



# Troops 295 & 219 Policies & Guidelines

1 January 2024



This document's purpose is to supplement the national, council, and district Scouting BSA policies. It will be updated annually or as needed to comply with governing directives. Concerns or comments can be sent to the Committee Chair or tabled during the monthly Committee meeting. Please refer to the following websites for governing directives, all of which supersede this document:

National Guide to Safe Scouting: <https://www.scouting.org/health-and-safety/gss/>

Youth Protection Information: <https://www.scouting.org/training/youth-protection/>

Council Statement of Values: <https://www.ncacbsa.org/statement-of-values/>

Prince William District Home Page: <https://www.ncacbsa.org/prince-william/>

Council-Supported Unit Resources: <https://www.ncacbsa.org/unit-resources/>

Guide to Scouting Advancement: <https://www.scouting.org/resources/guide-to-advancement/>

Additional Publications: <https://www.scouting.org/programs/scouts-bsa/troop-resources/adult-publications/>

## Organizational Structure

BSA National Council

↳ Northeastern Region

↳ National Capital Area Council (NCAC)

↳ Prince William District

↳ Chartering Organization: Rotary Club of Lake Ridge

↳ Troop Committee

↳ Troops 295(B) & 219(G)

## Expectations

In accordance with the Committee Guidebook Chapter 4, this committee will:

- Ensure that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Ensure that all adults with direct youth contact are approved, registered, and trained & current in Youth Protection training.
- Ensure that all Youth Protection policies and guidelines are followed.
- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to Scouts BSA and the chartered organization.
- Support leaders in carrying out the program.
- Remain responsible for finances, adequate funds, & disbursements in line w/the approved budget plan.
- Obtain, maintain, and properly care for troop property.
- Ensure the troop has an outdoor program (minimum 10 days and nights per troop per year).
- Serve on boards of review and courts of honor.



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- Support the Scoutmaster in working with individual Scouts and problems that may affect the overall troop program.
- Provide for the special needs and assistance some Scouts may require.
- Assist the Scoutmaster with handling Scout behavioral problems.

## Committee Positions

A Scouts BSA committee requires a minimum of three adults ages 21 or older. There is no limit to the number of trained adults allowed committee membership, and all parents are encouraged to join. This committee will attempt to always fill the following positions: Committee Chair, Secretary, Treasurer, Outdoor/Activities Coordinator, and Advancement Coordinator. Additional positions are Chaplain, Training Coordinator, Equipment Coordinator, Membership Coordinator, New Scout Parent Coordinator, and Unit Religious Emblems Coordinator. Details on position responsibilities can be found in the Troop Committee Guidebook.

## Recurring Committee Activities

The 295/219 Troops Committee meets monthly, except for June, July, and December. Monthly meetings will normally fall on the third Tuesday of the month, unless otherwise announced to avoid scheduling conflicts or extenuating circumstances. Normal business includes a Troop report by each Scoutmaster, announcements from the previous Council roundtable, position reports, and budget discussions. However, anything believed to be relevant to Scouting may be tabled during new business.

Scouts must meet a Board of Review (BoR) in order to advance to each rank beginning with Tenderfoot. The Scoutmaster will notify the Advancement Coordinator when a Scout is ready to meet their next board. Three Committee members must sit the board in order to hold a BoR; usually one of the three is the Advancement Coordinator or the Chair. A parent may not sit on their own child's board. BoRs will normally fall on the second Monday of each month. However, for Scouts aged 16 and older, out-of-cycle BoRs may be scheduled by the Advancement Coordinator to ensure the Scout has every opportunity to reach Eagle before their 18th birthday.

The Eagle Board of Review (EBoR) follows specific rules and procedures based on the Guide to Scouting Advancement. Both Troops will follow these requirements with a focus on completion before a Life Scout turns 18. In the event a Scout is unable to complete their EBoR by their 18th birthday, the Committee will coordinate a waiver request with that Scout's Scoutmaster.

**Minimum Adult Training** – To be an adult leader, one must:

1. Register with one or both troops via <https://www.scouting.org/>
2. Establish an account on my.scouting.org using the member number assigned upon registration.



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3. Complete initial Youth Protection Training (YPT) via <https://www.scouting.org/training/youth-protection/> and refresher training every two years.
4. Complete any training specific to an assigned position, as applicable.

**Mandatory Reporting** – There are two types of Youth Protection-related mandatory reporting among all registered adults:

1. When you witness or suspect any child has been abused or neglected.
2. When you witness a violation of the BSA's Youth Protection policies.

All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. **No person may abdicate this reporting responsibility to any other person.**

## Steps to Reporting Child Abuse

1. Ensure the child is in a safe environment.
2. In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the Scout's home or family, you are required to contact the local child abuse hotline number or child protective services. Prince William County's information is:
  - a. M-F, 8:00am to 4:00pm – Department of Social Services: (703) 792-4200
  - b. M-F, 4:00pm to 8:00am, or weekends – PWC Police: (703) 792-6500
  - c. Virginia State Hotline – (800) 552-7096

## Reporting Violations of BSA Youth Protection Policies

If you have reason to believe any of the BSA's Youth Protection policies, including those described within Scouting's Barriers to Abuse, have been violated, you must notify your local council Scout executive, so he may take appropriate action for the safety of our Scouts.

PWC District Scout Executive: Mr. Brian Morrison  
Office (301) 214-9142, Cell (571) 422-2515

Deputy Scout Executive: Mr. Lee Murdoch  
Office (301) 214-9102, Cell (575) 626-6712

## Participation in Troop-Sponsored Activities

To advance to Star, Life, and Eagle Scout ranks, a Scout must "be active" in the Troop for a minimum period (4 or 6 months, depending on rank). This time does not need to be continuous. If a Scout



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anticipates becoming inactive due to academic or extracurricular conflicts, they must make a reasonable effort to coordinate with the Scoutmaster. Both Troop 295 & 219 define active as attending 50% of meetings and outings. Extenuating circumstances will be considered by the committee on a case-by-case basis; a Scout who falls short of 50% will have the chance to offer an acceptable explanation, and situations outside of the Scout's control will be honored as excused.

The final three ranks also require a Scout to hold a position of responsibility, which can be found in the Scout Handbook. Details for each position are available online as well, in the Guide to Advancement. The Scoutmaster will ensure a Scout understands their duties upon assuming a leadership position. A Scout may hold more than one position for rank advancement, so long as they meet the expectations while in each role for the cumulative duration required to advance. The direct leadership positions of the troops (SPL, ASPL, & PL) are not honorary or ceremonial; they are action-based roles that are essential to the functioning of the troop and the growth of all Scouts. Troops 295 and 219 require Scouts to commit to 100% attendance unless excused. Because unforeseen circumstances and conflicts do occur, Scout leaders will communicate absences with the Scoutmaster and coordinate substitutes to act in their stead.

Section 4.2.3.4 of the Guide to Advancement provides guidance for conveying the unit's expectations for the leadership positions, and for making corrections to keep a Scout on a successful path in fulfilling a leadership role. Accordingly, if a Scout's performance in a leadership role is not fulfilling the legitimate needs of the troop, the adult leaders will hold mutual discussions with the Scout to bring the scout back onto a path of success. If after these efforts, the Scout's performance does not improve, the Scoutmaster may remove the Scout from their position.

## **Good Order & Discipline**

The Scout Oath and the Scout Law provide foundational standards and goals for each scout's behavior and effort. Each rank advancement level from Tenderfoot through Eagle Scout requires the scout to "Demonstrate Scout Spirit by living the Scout Oath and Scout Law." As a direct result, scouts who do not demonstrate Scout Spirit should not expect to advance in the Scouting ranks.

Any disruptive behavior, including acts of disrespect or disobedience to Scout or adult leaders, is subject to counseling by unit leadership. Senior-level Scouts and adult leaders will guide Scouts toward appropriate behavior and Scout spirit through example, positive reinforcement, and clear communication. Any Scout who does not respond to positive corrective measures be subject to disciplinary action by the Scoutmaster or the committee. In the case of willful damage or destruction of property, the responsible Scout will be responsible for restoring, replenishing, repairing, or replacing the property.

During a Scouting event, a Scout may be sent home if an offense cannot be mitigated through counseling, or a mandatory reporting act occurs. If this occurs, the parents must arrange to have their Scout transported home from the activity.



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If, after repeated counseling, the Scout's behavior does not change, and/or there are continuing offenses, the Scoutmaster will submit the Scout and incidents for review by the committee. The committee will review the circumstance and recommend a response commensurate to the behavior. Actions may include:

- Requirement of parental supervision during Troop activities in order for the Scout to participate.
- Suspension from Troop activities, during which time the Scout will be considered inactive.
- Referral to a Disciplinary Board of Review, consisting of 4-5 trained & registered adults, including the committee chair, chartered organization representative, and both Scoutmasters. (This ensures a balanced review of the activity.) The Scout and their parent or guardian must attend. Scouts will be considered inactive while awaiting a Disciplinary Board of Review, which will be scheduled as early as practical but not more than 2 weeks after notification.
- Dismissal from the troop. Dismissal requires a unanimous vote by the board members in attendance at a Disciplinary Board of Review.

## **Use of Personal Electronic Media**

The Committee acknowledges that personal electronic devices have become a daily part of the lives of most Americans. We also recognize that the Scouting movement focuses on teaching our youth fundamentals of survival and leadership; electronic devices can often distract from this purpose. Thus, we have determined to strike a balance between electronic media as another tool, while limiting its use for activities extraneous to Scouting.

Scouts may use personal electronic media for the following reasons during official Scouting events: medical monitoring, contacting parents for pickup, emergencies, and the completion of Merit Badge requirements (as required in coordination with their Merit Badge Counselor). Any use of media outside of these pre-approved activities during a Troop meeting or event requires coordination with the Scoutmaster or designated lead adult for the event. For example, during the meeting before a campout, Scouts discuss the objective of the campout, timing & logistics, and develop a food plan. Discussion of an electronic use plan would provide the opportunity for deliberate consideration of electronics as a tool, while agreeing to limit or avoid use of devices for anything that cannot be tied to the objectives of the campout. If during an event or activity the use of electronics would be augmented by an electronic device, the Scoutmaster or Senior Patrol Leader may authorize further use at their discretion.

The Troop is not responsible for any electronic equipment lost or damaged during a Scouting event; Scouts do so at their own risk. Adult leaders will ask any Scouts using a device without permission to stop immediately. Failure to do so will be addressed in accordance with the above section on good order & discipline.