

Boy Scout Troop 291

Policies and Procedures



Sponsored By: The First United Methodist Church
Moore, Oklahoma

Boy Scout Troop 291 Policies and Procedures

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THE FIRST UNITED METHODIST CHURCH
Moore, Oklahoma

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Troop 291 is located online at the following address:

<http://members.doubleknot.com/bsatrop291>

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TROOP HISTORY & OBJECTIVES

Troop 291 was originally chartered in 1934. The troop was organized by parents to provide a quality Scouting experience for their sons.

The aims of the troop are the same as those established by the Boy Scouts of America:

- To build character and moral strength,
- To foster citizenship, and
- To develop physical, mental and emotional fitness

Boy Scouts of America has developed and proven the methods for a successful and exciting Scouting program. Troop 291 was created with the objective of fully utilizing this program. These methods are as follows:

IDEALS	As stated in the Scout Oath, Law, Motto and Slogan.
PATROLS	The patrol method teaches and promotes teamwork, leadership, and a sense of identity.
OUTDOORS	Outdoor activities are the hallmark of the Scouting experience.
ADVANCEMENT	A series of objectives, rewards and recognition develops self-confidence and maturity.
PERSONAL GROWTH	Activities are geared towards stretching a Scout's horizons.
ADULT ASSOCIATION	Scouts learn by the example set by their adult leaders.
LEADERSHIP DEVELOPMENT	Scouting provides ample opportunities for leadership training and practice by being a boy run, adult advised program.
UNIFORM	Uniforms provide a sense of belonging, personal pride, and are a symbol of commitment to Scouting's ideals.

THE CHARTERING ORGANIZATION

The First United Methodist Church of Moore charts troop 291. The church receives a charter from Boy Scouts of America to use its program for a one-year period. The charter must be renewed annually.

The church has in turn agreed to provide a safe meeting place and the adult leadership to operate the Boy Scout program. The church owns and operates Troop 291 and selects a representative to act as a direct link between the church and the troop.

Chartered Organization Representative

The Chartered Organization shall designate a person (usually a member) to serve as the Chartered Organization Representative. This person is the liaison between the Troop Committee and the Chartered Organization.

TROOP COMMITTEE

The Troop Committee is comprised of a group of adult leaders charged with the duty to support the Scouting program and handle troop administration. These duties include but are not limited to:

1. Appointing a Scoutmaster
2. Carrying out the Policies and Regulations of BSA
3. Providing the ways and means to run a quality program
4. Obtaining and maintaining the troop's equipment
5. Supporting the Scoutmaster in establishing an adequate outdoor program

Note: The First Methodist Church of Moore requires a background check by the Oklahoma State Bureau of Investigation (OSBI) for all new Committee members, Scoutmasters and other adult leaders that are active with the youth.

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Following are brief descriptions of the different functional areas of the Troop Committee:

Chairperson

- Organizes the committee to see that all functions are delegated, coordinated, and completed.
- Maintains a close relationship with the chartered organization representative and Scoutmaster.
- Insures that the troop leaders and committee members have training opportunities.
- Interprets national and local policies to the troop.
- Works closely with the Scoutmaster in preparing troop committee meeting agendas.
- Calls, presides over, and promotes attendance at troop committee meetings.
- Ensures troop representation at monthly round table's.
- Secures top-notch, trained individuals for troop leadership.
- Arranges for charter review and re-charter annually.
- Maintains and distributes troop policies and procedures.

Treasurer

- Handles all troops fund and pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintains checking and/or savings accounts.
- Assists the Committee Chairperson in preparing the annual budget.
- Supports the Fundraising Chairperson.
- Reports financial status to the troop committee.
- Maintains individual accounts for Scouts.
- Maintains stocks and conducts sales of Troop Supplied Items

Committee Quartermaster

- Works with youth Quartermaster on inventory, storage, and proper maintenance of troop equipment.

Camping Chairperson

- Secures permission to use camping sites.
- Files tour permits with Council office.
- Coordinates troop transportation.

Advancement Chairperson

- Maintains troop membership records.
- Encourages Scouts to advance in rank.
- Arranges and conducts troop boards of review.
- Makes prompt reports as required to the Council office when a troop board of review is held.
- Secures badges and certificates.

Fund Raising Coordinator

- Responsible for conducting periodic fund raising efforts.

Merit Badge Coordinator

- Recruits merit badge counselors to support the merit badge program plan.
- Develops and maintains a merit badge counselor list.
- Works with Troop Librarian to maintain troop library.

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Chaplain

- Encourages Scouts to earn their appropriate religious emblem.
- Provides opportunities for Scouts to grow in their duty to God and their fellow Scouts.

Parent Participation

Scouting is more than just an organization for boys. It requires the support and involvement of the Scout's entire family. It is the goal of Troop 291 that each family takes an active part in the operation of the troop. It has been our experience that the more involved the parents are in the troop, the further the Scout will advance and more active the Scout will become. Parental involvement is always needed in the following areas:

Assistant Scoutmasters
Committee Members
Fund Raising
Advancement

Hospitality
Publicity
Logistics
Scout Show Coordination

Service projects
Merit Badge Counselors
Sharing of Skills/Interests

SCOUTMASTER AND ASSISTANT SCOUTMASTERS

The Scoutmaster is the adult leader responsible for the troop's image and program. The attributes of a Scoutmaster are described in the Troop Committee Chairman Handbook. The Scoutmaster and the Assistant Scoutmasters work directly with the Scouts. It is their duty to:

- Provide orientation to new members.
- Train and guide boy leaders using Junior Leader Training (JLT).
- Work with the committee to bring Scouting to boys.
- Use the methods of Scouting to achieve its aims.
- Meet regularly with the patrol leader council for training and coordination in planning troop activities.
- Attend troop meetings.
- Attend troop committee meetings.
- Conduct periodic parents' meetings to discuss the program and encourage parent participation.
- Conduct Scoutmaster conferences for all rank advancement.
- Supervise troop elections.
- Facilitate the program using the proven methods of Scouting.
- Consider participation in Council and District events as determined by the Patrol Leaders Council (PLC).
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and Boy Scouts of America.
- Assist in developing the annual budget.
- The Scoutmaster may assign an Assistant Scoutmaster to serve as a Patrol Advisor. This leader is responsible for assisting and guiding a specific patrol.
- The Scoutmaster will approve who is qualified to test Scout skills and approve merit badge councilors.

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JUNIOR LEADERSHIP

The troop is run by its boy leaders. All of the boy leaders will wear their uniform correctly. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers. Youth leadership positions are as follows:

Senior Patrol Leader	Top youth leader in the troop. He leads the Patrol Leaders Council (PLC) and, in consultation with the Scoutmaster, appoints other youth leaders and assigns responsibilities. The Senior Patrol Leader may delegate specific responsibilities to the Assistant Senior Patrol Leader.
Assistant Senior Patrol Leader	Fills in for Senior Patrol Leader in his absence.
Patrol Leader	Gives leadership to members of his patrol and represents them on the patrol leader council. Teaches skill to patrol members.
Quartermaster	Responsible for troop supplies and equipment.
Scribe	Keeps a record of and publicizes troop activities.
Bugler	Provides appropriate musical emphasis to ceremonies and camp outs.
Historian	Collects and maintains troop memorabilia.
Librarian	Keeps troop books, pamphlets, and magazines in order.
Chaplain Aide	Assists with troop religious services.
Den Chief	Assists Den/WEBELOS Leaders with their Cub Scout Den/WEBELOS Patrol.
Instructor	Supports Merit Badge Counselors in teaching merit badges to patrol members. Also will teach Scouting skills.
Troop Guide	Supports patrol leaders in teaching skills to patrol members.
Junior Assistant Scoutmaster	He is a Scout at least 16 years old who supervises and supports other boy leaders as assigned, and may work as an instructor. On his 18 th birthday the junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

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Elections

Election of the Senior Patrol Leader and Patrol Leaders will be conducted every 6 months in February and August (approximately). A Scout who is seeking election must be present to be elected or have an excused absence from the Scoutmaster. All Scouts should be present for the election due to the importance of their right to choose their leaders.

Junior Leader Elected Positions

Candidates for **Senior Patrol Leader (SPL)** are nominated by the Scoutmaster, [elected by the majority of the troop members present](#) and must meet the following minimum qualifications:

- Star rank (or left to the discretion of the Scoutmaster);
- Active member of Troop 291 for the previous six months;
- Must agree to serve a term of six months;
- Must attend Junior Leaders Training.

Patrol Leaders are elected by a majority of their patrol members, nominated by the Scoutmaster and must meet the following minimum qualifications with the exception of a New Boy Patrol:

- First Class rank;
- Active member of Troop 291 for the previous six months;
- Must be agreeable to serve a term of six months;
- Must attend Junior Leaders Training.

Junior Leader Appointed Positions

The Senior Patrol Leader appoints the following positions: Assistant Senior Patrol Leader (ASPL), Quartermaster, Scribe, Historian, Librarian, Chaplain Aide, and Bugler. The Scoutmaster must approve each appointee.

The Assistant Senior Patrol Leader must [also](#) meet the [same minimum](#) qualifications [as that of the SPL](#).

Each Patrol Leader appoints the following positions [with the Scoutmaster approval](#):

- Assistant Patrol Leader (APL)
- Quartermaster
- Scribe
- Historian
- Librarian
- Chaplain Aide
- and Bugler

The Scoutmaster appoints the following positions:

- Junior Assistant Scoutmaster
- Instructor
- Troop Guide
- Den Chief

The Scoutmaster may appoint a Scout to serve in any troop leadership position, which is newly created or becomes vacant.

Patrol Leaders Council (PLC)

The patrol leaders council (PLC), not the adult leadership, is responsible for planning and conducting the troop's activities. The PLC is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader, and Patrol Leaders.

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THE SCOUT UNIFORM

The uniform is the Scout's identification with the brotherhood of Scouting and should be worn with pride. The uniform makes our troop visible as a force for good and creates a positive youth image in our community. The uniform symbolizes our commitment to the aims and purposes of Scouting.

There are two types of uniforms for Troop 291; "Class A" and "Class B".

The "**Class A**" uniform consists of the official Boy Scout shirt, official belt along and either official Boy Scout long pants, shorts or blue jeans with the scout hat, neckerchief and slide. The blue jeans will be neat, clean, and not torn. A merit badge sash is included if the boy has merit badges. If official shorts are worn, official socks are required. The Class A uniform is required to be worn:

- To all Courts of Honor
- At designated troop meetings and functions
- During travel to all camp outs
- To all boards of review and Scoutmaster conferences.
- To district, council, and national Scouting events
- To other events as specified by the Scoutmaster.

The "**Class B**" uniform consists of the scout 291 hat, Troop 291 T-shirt and blue jeans. The blue jeans will be neat, clean, and not torn. The Class B uniform is required to be worn as follows:

- To all troop meetings when Class A is not designated.
- During all camp outs when not traveling.
- To other events as specified by the Scoutmaster.

During events of longer duration (i.e., summer camp, treks, etc.), at the Scoutmaster's discretion, neither the class A nor the class B uniform may be required. In these cases T-shirts, with a Scouting theme may be substituted for the Troop 291 T-shirt. Clothing items that promote alcoholic products, gangs, drugs or contain inappropriate language are never permitted at any Scouting event. Parents are urged to direct their son to follow these rules.

Insignias

The required insignias on the official Scout shirt is as follows:

- American flag (usually comes already on shirt)
- Patrol Emblem (troop provided)
- Last Frontier Council Patch
- "291" Troop Numeral Patches (available through troop)
- Current Rank Badge (troop provided)
- Red Shoulder Loops for shirt epaulets
- World Brotherhood of Scouting Patch (Purple)
- Quality Patch (if applicable) (troop provided)

Placement of the insignias on the uniform is shown in the Boy Scout Handbook.

Note: The troop provides patches at time that change occurs (i.e. rank advancement, leadership change, etc.).

REGISTRATION AND FEES

New Scout Registration

A boy may register as a member of Troop 291 at any time during the year. WEBELOS Scouts traditionally join in the spring after achievement of their WEBELOS rank and/or Arrow of Light Award. The requirements for a boy to join are as follows:

- Be at least 11 years old or have completed the fifth grade, or have earned the Cub Scout Arrow of Light Award, and be less than 18 years old.

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The process for registration is as follows:

- The boy and at least one parent attend one of the troop meetings held on Monday nights.
- A Boy Scout Registration Form is completed.
- A Troop Resource Survey (one for each parent) is completed.
- A Medical Release Form is completed.
- A registration fee for the boy and for the adult leader is paid to the Troop.

The complete registration fee for the Boy Scout should include:

- Registration with Boy Scouts of America.
- Subscription to Boys Life magazine
- One Troop 291 neckerchief
- OA dues (if applicable)

The initial registration fee for the adult leader should include:

- Registration with Boy Scouts of America.
- OA dues (if applicable)

Registration fees are non-refundable. All fees must be paid and all forms completed before the boy is officially a registered member of Troop 291. Registration and Boy's Life fees will be pro-rated to match the re-chartering anniversary date. In addition, the boys should get: 1) T-shirt 2) hat 3) handbook (required)

Transfers from other Boy Scout Troops

If a Scout is transferring into Troop 291 from another Boy Scout Troop, the registration process is slightly different than for a new Scout. These differences are as follows:

- Registration form completed
- The transfer is noted on the registration form.
- The advancement records, signed by the previous troop's advancement chairperson, are provided. This record must include the dates for all rank advancements, merit badges, leadership positions, service hours, and other awards or honors. (The verifiability of these records is very important in the case of the boy's advancement to the Eagle rank.)
- The payment of nominal transfer B.S.A. registration fee.
- Completed Troop Resource Survey.
- Troop fees are prorated.

Re-Chartering (Re-Registration)

Troop 291, through its chartering organization, must annually renew its charter with Boy Scouts of America. Each Scout and adult is required to pay his or her annual registration fees during the month preceding re-chartering and be current with monthly dues, so that the re-chartering process can be completed on time.

Dues

Troop dues are normally either paid in full or divided into three (3) parts. If there are special considerations needed it will be handled through the Troop Committee.

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MEETINGS

Regular Troop Meetings

The troop meets for its regular meetings every Monday at the Scout Hut. The meetings are held from 7:00 PM to 8:20 PM. In order to allow the meeting to begin and end as scheduled all Scouts are asked to arrive no later than 6:55 PM. Refer to the annual calendar for program topics.

Patrol Leaders Council

The Patrol Leaders Council meets monthly. Meetings will generally be held at the Scout Hut. The meetings are held to review the recent camp out activities and plan upcoming events, as well as to discuss other topics of interest to the Troop Leadership. Each new PLC team will set the date and time.

Committee

The committee meets monthly, at the Scout Hut. The Committee Chairperson will publish and provide an agenda for each meeting, if practicable. Other committee meetings may be called by the Chairperson as necessary.

The meetings are open to all Scoutmasters and parents. Only registered adult leaders are eligible to vote on matters effecting the Troop. All matters brought before the committee, (except amendments to these Policies and Procedures), may be decided by a majority vote of those adult leaders present.

Court of Honor

The Court of Honor is the troop's opportunity to recognize its members for their achievements. This is an important event and ALL family members and their friends are encouraged to attend. Family participation in the Scout's advancement is so important that the Troop Leadership strongly recommends the attendance of the parent(s) when a Scout receives his rank advancement award. Courts of Honor will be held on the last Monday of March, July, and December

Occasionally, a special Eagle Court of Honor will be held to recognize one of the troop's Scouts who has achieved the highest rank in Scouting, the rank of Eagle Scout. All troop members and their parents are requested to attend to show their support for this great achievement and to use the occasion to further commit themselves to the goal of the Eagle rank.

Annual Planning Conference

An annual planning conference will be held with the PLC and Scoutmasters to prepare the annual calendar. The calendar will then be submitted to the committee for approval. Following approval, the calendar will be distributed to all Scouts and their parents. The planning conference will normally take place in August.

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ADVANCEMENT

Overview

Rank advancement is one of the most important methods of Scouting. It is the primary indicator of the individual boy's involvement in the program. If the program is good and the Scout is involved, then advancement should come naturally. Requirements towards any rank may be accomplished at any time, but the ranks must be earned in order.

Rank advancement is the SCOUT'S responsibility. The adult leadership will provide a good program, but advancement requires the initiative of the individual Scout. The steps involved in advancement are as follows:

1. The SCOUT attends troop functions.
2. The SCOUT completes requirements for the various ranks.
3. The SCOUT secures the appropriate signatures in his handbook as the requirements are completed.
4. The SCOUT requests and attends a Scoutmaster's Conference upon completion of all requirements for his next rank.
5. The SCOUT requests and attends a Board of Review after completion of the Scoutmaster Conference.
6. The SCOUT advances to his new rank after completion of the Board of Review.

Parental support in the advancement process is vital. **Parents may not sign off requirements**, but should encourage their son to set goals and take the initiative towards rank advancement.

Rank Requirements

The Scoutmaster approves who is qualified to test for all parts of rank advancement.

The specific advancement requirements are detailed in the Scout Handbook. The Scoutmaster, Assistant Scoutmasters and Junior Assistant Scoutmasters are responsible for the signing of each requirement completed for all ranks through first class. Instructors and Troop Guides may initial requirements in the margin of the Scout Handbook for all ranks through first class and recommend that Assistant Scoutmaster and Junior Assistant Scoutmasters approve the requirement. Each requirement must be signed and dated. The date must include month, day and year. The Scoutmaster or Assistant Scoutmasters must sign off all advancement requirements for Star, Life, and Eagle ranks.

Scoutmaster's Conference

The Scoutmaster's Conference is to allow the Scoutmaster or a designated Assistant Scoutmaster to discuss and review the Scout's progress, get to know each other better, talk about the Scout's role in the troop, and set realistic goals for advancement to the next rank. A Scoutmaster's Conference can be requested by the Scout anytime after he has completed all the requirements for his next rank except on nights of Board of Reviews. Conferences can be scheduled with the Scoutmaster only after signing off the Scout's last requirement for advancement to the next rank. The Scoutmaster may also meet with individual Scouts to encourage their progress outside of rank advancement to discuss how the boy is applying the principals of Scouting into his life - Scout Law/Oath/Motto/Slogan** (chapter 24 in the Scout Handbook).

Board of Review

When a Scout has completed all the requirements for a rank, he appears before a board of review composed of members of the troop committee. Their purpose is not to retest the Scout, but to make sure he has met all requirement for the rank, and to chat with him a while to learn how he feels he's doing with the troop - and with Scouting. Boards of Reviews are scheduled for the 1st Monday of each month.

Merit Badges

Merit badges are required to advance to Star, Life and Eagle ranks. Working on merit badges allows the Scout the opportunity to build on the basic Scout skills, investigate hobbies, and foster citizenship. Merit badges may be earned only from approved merit badge counselors. Counselors are approved by the Troop Committee and must be registered as either an adult leader or merit badge counselor. A list of approved counselors by merit badge is available from the Committee Advancement Chairperson. We encourage each Scout to be at least the rank of 1st class to begin work on a merit badge. An exception to this rule is made at Summer Camp and Merit Badge Fairs.

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A booklet covering the requirements for each merit badge is essential for any Scout attempting to earn the merit badge. Booklets may be available in the troop library or can be purchased at any of the locations selling Boy Scout uniforms and accessories.

A Scout who elects to work on a merit badge must do the following:

1. The SCOUT requests a merit badge application form and approval from the Scoutmaster or designated Assistant Scoutmaster.
2. The SCOUT completes the personal section of the form.
3. The SCOUT contacts an approved merit badge counselor recommended by the Merit Badge Coordinator to begin work and schedule meetings.
4. The SCOUT secures the merit badge counselor's signature on the application form after completing all requirements.
5. The SCOUT submits the completed application to the Advancement Chairperson.

Awards

Badges of rank will be presented to the Scout at a regular troop meeting as soon as possible after successful completion of his board of review. The advancement card along with a mother's pin will be presented at his formal recognition in a Court of Honor.

After a Scout completes his merit badge application form, the merit badge card will be presented for formal recognition at the Court of Honor.

Eagle Courts of Honor

The Eagle Court of Honor honors the Eagle Scout. Troop 291 is especially proud when one of its members attains Eagle rank. Upon official notification from National Scouting Headquarters that a Scout has achieved the Eagle rank, a Eagle Court of Honor can be held. As with all Scout functions attendance is open to all.

OUTDOOR PROGRAM

Camp-Outs

Camping is the focal point of the Boy Scout Outdoor Program. It is a key component of Scouting. Troop 291 supports this program and will schedule at least one camp out every month of the year except August and December. A long-term camp such as summer camp or a high adventure camp will be scheduled at least once a year.

Troop 291 will camp in all types of weather. Scouts need the opportunity to test their skills in a variety of real life situations. However, unnecessary risks are never taken and safety is of the utmost concern. The Scoutmaster will be the final authority on whether camp outs will be canceled due to dangerous weather conditions.

In order to get the most out of the troop camping experience, the following rules will apply:

The following are Required:

1. Class A uniform will be worn unless Scoutmaster and SPL approves otherwise.
2. Prescription drugs will be delivered to the Scoutmaster in charge, or his assistant, with instructions for their use. The Scoutmaster will ensure that the drugs are dispensed as required.
3. A medical authorization form must be on file with the Scoutmaster in charge before a Scout can participate in troop outings.
4. Food money will be collected from each Scout for each camp out. Food money must be paid to the Scout's patrol leader no later than the second Monday (eleven days) before the planned outing. Food money is non-refundable.

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The following are Prohibited:

1. No electronics (radios, games, tape players, televisions) will be allowed. Any electronic items will be confiscated and returned to the Scout at the end of the camp out.
2. Firearms, fireworks, sheath knives, or other dangerous items are not allowed. Any items of this type will be confiscated and, depending on the seriousness of situation, a parent may be called to pick up their son.
3. Possession of alcoholic beverages, tobacco products, or drugs (other than prescribed drugs) is strictly forbidden. Scouts in possession of any of these items may be removed from participation and parents may be requested to pick their son up.
4. The troop or patrol will provide all food. Scouts will not pack food in their personal pack. This only attracts unwanted insects or scavenging animals to the tents. **NO FOOD IN TENTS.**

Late Registration for Camp-Outs

Scouts who have not paid their camping registration by the second Monday (eleven days) meeting prior to the outing will be responsible for making arrangements with the Patrol Quartermaster for food purchase. The Scoutmaster will ensure a current parental permission slip is on file and with the Camping Coordinator for transportation. If sufficient transportation is not available, the Scout's parents will be responsible for transportation for their son.

Summer Camp

- The long-term camp is usually the highlight of the troop's year. As WEBELOS become members of the troop it is required for them to attend and participate in at least two-2 campouts before going to a summer camp.
- The troop attends at least one week of summer camp every year. Locations vary from in-council camps to the exotic high adventure locations. Parents are welcome to attend, facilities permitting. Cost of summer camp is based according to the respective camp and travel distance.

High Adventure Camps

The Troop Committee will set requirements for participation in High Adventure Camps. The requirements may vary from activity to activity, depending on the nature of the outing.

Camping Equipment

Troop 291 has established itself as a low-impact camping troop. With this objective in mind, and to reduce waste at a camp, each boy is required to bring on all camp outs a plate, bowl, cup and set of eating utensils. There are also other official Boy Scout items that are quite functional and will serve this purpose also.

Where to buy Scout Equipment

A full line of Boy Scout uniforms, insignia and equipment can be found at the Last Frontier Council, 3031 N.W. 64th, Oklahoma City, Oklahoma, 73116, Phone 405.840.1114.

Troop Provides

Tents, cooking equipment, equipment maintenance, and fuel for transportation.

Other Personal Gear

Additionally, camping requires certain personal gear that is not provided by the troop. A list of suggested items is provided in the Boy Scout Handbook. A good sleeping bag is highly recommended to provide comfort to the Scout. Please consider a small size for backpacking and temperature considerations of 32 degrees or below.

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Totin' Chip Card

All Scouts in the troop are required to pass the Totin' Chip course before handling any knives, axes, or saws. The Totin' Chip course is designed to teach safety and skills in handling of these tools. The Scout will receive a Totin' Chip card after successful completion of the course and is required to carry it with him if he desires to handle a knife, saw, or hand ax during a camp out. He may be asked by any Troop leader or adult leader to show his card before being allowed to use these tools. Improper or dangerous use of axes, knives, or saws will result in a corner being torn off the Scout's card. If all four corners are torn off, the Scout will lose his privileges until he completes the course again. If the Scoutmaster determines that the infraction was severe enough, the Scout may lose the card, along with the privileges of using the tools and be required to be re-trained in the proper and safe use of the tools.

TROOP FORMS

Medical Authorization Form

The Medical Authorization Form is required to be completed and notarized before a Scout can be an active member of the troop. The form contains information regarding special medical needs for each Scout and an authorization for emergency care, if required.

Troop Resource Survey

The Troop Resource Survey should be completed by the Scout's parent when a Scout registers. The information will help to identify areas where parents can support the troop with the special skills, abilities, and interests they possess.

Parent Permission Slips

Signed and completed parent permission slips are required before a Scout can participate in any troop outing. The troop will provide forms, however, it is the responsibility of each boy to return them accordingly, usually 2 weeks in advance of the activity.

Activity permission slips will be required of all Scouts for participation in trips, events and camp outs. At all times a parent or designated responsible adult must be available while their Scout is attending any Scout activity. Also they will be available to pick up the Scout upon completion of the activity.

If your Scout requires any type of medication, you must include the information in writing to the Scoutmaster (Activity permission slips include a place for this information). You must provide or furnish such medication to the Scoutmaster prior to leaving or attending any Scouting function.

Amendments to Policies and Procedures

The Troop 291 Policies and Procedures may be amended by a two-third vote of registered adult leaders present at any regular or special meeting of the committee.