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# **Troop 150 Policies and Principles**

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## Table of Contents

Living the Scout Oath and Law .....	3
Troop 150 Scout & Parent Registration.....	4
Annual Rechartering.....	4
Troop 150 Uniform Policy.....	5
The Class “A” Uniform: .....	5
The Class “B” Uniform .....	5
Replacement Costs .....	5
Troop Communications, Calendaring, and Website .....	7
Adult Leaders and Volunteers.....	8
Troop Finances and Financial Records.....	9
Merit Badge Opportunities.....	11
Troop 150 Electronic Device Policy and Guidelines .....	13
St. Andrews and other facilities hosting Troop 150 events .....	15
Scheduling.....	16

## Living the Scout Oath and Law

*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.*

*A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.*

It is our goal that our Scouts take to heart the Scout Oath and Scout Law and do their best to exemplify them in their day to day lives. We understand that no one is perfect, and there may be times when a Scout's behavior fails to live up to those principles. However, there is no place in Scouting for behavior that endangers the physical and/or well-being of self or others. Troop 150 will not tolerate hazing, bullying, harassment, or physical harm to any member of our Troop family. If a Scout is engaging in inappropriate behavior, Troop leaders will bring that to their attention and provide the Scout with the opportunity to bring their behavior in line with the Oath and Law. However, Troop leadership will not hesitate to remove a Scout from any situation where the wellbeing of any Scout is threatened and reserves the right to limit or bar participation in future Troop activities as appropriate. Every Scout deserves a safe and supportive environment, and it is our intention to make that happen for all Scouts.

## **Troop 150 Scout & Parent Registration**

### *Annual Rechartering*

Scouts BSA mandates that Troop 150 (along with every other troop in our area) recharter every year with the Cascade Pacific Council. Rechartering occurs each fall and the Troop Registrar is tasked with completing the rechartering for the Troop. We typically start the process in September.

In order to recharter the Troop, we need to re-register all our Scouts, even those who have been with the Troop for several years. Per Scouting BSA policy, if a Scout is not actively registered as a Troop member with the Council, they may not participate in any Troop campouts or off-site events.

We attempt to make this process as painless as possible and have created an on-line form for families to complete with the basic information required per BSA.

<https://troop150.org/registration/>

It primarily requests current contact information and should take no more than 5-10 minutes to complete. On a positive note, this provides us with the opportunity to clean and update our records on an annual basis to make sure that we have the most current contact information for each Scout and family.

The rechartering registration process will take place in the fall, after Labor Day, when we will announce fees and send the link for parents to recharter. Please note that this is different from signing up with Troop 150 at crossover.

FYI – Scouting BSA’s record keeping presently makes a gender distinction in its system – Troop 150 for young men, Troop 5150 for young women. For all intents and purposes to the maximal extent consistent with Scouting BSA regulations, we view Troop 150 as a coherent, unified entity, and so internally we will refer to our entire group of Scouts as Troop 150. If you see references to 5150 they are not of our doing or devise, but required by Scouting BSA.

## Troop 150 Uniform Policy

As part and parcel of initial registration each Scout is issued a Troop 150 sweatshirt, hat, and – after attaining the rank of Scout - a neckerchief. From time to time Scouts will also be issued a red jacket that is to be returned (clean) to the Troop. If any of these articles is lost or damaged beyond ordinary wear and tear, the Scout and their family are responsible for the cost of replacing that article.

### The Class "A" Uniform:

1. BSA shirt (cloth, not synthetic fiber) with Troop 150 unit numbers, CPC Council patch, Cascadia district patch, rank patch, and other appropriate patches adhered to shirt per BSA guidelines
2. BSA short pants - green, heavy cotton/canvas, not synthetic
3. Troop 150 baseball cap
4. Troop 150 neckerchief
5. BSA neckerchief holder
6. BSA green belt
7. BSA green socks.
8. Special occasion: merit badge sash, OA sash

### The Class "B" Uniform

1. Troop 150-issued yellow t-shirt (a work in progress)
2. BSA short pants - green, heavy cotton/canvas, not synthetic
3. Troop 150 baseball cap
4. BSA green belt
5. BSA green socks

Class A uniforms are to be worn to Troop meetings and as directed for other events – e.g., annual Christmas volunteer project. Ordinarily they are not brought to or worn at Troop and Patrol campouts and activities other than Troop meetings.

### Replacement Costs

- Troop 150 Hat = \$15.00
- Neckerchief = \$10.00
- BSA Neckerchief Slide = \$6.00
- BSA Belt = \$13.00

- BSA Socks = \$8.00
- BSA shorts =\$30
- Reflective Vest = \$5.00
- Troop Sweatshirt = \$18.00
- Troop Red Coat:
  - X Small – X Large = \$45.00
  - 2X Large = \$46.00
  - 3X Large = 48.00
  - 4X Large = \$49.00

The Troop has a supply of used items that Scouts have outgrown / turned in / donated, and encourages Scout families to donate usable but outgrown items. The foregoing costs do not apply to a donated item, only to items that need to be replaced anew.

## **Troop Communications, Calendaring, and Website**

The BSA provides free of charge a site and app called Scoutbook. Scoutbook is the method by which the Troop tracks Scout advancement, posts its calendar, and at times sends out communications to families. It is imperative that every Scout have at least one adult (ideally two) open a Scoutbook account. If the parent approves, the Scout too can control their own account.

Given past problems with the reliability of Scoutbook's communications, the Troop does maintain its own database of Scout and parent emails. We will use a Scout's email only with parental permission. The Committee Chair is in charge of the Troop email list and communications.

The Troop 150 website – Troop150.org – will have our calendar and other critical information posted. It will ordinarily be the place where Scouts and adult volunteers register for events that require anything more than a simple RSVP.

Troop 150 has a Facebook account, "Troop 150 - Portland, OR." It is not accessible to the general public; you must submit a request to join.

The Troop calendar, website, and communications systems are to be used solely for Troop events and information.

## Adult Leaders and Volunteers

All adults participating in outings, events, meetings, and merit badge counseling are required to complete “Youth Protection Training,” commonly referred to as YPT. This training is readily available online. *Ideally every adult parent or guardian affiliated with our Troop should take Youth Protection Training!*

The online training is here: <https://www.scouting.org/training/youth-protection/>

Our expectation is that all adult leaders will be trained for their positions pursuant to BSA guidelines, and each should also be trained in the following:

- This is Scouting
- Boy Scout Leader Fast Start
- Troop Committee Challenge
- Trek Safely
- Hazardous Weather
- Safety Afloat
- Safe Swim Defense
- First Aid
- *Wilderness First Aid if attending a High Adventure*

All adults who wish to attend an overnight camping trip *must* register as an adult member of the Troop with the Council. They must pay the Council filing fee and clear a background check. They must also complete Youth Protection Training. An adult should register as a “committee member” and let the Committee Chair and a Scoutmaster know that they have applied. Bear in mind the timing of the process is not within the control of the Troop. Plan on at least 3 to 5 weeks’ advance registration in order to ensure that your application is completed before an overnight event.



## **Troop Finances and Financial Records**

The Troop is funded by dues, contributions, and monies raised through our annual Xmas tree recycling program. We are committed to fiscal transparency and responsibility to our Troop families.

*Individual Scout Accounts (ISAs)* – Our Treasurer tracks payments in and debts owed by each Scout. A monthly invoice is submitted to each family. No one likes tracking down delinquent payments, so please ensure you are up to date in your dues and fees. Our annual Xmas tree fundraiser also enables Scouts to earn credits in their ISA that may be used to offset camping fees, merit badge fees, or other expenses that would otherwise be paid by the family to or through the Troop. Bear in mind that the credits are not the property of the Scout or their family, are not paid to either in cash, and return to the Troop's general account when the Scout leaves the Troop. This is due to IRS requirements, not a decision on the part of the Troop. If you are not certain how much credit is in your Scout's account, please contact the Treasurer.

*Scoutmaster Support* – In recognition of the contributions and commitments of time and effort made by our Scoutmaster, the Troop will pay the camping fees for the Scoutmasters to attend pre-camporee, camporee, and summer camp.

*Reimbursement of Expenses on Behalf of Troop* – Any expense of \$300 or greater incurred on behalf of the Troop must be approved in advance by at least three executive committee members (chartered organization rep, committee chair, Scoutmaster, treasurer, and secretary). Reimbursement will be made upon submission of a receipt. Note that mileage is *not* reimbursed by the Troop.

*Reimbursement of Tree Recycling Expenses* – The following tree recycling-related expenses will be reimbursed upon submission of a receipt:

- Gas for a Troop-rented truck
- Gas for a personal vehicle used to pick up trees during the pickup weekend

*Troop Expenses* – Barring exigent circumstances, expenditures on behalf of the Troop will be reimbursed only if approved in advance by the committee and should not be made unilaterally without notice. Purchases over \$250 need to be approved by a majority of the Troop Executive Committee in advance. Troop parents/guardians are not authorized to make reimbursable expenditures without advance notice to and approval of the Executive Committee. Reasonable exceptions will be made for emergencies,

expenses incurred in the course of Troop outings that get adult Troop leadership approval, and de minimis purchases.

*Meals* – For Troop and Patrol campouts and events where the Troop or Patrol is responsible for its own meals (e.g., not summer camp, where meals are included in the cost), a flat fee will be charged each attendee for food: \$5/meal. Trip leaders are responsible for tracking attendance and ensuring the Treasurer has accurate information. Patrols are to budget within this amount when purchasing meals; the Scout(s) responsible for purchasing meal items will be reimbursed up to the appropriate amount per Scout after submitting their receipts to the Trip Leader, who will then provide the Treasurer with the receipts and the amount to be reimbursed. The Troop will bear the expense of meals for guests – e.g., parents and Webelos attending the annual autumn campout.

*Event fees* – On occasion – e.g., a merit badge opportunity – where the Troop will advance fees on behalf of a Scout in order to reserve a spot. In such cases, if a Scout commits to attending but fails to do so and (a) does not provide the Troop with at least enough advance notice to avoid a fee as charged by the sponsor of the event or (b) find a substitute to attend in their place, the family will be charged the cost of the event (unless a bona fide emergency precluded notice and/or finding a substitute). If a Scout finds a substitute, then the Trip Leader and Treasurer must be notified immediately.

## Merit Badge Opportunities

There are two basic types of merit badges – those required for the rank of Eagle and those not required – and four ways to earn a merit badge: with a Troop parent who is a Merit Badge Counselor, with a non-Troop-affiliated Merit Badge Counselor, through a Troop-sponsored event or meeting, and through third parties.

Historically Troop 150 Scouts have earned most merit badges either on their own by contacting merit badge counselors or, more commonly, at summer camp. Summer camps offer both Eagle-required merit badges and lots of interesting non-required badges. The Troop encourages Scouts to attend summer camp and to take full advantage of opportunities to earn badges there.

There are many more opportunities to earn badges, and one of the duties of the Events Coordinator is to take the lead on finding and publicizing those opportunities and/or creating them for our Troop.

Merit badges are supplemental to the core activities of the Troop. In the event of a conflict between a Troop event such as camping, the Troop event should take higher priority.

The Troop welcomes and supports family members who wish to become a Merit Badge Counselor. If a Scout is interested in a particular merit badge, check first with our Advancement Chair to see if we have a counselor already in our Troop family. From time to time the Troop may offer a merit badge opportunity internally. Scouts are encouraged to join in.

When you see a notice for a merit badge opportunity, do pay careful attention to the date, location, cost, and the RSVP process.

For *Troop-created opportunities*, RSVPs will be coordinated to and through the adult volunteer responsible for that opportunity, aka the Trip Leader. Ordinarily going forward once we have the RSVPs we'll pay the appropriate fees through the Troop and have parents pay through the monthly statement from our Troop Treasurer. (There may be exceptions, and those will be clearly noted.) If you cancel with less than 72 hours advance notice of the event, you will be responsible for any fees for the badge. The Trip Leader is the person to contact with any questions about the event or registration.

From time to time the Troop will relay information about *third-party sponsored programs*. Unlike Troop programs, registration and payment will ordinarily be done directly with the third party, *not the Troop*.

To get a merit badge a Scout must get a completed blue card. See the Advancement Chair for cards; they should be turned in to the Chair when completed. These may be also done via Scoutbook in coordination with a Merit Badge Counselor.

## Troop 150 Electronic Device Policy and Guidelines

For the purposes of this policy “electronic devices” includes phones, iPads (and their non-Apple counterparts), game devices, and the like – anything that runs on a battery or a power cord.

Troop 150 is not opposed to such devices. However, there is a proper time and place for them. Scouting presents opportunities to develop skills, engage in challenges, and work collaboratively with fellow Scouts in a way that encourages critical thinking, engagement, and self-reliance rather than relying on devices. While Troop 150 understands and values the timely, disciplined and appropriate use of electronic devices as well as the learning that can come from their use, they must not interfere with Scouting activities and the safety or rights of others. Accordingly by participating in Troop 150 events Scouts agree that

- they will not use electronic devices during Troop 150 troop or patrol meetings or activities in such a way that they interfere with the activity or interfere with their own participation;
- they will not use electronic devices in places of public gathering (such as group meetings, project areas, dining areas, campfires, etc.);
- they will not use electronic devices after “lights out”;
- they will not use electronic devices in any way to create digital records (on or offline, whether audio, video, or both) of any Scouts (or adults) without the clear permission of Troop 150 adult leadership; and
- they are completely responsible for the device they bring to Scout activities and will respect the property of others.

The Scoutmasters and Senior Patrol Leader will make all judgments on acceptable use of cell phones or electronic devices jointly. If a Scout is found to be abusive of the common guidelines, Troop 150 leadership reserves the right to confiscate any electronic devices until the conclusion of the Troop event.

This policy is intended to reduce distractions during meetings and activities, to encourage the development of interpersonal skills, and to promote team-building consistent with Scout Spirit.

Troop 150 adult leaders agree to abide by the same guidelines and ask all participating parent to do likewise. Safety takes immediate priority over any guidelines. Designated adult leaders may use electronic devices to capture photos of Troop 150 events for troop social media and archives.

If parents or guardians should need to contact their Scout during a trip or event, they should notify and make agreements in conjunction with the designated adult leader(s) in charge of the event.

## **St. Andrews and other facilities hosting Troop 150 events**

We are grateful to our host, St. Andrews. We have been allowed to use its facilities at no cost to the Troop. The church has treated our Troop with the utmost respect and we need to return that respect to the church and its parishioners. Accordingly, when we use the gym, meeting rooms, kitchen, and other facilities, we should be courteous, clean, kind and reverent – and remember to leave no trace! If you rearrange the facilities, please leave them as you found them – if not better.

## **Scheduling**

The Troop follows the Portland Public Schools when determining whether an event will proceed as scheduled. If PPS closes for the school day or cancels post-school events, the Troop will not meet on those days. The Troop does not meet over the PPS Christmas or Spring breaks.