

BOY SCOUT TROOP 839

ORGANIZATION AND OPERATING PROCEDURES

Last Revised October, 2005

I. INTRODUCTION

Welcome to Troop 839, one of the most outstanding Scout troops in Kingwood. We pride ourselves as being a “camping and water activities” troop. We are proud of our scouts who take part in the outdoor experience. Scouting is a rewarding adventure for boys as they mature and grow in skills, leadership and confidence. To new scouts we offer a hardy **WELCOME** and hope that you too will become part of a tradition in Kingwood that started in 1985. To our present Scouts we are glad that you are part of the Scouting tradition and trust that the information contained in this manual will aid and assist you as you take part in the troop program.

Troop 839 is part of the Boy Scouts of America (B.S.A.), which was founded February 8, 1910. The Kingwood area is part of the Flaming Arrow District of the Sam Houston Area Council. Troop 839 was first chartered in 1985 and is currently sponsored by the First Presbyterian Church of Kingwood.

If you are not yet a Boy Scout, then you must (a) have completed the fifth grade, OR (b) have earned the Arrow of Light Award for Cub Scouts, and be 10 ½ years of age in order to join Troop 839.

Before joining Troop 839, you will receive or have access to, the following:

1. Boy Scout Application Form*
2. Personal Health and Medical Record*
3. Troop Calendar
4. Troop and Adult Leader Rosters
5. Troop Resource Survey*
6. The amount of troop dues to be paid with your application*
7. The Troop Orientation Manual
8. This Organization and Operations Manual

* You must bring these completed forms and the necessary fees to the first troop meeting you attend.

In joining Troop 839, you accept the procedures and rules presented in this manual.

It is your responsibility to read this manual and to follow its guidelines.

II. TROOP PROGRAM

A. TROOP MEETINGS

We meet every Monday except for the Monday following the monthly camping activity. Meetings are held from 7:00 to 8:39 p.m. at First Presbyterian Church of Kingwood, located at 5520 Kingwood Drive.

B. CAMPOUTS

We are a camping troop. We have weekend campouts or day hikes every month. On weekend campouts, we leave Kingwood from the parking lot of the church on Friday evenings or on Saturday mornings and return on Sunday afternoon to the parking lot of Luby's on Highway 59 at the front of Kingwood. If other plans are made, the parents will be notified in advance.

Most of our campouts are at BSA camps, state or national parks, or private land within 200 miles of Houston. Summer camp is usually one week during the summer. Winter camp is for three days during January (school holiday weekend). Exact place and dates will be announced with enough time to make the necessary preparations. Scout leaders and parents provide transportation to and from campouts. It is a good opportunity for parents to experience camping the Scouting way. If there is not enough supervision, you may be requested to volunteer.

A youth must have attained the rank of Scout to attend any outdoor activities, including campouts, with the Troop. The Patrol Leaders Council (**PLC**) or Troop Committee may establish minimum rank requirements for other specific activities and campouts.

After a scout has committed to attend an activity, he has until Wednesday evening preceding the activity to cancel. After this time, he will be expected to pay his share regardless of whether he actually attends the activity. The only exception will be if the Scout misses the activity due to an illness that is verified by his parents. Some special activities (such as Summer Camp, High Adventure Camps, and special training courses) require reservations and may have deadlines after which attendance is not permitted.

C. COURTS OF HONOR

The troop will hold a Court of Honor approximately two to three times during the year to give public recognition to the Scouts for what they have accomplished. This is a very important event for the Scouts, and all members of his family are encouraged to attend. Merit badges, advancement in rank and Mother's pins will be awarded during these ceremonies. Attendance by a parent or guardian is encouraged and expected.

III. TROOP OPERATION

A. RESPONSIBILITIES

The operation of the Troop is the responsibility of the Patrol Leaders' Council under the direction of the Scoutmaster and his assistants. The administrative duties of the Troop are managed by the Troop Committee that is made up of the parents of the scouts and other interested adults in our area. The Committee has several key responsibilities that are to:

- select competent adult leadership for the Troop,
- assist with the acquisition and maintenance of troop equipment,
- raise money for the camping and advancement programs,
- assist the troop in recruiting new members,
- provide support for the outdoor program and advancement program, and
- provide a Board of Review for advancement.

B. FINANCES

1. Membership Dues

Troop membership is from January 1 through December 31. Scout membership dues cover program costs, BSA registration, and insurance. If a youth joins the troop at any other time, the dues will be prorated based on the time of year (beginning of year, investiture, after summer camp). These fees can be obtained from the Committee Chair. Subscription forms for *Scouts' Life* are available, but are purchased as desired by each family.

2. Camping Fees

For most campouts, there are no additional camping fees. Winter Camp, Summer Camp, and occasional special activities require additional fees, which may be paid for from a Scout's reimbursement account (see below). Scouts going on campouts pay "grub fees" which represent their share of the patrol food costs for the campout. Menu planning, food purchases, meal preparation are patrol responsibilities.

3. Fundraisers

The Troop has one annual fund raising event that permits purchase and upkeep of troop equipment, to lower our annual dues, and defray campout costs. That fund raiser is the spring bark mulch sales and delivery. As all scouts will benefit from these efforts, all scouts are expected to participate. Scout leaders and parents will also be called on to help as needed.

Fundraisers also provide financial reimbursements for a scout's performance. Each sold bag of bark mulch earns the scout money that can be used to pay next year's dues, the fees for Summer Camp, fees for Winter Camp, or a High Adventure Camp. The troop treasurer maintains these reimbursement accounts and advises scouts as to their balances.

There are other fund raising opportunities for the scouts – Popcorn Sales, and Scout Fair Coupon Books and wreath sales through Wreaths Across America - Houston. Scouts may individually participate in these and will receive reimbursements for their efforts.

C. UNIFORM & EQUIPMENT

The Boy Scout uniform is the official uniform of Troop 839. Each member of the troop is required to have a uniform and to wear and maintain it in a presentable manner. The uniform is to be kept neat, clean, and worn with pride. The details regarding uniform are given in the Troop Orientation Manual.

The Troop Orientation manual outlines the equipment needed and recommended for the scouts. That list is designed to assist a new scout in our troop in acquiring the necessary equipment to function properly at troop meetings and on his first few campouts. It is suggested that additional equipment be purchased only after the scout has been exposed to troop camping or has consulted with the Scoutmaster.

BE PREPARED

Clothing should be selected according to the weather and where the troop is going. Warm weather outings suggest swimsuits, “bug-juice”, sun cream and perhaps just a sheet for sleeping. Cold weather requires stocking caps, gloves, warm socks and a warm jacket. Always bring a change of socks and shoes and always plan on rain (as almost all of our campouts have had some rain). Remember that you cannot borrow equipment, clothing, or other personal gear from another Scout.

MARK ALL EQUIPMENT AND UNIFORM ITEMS WITH THE SCOUT'S NAME.

Other equipment that the Scout will eventually need includes: backpack with padded hip belt, hiking boots, personal repair kit, 4' x 8' plastic ground cloth, and zip-lock bags. Good quality camping gear is available from a variety of local stores and several mail-order companies. Consult one of the Scoutmasters for suggestions.

D. ADVANCEMENT

The outdoor program is the very core of the Boy Scout program and differentiates Boy Scouts from all other youth organizations. Therefore, for a scout to be considered for advancement to his next higher rank, he must show scout spirit by having been active in troop activities, including campouts, since his last advancement. For the purpose of this requirement, summer camp, NYLT, NAYLE, and other long term camps are considered as 1 campout each. Under extenuating circumstances, the Scoutmaster has the right to alter or waive this requirement.

Rank requirements are described in the Scout Handbook. Scouts work on their rank requirements at troop meetings, patrol meetings, campouts and on their own time. When the requirement has been met, the scout demonstrates the skill to a Troop Guide; who will sign the requirement in the scout’s handbook when satisfied with the scout’s performance.

A Scout may work on and pass the requirements for Tenderfoot, Second Class and First Class simultaneously; however, he must earn the ranks in sequence.

A Scoutmaster Conference is a requirement for each of the scout ranks. The scout schedules it after all other rank requirements have been met. The conference can be held before or after Troop meetings or while at camp and must be completed prior to scheduling a Board of Review.

The Board of Review is held before Troop Committee meetings (generally the first Tuesday following the monthly troop campout), during Troop meetings, or on campouts at the discretion of the Troop Committee Chairman or Troop Advancement Chairman. It is the scout's responsibility to notify the Troop Advancement chairman that he wants to schedule a Board of Review. Neither the Scoutmaster nor any of the Scout's parents may sit on his Board of Review. The purpose of the Board of Review shall be to:

- ensure that the Scout has completed the requirements for the rank,
- see how good or bad an experience the Scout is having in the troop,
- gauge the health of the troop, and
- encourage the Scout to progress further in Scouting.

It is the responsibility of the Board to ensure that the Scout has met all the requirements and seek input on the Scout's leadership plans as well as scout feedback regarding the status of the troop, not to retest the Scout on past skills.

The Eagle Board of Review has special requirements and is handled at the Council level. A committee position (Life to Eagle Coordinator) is assigned to assist scouts that are on the final leg of the Eagle trail.

Merit badges are required for all ranks above First Class. The Scout works on merit badges with his counselor and on his own using the following procedure:

1. Select a merit badge, fill out the application card (blue card), and obtain a signature from the Advancement Chairman, or their designee in their absence. This should be done prior to starting work on the merit badge.
2. Secure merit badge book and inform the counselor that you are working on the badge. A list of merit badge counselors is available from the Advancement Chairman. The Troop Librarian may also provide a copy of merit badge books for checkout.
3. Schedule appointment with the counselor before starting upon the merit badge requirements and then again after the requirements have been completed, so that he/she may review your work. Additional meetings with the counselor may be needed during the work on the merit badge. Only approved merit badge counselors can approve merit badge applications.
4. Get a signature from the Scoutmaster after the counselor has signed the card.
5. Return completed application card to the Advancement Chairman. The merit badge will be awarded at the next Court of Honor.

E. DISCIPLINE

Our rules of conduct and discipline are simple. As Scouts, we have promised, under oath, to live up to the Scout Oath and Scout Law. Patrol Leaders and the Senior Patrol Leader are expected to keep discipline within the patrols.

If improper behavior continues to disrupt the program or activity, the Scoutmaster will ask the Scout to call his parents who must then pick him up from the Scout meeting, campout, or other event. Continuing or severe discipline problems will be handled through a special PLC meeting or troop committee.

IMMEDIATE EXPULSION from the troop results from possession or use of **TOBACCO** products, **ALCOHOL** or illegal **DRUGS** at a troop activity. Adults accompanying the troop on campouts/hikes are not allowed to bring any kind of alcoholic beverages or illegal drugs.

IV. TROOP ORGANIZATION (BYLAWS)

A. PATROL DESCRIPTIONS

1. NEW SCOUT PATROL

New Scout Patrols are made up of youth who have just joined the troop (less than one year with the Troop). They are led by a Troop Guide; an older Scout chosen on the basis of his experience, maturity, and willingness to work with younger Scouts. The Trail to First Class Coordinator is also assigned to the patrol to give it support and leadership.

Supported by the Troop Guide and Trail to First Class Coordinator, New Scout Patrols operate like other patrols in the Troop. The members elect their own Patrol Leader, plan activities, and take part in troop meetings and outings. Scouts of a New Scout Patrol spend most of their time learning the skills that will help them enjoy outdoor adventures and take advantage of Scouting opportunities.

In order to help new patrols start effectively, one of the assigned Troop Guides will serve as the patrol leader until the first troop wide election. That gives the new patrol approximately 6 months to “get their feet on the ground” and start working as a unit. The Troop Guides will help the new scouts work toward their first few ranks and help demonstrate how the Troop functions. During the fall election for positions starting in the early spring, the new patrols will elect their Patrol Leader from their group.

2. EXPERIENCED SCOUT PATROLS

New Scout patrols are considered to be Experienced Scout Patrols, for the purpose of troop elections and activities, in January following their formation in the troop. Those Scouts who have not reached First Class continue to complete the requirements for that rank. Scouts holding the rank of First Class work on merit badges and service projects that lead to the ranks of Star, Life and Eagle.

B. PATROL RESPONSIBILITIES

Various patrols have special responsibilities each month. These responsibilities rotate each month so that all patrols can share in the operation of the troop. The responsibilities for the patrols are as follows:

1. PROGRAM PATROL

Each month one patrol is in charge of the troop's weekly meeting programs as shown in the troop calendar. The program patrol plans, organizes and carries out each week's program including teaching the skills and putting on demonstrations that pertain to the program for the evening. Members of the Program Patrol and adult speakers may be used as long as they have sufficient notification. The Program Patrol also has responsibilities for: running the game at the weekly troop meeting, organizing campout campfires under the direction of the SPL and conducting Chapel Service at the campouts with the guidance of the Troop Chaplain's Aide.

2. SERVICE PATROL

The Service Patrol is responsible for setting up meeting room for weekly troop meetings. Members of this patrol should report to the SPL at least 15 minutes before the meeting to find out how the tables and chairs should be arranged. The patrol must also restore the meeting room(s) to its original arrangement after the troop meetings. This includes putting the tables and chairs back to their original positions, picking up litter, cleaning whiteboards, and whatever else is required by the SPL. On campouts, the Service Patrol sets up and tears down latrines, axe yards, and troop campfires at the monthly campouts.

C. PATROL LEADERS' COUNCIL (PLC)

1. Composition

The PLC will be composed of the following voting members: Senior Patrol Leader (SPL), Assistant Senior Patrol Leaders (ASPL), Patrol Leaders (PL) (Assistant Patrol Leader in his absence), and Troop Guides. All Junior Assistant Scoutmasters (JASM) may cast one combined vote by delegation. The following troop officers are non-voting members of the PLC: Scoutmaster (SM), Assistant Scoutmasters (ASM), and Troop Scribe.

2. Closed Meeting

Only those members listed in Section C.1 shall be allowed to attend the PLC meetings. During special occasions, guests may be allowed to address the PLC, but only after being approved by the SPL or the Scoutmaster.

3. Procedures

- The PLC shall be presided over by the SPL or ASPL using the proper parliamentary procedures.
- A majority of voting members will be required to be present in order to vote on an item.
- The Scoutmaster will have the right to veto any decision if, in their opinion, the health and safety of the troop are in question, or the Aims and Ideals of the Boy Scouts of America are not being followed.

- The PLC will meet at 7:00 p.m. on the Monday following the monthly camping activity unless otherwise announced. The PLC will plan the upcoming month's program and make operational decisions for the troop.
- The PLC will meet in July or August and again in December or January of each year to conduct the annual program planning conference, during which the plans for the entire next year's program will be developed.

D. TROOP LEADERS

The Troop Leadership will be composed of the Senior Patrol Leader (SPL), Assistant Senior Patrol Leaders (ASPL), Junior Assistant Scoutmasters (JASM), and Troop Guides.

1. Senior Patrol Leader (SPL)

Qualifications: Candidate must be at least 15 years old or in the ninth grade or be at least a Life Scout. He must have been a member of Troop 839 for at least 6 months and have held a leadership office in a troop for at least 6 months. He must have completed, or be registered for, a council NYLT (National Youth Leadership Training) , attended at least 50% of all past troop activities, and is able and willing to attend at least 50% of all troop activities during term of office. The Scoutmaster must approve him.

Elected in semi-annual elections to preside over meetings. Terms are six-month terms from the 1st meeting in February to June 30, and from July 1 through January 31. May be re-elected for a maximum of 2 terms of office.

Responsibilities: Presides over all troop meetings, PLC meetings, campouts, activities, and events. Represents the troop in District and Council activities and at troop Committee meetings. Assists the JASM in conducting troop training. Appoints youth leaders to troop offices with the advice and consent of the Scoutmaster. Assigns duties and responsibilities to other leaders.

2. Assistant Senior Patrol Leader (ASPL)

Qualifications: Must be at least 15 years old or in the ninth grade or be at least a Star Scout. He must be a member of Troop 839 for at least 6 months, have completed a council JLTC (Junior Leader Training Conference), and is willing and able to attend at least 50% of all troop activities during term.

Appointed by Senior Patrol Leader for a 6-month period with the consent of the Scoutmaster. The troop may have a maximum of 3ASPLs at once with Scoutmaster approval.

Responsibilities: Assists the SPL in all troop operations. Acts as the SPL in the absence of the SPL at any troop activities. Assists the JASM in conducting troop training. May be assigned specific responsibilities by the SPL.

3. Junior Assistant Scoutmaster (JASM)

Qualifications: must be at least 16 years old.

Appointed by Scoutmaster. The number of JASMs is at the discretion of the Scoutmaster.

Responsibilities: Functions as an Assistant Scoutmaster as a member of the Scoutmaster's staff. Provides support and advice to the troop staff, including Scribe, Quartermaster, Librarian, Historian, Instructors, and Chaplain Aide. Plans and conducts troop training programs, including Junior Leader Training and Troop Guide training. Provides assistance to New Scout Patrols. Supervises special activities as requested by Scoutmaster.

4. Troop Guide

Qualifications: rank of First Class Scout or higher, a member of Troop 839 for at least 6 months, have completed a Troop Leader Training (TLT) course, agree to attend at least 50% of all troop activities.

Appointment: by the Scoutmaster for an indefinite period of time, typically 9 months.

Responsibilities: Works with new Scouts to help them meet advancement requirements through First Class. Instructs new Scouts on scouting skills. Advises PL on duties and at PLC meetings. Attends PLC meetings. Assists the JASMs in conducting troop training. Prevents harassment of new Scouts. Counsels and guides new Scouts through early troop activities to help them feel comfortable.

5. Patrol Leader (PL)

Qualifications: At least a First Class Scout. Must have been a member of Troop 839 for at least 3 months. Must have completed a troop Junior Leader Training (JLT) course. Must agree to attend at least 50% of all troop activities involving his patrol.

Election: Elected by the patrol each six months and may be re-elected, for 2 consecutive terms.

Duties: Plans and leads patrol meetings and activities, prepares patrol to take part in troop activities. Represents patrol at PLC meetings. Shares leadership assigning duties and responsibilities to other patrol members. Keeps patrol members informed. Instructs patrol members in Scout craft skills. Participates in troop training programs. Supports and assists in advancement of patrol members.

6. Assistant Patrol Leader (APL)

Qualifications: At least a Second Class Scout, have attended or agree to attend a troop Junior Leader Training (JLT) course.

Appointment: by the PL for a 6-month period and may be re-appointed.

Duties: Acts as PL when PL is absent, assists PL in patrol operations, participates in troop training.

7. Scribe

Qualifications: At least a Second Class Scout and agree to attend at least 50% of all troop activities.

Appointment: by the Senior Patrol Leader for a 6-month term of office.

Duties: Keeps minutes at PLC meetings, records attendance at meetings and activities, and posts troop advancement every month.

8. Quartermaster (QM)

Qualifications: At least a Second Class Scout and agree to attend at least 50% of all troop activities.

Appointment: by the SPL for a 6-month term of office.

Duties: Keeps records of Patrol and troop equipment, insures that all equipment is in a good state of repair, checks equipment in and out for all troop activities, reports damaged equipment to the Scoutmaster, and suggests new or replacement items needed to the SPL or the PLC.

9. Historian

Qualifications: At least a Second Class Scout and agree to attend at least 50% of all troop activities.

Appointment: by the SPL for a 6-month term of office.

Duties: Collects and cares for troop memorabilia (photos, news stories, trophies, flags, scrapbooks, and awards), collects and files information about former Scouts and leaders, and makes materials available for programs, news stories, or troop history projects.

10. Librarian

Qualifications: At least a Second Class Scout and agree to attend at least 50% of all troop activities.

Appointment: by the SPL for a 6-month term of office.

Duties: Keep troop's books, pamphlets, and magazines available for checkout by Scouts and leaders, posts current merit badge counselor list, keeps a file of all troop literature, records all materials loaned out, recommends new purchases, and reports on repair/replacement needs to the SPL or PLC.

11. Chaplain Aide

Qualifications: At least a Second Class Scout and agree to attend at least 50% of all troop activities.

Appointment: by the SPL for a 6-month term of office.

Duties: Helps to see that religious holidays are considered during program planning meetings, promotes the religious emblem program, assists the program patrol in planning and carrying out religious services at troop activities and encourages troop members to live up to the ideals of the Scout Oath, Law, and Slogan.

12. Webmaster

Qualifications: At least a Second Class Scout and agree to attend at least 50% of all troop activities.

Appointment: By the SPL for a 6-month term of office.

Duties: Responsible for the monthly troop newsletter. Obtains photographs from the Historian, the troop's Facebook page, and/or the troop's website for review a selective publication in the newsletter. Works with the Scribe on obtaining PLC minutes for inclusion in the newsletter. Works with the Committee Chair in obtaining troop committee minutes for inclusion in the newsletter. Works with the Advancement Chair in obtaining current advancement celebrations for inclusion in the newsletter.

13. Outdoor Ethics Coordinator

Qualifications: At least a First Class Scout and agree to attend at least 50% of all troop activities.

Appointment: By the SPL for a 6-month term of office.

Duties: Responsible for planning and facilitating conservation projects on campouts. Serves as a resource for environmental related service projects. Ensures the Troop follows the principals and guidelines of the Outdoor Code and Leave no Trace.

14. Order of the Arrow Representative

Qualifications: At least a First Class Scout and an active member of the Order of the Arrow. Agree to attend at least 50% of all troop activities.

Appointment: By the SPL for a 6-month term of office.

Duties: Promote participation in the Order of the Arrow. Attend at least 50% of Order of the Arrow activities within the Chapter. Assist in facilitating Order of the Arrow elections for Troop 839.

E. ELECTIONS

The Senior Patrol Leader and Patrol Leaders will be elected semi-annually. Scouts in the troop who are present at the meeting will vote for the SPL and for each PL.

Senior Patrol Leader

- Must meet the SPL requirements as shown above.
- Each candidate will be given 5 minutes to present his qualifications to the troop.

- If a tie should occur, then the Scoutmaster will select one of the candidates.

Patrol Leader

- Must meet the PL requirements as shown above.
- Patrol Leaders will be elected by and from the membership of their patrol.
- Patrol Leaders will serve the patrol in which they are a member.

F. MISCELLANEOUS

Office Vacancy. If an office is vacant because of ineligible Scouts, the Scoutmaster may waive any requirement as deemed necessary to fill the position.

Expulsion of officers: Officers elected by the troop or appointed by the SPL may be expelled from their office for inappropriate conduct or for not fulfilling their duties by a 75% vote of the PLC with SM approval. Officers appointed by the Scoutmaster may be expelled from their office after being reviewed with the troop committee.

Changing Patrols. Any scout wishing to change patrol membership must present a written request to the PLC which has been signed by the Patrol Leaders and the ASM of the patrols involved. The request must be approved by at least 75% of the PLC and by the Troop Committee before the change in patrol membership goes into effect.

In special circumstances, the Scoutmaster may allow changes in patrol membership, subject to approval by the troop Committee.

V. AMENDMENTS

Written amendments to these bylaws must be submitted at a PLC meeting by any PLC member or adult. To be approved, the amendment must be approved by 75% of the PLC with Scoutmaster approval.

VI. ADOPTION

- A. These bylaws and any subsequent amendments will be adopted when all voting members of the PLC, the Scoutmaster, and the Chairman of the troop Committee sign them.
- B. The Scoutmaster will keep the original copy of these bylaws.
- C. A copy of these bylaws will be given to all Scouts, adult leaders, committee members, and the sponsoring organization.

---- Originally adopted on March 26, 1995 ----

---- Last revision on October 5, 2005 ----

AMENDMENT I March 1998, Membership in Venture Patrols

Membership in a Venture Patrol is offered to scouts who are in at least the 9th grade and are First Class or above in rank. Venture activities may also be offered to younger scouts who have made the rank of Life Scout and are physically and mentally mature enough for the activity, as determined by the Venture Patrol adult advisor.

AMENDMENT II March 1998, Procedures for Electing Senior Patrol Leader

The SPL shall be elected semi-annually by a secret ballot of the troop. Election requires a majority (greater than 50%) of the cast votes being for one candidate. In the event of more than two candidates being considered and no candidate receiving a majority of votes, a repeat vote shall be held with the two candidates who received the largest vote counts in the preceding election. In the event of a tie vote between two candidates, the Scoutmaster will determine election.

AMENDMENT III December 1998, Procedures for non-Eagle Service Projects (Amended May 2022 due to various rank requirements)

A Scout's participation in and all service projects, other than Eagle Scout service projects, which have their own requirements, must be approved in advance by the Scoutmaster. All service projects must be supervised by an adult. Parents may not supervise or sign off on their son's service project, unless the service was for an Eagle (or other Troop 839) service project. Activities which primarily benefit Troop 839, its members, or family of Troop 839 members will not fulfill or count towards the service requirements for rank requirements.

AMENDMENT IV January 2001, Eagle Required Merit Badge Consistency (Removed May 2022 as Inconsistent with BSA policy)

Scouts who complete Eagle required merit badges at summer camp, camporees, or some other venue, must also consult a registered Troop 839 merit badge counselor. This review will ensure that consistent standards are being applied and met for all Eagle required merit badges.

AMENDMENT V October 2005, Treatment of Medical Records (Amended May 2022 to comply with current Sponsored Organization requirements)

To ensure proper care and security of Troop 839 individual medical records the following procedures will be used:

- All medical records will be kept under lock and key in a manner agreed upon the Troop Key 3 (Scoutmaster, Committee Chair, and Charter Organization Representative). No access will be given to the medical records unless authorized by the Charter Organization Representative, Troop Committee Chairperson, or Scoutmaster.
- For transportation to and from Troop outdoor activities, medical forms will be distributed to the scouts who will hand them over to the adult driver with whom they ride. That adult will be responsible for the care and security of the medical forms until they reach the destination. Upon arrival at the destination, the medical forms will be returned to the trip leader and remain in his/her care or their designated recipient.
- While at camp/outings, the medical forms will be kept secure by the trip leader or designated recipient.

AMENDMENT VI May, 2022 General Update & Consistency with BSA Policy

- General update to address changes in Troop operations and BSA guidelines.

Date Amended:

Senior Patrol Leader

Scoutmaster

Committee Chairman

Chartered Organization Representative

Patrol Leaders Council Member

Patrol Leaders Council Member

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