

TROOP 1401

Polices and Information

Troop 1401 Committee, Revised 1/17/2019

Troop 1401 Committee

Troop 1401
Policies and Information

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Troop Contacts

A scout list and adult leader list will be kept in a separate document, currently in Excel with one tab for the each. The committee chair will manage these lists.

The lists currently look like this (please do not use the information below since it will be out of date!):

Troop 1401 Policies and Information

Organizing Document

Basis for Policy

Basis of organization

Intended Outcome

Establish a general document laying out our name, purpose, and general operating standards.

Policy Statement

Name: Scouts BSA Troop 1401, Bay-Lakes Council, Boy Scouts of America

Scouts BSA Troop 1401 is chartered by the Baird School FSO (Green Bay, Wisconsin) as a Scouts BSA girls troop. The purpose of the troop shall be to promote the ability of girls to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues, using methods which are now in common use by the Boy Scouts of America.

Troop 1401 shall adhere to all policies, procedures, standards, and conventions created by the National Council of Boy Scouts of America (aka National) for administering Scouts BSA troops. The intent of this "Information and Policies" document is not to supersede or change the official BSA policies, but to provide clarity and guidance. If the "Information and Policies" differ from those of National, the ones of National are correct. Once a difference is identified and brought to the attention of the troop committee, changes shall be enacted at the earliest convenience.

Effective Policy Date

January, 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401

Policies and Information

General Rules

Basis for Policy

The Scout's responsibility to the Troop and themselves

Intended Outcome

Parents and Scouts understand the expectations of themselves for all Troop activities.

Policy Statement

1. Behavior

- All Scouts and Scouters are expected to live by the Scout Law: A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.
- Any behavior which threatens the health, safety, or mental well being of another WILL NOT be tolerated.
- Improper use of knives, saws, axes, matches or other open flame WILL NOT be tolerated.
- Jokes or slurs based on race, color, creed, national origin and all protected classes WILL NOT be tolerated.
- Willful destruction, defacing, or theft of the property of others WILL NOT be tolerated.
- Inappropriate language (swearing) is not part of normal dialog and should not be condoned nor approved of.
- If a Troop leader feels a Scout is a significant behavior problem on campouts, outings, or at meetings, the Scout's parent will be required to attend meetings and/or campouts with the Scout until it appears that the problem has been resolved. It is our hope that this policy will insure adequate supervision and relieve our volunteer leaders of the unpleasant task of dealing with behavior problems while insuring that Scouting is available to all scouts.

2. Be in uniform.

- A Scout is neat and clean in appearance.
- Minimum Field Uniform (also known as Class A uniform) is scout shirt with green loops, Council Shoulder Patch, U.S. flag, Troop number, and scout rank. While all

Troop 1401 Policies and Information

Scouts should strive to have a complete uniform, however, scout pants/shorts, cap, belt, and socks are optional.

- You are required to be in your Field Uniform (Class A uniform) for Troop meetings.
- The Field Uniform (Class A) uniform is required for traveling to and from campouts.
- The Field Uniform (Class A) uniform is not required for campouts unless advised otherwise.
- Scouts must keep their uniform clean and in good repair. This includes updating the rank and position of responsibility patches as appropriate.
- Shirt tails are to be tucked in and shirt is to be properly buttoned.
- Most basketball type shorts or only leggings would not be appropriate to wear with the Field Uniform shirt in public. We expect National guidelines in the future that will affect our clothing policy decisions.

3. Be prepared.

- All Scouts are to bring a pencil and notebook to Troop meetings and campouts.
- Scouts below the rank of 1st Class are to bring their Scout Handbook to all Troop meetings and campouts.
- All Scouts are required to bring their Scout Handbook for Scout Master Conferences and Board of Review.

4. Be courteous.

- Talking out of turn is disruptive.
- Not paying attention to the speaker is disruptive.
- Not following instructions is disruptive.
- Ridicule and non-constructive criticism are disruptive.

5. Be respectful

- Ask permission before entering someone else's tent.
- Ask permission before borrowing someone else's equipment.
- DO NOT have fun at someone else's expense.

6. Be on time

- Troop meetings begin at 6:30 pm every Tuesday at Baird Elementary School unless noted otherwise. It is advisable to be there 5 to 10 minutes early.

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- Troop campouts have a designated departure time listed on the website. It is advisable to be at the designated departure site 10 to 15 minutes prior to the departure time to facilitate in the loading of gear.
- If you must be late to a Troop meeting:
 - DO NOT enter in the middle of the opening ceremony.
 - Wait outside the door QUIETLY until the conclusion of the opening ceremony.
 - Go to one of the adult leaders and advise them of your late arrival and be prepared to explain.
- If you miss a Troop meeting or Troop activity, it is your responsibility to contact another scout to find out what announcements were made and/or what information was handed out.
- If you must be late to a Troop campout departure, be prepared to provide your own transportation. DO NOT expect the Troop to wait for you!

7. Care of Troop equipment

- Scouts are to take care of Troop equipment.
- Tents are to be thoroughly cleaned and dried after each campout.
- Tent stakes and poles are to be inspected and accounted for.
- Tears in tent fabric are to be reported immediately.
- The equipment in the Patrol Boxes is to be cleaned and inspected after each campout. This is the responsibility of the Patrol Quartermaster. Lost or damaged equipment is to be reported immediately.
- Troop equipment that is lost or damaged will be the responsibility of the Patrol to repair or replace unless decided otherwise.

8. Food and Beverages

- Scouts ARE NOT permitted to bring candy and soda to Troop meetings and campouts.
- The Troop will provide all the food on campouts and outings.
- Be aware of scouts and adults with food allergies.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Fundraising Policy

Basis for Policy

A Scout is trustworthy. It is not an effective use of the Troop Treasurer's time to be contacting Scouts or parents who are delinquent in submitting money from Troop fundraising activities.

Intended Outcome

Scouts meet their commitments for submitting money from Troop fundraising. The Troop Treasurer completes this financial activity in a quick and efficient manner.

Policy Statement

Scouts participating in Scout fundraising activities are responsible for submitting all money to the Troop Treasurer by the designated deadline. The deadline date will be communicated to the Scout at the beginning of the fundraising activity.

Deadlines exist to permit the Treasurer time to complete this financial activity in a quick and efficient manner. This money needs to be in the Troop treasury to permit the paying of bills and crediting of profits into the Scout escrow accounts.

All monies owed or collected during Troop fundraising activities are the property of Troop 1401. Scouts who miss the deadline for submitting money to the Troop Treasurer will not have the profits credited to their escrow accounts.

Scouts who know they will have a problem meeting the deadline should contact the Treasurer before the deadline and explain the problem. The Treasurer may, at his/her discretion, grant an extension. Scouts who are delinquent in their submission of money are responsible for contacting the Troop Treasurer to explain why and make arrangements for getting the money submitted as soon as possible. Scouts who DO NOT take the initiative to contact the Treasurer, but wait for the Treasurer to contact them will be required to come before the Troop Committee and explain.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Electronic Devices

Basis for Policy

A Scout is courteous

Intended Outcome

Scouts are actively participating in and involved in the scouting activity at hand.

Policy Statement

At Campouts and Outings

Communication devices (e.g. cell phones) and Media Devices (e.g. iPods) are not allowed on campouts and other scout outings including in the car on the way to and from an event. If a parent wants a scout to have a cell phone available for after an outing, the parent may, at their own risk, leave the phone in a vehicle of an adult attending the outing. The adult and Troop will not be responsible for any loss, damage or theft of the device.

At Troop Meetings

Communication and Media devices are not to be used or visible at Scout meetings, although the Scout may have them in their pack or pocket. If a Scout has to contact their family during a meeting, permission to use the phone must be sought from an adult leader. Answering a call from anyone other than a parent is not permitted.

If a Scout violates part of the above policy, Adults may confiscate devices and keep them until a parent can pick them up at the Scout Leaders' convenience. Repeat infractions by a Scout will result in the Scout and his parent(s) being asked to come before the Troop Committee to discuss appropriate actions.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Scout Escrow Accounts

Basis for Policy

A Scout is thrifty

Intended Outcome

Parents and Scouts understand how their escrow account works; how money is deposited into the account; how to check on the balance; and how funds can be withdrawn from their account.

Policy Statement

Most of the money that goes into the escrow accounts is through Troop fundraising. Troop fundraising is done in the name of Scouts BSA and the Boy Scouts of America. The funds must be used for scouting. All monies in Scout Escrow accounts are the Property of Troop 1401.

An escrow account will be established for each Scout registered with the Troop. The Troop Treasurer has the responsibility for maintaining the records for each account.

Profits from Troop fundraising activities will be credited to a Scout's account based on participation in that fund-raising event. The Troop Committee determines the amount of money credited to the Scouts' accounts.

Individual donations can also be made directly to a Scout's account. Scouts and their parents may check on the balance or activity in their account by contacting the Troop Treasurer.

Scouts may use the money in their accounts to help defray the costs associated with Scouting. Only approved expenses will be reimbursed from the account

Approved expenses include:

- Troop campouts •Troop Summer Camp •High Adventure •Troop Activities
- Scout Uniform •Troop Dues •Sleeping Bag •Backpack •Ground mat •Hiking boots •Pocket knife •Mess kit •Merit Badge books and supplies

If a Scout or parent wants an expense not listed above considered for reimbursement, they can submit a request in writing to the Troop Committee or request to appear before the committee. That request must provide an estimated cost and explain how

Troop 1401 Information and Policies

the expense is Scouting related. The Troop Committee will review the request and advise of their decision.

The Troop Committee reserves the right to transfer any and all funds from a Scout's account should that Scout be delinquent in other financial responsibilities to the Troop. To receive a cash reimbursement for an approved expense, submit the original sales receipt to the Troop Treasurer. The Treasurer will issue you a check.

Where a transfer is needed, send a written and signed request to the Troop Treasurer. The treasurer will transfer the designated amount from the Scout's account.

A Scout cannot be reimbursed or transfer funds for an amount greater than the Scout's account balance. Should a Scout's account go in to a negative balance, the Scout and/or parents must correct the overdraft immediately.

If a Scout transfers to another Troop and the receiving Troop has an escrow system, the Scout's balance can transfer to the new Troop. A check payable to the new Troop will be sent to the leaders of that Troop. The Scout is responsible for providing the Troop Treasurer with the Troop number and address where the check should be sent. The check cannot be made payable to the Scout. The Scout's account with Troop 1401 will be closed at the completion of the transfer.

If a Scout transfers to another Troop and the receiving Troop has no escrow system, the Scout forfeits his/her balance. The Scout's account with Troop 1401 will be closed at the time of transfer.

If a Scout drops membership in Scouting or ages out, the escrow account will be closed and the balance remains with Troop 1401.

If a family has more than one child in the Troop, they can transfer money between their accounts as needed. If one child leaves Scouting, they can transfer the balance to the active Scout's account.

A Scout cannot transfer money from one account to another Scout's account unless the Scouts are from the same family.

Funds from closed accounts will go into Troop 1401's general treasury account.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Medicines

Basis for Policy

Keeping our Scouts safe.

Intended Outcome

Medications are dealt with properly during Scouting activities.
Adult leaders know when a Scout is on prescription medication.
Parents are confident their Scout is receiving medication.
Scouts know their medication is available to them.
Parents and leaders understand the Troop policy and procedure.

Policy Statement

Prescription Medication

Prescription medication must be in the possession and control of an adult leader during Troop campouts. Only LIFE-SAVING prescription medication is to be in a Scout's possession (e.g. Epi-pen, inhaler). The adult leader will make sure the medication is made available to the Scout when needed. The Scout **MUST** be capable of administering his/her own medication. Adult leaders cannot administer.

The parents are responsible for delivering the medication to the Scout Leader at the time of drop-off and prior to departure to a Scout campout. Medication is to be provided in a properly labeled container (preferably the one provided by the pharmacy) showing:

Name of patient, Name of medication, Name of doctor, and Dosage + timing

(NOTE: If possible, DO NOT send any more than what is needed. Parents should keep the remaining portion in their possession.)

Provide a written explanation on the approved card explaining your Scout's condition; what he/she is to take; and when he/she is to take it.

Place the container and instructions in a plastic Zip-lock bag. Give this to the assigned adult leader when you drop your Scout off. Review the instructions with them to make sure there are no questions. In the interest of good communication, ask for the

Troop 1401 Information and Policies

assigned adult leader to explain the instruction in their own words back to the parent or guardian.

Non-Prescription Medication

Scouts are responsible for managing any non-prescription medication that they bring on a Scouting activity for themselves. Scouts MAY NOT provide any type of medications to other Scouts. Bring the amount that is needed only. Adult leaders can and will intervene if they see a Scout mismanaging these medications.

Effective Policy Date

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Enacted by:

Troop Committee – Troop 1401

Interactions between Parents and Troop Volunteers

Basis for Policy

Volunteering is an important part of Scouting. Finding and retaining enough adult volunteers to help run a Troop is an ongoing challenge. It is important to the success of this Troop that parents of new Scouts want to volunteer and adults who are already volunteering want to continue. Without its volunteers this Troop will fail and become nonexistent.

Intended Outcome

The Troop wants its adult volunteers and leaders to feel good about their volunteer efforts. We also want to provide parents with a forum to positively present their issues and concerns to the Troop Committee.

Policy Statement

Volunteers are fulfilling their roles. As the parent of a Scout you will be contacted by an adult volunteer from time to time asking you to help on a Troop campout, drive to a Troop activity, or assist with a merit badge. Regardless of the reason a parent is contacted, it is our hope and expectation that every volunteer be treated in a courteous, kind, and friendly manner. We also expect parents to meet the commitments made to the volunteers.

The Troop Committee will get involved when these expectations are not met. Parents who do not meet these expectations will be asked to appear before the Troop Committee and explain.

If you feel the volunteer is making an unreasonable request of you or you feel you are not getting action on a problem you are having, DO NOT become abusive with the adult volunteer. Contact the Committee Chairperson or the Chartered Organization Representative and ask to speak at the next committee meeting.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

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Troop Calendar

Basis for Policy

Everyone needs to know and understand the troop schedule.

- **We must know whether or not your Scout will be attending a campout by the meeting that states “Permission Slips Due”**

Policy Statement

Troop Meetings are held at Baird School from 6:30-8:00 pm unless otherwise communicated.

The Troop calendar will be maintained in a separate document.

All troop activities will be on the Troop calendar.

The troop calendar will be updated with an annual planning process that starts with Scouts developing the draft calendar.

The annual troop calendar will be reviewed and approved by the troop committee.

The troop calendar will be updated monthly at PLC meetings and be approved by the troop committee.

Current month changes to the calendar generally should not be made as they do not provide enough planning time by both the Scouts and Troop Committee.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401
Information and Polices

Baird Gym / Art / Library Room Meeting Procedures

These policies were created after a discussion with the Baird School Principal in March of 2013. These policies meet the concerns from the principal Mrs. Zernicke and Committee Chair Adam Vandembush and are as follows:

- 1) The Troop will fill out proper paperwork for renting the school space.
- 2) The Troop will have the Gym on Tuesdays from 6:30 p.m. until 8 p.m.
 - a) When Pack 4201 has a Pack meeting in the gym, the Troop will utilize the art room.
- 3) The Troop will practice "Leave no trace practices" in the school.
- 4) The troop meetings will be scheduled in advance of the Scouting season.
- 5) Troop schedules will be sent to the School Principal upon request.
- 6) Children are not allowed to go anywhere in the building unsupervised. This includes the rest room and water fountain. A chaperone must act as a hall monitor while scouts use rest room and water fountain in accordance with Safe Scouting principles.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Polices

Dues

Basis for Policy

Funds are needed to run to Troop

Policy Statement

The Scouting year runs from January until the following December. Re-chartering covers the scout charter registration, *Boys Life* magazine (if desired) and a portion of the adult volunteers' registration. Dues cover rechartering costs, awards, equipment, software, and program materials. The registration fee is determined in October, based on information from National Scouting organization, and families will be informed as soon as the next year's dues are known. These are required to be paid in full by the last meeting in November.

These can be paid for via your escrow account or check made to Troop 1401.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Fundraising

Basis for Policy

Fundraising is a means to an end. Unsuccessful fundraising will limit funding for troop activities. Excessive fundraising will limit time to do more fun activities. Scouts and adults should share in the rewards of fundraising.

Policy Statement

The PLC should agree on the selection of fundraising activities and recommend these to the Troop Committee. The Troop Committee must approve all fundraising activities and find an adult volunteer to lead them. Approved activities without an adult leader volunteer will not move forward.

Payment for working will be based on hours worked compared to number of people working. If adults volunteer, their time will be added to their Scout's account.

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Allergens

Basis for Policy

Safety for all Scouts

Intended Outcome

Our best effort is made to not expose any Scouts or Scouters to an allergen they are known to be allergic to.

Policy Statement

All Scouts and Scouters shall have a Health Form A & B on file noting any food allergies.

The troop shall not allow any food or snacks containing an allergen that any member has a known allergy to. This shall include food served at any activity, samples, and any snacks someone brings on their own.

Currently the troop has Scouts/Scouters with tree nut and peanut allergies.

Items that are not allowed:

- Peanuts
- Tree nuts (almonds, Brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, and walnuts)
- Trail mix with peanuts or tree nuts
- Carmel Corn with peanuts or tree nuts
- Peanut butter or other nut butters
- Any peanut butter candy
- Granola bars (most say “may contain peanuts” even if not peanut flavored, if you find one that is tree nut or peanut free and doesn’t have the warning, those would be ok)
- Baked goods that have the warning “may contain peanuts or tree nuts”
- Any other cracker/cookie/snack that says “may contain peanuts” or “ may contain tree nuts”
- Peanut Oil

Effective Policy Date

January 2019

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Financial Assistance

Basis for Policy

Scouting is a program that benefits all, regardless of the Scout's current economic situation. Scouts are expected to earn their own way. The troop desires to have methods to provide assistance to those families that need it so that all motivated Scouts can fully participate in the program.

Intended Outcome

No Scout will be left behind for financial reasons. All financial needs will be handled in confidence on a need to know basis.

Policy Statement

A family's financial situation will not prevent a Scout from fully taking part in the Scouting experience. This includes uniforming, campouts, and summer camp. If a family is in need of financial assistance, this need should be brought to the attention of the Scoutmaster. The Scoutmaster will consult with the Committee Chair as necessary to utilize all options available to the Troop.

Scouts are expected to participate in troop-sponsored fund raising. A Scout's escrow account may go negative, however lack of fundraising by the Scout will result in that Scout not going on events due to financial shortages.

The financial status and needs of each family will be held in strict confidence by the Scoutmaster and Committee Chair.

Effective Policy Date

This policy is pending approval.

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

Hygiene

Basis for Policy

Scouts BSA girl troops have members from age 10-18. Girls may have their first menstrual period while on a campout.

The troop expects each family to have the necessary discussion and information sharing with their daughter on this topic, since this is not the role of the troop. We do wish, though, to make sure we can help when a Scout is away from home and their parents.

Intended Outcome

The Troop wishes any Scout who has their period while at a troop activity to be able to handle it privately, discreetly, and with the least amount of embarrassment or anxiety. The troop recognizes the private nature of the situation, while also realizing that a Scout may be out camping without her parents immediately accessible.

Policy Statement

Scouts BSA requires at least one female adult leader over 21 to be present at all activities (this includes campouts, troop meetings, etc.). If any girl is in need of feminine protection supplies not packed for the trip, she will need to let a female adult leader know. This adult leader will have available to them a kit with sanitary pads, feminine wipes, and a simple information sheet. Additionally, the troop first aid kit is stocked with both ibuprofen and Tylenol.

Scouts are already expected to have an extra change of clothes with them while on a campout.

Based on how the Scout is feeling physically or emotionally, the judgment of the Adult female leader will determine if a Scout's parents will be contacted. If a Scout is feeling ill, this will be handled like any other sudden illness during a troop activity and the Scout may need to go home.

Effective Policy Date

This policy is pending approval.

Enacted by:

Troop Committee – Troop 1401

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Inclement Weather

Basis for Policy

Scouts operate on the principal of nothing we do is worth getting hurt.
We meet at and are chartered out of a Green Bay Area Public School.
We will adhere to the current BSA “The Guide to Safe Scouting”

Intended Outcome

Our meeting locations are open and accessible.

Scouts, their families, and volunteers are not exposed to dangerous weather conditions when possible.

Policy Statement

Our Troop policy mirrors the Green Bay Area Public Schools district policy. If the schools are closed, we do not meet. Also for reference, if the schools are open during the day, but after school activities are canceled, we also do not meet.

With respect to camping, Scout camping trips are rarely canceled due to weather (about once every ten years based on our history). Some previous reasons for cancellation:

- Very deep snow (30”)
- Poor travel conditions
- Forecasted daytime high air temperature of zero degrees.

The Guide to Safe Scouting details considerations for winter camping and sports. Among the considerations they recommend evaluating are: qualified supervision, equipment, physical fitness, planning, and a safe area for camping. With the right equipment and knowledge, Scouts and leaders can tent camp in below zero weather and deep snow. Evaluation of the weather conditions and the recommended considerations is key.

Cabin camping is fine in nearly any weather condition.

The decision to cancel a campout due to weather conditions will be made by the Scoutmaster in consultation with the Committee Chair and Assistant Scoutmasters.

Effective Policy Date

This policy is pending approval.

Enacted by:

Troop Committee – Troop 1401

Troop 1401 Information and Policies

The information below are not policies but rather instructions.

The following fundraising opportunities currently exist and have organized leadership. Instructions are included below.

Popcorn & Poinsettias

Sales start in September and end in October follow these steps for successful selling:

- Begin immediately selling plants to your family, friends and neighbors.
- When taking an order, complete ALL information in the form, especially phone numbers, and be sure to COLLECT IN ADVANCE, NO COD'S! You are responsible for all accounting of funds until turned in, so be sure to mark each customer as "PAID" when they have done so.
- Be sure to describe the product to your customer; unfortunately, no photos are available. Tell them that you will deliver the plants directly to them. **MAKE CHECKS PAYABLE TO Troop 1401.**
- Turn in your money and order forms to the Troop Fundraising Chair no later than the last meeting in November. This will insure we can receive our order and guarantee delivery to your customers starting on December 2nd.
- Be ready to pick up your plants at Baird School on Tuesday, from 5 p.m. to 7 p.m. on the Specific date will be included in the Troop Calendar. If you will be out of town make please make arrangements with another Scout to pick up your order.

Gas Cards

Gas cards are sold on a monthly basis. 10% of the value of the card is deposited into your Scout's escrow account.

- Cards are ordered on the 1st Tuesday of the month
 - Payment via check is required when ordering
- Cards are delivered on the 3rd Tuesday of the month

Other opportunities

Other fund raisers are available on occasion.

Troop 1401 Camping Equipment List

Revision January 2019

	Scout Basic Essentials	Eating Kit
	Scout Knife	Plate
	Personal first aid kit	Bowl
	Rain Gear (jacket or poncho)	Cup
	Water bottle / canteen	Knife, fork, spoon
	Flashlight / headlamp	Cleanup Kit
	Spare batteries, bulb	Toothbrush
	Matches / fire starter	Toothpaste
	Sunscreen	Floss
	Compass and map	Comb / Brush
	Clothing	Soap, shampoo
	Scout Uniform	Towel
	Socks	Sundries
	Tennis shoes	Scout Handbook
	Boots	Paper, pencil
	Shorts	Sunglasses
	Long Pants	Sun hat
	T-shirts	Insect repellent (no aerosol cans)
	Warm shirts	Prescription Medication (see medication policy)
	Underwear	10 feet of cord
	Pajamas or sweat suit	Optional
	Jacket	Swimsuit (Scout appropriate)
	Winter Clothing	Cards or other games
	Winter jacket	Water sandals / shoes
	Winter hat	Camera
	Gloves/mittens	Watch
	Long underwear	Plastic bags for cloths
	Warm socks (wool preferred)	Small day pack
	Winter Boots	Book to read
	Camping Gear	Facial Tissue (Puffs, Kleenex, etc)
	Backpack or duffle	
	Backpack cover or large garbage bag	Do not bring
	Extra garbage bags for wet cloths etc	Video games, radios, or other devices.
	Sleeping Gear	Cell phones (see phone policy)
	Sleeping bag	Personal food or snacks (see food policy)
	Insulating sleeping pad	

Escrow Account Reimbursement Form

Revision November 2018

Escrow account reimbursement form

Scout Name _____

Item Purchased _____

Requested By (sign) _____

Approved By (sign) _____

Escrow account reimbursement form

Scout Name _____

Item Purchased _____

Requested By (sign) _____

Approved By (sign) _____

Escrow account reimbursement form

Scout Name _____

Item Purchased _____

Requested By (sign) _____

Approved By (sign) _____

Parent Vehicle Information Form

Revision November 2018

The BSA requires each Troop to submit a Tour Permit any time an outing is scheduled. The Permits require the certain vehicle information to be submitted for all people who will be driving Scouts. It helps the Troop to have this info on file, so it can be quickly accessed as needed.

Please fill out this form and return to the committee chair as soon as possible. If you don't know which vehicle you might be driving, please submit info on all of them.

Name of parent #1 _____

Driver License # _____

Name of parent #2 _____

Driver License # _____

VEHICLE #1 (year, make, model) _____

of seatbelts including driver _____

Car insurance dollar amounts for:

Each person: \$ _____

Each Accident: \$ _____

Property damage: \$ _____

VEHICLE #2 (year, make, model) _____

of seatbelts including driver _____

Car insurance dollar amounts for:

Each person: \$ _____

Each Accident: \$ _____

Property damage: \$ _____

VEHICLE #3 (year, make, model) _____

of seatbelts including driver _____

Car insurance dollar amounts for:

Each person: \$ _____

Each Accident: \$ _____

Property damage: \$ _____

Medical Card

Bay-Lakes Council	MEDICATION CARD	Boy Scouts of America
Unit number _____	Site _____	
Scout's Name _____		
Address _____		Phone # _____
Name of drug & dose _____		
Date medication is to begin _____	Time of administration _____	AM / PM
Purpose of medication _____		
Possible side effects of medication _____		
<p>I agree to be available for direct communication from the person dispensing/administering the medication. Specific conditions under which I should be contacted regarding the condition or reactions of the Scout receiving the medication are:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>This card must be completed by the parent or guardian. The card must be brought to camp with any medications. No medicine container will be accepted at camp unless it is in the original container with the name of the patient, physician, prescription number, the date dispensed, name of medicine, and directions for use on the label.</p> <p>HEALTH OFFICE USE:</p> <p>Date: _____ Reviewed by: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Parent Signature</p>
Bay-Lakes Council	MEDICATION CARD	Boy Scouts of America
Unit number _____	Site _____	
Scout's Name _____		
Address _____		Phone # _____
Name of drug & dose _____		
Date medication is to begin _____	Time of administration _____	AM / PM
Purpose of medication _____		
Possible side effects of medication _____		
<p>I agree to be available for direct communication from the person dispensing/administering the medication. Specific conditions under which I should be contacted regarding the condition or reactions of the Scout receiving the medication are:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>This card must be completed by the parent or guardian. The card must be brought to camp with any medications. No medicine container will be accepted at camp unless it is in the original container with the name of the patient, physician, prescription number, the date dispensed, name of medicine, and directions for use on the label.</p> <p>HEALTH OFFICE USE:</p> <p>Date: _____ Reviewed by: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Parent Signature</p>

Medication Card – Side 2
(Camp use only!!!!)

Scout's Name _____

Fill in date, time, and initial whenever medication is administered.

Date	Time	Initial	Date	Time	Initial	Date	Time	Initial

Full name of person(s) responsible for administering medication:

Medication Card – Side 2
(Camp use only!!!!)

Scout's Name _____

Fill in date, time, and initial whenever medication is administered.

Date	Time	Initial	Date	Time	Initial	Date	Time	Initial

Full name of person(s) responsible for administering medication:
