



## **Boy Scout Troop 6410 Bylaws and Operating Procedures**

**His Hands Church – 550 Molly Lane; Woodstock, GA 30189**

The following set of Bylaws shall govern the operation of Boy Scout Troop 6410, Woodstock, Georgia in all matters of selection of adult leaders, collection of dues, disbursing of funds, insuring members of the troop, scheduling of activities, accepting new members, dropping members who become inactive, termination for misconduct of leaders and boy scouts, setting requirements for activities, and effective limits of Bylaws. These Bylaws control operations of Troop 6410 and are not intended to contradict or supersede any rules or regulations as set forth by the Boy Scouts of America, the local Council or the Charter Organization.

Every family involved in Troop 6410 is responsible to read these Bylaws. There is valuable information included that effects us all. There is a tremendous benefit to our troop to have this information in writing to minimize misunderstandings. Much of what follows is derived from the policies and procedures developed by the Boy Scouts of America (BSA) and the Troop 6410 Troop Committee.

The Troop 6410 Troop Committee is responsible to the Chartering Organization (His Hands Church) to insure that the troop program is conducted according to BSA policies and the Chartering Organization's expectations. Modifications to these bylaws are the responsibility of the Troop 6410 Troop Committee, and will only be made according to BSA policy.

The policy of Troop 6410 is to strictly adhere to the procedures and rules set forth in these bylaws. If you have any questions or concerns regarding these bylaws, please feel free to contact any Troop leader.

No policy or procedure of these Bylaws shall in any way conflict with those of the BSA. If a conflict is found, the BSA policy governs.

## **Purpose of the Troop**

To provide a scouting program for boys ages 10 ½ to 18 years old, according to the policies and guidelines of the Boy Scouts of America.

## **Troop Philosophy**

“Adventure, learning, challenge, responsibility – the promise of Scouting is all this and more.”

- **Boy Scout Handbook, 11<sup>th</sup> edition, pg. 1**

“Every Scouting activity moves boys toward three basic aims: Character Development, Citizenship Training, and Mental and Physical Training.”

- **Scoutmaster Handbook, 1998, pg. 7**

The philosophy of Troop 6410 is to develop confidence and leadership within the Scouts of the troop through a Scout-led troop enjoying various experiences in camping, education, and many outdoor events. As such, it is the responsibility of the leaders of Troop 6410 to make their best efforts to include these elements in every aspect of our Troop program as planned by the Scouts.

## **Scout-led Troop**

Teaching, training and encouraging Scouts to be leaders is the core of Scouting. Scouts learn by doing, and what they do in Troop 6410 is lead their patrols and their troop.

## **SECTION 1 – Boy Scout Troop 6410**

1. Boy Scout Troop 6410 is chartered by His Hands Church. The troop meets at the His Hands Church facility at 7 p.m. on Tuesdays. The church is located at, 550 Molly Lane in Woodstock. Troop 6410 belongs to the Cherokee/Pickens District of the Atlanta Area Council.

2. These by-laws shall constitute the only by-laws of Boy Scout Troop 6410 and may be amended at any meeting of the Troop Committee by a simple majority vote as defined in Section 4, paragraph 12 of these by-laws.

## **SECTION 2 – Membership**

1. Youth membership in the troop is open to all boys who agree to abide by the Boy Scout Oath and Boy Scout Law. The requirements for a boy to join Boy Scouts are that he be at least eleven (11) years old, or completed fifth grade, or earned the Arrow of Light as a Cub Scout. Each boy joining Troop 6410 must submit an official Boy Scouts of America (BSA) registration form, completed and signed by a parent or guardian, along with troop dues.

2. Adult membership in Troop 6410 is open to all parents of youth members, members of His Hands Church, and other persons interested in serving the youth of the troop.

## **SECTION 3 - Registration**

1. Boys joining Troop 6410 are required to complete a Troop Registration Packet which at a minimum will include an official BSA Registration Form, a BSA Class I Medical Form, and a Troop 6410 Scout Personal Data Sheet. Parents are also asked to complete a Troop Registration Packet.
2. All adults serving in a leadership position within the troop shall be registered with the Boy Scouts of America and shall have completed and passed at a minimum the BSA Youth Protection training course. Other training required shall include the BSA BSALT and ITOLS training courses.

## **SECTION 4 – Troop Organization**

1. Membership and participation in the Troop Committee is encouraged for at least one parent, step-parent, grandparent, and/or guardian of each scout or sibling scouts. Any BSA-registered parent or guardian of a scout is a voting member of the Troop 6410 Troop Committee and is entitled to 1 (one) vote on any issue before the committee. Only BSA-registered adults (parents or guardians of scout members of troop 6410) may vote. No more than two (2) registered parents, step-parents, grandparents and or guardians, or combination of the above, of a scout or sibling scouts, may vote in the Troop Committee. Non-BSA-registered parents may participate in the discussions but are not entitled to vote.
2. The Troop Committee is the troop's board of directors and supports the troop program. The Troop Committee does the following:
  - a) Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is identified subject to the assent of the Charter Organization and approval of the Troop 6410 membership.
  - b) Arranges adequate meeting facilities.
  - c) Advises the Scoutmaster on policies relating to Boy Scouting and the Charter Organization.
  - d) Supports Leaders in carrying out a program consistent with the troop purpose and philosophy.
  - e) Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
  - f) Obtains, maintains, and properly cares for troop property.
  - g) Ensures the troop has a suitable outdoor program (minimum 10 days and nights per year excluding summer camp).
  - h) Serves on Boards of Review.
  - i) Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall troop program.
  - j) Arranges accommodations for the special needs and assistance some boys may require.
  - k) Helps with the Friends of Scouting campaign.
  - l) Assists the Scoutmaster with handling Scout behavioral problems.

3. Committee Positions include the following as a minimum (referred to hereafter as the “Troop Committee”):

- a) Troop Committee Chair
- b) Treasurer
- c) Secretary
- d) Outings Coordinator
- e) Advancement Coordinator
- f) Fund-Raising Coordinator
- g) Membership Coordinator
- h) Summer Camp Coordinator

Persons filling these positions will be elected at an annual planning meeting or at any other time by vote of the Troop Committee. Each duly-elected Troop Committee member is expected to fulfill their role for a minimum of one (1) year (unless extenuating circumstances exist), and there shall be no limit to the terms for any of these positions. If any member of the Troop Committee shall at any time cease to meet the qualifications or fulfill the duties of the position, that person shall be removed from the position by at least 51% vote.

4. The duties of the Troop Committee of Troop 6410 shall include (but are not limited to):

- a. Selecting the best possible individuals to serve as Scoutmaster and Assistant Scoutmasters;
- b. Supporting the Scoutmaster to provide the scouts of Troop 6410 with an effective program;
- c. Approving the Patrol Leaders’ Council’s (PLC) yearly program plan;
- d. Organizing and conducting boards of review; and
- e. Approving Eagle Scout Service Projects.

5. The Troop Committee shall hold regular meetings at times and locations designated by the Troop Committee Chair. The Troop Committee Chair or the Scoutmaster may schedule special meetings.

6. The Troop Committee may meet in executive session to discuss matters involving individual scouts or adult leaders if deemed appropriate by Troop Committee Chair, the Scoutmaster, and the Chartered Organization Representative.

7. Other Committee Coordinators and Subcommittees. In addition to the Troop Committee positions, the Troop Committee Chair will seek persons to carry out numerous other tasks. These appointed Coordinators serve at the discretion of the Troop Committee Chair. These Coordinator positions may include (but are not limited to):

- a) Refreshments / Court of Honor Subcommittee
- b) Troop Adult Quartermaster
- c) Uniform exchange Coordinator
- d) Leader Training Coordinator
- e) Transportation Coordinator
- f) Eagle Coordinator
- g) Re-charter Coordinator
- h) Service Project Coordinator
- i) Roundtable Representative
- j) Religious Emblem Coordinator
- k) Medical Records Coordinator
- l) Honor Guard Coordinator

8. Parents of Scouts, adult leaders, and other adults associated with Troop 6410 (or other Cub Scout Packs or Boy Scout Troops) and His Hands Church may attend ANY Troop Committee meeting. The stated goal of Troop 6410's leadership is "complete transparency."

9. Committee Meetings. The Troop Committee shall meet regularly to discuss Troop business. Committee meetings shall be scheduled by the Troop Committee Chair, who will provide a written agenda. The meetings shall be open to all. A quorum will exist when fifty one (51) percent of the Troop Committee members are present at a committee meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided. The Scoutmaster may attend at his discretion or when requested by the Committee. All troop committees and subcommittees will be governed by the by-laws and operate according to "Robert's Rules of Order."

10. Planning.

10.1. The final Troop Committee meeting and Patrol Leader's Council (PLC) meeting for a Scout year will be arranged by the Troop Committee Chair. This meeting shall be to welcome the recently elected youth leaders and introduce them to their new duties by scheduling the annual planning meeting.

10.2. The Troop Committee Chair will convene an annual planning meeting each year to follow the final meetings. The purpose of the meetings is for the Troop Committee to approve plans for the next year, including the next year's activity calendar, proposed budget, and associated fundraising activities. The Troop Committee will also approve any new committee member and adult leaders.

11. Expedited Approval. Should a need arise to obtain Troop Committee approval of an expenditure on an expedited basis, the Troop Committee Chair shall be authorized to contact the minimum Troop Committee members by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular Troop Committee meeting. In extreme cases, either the Troop Treasurer or Secretary may sign a Troop 6410 check for Troop purposes subject to review and ratification at the following Committee meeting.

12. Amending the by-laws. Amendments to the by-laws may be made by simple majority vote during any committee meeting.

13. Boards of Review. It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Boards of Review for Scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, and Life. It is the Scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review sufficiently in advance of a court of honor to enable the rank advancement to be processed. Mock boards of review shall also be conducted for any Eagle Candidates who request them. Boards of Review may also be held for Scouts who are not advancing, to determine how the program is working for the Scout.

14. The Scoutmaster is the designated adult leader of Troop 6410, and is responsible to the Troop Committee and the Chartering Organization for overall supervision and operation of the troop. The Scoutmaster is appointed by the Troop Committee, subject to the approval of the pastor of His Hands Church. He or she is assisted by adult Assistant Scoutmasters and one or more Junior Assistant Scoutmasters.

15. Assistant Scoutmasters are selected by the Troop Committee upon nomination by the Scoutmaster, subject to the approval of the pastor of His Hands Church. Assistant Scoutmasters are assigned as advisors to the patrols. If an Assistant Scoutmaster has a son in Troop 6410, he or she will not be assigned as an advisor to his or her son's patrol.

16. The scouts of Troop 6410 shall be divided into patrols of 5 to 9 scouts. Scouts shall be assigned to patrols, and new patrols erected by the PLC, subject to the approval of the Scoutmaster. The names of newly-erected patrols shall be chosen by the PLC, subject to the approval of the Scoutmaster. The names of Troop 6410's two original patrols, Frontiersmen and Dragon, shall be retained.

**NOTE: patrol names to be chosen by Scouts during 1<sup>st</sup> and/or 2<sup>nd</sup> Troop meeting(s).**

## SECTION 5 – Troop Leaders

As identified in the Scout Handbook all positions held shall be used in the determination for Scout rank advancement as leadership positions.

### 1. Requirements for Scout Troop Leaders:

- a) The Senior Patrol Leader (SPL) must have earned the rank of First Class or above to hold this office. The SPL must also be ILST trained.
- b) Assistant Patrol Leaders (ASPLs) must be First Class or above and also be ILST trained.
- c) Patrol Leaders should have obtained the rank of First Class or above to hold this office. The New-Scout Patrol would be an exception to this rule.
- d) The above guidelines can be waived by the Scoutmaster and/or Troop Committee, if Scouts of such rank are not available to fill these positions.
- e) "Active Participation" by Scout Leaders is defined as participating in 75% of Troop meetings and 50% of Troop outings. Scouts in leadership positions are highly encouraged to participate in all Troop activities.
- f) Scouts who are eligible for the office of SPL and ASPL, but know they cannot achieve "active participation" status, should not place their names in consideration on the list of eligible Scouts to be considered prior to the election.
- g) The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Chaplain's Aide, Scribe, Quartermaster, and Librarian are elected positions by the Troop. For an election to be held, a minimum of 51% "active" members of the Troop must be present. Patrol Leaders will then appoint Assistant Patrol Leaders from the top two (2) ranking boys assigned in their Patrol. Newly elected Scout Leaders serve a two (2) month probationary period, receiving ongoing evaluation, and then receive final approval by the Scoutmaster, will serve the following six (6) months. In the event of any vacancies, the Scoutmaster will appoint a Scout to fill that vacancy for the remainder of the term.
- h) Junior Assistant Scoutmasters and Instructors are to be appointed by the Scoutmaster.
- i) Candidates for Den Chief must have earned the rank of First Class. Den Chief positions must be approved by the Scoutmaster as outlined in the Den Chief Training Manual #34450A with the Scout completing a Den Chief training program provided by registered and trained adult leaders in accordance with the guidelines outlined in the Den Chief Training Manual #34450A and its subsequent revisions. The Den Chief may lose the privilege of being a Den Chief if the Scout's behavior does not meet the standards as identified in the Den Chief Training program.
- j) The PLC is to be made up of the Junior Assistant Scoutmaster (if position is filled), Instructors (if position(s) are filled), SPL, the ASPLs, and the Patrol Leaders (or their designee). Founding youth will also be members of the PLC until they become adult leaders.
- k) Elections for Scout leadership positions will be held every six (6) months or as appropriate.

## SECTION 6 – Training and Youth Protection

1. All Troop 6410 adult leaders are expected to attend and successfully complete formal BSA training as appropriate, starting with the online BSA Youth Protection training course. Training may be conducted at the troop level or through any district of the Atlanta Council. All Scoutmasters and Assistant Scoutmasters will attend the BSALT and ITOLS training courses as soon as possible after selection to the position. All non-leaders in contact with the scouts MUST take the online BSA Youth Protection training course.
2. The Scoutmaster and Troop Committee will respond to all complaints about registered adult leaders in accordance with procedures and guidelines established by the Boy Scouts of America and His Hands Church.
3. Credible complaints of physical or sexual abuse by an adult leader or Scout, or suspected physical or sexual abuse by an adult leader or scout, will be reported to the Atlanta Area Council of the Boy Scouts of America and His Hands Church, whose rules, policies, and guidelines will apply.
4. All policies and procedures set forth in the BSA's *Guide to Safe Scouting* will be followed in all Troop 6410 activities.

## **SECTION 7 – Patrol Leaders Council (PLC)**

1. The PLC is the governing body of the troop. The PLC plans and executes the troop program. Its voting members include the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL), all Patrol Leaders, Troop Quartermaster, Junior Assistant Scoutmasters, Scribe and founding youth. Other youth and adult members may be invited from time to time to attend the Patrol Leaders Council but do not have a vote. The SPL serves as the Chair of the PLC. The Scoutmaster (or his or her representative) and at least one other adult leader MUST be present at all meetings of the PLC. An annual meeting of the PLC is held to plan the next year's program. Members of the Troop 6410 Troop Committee may be invited to provide assistance.
2. The SPL is the elected scout leader of the troop. He is responsible to the Scoutmaster for all troop functions and operations. The SPL is elected at the beginning of the scout year, or at any other time deemed advantageous to the welfare of the troop by the Troop 6410 Scoutmaster and/or Troop Committee.
3. The ASPL is the runner-up in the election for the Senior Patrol Leader. He is the second highest-ranking youth leader in the troop. The ASPL acts as the SPL in the absence of the SPL or when called upon by the Scoutmaster. The ASPL also provides leadership to other junior leaders in the troop.
4. The Patrol Leader is the leader of a patrol. He is responsible to the SPL for the operation and conduct of his patrol during all patrol and troop functions. The Patrol Leader is responsible for relaying information from the PLC to the members of his patrol. Patrol Leaders shall maintain advancement records of the scouts in their patrols.
5. An Assistant Patrol Leader is appointed by the Senior Patrol Leader for each patrol with the advice of the Patrol Leader and Assistant Scoutmaster assigned to that patrol.

6. Other troop positions may include Scribe, Librarian, Historian, Bugler, Chaplain Aide, Troop Guide, and Instructor. Scouts are appointed to these positions by the SPL with advice of the PLC and the approval of the Scoutmaster and are assigned duties by the SPL and Scoutmaster.
7. The Scoutmaster appoints all Junior Assistant Scoutmasters.
8. The minimum term of office for all Troop positions is six months. A scout may hold an office no longer than two consecutive terms with the exception of a Junior Assistant Scoutmaster, who serves at the pleasure of the Scoutmaster or until he turns 18 years of age. Troop elections shall be held at the beginning of the scouting year or at another time deemed advantageous to the welfare of the troop by the Troop 6410 Scoutmaster and/or Troop Committee.
9. Scouts appointed or elected to leadership positions within the troop shall, upon their election or appointment, avail themselves of Junior Leadership Training conducted by the troop, district, or council.
10. If the performance of a Scout appointed or elected to a leadership position is deemed to be inadequate by the Scoutmaster and/or PLC, the Scoutmaster, the Assistant Scoutmasters, and the SPL shall counsel the Scout. If, after a period of time deemed appropriate by the Scoutmaster, the Scout's performance has not improved, the Scoutmaster may remove the Scout from his leadership position.

## **SECTION 8 – Conduct**

A Scout is expected to conduct himself in a proper manner at all functions and at all times. Most discipline issues will be handled by the junior leadership of the Troop and will stress a positive tone. Discipline problems will usually be handled as follows:

Verbal warning that a behavior is disrupting a Troop activity or is dangerous. If the problem continues, the Patrol Leader, Senior Patrol Leader (SPL), Scoutmaster and/or Assistant Scoutmasters may opt for one of the following:

- Time Out or
- Request that parent or guardian pick-up the Scout (including outings) or
- Request that parent or guardian accompany the Scout on future outings.

On those rare occasions when formal discipline is necessary, the following actions and their definitions are among the options available to the Scoutmaster(s) and the Troop Committee:

- Reprimand: The Scout will remain with the Troop. A letter of reprimand will be placed in the Scout's file.
- Probation: The Scout will remain with the Troop on the condition that a further violation of Troop rules within a period of not longer than 12 months will, at the discretion of the Scoutmaster with Troop Committee approval, result in suspension.
- Suspension: The Scout will not be allowed to participate in Troop activities for a period of no more than six months.
- Expulsion: Sever all relationships with the Troop

The process to be followed in formal discipline cases for Troop 6410 shall be as follows (assuming repeated behavior challenges as noted above have been dealt with at the patrol/troop level as appropriate):

- Upon infraction, the Scout will be asked to leave the current event or Troop meeting.
- The leaders involved and all adult witnesses should confer as soon as possible to confirm facts, timeline, etc.
- The Scoutmaster and leaders involved or witnessed shall discuss the incident with the Committee Chair and Chartered Organizational Representative at the next possible time (either after the event or at the next successive Troop meeting or Committee meeting if timing permits).
- The Scoutmaster will contact the parents of all Scouts involved to get their input.
- The Committee Chair will call a special disciplinary meeting of the Committee at the earliest time possible (there must be 51% of registered Committee members in attendance).
  - o All facts relating to the incident AND the successive discipline history shall be discussed.
  - o The Committee Chair & members will consider all facts and discipline recommendations by the leaders and decide on appropriate consequences.
  - o If the recommendation includes probation, suspension, or expulsion, the Chartered Organizational Representative will be notified by the Committee Chair by email immediately.
- The Committee Chair and at least ONE additional Troop leader (preferably one directly witness to the most recent event) will meet with the Scout(s) in question and ALL parents/guardians to discuss:
  - o The consequences
  - o If appropriate documentation/communication will be shared with the District Executive (as warranted by BSA rules and regulations).
  - o This will also allow for the scout(s) and their parents to give input.

Expected Conduct of Scouts or Leaders shall include:

1. Scouts/Leaders shall be responsible for the care and maintenance of troop and patrol equipment. Scouts (with their parents)/Leaders shall be liable for the repair or replacement of troop or patrol equipment damaged or destroyed through negligence or abuse.
2. A Scout may carry a folding knife with a blade of less than 4 inches in length providing he has demonstrated his knowledge of its care and use by earning the "Tot'n Chip" award (note: this is NOT the same as the Cub Scouts "whittling chip" award). Only Scouts who have demonstrated knowledge of the safe use of matches and fire by earning the "Fireman Chit" may have matches on troop activities.
3. Conduct in violation of the Scout Oath and Scout Law involving the use and or possession of alcohol, illegal drugs, tobacco, weapons, persistent use of foul and blasphemous language, or violence is cause for the removal of a Scout/Leader from a position of leadership within the troop. Any Scout/ Leader engaging in such behavior may be suspended from troop activities or expelled

from the troop, as deemed appropriate by the Troop Committee, subject to a majority vote (see above).

4. Continuous behavior unbecoming a scout (i.e. behavior not in accordance with the Scout Law, Scout Oath, or Outdoor Code) may result in the expulsion of the scout from the Troop (see above). If questions about a Scout being expelled from Troop 6410 arise, BSA regulations shall overrule.

### **SECTION 9 – Order of the Arrow**

1. The troop will conduct annual elections to nominate qualified scouts for membership in the Order of the Arrow (OA). The election shall be conducted at a regularly scheduled troop meeting, or at any other time deemed by the Scoutmaster to be advantageous to the welfare of the troop. The scheduling of an OA election shall be advertised to all adult and youth members of Troop 6410 by e-mail and other means at least one week before it is conducted. The troop shall elect a maximum of three (3) scouts annually to the Order of the Arrow. A representative of the Order of the Arrow shall supervise the election.

2. The Troop Committee shall nominate one adult leader to Order of the Arrow annually.

### **SECTION 10 – Dues and Finances**

1. Dues are assessed to each scout on an annual basis. Dues shall be non-refundable unless determined otherwise by the Troop Committee.

2. Dues shall be payable by the first day of the Scouting year, or according to a prorated schedule established by the Troop Committee. Money collected through the payment of dues shall be used to cover troop registration with the Boy Scouts of America, subscriptions to “Boys Life” magazine, troop expenses, including equipment, badges, patches, and awards, BSA and supplemental insurance, and other items and services deemed appropriate by the Troop Committee. In addition, Scouts shall pay a \$1 “dues fee” at each weekly meeting, to be collected and turned in to the Treasurer and shall be deposited into the appropriate Scout’s scouting account. IF a Scout misses a weekly payment, said payment will accrue to the following week(s) and shall not be forgiven (ex. If a Scout misses his \$1 meeting dues, the following week he will owe \$2... and so on).

3. The troop may charge fees for special events, campouts, camporees, and other events.

4. The Troop Treasurer shall prepare an annual budget, to include all of the troop’s projected operating costs and estimated income from all sources, for approval by the Troop Committee. The annual budget prepared by the Troop Treasurer shall be developed with assistance of the Scoutmaster and the Patrol Leaders Council, and reflect the objectives of the PLC’s yearly program.

5. All checks or cash received from dues, fundraising activities, donations, etc. shall be properly receipted and deposited by the Treasurer in the Troop 6410 checking account.

6. The troop shall maintain a checking account for operational expenses. The signatures of the Treasurer or designee shall be required on each check written on the troop account.

7. The Treasurer shall reconcile all bank accounts monthly and submit a written report to the Troop Committee with both the Scoutmaster and the Troop Committee Chair receiving these reports prior to the meeting of the Troop Committee.

8. Troop accounts shall be subject to at least an annual audit by a minimum of two (2) Troop Committee members other than the Treasurer.

To help hold down the amount of dues, it is necessary to conduct some fund-raising projects each year to supply the Troop with equipment such as tents and stoves, and to help offset the Scout-outing expenses. We are interested in all ideas for funding our Boy Scout-related activities and the Troop's on-going projects.

Scouting is not without cost. But, we do not want to discourage any boy from joining because he cannot afford our program. If you fall under these circumstances, or would like to recommend for membership a boy who does, please contact the Scoutmaster or Committee Chairperson so that efforts can be made to arrange a sponsor.

**Basic Costs (*Costs are estimates. Actual costs may vary.*) Uniform (*Required*):**

- Long or short-sleeve khaki Scout shirt \$25.00
- Council patch, numerals 6410
- Patrol patch, World Crest and red loops \$10.00
- Troop Neckerchief\* \$0.00 (for boys - \$12 for adults)
- Neckerchief slide (can be homemade/rank slides provided by the Troop) \$2.00
- Web Belt with BSA buckle \$5.00
- Pants \$30.00
- Socks \$5.00
- Class B T Shirt\* \$15.00 (wicking, anti-bacterial material – purchased before summer camp)
- Scout Handbook \$10.00
- Hat \$15.00
- \* Available through the Troop

**Camping Equipment Required:**

- Compass \$10.00
- Flashlight \$5.00
- Personal First Aid Kit \$5.00
- Whistle \$5.00
- 20-degree Sleeping Bag (\$25.00 - \$300.00) \$50.00
- ½" Ground Pad (\$10.00 - \$50.00) \$10.00
- Poncho or Rain suits (\$10.00 - \$100.00) \$10.00
- Mess kit (plate, bowl, cup, utensils) (\$0.00 - \$20.00) \$0.00
- Canteen or plastic water bottle (\$5.00 - \$20.00) \$5.00

**Suggested:**

- Backpack (range \$25.00 - \$300.00) \$75.00
- Tent \$150.00
- Rope \$10.00
- Knife \$30.00

## Annual Costs:

- Troop 6410 Dues (registration, program supplies, etc.):
- Scouts \$85.00
- Eagle Scouts \$25.00
- 10 monthly weekend outings (range \$15.00 to \$50.00) \$250.00
- Summer Camp (One week all expenses, including transportation) \$225.00
- Class B T-shirts (\$15 x 5 shirts) \$75

Scout uniforms can be purchased at the Scout Shop. Closest Scout Shop is in at the Atlanta Area Council Volunteer Service Center 1800 Circle 75 Parkway Atlanta 30339.

Camping equipment is available at Scout shops or various camping supply stores. Some stores give registered Scouts a 10% discount on regularly priced equipment when they present a BSA registration card. You may need to shop around to get the best price!

## **SECTION 11 – Uniforms and Handbooks**

1. Each scout in Troop 6410 shall have a copy of the official Boy Scout Handbook. Handbooks will be purchased at the Scout's expense. The Scout handbook contains the requirements for all ranks in the Scouting program as well as information about scouting skills. It is required for all meetings and campouts and will be used as a permanent record of the Scouts' accomplishments and advancement in Scouting.
2. The Troop 6410 uniform consists of the long or short Scout shirt with appropriate insignia, BSA neckerchief (provided by Troop), Scout pants (or shorts), belt, hats (optional), socks, and slide (provided by the Troop and differing in color as the Scout advances in rank). Each Scout is expected to wear his uniform shirt and neckwear to all Troop meetings, and when traveling with the Troop on official outings, and as announced for special events. It is mandatory that he wear the uniform including BSA neckwear and merit badge sash (sash is required for more than three badges) at the Scoutmaster conference, the Board of Review for rank advancement, and at Troop Committee presentations at Courts of Honor. In addition to the Scout uniform, the Official Troop 6410 neckerchief should be worn instead of the BSA neckwear at all Courts of Honor. (Note: Order of Arrow sash should be worn at OA sponsored events, special scouting activities, including Courts of Honor, and on special occasions when members need to be identified as Arrowmen rendering special services.) Patches sewn or otherwise affixed to the shirt shall include: an American flag patch, Atlanta Area Council shoulder patch, World Crest, Patrol patch, and the Troop numbers. Scout rank patches and leadership patches shall be sewn or otherwise affixed on the shirts of scouts as appropriate.
3. "Class A" uniform is required to be worn to troop meetings, while participating in most Scouting events or service projects, and when traveling in public with the troop. Class A uniform will be worn at Boards of Review and Courts of Honor.
  - a) "Class A" Uniform consists of a Boy Scouts of America official uniform shorts / pants, shirt with insignia sewn on in proper places (See Boy Scout Handbook for proper configuration of insignia.), belt, Troop neckerchief, neckerchief slide, socks, and closed toe shoes. The Boy Scout Handbook is part of the Class A uniform. The merit badge sash should also be worn if the Scout is entitled to wear it.
  - b) Uniform must be worn properly: clean, pressed and properly configured.

c) Hat/cap is optional. At troop meetings, Courts of Honor and during Colors at campouts, only BSA approved hats are allowed. Non-BSA hats, such as brimmed hats for hiking are allowed for camping or outdoor activities. No hats with Non-BSA logos are permitted.

d) Class B uniform consists of Troop T-shirt or BSA T-shirt, cap and appropriate shorts, or jeans, and closed toe shoes. Tennis shoes may be worn to scout meetings, at Summer Camp, and on warm weather campouts. Each Scout should have a sturdy pair of shoes, which are suitable for roughing-it and for hiking. They should be large enough to wear a thick sock over a thin wicking sock (polypropylene, silk, wool, etc.). The two socks cushion and reduce blistering. Shoes can be waterproofed with many commercial products.

e) The Scoutmaster or outing leader shall designate which uniform will be worn at all Troop events.

f) Scouts not in uniform should provide a reason to the Scoutmaster and SPL as to the circumstances (ex. Scouts coming directly from a team-sports practice MAY opt to remain in team uniform if time does not allow for proper hygiene and change into Scout uniform).

4. All registered adult leaders are authorized and encouraged to wear the official adult Scout uniform. The Scoutmaster, Assistant Scoutmasters, and Troop Committee must wear the complete adult Scout uniform to all troop functions.

5. Inspections: Uniform inspections are held periodically however, an annual formal inspection is required for Council / National re-chartering of the Troop and will be scheduled during the annual planning meeting.

6. The Boy Scout Handbook is a mandatory part of the Troop 6410 Scout uniform.

a) The Handbook is necessary to pass all advancement requirements in Scouting. The Handbook should be maintained in good order.

b) The Scout's Handbook is required at each Board of Review and should be brought to all Troop meetings and campouts. The Handbook will serve as the Scout's record of achievement and advancement.

c) The Scout's name should be marked on the edge of his Handbook.

d) Pen or pencil should be brought to all Troop meetings and campouts.

## **SECTION 12 – Advancement**

1. A parent of a scout may not sign-off or approve the completion of advancement or merit badge requirements for his or her own son unless he or she is working with a group of boys as merit badge counselor, or unless parental approval of the completion of a requirement is expressly allowed by an official publication of the Boy Scouts of America.

2. Scouts must obtain a merit badge card from the Scoutmaster or an Assistant Scoutmaster prior to starting work on a merit badge. The scout will receive credit for completing a merit badge when he returns merit badge card that has been signed by an authorized counselor to the Scoutmaster or an Assistant Scoutmaster.

3. Patrol Leaders and the Advancement Chair shall maintain patrol and troop advancement records, respectively. Each scout shall maintain written proof of his advancement in his Boy Scout Handbook and by retaining official cards signed by the Scoutmaster or an Assistant Scoutmaster for each merit badge or rank advancement earned and awarded. Possession of a patch or badge is not considered proof of advancement or attainment. Eagle rank will not be granted without documented proof that all requirements have been completed.
4. The troop maintains a limited number of merit badge books. Scouts may borrow these books and are responsible for returning the books to the troop library in good condition.
5. Boards of Review shall be scheduled periodically by the Troop Committee at times deemed advantageous for the welfare of the troop and the advancement of the scouts. A Board of Review shall consist of at least three members of the Troop Committee, excluding the Scoutmaster. The parent of a scout may not serve on a Board of Review for his or her own son. No scout shall be advanced in rank without the unanimous vote of a Board of Review.
6. It is the responsibility of any new / incoming Scout's parents or legal guardians to contact and provide any and all proof of rank and achievement from a former Troop / unit. Such proof shall be provided to the Scoutmaster and/or Advancement Coordinator within the first 45 days after joining Troop 6410.

### **SECTION 13 – Troop Activities**

1. A permission slip or form approved by the Scoutmaster or an Assistant Scoutmaster and signed by a parent or guardian is required for participation by a scout in troop activities conducted at a location other than His Hands Church.
2. Parents or guardians must inform the Scoutmaster or the Assistant Scoutmaster leading an activity of the need for a Scout to receive medication while participating in a troop activity. This notification must be in writing with the medication and dosage clearly explained.
3. The Scoutmaster, an Assistant Scoutmaster, or a member of the Troop Committee shall submit an official BSA Tour Permit Application to the Atlanta Area Council prior to any troop activity away from His Hands Church.
4. A minimum of two (2) adult leaders, including at least one Scoutmaster or Assistant Scoutmaster, shall be present at every Troop 6410 activity.
5. Parents are welcome to attend all troop activities. Parents attending troop activities are not allowed to interfere with the patrol method unless a dangerous situation exists. Parents attending or participating in troop activities may not use tobacco products in the presence of Scouts. No use of alcohol, or use foul language. All parents must take the online Youth Protection training.
6. The following items are prohibited on all troop activities: sheath knives, cigarette lighters, fireworks, firearms, alcohol, illegal drugs, tobacco, and electronic entertainment equipment (these shall remain in the appropriate vehicle(s) until the activity is completed). The Scoutmaster may, at his

or her discretion, allow Scouts to take electronic entertainment devices, for use in vehicles only, on trips involving lengthy periods of travel... which may include cell phones and/or GPS devices.

7. Scouts are expected to arrive on time for troop activities. Parents are expected to be punctual when picking up Scouts at the close of meetings and activities.

## **SECTION 14 – Troop Financing and Fundraising**

1. Goals of the Troop Financing Program. The Troop Fundraising Plan is to provide funds to operate the troop on an annual basis. The program is also intended to encourage the parents to have their sons participate in fundraising events with the goal of permitting each scout to pay for 100% of their annual costs. The program is arranged to reward those scouts that participate in Fundraisers by having a prorated portion of the funds collected added to each participating Scout's fund.

2. Fiscal Year. The Troop 6410 fiscal and program year starts in August and ends in July.

3. Annual Budget. A proposed budget for the coming year may be prepared by the Budget Committee, and presented for approval at the Annual Planning meeting. The Budget Committee will be comprised of at least the Troop Committee Chair, Scoutmaster, a Scoutmaster appointed Assistant Scoutmaster and the Treasurer. The budget should provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the next year. The Annual Budget will be reviewed and approved by the Troop Committee.

4. Scout's Fund. The Treasurer will create a Scout's Fund for each registered Scout. Money raised by each Scout that participates in the Fundraising events will go into the appropriate Scout's fund. The Treasurer will make this information available when requested by any parent/guardian. The Scout cannot use money in the Scout's Fund until the Program Fee is 100% paid. After the Program Fee is paid, the Scout's Fund can be used to pay for outings or activities, Summer Camp, or any other scouting related expenses. Individual Scout Fund money earned by any Scout and not used by the time that Scout leaves the Troop shall be returned to the Troop General Fund.

5. Fundraisers. The Troop encourages the participation in fundraising events to provide the Scouts to assistance in paying for the Scouting year. Parents should encourage the Scouts to participate in every fundraiser. The Fundraising Coordinator shall supervise fundraising activities, but all Parents are encouraged to participate. Monies collected through fundraisers will be proportioned to the Scout's Fund of only those Scouts that participate.

6. Re-charter. Annual re-charter fees are due on November 1st. Re-charter fees include: Scout dues, equipment replenishment fee, BSA registration fee, BSA insurance and Boy's Life. A breakdown of the re-charter fees for the year will be provided in October.

## **SECTION 15 – Scout/Leader Commitment**

1. By being registered with Troop 6410, every Scout/Leader must be in good standing in order to attend outings or activities and advance in rank.

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*Please Use this Document as a Guide. Actual Decisions of the Scout Leadership & Troop Committee May Vary.*

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2. Scouts/Leaders in "Good Standing" in the Troop must meet the following requirements:

- a) Attendance at a minimum of 50% of regular Troop meetings.
- b) Attendance at a minimum of 25% of outings during the year.
- c) Attendance at all Courts of Honor, Scout Sunday, and all Troop required functions. (If a Scout cannot make one of these functions, the Scoutmaster, Committee Chair, or other Troop Committee member must be notified.)
- d) Wearing a clean, neat and properly configured Scout uniform.
- e) Set a good example for others to follow by following the Scout Law and Scout Oath.
- f) Be current in status for dues and re-charter fees. Scouts not in good standing cannot advance in rank or participate in outings or activities without meeting with the Scoutmaster. The Scoutmaster will develop a plan of action, to help the Scout attain good standing in the troop, and advise the Treasurer and Outings Coordinator of the plan.

## **SECTION 16 – Parent’s Responsibilities**

1. The role of parents within Troop 6410 is to be supportive of the troop's efforts and to provide the atmosphere Scouts can learn and excel. Every parent or guardian of a Troop 6410 Scout is expected to at least:

- a) Read the Boy Scout Handbook and understand the purpose and methods of Scouting.
- b) Show support to both the individual Scout and the troop by attending all Troop Courts of Honor.
- c) Participate in all fundraisers and other such activities that raise funds for the troop. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
- d) Read and be aware of the Troop program and annual calendar, which are available at the troop website and other Troop publications as appropriate.
- e) Attend the Annual Planning Meeting. This meeting is open to parents/guardians of all Scouts currently registered with the troop.
- f) Participate in the Troop Committee either through a specific position, in a subcommittee, or as an informed parent.
- g) Transportation to Outings. Parents are responsible for transporting their Scouts to campouts and other troop activities. Carpools will be coordinated by the outing leaders whenever possible. However, the ultimate responsibility will be with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Georgia law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the troop annually. All drivers who transport Scouts in their vehicle must be 21 years of age or older, on all troop outings, no exceptions.
- h) Transportation Home. Parents are responsible to timely collect their Scouts after every troop meeting or activity, or make arrangements with another Troop 6410 parent. **As a general rule, no**

**Leader should 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 his 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).** To comply with BSA, Council and our Sponsoring organization's rules, Scouts waiting to be picked up after a troop function must be accompanied by a least two adult leaders, thus, late pick-ups have a profound impact on other families and a pattern of careless attention to this issue may be a cause for disciplinary action.

i) Parents are encouraged to observe weekly troop meetings, but remember that these are the Scouts' meetings that have been organized by the PLC. Trained parents are also welcome to attend various camping trips and events, but please remember when on camping trips their sons are Troop 6410 Scouts, please refrain from interfering in patrol activities, let the Troop Leadership work with the Scouts. Upon joining Troop 6410, parents or guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chair for a personal interview before a boy will be registered with the troop. The purpose of this meeting is to explain how Troop 6410 functions, what the Scout's and parent's responsibilities are, and allow the parents and boy to ask questions about the troop. The troop cannot function without the active involvement of every parent. Accordingly, the troop must ask each parent to volunteer for a committee or adult leader position, participate in outings or activities and participate in Boards of Review for the Scouts on a rotating basis.

2. Upon joining Troop 6410, each scout must provide the following completed forms:
  - a) BSA Application.
  - b) Personal Health and Medical record (Class 1).
  - c) Parental Consent and Medical Release.
  - d) Transportation information.
  - e) Please be sure the Scoutmaster and/or Committee Chair knows of any special needs.
  
3. The troop may require the following forms as well:
  - a) Personal Health and Medical record (Class 2).
    - 1) Required for activities beyond 72 hours, such as summer camp.
  - b) Personal Health and Medical record (Class 3).
    - 1) Required for Adults age 40 and over attending outings or activities.
    - 2) Required for Scouts and Adults participating in High Adventure activities.