



Troop 257

Policies & Procedures



Troop 257

Policies and Procedures Guide
(Latest version online at <http://www.bsatroop257.org>)

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INTRODUCTION This document presents the policies and procedures for the operation of Troop 257. The purpose of this document is to provide the adult leaders (Scouters), the Scouts, and the parents of Troop 257 a reference that explains the policies of the Troop as well as provide insight into why the policies were developed. This document is intended to be a supplement to the policies of the Boy Scouts of America and does not supersede any policies stated therein. This document will be revised from time to time in order to accommodate changes in official Scout policy and the needs of the Troop.

Boy Scout Troop 257 is a non-denominational, community-based Troop in the Trailhead District, Heart of America Council of the Boy Scouts of America. We are sponsored by Atonement Lutheran Church.



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TROOP HISTORY & MISSION

Troop 257 was formed in 1965, and is currently sponsored by Atonement Lutheran Church in Overland Park, KS. The troop's size is approximately 90 registered Scouts, which places it among the largest troops in the district. In fact, Troop 257 is one of the largest troops in the Kansas City area. Troop 257 is proud to count over 150 Eagle Scouts as its alumni.

The Troop's mission is to serve others by helping to instill values in young people, to prepare them to make ethical choices throughout their lifetime, develop & exhibit leadership skills, and to help the Scouts achieve their potential, all in accordance with the Scout Oath, Law, Slogan, and Motto.

EXPECTATIONS FOR CONDUCT

BSA Troop 257 expects all scouts and adults to conduct themselves in all scout activities according to the ideals of Boy Scouting that are spelled out in the Scout Oath, the Scout Law, the Scout Motto and the Scout Slogan. We expect all scouts and adults to measure their conduct against these ideals in order to create and sustain a physically safe, positive, emotionally fit, learning environment.

Troop 257 and the BSA prohibit the use of alcoholic beverages and controlled substances at any troop activity. The Troop and BSA prohibits the use of tobacco by scouts and supports the attitude that adult leaders should discourage tobacco use by adults involved in youth activities.

Firearms (including air guns and BB guns) shall not be brought on Troop 257 Scouting activities. Troop 257 agrees with the BSA longstanding policy of teaching scouts the safe, responsible, intelligent handling, care and use of firearms in planned, carefully managed, and supervised programs by certified BSA or national Rifle Association firearms instructors only.

Troop 257 strongly supports the BSA Youth Protection Program developed to safeguard both our youth and adult members. The Troop encourages continual education and awareness training provided by the BSA designed to avoid, identify and deal with child abuse. All persons in Troop 257 responsible for youth safety must understand and appreciate Scouting's position of no tolerance for child abuse or victimization in any form. Unit leaders should report any suspected abuse to the local council Scout executive.

Troop 257 and the BSA prohibit all forms of hazing, initiations, ridicule, or inappropriate teasing. These practices should not be allowed or tolerated by scouts or adult leadership. Violations should be reported to the scoutmaster or adult leadership immediately.

All adults (18 years or older) who participate in scouting activities must be properly registered with the BSA. All adult leaders must be trained according to BSA guidelines for their specific position. The troop requires Two-deep Adult Leadership during all scouting activities. All those responsible for youth safety must understand and appreciate Scouting's position of no tolerance for child abuse or victimization in any form. Unit leaders should report any suspected abuse to the local council Scout executive.

Additional information and specific guidance on safe scouting issues is available in the "Guide to Safe Scouting". This guide is available from the Troop 257 Committee Chairman, the scout office or online at www.bsa.scouting.org. We encourage all adults and scouts to review this guidance.



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INTRO TO BOY SCOUTS



Purpose of Boy Scouting

The purpose of Scouting is to provide an educational program to accomplish three specific objectives, commonly referred to as the *Aims of Scouting*. They are: character development, citizenship training and personal fitness. The program achieves these objectives by focusing on a vigorous program of outdoor activities. Specifically, the BSA endeavors to develop American citizens who:

- ♥ Are physically, mentally, and emotionally fit;
- ♥ Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness;
- ♥ Have personal values based on religious concepts;
- ♥ Have the desire and skills to help others;
- ♥ Understand the principles of the American social, economic, and governmental systems;
- ♥ Are knowledgeable about and take pride in their American heritage and understand our nation's role in the world;
- ♥ Have a keen respect for the basic rights of all people; and
- ♥ Are prepared to participate in and give leadership to American society.

Differences between Cub Scouts and Boy Scouts

The *Aims of Scouting* are shared by both Cub and Boy Scouting. However, the methods of accomplishing the objectives differ.

A key element of the Cub Scout program is an emphasis on building caring, nurturing relationships between boys and their parents, adult leaders and friends. The adults plan and carry out the activities in which the Cubs participate. The Den Leaders have a one-on-one relationship with each boy.

The Boy Scout program encourages and helps the boys take on responsibility for the functions of their troop. The adults move into more of a support role, away from the center of leadership.

The emphasis on caring and nurturing relationships remains, with one important difference: In Cub Scouts it is the den leaders who work one-on-one with the Scouts, whereas in Boy Scouts it is the boys themselves who work with one another. Older Scouts can volunteer for a position named "Troop Guide," in which they work directly with the younger Scouts on rank advancements, camping and Scoutcraft skills and some merit badge activities. It is the Troop Guides and Troop Instructors who, supported by the adult leaders, provide much of the initial guidance and orientation for new Boy Scouts.

In Cub Scouts the boys were largely dependent upon their parents and their Den Leaders in order to complete the activities in their rank books. In Boy Scouts the boys are expected to show increased responsibility for the completion of their rank requirements, and their parents and leaders (adult and youth) assume more of an advisory role.

In Cub Scouts the boys and parents all participate in a monthly pack meeting. In our Boy Scout troop you will frequently hear the term "boy-run" to describe the leadership model we use. In Troop 257's weekly troop meetings, the parents and the Scouts meet separately. The Senior Patrol Leader conducts the Scout meeting, while an adult leader conducts the parent meeting. This provides a more focused and efficient environment for the Scouts and facilitates the sharing of important information with the parents.



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Adult Involvement

The success of the Troop and the Scouts depends upon the support and participation of parents. However, the type of participation in a Boy Scout troop is different than in Cub Scouts. Troop 257 encourages your support in one or more of the following ways.

- ♥ Supporting your son is critical. Encourage (and occasionally prod) him to attend activities and accomplish the requirements for rank advancement and for merit badges. Help him step up to his responsibilities in the Troop.
- ♥ Become active in the Troop Committee and adult Troop meetings. Parents can assist the Troop by becoming merit badge counselors or assisting in planning campouts, among many other responsibilities. All adults who desire to actively support the Troop are encouraged to go through Adult Leader Training. This training helps adults understand how to help the Scouts grow and how a Troop functions.
- ♥ For those whose interests lean away from camping, the Troop can always use help in other areas. For example, successful campouts take a lot of planning and advance work; enthusiastic merit badge counselors can help get Scouts excited about earning merit badges; reception hosts are needed for Courts of Honor; the supply of Troop neckerchiefs needs occasional replenishment; the Scouts need to get those rank and merit badges sewn on quickly; and “Pre-owned” uniforms need to be solicited and maintained.
- ♥ Participate in transportation for campouts, attend monthly campouts, and go to Summer Camp. First-year campers at Summer Camp need a lot of special attention, and their parents should spend a few days there. A new Scout’s first Summer Camp is much more meaningful if his parent is there. Don’t be surprised if you have fun too!



TROOP ORGANIZATION

Charter Organization

Troop 257’s chartered organization is Atonement Lutheran Church. As with all Scouting units, the troop has a chartered organization representative (COR) who serves as a liaison between the troop and the chartered organization. The COR has the ultimate responsibility – and hence, the ultimate authority – over the governing and operation of the troop. The COR also reviews and approves all applications for adult leadership.

Scouts

Holding a position of responsibility is a requirement for the upper Scout ranks. An organizational chart of the Scout positions of responsibility appears below. Some positions are elected by the Scout’s peers, while others are appointed by the Scoutmaster or Senior Patrol Leader. If your son is interested in an appointed position, he should inform the Scoutmaster. If he is interested in an elected position, he should:

- ♥ Inform the Senior Patrol Leader;
- ♥ Nominate himself, or have a friend nominate him, during the troop nominations; and
- ♥ Be present at the next scheduled troop election.

The positions in the boxes with double lines are part of what is referred to as the *Patrol Leaders Council (PLC)*. The PLC is the core of the junior leadership and as such is charged with additional troop planning and administrative responsibilities. The PLC meets monthly and the positions held for 6 months

Adults

Every adult who completes a BSA adult application, is approved by the troop and Council and completes This is Scouting, Youth Protection and position-specific training is an *adult leader*. Adult leaders are encouraged to become actively involved in the operation of the troop and its committee. Adult leaders are automatically troop



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committee members, and are encouraged to purchase and wear a uniform to troop functions as well as attend the monthly troop committee meetings

An organizational chart of the adult leader positions appears below. In Troop 257 there are several Assistant Scoutmasters, each of whom is delegated certain responsibilities within the troop. For example, there is an Assistant Scoutmaster in charge of new Scouts, and there are several Assistant Scoutmasters who are patrol advisors to the Scouts. The Scoutmaster and Assistant Scoutmasters make up the *Scoutmaster Corps*. Each Position will be held for a term of three years. The first year being a transition year with previous adult that holds the equivalent position, the second year being a solo position, and the third, transitioning the new Committee member. Each year the Adult Committee Member will review their position with the Committee Chair person to ensure all parties are satisfied with the position held. An adult may discuss with Committee Chair their desire to hold a second three year term, but may not be in the same position for more than two full three year terms.

Scout Junior Leader Training

Junior Leader Training (JLT) is a half-day course, presented by the Scoutmaster Corps, in which the Scouts learn about teambuilding, problem solving and independent thinking. All Boy Scouts should complete JLT, which is offered at twice per year, just before elections. JLT is a requirement for certain positions of responsibility, but is a fun and valuable experience for all Scouts.

Scouts who complete JLT earn the right to wear the “Trained” patch on their uniform.

Adult Training

Because our Scouts have a right to expect trained, committed and competent leaders, BSA and Troop 257 strongly encourage all adult leaders to complete core Boy Scout leader training courses. Offered several times a year, these courses provide the background and knowledge necessary for adults to provide informed and capable guidance to Boy Scouts. Current district training information and schedules are available at <http://www.hoac-bsa.org/Districts/Trailhead/Training.aspx>. Core training includes:

- ♥ Fast Start
- ♥ This is Scouting
- ♥ Youth Protection
- ♥ Troop Committee Challenge

All the above training programs are available online at <https://myscouting.scouting.org/Pages/eLearning.aspx>. You will be required to establish an account, including username and password in order to take the training online. Print the certificates and turn in to the Adult Training Coordinator.

More advanced training is available for those leaders wishing to serve in specific positions of responsibility within the troop. More information on Boy Scout training is available on the district web page, referenced above. You may contact Training257@Gmail.com if you have questions.

Adult leaders who have completed the “Boy Scout Troop Committee” training and who are not serving in a specific position of responsibility in the troop may wear the “Committee Member” patch on their uniform.

How do I get involved?

We recognize that it can be difficult to “break the ice” and become involved in the operation of the troop. One of the biggest deterrents is simply an uncertainty of what is necessary to perform a given function within the troop. The best and easiest way to learn how the troop operates is to regularly attend the adult meetings during the weekly troop meetings. We strongly recommend that you join the troop’s e-mail list to keep current on the most current discussion topics. To join, send an e-mail to Contact@Friends257.org.

Once you gain some familiarity with the troop’s structure and operation, consider completing an adult application. Upon the Council’s acceptance of your application and completion of the core training above, you are



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automatically a leader. All leaders are encouraged to attend the monthly committee meetings, where much of the troop administration and planning takes place.

Sometimes it may appear that there is a close-knit, closed inner circle among the adult leadership. This is not so. The practice of Scouting leadership forges very strong relationships among Scouts and Adults alike, and it is the demonstration of these relationships that you may see at Scouting functions. But Scouters are a warm and welcoming group, and these circles of friendship are always open. Please join us.



RANKS AND MERIT BADGES

Boy Scouting provides a series of surmountable obstacles and the steps necessary to overcome them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

Ranks

The ranks in Boy Scouts are:

- ♥ **Scout.** To earn the Scout rank the boy must demonstrate knowledge of certain very basic concepts of Boy Scouting. The Scout can earn this rank easily, and it provides the boy with an early sense of confidence. **Typical completion time:** Within the first month.
- ♥ **Tenderfoot.** This rank requires that the Scout learn the Scout Oath, Law and some basic Scoutcraft skills. **Typical completion time:** By the end of the first Summer Camp, or shortly thereafter.
- ♥ **Second Class.** This rank continues to develop their Scoutcraft skills. **Typical completion time:** at or near the end of their first year.
- ♥ **First Class.** This is the last of the “junior” or “skill” ranks. First Class Scouts have shown the beginnings of leadership and have learned most basic Scoutcraft skills. **Typical completion time:** by the end of their second Summer Camp.
- ♥ **Star.** Star Scouts and above are considered “senior” Scouts. Beginning with this rank, the emphasis is on values, attitude and leadership by example. **Typical completion time:** Before the third Summer Camp.
- ♥ **Life.** The last rank before Eagle. Life Scouts are the core of the troop’s youth leadership. Life Scouts are reminded of their influence on the younger Scouts and are expected to consistently set a good example for the junior Scouts. **Typical completion time:** Before the fourth Summer Camp.
- ♥ **Eagle.** Scouts who have earned the rank of Eagle are Scouting’s flagship youth. These boys, by virtue of the responsibility and effort they have demonstrated in order to acquire this rank, have earned the utmost respect of the troop’s boys and adults alike. **Typical completion time:** Boys are prodded, but not pressured to complete this rank. Some boys will complete this by the time they are 14; others will just make it before they turn 18. Once an Eagle, the Scout continues to earn palms for additional merit badges. This is not an additional rank but recognizes additional work in scouting.

Star, Life and Eagle ranks focus on developing leadership and service to both the Troop and to the community. Leadership positions and service hours are part of the requirements. The boys are expected to start giving back to their Troop by helping lead the Troop or training the younger Scouts. Certain numbers of service hours are required for each rank. Completion of Merit Badges is also a key part of achieving the senior ranks.

Scoutmaster Conference

One of the final requirements for each rank is that the Boy Scout meets with a member of the Scoutmaster Corps to review his progress towards the rank. This is a mutual familiarization opportunity during which the Scout



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can share with the Scoutmaster any difficulties or concerns with his advancement or with the troop in general, and where the Scoutmaster can prepare the Scout for the next rank.

Board of Review

The final requirement for each rank, a Board of Review consists of three parents who talk with the Scout about his overall satisfaction with the troop, its leadership, campout choices, *etc.* Boards of Review do not quiz the Scout on his knowledge of the rank's requirements—that is a purpose of the Scoutmaster Conference—but rather the personal dynamics surrounding his successes and disappointments in his overall effort to succeed in the troop.

Parents who participate in the Board of Review are encouraged to share any of the Scouts' concerns with the troop leadership so that the troop can continue to deliver a rewarding Scouting program.

Merit Badges

With over one hundred topics to choose from, the Merit Badge program provides boys a chance to gain more skill in things they like to do and to try out new activities to see which things they really like. To earn the Eagle Scout rank, a boy must earn a total of 21 Merit Badges. Twelve of these merit badges must be from a group that is specifically designated as "Eagle required." Scouts may choose freely among the remaining badges to achieve the total of 21.

Merit Badge pamphlets

The requirements for each merit badge are outlined in a pamphlet written for Boy Scouts/Varsity Scouts by recognized authorities. The pamphlets may be purchased at the Scout Shop or may be borrowed from the Troop library. The Troop Librarian (a Scout) maintains the library.

Procedure

When a Scout has an interest in earning a particular merit badge, he first obtains approval from the Scoutmaster, Assistant Scoutmaster or Advancement Chairperson, who signs the *Application for Merit Badge* form. These forms may be obtained from the Advancement Chairperson, who can also help direct the Scout to the appropriate merit badge counselor. The counselor reviews the badge requirements with the boy and decides with him what projects should be undertaken and when they should be completed. After the Scout has satisfactorily demonstrated that he has completed the requirements, the counselor will sign the Merit Badge form. The Scout presents the completed form to the Advancement Chairperson, who will then record the Merit Badge in the Troop records. When the Scout completes the requirements, he receives recognition for his accomplishment with a Merit Badge that he can display on his sash. Scouts of any age or rank may work on Merit Badges.

Courts of Honor

Boy Scouts are presented with their merit badges, ranks and other awards at Court of Honor, as soon as possible after they have earned them. Two or three times per year the troop conducts a *Court of Honor* where, in the presence of their family and peers, these Scouts receive the praise for their achievements that they have earned.

The troop also occasionally conducts an *Eagle Court of Honor*. These highly ceremonious meetings are open to everyone and are designed to celebrate the enormous pride of the troop, its Scouts and parents in the new Eagle Scout's accomplishments.



TROOP MEETINGS

Troop meetings are held weekly on Mondays, from 7:00-8:00 at Atonement Lutheran Church, from late August through May. With few exceptions, no Troop meeting is held on the Monday immediately following a campout. Each Scout should bring his Scout book, pencil and paper to every meeting. The Scouts wear their Class "A"



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uniforms to Troop meetings, with the exception that they may wear their Class “B” uniforms to the first Troop meeting following a campout.

Troop meetings are where the boys sign both themselves and their parents up for upcoming activities. You can help them by making sure they know your family plans and how those plans will affect your son’s participation in upcoming events. Each boy should also sign the Attendance Sheet at each meeting.

Actually, two meetings occur at the Troop meetings. One meeting is planned and run by the boys. It typically consists of the opening flag ceremony, Scout skills activities, a game, announcements from the adult leaders, and a “circle up” closing, led by the Scoutmaster. Encouraging the boys to plan and run the meetings develops their leadership skills and gives them a sense of ownership of the Scouting program.

The second meeting is for the adults. At the adult meeting, information about upcoming activities is presented to the parents. It allows the adult leaders to carry on their business without disturbing the boys. Current information on troop activities may be found at our web site: <http://www.bsatroop257.org>.



CAMPING

Monthly Campouts

The troop normally has one campout per month from August through May. In June the troop attends Summer Camp, and in July there is usually a high adventure trip for Scouts 14 and older. We sometimes substitute a day activity for a weekend campout. Campouts are activities where the Scouts really learn self-reliance and confidence.

Sign-up sheets for campouts will be at Troop meetings. The deadline for signing up for a campout is the Monday prior to the campout, unless a particular event requires an earlier date. At that time, all scout and scouter accounts will be billed for participation. After the deadline, all additions or deletions to the roster need Scoutmaster approval, and will only be granted in extraordinary circumstances. To avoid forcing food purchasers to prepay for your scouts food, all food fees (generally \$10) should be paid on or before the signup deadline. If your scout can not attend the Troop meeting, it is his responsibility to contact the Camping Chair **PRIOR TO THE DEADLINE** to have his name added to the attendance sheet, and to get his food fee to his Patrol Leader, so that it may be forwarded to the designated food purchaser.

Helping to setup and teardown camp is an important part of the camping experience. The Troop policy is for all scouts attending campouts to leave and return with the Troop. Parents are discouraged from taking their scouts to and from camp on their own. However, we realize that sometimes scouts have a scheduling conflict that prevents them from attending an entire campout. Any scheduling accommodation needs to be worked out, in advance, with the Camping Chair and/or the Scoutmaster. To receive “credit” for the campout (e.g. for Camping Merit Badge; OA, Mic-O-Say, etc.) the scout must attend a minimum of: 1. One night (i.e. from taps to reveille – generally from 2200 to 0700); 2. Be at camp during the day, a minimum of half of the time (i.e. on a typical two night campout that will equate to 12 daylight hours, and will include two meals.)

All fees associated with a Campout will have separate entree in the accounting system and be reported at the committee meeting. Any required non-refundable deposit greater than \$100 must have approval from the full committee. Any non-refundable deposit less than \$100 must be approved by the Scoutmaster or the Committee Chairman.

Each Scout patrol plans a menu for each campout. One Scout from each patrol is in charge of buying the food, which his parents are encouraged to help him purchase. Please keep the following in mind:



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- ♥ Do not purchase “heat and serve” food. While we do not expect them to cook from “scratch,” the Scouts need to learn how to prepare and cook meals.
- ♥ Boys learn valuable planning and cooking lessons when they must make do without items. This specifically applies to meal planning. Point out missing items that are critical to make the meal edible. Other less critical items might best be left out or secretly sent with an adult to provide a learning experience.
- ♥ Inexperienced cooks use a lot of paper towels and aluminum foil. *Do* consider these items as critical.

Scouts must bring their campout food money to the troop meeting immediately preceding the campout. The amount is determined by the individual patrols. The patrol member responsible for purchasing the patrol’s food will use the money collected at this meeting as the patrol’s food budget. *Scouts who do not pay for their campout food by the time the food is purchased will not eat with their patrol.* Rather, the adults will provide basic provisions for these Scouts.

Payments for campouts will be issued through the troop billing system. Statements of accounts will be sent every other month to each family. If a scout is past due more than 90 days or payment arraignments have not been made in writing with the treasurer and Scoutmaster, that Scout will not be allowed to attend any campouts until payment or payment plan is arranged. Scholarships are available by communicating directly with the Scoutmaster or Committee Chairman. Scholarships are graciously provided by Friends of 257 and/or through the Troops general fund. A committee vote is required prior to awarding Troop funds. Confidentiality of scholarship applicants will be maintained, with the exception of the Scoutmaster, Committee Chairman, and Treasurer.

Each scout is responsible to bring the things that he will need on the campout. For all HOAC events (e.g. Webelos Woods, Camporee, Bartle, etc.) scouts and leaders are to wear Class “A” uniforms while they travel to the campout. For Troop only campouts they should wear their Class “B” uniforms. *Electronic equipment (e.g. phones, MP3 players, etc.) are discouraged and not the responsibility of the Troop at all campouts, with the exception of the annual “chillout” campout set by the PLC and approved by the Scoutmaster.* Also, Troop 257 has established a policy that rewards Life Scouts by allowing them to sit in chairs with backs and which rewards Eagle Scouts by allowing them to bring their own tents to campouts. *Non-Life Scouts* should bring campstools because they *will not be allowed to sit in a chair with a back.* Non-Eagle Scouts camp in troop-provided tents. Scouts should not bring any item that they do not want to get lost or broken. *Label everything!* After campouts, boys may be bringing home troop tents to dry. They are to be set up at the home to allow drying, repacked, and brought to the following meeting. It is the boys’ responsibility to ensure proper care of the tent and that all parts are returned.

All registered adults are automatically members of the *Buffalo Patrol*. The Buffalo Patrol purchases and prepares their meals as a group. All adults are expected to occasionally volunteer to purchase the food and plan the menu for the entire patrol, and the patrol as a whole is expected to assist in the preparation and cleanup of every meal at campouts. Adults provide their own tents and other camping equipment.

As with the Scouts, if an adult signs up for a campout but does not go, they are still responsible for their share of the cost of the food, unless they give adequate notice to the person who has volunteered to purchase the food.

Adults using their personal vehicles provide transportation to and from campouts. The Boys Scouts of America requires that all vehicles *must* be covered by a public liability and property damage liability insurance policy. The amount of coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. Troop 257 recommends that coverage limits be at least \$100,000 / \$300,000 / \$100,000. If you are able to pull a trailer for the Troop, you will be compensated based on the IRS Charitable Mileage Rate (\$0.14 per mile as of July 1 through December 2011).

Normally the Scouts are given a ride directly home after campouts, rather than being returned to the church. Exceptions include unscheduled early returns and campouts where extra gear is required, such as biking campouts. If we expect the Scout to be met at the church after the campout, we will make an announcement before we depart for the campout. In case of an unexpected early return, we will attempt to notify parents *via* email.



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Summer Camp

Summer Camp is the Troop's biggest activity of the year and all boys—especially first year boys—are urged to attend. The Troop also strongly encourages moms and dads to participate in the summer camp experience. We camp at H. Roe Bartle Scout Reservation near Osceola, Missouri. Summer Camp is a 9-day adventure that is well worth the time and effort. At Summer Camp older Scouts may get the opportunity to join the tribe of Mic-O-Say, an honor camping program. Parents who are interested in joining us for summer camp may choose to camp part time or full time.

Statistics show that the Scout who misses the first year of summer camp usually drops from the Scouting program. The boys in his age group get a tremendous advantage in rank and merit badge accumulation from camp. Those that do not attend find it difficult to catch up and stay interested.

High Adventure Camps

Older Scouts may participate in "High Adventure" trips. Generally they must be 14 years old as of January 1st of the year the trip takes place or have completed the eighth grade before the event or trip begins. High Adventure camps include Philmont Scout Ranch in Cimarron, New Mexico, white-water rafting in Colorado, canoeing in Canada, etc. Troop 257 goes to Philmont every two or three years, with other high-adventures trips in between. Scouts and adults with the best attendance and commitment have first priority.

Sleeping Arrangements

At monthly campouts boys typically tent by patrol. Our troop tents are designed to comfortably accommodate three younger or two older Scouts and their equipment. Friendships vary, so we allow some flexibility in the number of boys in a tent, as long as no arms or legs are hanging out. Only boys that are within a year of age of each other will be allowed to tent together.

At Summer Camp boys also tent by patrol. The standard Boy Scout platform tent is made to sleep two boys. We enforce this, although we may make an exception if it would result in a boy tenting alone.

Inclement Weather

Boy Scouts camp, rain or shine. Preparing for and dealing with inclement weather is part of the overall outdoor experience of Boy Scouting. We may camp in inclement weather, but not dangerous weather. We do not camp in areas that cannot afford us proper shelter during dangerous weather.

District Events

Troop 257 actively supports many of the District-sponsored events. These include Camporee, Merit Badge Forum, adult leader training and others. Advance notice of these events will be announced in troop calendars and meetings, and on the troop website.

Honor Camping Programs



Order of the Arrow (OA)

OA is a boy-run, nationwide honor camping program supported by Camp Naish. Both boys and adults can be inducted into the Order of the Arrow, which has its foundation built on Indian customs. This camping program has been in existence since 1921. Troop 257 actively participates in this program through the spring elections, spring conclave or fall fellowship. OA is a boy's program, run by boys with guidance from adults. OA has active lodges in nearly every council in the country.

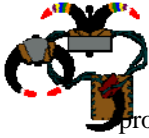
At least once per year the Scouts will hold elections wherein they will select which Scouts will be inducted into Order of the Arrow. There is no limit on the number of Scouts who may be elected to join OA. The Scoutmaster is allowed to select one adult leader per 50 Scouts for induction into OA.



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Learn more about Order of the Arrow online at: <http://www.hoac-bsa.org/Camping/HonorCampingPrograms/OrderOfTheArrow.aspx> .



The Tribe of Mic-O-Say

Mic-O-Say is an honor camping program at the H. Roe Bartle Scout Reservation. As with OA, its purpose is to provide recognition for boys who have gone the extra mile in demonstrating and proving their devotion to Scouting. This is a boy's program guided and inspired by adults. Adult leaders are brought into the Tribe so that they can interpret and encourage the use and application of those principles in the lives of boys. The tribe of Mic-O-Say was brought to the Bartle Scout Reservation in 1930 by H. Roe Bartle and today claims more than 55,000 members. The name Mic-O-Say translates to "friendship and warmth".

The requirements for membership in Mic-O-Say are never discussed in the presence of the Scouts. Learn more about Mic-O-Say online at: <http://www.hoac-bsa.org/Camping/HonorCampingPrograms/TribeOfMicOSay.aspx> .

Attendance Philosophy

Balancing Boy Scouts, church or synagogue, school and sports can be a challenging task. Many troops require attendance at meetings and outings. Our policy is not to penalize boys for choosing different activities. Please use the following guidelines to determine how Troop 257 will interpret your son's absence from Scout activities:

- ♥ Homework and religious activities always come before Scouting.
- ♥ The Boy Scout program strongly believes in physical fitness. Participation in team sports is an excellent way to maintain physical fitness. Choose your teams carefully, however: Some coaches will not allow a boy to play if they miss even one practice.
- ♥ Young men must experience many different types of activities to learn where their interests and skills really lie. These may include school activities like band and drama.
- ♥ To attain Star, Life and Eagle ranks, a Scout *must* serve in a Troop leadership position. ***Each position has specific requirements of attendance and participation in Troop meetings and campouts.*** These requirements are printed on a Progress Record and given to each boy that holds a leadership position. If a boy leader is not attending and participating, regardless of the reason, he cannot perform his job and the whole troop is adversely affected. In that event, the boy may be removed from his leadership position and another Scout who has the commitment to the Troop and the time to do the job will fill it.
- ♥ We encourage every Scout to give as much time as possible to his Troop. As a Scout becomes older, he will find that school and outside interests take up more of his time. The older Scout who has a desire to advance to the higher ranks must budget his time to fulfill his commitments to the Troop, to school and to other activities in which he is involved.
- ♥ Participation in the "Honor Camping Programs" mentioned previously also depends upon participation.
- ♥ When we don't see you very often, we might think you don't like us anymore.



FINANCES

Dues

Each boy pays annual dues that go toward national dues, Boy's Life magazine (if desired), troop equipment, camping fees, awards, special recognition, postage, miscellaneous fees, and any supplies needed to run the Troop. The cost is affected by the success of the annual fundraiser. First year Scouts currently pay a start-up fee of \$25, which covers their Scout book, neckerchief, tie slide and Summer Camp awards. All Scouts pay an annual activity fee of \$50 in September. An additional fee of \$10 can be paid if the scout wishes to receive Boy's Life magazine.



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Troop Expenses

All fees associated with a Campout will have separate entree in the accounting system and be reported at the committee meeting. Any required non-refundable deposit greater than \$100 must have approval from the full committee. Any non-refundable deposit less than \$100 must be approved by the Scoutmaster or the Committee Chairman.

Any Troop equipment needs must go through the Adult Equipment Quartermaster and be reported at the committee meeting. Any purchase greater than \$100 must have approval from the full committee. Any purchase less than \$100 must be approved by the Scoutmaster or the Committee Chairman. Any equipment need that will last more than five years, i.e. tents, trailers, should be presented to Friends of 257 for funding request.

Campout Expenses

The Scouts are responsible for the cost of their food. This cost is generally between \$6 and \$10. A few campouts will include activities that require additional charges. For example, the cost of canoe rental on the canoeing campout is an additional charge. The adult leaders will inform the Scouts of additional charges well before the campouts.

Summer Camp Expense

The fee for Summer Camp changes from year to year, but is generally about \$275. In addition to the Camp fees the boys will need a little money for merit badges that require supplies. There is a trading post at the camp where boys can buy snacks, camp T-shirts, some Scout equipment, and souvenirs. Usually, \$20 to \$30 will cover the cost of these things.

Scholarships

For Scouts who need financial assistance, District and Troop scholarship funds are available for Summer Camp and campouts. We don't want a single Scout to miss an activity for financial reasons. If you are unable to provide all the funds needed to send your Scout to an activity, please let the Scoutmaster or a trusted Troop Committee member know. This information will be treated confidentially.



SCOUT UNIFORMS

Field (Class "A") uniform (Formal)

This is the official Scout uniform and is worn to formal occasions such as Troop Courts of Honor, Eagle Courts of Honor, Summer Camp Ceremonies, and Order of the Arrow Ceremonies. It consists of the khaki shirt, Troop 257 neckerchief, neckerchief slide, Scout pants/shorts, Scout belt and Scout socks. They may also wear their award sash. More detail is available in the Scout Handbook.

The first Troop neckerchief is provided by the Troop. Replacement or additional neckerchiefs are \$3 each.

Field (Class "A") uniform

This uniform is worn to regular Troop meetings and campouts. It consists of the khaki shirt, Troop 257 neckerchief and neckerchief slide. Scouts may wear blue jeans (but not sweat pants) in place of the Scout pants.

Activity (Class "B") uniform (Formal)

This uniform consists of a Troop 257 T-shirt, Scout pants/shorts, Scout belt and Scout socks. It is worn for some activities at Summer Camp.



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Activity (Class "B") uniform

This uniform consists of the Troop 257 T-shirt and Scout belt. The Scout may wear blue jeans or Scout pants/shorts. Those who attend a campout may wear it to the first meeting following the campout.

The troop 257 Troop T-shirt is required. Orders for the shirt are taken each spring. The shirts are then distributed at summer camp to ensure that each boy has a clean shirt for Parents' Day. When in doubt, the Scouts should wear the official Scout uniform to troop activities.

TROOP EQUIPMENT AND MAINTENANCE



The Troop supplies tents and cooking equipment for campouts. This equipment wears with normal usage and must be replaced when it is no longer functional. Maintaining this equipment is one reason that the Troop has a fundraiser each year.

Each boy should treat this equipment as his own. Damage to any Troop equipment that is attributable to a Scout's neglect becomes the financial responsibility of his parents.

The Troop Quartermaster assigns certain tents to each patrol. The patrol is responsible for the use and care of its tents. At a campout the members of the patrol will be responsible to take their assigned tents from the Troop trailers and return them to the trailers at the end of the campout. If a tent needs to be cleaned or dried after a campout, then a Scout will be responsible for taking it home, for cleaning or drying it, and for checking it in at the next troop meeting.

Parents, if your son brings a tent home to dry and/or clean, he should follow these steps:

1. If the tent, vestibule or rain fly are wet, set them up outside in the sun until dry, or hang in the garage or basement *the day they are brought home*. When dry, and with the tent set up, wipe off all dirt and mud from each with a damp cloth. Do not use soap or chemicals because they will damage the waterproof conditioning.
2. After the tent, rain fly and vestibule have been cleaned and dried, remove the nylon and canvas bags from inside the tent. Fold the rain fly in half lengthwise twice, then fold in half widthwise and place inside the tent. Fold the vestibule the same way as the rain fly and place on top of the rain fly. Zip the tent door nearly closed, leaving door zippers open about 6 inches. Remove tent poles and place them inside the pole bag.
3. Fold the tent in thirds lengthwise (the folded tent should be about the same width as the pole bag is long.) Place the pole bag on the folded tent on the window end and roll the tent up around the pole bag toward the door.
4. Place the tent/pole bag roll into the nylon tent bag. Place the nylon tent bag into the canvas bag.
5. Check the tent in at the next troop meeting.

If your son brings home other gear such as a cook kit, ladle kit, cooler, food dry box, or any other gear, please make sure he takes the responsibility to clean it. The cooking gear should be spotless each time it is returned. This may take a little elbow grease and soaking, but it is important that all gear is as clean as it can be. Equipment not returned cannot be used at the next activity.

MEDICAL RECORDS



A properly completed health form is a fundamental requirement for participation in all Troop 257 activities. Without the appropriate health form, your son cannot attend troop activities.

The official BSA health form is available online at: http://www.scouting.org/filestore/pdf/34605_Letter.pdf

The health form is now a single, three part form, as follows:



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Part A – General Information, and Part C – Informed Consent and Hold Harmless/Release Agreement

- ♥ Required before a Scout or Adult attends any activity such as overnight camping, one-day Scout activities, Summer Camp, *etc.*
- ♥ Must be signed by a parent or guardian.
- ♥ Valid for one year. A new form must be re-signed each year.
- ♥ Must be updated if the Scout's medical health changes (for example, he becomes allergic or asthmatic), or his medication changes.

Part B – Physical Examination

- ♥ Required for all Scouts and adults attending Summer Camp.
- ♥ Must be signed by a licensed medical doctor or doctor of osteopathy.
- ♥ Valid for one year. A new form must be re-signed each year.
- ♥ **Hint:** Be sure to keep one or more copies of this form for yourself – don't turn in your only copy, in case it gets misplaced.

Your son's health and life may depend upon the accuracy and complete disclosure of his health condition. Adult leaders make every effort to be aware of health limitations that could jeopardize a boy's life, cause injury to other Scouts, or affect planned activities. When your son's medical health has changed (he becomes allergic or asthmatic, for example), or his medication changes, we expect you to inform us in writing immediately.

SAFETY POLICIES

The Boy Scouts of America publishes and updates national safety policies in "A Guide to Safe Scouting." The Troop follows all safety policies set by the national organization. A copy of the guide is available online at <http://www.scouting.org/HealthandSafety/GSS.aspx>. Some important safety-related points to remember are:

- ♥ There is always "two-deep" leadership during Troop activities. This means that at least two adult leaders are present.
- ♥ There should never be a situation where one boy is with only one adult, unless they are in plain view of others.
- ♥ Alcohol and Scouting do not mix. The consumption or use of, or being under the influence of, alcohol or illegal drugs is prohibited at any activity involving participation of youth members.
- ♥ Firearms are prohibited, but BSA policy does allow their use in certain controlled settings.
- ♥ Smoking is prohibited in the presence of boys and in designated activity areas.

SCOUTING RESOURCES

- ♥ The Kansas City Scout Shop, 10210 Holmes Road, Kansas City, Missouri, 64131. Telephone: 816-942-7757
- ♥ Troop 257 web site: <http://www.bsatroop257.org>
- ♥ Friends of 257 web site: <http://friends257.org/wiki/index.php5>
- ♥ On-line Troop calendar: <http://ical.mac.com/saspleaf/Scouts>
- ♥ Heart of America Council web site: www.hoac-bsa.org



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- ♥ Boy Scouts of America web site: www.scouting.org
- ♥ Merit Badge information: www.meritbadge.com

CLOSING

The Scout Handbook and the Scoutmaster are the final authority if any of this information is ever in conflict with other materials.

The first year can be confusing! Please call or e-mail any time with a question, no matter how trivial it may seem. If the boys get off to a good start, they have a much better Scouting experience. All of the adult leaders of the troop are committed to providing a successful Scouting experience for your son. If you know what is going on and what to expect, you will be able to help. We sincerely hope you do.



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Appendix A: Suggested Scout Equipment List

(Latest list may be found at <http://www.bsatroop257.org>)

Troop Meeting Equipment

- Field uniform (see section on Scout Uniforms)
- Boy Scout Handbook
- Pen or pencil and paper

Overnight Camp-out Equipment

Troop meeting equipment plus:

- Clothing appropriate to the weather. Anticipate plus or minus 20 degrees from the forecast.
- Sleeping bag (3 lb. or 3-1/2 lb. for spring, summer and fall. Heavier for winter)
- Ground cloth or pad (*E.g.*: Thermarest or Ridgerest) to provide insulation from the ground.
- Pillow
- Pack gear in a soft bag or a tote. Please do *not* bring camp boxes or suitcases on monthly camp-outs.
- Clothes:
 - Activity uniform (Class "B")
 - T-shirt(s)
 - Jeans/pants or shorts
 - PJs – top, bottom & socks
 - Long sleeve shirt
 - Underwear
 - Socks
- Poncho or raincoat
- Boots (waterproofed with Camp Dry or similar). Tennis shoes are not recommended.
- Mess kit (individual) or plastic bowl and cup. Knife, fork and spoon.
- Canteen or water bottle
- Compass
- Scout pocket knife (No longer than three inches and no sheath knives)
- Flashlight with extra batteries and bulb
- Toilet kit (toothpaste, brush, soap and towel)
- Bug repellent and sun screen

Additional Desired Camping Equipment

- Suitable back pack (third year Scouts and above)
- Personal first aid kit
- Thermal Blanket (may be used when the sleeping bag is too light for the weather)
- Troop approved camp box with lock (for summer camp only)
- Collapsible stool without a back. (Only adults, Eagle and Life Scouts can use chairs with backs!)
- Food money, when appropriate