

# **BSA Scouts**



## **Troop 340 San Jose Parent Handbook**

**2022**

# **Facts**

## **Troop**

Troop 340 San Jose  
Silicon Valley Monterey Bay Council  
Pioneer District

## **Charter Organization**

Guadalupe Home and School Club

## **Troop Meetings**

Mondays 7:30-9:00pm  
Guadalupe Elementary School cafeteria  
6044 Vera Cruz Dr  
San Jose, CA 95120  
(408) 268-1030

## **Committee Meetings**

Held the third Wednesday of each month from 7:30-9:00pm  
Location published by committee chair.

## **BSA Vision Statement**

*The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.*

Troop 340 implements the BSA Vision through teaching our youth leadership and responsibility in an outdoor setting such as camping, backpacking, kayaking or high adventure trips. As a troop, we live by the **BSA Oath, Law, Motto and Slogan**. Each Scout learns these early in his advancement and is expected to live by these standards. They practice these principles regularly via scouting activities and in formal and informal leadership positions and they recite the Oath and Law at every troop meeting. As Scouts grow with the troop and mature, we expect that these principles will be further instilled in their daily lives.

## **Troop 340 Philosophy - Scout Led**

Troop 340 firmly believes that a Scout-led troop allows greater participation, pride, ownership, and growth in Scouts as they mature into responsible young men.

Specifically, they take care of the many tasks necessary for troop and patrol meetings and activities to run smoothly. By accepting the responsibilities of troop leadership, Scouts are preparing themselves to be leaders throughout their lives.

Activities encountered by a troop's youth leaders include the following: assigning responsibility to others; planning, organizing, and leading activities, meetings, and campouts; planning menus and figuring out food costs; encouraging advancement; guiding a troop's involvement in problem-solving; teaching outdoor, sports, or craft skills; ensuring the troop's safety during meetings and outings; and helping other Scouts make the most of their own leadership opportunities.

As such, parent involvement in the troop is less as managers and more as consultants during meetings and outings. This leads to the common phrase: **"ask your patrol leader."**

Ask your patrol leader is a shorthand reminder that parents should rely on their Scout to find the information and that the scout should work with their scout leaders to iron out the details. It doesn't always go smoothly, but with time and experience, we find this model works well at helping the Scouts to develop the right behaviors that develop responsible leaders and scouts. If you or your Scout receive an "ask your patrol leader response," please do your best to support the spirit of this request.

## **Scout Leadership Structure: The Patrol Method**

Twice a year the Scouts will elect a patrol leader council (PLC), which includes senior patrol leader (SPL) (who leads the PLs and is the most senior Scout position), patrol leaders (PLs), assistant patrol leaders (APLs), assistant senior patrol leader (ASPL) and supporting operating functions for the troop.

This is done using the patrol method. Patrols are groups of six to 10 Scouts, led by an elected Patrol Leader and his/her assistant. Troop 340 has five patrols: Buffalos, Eagles, Olympians, Spartans, and Termites. New scouts who join the troop are assigned to a patrol by the Patrol Leader Committee (PLC) with review by the Scoutmaster. Together, they do what is necessary on outings and in meetings to enliven the program and ensure the patrol functions as a team. In addition, the older/seasoned scouts are encouraged to mentor the younger scouts in the troop way of life.

A Scout must attain the rank of First Class in order to qualify for PLC positions. The PLC, overseen by the SPL, runs the troop and makes planning and event decisions. Lessons learned by the Scouts through their advancement and participation in the PLC will allow them to practice the mechanics of leadership before they become adults.

Each December and May the Troop elects a Scout to be the Senior Patrol Leader of Troop 340. The Senior Patrol Leader oversees the PLC and coordinates activities with the Scoutmaster and the Committee Chair, so it is a major commitment for the Scout who is elected. He/she also runs the weekly Scout Leader meetings to plan the Monday night meeting activities.

## **Adult Leadership 2022-2023**

### **Scoutmaster**

Chris Butler

### **Committee Chairperson**

Todd Hansen

### **Chartering Organization Representative**

Derek Lager

### **Additional Positions**

Assistant Scoutmasters

Treasurer

Advancement Chair

Scribe

Eagle Scout Advisor

Den Chief Coordinator

Recharter Coordinator

Unit Commissioner

New Scout Recruitment

Adult Quartermaster

Summer Camp ASM

## **Troop Committee 2022-2023**

**Committee Chair:** Todd Hansen

**Treasurer:** Carolyn Amey

**Scribe:** Nicole Valenti

**Charter Representative:** Derek Lager

**Advancement Chair:** Luci Della-Maggiore

**Eagle Scout Advisor:** Ron Blumstein

**Den Chief Coordinator:**

## **Adult Leadership Positions Defined**

(brackets) indicate number of positions available

**Scoutmaster (1):** The Scoutmaster is the adult leader of the Troop. He is responsible for guiding the Scouts through the basic Scout requirements. He assists the Scout Leaders in the running of the Troop both weekly and at monthly Scout Leader meetings (Patrol Leader Council). He shall wear the appropriate Scout uniform for all official events. He attends monthly Committee meetings. The Scoutmaster relies on the Troop Committee to organize events, coordinate ceremonies and Boards of Review, keep track of Scout records, and maintain a budget. The Scoutmaster attends Pioneer District / Santa Clara County Council training and Pioneer District Roundtable. Additionally, the Scoutmaster maintains the troop list of Merit Badge Counselors.

**Committee Chairperson (1):** Coordinates and presides over monthly meetings; acts as a resource for the Scoutmaster and Assistant Scoutmasters; holds annuals parents' meeting with the Scoutmaster and Assistant Scoutmasters for information sharing and development of volunteer list; ensures adult leaders have complete necessary training requirements; acts as the liaison between Troop 340 and the Council; works on the charter each fall with the Chartering Organization Representative and Scoutmaster. The Committee Chairperson completes role specific training.

**Chartering Organization Representative(1):** Provides leadership and adequate meeting facilities for the Scouting unit, and coordinates all Scouting unit operations within the organization.

**Assistant Scoutmasters (10-12):** The Assistant Scoutmasters attend Council training, help the Scout Leaders at weekly meetings, participate in weekend outings, attend monthly planning meetings with the Scout Leaders and attend monthly Committee meetings. They shall wear the appropriate Scout uniform for all official events. Like the Scoutmaster, these adults have volunteered their time to work on a weekly basis with the Scouts. Both the Scoutmaster and Assistant Scoutmasters participate in helping to cross the Webelos into Scouts.

**Treasurer (1):** The treasurer pays bills upon receipt of invoices or statements, provides monthly financial statements to the Troop Committee, collects yearly dues from each Scout family, verifies activities receipts and coordinates event finances.

**Advancement Chair (1):** Oversees and tracks advancement records, collects completed Blue Cards, purchases merit badges, and oversees Boards of Review of advancing Scouts just prior to the next Court of Honor.

**Scribe (1):** Attend all Committee meetings. Record minutes and voting results, and maintain said minutes for the Troop

**Eagle Scout Advisor (1):** Guide an Eagle candidate through the Eagle process. Assist the Eagle candidate in a manner that does not take away the Eagle candidate's initiative and planning. Assist to minimize parent over-involvement in the Eagle process. Pre-approve Eagle service projects prior to SM, PC and BSA District review to increase probability of success.

**Den Chief Coordinator (1):** The Den Chief Coordinator works with the Scoutmaster to recruit,

train (ensure that each Den Chief attends Den Chief Training), and assign Den Chiefs to Packs. This person is the communication link between the Dens/Packs and the troop and also works with the Den Chiefs to ensure that they are performing their role and not being overtaxed by the Den Leader.

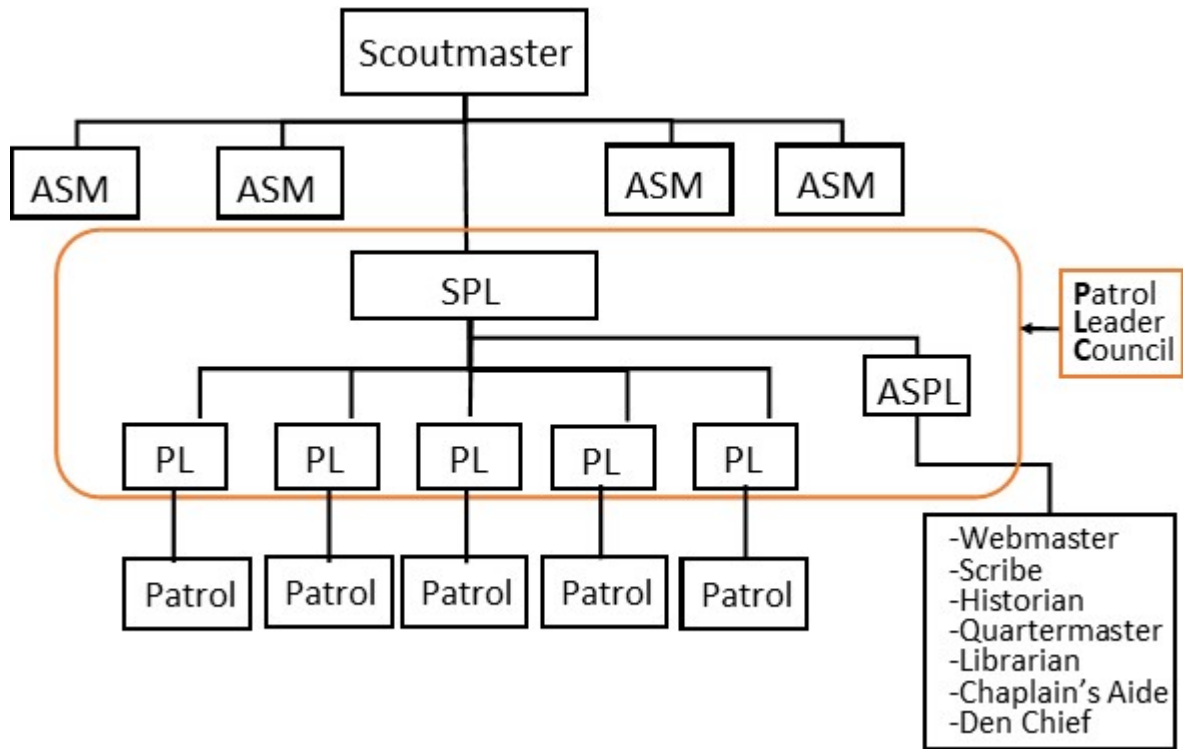
**Recharter Coordinator (1):** Completes the Charter application every December on time, attends monthly Committee Meetings and Council Training. They will coordinate this effort with the chartering organization poc, the committee chair and the parents of T340. This role is super important to ensure that our troop is properly registered.

**New Scout Recruiting:** - Works with new scouts that are joining or considering joining our troop as well as their parents to get them setup for success (and added to our rosters). In addition, this adult will also reach out to neighboring packs such as pack 340 to entice their webelos to check out T340 at an activity or meeting.

**Adult Quartermaster (1):** The adult quartermaster is responsible for purchasing replacement equipment and encouraging the scouts to track inventory. This adult is the keymaster to the supply shed and occasionally provides updates to the committee on the state of the troop supplies.

**Summer Camp ASM (1):** Summer Camp is the biggest logistics challenge of the year. This person would be responsible for communications with parents and coordinating travel logistics.

# Troop 340 Organization Chart





# General Scout Information

## Scout Uniform

Troop 340 requires each Scout to wear an Official Scout uniform. This **Class A** uniform is to be worn at all Troop meetings, during troop travel, and during other official Scouting functions (*note that the sash is only worn at Boards of Review and Court of Honors*). The uniform includes:

- Official BSA Uniform shirt (purchased by families at the scout shop)
- Non-sports pants/shorts or uniform pants/shorts (official pants found at the scout shop )
- Neckerchief (provided by troop)
- Neckerchief slide (provided by troop)
- Merit badge sash (only at Boards of Review and Court of Honor)
- BSA Hat (optional)
- Uniform Belt (if needed)

The **Class B** uniform is a troop-specific yellow t-shirt that is worn during outdoor physical activities. The Class B uniform and sweatshirts can be purchased at the Parent Kickoff meeting in the fall or at the summer camp pack check. Closed-toed shoes are required for all Scout activities.

## Advancement

Advancement in rank is an important step in Scouting and is achieved by completing the following steps:

- Fulfill rank requirements as listed in the Scout book and have them signed off by the appropriate leader
- Complete a Scoutmaster conference
- Attend a Board of Review
- Attend a Court of Honor

Rank: The ranks of Scouting are as follow:

- **Scout:** scout has demonstrated level appropriate [skills](#)
- **Tenderfoot:** scout has demonstrated level appropriate [skills](#)
- **Second Class:** level appropriate [skills](#)
- **First Class:** level appropriate [skills](#)
- **Star:** 6 merit badges + leadership position
- **Life:** 11 merit badges total + leadership position
- **Eagle:** 21 merit badges total, leadership position, + Eagle Project

**Merit Badges:** scouts earn merit badges by working to demonstrate the requirements of a merit badge to a merit badge counselor. The most common place where merit badges are earned is at summer camp. Additionally, they can be earned by the scout setting up time to meet with a counselor, at one of the BSA sea bases, at merit badge events hosted by regional scout districts, or in the patrol as a patrol activity. We don't provide a ready-set merit badge program in T340,

scouts need to take the initiative to get the badges they need either by signing up for a program, starting a patrol merit badge effort or reaching out to a counselor on their own. Requiring the scout to show this initiative is helpful in ensuring that scouts are learning to drive their own accomplishments which becomes more and more critical as scouts progress up the ranks.

**Scoutmaster Conference:** The Scoutmaster Conference is held once a Scout has completed the Scouting requirements for a rank. This meeting allows the Scoutmaster to get to know the individual scout in a more personal manner, and it provides the Scout the opportunity to ask questions of the Scoutmaster and to set goals. **It is the responsibility of the Scout to initiate the conference with the Scoutmaster.**

**Board of Review (BOR):** A Board of Review is held once a Scout has completed his Scoutmaster conference. Parents of Scouts and other adults of the Troop conduct the Board of Review. Three adults (none the parent of the Scout) meet with the Scout to ask about this particular rank to be sure all the requirements have been completed. This experience is not a test; rather it is a chance for the Scout to become comfortable speaking with adults and discussing his Scout experiences. The BOR is scheduled approximately one week prior to the Court of Honor, and typically includes a substantial number of Scouts. **It is the responsibility of the Scout to contact the Advancement Chair to request his BOR.**

**Court of Honor (COH):** Courts of Honor are ceremonies where Scouts are recognized and honored for their Scouting achievements. Scouts are awarded their official rank badges and Merit Badges at these meetings, so it is important that all parents attend to support and recognize the achievements of the Scouts who will be receiving awards. The COH is a Scout-wide celebration and potluck dinner, so even if your Scout is not receiving any awards, all Scout families, friends, and troop leaders are encouraged to attend to show support. Scout mothers are provided a ribbon pin that they wear during each COH, and their Scout invites them up so they can pin their rank award to the ribbon. Our Courts of Honor are held three times a year in fall, winter and spring.

**Eagle Court of Honor:** The Eagle Court of Honor is a ceremony to honor a new Eagle Scout. The Scout is recognized for his achievements and honored with special awards. Families, friends, local dignitaries, and Troop and Council leaders are invited. This is an important ceremony for the highest rank in Scouting. Eagle Court of Honors are generally Scout specific and are coordinated by the Scout's family.

## **Campouts**

Troop 340 is an outdoor, high adventure oriented Troop. Patrols plan toward one campout per month during the school year. New Scouts typically attend the Trail To Advancement (TTA) campout in early spring, after bridging into Troop 340, which is not only a great introduction to camping with the troop but also an opportunity to earn their Scout rank. Scouts are required to travel to and from all camp outs or events in *full Class A uniform* unless specifically instructed otherwise. Scouts generally carpool to the campouts. As a general rule, we depart from Guadalupe Elementary school early Saturday mornings and return between 12pm & 3pm on the return day. Outing information is published on the Troopkit website and is communicated through email and Slack. The fee for the cost of the campout will be noted in Troopkit (where your scout will register for events), and is due prior to the event. The budget for campout meals is \$3 per scout.

At the end of each campout, each Patrol Leader assigns troop gear (tents and equipment) to your Scout for drying and cleaning. It is the scouts responsibility to make sure this is done in a thorough and prompt manner and that the items are returned to the Quartermaster at our Monday night meeting immediately following the campout. If the assignment is unclear or cannot be completed in time, it is up to the scout to communicate with their patrol leader. Lost or damaged gear may be subject to replacement from the Scout and Parent.

## **Summer Camp**

Troop 340 usually spends a week at summer camp in the last week of July. We have regularly attended Camp Wente in Willits, CA, Camp Hi-Sierra in Long Barn, and Camp Cherry Valley on Catalina Island.

## **Other Scout Programs**

### **High Adventure Camps**

High adventure camps are bases operated by the National BSA, and are designed to give the Scout a specific (and often rigorous) camp experience. Each base camp offers the training, equipment and support needed to set on a challenging trek. Many scouts from Troop 340 have participated in Philmont Scout Ranch, a high adventure camp in New Mexico. Scouts who participate in the Philmont camp experience will spend two weeks in the high country of the west in a rugged outdoor experience. This camp is for Scouts who are 14 years and older and will undergo several months of training prior to the excursion.

### **Kayak Trip**

Troop 340 has a long history of kayaking the Sacramento River every other summer. This three-day, 80+ mile trip is regularly identified by the Scouts as one of their favorite activities. Scouts travel in kayaks they make themselves. Kayak build sessions are usually formed by parents and occur at one parent's home. New-build and refurbishing of kayaks for returning kayakers is permitted. Scouts take tremendous pride in building their kayaks (including creative paint jobs) and preparing themselves for heavy water gun fights along the river. Scouts must be at least First Class in rank to participate.

## **Communication**

**Slack** is the main form of communication for Troop 340. All Scouts and parents should register for their own individual Slack accounts. Email can also be used for communications, but Slack will be more closely monitored, so responses will be quicker. Note that Slack will offer the most up to date information and is the main method of communication immediately prior to outings. Ask your scout or patrol leader for how to get added to the troop slack.

**Troopkit** is where scouts and parents register for any Scout campouts, outings and ceremonies. It is also where parents can volunteer to be drivers for events. Again, both parents and Scouts will be invited to register for their own individual accounts. When Scouts register for an event, parents will be notified via email. The Scout is not completely registered for the event until the parent replies to the notification. If a parent doesn't have access to troopkit, they should contact the committee chair. If you are not on troopkit, you will miss important emails about troop outings and events.

## **Transportation**

In order to drive for Scout events, the following criteria must be met:

- Driver must be 18-years old with a valid driver's license
- The car used for transport cannot carry more than 15 people
- Driving time cannot exceed 10 hours in a 24 hour period
- Driver must have completed YPT Training
- Required medical forms must be current and on file with Records Keeper

# **Administrative Information**

## **Finances**

The Scouts are a non-profit enterprise. All payment or donations should be made to Troop 340 and are tax deductible. Troop dues cover expenses such as scout registration, one adult registration per family, insurance, meeting facility rental, advancement awards, most travel related costs, handbooks, equipment, uniform components, ScoutLife Magazine subscription, and the like. For detailed information about dues and budget, contact the Troop Treasurer. Additional costs paid separately can include such things as camping fees and/or travel buses. Annual dues for 2021 are \$273 per year, per Scout. Dues are collected at the Parent Kickoff meeting in the fall. Payments for campouts are collected prior to the campout.

## **Health Forms**

Per BSA policy, health forms are required for any and all activities. All participants, *including scout leaders and parents/guardians* accompanying scouts on trips, must complete Part A and Part B (both pages). Additionally, Part C is required for all participants if the trip is longer than 72 hours.

Troop 340 requires that participants submit **two hard copies** of each form as well as two copies of the front and back of your insurance card to the troop Records Keeper.

Forms expire annually. When submitting a Part C form to the Records Keeper, scouts should also include Parts A & B with the same date that his doctor signed Part C. Doing so creates ONE expiration date for all three forms.

The link for health forms is: [www.scouting.org/health-and-safety/ahmr](http://www.scouting.org/health-and-safety/ahmr)

## **Required Adult Safety Training**

Adult training requirements are as follows:

- Adults participating in a trip need to be registered with BSA
- The registered adult in a family is required to take Youth Protection Training (YPT)
- Adult registrations automatically trigger a background check by the BSA National Council
- Additional leadership-specific training is listed on the BSA website: <https://www.scouting.org/training/adult/>
- Training courses are available online and can be done at any time
- Any questions about training should be directed to the Committee Chair

## **Implementation of YPT for Troop 340**

- There is always a minimum of 2 registered adult leaders at every activity, meeting, or outing. This is commonly referred to as “Two Deep.”
- 1:1 adult:youth isolated interaction is not permitted under any circumstance. If a youth meets 1:1 with an adult (such as in a scoutmaster conference), it is done in view of a minimum of one other registered adult or the Scout’s parent, or in a public place with other people present.
- A parent must accompany their scout to all Merit Badge counselor meetings unless there is

- a 2nd registered adult present at the MB Counselor meeting.
- No 1:1 electronic communications should occur between youth and adults. There should always be a parent or 2nd registered adult cc'd on emails, texts, Slack, etc.

# Parent Participation and Volunteer Opportunities

## It Takes a Village...

Running a Scout Troop is a major undertaking that requires a time commitment from the Scoutmaster, Assistant Scoutmasters, and Troop Committee members. Because parent participation is essential to the success of our program, Troop 340 requires one adult per family to volunteer in the troop. Being involved with the Troop offers families the opportunity to socialize, and allows you to watch your son enjoying and developing in Scouts. In addition to troop leadership positions described at the beginning of this handbook, there are various ways that parents can volunteer. As a volunteer, you become a voting member of the Troop Committee and are encouraged to participate in monthly Committee meetings. For information on how you can volunteer, please contact the Committee Chair. Below are some volunteer opportunities:

**Board of Review Volunteer:** Boards of Review are held just prior to each Court of Honor, where volunteers ask each Scout about his experiences and knowledge about the rank he is advancing to. The Advancement Chair will be present at each BOR and will provide sample questions to the interviewers. Since only two or three interviewers will be required for each BOR, volunteers will participate on a rotation schedule. After the Board of Review the Scout will be ready to receive his next rank at the next Board of Honor.

**Campouts:** Parents are welcome and encouraged to volunteer at campouts. Without adult volunteers camping trips can't happen and scouts lose interest in scouting. Every parent attending a campout must be a registered adult with BSA. Adult participants should strongly support the Troop's goal of a scout-led experience during these outings. *Adults on campouts may offer Scouts advice and guidance only when solicited, and should not actively assist the Scouts in performing their tasks such as pitching tents, cooking meals, and working together as a patrol.* Parents are present to ensure that the campouts are safe and that Scouts are adhering to the Scout Law and Oath. If any dangerous or unscoutlike behavior is observed, an adult should immediately intervene, and inform the adult leader in charge at the first opportunity. The PLC and the adult leader in charge would then issue any discipline.

*Please note: In support of the troop scout-lead philosophy, parents do not share a tent with their scout. In addition, the troop is unable to accommodate siblings at Troop outings--no exceptions.*

**Merit Badge Counselors (no limit):** Merit Badge Counselors work with Scouts who are earning merit badges. The required Merit Badges are outlined in the Scout Handbook. The Counselor should know the subject matter well and be able to work with the Scouts through the requirements. MBC's must be registered adults, must be YPT trained and complete MBC training with the Pioneer District

**Court of Honor Coordinator (max 3):** The COH coordinator is responsible for the dinner plan (usually a potluck or purchased pizza), plates/utensils, etc., COH communication, the onsite coordination of the COH, and for providing Parent Ribbons to the mother or father of a new scout. The Troop treasurer will reimburse appropriate expenses incurred for the COH.

**Records Keeper (1):** The records keeper maintains current medical and emergency contact forms in a safe location. The Records Keeper provides a medical record binder for each troop outing to an assigned adult on the outing. The binder includes a copy of each participant's

medical/emergency record and is returned to the Records Keeper at the end of the outing.

**Troop Committee (no limit):** Although not considered a volunteer position, parents are encouraged to attend the Troop Committee Meetings every month and to be Committee Members. The planning for the Troop occurs at these meetings, so it is a great way to share your ideas for the Scouts and get involved. An agenda for these meetings is sent out about a week ahead of time on email, so you will know what will be discussed. We usually meet on the third Wednesday of every month from 7:30 to 9:00 pm.

**Drivers (no limit):** Provides transportation to or from scouting activities. Must meet driver requirements as described in the Transportation section of this handbook.



## Discipline

Troop 340 expects all Scouts to live the Scout Oath and Law in their behavior. However, our scouts are not perfect, nor are they expected to be. If a scout has a problem within the Troop, he should speak to the Senior Patrol Leader, then the Scoutmaster. In the event that the Scoutmaster, the Assistant Scoutmasters, or other registered adult finds the actions of a Scout to be disruptive, disrespectful, disobedient or harmful to another person, then disciplinary actions will be necessary.

The Scoutmaster may call the parents to pick up their son and take him from the meeting, campout, summer camp or other activity. The scout may be asked to stay home from one or more Troop meetings or campouts if necessary. More severe forms of bullying require reporting directly to the BSA Council Scout Executive. Guidelines for such incidents can be found on the BSA website.

The following outline describes actions and responses that should be taken to address significant behavior issues.

1. The safety of our scouts is paramount and any parent is encouraged to immediately jump in to extinguish a serious behavior problem.
2. Any consequences should be implemented in a manner that maintains respect to all involved and creates a learning opportunity for the entire troop.
3. Consequences are to be defined through a step function of seniority based on role within the Troop
  - a. Troop/patrol leadership defines consequences for troop members under the supervision of adults.
  - b. Adult leaders define consequences for troop leaders, with adults adhering to final word from the senior assigned adult leader and/or Scoutmaster. Any adult feeling consequences are not appropriate for the behavior and feel they were overridden by the assigned leader are encouraged to share their perspective with the committee.
  - c. The committee will define consequences for adults

Thank you for reading through this information. We hope your Scout enjoys being part of Troop 340, and we hope you can share your time and talents with the Troop so that we can maintain a high quality program for our Scouts.

# **Policy Statement**

In accordance with the National Policy of the Boy Scouts of America, Troop 340 hereby adopts the following to be their written policy.

## **1. General Policies**

- a. Regular Attendance shall be expected at all Scout functions.
- b. No Scout will be permitted to leave a Scout function early unless approved by a written consent from his parent/guardian or if dismissed for reasons of behavior.
- c. If a scout is dismissed from a scout function for behavior, the parent/guardian will be telephoned.

## **2. Policy Governing Drugs, Alcohol, Smoking and Behavior**

- a. Troop 340 shall adhere to all rules and regulations set down by the National Organization of BSA and the Santa Clara County Council of BSA.
- b. There shall be NO alcoholic beverages consumed by any Scout, or anyone (child or adult) at any Scout function.
- c. There will be no use of illegal drugs and no use of controlled substances for any reason other than by a doctor's authorization at any scouting activity. Any medications being taken by Scout(s) during scouting activities must be made known to the responsible adult leader.
- d. There will be no smoking by any Scout at any scouting function. Smoking by adult leaders is highly discouraged, and smoking by parents/guardians assisting scouts, while not prohibited, is discouraged.
- e. Any act which could or does result in physical harm, done purposely to another Scout or leader, will not be tolerated.
- f. Scout is Trustworthy – any proven theft during a scouting function will not be tolerated.

## **3. Consequences for Violations of the above Policy.**

- a. Drugs, Alcohol, Cigarettes: A Scout found possessing, using, or having used drugs, alcohol or tobacco at any scout function will be immediately suspended from the troop. Said Scout(S) may be returned home immediately from wherever the incident occurred. An effort to immediately contact the parents will be made by a responsible leader or assistant, and the violation explained to the Scout's parents/guardians. If parents cannot be contacted to pick up a Scout, two adults are to be present in returning the Scout to his home. Said Scout(s) will remain suspended from all troop activities until a meeting of the Troop Committee decides by a majority vote as to when, if at all, said Scout(s) will be allowed to return to the troop.
- b. Behavior: Any deliberate act of violence against another Scout or leader, or willful damage of property, will result in the Scout(s) being removed from the troop activity and the Scout may be returned home as described in the preceding paragraph. The incident will be explained to the parents/guardians.

- c. Any behavior which becomes disruptive to the troop will be handled as follows:
  - i. Scout will be told behavior is inappropriate by the Scoutmaster or his assistants and asked to cease such behavior.
  - ii. If a second reprimand is required, scouts(s) will be removed from the activity for a period of time determined by the Scoutmaster or Assistant Scoutmasters.
  - iii. A third disruption for the same reasons and the Scout may be removed for the remainder of the activity Return to the troop meetings will be determined by the Patrol Leaders' Council.
  - iv. Theft: A proven case of theft will be dealt with by the Patrol Leaders Council.