



**BOY SCOUTS
OF AMERICA®**
GOLDEN EMPIRE COUNCIL

TROOP



Policy Handbook

**Rocklin, CA, Golden Empire Council, Placer District
Chartered by Rocklin Lions Club**

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BSA Youth Protection & Adult Leadership

The BSA has adopted the following policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders. All parents and caregivers should understand that our leaders are to abide by these safeguards. Parents and youth are strongly encouraged to use these safeguards outside the Scouting program. Registered leaders must follow these guidelines with all Scouting youth outside of Scouting activities.

Registration Requirements

The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of the unit's adult leaders.

Registration includes:

- Completion of application including criminal background check and mandatory Youth Protection training
- Volunteer Screening Database check
- California AB 506 <https://californiascouting.org/training/>
<https://mandatedreporterca.com/training/volunteers>

Current Youth Protection training is required for leaders when renewing their registration or at unit charter renewal.

Adult program participants must register as adults and follow Youth Protection policies.

Adult Supervision

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided. ([Youth Protection and Barriers to Abuse FAQs](#))

All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive. <https://www.scouting.org/health-and-safety/gss/gss01/>

Note: Troop 29 has chosen to enhance the above National BSA Policy to require any Adults Attending an event other than a Troop Meeting, be a registered Adult with Youth Protection Training, and have completed the required California Background Authorization Form & AB 506 Certificate.

The Adult Application and training can be found on the Troop Web Page <http://rocklintroop29.com/index.php/documents> or the Golden Empire Council Web Page. <http://www.gec-bsa.org/resourceshelp/registrars-corner/64394>.

Troop 29 Definition of Scouting Activity or Event

1. What constitutes a Scouting activity?

- a. An experience that is held under the auspices of some level of the Boy Scouts of America (BSA National, local Council, District or Unit) and that "Scouting" happens at the activity.
- b. Activities which are consistent with the values, rules & regulations, program guides, literature, training manuals, policies and guidelines provided by the Boy Scouts of America and its local affiliates.

- c. The activity must be age appropriate, intrinsically safe and follow all rules and guidelines as written in the Guide to Safe Scouting.

2. What constitutes Troop/Patrol level activities?

- a. An activity planned, conducted, and attended by Troop/Patrol members.
 - i. To be considered a Patrol activity:
 1. A minimum of three (3) members of the same Patrol must attend the entire event.
 2. A minimum of one (1) BSA registered adult and two (2) BSA Youth Protection trained adults must attend the entire event.
 - ii. To be considered a Troop activity:
 1. A minimum of five (5) members of the same Troop must attend the entire event.
 2. A minimum of one (1) BSA registered adult and two (2) BSA Youth Protection trained adults must attend the entire event.
- b. Permission from 1) Patrol Leaders Council (PLC) and 2) Scoutmaster and/or Committee Chair to conduct the event.

3. What is considered a camp-out?

Sleeping the night in a tent you helped pitch. Sleeping under the stars on a ground cloth or in a hammock. Camping in an existing canvas walled tent may count if provided by the camp location, such as a summer camp. Temporary, self-constructed shelters also count. Overnight is required.

4. What is required for a camp-out to be considered a Troop / Patrol Scouting camp-out activity?

1, 2 and 3 above plus all the below:

- A) Minimum of one (1) attending adult for the entire event with BSA Basic Outdoor Leader Orientation (BALOO) training, BSA Hazardous Weather training (current within two years), and 2nd registered adult leader (preferably an ASM) or a registered adult as defined above under Adult Supervision.
- B) Per BSA guidelines minimum of two (2) adults registered with the YPT protection, California Background, and AB 506 Certificate with Life Scan.
- C) Minimum adult ratio shall be two (2) adults per eight (8) Scout attendees.

Troop 29 Camp Cell Phone Policy

Troop 29 is aware that cell phones and other electronic devices can be a distraction that can take away from the overall scouting experience. Like school policies, cell phones/electronic devices may only be used before or after a scouting event begins and ends or if the ASM requires them for instructional purposes. Otherwise, depending on the scouting event, it will be at the discretion of the ASM to instruct scouts to turn off and put away all cell phones/electronic devices or the ASM may choose to collect all and return them at the end of the event.

Scouts will not have access to their cell phones during a camp event except for these circumstances:

- Family Emergency
- Designated Camp Event Historian and used for only taking pictures.

- Internet Access is available at camp site and there is a need to access the internet to complete a merit badge requirement that is being earned at the camp.

NOTE: The troops general preference is to not have cell phones present because they tend to be a distraction and there is a risk of them being lost or damaged.

Troop 29 Expense Reimbursement Policy

Troop 29 will reimburse reasonable expenses incurred in the normal course of scouting. These include the following categories:

- Authorized Troop Expenses
- Troop Event Expenses
- Reimbursement Request Procedure

Authorized Troop Expenses

Authorized Troop expenses are those incurred in the normal course of Troop Operations. This includes payments for Troop Services, equipment, and supplies. The Troop Treasurer is responsible for paying these expenses from the Troop funds as defined in the Troop Annual Budget or by authorization from the Troop Committee.

Any expenditure **over \$50** for Troop services, equipment, and supplies requires Troop Committee authorization prior to spending.

Troop Event/Outing Expenses

Any adult wishing to organize, coordinate and guide a troop event (camp outing, day event, etc.) must consult and receive approval by the Scoutmaster on all facets of the event. Once approved, the Event Coordinator or ASM is responsible for preparing a budget showing all revenues and expenses for the Event. The Troop Committee should be notified of the event and the budget reviewed so it is clear what the financial expectations are for the event. The Committee Treasurer will provide financial updates to the event coordinator as needed. It is the responsibility of the Event Coordinator or ASM to communicate cost requirements, payments due, applicable health forms/permission slips in a timely manner to the scouts via email and Signup Genius (SUG). SUG can be used to collect payment via credit card, provide an option to use Scout Account or to pay by check/cash and submit to the Treasurer.

The Event Coordinator is responsible for providing a Final Event Accounting within thirty (30) days of the Event. This event summary should include:

1. Any final adjustments to the roster including a recap of camping nights and other activities completed by the Scouts. (This information is to be provided to the Advancement Chair for entry into Scoutbook),
2. Verification all expenditures have been paid for the Event,
3. An Event Payment schedule showing all the registrants, all registration fees paid, and how it was paid (Scout Account use needs to be identified). Refer to the Troop Web site for an example of the Event Payment Schedule,
4. All requests for Expense Reimbursement received with approval for payments,

5. The actual revenue and expense amounts filled in on the Event Budget and Financial Report (excel),
6. Recap of any outstanding issues for the Treasurer or the Troop Committee.

Reimbursement Request Procedure

All requests for reimbursement are made to the Troop Treasurer. If the request for reimbursement is from expenditures for a Troop Event, the documentation for the reimbursement should be delivered to the Event Coordinator so the Final Event Accounting can be completed. Any requests for reimbursement for Troop expenditures should be submitted in writing via email with a copy of the receipts or receipts can be placed in an envelope and dropped in the Orange Bucket. If choosing to drop in the Orange Bucket, it is recommended to make copies for your records and note on the envelope what the expense is for so the Treasurer can properly account for the expense against the budget or request authorization from the Troop Committee. Please submit your requests within fifteen (15) days following a Troop Event. Receipts submitted after ninety (90) days will not be considered unless there are extenuating circumstances.

Any request for reimbursement without proper Forms or itemization will be returned to the individual for proper documentation. The Troop Treasurer shall endeavor to process requests within fifteen (15) days of receipt.

All reimbursements for expenses will be made by Scout Account credit or Troop check. Troop checks will either be mailed to the requestor or hand delivered by the Troop Treasurer.

Troop 29 Scout Account Policy

Troop 29 is chartered by the Rocklin Lions Club and as such, the Scout Account Policy is defined by the Rocklin Lions Club. The Troop 29 Chartered Organization Representative, along with the Troop 29 Committee Chair and Treasurer work together in managing the scout account balances defined by the Lions Club Scout Account Program.

Troop 29 Mileage Reimbursement Policy

Many Troop 29 events require driving long distances and scouts are charged a transportation fee. The following policy outlines how those funds are allocated to the adults who drive to the events:

- Only “designated drivers” for each event will be reimbursed.
 - Designated drivers must transport scouts or haul significant troop equipment.
 - Parents who choose to drive only their own son will not be designated drivers, but their son will still be charged the transportation charge.
 - The adult organizing the event will determine who qualifies as a designated driver.
- Reimbursement
 - The total collected from scouts will be split equally between the designated drivers defined by the Adult organizing the event, regardless of whether they hauled a greater number of scouts and/or equipment.
 - **The adult organizing the event will estimate the transportation fees based on the IRS Non-profit calculation of .14 cents per mile for events that are more than 1 hour from Troop meeting location.**

- For example, if the trip is 107 miles roundtrip from troop meeting location at .14 cents per mile is \$15. If there are 3 designated drivers, then we need to collect \$45 (\$15 for each driver). If we have 9 scouts attending this event, then \$5 each is collected, and each driver will be reimbursed \$15.
- Designated drivers who drove only one way will be factored as one-half reimbursement.
- Other:
 - Transportation fees apply only to scouts. Adults are not charged a fee.
 - In some instances, the amount reimbursed to drivers will not cover 100% of their gas costs.
 - The mileage reimbursement will be applied to the driver's scout Troop 29 Scout Account, unless a request for payment is communicated to the Treasurer.
 - If there is excess funds in the budget after all expenses are accounted for, it is at the discretion of the Event Coordinator to adjust the mileage reimbursement for the designated drivers. Likewise, if the amount collected is less due to changes in the estimated number of scouts or drivers, the amount reimbursed may be reduced.
 - If you choose to waive being reimbursed for mileage, note that the IRS allows you to deduct your mileage at .14 cents.

Troop Equipment Maintenance

Troop camping events begin and end at the [Troop Shed](#) located at Johnson-Springview Park. Scouts will load equipment into the Troop trailer at the start of the event and will unload the Troop trailer at the end of the event. Every attendee will be assigned a tent and/or tarp to take home for equipment maintenance purposes.

To prevent equipment from molding, Scouts are to take the equipment home and immediately set up the tent and open the tarp, allowing the equipment to thoroughly dry. If there is significant debris (grass, sand, mud), Scouts should spray down the equipment, then allow it to dry. Minor debris can be dusted or swept off the equipment when dry. Tents must be swept out.

Scouts must inspect tents thoroughly and complete the tent evaluation form, located inside the tent bag, before repackaging. Tarps must be folded neatly. Tents and tarps must be returned to the Troop Quartermaster at the next Troop meeting. Any significant tent issues (holes, missing or broken poles, broken zippers) must also be verbally communicated to the Quartermaster. This ensures the tent will be repaired or replaced before being issued to the next Scout; Arriving at a campout, only to find your assigned tent is moldy, unable to keep bugs and critters out because of a damaged zipper, or missing poles, greatly reduces the enjoyment of camping.

Troop Equipment Damage Reimbursement Policy

Any Troop equipment damaged by Scouts due to negligence during use shall be replaced by the Scouts involved in the damage. Damage due to normal wear or accidents not due to negligence will be covered by the Troop account. The determination of negligence will be made by the adult chaperones present at the outing. The cost of the repair/replacement will be determined by the Adult Quartermaster and/or Committee Members after an investigation into the extent of the damage and repair/replacement

options available. The cost of the repair or replacement will be charged to the respective Scout accounts. The Scouts involved will be made aware that they will be charged for repairs/replacement. The Troop leadership will inform the parents whenever this occurs. If the Scout account does not have enough funds to cover the charges, the Scout's parents will be required to cover the cost in the same manner as any other account deficit.

Conduct and Discipline Policy

Guide to Safe Scouting: Troop 29 follows BSA rules and policies in the Guide to Safe Scouting, available online at: <http://www.scouting.org/HealthandSafety/GSS/toc.aspx>. This Troop 29 Conduct and Discipline Policy is designed to further clarify conduct and discipline at the troop level.

Scout Conduct:

Good behavior is essential to any program and will be strongly supported by Troop 29's youth leaders (scouts) and adult leaders (Scouters). Good behavior is a primary element of showing Scout Spirit and is a requirement for advancement. The troop's level of authority is as follows:

Troop Committee

Scoutmaster, Assistant Scoutmaster

Senior Patrol Leader (SPL)

Assistant Senior Patrol Leader (ASPL)

Patrol Leader (PL)

Assistant Patrol Leader (APL)

In each instance, the Scoutmaster, Assistant Scoutmaster, or any adult will have the final authority. The purpose of the authority structure is not to remove authority from the scouts, but to augment and uphold their responsibility. It is not to be construed as bossing other Scouts around or making some Scouts do more than their fair share. However, fellow Scouts must recognize this structure and be willing to participate and assist others as requested.

Scouts will not participate in any activity that could be considered dangerous to their fellow Scout. These include but are not limited to hazing, harassing, abuse of fire or flammable materials, or abuse of sharp instruments.

Scouts will conduct themselves properly during all Troop 29 activities. If the behavior isn't allowed at school or church, it's not acceptable behavior. During all meetings and activities, when the Scout sign is held up, all Scouts and adults shall immediately cease talk and movement and display the same sign. The Scout Field Uniform (Class A) is to be worn at all Troop 29 events from September –May. From June – August Scouts may wear any BSA endorsed shirt (Class B). Field uniforms are also permitted during the summer. Scouts are required to wear their Field Uniform (Class A) while traveling to and from any event related to BSA. Scouts must wear their uniforms in a manner that will reflect credit upon themselves, the Troop, the Charter Organization, and BSA. This means: Clean, neat, tucked-in, buttoned, and with appropriate insignia.

During the patrol activity session of the troop meetings, Scouts will be with their assigned patrol unless given permission by their Patrol Leader to meet with the Scoutmaster, go to the restroom, etc. It is necessary for the Patrol Leader to know the whereabouts of his Scouts. Visitors are always welcome to attend troop meetings; however, approval from the Scoutmaster or Assistant Scoutmasters is required

one week prior to the meeting. No Scout will leave the campsite without the permission of the Patrol Leader or his designate. Patrol Leaders will get permission from the Senior Patrol Leader to leave the area. Disciplinary problems on campouts and activities will not be tolerated. Scouts who cannot behave themselves will be sent home.

Buddy System:

Scouts will follow BSA's Buddy System whenever appropriate. Examples include water activities, whenever a Scout is to go beyond visual range of a campsite, instances where Scouts are interacting with large groups of people not known by the troop, and whenever the Scoutmaster declares the Buddy System is in effect.

Discipline:

General: The approach to discipline in Scouting is simple and the doors of Scouting are always open to those who strive to follow the ideals of Scouting. Adherence to the Troop 29 Conduct and Discipline Policy is required to maintain safety, preclude property damage, and avoid disrupting other organization activities.

Obedience: Obedience in Troop 29 means to follow the Scout Oath and the Scout Law. The Oath and Law make being a good citizen of the troop, camp, or community possible. Obedience to the Scout Law includes respect for Scout (youth) leaders and adult leaders and all members and guests of the troop. Respect for adult and Scout leadership is expected. Under NO circumstances will adult or Scout Leaders administer physical punishment for any reason. Hazing, of any type, will not be tolerated. Scouts or adults observing such activity will take immediate measures to stop such activity.

Enforcing Discipline:

1. Scout leaders, (SPL, ASPL, PL) are responsible for maintaining troop discipline.
2. Discipline in patrols will be handled by the Patrol Leaders. Patrol Leaders have the authority to ask any patrol member to shape up and/or leave a patrol meeting and report to the SPL (Senior Patrol Leader). An adult leader must be notified of actions taken.
3. When the Patrol Leader cannot handle the problem, he must obtain help from the Senior Patrol Leader. The Senior Patrol Leader has the authority to ask a Scout to leave the meeting area and report to the Scoutmaster.
4. When the Senior Patrol Leader cannot handle the problem, he must obtain the help of the Scoutmaster or Assistant Scoutmaster.
5. When the Scoutmaster determines that a Scout requires discipline, the following actions may be considered:
 - a. First Instance – Conference with the Scoutmaster or Assistant Scoutmaster. All such conferences should be attended by an appropriate Boy Scout Leader and by another adult leader.
 - b. Second Instance – Conference with the Scoutmaster and a phone call to parents explaining the problem and stating that one more complaint may result in suspension for a period established by the severity of the offence. A written explanation of the offense will also be prepared to back up the phone call. One copy will be given to the parents, another to the Troop Committee Chair (in case further action is necessary).

Parents may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a board of Committee members or the PLC as a lesser disciplinary action prior to suspension from troop activities.

c. Third Instance – Conference with the Scoutmaster, Committee Chair, and parents. Based on the Scoutmaster’s recommendation, the Scout may be suspended from all Troop activities for a period as established by the Scoutmaster.

d. Fourth Instance – The issue is referred to the full Troop Committee by the Scoutmaster and Committee Chair with a recommendation of action and the circumstances for the referral.

The Troop Committee may proceed immediately with any level of discipline without conducting previous lower levels of discipline, if the Committee deems the severity of the circumstances warrant such action.

6. The above steps are not meant to discourage either the Patrol Leader or Senior Patrol leader from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges but are intended to state discipline options in advance.
7. In extreme cases, a Scout may be recommended for dismissal from the Troop. This action means that only by agreement from the Troop Committee will the Scout be permitted to return to the troop. Dismissal will only be carried out by the Troop Committee. In the case of a dismissal, a letter to the Scout’s parents will be sent outlining the reasons for the dismissal and the alternatives for returning to the troop.
8. If a Scout is disruptive during any event (meeting, camping trip, day trip, etc.) and it is determined by the adult leader of the event that the Scout’s continued presence will continue to be disruptive, the parents of the scout will be called (anytime; day or night) to come and get the Scout.
9. If a Scout feels he has been subjected to inappropriate discipline by another scout, he may seek help from the Senior Patrol Leader. A Scout who feels that he has been subjected to inappropriate discipline by the Senior Patrol Leader may seek help from the Scoutmaster, and a Scout who feels that he has been subjected to inappropriate discipline by the Scoutmaster may seek help from the Troop Committee Chair.

Drugs, Alcohol, and Tobacco:

No Scout shall use, possess, and/or distribute tobacco or any controlled substance (drugs and alcohol). Parents of a Scout found to have used, possessed, or distributed a controlled substance at a Scouting function will be subject to immediate disciplinary action. Parents of Scouts required to take prescription medication over the period of a troop event are required to present the medications required during the event to the Activity coordinator along with a troop medication form indicating medication type, dose, frequency, and emergency contact information prior to any Scout leaving with the Troop on an event. Serious medical requirements may require a parent to attend an event and administer medication.

Fighting:

Troop 29 has a zero-tolerance policy for fighting. Fighting is not permitted and is grounds for immediate disciplinary action. Parents will be called and asked to take their Scout home.

Language and Respect:

Foul language, swearing, cursing and abusive/suggestive/offensive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous, and Clean. Disrespectful language to any Scout or to any adult is not allowed.

Adult Leader Conduct:

Adult leaders shall exhibit the ideals of Scouting when working with the boys. They will strive to set a good example in their handling of all situations. Standards of conduct in personal habits, language, hygiene, and interaction with Scouts will be in accordance with the Scout Oath and the Scout Law. The Committee Chair is responsible for the conduct of adult leaders. Conduct befitting a Scout is expected of adult participants as well, especially regarding the Do's and Don'ts.

Dos and Don'ts- Selected Examples:

The Boy Scouts of America prohibit the securing, use, and display of fireworks in conjunction with programs and activities, except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 29 are prohibited from possessing or using fireworks on any Troop 29 activity.

Scouts are not permitted to possess firearms. Firearms will be permitted at troop meetings only if the troop program calls for such activities. Any such activity must have prior approval of the Scoutmaster and the Troop Committee.

Sheath knives are not permitted. Lock-blade and pocket-knives are permitted, but the blade may not exceed 3 inches. Scouts carrying pocket-knives must have their Totin' Chip card in their possession as prescribed by the BSA training requirements. If the Totin' Chip is on the Scout's person, the knife will be confiscated and returned at the end of the activity. Sexually explicit materials in ANY media format shall not be brought to Scout activities. If found, such materials will be confiscated and returned to the parents of any scout involved.

Troop 29 policies prohibit Scouts from bringing electronic devices on activities. Examples include but are not limited to radios, televisions, CD players, cassette players, cell phones, PDA's, iPods, and video games. For long trips, arrangements can be made for the use of the above equipment during travel to and from the activity. Equipment will be held by the Scoutmaster or adult leader during the activity and will be returned to the Scout for traveling.

The Scoutmaster or adult leader has the authority to confiscate all items deemed inappropriate or dangerous. Personal items confiscated may be returned to the Scout's parents.

Parent Participation for Summer Camp

Only BSA registered adult leaders (registered with background check and YPT) are allowed to attend Summer Resident Camp. Adult space is limited, priority goes to the ASM's. Adult attendance is at the discretion of the Scoutmaster. See event Coordinator if you have special circumstances.

Parents are expected to assist and help as duties assigned by the Scoutmaster or Assistant Scoutmaster in charge of the event.

Acknowledgement of TROOP 29 Policies

Both parents/guardians (unless the Scout is living with a single, separated, or widowed parent/guardian) and the Scout must sign the page below and return it to the Troop Committee Chair. Full agreement, legible signing, and returning of this sheet are a condition of registration and participation in Troop 29.

Parent/Guardian #1 Name Printed: _____

Signature _____ Date: _____

Home Phone: _____ Cell: _____

Parent/Guardian #2 Name Printed: _____

Signature _____ Date: _____

Home Phone: _____ Cell: _____

Scout Name Printed: _____

Signature _____ Date: _____

Home Phone: _____ Cell: _____