

**BSA Troop 738  
Troop Operation  
Practice and Procedure**

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**Situation:** Scout Participation

**Practice:** Scout attendance at Troop meetings, Patrol meetings, and PLCs: details below.

**Position Responsible:** Scoutmaster, Committee Chair

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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**Troop meetings and outings:**

Scouts must attend troop meetings in order to qualify for rank advancement as a determination for showing 'Scout Spirit'. Attendance will be taken by an ASM on a weekly basis. Scouts must be in attendance for at least **65%** of the meetings in a *given election period\** to qualify.

**Patrol meetings and outings:**

Scouts must attend their Patrol meetings and outings at least **50%** of the time in a *given election period* to qualify. The Patrol Leader will take the attendance.

**Patrol Leaders Council meetings, outings and training:**

Scouts must attend the **Troop PLCs** for their office at least **65%** of the time in a *given election period* to qualify for the leadership position they were elected to serve in. The Scout Scribe will take the attendance. This ensures scouts show "scout spirit" and meets the requirement of the leadership role required for a rank advancement.

**A given election period is the 6-month period from October to March and April to September.**

Specific grants of release (i.e. for sports participation, religious education and practice) can only be given by the Scoutmaster and Senior Patrol Leader, when submitted in writing to the Committee Chair. The grant of release shall be maintained on the Scouts Troop record and is good only for the current election period. A new release will need to be granted for any other election period.

**BSA Troop 738**  
**Troop Operation**  
**Practice and Procedures**  
**Scout Leader Positions and Responsibilities**

| Title                            | Reports To                                                                       | Job Description & Duty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>All</u> Junior Leaders</b> |                                                                                  | <ul style="list-style-type: none"> <li>● Junior Leaders will receive monthly feedback from Scoutmaster on the performance of positions held</li> <li>● <b>Must</b> meet the <b>performance expectation</b> and at least <b>65% attendance</b> of troop activities during the term of office in order to have the leadership requirement for rank advancement signed off</li> <li>● Sets a good example</li> <li>● Youth Leadership Training- Troop/District/Council</li> <li>● Enthusiastically wears the scout uniform correctly</li> <li>● Encouraged to attend PLC meetings if not explicitly described in the duty</li> <li>● Lives by the Scout Oath &amp; Law</li> <li>● Shows Scout Spirit</li> <li>● For consistency, the 6-month leadership term will be April to September and October to March.</li> </ul>                                                                                                                                              |
| Sr. Patrol Leader (SPL)          | Scoutmaster (SM)                                                                 | <ul style="list-style-type: none"> <li>● Elected by scouts to represent them as the top junior leader in the troop</li> <li>● Must be Star rank</li> <li>● Runs all troop meetings, events, activities and the annual program planning conference</li> <li>● Runs the PLC (patrol leaders' council) meeting</li> <li>● Appoints other troop junior leaders with the advice and counsel of the SM</li> <li>● Assigns duties &amp; responsibilities to junior leaders</li> <li>● Assists the SM with junior leader training</li> <li>● SPL or ASPL will follow up with hosting patrol for upcoming troop meetings, and will contact the Scoutmaster or designated leader to report progress a couple of days before the meeting day.</li> <li>● SPL and ASPLs <b>must</b> participate in at least <b>50%</b> of the troop events AND campouts during their office</li> <li>● At least one of SPL or ASPL must be present in ALL troop events AND campouts</li> </ul> |
| Asst. Sr. Patrol Leader (ASPL)   | SPL                                                                              | <ul style="list-style-type: none"> <li>● Second-highest-ranking junior leader in the troop</li> <li>● Acts as SPL in the absence of the SPL or when called upon</li> <li>● Provide leadership to other junior leaders in the troop</li> <li>● Helps the SPL lead meetings &amp; activities</li> <li>● Help train &amp; supervise the quartermaster, instructor, librarian, &amp; historian.</li> <li>● Serve as a member of the PLC</li> <li>● Must be First Class rank</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Patrol Leader (PL)               | SPL<br>(For new scout patrol: works with the Troop Guide assigned to his patrol) | <ul style="list-style-type: none"> <li>● Elected leader of his patrol</li> <li>● Represents his patrol on the PLC</li> <li>● Appoints the Assistant Patrol Leader (APL) with the advice and counsel of the ASM/SM</li> <li>● Plans &amp; steers patrol meetings</li> <li>● Help scouts advance</li> <li>● Acts as the chief recruiter of new scouts</li> <li>● Keep patrol members informed</li> <li>● Knows what his patrol member &amp; other leaders can do</li> <li>● Has attained first class rank</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Asst. Patrol Leader (APL)        | PL                                                                               | <ul style="list-style-type: none"> <li>● Appointed by the PL with the approval of the ASM/SM</li> <li>● Leads the patrol in the absence of the PL</li> <li>● Helps the PL plan and steer patrol meetings &amp; activities</li> <li>● Helps the PL keep patrol members informed</li> <li>● Helps the patrol get ready for all troop activities</li> <li>● Represent his patrol at PLC meetings when the PL cannot attend</li> <li>● Lends a hand controlling the patrol &amp; building patrol spirit</li> <li>● Has attained second class rank</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |

| Title                           | Reports To                                           | Job Description & Duty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Junior Asst. Scoutmaster (JASM) | SM                                                   | <ul style="list-style-type: none"> <li>● Serves in the capacity of an Assistant SM except where legal age &amp; maturity are required</li> <li>● Between 16 and 18 years old.</li> <li>● Appointed by the SM</li> <li>● Perform duties as assigned by the SM</li> <li>● Upon 18<sup>th</sup> birthday, a JASM will be eligible to become an Assistant Scoutmaster (ASM).</li> </ul>                                                                                                                                                                                                                                                                                   |
| Troop Guide                     | Assistant Scoutmaster (ASM) for the new scout patrol | <ul style="list-style-type: none"> <li>● Appointed by the Scoutmaster</li> <li>● Works with new scouts to help them feel comfortable &amp; earn their First Class rank in their <i>first</i> year</li> <li>● Introduces new scouts to troop operations</li> <li>● Guides new scouts through early scouting activities</li> <li>● Teaches basic scout skills</li> <li>● Coaches the patrol leader of the new scout patrol on his duties</li> <li>● Work with the PL at PLC meetings</li> <li>● Attends PLC meetings as the PL of the new scout patrol</li> <li>● Assists the ASM with training</li> <li>● Counsels individual scouts on scouting challenges</li> </ul> |
| Troop Quartermaster (TQM)       | ASPL                                                 | <ul style="list-style-type: none"> <li>● Keeps records on patrol &amp; troop equipment</li> <li>● Make sure equipment is in good working condition</li> <li>● Issues equipment &amp; makes sure it's returned in good condition</li> <li>● Makes suggestions for new or replacement items</li> <li>● Works with the ASM responsible for equipment</li> </ul>                                                                                                                                                                                                                                                                                                          |
| Instructor                      | ASPL                                                 | <ul style="list-style-type: none"> <li>● Life scout</li> <li>● Teaches basic scouting skills in troop and patrols</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Librarian                       | ASPL                                                 | <ul style="list-style-type: none"> <li>● Sets up &amp; takes care of troop library</li> <li>● Keeps records of books &amp; (merit badge) pamphlet owned by the troop</li> <li>● Adds new or replacement items as needed with ASM Secretary</li> <li>● Keeps books &amp; pamphlets available for borrowing</li> <li>● Keeps a system for checking books &amp; pamphlets in &amp; out</li> <li>● Has attained tenderfoot rank</li> <li>● Follows up on late returns</li> </ul>                                                                                                                                                                                          |
| Historian                       | ASPL                                                 | <ul style="list-style-type: none"> <li>● Takes photos, keep records in a computer as JPG.</li> <li>● Gathers pictures &amp; facts about past troop activities &amp; keep them in a historical file or scrapbook</li> <li>● Participate on campouts as the troop photo/videographer</li> <li>● Takes care of troop trophies, ribbons &amp; souvenirs of troop activities</li> <li>● Keeps information about former members of the troop</li> <li>● Has attained Tenderfoot rank</li> </ul>                                                                                                                                                                             |
| Den Chief                       | ASPL                                                 | <ul style="list-style-type: none"> <li>● At least 13 years old and First Class rank</li> <li>● Has taken Den Chief training provided by Northern StarCouncil</li> <li>● Provide assistant to the Den Leader or Webelos Den Leader in Den meetings and activities</li> <li>● Works in the cub scout setting away from the troop</li> <li>● Acts as liaison between the Boy Scout Troop and the Cub Scout Pack</li> <li>● Promote boy scouting to the cub scouts and cub leaders</li> <li>● Be willing to accept the troop guide position</li> </ul>                                                                                                                    |

**BSA Troop 738  
Troop Operation  
Practice and Procedure**

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**Situation:** Scout Elections

**Practice:** Election of Scout Leaders by a majority vote of scouts present.

**Position Responsible:** Committee Chair; and Scoutmaster, who is responsible for approving all elections

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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**Definition:** Rank advancements require scouts participate in an elected position of leadership. To accomplish this, the scout election period is 6 months (October to March and from April to September).

**Terms:** All terms are 6 months, any scout may be re-elected to their position one time consecutively., except for SPL. This allows other scouts to participate and learn to grow in a leadership position. Exceptions on a case by case basis with the consent of the Scoutmaster and Committee Chair.

**Leaders must fulfill the participation requirement to earn the rank advancement qualification for that election period.**

**Position/eligibility requirement/participation requirement:**

Senior Patrol Leader – appointed from ASPL; should be at least a Star Scout, must have served as an Assistant Senior Patrol Leader previously, and must have completed Junior Leader Training. May only repeat as SPL for 1 election period after the scout's term has expired.

Assistant Senior Patrol Leader – should be at least a Star Scout, must have completed Junior Leader Training; becomes SPL immediately following his term.

Patrol Leader – Has attained First Class rank.

Assistant Patrol Leader - Second Class rank

Troop Guide – Appointed by Scoutmaster. Has attained Star rank

Troop Quartermaster –Second Class rank

Instructor – Life Scout

Librarian - Has attained Tenderfoot rank

Historian - Has attained Tenderfoot rank

Den Chief – Must be a First Class Scout. **Requires Den Chief Training provided by Northern Star Council. Exceptions made with permission from the Unit key 3.**

Jr. Assistant Scoutmaster – Life Scout and appointed by Scoutmaster.

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**Situation:** Merit Badges

**Person/Position Responsible for enforcement:** Merit Badge Advancement Chair

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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**Practice: Once the scout has passed the requirements as signed off by the Merit Badge counselor, the Scout has then earned the merit badge. It is the troop's responsibility to award the Scout the merit badge. (preferably at the next Court of Honor)**

**First Year Scouts: Any scout that has earned the "Scout" Rank may work towards earning a merit badge.**

**Required Merit Badges First Aid and Swimming:** It is strongly suggested that first year scouts take first Aid Merit Badge, and also Swimming Merit Badge, as soon as it is offered in the troop.

**Parental Signing:** Parents may sign-off on requirements for their own scout with a limit of 2 for any required merit badges at any time.

**Starting a merit badge:** A scout may use any merit badge counselor that has been registered with Northern Star Council. He must first inform his own scoutmaster of his intent to use a counselor from another troop or District., and obtain a signed blue card from his Scoutmaster.

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**Situation:** General Camping and Activities.

**Practice:** Camping is considered to be the “outing” in Scouting. Troop 738 strives to provide regular outdoor/cabin activities throughout the year. This guideline serves to outline policies, while specific details are up to the scouts, leaders, and parents to develop.

**Position Responsible:** SPL, SM, Camping Chairperson

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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**All Camping and Activities require:**

- Details of activity: where, when, start/return, specifics of outing; equipment requirements; adult and scout participation; planning must be complete 30 days before departure.
- Approval by Scoutmaster and Committee Chair
- Outing Permission form, which includes contact name and phone number for emergencies.
- Fire Arms/Archery permission form.
- Medical information form for activities longer than 72 hours (BSA policy).
- Adult Release form for Scoutmaster/Committee Chair to have for scouts in case of emergencies, to act in the best interest of the Scout, when no parent is available.
- Troop Outing Budget.
- Tour Permits (BSA policy).

**Activities subject to all of the above requirements:**

- Troop camping including District/Council sponsored programs.
- Patrol camping
- Day activities (Bowling night, Rollerdomes, lock-in events, etc)
- Summer Camp
- High Adventure Camping (May have additional requirements)

**Food Requirements:**

- When appropriate (number attending and group size) a Kosher Patrol will be formed to ensure their needs.
- When a Kosher Patrol is not formed and there are scouts/adults requiring a Kosher menu, arrangements will be made with the stipulation that a firm commitment is required for the outing.

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**Situation:** Boards of Review

**Practice:** Boards of Review are required all Rank Advancements

**Position Responsible:** Merit Badge Advancement Chair

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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Guidelines have been drawn and determined by an adoption of questions to ask by the Board of Review. This should be in hand, reviewed by each member, and determined which questions and by which member will be asked before the scout presents himself to the board.

Boards of Review shall consist of at least 3 parents, preferably not an assistant scoutmaster, and never the Scout's own parent.

See Supplement #BOR-1 for additional details.

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**Situation:** Court of Honor

**Practice:** A Court of Honor will be held 3 times per year to honor and award scouts and adult volunteers for their accomplishments and service.

**Position Responsible:** Scoutmaster, SPL, Advancement Chair

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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**Court of Honor Protocol:**

Approximate times of the year: Held later part of September, January, and early June.

Scouts wear Class A Uniform with Sash

Awards should be presented by the Scoutmaster and Senior Patrol Leader

Rank Advancement from Tenderfoot to Life

Merit Badges earned

Other scout awards

Adult recognition

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**Situation:** Adult Participation

**Practice:** Adult attendance at Troop meetings, patrol meetings, PLCs and Parent meetings are required as detailed below.

**Position Responsible:** Committee Chair; Scoutmaster

**Detail the procedures for carrying out a troop practice or guideline, as necessary, in accordance with BSA policy. Note differences with Troop practice and BSAs if necessary.**

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**Troop meetings and outings:**

Adult registered leaders are encouraged to attend all Troop meetings and outings to lend their help and/or expertise in accomplishing the activity as planned for that meeting.

**Patrol meetings and outings:**

Adult leaders assigned to a Patrol should attend the Patrol meeting with their scout. Adults are needed to attend these to ensure safety and 2-deep leadership.

**Parent Committee meetings, outings and training:**

Adult leaders and parents are urged to attend committee meetings to help determine the scout program. All adult leaders are required to attend **Scout Leader Specific Training**. This provides basic information on troop organization, operation, BSA practices for assistant scoutmasters in whatever role they may play in the troop.

**BSA Troop 738**  
**Troop Operations**  
**Adult Leader Jobs and Responsibilities**

Committee Chair

- Manages affairs of the troop, paperwork, permits, permission forms, charter, insurance, approves expenses, communication with parents, commissioner, and district as needed.
- Manages web-site and email communication group site.
- Resolves conflicts and disputes with the Scoutmaster and Treasurer assistance.

**Scoutmaster**

- Works with Senior Patrol Leader and PLC to plan and execute all Troop activities.
- Ensures that all scouts have proper training for their positions.
- Assists scouts to maintain the patrol method and boy-run troop ideals of scouting.

Treasurer/Secretary

- Keeps financial records and checking/savings accounts of the Troop.
- Chief signer of checks, as approved by Committee Chair.
- Maintains scout records of advancement with Advancement Chair.
- Maintains scout accounts from fundraising efforts.
- Maintains FHOD account at Scout Shop.
- Maintains scout service hours.
- Files forms to maintain tax-free/exempt status with State of Minnesota.

Advancement Chair

- Sets-up and runs Board of Reviews for Scout Advancement.
- Works with Treasurer/Secretary maintaining scout records.
- Purchases scout awards, merit badges, and recognitions.
- Maintains scout merit badge forms as required by the scout office.

Life to Eagle Chair

- Maintains communication with District Advancement Chair regarding dates/times of District reviews of Eagle projects; and Eagle Boards of Review.
- Maintains changes in BSA policies regarding Eagle requirements.
- Works with Life scouts to determine and plan Eagle projects.
- Orders the Flag from the White House; receives on behalf of the Eagle candidate awards, documentation, letters needed for presentation at the scout's Board of Review.
- Arranges with the Eagle Scout, the Eagle Court of Honor.

Fundraising Coordinator

- Writes letters, sets and ensures proper execution of all fund raising activities.
- Works with adult leaders, and scouts, sharing the organization of each activity.
- Accounts for the receipt of all monies from scouts to Treasurer for timely deposit.

Equipment Coordinator

- Inventories all equipment with the help of the quartermaster and each scout patrol.
- Coordinates use of equipment, check out/in, suggests repair or replacement as necessary.

### Camping Chair

- Works with SM, SPL in planning Troop camp outs, and activities occurring in natural settings. Determines if we have or need to rent/borrow equipment for planned camp out.
- Considers plan and forecasts scenarios that may occur to ensure scout and leader safety in conjunction with BSA Guide to Safe Scouting.
- Receives awards and merit badges earned by scouts at camps attended.
- Works with QM, SM, and SPL for menu plan approval, and food purchase.

### High Adventure Chair

- Organizes high adventure camping trips for older scouts (14+).
- Brings in speakers and/or demonstrations to aid in the success of any planned trip/outing.
- Works with other adult leaders to determine the feasibility of a trip, and develops plans for implementation.

### Training Chair

- Maintains scout and adult leader training accomplishments to date.
- Informs SM, and Adult Leaders of training opportunities in Council and District, and on a national basis for scouts and adults.
- Reserves spaces in training programs for leaders and scouts (Pine Tree).
- Works with Troop Guide to ensure all scouts in leadership positions have had, and continue to have training for that position.
- Applies for, awards or recognizes scouts and leaders for accomplishments.
- Recommends Troop personnel for District, Council, and national awards.