



TROOP 801 SCOUT AND PARENT POLICY GUIDE

BOY SCOUT TROOP 801, BREA, CA

Scoutmaster's Prerogative

Throughout this guide you will find the phrase "*Scoutmaster's prerogative*". This is an important concept to understanding how the troop is run. Troop 801 follows the national BSA guidelines for a boy-run troop. In this model the Scoutmaster is the key figure for ensuring a positive outcome. Scoutmasters usually have several years of experience working with boys of all ages, from Webelos bridging over from the Cub Scout den method, to older scouts working in the more autonomous BSA program designed to allow the boys to be leaders, work with others and take responsibility. To use an old adage; "*Don't do for the boy what the boy can do for himself*". Your Scoutmaster has specific training designed to help him implement the program. Accordingly, he is given significant latitude in choosing how and when to apply it.

The program is designed to help the boys get the most out of scouting. It's more than just rank advancement; it's about teaching the boys to be leaders. Sometimes the Scoutmaster may choose to re-direct a boys course; offering guidance on how the scout plans to handle his responsibilities within the troop; counseling him in his choices in advancements such as Merit Badges or Leadership Positions; or simply allowing the boys to think through their planned actions (i.e. "are you really sure you want to do that?"). Please understand that the Scoutmaster is trying to guide the scout through the process in the way he feels will best benefit your scout. Understanding this concept and supporting the Scoutmaster's decisions will make it easier for him to focus on his job: leading the boys to a successful, enriching experience.

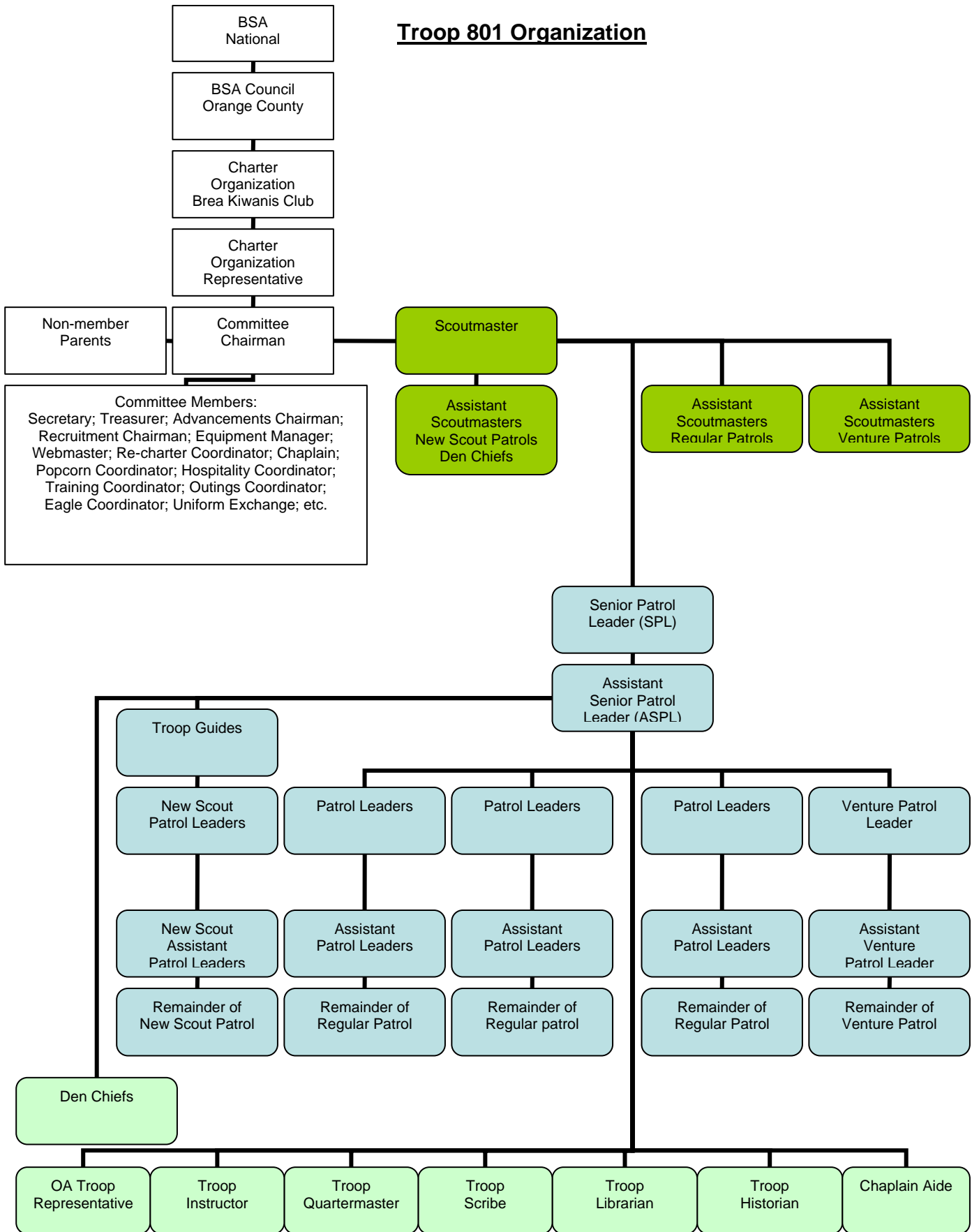
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Troop 801 History

Troop 801 was originally chartered in Brea on February 1, 1971 and has operated continuously since then. Our chartering organization is the Kiwanis Club of Brea. Troop 801 strives to achieve the highest standards embodied in the Boy Scout Oath and Scout Law. In a "Boy Run" Troop like Troop 801, the Scouts are responsible for planning and executing as much of the Troop program as possible with support from the Committee and Scoutmaster(s). The following summarizes and outlines the policies of Troop 801, which support these goals and the policies of the Boy Scouts of America. All are intended to ensure a safe, productive Scouting experience.

Troop 801 Organization



Registration/Chartering

Scouts are required to recharter with the Troop annually at the rate designated by BSA National Council. A minimum of one adult per family is requested to recharter with the Troop annually at the rate designated by BSA National Council. Only registered adults will be permitted to attend campouts, with the exception of Family Camp. The Scoutmaster must approve any exceptions.

Dues and Fees

In addition to annual rechartering fees, each Scout is assessed Troop dues of \$10.00 per month. Dues are payable to the Troop Treasurer. The Treasurer collects and posts dues semi-annually at the beginning of the calendar year, January 1, and middle of the year, July 1. Any scout who is more than 60 days delinquent in dues may be prohibited from attending any outing until his account is current.

Except as indicated below, Scout outing fees for meals and campsites are paid by the Troop from the monthly dues and other general funds. Each patrol is allocated a budget of \$4.00 per Scout per meal *average*. Costs are reimbursable through the Troop Treasurer up to three months after they are incurred. The Troop is not obliged to reimburse expenses above the average budgeted rate per Scout. Receipts should be turned in for all expenses if possible. The form for reimbursement can be found on the Troop 801 website at <http://BreaTroop801.org>.

No Scout will be prevented from joining Troop 801 or participating in Troop activities based on an inability to pay. Any parent or guardian needing financial assistance for their son should contact the Scoutmaster.

Fees Not Paid By the General Fund

Adult Meals

Adults pay a reasonable rate for outing meals. Adult cooks make every effort to maintain the same average meal budget allotted to the Scouts.

Summer Camp and High Adventure Bases

Summer camp registration fees and High Adventure Base registration fees are the responsibility of each Scout and adult participant. Troop 801 encourages all Scouts to attend summer camp. Any parent needing financial assistance to support attendance for their son should contact the Scoutmaster.

Restricted Long Term Outings

Some High Adventure outings have a restricted attendance, but are required for training purposes. Since the general population cannot attend these outings, the Troop will pay meal expenses up to the amount budgeted for the longest outings available to all

Scouts in the Troop. In the past, four-day/three-night outings have been the longest outings generally available to all Scouts.

Fundraising

Troop 801 conducts one major fundraiser each year at the Brea Country Fair held on July 4 at City Hall Park. We run two booths, a food booth and a game booth. This event requires much planning and manpower, and so each family is expected to participate in preparations to the event, working a shift at a booth, cleanup, or any combination of these. The funds earned go towards our general fund in support of running all programs, such as fees and food for the Scouts on their outings, troop equipment, awards, and any other operating expenses.

We also participate in a National Boy Scout of America fundraiser, Trail's End Popcorn, in the fall. In the spring the scouts sell tickets to Orange County Council's Scout-O-Rama. Monies earned by the scouts on these two fundraisers (and any other individual fundraisers approved by the troop committee) go directly into their individual summer camp fund. This money may be applied to either the troop-sponsored summer camp for the year, a Boy Scouts of America high adventure base, such as Philmont, or a National or World Jamboree.

If during the year a scout transfers to a different troop, the incoming troop's treasurer may request the scout's individual account be transferred to the new troop. This request must be made in writing on the new troop's letterhead and sent to Troop 801's treasurer. Money will only be transferred on a treasurer-to-treasurer basis and only towards an approved summer camp. If a scout drops out of Scouting, any money accumulated in his individual account automatically rolls over into the troop's general fund and will not be available to that former scout.

Fuel Surcharge (Amended 5/17/06)

To alleviate the high cost of fuel used in personal vehicles for troop outings, the Troop collects/reimburses gasoline expense money in advance of outings at a rate determined by the Committee. The reimbursement rate is applied to the calculated travel miles (as determined by Mapquest or similar program) for each vehicle required to support the outing. Gas money is collected from all persons – Scout or Scouter – attending the outing except those required to drive to support the outing and submitted to the troop. Reimbursements are only available to drivers required to drive to support the outing. Anyone who elects to drive to an outing but who is not on the required drivers list will not be reimbursed. Fuel surcharge and reimbursements are available only for outings of more than 25 miles roundtrip. For close location outings, especially when many drivers may be required as a practical solution to travel, reimbursements to individual drivers may be nearly equal the contributions drivers make for their sons. In such cases, outing leaders may elect to forgo collection and reimbursement of the fuel surcharge.

When outings require a fee and/or mileage expenses, Scouts and Adult Leaders will *normally* be requested to pay two weeks prior to the outing.

The fuel surcharge amount and mileage reimbursement rate may be amended by the Troop Committee at regular Committee meetings without requiring an amendment to these policies. The vote of the Committee will follow proper procedures as indicated elsewhere in these policies.

Fuel surcharge plan (effective June 1, 2006):

All outing participants, except those required to drive to support the outing or previously authorized to travel in a non-required vehicle, will pay a \$5.00 gasoline surcharge to the troop per outing. Such funds will be collected in advance of the outing. Anyone canceling within one week of the outing will forfeit any funds. Authorized drivers will submit reimbursement requests for the total approved mileage multiplied by the current authorized rate of \$.25/per mile.

Uniforms

An expanded, detailed description of proper uniform requirements and wear is distributed to all Scouts when they enter the Troop and is posted on the troop website at <http://BreaTroop801.org>.

Field (Class A) Uniform: Field (Class A) uniforms may be purchased at any Boy Scouts of America Shop.

Troop 801 defines the Field uniform as Scout shirt with *current* patches of rank, position, service time, and awards attached in proper locations; Scout long pants or shorts; Troop 801 neckerchief (with tips rolled); neckerchief slide; Scout belt (web belt with Scout buckle, Philmont belt and buckle, or other approved Scout belt); Scout socks; and closed-toed shoes (not wheeled skate-shoes). The Scout merit badge sash normally will be worn if the Scout has earned at least one merit badge; exceptions to sash wear will be announced if appropriate for specific activities. Except for special outings, such as summer camp, the only hat that may be worn with the Field Uniform is the Troop 801 blue ball cap.

Pants and shorts will be worn at the waist. The belt will be worn to keep pants and shorts at the waist. The web belt and buckle will be worn "brass-on-brass" (inside edge of brass belt tip touching left edge of buckle as Scout looks at his own belt while he is wearing it).

All uniform items will be *clean, pressed, and in good repair* to present a neat appearance.

Optional uniform items include the Order of the Arrow (OA) sash only to be worn by members at their functions (no merit badge sash worn at same time as OA sash), a Wiatava Lodge patch on the right shirt pocket flap, and dangling Recognition Device from the right shirt pocket button.

When to wear the Field Uniform:

All Scouts will wear the Field Uniform with merit badge sash:

- To the first Troop meeting of every month. If a scout does not have a valid reason for not wearing the Field Uniform at the first Troop meeting of the month, he will be required to attend the next Troop meeting in Field Uniform.
- To all Courts of Honor.
- Whenever meeting with adult leaders for Scout Skills Reviews, Scoutmaster Conferences, Boards of Review, merit badge sessions with counselors, and other official meetings.

Activity (Class C) Uniform for Troop Meetings:

Troop 801 defines the Activity (Class C) Uniform for Troop meetings as the Troop T-shirt, long pants or shorts, socks, closed-toed shoes (not wheeled skate-shoes), and (optional) the Troop 801 ball cap with bill facing forward or any BSA hat. Troop T-shirts may be purchased through the troop Hat/T-Shirt Coordinator.

Troop T-shirts for Troop meetings may be cotton or wicking material such as Coolmax. Adults and Life/Eagle Scouts may wear the optional collared (golf-style) Troop shirt as a sign of rank and achievement.

Pants and shorts will be of solid, subdued color (e.g., "earth tones").

Pants and shorts will be worn at the waist. A belt will be worn if required to keep pants and shorts at the waist.

All uniform items will be clean and in good repair. Holes caused by Scout-related activities (e.g., target practice on a firing range) will not be given special consideration.

The Activity Uniform is required for all Troop meetings except the first Troop meeting of each month, unless otherwise required to wear the Field Uniform (see above).

Activity Uniform for Hikes and Outings:

Troop 801 defines the Activity Uniform for outings as the Troop T-shirt in wicking material such as Coolmax, long pants or shorts in wicking material (e.g., nylon zip-offs), hats which provide sun shade, hiking socks and wicking liner socks, hiking boots on trail, and optional closed-toed shoes in camp. Light-weight sandals or water shoes also are optional for outings when stream crossings are possible; these may not be worn in camp when cooking, tending fires, operating an axe yard, or performing other similar camp duties.

Other Uniform Requirements and Options

Uniform requirements and options specific to an outing or activity will be identified in the outing/activity trip plan and/or will be announced at Monday Troop meetings. Field Uniforms (with or without sash) may be required for selected outings, if designated in advance.

Scouts should verify uniform requirements in the trip plan before every outing. During outings, cotton pants and other absorbent materials are not appropriate and will be avoided.

Parents and scouts are advised to label all personal articles with their first and last names. For times when the troop participates in multi-troop activities (such as summer camps and Camporees), it is also recommended to include "Troop 801 O.C." in their labeling.

Registered Adult leaders are encouraged to follow the above guidelines for their uniform selection.

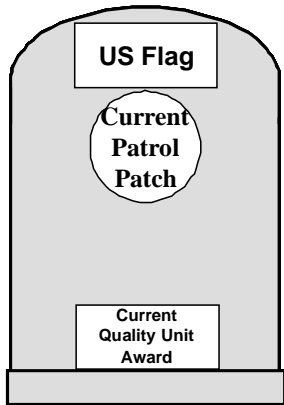
Financial hardship may make it difficult for some families to meet these uniform requirements. Because many Scouts will outgrow uniform items before they wear them out, the Troop maintains an inventory of pre-worn uniform items and boots in good condition. Anyone in need of uniform items is encouraged to review items in this inventory. The Troop Committee requests that priority be given to those with true financial need. The Troop Committee also requests that those utilizing items from the inventory (and anyone having usable uniform items) return usable items to stock when they can. Anyone with questions on this policy or the pre-worn uniform stock should contact the Committee Chair.

The Troop presents Troop neckerchiefs to each new Scout who joins our Troop. Replacement neckerchiefs are available for \$5.00.

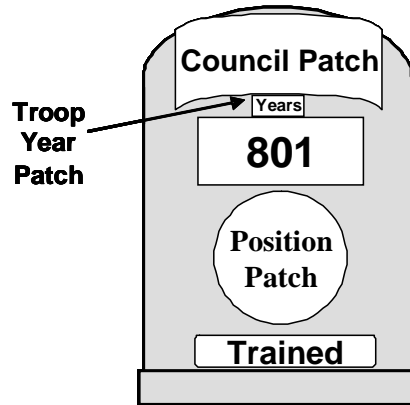
Uniform Insignia Placement Guide

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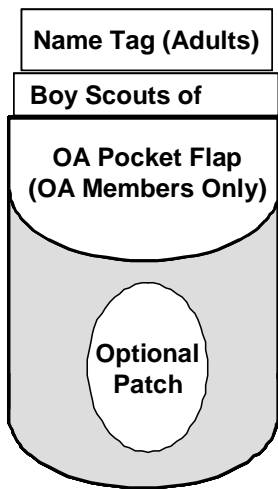
Right Sleeve



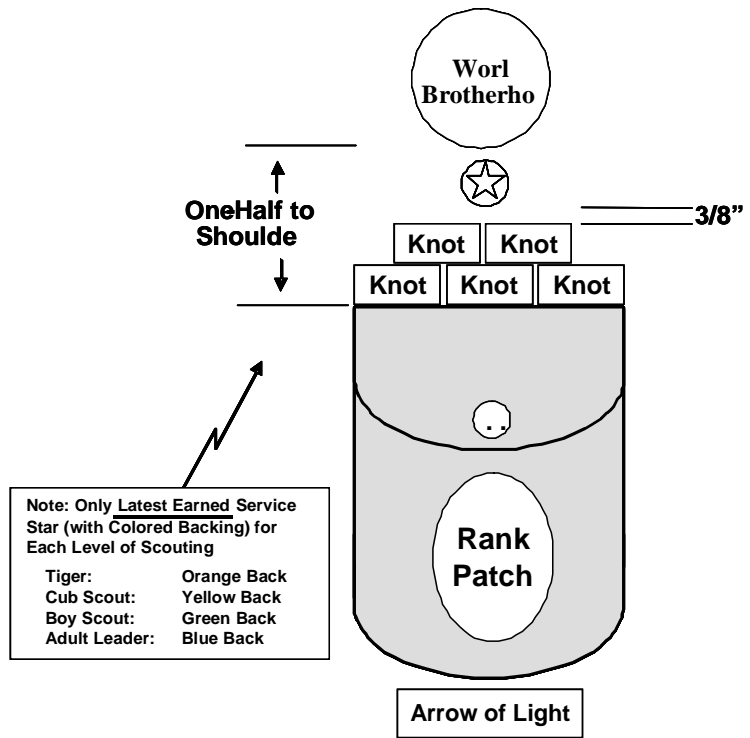
Left Sleeve



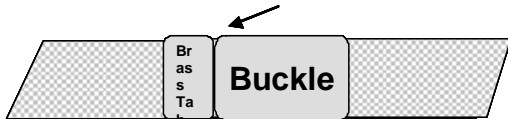
Right Pocket



Left Pocket



Web Belt – “Brass-on-Brass”



**For Other Patches/Insignia,
See the Boy Scout Manual or
Contact the Scout Shop**

Meetings

Troop Meetings

Troop meetings are designed to further the Scouting program and are generally planning and instructional sessions valuable to each Scout. Troop 801 holds Troop meetings every Monday from 7:00pm to approximately 8:30pm, currently at the Brea Lion's Scout Center in Brea, California. An exception to this is the Road-to-First-Class program, which meets starting at 6:30pm. Because Scouts have busy schedules with school, homework, sports, and other activities, attendance at every Troop meeting is not mandatory; however, Scouts are strongly encouraged to attend Troop meetings as often as possible. Regular attendance will enable each Scout to become familiar with Troop activities and realize more of the benefits Scouting can offer. As indicated in the Boy Scout handbook, active participation in Troop activities, including weekly meetings, is one requirement for rank advancement.

Troop announcements covering information for Scouts and their parents begin at 8:15pm every week. When picking up Scouts after meetings, parents are strongly encouraged to arrive in time to hear announcements.

A prepared Scout will bring the following to each meeting:

- Scout Handbook – for ranks Scout through 2nd Class
- Field Book – for ranks First Class through Eagle
- Notepad for taking notes
- Pen/pencil

Patrol Leaders and Troop staff will also bring their planning binders.

Except for emergencies, Scouts are not allowed to use electronic devices such as cell phones, FRS radios, electronic games, personal music devices, etc. during any meeting. A Scout who uses one of these electronic devices during a meeting may have that device temporarily confiscated by the Scoutmaster or one of the Assistant Scoutmasters. The confiscated device will be returned to the scout at the end of the Troop meeting. In order to prevent repeat occurrences, the Scoutmaster may request that a parent retrieve the device.

Troop Committee Meetings

The Troop Committee is the Troop's board of directors and supports the Troop program. It is responsible for the business of the troop and supports the Scoutmaster and Assistant Scoutmasters in bringing the program to the scouts. Any concerns with troop procedures should be brought to the attention of the committee.

The committee does the following:

- Ensures that quality adult leadership, including the Scoutmaster and Committee Chair, is recruited and trained
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization

- Supports leaders in carrying out the program
- Is responsible for finances
- Maintains Troop property
- Ensures the Troop has an outdoor program with a minimum 10 days and nights per year
- Serves on boards of review, etc.

The following is a partial list of Troop Committee positions: Chair, Secretary, Treasurer, Outings Coordinator, Advancement Coordinator, Chaplain, Training Coordinator, Equipment Coordinator, and Membership Coordinator. For a complete listing of current committee positions and their responsibilities, please see the Chair.

Boy Scouts of America is a volunteer organization, and it takes everyone to have a well-run troop. Every parent has the responsibility to perform a task to support the Troop sometime during the year. There are many jobs on the troop committee and many smaller, short-term tasks to be done during the year.

Troop committee meetings are usually held on the third Wednesday of each month at 7:00pm, at the Brea Lions Scout Center, unless announced otherwise. All adults who are registered with the troop are considered voting members of the Troop Committee. All other adults and guardians are encouraged to participate in meetings and see how the Committee supervises the implementation of the Boy-Run Program.

Adult Leadership Positions

Boy Scouts of America is a volunteer organization, and it takes everyone to have a well-run troop. Every parent has the responsibility to perform a task to support the Troop sometime during the year. There are many jobs on the troop committee and many smaller, short-term tasks to be done during the year.

Scoutmaster

The process for selecting a Scoutmaster is as follows. The Committee Chair:

- Meets with the other troop committee members to develop a prospect list
- Ranks the top three prospects in preferential order
- Clears the list with the Chartered Organization Representative
- Recruits a candidate, starting with the first choice
- Has the prospect complete an application and complete training, if necessary

Courts of Honor

Recognition of rank and achievements are generally made at the first meeting of the month, while the Troop is in Field uniforms. Special recognition is given at Troop Courts of Honor, held periodically through the year to present awards to recognize Scouts publicly.

Rank Advancement and Awards

While Troop 801 encourages each scout to advance, the responsibility for advancement is the scout's.

Scouts are expected to wear full Field uniform whenever they meet the Scoutmaster for a Scoutmaster's Conference, Troop Committee members for a Board of Review, or a Merit Badge Counselor.

Rank patches, merit badges (along with blue cards), and other awards are typically awarded to Scouts at the first Monday meeting of each month when the troop is in Field uniform, so that the Scouts may begin to wear them immediately (unless a Court of Honor is imminent). Rank cards, Merit Badge cards, and Honor Ribbon pins will be awarded at Courts of Honor to ensure Scouts receive full recognition for their achievements

The path of rank advancement is for a Scout to:

1. Complete the skills requirements for each rank
 - When each skill is mastered, the Scout will demonstrate his mastery to a fellow Scout whose rank is at least 2 ranks higher than the rank the Scout is working on. The reviewing Scout will verify that the Scout has demonstrated proficiency in the skill by placing his initials and the date in the appropriate rank advancement section of the Boy Scout handbook. Parents and Scoutmasters do not "sign off".
2. Seek a Scout skills review
 - When a Scout has completed all the skill requirements and is ready for advancement, the Scout will request a Scout Skills Review from a fellow Scout. A Scout Skills Review covers skills for all ranks previously completed. For ranks through Star, a Scout whose rank is at least two ranks higher than the rank being requested will do the review. Life and Eagle candidates may seek a review from a peer Scout. The reviewing Scout will initial and date the Boy Scout handbook that the Scout has demonstrated proficiency in the skill. Parents and Scoutmasters do not "sign off".
3. Request a verification of completion of requirements
 - Prior to requesting a Scoutmaster Conference, the Scout will complete and "Application for Advancement form" which may be found on the troop website. This form is intended for the Scout to receive verification from the Advancement Chair that the Scout has met all the requirements for advancement. The Scout will bring this verification with him to his Scoutmaster conference.
4. Request a Scoutmaster's Conference
 - The Scout will contact an appropriate Scoutmaster to arrange a Scoutmaster's Conference. Scoutmaster's Conferences for lower ranks (Scout to First Class) may be conducted by an Assistant Scoutmaster. Conferences for upper ranks (Star to Eagle) will be conducted by the Scoutmaster, unless the Scoutmaster delegates that responsibility.

Scoutmaster's Conferences for ranks of Scout, Tenderfoot, and Second Class can be done at Monday meetings, if requested in advance; conferences for all other ranks will be conducted on another night of the week.

- Scoutmaster Conferences will be conducted using existing BSA Youth Protection regulations.
5. Request a Board of Review
 - Once the Scout has successfully completed his Scoutmaster's conference, the Scout will request a Board of Review from the Committee Chair for ranks of Tenderfoot through Life, and for Eagle Palms. Boards of Review for Eagle are requested through the Scout's Eagle Advisor. There is no Board of Review for Scout Rank.
 - Boards of Review for ranks of Scout, Tenderfoot, and Second Class may be done at Monday meetings, if requested in advance; conferences for all other ranks will be conducted on another night of the week.
 6. Notify the Troop Advancement Chair of his Accomplishment
 - The Troop Advancement Chair tracks advancement status, merit badges, and other award information for all Scouts and registered adults. Rank advancement is not complete until the Scout notifies the Troop Advancement Chair.

Merit Badges

In addition to being fun, for upper ranks merit badges are an important part of a Scout's rank advancement. In fact, completing merit badges is the primary requirement for rank advancement beyond First Class. Scouts earn merit badges by completing requirements outlined in merit badge books and by then having an approved merit badge counselor confirm the Scout has met the requirements. Completion of each merit badge is documented by completing a "blue card." BSA offers two types of merit badges, Eagle Required and elective. To earn the rank of Eagle, each Scout must complete 12 Eagle required badges and 9 elective badges. The process for completing a merit badge and its associated blue card follows:

1. Discuss the intention to begin a merit badge with the Scoutmaster or an Assistant Scoutmaster. Per BSA policy, authorization to undertake any Merit Badge is solely at the discretion of the Scoutmaster. Only the Scoutmaster has the authority to approve Eagle required badges. Assistant Scoutmasters may approve elective merit badges. Upon authorization, the Scout will obtain a blank blue card from the Scoutmaster or Assistant Scoutmaster.

Merit Badges fall into roughly three categories of difficulty: easy, moderate and difficult. The scoutmaster's discretion to allow or disallow a scout to attempt a merit badge is based on the scoutmaster's evaluation of the scout's ability to gain value from the attempt. This is designed to provide guidance and encouragement to scouts who may want to take a merit badge they may not be able to complete. It is also designed as a courtesy to the Merit Badge counselor's valuable time.

2. Obtain from the Scoutmaster or Assistant Scoutmaster the name of a qualified counselor with whom the Scout may complete the Merit Badge.
3. Complete the three-part blue card in black or blue ink so that it is clearly legible with no errors, corrections, or strikeouts. The blue card, not the badge, is the official record of achievement. Corrections may be grounds for disqualification of the badge, particularly Eagle required badges.
4. Have the Scoutmaster or Assistant Scoutmaster sign the blue card prior to beginning work. This signature is formal approval to proceed with the badge. The Scoutmaster's decision on whether or not to approve a merit badge is final.
5. Contact the pre-authorized merit badge counselor. Discuss badge requirements in the most current version of the merit badge book, and how the counselor expects the requirements to be completed and documented. Changing Merit Badge counselors without the approval of the Scoutmaster may be grounds for disallowing the completion of the merit badge.
6. Complete the work, meet with the counselor as directed, and have the counselor initial and/or sign appropriate areas of the card to indicate completion. The counselor will keep one third of the card.
7. Have the Scoutmaster or Assistant Scoutmaster sign the remaining two thirds of the completed blue card. The Scoutmaster or Assistant Scoutmaster who signs should be the same person who initially signed the blue card to authorize the scout to begin work on the merit badge. The Scoutmaster has the authority, when and if appropriate, to refuse to sign the blue card if the merit badge work was not completed satisfactorily.
8. Give the remaining two-parts of the blue card to the Troop Advancement Chair.

Once presented with the final signed blue card, the Scout *must keep* the card as the official record of completing the badge. It will be reviewed at future Scoutmaster Conferences and Boards of Review.

Scouts may earn merit badges in three ways:

1. With the Scoutmaster's approval (the first signature on the blue card), Scouts may earn an unlimited number of Eagle required or elective merit badges through direct contact with an approved merit badge counselor.
2. With the Scoutmaster's approval (the first signature on the blue card), Scouts may earn an unlimited number of appropriate Eagle required merit badges while attending summer camps. Due to time requirements on badges such as Personal Fitness, Personal Management, and Family Life, they are not appropriate for completion at summer camps. Scouts may earn an unlimited number of elective merit badges at summer camps.
3. With the Scoutmaster's approval (the first signature on the blue card), Scouts may earn a maximum of one appropriate Eagle required merit badge at any single approved merit badge day. Due to time requirements on badges such as Personal Fitness, Personal Management, and Family Life, they are not appropriate for completion at merit badge days. Due to the need for specialized facilities, requirements to complete some badges such as Swimming, Hiking,

Bicycling, Lifesaving, Emergency Preparedness, and Camping, are not appropriate for completion at merit badge days. First Aid will only be approved for a merit badge day when it is planned as a daylong session. Scouts may earn an unlimited number of elective merit badges at approved merit badge days. Participation in any merit badge day will require the Advancement Chair to confirm that any and all prerequisites are completed at least one week in advance of the merit badge day.

Approved Merit Badge Days

Troop 801 approves two Merit Badge Days, the annual Portola District-sponsored day and the annual Cal Poly – Pomona Merit Badge Day. Participation in any other merit badge day - for elective merit badges only - requires the advance approval of the Scoutmaster.

Outings

Troop 801 plans several outings per month in addition to the weekly meetings. Outings include overnight campouts, day hikes, service projects, and other special events. All are based on input from the Scouts and approval of the Troop Committee. The Scouts, with supervision of the Scoutmaster and Assistant Scoutmasters, will plan and lead the troop outings.

Scouts may sign up for outings at weekly troop meetings. Sign-up sheets will be available several weeks or more in advance of the outing. Scouts should check with their families' personal calendars before signing up for any troop outing. Any special requirements for participation (e.g., age, rank, physical ability) will be announced in advance. The Scoutmaster will have the final decision on whether an individual Scout is qualified for an outing.

With the exception to Family Camp, which is open to parents, guardians, and siblings, only adults who are registered with Troop 801 may attend outings. Adults should likewise sign-up at weekly troop meetings. When space is limited, leaders will fill an outing on a first-come, first-served basis. Per National BSA policy, we always maintain "two-deep" leadership, and generally prefer a minimum of three to four adults per outing.

Scouts are required to take their Scout Handbook or Field Book, a pad for taking notes, and a pen/pencil on all outings, unless otherwise noted for backpack trips and special outings.

Trip Plans are written for all outings and contain information necessary for Scouts and parents to prepare for the outings. Information in trip plans includes destination; proposed activities; itinerary including departure time, meal schedule, and estimated return time; planned travel routes; names of adult leaders; required equipment and uniforms; emergency contacts; and funds required. Scouts and parents should review

the plan when preparing for the trip to be sure Scouts are ready for the outing when they arrive at the departure point. The Trip Plan needs to be left at home, however, for the parents to reference during the outing.

A medical history and parental permission slip/medical release form must be completed for all outings. The form is located on the Troop website. Scouts who do not have their medical history/permission slip/release form will not be allowed to depart for the outing. Scouts will carry their medical history/permission slips/release forms on their persons at all times to enable quick medical response and treatment if necessary.

Scouts are required to carry their Ten Essentials on all outings unless otherwise notified. Scouts who do not have their Ten Essentials will not be allowed to depart for the outing. A list of the Ten Essentials (which may, in fact, include more than ten items) is available on the troop website at <http://BreaTroop801.org>.

Except for approved GPS Tracking devices, scouts are not allowed to carry electronic devices such as cell phones, FRS radios, electronic games, personal music devices, etc. on any outing. When travel times to and from outings exceed about one hour, Scouts may use these devices in vehicles with approval of their driver. When Scouts reach camp/outing destination, all devices will remain off and in the vehicles. A Scout who uses one of these electronic devices during an outing will have that device temporarily confiscated by the outing Acting Scoutmaster/Outing Leader; Scouts will be able to retrieve these devices from the Scoutmaster at the next weekly Troop meeting or end of the outing, depending on whether the parents need to be notified for help with the situation.

In some special cases, the Acting Senior Patrol Leader for an outing may be allowed to carry an FRS radio in camp to facilitate contact with adult leaders; approval of radio use is at the discretion of the outing Acting Scoutmaster/Outing Leader.

Buddy System

The inherent nature of camping and the potential exposure to wild animals and getting lost makes it imperative for Scouts to travel in a minimum of twos. For this reason, all Scouts will have a "buddy" for the duration of all outings and activities unless otherwise notified. Patrol Leaders will record buddy assignments on their patrol duty rosters. When an odd number of Scouts from a patrol are attending an outing, one group of three buddies will be required.

Buddy assignments will remain in effect for the duration of the outing. Scouts will not change buddies in the field unless approved by the outing's Acting Scoutmaster or adult outing leader.

Buddies will remain in contact with each other throughout the outing except as otherwise noted here. During travel stops, in camp, and at all times at night, buddies must remain close enough to each other to be able to carry on a normal conversation.

During daylight hours, this distance rule may be relaxed somewhat while in camp; however, buddies should be able to maintain close visual contact at all times. When leaving the immediate camp area for supply, bathroom, or other trips, buddies will be together day or night. It is imperative that Scouts do not leave their tents alone at night. When three Scouts are buddied together, all three will be together following the same rules listed above.

While traveling to and from an outing, buddies will travel in the same vehicle when it is practical to do so. Vehicle capacities and Scout relationships to drivers may make it more practical for some Scouts not to travel in the same vehicle as their outing buddies. In these cases, the driver will assign temporary buddies for all travel stops. Formal buddy arrangements begin again when Scouts arrive at their destination.

Travel

The outing Trip Plan will identify a “no later than” arrival time for all Scouts and adults to arrive at the designated departure point, usually the Brea Senior Center parking lot. All Scouts and adults should be on time. Because some outings require long drives or require early arrival in camp to ensure the Troop can obtain a suitable campsite, “fashionable lateness” can seriously impact safe, efficient completion of an outing. Being late “because they’ll just be waiting for somebody else” is not acceptable.

Outing planners will attempt to ensure vehicles are not filled to capacity, particularly for long trips.

Planned and unplanned stops will be coordinated between vehicles. All vehicles will stop together. Drivers may use CB or FRS radios or cell phones to remain in contact with each other and coordinate activities when traveling. The Acting Scoutmaster/Outing Leader will let other drivers know where and when scheduled stops will be held.

To help ensure no Scout is left behind, Scouts will return from an outing in the same vehicle they occupied when driving to the outing. Changes will be approved only to resolve Scout-to-Scout conflicts or to otherwise benefit the Troop during travel.

The outing trip plan will identify planned meal stops and/or sack meal requirements for both outbound and return legs of the outing. Parents should reference the plan and provide Scouts with proper funds and/or sack meals as identified. When meal stops are planned, everyone will eat at the same location/restaurant to avoid a potential lost Scout. Meal stops are planned based on total travel time, departure times, required arrival times, and other factors. Parents and drivers should understand that deviations from the plan can impact safe, successful completion of the outing; and they should understand and plan to follow guidelines in the plan.

The outing trip plan will identify an approximate return time to the designated return point, usually the Brea Senior Center parking lot. Parents should plan to arrive at the pickup point within ten minutes of the start of the identified return “window.” If the outing

leader expects the Troop to arrive at the return point outside the identified return “window,” he/she will arrange a telephone tree to identify a new expected return time. As a courtesy to the adults leading the outing, parents should be punctual in picking up returning Scouts. Please do not wait at home until your son calls you from the return point before going to get him. Even one Scout waiting for a ride requires two adults (at least one youth protection trained) to remain in the area until pick-up.

After many outings, Scouts and leaders will perform a gear drop at the Troop storage location to unload Troop gear. All drivers should go to the storage location unless specifically excused by the Acting Scoutmaster/Outing Leader. This will facilitate gear unload and help ensure all Troop and personal gear is properly dispositioned. Troop gear that is not ready for “permanent” storage (e.g., wet tents, dirty pots) is not to be left at the storage location. Scouts assigned the responsibility to dry and clean gear (reference patrol duty rosters) will take the gear home and make arrangements with the Troop Quartermaster for permanent storage at the storage location.

All vehicles will return directly from camp to the designated Scout pick-up location (or from the Troop storage location if a gear drop is performed) unless specifically excused by the outing Acting Scoutmaster/outing leader. This will facilitate gear unload and help ensure all Troop and personal gear is properly dispositioned.

Sometimes individual Scouts or adults may need to depart to/from an outing early or late. These individuals should coordinate with the outing Acting Scoutmaster/adult leader in advance.

General Outing Procedures and Protocols

Taking food and drinks into a tent makes it a “smellable” and a serious health and safety liability to whomever uses it in bear country; therefore, **No food or drink is ever allowed inside a tent (Troop or personal) on a Troop outing.**

Troop 801 is a boy-run Troop based on the patrol system. Scouts function within patrols on all outings and employ a chain of command through the Patrol Leader/Acting Patrol Leader, Senior Patrol Leader/Acting Senior Patrol Leader, and up to the outing Acting Scoutmaster/adult leader.

Troop 801 usually has anywhere from five to eight patrols, depending on membership. Each patrol has a Patrol Leader, Assistant Patrol Leader, Scribe, and Quartermaster that serve six-month terms. During outings, patrols function independently of each other for cooking, setting up gear, and checking equipment out and back before and after outings. Through their Patrol Leader, Patrols plan their menus for outings and make arrangements for acquiring the food and equipment needed for the outing. Each Patrol has its own patrol box, lantern, and pots/pans. Generally, the patrol quartermaster is responsible for the storage of this equipment and for making sure it gets to the outings.

The buddy system is adhered to at all times (see above).

Troop 801 strictly adheres to BSA Youth Protection guidelines. All outings will have at least two adult leaders, one of which must be Youth Protection trained. An additional leader is recommended for High adventure outings such as backpack outings. At least one leader, preferably all, will be Youth Protection trained, and on High Adventure outings at least one, preferably all, will be High Adventure trained.

Discipline and Corrective Action

Scouts are expected to uphold the Boy Scout Oath and Scout Law at all times. Scouts are expected to resolve problems without adult intervention if possible. They should utilize the patrol and Scout leadership chain of command as much as possible. However, when Scouts are unable to resolve issues on their own, they should contact an Acting Scoutmaster/adult leader as soon as possible.

Only the Scoutmaster or outing Acting Scoutmaster may dispense corrective action and/or discipline. Other adult leaders identifying requirements for corrective action and/or discipline should refer the issue and the involved Scout(s) to the Scoutmaster or outing Acting Scoutmaster immediately.

In emergency situations (e.g., health and safety issues), any adult may take necessary action to resolve the issue as quickly as possible. He/she should then immediately refer the issue and the involved Scout(s) to the Scoutmaster or outing Acting Scoutmaster.

Troop 801 does not condone or tolerate corporal punishment, hazing, or obscene or inappropriate language from Scouts or adult leaders. In accordance with BSA policy, we do not permit or tolerate the possession of alcoholic beverages, tobacco, or illegal substances during any Scout outing or meeting. The Troop maintains a zero tolerance policy for illegal substances. Anyone under the influence or in possession of any of these substances may be asked to leave the Troop.

Part of each Scout's ten essentials is a knife. For Scouts to use a pocketknife, they must have earned, and have in their possession, a Totin' Chip Card. No knife may be used at a Troop meeting unless it is necessary for a skills review or gear check. If a Scout is using a knife improperly, or without a Totin' Chip Card in his possession, the Scoutmaster/Acting Scoutmaster will take possession of the knife. The knife will either be returned to the Scout at the end of the meeting/outing or to the Scout's parent, depending on whether the parents need to be notified in regards to the severity of the situation.

First infractions of outing rules and/or discipline will result in a meeting with the Scoutmaster/Acting Scoutmaster (in accordance with Youth Protection guidelines). Second and subsequent infractions may result in suspension of camp privileges, confinement to camp, or time spent with the Scoutmaster/Acting Scoutmaster (in accordance with Youth Protection guidelines) performing in-camp chores to benefit the Troop. Continued non-adherence to outing rules or discipline will result in the Scout leaving the outing and being picked up by the parents.

Equipment

NOTE: No food or drink is ever allowed inside a tent (Troop or personal) on a Troop outing.

Troop 801 provides basic camping equipment for Scouts (tents, stoves, other cooking gear, water purifiers, etc.). The Troop also maintains a small inventory of backpacks suitable for first-year Scouts. Scouts are expected to have their own ten essentials (BSA list as augmented by the Troop), sleeping bags, sleeping pads, proper clothing/rain gear, and other personal gear. Older Scouts should provide their own backpacks.

So that gear problems can be resolved, Scouts should report all equipment problems (missing parts, poor operation, etc.) to the Troop Quartermaster when returning gear.

Scouts are responsible for the gear they check out. Scouts/parents will be asked to reimburse the Troop for gear replacement and/or repair when loss or damage is caused by improper use and/or negligence.

The Troop has some extra cooking gear available for adults attending outings when the Scouts do not require it. Adults are expected to provide all their personal gear including ten essentials.

The Committee may set specific policies on use of certain types of equipment by various ages/ranks of Scouts (e.g., special backpacking gear may be reserved only for use on backpacking trips or by older Scouts). When Patrol Quartermasters check out gear, they should adhere to these policies.

Communications

General Troop announcements will be made at the end of each weekly Troop meeting (starting about 8:15pm). All parents picking up Scouts are encouraged to arrive in time for announcements.

The Scoutmaster generally arrives one half hour prior to Monday Troop meetings. Because troop meetings are usually quite busy, this earlier time is the best time for Scouts or parents to communicate or have a discussion with him. To ensure the Scoutmaster is available to speak to you, it is recommended that you call ahead and let him know you want to meet with him and to advise him of the subject. In the event you wish to have a more confidential discussion, our Scoutmaster has indicated it is acceptable to call him at home if you need to discuss something about your son.

In an effort to teach the Scouts leadership and responsibility, Scouts should be solely responsible for communicating with Scoutmaster/Assistant Scoutmasters on their advancement, not their parents.

As mentioned earlier, Committee meetings are held the third Wednesday of each month unless otherwise noted. The Troop Committee Chair runs these meetings. We encourage each parent to attend these meetings. At these meetings, leaders discuss upcoming events, troop policies, and other troop issues. Troop 801 is strictly a volunteer organization. The Troop depends on Scouts' parents to help run the Troop.

For those with Internet access, Troop 801 has an excellent web site at <http://BreaTroop801.org>. Pictures from previous outings, calendars, useful information, and forms can be found at this site. The Troop Webmaster does an excellent job maintaining this site.

In order for adults and scouts to communicate effectively and efficiently, we've established a troop e-mail group address at Troop801@yahoo.com. When you join our troop, we will invite you and your son(s) to join our group. Or, you may send an e-mail to Troop 801-subscribe@yahoogroups.com, identify yourself, and request to be added to the group. Only members of our group are eligible to send e-mails to our group, and they are only delivered to other members of our group. It is secure from outsiders.

Each Scout and certain positioned adult leaders have mail slots/folders in the Troop "mail box" (Pendaflex) container. The Scoutmaster, Committee Chair/members, outing/event leaders, and others can leave notices and information in the mail slots whenever necessary. Each Scout/adult should check his/her mail slot at the end of each meeting. Outing trip plans, as well as the troop meeting plan outlines; will often be left in the mail slots.

The Senior Patrol Leader and Patrol Leaders will run telephone trees to the Scouts as necessary to get information out to the Troop. Information to be passed to the Scouts by telephone tree should be routed through the Senior Patrol Leader. Adult leaders may also run telephone trees as necessary to pass information to the adults.

Amendments to the Policy Guide

This document may be amended as follows:

Amendments will be proposed by identifying the current wording (if appropriate) and the proposed new wording. To be eligible for a vote, amendments will be sent in writing to the Committee Chair at least 30 days in advance of the vote. The Committee Chair will circulate the proposed amendment to all voting members of the committee. Proposed amendments will be voted on at regular Troop Committee meetings or other meetings provided at least 14 days advance notice is given identifying the proposal to be voted upon. Voting at the Committee Meeting will be based on the written proposal, with a 10-minute period allowed for modification. To be eligible for a vote, 30% of the Troop 801 registered adults must be in attendance at the committee meeting when the vote is taken. No proxy or absentee ballots will be allowed. For a proposal to pass it must receive 2/3 of the votes of the members attending the election.