



**SCOUTS | BSA**  
**TROOP 318**

**ORLAND PARK, ILLINOIS**

**TROOP HANDBOOK**

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## **Welcome to ScoutsBSA and Troop 318**

Troop 318 has been an active part of Orland Park, Illinois since 1938 — nearly 85 years helping Scouts in our community build an appreciation for the outdoors and commitment to their community. ScoutsBSA helps young people build character, trains them in the responsibilities of participating in citizenship , and develops personal fitness.

As a Troop, we are committed to the Scout concepts of patrols and the outdoor experience. Patrols help Scouts experience group living and participation in citizenship. Patrols allow Scouts to act in small groups where they can easily relate to one another. These small groups, which place a certain amount of responsibility on young shoulders, determine Troop activities through elected representatives.

ScoutsBSA is designed to take place in the outdoors. In the outdoors, Scouts learn to live with each other. In the outdoors, skills and activities practiced at Troop meetings come alive with purpose.

As a parent or guardian of a Scout, you'll know that he is setting out on the grand adventure of Scouting. What is it all about? What will you be expected to do? What does it cost? We have prepared this guide to begin to answer these questions. The following pages describe the organization of our Troop and the advancement pattern that each scout will follow.

**Reading this will help you understand how your new Scout can progress through the ranks with your help. You'll also learn what the various adult volunteers are doing to help the Troop and how you can help.**

The Boy Scouts of America is the largest youth oriented organization in the United States. Almost four million youth and leaders are currently registered in the BSA. Unlike Cub Scouts, which many of you are familiar with, ScoutsBSA is a youth-led organization. The scouts learn how to organize and lead the Troop. After training, and with supervision from the adult leaders, the scouts run the show.

## **Organization**

### **Council and District Membership**

Troop 318 is a participating member of the Calumet District of the Pathway to Adventure Council, BSA (<http://www.pathwaytoadventure.org>). The Troop website can be found at [www.orlandtroop318.org](http://www.orlandtroop318.org).

The Troop's organization consists of a Chartered Organization, a Troop Committee, the Troop, and the Troop's parents. The Troop population varies from year to year. In 2022, Troop 318-G, a linked Girl Troop, was founded. As a linked Troop 318-G shares the same Charter Organization and Committee with the Boy Troop, 318-B. Maria Finatri is Troop 318-G's first Scoutmaster. We look forward to watching the addition of the Girl Troop grow with the benefit of having a knowledgeable committee with a strong foundation in scouting.

### **Troop 318 Meetings**

Troop 318 holds meetings weekly (roughly from late August to late May). Meetings are held every Thursday, from 7:30 – 9:00 p.m. Locations vary but are listed on the Troop calendar available on the website. Changes to the meeting schedule will be announced as early as possible to allow for proper planning. Changes will be sent to all registered adults and Scouts via e-mail (must be "subscribed" to the mailing list available on the Troop website).

### **Troop Committee**

The Troop Committee functions as an administration and support organization for the Troop. The Troop Committee takes care of the non-program issues surrounding the Troop. The Troop Committee Chairman conducts the monthly meetings and coordinates the adult efforts on managing the Troop. There are several committees with designated responsibilities. For example: coordinating calendars, Troop funds, fundraising activities, Troop finances, membership drives, activity permits and coordination, advancement records, procurement and maintenance of Troop equipment. The Committee meets monthly, typically on the second Tuesday of each month. The meetings are open and attendance by all parents is encouraged.

The Senior Patrol Leader represents the Scouts. Troop 318 is a scout-led Troop. Leadership is one of the methods of Scouting. Every Scout will have an opportunity to participate in both shared and total leadership. The meetings are planned and carried out by the patrol leaders' council. The patrol leader assigns all duties for patrol activities. Understanding the concepts of

leadership helps the Scout accept the leadership of others and helps him grow into a more responsible adult. The following is an outline of the duties of the key leaders within each Troop (318-B and 318-G):

### **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and programming of the Troop. The Scoutmaster and their assistants work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- Train and guide youth leaders.
- Work with adult leaders to bring Scouting to the youth.
- Use the methods of Scouting to achieve the aims of Scouting.

### **Assistant Scoutmasters (ASMs)**

Assistant Scoutmasters are trained adults approved by the Troop committee to assist the Scoutmaster in the operation of the Troop. ASMs are assigned program tasks by the Scoutmasters and provide guidance to the youth leadership. They also provide the required two-deep leadership for activities.

### **Senior Patrol Leader (SPL)**

The Senior Patrol Leader is the top youth leader in the Troop. They lead the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.

### **Assistant Senior Patrol Leaders (ASPLs)**

Assistant Senior Patrol Leaders fill in for the SPL in their absence. They serve as Troop Guides and are also responsible for giving direction to the quartermaster, scribe, historian, librarian, chaplain and instructors.

### **Patrol Leaders and Assistant Patrol Leaders**

The Troop is a group made up of several patrols. Each patrol consists of a Patrol Leader and additional positions of responsibility in the patrol. The youth in a patrol elect their own Patrol Leader. The Patrol Leader is responsible for providing leadership to the members of their patrol. He represents the patrol on the Patrol Leaders' Council and is responsible for holding monthly patrol meetings outside of the regular Troop meetings.

Elections for all Scout positions are held twice a year. The elections are usually held during the months of March and September. Leadership positions are held from May 1st to October 31st and from November 1st to April 30th.

## **Advancement**

Advancement is the process by which the youth members progress through the ranks in the Scouting program by the gradual mastery of Scouting skills. Everything youth do to advance and earn these ranks, from the day they join until the day they leave the program, should be designed to help them have an exciting and meaningful experience.

### **Advancement is a four-step process:**

- 1) First the Scout learns. A Scout learns by doing. The Scout grows in ability to do their part as a member of the patrol and the Troop. As they develop knowledge and skill, he is asked to teach others. In this way, they begin to develop leadership.
- 2) Next, the Scout is tested. A Scout is tested on requirements by another Scout within the Troop who has the rank of Star or Higher.
- 3) After a Scout has completed all requirements for a rank, they meet with the Scoutmaster in a conference to determine if they are ready for a Board of Review.

For Tenderfoot, Second Class, First Class, Star, Life ranks the Scout is reviewed. Members of the Troop Committee, whose responsibility it is to review the Scout's qualifications, conduct a Board of Review. The purpose of the review is not an examination. Rather it is to determine the Scout's attitude and acceptance of the Scouting ideals, to ensure that the requirements have been met for advancement, to discuss the Scout's experiences in the Troop, and to encourage them to keep working towards advancement.

The Eagle Scout Board of Review is a special Board of Review with members of the District Eagle Committee.

- 4) Finally, the Scout is recognized. When the Board of Review has certified a Scout's advancement, he receives recognition at the next Troop meeting and receives their formal rank advancement at the next Troop Court of Honor.

## **Court of Honor**

Troop 318 conducts a Court of Honor twice a year — one in the spring and another in the fall. The Court of Honor recognizes all Scout accomplishments, awards and advancements since the last Court of Honor. It is the responsibility of the Troop's Patrol Leaders' Council, the Scoutmaster and the Advancement Chairman to plan and conduct the Troop Court of Honor. The Court of Honor is a public ceremony, and is a chance for the Scouts to be publicly recognized for their achievements. Parents and all other interested individuals are encouraged to attend.

## **Rank Advancement**

### *Advancement through First Class*

From the time a Scout enters the Troop through the time they earn advancement to First Class, they are learning basic Scouting skills to enable them to camp, hike, swim, cook, tie knots, administer first aid, perform other tasks in the outdoors and to work as a member of the team. With those first steps, the Scout begins to build themselves physically, mentally and morally. They will start to live with the Scout Oath and Law and the symbolism inherent in the Scout badge.

The goal of our Troop is to have the Scout achieve the rank of First Class within the first year in the Troop. The steps that lead to this rank are the ranks of Scout, Tenderfoot, and Second Class. During each step, the Scout will learn new skills as well as the importance of duty to God and country. The First Class rank takes a commitment by the Scout, but is a sign that the Scout has mastered the fundamentals of Scouting so they can begin the process of learning to lead others, while continuing to refine their new skills and acquire new ones.

### *Advancement from Star to Eagle*

For the achievement of Star through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges and using the skills learned while achieving the rank of First Class.

After First Class, they will be working to earn the ranks of Star and Life. These ranks are harder to obtain than the earlier ranks, but are also more interesting for the older Scouts. Upon completion of all the requirements for Star and Life, which includes earning at least twelve merit badges, the Scout will be eligible to work toward Eagle, the highest rank in Scouts BSA. The original principals, the Scout Oath and Law now have fuller meaning for the Scout and their understanding of them is much greater. The final steps toward Eagle are filled with leadership experiences.

Unlike Cub Scouts, parents may not sign off on advancement. That is the responsibility of Scouts who have achieved the rank of Star or above.

## **Merit Badges**

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. A Scout working with a registered merit badge counselor earns merit badges. The Scout is required to contact the counselor to arrange for times and places to meet with the counselor (always with another Scout), which could include at a Troop meeting or during a campout. A record of the work is charted on a blue card (obtained from the Scoutmaster), and presented to the merit badge counselor. When the Scout completes the work on the merit badge, the counselor will return a portion to the Scout who turns it into the Advancement Chairman. Merit badges earned will be presented to the Scout during the next Court of Honor.

Like advancements, parents may not sign off on merit badges for their own scout, unless they are the merit badge counselor for that merit badge. It is recommended that Parents serve as a merit badge counselor to their scout for only one Eagle required merit badge.

All parents in Troop 318 are encouraged to become merit badge counselors.

All merit badges, rank patches and miscellaneous awards earned by the Scouts are paid for by your chartering fees, along with monies raised from our fundraising efforts.

## **Outdoors Program**

### **Importance of the Program**

Scouting is effective whenever we take advantage of its truth: The place where Scouting works best is also the place that youth want the most — the outdoors. There are a number of good reasons why the outdoor program is special:

- The outdoors is the best place for learning outdoor skills.
- The outdoors is a great place for learning something about living with others.

- The outdoors is where the Scouts are challenged by the necessities — getting the patrol fed and sheltered, keeping warm and safe, and solving problems they can solve.
- The outdoors is where a Scout can get closer to the natural world around him and understand and respect the environment we all share.

## Equipment

Troop 318 has a very active outdoor program and all youth (and registered adults) are encouraged to participate. Our program includes monthly weekend campouts (September through May), an annual long-term summer camp (one week), and other outdoor activities. The Troop has all the equipment necessary for campouts. Each Scout will need to have their own “personal gear.” Presently, the Troop has the following equipment:

- Trailers (2)
- Tents and ground cloths (30+)
- Dining flies (2)
- Propane stoves (10+)
- Propane lanterns (12+)
- Propane tanks (12+)
- Cookware and utensils

Each patrol has its own patrol box, but it is up to the individual patrols to maintain it and keep it filled with the necessary cooking utensils. Camping fees are collected from all Scouts and adults. Scouts pay a meal fee for each campout, but are required to purchase their own food. Patrols will be reimbursed for food up to the agreed upon amount per campout. Overages will not be reimbursed. Scouts cook their own meals.

Adults pay a meal fee and assist in cooking for leaders. It should also be noted that campouts are an excellent time for adult leaders to get to know one another, as well as to get to know the Scouts. This is also a great opportunity for adult leaders to have a face-to-face discussion about the outdoor program with one another and with Scouts — what works and what doesn't.

While most scouts like the outdoors and attend most campouts, it's not fair to assume ALL scouts enjoy the camping experience. It's understood that camping is not for everyone. With this in mind, however, it's still important for Scouts to participate in the Troop's camping weekends for the following reasons:

- Camping nights are a requirement for rank advancements at the Tenderfoot, 2nd Class and 1st Class level. Likewise, Scouts at these levels need to fulfill cooking requirements which are typically done on campouts.
- Scouts who hold certain patrol and Troop positions have an obligation to attend campouts whenever possible. The basic obligation of the Troop quartermasters is to be present at campouts and see that Troop equipment is properly maintained. Likewise for patrol quartermasters, their sole requirement is to properly maintain the patrol box. If Scouts in these positions are not attending campouts, they are not fulfilling the obligations of their position. Scouts who don't fulfill the obligations of their Troop positions can be denied rank advancement at their Board of Review.
- There are many merit badges that are usually only earned on campouts. On past Troop 318 campouts, Scouts have earned badges for cooking, hiking, backpacking, fishing, orienteering, pioneering and wilderness survival, among others. And ANY merit badge may be worked on at campouts. Perhaps the most important merit badge of all when it comes to camping is the camping merit badge. This is an Eagle required merit badge, which means that any Scout who doesn't earn this badge will not make Eagle Scout.
- In addition to merit badges, scouts have opportunities to earn special awards that are typically only earned on campouts; these include Totin' Chip, Fire 'em Chit, Paul Bunyan Woodsman, Leave No Trace and the National Outdoor Achievement Award for Camping — which can ONLY be earned on campouts.
- Membership in the Scouting Honor Society, known as the Order of the Arrow, is a special privilege awarded to those who, among other character attributes, camp regularly with their unit. Non-campers cannot be elected into this respected Scout fraternity.

Beyond all scouting requirements and obligations, camping is an integral part of the Scouting experience. There are many life lessons that can only be learned by Scouts who attend Troop campouts. Camping is also a very important part of Troop 318's program; participating fully in this program contributes to both the Scout's and the Troop's success.

*\*\*\*Occasional missed campouts are accepted and justified when a Scout has conflicts with other familial, social, scholastic or athletic activities\*\*\**

As mentioned, registered adult leaders are strongly encouraged to attend campouts, but it should be noted that adults who choose to camp with the Troop are responsible for bringing their own tent, ground cloth and bedding equipment. All adult meals are prepared communally using Troop equipment.

# Uniforms

## Class “A” and Class “B”

The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself cannot make a good Scout or a good Troop, but its use has been proven to improve both because it is a visible symbol of Scouting and unity. Each Scout is required to have and wear, within a few weeks after joining the Troop, the following uniform items:

### “Class A” or field uniform:

- Tan (khaki) Scout shirt with appropriate insignia and patches (Pathway to Adventure Council shoulder strip, green shoulder loops)
- Troop number 318
- Troop 318 neckerchief (presented to Scout when they achieve Scout rank)
- Neckerchief slide
- Basic uniform patches, neckerchief and slide are included in the Troop fee that is charged when a scout joins the Troop.

### “Class B” or activity uniform:

- Worn, as instructed by Troop leadership, when activities may cause damage to the field uniform. These Troop 318 t-shirts are sold by the Troop at Troop meetings.

## Purchasing — Scouting Equipment and Supplies

*Class A uniforms and other BSA equipment can be purchased at:*

### Pathway to Adventure Council (PTAC) Scout Shops:

**MunsterScout Shop**, BSA, 8751 Calumet Avenue, Munster, IN 46321 — (219) 200-5462

**La Grange Scout Shop**, 811 W. Hillgrove Av. LaGrange, IL — (708) 352-3144

**Arlington Heights Scout Shop**, 617 E. Golf Road Suite 101, Arlington Heights, IL 60005 — (847) 640-4430

### Rainbow Council Scout Shop:

Rainbow Scout Shop, 921 S State Street, Lockport, IL 60441 (If purchasing clothing make sure it has our correct Council [PTAC] on it)

### National:

**Boy Scouts of America Supply Group**, P.O. Box 7143, Charlotte, NC 28241-7143 — (800) 323-0736

<https://www.scoutshop.org/>

The Pathway to Adventure Council shoulder patch strip can only be purchased at the any of the Pathway to Adventure Council Scout Shops, including Arlington Heights, Munster, and LaGrange. Troop 318 provides one with registration and will also make these available for purchase at a Troop meeting.

# General Information

## Scout Account (Scout Bucks)

The Troop maintains an account for each Scout. Generally, this money comes from the Scout's participation in fund raising events. The funds in these accounts may be used to pay dues, outing fees and summer camp. this account is not a savings or checking account. The account will not accrue any interest. At no time will cash be distributed to the Scout.

## Fundraising

Troop 318 uses fundraisers for the replacement of major equipment and to help Scouts earn money for their accounts so they can help cover the cost of Scouting. Scouts may choose participate in the Council's popcorn sale, and a Troop run candy sale. Adults do not need to be registered adult leaders to participate in any fundraising activity and are strongly encouraged to do so.

## **Friends of Scouting**

Each year, the Council operates its *Friends of Scouting* campaign to raise money for the Council operations. The Council is responsible for maintaining the Council camps, hosting camporees and other activities, managing local BSA administration, and supporting local recruitment marketing. Contributions are voluntary. As years go by, *Friends of Scouting* is becoming a critical source of BSA funding.

## **Troop Youth Protection**

The Troop Committee and leadership take this issue very seriously. Any complaints of this nature should be directed to the Troop Committee Chairman, the Scoutmaster or the Council Executive at the Pathway to Adventure Council. Troop 318 encourages all adults take part in a Council-sponsored training program. All adult leaders and adults who plan on camping with the Troop must be registered and have Youth Protection Training (YPT). YPT training can be completed online.

## **Problem Resolution**

Problems between Scouts will always try to be resolved at the Scout level. Part of Scouting is to teach the scouts how to resolve differences. However, if issues cannot be solved between the scouts, they are encouraged to bring them to the Scoutmaster or an Assistant Scoutmaster. Serious violations of the Code of Conduct (attached at the end of this guide) will be addressed by the Scoutmaster and the Committee Chairman.

If parents have any question, problems, inquiries or complaints, they are encouraged to bring them to the Scoutmaster, the Committee Chairman or any Assistant Scoutmaster.

## **Parents Role in the Troop**

Your role in this Troop is to be supportive of the Troop's and your son and/or daughter's efforts and to provide the atmosphere Scouts need to learn and grow. Parents should try to:

- Read their Scout's handbook and understand the purpose and methods of Scouting.
- Attend as many monthly Troop Committee meetings as possible.
- Complete the Parent Resource Sheet and turn in to the Troop Committee Chairman. A copy of this sheet can be found in the back of this guide.
- Actively follow their Scout's progress (or lack of) and offer encouragement when needed.
- Show support to both the individual Scout and the Troop by attending Troop Courts of Honor.
- Assist, as requested, in all Troop fundraisers and other such activities.
- Be aware of the Troop programs by reading all the handouts and by visiting the Troop website. Our Troop Committee meeting agenda and other notices are sent out via e-mail and can be easily accessed on the Troop web site: [www.orlandtroop318.org](http://www.orlandtroop318.org). Material on outings and campout/permission slips are available at the Troop website.

The adults who provide supervision, support and time to make Troop 318 a success are volunteers. They will need your help. How you support your scout's Troop depends on your talent and available time. Both mothers and fathers are encouraged to give a few hours to provide transportation, help maintain Troop equipment, be a merit badge counselor, serve on a committee, or help with a fundraiser.

Whatever your volunteer role, our Troop needs you so we can keep operating as a quality unit that makes our Troop worthy of the fine Scouts it serves. You are joining a great organization that includes tens of thousands of adult leaders, interested parents and the BSA professional staff. Scouting is much more than enjoying the outdoors. Troop 318 teaches leadership skills and community skills. Scouting also shows the scouts how they can keep themselves strong and healthy and make the most of school. With hard work and dedication, your Scout will be able to serve as a leader in the Troop and advance in rank along the trail to Eagle.



For more information, please contact:

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## Troop Committee Responsibilities

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# Troop 318 Bylaws and Policies

## Troop Committee Responsibilities

The Troop Committee Chair will convene a monthly meeting to review plans for the Troop, including activities, proposed budget and associated fund-raising activities, expenditures, approve Executive Committee officers, adult leaders and Troop Bylaws.

Executive Committee positions include the following: Troop Committee Chair, Finance Chair, Camping Chair, Advancement Chair, Special Events Chair, Program Chair (Scoutmaster) and Treasurer

Persons to fill these positions will be elected at a Troop Committee meeting. Only registered adult leaders are eligible to fill and vote for these positions. There shall be no limit to the number of years for any of these positions. Other key positions in the Committee shall be determined by the specific chairperson and named without an election.

The Troop Committee Chair, who will provide a written agenda in advance, will schedule Committee meetings. The meeting shall be open to any parents/guardians of registered members of Troop 318, who have the authority to vote on issues addressed at the meeting, except for the election of officers. A quorum will exist when any four of the seven Executive Committee officers are present. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided. A vote of members present at Troop Committee meetings will be necessary to approve any expenditure of Troop funds beyond costs associated with the purchase of Scout material, such as patches, merit badge books and other material necessary for the advancement/recognition of the Scouts or adult leaders.

Should the need arise to obtain Committee approval of an expenditure on an expedited basis, the Committee Chair shall authorize contacting the other Executive Committee officers by telephone to discuss the matter and conduct a vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

Interim amendments to the Bylaws may be made by a majority vote of the Executive Committee officers after introducing the amendment at one Committee meeting and publishing the proposed amendment as an attachment to the Committee meeting agenda. The amendment will be voted upon at the next Committee meeting at which time it will be offered as a permanent change.

## Troop's Responsibilities

The Troop shall be responsible for paying the following expenses: campsite fee, Troop insurance, Troop equipment (as needed), advancement patches pins, merit badges, merit badge books for Troop library, Scout-earned awards, BSA neckerchief, which will be exchanged for Troop 318 neckerchief (first one), when the youth earns the Scout rank. A designated portion of Leadership training registration costs for adults (Woodbadge) and Scouts (NYLT).

## The Family's Responsibilities

The Troop cannot function without the active involvement of every parent. Accordingly, the Troop must ask that each parent volunteer for a Committee or adult leader position, participate in adult-sponsored Troop fundraising activities, or participate in at least one outing or activity annually in a supervisory capacity.

Parents shall be responsible for ensuring the transportation of their Scout to campouts and other Troop activities. Carpools will be coordinated wherever possible, however, the ultimate responsibility will lie with the parents.

The parents are responsible for picking up their Scout after a Troop activity or, at least, to be home when the Scout is dropped off by the Troop. The Troop will not leave a Scout at home after a Troop activity unless a responsible adult is present. If a Scout is to be dropped off somewhere other than their residence address or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in writing prior to the Troop activity (e.g., a note on the permission slip for that activity).

Adults are encouraged to attend campouts and activities with their Scout; however, they must be registered adult leaders to attend any overnight activity. Troop 318 abides by the rules governing Scouts BSA and all registered adults must complete Youth Protection Training every two years.

Though it is primarily a Scout's responsibility to clean and return all borrowed Troop camping equipment on time and in good order, a Scout's parents are also expected to be aware of the Troop camping equipment policy and to see that the Scout has done what is expected of him.

## **Fundraising**

Fund raising sufficient to support the Troop is the responsibility of each Scout and their parent. We have two major fundraising opportunities, popcorn in the fall and candy bars in the spring. There are other smaller opportunities that take place throughout the year, including sponsors on our website.

Monthly Scout Account balances are updated and available at Troop meetings. If the scout quits BSA completely, remaining funds are transferred to the Troop's treasury to cover future Scouting costs. If the Scout joins another BSA Troop and we are notified, Troop 318 will transfer the balance to the new Troop, whether or not they have a similar program. There is no direct refund or reimbursement of the account to scouts, parents or other organizations.

Fundraising activities are supervised by the Fundraising Chair and are conducted as needed and agreed to by the Executive Committee officers.

## **A Scouter's (Scout and Adult leader) Responsibilities**

### **Expenses**

The Scout shall be responsible for paying the following expenses:

- Council re-chartering (yearly)
- Troop registration (yearly)
- Scout Life magazine (yearly, optional)
- Uniform and Scout BSA Handbook
- Camping costs (fees, food)
- Sleeping and personal camping and miscellaneous gear

### **Uniforms**

Scouts and adult leaders should be in Class A uniforms for all Troop meetings and designated Troop functions and activities. Class B uniforms (a Troop 318 t-shirt purchased through the Troop) are to be worn at other times, as directed by the Scoutmaster. The Class A uniform includes the BSA shirt, with appropriate patches for Troop recognition and rank, neckerchief and slide. Class A's are mandatory for all Scoutmaster conferences and Boards of Review.

### **Attendance**

A Scout is strongly encouraged to attend at least 50% of the total number of Troop meetings a year, and should participate regularly in Scouting activities and campouts to be considered an active Scout. This assures the Scout receives a comprehensive program and helps the Scout advance in rank. Meeting these objectives is necessary for rank advancement and the level of a Scout's participation will be considered during the Scoutmaster's conference and the Board of Review. Attendance is even more significant as Scouts progress towards the rank of Eagle.

## **Meetings**

Patrols will take their own attendance at Troop meetings and turn them into the Troop Scribe. Any late attendees will talk to the Scoutmaster or one of the Assistant Scoutmasters to be marked present after colors. The meeting room is a site like a campsite and Scouts must stay in that location until the colors are retired.

- The agenda for the meeting will be established by the SPL and approved by the Scoutmaster.
- No hats or roller blades are to be worn in the building.
- There should be no talking by Scouts or adults at the meetings while the meeting is in progress.
- Conversations can continue after the business portion of the meeting concludes.
- The tables at the back of the room are for the use of the adult leaders for conducting Troop business with the Scouts / adults.

## **Merit Badges**

Troop 318 has numerous adult resources to meet the needs of our Scouts. They should seek out as many different counselors as possible. Counselors from outside Troop 318 are also available for most Merit Badges and their use should be encouraged.

Scouts and merit badge counselors in pursuit of a merit badge should review the following guidelines:

- Merit badge counselors will abide by all BSA guidelines of Merit Badge Counselors. The Advancement Chair or Merit Badge Coordinator will be responsible for assuring all adult forms are completed before an adult can be a merit badge counselor.
- At the counselor's discretion, a Scout should be in Class A uniform for all sessions.
- A Scout must have a buddy with him at each meeting with a merit badge counselor. A counselor should never meet alone with a Scout. Scouts may meet with a merit badge counselor at the conclusion of the business portion of the Troop meeting, if scheduled in advance with the counselor.
- A Scout is expected to meet, exactly, the requirements as stated, no more and no less.
- Scouts must get their own Blue Cards from the Scoutmaster or Advancement Chair and make their own appointments with a counselor.
- Scouts are encouraged to limit the number of merit badges per counselor to two. It is recommended that an approved merit badge counselor counsel their own scout for only one Eagle required merit badge. To avoid irregularities and favoritism, counselors should check with the Scoutmaster, Advancement Chair, or Merit Badge Coordinator beforehand.

## **Advancement**

Troop 318 follows the Advancement guidelines as developed in the Troop 318 Handbook and supported by the BSA Troop Committee Guidebook. For the advancement ranks of Tenderfoot, Second Class and First Class, only a Scout who has achieved the rank of Star or higher and is approved by the Scoutmaster can sign off on the completion of the skill.

Upon completion of the all requirements for the rank, the Scout will coordinate with the Scoutmaster to participate in a Scoutmaster's conference.

## **Scoutmaster Conference/Boards of Review**

Only upon completion of the Scoutmaster's Conference will the Scout request of the Advancement Chair to participate in a Board of Review. Only the Advancement Chair will schedule Boards of Review. In their/her absence, the Committee Chair will name a designated temporary replacement. The Advancement Chair will select three registered adult leaders to serve on the Board of Review. One of the members of this board must be an Assistant Scoutmaster.

Boards of Review will be conducted in an impartial manner and will be appropriate for the Scout's ability and rank level. The Scout will be in full Class A uniform, including neckerchief, for all Boards of Review. Boards of Review are not to retest the requirements for the rank, rather to establish the Scout's worthiness to hold each successive rank.

The discussion on approving the rank advancement must not be done in the presence of the Scout. The Scout should be dismissed before deciding whether to approve the rank advancement. All decisions to approve a rank advancement must be unanimous. If a Scout's advancement is rejected, they must be given a plan to meet the requirement for advancement as well as a period before he/she can have another Board of Review.

If the Scout has a rank advancement, it is their responsibility to advise the Advancement Chair of the new rank.

If the Scout is rejected, the Board chair will advise the Scoutmaster and Advancement Chair of the remediation plan and time period.

Unless protest by the Scout is made to the Committee Chair, the details of all the Boards should remain confidential.

## **Court of Honor**

The Troop will conduct two Courts of Honor, at a date and location selected by the Advancement Chair and agreed to by the Executive Committee. Full Class A uniforms are required for both Scouts and adult leaders. Special Eagle Courts of Honor are coordinated by the candidate, in conjunction with the Advancement Chair, and costs incurred by the ceremony are the responsibility of the Eagle candidate.

## **Discipline — Guidelines and Disciplinary Action**

All youth and adult participants are selected to represent Troop 318 and Scouts BSA based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities.

To assure a quality program, the Patrol Leaders' Council has developed and adopted these guidelines, with the review and approval of the adult leaders, for disciplinary action for Troop meetings and campouts:

- The disciplinary accrual will be based on a 6-month calendar, in conjunction with the term of a Senior Patrol Leader. Every Scout and adult leader will start with a clean slate at the beginning of an SPL term.
- The Troop quartermaster will consult with the Senior Patrol Leader to maintain a log of all offenses.

### **Minor infractions include:**

- Food in tent (confiscated)
- Not participating in merit badges, patrol corners, rank advancements, and campout activities
- No name stakes at campouts
- Talking out of turn or when not called upon
- Not listening
- Yelling
- Not wearing rank patch on uniform
- Not abiding by the 12 points of the Scout Law or the Scout Oath
- Having food and/or drink in patrol lines and meetings
- Not being respectful to others or themselves
- Scouts not in proper uniform (no credit for attendance at Troop meetings)

### **Progressive disciplinary actions for minor offenses are:**

- First offense – notification by Patrol Leader
- Second offense – notification by Senior Patrol Leader and Scoutmaster; Scoutmaster to notify parent
- Third offense – notification by Scoutmaster and sent home at Scout's expense

### **Medium infractions include:**

- Troop equipment vandalism (Scout will pay for repair/replacement)
- Failure to return Troop camping equipment on time (2 Troop meetings from campout)
- Arguing and swearing
- Name calling and teasing
- Leaving meeting/campsite without permission
- Electronics (confiscated)
- Not abiding by camp safety rules and buddy system
- Not in proper dress for Court of Honors

### **Progressive disciplinary actions for medium offenses are:**

- First offense – notification by Senior Patrol Leader
- Second offense – notification by Scoutmaster; Scoutmaster to notify parent
- Third offense – notification by Scoutmaster and sent home at Scout's expense

After the second offense for both minor and medium infractions, a parent must be notified by the Scoutmaster either in person or by phone.

**Major infractions include:**

- Theft
- Contact fighting
- Sexual harassment
- Smoking\*
- Drugs
- Alcohol
- Weapons (blades longer than 3 inches)
- Abusive language
- Disrespecting campgrounds and meeting places (damage or destruction)
- Leaving campout without permission or proper notification
- All federal offenses

\* *Adult leaders are to use their discretion and are prohibited from smoking in the presence of Scouts.*

A committee that consists of the Senior Patrol Leader, Scoutmaster and Committee Chairman will determine disciplinary action for major infractions. All disciplinary actions will be at the discretion of the Scoutmaster.

All youth participants and their guardians and all adult leaders are asked to sign a one-time agreement, either at the time of joining the Troop or in coordination with the term of a new Senior Patrol Leader, stating they are aware of the guidelines and disciplinary actions as a condition of participation.

A copy of the Troop Bylaws and Guidelines, along with the agreement, will be sent to all Scout parents via e-mail or, in the event not available, via regular mail. No Scout will be allowed to attend any campout or Troop meetings without this signed agreement, effective within 15 days of receiving a copy of the Troop Bylaws and Guidelines.

The Troop Committee Chairman will maintain the signed agreements from both Scouts and adult leaders.

**Inquiries and Complaints**

All complaints and/or inquiries shall be directed to the Committee Chair. Changes to these guidelines will be considered and voted upon twice a year, in conjunction with Troop elections, at a time determined by the Committee Chairman.

All youth and adult participants are selected to represent Troop 318 and the ScoutsBSA based on their qualifications in character, physical and personal fitness and leadership qualities. Therefore, all youth participants and their guardians/adult leaders are asked to review the Troop 318 Bylaws and Policies and sign a statement of understanding as a condition of participation. Each participant, both Scout and family are responsible for the operation of the Troop. Failure to follow the established Bylaws and Guidelines will be sufficient cause for either dismissal from the Troop or refusing to re-charter the Scout in membership to the Troop.

All youth and adult participants and families are expected to abide by the Troop 318 Bylaws and Policies.

# Frequently Asked Questions

## **What are Scout Accounts or “Scout Bucks”?**

Each Scout has a scout account established when they join Troop 318. As the Scout participates in fundraising activities, a percentage of the funds received by the fundraising activity are deposited directly into the Scouts account in the form of “Scout Bucks.”

## **Why do we need a Scout Bucks program?**

The cost to maintain a quality scouting program has increased significantly over the last several years. The Scout Bucks program helps each Scout earn their way through scouting.

## **How does the fundraising work?**

Profit is what’s left over after we pay the costs and expenses of the fundraiser. We will keep track of your Scout's progress for your review. The profit is shared between the Scout and the Troop. How the profit is shared for each fundraising activity will be determined annual at a Committee Meeting prior to kickoff of the fundraising activity.

## **When do I receive the “Scout Bucks” in my account?**

When all funds raised are turned in to the fundraising coordinator, that coordinator will send the Treasurer committee confirmation of the profit generated and the appropriate “Scout Bucks” will be issued.

## **How do we know what our Scout Account balance is?**

A statement is prepared monthly and is available at Troop meetings. You can download the statement at our website using the password SINCE1938. If requested a copy can be e-mailed or mailed directly to you for your review. Any questions can be directed to Jim Harmening at: [jamesharmening@me.com](mailto:jamesharmening@me.com)

## **How do we spend our Scout Bucks?**

The Scout Bucks can be used to cover the cost of outside activities and future annual scouting costs for your Scout. When signing up for Troop activities, let the activity coordinator know that your payment will be in the form of Scout Bucks.

## **What are some examples of Outside Activities that we can pay for with Scout Bucks?**

- Camping
- Summer camp
- High adventure trips – Philmont (NM), Boundary Waters (MN), Sea Base (FL)
- National Youth Leadership Training (NYLT)
- The costs associated with these activities have always been out-of-pocket expenses for the Scout and their family.

## **Could we potentially pay all of our Scout’s expenses without anything out-of-pocket?**

**YES!** It all depends on how much effort you put into the fundraisers.

## **Can we earn Scout Bucks at other Troop events?**

Currently the only events that count towards Scout Bucks are:

- Popcorn sales
- Candy sales

**What happens to our Scout Bucks if my scout leaves Troop 318?**

- If your scout quits BSA completely, your remaining Scout Bucks will be transferred to our Troop's Treasury to cover future scouting costs.
- If your scout joins another BSA Troop and you notify us as required, we will transfer your Scout Bucks to the new Troop.
- Scouts Bucks can be transferred to sibling Scouts or can be donated to cases of hardship.
- There will be NO direct refund or reimbursement of Scout Bucks to scouts, parents, or other organizations.

**When did the Scout Bucks program begin?**

January 1, 2003

**How would the hardship program work?**

There may be instances where a Scout is interested in attending an event, however they are unable to cover the cost. The Scout and/or their parents/guardian should contact the Scoutmaster and/or Troop Committee Chairman to receive the necessary funding.

**Who will handle the accounting for the scout accounts?**

Questions regarding Scout Bucks should be directed to the adult leader who maintains the accounts. their adult leader will work closely with the Finance Committee Chairman as part of the Finance Committee. Scouts can also participate in the accounting process and work toward various merit badges requirements.





**SCOUTS | BSA  
TROOP 318, ORLAND PARK, IL**

**We certify that we have read the Troop 318 Bylaws and Policies and agree to abide by its conditions as a participant in the Troop activities, which apply herein.**

Scout Name (please print): \_\_\_\_\_

Signature of Scout \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Return to:

Michael Sullivan  
**Troop 318 Committee Chairman**  
708-567-4872  
mpsullivan@mpsullivan.com