

# BOY SCOUT TROOP 317



**Standard Operating Procedures**

**And**

**Code of Conduct**

*“And whatever you do, whether in word or deed,  
do it all in the name of the Lord Jesus, giving  
thanks to God the Father through him.”*

*Colossians 3:17*

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## Welcome

In 2003, Perimeter Church approved the launch of a new Boy Scout Troop—Troop 317. Perimeter recently celebrated its 25<sup>th</sup> anniversary, and this new ministry reflected the church’s desire to “build bridges to the community,” “give itself away,” and “reach out to the least and the lost.” In short, the leaders of the church embraced the idea that boys could be trained and equipped to be mature and impactful disciples of Jesus Christ through the vehicle of Scouting.

The Boy Scouts of America have long held, through the Scout Oath and the Scout Law, a requirement that Scouts pledge their “duty to God” and to be “reverent.” Also, the Boy Scouts of America offer great latitude to the Chartered Organization to conduct Scouting in a way that is consistent with the values of their organization. Accordingly, Troop 317 of Perimeter Church is committed to Scouting to the glory of God and the Gospel of Jesus Christ. While this mission does not add additional requirements for earning merit badges or rank advancement, it does underscore a commitment to conduct Scouting with a biblical world and life view. For example, when Troop 317 conducts a worship service during a weekend outing, we will worship God through prayer, reading Scripture, and songs of praise. When we explore the wilderness, we will embrace it as God’s creation. Adults assigned as Assistant Scoutmasters who serve as Patrol Guides will not only help the boys with leadership and skills development, but they will also help the boys through prayer and discipleship.

While Troop 317 is unabashedly committed to the Gospel of Jesus Christ, it is absolutely open to non-Christians. Troop 317 is not a “Covenant” Troop in the sense of requiring the boys and/or their parents to be Christians. It is our hope and prayer that God would use this troop to showcase Christ’s love and grace to non-believers and that many people would become followers of Christ through this troop. In the end, Troop 317 seeks to provide an environment that fosters growth for Christian and non-Christian boys alike. Our troop number, 317, is a reference to Colossians 3:17 which reads, *“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”* We believe this passage of Scripture resonates with our commitment to the Lordship of Christ and the ideals contained in the Scout Oath and Law.

The following pages will provide you with our basic policies and procedures along with the Troop 317 Code of Conduct. Thank you for your interest. Please feel free to contact us with any questions you may have.

John K. Morrow  
Scoutmaster

Robert J. Keller  
Troop Committee Chairman

## **General Information**

### **Troop Meetings**

Troop 317 meets every Tuesday night from 6:45 to 8:00 PM in the Uptown Auditorium. Pre-opening activities start at 6:30 and the meeting starts promptly at 6:45. Boys should plan accordingly so they can be on time to the meetings. If a Scout cannot attend a meeting he should call his Patrol Leader prior to the meeting.

Troop meetings are under the leadership of the Senior Patrol Leader. Meetings normally have instruction that relates to the monthly theme, patrol meetings to plan for the next outing and a game. Meetings are planned by the boy leaders with guidance from the Scoutmaster.

Meetings will not be held on days that school has been closed due to weather.

Scouts should wear the Class A uniform to all meetings unless instructed otherwise.

### **Troop Elections**

Troop elections for Senior Patrol leader and Patrol Leaders are held twice a year in August and February.

### **Patrol Leaders Council**

The Patrol Leaders Council is made up of the Senior Patrol Leader, Assistant Senior Patrol Leader and the Patrol Leaders for each patrol. It meets monthly to plan the meetings and outing event under the guidance of the Scoutmaster.

### **Troop Committee**

The Troop Committee is responsible for providing all adult support required by the boys and the Scoutmaster to successfully execute the planned program. A well functioning troop committee can relieve the Scoutmaster of all administrative burdens so that he can focus on his primary role of providing coaching and mentoring to the boy troop leaders.

The Troop Committee meets the first Wednesday of every month from 7:00 to 8:30 at Perimeter Church. All parents are strongly encouraged to attend the Troop Committee meetings even if they are not formally enrolled as a committee member.

Please see Troop Committee Position Descriptions for a listing and description of Troop Committee positions.

## **Dues and Fees**

### **Troop Dues**

Annual Dues are \$75 per Scout. This pays for the Scout's national registration, one adult registration, awards and general troop expenses. In addition, new Scouts will need a Joining Kit that costs \$25. This kit includes a Boy Scout Handbook, some uniform insignia, and Troop 317 neckerchief.

It is the policy of Troop 317 that Scouting will not be denied to any boy because of financial reasons. If an undue financial burden is placed on a family because of Registration Fees, Uniform Expenses, Outing Expenses or Summer Camp, please contact the Committee Chairman for a confidential consultation.

### **Outing Expenses**

Fees for each outing are dependent on the activity and length. These costs are not included in the basic Troop Dues. Scouts are responsible for prepaying all required fees based on the schedule provided by the Troop. There will usually be food costs for the outing and sometimes camping or activity fees. The Troop has a goal of keeping these costs affordable while at the same time providing a varied and exciting outdoor program for the Scouts.

### **Summer Camp**

Summer Camp fees must be paid in line with the Troop's payment schedule to the summer camp. For Summer Camp 2004 the fee is \$200 per Scout. So that the Troop can meet its required payment schedule, \$35 is due from each Scout by February 17, 2004. An additional \$65 is due by April 20, 2004. The final \$100 is due by May 25, 2004. Deposit fees are refundable to the Scout if another Scout takes his place at camp.

### **Fund Raising**

Troop 317 will usually participate in the Boy Scout Popcorn fund raiser. Additional fundraising projects can be approved by the Troop Committee. It is the policy of Troop 317 that a share of the profits (usually 50%) of any fund raising activity will go into an account for each Scout that participates in the fund raiser. This money can be used by the Scout to pay dues and outing fees.

## **Uniform Requirements**

Wearing the Boy Scout Uniform is one of the eight methods the Boy Scouts of America uses to achieve the Aims of Scouting. Troop 317 supports the proper wearing and display of the Boy Scout uniform. Likewise, active adult leaders in the troop are encouraged to wear the proper uniform to meetings and other troop events.

### **Class A Uniform**

The *Class A* uniform is the dress uniform of Scouting. This uniform is to be worn to all meetings and all troop functions, including travel to and from all outings and campouts. Scouts are also required to wear the complete *Class A* uniform when attending their Boards of Review.

### **Class B Uniform**

The *Class B* uniform is worn during campout activities and other outdoor events, such as community-service projects. Scouts commonly wear the *Class B* for many summer camp activities. Meals, flag ceremonies, and campfire ceremonies are often the exception to this rule and require the wearing of a *Class A* uniform.

## **Camping Equipment**

Troop 317 will usually have an overnight outing every month that it meets. This requires that the Scout have some basic camping and outdoor equipment. The Hiking (pp. 186-215) and Camping (pp.216-245) chapters of the Boy Scout Handbook go into detail on equipment needs. Many of the required items can be found around the home.

The major items that a Scout will most likely need to purchase are a backpack, a sleeping bag and a backpacking tent. Since Scouts share tents every Scout does not need his own. Please see experienced adult leaders and Boy Scouts in the Troop for advice and guidance on what type of gear to purchase.

## **Advancement**

One of the methods of Boy Scouting is the Advancement program. The Scout advances through a series of ranks, Scout, Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class, Star, Life and Eagle by completing assigned requirements for each rank.

Troop 317 will provide a program that will make it possible for every boy who regularly attends meetings and outings to advance in rank. However, primary responsibility for advancement rests with the boy. At the same time, we understand that we are working with young boys and behind most Eagle Scouts are involved parents. One way to be involved is to encourage your son to work on his advancement requirements. This is especially true for the early ranks of Tenderfoot, 2<sup>nd</sup> Class and 1<sup>st</sup> Class.

### **Scout Rank**

The Scout rank should be achieved within the first couple of weeks of joining a Boy Scout troop. The requirements are basic joining requirements that are needed to complete a boy's registration.

### **Tenderfoot, 2<sup>nd</sup> Class and 1<sup>st</sup> Class**

These three ranks require a Scout to learn and demonstrate basic Scout skills that primarily fall under camping and outdoor skills, personal fitness and first aid.

The easiest way for a Scout to advance through these early ranks is to come to each meeting prepared to be signed off on one or two requirements. His Boy Scout Handbook lists all of his requirements and provides information on each. Have your son show you what he needs to accomplish for each rank. Then encourage him to pick a requirement to study so he can be prepared to get signed off at the next meeting.

Some requirements can only happen on overnight outings. If a Scout misses many of the outings during his first year he is likely to fall behind the other Scouts. At the same time he will miss out on the fun that always goes along with an outing. Please encourage your son to go on all possible outings. Overnight outings are where much of the value of Scouting occurs.

## **Star, Life and Eagle**

When a Scout has reached the 1<sup>st</sup> Class rank, he has learned the basic skills needed in Scouting. Thus, the requirements change for the final three ranks of Scouting. Now the Scout is expected to earn merit badges, provide leadership to the troop and provide service to the community.

## **Merit Badges**

Merit badges provide an opportunity for a Scout to learn more about things he likes to do as well as try out new things that he might like to do. Many Scouts end up pursuing a career that they were first exposed to through a merit badge.

Merit badges are completed under the guidance of a merit badge counselor. The merit badge counselor is an adult volunteer registered with BSA to assist Scouts in their study of the many merit badge subjects offered by BSA. Most counselors are parents of the Scouts in the troop.

The first step is for the Scout to obtain a merit badge application (Blue Card) and name of a counselor from the Scoutmaster for the merit badge he wants to earn.

The Scout then meets with the counselor to understand the requirements and develop a plan.

The Scout completes the requirements and meets with the counselor as needed. It is against the Youth Protection policy of the Boy Scouts of America for a Scout to ever meet with his merit badge counselor alone.

## **Scoutmaster Conference**

The final requirement for each rank prior to the Board of Review is a conference between the Scout and the Scoutmaster. It is an opportunity for the Scoutmaster and Scout to review the Scout's progress and set a plan for advancing to the next rank. The Scoutmaster will also discuss with the Scout how he has been showing Scout spirit (living up to the ideals of Scouting and Troop 317) in his everyday life. It is the Scout's responsibility to be prepared, to have his Handbook with him and to arrange for a Scoutmaster Conference.

## **Board of Review**

The Board of Review is the final step to advance in rank. It should be scheduled in advance with the Advancement Chairperson. The Board consists of 3 or more committee members who review the Scout work done, discuss troop experience, and encourage further Scout advancement. It is the responsibility of the Board of Review to verify that the Scout has completed all requirements for the rank, but the Board does not retest the Scout.

## **Court of Honor**

Courts of Honor are family gatherings that are held several times a year by the troop to formally recognize the achievements of troop members. As with all parts of the Boy Scout program Courts of Honor are planned and run by the boys. It is important to the boys that their families make every effort to attend each Court of Honor.

## Troop Calendar

### Troop Calendar Year

The Troop 317 calendar year starts in August. Troop meetings are held weekly during the months of August through November and January through June. No meetings are held during the months of December and July.

### Monthly Outings

Troop 317 plans an overnight outing for every month that it meets. Outings are planned by the Patrol Leaders Council. Boys are responsible for paying their share of food costs and any fees required for the outing.

### Troop 317 - 2004-2005 Calendar (As of 8/10/04)

First Set		Second Set	
Aug.'04	Activity: Water sports	Feb.'05	Activity: Snow sports
			CampMaster: Bob Keller
	Outing: BSA—Lake Alatoona		Outing: Boone, NC 1/15-17
			Jr.Leader Training: 2/26
Sep.'04	Activity: Water sports	Mar.'05	Activity: Cycling
	CampMaster: Graham Pifer		CampMaster: Lee Freeman
	Outing: Lake Lanier 9/17-19		Outing: Silver Comet Trl 3/18-20
Oct.'04	Activity: Rock Climbing	Apr.'05	Activity: BSA Spring Camporee
	CampMaster: Michael Barker		CampMaster: Jim Forester
	Outing: North Ga. Mts.10/15-17		Outing: Dist. Camporee 4/29-5/1
	Leader Training: 10/9		Adult Leader Training: 4/16
Nov.'04	Activity: Backpacking	May'05	Activity: Rock Climbing
	CampMaster: Chris Clark		CampMaster: Bert Norton
	Outing: Black Rock Mt., Ga 11/19-21		Outing: Bert Adams Scout Camp South Atlanta 5/20-22
Dec.'04	Christmas Break-no meetings	Jun.'05	Activity: BSA Summer Camp
			Outing: Woodruff Scout Camp
			Dates: 6/12-18
Jan.'05	Activity: Canoeing		CampMaster: John Morrow
	Outing: Okefonokee Swamp		
	Dates: 1/14-17	Jul.'05	Summer Break – no meetings



## **Travel Policy**

Safety is a top priority of Troop 317. We will make every effort to ensure the safety of our Scouts and our Adult Leaders. To that end, and in keeping with the rules of the Boy Scouts of America, the following Travel Policy guidelines will be observed and enforced. (Note: The guidelines of Troop 206 in Roswell, GA served as the basis for this list.)

1. Scouts and Adult Leaders are required to travel in the Class A Scout uniform unless otherwise specified.
2. All Scouts and Adult Leaders are required to wear a seat belt and remain buckled for the entire trip.
3. Scouts and Adult Leaders will remain in their assigned seats when traveling to and from a Troop 317 activity.
4. Playing in vehicles is not allowed at any time while traveling to or from an activity.
5. Scouts and Adult Leaders are expected to be on time for all activities. Our goal is to leave on time; accordingly, people who are not on time may be left behind.
6. Scouts are not allowed to eat or drink in vehicles without the explicit permission of the driver.
7. No electronic games, gadgets, music, etc. are permitted at any Scouting event.
8. To facilitate packing vehicles, Scouts and Adult Leaders are to bring only the equipment/clothing that is required for the activity.
9. Everyone must keep their hands, head, arms, etc. inside the vehicle when in transit to and from an activity.
10. Conversations should be kept at a reasonable level to ensure the safe concentration of the driver.
11. All Scouts must have a current Travel Permission Form on file with Troop 317.
12. Parents are expected to be on time to pick up their Scouts upon return from any Scout activity. In the event that Troop 317's planned arrival time is delayed, every effort will be made to inform parents via the phone tree.

## **Communications**

**Herringer , Cherie**

770-569-1232

Communications & Website

[Penandpalette@bellsouth.net](mailto:Penandpalette@bellsouth.net)

## Troop 317 Adult Leader (Partial) Contact List

Please try to call or e-mail the appropriate leader for the issue/question/concern. This will help limit one person from being overloaded with phone calls. Thank you for your help.

### Chambers, Rob

(H) (770) 840-8050  
(W)(770) 840-9290

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Norcross GA 30092  
[rob@competitiveimprovement.com](mailto:rob@competitiveimprovement.com)

Committee Member  
Advancement

### Forester, Jim

(H) (770) 476-5903  
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10525 Stonefield Lndg  
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[drjim@mindspring.com](mailto:drjim@mindspring.com)

Chartered Org Rep  
Life-to-Eagle

### Keller, Bob

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Committee Chairman

### Little, Chris

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Suwanee GA 30024  
[clittle9@yahoo.com](mailto:clittle9@yahoo.com)

Committee Member  
Membership

### Orangio, Gregg

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Troop Treasurer

### Morrow, John

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(W)(770) 236-3227

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Scoutmaster

### Russ, Doug

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(W)(770) 729-8870

300 Black Kettle Lane  
Alpharetta GA 30022  
[doogier@attbi.com](mailto:doogier@attbi.com)

Asst Scoutmaster  
Equipment

### Tony Herring

(H) (770) 569-1232

5290 Johns View St  
Alpharetta GA 30005  
[penandpalette@bellsouth.net](mailto:penandpalette@bellsouth.net)

Troop Chaplin

### Garrigan, Paul

(H) (770) 449-9900

4237 Stilson Cir  
Norcross GA 30092  
[garrigan4237@msn.com](mailto:garrigan4237@msn.com)

Committee Member  
Programs

## Troop 317 Phone Tree

Troop 317 will maintain a phone tree of assigned adults (one per patrol) to notify parents of meeting changes, changes in return time from outings, special event reminders, etc. Troop 317 hopes to have a voice mail system in the future that parents can call for up-to-date information including expected travel return times.

## **Troop 317 Web site**

Troop 317 will have a web site that resides on the Perimeter Church website: [www.perimeter.org](http://www.perimeter.org). Search for Boy Scout Troop, under “Kids Town”. Information as to dates, activities, camping trips, along with the Troop’s newsletter, Troop Charter, Code of Conduct & Operation Procedures will be posted there. See communication coordinator (above) for website postings.

## **Atlanta Area Council**

We are part of the Atlanta Area Council, Milton District.

The Atlanta Area Council Volunteer Service Center along with a Boy Scout Shop is located at 1800 Circle 75 Parkway, SE, Atlanta, GA 30339.

To contact the Council Office you can call 770-989-8820 to reach a receptionist between the hours of 8:30 AM to 5:00 PM or 770-989-8821 to automatically reach any extension using their Voice Mail Auto-Attendant.

### Directions to the Volunteer Service Center (VSC)

Take I-285 West towards Cobb County.

Turn off onto Ramp toward I-75 / US-41 / Atlanta / Chattanooga.

Follow the ramp straight toward the US-41 Cobb Parkway exit.

Turn RIGHT onto US-41.

Turn RIGHT onto Circle 75 Parkway.

VSC is located at the corner of Circle 75 Parkway and Windy Ridge Parkway. Turn right into parking lot before you get to Windy Ridge.

## **Useful Scouting Web Sites**

Atlanta Area Council <http://www.atlantabsa.org>

Milton District <http://miltonbsa.org>

Merit Badge and Advancement Information <http://meritbadge.com>

Scouting Resources <http://www.macscouter.com>

## **Troop Committee Position Descriptions**

### **Chairman**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Ensure that the troop adheres to the policies of the Chartered Organization.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.

- Ensure troop representation at monthly roundtables.
- Recruit top-notch, individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage adult leaders to get trained.
- Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the troop's new member information packet.
- Arrange for charter review, recharter annually and plan the charter presentation.

#### **Chartered Organization Representative**

- Act as liaison to Perimeter Church.
- Schedule use of church facilities by troop.
- Maintain close contact with church leadership on the support needs of the troop committee. Report to the Perimeter EMT at least twice per year on the troop's status, submitting written report when not in attendance.
- Approve all adult leaders applications, and work with Committee Chairman to check references of all adult leader applicants.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

#### **Secretary**

- Attend all troop committee meetings, recording the minutes, with special emphasis on decisions made, and action items identified.
- Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure committee members follow up on action items.
- Handle troop correspondence as needed.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

#### **Communication Coordinator**

- Maintain the troop address list, and distribute updates to families and troop/church leadership.
- Coordinate troop publicity, including placing notices in church and school bulletins, web site, and local newspapers.
- Prepare a family newsletter of troop events and activities. Utilize e-mail and other communications media to keep the troop membership and community informed about troop activities.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

#### **Treasurer**

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the *Troop/Team Record Book*, and/or the troop accounting software.

- Supervise money-earning projects, including obtaining proper authorizations. Coordinate with EMT to assure appropriate balance with other church sponsored fund raising activities.
- Supervise the camp savings plan, and the individual scout's accounts in the treasury.
- Lead in the preparation of the annual troop budget.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

#### **Program/Activities Coordinator**

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly overnight outdoor program.
- Promote the National Camping Award.
- Promote attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month. Report attendance to the Troop Scribe.
- Secure tour permits for all troop activities.
- Recruit adult campmasters for each camping trip
- Report to the troop committee at each meeting. If not in attendance, submit written report.

#### **Advancement Coordinator**

- Encourage all Scouts to advance in rank, ultimately to Eagle Scout.
- Work with the Troop Scribe to maintain all Scout advancement records.
- Arrange quarterly troop board of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting. If not in attendance, submit written report.
- Work with Program Coordinator to conduct troop Court of Honors.

#### **Life-to-Eagle Coordinator**

- Advise Eagle Scout candidates on the general process of applying for Eagle Scout rank.
- Advise Eagle Scout candidates on service projects; assist with paperwork preparation.
- Conduct Life to Eagle transition orientation to new Life scouts, providing Council workbooks.
- Coordinate Eagle Boards of Review with District Advancement Committee.
- Assist Eagle Scout families with Eagle Court of Honor planning.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

#### **Chaplain**

- Encourage development of biblical foundation within troop.
- Provide Christ-centered resources and teaching opportunities for troop meetings and activities.
- Give guidance and discipleship to the Chaplain Aide, including development of "Scouts Own" worship service during campouts.

- Promote regular participation of each member in the activities of Perimeter or other evangelical Christian church.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Organize opportunities for Scouts to earn the “God & Country” awards.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Training Coordinator**

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Equipment Coordinator**

- Supervise and assist the Troop Quartermaster in procuring camping equipment and supplies.
- Advise Troop Quartermaster on inventory, maintenance, purchase, and storage of Troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Encourage the monthly Service Patrol to perform their duties as related to Scout Hut maintenance.
- Coordinate the facility maintenance needs with the Church via the Chartered Organization Representative.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Community Service Coordinator**

- Coordinate workdays with Perimeter Church
- Coordinate quarterly (minimum) community service projects.
- Prepare annual community service report for Quality Unit application.
- Identify/coordinate community service projects for Scouts rank advancement requirements. Report Scout attendance on service projects to the Troop Scribe.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Membership Coordinator**

- Coordinate general recruiting efforts (*e.g.*, Council/District-sponsored events, “Bring a Friend”). Plans and conducts regular Troop recruiting efforts.
- Maintain contact with local Cub Packs; Train Den Chiefs.
- Works with Cub Scout Pack Leadership to plan Webelos visits and Crossover planning.
- Contact inactive Scouts and encourage them to become active again.

- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Health & Safety Coordinator**

- Collect and maintain Health forms necessary for summer camp and other Troop activities.
- Maintain troop first aid kit, including replacing expired items.
- Assist the Troop Instructor in planning First Aid training/skill instruction.
- Interpret BSA Guide To Safe Scouting to the Committee and Troop Leaders.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Popcorn Sales Coordinator**

- Coordinate annual Popcorn fundraiser; ensure all paperwork filed with District Popcorn Chairman is completed and on time.
- Ensure payments collected and forwarded to Council office on time.
- Report to the troop committee at during sales campaign. If not in attendance, submit written report.

### **Friends of Scouting (FOS) Coordinator**

- Ensure that every family in the troop has the opportunity to participate in the FOS campaign, working with the Troop Treasurer.
- Coordinate with Council on annual FOS drive and forward paperwork and donations to Council office.
- Report to the troop committee at during campaign. If not in attendance, submit written report.

### **Troop Committee Member At Large**

- Attend troop committee meetings and participate in decision-making.
- Serve on Troop boards of review.

## **Code of Conduct**

### **Overview and Scout Behavior Expectations**

As discussed previously, Scouting works toward three aims: 1) Character, 2) Citizenship, and 3) Fitness. The Ideals of Scouting—captured in the Scout Oath and Law—represent the framework in which these aims are pursued. In Troop 317, we have high expectations for our Scouts and Adult Leaders as they demonstrate integrity, honesty, and character in all walks of life. At the same time, however, we recognize that even if followers of Christ, both Scouts and Adult Leaders have a sin nature, and they may demonstrate behaviors that call for corrective action. As reflected in Matthew 18: 15-18, our goal is not to punish or expel a Scout or Adult Leader, but rather to address inappropriate behavior and restore the individual fully into Troop 317. In keeping with Scouting being “Boy Led,” violations and corrective actions will be addressed and resolved at the lowest possible level of the Troop’s organization and elevated as necessary.

### **Behaviors Requiring Corrective Action**

- 1) Using profane language and/or gestures.

- 2) Fighting, hitting (horseplay), hazing and/or taunting others, endangering others and/or oneself.
- 3) Refusal to follow instruction issued via Troop leaders (adult and/or junior) as well as parents, and leaders in church, school, and the community.
- 4) Disruptive behavior during Scout meetings and/or other situations requiring attentiveness.
- 5) Dishonesty—through omission or commission.
- 6) Intentional, reckless, and/or negligent destruction of property (church, school, public facilities, etc.) and/or the environment.

### **Corrective Actions**

For inappropriate behaviors, Troop 317's response will include one or more of the following Corrective Actions—depending on the severity and frequency of the violation(s).

- 1) Discussion of the violation and its consequences. Follow-up discussions with Adult Leaders and/or parents will be scheduled as necessary.
- 2) Separation from the activity. Additionally, parents may be called to pick up the Scout, regardless of the Troop's location.
- 3) Exclusion from the next Scouting activity.
- 4) Loss of Troop Position (e.g. as a Patrol Leader, etc.).
- 5) Delayed advancement to the next rank (note "Scout Spirit" requirement).
- 6) Expulsion from the Troop.



**Conduct Violation and Corrective Action Report  
Troop 317**

Scout: \_\_\_\_\_

Date: \_\_\_\_\_

**Behaviors Requiring Corrective Action**

- Using profane language and/or gestures.
- Fighting, hitting (horseplay), hazing and/or taunting others, endangering others and/or oneself.
- Refusal to follow instruction issued via Troop leaders (adult and/or junior) as well as parents, and leaders in church, school, and the community.
- Disruptive behavior during Scout meetings and/or other situations requiring attentiveness.
- Dishonesty—through omission or commission.
- Intentional, reckless, and/or negligent destruction of property (church, school, public facilities, etc.) and/or the environment.

Comments:

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**Corrective Actions**

- Discussion of the violation and its consequences. Follow-up discussions with Adult Leaders and/or parents will be scheduled as necessary.
- Separation from the activity. Additionally, parents may be called to pick up the Scout, regardless of the Troop's location.
- Exclusion from the next Scouting activity.
- Loss of Troop Position (e.g. as a Patrol Leader, etc.).
- Delayed advancement to the next rank (note "Scout Spirit" requirement).
- Expulsion from the Troop.

Comments (note Scout's response—e.g. apologies/restitution made, etc.):

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Scout: \_\_\_\_\_

Scout Leader: \_\_\_\_\_

## Parent/Scout Agreement Form

### Troop 317

1. We have read, discussed, and understand the Troop 317 Charter, including
  - The Aims, Ideals, and Methods of Scouting,
  - The Troop 317 Purpose, Vision, and Mission,
  - The Troop 317 Standard Operating Procedures, and
  - The Troop 317 Code of Conduct
2. We support/respect Troop 317's commitment to the Gospel of Jesus Christ and its biblical approach to Scouting as outlined in the Troop 317 Charter.
3. We affirm our commitment to timely attendance at Scouting activities which include Troop Meetings, Monthly Outings, Service Projects, etc. Tardiness and/or non-attendance may impact eligibility for participation in activities and/or advancement.
4. We affirm our willingness to support Troop 317 by providing some Adult Leadership (e.g. Troop Committee membership, Merit Badge Counseling, etc.).
5. We affirm our commitment to a biblical model of communication which includes:
  - a) First, going to the appropriate party (e.g. Scout, parent, etc.).
  - b) Refraining from giving bad reports and/or gossiping.
  - c) Bringing constructive suggestions to the Troop Committee in writing.
  - d) Informing the Troop Committee if your Scouting needs are not being satisfactorily met.
6. We affirm our commitment to the Troop 317 Code of Conduct and our willingness to accept and support Corrective Actions taken in the event of inappropriate behavior.
7. We affirm our commitment to pay required Annual Dues and Joining Kit fees, and to purchase required uniform items. Additionally, we will pay for monthly outing fees in a timely manner in order to allow time to pay registration fees, obtain materials, etc. We recognize 1) Troop 317's commitment to the highest standards of financial integrity and accountability, 2) the availability of "Camperships" (e.g. scholarships) for qualified families.

Father/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_

Scout: \_\_\_\_\_ Scout: \_\_\_\_\_

Date: \_\_\_\_\_