutmasters are appointed by the Troop Committee with the concurrence of the Organizational Representative.

Merit Badge Counselors are recommended by the Troop Committee and approved at the District and Council level. They are usually the fathers and mothers of our Scouts, but not limited to these people.

Duties and Responsibilities of Adult Leaders

Organizational Representative

- Serve as liaison between the Unit, the Organization and the Council structure
- Encourage Unit Leaders and Committee members to take advantage of training opportunities
- Promote well-planned unit programs
- Promote the recruiting of new members
- Assist with Unit charter renewal
- Suggest Unit Good Turns for the Organization
- Encourage Unit Committee meetings
- Encourage active outdoor Unit programs
- Emphasize advancement and recognition
- Secure District help when needed
- Use approved Unit finance policies
- Encourage recognition of Leaders
- Cultivate resources to support the Organization's Unit
- Represent the Organization on the Council and District levels

Scoutmaster

- Conduct the Boy Scout program according to the policies of the Boy Scouts of America
- Train youth leaders by conducting, at least yearly, an introduction to leadership and teambuilding workshops.
- Conduct an annual Troop program planning conference to assist youth leaders in planning the Troop program.
- Conduct a monthly Patrol Leader's Council meeting to plan weekly meetings and conduct Troop business
- Conduct, through the Patrol Leader's Council, weekly Troop meetings
- Provide a minimum of 21 days and nights of camping yearly, including participation in a local council resident camp
- Assist in selecting and recruiting Assistant Scoutmasters to work with the new Scout Patrol
- Work with the Troop Committee Chairperson in developing a monthly meeting agenda that will address the needs of the Troop
- Conduct Scoutmaster Conferences for all ranks.
- Participate in Boy Scout Leader Fast Start Training and Scoutmaster Fundamentals.
- Provide the necessary framework (using the BSA's Youth Protection program) for protecting the young people in our Troop from abuse.
- See that activities are conducted within BSA safety guidelines and requirements.

Assistant Scoutmaster

- Perform the specific program duties as assigned by the Scoutmaster/Troop Committee
- Participate in Boy Scout Leader Fast Start Training and Scoutmaster Fundamentals
- Provide the necessary framework (using the BSA's Youth Protection program) for protecting the young people in our Troop from abuse.
- See that activities are conducted within BS safety guidelines and requirements.

Troop Committee Chairman

- Organize the Committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- See that Troop Leaders and Committee members have training opportunities.
- Interpret national and local policies to the Troop.
- Work closely with the Scoutmaster in preparing Troop Committee Meeting agendas.
- Call, preside over and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly roundtables
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.

Advancement Chairman

- Encourage Scouts to advance in rank
- Arrange and conduct bi-monthly Troop boards of review
- Conduct frequent Courts of Honor
- Make a prompt report on the correct form to the council service center when a Troop board of review is held. Secure badges and certificates.
- Work with the Troop Scribe to maintain all Scout advancement records
- Responsible for maintaining the Troop's copy of all Merit Badge Application cards (Blue Cards)
- Accumulates all Scout work coming from Summer Camp and other encampments which primary purpose is advancement. If he is unavailable, then either the committee Chairman or the Scoutmaster will accumulate the material and turn it over to him at the first opportunity

Secretary

- Keep minutes of meetings and send out Committee meeting notices

Publicity Chairman

- Handle publicity
- Plan the charter presentation program

Fundraising Chairman

- Supervise and coordinate all money-earning projects
- Obtain proper authorization for all money-earning projects

Treasurer

- Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee
- Maintain checking and savings accounts
- Train and supervise the Troop Scribe in record keeping
- Receive Troop income each week from the Troop Scribe
- Keep adequate records in the Troop/Team Record book
- Assist the Fundraising Chairman in supervising money-earning projects, including obtaining proper authorizations
- Supervise the camp savings plan
- Report to the Troop Committee at each meeting
- Lead in the preparation of the annual Troop budget

Outdoor/Activities Chairman

- Supervise and help procure camp equipment
- Work with Quartermaster on inventory, storage and proper maintenance of Troop equipment
- Help in securing permission to use camp sites
- Serve as Transportation Coordinator
- Encourage monthly outdoor activities or special activities
- Promote the National Camping Award
- Promote, through family meetings, attendance at Troop campouts, Camporees and Summer camp to reach the goal of an outing per month. Assist Scoutmaster in providing a minimum of 10 days and nights of camping yearly, including participation in a local council resident camp
- Maintain control of all inventories such as tents, Scout hats, neckerchiefs, etc.

Chaplain

- Provide a spiritual tone for Troop meetings and activities
- Give guidance to the Chaplain aide

- Promote regular participation of each member in the activities of the religious organization of his choice
- Visit homes of Scouts in time of sickness or need
- Give spiritual counseling service when needed or requested
- Encourage Boy Scouts to earn their appropriate religious emblems
- Provide opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts

Community Service Coordinator

- Serve as the coordinator for the Troop's public service projects, both as a Troop and in individual Scouts
- Conduct the Troop resource survey
- Maintain records regarding the amount of community service which each Scout has accumulated for his next rank (Star and Life ranks)
- Helps Scouts find meaningful projects to fulfill the requirements for Star and Life
- Serve as an advisor to Eagle Scout candidates in selection of their Eagle project

Equipment Coordinator / Quartermaster

- Supervise and help the Troop procure camping equipment
- Work with the Quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop's camping gear and encourage Troop in the safe use of all outdoor equipment
- Report to the Troop Committee at each meeting

OA Advisor

- Encourage the active participation of all the Troop's OA members
- Provide group transportation to the monthly chapter meetings
- Provide transportation and two deep leadership to all OA events the Troop is participating in

Eagle Coach

- Serve as an advisor to Eagle Scout candidates in selection and implementation of their Eagle projects
- Guide Eagle Scout candidates in filling out all necessary forms related to the Eagle rank

Merit Badge Counselors / Coordinator

- Counsel Scouts earning Merit Badges
- Always observe the "buddy system"
- Develop and maintain a merit badge counselor list
- Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets

Merit Badge Counselors need to be approved by the Scoutmaster or the Advancement Chairman.

Normally, a Scout will not be allowed to have a parent act as a Counselor. Two exceptions would be when a parent is the only approved counselor for a badge or a parent is working with a group of Scouts, four or more.

Prior to the Scout starting work on the merit badge, the Scout must have a "signed" Blue Card (in hand)

Boys Credit Policy

Scouts earn credits from various Troop fundraisers. These credits can only be used for approved "Scouting Purposes" and may be used to cover all or part of the cost.

"Scouting Purposes" are defined as follows:

- Boy Scout Summer Camp
- Campouts
- Equipment used in Scouting activities
- Special Scouting Events
- Annual Registration fee
- Carryover of Credits
- Unused Credits

The term "approved" refers to the authorization and approval process. Authorization means the approval of Troop 90 Committee.

The Approval Process is as follows:

1. Boy Scout Troop 90 Committee has approved the use of credits for Boy Scout Summer Camp
 - a. Action required by Scout: To use the credits, all that is required of the Scout is that he notifies the Summer Camp Coordinator. Notification should be made on the Summer Camp signup sheet.
2. Boy Scout Troop 90 Committee has NOT approved the use of credits for general campouts. There may be some exceptions for specific campouts.
 - a. Action required by Scout: Speak with Scoutmaster or Committee for any special or unusual requests.
3. Boy Scout Troop 90 Committee has approved the use of credits for the purchase of equipment that can be used in Scouting activities.

The type of equipment that qualifies is:

- Any equipment or clothing that is listed in but not limited to the "Boy Scouts of America Official Catalog." The items may be purchased from any store and does not have to be the same make, model or manufacturer as shown in the catalog.
 - The Troop Committee may also approve the purchase of equipment for scouting activities not listed in the "Official Catalog."
- a. Action required by Scout: PRIOR TO PURCHASING THE EQUIPMENT, the Scout must submit, in writing, a list of equipment to be purchased to the Treasurer or Committee for approval. The request must be signed by the Scout and his parent. The Scout will be notified if the request has been approved or denied. If approved, the Scout may purchase the equipment. In order to be reimbursed he must submit the sales receipt. A check will be issued by the Treasurer within two weeks.

4. Boy Scout Troop 90 Committee has approved the use of credit for Special Scouting Events, such as Jamborees.
 - a. Action required by Scout: To use credits the Scout must make a written request to the Treasurer or Committee. The request must also be signed by the Scout's parent. The Committee will notify the Scout if the request is approved or denied.

5. Boy Scout Troop 90 Committee has approved the use of credits to cover annual registration fees. In addition, if the fee is not paid by the required date and the Scout remains active in the Troop, the Committee is authorized to automatically use credits to cover the fee.
 - a. Action required by Scout: To use the credits, all that is required of the Scout is that he notifies the Scoutmaster or Leader in charge of re-registration. Notification should be in writing (registration form request) but may be verbal.

6. Credits may be carried over from year to year.
 - a. Action required by Scout: None

7. If the Scout transfers and registers with another Troop, then the credits he has earned will be transferred directly to the new Troop that he has registered with.
 - a. Action required by Scout: The Scout must make a written request to Troop 90 Committee to have the funds transferred. The request must include the new Troop number plus the name and address of where the funds are to be sent.

8. Unused Credits will NOT be paid to the Scout. If the Scout does not re-register he loses the credits and they will be transferred to the Troop after a one year waiting period. These funds shall be placed as follows:
 - 1/3 to the Troop 90 Operating Fund
 - 1/3 to the OA Fund
 - 1/3 to Campership Fund