

**BOY SCOUTS OF AMERICA**

# **TROOP 432**

**St. Rose Catholic Church — Anthem, Arizona**

## **POLICIES & PROCEDURES MANUAL**



Dear Scouts and Scout Parents<sup>1</sup> of Troop 432:

We are pleased to have you and your son as a member of the Boy Scouts of America, Troop 432, and hope that you both will benefit from the association! Our goal is to help each Scout develop into a young man conforming to the Boy Scout ideals of effective character, citizenship, and personal fitness.

The pre-teen and teen years are an important time in a young man's life. Critical, yet sometimes subtle choices are made that can shape the rest of his life. Boy Scouts is founded on the belief that during this time a boy should undergo the personal growth necessary to move from a state of almost complete dependence upon his family towards increasing self-reliance and independence, using sound judgment and skills that he has developed.

A primary vehicle for this change is the presentation of opportunities to make responsible decisions under diverse circumstances, and to experience the consequences of his decisions. We feel privileged to play a part in helping influence some of these choices.

The purpose of this manual is to outline the basic policies and procedures that guide Troop 432. When necessary, these policies may change, and your involvement with this program will keep you up to date on those changes.

As a **PARENT**, here are a few of the ways you can use the Scouting program to help your son to develop and grow:

- Consider joining the troop as an assistant Scoutmaster or a Committee Member.
- Become a Merit Badge Counselor for the troop. There are 130+ merit badges. You don't have to be an expert, only have knowledge and an interest in helping the Scouts learn.
- Visit our website at Scoutbook.com and monitor your email regularly. These are the tools we use to communicate with the troop members.
- Encourage your Scout to have perfect attendance at all meetings and outings.
- Make it clear that he has made a commitment to his troop and patrol - they need him!
- Be interested in your son's Scouting activities and encourage his advancement.
- Check with the advancement chairperson and assistant Scoutmasters regularly. Praise your son on each achievement.
- Support fundraiser projects, and as your Scout matures, have him earn the money necessary for outings and gear.
- Attend all courts of honor and parent meetings.
- By your involvement in the troop, you show your Scout that the program is worthy of your time and his.

We wish your son every success in his Scouting career! The sole purpose of the adult leadership of Troop 432 is to create and maintain an environment in which he can succeed.

Yours in Scouting,

Troop 432 Committee

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<sup>1</sup> The use of the word "parent" throughout the text refers to legal parent(s) /guardian(s)



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# SCOUTING OVERVIEW

## Mission Statement and Principles of the Boy Scouts of America

### **Overview**

The Boy Scouts of America provides the nation's foremost youth program of character development and values-based leadership training, which helps young people be "Prepared. For Life.®" The Scouting organization is composed of nearly 2.3 million youth members between the ages of 7 and 21 and approximately 960,000 volunteers in local councils throughout the United States and its territories.

### **Value**

Scouting provides unique, life-changing experiences youth can't get anywhere else.

### **Mission**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

### **Vision**

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

#### Scout Oath

On my honor I will do my best  
To do my duty to God and my  
country and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

#### Scout Law

A Scout is:  
Trustworthy      Obedient  
Loyal              Cheerful  
Helpful            Thrifty  
Friendly            Brave  
Courteous        Clean  
Kind                Reverent

#### Scout Motto

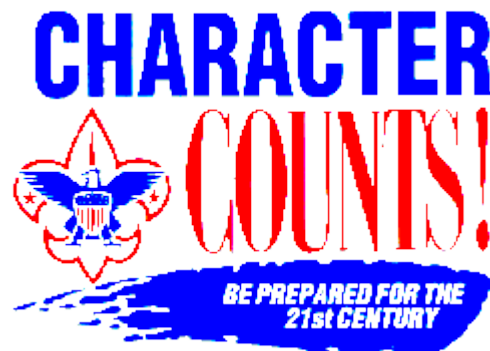
Be Prepared

#### Scout Slogan

Do a Good Turn Daily

#### Scout Outdoor Code

As an American I will do my best to  
Be clean in my outdoor manners,  
Be careful with fire  
Be considerate in the outdoors  
And Be conservation minded.



## **Duty to God**

Boy Scouts of America was founded on the primary tenet of a duty to God.

Baden-Powell said:

"There is no religious 'side' of the movement. The *whole* of it is *based on religion*, that is, on the realization and service of God."

*Excerpt from Declaration of Religious Principle:*

Thus, the Boy Scouts of America maintains that "no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life."

Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America should be registered members.

As members of Troop 432, chartered to St. Rose Philippine Duchesne Catholic Church, Scouts, leaders and families will be invited to attend mass, help with service projects for the Parish and pray at weekly meetings and outings. Participation in these activities is encouraged but not required. Respect should be shown for all members no matter their faith tradition.

As part of the Scout Spirit requirement of every rank, a Scout must tell how he has done his duty to God. This could be accomplished by telling about his involvement in the Catholic Church or his own faith tradition, earning the Scout religious emblem for his faith or participating in other faith based activities.

## **Aims and Methods of the Scouting Program**

(from the National Eagle Scout Association)

### **Aims**

#### **Character**

Boy Scouting works toward three aims. One is growth in moral strength and character. Character can be defined as the collection of core values by an individual that leads to moral commitment and action, and encompasses a boy's personal qualities, values, and outlook.

#### **Citizenship**

A second aim is participating citizenship. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.

#### **Fitness**

A third aim of Boy Scouting is development of physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).



## **Methods (PAUL SOAP)**

*The methods are designed to accomplish the Aims. Thus it is important that you know and use the methods of Boy Scouting. Other methods are good, but they may bring different results—results quite different from what we are seeking.*

### **Patrol Method**

The patrol is a small group of boys similar in age, development and interests, The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

### **Advancement**

Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and, by participating in the troop program, progresses as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help him grow in self-reliance and the ability to help others.

### **Uniform**

The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished.

### **Leadership Development**

Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

### **Scouting Ideals**

The ideals of Scouting are spelled out in the Scout Oath and Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes. "Show Scout spirit," a requirement for rank advancement, means living up to these ideals.

### **Outdoors**

Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

### **Adult Association**

Boys learn from the example set by their adult leaders. An association with adults of high character is encouraged at this stage of a young man's development.

### **Personal Growth**

As Scouts plan their activity and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program is also a large part of the personal growth method. Frequent conferences with his Scoutmaster help each Scout to determine his growth toward Scouting's aims.





## TROOP OVERVIEW

BSA Troop 432 is chartered to St. Rose Catholic Church. The troop was formed in 2003. We welcome boys, in grades 5-12 (ages 11 – 18) from St. Rose Catholic Community, as well as boys of all faiths from the Anthem, New River, Tramonto, and Phoenix neighborhoods around St. Rose. All registered unit leaders have completed BSA Youth Protection and Position Specific training and have earned their *Trained* patch. We are a part of the Pinnacle Peak District of the Grand Canyon Council of BSA.

### DUTIES OF TROOP LEADERS

Troop leaders lead by helping each Scout help himself. They identify each Scout's characteristics and habits in order to understand him and help him feel they have his welfare at heart. They encourage each Scout in troop and patrol activities and lead through their own example - by *living* the Scout Oath and Law.

#### **Scoutmaster (SM) Provides the key guidance that makes the Scouting program successful.**

- Train and guide boy leaders to run their own troop.
- Work with and through responsible adults to provide Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide the patrol leaders' council (PLC) in planning the troop program.
- Provide Scoutmaster conferences for Scouts.
- Become fully trained in the Boy Scout program.

#### **Assistant Scoutmaster (ASM) Provides support to the Scoutmaster and the Patrols**

- Support the Scoutmaster, which may include working with patrols, coordinating specific programs, or organizing troop outings.
- Be fully trained in the Boy Scout program (see section on Adult Leader Training).
- Serve as a resource person for patrols and the patrol leaders' council.
- Recruit others to assist the troop as ASMs or Committee Members.

#### **Patrol Leaders' Council (PLC) Responsible for planning and conducting the troops' activities.**

- The PLC is comprised of the senior patrol leader (SPL), assistant senior patrol leader(s), patrol leaders (PL), troop guides, and troop scribe.
- Coordinate, assign and communicate activities and responsibilities with patrol members.
- Coordinating and conducting the Annual Program Planning Conference held in July and submit to troop committee for support.



**Troop Committee (TC) The primary responsibility is to supervise the Scoutmaster, PLC and youth leaders in delivering a quality troop program.**

- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to the BSA Program and the Chartered Organization.
- Carry out the policies and regulations of the BSA.
- Support leaders in carrying out the BSA program.
- Track and record Scout Advancement records and obtain rank, badge, and patch recognition.
- Conduct and serve on Boards of Review (BOR)
- Be responsible for finances, fund collection and disbursements, and help coordinate fundraising efforts.
- Purchase and maintain troop property.
- Provide adequate camping and outdoor programs, and obtain necessary plan permits.
- Record and monitor troop leadership training records.
- Help research and find service opportunities in the community.
- Support Scoutmasters in working with individual boys and problems that may affect the overall troop program.
- See that adult leadership is assigned in case the Scoutmaster is absent or unable to serve.
- Operate the troop in such a manner as to insure permanency.

**Troop Committee Members**

Members of the Troop 432 Committee fill the following positions. Additional positions may be added upon committee approval as needed. Those required by the B.S.A. are indicated with an asterisk. For descriptions of all other positions, please refer to BSA publications *Troop Committee Guidebook*, and *Guide to Advancement*

- |   |  |
|---|--|
| <input type="checkbox"/> Chartered Organization Representative* | <input type="checkbox"/> Religious Emblems Coordinator |
| <input type="checkbox"/> Committee Chairperson*                 | <input type="checkbox"/> Secretary                     |
| <input type="checkbox"/> Advancement Chairperson                | <input type="checkbox"/> Service Coordinator           |
| <input type="checkbox"/> Chaplain                               | <input type="checkbox"/> Summer Camp Coordinator       |
| <input type="checkbox"/> Eagle Advisory Team                    | <input type="checkbox"/> Training Coordinator          |
| <input type="checkbox"/> Equipment Coordinator                  | <input type="checkbox"/> Treasurer                     |
| <input type="checkbox"/> Fundraising Coordinator/Team           | <input type="checkbox"/> Uniform Coordinator           |
| <input type="checkbox"/> Membership Chair/Cub Scout Liaisons    | <input type="checkbox"/> Website Supervisor            |
| <input type="checkbox"/> Merit Badge Counselor Coordinator      |  |
| <input type="checkbox"/> Outdoor Coordinator                    |  |



## **Chartered Organization Representative**

The primary responsibilities of this position is to provide coordination between the chartered organization, the troop and the Boy Scouts of America. This position is appointed by the Executive Officer of the Chartering Organization. The troop COR appoints and supervises the unit committee to see that all functions are delegated, coordinated and completed.

- Represents the troop as a voting member of the BSA local council.
- This liaison is an active and voting member of the TC.
- Member of the Diocese of Phoenix Catholic Committee on Scouting
- YPT, Safe Environment, COR, Committee Training are required. Wood Badge and other specific training are highly recommended.

## **Committee Chairperson**

The troop committee chairperson, a registered leader, is appointed by the chartered organization representative.

- Call, preside over, and promote attendance at unit committee meetings and any special meetings that may be called.
- Prepare troop committee meeting agendas.
- Arrange for charter review and charter annually.
- Ensure unit representation at monthly roundtables.
- Secure registered and trained leaders for camp membership.



## TROOP ADULT MEMBERSHIP & TRAINING

Troop 432 follows all policies and procedures of the Boy Scouts of America, the Grand Canyon Council, the Pinnacle Peak District, and our charter organization, St. Rose Catholic Church. These policies are outlined in the Boy Scout Handbook, the Scoutmaster's Handbook, the Guide to Safe Scouting, the National BSA Advancement Policies and Procedures handbook, the Diocese of Phoenix and St. Rose Catholic Church, and the Troop Policies and Procedure Manual.

In order to be an adult leader or volunteer with Troop 432, a **BSA Adult Membership Application** and the **Catholic Diocese of Phoenix Volunteer Application** must be completed, signed and submitted to the troop committee chair or chartered organization representative.

### Youth Protection & Catholic Diocese of Phoenix Safe Environment Training

All registered leaders (Scoutmasters, assistant Scoutmasters, and committee) and Merit Badge Counselors must complete **BSA Youth Protection Training (YPT)**, and this training must be renewed every two years. This training can be found online at the BSA Online Learning Center- [www.my.scouting.org](http://www.my.scouting.org). The certificate indicating course completion must be printed out and a copy submitted to the troop training coordinator. For new leaders or merit badge counselors, a copy of the certificate must be attached and submitted with the BSA Adult Application. With all new applicants that are submitted, a personal interview with the troop committee chair, or chartered organization representative will be conducted. The St. Rose Catholic Church Safe Environment Coordinator will complete the reference checks and notify the chartered organizational representative of the volunteer's approval.

Troop 432 **requires** that *all* adults participating in troop activities complete the BSA YPT, and it is **strongly encouraged** that *all parents* take the BSA YPT for the safety of the Scouts and to avoid placing themselves in a position that could lead to accusations or suspicion of wrong doing. A copy of the BSA Youth Protection Training certificate must be presented to the troop training coordinator for troop records.

As Troop 432 is chartered by St. Rose Catholic Church, which is under the guidance of the Catholic Diocese of Phoenix, **all** adult leaders and volunteers, *whether Catholic or non-Catholic*, are required to complete the **Diocesan Safe Environment Training (SET)**. The purpose of the Safe Environment Training is for protecting against any sexual, physical or emotional abuse to minors and vulnerable adults. Both the foundation *and* annual renewal training (completed each year after July 1) is required of all volunteers.

*The BSA YPT will be accepted by the Catholic Diocese of Phoenix Safe Environment Office as the foundation training.*

Any questions regarding the process of substituting BSA YPT for the CDP SET foundation course can be found on the Diocese of Phoenix Catholic Committee on Scouting website - [phxdc.org](http://phxdc.org) under the "Training"

The Catholic Diocese of Phoenix Safe Environment Office will establish a volunteer profile. This profile will keep record of all the leader's /volunteer's Safe Environment Trainings completed annually.



## Leader Specific Training

It is required that all adult leaders be trained for their position of responsibility by completing training conducted by the Grand Canyon Council of Boy Scouts of America. Troop 432 will pay for leader training of registered adult leaders at official council courses

**Scoutmasters & Assistant Scoutmasters Training:** The following *basic* courses are *required*:

### Immediate

- *Youth Protection Training* (WBT)

### Within three-six months

- *Leader Specific Training* (WBT or ILT)
- *Introduction to Outdoor Skills Training* (ILT)

WBT – Web-Based Training

ILT – Instructor-Led Training

Please check the GCC calendar ([grandcanyonbsa.org](http://grandcanyonbsa.org)) for training opportunities throughout the year. SM/ASM's can attend these classes in other districts, if needed. If the instructor led courses are not immediately available, it is suggested that the leader take the *Fast Start Training* (WBT) and *This is Scouting* (WBT). Upon course completion, please provide a copy of your training card to the committee training coordinator.

Troop 432 **additionally requires** troop leaders to take the following:

- *Hazardous Weather* (WBT)
- *Safe Swim Defense* (if swimming on outing) (WBT)
- *Safety Afloat* (if boating on outing) (WBT)
- *Climb On Safely* (if rock climbing on outing) (WBT)
- *Health and Safety* (CPR and First Aid through accredited agency)

*It is recommended that these be renewed every two years.*

**Committee Member Training:** The following WBT courses are required:

- Youth Protection Training
- Troop Committee Challenge

## Supplemental Training

**Wood Badge for the 21<sup>st</sup> Century** is recommended training for all adult leaders. It is advanced training offered in a week-long or two-weekend format. **Reimbursement of the cost of attending must be pre-approved by the troop committee. Participants must complete their ticket to request reimbursement.**

**Roundtables** are monthly training meetings that provide information to help leaders prepare for the month's activities. Attendance is recommended for all leaders but most especially for the Scoutmaster, committee chair, and advancement chairperson. Pinnacle Peak District conducts these on the first Thursday of the month (except July) from 7-8:30 pm.

**Baden-Powell University** is a day-long training held in the Grand Canyon Council. It is a great place to pick up more information on varied scouting topics.



## Special Notes on Leadership Responsibilities

**Adult leaders and parents are expected to conduct themselves  
in a manner that reflects the Scout Oath and Law.**

Adult leaders should support the attitude that they, as well as youths, are better off without tobacco in any form, and may not allow the use of tobacco products at any BSA activity involving youth participants. This includes the use of e-cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking. All Scouting functions, meetings and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

(excerpted from *Guide to Safe Scouting*) Troop 432 prohibits smoking in the presence of the youth members of the troop. Drivers may not smoke while Scouts are in the car.

Alcoholic beverages are prohibited at all Boy Scout functions and outings. Adults may not leave camp or any other troop activity to purchase or use alcoholic beverages. No driver may transport any Scout if that driver is under the influence of alcohol. Anyone who has been drinking or brings alcohol to a Scout activity will be asked to leave immediately.

Adult leadership and parents attending an outing are encouraged to participate in activities planned for that outing. This may include meal preparation, activities, skill events, hikes, church services, and campfires. In many respects, adult Scouters lead by example. Participation by adults gives the youth a positive example and provides the adult with the opportunity to evaluate and interact with the youth.

## Troop Leader Requirements for Long Term Camp and High Adventure Outings

In an effort to ensure that the adults attending summer camp and high adventure activities are sufficiently trained and knowledgeable about BSA, troop and diocesan policies, Troop 432 requires that ALL adults attending these outings are:

- 1) Registered with BSA. Adults must complete and submit the BSA Adult Application to the appropriate troop leaders for signature and committee approval. Please note--submitting the application is **not** a guarantee of acceptance as a troop leader for these outings.
- 2) Registered leaders must be compliant with BSA YPT **and** diocesan Safe Environment Training guidelines.
- 3) Registered leaders must be trained for their position **prior** to the activity.
- 4) Registered leaders must be active in their role with the troop.
- 5) Registered leaders must be able to recite the Scout Oath and Law and make a commitment to exemplify these ideals in their everyday life.
- 6) Registered leaders must read and acknowledge the Troop Policies and Procedures Manual (PPM) by submitting the signed "Acknowledgement of Receipt" to the Committee Chair.
- 7) Registered leaders must comply with troop Uniform Policies.

*Note: Exceptions to these requirements can be made at the discretion of the troop committee*



## BSA Adult Membership Standards

Excerpts from the Resolution on BSA Adult Leadership Standards as ratified by the National Executive Board on July 27, 2015

*Adult leaders in the programs of the Boy Scouts of America must (a) subscribe to and abide by the values expressed in the Scout Oath and Scout Law, (b) subscribe to and abide by the precepts of the Declaration of Religious Principle, and (c) demonstrate at all times behavior that exemplifies the highest level of good conduct and respect for others that is consistent with Scouting's values and codes of conduct.*

### BE IT FURTHER RESOLVED THAT:

*The Boy Scouts of America hereby adopts the following statement on sexuality and adult leaders: Matters of marriage, family and sexuality raise profound social, moral, and theological questions. The Boy Scouts of America has always been deeply respectful of the religious and moral beliefs of its chartering organizations, including religious organizations.*

*The Boy Scouts of America affirms that sexual relations between adults should be moral, honorable, committed, and respectful. Adult Scout leaders should reflect these values in their personal and public lives so as to be proper role models for youth. The Boy Scouts of America affirms the right of each chartering organization to reach its own religious and moral conclusions about the specific meaning and application of these values. The Boy Scouts of America further affirms the right of each chartering organization to select adult leaders who support these conclusions in word and deed and who will best inculcate the organization's values through the Scouting program.*

St. Rose Catholic Church, as the chartering organization for Troop 432 and a religious institution, can select adult leaders according to the religious and moral beliefs of the Catholic church under the guidance of the pastor and may choose to deny membership to openly gay adults.

If there are any questions regarding this, please contact the Troop 432 chartered organization representative or the troop committee chairperson.



## TROOP YOUTH MEMBERSHIP

Scouts may join Troop 432 by crossing over from a Cub Scout pack, transferring from another troop or joining without being affiliated with a pack or troop.

Most 5<sup>th</sup> grade Cub Scouts will visit a troop meeting with their den and may even possibly participate in a troop outing. Any youth and their parents, whether affiliated with Cub Scouts, are welcome to visit troop meetings and attend an outing with the troop to discern if they would like to join us.

In any of these situations, a **BSA Youth Membership Application** must be completed by parents for each Scout joining the troop and must be submitted to the Scoutmaster (SM) for signature. The SM will then turn the form in to the advancement chairperson for processing. Once the Youth Membership Application has been signed and submitted, the Scout is officially a member of the troop and can begin to work on advancements and participate fully in our Scouting program. Placement of the Scouts into patrols, whether it be a “new Scout” patrol or existing patrol is at the discretion of the SM and Senior Patrol Leader (SPL).

Fifth grade Cub Scouts will generally participate in a Crossover Ceremony with their den and should start attending troop meetings at the first regular troop meeting right after the ceremony. At this meeting, paperwork will need to be completed, an introductory orientation for parents will be conducted, and the new Scout will begin to get acquainted with the troop and patrol members and work on the Scout rank will begin. Parent orientations will also be conducted throughout the year for new families as needed.

**Joining Fees-** There is no transfer expense to the Scout’s family if the Scout was registered with a pack or troop at the time of joining. Troop dues will be prorated and the treasurer will inform the new family of this amount.

For a Scout who is joining the troop and is *not* a transfer, annual BSA registration fees *and* troop dues will be prorated and the treasurer will inform the new family of this amount.

In addition to completing the BSA Youth Membership Application as stated above, all parents must complete Parts A and B of the BSA Annual Health and Medical Record and the exercises on “How to Protect Your Child from Child Abuse”, which is a detachable guide affixed to the inside front cover of the *Boy Scout Handbook*.

Scouts who transfer from another Boy Scout troop must have their Boy Scout Advancement Record, which includes merit badge and rank advancement information, forwarded to the Troop 432 advancement chairperson via [troop432advancement.com](http://troop432advancement.com). This paperwork must be received prior to any advancement in our troop.

### BSA Youth Membership Standards

Effective January 1, 2013, BSA adopted and approved the following membership standard:

*Youth membership in the Boy Scouts of America is open to all youth who meet the specific membership requirements to join Cub Scout, Boy Scout, Varsity Scout, Sea Scout and Venturing programs. Membership in any program of the Boy Scouts of America requires the youth member to (a) subscribe to and abide by the values expressed in the Scout Oath and Law, (b) subscribe to and abide by the precepts of the Declaration of Religious Principle (duty to God), and (c) demonstrate behavior that exemplifies the highest level of good conduct and respect for others and is consistent at all times with the values*





*expressed in the Scout Oath and Law. No youth may be denied membership in the Boys Scouts of America on the basis of sexual orientation or preference alone.*

The Catechism of the Catholic Church (CCC) teaches that individuals who disclose a homosexual inclination or same sex attraction are to be treated with the same dignity as all human beings created by God (CCC 2358). This teaching is followed in enrollment policies for Catholic schools, Catholic sports programs and all programs of Catholic youth ministry.

The CCC also states that engaging in sexual activity outside of marriage is immoral (CCC 2396).

The BSA Membership Standards for youth is considered acceptable by Church standards because it still stresses the fact that sexual activity of any kind outside of marriage is not compatible with Scout values. Scouts are expected to live by the tenets of the Scout Oath and Law.

In summary, both the Catholic Church and BSA do not allow any actions of a sexual nature. Scouts suggesting or following through on any such actions may be subject to immediate removal from the Troop. Please refer to the Code of Conduct section of this PPM.



# TROOP MEETINGS

Troop 432 provides a year-long program and follows the Deer Valley Public Schools and Anthem Prep calendars. Any changes in meeting locations or times will be posted on Scoutbook, as well as communicated by email or patrol phone tree with as much advance notice as possible. Exceptions are approved by the troop committee and would include meetings pertaining to summer camp and others deemed necessary.

## Troop Meetings

Troop meetings are held weekly during the school year on Monday evenings from 7:00 to 8:30 p.m. Meetings are a time for work on skills, rank advancement, and merit badges. The PLC plans the meetings. There are some exceptions to the regularly scheduled meeting time, such as Summer Camp meetings, which are held as needed prior to camp, and the Annual Planning Conference. **Please note that *The Boy Scout Handbook* and a pen/pencil are a required element of every meeting, unless specifically advised not to bring them.**

## Patrol Meetings

Patrols generally meet two to three times a month during the patrol meeting portion of the troop meeting. Holding separate patrol meetings outside of regular troop activities is a great way to build team work. Additional patrol meetings and activities, outside the troop meeting, can include having a “fun outing” such as a movie night, bowling, water park or community swimming pool visit. Two-deep leadership is required for all outings.

## Attendance

Good attendance is important to the Scouting program for many reasons. It is requested that the boys attend as many meetings as possible. If a boy is going to miss a meeting, he should call his patrol leader and inform him of the absence. If a boy misses several meetings without calling his patrol leader, the patrol leader may proactively call the missing boy to determine the nature of his absence. If the reason for habitual or excessive absence is not a logical one (i.e. illness, homework, sports commitments) the senior patrol leader or Scoutmaster may follow up with the Scout and/or his parents.

## Parent Attendance at Meetings

Parental attendance at weekly Scout meetings is not required; however, parents are always welcome and encouraged. This is a great opportunity to stay in touch with what is happening at the meetings as well as upcoming activities. Occasionally there will be special meetings called for parents (summer camp information, fundraising, etc.) and attendance is expected. **Courts of Honor** are held two to three times a year. We strongly request that parents attend, as this is when YOUR Scout is recognized for his achievements; achievements he would not often be able to attain without your support.



# TROOP ACTIVITIES

## CAMPING

### **Long-term Camping *aka* Summer Camp**

Each year, Scouts have the opportunity to attend a Summer Camp. Dates and camps vary each year according to the boy's interests and camp location. Long-term Camp, also called Summer Camp, lasts approximately one week compared to a weekend. Summer Camp is the highlight of the Scouting Program. Scouts who attend Summer Camp typically earn several merit badges during the camp and often have the opportunity to work on merit badges they may not easily earn back home. Some merit badges are not available within the troop or Council; i.e., certain aquatic, boating or ocean related merit badges, shooting merit badges and programs or other geologically prohibitive merit badges. BSA Health Form Part C must be completed within one year of attending a Summer Camp. Scouts who attend Summer Camp generally remain in Scouting longer and achieve higher rank than those who do not attend. For first year Scouts, Summer Camp starts them off on the path of accomplishment while learning Scouting fundamentals and having a fun time with their new troop mates.

### **Camporees**

Camporees are District events where many area troops come together to camp, share ideas, and compete with each other in Scouting skills and spirit. Troop 432 may choose to attend district camporees and/or the Pinnacle Peak Camporee. The location and theme varies year to year.

### **Troop and Patrol Camping**

Troop 432 camps several times per Scouting year. Campouts are usually from about 7 am on a Saturday, through approximately 2:00 p.m. on Sunday. The troop may leave on the Friday evening at times. Parents and leaders provide transportation. Any separate patrol campouts must have the prior approval of the Scoutmaster. After a troop campout, Scouts may need to take equipment home for additional cleaning, repairing and/or airing out. Equipment then should be returned to the quartermaster / equipment coordinator in good, clean condition by the next troop meeting.

### **Order of the Arrow**

In 1948, the OA became an official program of the Boy Scouts of America and in 1998 the OA was recognized as Scouting's "National Honor Society". The purpose of the OA is to recognize Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives and help others to strive to do the same, to crystallize the habit of cheerful service to others, and to maintain and promote Scout camping traditions. Of the Scouts who meet the minimum eligibility requirements\*, the Scoutmaster will then take into consideration the Scout's behavior, citizenship, and participation to determine who will be placed on the ballot for the troop election. The annual election is conducted by members of the Wipala Wiki Lodge. A Scout who is elected must attend an Ordeal, within one year of his election, in order to become an official member.

\*eligibility requirements: 1) Scout must be at least First Class rank and 2) must have 15 nights camping in the two years prior to the annual election.



**Health Forms, Parts A & B, for Scouts *and* leaders** must be current and on file with the troop ***before*** going on any outing. Part C is required for summer camp, or in special circumstances. The health forms may be found at [grandcanyonbsa.org](http://grandcanyonbsa.org), under Forms & Resources. In addition, **outing permission slips** and any **related fees** for the outing, must be submitted to the outdoor coordinator no later than the Monday prior. Fees should be in CASH in order to make it easier to distribute monies.

### **Tent Policy**

Tents shall be used only for changing clothes, one Scout at a time, and for sleeping. Discussions, joke telling, games, cards are encouraged, and should be done outside the tent. BSA Youth Protection policies forbid an adult and a youth, who are not legal family members, from sharing the same tent. Though youth protection policies do not apply to a parent and son tenting together, it is recommended that youth tent with youth and adults with adults. (*Exceptions may be made for illness, emergency or other extenuating circumstance.*) If a parent tents with his/her son, it is likely the youth will lose out on many opportunities to make decisions and be part of the patrol team. Each patrol will select a patrol site and pitch their tents together. Leaders and adults camp away from the Scouts in their own area that is close enough for supervision and emergencies, but far enough that there is some separation. Leaders may bring their own tents and tent individually or male leaders can tent with male leaders, and female leaders can tent with female leaders. A husband and wife are permitted to tent together.

### **Buddy System**

Pairing two boys for Scout activities is called the "Buddy System." All troop and patrol activities are structured this way for safety. ***AT NO TIME*** is a Scout allowed off on his own, especially during outside activities. With an uneven number of boys, a three-person buddy group must be used. Each Scout is responsible for keeping track of his buddy(ies) at all times.

Adult leaders are also required to comply with the "Two-Deep Leadership" policy of BSA. A minimum of two adults is required for camps, hikes, meetings, etc. This policy protects leaders as well as the boys. Except in the case of a parent and his or her son, Scout and Adult Buddy combinations are not allowed. This complies with BSA Youth Protection policies.

### **Equipment & Supplies**

The troop maintains an extensive array of equipment to support its outdoor program. Most of the equipment is stored in our troop trailer. The equipment is available for checkout by patrols to support their participation on troop outings. All members of the troop are responsible to protect these assets and use them for the best interests of the Scouts in the troop.

### **Recommended Personal Camp/Outing Gear**

Hydration pack, hands free water container	Grub kit consisting of bowl, spoon, knife, cup.
Hiking boots-properly fitted and broken in	Compass
Synthetic hiking socks- no cotton	LED pen light, or head lamp
Lightweight mummy sleeping bag, rated for 15-20°	Small Personal First Aid Kit
Lightweight cell foam sleeping pad	A well fitted backpack



## SERVICE PROJECTS

Throughout the year, Troop 432 offers many opportunities for Scouts to participate in service that supports our community, our chartered organization, and our Eagle candidates' projects.

The participation of all Scouts in these projects, including Eagle Scout Service Projects, is expected and strongly advised. Scouts need to participate in service opportunities to fulfill rank advancement requirements for Tenderfoot (requirement 7b), Second Class (requirement 8e), First Class (requirement 9d) Star (requirement 4) and Life (requirement 4). Eagle candidates must plan, develop and lead a service project. There are separate guidelines for that effort. Please refer to the Eagle Rank information at the [grandcanyonbsa.org](http://grandcanyonbsa.org) website, under Advancement tab for more information.

The purpose of these requirements is to expose the Scout to the idea of service to others and to reinforce it so that the Scout will hopefully embrace service as an important part of their own lives. These projects reinforce one of the main goals of Scouting--to foster strong participative citizenship by "doing a good turn daily." In what many Scouts approach with trepidation and reluctance, most often turns into an enjoyable, team building experience that they look back on with a real sense of pride and a sense of accomplishment.

To fulfill rank service requirements, a Scout can sign up to help on a troop or Eagle candidate sponsored service opportunity, or find a service opportunity outside of the troop. Participation in outside service activities should be pre-approved by the Scoutmaster or an assistant Scoutmaster (as stated in the Scout Handbook). This ensures that the service meets minimum safety guidelines and is age appropriate.

Many Scouts need to fulfill service hours for their schools or church programs, and it is acceptable to bring a form to be signed by the leader in charge of the service to verify participation. Please be sure the Scout's name and the date of the service are clearly written on the form. If a Scout participates in an Eagle project, he should ask the Eagle candidate to sign the form.

There are some guidelines related to "double dipping" that apply to requirements within the Scouting program. For example, for the Citizenship in the Community merit badge, requirement 7 states that a Scout must find and research information about a charitable organization and volunteer eight hours for that organization. The hours volunteered for this organization cannot also be counted for Star rank (requirement 4) and vice versa. If a Scout works for an hour on a service project on a camping trip to fulfill Camping merit badge requirement (9c) the hour cannot also be counted for Second Class requirement 8e. When in doubt, please check with the Scoutmaster or an assistant Scoutmaster.



## ADVANCEMENT POLICIES

Rank advancement from Scout to Eagle is an important element of the Scouting experience and is completely outlined in the Boy Scout Handbook. Unlike Cub Scouts, in which the youth advance ranks together by age, Boy Scouts advance at their own pace. A Scout's desire, initiative and participation levels all play a part in the rate at which a Scout advances.

The Scout's personal *Boy Scout Handbook* is a key part of his advancement program. The handbook provides the current requirements that he will need to meet to advance in rank. It also provides a place for recording the leader's signature and date of completion. The handbook is the Scout's personal record of his advancement and should be brought to each meeting and all outings. It must be retained for the duration of his Scout career. Additionally, **it is important that each Scout keep record in the Boy Scout Handbook of his participation in troop outings, camping nights, and service projects.** This record is used to satisfy the participation requirements of each rank.

We encourage all parents to read or be familiar with their son's Scout Handbook. Opportunities for completing advancement requirements will be provided to all Scouts; **it is the Scout's responsibility to take advantage of those opportunities.** We don't look at advancement as a goal, but as a natural outcome of a well-planned, quality troop program, and it is integrated with our outdoor activities. Advancement happens on campouts and outings.

The Scout ranks in order of achievement are Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The first four ranks focus on Scout program participation, service, and the development and mastery of basic skills such as first aid, knots, outdoor skills, etc.; the *making* of a Scout. The final three ranks focus on leadership development, advanced and career skills by earning merit badges, and service culminating in the Scout-organized and led Eagle Scout Service Project. Although ranks must be earned consecutively, there is no set time frame for a Scout to attain a particular rank. With the exception of Eagle, ranks must be completed by age 18. An Eagle candidate must have his Eagle rank paperwork submitted by his 18th birthday and the Eagle board of review must take place within six months thereafter.

### Rank Advancement Procedure

The procedure for rank advancement is quite simple. All ranks, *except that of Eagle Scout*, should follow these steps:

1) Each Scout is responsible for completing all of the requirements for his rank as noted in *The Boy Scout Handbook*. When a requirement is completed, the Scout should ask a qualified individual to sign and date his book immediately. This can then be emailed to **troop432advancement@gmail.com**.

A Scout may be tested and have their handbook signed by the Scoutmaster or assistant Scoutmasters. In addition, youth leaders, including the senior patrol leader, troop guides, troop instructors and JASM's and any others specifically appointed by the Scoutmaster may sign off requirements in handbooks with the *prior authorization* of the SM/ASM's, assuming that those youths are already at least First Class Scouts, and that they have completed any certification process deemed necessary by the adult leadership. **Please note** that parents are not allowed to sign off requirements unless they are registered leaders. In the case where a parent is a registered leader, the practice of signing your own son's requirements is generally **not** allowed. Exceptions may be permitted if a parent is the SM/ASM in charge and *no other*



ASM's are available. The final requirement for each rank can only be signed off by registered committee members who participated in the Scout's board of review.

2) Once all the requirements for a rank are signed off, the Scout should request and schedule a conference with the Scoutmaster or assistant Scoutmaster. If the Scout is going for Star, Life or Eagle ranks, the Scout needs to secure an updated copy of his Boy Scout Individual Advancement Record from and bring it to the Scoutmaster conference.

3) The Scoutmaster conference will usually take place at a troop meeting or during a campout. For this conference, the Scout must bring his signed *Boy Scout Handbook*, his advancement record, and be in full Class A uniform. (*If the conference is on an outing the Scoutmaster may permit Class B uniform*). The Scoutmaster will discuss the requirements for the rank as well as the Scout's experiences since his last advancement. Each Scout should study and review appropriate material **prior** to the Scoutmaster conference. In the event of the Scoutmaster not being available or multiple conferences need to be held, assistant Scoutmasters may be designated to hold the Scoutmaster conference. However, Scoutmaster conferences for Life and Eagle ranks may only be conducted by the Scoutmaster, not assistant Scoutmasters. Parents are **not** allowed to hold a Scoutmaster conference with their own son. If the Scoutmaster feels that the Scout has accomplished the skills necessary for advancement, he will sign the appropriate space in the Scout's handbook. If the Scoutmaster feels the Scout does not appear to have accomplished any or all requirements within the rank being reviewed (including Scout Spirit) he may at his/her discretion, ask the Scout to study or practice the item/s in question and request a subsequent Scoutmaster conference to be held in the near future. **It is this troop's intent that Scouts truly learn what is required in the Scouting program, not just advance for the sake of advancing.** After all, what they learn teaches them how to become 'good' Scouts, helps them avoid dangerous situations, prevents injury to themselves and fellow Scouts or adult leaders and helps them to grow in knowledge, responsibility and leadership.

4) After a successful Scoutmaster conference, the Scout needs to submit his handbook to the advancement chairperson via email to **troop432advancement@gmail.com**. The advancement chairperson will review the Scout's handbook as well as troop records to verify that the Scout can be considered for advancement. If he is, the advancement chair will notify the Scout of his date for the board of review. The board is made up of at least three, but not more than six members of the troop committee. Scoutmasters or assistant Scoutmasters do not sit on boards of review. At the board of review, the Scout again must present his signed handbook and be in full Class A uniform. The board of review has three purposes: 1) to find out more about the Scout's experiences in the troop/patrol, and to find out how the troop is doing from the Scout's perspective, 2) to ensure that the requirements have been met for advancement (but he will not be retested) and 3) to find out the Scout's future plans and to encourage him to continue with Scouting. The Board will also encourage the Scout to continue to advance. As with the Scoutmaster conference, parents cannot participate in the board of review for their own son, but can observe from a distance. As a rule, boards for higher ranks may take longer, as it is expected that the Scout is more capable of expressing his views. After a short, private discussion among themselves, the Board will notify the Scout of its decision. Just having appeared before a board does not automatically mean that the Scout will be advanced.

5) The advancement chairperson will work with the Scoutmaster in identifying Scouts who are not advancing and provide encouragement and support to the Scout as appropriate.



6) Rank advancements are "official" as of the date the Scout passes his board of review. Immediate recognition will be announced in Circle-up at the end of a troop meeting, and official patch recognition will occur at the following Court of Honor.

## **Eagle Rank Advancement Policy**

**Eagle rank** is governed by the procedures outlined by our District, Council, and the Boy Scouts of America. It is strongly suggested that Life Scouts work with a member of our troop Eagle advisory team. This team mentors Life Scouts through the Eagle Rank, and provides input, feedback and support on the proposed Eagle project. It is highly recommended that a Life Scout work with an Eagle advisory team member *before* presenting his project to the troop committee. The purpose of presenting to the TC is to receive input, suggestions and support from the troop committee. To arrange for your presentation, contact the advancement chairperson. Details about Eagle rank paperwork and Eagle leadership service project paperwork are provided under the "Advancement" tab on the council website at [grandcanyonbsa.org](http://grandcanyonbsa.org). The Eagle packet has been updated and significantly revised as of 2016.

Troop 432 does not place any limitations on Eagle projects, but it is preferred that Scouts do not plan manual labor projects (consisting of more than two hours working outdoors at any one time) that take place during the hot summer months of July, August, and September, unless special committee approval has been received to do so.

In addition to 8 *elective* merit badges, the 13 *required* merit badges to attain the rank of Eagle Scout are: Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cooking, Family Life, First Aid, Environmental Science OR Sustainability, Personal Fitness, Personal Management, Emergency Preparedness OR Lifesaving, Swimming OR Hiking OR Cycling.

## **Merit Badges**

Merit badges may only be earned and approved by a registered merit badge counselor. A counselor is someone whose job, hobby, or area of expertise is in that merit badge's subject matter. Parents are encouraged to volunteer as counselors in their area of employment, interest, or expertise. Counselors are not required to counsel boys outside of our troop or our local council if they are not interested in doing so. Listed below are the steps the Scout should follow to earn a merit badge:

### **The Recommended Merit Badge Process (*from the Guide to Advancement*)**

- 1) The Scout develops an interest in a merit badge and may begin working on the requirements.
- 2) The Scout discusses his interest in the merit badge with his unit leader (Scoutmaster).
- 3) The Scoutmaster signs the Merit Badge Application – the Blue Card – indicating a discussion has taken place, and provides the Scout with at least one counselor contact.
- 4) The Scout contacts the counselor. Merit badge counselors must not work one-on-one with a Scout. Another Scout, parent, adult or sibling must be present during meetings.
- 5) The counselor considers any work toward the requirements completed prior to the initial discussion with the Scoutmaster
- 6) The Scout, his buddy and the counselor meet (often several times).





- 7) The Scout finishes the requirements. Scouts are expected to meet the requirements as they are stated- no more, no less. If the requirement states “tell and demonstrate,” that is what is expected, describing is not sufficient.
- 8) The counselor approves completion of the merit badge by signing the Blue Card.
- 9) The Scout shows the signed Blue Card to his Scoutmaster, who signs the Applicant’s Record section of the Blue Card.
- 10) The Scoutmaster returns the Blue Card to the Scout.
- 11) The Scout gives the advancement chairperson the Application for Merit Badge section, who reports it to the council.
- 12) The Scout keeps the Applicant’s Record, and returns the Counselor’s Record to the counselor. (Counselors from merit badge clinics, and summer camp may have already retained their record)
- 13) The Scout receives his merit badge at the next court of honor.

**Note:** The Scout must maintain his Blue Card (Applicant’s Record) as proof of completion in case any questions arise regarding eligibility for the ranks. Although the troop keeps advancement records for all Scouts, the ultimate burden of proof lies with the Scout. Possession of a cloth merit badge is not proof that a Scout has actually earned that badge. The counselor must maintain the Counselor’s Record of the Blue Card for a minimum of one year, ideally, until the Scout attains the Eagle rank.

Scouts are recommended to have and use the current merit badge pamphlet for that badge and read through requirements. These pamphlets/books are maintained by the troop librarian for check out. They are also available at the Scout Shop. An excellent resource for supporting material, such as worksheets, can be found at [usscouts.org](http://usscouts.org) or [meritbadge.org](http://meritbadge.org). There are no limits on the number of merit badges a scout can work on at a given time, nor are there age restrictions. There may be prerequisites that may need to be completed before working on a merit badge; for example, First Aid merit badge is a prerequisite to many other merit badges.

Merit badges are often completed at summer camp, and are recorded on official forms other than a Blue Card. These forms are most often sent home with the Scoutmaster for that summer camp. The Scout should check to be sure that the records accurately reflect what the Scout did while at camp.

Scouts will be encouraged and given opportunities to complete merit badges through troop meetings, or merit badge clinics. Although a merit badge may be started at a troop meeting, it is up to the Scout to take the initiative to complete the rest of the merit badge requirements and meet with a counselor to get the badge signed off.

## **Court of Honor**

A Court of Honor is a special troop meeting held in lieu of the regular weekly meeting, two times a year involving all family members. The Court is a formal opportunity to reward the Scout for accomplishments since the previous Court - rank advancements, merit badges, and other special recognition. ***Families (and their Scout) should attend even if their Scout has not earned any recognition during that period in an effort to support their fellow Scouts.*** Courts of Honors are also an appropriate opportunity for the troop to announce future plans and activities.



## YOUTH LEADERSHIP POLICY

Troop 432 truly operates under the Baden-Powell philosophy of "boy-led" troop. One of the jobs of the Scoutmaster is to "train and guide boy leaders to run the troop." When a Scout holds a troop leadership position (officially called a Position of Responsibility- PoR), it is a tremendous opportunity to learn and practice leadership skills. These positions are: senior patrol leader (SPL), assistant senior patrol leader (ASPL), patrol leader (PL), scribe, troop guide, chaplain aide, librarian, historian, quartermaster, outdoor ethics trainer, Order of the Arrow representative, bugler, junior assistant Scoutmaster, instructor, webmaster, and den chief. ***Assistant patrol leader (APL) is also a PoR but does not count as credit towards rank advancement.*** PoRs are generally for Scouts who are First Class rank or higher, and are usually for a period of six months. It is important that the Scout learn that leadership requires time and effort and often sacrifice. **Leadership requires a commitment to the others he leads--it is this commitment that is the key to being a successful leader.**

Leadership positions are sought by the Scout and can be obtained in two ways. The first is through election. Senior patrol leader and patrol leader elections will be held every six months. Each registered Scout may vote; adult leaders do not vote. Absentee voting is allowed, but choices must be placed in a sealed envelope and given to the SM or an ASM prior to the election. Elections will be anonymous and witnessed by at least two registered leaders. Results will be announced as soon as the votes are counted. There will not be term limit restrictions for patrol leaders or senior patrol leader positions.

The second way a Scout may obtain a troop leadership position is by appointment by the new senior patrol leader. Preference may be given to Scouts who need a leadership position for advancement. A Scout is not required to hold a position; it is solely his decision to seek position. Junior assistant Scoutmaster is age-regulated and Scoutmaster appointed. Leadership positions and their specific responsibilities are described in *The Boy Scout Handbook*, at [usscouts.org](http://usscouts.org) and covered at the bi-annual Youth Leaders Training conducted after each election by the Scoutmaster.

General expectations of all youth leaders include the following:

- All Scouts in leadership positions are expected to set a proper example by properly wearing their uniform at all times. Scouts unwilling to set this example of proper uniform use will be warned, and subsequently may be relieved of their leadership position. Leadership is a privilege and a responsibility not a right or assumed.
- Scouts holding any leadership positions are expected to be active\* in the troop and patrol by regularly attending troop meetings and troop and patrol activities. A youth leader unable to participate in a given event is expected to notify the SPL/PL and the ASPL/APL who will be handling his responsibilities during his absence. Scouts in leadership positions who consistently fail to attend meetings and events and/or do not effectively communicate their absences will be subject to removal from leadership.
- A Scout who does not satisfactorily fulfill the responsibilities or expectations of his leadership position, and has been counseled by the SPL or Scoutmaster, and given an opportunity to improve, will not get credit towards rank advancement requirements.

*\*active for Troop 432 Scouts is defined as 75% meeting attendance and 50% of activities/outings*



# CODE OF CONDUCT

**When at any troop or patrol function, all Scouts, adult leaders and attending parents are expected to live up to the Scout Oath and Law.** If at any time *anyone* is not complying with these guidelines, he or she will face the appropriate disciplinary action based on the offense.

## **SCOUT DISCIPLINE POLICY**

Troop 432 is run by the Scouts under the guidance of the adult leaders. Most Scout infractions are minor and will be dealt with by the senior patrol leader (SPL) and the patrol leader (PL). Only when an infraction is determined to be major will the issue be addressed *immediately* to the Scoutmaster/ ASM in charge, and discussed with the troop committee.

### **Minor Behavior Issues**

If a Scout has a minor behavioral problem, the SPL or PL will handle the consequence for the Scout. The SPL has the responsibility for imposing behavioral consequences for minor Scout behavioral issues. Adults should not step in unless requested by the SPL, but the SPL or PL may consult the Scoutmaster first, and if unavailable, other troop leaders for advice or consequences. If a Scout's minor misbehavior occurs repetitively, the SPL should consult with the Scoutmaster (SM) for appropriate action. **The Scoutmaster must inform the Scout's parent(s) verbally of the situation.** Examples of minor Scout misbehavior includes foul or offensive language, horseplay, yelling at or intimidating other Scouts or leaders, loudness or failure to be quiet after "lights out", talking back to a leader, inappropriate gestures, or leaving a troop or patrol activity/meeting without patrol leader notification.

### **Consequences for Minor Behavior Issues**

Consequences for minor behavioral issues must be appropriate for the act. It should be remembered that the purpose of the consequence is not to punish, but rather to stop the inappropriate behavior immediately and in the future. **No physical punishment will ever be used.** Our troop has adopted a brief "time out" policy as a first step for addressing minor behavioral issues.

The nature of the infraction *may* be entered in the Scout Spirit Discipline Log by the SM/ASM's or another leader. The SM/ASM will consult the Log before conducting a Scoutmaster conference to see if there has been improvement in the Scout's behavior and the infraction has been removed. If the infraction remains, the SM/ASM will take this into consideration when reviewing the Scout Spirit requirement for rank advancement and the Scout may not advance at that time.

### **Major Behavior Issues**

It is not possible to completely identify all potential misbehaviors that could be considered major therefore any questionable behavior shall be deemed major by the Scoutmaster, assistant Scoutmaster, Troop Committee, or leader-in-charge depending on the events of the situation in question.

Example of Major Behavior Issues:

- Behavior threatening the physical safety of the Scout, another Scout, or an adult
- Intentional destruction of property
- Grossly abusive behavior
- Sexual misconduct, inappropriate sexual discussions
- Bullying
- "Sexting"



- Illegal activities\*
- Repeated misbehavior over the last 2 months
- Extreme misbehavior not falling into other categories

\* Any behavior which is illegal, will have a zero tolerance policy, and be reported to the appropriate law enforcement agencies.

### **Consequences for Major Behavior Issues**

At the Committee and Scoutmaster's discretion, any Scout receiving discipline under major behavior issues, may be given a probationary period ranging in length from three months to one year, depending upon the severity of the offense. If the Scout has no further incidents during the probationary period, the first offense will be removed from his record. In the event that another incident occurs *during the probationary period*, it will be treated as a second offense.

In the event that the Committee, Scoutmaster or assistant Scoutmaster finds it necessary to discipline for a major offense the following steps will be taken.

**First Major Offense** the Committee, Scoutmaster, assistant Scoutmaster, or leader in charge will take the following steps:

1. Isolate the Scout as to not cause harm to the other Scouts or adults.  
At troop or patrol meetings, outings or activities,
  - a. If the parents are not present, contact them and inform them of the situation and that they must return to the meeting or come to the outing or activity immediately.
  - b. Meet with the Scout and the parent(s) to discuss the discipline problems and inform them that this behavior will not be tolerated. If the Scout is not living with both parents, the parent attending the meeting must inform any other parent(s) of the actions.
  - c. If a parent cannot stay until the end of the meeting, outing, or activity, s/he must take the Scout with him/her when s/he leaves.
2. In order for the Scout to participate in troop or patrol meetings, outings or activities, the parent(s) will then be required to attend with their Scout during the probationary term.
3. The Scoutmaster, assistant Scoutmaster or leader in charge will notify the troop committee chairman in writing and give all the details.
4. Based on the severity of the offense, the Scoutmaster or troop committee may ask that the Scout not return to the troop.

**Second Major Offense** the following steps will be taken:

1. The Scoutmaster, assistant Scoutmaster or leader in charge will notify the troop committee chairman and provide all details of the offense.
2. The troop committee chairman will notify the parent(s) of the Scout.
3. The parent(s) and the Scout must appear before the troop committee to discuss the problem before being allowed to attend any troop or patrol functions.
4. The parent(s) will then be required to attend Scout meetings and activities for the probationary period in order for their son/legal ward to participate.
5. Based on the severity of the offense, the troop committee may ask that the Scout not return to the troop.

On the second offense, or in the case of possible endangerment of the Scout or others, a special board of review may be called at the discretion of the troop committee, Scoutmaster, and/or assistant Scoutmasters.



**Third Major Offense** - Notification follows the same pattern as above, and

The parent(s) will be required to remove the Scout from Troop 432.

Although this procedure will be followed in most cases, the troop committee, upon request of the Scoutmaster and/or assistant Scoutmaster, may decide, based on the infraction, it is in the best interest of the troop that the Scout be informed that he will be asked to leave Troop 432.

***NOTE: In any of the above “Major Offense” actions, the Committee and or Scoutmaster has the discretion, after conferring with the senior patrol leader, to remove the offending Scout from any leadership position he may have held at the time of the offense.***

### **ADULT LEADERS AND PARENTS DISCIPLINE POLICY**

Adult leaders and parents are expected to conduct themselves in accordance with BSA Scouting Ideals (Scout Oath and Law) which will in turn demonstrate an excellent example for our Scouts and reinforce these values. This conduct includes:

- adherence to BSA Youth Protection and Diocese of Phoenix Safe Environment guidelines.
- respectful comments and actions towards Scouts and other adults.
- positive affirmations of Scouts and fellow leaders.

**Please review the “Minor and Major Behavior Issues” section of this document. The behavior issues listed also apply to adult leaders and parents but the consequences are as follows:**

- 1) Adults who violate youth protection boundary violations will be required to retake BSA Youth Protection Training, and Diocesan Safe Environment Training (SET) *within a month* of the first violation. The incident will be reported by the leader in charge to the Scoutmaster, committee chair or chartered organization representative, who will document the situation for troop records, and submit a copy to the parish Safe Environment coordinator. Subsequent violations may result in the adult not being permitted to attend meetings or outings for a period time, determined by committee review.
- 2) Adults who participate in or allow any of the major behavior issues to continue without intervention, may subject the family to be removed from Troop 432.
- 3) Adults who are disrespectful in their comments towards Scouts and other adults must meet with the Scoutmaster or committee chairperson to review the tenets of the Scout Oath and Law to discuss ways to be more respectful and positive in working with Scouts and adults.
- 4) Alcoholic beverages are prohibited at all Boy Scout functions and outings. Adults may not leave camp or any other troop activity to purchase or use alcoholic beverages. No driver may transport any Scout if that driver is under the influence of alcohol. Anyone who has been drinking or brings alcohol to a Scout activity will be asked to leave immediately. There is zero tolerance for this infraction.

***\* Any reported misbehavior by an adult leader will be handled by the troop committee with potential escalation to the Grand Canyon Council, Diocese of Phoenix, St. Rose Catholic Church and proper legal authorities.***



# UNIFORM POLICIES

Proper wearing of the uniform is a tenet of any good Scouting program. Uniform inspections are occasionally held at troop meetings and before outings. The troop will provide new Scouts with a neckerchief and slide, name badge, Troop 432 numeral patch and patrol patch, and for Webelos crossing over, shoulder loops. (Lost neckerchiefs, name badges, and lost patches can be replaced for a nominal fee.) All other Scouting uniform needs can be purchased at the Scout Shop in Mesa. (See the address on the next page.) The troop also has a "Uniform Closet" for gently used uniform pieces. (More information on the next page) It is Troop 432 policy that all Scouts and adult leaders wear full class "A" uniforms to and from all campouts. Below are the different degrees of the Scout uniform and their appropriate uses.

## **Class A uniform - Field Uniform**

Worn to all troop meetings, Scoutmaster conferences, boards of review, troop Courts of Honor, district events, travel to and from campouts, worship services, or as designated by the Scoutmaster.

Consists of: Official Boy Scout tan shirt  
Green Shoulder loops  
Official Boy Scout green pants or green shorts  
Official Boy Scout belt  
Official Boy Scout socks  
Troop 432 Neckerchief  
Neckerchief slide

## **Class B Uniform - Activity Uniform**

Worn at patrol meetings, camp, during service projects or strenuous events, or as designated by the Scoutmaster.

Consists of: Troop 432 T-shirt (Class B shirts are sold by the troop for \$10)  
Official Boy Scout green shorts/pants  
Official Boy Scout belt  
Official Boy Scout socks

## **Class C uniform**

Worn at other times when Scout pants/shorts are not required; i.e. during campout days, work projects, horseback riding or as designated by the Scoutmaster.

Consists of: Troop 432 T-shirt  
jeans or other appropriate shorts or pants

## **Class D uniform**

Worn at times when troop T-shirt is not required; i.e. during painting and other work projects as designated by the Scoutmaster or another event leader.

Consists of: appropriate clothing



### **Additional Uniform notes**

Under no circumstances will any Scout be allowed to wear any clothing that depicts acts of violence, sexual connotations of any kind, or may be insulting or considered vulgar by anyone. If it is determined that a Scout is wearing clothing that is inappropriate, they will be asked to remove it for the remainder of the event/outing. If a Scout does not have other clothing, the Scout will be asked to turn their clothing inside out. If this is not possible, then the Scout's parents may be called to come remove their son from the activity.

Shorts are allowable at any length provided that underwear is **not** visible anywhere. **NO LOW-RIDERS.**

Per the Order of the Arrow handbook, 2009 printing, page 58, “The [OA] sash is worn at Order of the Arrow functions and special Scouting activities when members need to be identified as Arrowmen rendering special services.” The distinctive pocket flap patch also signifies membership in the Order of the Arrow.

### **Scout Shop:**

Phoenix Scout Shop  
2969 N Greenfield Rd, Phoenix, AZ 85016  
602-224-0778



# FINANCIAL POLICIES

## Dues

Regular dues collection is an integral part of keeping the troop operating smoothly. The funds are used for the normal operating expenses of the program. Examples of these expenses are materials for projects, badges and patches earned by the Scouts, repairing and replenishing camping equipment, re-chartering expenses, etc.

## Dues Amount and Payments

Troop 432 currently charges \$275 for an entire Scouting year- July 1 through June 30. This amount includes the annual BSA re-chartering fee and is due in full in June of each year.

In an effort to assist the Scout in learning the meaning of “A Scout is Thrifty,” the Scout is encouraged to earn his dues money through an allowance, part-time job or participation in troop fundraising activities. Dues are to be paid directly to the troop Treasurer by the due dates. The Treasurer can provide Scouts with documentation of how much has been paid.

## Dues Timing

Dues should be kept current based on the payment plan that is chosen at the beginning of the year. For the sake of smooth budgeting, please comply with this request. If there is financial hardship, the parent can speak to the Scoutmaster, treasurer or troop committee chairperson. Your son’s participation is more important than late dues collection.

## Late Dues and Consequences

If dues have not been paid as agreed, AND there has been no discussion with the Scoutmaster or Treasurer regarding financial hardship, the Scout may be asked to refrain from participating in activities until dues are made current.

## Boy’s Life Subscriptions and Re-Chartering

In order to participate in BSA Troop 432 Scouting activities, every active Scout and adult leader will be re-chartered by the committee chair yearly. The charter is in force from July 1 – June 30 of each year. This re-chartering cost is currently \$116.00 for youth and \$42 for adults and includes the re-charter fee and cost of insurance. This fee is included as part of the annual dues and therefore no separate collection is made. The troop will pay the re-charter fee for active registered adult leaders. Adults registering to attend limited outings will be required to pay the BSA registration and insurance. At the time the Dues Agreement is completed, the Scout will be given the option of subscribing to *Boy’s Life* magazine. The fee for the subscription to *Boy’s Life* is \$12 and will be collected at the time of re-chartering.

## Scout Accounts

Each Scout has his own individual Scout account. This account operates as the Scout’s individual “bank account.” He can put money in his account through either fundraising activities or direct deposit by a parent. Participation is voluntary, but strongly suggested if a Scout is need of financial assistance. These funds are intended to be used to cover the costs of BSA registration, annual dues, monthly camping or outing expenses and the Scout’s cost of attending summer camp. Any other use of Scout account funds is subject to review and needs approval from the troop committee. The Scout or his parent must notify the troop treasurer if funds from his account are to be applied for payment as indicated above.





**PLEASE NOTE THAT IF ANY SCOUT LEAVES THE TROOP, THE ONLY FUNDS HE IS ELIGIBLE TO REMOVE ARE THOSE THAT WERE ACTUALLY DEPOSITED INTO HIS ACCOUNT BY A PARENT OR OTHER FAMILY MEMBER AS A SAVINGS PLAN. ANY UNUSED FUNDS EARNED THROUGH FUNDRAISING EFFORTS BECOME THE PROPERTY OF THE TROOP.**

### **Fundraising**

The troop participates in two to three fundraising activities per year, based on vote of the Scouts at the Annual Planning Conference. Profits from fundraisers, such as holiday wreath sales, are split between the troop and the Scout account. Profit and donation splits between the Scout account and the troop will be determined by the troop committee prior to each fundraiser. Donations to the troop will be set aside in a Troop 432 Scholarship account. Disbursements will be reviewed by the TC.

### **Financial Assistance**

The goal of Troop 432 is not to deny a Scouting experience to any boy because of an inability to pay dues. A variety of options are available to assist boys needing financial assistance. Families requesting financial assistance will be required to participate in troop fundraisers. Your Scout's portion of the fundraiser can be applied to paying for BSA registration, annual dues, and outings, if funds are available. Contact the committee treasurer, committee chair, or Scoutmaster for assistance.

### **Troop Associated Expenses by Leaders**

Expenditure requests exceeding \$100 must be preapproved by the troop committee. This does not include any emergencies while engaged in a prescheduled troop outing involving the safety of Scouts and leaders.

Recurring expenses or expenditures \$100 or less do not require committee approval but must be submitted with a Reimbursement Request form.

All disbursements require a **Reimbursement Request Form** and **must include receipts**. These should be submitted to the troop treasurer, who will issue the funds.

Gas refunds after a camping trip require two receipts for reimbursement – one showing a full tank at camp departure and one showing a refill on the same day Scouts return home.

### **Transportation Fee**

Scouts will bring \$10 on the morning of campouts to help offset the cost of transportation to and from camping events outside of the Phoenix area. This fee will then be distributed to the drivers based on the number of passengers or amount of gear they transport.



## MEDICATION POLICY

Based on the vast experience of the medical community, BSA has identified that the following risk factors may define your participation in various outdoor adventures.

- Excessive body weight
- Heart disease
- Hypertension (high blood pressure)
- Diabetes
- Seizures
- Psychiatric/psychological and emotional difficulties
- Asthma
- Sleep disorders
- Allergies/anaphylaxis
- Muscular/skeletal injuries
- Lack of appropriate immunizations

For more information on medical risk factors, visit Scouting Safely on [scouting.org](http://scouting.org).

The Boy Scouts of America recognizes that many Scouts and adult leaders occasionally, or even routinely, take medication to alleviate the symptoms of legitimate acute or chronic conditions. The use of *legally* prescribed medications is acceptable within the guidelines of this policy.

However;

1. Scouts are **not allowed** to carry either prescription or over-the-counter medicine while at a Scout activity. All medication must be given to the Scoutmaster, assistant Scoutmaster, or other designated leader of the activity. Exceptions are made for asthma inhalers and prescribed Epi-pens as needed per the activity or condition.
2. The Scout parent must provide adult leaders with **written authorization and instructions**, signed by a parent, for any medication (prescription or otherwise) to be taken by the Scout. The authorization and instructions must be received by the leader in charge *prior to departure* for any event. If this is not followed, the Scout will be prohibited from attending the event or outing.
3. All medications must be received in their **original container**. In the case of prescription medication, a legible label showing the name of the medication, the prescribing physician, and prescription number must be affixed to the container. Most pharmacies, such as Walgreens, CVS, and Wal-Mart will provide a second empty, labeled bottle *on REQUEST*.
4. The Scout should bring **only the quantity** of medication sufficient to last the duration of the BSA sponsored activity.
5. Upon receipt of written authorization and instructions, adult leaders agree to assist the Scout in remembering to take the authorized medication at the proper time(s).
6. Any necessary OTC medications, such as Tylenol, Advil, Aleve, Ibuprofen, Dramamine, or allergy medicines, will be provided by the troop, as indicated on the permission slip.



## SOCIAL MEDIA & DIGITAL TECHNOLOGY POLICIES

This information covers photos, videos, audio and on-line media, and for the purpose of this section will be generically referred to as “media”.

### Social Media

Troop 432 leaders may communicate with troop members through troop, parish, school and/or diocesan communications such as diocesan location websites, blogs, group social networking (e.g. Scoutbook, Facebook, Twitter, Flocknote etc.), office phones, and email. Communication to Scouts **MUST** be transparent and when a leader sends an email to a Scout, the parent **MUST** be copied and vice versa. Under no circumstances is a leader permitted to text or email another Scout without copying the parent. Emails sent through Scoutbook automatically copy the parent. This is in keeping with BSA Youth Protection Policies and “two deep leadership” guidelines.

Troop 432 maintains various media outlets including our website, Facebook page and on-line photo storage sites. Troop 432 is governed by BSA and Diocese of Phoenix Safe Environment guidelines and policies regarding media.

In order to comply with these guidelines and policies, we require a *Media Release Form* to be signed annually at the beginning of each Scout year (typically May or June). This *Media Release Form* is used to inform troop leaders if permission is granted to use the Scout’s image, likeness, etc. in BSA, diocesan and parish media (please refer to *Media Release Form* for details). No reason is needed for declining to allow media to be posted.

The parent **MUST** circle the desired response and sign the *Media Release Form* for each individual Scout. Leaders and adults attending troop events are also required to have a form on file with the troop.

BSA and the diocese require that youth are only to be identified by first name. In the case of photos uploaded on media sites, please avoid tagging Scouts with their names, or with the parents’ names.

Troop 432 respects parental and individual rights not to have images, recordings etc. posted on public or private sites, and will make every effort to follow your wishes on troop controlled media sites. We will also work with individuals to safeguard postings on non-troop controlled media sites.

Leaders in charge of troop events will be informed of media permission *granted* for attending Scouts/adults and will strive to ensure that Scouts/leaders *without* permission will not be included in media or posted on media sites. If you record media that includes Scouts other than your son and plan to post it to a public site, please check with the leader in charge of the event to see if permission is granted.

### Use of Electronics at Troop Events

#### Meetings

Scouts should not use electronic devices during troop meetings. If a Scout needs to access his device to look at Scoutbook or other sites pertinent to the Scout’s rank advancement, permission may be granted by the SPL/SM/ASM, advancement chair or merit badge counselor for the period of time during the troop meeting that it is needed. Scouts may use their cell phones to call parents after the conclusion of the meeting if needed.



### Events involving travel

Scouts may use electronic devices **ONLY** while traveling to and from a troop event, activity or outing that *exceeds one hour in travel time*. Exceptions may be granted at the discretion of the SM/ASM or leader in charge. However, once the troop arrives at the destination, **ALL** electronic devices, including cell phones, game systems, and tablets must be securely stored during the event. If the use of the device is needed, for GPS or other Scouting related applications, the Scout must seek permission from the Scoutmaster of the outing. If it is discovered that the device is not being used in accordance with the agreement, the Scoutmaster has the right to remove the device for the remainder of the outing.

Since cell phones may be collected or unavailable on outings or events, it is suggested that those Scouts who want to take pictures bring a camera.

Although most Scouts/leaders and adults use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of others with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate. (BSA Youth Protection Policies)



## **THANK YOU!**

Thank you for taking the time to read our Troop Policies and Procedures, and for deciding to participate with your son in the most successful and influential youth organization for over 100 years, the Boy Scouts of America!

Although there seems to be a lot of information contained in these pages, these are the policies that govern the way Troop 432 operates, and it is important for the sake of safety, fairness, and organization that all members and their families understand and agree to abide by them.

**Please take a moment to sign the next page, along with your son, stating that you have received, read, understand, and agree to follow the enclosed policies.**

**Please return the signed acknowledgement [next page] to the Committee Chair within one month of joining the troop, or with your Dues payment in June.**



# ACKNOWLEDGMENT OF RECEIPT AND ACCEPTANCE

## OF THE PROVISIONS OF THE TROOP 432 POLICIES AND PROCEDURE MANUAL

### BOY SCOUTS OF AMERICA TROOP 432

ST. ROSE CATHOLIC CHURCH, ANTHEM, AZ

#### Scout's Acknowledgment:

I, \_\_\_\_\_ (print Scout's name), acknowledge having received the current Troop 432 Policies and Procedures Manual, as posted at the troop website ([www.troop432anthem.com](http://www.troop432anthem.com)) \*

I understand and agree to adhere to these policies and procedures.

(Signed by Scout) \_\_\_\_\_

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

#### Parent's Acknowledgment:

I, \_\_\_\_\_ (print parent's name), acknowledge having received the current Troop 432 Policies and Procedures Manual, as posted at the troop website ([www.troop432anthem.com](http://www.troop432anthem.com)) \*

I understand and agree to adhere to these policies and procedures.

(Signed by parent) \_\_\_\_\_

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



## MEDIA RELEASE FORM

I hereby assign and grant to the Boy Scouts of America the right and permission to use and publish the photographs/film/videotapes/electronic representations and /or sound recordings made of me or my Scout this date by the Boy Scouts of America, and I hereby release the BSA of any and all liability from such use and publication.

I hereby grant my consent to use and release to the Catholic Diocese of Phoenix and St. Rose Catholic Church the use of my name and my likeness or my child's name or likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of me or my child, including voice and feature, with or without names, for any promotional purposes involving the diocese or parish, news feature stories in The Catholic Sun, or other media or other purposes whatsoever, except for the endorsement of any commercial products.

I further agree that the Catholic Diocese of Phoenix may use or cause to be used, these items for any and all broadcasts, publications or reproductions, without limitation or reservation of any fee.

Please complete this form for any Scout, leader, or adult attending any troop activities/outings or events during the year. **ONE form is required for EACH individual.**

### PLEASE PRINT CLEARLY

Name \_\_\_\_\_  
(First and Last name of the Scout, leader or other adult to whom this permission applies)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone(home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

Email \_\_\_\_\_

Grand Canyon Council, Boy Scouts of America  
Troop # 432 Chartering Organization: St. Rose Catholic Church, Anthem, AZ

### Please circle desired response:

Permission **IS** granted

Permission **IS NOT** granted

Signature of Scouts/Leader/Adult \_\_\_\_\_

Signature of Parent \_\_\_\_\_  
(for all Scouts under age 18)

Printed name of Parent \_\_\_\_\_





## 2021-22 Troop 432 Scouting Personal Information Sheet

**Scout Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

