

## **WELCOME TO SCOUTING AND TO TROOP 54**

Welcome to Boy Scouting with Novi's Troop 54. The information in this booklet has been compiled to familiarize you with the scouting activities unique to Troop 54.

This troop has provided scouting opportunities in Novi for over 50 years and is now chartered with the United Methodist Church of Novi and the Novi Rotary.

It is a scout-run troop. In other words, the Boy Scouts elect a Senior Patrol Leader (SPL) and Patrol Leaders, who form the P.L.C. (Patrol Leaders Council). This P.L.C. runs troop meetings and campouts. There are numerous opportunities for each scout to participate in Patrol and Troop activities. This participation encourages the development of character within the scout.

The Scoutmaster and his assistants act as advisors, resource persons and friends to the scouts. They give a generous amount of time, talent and energy to the troop.

Troop 54 provides a twelve-month scouting program. To help with the planning of year-round camping, hiking, service activities and district liaison, the Troop Committee is readily available. All Parent(s)/Guardians of the scouts are automatically members of the Troop Committee and are encouraged to actively participate in its functions.

Scouting offers many challenges to help the young man grow as a person, a citizen and a leader. Scouting is a way of life.

Yours in Scouting,  
Troop 54 Committee  
[www.novitroop54.org](http://www.novitroop54.org).

## PREFACE

Our organization is one of voluntary service. When a boy joins Troop 54, his parent(s)/guardian automatically become members of the Troop Committee. Ideally, a large number of volunteers, each contributing a minimal amount of time, provide the most successful organization. Therefore, all parent(s)/guardians are encouraged to attend as many committee meetings as possible (second Wednesday of each month) and at a minimum, participate in three troop activities per year.

For example: participate in and/or be a driver on a troop campout, sit in on an advancement board of review, help with a fund raiser, etc.

The administration of a Boy Scout Troop is an enjoyable and educational experience. The opportunity to develop leadership talents and to make new, meaningful friendships is an obligation that cannot be treated lightly. We influence our youth through the examples of our own actions. The scout leader and/or committee person has a serious obligation, not only to his/her peers, but he/she is also charged with planning and the development of a quality scout program.

The primary purpose of the operation of Troop 54 is to instill in our youth the general principles expounded in the Scout Oath and the Scout Law, to teach good citizenship, develop leadership skills, sportsmanship, religious awareness, good health and communication.

## **DATES AND PLACES**

### **TROOP MEETINGS:**

Monday 7:30 - 8:35 PM  
Scoutcraft 7:00-7:30 PM  
Novi United Methodist Church  
41671 Ten Mile Road

### **PATROL LEADERS' COUNCIL MEETING**

First Sunday of each month  
7:00 - 8:30 PM  
Novi United Methodist Church  
41671 Ten Mile Road

### **TROOP COMMITTEE MEETING**

Second Wednesday of each month  
7:30 - 9:00 PM  
Novi United Methodist Church  
41671 Ten Mile Road

### **COURT OF HONOR**

January, May, July and September  
(Dates to be announced)

### **SUMMER CAMP**

Usually the last week of June

## Article A

### Troop Committee

1. When a boy joins Troop 54, his parent(s)/guardian(s) automatically become members of the Troop Committee.
2. The Committee Chairperson is elected or appointed by the Troop Committee and is charged with the responsibility of running the Troop Committee as well as keeping track of all other areas.
3. The Troop Committee will meet on the second Wednesday of each month. The Troop Committee has the option of not meeting during July.
4. The Troop Committee Chairperson assigns Committee Members jobs in an appropriate manner.
5. The Troop Committee and Charter Organization Representative are responsible for the selection of a Scoutmaster and to assist him in his performance.
6. Some of the assigned tasks for the Committee Members are:
  - Advancement –(A. Gayton)
  - Campout Coordinator-(K. Heinkele)
  - Charter Organization Representative-(K. Tappan)
  - Committee Chairperson-(H. Salisbury)
  - Fund Raising-(popcorn-J. Vanderklok, car wash-L Abreu)
  - Forms Coordinator-(K. Fisher)
  - Merit Badge Coordinator-(G. Markham)
  - New Scout Recruiting-(A. Reynolds)
  - Quartermaster-(L. Ratsos)
  - Secretary-(L. Abreu)
  - Service Projects-(A. Kohut)
  - Summer Camp Corrdinator-(T. Horan)
  - Treasurer-(D. Wallot)
  - Webmaster-(B. Harold)
7. Should any Committee Member not fulfill their duties, the Troop Committee shall seek a replacement immediately.
8. The Troop Committee is the legislative unit for the troop.

**Article B**  
**Scout Troop**

**1. Membership**

- A. The Scoutmaster and the Senior Patrol Leader will interview each new boy and his parent(s)/guardian who are interested in joining the troop. This will take place to explain what is expected of the boy and to try to get his parent(s)/guardian involved.
- B. The registration fee will be that set by the Troop Committee at the November Committee Meeting. The Charter Year for Troop 54 begins on February 1<sup>st</sup>.
- C. Boys who join the Troop during the Charter Year will have their fee pro-rated by the Treasurer.
- D. Registration fees are due by the second Troop Meeting in December for boys who are presently active in the troop. The committee chairperson will contact any scout who has not paid the fees by this time. If the scout wishes, the fees will be taken out of their account. Failure to have the fees paid by December 31<sup>st</sup> will constitute withdrawal from troop membership. Fees may be waived with committee approval.

**2. Scout Meetings and Attendance**

- A. A scout is expected to attend meetings in full uniform (see Scout Handbook). However, if a scout cannot afford a uniform, the troop will attempt to provide a uniform from our troop clothes closet. The uniform should be returned when it is outgrown or the boy leaves the troop.
- B. A Scout Meeting will be held on each Monday of the month unless it falls on or within a school holiday period other than summer vacation. The Troop Committee must approve any change in this procedure unless an emergency dictates otherwise.
- C. A scout is expected to attend every Monday meeting. When a scout is not able to attend a meeting he must notify his patrol leader before the missed meeting. If the Patrol Leader is not available, the scout should contact his Assistant Patrol Leader, Assistant Senior Patrol Leader or Senior Patrol Leader.
- D. The Scribe will keep attendance.
- E. Any scout who continually misses troop meetings or activities will be evaluated by the troop committee and Scoutmaster to determine active or inactive status within the troop.
- F. There will be Four Court of Honor Ceremonies held each Charter Year.

### 3. Outings

- A. Any registered Scout of Troop 54 can go on any outing with the Troop if: 1) he meets the age and/or rank requirements of that activity, and 2) he has a “Discipline”, “Health”, “Waiver of Responsibility” and “Personal Health and Medical Record” forms on file.
- B. A permission slip must be filled out by all scouts and signed by the parent(s)/guardian two weeks prior to the activity.
- C. Payment for the campout or activity must be made two weeks prior to the campout or activity.
- D. The Troop encourages participation in all Council/District campouts or activities.
- E. The scribe shall furnish the Outdoor Activities Chairperson, or their designated representative, a written summary of the planned outing. This summary must include the following:
  - 1. Outing, destination and purpose.
  - 2. Date, time and location of departure.
  - 3. Names of Scouts & guests who are attending.
  - 4. Names of adult leaders & assistants who are attending.
  - 5. Names of people providing transportation.
  - 6. Date, time and location of return.Failure to provide this information 2 weeks prior to the outing may result in cancellation of the outing.
- F. If there are not at least 8 scouts and 2 adults signed up for an outing 2 weeks in advance of the event, it will be canceled. In addition, if there are not a minimum of 8 scouts and 2 adults going on the campout as of Friday evening, the campout may be cancelled.
- G. Seat belts must be worn any time scouts are being transported to or from all scouting functions. Failure to comply with this rule will result in a phone call to parent(s)/guardian to pick up their son.
- H. All medications to be taken by a scout during an outing must be given to the Scoutmaster by the scout’s parent(s)/guardian. Medications should be in original bottles, labeled with the scout’s name, name of medication and written instructions for dispensing.
- I. If a scout has to cancel out of an activity, he must notify the Activities Chairperson **and** the Senior Patrol Leader prior to the start of the activity.
- J. The scheduled departure and return times should be maintained unless the health or safety of the group is threatened.

## **Advancement**

- A. Every Scout is encouraged to advance one rank per year.
- B. Every Scout is encouraged to earn at least three merit badges per year.
- C. Every Scout is required to participate in the May service project for the church.
- D. Every Scout is encouraged to participate in at least one additional service project per year.
- E. It is each Scout's responsibility to check with the Advancement Chairperson periodically to make sure his records are up-to-date and that he is headed in the right direction.

## **5. Discipline**

Every Scout is expected to conduct himself in a manner as reflected by the Boy Scout Law.

- A. If a Scout is displaying improper behavior, the Patrol Leader will ask the Scout to change the specific behavior.
- B. If this fails to change the Scout's behavior, the SPL will be asked to talk to him about his role as a scout in his patrol and troop.
- C. If this fails, the scout will be referred to the Junior Assistant Scoutmaster. The Scout will be informed that if his improper behavior continues he will be referred to the Scoutmaster for disciplinary action.
- D. If there is a problem between scouts, the scout(s) should bring it to the SPL's attention. The SPL will then resolve it using this discipline policy.
- E. The Scoutmaster has the authority to dismiss or suspend a Scout from the Troop. In such case, the Scoutmaster must notify the Scout's parent(s)/guardian.
- F. The Scoutmaster has the overall responsibility for discipline within the Troop:
  - 1. The Scoutmaster shall allow the PL, SPL and JASM to handle discipline within their responsibility as long as it conforms to good Scouting Principles.
  - 2. Discipline is made to teach responsibility - not to degrade or hurt.
  - 3. When an adult or a Scout is talking to another Scout about discipline, it should be carried out in the back of the room, in view of the group, but out of hearing range.
  - 4. In the case of an emergency situation that involves the safety of anyone or damage to property, the Scoutmaster will take charge immediately.

## 6. Troop Elections

- A. The PLC elections will be held in February and August of each year. Leadership training will be held for all new leaders for the next two (2) pre-meetings following the elections.
- B. All members of the Troop are eligible to vote.
- C. Elections are by secret ballot.
- D. The scouts elect the SPL. The SPL appoints the ASPLs, Scribe, Quartermaster, Troop Guide, Historian, Librarian, Chaplains Aid, Bugler, Den Chief and Instructor with the Scoutmaster's approval. The patrol members will elect their own PL, who appoints an APL and Patrol Scribe.

## 7. Order Of The Arrow Elections

- A. The order of the Arrow election (adult and Scouts) will be held in January or February of each year.
- B. A Scout who aspires to be placed on the nomination list for the Order of the Arrow (OA) in Troop 54 must meet both the OA and troop requirements.

### C. Scout Eligibility

#### OA Requirements:

- 1. First class rank.
- 2. Within the past two years have spent at least 15 nights camping including at least one long-term camp such as summer camp.

#### Troop Requirements:

- 1. Attend a minimum of 2/3 of troop meetings within the past twelve-month period (March 1<sup>st</sup>- February 28<sup>th</sup>).
- 2. Attend a minimum of 2/3 of the preceding ten campouts within the past 12-month period (March 1<sup>st</sup>- February 28<sup>th</sup>).
- 3. Troop activities that do not require camping such as day trips and staying in a motel will not count as a campout since the intent of OA is to promote camping.
- 4. Participation in a Philmont or National Jamboree camping experience plus the preparatory hikes and campouts would automatically make a scout eligible for nomination as long as the meeting attendance requirement is met.

### D. Adult eligibility

- 1. Adult eligibility for OA is based on seniority in the troop.
- 2. An Adult must be a registered leader.
- 3. Within the past two years have spent at least 15 nights camping including at least one long-term camp such as summer camp.

## 8. Fundraising

Troop 54 usually conducts at least two fund raising events each year; one car wash and popcorn sales. The minimum participation for these activities required by each scout is outlined below. If it is determined by the Committee that any additional fundraisers are needed, the minimum participation required by each scout will be outlined at that time for that event.

### Car Wash:

1. Each scout is responsible for participating in at least half day of the car wash (4 hours).

### Popcorn Sales:

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| <ol style="list-style-type: none"><li>1. Each scout is responsible for providing at least \$75.00 in popcorn sales or a cash contribution of \$25.00 to the troop.</li><li>2. If a scout sells no popcorn, the \$25.00 contribution will be transferred from his account to the troop account.</li><li>3. If a scout produces less than \$75.00 in popcorn sales the difference between \$25.00 and the actual profit generated will be transferred from his account to the troop.</li></ol> |
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## **RULES OF CONDUCT**

1. All discipline problems will be "resolved" in accordance to Article B, Section 5.
2. Each scout and adult will be treated with the proper respect.
3. All patrols will have a flag.
4. Patrol flags will be displayed at all patrol/troop activities.
5. Full Class A uniform will be worn, including neckerchief, at evening meals, meetings, Camporees and during any transportation.
6. Permission will be required to enter the Scoutmaster's or other patrol area, except in an emergency.
7. A first-aid kit will be maintained either under a Scoutmasters canopy or in the White House, and all injuries will be reported to a troop adult leader.
8. Meal invitations will be indicated on a schedule posted next to the duty roster.
9. A Duty roster will be posted - no changes after it is posted.  
Menus will be posted - all items will be prepared.  
Scheduled activities program will be posted plus 2 copies.  
The SPL will check above items before campout.
10. Police campsite after each meal, before anyone leaves.
11. No fires except by permission.
12. All fires will remain in the fire pit.
13. Fire buckets will be maintained in camp and cooking areas.
14. No use of propane fires without permission of an appropriate leader.
15. No open flames in or near any tent.
16. Water supply will be maintained in camping and cooking areas.
17. A hand washing station (water jug, soap and towel) will be maintained at the White House.
18. A blessing will be said at each meal - including cracker-barrel.
19. Each patrol will maintain and erect sufficient tentage for its size.
20. Each camp will have an axe-yard (roped area, chop block, all tools stored properly) if required.
21. Kitchen will contain 2 scouts (cook & assistant) & PL to supervise.
22. Everyone will wash their hands before all meals.
23. Every scout and adult should use proper language at all times during all troop activities.
24. Only the SPL and adult leaders are allowed to carry lighters or matches except for those included in personal first aid kits.

**In other words: "Common Sense, Courtesy & Respect"**

### **Article C**

1. These guidelines will become effective as soon as two-thirds of those present at a Troop Committee meeting approve them.
2. Each part of the guidelines can be amended by two-thirds vote by the Patrol Leaders Council and two-thirds vote by the Troop Committee present at the Committee Meeting.
3. New guidelines can be added by the same method. Any registered Scout or adult of Troop 54 may suggest a guideline. It must be in writing and submitted to the Senior Patrol Leader, Scoutmaster or Committee Chairperson for proper action.
4. Any new or amended guideline will become effective upon the proper approval.
5. At the Troop Committee's discretion, if a Scout or his parent(s)/guardian fail to comply within reason with the guidelines of this troop, a warning will be given and the discipline procedures in Article B, Section 5 will be followed.
6. The Troop Guidelines will be reviewed at least once each year under the direction of the Troop Committee Chairperson.

# RULES-REGULATIONS-EQUIPMENT

## Basic Campout Rules

A scout must be in good standing with the troop to attend a campout. (All dues and fees paid.)

Scouts must be in full uniform during travel.

## Troop Regulations

Dues are \$15.00 per six months collected in September and March. Dues will be prorated when a boy joins the troop.

Re-charter in January.

All scouts must be in full Class A uniform for all meetings and during travel. When full Class A uniforms is not required, scouts must wear class B uniforms. Class B uniform is any Boy Scout related shirt with jeans.

A scout must excuse himself from a meeting by calling his patrol leader or SPL.

## Personal Equipment (Boy Scout Handbook, pages 51-54)

Uniform:

- Long or short pants
- Short or long sleeve shirt
- Boots and shoes
- Boy Scout socks
- Web belt or scout leather belt
- Field cap (red panel or beret)
- Neckerchief & slide (if above scout rank)
- \$1.00 in spare change for emergency use

Boy Scout Handbook

Sleeping bag and/or blankets

Mess kit and water bottle

Rain coat or poncho

Bible-testament-prayer book, according to faith

Toilet kit:

- |                     |              |
|---------------------|--------------|
| Wash cloth          | Comb         |
| Soap                | Towel        |
| Tooth brush & paste | Toilet paper |

### 1. Optional Equipment:

Jackknife (no sheath knives) accompanied with a Tote 'n Chip card.

Personal first-aid kit

Flashlight, Compass & Canteen

Backpack

Additional clothing as weather dictates

The following items are **NOT** allowed at any scout functions:

Portable radios or tape recorders

Sheath knives

Firearms

Illegal drugs

Bow and Arrow

Alcoholic beverages

Smoking materials

All electronic devices/cell phones

Non-BSA games (Unless approved by Scoutmaster)

