

Troop 501

San Antonio, Texas

Charter Organization: Holy Trinity Catholic Church



Operations Guide

Version 3.0

December 18, 2011 (approved Dec. 6, 2011)

*“The more responsibility the
Scoutmaster gives his patrol
Leaders, the more they will
Respond.”*

Baden-Powell

General

This manual conforms to the policies and procedures established by the Boy Scouts of America in their various publications.

This guide provides additional guidance to the Scouts, Scouters, Parents, and Troop Committee and Scoutmaster in the operation of Troop 501. As policy and programs are developed, changed, additions, and modifications will be incorporated into this guide. The baseline and subsequent changes to this guide will be approved by a majority of Committee present and revision date noted.

This guide contains policies and procedures current as of the date indicated below and have been approved by the Troop 501 Committee.

Joe Skop, Committee Chairman

December, 2011.

*“The sport in Scouting is to find
The good in every boy and
Develop it.”*

Baden-Powell

Acknowledgements

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Troop 501, has with the permission of Bob Barrentine, Chairman of the Keystone District Training Team, adapted this document for our use. We graciously acknowledge the work and dedication put in by those responsible for its publication.

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Mission Statement

The mission of Troop 501 is to provide a safe environment through which young men develop character and become men of integrity. This development occurs through the adherence and execution of the Scouting program provided by the Boy Scouts of America.

Section I - Organization

Troop 501 is a participating member of the Diamondback of the Alamo Area Council of the Boy Scouts of America (BSA). Its organization consists of a Charter Organization, a Troop Committee, the Troop itself, and families.

A. CHARTER ORGANIZATION (Also known as Scout Troop “Sponsor”)

- a. The Charter Organization for Troop 501 is Holy Trinity Catholic Church, 20523 Huebner Road, San Antonio, Texas 78258
- b. The Charter Organization is responsible for providing a safe meeting place and ensuring that there is adequate, trained leadership.

B. TROOP COMMITTEE

- a. Responsibilities. The primary responsibility of the Troop Committee is to support the Troop Program. The Troop Committee shall have additional duties and responsibilities as described in the “BSA Troop Committee Guidebook.” All Committee members shall be registered with the BSA as leaders and trained commensurate with their position.
- b. Terms of Office. Terms are to run for a period of twelve months, congruent with the scout year, including the position of Scout Master. Elections will be held at the end of term to select committee members and Scout Master. It is our goal to maintain as much consistency as possible.
- c. Organization. The Troop Committee shall consist of parents or other adults, over 21, interested in Scouting. Parents should represent boys in all age groups within the Troop to provide continuity of the Committee as members depart. The Troop Committee shall be organized as follows:
 - i. Committee Chairman/Chairmen (CC) whose general responsibilities include:
 1. Maintain close contact with the Charter Organization Representative, the Scoutmaster, and other Committee members;
 2. Interpret local and National Policies to the Troop
 3. Recruits and trains quality adult leaders
 4. Chair monthly Committee meetings
 5. Call additional meetings as required
 6. Roster kept updated
 7. General communications directed as needed
 - ii. The following Committee Members (CM), serving as subcommittee chairs with each sub-committee encouraged to have additional members, if required or desired, to assist in the performance of the assigned responsibilities. Committee Members are subordinate to the Committee Chairman/Chairmen and serve at the pleasure of the Committee Chairman/Chairmen.
 1. *Secretary*. The secretary keeps committee meeting minutes, sends notices, and handles publicity.

- a. *Operational Guide*. (Responsibility of the Secretary unless additional Committee member is available). Maintain and update changes to this Operations Guide regarding Troop policies and procedures as determined by committee decisions.
 - b. *Website*. Create, maintain and/or supervise website with content appropriate to the Troop. Oversight to be given by the Charter Organization Representative.
2. *Treasurer*. Financial record; audit team; budget plan, done in coordination with the Budget Committee.
3. *Advancement*. Monitor individual Scout advancement; conduct Boards of Review; supervise Courts of Honor; obtain and maintain a supply of advancement materials; oversee currency of Troop Library.
4. *Camping/Outdoor Activities*. Obtain permits and support outdoor activities.
 - a. Transportation Coordinator (responsibility of the *Camping/Outdoor Activities* unless additional Committee member is available). Arrange Transportation to and from outdoor activities.
 - b. Summer Camp Coordinator (responsibility of the *Camping/Outdoor Activities* unless additional Committee member is available). Assess summer camps or Merit Badge camps and secure reservations as approved by the Troop.
 - c. High Adventure Camp Coordinator (responsibility of the *Camping/Outdoor Activities* unless additional Committee member is available). Assess high adventure camps such as Philmont, Seabase and Northern Tier) and secure reservations as approved by the Troop.
 - d. Equipment Coordinator (responsibility of the *Camping/Outdoor Activities* unless additional Committee member is available). Procure and supervise regular maintenance of all Troop equipment, to support camping and outdoor activities.
5. *Training*. Encourage, promote, and conduct training for adults and Scouts as necessary; maintain up to date training material, ensure all leaders have received both required training to include youth protection training.
6. *Chaplain*. Provides spiritual tone for the Troop meetings and activities. Supervises and coordinates religious awards.
7. *Membership*. Pack/Webelos coordination, “Back-to-School” nights and Service Volunteer Sunday for Holy Trinity parishioners. General recruiting necessary to keep the Troop and Committee viable.

8. *Fund-raising*. Coordinate fund raising activities for the troop.
 - iii. *Chartering Organization Representative (COR)*. Appointed by the Chartering Organization, Holy Trinity Catholic Church. The COR is a member of the Chartering Organization and serves as the liaison between the Troop and the Chartering Organization. The COR is the Chartering Organization's voting member to the district and council.
 - iv. *Scoutmaster (SM)*. The Scoutmaster is not a formal member of the Committee, but assists the Committee Chairman in planning the agenda and attends Committee meetings to keep the Committee informed of the activities and programs of the Troop. The Scoutmaster presents the plan and needs of the troop to the committee for approval and assistance. The Scoutmaster shall be registered with the Boy Scouts of America and shall complete required training to include but not limited to leadership training. It is suggested that the SM be a registered member of Holy Trinity Catholic Church. In addition, the SM should attend any training or classes as required by the COR.
 - v. *Assistant Scoutmaster (ASM)*. Assistant Scoutmaster(s) are not formal members of the Committee and are subordinate to the Scoutmaster. Any number of the Assistant Scoutmasters can be part of the troop, as required/desired by the Scoutmaster. Assistant Scoutmasters must be 18 years of age or older and must be register with the Boy Scouts of America. Assistant Scoutmaster(s) will complete required training.
- d. Meetings. The meetings are open and attendance is encouraged by all parents and other interested adults.
- i. Schedule. The Committee shall meet monthly; the date, time, and location shall be established by the Committee. A schedule of meetings and their locations shall be provided to all parents of Scouts. Currently, Committee meetings are held on the second Tuesday of the month, at 7:00 pm at Holy Trinity Catholic Church.
 - ii. Conduct of the Meetings. A quorum of no less than three registered members will be required to hold a Committee meeting. Meetings will be conducted in accordance with the BSA and "Troop Committee Guidebook."
 - iii. Meeting Minutes. Minutes of each meeting will be recorded by a Secretary or representative and a copy made available to each of the Troop's families and Chartering Organization, most directly through posting the minutes on the Troop website. Committee meeting minutes will be reviewed and approved at the following meeting.
 - iv. Committee Meeting Decisions. A vote will be taken on all matters that require Committee approval, with approval resulting from a simple majority of all registered members present. Decisions establishing or affecting policies and/or procedures for the Troop shall be identified and noted in the meeting minutes and be added to or changed in this guide.

C. TROOP

- a. Troop Organization. The Troop is open to boys who are 11 years of age and in the fifth grade. All boys joining will be expected to read the operations manual and return a signed code of conduct form. The Troop will be organized into as many Patrols as required. Each Patrol will consist of no less than four scouts and no more than eight scouts, consistent with the abilities of the Scouts in a Patrol to manage themselves and their activities. Additionally, the Troop Senior Patrol Leader, with the approval of the Scout Master, may dispatch members of various patrols to serve as “Troop Staff” and this Troop Staff may function as a separate patrol.
- b. Troop Meetings. Troop 501 will hold weekly meetings. Meetings are currently on Tuesdays from 7:00 pm to 8:30 pm. Outdoor/camping activities will be planned for the one weekend each month. The last Tuesday of the month will be used as a Patrol Leaders Council (PLC). Changes to the meeting schedule will be announced as early as possible to allow proper planning.
- c. Adult Leadership. Three registered adult leaders, one of whom must be at least 21 years of age, are required for all Troop 501 meetings, trips, or outings.
- d. Troop Leadership Positions.
 - i. The Senior Patrol Leader (SPL) and Patrol Leader(s) are elected positions voted upon by members of the Troop and Patrol, respectively. Elections for (SPL) and Patrol Leaders will be held on a semi-annual basis and will occur to ensure leadership requirements for an individual scout can be completed during a single SPL administration.
 - ii. The youth members of the Troop will elect the SPL and members of each Patrol will elect their Patrol Leader. The SPL will select his Assistant Senior Patrol Leader (ASPL) and each Patrol Leader will select his assistant Patrol Leader. All done with the approval of the Scout Master.
 - iii. The Troop Staff, appointed by the Senior Patrol Leader with the concurrence of the Patrol Leader’s Council and the approval of the Scoutmaster, may consist of the leadership position acceptable for the advancement to the rank of Eagle. The SPL will make every effort to include as many Scouts as possible. The SPL will minimize the number of individual Scouts with multiple positions. Advancement needs for a scout will be a major consideration by the SPL and Scout Master, when positions are assigned each six month period.
 - iv. The following guidelines are established to ensure that Scouts elected to leadership positions in the Troop have the experience, maturity, and knowledge to lead. All Scouts meeting the following guidelines are eligible to be elected or selected for leadership positions.
 1. General requirements to be met for all leadership positions. To be eligible for a leadership position in Troop 501, a Scout must meet the following minimum requirements:
 - a. Has advanced in rank.

- b. Make desire known to Scout Master and SPL
 - c. Display leadership potential.
 - d. Regularly attend meetings commensurate with position.
 - e. Demonstrate an effort to live up to Scout Oath and Scout Law in his daily life.
 - f. The Scoutmaster shall determine whether a Scout meets the above requirements.
2. Senior Patrol Leader (SPL):
 - a. 13 years old or older.
 - b. First Class rank or above.
 - c. Have held a previous Troop leadership position.
 3. Patrol Leader
 - a. 12 years old or older.
 - b. Second Class rank or above.
 4. Assistant Senior Patrol Leader:
 - a. Selected by the Senior Patrol Leader and have the approval of the Scoutmaster.
 - b. 13 years old or older.
 - c. First Class rank or above.
 - d. Have held a previous Troop leadership position.
 - e. At the discretion of the Scout Master, more than one ASPL may be named.
 5. Assistant Patrol Leader
 - a. Selected by the Patrol Leader and have the approval of the Scoutmaster.
 - b. Tenderfoot Class rank or above.
 6. Troop Staff (Positions include Instructor, Librarian, Quartermaster, Scribe, Den Chief, Historian, Musician, Guide and Bugler)
 - a. Second Class rank or above.
- v. Troop Program Planning. A successful Troop plans where it is going and how it is going to get there. The planning process should follow the procedures established in “the Scoutmaster Handbook.”
1. Annual (Long-term) Plan.
 - a. Not later than July each year the Patrol Leader Council (PLC (consists of SPL, ASPL and all PLs)), led by the SPL, will meet to plan the main emphasis and features for each month’s Troop meetings, outdoor events, and participation in district and council activities for the coming year.
 - b. The PLC is encouraged to approve and attend Council and District events within the Annual Plan.
 - c. It is recommended that the plan be completed by July 31st and presented at the August Committee meeting.

- d. The Annual Plan will be approved by the Scoutmaster and shall be presented to the Committee by the SPL for planning support.
2. Monthly PLC Meetings. The PLC will work to plan, in detail, the program two months in advance. The PLC may make variations from the Annual Plan for special activities as approved by the Scoutmaster. The SPL will advise the Committee of these variations.

D. TROOP PARENTS

The role of parents within Troop 501's operation cannot be understated. As such, participation in the Troop by at least one parent is strongly suggested. Parents are expected to be supportive of the Troops efforts to provide an atmosphere Scouts need to learn and excel. Parents are expected to:

- a. Read, agree with and review with their scout, this operations manual and the Code of Conduct included.
- b. Understand that these documents do not cover every possibly contingency, but in such cases the Committee and Scout Master will be guided by common sense, with an eye directed toward the scout law and oath.
- c. Read their Scout's handbook and understand the purpose and methods of Scouting. Parents should attend training as required by the Troop Committee.
- d. Actively follow their Scout's progress through ranks and support them in advancement in accordance with the Scout's wishes and family goals.
- e. Be aware of the Troop program and annual calendar.
- f. Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- g. Assist in all troop fund-raising and other such activities. It is mandatory that scouts and at least one parent participate in all Troop fundraisers. All such assistance lowers the cost of the program that Troop 501 can offer to the Scouts and therefore, lowers each family's cash outlay for their Scout(s).
- h. Assist, as required, on Troop Committee or Volunteer in some other fashion to ensure success of the Troop Program.
- i. For Safety reasons, and to prevent unsupervised activity or loitering on or off the Holy Trinity Catholic Church property, parents or an authorized adult to pick up their Scout(s). Parents should come to the Troop meeting place to drop-off and pick-up Scouts, ensure that the meeting is indeed taking place and adequate supervision is present. Parents must always pick-up Scouts in a timely manner.
- j. The Archdiocese of San Antonio requires every three years OVASE training for any Parent or other Adult who would have direct contact with any Scouts, or hold any Active Troop Position

Section II – Administrative

A. RECHARTERING

- a. The Troop 501 Committee Chairman/Chairmen shall arrange for Charter Review and recharter the Troop annually. The process of the rechartering the Troop must be completed by the end of February of each calendar year.
- b. Re-chartering will be accompanied in accordance with the requirements established by the Council and District.

B. UNIFORMS

- a. Scouting is a uniform program. Each Scout is asked to have and wear the following uniform items.
 - i. Field Uniform (formerly known as Class A,) Tan Scouting Shirt with appropriate insignia and patches.
 - ii. Scout Handbook.
 - iii. Activity Uniform (formerly known as Class B), which consists of a Troop t-shirt is recommended by the Troop and may be purchased through the Troop Treasurer.
- b. Uniform and Insignia shall be prepared in accordance with the “Insignia Guide.”
- c. Each Scout is required to wear his uniform to all scheduled meeting, activities, and outings. Field uniforms are required for travel especially long-distance travel associated with high adventure programs. Changes of clothing may be prescribed to accommodate activities that might damage the uniform.
- d. Each Scout is expected to be in full uniform, as prescribed by the Troop, at his Board of Review and all Troop Courts of Honor.
- e. If a scout is unable to afford a Field uniform, then the troop may award scholarships to help purchase one or give a used uniform that has been donated.
- f. The Committee Chairman, Scoutmaster and Assistant Scoutmasters are required to have and wear the uniform as prescribed above for Scouts.
- g. It is recommend that Committee members also wear uniforms or appropriate Scouting apparel to reinforce uniform policies.
- h. The scout shirt is to be kept tucked in at all times and shown the proper respect.

C. FINANCIAL

- a. Troop Year. The Program Year for Troop 501 is from August 1st through July 31st. All records will be closed out on July 31st.
- b. Troop Checking Account. The Troop checking account will be maintained in a Committee Approved bank.
 - i. The Committee Chairman and the Treasurer will be allowed to draw upon the Troop checking account.

- ii. The Treasurer will report the status of the account at each Committee meeting.
 - iii. Currently the Troop bank is Falcon Bank, San Antonio, Texas.
- c. Tax Exempt Form. All Troop purchases should be made by using the Tax Exempt Form that can be provided by the Holy Trinity Catholic Church.
- d. Insurance. Registered Scouts and adults are covered by Supplemental Accident Insurance for illness or injury during scheduled and approved troop activities. The insurance is provided by BSA. Claims and questions shall be submitted to the Committee Chairman and treasurer.
- e. Fund-Raisers. The Troop Committee is responsible for the recommending and conducting fund-raisers. All funds raised will be conducted in accordance with the provisions of the Boy Scouts of America. Proceeds of fund-raisers will be distributed to the Troop as determined by the Committee.
 - i. All net proceeds received from fundraising events are property of our charter organization (Holy Trinity Catholic Church. This is true for all assets (equipment, etc.) We are a nonprofit who requires us to follow strict guidelines under Chapter 501C of the Federal Tax Code and our charter organization.
 - ii. As part of our charter we have the right to use the fundraising income for specific needs. These needs include purchase of Troop equipment and operating costs typically from the Spaghetti dinner and annual registration fees. .
 - iii. The funds from popcorn that are deposited to each scout's account belong to the charter organization not the scout. Parents may elect to use this fund to offset camping and annual registration costs. When the scout leaves Troop 501 any funds in the passbook account belong to the charter organization. With the exception of any net amounts received from other sources (trip refunds, parents paying for a trip that we are able to refund in some cases). We will also allocate registration fees to a new scout troop, based on the fee schedule above and this discussion.
- f. Registration. Annual Registration for each Scout is determined by the Troop Committee. Registration is to be paid at the time of rechartering (registration) of the Troop, as it is scheduled to occur by the Eagle District of the Alamo Area Council. Registration is intended to pay for registration of Scouts and Scouters as well as annual Troop operations.
- g. Audits.
 - i. Each year, during the month of August or September, an audit of the financial records shall be made by two adults, other than

the treasurer, by appointment of the Committee Chairman. If possible, the past treasurer will be recruited as one of the adults. This audit has a two-fold purpose:

- a) To protect the financial interest of Troop 501, and
 - b) To protect the Treasurer from potential accusations of misconduct.
- ii. A report shall be prepared showing the results of the audit and recommending changes or modifications that should be made to the accounting system. The report shall be presented to the Committee at the next scheduled meeting following the audit. This report shall be retained in the Troop record.
- h. Annual Budget. A subcommittee consisting of at least three members, including the Scoutmaster, the Treasurer, and the Committee Chairman, shall prepare an annual budget, in July, for the upcoming program year. The budget must be approved by the Committee.
 - i. Fees for Outings/Activities.
 - i. Activity Fees. Each Scout and adult planning to attend any scheduled activity shall pay activity fees to the Scoutmaster or his designate to the first Tuesday of the month of the scheduled event or payment schedule for specific activities . Since sponsors often require payments in advanced of the activity, fees will be non-refundable.
 - ii. Food and Expendables. Each Scout planning to attend any scheduled activity is required to pay their Patrol for food and expendables. The actual expenditures and food expendables is determined by the number of persons attending the outing. The Scout Master and Committee will approve and announce the cost of outings. This money may be refunded if a Scout or adult cancels his participation in the activity prior to the purchase of food/expendables for the activity.
 - iii. Expenditures should not exceed monies Budgeted for the activity.
 - j. Summer Camp, High Adventure, and Summer Activity Fees.
 - i. Troop 501 will attend a BSA sponsored Summer Camp or Troop sponsored Summer Activity on an annual basis.
 - a) Scout rank advancement and merit badge opportunities should be included when appropriate.
 - b) The Troop will comply with requirements of the Council, District, and Camp for registration and preparation.
 - c) The Troop will ensure that all requirements for merit badges are appropriate and authorized
 - ii. Fees for Summer Camps are set by the Alamo Area Council or by the council sponsoring the appropriate Summer Camp if the Troop decided to attend a Summer Camp outside the council. For Summer Camp activities sponsored by the Troop, fees will

- be determined based upon total cost of the proposed activity prorated among the participating Scouts and adults.
- iii. Deposits. Non-refundable deposits for participating in the Summer Camp or Summer Activity must be paid to the Troop at a time designated by the Committee and Scout Master, usually by the end of February of the year in which participation is anticipated. Scouts joining the Troop after this date must pay their deposit as soon as possible after joining but no later than one month before the activity.
 - iv. Due Date. Full fees for either summer or High Adventure Camp or summer activity must be paid for no later than one month prior to the Camp or activity or as designated by the Troop and/or the sponsoring Scout Council. The Troop may request funds earlier to meet the reservation or fee requirements. Deposits will follow District and council regulations as appropriate.
 - v. Adult Leadership at Camps or Activities.
 - a) The Scoutmaster and Assistant Scout Masters attending summer activities may have camping, food, and transportation costs paid by the Troop.
 - b) Additional adults participating in order to secure appropriate supervision may have the above mentioned costs paid for on a first come first served basis. Appropriate supervision levels are considered six (6) scouts to one (1) adult but may be reduced in order to meet camp or activity needs.
 - c) Adults participating at levels above the required supervision levels will be responsible for their own costs unless determined otherwise by the Committee.
 - k. Troop Membership and Advancement Records.
 - i. Troop membership and advancement records will be maintained by the Scoutmaster or his designee using an appropriate BSA sanctioned computer program.
 - a) Once a year, these records will be audited to ensure accuracy.
 - b) At the end of each Troop Court of honor, a copy of the files for this program will be archived and provided to the Secretary for storage with all Troop paper records.
 - c) These records will be retained in perpetuity by the Troop Secretary and Scout Master.
 - d) The Scout must keep documentation of all:
 - a. Requirements fulfilled for rank advancement.
 - b. All merit badges earned.
 - c. All service projects he participates in.
 - d. All camping trips and/ or backpack trips.
 - e. All Troop activities.

- f. Special training he participates in.
 - g. Positions of responsibility held.
1. Outdoor Program and Troop Activities.
 - i. Camping
 - a) Participation in a scheduled activity must be the first Tuesday of the month or when the event deposit is due
 - b) Exception to this policy may be approved by the Scoutmaster, but is discouraged.
 - c) The menu for each camping experience will be planned by each patrol.
 - d) Budgeted costs shall not exceed the amount established previously for the event.
 - ii. Parent Participation
 - a) Although the Troop encourages parent participation, too many adults can stifle the scouting experience.
 - b) The Scoutmaster Handbook recommends a scout to adult ratio of eight (8) to one (1) with no fewer than three (3) adults participating to maintain two-deep leadership.
 - c) Parents who volunteer as drivers will be given priority to participate in events.
 - d) The Scoutmaster will approve parental participation in activities based on past parental participation and potential to enhance the activity.
 - iii. Transportation. The Troop Committee is responsible for arranging transportation to and from outing, summer and high adventure camps and activities planned by the PLC.
 - a) The Committee will coordinate with the Scoutmaster in terms of the number and type of vehicles necessary to transport the Troop and associated equipment to an outing or activity.
 - b) The Committee Chairman or transportation Chairman will contact parents to request assistance in driving and will establish a list of authorized drivers.
 - iv. Outing and Activity Arrangements and Documentation.
 - a) Reservations.
 - a. The Committee is responsible for making reservations for use of campsites and attendance at council and district events and activities.
 - b. The Camping Chairman shall coordinate with the Scoutmaster for preparation and submittal of the reservation request and associated documentation.
 - b) Tour Plan

- a. The Tour Plan a checklist for best practices to be prepared for safe and fun adventure. Completing the tour plan may not address all possible challenges but can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.
- c) In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.
- d) The tour Plan this plan at least 21 days in advance (check with your local council) to ensure your council has enough time to review the plan and assist you in updating the plan if it is found defective. When the review is complete, the second half of the plan is returned to you to carry on your travels.
- e) Parental Consent.
 - a. Each scout will provide written consent from a parent or guardian in order to participate in an outing or activity. Troop 501 current annual permission slip
 - b. The consent will include release for leaders to provide for emergency medical treatment should a parent or guardian not be available.
 - c. The Scout's family must execute the current Boy Scout Health form and Troop 501 permission to dispense over the counter medicine
- ii. Order of the Arrow. The Order of the Arrow is a national brotherhood of Scout honor campers originated to strengthen Troops and encourage outdoor experiences. It is based on brotherhood and cheerful service to fellow men.
 - 1. OA Nominated. Troop members are nominated and elected by fellow Scouts in their own Troops.
 - a. Nominees must meet election qualifications that are established by the Order of the Arrow/
 - b. Usually held in February, elections will be held on an annual basis as coordinated with the OA Lodge, Troop 501 OA representatives, and Troop.
 - c. Nomination and election procedures are provided by the OA Lodge.
 - d. Eligible adults are nominated by the Troop Committee but only Scouts are elected.

2. OA Election.
 - a. Upon election the scouts and adults will not be informed of their election.
 - b. Parents of elected scouts will be notified of their election so that they may attend the OA ceremony during the Camporee tap-out following election.
 - c. Election and tap-out does not make candidates members of the Order of the Arrow.
 - d. Individuals become members on successful completion of the Ordeal of the Order.
- iii. Troop Equipment and Maintenance.
 1. The Troop Committee is responsible for the purchase and maintenance of an adequate quantity and quality of equipment to meet the needs of the Troop's outdoor program.
 2. Funding for the purchase and maintenance of the equipment should be planned and included in the Troop budget.
 - a. The equipment is acquired through proceeds of fund raisers as designated by the Committee and/or donations. Purchases of equipment shall be made only with approval of the Troop Committee. Expendable supplies such as rope, twine, first aid supplies, fuels/gas, etc. may be purchased by the Scoutmaster or designee against the Troop budget without approval of the Committee.
 - b. Receipts shall be turned into the Treasurer for reimbursement.
 - c. No single purchase shall exceed \$100.00 without approval of the Committee.
 3. Inventory.
 - a. A list of all equipment owned by the Troop shall be maintained by the Troop Quartermaster.
 - b. A copy of the inventory will be provided to the Troop Committee
 - c. This list shall indicate the quantity of items, cost when purchased, and data purchased as available.
 4. Maintenance.
 - a. The Troop Quartermaster, with a representative of each patrol, is responsible to inventory and equipment cleanliness after each outing.
 - b. Shortages/Replacement of equipment should be reported to the Scoutmaster and in turn the

Scoutmaster should report equipment needs to the Committee.

- c. The Equipment chair of the Committee, working with the Troop Quartermaster, will inventory Troop equipment bi-annually.
- d. Each patrol is responsible for repair or replacement of issued equipment which is lost or damaged for any reason other than normal wear and tear.
- e. At no time is food or any explosive fuels to be stored on Holy Trinity Catholic Church property.

B. Advancement.

- a. There are many definitions of advancement, but the Scouting definition might be simply “the art of meeting a challenge.” “Advancement is one of the eight methods used by Scout Leaders to help boys fulfill the aims of the BSA.” – Scoutmaster Handbook. As Scouts master skills, they are moved through the six Boy Scout ranks, each more demanding than the last and each qualifying the Scout for more exciting outdoor adventure and fun.
- b. Four Steps. There are four steps of advancement:
 - i. The Boy Scout Learns,
 - ii. The Boy Scout is Tested,
 - iii. The Boy Scout is Reviewed,
 - iv. The Boy Scout is Recognized.
- c. Details for advancement are contained in the Boy Scout Handbook and the Guide to Advancement.
- d. Advancement through First Class.
 - i. Advancement through the rank of First Class is intended to teach Scouts to be proficient in the outdoors.
 1. Skills taught include basic Scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors as a member of the Troop.
 2. The goal of the Scouting program for the scout to earn the rank of First Class within the first 18 months in the Troop.
 - ii. Advancement from First Class to Eagle. From the achievement of First Class to Eagle the Scout will demonstrate leadership, perform service projects, and earn merit badges to provide life and vocational skill and interests.
 1. Upon completion of the all requirements for Star and Life ranks the Scout will be eligible for Eagle.
 2. Eagle candidates are required to hold a Position of Responsibility actively for six months once they reach Life Scout to meet the Leadership requirement for

- Eagle. If the established expectations of the position of responsibility are reasonably met, the Leadership requirement for Eagle will be met.
- iii. Summer Camp or Summer Activity advancement. Each Scout should be encouraged to complete advancement requirements during summer camp or summer activity.
 1. It is the goal of the Troop that each first year Scout complete one merit badge and the advancement requirements during camp
 - a. The rank of Tenderfoot will be the threshold expectation after a Scout's first summer camp.
 - b. The goal for each experienced or older Scout shall be to complete a minimum of three (3) merit badges.
 2. At time of registration for Summer Camp or Summer Activity each Scout shall complete an individual advancement plan indicating the merit badges they wish to work on.
 3. This information will be consolidated and used in planning the program for the Troop at camp or during summer activities.
 - e. Merit Badges.
 - i. 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. Merit badges are earned by a Scout working with a registered merit badge counselor.
 1. The Scout must first consult with the Scoutmaster to discuss the merit badge he intends to work on and to confirm he has approval to begin working on the merit badge.
 2. The Scout will obtain and Application for Merit Badge (BSA form # 4124) from the Scoutmaster or his designee. This form is a three part form which indicates to the counselor that the Scout is eligible and has been approved by the Troop to work on the merit badge.
 3. The Scout is required to contact the counselor to arrange times and places to meet with the counselor.
 4. When the Scout completes the work on the merit badge, the counselor will sign the form. The counselor will detach the appropriate portion of the card marked "Counselor Copy."
 5. The Scout will have the Scoutmaster sign the two remaining portions of the merit badge form.

6. One portion of the merit badge form will be provided to Scout and the other portion will be retained in Troop advancement records.
 7. Merit badges earned will be presented to the Scout at the Troop's next scheduled Court of Honor.
- ii. Merit Badge Counselors
1. Counselors shall register using the adult Registration Application (BSA form # 28-501), and complete the merit badge counselor information sheet and submit both to the District Advancement Committee for review and approval.
 - a. The District Advancement Committee maintains a list of all registered merit badge counselors within the District.
 - b. All parents of Troop 501 are encouraged to become merit badge counselors.
 - c. Each merit badge counselor must be registered; fees are not required.
 - d. Each merit badge counselor must also be current on their Youth Protection Training.
 2. A Counselor is not limited in the number of badges he/she may be registered for to counsel and there is no limit to the number of badges a Counselor may work on with a specific Scout. However, Troop 501 policy encourages the Scoutmaster to assign no more than three badges per Scout to any one counselor so that each Scout gets the maximum benefit from the merit badge program.
- iii. Boards of Review. The environment and demeanor should be a nurturing one, not adversarial. However, Board of Review may also be held to counsel a boy about his lack of progress. The purpose of the board of review is not an examination.
1. Rather it is to:
 - a. Determine the Scout's attitude and acceptance of Scouting ideal,
 - b. Ensure that the requirements have been met for advancement as approved by Scoutmaster and Troop program and recorded within Troop Advancement records.
 - c. Discuss the Scout's experiences in the Troop and the Troops program, and
 - d. To encourage him to keep working towards advancement.
 2. Objective requirements that have been "signed off" and merit badges that have been earned may not be retested as part of the Board of review.

- a. The Board of Review may refer to a particular skill or merit badge in the context of the overall program, learning difficulties, likes/dislikes, etc.
 - b. Each Eagle candidate is reviewed individually. The Candidate should be
 - c. The Board should make every attempt to be warm and friendly and be willing to listen to what the Scout has to say.
3. The Advancement Chairman of the Troop Committee is responsible to conduct or arrange for all Boards of Review. Except for the Rank of Eagle, Boards of Review shall be held during Troop meetings at the request of rank advancement candidates.
4. Conduct of the Board of Review.
- a. Eagle. The Board of Review is conducted in accordance with the local District and Council.
 - i. The Scoutmaster or his designate, will introduce the candidate, may stay in the room, but is not part of the Board nor is he permitted to participate in the Board of Review.
 - b. Tenderfoot, Second Class, First Class, Star and Life. The Board of Review is conducted by a minimum of three (3) Committee members.
 - i. Parents of a Scout being considered for advancement by a Board of Review may not sit on their son's Board.
 - ii. The Scoutmaster is not a member of the Board of Review; however, the board may question the Scoutmaster regarding a particular Scout.
 - iii. As part of the Scout's Board of Review, the Scoutmaster can address the Board concerning a particular Scout if the Scoutmaster so requests.
 - c. The Board should give the Scout the opportunity to bring up any questions he may have, and talk to him about such matters as goals, Scout Spirit and personal growth. If necessary, the Board should frankly discuss his lack of progress and try to help the Scout get back on track.
 - d. After an initial interview, the candidate is dismissed and the board discusses whether the candidate is qualified. The candidate is asked to

- return before the Board and is told whether he is qualified or not. If not, the Board informs him what he must do to obtain approval.
- e. The Board will immediately inform the Scoutmaster of the Rank decision. The board will document conditions to approval a denied rank and submit them in writing to the Committee Chairman as soon as possible.
 - f. If advancement below the rank of Eagle is approved, the Scout will be presented with the appropriate rank cloth patch and certificate of the new rank at the next Court of Honor.
 - g. The date that the Board or Review is held will be the date of rank advancement.
- iv. Advancement Reporting and Recording.
1. Upon completion of the of the review process for rank advancement or on completion merit badge appropriate forms and documentation will be submitted to the Scout Service Center via the BSA Internet Advancement Program for record and award purchase purposes. A computer generated advancement report may be used in lieu of a pre-printed advancement report.
 2. When completing the advancement report for an individual Scout, care must be exercised to ensure that the name of the Scout is spelled consistently each time to the form is submitted. This consistent submission of the Scout's name is critical to avoid misidentification of the Scout and is especially important during the review by District or Council for Eagle Scout.
 3. A copy of the completed advancement report forms will be retained by the Troop Committee in the Troop's paper and electronic records.
- v. Purchase of Materials.
1. Advancement Materials consistent of rank, merit badges, leadership position patches, and special awards such as Lifesaving, Mile Swim, Quality Unit, etc will be provisioned for distribution to the Troop as required.
 2. These materials will be purchased by the Troop within the budget provided for Advancement Subcommittee.
 3. These materials will be purchased from an approved Boy Scouts of America source after advancement is reported to District and Council.
- vi. Advancement Recognition.
1. Rank Advancement

- a. Each Scout should be presented with their badge of rank and rank advancement cards at the next Court of Honor, with appropriate Mother's pin.
2. Merit Badges
 - a. Merit badges will be presented during the Court of Honor immediately following the date that the badge is earned.
3. Courts of Honor
 - a. Troop 501 will conduct a Troop Court of Honor three times a year (Sept/Oct, January/Feb. and May/June) to recognize all scouts who have earned such recognition.
 - b. It is the responsibility of the Troop's Patrol Leader Council to plan and conduct Troop Courts of Honor.
 - c. The Troop Committee is responsible to support the Courts of Honor as requested.
 - d. The Court of Honor will recognize all Scout appointments, elections, awards, and advancements since the last Court of Honor.
 - e. Adult recognition may be presented prior to the opening of the Troop Court of Honor.
 - f. The Troop Court of Honor is a public ceremony and parents and other interest parties are encouraged to attend. The access of the meeting will also consider safety and security of Troop members.
4. Eagle Recognition
 - a. A formal Eagle Court of Honor shall be held to honor Scouts earning Eagle.
 - b. Each Eagle Court of Honor is highly personalized; Troop 501 will provide support toward the ceremony.
 - c. Provide a venue as available for the ceremony. If not available, the cost of such a venue will be borne by the Scout's family.
 - d. The Troop will inscribe the name of each Eagle Scout on a wall plaque, and acquire new plaques as necessary.
- f. Safety.
 - v. At all times, Troop 501 will adhere to the published BSA Guide for Safe Scouting and any National Capital Area Council supplemental Guide.
 - vi. The Troop Committee retains the right to review and determine the suitability of an individual Scout, Scouter, and/or Parent to participate in an event.

Section III – Camping

In keeping with the national scouting program, Troop 501 plans regular monthly campouts that should be attended by all scouts in the troop. It is through these campouts and summer camps that the scouts learn and practice many of the skills taught through merit badge exercises and advancements. It is also a great venue for scouts to practice their leadership skills within their patrol and the Troop as a whole.

Appropriate adult leadership will be present at all times and parents are invited to campout whenever they are available.

Campouts are where, through their learned skills, scouts take on a self-sufficient role. They set up camp, do their own cooking and cleaning and execute any and all functions necessary to keep the camp running and looking good. It is expected that the camp site be kept clean at all times and that, when camp is through, proper policing of the area is executed to insure adherence to the “leave no trace” doctrine. Scouts will have the opportunity to work on personal development through group functions, as well as time devoted to working on personal advancement.

While the troop will provide many of the items necessary for a good camping experience, the Scout will be required to have personal items that they must obtain on their own.

Recommended/Necessary

Class “A: uniform
 Extra shirts and shorts
 Socks & underwear
 Weather Gear (Rain or cold)
 Sleep attire
 Sweatshirt (cooler weather)
 Sleeping Bag/pillow

 Backpack/duffel bag
 Towel
 Soap/shampoo/deodorant
 Toothbrush/paste
 Comb/brush
 Flashlight/extra batteries
 Pocket knife (Must have totin’ chip)
 Insect repellent/sunscreen
 Scout handbook/pencil
 Canteen/cup/mess kit

Troop Provides

Tents
 Troop Flag
 First Aid Kit
 Cooking equipment
 Lanterns
 Work equipment
 Required forms
 Storage boxes

 Any special equipment needed
 such as hatchets and Axes
Personal & Optional
 Binoculars/camera & film
 Musical instrument
 Bible/book
 Personal first-aid kit
 Compass/whistle
 Football/Frisbee/chess set
 Bag for dirty clothes
 Cot/Matt
 Folding Chair

NOT ALLOWED ON CAMPOUTS

Sheath knives or any blade greater than 3 inches
Hatchet or axes
Electronic equipment (please try to leave cell phones at home)
Personal food/drink
Anything of value that you want to see again
Items listed in the Code of Conduct

COMMON SCOUTING ACRONYMS

ADC	Assistant District Commissioner
AOL	Arrow of Light
AOM	Award of Merit
APL	Assistant Patrol Leader
ASPL	Assistant Patrol Leader
ASM	Assistant Scoutmaster
BL	Boys Life Magazine
BOR	Board of Review
BP	Baden-Powell
BSA	Boys Scouts of America
CC	Committee Chairman
COH	Court of Honor
COR	Charting Organization Representative
DOAM	District Award of Merit
DC	District Chairman/Commissioner
DD	District Director
DR	District Representative
EBOR	Eagle Board of Review
FOS	Friends of Scouting
GTSS	Guide to Safe Scouting
JTL	Junior Leader Training
JTLC	Junior Leader Training Conference
MC	Member of the Committee
NCAC	National Capital Area Council
NOAC	National Arrow of the Arrow Conference
OA	Order of the Arrow
PL	Patrol Leader
PLC	Patrol Leader Council
QM	Quartermaster
SB	Silver Beaver
SDE	Senior District Executive
SE	Scout Executive
SM	Scoutmaster
SMF	Scoutmaster Fundamentals Course
SPL	Senior Patrol Leader
STA	Service to America
TTT	Train the Trainer
UC	Unit Commissioner
WB	Wood Badge
YIS	Yours in Scouting

IV - General Information

A. WEBSITES & ADDRESSES

Boy Scouts of America web site www.scouting.org
 Alamo Area Council web site www.alamoarea-boyscouts.org/
 Troop 501 web site www.holytrinityscouts.com

Scout Shop and Alamo Area Council HQ
 2226 NW Military Hwy.
 San Antonio, Texas 78213
 (210) 341-8611

B. TROOP CONTACTS

Chairman	Joe Skop	(210) 870-8240
Secretary	Christine Mott	(210)
Treasurer	Dr. Paris Brinkley	(210)
Charter Organization Rep	Kevin Albrecht	(210) 403-9723
Membership Coordinator	Erin Robinson	(210)
Advancement Coordinator	Hugo Chavez	(830) 714-4615
Training Coordinator	Kristy Dooley	(210) 403-3141
Life to Eagle Coordinator	Joe Skop	(830) 438-3214
Scoutmaster	John Risk	(830) 714-4615
Scoutmaster Asst	Matt Dooley	(210) 370-9428
Scoutmaster Asst	Melanie Heath	(210) 444-9835
Scoutmaster Asst	Hugo Chavez	(210) 492-0605
Scoutmaster Asst	Dr. Maury Francis	

CODE OF CONDUCT TROOP 501

I agree with and acknowledge that as a member of Boy Scout Troop 501. I am expected to follow the Scout Oath and Scout Law at all times. In keeping with the standards set forth in the Scout Oath and the Scout Law, I will not bring or use alcohol, tobacco, drugs (not prescribed to me and used under the direction of a parent or adult leader), fireworks or firearms to any scout event. I will not engage in inappropriate behavior, use inappropriate language or intentionally cause the abuse or destruction of any property.

I also agree not to bring any items that may interfere with the purpose of the meeting or activity including all camping activities (such as cell phones, MP3 players, stereos, skateboards, stereos, etc...). I will respect my fellow Scouts and all adult leaders at all times. I will do my best to carry out all assigned tasks. I will not leave a meeting or activity site without adult leader approval and a buddy (as required). I will wear my uniform properly and with pride.

I understand that failure to comply with the above and to act in accordance with this code, the Scout Oath and Scout Law, will result in appropriate consequences including, but not limited to, a warning, my parent or guardian being called to remove me from the activity immediately, suspension or expulsion to the Troop.

By my registration in this Troop and my signature below, I indicate that I have read this Code of Conduct and agree to be bound by its terms.

Date: _____ Scout's
Signature _____

Scout Name _____
Please print

Acknowledgement by Parent or Legal Guardian

Date: _____ Parent
Signature _____

Adult/Guardian's Name _____
Please print

Updated 2/2010