



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149 MCHENRY ILLINOIS

www.troop149mchenry.org



SCOUT



TENDERFOOT



2nd CLASS



1st CLASS



STAR



LIFE



EAGLE



Revised 17 January 2011

NOTES:



POLICY AND PROCEDURES HANDBOOK

BOY SCOUT TROOP 149, MCHENRY IL

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ENROLLMENT

A. CHARTER SPONSOR

1. Troop 149 is chartered by St. Mary of the Assumption Church in McHenry, Illinois.
2. Each Troop trailer(s) is licensed to the charter organization and Troop 149. The license renewal notice goes to the Committee Chairperson. Troop 149 pays the license and insurance coverage fees as applicable. The trailer(s) is (are) being stored at various scout leader locations.
3. Troop 149 charter renews in March (the Recharter fee is collected in the form of weekly dues.)

B. ELIGIBILITY (National BSA Rules)

1. WEBELOS Scouts that have earned the Arrow of Light Award and are at least 10 ½ years old.
2. WEBELOS Scouts that have graduated from the 5th grade but have not earned the Arrow of Light Award
3. Any boy who is 11 years old or has graduated from the 5th grade.
4. Any boy who has met requirement 1, 2, or 3 and has not yet reached his 18th birthday.

C. HIGH ADVENTURE ELIGIBILITY

1. COUNCIL HIGH ADVENTURE is for Scouts who are First Class & 13 years or older.
2. TROOP HIGH ADVENTURE is for
 - A. First Class & 13 years old at the time of the event OR
 - B. First Class & TWO FULL years as a registered Boy Scout.

BSA FACT: Of the 12 men to physically walk on the moon's surface, 11 were involved in Scouting.



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FAMILY INVOLVEMENT

A. VOLUNTEERS

Troop 149 is run completely by volunteers. There are no paid positions within the Troop.

B. FAMILY MEMBERS

All family members are invited to all Court of Honor events. This means brothers, sisters, grandparents, etc.

C. COMMITTEE MEMBERS

All parents/guardians are automatically members of the Troop Committee when their boy(s) join the Troop.

D. OUTINGS

Scouts attending monthly outings do not need to have a parent/guardian with them. Parents/guardians who would like to attend an outing may do so as an adult leader (even if they are not a registered scout leader). All parents/guardians, female or male are equally welcome and encouraged to participate as a leader.

E. ALCOHOL/TOBACCO PRODUCTS

There is to be no alcohol of any kind at any Boy Scout functions. There are to be no T- SHIRTS OR HATS with any beer, liquor, or tobacco product advertisements to be worn by Scouts or adults on outings or at troop activities. We are promoting Scouting, not drinking or smoking. No leader may drink in uniform, even if they are not with any boys. Adults can smoke only in designated areas in scout camps. Smoking is never permitted within the sight of the Scouts. Refer to BSA Guide to Safe Scouting for further information.

PROMOTING SCOUTING

A. SCOUT SUNDAY

Scout Sunday is the Sunday on or before February 8th. The purpose is to promote scouting during scout week, which is when Scouting's birthday is celebrated. Boys usually attend church at charter church. Boys wear Class A uniform. If Scouts would like, they may contact their own place of worship and organize their own flag ceremony in their church. Scouts are encouraged to attend their church.

B. NEWSPAPER & PUBLICITY

Publicity is done to promote scouting within our own community. The Publicity Chairperson will provide information to the local news organizations.

".. Anything that is done to increase the effectiveness of the Boy Scouts of America will be a genuine contribution to the welfare of the Nation."

—President Woodrow Wilson



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COMMITTEE MEMBERS

A. COMMITTEE MEMBERS

Anyone who is a parent/guardian of a Scout in Troop 149 is automatically a committee member. Members will help make policy decisions, approve budgets, approve calendar, and sit on Boards of Review.

B. ELECTIONS

Committee elections are held annually. Anyone may sign up for any position. Positions are held for one year. New committee members take their position after the committee elections.

C. SCOUTMASTER AND ASSISTANT SCOUTMASTERS

Scoutmasters and Assistant Scoutmasters may not hold the positions of Committee Chair, Secretary, or Treasurer.

D. JOB DESCRIPTIONS

1. COMMITTEE CHAIRPERSON

Runs committee meetings, with the committee approves budget spending, confers with Scoutmaster on policy matters, maintains troop records, and assists in finding new Scoutmasters when needed.

2. SECRETARY

Takes notes at committee meetings, sends minutes to every parent in the troop, and writes thank you letters.

3. TREASURER

Opens and maintains checking account, pays bills by check, collects dues money from Patrol Leaders, keeps accurate and up to date records, provides monthly oral report to committee, and yearly written budget.

4. ADVANCEMENT & AWARDS CHAIRPERSON

Presides over Boards of Review, collects verification of advancement requirements from Scoutmaster and Boards of Review, tallies awards needed and orders from council, labels awards for distribution at Courts of Honor.

5. PUBLICITY CHAIRPERSON

Takes pictures at outings and special functions (or secure copies of pictures from a Scoutmaster) to turn in to local news media to promote the troop activities.

6. ACTIVITIES & OUTINGS CHAIRPERSON

Works with committee on planning the calendar year, reserves campsites for each year, obtains permits for outings, generates outing permission slips, etc.

7. BOARD OF REVIEW MEMBERS

May be any parent/guardian other than Scoutmasters, or Assistant Scoutmasters. If your Scout is advancing you, MAY NOT be a member of that board or sit on his board of review.



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8. FUND RAISING

Fundraisers are run by the Fund Raising Chairperson, each event may have a separate co-chairperson.

A. There will be at least one fundraiser per year that will benefit the Scouts directly. This will give each Scout a chance to pay his own way for summer camp and outings. All profits earned will go directly into the individual scout accounts.

B. Other fund raising events will be held to raise funds to pay for awards, equipment, etc.

9. ADULT QUARTERMASTER

Assist youth quartermaster in inventorying, maintaining, and acquiring troop equipment.

10. DRIVING CHAIRPERSON

Coordinates the driving assignments to and from outings, secures the annual driving permit from Council and maintains the driver information files.

11. COURTS OF HONOR CHAIRPERSON

Coordinates the refreshments for Courts of Honor and sends out invitations to the parents/guardians via the scouts.

COMMITTEE MEETINGS

A. Held once monthly at St. Mary's Church, on the 2nd Monday of each month at 7:00 p.m. All parents/guardians are invited.

B. Committee Chairperson runs the meeting.

C. The registered Scoutmaster and Assistant Scoutmasters do not vote on committee decisions.

D. Approve Scout activities, make changes in policies, solve problems, and maintain communication within the troop.

E. Approves Troop expenditures.





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SCOUTMASTER AND ASSISTANT SCOUTMASTERS

- A. Work directly with the boys at troop meetings and outings; maintains relationships with parents/guardians and the Committee.
- B. They are responsible for making sure each Scout has the opportunity to advance to his next rank.
- C. Work with the Scouts in planning the Outing Calendar for approval by the committee.
- D. Sees that Scout Program is carried out.
- E. Maintain good relationship with Cub Packs, recruit Assistant Scoutmasters, assists with Graduation/Bridge Crossing ceremonies for 5th grade Webelos.
- F. Attend roundtable meetings, and coordinate the total Scout program.

TROOP MEETINGS

A. TROOP MEETINGS.

- 1. Meetings are held at McHenry Township Hall. They are on Tuesdays, from 7:00 – 8:30 p.m.
- 2. Meetings are held every Tuesday.
- 3. The Tuesday following outings will be the Patrol Leaders Council meeting at McHenry Township Hall.

B. WEEKLY DUES

Each Scout is responsible for paying dues.

- 1. Dues go toward the registration fees and "Boys Life".
- 2. Dues are paid for all regularly scheduled troop meetings. (Currently \$1.00)
- 3. Dues are not paid if the meeting is a Court of Honor.
- 4. Dues are to be paid even if a Scout is absent.

C. OUTINGS & INFORMATION

1. Information on outings & other Troop activities are available at the troop meetings. This is how you find out about upcoming events.

2. BE SURE YOU LOOK FOR HANDOUTS FROM YOUR SCOUT HERE!

3. It is troop policy that Scouts dues must be current in order to go on an outing. See OUTINGS Policy section A2 for further details.



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D. TWO DEEP LEADERSHIP

Two Deep Leadership **MUST BE USED AT ALL TROOP FUNCTIONS**. Leaders should avoid being in a one on one situation with any boy. Always have another adult present.

E. TROOP ELECTIONS

Troop Position of Responsibility elections are held as indicated below.

1. Elections are held:
 - A. Spring elections will be April/May.
 - B. Fall elections will be October/November
2. Elected positions are:
 - Senior Patrol Leader-1 year term
 - Patrol Leaders-every 6 months
3. Appointed positions by Scouts:
 - Senior Patrol Leader appoints his assistant
 - Patrol Leader appoints his assistant
4. Appointed positions by a caucus of the Scoutmaster and the Assistants are:
 - SCRIBE
 - QUARTERMASTER
 - CHAPLAIN AIDE
 - LIBRARIAN
 - HISTORIAN
 - TROOP GUIDES
 - TROOP INSTRUCTORS
 - OA REPRESENTATIVE
 - JUNIOR ASSISTANT SCOUTMASTERS
 - DEN CHIEFS
 - BUGLER
 - WEBMASTER
 - LEAVE NO TRACE TRAINER

"Few things can help an individual more than to place responsibility on him, and to let him know that you trust him."

- Booker T. Washington



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TROOP 149 POSITIONS OF RESPONSIBILITY

The following are Troop 149 Position of Responsibility descriptions and minimum requirements for Scout rank advancement.

SENIOR PATROL LEADER (SPL)

JOB DESCRIPTION:

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders' council
- Appoint boy leaders with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other junior leaders
- Work with the Scoutmaster in training junior leaders
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- Star Scout
- Six months or greater as a Patrol Leader
- Six months or greater in another position of responsibility
- Total of one year in a position of responsibility
- Six months in Troop

ASSISTANT SENIOR PATROL LEADER (ASPL)

JOB DESCRIPTION:

- Be responsible for training and giving direct leadership to the following appointed junior leaders: historian, Order of the Arrow troop/team representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Help lead meetings and activities as called upon by the senior patrol leader
- Guide the troop in the Senior Patrol Leaders absence
- Perform tasks assigned by the senior patrol leader
- Function as a member of the patrol leaders' council
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- First Class Scout
- Six months as a Patrol Leader
- Six months in Troop



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PATROL LEADER: (PL)

JOB DESCRIPTION

- Plan and lead patrol meetings and activities
- Keep patrol members informed
- Assign each patrol member a task and help them succeed
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference
- Prepare the patrol to take part in all troop activities
- Show and help develop patrol spirit
- Work with other troop leaders to make the troop run well
- Know what patrol members and other leaders can do
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law

MINIMUM REQUIREMENTS:

- First Class Scout
- One year in Scouting
- Six months in Troop

ASSISTANT PATROL LEADER (APL)

NOTE: APL does not count as a position of responsibility for rank advancement

JOB DESCRIPTION

- Help the patrol leader
- Plan and lead patrol meetings and activities
- Keep patrol members informed
- Prepare your patrol to take part in all troop activities
- Lead the patrol in the Patrol Leaders absence
- Represent the patrol at all patrol leaders council meeting in the patrol leader's absence
- Show and help develop patrol spirit
- Work with other troop leaders to make the troop run well
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law

MINIMUM REQUIREMENTS:

- Six months in Scouting
- Six months in Troop



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QUARTERMASTER

JOB DESCRIPTION:

- Keep records of patrol and troop equipment
- Keep equipment in good repair
- Keep equipment storage area neat and clean
- Issue equipment and see that it is returned in good order
- Suggest new or replacement items
- Work with troop committee member responsible for equipment
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- First Class Scout
- One year in Troop

CHAPLAIN AIDE

JOB DESCRIPTION:

- Keep troop leaders appraised of religious holidays when planning activities
- Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities
- Encourage saying grace at meals while camping or on activities
- Lead "Scouts own" services on campouts
- Tell troop members about the religious emblems program for their faith
- Set a good example.
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- Three months in Troop



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HISTORIAN

JOB DESCRIPTION:

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files
- Take care of troop trophies and keepsakes
- Keep information about troop alumni (Scouts and Leaders)
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- First Class Scout

LIBRARIAN

JOB DESCRIPTION:

- Check books and documents in and out of Troop library
- Verify merit badge books are up to date
- Notify ASPL of the need for new or updated merit badge books
- Set a good example by being an active Scout and being on time for activities and meetings
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- First Class Scout
- Six months in Troop

SCRIBE

JOB DESCRIPTION:

- Attend and keep a log of patrol leaders council meetings
- Record attendance and dues payments of all troop members
- Record advancement in troop records and on Troop/Team Advancement chart
- Work with appropriate troop committee members responsible for finance, records, and advancement
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit
- Handle correspondence appropriately
- Collect outing permission forms and money

MINIMUM REQUIREMENTS:

- First Class Scout
- One Year of Scouting
- Six months in Troop



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TROOP INSTRUCTOR

JOB DESCRIPTION:

- Instruct Scouting skills as needed within the troop or patrols
- Prepare well in advance for each teaching assignment
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- First Class Scout
- Six months in Troop

TROOP GUIDE

JOB DESCRIPTION:

- Introduce new Scouts to Troop operations.
- Guide new Scouts through any Scouting activities.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Teach basic Scout skills.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leaders council meetings.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the Assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges,
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

MINIMUM REQUIREMENTS:

- Star Scout
- Six months in Troop
- 14 years old
- Completed JLT





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OA TROOP/TEAM REPRESENTATIVE

JOB DESCRIPTION:

- Reports to ASSISTANT SENIOR PATROL LEADER
- Serve as a communication link between the lodge or chapter and the troop/team.
- Encourage year-round and resident camping in the troop/team.
- Encourage older-Scout participation in high-adventure programs.
- Encourage Scouts to actively participate in community service projects.
- Assist with leadership skills training in the troop/team.
- Encourage Arrowmen to assume leadership positions in the troop/team.
- Encourage Arrowmen in the troop/team to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath, Scout Law, and OA Obligation.
- Show and help develop Scout spirit.

MINIMUM REQUIREMENTS:

- Appointed by SPL with SM approval
- OA Member in good standing
- Complete OA Troop Representative training
- Six months in Troop

DEN CHIEF

JOB DESCRIPTION:

- Serve as the activities assistant at den meetings
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos den chief help prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

MINIMUM REQUIREMENTS:

- First Class Scout
- Den Chief Training
- Six months in Troop



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JUNIOR ASSISTANT SCOUTMASTER

JOB DESCRIPTION:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adult 18 and 21 years of age or older)
- Accomplish any duties assigned by the Scoutmaster
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- 16 years old
- Star Scout
- Has shown outstanding leadership skills
- Completed JLT
- One year in the Troop
- Six months or greater as a Patrol Leader
- Six months or greater in another position of responsibility
- Total of one year in a position of responsibility

BUGLER

NOTE: Bugler does not count as a position of responsibility for rank advancement

JOB DESCRIPTION:

- Play at Troop functions to include but not limited to courts of honor, campouts, flag retirement ceremonies, and special events as requested by the Scoutmaster
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- First Class Scout
- Demonstrate proficiency in playing basic bugle calls



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WEBMASTER

JOB DESCRIPTION:

- Work with Assistant Scoutmaster to maintain, update, and develop the troop webpage
- Promote webpage use and solicit updates for the web page from other scouts, leaders (including Advancements Chairperson), and parents
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- Six months in Scouting
- Six months in Troop

LEAVE NO TRACE TRAINER

JOB DESCRIPTION:

- Promote Leave No Trace principles
- Work with SPL and Scoutmaster to develop Leave No Trace training opportunities
- Teach Leave No Trace Principles to all scouts as opportunity allow
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout spirit

MINIMUM REQUIREMENTS:

- 12 years old
- First Class Scout
- One year in the Troop
- One year n Scouting

NOTE: Any Positions of Responsibility minimum requirements may be revised at Scoutmaster's discretion

"... In a very real sense, the principles learned and practiced as Boy Scouts add to the strength of America and her ideals."

—President John F. Kennedy
First Scout to become president



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BOARDS OF REVIEW

A. FREQUENCY

Boards of Review are held on a regular basis (usually monthly). It is at the discretion of the Advancement Chairperson. The Scoutmaster will keep the Advancement Chairperson aware of upcoming needs.

B. BOARD OF REVIEW MEMBERS

The Advancement Chair will have a list of all parents and will invite them to participate at these reviews.

1. Scoutmasters & Assistant Scoutmasters may **NOT** be on a Board of Review.
2. Parents of Scouts advancing may NOT be on the Board of Review, nor may they be in the room.

UNIFORMS

A. BOY SCOUT UNIFORM

The Boy Scout uniform will be worn at all Troop activities except as otherwise designated by the Scoutmaster such as Eagle Projects. It must clean and in good repair **AT ALL TIMES.** The Troop 149 Boy Scout uniform shall consist of:

1. **OFFICIAL SCOUT KHAKI SHIRT** (usually short sleeve)
2. **BSA SHOULDER EPAULETS** (loops)
3. **OFFICIAL TROOP NECKERCHIEF.** (Cost to be included in the initial registration fee)
4. **NAME TAG**
5. **NECKERCHIEF SLIDE**
6. **REQUIRED PATCHES**
 - **Blackhawk Area Council Strip** on the top left sleeve
 - **American Flag** is sewn on the top right sleeve
 - **Troop 149** numeral under council strip, left sleeve.
 - **Patrol Patch** is sewn under American flag on right sleeve
 - **Patches For Offices** are worn on left sleeve under council strip
 - **TRAINED PATCHES** are sewn below the patches of office. Only Scouts who have attended Troop JLT, Council JLT, or Den Chief training may wear the trained patch
 - **QUALITY UNIT/Centennial AWARD** is sewn under the Patrol patch on the right sleeve (may wear only one quality unit award)
 - **BADGES OF RANK** are sewn on the left chest pocket
 - **ARROW OF LIGHT** patch is sewn below the left chest pocket. This is the only award that will be transferred to the Boy Scout uniform when the boy graduates from Cub Scouts.

7. SERVICE STARS

Service Stars are worn above the left chest pocket. A Scout may only wear one star for each section of his Scouting career.

- 1-orange background star for Tiger Cubs
- 1-gold background star for Cub Scouts
- 1-green background star for Boy Scouts



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8. OPTIONAL UNIFORM PARTS

- Shorts or pants (olive)
- Socks – olive with red band
- Official Boy Scout hat
- Merit Badge sash
- Web belt (olive)
- Den Chief cord
- World Crest patch
- OA decorations

B. ADULT LEADER UNIFORM

1. **OFFICIAL SCOUT KHAKI SHIRT** (long or short sleeve)
2. **BSA SHOULDER EPAULETS** (loops)
3. **OFFICIAL TROOP OR OTHER BSA NECKERCHIEF.** (Leaders pay for their troop neckerchief)
4. **NAME TAG**
5. **NECKERCHIEF SLIDE**
6. **REQUIRED PATCHES**

Patch placements are in the same position as the Scouts with the exception of:

- A. **ADULT LEADER PATCHES** are sewn below the Troop 149 numbers on the left sleeve.
- B. **TRAINED PATCH** is sewn below the leader patch on the left sleeve.

7. SERVICE STARS

Service Stars are worn above the left chest pocket. An Adult Leader may only wear one star for each section of his Scouting career.

- 1-orange background star for Tiger Cubs
- 1-gold background star for Cub Scouts
- 1-green background star for Boy Scouts
- 1 or more light blue background star for Adult Leaders (Adults may consolidate all service to light blue backgrounds)

8. OPTIONAL UNIFORM PARTS

- Shorts or pants (olive) for male leaders
- Shorts, pants (olive), or skirt for female leaders
- Socks – olive with red band
- Official Boy Scout hat
- Web belt (olive)
- World Crest patch
- OA decorations
- Award knots worn above left shirt pocket



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149, MCHENRY IL

PERSONAL EQUIPMENT REQUIREMENTS

A. BOOK REQUIREMENTS:

- Boy Scout Handbook.
- Optional books at a later date would be merit badge pamphlets, Boy Scout Requirements and the Field Book

B. CAMPING NECESSITIES:

- Sleeping bag
- Duffel bag (for gear)
- Ground pad (closed cell foam pad, or self-inflating pad)
- Canteen or water bottle
- Rain poncho (or rain suit)
- Flashlight
- Grooming items (comb, toothbrush/paste, wash cloth, towel, soap)
- Bug repellent (no aerosol sprays, only roll-on and creams)
- Clothes
- Sturdy hiking shoes and old tennis/gym shoes

Items marked under CAMPING NECESSITIES are definite needs. It is recommended that you check around your house before buying these items. We do not recommend expensive gear to start. Boy Scout gear can make great Christmas or Birthday gifts. Consult an Adult Leader prior to purchasing for suggestions.

C. PERSONAL ITEMS FOR CAMPING

- First aid kit (band-aids, handy-wipe and minimal first-aid needs)
- Sunscreen
- Notebook and pen
- Boy Scout Handbook

D. OTHER OPTIONAL ITEMS

- Old pillow (it will probably get wet and stepped on)
- Pocketknife
- Compass
- Binoculars
- Camera & film
- Watch
- Sheath knife (for high adventure outings only, with Leader approval)

E. FORBIDDEN ITEMS (at all Scout functions)

- Laser pointers
- Walkmans
- Radios
- Walkie-talkies
- Electronic devices (games, electronic poker, etc.)
- Guns
- Fireworks
- Any weapons
- Cell phones (exception: to arrange for pick up from outing/meeting)



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149, MCHENRY IL

COURT OF HONOR

A. FREQUENCY

Courts of Honor are held 3 times per year. Dates and locations are determined by the yearly schedule. All are typically held on a regular Tuesday Troop meeting night.

B. AWARDS

Awards are handed out at the Court of Honor. All Scouts and their families are encouraged to attend these events.

1. Any Scout who earned a badge of rank between Courts of Honor will have that patch handed out at the next Troop meeting (or when the patch arrives from Council).
2. A Scout that had the patch presented at the Troop meeting will then be honored at the Court of Honor with a rank advancement card.
3. Awards presented at the Court of Honor include:
 - Badges of rank
 - Trained patches
 - Merit badges
 - Outings patches
 - Service stars
 - Troop awards
 - Any other award

BSA FACT: Of the 294 pilots and scientists selected as astronauts since 1959, more than 180 were Scouts; of these 40 are Eagle Scouts.



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149, MCHENRY IL

EAGLE COURTS OF HONOR

A. TROOP RESPONSIBILITY

The Eagle Court of Honor is a special time in the Scout's life. This is on the same level as a High School or even College Graduation. The event should be special, revolve around Scouting beliefs, and most of all honor the Scout attaining the rank of Eagle.

- 1. NAME PLATE ON LARGE PLAQUE:** The Scout's name and date of Eagle Board of Review will be added to the church plaque.
- 2. PRESENTATION KIT:** This includes Eagle badge and Eagle award medal.
- 3. NECKERCHIEF & SLIDE:** Eagle version that can be worn for dress wear. The Scout should continue to wear his regular neckerchief at regular Troop meetings.
- 4. EAGLE SCOUT PLAQUE:** a 6" X 8" remembrance plaque with name and date engraved.
- 5. LETTERS TO DIGNITARIES:** The Troop will send letters to local, state, and federal dignitaries. The letter will advise of the upcoming Eagle Scout Court of Honor and ask for a letter of recognition to be sent to the Scout.
- 6. PROGRAM:** The Troop will arrange information into a suitable format. Parents will need to supply some information.
- 7. EAGLE COURT OF HONOR:** The Troop will officiate at the Court of Honor and present the awards. Parents will have the option of a short speech.

B. PARENT & SCOUT RESPONSIBILITY

- 1. LOCATION:** Parents will secure a place for the Court of Honor. Suggestions include any place appropriate for a Scouting event such as a local park, their own church, or conservation area.
- 2. INVITATIONS:** It is up to the parents to purchase, print, and mail invitations. Invitations can be purchased through the local Council service center.
- 3. PROGRAM:** If parents choose to have a program they will purchase the covers, and pay for printing costs. The Troop can help set up a sample program.

PLEASE NOTE THAT THE PARENTS WILL NEED TO SUPPLY PAST SCOUTING RECORDS, OTHER VOLUNTEER WORK, SCHOOL INVOLVEMENT, ETC. (ONLY IF IT WILL BE INCLUDED IN THE PROGRAM)

- 4. RECEPTION** Parents will secure an area if there is to be one. The parents will cover any necessary cost. This includes but not is limited to:
 - Refreshments
 - Decorations
 - Guest book
 - Eagle folder with project layout



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149, MCHENRY IL

OUTINGS POLICIES

A. PERMISSION SLIPS

Permission Slips must be turned in by the date on the form. Any money due for that outing must also be turned in at that time.

1. Once a fee is paid and the slip is turned in, the Scout is accountable for any food bought for him by his patrol, and any fees paid on his behalf for the outing, whether he attends or not..
2. No Scout will be allowed to go on an outing if he owes more than \$3 in dues.
THIS WILL KEEP DUES CURRENT.
3. Permission Slips will include costs for outing such as applicable deposit/ reservation fee, mileage reimbursement, and camping fee.

B. MEDICAL FORMS

A current medical form must be on file before a Scout may participate in any outing.

C. FOOD BUYING FOR OUTINGS

Parents, when your son is responsible for buying the food for an outing please make sure that junk food is kept to a minimum. Food for a regular weekend outing should cost between \$8.00 and \$10.00 per Scout. If you are not sure if something is supposed to be bought please contact a Scout Leader. To collect money due you we suggest you come to the departure for the outing.

1. Once the food is purchased, each Scout is required to pay even if he does not go on the outing.
2. Be prepared to pay for your son's food before he leaves on the outing.
3. When meals are cooked by patrols, the Patrol Leader determines who will be responsible for buying the food. The Scout purchasing food must attach receipts to the approved menu.
4. An adult Leader must approve all patrol menus.
5. When meals are cooked by the Troop, the fee will be included on the permission slip.

D. TRAVEL

All Scouts are expected to travel to and from all outings in uniform. Scouts in uniform are much more visible and therefore will receive faster aid if the need should arise.

E. PERSONAL GEAR

The Troop is not responsible for ANY personal equipment brought by a Scout on any outing. This includes High Adventure or regular outings. No forbidden items are ever allowed on any outing. See PERSONAL EQUIPMENT REQUIREMENTS section. Scout will label all personal items with name.



POLICY AND PROCEDURES HANDBOOK

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F. LARGE PERSONAL EQUIPMENT (Canoes, boats, etc.)

1. REGULAR OUTING

The outing must pertain specifically to water if boats or canoes are going) PARENTS MUST TRANSPORT THE EQUIPMENT TO THE OUTING, STAY AT THE OUTING, AND BE THE RESPONSIBLE PERSON FOR THE EQUIPMENT WHILE ON THE OUTING.

2. HIGH ADVENTURE OUTINGS

The Scout will be the responsible party and the parent will have to sign a waiver for the equipment.

G. 15 MINUTE RULE

Departure time for all outings will be listed on the permission slip. The Troop will leave 15 minutes after that time. If a Scout is late, he is still welcome on the outing but his parent/guardian will have to drive him to the outing.

H. DRIVING POLICY

Driving to and from outings is a large responsibility for the individual driver. In order to ensure the Scouts safety and protect the Troop liability en-route to and from outings, the following guidelines must be strictly adhered to.

1. The driving coordinator and the outing coordinator will determine who will be driving to and from an outing prior to departure. This will be done after all permission slips have been received and a list of potential drivers has been established. Not all volunteers may be needed to drive each time. If there are not enough volunteers, the driving Chairperson will call parents who's Scouts are attending and solicit additional help.
2. The driving Chairperson will provide a specific route to follow to and from the outing. This will be generated through one of the mapping software or on-line services and reviewed by the Outings Chairperson for accuracy.
3. The drivers will follow a specific route that will be distributed prior to the departure. The BSA does not allow caravanning; however we try to stay together as much as possible. Drivers are to leave and return at the same time.
- 4.. All drivers must have a valid drivers license number and current insurance information on file with the Driving Chairperson and must maintain minimum coverage of \$50,000 - \$100,000 - \$50,000 per BSA rules. See Appendix B.
5. All drivers are expected to handle this responsibility in a courteous and safe manner. Any deviation from safe driving habits or the aforementioned guidelines will result in a loss of driving privileges.



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149, MCHENRY IL

I. THREE STRIKES RULE

The reason for this rule is because leaders have 15 – 20 Scouts on an outing. If a Scout starts to become a discipline problem, the leaders would be spending all of their time on one or two Scouts and the rest of the Troop would suffer. This rule will also help enforce the three R's of Troop 149:

- **RESPECT** – for the leaders, other Scouts, equipment, and property
- **RULES** – are for the safety of each Scout
- **RESPONSIBILITY** - each Scout is responsible for his own actions. Actions require accountability.

THE THREE STRIKES RULE IS AS FOLLOWS: THE RULE IS SIMILAR TO BASEBALL, YOU GET 3 STRIKES PER OUT, AND AFTER 3 STRIKES, YOU GO HOME!

1. A Scout will have 3 chances to correct negative behavior. Negative behavior includes but is not limited to:

- Talking back to a Leader
- Talking during flag ceremonies
- No shoes in camp
- Late for line-up
- Loud noise in camp after lights-out and before reveille

The Scouts learn after their first outing that these are things that are **unacceptable.**

NOTE: New Scouts are given an outing to understand the rules.

2. Major problems could result in an immediate three-strike count. This includes, but is not limited to:

- Fighting
- Damage to Troop gear
- Damage to personal property
- Possessing firearms
- Possessing fireworks
- Cursing or un-Scout like conduct
- Damage to trees, buildings, etc. which is not consistent with the outdoor code.

3. Any Scout who reaches a full three-strike count will then be told to call home. This rule holds true at outings and meetings, as well as ALL TROOP 149 FUNCTIONS!

4. If a parent/guardian cannot be reached, the Scout will stay off to the side and will then have to miss the next outing or meeting.

5. If the Scout was disciplined at a meeting, he will miss the next meeting. If the Scout is disciplined at an outing, he misses the next outing.

6. Any Scout who has to leave a function is still part of Troop 149. We are not chasing away the Scout, only the negative behavior.



POLICY AND PROCEDURES HANDBOOK

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MONIES

A. REGISTRATION

1. NEW SCOUTS

- a) Registration Fee – see application
- b) Boys Life – see application
- c) Neckerchief – currently \$10.00
- d) Weekly dues - \$1.00

2. RETURNING SCOUT

- a) Registration - \$15.00
- b) Boys Life - \$12.00

3. Adult fees are paid by the adult leader instead of the Troop treasury.

- a) This leaves more money to be spent on the Scouts
- b) Adult registration fee includes a subscription to SCOUTING magazine
- c) The Leader fee is currently \$15.00
- d) Fees are due in December for January charter renewal.

B. FUND RAISING

EACH YEAR the Troop budget will be reviewed to determine if it is necessary to hold any fundraising events.

1. There will be at least one fundraiser each year that will be for the sole benefit of the boys. 100% of the profit from these events will go directly into the Scouts account.
2. Any other fundraisers may benefit the Troop and/or the Scout account. The Committee will determine this.

C. BUDGET

The treasurer will provide a detailed report each month to the Committee. This report will include balances for the Troop checking account, Scout accounts, Council, and re-charter. This monthly report will include income & expense. The Committee can then make adjustments and schedule fundraising as the need occurs.

D. COUNCIL ACCOUNT BALANCE

A balance of approximately \$100.00 should be kept at the Council office for Troop 149 awards and expenses.



POLICY AND PROCEDURES HANDBOOK BOY SCOUT TROOP 149, MCHENRY IL

E. SCOUT ACCOUNTS

Each Scout will have the option of earning money during a fundraiser and setting aside the money in his account.

1. The Treasurer maintains Scout accounts.
 - a) Each Scout's money will be accounted for on paper.
 - b) All Scout Account money will be held in the regular Troop checking account.
 - c) The treasurer will report each month on the total in the Scout account records.
2. Funds in the Scout accounts are to be used for the following:
 - Registration fees
 - Official Troop outings
 - Summer camp registration
 - Program fees (training etc.)
 - Uniform, personal camping gear etc. (the Scout will turn in a receipt to the treasurer after purchasing uniform parts etc. Treasurer will deduct this amount from the Scouts account and then issue a reimbursement check.)
 - Camping/Outing gear to be used in Scouting after approval of Scoutmaster
 - Eagle ceremony expenses with receipts
3. When a Scout drops from the Troop AND gives written notice, (i.e. parents written notice that the Scout is dropping) he is considered officially dropped after 30 days. After the 30 day waiting period any money remaining in the Scouts account become Troop funds. There are no cash refunds of Scout money.
4. If a Scout drops from the Troop by not attending for 6 months, and does NOT give written notice; then money will remain in the Scouts account until charter renewal. If the Scout does not pay his new registration fees, then the money in his account reverts to the Troop.
5. Eagles Scouts ageing out and attending continuing education will be allowed to use their remaining scout account for school with proof of registration.
6. Transferring Scouts may have his Scout account transferred to his new Troop Scout account.
 - a) Transferring Scout is to supply information for mailing to his new Troop.
 - b) The Troop Treasurer will then issue a check to the new Troop.





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F. DUES

1. Dues will be \$1.00 each week and are to be paid at each regular Troop meeting. Scouts are responsible for weekly dues even if they are **ABSENT**.
2. Dues are **NOT** collected when there is no Troop meeting or when the Troop meeting is a Court of Honor.
3. Treasurer will keep track of how much money is collected towards recharter. The amount set aside should be: Current number of Scouts X \$.60 X # of meetings.
4. Registered leaders will pay their own applicable recharter fees.
5. No Scout will be allowed to go on an outing if he owes more than \$3 in dues
6. No Scout shall receive his board of review or rank advancement unless his dues are current.

G. DRIVERS MILEAGE REIMBURSEMENT

This money is for reimbursement of fuel expenses incurred transporting Scouts to and from outings and/or summer camp.

1. For trips over 50 miles round trip, a fee of 2.5 cents per mile shall be included on the outing permission slip for reimbursement to the driver's account. Mileage will be calculated based upon Map Quest or similar service.
2. Drivers shall share equally in money collected.
3. Drivers pulling equipment trailers shall receive a double share.
4. The "OUTINGS/ ACTIVITIES" form shall be completed by the Driving Chairperson and submitted to the Troop Treasurer after each outing.
5. Funds in drivers' accounts will be distributed at the account holder's discretion.

ROUNDTABLE

A. Roundtable meetings are for any leader or Committee member. The meetings are like a Committee meeting on a district level. You can meet other leaders and get handouts on upcoming events.

B. The meetings are held on the 2nd Thursday of the month. They begin at 7:15 p.m. Consult the Blackhawk Courier for location.

POLICY CHANGES

Any changes that need to be made to this manual should be presented to the Committee with notice.



POLICY AND PROCEDURES HANDBOOK

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APPENDIX A - INFORMATION RESOURCES

Local stores carrying BSA equipment and clothing

ACE HARDWARE	659 W. RAILROAD AVE. ROUND LAKE, IL 60073 (847) 546-4668
BSA – North West Suburban Council	600 N. Wheeling Rd. Mount Prospect, IL 60056 (847) 824-6887
BSA – Blackhawk Council	1800 Seventh Avenue P.O. Box 4085 Rockford, IL 61110 (815) 397-0210
Skoopers	10321 N Main St (Rt12) Richmond, IL 60071 (815) 678-4124

OFFICIAL BSA INTERNET INFORMATION SOURCES

	WEB LINKS
Boys Life - Scouts Magazine	www.boyslife.org/
* Blackhawk Area Council (815) 397-0210	www.blackhawkscouting.org/index.html
BSA National Council	www.scouting.org/
BSA Forms	www.scouting.org/forms/
Florida Sea Base	www.bsaseabase.org/
Lord Baden-Powell University Of Scouting	www.lbpuniv.org/
National Scouting Museum	www.bsamuseum.org/
North East Illinois Council – nearby council which provides training and programs available to Troop 149	www.neic.org/
North West Suburban Council - nearby council which provides training and programs available to Troop 149	www.nwsc.org/
Northern Tier National High Adventure Base	www.ntier.org/
Order of the Arrow	www.oa-bsa.org/
Philmont Scout Ranch	www.philmont.com/
Scout Stuff Supply Division - on-line reference for information about camping equipment, uniforms, handbooks,....	www.scoutstuff.org/
Scouting – Family Magazine	www.scoutingmagazine.org/
* Sycamore District	www.sycamorebsa.com/
Sycamore District calendar	www.sycamorebsa.com/YearCalendar.asp

* Troop 149 belongs to the Sycamore District of Blackhawk Area Council



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UNOFFICIAL BOY SCOUT INTERNET INFORMATION SOURCES

BSA Camps	www.bsacamps.org/
BSA Camps on the Web	www.emf.net/~troop24/scouting/camps.html
Eagle Scout.Org	www.eaglescout.org/
Gilwell - Wood Badge Information	www.gilwell.com/
Gilwell Scout Park	www.scoutbase.org.uk/gilwellpark/gilwell.htm
Illinois Boy Scout Troops on the World Wide Web	www.emf.net/~troop24/scouting/tr-il.html
Knots, Animated – provides animated instructions for over 15 knots	www.mistral.co.uk/42brghtr/knots/42ktmenu.html
Knot Dictionary	www.climbing.ie/knots.html
Leave No Trace	www.lnt.org/
Merit Badge Research Center – this site is devoted to Scouting advancement. You'll find information and resource links to help you work on your advancement requirements	www.meritbadge.com/
Ropers Knot Page	www.realknots.com/knots/index.htm
Scouter Network	www.scouter.com/
Scout Camp.Org	www.scoutcamp.org/
Scout Camps USA	www.scoutcampsusa.com/
Scoutmaster.Org	www.scoutmaster.org/
Troop 149 Home Page	http://troop149.home.att.net/
U.S. Scouting Service Project	www.uscouts.org/



POLICY AND PROCEDURES HANDBOOK

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APPENDIX B – SAMPLE FORMS



**POLICY AND PROCEDURES HANDBOOK
BOY SCOUT TROOP 149, MCHENRY IL**

**AUTOMOBILE INSURANCE COVERAGE
(AS REQUIRED BY THE BOY SCOUTS OF AMERICA)**

**PUBLIC LIABILITY AND PROPERTY DAMAGE
\$50,000.00 / \$100,000.00 / \$50,000.00**

You should be able to find this information on your policy under coverage's and limits Liability, it will usually read the first number as public liability each person/public liability each accident/property damage.

We greatly appreciate your cooperation. If you have any questions please feel free to contact the Troop 149 Driving Chairperson.

NAME OF SCOUT _____

NAME OF DRIVER _____ LICENSE# _____

NAME OF DRIVER _____ LICENSE# _____

FIRST VEHICLE:

YEAR _____ MAKE _____ LICENSE PLATE # _____

NUMBER OF PASSENGERS (MUST HAVE SEATBELTS) _____

SECOND VEHICLE:

YEAR _____ MAKE _____ LICENSE PLATE # _____

NUMBER OF PASSENGERS (MUST HAVE SEATBELTS) _____

NAME OF INSURANCE CARRIER: _____ POLICY# _____

FIRST VEHICLE:

LIABILITY EACH PERSON LIABILITY EACH ACCIDENT PROPERTY DAMAGE

SECOND VEHICLE:

LIABILITY EACH PERSON LIABILITY EACH ACCIDENT PROPERTY DAMAGE

All parents/guardians must complete this form & return it to the Driving Chairperson.



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PERSONAL HEALTH AND MEDICAL RECORD CLASS 1 AND CLASS 2

Class 1 (update annually for all participants) Activity: Day camp, overnight hike, or other programs not exceeding 72 hours, with level of activity similar to that of home or school. Medical care is readily available. Current personal health and medical summary (history) is attested by parents to be accurate. This form is filled out by all participants and is on file for easy reference.

Class 2 (required once every 36 months for all participants under 40 years of age) Activity: Resident camp or any other activity such as back packing, tour camping, or recreational sports involving events lasting longer than 72 consecutive hours, with level of activity similar to that at home or school. Medical care is readily available.

Note: Some states require an **annual** pre-camp medical evaluation. Your BSA local council service center can advise you about the requirements for your state.

If your child has had a medical evaluation (**physical examination**) within the last 36 months, a copy of the results of this examination must be attached to the health history for all participants in a camping experience lasting longer than 72 consecutive hours. If a copy is not available, a physical examination (using the Class 2 section of this form) must be scheduled by a *licensed healthcare practitioner. This medical evaluation (physical examination) also is required if your child is currently under medical care, takes a prescribed medication, requires a medically prescribed diet, has had an injury or illness during the past 6 months that limited activity for a week or more, has ever lost consciousness during physical activity, or has suffered a concussion from a head injury.

*Examinations conducted by licensed health-care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.

THIS FORM IS NOT TO BE USED BY ADULTS OVER 40, BY HIGH-ADVENTURE PARTICIPANTS (USE FORM NO. 34412A), OR FOR NATIONAL SCOUT JAMBOREE (USE FORM NSJ-34412-97).

CLASS 1 PERSONAL HEALTH AND MEDICAL HISTORY

(To be filled out annually by all participants)

To be filled out by parent, guardian, or adult participant. Please print in ink.

IDENTIFICATION

Name _____ Date of birth _____ Age _____ Sex _____

Name of parent or guardian _____ Telephone _____

Home address _____ City _____ State _____ Zip _____

Business address _____ City _____ State _____ Zip _____

If person named above is not available in the event of an emergency, notify

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name of personal physician _____ Telephone _____

Personal health/accident insurance carrier _____ Policy No. _____

I give permission for full participation in BSA programs, subject to limitations noted herein.
In case of emergency, I understand every effort will be made to contact me (if participant is an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if participant is an adult).

Date _____ Signature of parent/guardian or adult _____

Some hospitals require the parent/guardian signature to be notarized. Check with your BSA local council.



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Check all items that apply, **past or present**, to your health history. Explain any "Yes" answers.

ALLERGIES: Food, medicines, insects, plants Yes / No Explain: _____

GENERAL INFORMATION: Yes No Yes No Yes No

ADHD (Attention-Deficit

Hyperactivity Disorder

Asthma

Cancer/leukemia

Explain: _____

Convulsions/seizures

Diabetes

Heart trouble

Hemophilia

High blood pressure

Kidney disease

Please list ALL medications taken in the 30 days **prior** to arrival at the Scouting activity where this form is to be used:

List any medications to be taken at camp: _____

List any physical or behavioral conditions that may affect or limit full participation in swimming, back packing, hiking long distances, or playing strenuous physical games: _____

List equipment needed such as wheelchair, braces, glasses, contact lenses, etc.: _____

Immunizations: (Give date of last inoculation.)

Tetanus toxoid _____ Measles _____ Polio _____

Diphtheria _____ Mumps _____

Pertusis _____ Rubella _____

CLASS 2 MEDICAL EVALUATION

(Read additional requirements outlined on front of form.)

Name _____ Age _____

NOTE TO LICENSED HEALTH-CARE PRACTITIONERS *: The person being evaluated will be attending one or more weeks of camp that may include sleeping on the ground and participating in strenuous activities such as hiking, boating, and vigorous group games. Please review the health history with the participant for any interim changes. **Explain any "abnormal" evaluations.**

PHYSICAL EXAMINATION (To be filled out by a licensed health-care practitioner *)

Height _____ Weight _____ BP _____ / _____ Pulse _____

VISION: Normal _____ Glasses _____ Contacts _____

HEARING: Normal _____ Abnormal _____ Explain _____

Check box:	N	Abn	Teeth	N	Abn	Genitalia	N	Abn
Growth development	—	—	Cardiopulmonary system	—	—	Musculoskeletal	—	—
Skin	—	—	Hernia	—	—	Neurobehavioral	—	—
HEENT	—	—		—	—		—	—

Explain: _____

Limitations

Activity restrictions _____

Diet restrictions _____

Signature _____ Date _____

Address _____ Phone _____

City, State, Zip _____

***Examinations conducted by licensed health-care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.**

INTERVAL RECORD	SCREENING EXAMINATION	
Date, Time, Place, Etc	(Findings, diagnoses, treatment, instructions, disposition, etc.)	By



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BSA TROOP 149 SCOUT PARTICIPATION

Instructions: Parents/ Guardians please complete and sign the form. The form once completed will remain in force until the troop requests updated information or when Troop 149 receives written notice from you that it is no longer valid.

Please Print.

SCOUTS NAME: (Last) _____ (First) _____ (MI) _____ BIRTH DATE _____

ADDRESS: _____ CITY: _____ IL. ZIP: _____ HOME PHONE: _____

PARENT/GUARDIAN (s) NAME: _____ ADDRESS: _____ PHONE: _____

NAME: _____ ADDRESS: _____ PHONE: _____

I hereby give permission for my son to participate in Troop 149, McHenry, IL general activities, and meetings. An additional permission slip will be required for specific troop outings and campouts.

Signature of Parent/Guardian: (1) _____ Date: _____

(2) _____ Date: _____

EMERGENCY MEDICAL AUTHORIZATION/ MEDICAL INFORMATION

I agree to provide BSA Troop 149 Leaders with full information regarding any current medical conditions for which my son is being treated. In case of emergency, attempt to contact a parent/guardian at home or work. If we cannot be reached, attempt to contact the alternate listed below. Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray, examinations, and immunizations for the above named scout. In the event of an emergency arising out of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named scout may be given. Permission is also granted to leaders to provide the needed emergency treatment to the scout for minor injuries or prior to his admission to the medical facilities.

Signature of Parent/ Guardian (2) – X _____ / _____ DATE _____

HOME PHONE _____ CELL PHONES _____ / _____ WORK PHONES _____ / _____

ALTERNATE CONTACT: _____ PHONES: _____ / _____ RELATIONSHIP: _____

DOCTORS NAME: _____ CITY: _____ PHONE: _____

SPECIAL COMMENTS / MEDICAL INFORMATION:



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APPENDIX C - PARENT ACKNOWLEDGEMENT

Please review the BSA Troop #149 Policy & Procedure Manual with your Scout and sign on the appropriate lines below.

Scouts Name: _____

Rank (if applicable) _____

Age: _____

I (We) have read and discussed the material in this manual with my (our) son.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please sign, detach, and return to the Scoutmaster or any Assistant Scoutmaster



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NOTES:



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"The Little Red Wagon. A symbol of childhood. It could be filled with a child's hopes and dreams or weighed down with their burdens. Millions of American children need our help to pull that wagon along.

Let's all pull together."

—General Colin L. Powell, U.S. Army (Ret.), Chairman, America's Promise



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