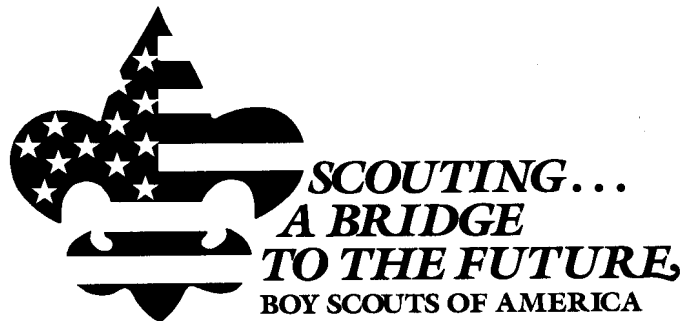


Troop 223
East Brunswick, New Jersey

BY-LAWS



*All who have meditated on the art of governing mankind are convinced that
the fate of empires depends on the education of youth.*

--Aristotle

Version 2.0
September 2008

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By-Laws

This document will serve as Troop 223 operations guide. It will be reviewed by the Troop's Committee and Chartering organization (via Chartered Representative) on an annual basis. The review period for these By Laws will occur within 30 days prior to the Unit's Charter renewal.

Ratification

The By-Laws as set forth were reviewed by the Troop Committee and approved by a majority vote during the Committee's Annual review of this document.

Chartered Organizational Rep	Jim Drozdowski
Scoutmaster	Anthony Buccigrossi
Assistant Scoutmaster	Larry Larstanna
Assistant Scoutmaster	Mike Markel
Committee Chair	Todd Young (In Todd nos fides)
Troop Advisor	open position
Troop Secretary	open position
Troop Treasurer	Janine Mirena
Troop Committee Member & Pack Liaison	Jeremy Sullivan
Troop Committee Member	Jim Berzok
Troop Committee Member	Harv Moy
Troop Committee Member	Jeff Bravman
Troop Committee Member	Veronica Sudia
Troop Committee Member	Wade Kertes
Troop Committee Member	Jim Joyce
Troop Committee Member	Paul Endler
Troop Committee Member	Dave Barry
Troop Committee Member/Chairman Fund Raising	Joe Gavin

Changes to By-Laws

All complaints and / or inquiries regarding these By-Laws shall be directed to the Troop's Committee Chair.


All changes to these By-Laws will be voted upon and agreed to by the Troop's Committee members. Changes will be instituted based upon consensus and simple majority ruling. For a change to be effected, the vote must be made with a minimum of 2/3 of the Committee members in good standing present.

Introduction

There are three aims to Scouting:

- Aim I -- To build character
- Aim II -- To foster citizenship
- Aim III -- To develop fitness

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people, and in other ways to prepare them to make ethical choices over their lifetime in achieving their full potential. The values Troop 223 strives to instill are based on those found in the Boy Scout Oath and Law.

SCOUT LAW	SCOUT OATH
<p><i>A Scout is:</i> Trustworthy Loyal Helpful Friendly Courteous Kind Obedient Cheerful Thrifty Brave Clean Reverent</p>	<p>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.</p> 

Since 1910, these principles have been taught in an atmosphere of recreation and fun which allows young people to develop self confidence, leadership and moral character. More and more men, trained as Scouts, are taking their places in today's world as responsible adult leaders.

The Boy Scouts of America is the largest youth oriented organization in the United States. More than 4 million boys and leaders are currently registered in the Boy Scouts of America. Boy Scouting also provides for growth of moral strength and character, teaches citizenship, and enhances the development of physical, mental and emotional fitness. This is all done in the spirit of fun and adventure.

Organization

Troop 223 is a unit within the SEMEOS District of the Central New Jersey Council of the Boy Scouts of America. The Troop's organization consists of a Chartering Organization, a Troop Committee, the Troop Unit, and the Troop's Parents.

Every Troop belongs to an organization (sponsor). The Chartered Organization for Troop 223 is VFW Post 133, East Brunswick, New Jersey. Established in the 1960's, Troop 223 has held its Charter for over forty years. The Chartered Organization shares our objectives for the boys and insures that there is adequate, trained leadership. A Chartered Organization Representative (COR) acts as a liaison between Troop 223 and VFW Post 133. Changes to Troop 223's Charter must be approved by the COR who reports directly into the SEMEOS District. Typically, all changes within a Chartered Unit, except for a replacement of the Scoutmaster, which must be approved by the unit's COR, are agreed upon and made by the Unit's Committee.

Troop Committee

The Troop Committee Functions as an administration and support organization for the Troop. The Troop Committee takes care of the non-program issues surrounding the Troop. For example: newsletters, Troop funds, fund raising activities, membership drives and Pack coordination, activity permits and coordination, advancement records, procurement and maintenance of Troop equipment. Troop 223's Committee membership will be comprised of any adult registered volunteer approved by the Scoutmaster and existing Troop Committee. A volunteer may serve in a Leadership or Non-Leadership role.

Membership

All parties serving on Troop 223's Committee must be a registered adult volunteer. All members must be registered to Troop 223's unit. No member may be registered to another Troop. The Boy Scouts of America requires all adult membership to be subject to background checks. In the unlikely event where an adult volunteer application is rejected by the Boy Scouts of America, that adult will not be able to serve in any Committee capacity for Troop 223.

Positions

Committee positions will be categorized as either Leadership or Non-Leadership. Leadership positions will remain in effect at the sole discretion of the Scoutmaster. Only in the case of Scoutmaster change will the Chartering Organization be involved in the decision making process. Non-Leadership positions will be reviewed annually by the Committee Chair during the Re-Chartering process. Failure to comply with the minimal acceptance criteria defined for a Committee Member will result in the automatic removal of a Committee Member. Removal of a Committee Member may occur at any time, without any prior notice, as long as there is cause (whether by requirement or malfeasance).

Leadership

Scoutmaster

There may be only one Scoutmaster serving at any given time. The Scoutmaster is the adult leader responsible for the image and program of the troop. He or she must be at least 21 years or older. The Scoutmaster and his Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop. The Scoutmaster's duties include:

General

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

Meetings

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

Guidance

- Conduct Scoutmaster conferences for all rank advancements or designate an Assistant Scoutmaster(s) in his absence.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Coordinate unit elections for the Order of the Arrow.

Activities

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

Assistant Scoutmaster(s)

Assistant Scoutmasters will support the Scoutmaster during the Troop's annual chartered period. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An Assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

The Scoutmaster will have sole discretion in the selection of Assistant Scoutmasters, as long as the individuals qualify with BSA standards. Candidates for Assistant Scoutmaster are subject to the review of the Troop Committee and the Scoutmaster. Ultimate authority for acceptance of an individual as an Assistant Scoutmaster will reside with the Scoutmaster, as he will have direct authority over the Assistant Scoutmaster(s). All authority for Troop operations is directly attributed to the Scoutmaster. Thus, all authority held for any operational position (Assistant Scoutmaster down through and inclusive of the Boy Scout ranks) is imputed from the Scoutmaster. Clearly, if any individual with rank in the Troop acts, he is (for good or bad) a reflection of the Scoutmaster, to whom all ultimate responsibility will be applied.

Junior Assistant Scoutmaster(s)

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 and also an Eagle scout. He is appointed by the Scoutmaster because of his leadership ability. By accepting the position of Junior Assistant Scoutmaster, a scout agrees to provide service and leadership to the troop. The Junior Assistant Scoutmaster's duties include:

- Performing duties as assigned by the Scoutmaster.
- Setting a good example to the other scouts.
- Enthusiastically wearing the Scout uniform correctly.
- Living by the Scout Oath and Law.
- Showing Scout spirit.

Non-Leadership

Charter Representative

There may be only one Charter Representative during the Troop's annual chartered period. The Chartered Organization Representative must be a current and active member of the chartering organization. In the case of Troop 223, that organization is VFW Post 133.

Committee Chair

There may be only one Committee Chair during the Troop's annual chartered period. The Committee Chair is responsible for conducting the Troop's monthly Committee Meetings, and for ensuring that the Troop Committee is dedicated to the welfare of the Troop and, the Troop members and the Troop Leadership.

Treasurer

There may be only one Treasurer during the Troop's annual chartered period. For backup purposes, one additional Committee Member (duly assigned by the Committee Chair), may have signing privileges on the Troop's financial account. The Treasurer is responsible for submitting a monthly financial report, as well as ensuring the Troop account at Council is funded. Also, the Troop Treasurer will be responsible for payment of all Troop debts, as well as the ensuing bookkeeping duties, to include all correspondence.

Secretary

There may be only one Secretary during the Troop's annual chartered period. For recording purposes, any Committee Member present at a Committee Meeting may record the minutes provided: the Secretary is not present or unable to perform the duty and the minutes follow the standard acceptable format, as set by the Troop Committee.

Pack Liaison

At least one member of the Committee will serve as Liaison to our Pack. Primary responsibilities for this position are keeping the Pack informed of all relevant Troop information and Webelos to Scout transition. This individual must have a child that is currently an active Pack 223 member.

Committee Members

Any parent or community member interested in assisting the Troop. ***Membership shall be limited to an amount not to exceed more than a number equivalent to 50 % of the total number of Scouts in the Troop.*** In order to serve in an official capacity a Troop 223 committee member must satisfy the requirements directly below.

Requirements

Minimal yet specific criteria must be met to serve as a member of Troop 223's Committee.

To Join

Completed and accepted Adult Volunteer application. Members may be required to complete this application annually. An active member who's updated application is not accepted by the Boy Scouts of America will be removed from the Committee.

To Remain

In order to remain a member of the Troop's Committee, the member must:

- Be an active participant in at least three (3) of the Troop's annual activities, or five (5) monthly activities (not including Troop Committee meetings). This will ensure a "hands – on" perspective as to the functioning of the Troop, rather than receiving the information second – hand.
 - Attend a minimum of 50% of the Committee Meetings for that scout year.
-

- Receive training in their respective position within a reasonable period of time after securing the position. Previous training will be accepted, provided the training has occurred within the last five years.

Any exception to this criteria may be exercised at the sole discretion of the Committee Chair. Failure to comply with this criteria will serve as the basis for automatic removal from the Troop Committee. Unless otherwise warranted, removal will occur during the unit's rechartering period.

Responsibilities

Meetings

Unless other arrangements are made, meetings occur on the second Monday of every month. The location of the committee meeting will be determined on an as needed basis. Normally the committee meets at the VFW Post 133.

Agenda will be set in advance by the Committee Chair. All topics to be discussed can be submitted by any member of the Committee. Submitted topics should be communicated directly to the Committee Chair in writing in advance of the Committee Meeting. Whenever possible, the Committee Chair should make the meeting agenda available at least 3 days prior to the Meeting. Required monthly agenda items should include but not be limited to [1] review of the previous Meeting's minutes, [2] Scoutmaster's report, [3] Treasurer's report and [4] Patrol Leaders Council report.

Decision Making

The Committee exists to serve the Troop. All Troop operations are managed by the Unit's leadership positions, at the discretion of the Scoutmaster. Therefore, following any unforeseen problems, the Committee should respect, follow and unconditionally support the Troop's Leadership.

In the event of a grievance, a Committee Member should address their problem with the Committee Chair, who will then process it accordingly. This will involve an investigation prior to the presentation before the full Troop Committee. The Committee Chairman will have sole discretion as to whether or not the issue at hand is properly a matter for review by the Troop Committee. If, after proper investigation, the Committee Chair decides the matter is without merit, it will be permanently dropped from consideration.

Board of Reviews

Committee members are entitled and encouraged to participate in Board of Reviews (BOR). Board of Reviews are conducted after a Scoutmaster's conference. BOR will occur quarterly. Ideally they will occur within one month's advance of the Troop's scheduled Courts of Honor. A Committee Member may be asked to participate in an Eagle candidate Board of Review. Eagle Board of Reviews are conducted by the District on an as needed basis.

Troop Parents

The role of parents within Troop 223 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. Parents should try to:

- Read their Scout's handbook and understand the purpose and methods of Scouting. Parents should attend an informal Boy Scout Fast Start training session conducted either by the Troop Committee or through an on-line session.
 - At times literature will be sent home with the Scout. By signature, parents may be requested to acknowledge receipt and understanding of this information.
- Actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed.
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- Assist, as requested, in all Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
- Be aware of the Troop program and annual calendar.

Troop Unit

Any Boy Scout registered to Troop 223 under the guidelines of the Boy Scouts of America will be considered a member of the Troop's Unit.

Membership

Any child ages 10 through 18 (grades Five through Twelve) may participate in the Boy Scout program. To be a member in good standing within Troop 223, the Scout must be on the unit's charter and their dues must be current. In addition, the Scout must not have any Code of Conduct violations.

Membership may be limited to the number of boys that can be adequately and safely supported by the active Troop leadership and/or accommodated by physical facilities.

Rechartering and Fees

The process of rechartering is the annual collection of registration and insurance fees for the Scouts and Leaders. The Troop will make a formal visit to the chartering organization to renew their commitment for the designated calendar year. The process of rechartering for Troop 223 must be completed by the end of February of each calendar year.

Annual Registration

The annual fee for each Scout in Troop 223 will set annually. The fee will be based upon the anticipated expenses incurred per scout for national BSA membership, insurance costs, and such costs including but not limited to badges, awards, and other expenses incurred by the troop as a whole.

New member Fee

There is a one time new member fee of **\$40.00** to join Troop 223. This fee covers the cost of a:

- Troop 223 Hat
- Troop 223 Class B T-Shirt
- Troop 223 Neckerchief shoulder loops and BSA slide
- Official Boy Scout Handbook

All checks should be made payable to: Boy Scout Troop 223. A letter will be sent to Parent(s)/Guardian(s) if Scouts dues are more than 60 days delinquent.

Any Scout more than 60 days delinquent may not participate in any Troop meetings, activities or outings until dues become current. A Scout who does not become current within 90 days may have his membership in Troop 223 canceled. The Troop will work with any family that may have a financial hardship with meeting any required fees. This should include an agreement to make a reasonable attempt to assist the Troop with its financial obligations, including significant effort during Troop fundraisers. All requests for financial assistance should be directed to the Committee Chair. All contacts will be confidential.

Commitment

On an annual basis, by being registered with the Troop every family commits to the following:

- Each Scout will attend at least four monthly outings during the year.
- Each Scout will make every attempt to attend all Courts of Honor, Scout Sunday / Sabbath, and all Troop required functions.
- Each scouting family will participate to the best of their ability in the Scouting for Food and Friends of Scouting programs.

Uniform

The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself can not make a good Scout or a good Troop, but its use has been proven to improve both the Scout and the Troop because it is a visible symbol of Scouting and unity.

Uniforms are required for all activities that Troop 223 participates in. These include (but are not limited to) all troop meetings, camp outs, activities, etc. We generally refer to uniforms as class "A" or class "B". Each scout is required to meet uniform requirement within two months after joining the Troop. It is recommended that the Scout's name be placed on all parts of the uniform with an indelible marker.

Uniforms and insignia are worn a certain way. The Troop Leaders *and Senior Patrol* will be able to answer any questions you might have on where to put what

badge. Also, inside the cover of the Handbook there are guides for badge placement.

Class A (or "Field Uniform")

Worn, as instructed by Troop leadership. Example occasions include Troop Meetings, Patrol Meetings, Fundraising, Dining at Summer Camp, etc.

- Tan scout shirt with appropriate insignia and patches placement:
 - Central New Jersey Council strip on left arm
 - 223 unit numbers on left arm beneath council strip
 - Red shoulder loops (epaulets)
 - Patrol insignia on right arm below American Flag
 - Troop leadership patch (if applicable) on left arm
- Olive (green) pants or shorts in good condition.
- Boy Scout Socks (any length), for wearing with shorts.
- Scout web belt and buckle or leather belt.
- Hiking boots or presentable sneakers. No sandals. Socks are required.

Class A Dress

Worn, as instructed by Troop leadership. Example occasions include a Board of Review, Court of Honor, Parade, Funeral, etc.

Same as Class "A", with the following changes:

- Troop 223 neckerchief (obtained from Troop).
- Neckerchief slide (can be purchased or made by Scout).
- Troop 223 Hat.
- Any earned awards (medals should be displayed over left pocket).
- Official Scout merit badge sash or Order of the Arrow sash.
- Footwear may only be hiking boots or casual dress shoes; no sneakers. Socks are required.

Class B (or "Activity Uniform")

Worn, as instructed by Troop leadership when activities may cause damage to the Class A uniform. Example occasions include Troop outings (hike, bicycling), service project.

- Troop 223 T-Shirt (obtain from Troop).
- Sneakers or hiking boots. Socks are required.
- Green pants or shorts.
- Boy Scout Socks, for wearing with shorts.

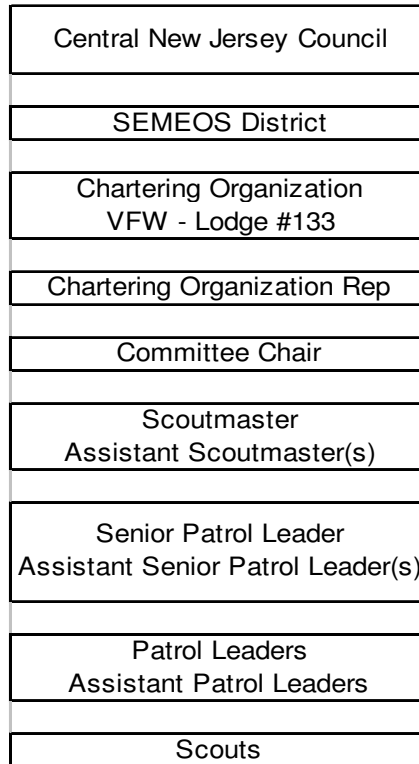
In addition to clothing, proper 'uniform' for each Troop meeting also includes a notebook, a pen and *his* copy of the *Boy Scout Handbook*. The Handbook is necessary to pass all advancement requirements in Scouting. The Scout's Handbook is required at each Board of Review and should be brought to all Troop meetings and campouts. The Scout's name should be marked in, preferably on the edge of his Handbook. Scouts are required to

have all advancement requirements signed and dated in their Handbook as requirement is passed.

Continued failure to be prepared, i.e., dress, Handbook or otherwise, will result in a "First Offense" as outlined in the Troop's Code of Conduct.

Chain of Command

The following diagram reflects the normal chain of command for Troop 223.



Code of Conduct

All Scouts that are members of the Troop 223 will abide by the Troop 223 Code of Conduct (see Appendix). At the start of each term, (usually in September), each Scout will be given a copy of the Code of Conduct. Included with the code is a signature page. The signature page must be signed and returned within 30 days to a member of the Troop’s Senior Patrol or adult leadership, who will in turn sign at the proper spot, acknowledging receipt of the page and that the Scout has read and understands the Code of Conduct. The signature pages will be kept on file *with the Troop Secretary* for that term.

The acceptance by every Scout of the Troop 223 Code of Conduct is not optional. All members of Troop 223 must sign the unit's Code of Conduct acknowledging the Troop's interpretation of Scout Spirit. The Scout’s parents are also held responsible to the Troop 223 Code of Conduct, since their signature is required on the signature page.

Communication

The Leadership of Troop 223 will do their best to communicate the Troop's program on a consistent and reliable basis. Several methods of communication will be used to accomplish this:

- Email
The Troop maintains an extensive email list which encompasses both scout and parent email addresses. If a Scout receives an email from anyone other than a fellow Scout (ie. Patrol Leader), their parent(s) must be cc-ed on the communication. Example: All emails from Troop Leadership will be sent to both the Scout and their parents.
- Handouts
Often handouts are distributed at Troop meetings. A handout may be notification of policy, scheduled event or program information. Certain documents may have tear-off sections that are required to be signed by a scout's parents. In the event where a signature is required, the tear-off section will be returned to the Troop's leadership for record keeping purposes. This approach is one way of ensuring that appropriate information is received and acknowledged by a scout's parents.
- Website
The Troop's webmaster will make every attempt to keep our unit's website current. Please check the website for updates on a consistent basis. When possible, documents distributed at Troop meetings will be posted on the website. The Troop's web address is: <http://troop.nj223.com/>
- Verbal announcements
Communication occurs at every Troop meeting. As such scouts are requested to bring writing materials to every meeting so that they may record important information.

The Troop prides itself in having an "open door policy" with respect to communication. Every scout and parent should feel that any leader is approachable to discuss any detail of the program with. If for some reason a scout or parent is uncomfortable speaking to a specific leader, they should speak to the Scoutmaster. If the Scoutmaster can not be approached, the Committee Chair should be contacted.

Meetings

Troop

Troop 223 will hold Troop meetings several times a month. Meetings currently are held at a minimum twice a month on Tuesday, from 7:30 p.m. to 9:00 p.m. (during the school year). Changes to the meeting schedule will be announced as early as possible to allow for proper planning. Troop 223 does not meet during a period when the East Brunswick Schools are not in session. The Troop will be governed by the East Brunswick School District calendar as to availability of Bowne Munro school. Under special circumstances, the Troop may meet at a site and time designated by the Scoutmaster.

The format of a typical Troop Meeting will consist of:

- Opening Ceremony
- Announcements
- Rank advancement work and/or special event preparation
- Merit Badge work
- Games (if time permits)
- Scoutmaster's Minute
- Closing Ceremony

Scouts should not be dropped off more than 15 minutes prior to scheduled meeting time and **ONLY THEN IF A TROOP OFFICIAL IS PRESENT**.

Scouts shall arrive prior to the established meeting time and attend the entire meeting, except when special organized events conflict. *Prior notice is to be provided to the Scout's Patrol Leader if he is unable to attend. Failure to provide notice will be registered as an unexcused absence.*

Scouts **MUST** be picked up by Parent(s)/Guardian(s), or other person designated by Parent(s)/Guardian(s), within 15 minutes of scheduled ending time.

Patrol

Troop 223 requires that its Patrols meet on a regular basis. Patrol meeting location and times are at the discretion of the Patrol's leadership. Failure to meet as a Patrol may result in delay of advancement for the Patrol's leadership – Patrol Leader and Assistant Patrol Leader(s).

Youth Leadership

The Troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

Patrols

The Scout troop is made up of patrols. A patrol is a grouping of *approximately* six to eight boys who work together. Unless appointed by the Scoutmaster or Senior Patrol Leader, each patrol elects its own boy leader, called a patrol leader. The **New Scout Patrol(s)** is composed of new members who have not entered the sixth grade. The **Senior Scout Patrol(s)** is for those boys who are age 12 and older.

Elections for Patrol Leader are held in September and March of each year. Elections for Senior Patrol Leader will be at the discretion of the Scoutmaster.

All elections for leadership are at the discretion of the Scoutmaster. If the Scoutmaster feels it would be in the best interest of the Troop, he may appoint the leadership positions, rather than allow for elections. In the same manner, the Scoutmaster has authority to demote or remove (change) any leadership position, in the best interest of the Troop, at any time.

Patrol Leaders' Council

The Patrol Leaders' Council (PLC), **not the adult leaders**, is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders and troop guide.

The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the troop committee for approval. The troop committee either approves the plan or makes alternative suggestions for the patrol leaders' council to consider. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster.

Junior Leader Positions

All leadership positions have authority derived through the Scoutmaster. The Scoutmaster imputes authority to the leadership positions; none of these positions have any authority that is exclusive of the purview of the Scoutmaster, nor will any of these positions act in any manner that has not been clearly set forth by the Scoutmaster. ***By accepting a Junior Leader Position the Scout acknowledges that he will fulfill all of the requirements of the position to the satisfaction of the Senior Patrol Leader. Failure to perform such requirements upon acceptance may lead to removal from such position. All junior leadership positions shall be reviewed by the Senior Patrol Leader on a quarterly basis.***

Senior Patrol Leader – the top junior leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.

Assistant Senior Patrol Leader(s) - fills in for senior patrol leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructors.

Historian - collects and maintains troop memorabilia and information on former troop members.

Librarian - keeps troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.

Scribe - the troop secretary. Records events as required.

Instructor - teaches one or more advancement skills to troop members.

Chaplain Aide - assists in troop religious services and promotes religious emblems program.

Junior Assistant Scoutmaster – an Eagle scout 16 or older who supervises and supports other boy leaders as assigned.

Patrol Leader - gives leadership to members of his patrol and represents them on the patrol leaders' council.

Assistant Patrol Leader - fills in for the patrol leader in his absence.

Troop Guide - advisor and guide to the new Scout patrol.

Den Chief(s) - works with a Cub Scout den as a guide.

Quartermaster - responsible for troop supplies and equipment.

Activities

Two registered adult leaders, or one adult leader and a Scout parent, both of who must be at least 21 years of age, are required for all Troop 223 meetings, trips or outings. Depending on the event, there will be times when a smaller ratio of adults to scouts is required. The following may serve as a guideline:

Troop meeting	1 adult per 20 scouts
Camping Trip	1 adult per 10 scouts
Hiking / Rafting	1 adult per 5 scouts

Every effort will be made to have activities on a regular and consistent basis.

Camping

Camping fees shall be set by the Troop Committee for the purchase of food and normal camping fees. **Camping fees are required for each scout and adult to participate and will be due by Tuesday night prior to the camp out unless an earlier date has been established-** payable in cash or check to Troop 223.

The Scoutmaster may amend the camping fees when selected camping or camporee fees are required. Camping fees are non-refundable unless the Scoutmaster determines that there is a valid reason to refund fees. Summer Camp fees and deadlines for the same will be published and strictly followed.

Scouts or adults may not bring sodas, alcohol, candy, gum, electronic entertainment devices etc. on camp out. Possession of these articles without an expressed exemption from the Scoutmaster shall be grounds for immediate confiscation of the article and possible expulsion of the scout from the Scouting function. Any food item that is brought on a camp out must be reported to Scoutmaster or Assistant Scoutmaster and put in the dry box. No food is permitted in the tents. Exceptions can be made by the Scoutmaster. All medications need to be reported to the Scoutmaster or designated "in-charge" adult leader of the trip.

Cell phones shall not be brought onto camping trips without prior approval of the Scoutmaster who shall advise the Troop on a trip by trip basis as to the appropriateness of cell phones. In the event cell phones are permitted, their use shall be restricted at the discretion of the Scoutmaster, or his designee.

Barring medical emergency no scout shall be permitted to leave a camping trip without prior approval of the Scoutmaster. If a Scout needs to leave any event due to medical reasons and there is a First Aid Squad present, the Scout must receive medical treatment before being dismissed. A Scout who leaves an event without prior approval will lose all camping credits for the event. (i.e. badges

from the event). This action will also result in two (2) immediate infractions of the Troop Code of Conduct Policy.

If a Scout has pre-registered for an event and a parental request to be relieved is denied(with reasons) no refund shall be given should the parent decide to remove the Scout from the event.

Barring a medical emergency, no parent/guardian shall attend or appear at an event without prior approval of the Scoutmaster. Parents/guardians who violate this provision shall subject their child to to potential loss of camping credit.

Parents/guardians of the members of the New Scout patrol(s) should be aware of the fact that parental involvement on camping trips during the first year is expected to be limited as the boys assimilate into the Troop and begin to develop independence as a Scout.

Permission Slips

The standard Troop 223 permission slip will be used for all campouts and other activities as required by the Scoutmaster. The completed, signed permission slip must be turned in by the established deadline or **the scout will not be allowed to participate.**

Transportation

All outing and camping transportation shall be in accordance to the BSA "Guide to Safe Scouting".

Emergency Treatment

In case of a medical emergency, the Parent(s)/Guardian(s) will be notified as soon as possible. In event Parent(s)/Guardian(s) cannot be reached, the injured person will be treated as deemed necessary by the leadership of the event.

Every Scout must have a physical every three years. Adults over 40 must have a physical every year.

Fundraising

Troop 223 will conduct fundraising events to assist in executing the financing plan of the unit's operating year. The Troop's fundraising program is intended to encourage the parents to have their sons participate in events with the goal of having them pay for 100% of the costs of operating the Troop. The program's ultimate goal is to reward those scouts that participate in fundraisers by having the funds collected reduce their contribution to the program.

Fund raising pays for the purchase of new Troop equipment, maintenance of Troop equipment and facilities, insurance, licensing of Troop trailer, and Troop activities.

All parent(s)/guardian(s) and scouts are expected to participate in fund raising activities.

Advancement

There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge." For that is exactly what the Boy Scout advancement program asks the boys to do. The Boy Scout advancement program provides a ladder of skills that a Scout climbs at his own pace. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges. Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The higher he climbs the more challenging his tasks -- and the more rewarding.

Achievements include:

- Learning skills that qualify for Scouting's more rugged and exciting outdoor challenges.
- Developing body and mind, growing self-confidence, and helping younger Scouts climb the advancement ladder.
- Discovering how it feels to go further -- in so many ways -- than he ever thought he could.

Troop 223 does not look at advancement as a goal, but as a natural outcome of a planned, quality Troop program.

There are four steps of advancement:

- The Boy Scout Learns.
- The Boy Scout is Tested.
- The Boy Scout is Reviewed.
- The Boy Scout is Recognized.

With this stated, Troop 223 supports the BSA goal of having every new Scout advance to First Class within one year. However, the Troop also believes that in order to get the most out of the program the Scout should not advance too quickly. Therefore, we recommend one month tenure between Scout and Tenderfoot, three months between Tenderfoot and Second Class, and three months tenure between Second Class and First Class. New scouts joining the Troop with Cub Scout's highest rank -- the Arrow of Light, may immediately advance to the rank of Scout at the sole discretion of the Scoutmaster.

Keep in mind that according to the Boy Scouts of America guidelines for advancement, "parent(s)/guardian(s) and other family members shall not be in the approval, review and endorsement of awards and rank requirements." In addition to these guidelines, Troop 223 requires that a scout between ranks, participate overall in approximately 50% of the activities of the Troop in order to advance in rank. The areas of participation shall be service projects, fundraisers, campouts, and outings. Boys not meeting the 50% level will not be advanced.

It is expected that, at a minimum, a scout progress at least one rank per year of membership up to and including the rank of Life. Performance below this minimum level shall require a Scoutmaster's conference, and possible Board of Review, with the Scout, to develop a written performance goal for the next calendar year. Failure to meet the written goal shall require a second Scoutmaster conference with the Scout and Parent(s)/Guardian(s) to discuss advancement progress and goals.

Not every Scout will make it to the Rank of Eagle. Due to its privileges, this rank is desired by every Scout. However, due to its requirements, it should not be expected by every Scout.

From Scout Through First Class



From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. With those first steps the scout begins to build themselves physically, mentally, and morally. He will start to live with the Scout Oath and Law. Soon he will learn the symbolism inherent in the Scout badge; he will learn that there are three points of the trefoil which stand for the three parts of the Scout Oath:

Duty to God and country, duty to other people, and duty to yourself. This is a sign that the scout has mastered the fundamentals of scouting and can begin to start the long process of learning to lead others, refining the learned skills and learning additional skills. ***In order to foster the importance of camping within the advancement process, a Scout will be required to participate in overnight camping without a parent/guardian present before attaining the rank of First Class for a total of three (3) nights. Of the three (3) nights, at least two (2) must be consecutive. A week of Summer Camp would fulfill this requirement.***

From First Class to Eagle



From the achievement of First Class through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges and using the skills learned while achieving the rank of First Class. The next ranks he will earn are Star and Life. These ranks are harder to obtain than the earlier ranks, but are also more interesting for the older scouts. Upon completion of all the requirements for Star and Life the Scout will be eligible to work for Eagle. The original principals, the Scout Oath and Law now have fuller meaning for the Scout and their understanding of them is much greater. The final steps towards Eagle are filled with leadership experiences. Requirements to attain the rank of Star, Life and Eagle Scout within Troop 223 can be found in the proceeding sections.

Star and Life Scout Requirements and Guidelines

As you pursue advancement to these ranks, please keep in mind the expectations that come with them:

1. Planning and Leadership abilities,
2. Proven and Demonstrated experience,
3. Serving as a Role Model to other Scouts

The advancement to these ranks involves a process. These ranks also require service. Neither can occur "overnight". Therefore, the Troop's leadership has created guidelines which will help you through this process. These guidelines describe our Troop's process for completing the Service Project portion of these two ranks. It will help make the transition to these ranks and Eagle easier for both Scout and Leadership.

Service Project Guidelines

The **First Class to Star** and the **Star to Life** Service Projects must demonstrate community service to others. Sometimes this can be a worthy institution other than the Boy Scouts. This may be a religious institution, school, or our community. You may complete this service requirement on your own or do it with other members of your patrol or troop. The Service Project must total 6 hours of work.

Life Service Projects should involve a greater degree of difficulty than Star Service Projects. Star and Life Service Projects should not be the same; Troop 223 wants the scouts to experience different situations.

You should try to choose a Service Project idea which is valuable to the community or our troop and a challenge to you. It does not have to be an original idea, but you must do all of the planning for your Service Project and may not use someone else's plan. If you do your Service Project with others such as members of your patrol or troop, the plan should be jointly designed; however, each Scout must prepare his own proposal. It may not benefit any business or individual. Service Projects may not be part of an Eagle Scout Service Project. Service Projects can include Second Class Scouts serving their 1-hour Service Project rank advancement requirement when approved by the Scoutmaster. You should not spend much time actually planning a Service Project until you have talked the idea over with your Scoutmaster to ensure that it is a valid idea.

Proposal Format

For both Star and Life Service Projects, Troop 223 requires a typewritten proposal to be submitted for approval by the Scoutmaster. This written proposal should be 3-5 paragraphs. The proposal must be submitted for approval at least one week before the Service Project begins. If the Service Project is a team effort, then each scout must write his own proposal. The written proposal must include:

1. Scout's name and current rank
2. Date of submittal
3. Date of proposed Service Project or schedule of days
4. Scope and purpose of Service Project
5. Location of Service Project, including contact person and their phone number
6. Estimated time to complete
7. Any safety considerations
8. The rank for which the Service Project is being done
9. A statement of who will benefit from the Service Project

Report Format

Troop 223 also requires a written Service Project report to be submitted after completing the project. Similar to the Service Project proposal, the Scout must write his own report. The typewritten project report must include:

1. Scout's name and current rank
2. Date of submittal
3. Actual dates of project
4. Actual completed scope of project
5. Details of the project days
6. What happened
7. What actual things you did
8. Location of project, with address
9. Actual time to complete the project
10. Name of organization, contact person and their phone number
11. A statement of who benefited from the project and why
12. A copy of the original proposal

The Troop's Leadership remains committed to assisting any scout desiring to advance; particularly to these coveted ranks. Do not get discouraged if it takes more time to get there than you originally expected. Between the Troop's leadership and your commitment to our program, we promise you will get there.

Keep in mind also that if you current have a leadership role in our unit and it has not been fulfilled according to expectations, you will need to perform an additional service project in order to advance. If you are unsure if you have sufficiently fulfilled your role please see one of our Leaders. In addition, please review the "**Youth Leadership**" section of the Troop's By-Laws.

Eagle Scout Requirements and Guidelines

The following listed requirements need to be performed to the satisfaction of the Scoutmaster and Assistant Scoutmasters of Troop 223 in order for an Eagle Candidate from our troop to be deemed worthy of recommendation to an Eagle Board of Review. If the Troop's leadership collectively agrees that the candidate

is not ready, they will document the reasons why and propose a development plan with a recommended approach of action.

If the scout feels that they are being put at a disadvantage, they may schedule a meeting with the Troop's Committee and / or District Advancement Committee to resolve any discrepancies.

BSA Requirements

1. Be active in your troop and patrol for at least 6 months as a Life Scout.
 2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
 3. Earn a total of 21 merit badges, including the following:
 - i. First Aid
 - ii. Citizenship in the Community
 - iii. Citizenship in the Nation
 - iv. Citizenship in the World
 - v. Communications
 - vi. Personal Fitness
 - vii. Emergency Preparedness OR Lifesaving
 - viii. Environmental Science
 - ix. Personal Management
 - x. Swimming OR Hiking OR Cycling
 - xi. Camping
 - xii. Family Life
 4. While a Life Scout, serve **actively** for a period of 6 months in one or more of the following positions of responsibility:
 - Patrol leader
 - Assistant senior patrol leader
 - Senior patrol leader
 - Troop guide
 - Order of the Arrow troop representative
 - Den chief
 - Scribe
 - Librarian
 - Historian
 - Quartermaster
 - Junior assistant Scoutmaster
 - Chaplain aide
 - Instructor
 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee and the council or district before you start.
 6. Take part in a Scoutmaster conference.
-

7. Successfully complete an Eagle Scout board of review.

Troop 223 Requirements

Knowledge

1. Describe the elements of the Scout badge in detail.
2. Describe what the Scout Oath and Law mean to you – personally.
3. Provide an overview of the Scouting program: including its History, Founders and anything else you wish to add that would demonstrate your knowledge of the history of the Scouting movement.

Skills

4. Explain the use for and successfully tie the following Knots:
 - a. Square knot (a joining knot),
 - b. two half hitches,
 - c. taut-line hitch,
 - d. timber hitch,
 - e. clove hitch,
 - f. bowline knot
5. Explain when to use and successfully perform the following Lashings:
 - a. square,
 - b. shear,
 - c. diagonal,
 - d. round
6. Demonstrate how a compass works and how to orient a map

Participation

7. Produce a listing of all positions held, badges and awards earned since joining Troop 223
8. List in detail all accomplishments, contributions and participation in Troop 223 events since your obtainment of the rank of Life Scout. In essence, prove why you have **Scout Spirit** as described within the guidelines of Troop 223's By-Laws and Code of Conduct.

Leadership

9. Teach one of your scouting skills to another scout or group of scouts. Explain what you did and why.
10. Plan, assist and lead in a major Troop 223 activity.

Merit Badges

Boy Scout merit badges give scouts the opportunity to investigate over 120 different areas of knowledge and skills. The merit badge program plays a major role in the scouting advancement program and participation can begin as soon as a

scout registers with a troop. The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject matter area. The only limitations are his ambition and availability of adult merit badge counselors to offer instruction.

Pamphlets

An official Boy Scout merit badge pamphlet has been created for the BSA by topic authorities for each merit badge. The pamphlets contain requirements, introductory information and supplemental reference text. A scout can purchase pamphlets from BSA, find them in a troop library, or often-times check them out from a public library.

Counselors

Merit badge counselors are volunteers that have been selected, trained, and approved by council or district committees. They are knowledgeable in the topic and understand the goals of scouting and the Boy Scout merit badge program. Many districts have a directory of counselors. Please see a member of the Troop's leadership for a copy of this directory.

Process

A scout decides he would like to earn a specific merit badge. He obtains approval to begin the merit badge from his Scoutmaster. The Scoutmaster identifies possible merit badge counselors. The scout identifies another scout that will be his partner to attend meetings with the counselor to follow safe scouting guidelines (or the scout attends the counselor meetings with a parent). He then contacts the counselor to begin badge work. The counselor reviews the requirements with the scouts and they decide on projects to complete and a completion schedule. The counselor provides expertise, advice, guidance as needed until the scouts have completed the requirements. The merit badge counselor certifies completion of requirements by signing the scout's merit badge card. The scout returns the counselor signed merit badge to the Scoutmaster or Assistant Scoutmaster who initially signed the card. They will then sign the card for the second time to acknowledge the official completion of the merit badge. The merit badge earned will be presented to the Scout during a Troop's Court of Honor.

Required Merit Badges

A scout can begin taking merit badges as soon as he joins our Troop, but no merit badges are required for advancement until he receives his First Class rank. Advancement to Star, Life, and Eagle all require completion of merit badges, service, and leadership. To reach Eagle rank, a scout must complete a total of at least 21 Boy Scout merit badges, 12 of which come from the Eagle-required badge list.

Scoutmaster's Conference

The point in time where a Scout is able to demonstrate their learned skills expected of rank. Generally speaking, a Scoutmaster's conference is a basic testing of scout skills. Scoutmaster conferences are normally scheduled a few weeks prior to a Court of Honor. However, they may be scheduled as needed based upon request.

Rank Deferment

Scout Spirit is a critical component of each advancement rank. Therefore, a Scoutmaster and/or Assistant Scoutmaster(s) may have reason to defer rank until the scout has demonstrated improvement in this critical aspect. For the ranks First Class to Eagle, leadership plays a critical role in determining advancement. If the Scoutmaster believes that a scout has not demonstrated leadership in their designated Troop role, rank may be deferred until such a time when the leadership skills are demonstrated and proven.

Board of Review

Board of Reviews may only be scheduled after a scout's Scoutmaster Conference.

When a Scout has completed all the requirements for a rank, he appears before a board of review composed of members of the Troop Committee. The purpose of the review is not an examination. Rather it is to determine the scout's attitude and acceptance of ideals of the Scouting program (Scout Spirit); to ensure that the requirements have been met for advancement, to discuss the scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards advancement. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement. On some occasions, the "Board" may conclude that a Scout is not ready for the next level and may subsequently defer rank advancement to a later date.

Board of Reviews will be staffed and held on a scheduled basis. When requested by a scout, a Special Board of Review may be held when requested by the Scoutmaster.

A Scout appearing before a Board of Review will wear Class "A" Dress Uniform and have his Boy Scout Handbook with him.

Court of Honor

Troop 223 will conduct at least three Court of Honors per year (Fall, Mid year, Summer). A Court of Honor recognizes all scout and adult appointments, elections, awards, and advancements since the last Court of Honor. It is a public ceremony, and is a chance for the scouts to be publicly recognized for their achievements. Parents and all other interested individuals are encouraged to attend.

In the event when Troop 223 has awarded the rank of Eagle Scout to one of its Scouts, a special Court of Honor will be scheduled to honor this highest rank in Scouting.

APPENDIX

Troop 223 Code of Conduct

2008 Edition

Policy

Scouts are required to attend and be prompt to all scheduled meetings and activities. Scouts are to maintain good behavior and follow the Code of Conduct. Scouts not following the Code of Conduct may, at the discretion of the Troop's Leadership, be asked to leave the meeting or activity and/or have their parents or guardians pick up the Scout from the meeting or activity. The Scout will be welcomed back at the next meeting or activity unless otherwise specified. Violations of the Code of Conduct are subject to review by the Troop's Committee and Leadership.

All Scouts who would like to be members of BSA Troop 223 must sign the Troop 223 Code of Conduct. This is not optional. It is our definition of Scout Spirit. "Scout Spirit" is living the Scout Law. A Scout's 'spirit' is a key requirement for advancement within the Boy Scout program. It is reviewed and evaluated during each Board of Review. If a scout is demonstrating good Scout Spirit then he will be considered in 'good standing.' Thus he will be eligible for rank advancement. If a scout is not demonstrating good Scout Spirit he will not be eligible for rank advancement.

The parents/guardians of each Scout must also sign the Troop 223 Code of Conduct, verifying that they have read and understand what it entails. A parent's/guardian's signature also signifies that they have read and understand the Troop's By-Laws.

Principles

The Code of Conduct for members of the Troop, Scouts, and Scouters is the **Boy Scout Law**:

1. **Trustworthy**: Besides telling the truth, dependability is just as important in your relationship with your fellow Scouts and Scout Leaders.
2. **Loyal**: The Troop is a family in the community of Scouting and other troops are extensions of our family, they deserve to be treated as family. A Scout's word is as good as his handshake; trust and fulfillment are valuable traits.
3. **Helpful**: New Scouts look to older Scouts as role models; you should be generous with your skills and be aware of your behavior. Younger Scouts also need to be aware of their responsibilities, behavior and respect to those of higher rank.
4. **Friendly**: All Scouts are part of the brotherhood, and appreciation of different customs and styles of behavior or dress are part of being friendly.
5. **Courteous**: Good manners are minimum standards and make social interactions work with all types of people. The Scout shall endeavor to be punctual and respect others value of time.
6. **Kind**: No Scout should let looks or personality be a major influence in how they act with fellow human beings. Doing a good turn may also mean treating others as you would want to be treated.
7. **Obedient**: Scout Laws and community laws have the same goal and that is to prevent chaos while minimizing limitation of freedoms. Whether a law is good or bad does not change the law.
8. **Cheerful**: "Cheerful Service" is the motto of the *Order of the Arrow*, but should be a guideline for all of us. Requests from your adult or youth leadership should not be answered with looks of anger or disgust. The family has to function together and bothersome tasks happen to all of us.
9. **Thrifty**: Besides money, natural resources have to be conserved; besides these, time and property should be used with the realization that they are not endless.
10. **Brave**: Part of being Scout-like is having courage regarding personal convictions while not being reckless or having a mindless macho approach in your relationship with others.
11. **Clean**: A Scout keeps his mind and body fit and clean, and associates with others who believe in these same ideals. A Scout is expected to leave for camp or arrive for troop functions with clean clothes and clean body. Abusive or foul language is inappropriate to the Scouting movement and disrespectful to others, as are racial slurs, ridicule and insults.
12. **Reverent**: A Scout is respectful of all religions and faiths, and is faithful in his own religious duties.

General Behavior

There will be no threatening behavior, no physical contact or offensive touching, such as pushing, shoving, punching, tripping, hitting, striking or general horseplay. The Troop also maintains a strict NO-SMOKING policies as well as a strict adherence to all BSA guidelines relative to substance abuse and the use of weapons of any sort. Any offenses in regard to the above will be dealt with in a strict manner. In short, this type of activity will not be tolerated. Parents are requested to make sure the boys are clearly aware of this policy.

Furthermore, there will be zero tolerance for any disrespect toward any adult, leaders or parents. The Troop leadership is all volunteers, and our time is as valuable as the next person's. Therefore, none of that valuable commodity will spent correcting for bad manners or poor and unreasonable behavior. The simple correction will be the termination of the Scout's membership in Troop 223.

Violation of the Code of Conduct

First Offense:

Scout will be dismissed from meeting or activity at the discretion of the activity leader and a parent/guardian will be notified and asked to come pick the Scout up. Note: This will include **all** trips, potentially a substantial distance from East Brunswick.

Second Offense:

Scout will be dismissed from meeting or activity **ONLY** to be reinstated after a meeting with the Scout Troop Committee, including the Scoutmaster, the activity Leader, the parent(s)/guardian(s) and the Scout. Final Decision will be made by a majority vote of the Scout Troop Committee present.

Third Offense:

There is the potential that a Scout's behavior may be so bad that it is enough to cause more than one offense from one occurrence, thus necessitating the application of second or third offense disciplines from the onset. *Suspension and/or termination of Troop membership by recommendation of the Scoutmaster and the Scout Troop Leadership.*

Signature Page

Please return this completed page to the Troop's Scoutmaster. Keep the rest of the Code of Conduct and Troop By-Laws for your reference.

I have read and agree to abide by the Troop 223's Code of Conduct and By-Laws, 2008 Edition:

Scout Name (Please Print): _____

Scout Signature: _____

Date: _____

Parent's Name (Please Print): _____

Parent's Signature: _____

Date: _____

Troop 223 Official Name: _____

Troop 223 Official Signature: _____

Date: _____