

Scouts BSA

Troop 150  
Operating Information



Chartered by  
Zion Evangelical Lutheran Church  
Deerfield, Illinois

March 8, 2024

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## **Name**

Our organization's name is Scouts BSA Troop 150.

## **Intent**

The intent of this document is to broadly define Troop 150's policies, procedures and guidelines. It also serves to consolidate information published by Scouts BSA in various documents into a single source. The Scout Oath and Law are the guiding principles for Scout and Adult Scouter behavior at Troop 150.

## **Purpose**

The purpose of Troop 150 is to provide a youth program that promotes the ideals of Scouting as spelled out in the Scout Oath, Law, Motto and Slogan. The mission of the Scouts BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. Troop 150 believes strongly in providing a positive environment, a safe program for all eligible members, and opportunities for youth leadership.

The procedures, policies and guidelines defined here and of Scouts BSA will apply to all members of Troop 150 and to all authorized guests of Troop 150 when engaged in any Troop activity.

### **Active Participation**

All members of Troop 150 are expected to participate in all phases of the Troop program to the best of their abilities. This means regular attendance on Troop outings and campouts, community service projects, attendance at Troop meetings, as well as active positions of responsibility. It is very important to recognize that "Active Participation" is a requirement for EACH rank.

## **Troop Members**

Troop 150 is organized in accordance with Scouts BSA guidelines. Troop 150 consists of the Scouts, Scout Leadership, Adult Scouters, Troop Committee and the parents of the youth members. The chartering organization shall designate a member to monitor Troop activities.

### **Scouts**

A Scout is any youth meeting the membership requirements of Scouts BSA who is in good standing with Troop 150. All Scouts must complete a Scouts BSA application.

### **Scout Leadership**

Scout Leaders are drawn from the ranks of the Scout members of Troop 150 by election or appointment. The specifics of each position are detailed in the Troop Leadership section.

### **Adult Scouters**

Registered Adult Volunteers with Scouts BSA fill the positions of Scoutmaster and Assistant Scoutmaster. There is one Scoutmaster who must be at least age twenty-one (21). There can be many Assistant Scoutmasters, but there must be at least one who is age twenty-one (21) or older. Any other Assistant Scoutmasters must be at least age eighteen (18).

### **Troop Committee**

The Troop Committee is a group of adult volunteers who support the Troop's purpose and assist the Scoutmaster in delivering a quality program. All members of the Troop Committee will be registered with Scouts BSA as Adult Volunteers.

Any parent of a current Troop 150 Scout may join the Troop Committee by becoming a registered Adult Volunteer with Scouts BSA and requesting membership. Membership for those who do not have a Scout in Troop 150 may be subject to a vote by the committee, except in the case of the Chartering Organization Representative or Institutional Head. In addition to attendance at committee meetings, membership on the Troop Committee may involve volunteer duties such as fund raising, event or activity coordination, or fulfilling other current Troop needs.

### **Parents of Youth Members**

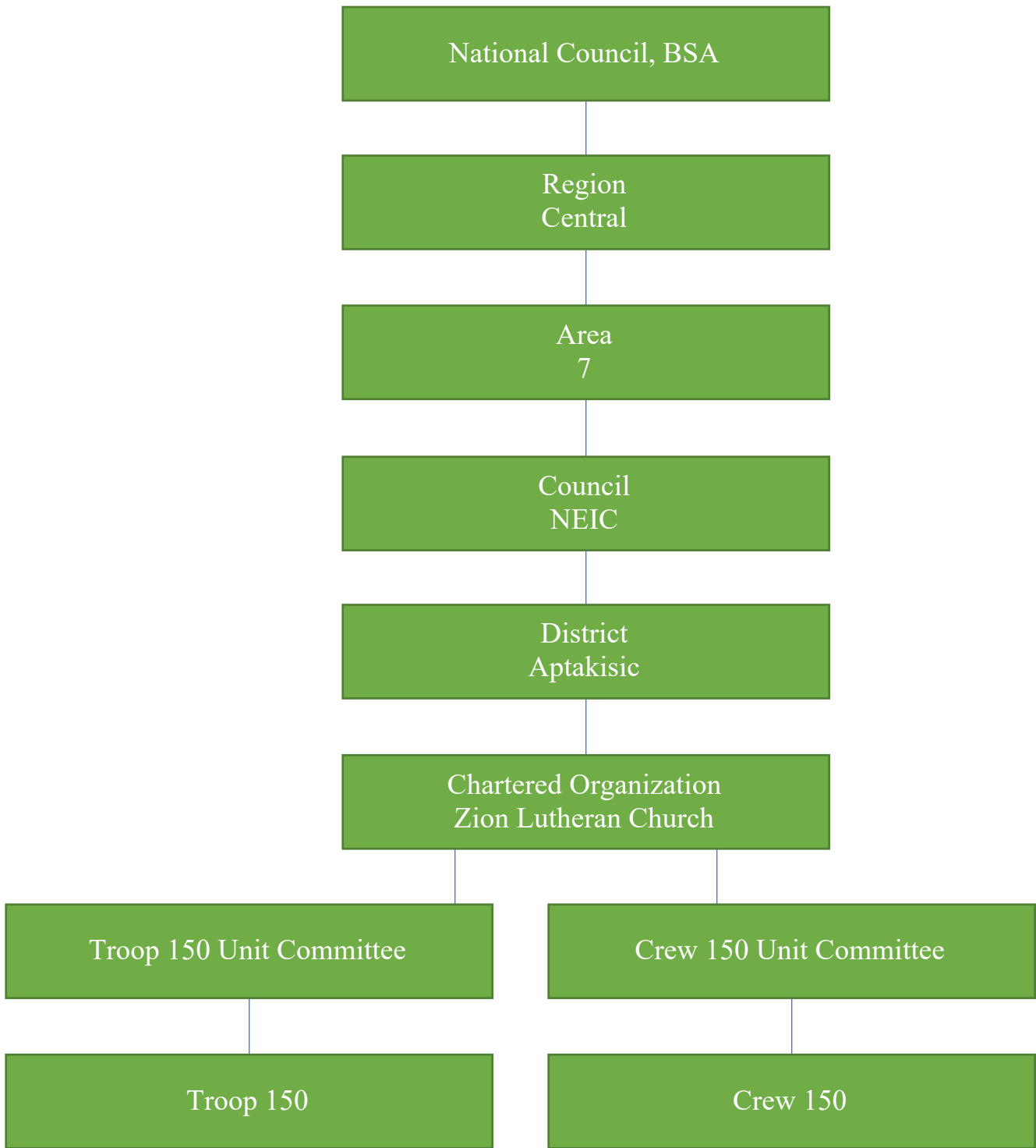
Parents are strongly encouraged to volunteer as needed to help in delivering a quality program to the Scouts of Troop 150. We encourage all parents to complete Youth Protection Training to become familiar with Scouting's standards and procedures in this area.

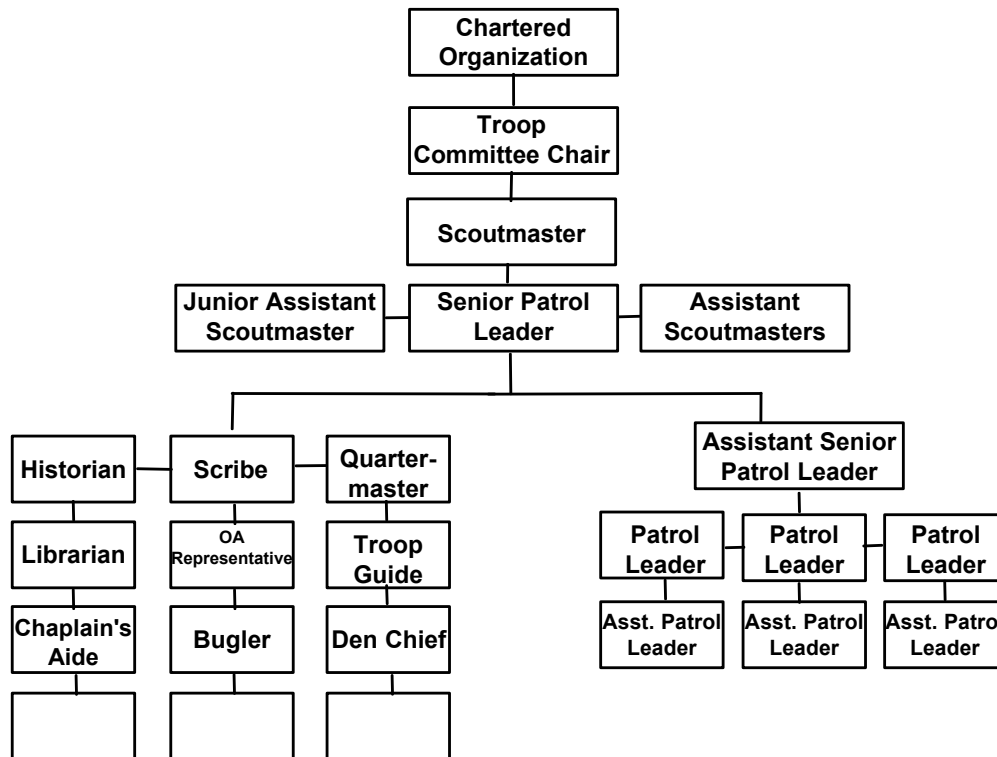
### **Chartering Organization**

The Zion Evangelical Lutheran Church in Deerfield, IL is the chartering organization for Scouts BSA Troop 150. The charter allows the Church to host a Scouts BSA Troop for its community and youth objectives. In turn the Church agrees to support the troop by providing a safe meeting place with adequate facilities.

Zion Evangelical Lutheran Church shall appoint a Chartering Organization Representative who is a member of the church who serves on the troop committee and acts as a liaison between the troop and the chartering organization. He or she aids in selecting a troop committee chair and encourages training, helps recruit other adult leaders, assists in unit re-chartering, and encourages service to the organization. In the absence of an appointed COR, the Institutional Head will fill that role.

Scouts BSA Organizational Levels and how our units fit in:





## Leadership Positions

### Scout Leaders

Troop 150 operates under the Patrol Method of Scouting as developed by Lord Baden-Powell – one of the best methods for developing leadership and responsibility. A patrol should consist of members under the leadership of a Patrol Leader who is a Scout, elected by the Patrol to be its leader. Through their Patrol Leader and the Patrol Leader’s Council, chaired by the Senior Patrol Leader, Scouts have input into the program of the Troop. The Patrol is of key importance on Troop trips and other activities. When Scouts travel, hike, eat, perform, participate and compete, they operate together as a group – the Patrol.

Troop 150 believes that the Scouts should lead and operate the Troop to the best of their ability. The Adult Scouters will provide guidance and advice as requested or necessary to help coach and mentor the youth leadership.

Scout Leaders will be elected at Troop elections held twice per year and scheduled by the Patrol Leaders Council, typically at the first regular Troop meetings in October and April.

Detailed information on the qualifications, performance requirements and leadership responsibilities for each position, summarized below, is in a separate document maintained by the Scoutmasters titled “Leading the way ...” The Scoutmaster team is responsible for defining the Scout Leader positions in accordance with BSA policies.

### Senior Patrol Leader

Any Scout in good standing who has achieved the rank of Star, or a lesser rank with Scoutmaster approval, and is at least 13 years old may run for election to Senior Patrol Leader. The Scout receiving the majority of votes from all Scouts present for the election shall serve for a term of six months. The Senior Patrol Leader runs all Troop

meetings, events and activities, and the annual program planning conference. He or she chairs the Patrol Leader Council. He or she appoints other Troop junior leaders with the advice and counsel of the Scoutmaster.

### **Assistant Senior Patrol Leader(s)**

The Senior Patrol Leader appoints this position. The term is six months and this person reports to the Senior Patrol Leader. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader. His or her most important role is to help in the training of the other Scout leadership positions.

### **Patrol Leader**

A Patrol Leader is elected by the members of each Patrol in good standing for a term of six months. The duties of the Patrol Leader include planning and leading Patrol meetings and activities; representing the patrol on the Patrol Leaders Council; keeping patrol members informed; and helping patrol members advance.

### **Junior Assistant Scoutmaster**

The Scoutmaster appoints this position for a term of up to one year. He or she will serve in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He or she should be at least 16 years old, but not yet 18. He or she should be at Star rank, although Life or Eagle rank is preferred.

### **Den Chief**

The Scoutmaster appoints a Den Chief for a term of one year, subject to the discretion of the Scoutmaster. He or she should be 12 years old or older and at least a Second Class rank. The duties of the Den Chief are to attend the regular Den and Pack meetings of their Cub Scout Den; to assist the Den Leader with the running of the Den meeting by providing knowledge of games and Scout skills; to offer assistance at Pack meetings. Most importantly, the Den Chief is a recruiter for the Troop.

### **Instructor**

The Scoutmaster appoints an Instructor for a term of one year. An Instructor should be at least 14 years old and a rank of First Class or higher. The Instructor teaches scouting skills to the Troop and Patrols.

### **Troop Guide**

The Scoutmaster appoints the Troop Guide for a term of one year. A Guide is to help new Scouts meet advancement requirements through the rank of First Class; help new Patrol Leaders learn their responsibilities; guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.

### **Assistant Patrol Leader**

The Patrol Leader appoints this position for a term of six months from amongst the members of the Patrol. A Scout should have his or her Tenderfoot rank completed to hold this office. The Assistant Patrol Leader helps the Patrol Leader plan and steer patrol meetings and activities; helps the patrol leader keep patrol members informed; substitutes for the Patrol Leader when the Patrol Leader is unavailable. This position does not satisfy advancement requirements for a leadership position.

### **Troop Historian**

The Historian is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. A rank of Second Class or higher is needed to fill this position, as is an interest in photography. The Historian gathers pictures and facts about past Troop activities and keeps them in a scrapbook, preferably electronic in nature; he or she takes care of Troop trophies, awards, ribbons and souvenirs; he or she keeps information about past members of the Troop. The Historian will also be responsible for preparing an audio/visual slide show highlighting recent activities for each Court of Honor.

### **Troop Librarian**

The Librarian is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. A Scout should hold the rank of Second Class for this position. The Librarian is responsible for maintaining the Scouting literature and merit badge pamphlets owned by the Troop. He or she should use a systematic method for



loaning and collecting these materials. He or she should make recommendations for additions to the Troop library as needed to the Advancement Coordinator on the Troop Committee.

### **Troop Quartermaster**

The Quartermaster is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. The Troop Quartermaster should be at least 13 years old and be of First Class rank. The responsibilities of the quartermaster are to work with the Adult Scouter in charge of equipment in the distribution, collection and maintenance of the Troop's equipment; to keep records of the distribution and collection of the Troop's equipment; In the absence of the Senior Patrol Leader and the Assistant Senior Patrol Leader and the Scribe, the Quartermaster shall act as the Senior Patrol Leader.

### **Troop Scribe**

The Scribe is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. A Scribe must be at least 13 years old, and hold the rank of First Class. The Scribe should attend as many Troop and Patrol Leader Council meetings as possible. The Scribe is to take minutes at the Patrol Leaders Council meetings; record attendance; collect permission slips and monies for outings. In the absence of the Senior Patrol Leader and the Assistant Senior Patrol Leader, the Scribe shall act as the Senior Patrol Leader.

### **Order of the Arrow Representative**

This position is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. Order of the Arrow Representative should be of Star rank or higher, and an Order of the Arrow member in good standing. The Order of the Arrow representative serves as a communication link between the lodge and the Troop; he or she encourages year round and resident camping; and encourages Scouts to actively participate in service projects. The Troop OA Representative should strive to attend as many Chapter meetings as possible.

### **Troop Bugler**

The Bugler is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. The Bugler should be a Tenderfoot or higher rank, must provide his own instrument, and should possess sufficient skills. The Bugler calls the Troop to assemble and plays for the raising and retiring of the colors. If available, a Troop provided instrument can be used.

### **Troop Assistant Quartermaster**

An Assistant Quartermaster may be appointed if necessary by the Senior Patrol Leader for a term of six months to assist the Troop Quartermaster. This position will not meet any requirements for a position of responsibility.

### **Troop Webmaster**

This position is appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader for a term of six months. The Troop Webmaster is responsible for maintaining the troop's website. He or she should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the Troop Committee may assist the Webmaster with his or her work.

### **Adult Scouters**

The Adult Scouters are responsible for the day-to-day operation of the youth program and for directing the operation and activities of the Patrol Leader Council. Collectively, they may be referred to as the Scoutmaster team.

No Adult Scouter or parent may ever meet one on one with a Scout in private, excepting their own child. Troop 150 requires that all Adult Scouters complete the Scouts BSA Youth Protection training within three (3) months of their initial registration. Troop 150 requires that two-deep leadership, as defined by Scouts of BSA, be adhered to at all times.

At least one uniformed Adult Scouter should be in attendance at all Troop functions and outings attended by Scout members of the Troop.

## **Scoutmaster**

A volunteer leader selected and recruited by the Troop Committee and approved by the Chartered Organization Representative. The Chartered Organization Representative has the final decision on the appointment of the Scoutmaster. The Scoutmaster is responsible for the day to day running of the youth organization, including:

- Training and guiding youth leaders for their respective leadership positions
- Using the methods of Scouting to achieve the aims of Scouting
- Working with other responsible adults to bring Scouting to youth
- Ensuring that a quality agenda is in place for each Troop meeting and outing
- Attending all Troop meetings or providing a qualified Adult Scouter substitute
- Attending Troop Committee meetings or providing a qualified Adult Scouter substitute
- Attending Troop outings or providing a qualified Adult Scouter substitute
- Conducting or delegating (as needed) of Scoutmaster Conferences for rank advancements
- Supervising Troop elections
- Coordinating the activities of the other Adult Scouters
- Taking part in Webelos Scout graduation ceremonies for Scouts about to join Troop 150
- Providing guidance and advice to the Senior Patrol Leader and the Patrol Leader Council

## **Assistant Scoutmaster**

A volunteer leader selected and recruited by the Scoutmaster and approved by the Chartered Organization Representative and Troop Committee. The Assistant Scoutmasters report to and are directed by the Scoutmaster.

## **Training**

Every individual selected for Scoutmaster or Assistant Scoutmaster is strongly encouraged to complete the required training for their position. At the time of this writing, training includes Youth Protection Training, Scoutmaster/Assistant Scoutmaster Training, and Basics of Outdoor Leadership Skills (OLS).

Failure to complete all required training within 18 months may result in the Troop Committee rescinding the appointment to Scoutmaster or Assistant Scoutmaster.

In keeping with long standing Troop 150 tradition, all Scoutmasters and Assistant Scoutmasters are strongly encouraged to attend Wood Badge Training.

## **Patrol Leaders Council**

### **Members**

The voting members of the Patrol Leaders Council consist of the Senior Patrol Leader who also serves as the chair of the Council, Assistant Senior Patrol Leader, Scribe, Patrol Leaders, and Troop Guides. Non-voting members include the Scoutmaster.

### **Responsibilities**

The Patrol Leaders Council will develop and maintain an annual Troop program and calendar of activities at the program planning conference held annually. The Senior Patrol Leader will present the annual plan to the Troop Committee for approval. The Troop Committee will either approve the plan, or make alternative suggestions for the Patrol Leaders Council to consider. At its monthly meetings, the Patrol Leaders Council organizes and assigns activity responsibilities for the weekly Troop meetings.

The Troop Committee interacts with the Patrol Leaders Council through the Scoutmaster.

## **Scoutmaster Conference**

The Scoutmaster conference can be used as a counseling tool at any time and for a variety of other reasons. Among its many values, the Scoutmaster conference can accomplish the following goals:

- Establish trust and understanding between a Scout and Scoutmaster.
- Reinforce the ideals of Scouting.
- Allow the Scout and Scoutmaster to share ideas and ask questions of one another.
- Set goals and outline steps for achieving them.

## **Boards of Review**

After a Scout has completed the requirements for any rank (except Scout), he or she appears before a board of review. The members of a Board of Review will consist of a minimum of three current Troop Committee members or parents. Typically, the Advancement Coordinator serves as the chair of a Board of Review, although he or she may appoint a chair if multiple boards are held concurrently. The Scoutmaster, Assistant Scoutmasters, and relatives of the Scout being reviewed are excluded from participating. Board of Review members must be at least 21 years old.

Boards of Review for the rank of Eagle are handled by the District or Council, not by the local unit.

### **Purpose**

A Board of Review should not be an examination of each rank requirement. The purpose of the review is to determine the quality of the Scout's experience and decide whether he or she has fulfilled the requirements for the rank. If so, the board not only approves his or her advancement but also encourages him or her to continue the quest for the next rank.

Boards of Review provide an opportunity for the Scout to develop and practice those skills needed for an interview situation and is an opportunity for the Scout to review his or her accomplishments. The Board of Review is an opportunity to review the Scout's attitudes, accomplishments and his or her acceptance of Scouting's ideals. A Board of Review is also appropriate for a Scout who is not advancing to examine the reasons why.

Because the board of review date becomes the effective advancement date, boards should be scheduled promptly as Scouts are ready, or set up on a regular basis that assures Scouts are not delayed in beginning time-oriented requirements for the next rank.

### **Scout Requirements**

Scouts must schedule all Boards of Review with the Advancement Coordinator. All Scouts presenting themselves for a Board of Review should be in a Class A uniform to the best of their ability and have their Scout Book with them showing completed status of all requirements with a signature. Scouts should be familiar with the requirements for the rank they are pursuing.

### **Courts of Honor**

Three times per year, typically in February, May and October, the troop holds Courts of Honor. The Court of Honor is a formal event for scouts and adult leaders recognizing rank advancement, merit badge achievements, positions of responsibility and other noteworthy accomplishments. Family and friends are welcome and encouraged to attend.

## **Troop Committee Membership Roles**

The T150 Committee meets once a month, separate from Troop meetings. This meeting is where the more formal and structured business of operating the Troop infrastructure/support is managed. The Troop Committee members assist in delivering a quality program by ensuring that the troop has quality adult leadership recruited and trained; by ensuring adequate meeting facilities are available; by advising the Scoutmaster on policies of Scouts BSA and the Chartering Organization; by obtaining, maintaining and caring for Troop property; by ensuring the Troop has an outdoor program of a minimum of ten days and nights per year; by helping with the Friends of Scouting campaign; by providing for the special needs and assistance some Scouts may require; and by assisting the Scoutmaster with Scout behavioral problems as necessary. The Troop Committee is also responsible for the Troop finances, securing adequate funds, and for disbursements in line with the Troop budget.

The Troop Committee consists of a Chairman, a Secretary, and a Treasurer at a minimum. All committee members must be at least twenty-one years old. Troop Committee positions are described below:

### **Committee Chair**

A volunteer leader recommended by the Troop Committee and approved by the Chartered Organization Representative. The Committee Chair's responsibilities include organizing the committee to see that all functions are delegated, coordinated and completed; recruiting volunteers to perform those tasks, maintaining a close relationship with the Chartered Organization Representative and the Scoutmaster; aid in interpreting national and local Scouts BSA policies to the troop; preparing committee meeting agendas; call, preside over and promote attendance at monthly troop committee meetings and any special meetings that may be called; ensuring Troop representation at monthly Council round-tables; securing top-notch, trained individuals for camp leadership; arranging for charter review and recharter annually; planning the charter presentation.

### **Secretary**

The Secretary is a volunteer selected by the Troop Committee and approved by the Chartered Organization Representative. The Secretary's duties include keeping minutes of Troop Committee meetings and sending meeting notices to members; handling Troop publicity in the absence of a Publicity Coordinator; preparing a family newsletter of Troop events and activities; conducting the Troop resource survey; planning for family night programs and family activities; reporting at each committee meeting the minutes of the last meeting.

### **Treasurer**

The Treasurer is a volunteer selected by the Troop Committee and approved by the Chartered Organization Representative. Responsibilities include depositing funds in bank accounts when received; writing checks for expenses as necessary; reimbursing Scouters and Scouts for expenses as necessary; balancing accounts monthly; attend and report at Troop Committee meetings; monitoring fund-raising activities; sending dues statements annually; maintaining records on funds received and expended. The Treasurer is also responsible for ensuring that the Troop Scribe is adequately trained.

### **Outdoor/Activities Coordinator**

The Outdoor/Activities Coordinator is a volunteer appointed by the Troop Committee Chair and approved by the Chartered Organization Representative. The duties of this position include working closely with the Scoutmaster or his/her delegate on the Scoutmaster team for outdoor activities and camping, securing permission to use camping sites; serving as transportation coordinator for outings; ensuring a monthly outdoor program; promoting the National Camping Award; promoting attendance at Troop campouts, camporees and summer camp to reach the goal of an outing per month; securing Scouts BSA Tour Permits for all troop activities; reporting to the monthly Troop Committee meetings.

### **Advancement Coordinator**

The Advancement Coordinator is a volunteer appointed by the Troop Committee Chair and approved by the Chartered Organization Representative. The responsibilities of this position include encouraging Scouts to advance

in rank; working with the Troop Scribe to maintain all Scout advancement records; arranging boards of review and courts of honor; developing and maintaining a merit badge counselor list; making a prompt and accurate report on the correct form(s) or with the appropriate computer based tools to the local council office when advancement occurs; securing all badges and certificates; working with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature; reporting to the Troop Committee at each meeting.

### **Chaplain**

The Chaplain is a volunteer appointed by the Troop Committee Chair and approved by the Chartered Organization Representative. The Chaplain's duties include providing a spiritual tone for troop meetings and activities; giving guidance to the Chaplain's aide; promoting regular participation of each member in the activities of the religious organization of his choice; giving spiritual counseling when needed or requested; encouraging Scouts to earn their appropriate religious emblems; and reporting to the Troop Committee at each meeting.

### **Training Coordinator**

The Training Coordinator is a volunteer appointed by the Troop Committee Chair. The duties of this position include encouraging adult volunteers to become trained for their position; recording training sessions attended by adult volunteers; providing or posting a schedule of training opportunities. The Training Coordinator should also watch to ensure that the Troop is taking all steps to ensure the Scouts' safety. If an Assistant Scoutmaster fills this role, that person is not a voting committee member.

### **Equipment Coordinator**

The Equipment Coordinator is a volunteer appointed by the Troop Committee Chair. The Equipment Coordinator works with and oversees the Troop Quartermaster to ensure proper storage, maintenance and tracking of the Troop's equipment. The Equipment Coordinator will also determine when equipment must be purchased and present estimates as required to the Troop Committee for approval. If an Assistant Scoutmaster fills this role, that person is not a voting committee member.

### **Membership Coordinator**

The Membership Coordinator is a volunteer appointed by the Troop Committee Chair. The Membership Coordinator is responsible for collecting all necessary applications for membership; preparing and submitting Scouts BSA rechartering documents; maintaining the membership roster.

### **Recruiting Coordinator**

The Recruiting Coordinator is a volunteer appointed by the Troop Committee Chair. This position involves contacting local Cub Scout Packs and their Webelos dens; informing them of upcoming Troop recruiting events and outings; arranging Webelos visits to Troop meetings.

### **Fundraising Coordinator**

The Fundraising Coordinator is a volunteer appointed by the Troop Committee Chair. Responsibilities include completing and submitting a Unit Money-Earning Application to the local council if necessary; attending Council informational meetings for the fundraising event; distributing sales literature and materials to Scouts; ordering, storing and distributing product as necessary; arranging show and sell events with local merchants; collecting funds; tracking sales by Scout. The Fundraising Coordinator should periodically survey the Patrol Leader's Council to ensure that the Scouts are still enthusiastic about any fundraising activities. A summary of each Scout's activity, including profit generated by each Scout, must be presented to the Treasurer at the end of the event.

### **Summer Camp Coordinator**

The Summer Camp Coordinator is a volunteer appointed by the Troop Committee Chair. The duties of this position include attending all informational meetings about summer camp; preparing an informational packet for all Troop members about summer camp; enrolling and creating a camp and high adventure roster for Scouts and adult leaders; enrolling and creating a bus roster for all Scouts and chaperones; putting together a transportation informational sheet as to how all Scouts and leaders are coming and going from camp; collecting all payments and making all deposits, or directing the Troop Treasurer to do so, to the council office to hold sites, camper spots, bus reservations, high adventure and all other payments pertaining to camp; collecting all medical forms prior to the Troop leaving for

camp; preparing a medication log which will be used by Troop leaders at camp; holding an informational meeting for all parents prior to leaving for camp; putting together an informational book that pertains to all aspects of camp and delivering same to Troop leaders before leaving for camp; holding an informational and planning meeting for adult camp leaders prior to leaving for camp; and generally assisting those adult camp leaders in preparing for the summer camp experience.

### **Publicity Coordinator**

The Publicity Coordinator is a volunteer position appointed by the Troop Committee Chair. This position entails notifying the local press of Troop news, such as Eagle Scouts, service projects and fund-raising activities, and coordinating the contact of notable persons for congratulatory letters for new Eagle Scouts.

### **Hospitality Coordinator**

A Hospitality Coordinator is a volunteer position appointed by the Troop Committee Chair responsible for planning menus, and arranging purchase or donation of food and beverages for Troop activities where the Troop provides refreshments.

### **Roundtable Member**

The Roundtable Member is a volunteer position appointed by the Troop Committee Chair who will attend the monthly Council Roundtable meetings and report back to the Troop Committee. If any literature or other information is in the Troop 150 folder, it will be presented to the Troop Committee Chair.

### **Eagle Mentor**

The Eagle Mentor is a volunteer position appointed by the Troop Committee Chair. The person holding this position should be an Eagle Scout who is familiar with the Council and National requirements for Eagle Scout applications, project approval, and Eagle Boards of Review. Their job is to provide assistance to Life Scouts as needed while they work on their Eagle rank.

### **Troop Technology Coordinator**

The Technology Coordinator is responsible for training the Troop Webmaster to maintain the Troop's website and update it with new information as necessary. The Troop Webmaster is a volunteer position appointed by the Troop Committee Chair. A Scout with the appropriate skills can hold the Webmaster position.

The Chartered Organization Representative must approve all adult volunteer applications. If an Assistant Scoutmaster has agreed to fill a role described above, that person shall not be a voting member of the Troop Committee but is welcome to attend Committee meetings. All interested adult parties are welcome to attend any Committee Meeting.

## **Troop Committee Guidelines**

### **Voting Members**

All members of the Troop Committee recorded as members by the Secretary are voting members. The Scoutmaster and Assistant Scoutmasters are not voting members.

### **Quorum**

A quorum is required for all votes of the Troop Committee. A quorum is defined as fifty-one (51) percent or more of the voting members of the Troop Committee as recorded by the Secretary.

### **Voting**

All votes must be cast in person. No proxy voting will be allowed. Any voting member present can call for a paper ballot, otherwise a count of ayes and nays will be sufficient.

### **Tenure**

Committee positions are filled for a term of one year from September to September.

## **Interest**

Any member of the Troop Committee interested in filling any position on the committee may express their interest to the Committee Chair. The Committee Chair is encouraged, but not obligated, to fill positions from those expressing interest in a specific position. If there is interest on the part of any individual to fill the roles of Committee Chair or Scoutmaster, the Chartered Organization Representative will have the final decision regarding the appointment but will hopefully take the recommendations of the Committee into account.

## **Volunteer Replacement**

If it becomes necessary to replace any volunteer adult leader, the appointing authority for that position has the authority to replace the individual in that position. For example, the Chartering Organization Representative has the authority to appoint the Committee Chair, and thus has the authority to replace him.

## **Training**

All Troop Committee members are encouraged to become fully trained for their position. Currently this includes Youth Protection training, Troop Committee Challenge and Leadership Essentials training. New Committee members are encouraged to read the "Troop Committee Guidebook" published by the Scouts BSA.

## **Meetings**

Troop Committee meetings shall be held approximately once per month. The date and time of the next meeting will be confirmed at the conclusion of each Committee meeting. Meetings are generally held in the basement of Zion Evangelical Lutheran Church.

Whenever possible, the minutes of the prior meeting, agenda of the upcoming meeting and any other materials should be sent by email to the committee members at least one day in advance of a committee meeting.

If necessary, the Troop Committee Chair can call a special committee meeting with 48 hours notice by email or telephone to each committee member.

Troop meetings for the youth members are held weekly on Thursdays beginning at 7:15 pm and are scheduled for 1½ hour. Meetings are held in the lower level of Zion Evangelical Lutheran Church.

## **Troop Uniform**

The Scout uniform is important to distinguish the Scouts from others in the community as well as provide unity among the Scouts in the Troop. Troop 150 policy is that Scouts will wear their Class A uniforms while traveling to and from an activity such as a campout. The Troop further suggests Scouts should wear a complete uniform when appropriate. A "lending library" of gently worn uniform parts is available to all Troop members.

### **Class A or Field Uniform**

Troop 150 defines a Class A uniform as the official Scouts BSA khaki shirt with appropriate insignia, official trousers or shorts, a belt if appropriate, neckerchief & slide, and closed toe footgear. If shorts are worn, then the official BSA socks should be worn. The Troop neckerchief is red with a black raised piping border. Class A is a must for formal occasions, Troop meetings and Courts of Honor. Merit badge sash is encouraged for Courts of Honor. Every Scout should own a BSA Handbook.

### **Class B or Activity Uniform**

The class B uniform allows substitution of a Troop 150 t-shirt for the official khaki shirt and omission of the neckerchief & slide. This is the minimum acceptable uniform for troop meetings and events. Class B t-shirts are available for purchase at any Troop meeting.

### **Supplied By Troop**

The Troop will supply all new Scouts with a Neckerchief, and the Troop "150" numerals. Second and subsequent neckerchiefs and patches are the responsibility of the Scout, as are the other parts of the uniform.

## **Finances**

Troop 150 is a self-supporting nonprofit youth organization that meets its expenses by collecting annual youth dues, fees for activities, and conducting annual fundraising events.

### **Scout Dues**

The total annual dues are \$280. The first \$160 is membership dues paid to National and the NEIC Council (half goes to each). The remaining \$140 may be paid to Troop 150 by applying 100% of profits generated by the Scout's fundraising activities to the amount due, by cash/check/Venmo, or by a combination of fundraising and cash/check/Venmo.

In the event a Scout generates profits in excess of \$140 toward their fundraising dues, 50% of the profits in excess of \$140 will be credited to the Scout's Troop High Adventure account and 50% will be deposited in the Troop's general funds.

As the financial condition of the Troop changes, the Troop Committee can vote to amend this ratio.

### **Additional Fees**

Each outing may have additional fees to cover costs. Most outings will include a \$5.00 per meal food charge, which is to be paid in cash (no checks, no High Adventure account withdrawals) to the Troop Scribe. Some outings will include an activity that requires the collection of an additional fee that may be paid in cash, by check or from the Scout's High Adventure account (for example: horseback riding).

### **High Adventure Accounts**

The funds credited to a Scout's High Adventure account can be used for the following types of expenditures: summer camp, Philmont, Sea Base, Northern Tier, Summit, or other High Adventure outing, outing fees over and above food costs for any outing with the Troop.

High Adventure credits will accumulate from year to year while the Scout is active in the Troop.

Funds credited to a Scout's High Adventure account revert to the Troop general fund when the Scout becomes inactive. Inactivity is defined as not being included on the current year's rechartering roster or turning 18 years old. If there is a sibling of the Scout who is active in the Troop, the credit in the departing Scout's account can be transferred to the sibling's account upon request. Transfer is not automatic.

High Adventure account credits cannot be transferred to another Troop, Crew, Team or Post. Credits in these accounts cannot be converted to cash.

### **Reports**

The Treasurer will present a report of funds received and expenditures made at each Troop Committee meeting. This report will include the current balances of each bank account maintained by the Troop. A copy of the report will be attached to the minutes of the Troop Committee meeting.

### **Authorized Access to Bank Accounts**

There will always be at least two signers on each account who are active members of the Troop Committee. The Treasurer and Troop Committee Chair should be among the signatories on all accounts. If the Treasurer and Committee Chair are married, the Committee Chair shall not have signing access to the accounts. The Troop Committee can authorize additional committee members or members of the Scoutmaster team to have access to the various accounts as needed.

It is the responsibility of the Treasurer to maintain a list of those with access to each account. As new individuals assume roles with access, bank signature cards must be completed and the previous holder of the position removed from the bank's list of authorized signers.



The Treasurer and Activities Coordinator shall each have access to a debit card drawing on the Troop checking account.

### **Scout Shop Account**

There is a prepaid Troop account at the Council Scout Shop in Vernon Hills. The Treasurer is to maintain the list of authorized users of this account working with employees of the Scout Shop, which should include the Committee Chair, Treasurer and the Advancement Coordinator. The Treasurer will make deposits to this account as necessary. When purchases are made at the Scout Shop using this account, the Treasurer should be informed so an accurate balance can be kept. The Troop Committee can authorize additional committee members or members of the Scoutmaster team to have access to this account as needed.

### **Reimbursement**

If it is necessary for any authorized Troop related expenditure to be paid for by an individual with their funds, they can submit a receipt to the Treasurer for reimbursement. Any expense over \$50.00 must be approved in advance by the Scoutmaster or Committee Chair, emergency expenses while on an outing exempted. A reimbursement form is available on the Troop website in the Downloads section, or in the Troop Room at Zion Lutheran that should be submitted with receipts to the Treasurer.

### **Expenditures**

Expenditures over \$200.00 must be approved in advance by the Troop Committee.

### **Hardship**

No Scout should be prevented from participating in Troop events because their family lacks the funds. These cases will be reviewed on an individual basis by the Troop Committee Chair and Troop Treasurer, working with the Scoutmaster to determine if some or all fees will be waived. Such deliberations will be held in confidence by these three volunteers.

### **Federal Tax Status**

In 2008, the Internal Revenue Service introduced a new, abbreviated filing for small tax-exempt organizations with annual gross receipt of less than \$25,000: Form 990-N. The Scouts BSA national office consulted with the IRS and outside counsel to determine if this new filing requirement applies to Cub Scout packs, Scout troops, Venturing crews, and other units. In their opinion, most Scout units do not have to file the new Form 990-N. **For most units, no filing is required.** The only exception is for the very small number of units that have filed for separate, federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Those units must file either Form 990-N (if their annual gross receipts were less than \$25,000) or the more detailed Form 990 or 990EZ (if annual gross receipts were \$25,000 or more). *From May, 2009 Scouting Around*

### **Staying Informed**

Each Scout is responsible for staying informed about upcoming Troop activities. The Troop has several ways for a Scout and their family members to find information. The Troop Website is where our calendar is located. A weekly, or more frequent as needed, Troop newsletter called T150 News is available by subscribing using the link found on the Troop website.

Parents or Guardians of Scouts are strongly encouraged to stay abreast of Troop activities and other information and engage with their Scouts to be sure they are staying informed.

**Troop website:** <http://www.t150.org>

**Troop Newsletter:** T150 News (sign up on website)

**Weekly Troop announcements at start of meetings**

**Troop Calendar:** Found at <http://www.t150.org/calendar>

## **Required Documents**

During the Troop's rechartering or annual registration period, all Scouts and adults desiring to participate in the Troop program must register. Documents completed during registration for Troop 150 membership, camping, summer camp, high adventure and outings are crucial to the protection of both the individual and of the Troop itself and must be provided on a timely basis. If the documentation is not provided, the Troop cannot allow the individual to participate in Troop events.

## **Insurance**

The Northeast Illinois Council (NEIC) provides secondary liability insurance. This covers all **registered** scouts & **registered** adults during all Troop or official Scouting activities and outings. Benefits are in excess of any other insurance covering the individual.

## **Transportation**

Ensuring the safety of all Scouts is important when arranging transportation to and from Troop outings. These general guidelines should be followed: seat belts are required for all occupants; all drivers must have a valid driver's license that has not been suspended or revoked; at least one adult leader, 21 or older, must be in charge and accompany the group; drivers must be at least 18 years of age; trucks may not be used for transporting passengers except in the cab; all vehicles must be covered by automobile liability insurance with limits that meet or exceed Illinois requirements; speed limits should be observed; do not travel in convoy where only the car in the lead knows the route or destination.

## **Personal Property**

Uniforms, personal items (such as clothing or cell phones/electronic devices) brought to meetings or on camping trips are the responsibility of Scout to whom they belong. During camping activities, the Scout is expected to secure *all* his or her personal items. **Troop 150, and its Adult Leaders will not be responsible for the loss or damage of personal items or equipment.**

## **Electronic Device Policy**

### **At Troop Meetings -**

**Electronic devices, including cell phones, are to be turned off and stored during meetings, except if the device is being used as a teaching or research tool for the benefit of all the Troop/Patrol members.** For example, it would be appropriate to use a laptop to display a PowerPoint presentation for Communications merit badge, etc.

### **At other Troop Activities -**

**Cell Phones** - Additional features or applications offered in cell phones could be beneficial; however, these should NOT be used as a replacement to traditional program aides. For example, a cell phone's "compass" feature would be an inappropriate substitution to a "flat-plate" compass.

During Scout activities, the use of cell phone cameras should be limited to documenting those individual Scouting activities. An example would be photographing a Scout skill or event. **EVERYONE using a camera, including a cell phone camera, MUST abide by the general policy of Scouts BSA which prohibits the sharing of photos with NAMES attached, on any electronic or social media. (This is a Youth Protection issue).**

Any Scout **taking pictures of others in "compromising" situations, viewing inappropriate/adult content on his/her cell phone, or using the phone in a manner as to pose a health or safety concern for the Scout or Troop** will have the camera confiscated by the Adult Leader and returned to the Scout's parent/guardian after the activity. The adult leader will require that the pictures be deleted in the presence of the adult leader before the

camera/phone is returned. Appropriate action, in accordance with Scouts BSA policies, may be instituted against the offending Scout.

The use of cellphones for parents to check in on their Scout or for Scouts to call home if they are not feeling well or for some other reason is discouraged. Leaders must be informed first if there is a need for a Scout to call home.

**Electronic radios, music devices, E-Readers, Laptops, I-Pads, Tablets, etc.** - These should only be used in accordance with our general policy stated above. Such devices should only be used with earphones or buds so that others will not be disturbed. Their use after "lights out" would not be appropriate under any circumstances since, as a Scout Troop, we have a responsibility to provide a prescribed number of hours of sleep to every participant. It may be appropriate (and at adult leader discretion) to use these devices in a car, truck, or plane while traveling to or from Scout camping destinations.

#### **Concerning the misuse of any electronic device -**

The Leadership, including the senior youth leaders, will address the misuse individually with the offending Scout. The Scout will be asked to cease the use of the device and explain why its use was considered inappropriate. The device will be removed by the Adult Leader and secured until such time that he/she is able to return the device to the Scout's parent. It is expected that the Scout Leader will fully discuss the situation with the parent at that time.

The Troop also recognizes that this policy is probably not all-inclusive as new devices debut all the time and also, due to the ongoing nature of technology. New devices are considered included in the general policy and individual aspects as appropriate to the device as noted.

### **Inappropriate Behavior**

All members of our Troop are expected to conduct themselves and relate to each other in accordance with the principles of the Scout Oath and Law. Inappropriate behavior is when a Scout disobeys the Scout Oath or Law through deed, vocal action, physical gesture, showing disrespect or disobedience to those appointed in authority, or causes a serious disruption in troop activities. Examples include, but are not limited to, bullying, using obscene or indecent language, insulting religious or ethnic customs or traditions, or other activities that contravene one of the twelve Scout Laws.

### **Serious Offenses**

A serious offense is one of a criminal nature, or one resulting in injury or damage to someone or something. Examples include, but are not limited to, acts of violence with intent to injure others or oneself, possession or consumption of alcohol or illegal drugs, theft, arson, possession of tobacco under the age of 18, immoral exposure or touching, hazing, or vandalism.

An important way Scout adult leaders can model healthy living is by following the Scout policies on alcohol, tobacco, and drugs. Leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any Scouts BSA activity involving youth participants (including the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking). All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

As outlined in the Scouter Code of Conduct, Scouting activities are not a place to possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies: alcoholic beverages or controlled substances, including marijuana.

In addition, the Scouter Code of Conduct specifies that if you are taking prescription medications with the potential of impairing any functioning or judgment, you will not engage in activities that would put Scouts at risk, including driving or operating equipment.

## **Consequences**

The Patrol Leaders Council will address inappropriate behavior by a youth member on a first offense. A second or subsequent offense within thirty days of the first shall be directed to the Scoutmaster and Troop Committee as a Serious Offense.

Serious Offenses will be addressed immediately by the Scoutmaster, Assistant Scoutmaster or Troop Committee Member in charge of the Troop activity. Immediate consequences can include contacting the parent of the Scout involved for removal from the activity or asking the adult involved to remove him/herself. Further action by the Troop Committee, if recommended by the Adult Scouter, can include suspension or dismissal from the Troop.

All serious offenses involving a Scout should be reported to that Scout's parents.

## **Discipline**

Behaviors such as physical violence or bullying are some examples that can result in a Scout being asked to leave and the parents being informed of the situation. It is up to the parents and that individual to address and correct the inappropriate behavior.

## **Miscellaneous Policies**

There are various long-standing practices of Troop 150 which the Troop Committee wishes to practice on an ongoing basis. These include:

- The Troop Committee will pay for and provide a plaque to be placed on Eagle Scout projects of lasting duration where appropriate and requested.
- The Troop Committee will pay for and provide a nameplate for each Eagle Scout showing their name and year of attaining Eagle rank on the Eagle Recognition Plaques displayed at Zion Lutheran Church.
- The Troop Committee will pay for a standard Eagle rank recognition kit for each Scout attaining the rank of Eagle.
- The Troop Committee will pay for a ½ sheet or smaller recognition cake for each Eagle rank presentation ceremony, in an amount not to exceed \$90.00.
- Mileage to and from a Troop outing is reimbursed at the current IRS charitable rate for leaders transporting multiple Scouts to or from an event if request is made to Troop Treasurer and approved. Reimbursement is not available for parents transporting their Scout(s) to or from an event at a time different than the designated Troop departure time.
- Reimbursement for actual gasoline expenditures will be made for anyone pulling the troop trailer to or from an outing.
- Training reimbursement for active Leaders should be standard practice, including Wood Badge and Wilderness First Aid if appropriate, once all requirements for the training have been completed.
- The Troop Committee Chair will have the final decision on whether an item shall be displayed in the display cases

## **Parent Complaints**

A parent with a complaint about the Troop 150 program or activities is encouraged to discuss the situation with a member of the Scoutmaster Team. If the situation warrants discussion at a Troop Committee meeting, the Committee Chair should be contacted to place the item on the next Committee meeting agenda.

## **Amending the Guidelines**

The Troop Committee may change these guidelines as necessary. Proposed changes should be furnished to Committee members at least seven days in advance of a vote to adopt the changes.

Where any part of these guidelines contradicts a guideline set out in any official publication of Scouts BSA, the rules of Scouts BSA will supersede that portion of these guidelines, leaving the remaining document in effect.