



Northern Star Council
North Star District

Boy Scout Troop 67

Sponsored By: Nativity of our Lord School, Saint Paul, MN

Parents Handbook

2011 Edition

Troop 67 Parents Handbook

2011 Edition



CONTENTS

| | |
|---|-----------|
| INTRODUCTION | 4 |
| HOW OUR TROOP WORKS | 5 |
| JOINING TROOP 67 | 6 |
| YOUTH APPLICATION | 6 |
| HEALTH FORM | 6 |
| PARENT VOLUNTEERS | 6 |
| TROOP MEETINGS | 7 |
| REGULAR TROOP MEETING – ALL SCOUTS | 7 |
| GREENBAR MEETING – BOY LEADERS ONLY | 7 |
| TROOP COMMITTEE MEETING..... | 7 |
| TROOP DUES | 8 |
| DUES REFUNDS | 8 |
| SCOUT UNIFORM | 9 |
| CLASS “A” UNIFORM | 9 |
| CLASS “B” UNIFORM | 9 |
| TROOP COMMUNICATION | 10 |
| TROOP CALENDAR..... | 10 |
| PARENTS EMAIL LIST | 10 |
| SCOUT RANK ADVANCEMENT | 11 |
| ADVANCEMENT IS THE RESPONSIBILITY OF THE SCOUT | 11 |
| CAMPING | 12 |
| NO ELECTRONICS POLICY..... | 12 |
| PARENT VOLUNTEERS..... | 12 |
| CAMPING EQUIPMENT..... | 12 |
| WEEKEND CAMPING (SHORT TERM)..... | 13 |
| <i>Weekend Camping Signup and Costs</i> | 13 |
| <i>Weekend Camping Cancellation and Refunds</i> | 13 |
| SUMMER CAMP (LONG TERM)..... | 14 |
| <i>Long Term Camping Signup and Costs</i> | 14 |
| <i>Long Term Camping Cancellation and Refunds</i> | 14 |
| CAMPING SCHOLARSHIPS | 14 |
| BEHAVIOR AND DISCIPLINE | 15 |
| FUND RAISERS | 15 |

Troop 67 Parents Handbook

2011 Edition



| | |
|--|----|
| SCOUT CAMPING ACCOUNTS | 15 |
| APPENDIX A - CAMPING AND OUTDOOR PACKING CHECK LIST | 16 |
| APPENDIX B - BEHAVIOR AND PROGRESSIVE DISCIPLINE GUIDELINES..... | 18 |

Troop 67 Parents Handbook

2011 Edition



INTRODUCTION

The purpose of this handbook is to acquaint new Scouts and parents with information and rules on how our troop operates. It is not intended to be a substitute or replacement for the Boy Scout Handbook. However, it is intended to be an extension of some of the ideas and philosophies that are found in the Boy Scout Handbook.

Since our troop is always changing the information in this handbook will change too.

If you have any questions, comments, criticism, or suggestions about this handbook, please doesn't hesitate to bring them to our attention. We are always interested in hearing new ideas and philosophies on the way in which our troop could be run.

On behalf of Troop 67, I would like to extend to you a warm welcome and thank you for the opportunity to help shape your son's future.

Richard Baum

Scoutmaster, Troop 67

Troop 67 Parents Handbook

2011 Edition



HOW OUR TROOP WORKS

Troop 67 is sponsored by Nativity of Our Lord School, Saint Paul, MN. We are in the North Star district, and chartered with the Northern Star Council. Our sponsor helps to support the troop by providing a meeting place, storage, and other things as required. The leaders are the Scoutmaster, his assistants and the Troop Committee. All are unpaid volunteers; most are the parents of boys in the troop.

Within the troop, a Scout will be assigned to a patrol - a group of 6 to 12 boys. His patrol will be his team for games and contests, his closest buddies in camp, and his teachers as he works on advancement. A new Scout will be placed in our new scout patrol. Once he masters some of the basic skills (approximately one year and 2nd class), he will move up to a regular patrol.

Troop meetings are planned and conducted by boy leaders under the coaching and guidance of the Scoutmaster and Assistant Scoutmasters. This is part of the plan to help the Scout grow to make decisions and take an active part in making the troop program successful. A typical troop meeting may include an activity; working on outdoor skills, first aid, fitness, citizenship, or some other aspect of Scouting; a brief patrol meeting for advancement progress or planning a future event; and ceremonies highlighting Scouting ideals.

At troop meetings, and working on his own, the Scout will have a chance to earn many badges and awards. He will get his Scout badge as soon as he has his first talk with the Scoutmaster. After that he will work on various progress awards and any of more than 100 merit badges. As he earns these awards and badges, he will progress from Tenderfoot through Second and First Class ranks into the more difficult requirements for the Star and Life Scout badges. Finally, he may earn the most distinctive of all - the Eagle Scout Award.

Every month our troop will conduct a special event. It may be a weekend campout, a visit to some location of special interest, or a troop service project. Scouts are encouraged to participate in these events and to prepare for them on their own as much as possible.

The sections that follow explain some of the guidelines and rules as they pertain to "how our troop works."

Troop 67 Parents Handbook

2011 Edition



JOINING TROOP 67

Your son can be a Scout if he has completed the fifth grade and is at least 10 years old or is age 11 or has earned the Arrow of Light Award and is at least 10 years old, but has not reached age 18.

YOUTH APPLICATION

Each Scout must fill out the BSA Youth Application form and return it to the Scoutmaster along with the specified registration fee. We will register you immediately so that you can attend our outdoor activities. These forms are available from the Scoutmaster, or as a pdf file from the following link:

<http://www.northernstarbsa.org/Forms/Membership/ApplicationYouthEnglish.pdf>

HEALTH FORM

All Scouts must have a medical form on file with the troop before they may attend any troop-related events. There are two reasons for having this medical form. First, it provides us with information on any special problems a Scout may have (hay fever, medicine restrictions, etc.). Also, it gives a doctor permission to treat an injured Scout if a parent cannot be reached.

These forms are available from the Scoutmaster, or as a pdf file from the following link:

<http://www.northernstarbsa.org/Forms/Camping/AnnualHealthandMedicalRecordForBoyScoutCamps.pdf>

PARENT VOLUNTEERS

A parent is expected to fill out a "Troop Resource Survey" which tells the skills, interests and assistance that you are willing to share with the troop. Please make sure to fill out both sides.

Also, each parent must select a task on the "Troop 67 Needs Your Help!" sheet. Our troop requires the help of all parents so that it may provide a quality program. One of the things that make our troop great is the quantity and quality of our adult volunteers!

This form is available from the Scoutmaster.

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2011 Edition



TROOP MEETINGS

There are various meetings going on to make this a successful troop, from the standard troop meeting, to parent committee meetings, please read on to learn more...

Refer to the On-Line Troop Calendar for up to date meeting information:

<http://www.troop-67.org/calendar.htm>

REGULAR TROOP MEETING – ALL SCOUTS

Troop 67 meets most Monday evenings during the school year in the Nativity School Cafeteria from 7:00PM to 8:00PM. If a Scout meeting is canceled due to weather or other reasons, each Scout family will receive an email notifying you of the cancellation.

**Scouts are expected to wear their scout shirt and neckerchief. They are also required to bring their scout book to each meeting.

GREENBAR MEETING – BOY LEADERS ONLY

The Greenbar is composed of boy leaders in the troop. If your son has a leadership position, they will have a patch indicating their position (this patch has green bars on it to indicate leadership). The Greenbar meeting is intended for troop boy leaders only, and the Scoutmasters. It is a planning session to determine what activities the troop will focus on in the coming months. These meetings generally fall on the Monday following a campout.

TROOP COMMITTEE MEETING

Troop 67 is operated by a committee of volunteers that help manage troop finances, buy ice cream for a special event, help arrange transportation, maintain records, maintain the website, and other such tasks to give the Scoutmasters more time to work with the scouts.

Any Parent is welcome to attend these meetings, they generally fall on the second Saturday of each month. These meetings will be listed on the troop calendar.

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2011 Edition



TROOP DUES

Troop Dues are \$90 per year/scout. The full amount is collected each September. The troop committee recommends that each Scout earn his own money for dues. There is a late fee of \$10 for dues not paid by October 1st.

For new Scouts joining the troop after October 1st, use the following to determine dues:

| Period | Dues |
|---|------|
| Oct. 1 st – Dec. 31 st | \$90 |
| Jan. 1 st – Jan. 31 st | \$80 |
| Feb. 1 st – Feb 28 th or 29 th | \$70 |
| Mar. 1 st – Mar. 31 st | \$60 |
| Apr. 1 st – Apr. 30 th | \$50 |
| May 1 st - May 31 st | \$40 |
| June 1 st – June 30 th | \$30 |
| July 1 st – July 31 st | \$20 |
| Aug. 1 st – Aug. 30 th | \$10 |

DUES REFUNDS

Scouts dropping out of the troop will not receive a refund on their dues paid.

Troop 67 Parents Handbook

2011 Edition



SCOUT UNIFORM

A Scout should have a uniform as soon as possible. The uniform is an important aspect of scouting, without the uniform, the Scout may not feel part of the group. The Scout Handbook shows the items that each Scout needs. The Scout uniform must be worn on all troop activities and events unless otherwise specified.

CLASS "A" UNIFORM

The Class "A" Uniform can be worn to all scouting events your son participates in. It is required to be worn at Troop Meetings, Court of Honor, Traveling to/from campouts, Board of Review. A good rule of thumb is, if in doubt, wear the class "A".

The Class "A" Uniform at a minimum is:

1. Official Boy Scout Shirt
2. Boy Scout Scarf with Slide
3. Merit Badge Sash
4. Scout Handbook (for meetings and Board of Review)

CLASS "B" UNIFORM

The Class "B" uniform is a scouting t-shirt provided by our troop, generally before a scout attends a long-term camp, or high adventure trip. This is usually worn around camp, or during service projects involving rigorous labor.

Troop 67 Parents Handbook

2011 Edition



TROOP COMMUNICATION

Troop communication to the scouts and parents occurs in several ways. It is important to watch for troop communications to stay informed on troop activities.

1. Verbal communication and flyers handed out at troop meetings.
2. Phone calls to scouts from patrol leaders
3. eMail to parents from troop adult leaders
4. Troop on-line calendar

TROOP CALENDAR

The Calendar is maintained by the troop committee and available on the troop website at

<http://www.troop-67.org/calendar.htm>

***** It is important to check the on-line calendar on a weekly basis, as the information presented on the calendar is up to date.**

PARENTS EMAIL LIST

The troop committee maintains an eMail list of troop parents. This mailing list is used to communicate important events and notices about troop activities and events.

You can add as many emails as you like to this list, instructions are at the bottom of the home page on the troop website:

<http://www.troop-67.org/index.html>

Messages sent from this mailing list will have a subject beginning with -> [parents]



SCOUT RANK ADVANCEMENT

Advancement will be an important part of your Scouting experience. Progress through the Boy Scout ranks is achieved by working on various skills and merit badges.

Tenderfoot, Second Class, and First Class badges may be earned through registered troop adults or junior leaders. Some of the requirements for these badges can be earned through instruction at troop meetings and campouts. However; a majority of the work will be completed by the Scout on their own.

Star, Life, and Eagle badges are earned by serving in a leadership capacity, performing community service work, and earned merit badges. These merit badges are earned through counselors who are experts in their field. A list of all merit badge counselors in our area is available by contacting the Northern Star Council office at 763-231-7201. Scouts must have a buddy (parent, friend, other Scout, etc.) with them when meeting with merit badge counselors.

Although some of the merit badges are required, there are others that are electives. Each Scout can earn merit badges in subjects that are of interest to him. This should be the start of a very exciting trail of fun, achievement, adventure, and knowledge.

ADVANCEMENT IS THE RESPONSIBILITY OF THE SCOUT

Parents and other adults are encouraged to help, but it is not the troop's or the parents' obligation to ensure progress. For those new Scouts who are bridging Webelos, this will be quite a change for you!

Parents are welcome to help their scout work on their rank advancements, but they may not sign off advancements in their son's scout book. Only a registered Scoutmaster can sign off a scout for rank requirements.

For more information on Scout advancement, refer to the Boy Scout Handbook.

Troop 67 Parents Handbook

2011 Edition



CAMPING

Troop 67 has an active camping program comprised of weekend campouts, long term camping, and high adventure trips. The following sections outline each type of camping opportunity.

Camping is an exciting time for a Scout. It is also a time of great responsibility. Scouts will be setting up camp, cooking their food, washing their dishes, and building their own fires. At least two adult leaders (one which must be registered with the troop) will be present on camping trips to provide supervision and some friendly instruction as needed.

Scouts should use the personal equipment checklist in their handbook (or Appendix A of this document) when packing for a campout. Small items forgotten can make for an uncomfortable trip.

NO ELECTRONICS POLICY

To help preserve the spirit of camping in the outdoors no electronics will be permitted, and are subject to confiscation.

We need your help to ensure your son understands this policy. All Electronics are banned, examples of what has been confiscated are : Radios, Electronic Games, Cell Phones, iPods, DVD Players, and the list goes on...

PARENT VOLUNTEERS

To help make each campout a success, parents are highly encouraged to participate in the troop campouts. This helps ensure a good adult to youth ratio.

CAMPING EQUIPMENT

Troop 67 provides all necessary group gear. Each scout is responsible for his personal gear. See Appendix A for a packing list.

Troop Group Gear: Tents, Stoves, Cooking equipment, Water jugs, Rope, Tarps, Lanterns, Fuel

Troop 67 Parents Handbook

2011 Edition



WEEKEND CAMPING (SHORT TERM)

Troop 67 Weekend campouts are held on a monthly basis generally between September and June. Weekend campouts are generally a 1 – 2 hour drive from Nativity, and have the following schedule (each campout will dictate exact departure times and activities):

- Friday – Meet at Nativity around 5PM, pack gear, depart for camp. Scouts bring food for the drive to camp. Upon arriving at camp, set up tents or shelter, cooking equipment, personal equipment.
- Saturday – Scouts participate in planned activities, participate with patrol cooking and activities, and also have free time. Breakfast, Lunch, and Dinner prepared by each patrol.
- Sunday – Pack up camp, eat a simple breakfast and return to Nativity between 10am and Noon.

Upon returning at Nativity – All Scouts are expected to help unload troop gear and dry tents. This generally takes 45 minutes.

WEEKEND CAMPING SIGNUP AND COSTS

Campouts are announced during a troop meeting, with a flyer handed out for the boys to bring home. The campout will also be announced in an email to the parents list, along with the flyer as an attachment.

Scouts sign up for the campout by returning the bottom portion of the flyer with the camping payment, or parents can respond to the campout email indicating their son is going (if email is used, the bottom portion of the flyer should still be returned with payment, it helps with record keeping). Camping costs will be indicated on the flyer, but they are generally \$20 for a weekend campout.

WEEKEND CAMPING CANCELLATION AND REFUNDS

Scouts that have signed up for a camp out, but do not attend will receive a full refund based on the following policy:

1. The Scoutmaster in charge of the campout AND the scouts Patrol Leader need to be notified.
2. Notification needs to be no later than Midnight Tuesday the week of the campout.

Note that individual circumstances, such as last minute illness, may dictate a full refund. Parents requesting a refund should apply to the troop treasurer within two weeks following the event.

Troop 67 Parents Handbook

2011 Edition



SUMMER CAMP (LONG TERM)

Each year, Troop 67 attends at least 1 week long summer camp program. Here is the upcoming schedule for the summer of 2011:

July 16 – 23 : Tomahawk Scout Reservation. Open to all boys in the troop (as well as parents).

August 7 – 13: ManyPoint Scout Camp. Open to boys entering 8th grade or above in September 2011.

LONG TERM CAMPING SIGNUP AND COSTS

Long Term Summer Camps are announced early March. Long term camps are roughly \$260 (price may vary) and require a \$25 deposit at signup, with the entire amount due 1 month before camp.

Generally, long term camps are announced via email to the parents email list.

LONG TERM CAMPING CANCELLATION AND REFUNDS

The refund policy is outlined separately by each camp, and will be available at signup time.

CAMPING SCHOLARSHIPS

Troop 67 leadership wants every boy to go camping, regardless of financial situation. If you would like to apply for a camping scholarship for your son, please contact the Scoutmaster, Committee Chairman, or Troop Treasurer.

Troop 67 Parents Handbook

2011 Edition



BEHAVIOR AND DISCIPLINE

Please refer to Appendix B - “Troop 67 Behavior Code of Conduct and Progressive Discipline Guidelines”.

It is important for you to review this document with your son to ensure they have a clear understanding of troop behavior and discipline.

FUND RAISERS

Our troop holds various fund raisers throughout the year. These are held in an effort to help our Scouts to be thrifty and earn their own way to high adventure outings and summer camp, if they choose. The money earned through these fund raisers also helps the troop subsidize summer camp and high adventure outings and provides the troop funds to purchase tents and other camping equipment. We encourage parents to help out on these events.

Examples of fund raisers we have held in the past:

- Pancake Breakfast
- Car Parking
- Bike Sale
-

SCOUT CAMPING ACCOUNTS

A portion of the money earned through troop fund raisers is credited to a scout camping account for each scout who participates in the fundraiser. This money belongs to troop 67, but scouts may use the credit in their camping account to reduce the cost of summer camp and high adventure outings.

Troop 67 Parents Handbook

2011 Edition



APPENDIX A – CAMPING AND OUTDOOR PACKING CHECK LIST

***** *This is not intended to be a definitive list.* *****

Use common sense and always evaluate what you intend to do for each outdoor experience.

| | Fall Campin g | Winter Camping | Spring Campin g | Summ er Camp | Canoei ng | Backpackin g |
|---|------------------|--------------------------|-----------------------|---------------------------|--------------|-----------------|
| BACKPACKING | | | | | | |
| Assorted Ziploc bags | | | | | Yes | Yes |
| Backpack with padded hip strap | Optional | | Optional | Option al | | Yes |
| Sturdy pack cover | Optional | | Optional | Option al | | Yes |
| SLEEPING | | | | | | |
| Foam sleeping pad | Yes | Yes | Yes | Option al | Yes | Yes |
| Stuff sack for sleeping bag | Yes | Yes | Yes | Yes | Yes | Yes |
| Sleep clothes | Yes | Yes | Yes | Yes | Yes | Yes |
| Sleeping bag | Yes | Yes 0 - 20 degrees | Yes | Yes 30+ degree s | Yes | Yes |
| Stocking cap | Optional | Yes | Optional | | Option al | Optional |
| Straps for holding bag on pack | | | | | | Yes |
| Waterproof mattress / ground cloth | Yes | Yes | Yes | | Yes | Yes |
| Waterproof stuff sack | | | | | Yes | Optional |
| CLOTHES | | | | | | |
| BROKEN IN Hiking boots | Yes | Yes | Yes | Yes | | Yes |
| Camp shoes/tennies – <i>NOT SANDALS</i> | Yes | Yes | Yes | Yes | Yes | Yes |
| Canoeing shoes that can get wet | | | | | Yes | |
| Extra pairs of mittens / gloves | | Yes | | | | |
| Hat with visor | Optional | Optional | Optional | Yes | Yes | Yes |
| Long pants | Yes | Yes | Yes | Option al | Yes | Yes |
| Long Underwear | | Yes | | | | |
| Pair of gloves | Optional | Yes | Optional | Option al | Yes | Yes |
| Rain gear | Yes | Optional | Yes | Yes | Yes | Yes |
| Short sleeve shirt | Yes | Optional | Yes | Yes | Yes | Yes |
| Shorts | Optional | | Optional | Yes | Yes | Yes |
| Snow Boots | | Yes | | | | |
| Snow Pants | | Yes | | | | |
| Socks - Polypropylene liner | | | | | | Yes |
| Socks - Wool (For hiking or warmth) | Yes | Yes | Yes | Yes | Yes | Yes |
| Underwear | Yes | Yes | Yes | Yes | Yes | Yes |
| WARM sweater/jacket | Optional | Yes | Optional | Option al | Option al | Yes |

Troop 67 Parents Handbook

2011 Edition



| | Fall Campin g | Winter Camping | Spring Campin g | Summ er Camp | Canoei ng | Backpackin g |
|---|------------------|-------------------|-----------------------|--------------------|--------------|-----------------|
| EATING | | | | | | |
| Cup/mug | Yes | Yes | Yes | | Yes | Yes |
| Deep bowl | Yes | Yes | Yes | | Yes | Yes |
| Spoon | Yes | Yes | Yes | | Yes | Yes |
| Thermos bottle with HOT water | Yes | Yes | Yes | | | |
| Water Bottles (1qt.) | Yes | Yes | Yes | Yes | Yes | Yes |
| MISC. PERSONAL | | | | | | |
| Bandana | | | | Option al | Yes | Yes |
| Bug Spray | Yes | | Yes | Yes | Yes | Yes |
| Boy Scout Handbook | Yes | Yes | Yes | Yes | Option al | Optional |
| Camera and film | Optional | Optional | Optional | Option al | Option al | Optional |
| Compass | Optional | Optional | Optional | Yes | Yes | Yes |
| Fanny Pack | Optional | Optional | Optional | Option al | Option al | Optional |
| Flashlight (with spare batteries) | Yes | Yes | Yes | Yes | Option al | Yes |
| Lip balm (Carmex and/or with SPF 15 protection) | Yes | Yes | Optional | Yes | Yes | Yes |
| Moleskin | | | | | | Yes |
| Money – (small bills and change) | Yes | Yes | Yes | Yes | Yes | Yes |
| Note pad and pen | Yes | Yes | Yes | Yes | Yes | Yes |
| Quick dry hand towel | | | | | Yes | Yes |
| Safety pins | Optional | Optional | Optional | Option al | Option al | Yes |
| <i>Small</i> pocketknife | Yes | Yes | Yes | Yes | Yes | Yes |
| Spending Money | | | | Yes | | |
| Sunglasses | Optional | | Optional | Yes | Yes | Yes |
| Sunscreen (SPF 15 or higher) | Optional | | Optional | Yes | Yes | Yes |
| Toothbrush | Yes | Yes | Yes | Yes | Yes | Yes |
| Toothpaste | Yes | Yes | Yes | Yes | Yes | Yes |
| Watch with alarm | Yes | Yes | Yes | Yes | Yes | Yes |
| Water Bottle | Yes | Yes | Yes | Yes | Yes | Yes |

Troop 67 Parents Handbook

2011 Edition



APPENDIX B - BEHAVIOR AND PROGRESSIVE DISCIPLINE GUIDELINES

Once in a while, a Scout's behavior falls so far short of the Scout Oath & Law that it becomes unacceptable and may not be able to be resolved by youth leaders. When this happens and the youth leadership needs some assistance, an adult leader(s) may need to intervene and start disciplinary actions as outlined below. The purpose of this guideline is to help adult leaders use consistent discipline that is reasonable and likely to improve a Scout's behavior.

| Discipline Level | Situation | |
|---|--|---|
| Level 1 Discussion. | Initial minor misbehavior. | The Senior Patrol Leader (or an ASPL) talks with Scout. Explains that the behavior is unacceptable, preferably casting the discussion in terms of the Scout Oath or Law. Verbal warning issued. |
| Level 2 Extra chores or withholding privileges are immediately assigned | Scout repeatedly misbehaves. | Adult leader(s) explains the problem, reminds Scout of previous actions and states the punishment. Adult leader(s) then documents date, behavior, discussion, and Scout's reception. Typical added chores are extra kitchen duties, fetching water or firewood, or cleaning an outhouse. These duties are assigned immediately and are limited to duties that all Scouts may be expected to perform. Withheld privileges may include free time, ability to leave camp, or participation in a game. |
| Level 3 Parental Notification. | Repeatedly not complying with requests from a troop leader or continued misbehavior after Level 2 discipline. | An adult leader contacts parent/guardian and explains the behavior and points out that Scout has been disciplined several times. Adult leader asks the parent/guardian to talk with Scout to improve Scout's behavior. Adult leader(s) documents the date, behavior, and discipline including that parents were contacted. Adult leader(s) also documents Scout's attitude after the discussion. |
| Level 4 Removal from meeting, event, or outing. | More serious problems such as but not limited to theft, vandalism, endangering animals, self or others. Or continued misbehavior after Level 3 discipline. | This step requires a discussion among at least two adult leaders, including the Scoutmaster or Tour Leader. If a majority agrees, an adult leader calls/contacts the parent/guardian, explains the behavior, and asks parent/guardian to come immediately and remove the Scout from the meeting, event, or outing. Adult leader(s) documents date, behavior, call/contact to parent/guardian, and parent/guardian response. Scoutmaster should schedule a meeting with parent(s)/guardian(s) as soon as possible to discuss the problem and options for improving the behavior. At least two adult leaders should attend the meeting with the parent(s)/guardian(s). Detailed minutes must be taken at the meeting and entered into the Scoutmaster's files. |
| Level 5 Expulsion and revocation of membership in Troop 67. | Repeated serious misbehavior after Level 4 discipline or life-threatening behavior, for example. | This step should be attempted to take place within two weeks of the transgression. Level 5 discipline requires two discussions. First, among at least three adult leaders, including the Scoutmaster or acting Scoutmaster. Second, at the troop committee. The second discussion occurs only if a majority of the adult leaders at the first meeting approves of this action. At the second meeting, in the presence of the Scout's parent(s)/guardian(s), while detailed minutes are taken, an adult leader(s) explains the situation to the committee. The discussion must cover the Scout's behavior, why it is a serious problem, what discipline has been applied to date, and justification for expulsion from the troop. The Scout's parent(s)/guardian(s) may speak on behalf of their son. After both the adult leader(s) and the parent(s)/guardian(s) have spoken, the troop committee discusses the issue. If the majority of the troop committee agrees, the Scout's membership in the troop is revoked. The Scout's parent(s)/guardian(s) do not participate in the voting. If membership is revoked, the troop committee must inform the council office. Detailed minutes of the discussion must be taken at the meeting and added to the Scoutmaster's files. |

Troop 67 Parents Handbook

2011 Edition

