

# BOY SCOUTS OF AMERICA TROOP 36

Sponsor: First Presbyterian Church  
125 Garden Street  
Mount Holly, NJ 08060

## TROOP 36 STANDARD OPERATING PROCEDURES (SOP) Effective December 2015

### I Introduction

In order to ensure a program of the highest quality under its charter granted by the First Presbyterian Church, Mount Holly, NJ to Troop 36, Quakesen District, Garden State Council, BSA, hereby establishes the following practices and policies hereafter referred to as the Policy.

This SOP is intended to further describe the general guidance provided by the BSA, BCC, and the First Presbyterian Church as Chartered Organization (CO), and applies to adult leaders, Scouts, Venturers, family members, guests, and all others who participate in Troop activities.

Troop 36 will follow all BSA policies and requirements in its organization; selecting and training adult and boy leaders; and conducting advancement, outdoor, and other program activities. BSA policies and requirements are found in publications such as the *Troop Committee Guidebook*, *Scoutmaster Handbook*, *Junior Leader Handbook*, *Boy Scout Handbook*, and *Boy Scout Requirements* pamphlet, and may be modified from time to time by BSA's national headquarters.

Consistent with BSA policy, the Troop is a "boy-run" organization, under the guidance of adult leaders. Leaders and parents will assist Scouts in Troop 36 in the conduct of their activities, but will not take over the process.

All Troop 36 leaders, scouts and parents will be provided a copy of this SOP at the beginning of the scout year (if changes have occurred) or when first joining Troop 36. Parent(s) and scouts must sign a copy of the SOP acknowledging they understand and will follow the SOP.

Changes. Any Changes to this Troop SOP must be referred to the Troop Committee. Proposed amendments will be provided to members of the Committee and Adult Troop Leadership at least 7 days before the committee meeting when the proposal will be considered. A majority vote of those Committee members and Adult Leaders present is required to approve any change to this SOP. Scouts, adult leaders, and parents will be notified of any approved change at the earliest opportunity.

### II Troop Organization

- A. Charter Organization Representative (COR) - Selected and approved by the Charter Organization.
- B. Committee Chairman - Selected by COR with advice and assistance of Charter Organization and Troop Committee.
- C. Committee. - Active Committee Members – Troop Committee Members must be BSA Registered adults 21 years of age or older. The Chartered Organization Representative (COR) and the Committee will recruit adults to serve as Committee Chairperson and Scoutmaster. In addition to the COR, Chairperson, and Scoutmaster, other Committee positions include but will not be limited to; Secretary, Treasurer, Membership Coordinator, Advancement Coordinator, Quartermaster, Transportation Coordinator, Fundraising Coordinator, Training Coordinator, Chaplain, Computer Use Coordinator and such other offices as the Chairman and Committee determine are necessary for efficient and effective operation of the Troop. All office-holders will perform their duties as outlined in the *Troop Committee Guidebook*. A Committee member may be removed from the Committee only by the COR/IH; in such cases, the Committee will submit its recommendation to the COR. All terms conclude in concurrence with the annual re-charter. Consecutive years of service are appropriate and encouraged.

- D. Size. - The size of the Troop is not usually restricted. The Committee may limit the Troop's size, however, if necessary to maintain safe operations and a high quality program.
- E. Scoutmaster (SM) and Assistant Scoutmasters (ASM) – A Search Committee selected by the COR selects the Scoutmaster with advice and assistance from the Troop Committee and COR. The Scoutmaster selects ASM's with advice and assistance of the Troop Committee. The SM and ASM's may vote on committee business and will be encouraged to attend all committee meetings. One registered male or female leader, 21 years of age or older, will serve as SM.
- F. Leadership – Scouts First Class and above should be seeking leadership positions in Troop 36. Any Scout running for a leadership position will fill out a leadership card and have a scoutmaster conference prior to Troop 36 elections or selection for a leadership position by the Senior Patrol Leader/Patrol Leader/SM.
- G. Elections. - Elections to designate boy leaders of the Troop will be conducted as required in order to give Scouts an opportunity to satisfy advancement requirements in office. If no Scout meets the qualifications below for office, the SM may designate two candidates to run for each elective office.
- H. Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL). - The scoutmaster approves the candidates for SPL and ASPL. The SPL is elected by majority vote of the Scouts present at the Troop meeting when elections are conducted. If no candidate receives a majority on the first ballot, a run-off will be held between the two Scouts receiving the highest number of votes. To be eligible to serve as SPL, at the time of his election a Scout must have been a member of the Troop for at least six months, a First Class Scout and should be at least 14 years of age. A SPL should not normally serve consecutive terms. Multiple ASPLs may be selected by the SPL. Should the SPL leave office before completing his term, one of the ASPLs will become the SPL and, with the approval of the SM, will appoint a new ASPL. An ASPL who completes the unexpired term of the previous SPL may be elected SPL at the next Troop election.
- I. Other Troop offices. - With the approval of the SM, the SPL should appoint one or more Scouts as Scribe, Quartermaster, Librarian, Historian, Chaplain Aide, Webmaster, Leave No Trace Trainer Order of the Arrow Troop Representative and Instructor. The SM may appoint one or more Junior Assistant Scoutmasters (JASMs), Troop Guides, and Den Chiefs. At the time of selection, a JASM is at least 16 years of age and should be an Eagle Scout, and a Troop Guide should be at least a Star Scout.
- J. Patrols
1. General. Scouts and Venturers will be organized under the patrol system. To be eligible for membership in a Venture patrol, a Scout must be 14 years of age or older and at least a First Class Scout. The SM and SPL will determine the number and composition of patrols, and the members of each patrol will select their patrol's name, yell, and flag. Troop tenure, ranks, and term of office requirements, discussed below, are waived for office-holders in new-Scout patrols under the supervision of an ASM and Guide.
  2. Patrol Leader (PL). The scoutmaster approves candidates for PL. The PL is the boy leader of a patrol and is elected by majority vote of the members of his patrol present at the Troop meeting when elections are conducted. If no candidate receives a majority on the first ballot, a run-off will be held between the two Scouts receiving the highest number of votes.
  3. Assistant Patrol Leader (APL). The APL is the assistant boy leader of a patrol and is selected by the Patrol Leader.
- K. Scout Membership
1. Eligibility. Any boy who meets the eligibility requirements established by BSA may join the Troop. Although the First Presbyterian Church, Mount Holly, New Jersey sponsors the Troop, all boys are welcome without regard to the location of their residence or church affiliation.

2. Joining requirements. Any boy considering joining the Troop is welcome to attend and observe Troop meetings at any time. The SM or an ASM will discuss the Troop's program with the boy and his parents, encourage adult involvement and support, and provide copies of any requested materials such as the Troop's activity calendar or this Policy. Upon submission of the boy's application and payment of the registration fee, he and his parents will receive copies of the Parent Resource Survey. A Scout who transfers from another Troop will complete these requirements, pay the transfer fee, and submit his advancement records to the Troop Advancement Chairman for review and entry in the Troop records.

### III Troop Operation

- A. Troop Charter. The Chartered Organization will re-charter the Troop annually. This process begins when the Membership Committee reviews the Troop's membership roster and the re-charter roster provided by BCC. The Membership Committee will then re-register those Scouts and adults eligible for renewal. To be eligible for renewal, a Scout must have paid all Troop dues owed at the time the Troop's re-charter application is submitted. Scouts who have not paid their dues in full and whose attendance at Troop activities has been sporadic will be contacted to determine their interest in continuing their membership in the Troop. With the approval of the COR, all otherwise qualified adults will be re-registered with the Troop. Adults and Scouts will pay their own re-registration fees.
- B. Patrol Leaders Council (PLC). The PLC, chaired by the SPL and comprised of the SPL, ASPL(s), Scribe and all PLs, will meet monthly under the guidance of the SM. The PLC will develop Troop meeting plans for the following month and review upcoming troop activities so that accurate information can be passed to all members of the Troop. The SPL or ASPL should report the PLC accomplishments at the monthly Troop Committee meeting.
- C. Troop Activity Plan. The SM, SPL, and PLC will conduct an annual planning conference, usually in August, to prepare a Troop Activity Plan for submission to the Committee for approval. This Plan is an outline of the Troop's intended activities for the year and is a key element in formulating the Troop's annual budget. It may be later modified, if required, by the SM, SPL, PLC, and Committee.
- D. Introduction to Leadership Skills for Troops (ILST). The SM will conduct formal ILST after each Troop election. Participation is mandatory for all Scouts elected or appointed to Troop and patrol offices, unless excused in advance by the SM. Unless excused, a Scout who fails to participate in ILST will be removed from office and will not receive credit for advancement purposes for having served in a position of responsibility.
  1. Scouts may be selected by the SM annually to attend National Youth Leader Training (NYLT). Scouts are selected for their leadership potential and Scouting skills. Scouts must be at least first class and 13 years of age. The Troop will pay the first \$50 of the training, the balance paid by the Scout family.
- E. Funds
  1. Troop budget. The Troop operates on an annual budget. The SM and Treasurer will develop a proposed budget for submission to the Committee, usually at its August meeting. A Troop funds audit may be conducted on an annual basis.
  2. Fees. All members of the Troop pay fees to support Troop operations. All members pay a joining fee and Scouts pay semiannual dues, in amounts determined by the Committee as part of the annual budget process. Participants in Troop activities also may be assessed other fees for camping, food, admission, rentals, transportation, etc., that are related to that activity.
    - a. Neckerchief Fee. Due upon submission of an initial application to join Scouting or transfer application. The fee will cover the cost of the Troop 36 scarf.
    - b. Dues. Fees to be set and approved by the committee each year in September.

- c. Rechartering Fee. All Scout Troops renew their Charter at the end of the calendar year. The Rechartering Fee, in an amount determined by the Scout Council Office, is due by December 1 to the Treasurer.

**NOTE:** Scouts who wish to participate in Troop activities or appear before a Board of Review must have paid all dues and fees owed as of the end of the month before the activity or Board. The Treasurer will issue reminders to Scouts who are in arrears by two weeks or more.

3. TSEA . Troop Scout Equity Accounts are established for each scout and are maintained by the troop treasurer. Scouting Fundraisers along with deposits are maintained for the purpose of defraying costs of trips, dues, re-charter and summer camp. It is the responsibility of the scout to monitor their TSEA balance with the Treasurer. All payments for fees and events are taken from the Scout TSEA account or payment by check will be accepted.
  - a. Funds from fundraisers will be deposited in the scout account - no exceptions Scouts are expected to participate in different fund-raising activities. All funds raised will be deposited into the scouts TSEA for expenses related to participation throughout the Scouting year. Fundraisers include but are not limited to Farm Fair Parking, Popcorn Sales and Mulch Sales Campaign.
  - b. Scouts may make deposits into the account via check or cash only
  - c. Any registered scout may have a TSEA account.
  - d. Scouts of the same family must have separate accounts.
  - e. Withdrawals
    - (a) May be made for troop activities by designating so on the activity permission slip assuming there are sufficient funds in the scout account.
    - (b) May be made for BSA activities (NYLT, Philmont, Nat Jamboree, etc) Payment due directly to GSC may be made by written request to the Treasurer. A check will be made out to "GSC BSA" assuming there are sufficient funds in the scout account.
    - (c) All other withdrawals, including scout related equipment (packs, sleeping bags etc) or other BSA activities may be made by providing a receipt from GSC BSA only. A check will be issued to the parent at the Treasurer's earliest convenience assuming there are sufficient funds in the scout account.
  - f. Upon leaving the troop (non-registration) the scout account will be closed at the end of the scout year and all funds will be moved to the Troop general fund account. Refunds to the scout from the account are not permitted under any circumstances.
  - g. With written notification, scouts transferring to another scout unit may transfer their scout account funds to the new unit. The check will be made out to the new scouting unit.
  - h. At the discretion of the Treasurer after consultation with the Scout Master/Committee Chairperson, a scout account shall be allowed to go into the negative for only one trip as long as the scout is active in the troop. Scouts that are consistently negative in their account or who do not actively participate in 50% of the fundraising activities offered will not be allowed to go negative in their scout account.

4. Troop reimbursements of leader/parent expenses will be as follows:
- Camping fees excluding food/additional fees for leaders/adults who attend a trip will be covered by the troop
  - If a leader/adult drives and does not camp, they will be reimbursed using the following chart. Mileage is based on driving one way not the total round trip mileage:
    - 25-100 miles: 20.00 Gift Card
    - 101-200 miles: 40.00 Gift Card
    - 201-300 miles: 60.00 Gift Card
    - 301 plus miles: 80.00 Gift Card
    - Adult that pulls trailer: 40.00 Gift Card

5. Camperships.

- a. Eligibility – Families must conference with the Committee Chair and Treasurer to assess financial need. When the circumstances resulting in the need are resolved, assistance will cease.
  - b. Troop 36 does not offer direct financial assistance. Scouts determined to be in need of financial assistance must participate in fundraisers to receive campership funds.
  - c. Adults are not eligible for campership assistance.
6. Fundraising. The Troop will engage periodically in fundraising events in order to fully fund Troop operations and provide Scouts an opportunity to help pay for Scouting activities. Scouts/families should participate in at least one fundraiser per year. The Committee must approve fund-raising events in advance.
7. Expenditures from Troop budget. The Troop will fully fund, through its budget, all advancement awards; religious awards; miscellaneous awards; leader training and awards; all literature recommended by BSA to carry out its program; accident insurance; and such camping equipment, activity fees, and other Troop-related expenses as are approved by the Committee.
8. Check-signing authority. The Treasurer, Scoutmaster and Secretary are authorized to sign Troop checks. Each check must be signed by any two of the authorized signers.
9. Bounced check fee. If a check is presented to Troop 36 for an active scouting family for any activity and is presented for NSF (non-sufficient funds), the scouting family will be responsible for the bank fees and reimbursement for the expenses to the troop. Failure to settle the fee and negative balances will result in their inability to attend any further scouting events until the account is settled. After a NSF incident, cash/certified check only will be accepted from the scouting family.

F. Adult leadership

1. “Two-deep” leadership requirement. The Troop will strictly adhere to the BSA requirement that at least two adults be present at all Scout functions and other occasions when an adult confers or meets with a Scout. An adult who does not obey the two-deep leadership rule or BSA’s youth-protection guidelines will be suspended from his position until the Committee completes an appropriate inquiry, including interviews of the adult and Scouts concerned, and determines whether his membership in the Troop should be suspended.
2. Parental participation. Parental involvement is a vital part of every boy’s Scouting experience. The Troop provides many opportunities for parents to participate at a level at which they feel comfortable. Each Troop family will receive a Parent Resource Survey form so that parents may support the Troop’s program by serving in positions such as ASM, Merit Badge Counselor, driver, fundraising, committee member, trip or activity coordinator.

3. Training. All registered adults will participate in BSA's Youth Protection training before participating in any scout related outing. The SM and ASMs will participate in Scoutmaster Position-Specific Training and Introduction to Outdoor Leadership training.

#### IV Troop Rules

- A. Safety and discipline. Safety is paramount in all Troop activities. Leaders will take all prudently feasible steps to maintain the safety of all participants in Troop activities, paying special attention to the "buddy system" and to specific equipment and training that may be required to ensure safety in a particular activity. Discipline, *i.e.*, self-control and obedience to instructions, is also a key element to the safety of Scouts and success of the Troop, and requires attention by all members of the Troop.
- B. Prohibited items. Possession or use of the following items by any Scout in a Troop activity is prohibited, without specific permission of the SM. Such items found in the possession of a Scout will be confiscated and delivered to the SM or another adult leader, who may return them to the Scout or the Scout's parents at the end of the activity.
  1. Sheath knives
  2. Hand-held electronic games
  3. iPods, iPads, or tablets
  4. Cell Phones (Must earn Cyberchip/Sign Troop 36 Cell Phone Use Policy)
  5. Pyrotechnics
  6. Weapons, including sling shots, archery equipment, firearms, BB guns, and air guns
  7. Pornography
  8. Laser pointers
- C. Illegal drugs, alcoholic beverages, and tobacco products
  1. Illegal drugs and alcoholic beverages. Possession or use of illegal drugs or alcoholic beverages by any participant in a Troop activity is prohibited. Such substances will be confiscated. Any Scout possessing or using these substances will be removed from the activity, and his parents will be notified and requested to pick him up immediately. Adults possessing or using these substances will be ordered to withdraw from the activity. Scout or adult incidents will be referred to the Committee for determination of whether membership in the Troop should be suspended.
  2. Tobacco products. Possession or use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) by any Scout in a Troop activity is prohibited. Tobacco products found in the possession of a Scout will be confiscated. At the SM's discretion, the Scout may continue to participate in the activity, but the SM will confer later with the Scout's parents to determine what actions, if any, are necessary before the Scout may participate in future Troop activities. Adults will set a good example by not using tobacco products in the presence of Scouts.
- D. Sleeping arrangements. Each Scout should share a tent with at least one other Scout, and will not sleep in the tent of an adult who is not his parent. A Scout may sleep with his parent or guardian, but this practice is discouraged. Male and female adult leaders will use separate sleeping facilities, if available, but married couples may share the same quarters.
- E. Tour Plan. A Tour Plan form will be completed online a minimum of three days prior to the outing.
- F. Permission slips and fees. A permission slip, signed by a parent or guardian, and payment of any required fees for food, admission, etc., are required before any Scout may participate in a Troop or patrol activity away from the Troop's regular meeting place. Permission slips and payment should be turned in at the Tuesday Troop meeting two weeks prior to the scheduled trip, but must be turned in at the Tuesday Troop meeting prior to the trip. Permission slips and payments will not be accepted when showing up for the activity unless pre-coordinated with the SM. Refunds will only be given if a loss to the troop does not occur or coordination with SM due to an injury or illness.

- G. Participation. Scouts are encouraged to attend all meetings, outings, service projects, Courts of Honor, and other Scouting activities. While the Troop recognizes that school, homework, family responsibilities trips, sports, religious requirements, and other activities may preclude attendance by a Scout at all Scouting activities, the guidelines in VI.D are considered the minimum for a Scout to be considered active. For planning purposes and as a common courtesy, a Scout should notify his PL of his nonattendance so that his absence is excused. Scouts should remember that a requirement for advancement to all ranks is to “demonstrate Scout spirit,” and a key element of Scout spirit is participation in Scout activities.
- H. Parent drop-offs. Parents driving their sons to Scout activities will not leave them at the place of the proposed activity unless two registered adult leaders are present.
- I. Drivers. Individuals driving Scouts to and from Troop 36 activities must be 19 years of age or older. All drivers should submit the following information to the Troop committee for inclusion on tour permits: Driver’s License #; liability coverage per person, per accident and personal property damage; make/model of vehicle and number of seat belts installed.
- J. Behavior. The Scout Law sets forth the principles governing a Scout’s behavior at all times. Especially at Troop meetings and activities, Scouts and Adults are expected to obey the Scout Law so that all members of the Troop can benefit from the planned activity without distraction or interruption. As with other aspects of the Troop’s operation, boy leaders will take the first steps to maintain proper behavior, reinforced as necessary by adult leaders. Warnings will be issued to Scouts who disrupt Troop activities, and parents will be notified in the event a Scout fails to respond. Repeated problems will be referred by the SM to the Committee for its consideration and appropriate action. In such cases, the Scout and his parents (or an adult leader whose conduct has been referred to the Committee) will be notified of the referral and afforded the opportunity to meet with the Committee and present any information they wish the Committee to consider. As a last resort for addressing misbehavior by a Scout or adult leader, by majority vote of the members present at the meeting when a case is considered, the Committee may suspend a Scout or adult leader from the Troop’s active roster when his behavior, including lack of care for Troop equipment, is disruptive or unsafe or creates disciplinary problems which have not improved despite SM counseling and SM-parent contact. In such cases, the Committee will specify a period of suspension and recommended corrective measures. At the end of the suspension period, the Scout or adult leader may apply to the Committee for reinstatement in the Troop.

## V Troop Activities

- A. Goal. Outdoor activities are the primary means by which Scouts have fun, learn self-reliance, and advance in rank in the Scouting program. Troop 36’s goal, contingent on adult leadership and parent support, is to conduct at least one outdoor activity each month so that Scouts may both have fun and advance in rank as far as their desire and abilities lead them.
- B. Medical forms. The Troop will ask parents or guardians to provide a current BSA Part A and Part B in September for their Scout, which the Troop will maintain on file. The SM will take with him on all outings a notebook containing these medical forms and any update information provided by parents concerning a Scout’s medical condition or medications. BSA Part C medical forms are required for summer camp and any event that is 72 hours or more. BSA Part C medical form will be required to be filled out by the physician and turned in prior to summer camp. The Scout’s personal medical information is private information, and adult leaders will maintain the Scout’s privacy at all times in this regard. The Troop’s adult leaders understand and respect the need for family privacy with regard to medical information, but in the interest of safety for each Scout individually and all other participants at any Troop activity, the adult leaders for an activity must know and understand the medical condition of all participants. A Scout or his family might view certain medical conditions or the use of some prescription drugs as potentially embarrassing or as an opportunity for other Scouts to harass the Scout. Leaders will take all reasonable steps to prevent this un-Scout-like behavior. Leaders will make every effort to understand the nature of medical issues and to support and assist—but their only source for relevant knowledge about a particular condition or medication may likely be parents and guardians. Scouts who have “concealed” medications often forget to take them, possibly with adverse consequences for

themselves and their fellow Scouts. Parents and guardians must be honest in providing complete medical information to leaders.

- C. Control of medications. Adult leaders will maintain control of all prescription drugs and “minor” medications, such as aspirin. An exception may be made for a limited amount of medication to be carried by a Scout or adult leader for life-threatening conditions, including bee-sting or heart medication and inhalers, with written parental permission for emergency use. Parents may authorize adult leaders to administer non-prescription drugs to their son, as needed, using the standard medical form. Adult leaders will ensure that the Scout for whom a required medication is intended takes it at proper intervals, and that medications are not lost. Parents must provide adult leaders with specific instructions and clearly labeled medications for their Scout.
- D. Food. Each patrol is responsible for making its own menu and purchasing food. Food cost per Patrol member attending the outing is \$10. The patrol’s Troop Guide or an ASM will review the menu before food is purchased. One Scout will be designated to purchase food for his patrol and will provide a copy of the receipt to the treasure prior to departing on the activity. If a Scout signs up but does not attend an outing for any reason, he is responsible for notifying his PL and the Scout buying the patrol’s food. If he does not notify the food purchaser before food is obtained that he cannot attend the outing, he is responsible for his share of the cost.
- E. Summer camp. The Troop will plan one long-term (6 nights or more) summer camp per year. The Troop plans well in advance for summer camp. Scouts are encouraged to sign up early in order to take advantage of any early-registration discount. Whenever possible, Scouts should take advantage of the unique opportunities for fun and advancement provided by summer camp. First year Scout parents are not permitted to attend summer camp with the Troop. Exception to this must be coordinated with the SM.

## VI Advancement in Rank

- A. General. The Troop strives to assist Scouts interested in advancement in rank by offering appropriate outdoor activities, service projects, and opportunities to serve in positions of responsibility in the Troop. Scouts and their parents should understand that, unlike Cub Scouts, advancement in Boy Scouts is the responsibility of the Scout, not the Scout leader or parent. Scouts will advance at different rates depending on their own initiative, interest and abilities.
- B. BSA policy. BSA policy and rules govern in all matters of advancement. No departure from BSA procedure is permitted unless specifically approved in advance as provided by BSA rules.
- C. Service hours. Activities and projects for which credit for service hours will be granted will be approved and announced in advance by the SM. The beneficiaries of such service projects may be the community, a church, a school, a community service organization, or the Troop’s sponsor. Credit for service hours will not be granted for any activity whose primary beneficiary is the Troop or Scouting, such as Troop or Council fundraising activities. If scoutmaster deems worthy the hours spent on an eagle project will count towards service hours for rank. The SM must approve all service hours prior to doing the service.
- D. Active Scouting. One of the requirements for the ranks of Star, Life, and Eagle reads as follows: Be active in your troop and patrol for at least four months as a First Class Scout, or for at least six months as a Star or Life Scout. The intent is to ensure older Scouts, especially those pursuing the rank of Eagle Scout, acquire the necessary leadership skills and experience required by that rank. If a Scout’s ability to complete the Eagle requirements by his 18th birthday becomes in doubt, he will be given a plan (verbal or written), which he and the SM agree upon, to complete the requirements. The SM will monitor his progress. The Advancement Committee will monitor lower rank progression. Boards of Review may be utilized to ensure progression. Scouts that are not yet First Class will follow the First Class requirement to be considered active. Troop 36 defines active as follows:
  - 1. Active Scout Defined. Attend 50% of the Troop activities and 50% of the scout meetings each month during the months that are required for advancement. i.e. a First Class Scout must attend two Troop meetings each month and two Troop activities during the four month period.

**NOTE:** The SM may modify these guidelines with the concurrence of the CC. "Troop Activity" is intentionally left vague and will be determined on a case-by-case basis by the SM.

- E. SM Conference. When a Scout has completed all other requirements to advance in rank, it is his responsibility to request a SM Conference with the SM. The Scout will ensure that all dues owed as of the date of the Board of Review before which he hopes to appear are paid in full. He will bring his *Boy Scout Handbook* to the Conference to document that all advancement requirements have been met. The scout will wear the appropriate class A uniform for the rank to which he seeks to advance. Only the SM will perform the SM Conference for the rank of Eagle, Life and Star. The SM may designate an ASM to conduct these conferences due to unforeseen circumstances or the Scout is the SM's son.
- F. Board of Review. Boards of Review for the ranks of Tenderfoot through Life will be conducted as necessary. The SM will notify the Advancement Chairman of the names of Scouts ready for Boards of Review so that board members and advancement records may be obtained. After the Scout has had his Scoutmaster's Conference, he should ask the Advancement Chairman or Committee Chair for a Board of Review. The Scout will wear the appropriate class A uniform for the rank to which he seeks to advance. If he desires the Board of Review to consider any materials in addition to his *Boy Scout Handbook*, advancement and participation records from the Troop database, it is his responsibility to bring those materials to the Board of Review.
- G. Eagle advancement. The SM will advise the Committee/Advancement Chair of proposed Eagle projects and receive their approval for the Scout to proceed. After review of the Service Project Workbook, the SM, and Advancement or Committee Chairman will sign it before submitting it to the Burlington County Council for approval. Boards of Review for the rank of Eagle will be scheduled on an individual, as-needed basis, and will include the District Eagle Adviser or his representative.
- H. Court of Honor. Although a Scout may receive the insignia of his new rank soon after passing his Board of Review, formal recognition of his achievement will take place at a Court of Honor. Courts of Honor will be conducted semi-annually for the purpose of recognizing all Scouts who have advanced in rank (except Eagle), earned merit badges, and achieved other milestones in service and Troop leadership during that period. All Troop members attending a Court of Honor will wear the appropriate Troop 36 class A uniform for their rank. A Court of Honor to recognize a Scout who has advanced to Eagle rank is conducted for that sole purpose. It is scheduled by the Scout concerned, and will be tailored by him and his parents to suit their desires, with the assistance of the Troop.

## VII Uniforms and Equipment

### A. Uniforms

- 1. Types of uniform. Adult and youth members of the Troop wear the "class A" except where other dress is specifically authorized by policy or approved by the SM.
  - a. Troop 36 Class A. Scout shirt (long or short-sleeve) with appropriate insignias properly attached, Scout pants, Troop 36 neckerchief & slide, Scout socks and Scout belt.
  - b. Class A. Scout shirt (long or short-sleeve) with appropriate insignias properly attached, Scout pants, neckerchief & slide or bolo, Scout socks and Scout belt.
  - c. Class B. Troop 36 or Scouting-related tee shirt, Scout pants, Scout socks and Scout Belt.
- 2. Uniform wear. Scouts are encouraged to wear their uniforms with pride. The uniform will be worn as specified in the BSA Insignia Guide, with all appropriate insignia. Scout shirts will be tucked into trousers or shorts, and shoes (not sandals or flip-flops) must be worn.
  - a. Class A's will be worn at Troop meetings. The SPL/PLC may designate certain Troop meetings as Class B nights. The class B uniform may be worn to that meeting.

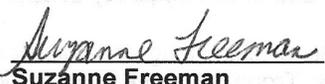
- b. Troop 36 Class A is required during SM Conferences, Boards of Review, and Courts of Honor.
  - c. Class B uniforms should be worn during meetings with Merit Badge Counselors.
  - d. When departing for and returning from Troop activities class A unless instructed otherwise by SM. After arriving at the activity scouts may change from the uniform into appropriate clothing.
  - e. When departing for and returning to summer camp Troop 36 class A only.
3. Troop Closet. Previously owned uniforms are available in the '1776' closet. Families are encouraged to deposit outgrown uniforms in the closet for use by other members of the Troop.

B. Equipment

- 1. Troop equipment. The Troop will provide each patrol with appropriate equipment including tents and a patrol box, which will include: mess gear, cooking utensils, wash pans, stove, gas distribution posts, propane gas cylinder, and water cans. The Quartermaster will ensure that sufficient tarps, Dutch ovens, woodcutting tools, and other Troop-owned equipment required for an outing are brought. Each patrol is responsible for providing consumable items, such as soap and paper towels, and will repair or replace any Troop equipment damaged through other than normal wear and tear.
- 2. Scout's personal equipment. Each Scout will provide his personal equipment, which may include: pack, sleeping bag, eating utensils, knife, appropriate clothing, and rain gear and toiletries. Scouts and parents should consult the *Boy Scout Handbook* or Troop 36 website for a checklist of recommended personal camping equipment.
- 3. Inventory of Troop equipment. After each Troop election, the incoming and outgoing Quartermaster and the adult Quartermaster will inventory all Troop equipment, including the contents of patrol boxes. They will arrange to repair or replace equipment, as required.

Effective date: September 2015

Scoutmaster:  Date: 12/8/15  
**Todd McPeak**

Committee Chairman:  Date: 12/8/15  
**Suzanne Freeman**

Chartered Organization Representative:  Date: 1/7/16

# Statement Of Acknowledgement

I have read and understand Troop 36's SOP document.

\_\_\_\_\_  
**Scout Printed First/Last Name**

\_\_\_\_\_  
**Scout Signature**

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

\_\_\_\_\_  
**Parent/Guardian Printed First/Last Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

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