

BSA NATIONAL
CHIEF SEATTLE COUNCIL
ALPINE DISTRICT

Scouts BSA Troop 676

**OPERATION POLICIES
and
PARENTS' HANDBOOK**

Rev. September 2022

SCOUTS BSA TROOP 676

OPERATION POLICIES and PARENTS' HANDBOOK

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Welcome!

Involvement in Scouting adds a dimension of growth to your Scout's life that will enhance their confidence, maturity, and leadership. There is no other program as well suited to build or improve these attributes. This booklet is meant to serve as a guide to our Troop and its activities. Please keep it handy.

Those in Scouting have found that the parents are the determining factor in the success of the Scout's experience. If you are involved and support your Scout, they will grow in the Scouting program. Without your support, they will probably "drop out" within a few months. It is for this very reason that we ask for your parental commitment in whatever way that you can help. This can take the form of adult leader, support roles, help with transportation, fund-raising, or simply attending some of the many troop outings.

This Operations Policy booklet describes many opportunities in which your past experience can serve both the Troop and aid your Scout's growth and enjoyment of Scouting. If each adult helps, no burden will be too heavy for any one parent/guardian.

Again, welcome to Troop 676.

Yours in Scouting,

Troop 676 Committee

SCOUTS BSA TROOP 676

OPERATION POLICIES and PARENTS' HANDBOOK

INTRODUCTION

Scouts BSA Troop 676 is chartered by Our Savior Lutheran Church (OSLC), Issaquah. The Troop's policies listed herein are intended to implement the objectives and policies of the BSA, as defined in the various handbooks and publications of the BSA.

1. TROOP ORGANIZATION

- A. The Troop is made up of Patrols. Normally, 4-8 Scouts belong to a Patrol. Members of each patrol are ultimately determined by the Scoutmaster based on input from the Scouts.
 1. Patrols. Scout Patrols are comprised of youth of a similar age. Scouts remain with their Patrol as they advance.
 2. New Scout Patrol(s). Three or more Scouts who haven't yet entered the seventh grade will be placed together in a "New Scout Patrol." An Assistant Scoutmaster and a Troop Guide will be assigned by the Scoutmaster to work with their patrol. When there are more than 8 such Scouts, a second "New Scout Patrol" will be formed, with its own Assistant Scoutmaster and Troop Guide. The New Scout Patrol elects a Patrol Leader. The Troop Guide is appointed by the Senior Patrol Leader with the Scoutmaster's approval and is a mature Scout who has attained the rank of First Class or higher. The Troop Guide assists the New Scout Patrol Leaders in carrying out their leadership duties and guides the new Scouts through early Scouting activities.
- B. In the spring and fall, the Scouts in each Patrol elect a Patrol Leader who appoints the other Patrol officers (minimally, an Assistant Patrol Leader). In addition, an election is held twice a year for the Senior Patrol Leader by all the Scouts in the Troop. One or more Assistant Senior Patrol Leaders and a Scribe, Librarian, Quartermaster, and other positions are appointed by the Senior Patrol Leader with the Scoutmaster's approval. To be eligible as a candidate for Patrol Leader, a Scout must have attained the rank of Second Class, except for those in the New Scout Patrol. To be Senior Patrol Leader or Assistant Senior Patrol Leader, a Scout must be at least First Class. Exceptions must be agreed to by the Patrol Leader's Council (PLC) and the Scoutmaster before elections are held. The Scoutmaster may appoint an older Scout (16 or 17 years old) to serve as Junior Assistant Scoutmaster, if appropriate.

- C. The Troop program is established by the PLC, which is made up of the Patrol Leaders and the Senior Patrol Leader as voting members. The PLC meets monthly. It is chaired by the Senior Patrol Leader and records are kept by the Scribe. Other troop officers may attend PLC meetings and contribute to discussions, but they may not vote. The Scoutmaster serves as advisor to the PLC and liaison between the PLC and the Adult Troop Committee. Other adults may attend PLC meetings for a specific purpose and to maintain a minimum of two-deep adult leadership.
- D. The Scouts plan and conduct Troop and Patrol activities with the guidance of the Scoutmaster and the Assistant Scoutmaster(s).
- E. The Annual Troop program plan is developed each Summer by the PLC, approved by the Troop Committee, and a calendar will be made available to each Scouting family. It is updated throughout the year as needed.
- F. The Troop is chartered by Our Savior Lutheran Church (OSLC). OSLC provides the meeting place and is responsible for approving the leaders of the Troop. The Troop is responsible to OSLC for the nature of the Troop activities, through OSLC's Scouting Coordinator, who holds the position of Chartered Organization Representative in the Troop Committee.
- G. The Scoutmaster and other adult positions are defined in Section VIII.

2. REGISTRATION, FEES, AND ADMINISTRATION

- A. Membership. Each year, the Troop Committee determines a budget and defines the annual fees for registered Scouts and Adults. The annual fees are collected in early December and apply to the next calendar year. BSA fees are on a prorated basis for new Scouts joining throughout the year unless they are a transfer or crossover Scout. The yearly monies owed cover:
 - 1. National and Council Scout registration fees.
 - 2. Subscription to Scout Life magazine.
 - 3. Troop 676 fees.
- B. Scouts participating in specific activities will be expected to pay their share of camping fees, transportation, food, and other specific costs associated with the activity.
- C. Parents or guardians of Scouts are **expected** to volunteer to actively lead one or more outing or event per year or serve in a leadership role in the Committee.
- D. Friends of Scouting is an annual voluntary fund-raising event to help finance expenses of the Scouting program at the Council level. Full participation in this

program by the Troop provides a valuable benefit of receiving all rank and merit badge awards for free from the local Scout Shop.

- E. The Chief Seattle Council carries accident insurance for all registered members of the Troop while participating in any BSA sponsored and supervised activity, including travel to and from the event, as long as the event is in accordance with the BSA policy. Personal vehicles are required to be covered by an auto liability policy in accordance with the state's requirements or at least \$100,000 combined single limit. Refer to the Guide to Safe Scouting for further information.
- F. To finance other costs of the Troop, the Troop Committee may schedule fund-raising activities in accordance with BSA policy. These costs may include but are not limited to:
- Awards, training, newsletter, and troop administrative supplies.
 - Limited campership/scholarship for events.
1. The net proceeds from a fund-raising activity may be split between the Scouts who participate in the activity and the Troop as a whole. A percentage going to accounts is held by the Troop Treasurer on behalf of the participating Scouts, and the balance goes to the troop for the announced purpose of the activity. The method of apportioning the proceeds going to Scout accounts will be determined by the Troop Committee and announced to all Scouts prior to the start of activities associated with the fund-raiser. Adults participating in the activity will not receive apportioned proceeds unless the Troop Committee previously defines the activity as including adults in the apportionment.
 2. The money credited to an individual Scout as the result of participation in special fund-raising activities may be used by that Scout, while active in the Troop, in any of the following ways:
 - a. Apply to the Scout's share of costs for troop outings (transportation, food, fees, etc.).
 - b. Apply to the purchase of personal equipment usable in Scouting activities (pack, tent, uniform, compass, etc.). The Treasurer will provide payment from the Scout's account to the Scout, upon presentation of the purchase receipt and a written note from the Scout's parent.
 - c. If a Scout chooses to leave the Troop, a check for the Scout will be written for the remainder of the Scout's account after the Troop receives a written request. If the Scout has been inactive for a full recharter year with no refund request made, the funds will revert to the Troop.

- G. All Scouts, and all adult participants in outings and activities other than Troop meetings, must complete the BSA Medical Form annually. Events less than 72 hours duration require Parts A and B. Events longer than 72 hours duration require a doctor to complete Part C. A specific form may be required for certain events such as summer camp and high adventure bases (e.g., Philmont). The Troop generally collects these forms annually and keeps them on file.

3. MEETINGS

- A. Regular Troop meetings are held on a weekly basis when the Issaquah public schools are in session, in the Fellowship Hall of Our Savior Lutheran Church (OSLC). Troop meetings may be scheduled at a reduced frequency during the summer months. The specific schedule is part of the Annual Plan established by the PLC.
- B. BSA National policy requires that there be at least two adults present at all Scout meetings and outings. The adults present must include at least one registered adult Scouter and one adult 21 or older. All registered adults must have taken Youth Protection Training (YPT) and renew their training every two years.
- C. Patrol meetings are normally held at the home of a Patrol member, as needed. The 2-adult rule is required for Patrol meetings held in the home or in OSLC.
- D. The Patrol Leaders Council (PLC) meets in a reserved room at OSLC or in another location once a month to provide detailed planning for the next month's program. Any meetings outside of the normal meeting schedule need to be reserved with the OSLC Administrative person by an adult leader.
- E. In the event that Scout behavior at any of the meetings becomes a problem, the Scoutmaster or Assistant Scoutmaster reserve the right to request that the Scout(s) involved call their parent or guardian for early pickup.
- F. The Adult Troop Committee meets in a reserved room at OSLC on the first meeting of the month to provide adult support for the Troop program, review the calendar, discuss the treasurer's report, and to decide policy issues.
- G. Photos taken at Troop meetings, outings, and other events may be shared among the Scouts and adults of the Troop, including by email, photo-sharing websites, or other sites available only to the Troop members. The Troop Historian will compile these photos into a slide show to be displayed at the next Court of Honor.
- H. The Troop may also use select photos on the Troop's public-facing website, Facebook page, and other materials such as recruitment flyers. Scouts in these photos will not be named individually. A parent or guardian may opt out of having their Scout appear in publicly-available photos, by emailing a request to the Scoutmaster and Committee Chair.

4. OUTINGS

- A. The Troop usually schedules one campout, day hike, or event each month. Check the annual plan or troop calendar for the scheduled dates. Each outing has an Outing Scout and an Outing Adult who together plan and arrange the activity. An outing plan guide is available on the troop website to aid in the planning and record keeping of each event.

Past experience has proven that the success of the outing is most dependent on the follow-through of the Outing Scout and the adult participation. Failure of either responsible party is a recipe for event cancellation at the last minute.

- B. Patrols may arrange their own campouts or hikes if they have been approved by an adult leader as to leadership, location, and plans. At least two adults, one of whom is trained, must accompany the group. The other provisions which follow for Troop outings also apply as appropriate to Patrol outings.
- C. Scouts should be prepared for each outing by having appropriate clothing, footwear, rain gear and the 10 essentials. Patrol Leaders have the responsibility to see that their members are properly equipped for the outings. Troop equipment may be used as necessary.

It cannot be overly emphasized that improper or poor-quality clothing can not only lead to an uncomfortable outing, but in some rare cases can lead to serious safety or health-related cases (hypothermia, etc.)

- D. Unless other arrangements are made, each patrol is responsible for planning its own menus and to buy the food for each campout. Special attention should be given to proper nourishment and budgeting. As determined in advance, the adult leadership may be “guests” at some of the patrol’s meals.
- E. Scouts are to camp with their Patrols: Patrols camp together as a Troop. Scouts more than two years age difference may not tent together. Separate dwellings are required for males and females. When there is limited space, a clear physical or defined separation between both groups should be made. Adults camp separately from Patrols. When both adults and youth have no choice but to use the same space there must be two adults and four Scouts of the same gender. All adults must be Youth Protection Trained (YPT). This information is taken from the *Guide to Safe Scouting: Youth Protection and Adult Leadership: Accommodations* found online (2022, scouting.org, Boy Scouts of America).
- F. Each Scout should submit their plan to participate in an outing to their Patrol Leader at least one week prior to the outing. (Longer lead times may be required for major activities.) If plans change, the Patrol Leader should be advised promptly. Failure to attend the outing (after committing to do so) does not cancel the obligation of the Scout to pay for their share of food and other outing costs, such as registration or camping fees. The Patrol Leader should notify the Outing

- Scout and Outing Adult, or Scoutmaster promptly whenever they learn of participation changes. When possible, the food will be made part of the cost of the event.
- G. The Troop normally departs for a scheduled campout on Saturday morning, and returns on Sunday afternoon. The location and times will be announced prior to each outing. Parents should remember that your promptness determines the timely activities of the whole group. When possible, Scouts will phone ahead to update their return schedule.
 - H. Scouts should plan to work on advancement during part of the time they are on a campout. The Scout should bring to camp the things they need for advancement, particularly their Scout Handbook.
 - I. Parents are **expected** to take an active role in at least one or more outings per year. On campouts, they will camp with the adult leaders, not their Scout(s). A parent desiring to attend should advise the Outdoor & Activities Chair or Outing Adult as early as possible. Parents should bring their own personal equipment, though some limited equipment is available to borrow. Arrangements for food and shelter should be made with the other adults attending. Any adult working with Scout youth must have completed YPT.
 - J. An outing is a time for enjoying the outdoors, learning new skills, and having fun without being disturbed by “city” nuisances. Electronic games, radios, or other noise-producing devices are not permitted on outings. Exceptions may be allowed for travel to destinations longer than two hours. Cell phones are to be kept off during outings and used for emergencies only. The Scoutmaster or Assistant Scoutmaster may confiscate equipment if this policy is abused.
 - K. Fireworks, firearms, other weapons or explosives, illegal drugs, and alcohol are strictly forbidden on all Troop outings for both adults and Scouts. Exceptions must be addressed in advance by the Troop Committee, with advice from the Council. Prescription medications must be made known to the Scoutmaster and the Outing Adult by the parent/guardian prior to the outing.
 - L. The Outdoor Chair and their committee, as determined by the Outing Adult, will arrange transportation to and from the outings. BSA National Policy requires that everyone must have an individual seatbelt, that drivers transporting Scouts must be 18 or over, and that there be at least a \$50,000/\$100,000 (each person/each occurrence) coverage on each vehicle. A transportation cost may be charged for any outing greater than 50 miles each way. It would include any fees, as well as money for driver’s gas. The transportation cost will be announced in advance and collected by the Outing Scout or Troop Treasurer before the outing or will be deducted from the Scout’s account.
 - M. A permission form, available on the Troop’s website, for each Scout must be signed by their parent/guardian and returned to the Outing Scout before each

outing. The form provides written permission for the Scout to participate on the outing, and permission for the outing adult leaders to obtain emergency medical treatment for the Scout. **All Scouts** must have a signed permission form to participate in the outing.

- N. The organizers of an outing usually will have a “pack inspection” up to two weeks prior to the outing. Each Scout should bring **everything** planned to wear or take on the outing, packed as they will carry it. The Scout should have paper and pencil/pen to note any changes. The essential and optional “Recommended Personal Gear” listed in the Scout Handbook provides a good general checklist of what to bring for most outings.
- O. **Each Troop outing will have a minimum of two registered adults, 21 years or older, on the outing at all times.** The adults present must include at least one Adult Scouter trained for the activity. A trained female adult 21 years or older must be registered if the unit includes female Scouts, and must be present at all activities that include female Scouts. In general, there will be a minimum of one adult with YPT training for each 6-8 Scouts, depending on the nature of the activity. All outings will be carried out in accordance with established BSA policies, which include provision for:
1. Adult (at least 18), licensed, insured drivers.
 2. Seat belts for each person. No riding in the back of pickup trucks.
 3. Aquatics only under BSA approved, trained supervision, following the BSA Safe Swim or Safety Afloat programs.
 4. Preparing a plan using the BSA’s *Guide to Safe Scouting* and the *Enterprise Risk Management Guidebook* and sharing it with the Scouts and Leadership is the responsibility of the Outing Adult with the assistance of the Outing Scout. The plan should include specific information about drivers, vehicles, and insurance coverage requirements

5. ADVANCEMENT

The Scout program uses a formal advancement process as a means to encourage growth and development for all participants. The advancement process has four distinct steps: Learning, Testing, Review, and Recognition.

- A. Troop activities (meetings and outings) are planned to present learning opportunities to meet many advancement requirements. However, advancement is ultimately the responsibility of the individual Scout. Other learning opportunities should be occurring in the home, school, church, and other environments.

- B. A Scout should strive to earn the progress awards (ranks) through First Class during their first year as a Scout. After that, a good goal is one rank advancement each following year. Requirements for each award are in the Scout Handbook.
- C. While the Scout is in a “New Scout Patrol,” their advancement is reviewed and signed off (testing) by their Patrol's Troop Guide or their Assistant Scoutmaster.

For a Scout who has been in the Troop for one or more years, the Two-Rank Rule will apply in the signing off for scout advancement. To start the process, the Scout seeking advancement (Advancing Scout - AS) will request from any Scout, who is two ranks higher to conduct the test/s, known here as the Signing Scout (SS). The AS may stay with one SS, or he or she may go to more than one SS. If the Scout is in an “Experienced Scout Patrol,” requirements are signed off by their Patrol Leader, if they have attained that rank. If the Patrol Leader has not yet earned the award, other members of the PLC or the Adult Leadership (Scoutmaster and Assistant Scoutmasters) may sign off requirements.

Eagle requirements should be signed off by the Scoutmaster. No requirements should be passed by a relative (brother, parent, etc.) except as approved by the Scoutmaster under unusual circumstances. See section F for Merit Badge procedures.

- D. Upon completion of the requirements for a rank advancement, the Scout schedules a Scoutmaster Conference. The purpose of this brief meeting is to review past activities and plan what is needed for the next rank. It should take place privately, but within view of other members of the Troop. The Scoutmaster may ask that the conference be done by one of the Assistant Scoutmasters.
- E. After the Scoutmaster Conference, the Scout should contact the Advancement Chair or the Committee Chair to schedule a Board of Review. Its purpose is to review the advancement progress of the Scout and to verify that requirements were met (but not to retest). It is also a chance for the Committee to check in with the Scouts about the Troop's program.

For all ranks, the Board of Review is formed from at least three members of the adult committee. The Scoutmaster and Assistant Scoutmasters do not typically participate in a Board of Review, although they may introduce the Scout at the beginning. The Board of Review for Eagle is scheduled by the District Advancement Chair and includes District Eagle Board and Troop adult participants. At the time a Scout passes the Board of Review, the Scout has completed the rank. A badge is formally awarded at the next Court of Honor, and it may be worn on the uniform.

If the Board of Review determines that the Scout is not yet qualified for the rank, they should inform the Scout clearly what has not yet been done satisfactorily in a positive and encouraging way, and schedule another review when the Scout feels

ready. An appeal process is also available as outlined in the BSA "Guide to Advancement."

- F. Merit Badge requirements are passed (tested) by a registered Adult Merit Badge Counselor. Parents should not pass their Scout(s) for a merit badge unless multiple Scouts are completing a badge together. If another Merit Badge counselor is available, it is preferred for the Merit Badge counselor to not be a family member. A Scout should choose the merit badge they are interested in, then inform the Scoutmaster that they are ready to see a Counselor. The Scoutmaster will give the Scout a Merit Badge application card, which the Scout should fill out and get signed by the Scoutmaster (indicating the Scoutmaster recommends the Scout to the Counselor) and open the Merit Badge in Scoutbook. The Scoutmaster will provide contact information for several registered Counselors to the Scout. The Scout should contact the Counselor for guidance in passing the requirements. In many cases, the Counselor will also provide several learning sessions prior to testing (passing off) the requirements. It is recommended that Scouts work on Merit Badges in pairs, for safety and since many have requirements that are difficult to do alone. **Scouts should NOT begin working on merit badge requirements until they have met with their Merit Badge Counselor and had the activity approved.**
- G. Recognition for rank advancement is given to the Scout as soon as possible after they achieve it, usually at the next Troop meeting. Formal recognition of achievements, along with family participation, will be made at a Court of Honor program. These are scheduled three times each year.
- H. The "Totin Chip" is an award for understanding and demonstrating the proper use of the Scout knife, axe, and saw. Each Scout is required to earn their award before using these tools on campouts. The award may be revoked as a result of misuse of these tools and will need to be re-earned. Troop 676 does not allow fixed blade knives, and locking blade knives are preferred.
- I. Scouts should watch for advancement opportunities in school, work, sports, music, and other activities. They should be encouraged by their parents to participate in all Scout meetings, activities, and advancements that they can.
- J. When a Scout attains the rank of Life, the Advancement Chair or Life to Eagle Advisor will guide the Scout as they develop plans for an Eagle Project and inform the Troop Committee on the individual's preparedness for Eagle.
- K. When the Scout has attained the rank of Eagle, a special Eagle Court of Honor is scheduled. A member of the Troop Committee is appointed to plan the ceremony with the Scout's parents. It is a formal activity, with printed invitations and printed programs. It may be held in the OSLC sanctuary, or in another fittingly formal setting chosen by the recipient's family. The Troop has some decorations available and can borrow others from Council sources. A period of two-months should be allowed for planning and hosting an Eagle Court of Honor.

6. SPECIAL PROGRAMS AND EVENTS

- A. The Troop participates in a weeklong summer camp experience each year at a Scouts BSA camp. Detailed information about location, costs, and schedules is usually available in January or February. The cost varies depending on the camp location. Costs will be higher if the Troop decides to go to a camp from another Council.
- B. In addition to summer camp, a weeklong National Youth Leadership Training (NYLT) Camp is offered by the Council. Scouts interested in attending their training should consult with the Scoutmaster. The troop may provide scholarships to attend their training.
- C. The Troop usually plans a weekend at the Council Klondike winter camp. Snow activities are planned. Details are usually available in November.
- D. The District plans a Camporee each Spring. It is a weekend campout, with competitive events for each patrol. The Troop goes as a Troop, but competition is by patrol.
- E. The Order of the Arrow is an honor society of Scouts BSA. Participants are nominated by the Troop and go through an Ordeal to become full members. Order of the Arrow members coordinate District events such as Klondike and Camporee.
- F. Other special activities, like National Jamboree, World Jamboree, high adventure outings (Philmont, etc.), may be planned for experienced Scouts by the Troop or the Council. Fundraising to cover the cost of these events should be planned by the Scouts attending.

7. TROOP COMMITTEE AND PARENT PARTICIPATION

- A. The Troop Committee is comprised of parents of Scouts and other persons interested in helping Scouts grow responsibly. The Troop Committee meets during the first Scout meeting of the month.
- B. The Troop Committee selects the Scoutmaster and provides sound program and administrative support. The Troop Committee may redefine its officers at any time; however, the normal term of office for all adult positions is a minimum of one year.
- C. The Troop Committee provides:
 - 1. Program support in the areas of planning, advancement, and the outdoor program.

2. Administrative support, in the areas of adult leadership, finance and records, equipment and facilities, membership, and advancement.
 3. Policy support, as review and approval of positions brought to the Committee by the Scoutmaster from the Patrol Leaders Council. The Scoutmaster serves as the liaison between the Scouts who plan and lead the Troop activities (the PLC) and the Committee, who organize support for those activities and are responsible for the overall direction of the program.
- D. Committee member positions that ensure smooth Troop operation include: the Chartered Organization Representative, Committee Chair, Scoutmaster and Assistant Scoutmasters, Treasurer, Secretary, Advancement Coordinator, Chaplain, Membership Coordinator, Equipment Coordinator, Training Coordinator, Outdoor/Activities Coordinator, and Webmaster. In the absence of any of these positions, individual responsibilities may be held by committee members, for example-Fundraising Coordinator, Medical Forms Coordinator, or Merit Badge Counselor Coordinator.
- E. The Troop Committee is vital to the success of the Troop. Without an active Committee, the aims of Scouting, by means of the Troop Program, cannot be brought to the Scouts.
- F. **All parents** are expected to participate in supporting the Troop's program. Opportunities include a standing Committee position, attending outings, assisting with transportation, Merit Badge counseling, fund-raisers, service projects, and support for other special Troop projects. Any adult who interacts with Scout youth must have completed YPT.
- G. The Scoutmaster, Assistant Scoutmaster, Committee Chair, and at least two Committee members must be registered as adult Scouters with the BSA. Parents are encouraged to register.

8. LEADERSHIP TRAINING

- A. It is the responsibility of the Scoutmaster and the Assistant Scoutmasters to provide ongoing training in basic Scouting skills and leadership techniques to the Scouts elected to leadership positions in the Troop. The Assistant Scoutmaster assigned to each "New Scout Patrol" is directly responsible for the training of their rotating Patrol Leaders and their Troop Guide.
- B. Each year, the Council offers a weeklong National Youth Leadership Training (NYLT) opportunity for selected Scouts approved by the Scoutmaster. The troop may provide scholarships to attend their training.

- C. The Scoutmaster is responsible for training newly elected youth leaders using Introduction to Leadership Skills for Troops (ILST) as soon as possible after an election.
- D. The District provides regular Roundtable meetings, for ongoing adult leadership training and information exchange (second Thursday of the designated month, 7:00 p.m., at OSLC in Issaquah). The Committee Chair is responsible for seeing that the Troop is adequately represented. All parents are encouraged to attend.
- E. The District and Council provide formal adult Scoutmaster Training. This is offered annually as a full-day session at the Program and Training Conference (PTC), usually in October. All Scoutmasters and Assistant Scoutmasters are required to attend; other adults are encouraged to participate as well. Upon request the Troop may be able to cover the cost of their training from Troop funds.
- F. During the Spring and Fall each year, adult Wood Badge is offered by Chief Seattle Council and/or neighboring councils. Wood Badge is an advanced, intense, experiential course on small-group leadership, whose purpose is to strengthen units. Upon request the Troop may be able to cover the cost of training for qualified Troop adult leaders.
- G. All registered Committee Members must complete Youth Protection Training (YPT) and Troop Committee Challenge trainings. Any adult who has contact with Scout youth must be YPT certified. All adults are encouraged to take YPT and other training classes to support outing requirements. The Council holds an annual Program and Training Conference where most training is available. Additionally, many of these training classes are available online at www.my.scouting.org

9. UNIFORMS AND PERSONAL EQUIPMENT

- A. Uniforms. The BSA provides a number of uniform choices, with the intent that each troop will choose one. The following describes the uniform chosen by Troop 676:
 - 1. Shirt: Official BSA shirt, long- or short-sleeve, this is our “Class A” or formal uniform. The Scout shirt must have a Chief Seattle Council strip and Troop 676 numerals sewn on as shown in the Scout Handbook. (Numerals for Jamboree or other National or Council events may be worn until the special activities are complete.) Tiger and Cub service stars, the Arrow of Light, a religious award, and heroism awards are the only Cub Scout awards that may be retained on the Scout shirt. The green shoulder epaulets must be worn if the shirt has shoulder straps. The Council activities badge (circular) is recommended for the right pocket. Segments to be placed around it are awarded for various Scout activities. Segments earned in Cubs are not to be worn on the Scout uniform.

The Patrol medallion, badges of rank, and badges of office are provided by the Troop. Such badges should be worn on the shirt to represent the Scout's current status.

A "trained" badge may be worn under the badge of office for which the Scout has been officially trained, and while holding that office. If the Scout holds no office, the "Trained" badge must be removed.

2. Service Stars (optional): A service star representing the number of years the Scout has been a member of each level of Scouting may be worn above the left pocket. The levels are distinguished by the background color. Thus, after two years as a Scout, a prior Tiger and Cub Scout could wear three stars, a one-year with orange backing for Tiger Cubs, a 4-year with yellow backing for Cub and Webelos, and a 2-year with green backing for Scouts.
3. Neckerchief: Upon having completed the "joining requirements" (the rank of "Scout"), the Scout is presented a Troop neckerchief by the Troop. It is to be worn as part of the uniform, rolled neatly, and secured with a slide of the Scout's choice. The collar is worn over the neckerchief.
4. Pants: The troop allows one of three choices:
 - a. Official Scout shorts and official Scout long socks (Recommended for summer wear).
 - b. Official Scout long pants.
 - c. Plain pants or shorts that are clean and in good repair
5. Belt (optional): The official Scout web belt may be worn with one of the choices of pants as part of the uniform. Other belts purchased at a Scout Shop (e.g., with a buckle for a particular BSA camp or High Adventure base) may also be used.
6. Hat (optional): Only an official Scout hat is to be worn as part of the uniform. (The Troop has not defined a specific hat.)
7. Uniforms for adults: The Scoutmaster and Assistant Scoutmasters should wear the official Scouter (adult) version of the Troop uniform. Other Troop adults may also wear the Scouter uniform. Adults should always wear their uniform correctly, as an example for the Scouts. Some differences:
 - a. Adults do not wear Scout badges of rank, skill awards, segments, or the like. Certain attainments as Scouts or adults may be recognized by appropriate square knots worn above the left pocket.

- b. The adult service star has a light blue backing. Service as an adult is counted cumulatively, for adult service to any level of Scouting.
 - c. Adults may wear the troop neckerchief, optionally.
- 8. Field or "Class A" Uniforms are required to be worn at Troop Meetings, Courts of Honor, Boards of Review, PLC meetings, Camporee, Summer Camp, meetings with Merit Badge Counselors, Scout Shows, when traveling as a group to and from campouts and other activities, and other events deemed appropriate by the PLC. Scouts should familiarize themselves with the uniform insignia and wear it properly.
- 9. The troop has a supply of "Class B" Troop 676 t-shirts available for purchase which can be substituted for the official Field uniform as decided by the Senior Patrol Leader.
- B. Basic personal equipment for outdoor activities should include sturdy hiking shoes, framed style backpack that is the correct size for the Scout, sleeping bag, the Scouting 10 essentials, and mess kit with utensils. Before making an initial purchase, it is suggested you check with the Scoutmaster or other adult leaders for helpful suggestions.
- C. Other equipment, i.e., tent, tarps, mats, sleeping bags, backpacks, stove, etc., can be borrowed from the Troop equipment or shared with other Scouts. See Section X, Troop Equipment.
- D. Each Scout is required to have a personal First Aid kit as defined in the Scout Handbook, that is packed along with their gear on every outing.
- E. The official Scout Handbook is full of useful information, and each Scout will be provided with one by the troop upon joining. The Handbook shows the joining requirements to earn the rank of Scout. Near the back of the Handbook are the requirements and advancement records for Scout ranks: Tenderfoot, Second Class, First Class, Star, Life, and Eagle. Since much advancement can be done or prepared in the home, parents as well as the Scout are encouraged to read these sections thoroughly. **Parents should NOT sign off requirements in their Scout's handbook. Requirements should only be signed by Scouts two ranks higher, the Scoutmaster and Assistant Scoutmasters.**
- F. BSA National and Chief Seattle Council have adopted scoutbook.scouting.org ("Scoutbook") as the online recordkeeping method of choice. Parents and Scouts should update personal information within **Edit Profile** in Scoutbook and refer often to Advancement and Activities to note what needs to be completed or updated.

The Scoutmaster, or if necessary, Assistant Scoutmaster, will verify completed requirements and transfer them from the Scout Handbook to Scoutbook. Merit badge counselors will enter requirements in Scoutbook.

The Internet Advancement Report (IAR) is the official record of achievement. Scouts should become familiar with accessing and printing the IAR to take to all Boards of Review.

10. TROOP EQUIPMENT

- A. The Scout Troop owns a small number of tents, sleeping bags, ground pads, backpacks, and patrol cooking equipment. These are available for the use of Scouts who do not have their own, on a sign-out basis from the Troop Quartermaster, during Troop or Patrol activities.
- B. The Troop Quartermaster and his/her parents are responsible for proper storage, maintenance, and accounting for the Troop equipment. If OSLC does not provide a storage space for Troop equipment, alternative arrangements must be made by the Quartermaster and his/her parents. Scouts who use Troop equipment are responsible for returning it clean and dry to the Quartermaster by the next Troop meeting after the outing. An alternative arrangement for Patrol box storage is at the Patrol Leader's or Assistant Patrol Leader's home.

11. ONLINE RESOURCES

- A. A website will be maintained and made available to members of the Troop and community. It will include basic information on the Troop, planned activities, links to forms, and links to policy documents. The adult serving as Webmaster will be a member of the Troop Committee. Expenses of the website will be covered by the Troop.
- B. Scoutbook will include summaries of PLC and Troop Committee actions, Troop activities, and upcoming Troop, District and Council events. Troop Committee meeting notes will serve as the record of Policy decisions made by the Troop Committee.

12. POLICY REVISIONS

- A. The Statement of Policy was originally approved by the Troop Committee in October 1985. Revisions were approved by the Committee in April 1987, March 1990, March 2001, May 2012, and June 2022.
- B. The Statement of Policy may be revised by majority vote of those present at any regularly scheduled Troop Committee meeting. Notification of intended revisions must be made to families of all registered, active members of the Troop at least one month prior to the committee meeting.

14. REFERENCES:

Troop Website:

Council Website: www.seattlebsa.org

District Website: www.seattlebsa.org/alpine

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

Training Website: <https://my.scouting.org/> (requires single sign-on log in, shared with the scoutbook.com)

Online Scout Handbook: Print version

Merit Badge Requirements and Worksheets: <https://www.scouting.org/programs...>

Order of the Arrow: <http://tkopekwiskwis.org/>