

Venturing Crew 003 ST. AUGUSTINE CATHOLIC HIGH

Code of Conduct and Standards of Operations (SOP)

(rev. 6/8/2016, 8/28/2018)

This Code of Conduct and SOP was developed by a Committee of Youth and Leaders as a way to ensure a safe environment and positive experience for youth during scheduled activities. Please read it carefully. It is expected that persons choosing to attend any activities will exhibit a positive attitude and be prepared to participate. Knowing the rules and guidelines beforehand will allow each participant to alter any behavior to ensure a safe, fun, positive experience for both participants and adult leaders! Parents: please discuss the following with your child and sign below. Thank you.

Please INITIAL (DO NOT CHECK) each statement: (rev. 8/28/2018)

_____ I will participate fully in all scheduled group activities.

_____ I will keep my adult advisor informed of my whereabouts at all times and will use the buddy system at all times.

_____ I will not enter any person's tent / room other than my own without prior permission from my adult advisor.

_____ I will refrain from the use of any illegal substances such as drugs, alcohol and cigarettes.

_____ I will refrain from the use of inappropriate language / music / reading material.

_____ I will refrain from inappropriate sexual behavior.

_____ I will show respect for other persons participating in any activity and will care for the property at the location as if was my own.

_____ I will follow the Principles of Leave No Trace when participating in activities in natural or wild areas such as forests and mountains.

_____ I understand that failure to abide by this covenant will result in the adult leaders contacting my parents and discussing appropriate responses to the situation.

Participant's Signature _____ Date: ____/____/____

Parent's Signature _____ Date ____/____/____
(acknowledges review of above with child)

Name _____ Telephone _____

Address _____

City _____ State _____ ZIP _____

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Boy Scout Oath:

On my honor I will do my best To do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

Boy Scout Law:

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Our Purpose:

To have FUN, while further increasing the skills of the crew. In the process of having fun, we will inspire others to follow, and help guide toward career, lifetime, and Leadership goals.

Objectives: (rev. 8/28/2018)

- To learn and experience scouting/camping/outdoor/high adventure skills
- To have fun as a main objective while enjoying the companionship of fellow youth members
- To always share and consider opinions and ideas to help influence the outcome of any Crew decision
- To learn to trust in one another and work as a team
- To be open, caring, honest, compassionate, and treat each other with respect
- To be actively involved in community service.
- To actively reach out to other youth.
- To always put fun as the main objective in everything we do.
- Have at least one meeting or activity beyond the regular scheduled meeting every month
- Have a least one Super-Activity per year

Advisors will be available for counsel and supervision.

Valuables:

Any valuables brought on a Venturing outing are one's OWN RESPONSIBILITY. If property turns up missing, the owner of the property should report missing items to a crew officer, who should then IMMEDIATELY turn this information over to an Advisor.

Membership: (rev. 8/28/2018)

All members must be registered as a Venturing member and agree to the Boy Scout Oath, and Boy Scout Law.

Those joining are not considered members until they have completed the BSA application and paid joining fees, currently \$60 (this includes the yearly BSA fee and insurance).

Membership is available to male and female youth having completed the eighth grade or age 14 and not having reached the twenty-first birthday.

Members 18 years old and older shall also be considered to be an adult. He/She shall fill out an adult application and take Youth Protection Training, in accordance to BSA policy.

No member shall be disqualified based on race, creed, color, or gender.

All members must be registered as Venturing members in the Boy Scouts of America and agree to the crew code and or conduct and SOP.

5) All members shall be required to complete the BSA Medical Record Form, Part A-B-C.

Guests: (rev. 8/28/2018)

Members may invite guests interested in joining the crew to meetings or events. Only two guests per member may be invited to any one event. Guests may attend events off campus but may be required to fill our applicable event forms such as BSA Health record, event registrations/waivers, and so forth.

Guests must be of eligible joining age.

Guests who attend two meetings or events shall be expected to join the Crew prior to attending any more events.

No guest will attend an overnight event, unless approved by the Advisor. (rev. 8/28/2018)

Siblings not registered as a Venturing member are considered to be a guest and must comply with the age requirement. Siblings not meeting age requirements shall not attend meetings or events, unless the event is a family event.

Adult Membership:

Parents who wish to actively participate in the activities of the Crew must be registered adult volunteers. Note: A consultant need not be registered. Please see explanation of the role of a Consultant below:

A consultant is a person whose special skill or talent is needed for an activity or project. Usually this is an adult who is recruited on a one-time basis to provide expert help for a project or activity. The consultant works with the youth who is the Activity Chair to plan the details of the activity. Many adults can serve as consultants to a Crew and do not need to be registered or trained to participate

Charter Organization: (rev. 8/28/2018)

The Venturing Crew holds its charter with St. Augustine Catholic High School, Tucson AZ. We shall abide by any rules or requests that our charter organization makes of us. The charter organization representative shall handle communication between the charter organization and Venturing Crew.

Officers:

Crew President shall serve 12-months, with the option of stepping down after 6-months of service.

All other Officer positions shall serve 6-months.

No officer can serve more than two consecutive terms, exclusive of the Crew President who is limited to one term. If no one is willing to step forward to fill a position, then the former officer will be allowed to resume this position.

All contested ballots shall be secret.

In the event of a tie, the election shall be held again. Should no member volunteer to run for an office, the advisors, with the consultation of the Crew President, will appoint a member for that office.

In the event an elected officer resigns his/her position or is declared vacant before his/her term ends, the advisors shall appoint an interim replacement until the next election.

Crew members running for office must be present at election time, unless they have given the crew notice at least two weeks in advance of their absence, the reason for the absence is approved by an advisor and the candidate has notified the crew the specific office he or she is seeking.

Youth Officers-The normal term of office for a youth officer shall start at the beginning of our regular Crew year and ending at the end of our regular Crew year. The Crew year shall coincide with the school year.

Elected Positions- (rev. 8/28/2018)

- President - The President is the key youth leader of the Crew. He/she works closely with the Crew Advisor in the spirit of partnership. He/she appoints youth Activity Chairs for special projects and assists with the youth officers to plan Crew and Crew officers' meetings. The President represents the Crew at the Exploring Venturing Roundtable meetings. This is an elected position.
- Vice President Administrative - assumes responsibility if President is unavailable. He/she works closely with Associate Advisor of Administration. He/she maintains the Crew advancement chart. The Vice President is responsible for recruiting new members and member recognition.
- Vice President Program - works closely with the Associate Advisor of Program. He/she surveys members' interest in program activities. He/she maintains an up to date Crew calendar of meetings and activities. He/she maintains the Crew activity file and provides support for the Activity Chair.
- Vice President Outdoor Coordinator – TBD.
- Communications Vice President Communications - serves as the communications officer for the Crew and manages all publicity for the Crew. He/she maintains Crew attendance records and is responsible for the Crew telephone network. He/she handles correspondence and takes minutes.
- Vice President Finance - maintains financial records and monitors the Crew's budget. He/she works closely with the Adult Committee Member (Treasurer) responsible for the checkbook. The Treasurer collects dues and keeps records of the Crew treasury.

Appointed Positions - (rev. 8/28/2018)

- Activity Chairs - shall be appointed by the President, with approval of the Advisor as needed.
- Crew Quartermaster - is responsible for the Crew supplies and equipment. He/she keeps an inventory of and maintains equipment in good working order. When equipment is lent to a Crew member, the Quartermaster monitors the safe return of that which was loaned. The Crew Quartermaster generates a list of equipment and supplies needed by the Crew for future acquisition. This position is appointed by the President and works under the direction of the Finance Vice President.
- Crew Guide - serves as an individual mentor for new Venturing members, assisting in their understanding of the Venturing program and participation in Crew activities. This position is appointed by the President and works under the direction of the Administration Vice President.
- Crew Historian - collects and preserves memorabilia, press releases, photos, and other data of historical significance to the Crew. He/she maintains information about Crew activities and erstwhile Crew members. This position is appointed by the President and works under the direction of the Communications Vice President.

- Webmaster/Social Media - This position is appointed by the President and works under the direction of the Communications Vice President.
- Leave No Trace Trainer - This position is appointed by the President and works under the direction of the Programs Vice President.
- VOA Representative - This position is appointed by the President and works under the direction of the Programs Vice President.

Any youth that is a member of the Crew is allowed to run for any office.

Elections will be held at the May and December Crew meetings.

Adult Committee: (rev. 8/28/2018)

The Crew (Adult) Committee is made up of the trained adults who work with the youth officers and act as advisors, not leaders. They provide adequate adult leadership, secure equipment, facilities, and program resources. They review, support and approve the Crew's program plans. The Crew Committee meets monthly at a time and place convenient to all, as determined by the Crew Committee Chairman.

Charter Organization Representative - represents the Crew where representation is required. He/she recruits adult leadership for the Crew Committee and leadership positions. He/she sees to it that all adults involved serve the best interests of the Crew/Adult Committee where they are needed. He/she will also make sure that any adult who will be working with youths will comply with the Diocese of Tucson clearance procedures.

Committee Chairperson - schedules and conducts all Committee meetings, coordinates program and serves as liaison between the Advisor and the Crew's Charter Organization Representative. The Chairperson assigns projects to Committee members and guides their efforts.

Advisor - fosters a sense of community and encourages growth within the Crew. He/she helps Crew officers to lead, plan, make decisions, and carry out the program of Venturing. The Advisor participates in all Crew meetings and activities, Crew officers' meetings, Crew Committee meetings, and conducts the annual Crew officer's seminar. The Advisor sets the tone for the Crew, models the desired form of leadership, and helps the officers and members become leaders in their own Crew and community.

Associate Advisor of Administration - provides backup leadership for the Advisor and assumes responsibility for the Crew in the absence of the Advisor. He/she helps to support the responsibilities of the Advisor in whatever way possible. He/she helps encourage advancement and maintains advancement records. The primary role of the Associate Advisor of Administration is to work in partnership with the youth officer who is the Administrative Vice President to recruit new members, encourage advancement, and to provide recognition for individual achievements of the Crew members.

Associate Advisor of Program - The primary role of the Associate Advisor for Program is to work closely with the youth Vice President of Program. He/she supports and coaches Activity Chairs and helps them carry out their particular activities. The Associate Advisor of Program helps to plan and schedule activities for the Crew and evaluates the completed activities.

Consultant - A consultant is a person whose special skill or talent is needed for an activity or project. This is usually an adult who is recruited on a one-time basis to provide expert help for a project or activity. The consultant works with the youth who is the activity chair to plan the details of the activity. Many adults can serve as consultants to a Crew and do not need to be registered or trained to participate.

Crew Committee Treasurer - (Description from Venture Leader's Manual)

Crew Committee Secretary - (Description from Venture Leader's Manual)

Crew Business: (rev. 8/28/2018)

Crew Business will be conducted under the principals outlined in Robert's Rule of Order.

Voting on all issues will be by simple majority, with the exception of changes or amendments to the Code of Conduct and SOP, which will require four affirmative votes of the five officers.

The Crew officers shall make all major decisions.

Officer's Meetings - Officer's Meetings will be held bi-monthly, at the call of the Crew President, who shall also attend Crew adult Committee meetings.

Newsletter and Mailings - The Crew will distribute at least one (1) mailing and/or newsletter bi-month, which shall include all meeting dates and other information of interest to the membership. The mailing will serve as the historical record of the crew. Mailings will be distributed by the best means possible. (Email/P.O.)

Website - The Venturing Crew Website shall be maintained and organized by the Webmaster. New updates to the site must occur within 2 days of a meeting or activity. It is the Webmaster's responsibility to keep the site looking clean and up to the BSA standards.

Social Media and Text blasts - Social Media options (Facebook, Twitter, etc.) and text blasting may be utilized to communicate Venture Crew events. Communication through these methods shall follow the SOP, Code of Conduct, and BSA standards. Remember to be respectful.

Fees: (rev. 8/28/2018)

Exclusive of dues, the annual BSA Registration fee shall be paid upon submittal of membership registration form. Thereafter, the annual fee shall be paid every August when school begins.

Fees for various activities shall be paid prior to the activity, or as determined during the planning process. This shall be subjected to the section "Commitment Made To Go On Outings", page ____.

Fundraisers: (rev. 8/28/2018)

At the time of presentation, it will be determined whether the money earned at a fundraiser shall go to the Crew unit or the individual youth who earned a portion, or if the money in question is to be split. A potential fundraiser must be approved by a majority vote of Crew members to become an official fundraiser.

Members who do not participate in a fundraising project are not entitled to any benefits of the funds earned, except if a portion is allotted to the Crew in general and therefore benefits the Crew in general.

Money earned from fundraisers is to be applied by the individual to scouting activities, scouting supplies, equipment for activities, and fees only (see Dues and Fees, page 6). Adults participating in fundraisers will receive their share in a "Family Account" which will be maintained by the Adult Treasurer. All fundraisers must be approved by the Advisor and meet Boy Scouts of America requirements.

For fundraisers involving the individual efforts of a Venturing member or family: 100% of the profits from that Venturing member's efforts will be placed in their personal account or their Family Account.

For fundraisers that require a group effort or group participation: the net profit shall be divided among the participants per person per hour worked. Participants are defined as the Venturing member and other adult family member. Note: this goes unless the Crew votes that the money be put to the Crew's needs.

Attendance Expectations: (rev. 8/28/2018)

Crew members are encouraged to attend regular meetings after-school. Crew members are also encouraged to participate in most Venturing events and activities and to take a leadership position in the planning of such events.

Money that is paid up front to participate in an activity is usually not refundable after it has been committed.

Meetings - The Crew regular meetings will be held in the Crew Room at St. Augustine Catholic High School, at a time determined by the Crew. The interval and frequency of Crew meetings are to be determined by the Crew. Location of meeting may change if there is a conflict with meeting time or location with other school activities and shall be communicated as soon as possible.

Officers may change this meeting time only with the approval of the Crew Committee, Crew Advisor, and school officials.

A Crew calendar shall be maintained and updated regularly to reflect regular meetings and venturing events.

The President, as needed, may adjust the meeting schedule or schedule additional meetings.

Officers' Attendance - Officers are expected to attend every meeting, including the Officers' Meeting, which is separate from the regular Crew meetings. If any officer misses more than four consecutive meetings with or without cause, their position shall be declared vacant and subject to the terms under "Officers", page 3. Exceptions may be made if pre-approved by all other elected officers. If an officer cannot physically attend regular meeting, then an officer may attend meetings via phone call and/or video conferencing, upon prior approval of the President.

Drug, Alcohol, and Tobacco Use Policy: (rev. 8/28/2018)

Crew members shall neither use nor possess alcohol, tobacco, illicit drugs, or paraphernalia during Venturing activities. venturing members, we strongly encourage each other and our friends to live a drug, alcohol, and tobacco free life, both in and out of Scouting.

Members taking either over the counter or prescription medication must inform the Advisor, so he/she is aware of its presence at crew activities. The advisor has the right to request a doctor or parent note of use before allowing the youth to bring the medication.

Dress Code: (rev. 8/28/2018)

Our objective is to look good and give a good presentation.

All clothing at any Crew related event shall be modest.

Officers and adults are asked to obtain a Field uniform (BSA Green uniform), to be worn at ceremonies, formal meetings, Venturing roundtables, conferences, and on outings while in public or during devotion.

Other Crew members are encouraged to wear the Crew T-shirt (Class B shirts), which may be redesigned once a year by a majority vote of the Crew.

The official lower half of the Crew uniform is khaki or black shorts (knee length), pants, or skort.

No sagging pants are allowed and no underwear showing.

No dresses or skirts are permitted.

Venturing uniforms may be worn during the school hours the day of a venture crew events only with the permission of the Principal. Prior approval shall be given.

Crew uniform shall be worn while traveling on Venturing Activities and District/Council/Scouting events. Field uniform may be borrowed for more formal events.

Other uniforming and gear may be substituted where appropriate for health and safety reasons during high adventure activities such as caving, rock climbing, backpacking, rafting, etc. When swimming, females shall be modest and wear a one-piece swimsuit, no bikinis are allowed at a venturing event.

Venturing Uniforms: Venturing uniforms are optional except for officers and adults. Venturing uniforms are encouraged at formal events.

Class B Crew t-shirts may be worn at St. Augustine High's Spirit Days. (rev. 6/8/2016)

Prohibited/Restricted Items:

Electronic music devices, such as mp3 players, IPOD's, CD players, etc. are allowed during free time, but they must be off during crew meetings and events.

Cell phones are allowed for emergencies, but not for personal calls or texting. If you must take a call, do so outside of the meeting place or event.

Illegal drugs/alcohol

Tobacco and electronic cigarettes

Firearms unless authorized

Knives exceeding 5" blade length unless authorized

Venturing Driver Requirements: (rev. 8/28/2018)

When traveling to a Venturing event under the leadership of an adult (at least 21 years of age) tour leader, Venturing member at least 16 years of age may be a driver subject to the following qualifications: (rev. 8/28/2018)

- Six months driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
- No record of accidents or moving violations.
- Parental permission has been granted to leader, driver, and riders. Parents shall fill out a Youth Ride/Drive form annually.
- Any driver age 16-17 is limited to carrying one passenger, unless youth's parents and Advisor give prior written approval. (rev. 6/8/2016)
- Drivers age 18-20 are limited to two passengers, unless youth's parents and Advisor give prior written approval. (rev. 6/8/2016)
- Drivers on any Venturing activity must obey traffic laws, use headlamps or running lights at all times and ensure passengers have seat belts.
- Drivers must also follow all of the rules listed in the Crew's Safe Driving Rules.
- He/she must fill out the Youth Ride/Drive Consent Form and have it signed by his/her parents and Advisor. (rev. 6/8/2016)
- Passengers must fill out the Youth Ride/Drive Consent Form and have it signed by his/her parents and Advisor. (rev. 6/8/2016)
- Ride/Drive Consent Forms can be found on the Crew website.

Code of Conduct: Expected Behavior of ALL crew members (rev. 8/28/2018)

The Crew Conduct Code is adopted as the official regulations for members' behavior.

The Code can be changed by a majority vote of Crew Officers.

All crew members must submit to the SOP set by the National Council and as set by the Venturing Crew.

All youth members are expected to behave appropriately, according to the twelve points of the Scout Law, treat other youth and adults with respect, and abide by the following rules of conduct:

Any change must also be approved by the Crew Committee.

In order to function best as a Crew, all relationships within the Crew should be focused on the Crew and its goals.

- No fraternization (adult/youth relationships) (this does not mean that a child cannot have a parent involved in the Crew).
- **NO SMOKING!! NO EXCEPTIONS!!**
- There will be no alcohol or drugs on any Venturing outing or activity.
- All Crew members will follow any directive given to them by an officer, unless deemed inappropriate, in which case the said directive should be taken to an Advisor.
- Follow the rules of Leave No Trace and Tread Lightly! when outdoors. There shall be an outdoor ethics advisor at all outdoor events; all outdoor ethics directions given shall be followed.
- All Venturing members should be courteous to fellow Venturing members and adult advisors, as should Advisors be courteous to other Advisors and Crew members.
- No member will be forced to participate in any activity against his or her own will.
- If another crew member asks for help, and one possesses the ability to help, one should do so.
- On an outing, everyone is involved in camp cleanup.
- At no time will violence be tolerated at any Venturing activity.
- All Crew members will respect other people's property. If it is not yours, return it.
- There will be no fighting.
- No Bullying. This includes Cyber-bullying, through texting, or any other method of communication.
- If you cannot make it to a meeting, let an officer know or another member know.
- If you get hurt, let one of the adults know right away.
- No picking on others (name calling, putting them down, etc.)
- When someone is speaking, wait until they finish before you say anything.
- Respect you officer's decisions and questions, don't laugh at them.
- Aggravated Fighting is not permitted
- No Hazing
- No Stealing
- No killing animals except associated to an approved activity, such as fishing or hunting.
- Fires must be kept in designated areas and must follow park regulations.
- No sex, period, on Scout outings.
- No cussing or profane language; be respectful.
- No drugs, alcohol, or weapons at any scout function.
- No malicious gossip or rumors, or any actions, which might be taken as hazing or some type of exclusion of any member.
- Wear appropriate clothing. If you don't, and someone asks you to change your clothes; you need to, or you will be asked to leave the event.

- No inappropriate behavior or actions. Remember, we represent scouting and the school, so let's not give reason for our Chartering Organization to not renew our unit. Don't embarrass the family.

Punishment is as follows: a. First offense - Verbal and written warning b. Second offense - parents are notified c. Third offense - suspended from two outings d. Fourth offense - grounds for suspension from the Crew itself and BSA Office will be notified.

CO-ED Behavior: (rev. 8/28/2018)

All crew members, youth and adult, will be aware of the fact that both sexes are present for all functions. Co-ed behavior expectations include the following:

- Use common sense
- No "one-on-ones" contact.
- No PDA (Public Display of Affection). PDA is defined as one-on-one massages, holding hands, "long hugs", and kissing, (greeting hugs are okay). Remember this is not a dating atmosphere.
- No going off alone as a couple.
- Be respectful and considerate of each other in and out of Venturing.
- When females are using bathroom facilities, males are not allowed in the same facility, and vice versa.
- No co-ed buddies unless it is at least 4 or more people; Advisors will decide on specific activities and functions.
- No entering the domiciles (tents, dorms, rooms, etc.) of the opposite sex.
- Clinging to one another instead of participating in activity or interacting with others is not acceptable.
- If you are involved with another member of the Crew in a boyfriend/girlfriend relationship, we ask that you keep this relationship outside of the Crew.
- Respect opposite gender "nature calls" in the backcountry (i.e. "males to the left and females to the right" or as determined appropriate at the time)

Outings:

On outings that require staying overnight, the Crew will be segregated by gender. Fire guard shifts will be conducted by the adults at the outing. This is for your safety. There will be no sexual or illegal activities at any Venturing outing. If this rule is broken, all parties involved will be kicked out of the Venturing Program and it will be reported to the BSA and parents immediately.

Commitments Made To Go On Outings: (rev. 8/28/2018)

As you know, it takes a lot of time and effort to plan and put on an outing. In order to make sure the parents and Crew do not lose out on money paid for deposits, food, equipment rentals, etc., if you commit to going on an outing, you are obligated to pay all costs required for that outing (food, deposits, equipment rentals, etc.) If you find out that you cannot attend the outing, you **MUST NOTIFY AN OFFICER, YOUTH OR ADULT, NO LATER THAN 1 WEEK BEFORE THE DATE OF THE OUTING.** If you fail to notify an officer 1-week before the outing, you are responsible for paying all costs that are due since you were included in the price of food, deposits, equipment rental, etc.

If an unfortunate incident or a death in the family occurs within the week prior to the outing, you will not be responsible for paying the costs accrued for you for that particular Crew function or outing. The Advisor makes the final decision on what defines the "unfortunate incident".

In case of a serious illness or in case of hospitalization, you must provide a Doctor's statement in order not to have to pay for fees for an outing or function you committed to.

ALL OUTING MUST BE PRE-PAID! This will help aid in the ability for youth and adult officer's officers to purchase food, make deposits, equipment rentals, etc., so we can ensure the outing will be able to happen.

Amendments and Changes to the Code of Conduct and SOP: (rev. 8/28/2018)

Any crew member may suggest changes or amendments to these Code of Conduct and SOP. All suggestions will be discussed in open forum with a quorum of crew members present. Adoption of the changes or amendments to these Code of Conduct and SOP requires a two-thirds majority vote of Crew Officers and approval by the Adult Crew Committee. (rev. 6/8/2016)

Additional Rules and Regulations: (rev. 8/28/2018)

In addition to these Code of Conduct and SOP, all members shall comply with Boy Scouts of America policies, including but not limited to: Venturing / Ranger Handbook, Venturing Leader Manual, Guide to Safe Scouting

Crew Member Signature _____ Date _____

Parent Signature _____ Date _____