

BSA Troop 49 Policy Manual



Individual Scout Account Policy.....	2
Troop Trailer Gas Reimbursement Policy.....	4
Troop Events and Outings.....	6
Troop Trips with Webelos Policy.....	9
Webelos / Boy Scout Joint Event Form.....	10
Scout Trip / Outing Funding Policy.....	11
Camp Equipment User Fee Policy.....	12
Committee / Troop Meeting Policy.....	13
Rank Advancement Distribution Policy.....	13
NYLT Training Policy.....	13
Fundraiser Profit Distribution Policy.....	14
Troop Fundraising Policy.....	16
Adult Training Policy.....	17
Communication Policy.....	18
Troop Equipment Damage Reimbursement Policy.....	18
Inactive Scout Policy.....	19
Outdoor Ethics Guide Training Reimbursment Policy.....	19
Valentine Camp Scholarship Fund Policy.....	20
Equipment Check Out/ Check In Policy.....	21

NOTE: The policies as written must be followed unless otherwise stated and approved by the Troop committee for a special case. These special cases will be noted in the committee meeting minutes for future reference. Any general updates to a policy will be handled through committee review and approval.

BSA Troop 49 Policy Manual

Individual Scout Account Policy

Boy Scouts is a non-profit, volunteer organization in which salaries are not paid except for Council and District level scouting professions, which are outside the scope of the "Troop" structure. Salaries can also be earned by working for the Council's summer camps or other Council's summer camps and are no way related to the Scout account.

Troop fundraising is used to provide the means for Scouts to participate in scouting events. Besides occasional donations to the Troop, fundraising is the only mechanism to financially support the Troop needs.

A portion of money brought into the Troop by a Scout during approved product sale fundraising activities is set aside in an Individual Scout Account in the Scout's name by the Troop for the Scout to use in paying for Scout activities.

The Troop Committee must approve the product sale fundraising activity. All solicitations of funds will be conducted in compliance with BSA guidelines and a Unit Money-Earning Application needs to be completed and submitted to the council office for approval prior to the fundraising activity. When fundraising involves the sales of product, such as but not limited to popcorn or wreaths, the purchasing customer should be fully aware that the profits are to support Scouts and/or Boy Scout Troop 49. Scouts of Troop 49 are in no way to sell products for the troop under different premises, names, or to customers / organizations that either have policies prohibiting or do not wish to support Boy Scouts.

Individual Scout Accounts and the funds from the accounts are to be handled in accordance with the following rules:

1. All monies raised or earned and other assets received in the name of and for the benefit of Scouting must be used for the purposes of Scouting. The following are considered valid uses of Individual Scout Account funds:
 - a. Individual Scout Account funds may be used for troop events such as camps and outings.
 - b. If the troop chartering policy changes, Individual Scout Account funds may be used for payment of annual membership dues, magazine subscriptions, and other related Scout costs.
 - c. Individual Scout Account funds can be donated to their Eagle project or another Scout's Eagle project as part of the Eagle project source of funds.
 - d. Individual Scout Account funds may be used to purchase equipment for the Troop.
 - e. Individual Scout Account funds may be used to pay the scout's or another scout's Troop Contribution requirement.
 - f. Individual Scout Account funds may be used to pay adult (parent) fees and expenses.
2. When enrolling in an event, it is the Scout's responsibility, not the Event Leader, to determine if sufficient funds exist in their account.
3. The Troop Treasurer or designee will post all payments to and charges to the Individual Scout Accounts on Scoutbook's Payment Log in each Scout's profile. A separate log of these transactions will also be kept on a spreadsheet as a backup to Scoutbook. It is the scout's responsibility to keep the account balance in the positive.

Individual Scout Account Policy, continued

4. Many Scouting activities require a commitment of Scouts and parents prior to the event. These organizations plan and budget costs based on the number of registrations and will bill and demand payment for “no-shows”. If a Scout or parent who has committed to an event is not able to attend, the Scout is still responsible for their portion of what the Troop is charged, or to provide a substitute in their place if this is acceptable to the sponsoring organization. If this situation occurs, the Scout or parent of the Scout may need to work directly with the sponsoring organization to coordinate the substitution or place a request for a refund. It is not the responsibility of the Troop’s Event Leader to work through changes in a Scout’s commitment.
5. In the event that an Individual Scout Account has insufficient funds for an upcoming event, payment for the event must be made to the Troop treasurer at the time of the Scout’s commitment to the event.
6. Fundraising event information will have approximate percentage payouts for both the Individual Scout Account and the Troop General Fund. It is the Scout’s responsibility to become familiar with these payouts prior to participating in the fundraising event.
7. When a Scout leaves scouting, funds remaining in the Individual Scout Account will be returned to the Troop account on January 1st of the year following when the scout left. The only exceptions are if the Scout has a brother who is a member or will become a member of the Troop, or if the Scout requests a specific Scout in the Troop take the balance.
8. If a Scout moves to another Troop, the balance of the Individual Scout Account may be sent to the new Troop upon request. A Troop check will be written to the new Troop to transfer the funds. The Scout’s Troop Contribution must be satisfied before funds are sent to a new troop.
9. Funds put in a Scout’s Individual Scout Account by direct payment from the family are accounted for separately for a rolling period of 6 months. Only these funds can be reimbursed back to the family upon request, for the last 6-month period prior to the request.
10. For scouts turning 18: The Individual Scout Account balance is available for viewing on the scout’s profile in Scoutbook. If there is a negative balance, they must settle this matter immediately. Funds left in the Individual Scout Account after the scout turns 18 will be transferred into the Troop General Fund, with the exception of the money they put into their account personally in the last 6 months. Scouts or their family may choose to donate any remaining funds to the troop. The scout must make a request to the Treasurer to be returned any funds.
11. Eagle Scouts may use the funds in their Individual Scout Account to offset expenses related to their own Eagle COH. The Scout or parent is required to submit a receipt(s) for Eagle COH to the Treasurer with a request for the amount they want to withdraw from the Individual Scout Account.
12. For scouts turning 18 prior to having their Eagle COH, the Scout is required to notify the Treasurer that they intend to use the funds past their 18th birthday for the purpose of their Eagle COH and they will be given a 6 month grace period to do so. Failure to notify the treasurer prior to 18th birthday will result in funds reverting to Troop General Fund per policies. After the 6 month grace period for the Eagle COH, the funds will revert into the Troop General Fund.

Troop Trailer(s) Mileage Reimbursement Policy

Towing the Troop trailer adds an extra cost burden to volunteers who tow it to Troop events. In order to compensate for a portion of this burden, only the volunteer(s) who tow(s) the trailer(s) to and/or from a Troop outing destination may be reimbursed for mileage at a predetermined rate with prior approval of the Troop Committee.

At the beginning of each year during budget review, the Troop Committee will determine the funds available from the Troop General Fund for Trailer Mileage Reimbursement for the current year. The Troop will reimburse mileage expenses out of the Troop General Fund for summer camps and other camps as the budget allows. Scouts attending these camps will not incur the fees related to towing the trailer(s) for these camps.

Mileage reimbursement for trailer(s) towing to camps for which Troop Funds are not budgeted will be paid by the group of scouts attending the camp. The mileage reimbursement cost will be determined during the planning stage prior to the trip and will be taken into account as another line item along with food and other fees that comprise the cost to scouts for that camp. The Event Leader will calculate the mileage reimbursement cost for the camp.

Drivers towing the trailer(s) who choose to not seek reimbursement for mileage should notify the Event Leader in a timely manner so the expense can be removed.

Mileage Reimbursement Procedure:

1. The mileage to be reimbursed shall be calculated from the trailer storage location to the outing destination and back.
2. Trip distance shall be calculated using MapQuest or other similar trip software package. Any side trips prior to or after the outing shall not be included in the distance calculation.
3. The reimbursement shall be **42.0 cents per mile** (Current March 2021).
4. There is no minimum distance for the calculation. It's up to the volunteer if they wish to be reimbursed or donate the funds to the Troop.
5. The volunteer should apply for reimbursement using the Reimbursement form found on our website and submit the form to the Treasurer.
6. Emergency provision: Should a driver be needed to come get the trailer from a camp or take a trailer one way to a camp due to a lack of a round trip volunteer or late dropout, that person shall be reimbursed for each two way trip they provide that is required to get the trailer to and from camp. Any extra reimbursement over the previously calculated trailer towing cost will come from the Troop General Fund and not from the Scout accounts.

Example: The trip is to Circus World, Baraboo, WI. The Trailer is currently stored at Launder Farm. A MapQuest search indicated a 91-mile trip one way. Two-way trip is 182 miles.

$$\$ 0.42 * 182 \text{ miles} = \$72.80$$

The volunteer towing the trailer to and from the outing will be paid \$72.80 as reimbursement for mileage.

Troop Trailer(s) Mileage Reimbursement Policy, continued

RATE

This policy shall be reviewed and updated in March (annually) to set the reimbursement rate for the year. The updated policy will be posted on the troop website. Reimbursement rate shall be set equal to the Federal business rate minus the General charitable rate as found on the IRS web site:

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2021>

2021 : 56.0 cents – 14 cents = \$0.42 per mile

2020 : 57.5 cents – 14 cents = \$0.435 per mile

2019 : 58.0 cents – 14 cents = \$0.440 per mile

2018 : 54.5 cents – 14 cents = \$0.405 per mile

2017 : 53.5 cents -14 cents = \$0.395 per mile

2016 : 54 cents -14 cents = \$0.40 per mile

2015 : 57.5 cents – 14 cents = \$0.435 per mile

2014 : 56 cents – 14 cents - \$0.42 per mile

Troop Events and Outings

Any adult wishing to organize, coordinate and guide a troop event (camp outing, day event, etc) must consult and receive approval by the Scoutmaster on all facets of the event.

A. The Event Leader will use the procedures in the Troop 49 Event Leader Checklist to facilitate an outing, event, or campout.

1. Two deep leadership will apply at all times.
2. Any adult transporting scouts or a Troop Trailer must be a registered member of Troop 49.
3. Any adult attending a campout must be current in YPT.
4. Any adult sleeping overnight at a Troop camp must be a registered member of Troop 49 or registered member of BSA.
5. Any adult sleeping overnight at a Troop 49 campout must have current YPT on file with the Troop Training Coordinator. In accordance with BSA National rules specified in the BSA Guide to Safe Scouting, there must be at least one troop registered male adult leader 21 years of age or over in attendance and staying overnight at all troop activities, camps, and events with male youth in attendance. A registered female adult leader 21 years of age or over must be present for any activity involving female youth.
6. Any youth attending a campout must be a registered member of Troop 49 or registered member of BSA.
7. The *current* Guide to Safe Scouting section 1- Youth Protection and Adult Leadership will be read and utilized by all adults attending a Troop 49 event.
8. The BSA Guide to Safe Scouting activity guidelines will be utilized at all outings. It is the responsibility of the Event Leader to know which guidelines apply to the event. The online version of the *Guide to Safe Scouting* is updated quarterly. It is the responsibility of the Event Leader to ensure all adults have adequate training for the event such as: Wilderness First Aid, Safety Afloat, Trek Safely, Hazardous Weather, etc.
9. At close of registration, the list of scouts registered to attend the camp and the list of adults wanting to attend the camp will be submitted to the Scoutmaster. The Scoutmaster will determine which adults will attend camp, which adults are 'necessary', and help determine the scout leadership for the camp.

B. Necessary Adults are the minimum number to safely and effectively run the camp or event.

1. Each camp or outing will have at minimum two YPT trained adults at all times, and each will be BSA registered if staying overnight or transporting scouts.
2. Necessary Adults registration fees are paid by the Troop General Fund.
3. Scouts will share the cost of the Necessary Adult food costs. Extra activities fees for Necessary Adults will be paid by the Troop General Fund or by the scouts attending camp dependent on the necessity of the expense and will be determined on a case by case basis.
4. The Scoutmaster will approve the number of Necessary Adults for a camp in consultation with the Event Leader.

BSA Troop 49 Policy Manual

5. Oak Leaf, Wood Badge, and other training will be taken into account when selecting Necessary Adults.

Troop Events and Outings, continued

6. Recommended Necessary Adult ratios:
 - a. Weekend camps- 1 adult per 6-8 youth
 - b. Week long camps- 1 adult per 6-8 youth
 - c. Winter camping event in tents- 1 adult per 3-4 youth
 - d. Winter camping in cabins- 1 adult per 6-8 youth
 - e. High Adventure camps- 1 adult per 3-5 youth

C. Non-essential adults are additional adults attending the camp or event.

1. Non-essential adults will pay all of their own registration fees, travel expenses, lodging expenses, and food expenses.
2. Non-essential adults who are transporting scouts must have current YPT and be members of Troop 49.
3. The Scoutmaster will approve the number of non-essential adults who may participate in the outing in consultation with the Event Leader.

D. Safety and Behavior

1. The safety and well being of all scouts and adults in Troop 49 is taken seriously.
2. The BSA Guide to Safe Scouting outlines proper behavior of all those registered as members of BSA. Specifically, page 3 of the Guide states: "All adult leaders and youth members have responsibility. Everyone is responsible for acting in accordance with the Scout Oath and Scout Law. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyber-bullying, theft, verbal insults, drugs, alcohol, or pornography have no place in the Scouting program and may result in revocation of membership." This will be a guideline all adults and scouts follow without exception. Any such misbehavior will be reported immediately to the Adult Event Leader and Scoutmaster. Any serious violations of BSA Youth Protection policies must be immediately reported to the Scoutmaster, Council Executive, Troop Charter Executive, and Troop Charter Organization Representative.
3. The Scoutmaster, or Event Leader in consultation with the Scoutmaster, has the authority to remove any adult or scout from a camp or event.

E. Adults at Camp

1. Adults at camp are under the authority of the Scoutmaster.
2. Adults who are Oak Leaf trained and support the ideals of scouting are the predominant adult leaders at a camp. Other adults present at camp must recognize their responsibility to the adult leadership structure at camp. Other adults will support the trained adult leadership and be open to direction from that leadership.
3. Adults at camp must recognize the importance of the scout leadership structure at camp. Adults will support the scout leadership and patrol method in place at camp.
4. Adults at camp must recognize adults are an example to scouts in regards to behavior, conversations, and actions. At all times adults' interactions should be appropriate for a

BSA Troop 49 Policy Manual

scouting event. Adults will model respectful words and actions at all times, and require the same positive interactions from the scouts.

5. Adults at camp are present to support all scouts at the camp, not only their own son.

Troop Events and Outings, continued

F. High Adventure Trips

1. In following the Scout Motto- Be Prepared-, scouts will have earned at a minimum the First Aid Merit Badge and Wilderness Survival Merit Badge, and it is recommended to have earned or be in the process of earning Hiking and/or Canoeing Merit Badge prior to attending a High Adventure Camp such as Philmont, Sea Base, Boundary Waters, etc.
2. High Adventure camps are for scouts aged 14 or older, or aged 13 when attending with a parent. Age and Merit Badge requirements may be waived by the Scoutmaster for Troop events.

G. General transportation:

1. Scout parents providing transportation must be registered adults within the troop and have current Youth Protection Training.
2. Local events – Minimum 2 adults, unless otherwise dictated by event for chaperones needed. Transportation provided by Troop adults.
3. Away short term events – Minimum 2 adults, unless otherwise dictated by event for chaperones needed. Transportation provided by Troop adults.
4. Summer camp transportation – Minimum 3 adults or the number of adults required for transportation and to chaperone event. Actual number of additional adults will be set by the number of scouts attending event.
5. The BSA general liability program provides excess coverage for automobile or watercraft liability. The owner's vehicle or watercraft liability insurance is primary. The excess insurance is available only while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose.

Troop Trips with Webelos Policy

Overview:

When Webelos join Boy Scouts on an overnight event, Boy Scout leaders cannot be considered as the Webelos' guardians or official adult leadership.

Excerpt from Guide to Safe Scouting (Bold indicates official BSA rule/policy):

A Webelos Scout may participate in overnight den camping when supervised by an adult from his Pack. In most cases, the Webelos Scout will be under the supervision of his parent or guardian. It is essential that each Webelos Scout be under the supervision of a parent-approved adult. Joint Webelos den-troop campouts including the parents of the Webelos Scouts are encouraged to strengthen ties between the pack and troop. Den leaders, pack leaders, and parents are expected to accompany the scouts on approved trips. If a leader brings along a child who does not meet these age guidelines, disservice is done to the unit because of distractions often caused by younger children. A disservice is also done to the child, who is not trained to participate in such an activity.

Troop 49 Policy:

1. Per BSA policy, a Webelos parent or guardian is required for every Webelos Scout for joint Webelos/Scouts BSA trips and events. The designated guardian does not need to be the parent but the guardian **MUST** be approved by the Webelos parent.
2. Prior to a joint event, the Webelos Den leader **MUST** submit a list of Webelos attending, the designated guardian (designated guardian must be a registered member of the BSA and hold current YPT) and a Troop 49 consent form for each Webelos Scout.
3. The minimum number of guardians required shall be no more than 2 Scouts per Adult or the Adults own Webelos (Family) plus 1 additional Scout. There shall be no younger children brought along by the Boy Scouts, their parents, or Webelos parents.
4. The Scouts BSA Troop Leaders cannot be responsible for dispensing medications for Webelos scouts. Medications and current BSA medical forms shall be the responsibility of the Webelos Scouts leadership.
5. Transportation sharing between Webelos and Boy Scouts is allowed with permission from both the Webelos' and Boy Scout's guardians.
6. Attached is the form to be used for designating the Webelos adult responsibility with the attending Webelos scouts.

ADDENDUM:

For the annual Troop 49 Webelos Fall campout, the recommended ratio will be 1 registered Pack adult for up to 4 Webelos scouts.

Troop 49

Webelos / Boy Scout Joint Event Form

Per BSA policy, Webelos Scouts must have appropriate adult leadership available during the outing. See BSA policy below:

A Webelos Scout may participate in overnight den camping when supervised by an adult. In most cases, the Webelos Scout will be under the supervision of his parent or guardian. It is essential that each Webelos Scout be under the supervision of a parent-approved adult. Joint Webelos den/troop campouts including the parents of the Webelos Scouts are encouraged to strengthen ties between the pack and troop. Den leaders, pack leaders, and parents are expected to accompany the scouts on approved trips.

This form must be filled out by the Webelos Den leader and submitted to Troop 49 at least one week prior to the joint event. The required ratio of Scouts per guardian shall be no more than 2 Scouts per Adult or the Adults own Webelos (Family) plus 1 additional Scout. Any required medications are the responsibility of the Webelos leaders.

	Webelos Scout	Guardian Responsible
1		
2		
3		
4		
5		
6		
7		
8		

Scout Trip/Outing Funding Policy

If funds are available, the troop will pay the registration costs out of the Troop General Fund for the Necessary Adults for any camps or activities. The Event Leader will indicate the required number of necessary adults and this information will appear in informational communications given out to the scouts and parents.

A scout will be considered registered once a permission slip is turned into the Event Leader, whether or not they actually end up attending, and scout's accounts will be charged accordingly.

Actual food costs will be figured by dividing the total food expenditure between all the scouts who have registered.

Mileage Fuel reimbursement costs: Refer to the section in this policy book titled "Troop Trailer(s) Mileage Reimbursement Policy".

Camp Equipment User Fees will be added to scout charges.

For all activities and camps, an estimated total cost will be included with the camp or event registration information. If a scout who wants to go does not have sufficient funds in his account to cover the cost of the activity, total fees will be paid upfront by the parent. If payment exceeds actual cost, credit will be put into their scout account. If a refund check is needed, a written request would need to be turned in to the Treasurer by the parent.

Note: The Troop committee may make any specific changes deemed necessary for any particular trip based on the needs of the outing.

Weekend camps:

- All food cost will be split between scouts including cost of adult food for the adults defined as the minimum required (Necessary Adults).
- Adult registration fees for Necessary adults will be paid by the Troop General Fund.
- Any costs related to an activity or event for only the Necessary Adults shall be split equally between the scouts attending.
- All registration fees, activity fees and food costs for non-essential adults will be paid for by that adult.

Summer Camps:

- Adult fee = registration fee and/or food cost (depending on which the camp charges) paid by Troop for those defined as minimum required (Necessary Adults).
- All registration fees and food costs for extra adults will be paid for by that adult.
- Any additional costs for the Necessary Adults will be divided amongst the scouts.

Scout Trip/Outing Funding Policy, continued

High Adventure Trips:

- Registration fees for necessary adults will be split by scouts attending. Requests by Necessary Adults to have the Troop fund the registration fees will be handled on a case-by-case basis and decided by the Troop Committee.
- Necessary Adults may waive any and all fees in order to keep costs down for scouts.

General transportation:

- Scout parents providing transportation must be registered adults within the troop and have current Youth Protection Training.
- Local events – Minimum 2 adults, unless otherwise dictated by event for chaperones needed. Transportation provided by scout's parents.
- Away short term events – Minimum 2 adults, unless otherwise dictated by event for chaperones needed. Transportation provided by scout's parents.
- Summer camp transportation – Minimum 3 adults or the number of adults required for transportation and to chaperone event. Actual number of additional adults will be set by the number of scouts attending event.

Priority Scheme for selecting Necessary Adults: The following is a **general guide** for the Scoutmaster when approving the Necessary Adults for Troop overnight events. All Necessary Adults must be registered in the troop and have current Youth Protection training.

1. Event Leader
2. Assistant Event Leader
3. Oakleaf, or additionally trained leaders,
4. Adults able to provide transportation,
5. Adults able to stay for the entire outing.

Camp Equipment User Fee Policy

For all Troop campouts where Troop tents are used, each scout will pay a user fee of **two dollars** per night per scout that will go into a Troop equipment expense fund to help maintain all the equipment for everyone's enjoyment. (Increased 3/7/19)

BSA Troop 49 Policy Manual

Committee/Troop Meeting Policy

Troop Committee meetings shall be held on the first Thursday of the month starting at 6:30pm. Regular troop meetings shall be held on the remaining Thursday nights unless canceled by Scoutmaster or his/her designee. The fifth Thursday night shall be the "Cantina Night".

Rank Advancement Distribution Policy

Rank advancements should be given to the scout as soon as possible after their achievement rather than wait for Court of Honor (COH). Merit badges and participation patches will be held for COH.

NYLT Attendance / Reimbursement Policy, updated 2020

National Youth Leadership Training (NYLT) is a premier training opportunity for the Boy Scouts.

- All scouts attending NYLT are required to staff Troop 49 ILST training the following year.
- Scouts seeking to attend an out of Council NYLT course must have Scoutmaster approval prior to registration.

BSA requires in order to attend a NYLT course, a youth must have the following qualifications by the beginning of the course:

- Must be a registered member of a Scouting unit.
- Must have a current BSA Health and Medical Record form parts A, B, and C.
- Per 2020 NYLT Syllabus: "All participants must be 14 years old or 13 and have completed 8th grade; there cannot be any exceptions".
- They must have completed Introduction to Leadership Skills for Troops (ILST).
- Boys registered in Scouts BSA must be First Class rank or above before attending NYLT.
- Have a unit leader recommendation.

The course fee shall be equally shared by Troop 49, The Valentine Fund and the scout attending, equal (1/3) thirds. This payment will only cover the course fee. Funding is for up to a maximum of four (4) scouts in a single year. Course fee shall be updated every year.

Post course requirement is that within (1) one month after the scout returns from NYLT a letter thanking Mrs. Valentine must be written. This letter will be first sent to the Charter Org Rep. for approval of content then the scout will mail, or hand deliver the thank you letter to Mrs. Janet Valentine. Delivery by email to Mrs. Valentine is not allowed.

BSA Troop 49 Policy Manual

Fundraiser Profit Distribution Policy

Funds are raised for the Troop in the following ways:

Product Sales

Booth Sales

Troop Fundraising Events

Passive Fundraising

SCRIP

PRODUCT SALES: All fundraising in which the Scout is an active participant in the selling of a product or service, will be divided in the following manner.

- a. PROFITS derived from the sale will be split 50/50 between the Scout and Troop.
- b. The Troop portion will go to the Troop General Fund.

For example: If we sell popcorn and the profit is 40% of the sales. 20% of the profit goes to the Scouts' Individual Scout Accounts and 20% goes to the Troop General Funds account.

Bonuses for Top Sellers for Fall Fundraiser: For Wreath, Coffee, and Popcorn sales, the top three over-all sellers will receive a bonus above the 50/50 split that every Scout receives from their sales. The Top seller receives 50% of the Troop dollar amount from the scout's sales, Second place receives 30% of the Troop dollar amount from the scout's sales and the Third place seller receives 20% of the Troop dollar amount from the scout's sales.

For Popcorn and Wreath sales, 60% goes to the Council and 40% to the Troop. Other products such as Kringle and Coffee have a 20%-30% return to the Troop.

The following table shows an example using Wreath with 40% profit.

Sellers	Total sales (example)	50/50 split to Scout Account	50/50 split to Troop General Fund	% Troop Portion as bonus incentive to Scout	Total for Scout Account
1 st place	\$1000	200	200	\$100 (50% of \$200)	\$300.00
2 nd place	\$800	160	160	\$48 (30% of \$160)	\$208.00
3 rd place	\$600	120	120	\$24 (20% of \$120)	\$144.00

The following table shows an example using Coffee sales with 30% profit.

Sellers	Total sales (example)	50/50 split to Scout Account	50/50 split to Troop General Fund	% Troop Portion as bonus incentive to Scout	Total for Scout Account
1 st place	\$1000	150	150	\$75 (50% of \$150)	\$225.00
2 nd place	\$800	120	120	\$36 (30% of \$120)	\$156.00
3 rd place	\$600	90	90	\$18 (20% of \$90)	\$108.00

Fundraiser Profit Distribution Policy, continued

BOOTH SALES: For any fundraiser in which a product sale is performed by Scout-staffed shifts at a fixed location, 25% of the profits will be distributed to the Scouts who participated in accordance with the percentage of the time they participated. For example, if 25% of the profits available to the Troop from a booth sale were to come to \$100 and a total of three Scouts participated; two Scouts for 1 hour and one Scout for 2 hours; then the two Scouts would receive \$25 each and the other Scout would receive \$50 in their Individual Scout Accounts. The Fundraising Event Coordinator will determine the amount of PROFIT and the amount to be distributed into Individual Scout Accounts. These amounts will be sent to and logged by the Troop Treasurer.

EXAMPLE: Raised \$400. 25% of \$400 = \$100, shared between the 4 hours of participation.

TROOP FUNDRAISERS: For a Troop fundraiser such as a Concession stand, car parking donations, Conservation projects, and the like- all funds go to the Troop General Fund. Each scout participating in the fundraiser shares the funds as CREDIT to their yearly Expected Contribution to the Troop General Fund. The Fundraising Event Coordinator will determine the amount of CREDIT per scout by either calculating participation hours per scout or by blanket participation. These amounts will be sent to and logged by the Troop Treasurer.

PASSIVE FUNDRAISING: Percentage distribution of profit does not apply to fundraisers such as the Culvers night in which Scouts are not active participants in the actual sale of goods or services. Those funds go directly to the Troop General Fund.

SCRIP FUNDRAISING: Troop families may purchase SCRIP through the Troop SCRIP account. Rebates from SCRIP purchases will go to the corresponding Individual Scout Accounts on a monthly basis, less any SCRIP shipping fees. The shipping fees will be shared by those who order physical cards that month. SCRIP rebates may be used to pay for camp fees and expenses and merit badge clinics. They may not be used to purchase gear. In the event a scout ages out, leaves the Troop, or leaves scouting- the SCRIP rebates remaining in the Individual Scout Account will transfer to the Troop General Fund and will not be reimbursed to the family or scout.

Troop 49 Fundraising Policy

The Troop requires the following:

1. Each scout must contribute \$125 to the Troop General Fund on a yearly basis.
2. A scout may participate in Troop Product Sales and/or Troop Fundraisers to generate the \$125.
3. If the scout does not meet the \$125 goal by December 1st, the scout will be billed for the remainder.
4. If a scout chooses not to participate in any Troop Product Sales or Troop Fundraisers the scout will donate \$125 to the Troop.
5. The \$125 obligation to the Troop must be satisfied before the December 1st re-charter deadline.

Reasons a scout should participate in Fundraising:

1. A scout learns about salesmanship, developing communication skills, and confidence
2. The scout takes ownership in the scout's troop.
3. The scout learns about paying their own way, and reduces the financial burden on the scout's family when the scout wants to go on a campout.
4. A scout actively supports the scout's troop, the scout is giving back. This is the scouting way.

Expenses that are covered:

- c. Insurance for the trailer
- d. Repairs and signage for the trailer
- e. Trailer towing mileage reimbursement for qualified camps.
- f. All camping supplies- which includes tents, cookware, stoves, propane, Dutch ovens, water containers, tables, high adventure gear, canoes, paper products, charcoal, etc
- g. Troop events such as Court of Honors, celebrations, Webelos and Cub scout outings
- h. Necessary Adult camp registration costs.
- i. Annual re-charter cost, Boys Life subscriptions, merit badges, and rank patches.

Note: Historically, Troop 49 has never asked a scout or his family to pay a "joining" cost. Many other troops do this to help cover registration fees and the scouts' part of troop expenses. The burden of covering set expenses in our troop has always been covered by scouts participating in fundraising events. It is critical that scouts not only sell but sell enough to cover their costs within the troop. When the scouts sell they are reinforcing the scout spirit of teamwork, family, and helping other people at all times.

BSA Troop 49 Policy Manual

Adult Training Policy

The Troop Committee encourages Adult training to further improve our ability to provide a quality experience for all Scouts.

Adults who are attending any Troop campouts should have current Youth Protection Training. Troop 49 requires all adults on an overnight campout be Youth Protection Trained. All parents are encouraged to take YPT. **The Youth Protection Training course must be completed and then renewed every 2 years.**

Adult Training opportunities include Scoutmaster/Assistant Scoutmaster specific training (Oak Leaf), Wilderness First Aid training, and supplemental training such as Woodbadge or University of Scouting.

For training requiring a fee, reimbursement approval is contingent on the Troop budget and the involvement of the Adult in the Troop.

The Adult requesting attendance at a training class should request reimbursement through the Troop Committee prior to the class. If approved, the Troop will reimburse the fees for the training class (not including travel cost) for training held within our council or council area. Reimbursement will occur after the completion of the course.

Youth Protection Training (YPT), Troop Committee Challenge, Hazardous Weather, Safety Afloat, Trek Safely, Safe Swin Defense, Drive Safely, etc. are available online via the link www.my.scouting.org

Direct contact leaders must complete Hazardous Weather Training to be considered position trained. All adults attending a campout must have current Hazardous Weather Training.

At minimum, Troop Committee Challenge Training is required of all registered Committee Members.

All adults holding a position must go onto their member 'Dashboard' on my.scouting.org and take the required online Training Modules for their position prior to December 1 of each year.

Online Training:

- Available at the BSA Online Learning Center found via the link www.myscouting.org
- Register on myscouting.org then select the training you choose to take.
- When online training is completed, email Completion Certificate PDF to Troop Training Coordinator OR print **TWO COPIES** and **SUBMIT ONE** to the Troop Training Coordinator and **KEEP ONE** for your records.

BSA Troop 49 Policy Manual

Communication Policy

The policy of two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Leaders may not have one-on-one private online communication or engage one-on-one in other digital activities (games, social media) with youth members. Leaders should copy a parent or another leader in digital and online communication with scouts, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication. When making phone calls with a scout, ask the scout to be in a room with a parent to maintain two-deep leadership.

For all underage scouts, scout's first name and the first initial of the last name will be used in all public media including the Troop website, newsletters, and Troop 49 Facebook posts. Scoutbook will show the full name. Photos of scouts and adults will be posted on the Troop website, newsletters, and the Troop 49 Facebook page- parents may opt out of allowing this by sending written notice to the Committee Chair. In this instance, the scout's face will be blurred out in group photos.

Troop equipment damage reimbursement policy

Any Troop equipment damaged by Scouts due to negligence during use shall be replaced by the Scouts involved in the damage. Damage due to normal wear or accidents not due to negligence will be covered by the Troop account. The determination of negligence will be made by the adult chaperones present at the outing. The cost of the repair/replacement will be determined by the Adult Quartermaster and/or Committee Members after an investigation into the extent of the damage and repair/replacement options available.

The cost of the repair or replacement will be charged to the respective Scout accounts. The Scouts involved will be made aware that they will be charged for repairs/replacement. The Troop leadership will inform the parents whenever this occurs.

If the Scout account does not have enough funds to cover the charges, the Scout's parents will be required to cover the cost in the same manner as any other account deficit. (See "Individual Scout Account Policy").

BSA Troop 49 Policy Manual

Inactive Scout policy

While it is recognized that Scouts have other activities such as sports and school clubs, Scouting is also a commitment. Scout meetings occur almost every week throughout the year with the exception of committee meetings and some holiday weeks. In order for a Scout to advance in rank, the scout must attend meetings and hold positions that in themselves require certain attendance levels to perform the duties of that position. If a scout does not attend meetings to show they are active, the Troop will not re-charter the Scout for the next year.

Over a 12 month period from January to December, a Scout needs to attend a minimum of 12 meetings to be considered an active Scout. If the Scout does not meet the minimum attendance level the troop will not pay the re-charter fee for that Scout in the following year.

Troop 49 re-charters in December; scouts with low attendance will be notified no later than mid-November.

In order for an inactive Scout to be re-chartered with the rest of the troop he will need to pay the current re-charter fee to Troop 49 by December 1st. Non compliance will result in the scout not being put on the Troop Charter. The scout may choose to rejoin later, but the same fee applies and the scout will need to fill out a new BSA application after missing the annual re-charter.

The re-charter fee applied will be whatever is current for our Council.

Outdoor Ethics Guide Training Reimbursement Policy - 2020

- BSA offers outdoor ethics training as part of its core outdoor training programs: Outdoor Ethics Guide training course is available through our council training program to assist youth seeking to bring cutting-edge outdoor ethics to their troop outdoor programs. This is a position of responsibility for rank advancement.
- The course fee shall be equally shared by Troop 49, The Valentine Fund and the scout attending, equal (1/3) thirds. This payment will only cover the course fee. Scoutmaster shall approve those attending. Course fee shall be updated every year.
- Post course requirement is that within (1) one month after the scout returns from Outdoor Ethics Guide Training a letter thanking Mrs. Valentine must be written. This letter will be first sent to the Charter Org Rep. for approval of content then the scout will mail, or hand deliver the thank you letter to Mrs. Janet Valentine. Delivery by email to Mrs. Valentine is not allowed.

BSA Troop 49 Policy Manual

Valentine Camp Scholarship Fund Policy – 2020

- The Valentine Camp Scholarship Fund applications will be accepted year round: for summer camps- up to one month prior to the end of the Early Bird discount deadline date; this date is set by the camp being attended; and for short term camps- up to one month before signup deadline; this date is set by the camp coordinator.
- Use of the fund will be limited to one half of the funds balance per year as of March 1st. Funds will only be distributed when available.
- The fund may pay no more than 1/2 of the registration fee of the camp.
- Scouts will be encouraged and expected to use the Troop fundraising opportunities to raise funds for camp; this will be brought into consideration when the funding decisions are made.
- Special consideration will go to scouts who are going to one summer camp, or who have not been able to attend a weekend camp within the calendar year.
- Applications will be sent directly to the Scoutmaster. Scholarship awards shall be decided by Charter Org. Rep., Scoutmaster, Troop Treasurer, and up to three (3) additional committee members and/or Assistant Scoutmasters selected by the Scoutmaster or Troop Committee Chair.
- If the scout chooses not to attend or leaves the troop for any reason prior to attending the approved activity, then it is the responsibility of the scout to reimburse the campership fund in full.
- If the sponsor of the activity cancels the event, then all approved monies will be returned to the campership fund.
- All recipients of the funds shall write a letter thanking Mrs. Valentine. This letter will first be sent to the Charter Org Rep for content approval. The scout will then mail, or hand deliver the letter to Mrs. Valentine. Delivery by email to Mrs. Valentine is not allowed.
- Will include funding for National Youth Leadership Training (NYLT) and Outdoor Ethics Training up to 1/3 registration fee.

Funding mechanisms in place are as follows:

- Scouts benefiting from the fund will be expected to donate to the fund with earnings from fundraising if they are able to do so.
- Donations to the fund will be accepted year round.
- Troop fundraisers will contribute earnings to the fund based on sales, this percentage will be determined by the Troop Committee.
- The fund will be advertised on the Troop website along with information for the Potawatomi Area Council Campership program.

BSA Troop 49 Policy Manual

Troop 49 Equipment Check-Out, Check-In Policy

The intent of this policy is to coordinate the Troop's electronic equipment database, establish procedural requirements to verify Troop Quartermasters responsibilities for the use of Troop 49 purchased equipment. These procedures establish a date when equipment will be signed out/returned and will utilize the internet (Scoutbook & website) along with limited use of paper forms (ie. A transition option to get information accurately to the electronic database) to facilitate obtaining, monitoring, retrieval and status of troop equipment.

To complete this procedure, it is intended that a Google Document be utilized for tracking and recording the equipment status. Scout/Adult Quartermasters, Troop Committee Chair and Scoutmaster will have writing capabilities to the Google document. The entire Troop may have access to view the document only. Paper copies of the Google document may be utilized on an interim basis, as described above, to manipulate Troop inventory.

Lead Scout Quartermaster (LSQ): The Troop's Adult Quartermaster will assign a Lead Scout Quartermaster who will be in charge of weekly reviews of the Troop Inventory via an online review of the Google document. The LSQ will work with the scout quartermasters for each event to ensure the equipment return and categorization for all outstanding items.

Quartermaster in Charge: Any event that occurs will have a Quartermaster in Charge. This is a scout who holds the position of quartermaster and is charged with overseeing the procurement of troop inventory by either an adult leader or scout. A schedule of Quartermasters in Charge shall be created after each troop election and made available via the troop website/Scoutbook. If none have been identified, individuals interested in obtaining Troop equipment shall contact the Troop's Adult Quartermaster.

In individual circumstances, in lieu of the Quartermaster in Charge, any Scout holding the position of quartermaster, adult quartermasters, Scoutmaster, ASM, or Committee Chair may handle the transaction.

Internet/web access: Inventory status will be provided via internet/website access for all members of the Troop, including scouts, adult leaders and parents. All will have inventory visibility, but ONLY scout and adult quartermasters, Committee Chair and Scoutmaster will have editing capabilities for the inventory. It is intended that this inventory be maintained as a Google document.

Inventory Log Sheet (ILS): Any scout or adult seeking to use or check out troop equipment must have the event Quartermaster in Charge fill out an Inventory Log Sheet. The Inventory Log Sheets will be available at the Laundry Barn and Aurora Cabinet, but online manipulation of the document is preferred. The Inventory Log shall contain: Name of individual taking inventory, Event, Item Type, Tent #, Quartermaster in Charge check-out, date returned, quartermaster check in & condition notes. The condition notes is where the quartermaster should make notations on what needs to be fixed, replaced, or removed. The Quartermaster in Charge is to update the Troop Inventory Database immediately so that the database reflects the status and availability of equipment. This information shall be maintained and monitored weekly by the Lead Scout Quartermasters and verified by the Adult Quartermaster. There is to be no inventory removed by a scout or parent unless prior approval is given by a quartermaster.

BSA Troop 49 Policy Manual

Note: When there is an internet connection and computer capability, Quartermasters (adult or scouts) may directly populate the database In lieu of using the inventory log sheets.

Troop Camps: All troop campouts will have a Quartermaster in Charge. It is the responsibility of the Adult in charge of the camp and/or the camps quartermaster to communicate and meet with the Quartermaster in Charge at the Launder Barn to obtain troop inventory. The QIC will fill out the Inventory Log Sheet if they cannot directly access the Troop Inventory Database.

Troop Events: Any Troop event that requires inventory will have a Quartermaster in Charge. It is the responsibility of the Adult in charge of the event or event SPL to communicate and meet with the Quartermaster in Charge at the Launder Barn to obtain troop inventory. The QIC will fill out the Inventory Log Sheet if they cannot directly access the Troop Inventory Database.

Troop Meetings: All troop meetings will have a Quartermaster in Charge. It is the responsibility of the Adult and/or scout needing inventory for the troop meeting to contact the Quartermaster in Charge to obtain troop inventory using the Inventory Log Sheet system.

Troop Trailer: The only individuals that are allowed in the Troop Trailer during troop events/camps are the following individuals: Camp scout quartermaster(s) and camp adult coordinator. No other adults or scouts (including troop scout quartermasters not assigned to that event) are allowed in the trailer unless specifically given permission by the camp scout quartermaster(s).

Scout/Adults Responsibility: After the event, it is the responsibility of the Scout or Adult to clean and properly package the assigned equipment and return to the Quartermaster in charge. The Quartermaster in Charge has the authority, from the event Senior Patrol Leader, to delegate and assign equipment to Scouts to bring home, inspect, clean, repackage and return to the Quartermaster in Charge at the subsequent Troop meeting / event. The equipment shall be returned within a week of the anticipated return date. If the equipment cannot be returned in that time, the scout/adult should notify the quartermaster in charge of the new anticipated date of return. In the event that the equipment is damaged, the scout/adult shall notify the quartermaster in charge of the damage so that it can be noted and repairs made promptly.

Troop equipment damage reimbursement policy: Any Troop equipment damaged by Scouts due to negligence during use shall be replaced by the Scouts involved in the damage. Damage due to normal wear or accidents not due to negligence will be covered by the Troop account. The determination of negligence will be made by the adult chaperones present at the outing in consultation with the Scoutmaster. The cost of the repair/replacement will be determined by the Adult Quartermaster and/or Committee Members after an investigation into the extent of the damage and repair/replacement options available. The cost of the repair or replacement will be charged to the respective Scout accounts. The Scouts involved will be made aware that they will be charged for repairs/replacement. The Troop leadership will inform the parents whenever this occurs. If the Scout account does not have enough funds to cover the charges, the Scout's parents will be required to cover the cost in the same manner as any other account deficit. (See "Individual Scout Account Policy")

Troop Inventory Database link:

<https://docs.google.com/spreadsheets/d/1eH1aG2oIiRjV7KKggeC0W86SRvj8aGSMQCqgxqLNouA/edit#gid=0>