

**BSA Troop  
331  
Guidelines**

**Church of the Incarnation  
Collierville, TN**

**Version 2016 v1  
Last Updated: October 20, 2016**

# BSA Troop 331 Guidelines (2016 v1)

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# BSA Troop 331 Guidelines (2016 v1)

## INTRODUCTION

These guidelines are meant to be only guidelines and not hard and fast rules without any flexibility. No set of guidelines can be made to cover every possible situation. These guidelines simply give the Troop a structure to provide a superior Scouting experience for the Scout (your son).

## JOINING THE TROOP

In order to join BSA Troop 331, a boy must have earned the Arrow of Light Award or have completed the fifth grade, or is 11 through 17 years old. All prospective members must visit Troop 331 for at least one (1) Troop meeting and then, along with their parent(s), meet with an adult leader of the Troop. Brothers of existing Troop members will be admitted to the Troop, even if the troop has reached the maximum membership limit.

## DUES

1. **Troop dues are \$70.00 per year**, which can be paid in two installments - the first in September and the second in February. Checks are to be made payable to BSA Troop 331. Other payment plans (i.e. yearly, monthly, etc.) may be arranged by agreement of the Scoutmaster (SM). Discounts for additional siblings are as follows: 2nd boy at \$58, 3rd boy at \$46 per year. There is no reduction for not taking Boy's Life magazine. These fees can be paid by the month if preferred.
2. All new scouts will be presented with a new BSA Handbook and troop neckerchief paid for by the troop. Class B uniforms (the red Troop 331 polo shirt) are available for a cost of \$15 (\$17 for XXL). Class C uniforms (Troop 331 T-shirt) may be offered at a nominal cost.
3. It is required that dues be kept current in order to remain on the active list for outing attendance and any special events. Dues not paid within three (3) weeks from date due will necessitate the Scout being placed on the inactive list, and not allowed to participate in Troop activities. Exceptions to this guideline will be brought to the attention of the Scoutmaster, and will be resolved with the concurrence of the Troop Committee.
4. New Scout dues will be pro-rated for the remainder of the year, beginning with the first day of the month following the month he joins, and are due immediately upon joining.
5. NO boy or adult will be denied admittance to Troop 331 or participation in Troop activities because of financial need. Please consult the Scoutmaster or the Troop Committee Chairperson.
6. Troop Charter fees are paid by the Troop. The Troop pays for insurance, Troop administration fees, and Boys Life subscriptions.
7. Registered adult initial and re-charter fees are \$15 per year.

## OFFICIAL TROOP 331 UNIFORM

**All scouts are expected to be in FULL Class A uniform at all Scout meetings and official functions. Unless otherwise stated.**

### The CLASS 'A' Uniform

SHIRT	Official BSA khaki, long or short sleeved, with green epaulets.
PANTS	Official BSA slacks style pants or shorts or appropriately colored, non-official BSA slacks or shorts (green or gray) are permitted (not blue jeans).
NECKERCHIEF	Troop 331 has its own neckerchief provided upon entry by the Troop. Replacements needed due to loss or damage will be paid for by the Scout.

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SLIDE	Any official or homemade slide of an acceptable nature. We encourage Scouts to take part in the making of many different types of slides
BELT	Official BSA belt required with BSA slacks or shorts.
SOCKS	Official BSA green socks (ALWAYS required with BSA shorts) or appropriately colored dress socks with long pants.
SHOES	Clean and neat. Close-toed shoes or boots with enclosed heels (no clogs, flip flops, clogs, etc) for indoor functions. "Dressy" leather shoes for formal functions.
HAT	Optional.
SASH	Wide style (wide holds more) to be worn after the earning of Merit Badges begins, for the purpose of holding Merit Badges only.
BADGES	General badges to be purchased by the Scout: "Chickasaw Area Council" patch, and numerals 331. Patrol badge, leadership position and rank patches will be provided by the Troop. See the inside of the front and back covers of the Scout Handbook for a pictorial of badges. All other badges will be awarded (provided) by the Troop as they are earned.

### The CLASS 'B' Uniform

Troop red polo shirt, BSA shorts/slacks with belt and socks.

### The CLASS 'C' Uniform

Troop white T-shirt with any shorts/pants.

## TROOP ATTENDANCE

1. Attendance logs are kept by the Patrol Scribes and submitted to the Troop Scribe by the close of each meeting or outing. They are then turned over to the Scoutmaster for signature and placed in the Troop records
2. A Scout must attend 75%\* of troop activities each month to be considered "active" in the troop. Exceptions must have prior approval by the Scoutmaster or an Assistant Scoutmaster. This is done to avoid penalizing other Patrol members for a lack of responsible support on the part of some boys. It is felt that missing 25% of the activities, without reason, indicates a lack of interest in Scouting. **\*75% attendance doesn't apply to scouts who hold leadership or other positions in the Troop. Their attendance requirements can be reviewed under each position outlined in the Appendix A - Scout Leadership Positions Duties and Responsibilities.**
3. When a Scout has been placed on the inactive list due to his lack of attendance, and he desires to again become active, he must write a letter to the Patrol Leaders Council (PLC) explaining his absences. The inactive Scout will bring this letter to the next regularly scheduled PLC meeting, where it will be read to the PLC and questions may be asked of the inactive Scout. An earnest effort will be made to reach a decision at this meeting. Those Scouts found to have unsatisfactory

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reasons, as determined by the PLC, and reviewed by the Scoutmaster Corps, will be placed on the waiting list to rejoin the Troop, or, at the inactive boy's request, be transferred to another Troop. The Scout is not allowed to attend any Troop functions until the PLC has reached a decision on his request.

4. If a Scout will be unable to attend a meeting or a function, he should notify one of the following, in this order: his Patrol Leader, his Assistant Patrol Leader, the Assistant Senior Patrol Leader, or the Senior Patrol Leader.
5. The PLC has the right to call any Scout before them due to irregular attendance.

### **TROOP BEHAVIOR**

Scouts are expected to conduct themselves in a manner that does not detract from the learning environment required to maximize the Scouting experience for all Troop members. A Scout's behavior should always be in accordance with the Scout Law. Behavioral problems will be handled within the structures of the Troop Chain of Command, i.e. Patrol Leader, Senior Patrol Leader, Junior Assistant Scoutmaster, and then the Scoutmaster. When a Scout is repeatedly disruptive and/or rude to his Troop Leaders and/or fellow Scouts, the Scoutmaster may choose to send him home from the meeting and his parents will be called to come and get him. If a severe problem develops on an outing, the Scout may be returned to the Church, where his parents will be called. Should either of the aforementioned happen, the parents will be expected to contact the Scoutmaster to discuss the problem. The problem will then be discussed with the PLC. Actions decided upon by the PLC will be reviewed by the Scoutmaster and submitted to the parents of the scout before implementation. The Scout will not be allowed to participate in any Troop functions until a decision has been made.

### **TROOP MEETINGS**

1. Unless otherwise announced, regular Troop meetings will be conducted on Monday evenings between 7:00 p.m. and 8:15 p.m. at the Church of the Incarnation. All troop business, including Scoutmaster Conferences, boards of review, payment of dues and other fees will be conducted during that period.
2. Meetings will be conducted in accordance with the annual plan defined at the Troop Program Planning Conference. In general, the Troop will meet every Monday night except:
  - The Monday immediately after summer camp
  - The Monday immediately after Troop campouts
  - Holidays
  - Meetings during the summer may be held every other week, twice a month or as decided by the Scoutmaster or the Troop Committee

### **TROOP OFFICES AND ELECTIONS**

Elections for Senior Patrol Leader and troop offices shall be held annually in April, taking office in August. Patrol leaders shall be elected each February and August. All candidates for office must have the Scoutmaster's approval. All candidates eligible for an office will be announced one week in advance of the election. All second year and above elected and appointed leaders must attend the Troop's Junior Leadership Training and National Youth Leadership Training. See Appendix A for a description of Scout leadership positions, duties, and responsibilities.

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### PATROL LEADERS COUNCIL (PLC) MEETINGS

1. The Patrol Leaders Council consists of the *Senior Patrol Leader (SPL)*, *Assistant Senior Patrol Leader (ASPL)*, *Patrol Leaders (PL's)* *Scribe*, *Quartermaster*, *Troop Guide*, and the *Scoutmaster (SM)*. The purpose of the meeting is to plan the monthly theme, discuss the Troop agenda, and any other situations that arise.
2. Each Patrol Leader should be present, or see to it that the Assistant Patrol Leader or another Patrol Member represents his Patrol when he cannot be there. When a Patrol Leader is absent, the APL or the member of the Patrol attending the PLC will have the Patrol's vote. A Patrol Leader who misses the PLC meeting without making arrangements for a replacement will be warned by the Senior Patrol Leader. If a Patrol Leader misses two consecutive PLC meetings in this manner, the Patrol will have the option to elect a new Patrol Leader.
3. The Patrol Leader, or representative, should check for any questions or problems from his Patrol members prior to the meeting. He should then report back to his Patrol at the next regular Troop meeting or by phone, if necessary.
4. Meetings are held from 6:00 p.m. until 7:00 p.m. at the Church the Monday immediately after the campout for the month. There will be no regular Troop meeting the night of the PLC meeting.

### TROOP COMMITTEE

The Troop Committee is the troop's board of directors and supports the troop program. The primary functions of the Troop Committee include:

- Ensures quality adult leadership
- Provides adequate meeting facilities
- Advises Scoutmaster on policies relating to BSA and the chartered organization
- Supports leaders to carry out the program
- Management of troop finances (responsible for funding and disbursement in line with an approved budget)
- Obtains, maintains and properly cares for troop property
- Ensures the troop has an outdoor program
- Serves on board of reviews and courts of honor
- Supports the Scoutmaster in working with individual boys and problems that may affect the troop's overall program
- Assists the Scoutmaster with handling boy behavioral problems

Committee meetings are held to update the committee members on Troop requirements and activities, financial standing, and District/Council happenings. The Troop Committee meetings are not closed, but non-Committee Members wishing to attend for a specific reason need to submit that topic to the Committee Chairman least 48 hours prior to the meeting for inclusion on the agenda and are not voting members. Each meeting will include some time to allow ad hoc comment or questions from the floor, length of time available to be determined by the time necessary to complete regular committee business. Committee meetings are not announced to the Troop, but are generally held once a month.

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### **TROOP PROGRAM PLANNING**

1. After the school year begins and prior to September 1st, the PLC, SM: and the ASM's will schedule a campout or an appropriate one-day outing, the purpose of which is to plan and schedule the Troop activities for the coming year. In planning and scheduling, consideration will be given to school schedules, holidays, summer camp, the Council/District Camporee, and scheduling restrictions from the Church of the Incarnation. The proposed schedule of Troop activities will be presented for approval to the Troop Committee at the first regular Committee meeting following the scheduling outing. The approved schedule will be presented to the Troop at the next regular Troop meeting following the Committee meeting. It is intended that the PLC create the plan and that adult leaders provide guidance.
2. The PLC will review the annual plan at the regular monthly PLC meetings, make necessary adjustments, and create detailed plans for each Troop function for the upcoming month.

### **CAMPING/FEES**

Outdoor camping is an integral part of Scouting, and as such Troop 331 plans monthly campouts approximately ten (10) times per year, including summer camp. Troop 331 provides tents, Patrol cooking dishes, dining fly, cooking stoves, and lanterns. Each Scout is expected to provide himself with the rest of his camping gear. Discussion with the Scoutmaster, or any adult leader, is advised prior to the purchase of any Scout's camping item (backpack, sleeping bag, etc.). Troop campouts or functions MUST have a minimum of two (2) adults in attendance.

Campout Fees: To simplify the monthly campout fees process, the Troop will collect a flat fee of \$25.00 per scout, for each campout to cover the cost of camp fees and food. Extraordinary activity fees (e.g. caving, canoeing, etc.) will be assessed where appropriate, as determined by the Outdoor Activities Coordinator. Adults will not be charged ordinary camp fees, but will be responsible for their own food (normally arranged and shared by the adults attending the event). The Scoutmaster will not be charged a camping fee.

### **TRAINING FEES**

Adult training fees will be reimbursed at the rate of fifty (50) percent of the cost for the course. Additionally, one hundred (100) percent of the cost of any high adventure training will be reimbursed as the required training will enable scouts to attend a BSA high adventure base.

The Troop Committee will review this policy and its effect on our finances every six months and make any changes necessary.

### **PATROL EQUIPMENT**

1. Each Patrol is responsible for maintaining their assigned equipment. The Patrol Leader is in charge of all equipment assigned to his Patrol, its maintenance, safe keeping and readiness at all times.
2. At the close of each outing, the Patrol Leader is responsible for assigning any and all gear that must

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be taken to a scout's home for cleaning or repair. This list will be turned over to the Quartermaster or the Assistant Senior Patrol Leader in charge of Troop equipment. All tents, ground cloths, and dining flys **MUST** be clean and dry before storage. All cooking gear, including stoves, should be clean before leaving the outing area and, therefore, should not have to be taken home.

3. Each Patrol's gear should be ready to pass inspection periodically as requested.
4. Any item of Patrol equipment that is lost, destroyed, or otherwise rendered unusable during the course of any outing, will be replaced by the Patrol members on that outing. This does not refer to damage as the result of normal "wear and tear".

## PATROL FOOD PURCHASING FOR OUTINGS

1. Scouts will share the cooking responsibilities and eat as a Patrol.
2. During a regular Troop meeting prior to each outing (normally two weeks prior to the outing), each Patrol will make up a menu for the upcoming outing. The menu must be approved by the Scoutmaster or an adult leader. The Patrol Quartermaster (QM) and one Patrol member are then assigned to purchase the food.
3. If there is any question about the number of Patrol members going, the Patrol Leader will verify the exact number of Patrol members planning to attend the outing and report this count to the Scout(s) in charge of the food purchasing. It is suggested that food be purchased the day before the campout.

**Any Patrol member who says he is going and then does not, MUST still pay the stated campout fee, \$25.00, or the announced fee as appropriate, unless he has notified the Patrol member(s) in charge of the food purchasing, prior to the purchase of the food. If a Patrol member becomes sick at the last minute, his parents must notify the Patrol Leader and the Scout will not be required to pay.**

## TRANSPORTATION

Transportation is provided for the Troop 331 campouts and regularly scheduled events by the parents of Troop 331. **All parents in the Troop are expected to help with transportation** as requested by the Outdoor Activities Coordinator or the Scoutmaster. When every parent takes his/her turn, it does not overburden a few. All drivers for any Troop 331 activity must be at least 18 years of age. Each vehicle must have adequate insurance and seat belts for each occupant. When traveling to and from events, the Troop will have a travel plan with prescheduled stops if needed. Caravanning is not allowed by BSA policy. Scouts cannot leave an outing early without the Scoutmaster's prior approval, excluding emergency situations.

## SUMMER CAMP

1. Summer camp will be limited to active members of Troop 331 who are current with their Troop dues and any individual Patrol debts.
2. Any boy, not a member of Troop 331, desiring to attend Summer Camp with our Troop must be an active Boy Scout in another Troop and submit, in writing, a request for attendance, to be approved by both the PLC and the Committee of Troop 331, prior to the reservation deadlines. The reason should be other than just a desire to attend with Troop 331.



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### HIGH ADVENTURE PARTICIPATION

Basic guidelines for participation in High Adventure (i.e. Philmont, Sea Base, Northern Tier, Summit, etc.):

1. Age 14 or age 13 and completion of the 8<sup>th</sup> grade
2. Active in Scouting for 6 months
3. Achieved rank of 1<sup>st</sup> Class or above
4. Preference will be given based on age of scout if participant interest exceeds the crew size limitations.
5. Preference given to trip leader siblings in light of volunteerism and adult commitment.
6. Parental permission
7. Scoutmaster approval
8. Exceptions can be made by request of the Scoutmaster with Troop Committee approval and the approval from the high adventure base if request warrants.
9. Each scout and adult must meet the skill and health requirements of the high adventure base.

\*\*\* Adult crew leader has the responsibility of communicating the high adventure opportunity to all of troop and formulation of adult team and well balanced scout crew using the above guidelines along with the guidelines listed for the high adventure base. The adult leader also bears the responsibility of the planning, logistics, preparation activities, and communications to the crew members.

### FUND RAISING

Any fund raising activity the Troop desires to participate in must be submitted to the Troop Committee for approval.

### TROOP REFUND POLICY

The Troop will not refund any money once the Troop has made a binding commitment or paid outside parties unless as specified below. A commitment for monthly campouts is assumed as of close of Troop meeting the week before the event if not made before. Refunds are to be paid in full if no Troop obligation has been made or paid. This policy encompasses scouts and adults in the same fashion, but as separate groups. Checks will not be cut for these transactions.

1. Refunds in full if cancelled before any money/commitment is made to outside parties.
2. Cancellations after money is paid to outside parties will be non-refundable (for amount paid to outside party). In the event an additional scout(s)/adult(s) subsequently chooses to attend the event (and pays in full), a credit to the cancelling scout(s)/adult(s) account will be made at that time. Should additional scout(s)/adult(s) be added subsequent to that, their payment would generate a credit to cancelling scout(s)/adult(s) account and so on with maximum credit being entire amount paid or obligated by the cancelling scout(s)/adult(s). For clarity, if more than one scout/adult is cancelling, money is credited evenly across those scout/adult accounts as additional scouts/adults are added. Scouts are balanced off against scouts and adults against adults.

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### UNACCEPTABLE/NOT ALLOWED ITEMS

The following items are not allowed on Troop 331 Campouts, Summer Camp, or at any Boy Scout function:

*Drugs*

*Tobacco (in any form)*

*Alcohol (in any form)*

*Sheath (hunting) knives any knives with blades longer than three (3) inches*

*TVs*

*Dice*

*Soda pop (only allowed with SM's approval, not usually taken on weekend Campouts)*

*Liquid fuel hand warmers*

*Candy (instead, take gorp or trail mix)*

*Magazines (Adult)*

*Weapons of any kind*

*Fireworks of any kind*

*Butane lighters*

*Electric games*

Electronic devices, while acceptable for use during travel to or from scouting events, must be left in the car while at the event. This includes cell phones. All leaders have cell phones and can be contacted for emergencies if you need to get in touch with your child.

If you have any doubt as to whether an item is acceptable, check with the Scoutmaster before bringing the item to a Troop 331 function. Failure to comply with the above list will result in disciplinary action being taken by the Scoutmaster and/or the PLC. Disciplinary action may range up to and include suspension from the Troop, depending on the severity of the offense.

### COURTS OF HONOR

Courts of Honor are held a minimum of two times a year for the purpose of recognizing all advancements and achievements made by the scouts since the last Court of Honor and for the presentation of any special awards. These are big nights for the scouts and the attendance of ALL parents is expected. Rank and merit badges are usually awarded as earned and recognized at the Court of Honor.

### EAGLE SCOUTS/PROJECT

All Scouts attaining the rank of Eagle while a member of Troop 331 are lifetime members of the Troop and are eligible for all Troop activities without further Troop eligibility requirements, subject to the rules and/or requirements of the specific activity.

Eagle project funds can be managed by the Troop Treasurer with prior Treasurer agreement. Following completion of the Eagle Scout's project, any remaining funds less than \$50 will go to Troop General Funds. Surplus funds greater than \$50 will be donated to a charity/organization of the Eagle candidate's choice.

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### **SERVICE PROJECTS**

Service to others has been a hallmark of the Boy Scouts of America since its beginnings. Rank advancement for Star, Life, and Eagle include requirements of service hours. Appendix C lists various criteria for service hour requirements for rank advancement.

### **TROOP LIBRARY**

1. There is a limited Troop library of merit badge books for Scouts to use as needed.
2. The book you need may not be included. Please see the Troop Librarian for information.
3. Any books you wish to donate will be appreciated.
4. Merit Badge books should be checked out, or returned through the Librarian. A charge, set by the PLC, is made for books not returned.

### **TROOP SIZE**

The Scoutmaster, with the concurrence of the Troop Committee, has the authority to set a limit on the number of active Scouts in BSA Troop 331. The limit will be based on the age and rank of the Scouts; the number of Adult Leaders; the facility limitations; and the amount and condition of Troop gear.

### **MERIT BADGES**

Check with the Merit Badge Coordinator before beginning work on any merit badge. No Scout may work on a merit badge without the supervision of a counselor approved to teach that merit badge. A blue merit badge card, with your Scoutmaster's signature, must be taken with you to the counselor. A Scout must have at least one other person present when meeting with the merit badge counselor and always meet with your counselor in full uniform. When a Scout completes the requirements for a particular merit badge and the merit badge counselor has signed off on the merit badge card, the Scout is responsible for turning that card in to the Merit Badge Coordinator. Once work has begun on a badge the Scout has one year to complete it or he must start over.

### **ADVANCEMENT/ PROGRESS BOARD OF REVIEW**

1. When a Scout has completed all the requirements for a rank, he appears before a Board of Review comprised of at least three, and not more than six, committee Members. The review has three purposes: to make sure that the work has been learned and completed, to find out what kind of experience the Scout is having in his patrol and troop, and to encourage the Scout to progress further. It is also important to review those Scouts who are not advancing and to provide motivation for them to continue. Scoutmasters and Assistant Scoutmasters (ASM) do not participate in a Board of Review
2. A Board of Review is the last step in completing a rank and should not be scheduled until all other requirements for that rank have been completed and signed off.
3. Any Scout transferring into Troop 331 that has completed the requirements for advancement in his former Troop must demonstrate, by being active and participating in Troop 331 activities, that he is qualified to seek said advancement. No Boards of Review will be held until the Scout has demonstrated his proficiency.

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4. In addition to meeting the rank requirements, no Scout will be considered for advancement in Troop 331 without being “active” in the troop. All exemptions are contingent on Scoutmaster approval and can be reviewed by the Troop Committee as required. See the Troop Attendance section for guidelines for definition of “active.”
5. Troop 331 will follow BSA’s guidelines on the advancement of a scout.

## **ORDER OF THE ARROW**

1. The Order of the Arrow (OA) is an Honor Campers Brotherhood chartered by the BSA to recognize those Scout Campers who best live up to the Scout Oath and Law. The only way a Scout becomes an OA member is through an election held by the Troop.
2. Requirements for nomination are that a Scout must be a First Class Scout or above and have camped out a minimum of fifteen (15) nights with Troop 331 in the two (2) years preceding the elections. These fifteen (15) nights may include only one (1) long-term camp of six (6) days and nights. The Scoutmaster must approve all candidates.
3. Transferring scouts may be eligible after 3 campouts with Troop 331 provided records can be presented showing at 15 days camping with previous troop. Scoutmaster approval is required for eligibility.

## **AMENDING AUTHORITY**

The Troop Committee has the authority to change or amend these guidelines.

## **NOTICE**

Notice of a proposed amendment must be made at the Committee Meeting prior to the meeting at which the vote will be taken.

## **QUORUM AND MAJORITY**

**Quorum (greater than half of current committee positions attending) must be reached, and majority requirements met, by those Committee Members attending the regularly scheduled Committee Meeting in order to pass motions. A simple majority vote by appointed voting members only is needed to pass motions. Two-thirds of voting committee members needed to amend these guidelines.**

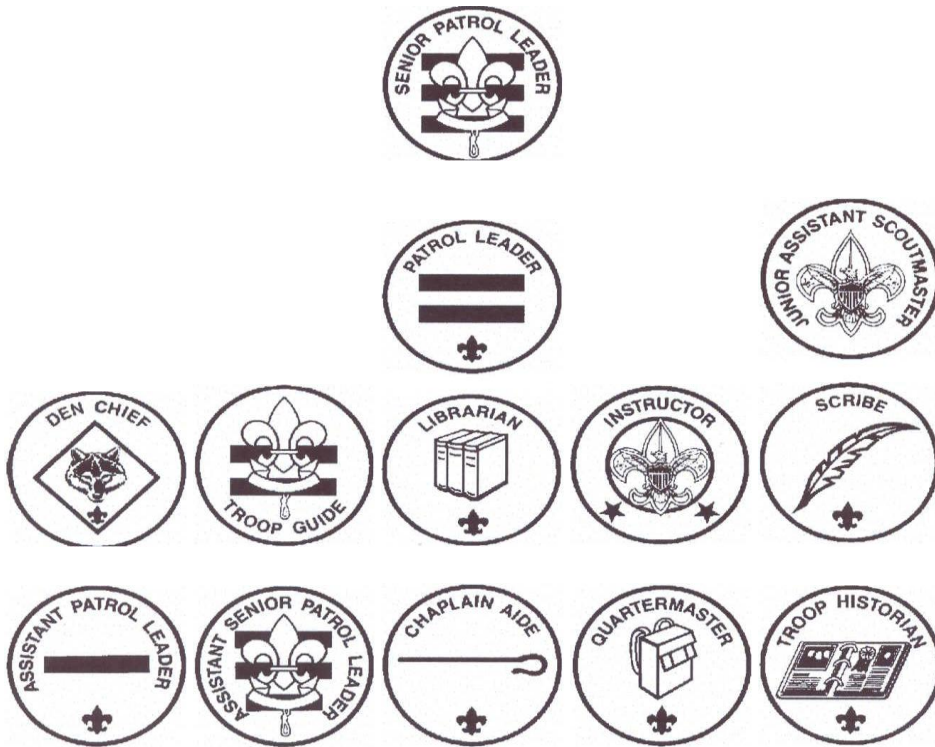
## **INFORMATION SECURITY**

Details of Troop 331’s information security policies are provided in Appendix D.

Appendix A to the BSA Troop 331 Guidelines  
Version 2014.1



Leading the way...



## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### Troop 331 Scout Leadership Positions Duties and Responsibilities



Leading the way... What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sport teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform. It is not the fun activities. There are a lot of other things that are fun. And it certainly isn't cleaning dirty pots and pans on a campout!!

#### **What makes Scouting special is that YOU make the decisions!**

That's right! YOU run the troop. Baden-Powell made it very plain in [Aids to Scoutmastership](#) when he wrote,

"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

- Plan and run troop meetings,
- Pick troop outings, where to camp, what to do,
- Plan advancement opportunities for all troop members · Select High-Adventure programs
- Determine troop policy
- Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch, we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. So, are you ready to "Lead the way"? We sure hope so!

**Appendix A to the BSA Troop 331 Guidelines  
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**GENERAL LEADERSHIP RESPONSIBILITIES FOR ALL POSITIONS**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### SENIOR PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by the members of the troop  
**Term:** 1 Year  
**Reports to:** Scoutmaster  
**Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.  
**Comments:** The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are capable, not just his friends or other popular scouts.

#### QUALIFICATIONS

- Age:** 14  
**Rank:** Star or higher  
**Experience:** Previous service as SPL, ASPL, or PL  
**Attendance:** 80% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past. NYLT is required prior to holding office.  
**Attendance:** You are expected to attend 90% of all troop meetings, Patrol Leaders Council meetings, and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leaders Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by members of the patrol  
**Term:** 6 months  
**Reports to:** Senior Patrol Leader  
**Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders Council.  
**Comments:** The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader, are the primary members of the Patrol Leaders Council.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 80% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all troop meetings, Patrol Leaders Council meetings, and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the Patrol at the Patrol Leaders Council.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Acts as the chief recruiter of new Scouts.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### JUNIOR ASSISTANT SCOUTMASTER

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster  
**Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.  
**Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

#### QUALIFICATIONS

- Age:** 16 years or older  
**Rank:** Eagle  
**Experience:** Previous leadership positions  
**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, and 50% of Patrol Leaders Council meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Functions as an Assistant Scoutmaster.  
Performs duties as assigned by the Scoutmaster.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### DEN CHIEF

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster and Den Leader  
**Description:** The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.  
**Comments:** The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

#### QUALIFICATIONS

- Age:** 13 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all troop meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purpose of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### INSTRUCTOR

#### GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster  
**Description:** The Instructor teaches Scouting skills.  
**Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scout craft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

#### QUALIFICATIONS

**Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all troop meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.

# Appendix A to the BSA Troop 331 Guidelines Version 2014.1

## TROOP GUIDE

### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster  
**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.  
**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

### QUALIFICATIONS

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 80% over previous 6 months

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all troop meetings, Patrol Leaders Council meetings, and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Works with the patrol leader at Patrol Leaders' Council meetings.
- Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol. Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on scouting challenges.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### ASSISTANT SENIOR PATROL LEADER

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 to 12 months  
**Reports to:** Senior Patrol Leader  
**Description:** The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL when called upon. He also provides leadership to other junior leaders in the troop.  
**Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

#### QUALIFICATIONS

- Age:** none  
**Rank:** 1<sup>st</sup> Class or higher  
**Experience:** none  
**Attendance:** 80% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past. NYLT is strongly encouraged.  
**Attendance:** You are expected to attend 90% of all troop meetings, Patrol Leaders Council meetings, and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.  
Runs the troop in the absence of the Senior Patrol Leader.  
Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain's Aide.  
Serves as a member of the Patrol Leaders Council.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### ASSISTANT PATROL LEADER

#### GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader  
**Term:** 6 months  
**Reports to:** Patrol Leader  
**Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.  
**Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 80% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all troop meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leaders Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### CHAPLAIN'S AIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 to 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Chaplain's Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.  
**Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain's Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain's Aide does not always lead the observation himself and can have other troop members help.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.  
Tells Scouts about the religious emblem program for their faith.  
Makes sure religious holidays are considered during troop program planning.  
Helps plan for religious observance in troop activities.



# Appendix A to the BSA Troop 331 Guidelines Version 2014.1

## TROOP HISTORIAN

### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 to 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Historian keeps a historical record or scrapbook of troop activities.  
**Comments:** The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none, but interest in photography is helpful  
**Attendance:** 75% over the previous 6 months

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all troop meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.  
Takes care of troop trophies, ribbons, and souvenirs of troop activities.  
Keeps information about former members of the troop.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### TROOP LIBRARIAN

#### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 to 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Librarian takes care of troop literature.  
**Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

#### QUALIFICATIONS

**Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Sets up and takes care of a troop library.  
Keeps records of books and pamphlets owned by the troop.  
Adds new or replacement items as needed.  
Keeps books and pamphlets available for borrowing.  
Keeps a system for checking books and pamphlets in and out.  
Follows up on late returns.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### TROOP QUARTERMASTER

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 to 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.  
**Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 80% over the previous six months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all troop meetings, Patrol Leaders Council meetings, and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the Troop Committee Equipment Coordinator.

## Appendix A to the BSA Troop 331 Guidelines Version 2014.1

### TROOP SCRIBE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 to 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leaders Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.  
**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 75% over the previous six months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all troop meetings, Patrol Leaders Council meetings, and campouts. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings.  
Records individual Scout attendance and dues payments.  
Records individual Scout advancement progress.  
Works with the Troop Committee members responsible for records and finance.

**Appendix C to the BSA Troop 331 Guidelines  
Version 2014.1**

**Service Project Hours**

Service projects should meet the following criteria:

1. The recipient of the service must truly value the effort.
2. It will provide a valuable service to a community service organization, church or others, not a make work project.
3. The Scout should see the work as being a valuable contribution in which he can take pride.
4. The project should stretch the Scout's abilities but not be so difficult that he will be unable to do the work.
5. And of course, the project should be done with no thought of reward.
6. Cannot benefit a family member or a private business.
7. Service hours must be approved by the Scoutmaster to qualify.
8. We should support our church sponsor on a regular basis to show our appreciation of their support.

**Eagle Service Project Hours**

Eagle projects are service projects by their very nature and time spent working with other scouts on an Eagle Project counts toward service hours.

Some examples of service hours are:

- Volunteering at the animal shelter, walking dogs, cleaning kennels, or other tasks.
- Volunteering time at the nursing home, or the Alzheimer Day Care Center, reading, playing games, or writing letters for patients.
- Working at the community food pantry, sorting food, or general cleanup tasks.
- Clearing hiking trails at a local park, picking up trash, or assisting with facility repairs.
- Volunteering at the library, sorting books, entering computer data, or other administrative tasks.
- Volunteering at school to help with cleaning out flower beds, picking up trash, assist with PTA projects.
- Contact the Twentieth Century Club to help with Fair on the Square, emptying trash barrels, policing the grounds, providing first aid services.
- Contact the Collierville Chamber of Commerce; volunteer to help with any projects they are sponsoring.

**Appendix D to the BSA Troop 331 Guidelines  
Version 2014.1**

**Information Security**

**CHILDRENS PRIVACY POLICY AND TROOP WEB SITE**

Per BSA Policy, our troop web site contains no personal information about our scouts or leaders. It is up to the parent to notify the Scoutmaster if the parent desires not to have their son's picture posted to the Photo Gallery.

**How does the BSA comply with the Children's Online Privacy Protection Act (COPPA) of 1998?**

This legislation applies only to Web sites of a commercial nature. However, the Boy Scouts of America considers it to provide sound advice for any Web site that is intended for use by children.

Providing personal information is *never* a prerequisite for accessing any of the content or resources on our Troop Web site.

**CHILDRENS PRIVACY POLICY AND TROOP DATABASES (TROOPMASTER & TROOPLEDGER)**

Regarding sensitive personal data (i.e. new scout and adult registration forms) and our TroopMaster and TroopLedger database:

1. Even though BSA requires adult Social Security Number on the registration forms, the troop doesn't put Social Security Number in our troop database (TroopMaster).
2. All highly sensitive data (i.e. Driver's License, Special Needs, Insurance, Medical Records, etc.) is 'hidden'. This type of data will not print on our troop reports. Only the system administrators have access to this data.
3. No personal information about our scouts or adults is kept at the church.

## **Appendix E to the BSA Troop 331 Guidelines**

**Version 2014.1**

### **Chickasaw Council Troop 331 Leave No Trace Policy**

#### **Principles:**

Troop 331 will strive to follow the principles of LNT, as exercised by the BSA at all events. This is not limited to camping events. The troop will sponsor several levels of LNT leadership to encourage and promote these principles. Over time these practices will become a seamless part of the fabric of the Troop, and a Scout's daily life.

#### **Adult Oversight:**

A minimum of one registered adult leader will be appointed a "Leave No Trace Advisor". Preferably this adult leader will also be an Assistant Scoutmaster and have attended a Leave No Trace (LNT) class. The duties of this position are to help coordinate the education of Scouts and Adults in the principles of Leave No Trace and its practice during Scouting events.

The Troop Committee will support LNT principles by approving expenditures for training, awards, and equipment purchases that help reduce environmental impact. The use of reusable products instead of disposables will be encouraged.

#### **Scout Leadership:**

One Assistant Senior Patrol Leader will have the additional duty of Leave No Trace Chief. This ASPL will understand and practice the principles of Leave No Trace and be able to teach these principles using the EDGE method. On Troop events it will be his duty to direct the troop in making LNT decision to minimize campsite impact. He will coordinate with Patrol LNT guides to minimize troop impact on all Troop events. At troop events he will coordinate policing efforts of the LNT guides and minimize troop impact at the event site. In his absence, the second ranking scout at the event assumes this position. The LNT Chief will work with the Quartermaster to ensure a sufficient supply of LNT equipment (garbage bags, low impact soap, biodegradable paper products, etc.) is available for the troop event.

Patrol LNT Guides will be a standing duty assigned to the Assistant Patrol Leader. The LNT guide will ensure his patrol's area is properly policed and impact reduced whenever possible before leaving the campsite. In his absence the second ranking scout in the patrol takes his position as LNT guide.

All scouts in the troop will participate in LNT efforts as directed by LNT leaders. This includes, but is not limited to: setting campsites where directed, assisting in policing efforts, minimizing environmental impact during events, and mitigating impacts at the close of camp.

**Appendix Z to the BSA Troop 331 Guidelines  
Version 2016 v1**

**DOCUMENT CHANGE LOG**

Date	Section Changed or Description of Change	Version
10/22/04	Original published to the troop web site.	V2004.1
8/6/06	Committee/parents meetings, New-Troop refund policy, Eagle scouts/project, and moved Scout Leadership Positions Duties and Responsibilities to Appendix A.	V2006.1
8/14/06	Camping/Fees and formatting changes.	V2006.2
9/16/06	Troop Committee, Notice, Quorum And Majority, New-Document Change Log, New-Appendix B - Service Project Hours, and formatting changes.	V2006.3
9/25/06	Dues, Troop Uniform, New-Troop Offices And Elections, Camping Fees, New-High Adventure Participation, Fund Raising, Court of Honor, Troop Size, OA, Quorum And Majority, and New-Appendix C – Information Security.	V2006.4
10/9/06	Final version for 2006. Published to web site.	V2006.5
12/02/07	Added description of Troop Committee (new Appendix B); Added text on Information Security; Updated Camping Fees; Clarified scout leadership attendance requirements (Appendix A); General corrections, edits, re-formatting.	V2007.1
02/27/08	Corrected some syntax and formatting errors. Added v2007.2 to header and page numbers to footers across all documents.	V2007.2
09/04/08	Corrected some syntax and formatting errors. Added v2008.1 to header and page numbers to footers across all documents. Pg 3 – changed “red” to “green” under “SHIRT” Pg 5 – Troop Officers and Elections – Line 1 added “in April, takes office in August” and changed January to February in line 2. Pg 7 - Camping Fees - added "The Scoutmaster will not be charged a camping fee." Pg 6 - Troop Committee - deleted "The Troop Committee may remove an elected officer from office when his failure to perform normal job requirements of his office is determined to be detrimental to the troop."	V2008.1
09/14/10	Added troop guidelines Appendix E for Leave No Trace Policy. Plus changed the Appendix B to include the Troopmaster and Webmaster Administration duties.	V2010.1



**Appendix Z to the BSA Troop 331 Guidelines  
Version 2016 v1**

09/16/12	Added adult training fees reimbursement based on motion passed by the committee on September 5, 2012. Added "Adult training fees will be reimbursed at the rate of fifty (50) percent of the cost for the course. Additionally, one hundred (100) percent of the cost of any high adventure training will be reimbursed as the required training will enable scouts to attend a BSA high adventure base."	V2012.1
08/14/13	Committee approved guidelines as they are. No changes.	V2013.1
12/05/13	Added upgraded high adventure guidelines	V2013.2
9/11/14	<p>Guidelines:</p> <p>pg. 7: Under Troop Program Planning, changed "September 15<sup>th</sup>" to "September 1<sup>st</sup>."</p> <p>pp. 7 and 8: Raised Camping Fees from \$20.00 to \$25.00.</p> <p>pg. 8: Removed the following sentence from the Transportation section: "This does not prevent a driver from departing at a different time than the rest of the Troop."</p> <p>pg. 10: Updated the paragraph dealing with electronics under the Unacceptable/Not Allowed Items section.</p> <p>Minor changes for grammar and consistency throughout.</p> <p>Appendix A:</p> <p>pg. 4: Changed age requirement for Senior Patrol Leader from "none" to "14."</p> <p>pg. 6: Changed the age requirement for Junior Assistant Scoutmaster from "at least 16 years" to "16 years or older."</p> <p>Appendix B:</p> <p>Minor changes for grammar and consistency throughout.</p>	V2014.1
11/3/14	<p>Guidelines:</p> <p>pg. 12: Under "Advancement/Progress Board of Review" item #4: Revised language concerning advancement requirements and a scout's "active" status in the troop.</p> <p>pg.12: Also under "Advancement/Progress Board of Review," added item 5 concerning BSA's advancement guidelines.</p>	V2014.2
10/20/16	<p>Dues changed as below</p> <ol style="list-style-type: none"> <li><b>Troop dues are \$70.00 per year</b>, which can be paid in two installments - the first in September and the second in February. Checks are to be made payable to <u>BSA Troop 331</u>. Other</li> </ol>	V2016 v1

**Appendix Z to the BSA Troop 331 Guidelines  
Version 2016 v1**

	<p>payment plans (i.e. yearly, monthly, etc.) may be arranged by agreement of the Scoutmaster (SM). Discounts for additional siblings are as follows: 2nd boy at \$58, 3rd boy at \$46 per year. These fees can be paid by the month if preferred.</p> <p>2. Troop Charter fees are paid by the Troop. The Troop pays for insurance, Troop administration fees, and Boys Life subscriptions. There is no reduction for not taking Boy's Life magazine.</p> <p>Registered adult initial and re-charter fees are \$15 per year.</p>	
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