Troop 63

Policies and Procedures Manual

TROOP 63 POLICIES & PROCEDURES MANUAL

Boy Scouts of America
Closter, New Jersey

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1. Introduction and Welcome

Welcome to Troop 63! This handbook explains the Troop's guidelines and procedures and supplements information already in the Boy Scout Handbook and other Boy Scouts of America (BSA) publications. It is intended to provide Scouts, their parents, and adult leaders with a ready reference as to how Troop 63 operates.

Our Troop has a proud history of service and leadership in Closter, New Jersey, and is committed to providing an outstanding Scouting program that fulfills the mission of the Boy Scouts of America:

"To prepare young people to make ethical choices over their lifetime by instilling in them the values of the Scout Oath and Law."

The goal of Scouting is to help develop youth into honorable, responsible citizens. The three aims of the program are character, citizenship, and fitness (physical, mental, and emotional). These aims are embodied in the Scout Oath and the Scout Law:

The 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.

The Scout Law

A Scout is:
Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

Scout Motto

Be Prepared

Scout Slogan

Do a Good Turn Daily

Your Scout has promised to live by the Scout Oath and Law at all times—this is the foundation of Scout Spirit. Every Scout also has the opportunity to travel the Eagle Trail, the challenging but rewarding path to achieving Scouting's highest rank. These goals are difficult to attain and require dedication, support, and encouragement from parents, leaders, and fellow Scouts.

The aims of Scouting can only be achieved through active participation and family involvement. It is a shared commitment between each Scout, their family, and the Troop to help every young person reach their full potential and embody the values of Scouting.

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1. Finances & Dues Policy

1.1 Troop Dues

1.1.1 In addition to the annual BSA national registration fee, Troop 63 requires a one-time joining fee determined by the Scoutmaster in consultation with the Committee Chair and Charter Organization Representative. This fee covers registration, insurance, awards, troop operations, and initial materials such as a Class B troop t-shirt, patches, and troop gear.

1.1.2 No Scout will be denied participation for financial reasons; scholarships and confidential assistance are available through the Scoutmaster or Committee Chair.

1.2 Leader Dues

1.2.1 Registered adult leaders are responsible for paying their own annual BSA dues.

1.2.2 Troop 63 may reimburse leaders for these dues in accordance with the Troop Leader Fee Reimbursement Policy (see Appendix).

1.3 Fundraising

1.3.1 Troop 63 conducts an annual beefsteak dinner fundraiser to support troop operations and activities.

1.3.2 Scouts and families are expected to volunteer to assist with the annual fundraiser or to make a donation.

1.3.3 Additional fundraising events may be approved by the Troop Committee as needed.

1.3.4 Funds raised through troop fundraisers are used for general troop purposes and do not establish individual Scout accounts.

1.4 Registration & Insurance

1.4.1 The troop makes use of BSA accident and liability insurance for registered members.

1.4.2 Each Scout pays a small insurance fee as part of annual dues. Details are available through the Troop Committee.

1.5 Reimbursements

1.5.1 All troop-related purchases must be pre-approved by the Scoutmaster, Committee Chair, or Treasurer.

1.5.2 Original receipts must be submitted within 30 days of purchase for reimbursement.

1.5.3 Requests must be submitted using the Troop 63 Expense Form Expense (Troop 63).

1.5.4 After submitting, the requester must notify both the Treasurer and Scoutmaster.

1.5.5 Reimbursements will not be issued without receipts.

1.6 Financial Responsibility

1.6.1 Scouts who sign up for events are expected to pay the full event cost, even if unable to attend after registration closes, unless cancellation is due to illness, family emergency, or is otherwise approved by the Scoutmaster and Committee Chair.

1.6.2 The troop is not responsible for loss or damage of personal equipment.

1.6.3 Costs resulting from negligence or misuse of troop equipment may be charged to the Scout or family.

2. Campouts & Outings Policy

2.1 Sign-Ups

2.1.1 Scouts register for outings through CampBuddy by the announced deadline, typically two weeks in advance, to allow for food, transportation, and activity planning.

2.1.2 Late registrations will not be accepted unless approved by the Scoutmaster.

2.1.3. Scouts should log their camping nights in Scoutbook.

2.2 Commitment to Attendance and Payment

2.2.1 Once registered, Scouts are expected to attend the event. In the event that a scout is not able to attend after the close of registration, it is the responsibility of that scout to look for potential replacement. If found, the new scout can request to attend pending approval of Point Person/Scoutmaster based on the remaining time left to process the fee, paperwork, etc. for the campout. Once this is secured, the responsibility of payment belongs to the new scout attending

2.2.2 Cancellations after registration closure will still require payment, unless due to illness, family emergency, or at the discretion of the Scoutmaster and Committee Chair.

2.2.3 Scouts who have not paid for an outing prior to departure will not be permitted to attend and may be sent home.

2.2.4 Scouts with delinquent payments for prior events will not be permitted to attend future troop activities until all outstanding balances are paid.

2.2.5 Failure to keep commitments without a valid excuse may be considered in evaluation of Scout Spirit during advancement.

2.3 Transportation

2.3.1 Drivers must be 21 years of age or older, possess a valid driver's license, carry proper insurance, and have completed BSA Youth Protection Training (Youth Protection | Scouting America).

2.3.2 All passengers must wear seatbelts at all times.

2.3.3 Scouts under the age of 13 may not ride in the front seat of a vehicle.

2.3.4 Scouts who are licensed drivers under 18 years old may not transport other Scouts, except siblings, in accordance with BSA policy.

2.4 Patrol & Troop Equipment

2.4.1 Patrols are responsible for proper use and care of patrol gear, including tents, cooking equipment, and other supplies.

2.4.2 Troop tents and equipment must be returned clean, dry, and complete. Wet or dirty gear must be taken home, cleaned, and returned at the next meeting.

2.4.3 Loss or damage due to negligence may result in costs being charged to the Scout or family.

2.5 Food & Meal Planning

2.5.1 Meals for outings will be planned at a troop planning meeting prior to the event, with input from patrols and oversight by adult leaders.

2.5.2 All meals must follow MyPlate guidelines to ensure balance and healthiness (MyPlate.gov | U.S. Department of Agriculture).

2.5.3 Scouts and patrols are responsible for food preparation and cleanup under adult supervision.

2.5.4 Accommodations will be made for scouts with dietary restrictions, but the troop must be notified in advance of the outing. This can be accomplished by completing the food allergy/restrictions form at: https://docs.google.com/forms/u/1/d/e/1FAIpQLSeJz1fmb8x7_TFcJgK9KtAE9F6pis2t-umKD0Zd1zp5M1gCDQ/viewform?usp=sharing

2.6 Adult Participation

2.6.1 At least two registered adult leaders (one being 21 or older) must be present at all outings, in accordance with BSA Youth Protection policies.

2.6.2 Adults camping overnight must be registered and YPT-trained.

2.7 Safety Briefings & Conduct

2.7.1 A safety briefing will be conducted before departure for each outing, covering hazards, weather, and emergency plans.

2.7.2 Scouts must follow the Scout Oath and Law, as well as all troop behavior and safety rules, at all times.

3. Attendance & Participation Policy

Scouting is an active program built on participation, teamwork, and shared responsibility. A Scout learns by doing—whether at troop meetings, service projects, or campouts. Regular attendance ensures that Scouts develop leadership skills, advance in rank, build friendships, and contribute to the life of the troop. Participation is also a demonstration of Scout Spirit, which is required for advancement.

3.1 Active Participation

3.1.1 Scouts are expected to participate actively in troop life by attending meetings, campouts, service projects, and other scheduled activities.

3.1.2 At minimum, Scouts should attend at least one troop activity per month, which may include a troop meeting, campout, service project, or other sanctioned event.

3.1.3 Active participation is an important component of demonstrating Scout Spirit and will be considered during rank advancement, including Scoutmaster Conferences and Boards of Review.

3.2 Attendance Recording

3.2.1 Attendance will be taken at all troop meetings, outings, and activities.

3.2.2 Attendance records will be maintained by the troop and may be reviewed at the time of rank advancement.

3.3 Commitment to Advancement

3.3.1 Advancement in Scouting requires more than completing rank requirements and merit badges. Scouts are also expected to demonstrate consistent participation

in troop activities, active engagement in leadership roles when elected or appointed, and service to their patrol and troop.

3.3.2 Failure to demonstrate consistent participation without reasonable explanation may result in delays in advancement until sufficient participation is demonstrated.

3.4 Financial Standing

3.4.1 Scouts who have outstanding balances for prior events or troop dues may be considered “not in good standing” and may be restricted from participation in current or future activities until payment is made.

4. Advancement & Merit Badge Policy

Advancement is a key method of Scouting. It encourages personal growth through learning, leadership, and service. Advancement is a Scout-led process, guided by adult leaders, that helps each Scout build confidence and responsibility. The troop follows the BSA Guide to Advancement and may not add or subtract from official BSA requirements, except as permitted for Scouts with special needs.

4.1 Merit Badge Process

4.1.1 Before beginning a merit badge, a Scout must inform the Scoutmaster so the Scoutmaster can either furnish the scout with a blue card or electronically connect the Scout to a merit badge counselor on Scoutbook.

4.1.2 A Scout may not begin work with a counselor until the blue card has been signed or an electronic connection has been made between the scout and the merit badge counselor.

4.1.3 Upon completion, the blue card must be returned to the Scoutmaster. A picture of both sides of the completed card may be emailed in lieu of returning the physical card.

4.1.4 All merit badge counselors must be registered and approved by the BSA.

4.2 Rank Testing and Sign-Offs

4.2.1 Rank testing expectations are outlined in the Appendix. Any tester who fails to follow the established testing requirements may be suspended from administering further tests for a period determined by the Scoutmaster. Scouts who submit inadequate documentation of completed requirements or who are tested outside of approved venues will have those requirements invalidated.

4.2.2 Neither scouts nor family members should mark off rank requirements in Scoutbook.

4.2.3 Youth leaders (e.g., SPL, ASPL, Troop Guides, Instructors, Patrol Leaders, or First Class Scouts and above) may assist Scouts in skill practice and may perform trial test-outs, but may not record official sign-offs in the troop's JotForm system.

4.2.4 Parents and siblings may not test or sign off on their own child or sibling.

4.2.5 Scouts who fail a skill test will be provided feedback and encouraged to practice before re-testing.

4.3 Scoutmaster Conferences

4.3.1 A Scoutmaster Conference is required for each rank.

4.3.2 Conferences must be scheduled at least three days in advance with the Scoutmaster. Requests made with less notice may not be honored.

4.3.3 The purpose of the conference is to review progress, demonstrate Scout Spirit, and set goals for continued growth.

4.4 Boards of Review (BOR)

4.4.1 Boards of Review require three registered committee members.

4.4.2 Scouts must request a Board of Review at least one week in advance through their designated shepherd leader for their grade. If the shepherd leader is unavailable, the Scout may contact the Scoutmaster.

4.4.3 Scouts should not contact the Board of Review director directly.

4.4.4 BORs evaluate advancement readiness, participation, Scout Spirit, and troop involvement.

4.5 Recognition

4.5.1 When a Scout completes rank advancement, recognition should occur as soon as possible, typically at the next troop meeting.

4.5.2 Formal presentations of badges and awards will be made during Courts of Honor.

4.6 Responsibility for Advancement

4.6.1 Advancement is the responsibility of each individual Scout.

4.6.2 Leaders, parents, and peers provide support, but each Scout must take initiative in completing requirements, scheduling conferences, and pursuing merit badges.

4.6.3 Parents may assist in learning skills but may not sign off requirements unless serving as an official counselor or leader designated by the Scoutmaster.

5. Uniform Policy

Scouting is a uniformed organization. The uniform fosters a sense of unity, pride, and identity. It signifies that each Scout is part of a worldwide movement committed to the Scout Oath and Law. Wearing the uniform properly also demonstrates Scout Spirit and respect for the program.

5.1 General Expectations

5.1.1 All Scouts are expected to wear the official Class A uniform to all troop meetings, Courts of Honor, Boards of Review, and while traveling to and from troop activities.

5.1.2 The Senior Patrol Leader may designate the use of the Class B uniform for certain activities, such as service projects, summer camp, or physically demanding outings.

5.1.3 At no time shall clothing with offensive or inappropriate language or designs be worn at troop functions. Appropriateness will be determined by the Scoutmaster and adult leadership.

5.1.4 Adherence to uniform policies will be considered as part of Scout Spirit during advancement.

5.2 Class A Uniform (Field Uniform)

5.2.1 Official Scouts BSA shirt (short or long sleeved), properly worn.

5.2.2 Uniform insignia properly affixed:

- Council shoulder patch

- U.S. flag patch

- Troop 63 numerals

- Current rank patch

- Patrol patch

- World Brotherhood of Scouting emblem

- Other official insignia as appropriate

5.2.3 Neckerchief: Troop 63 neckerchief (or Eagle Scout, Jamboree, Philmont, or other official BSA neckerchiefs). The SPL may designate special events where only the Troop 63 neckerchief will be worn.

5.2.4 Pants or shorts with belt loops (jeans permitted, no sweatpants, gym shorts, or cutoffs).

5.2.5 Belt with buckle.

5.2.6 Socks and closed-toe shoes (athletic shoes permitted; sandals or open-toed shoes are not allowed).

5.2.7 Merit badge sash or OA sash may be worn at Courts of Honor, Boards of Review, or other formal occasions.

5.3 Class B Uniform (Activity Uniform)

5.3.1 Troop 63 t-shirt, BSA t-shirt, or a plain solid-color t-shirt.

5.3.2 Pants or shorts with belt loops (jeans permitted, no sweatpants, gym shorts, or cutoffs).

5.3.3 Belt with buckle.

5.3.4 Socks and closed-toe shoes.

5.4 Inspections

5.4.1 Scouts should be prepared for uniform inspections at troop meetings or activities.

5.4.2 Inspections may be conducted by youth or adult leaders.

5.5 Adult Leaders

5.5.1 The Scoutmaster and Assistant Scoutmasters are expected to maintain and wear the complete Class A uniform at troop meetings, Courts of Honor, Boards of Review, and while traveling with the troop.

5.5.2 Other registered adults are strongly encouraged to wear uniforms at troop events.

6. Youth Leadership Policy

Troop 63 is a youth-led program. Scouts are given opportunities to hold leadership positions that help them develop responsibility, confidence, and organizational skills. While many troops use formal elections and a Patrol Leaders' Council (PLC), Troop 63 currently assigns leadership positions through collaboration between the outgoing Senior Patrol

Leader (SPL), the incoming SPL, and the Scoutmaster. This process ensures smooth transitions, fair distribution of responsibilities, and oversight by adult leaders.

6.1 Leadership Assignment Process

6.1.1 Twice each year, when a new SPL is identified, the outgoing SPL and incoming SPL will work together to assign Scouts to troop leadership positions.

6.1.2 These assignments will be overseen and approved by the Scoutmaster and an Assistant Scoutmaster.

6.1.3 Scouts are encouraged to express interest in leadership roles prior to assignments.

6.1.4 Appointments will consider Scout rank, prior leadership experience, and the opportunity to give each Scout a chance to serve in leadership during their Scouting career.

6.2 Senior Patrol Leader (SPL)

6.2.1 Must be at least 14 years old and hold the rank of Star or higher.

6.2.2 Must have previously served in another troop leadership role.

6.2.3 Serves as the top youth leader in the troop, responsible for overall troop direction and coordination.

6.2.4 Works with the Scoutmaster and ASMs to plan meetings, activities, and events.

6.2.5 Oversees other troop youth leaders and ensures responsibilities are being fulfilled.

6.2.6 Guides the appointment of the next leadership team when their term ends.

6.3 Assistant Senior Patrol Leader (ASPL)

6.3.1 Must be at least 13 years old and hold the rank of First Class or higher.

6.3.2 Must have participated in at least one troop long-term camp or three weekend campouts.

6.3.3 Assists the SPL in managing troop operations.

6.3.4 Supervises specific troop officers as directed by the SPL.

6.3.5 Takes over leadership responsibilities if the SPL is absent.

6.4 Patrol Leaders (PLs)

6.4.1 Patrol Leaders are appointed by the SPL with approval from the Scoutmaster.

6.4.2 PLs are responsible for the organization and welfare of their patrol members.

6.4.3 PLs ensure patrol members are informed of troop activities and assist them in advancement and participation.

6.5 Other Troop Leadership Positions

6.5.1 Troop-level positions such as Scribe, Librarian, Historian, Quartermaster, Guide, Chaplain's Aide, Den Chief, OA Representative, Webmaster, Instructor, and Bugler are assigned by the SPL with Scoutmaster approval.

6.5.2 Scouts in these roles are expected to complete leadership training and actively perform their duties. Scouts who fail to perform will not be advanced to the Board of Review.

6.5.3 These positions fulfill advancement leadership requirements when carried out responsibly.

6.6 Junior Assistant Scoutmaster (JASM)

6.6.1 Reserved for Scouts who are at least 16 years old and have achieved the rank of Life or higher.

6.6.2 Appointed by the Scoutmaster, not by the SPL.

6.6.3 Acts as an advisor to youth leaders and a bridge to the adult leadership team.

6.7 General Leadership Expectations

6.7.1 Scouts in leadership positions must attend troop meetings and activities regularly.

6.7.2 Scouts are expected to fulfill the duties of their role responsibly and to the satisfaction of the SPL and Scoutmaster.

6.7.3 Failure to perform leadership duties may result in reassignment, and time served may not count toward advancement.

6.7.4 Demonstrating Scout Spirit and serving as a role model for other Scouts are required of all troop leaders.

7. Troop Committee Policy

The Troop Committee serves as the governing body of Troop 63. Its purpose is to support the Scoutmaster in delivering a quality Scouting program. The committee provides oversight, financial stewardship, logistical support, and ensures compliance with Boy Scouts of America (BSA) and chartered organization policies. While some troops meet monthly,

Troop 63 will hold quarterly committee meetings to review operations, finances, and program needs.

7.1 Meetings

7.1.1 Committee meetings will be held quarterly, scheduled by the Committee Chair.

7.1.2 Meetings are open to all parents and guardians, but only registered committee members may vote.

7.1.3 The Scoutmaster and Assistant Scoutmasters are encouraged to attend but are not voting members.

7.1.4 A quorum is defined as at least five voting members.

7.2 Committee Membership

7.2.1 Membership requires BSA adult registration and current Youth Protection Training.

7.2.2 Parents and guardians are strongly encouraged to serve in committee or support roles.

7.2.3 Membership is approved by the chartered organization.

7.3 Officer Positions

7.3.1 At minimum, the following positions will be filled:

- Committee Chair

- Treasurer

- Advancement/Blue Cards Administrator

- Board of Review Director

- Health Form Coordinator

- Campout Administrator

- Keeper of Gear & Cabin

7.3.2 Additional positions may be appointed as needed, including:

- Beefsteak Dinner Lead (fundraising)

- Troop Wear & Swag Coordinator

- Court of Honor Coordinator

- Website/CampBuddy Administrator

- TeamSnap Coordinator

- Eagle Scout Coordinator

- Shepherd Leaders (per grade, to support youth progress and engagement)

7.3.3 A full list of current committee and support roles, with names and responsibilities, is maintained separately and attached to this handbook as Appendix B.

7.4 Duties of the Committee

7.4.1 Recruit, register, and support qualified adult leaders, including the Scoutmaster and Assistant Scoutmasters.

7.4.2 Provide oversight of troop finances, fundraising, and dues collection.

7.4.3 Maintain advancement records, coordinate Boards of Review, and oversee Eagle Scout advancement.

7.4.4 Support the troop program by arranging logistics, facilities, transportation, and equipment maintenance.

7.4.5 Communicate with parents, chartered organization, district, and council as needed.

7.4.6 Promote adult leader training and ensure compliance with BSA standards.

7.5 Voting

7.5.1 Each registered committee member is entitled to one vote.

7.5.2 Decisions require a majority vote, provided quorum is met.

7.6 Term of Service

7.6.1 Committee members serve renewable one-year terms, subject to chartered organization approval.

7.6.2 Officer roles are generally filled for two-year terms but may be reassigned as needed.

8. Discipline, Conduct & Behavior Policy

Troop 63 is committed to maintaining a safe, respectful, and enjoyable Scouting environment. All Scouts, parents, and adult leaders are expected to live by the Scout Oath and Scout Law, demonstrating integrity, kindness, and responsibility. Discipline in Troop 63

is intended to be corrective and educational—not punitive—helping Scouts learn accountability and respect for others. The Troop 63 Code of Conduct establishes clear expectations and consequences for all members of the troop and is incorporated fully into this section.

8.1 Code of Conduct Overview

The Troop 63 Code of Conduct provides a framework of expectations for Scouts, parents, and adult leaders. It must be reviewed and signed annually by each Scout and their parent or guardian. By signing, each party agrees to uphold troop values and accept responsibility for maintaining a safe and positive Scouting environment.

8.2 Expectations for Scouts

8.2.1 Scouts must:

- Be on time for meetings and events.

- Listen attentively and follow directions from leaders.

- Respond promptly to the “signs up” signal.

- Respect fellow Scouts, leaders, and property.

- Obtain permission before using or handling another person’s belongings.

- Follow “Leave No Trace” principles and respect the environment.

8.2.2 Scouts are representatives of their families, community, and the Boy Scouts of America and are expected to act accordingly at all times.

8.3 Interactions with Scouts BSA Troops – Girls

8.3.1 No male Scout is permitted to be alone with a female Scout at any time at troop events (meetings, campouts, summer camp, or other activities) unless visually supervised by an adult leader.

8.3.2 There must be at least two Scouts of each gender when interacting without adult supervision.

8.3.3 Violations of this policy will result in immediate removal from the event and a three-month suspension from troop camping.

8.3.4 Additional consequences may include suspension or removal from the troop, depending on the severity of the infraction.

8.4 Expectations for Parents

8.4.1 Parents are responsible for the behavior of their Scouts before and after meetings and during all troop events.

8.4.2 Parents must model appropriate conduct, including respect toward all leaders and other families.

8.4.3 Alcohol, tobacco, vaping products, or illegal substances are strictly prohibited at all Scouting functions.

8.4.4 Parents are expected to reinforce troop rules at home and assist their Scouts in understanding and following the Code of Conduct.

8.5 Expectations for Adult Leaders

8.5.1 Adult leaders must act as role models for Scouts, demonstrating respect, fairness, and adherence to BSA policies.

8.5.2 Two-deep leadership and Youth Protection standards must always be maintained.

8.5.3 Adult leaders must complete all required BSA training, including Youth Protection and position-specific courses.

8.5.4 Leaders must take immediate and appropriate action to correct unsafe, disrespectful, or inappropriate behavior.

8.6 Unacceptable Behavior

The following behaviors are strictly prohibited and may result in disciplinary action, up to and including removal from the troop:

- Disobeying Scoutmaster or leader directions.

- Repeated tardiness or disruptive behavior.

- Unsafe actions that endanger self or others.

- Leaving designated areas without permission.

- Using foul, abusive, or discriminatory language.

- Bullying, hazing, or harassment of any kind.

- Possession or use of alcohol, tobacco, vaping products, or illegal substances.

- Any behavior that violates BSA policies or local laws.

8.7 Progressive Discipline Process

8.7.1 Minor issues will be addressed through verbal correction and coaching by a leader.

8.7.2 Continued or more serious issues will result in a meeting between the Scout, parent/guardian, and Scoutmaster, potentially resulting in a written behavior plan.

8.7.3 Major violations, including safety breaches or harassment, will be referred to the Committee Chair for review and potential suspension from activities.

8.7.4 Repeated or extreme infractions may result in removal from the troop following review by the Troop Committee and Chartered Organization Representative.

8.7.5 All serious incidents will be documented and maintained by the Scoutmaster.

8.8 Respect and Cooperation

8.8.1 All Scouts, parents, and leaders must show respect for each other.

8.8.2 Disobedience or disrespect toward adult leaders will result in immediate parental notification and may lead to dismissal from that event.

8.8.3 The troop emphasizes teamwork, respect, and appreciation for the volunteer service of adult leaders.

8.9 Accountability and Consequences

8.9.1 Scouts may be sent home from an activity if behavior is unsafe or disruptive. Parents must arrange prompt pickup.

8.9.2 Suspension or removal decisions will be made collaboratively by the Scoutmaster, Committee Chair, and Chartered Organization Representative.

8.9.3 A Scout, parent, or leader whose conduct negatively affects troop operations may be subject to suspension or removal.

8.10 Appeals and Reintegration

8.10.1 Appeals must be submitted in writing to the Troop Committee within seven days of notification.

8.10.2 The Committee will review the appeal and issue a final decision.

8.10.3 Scouts returning after suspension may be required to meet with the Scoutmaster and demonstrate understanding of troop expectations.

9. Safety & Youth Protection Policy

The safety and well-being of every Scout is Troop 63's top priority. The troop strictly follows all Boy Scouts of America (BSA) policies, including Youth Protection, the Guide to Safe Scouting, and all local and state laws. All leaders, Scouts, and parents share responsibility for maintaining a safe and respectful Scouting environment.

9.1 Youth Protection Standards

9.1.1 All adult leaders and registered committee members must complete BSA Youth Protection Training (YPT) before participating in any troop activity.

9.1.2 Youth Protection Training must be renewed every two years and maintained continuously.

9.1.3 The troop will not permit any adult to participate in overnight outings or supervise youth without a current YPT certificate on file.

9.1.4 At least two registered adult leaders, one 21 or older, must be present for all troop activities ("Two-Deep Leadership").

9.1.5 No one-on-one contact is permitted between adults and youth. Conversations requiring privacy must occur within sight of others.

9.1.6 Youth Protection applies equally to electronic communications; all messages between adult leaders and Scouts must include another adult or parent.

9.2 Buddy System

9.2.1 The buddy system must be used at all times during troop activities, outings, and travel.

9.2.2 Buddies must remain together, inform leaders if separated, and look out for one another's safety.

9.2.3 Buddies should be of similar age whenever possible.

9.3 Transportation Safety

9.3.1 All drivers must be 21 or older, possess a valid driver's license, and maintain current automobile insurance.

9.3.2 Seat belts must be worn by every passenger; no one may ride without a seat belt.

9.3.3 Scouts under 13 may not ride in the front seat.

9.3.4 Scouts under 18 who are licensed drivers may not transport other Scouts except siblings.

9.3.5 Drivers must obey all traffic laws and avoid distractions, including mobile-phone use while driving.

9.4 Medical Forms & Health Safety

9.4.1 All Scouts and adult participants must have a current BSA Annual Health and Medical Record (Parts A, B, and C) form on file This applies to all activities, day camps, local tours, and weekend camping trips less than 72 hours. The form must be updated at least annually.

Part A is an informed consent, release agreement, and authorization that needs to be signed by every participant (or a parent and/or legal guardian for all youth under 18).

Part B is general information and a health history.

Part C pre-participation physical is needed for all Scouting events of more than 72 hours. The exam needs to be completed by a certified and licensed physician (MD, DO), nurse practitioner, or physician assistant.

9.4.2 The troop's Health Form Coordinator maintains medical records and ensures compliance.

9.4.3 Two copies of medical forms may be required for week-long or high-adventure events. Copies must be returned to families after each outing.

9.4.4 A designated Medical Officer (MO) will manage medications during outings. This volunteer must be comfortable administering medications accurately, discreetly, and on schedule.

9.4.5 All medications must be provided to the Medical Officer in a clearly labeled bag containing the original medication containers with dosing instructions.

9.4.6 Parents are responsible for ensuring the Medical Officer has complete and accurate instructions before departure. In some cases, parents may be required to attend the outing to dispense their child's medication.

9.4.7 Medications will be kept in a secure, supervised location throughout the outing. The Medical Officer will record administration times and return medications to parents after the event.

9.4.8 At the conclusion of each campout, the outing point person must return all medical forms and reconcile any medication records with the Health Form Coordinator.

9.5 Emergency Preparedness

9.5.1 Each event will include an emergency plan reviewed by the event leader and communicated to all participants.

9.5.2 Leaders must carry a charged cell phone or other emergency contact device.

9.5.3 In case of injury or incident, emergency services must be contacted first, followed by the Scoutmaster, Committee Chair, and parents.

9.5.4 An incident report must be completed within 24 hours and submitted to the Scoutmaster and Council.

9.6 Weather & Environmental Safety

9.6.1 Troop 63 follows BSA Hazardous Weather Training guidance and monitors conditions continuously.

9.6.2 Activities will be postponed or canceled in the event of unsafe weather or environmental conditions.

9.6.3 Safety decisions rest jointly with the Scoutmaster and event leader.

9.7 Camping & Activity Safety

9.7.1 The troop follows Guide to Safe Scouting standards for fire, tool, and water safety.

9.7.2 At least one leader per outing must have IOLS training, in line with national guidance. At least one leader with First Aid/CPR training is recommended but not required for overnight trips. A leader with Wilderness First Aid certification is required for all high adventure trips. Checking leader requirements for each outing is the responsibility of the trip point person.

9.7.3 Scouts must follow all safety rules regarding fire, knives, axes, and other tools. Misuse may result in loss of privilege or disciplinary action.

9.8 Reporting Procedures

9.8.1 Any suspicion of abuse, harassment, or unsafe conduct must be reported immediately to the Scoutmaster, Committee Chair, or BSA Council Executive.

9.8.2 Reports must be handled confidentially in accordance with BSA Youth Protection guidelines and law.

9.8.3 The troop maintains a zero-tolerance policy for retaliation against any individual making a good-faith report.

10. Equipment & Property Policy

Troop 63 maintains a collection of equipment and supplies for use during troop outings, meetings, and special events. Proper care and accountability of this equipment are essential to ensuring the safety, efficiency, and longevity of troop resources. All Scouts are expected to respect and care for troop property as they would their own belongings.

10.1 Keeper of Gear & Cabin

10.1.1 The Keeper of Gear & Cabin is the designated adult leader responsible for maintaining the troop's inventory of equipment, cabin supplies, and storage areas.

10.1.2 This individual will maintain an accurate log of all troop-owned gear and ensure it is inspected regularly for safety and completeness.

10.1.3 The Keeper of Gear & Cabin will report directly to the Committee Chair or Scoutmaster regarding repairs, replacements, or missing items.

10.1.4 Scouts and leaders must coordinate with the Keeper of Gear & Cabin before removing or returning any troop property.

10.1.5 The Quartermaster will be responsible for assisting the Keeper of the Gear & Cabin

10.2 Equipment Checkout Procedures

10.2.1 Troop equipment is for official Scout use only and must be checked out through the Keeper of Gear & Cabin or their designee.

10.2.2 The individual signing out equipment assumes responsibility for its proper care and timely return.

10.2.3 Equipment must be returned clean, dry, and in good working order within one week of the outing unless otherwise arranged.

10.2.4 Lost or damaged equipment must be reported immediately to the Keeper of Gear & Cabin.

10.3 Accountability for Damage or Loss

10.3.1 Scouts are expected to treat troop equipment with care and to use it only as intended.

10.3.2 If troop equipment is lost or damaged due to neglect, misuse, or carelessness, the Scout and their family may be asked to contribute toward repair or replacement costs as determined by the Troop Committee.

10.3.3 Normal wear and tear resulting from proper use will not incur charges.

10.4 Storage and Maintenance

10.4.1 Troop 63 maintains dedicated storage space for equipment and cabin supplies.

10.4.2 All gear should be organized by type and labeled clearly to facilitate easy access and inventory.

10.4.3 The Keeper of Gear & Cabin, assisted by Scouts and leaders, will conduct a biannual inventory to identify maintenance needs or missing items.

10.4.4 Damaged or unsafe equipment must be repaired or removed from service promptly.

10.5 Personal Equipment

10.5.1 Scouts are responsible for bringing their own personal camping gear, including sleeping bag, clothing, and personal items, as specified in each outing's packing list. Packing lists for different types of overnight trips can be found in the **appendix**.

10.5.2 The troop may provide limited shared gear (e.g., tents, cooking supplies) but does not assume responsibility for personal items lost or damaged during outings.

10.5.3 Scouts should label personal gear with their name to avoid confusion or loss.

10.6 Cabin and Troop Property

10.6.1 Troop 63's cabin and storage areas are to be kept clean, organized, and secure at all times.

10.6.2 All Scouts and leaders are expected to assist with cabin cleanup after each use.

10.6.3 No Scout or leader may remove troop property from the cabin or storage area without prior approval.

10.6.4 The troop may hold periodic Cabin Cleanup Days, led by the Keeper of Gear & Cabin, during which Scouts will assist in organizing supplies and performing minor maintenance tasks.

10.7 Donations and Acquisitions

10.7.1 The troop welcomes donations of camping or outdoor equipment that are in good condition and align with troop needs.

10.7.2 All donated equipment must be approved by the Committee Chair and Keeper of Gear & Cabin before being added to the official inventory.

10.7.3 Major purchases or replacements require Committee approval and documentation in troop financial records.

11. Communications Policy

Effective communication is essential to the success of Troop 63. Clear, consistent, and respectful communication keeps Scouts, parents, and leaders informed, organized, and engaged. This policy outlines the approved communication methods and expectations for all members of Troop 63.

11.1 Communication Platforms

11.1.1 TeamSnap is the primary platform for troop announcements, reminders, and calendar updates. Families are responsible for maintaining current contact information.

11.1.2 CampBuddy is the exclusive system for outing registration and payment. CampBuddy registration serves as the official permission form for participation in all trips and events; no separate paper forms are required.

11.1.3 Email will be used for official troop communications and formal notices from the Scoutmaster, Committee Chair, or designated leaders.

11.1.4 Text messaging may be used for urgent updates (e.g., travel delays or weather alerts). Messages must include at least one other adult in accordance with BSA Youth Protection guidelines.

11.1.5 Phone calls may be used for urgent or sensitive issues requiring direct communication.

11.2 Youth Protection in Digital Communication

11.2.1 All electronic communication between Scouts and leaders must include at least one additional registered adult or the Scout's parent/guardian.

11.2.2 One-on-one private electronic communication between an adult leader and a Scout is prohibited.

11.2.3 Leaders will not "friend" or follow Scouts on personal social-media accounts.

11.2.4 The troop adheres fully to BSA Youth Protection and Guide to Safe Scouting standards for all digital communication.

11.3 Communication with Parents

11.3.1 Parents are responsible for reviewing TeamSnap and email updates regularly and ensuring that Scouts are informed about troop activities.

11.3.2 Questions regarding troop policies, advancement, or logistics should be directed to the appropriate leader (e.g., Scoutmaster, Advancement Chair, Campout Administrator).

11.3.3 Parents are expected to communicate respectfully with leaders and model positive interaction consistent with the Scout Law.

11.4 Communication with Scouts

11.4.1 Scouts receive announcements and event reminders during meetings and via TeamSnap.

11.4.2 Scouts are responsible for relaying information to their parents and ensuring deadlines are met.

11.4.3 Scouts are expected to respond promptly when leaders or senior Scouts communicate about troop responsibilities or activities.

11.5 Social Media and Public Representation

11.5.1 Troop 63 maintains a limited social-media presence to highlight troop activities and accomplishments. Only authorized adults may post content.

11.5.2 Photos or videos of Scouts may only be used if the parent or guardian has provided consent through the Troop 63 Photo and Video Consent Form, available at: https://docs.google.com/forms/u/1/d/e/1FAIpQLSdj4SlSG9KtGPYxUryxt1m49o9znZKm8S91GzeIJzfBuD6fhQ/viewform

11.5.3 The troop reserves the right to request removal of any image or post that violates BSA policy or reflects poorly on the troop.

11.5.4 All Scouts and parents should uphold the Scout Oath and Law when posting or commenting on Scouting-related content online.

11.6 Internal Communication Etiquette

11.6.1 All troop communications should reflect courtesy, respect, and professionalism.

11.6.2 Emails and messages should be concise, clear, and relevant to troop business.

11.6.3 Disagreements or sensitive matters should be addressed privately with the Scoutmaster or Committee Chair, not through group messages.

11.7 Information Privacy

11.7.1 Troop rosters and contact lists are for official Scouting use only.

11.7.2 Troop 63 does not share contact information or images externally without permission.

11.7.3 All troop digital systems comply with BSA and state youth-data privacy standards.

12. Troop Meetings & Program Planning Policy

Troop 63 operates on a two-meeting-per-month schedule designed to balance leadership, advancement, and preparation for upcoming activities. Meetings are intentionally focused, time-limited, and structured to support both the troop's overall program and individual Scout development.

12.1 Meeting Frequency and Format

12.1.1 Troop 63 holds two meetings each month along with other activities, typically one Troop Meeting and one Rank Meeting.

12.1.2 Each meeting lasts approximately one hour and begins promptly at the scheduled time.

12.1.3 The Troop Meeting is generally held at the Closter Senior Center, while the Rank Meeting is typically held at the Troop Cabin.

12.1.4 Meetings may occasionally be combined or replaced with special activities, service projects, or campout-planning sessions at the Scoutmaster's discretion.

12.2 Troop Meetings

12.2.1 The Troop Meeting focuses on troop-wide activities, team-building, announcements, and troop business.

12.2.2 The Senior Patrol Leader (SPL) is responsible for planning the agenda for each Troop Meeting in advance.

12.2.3 The Scoutmaster reviews and approves each meeting plan and retains veto authority over the agenda or activities to ensure alignment with Scouting objectives, troop goals, and safety standards.

12.2.4 The SPL may assign other Scouts specific meeting roles, such as leading the flag ceremony, running a game, or presenting announcements.

12.2.5 A typical Troop Meeting includes:

1. Opening Ceremony – Flag presentation, Scout Oath, and Scout Law.

2. Announcements – Updates on upcoming events, registration deadlines, and troop business.

3. Activity or Instruction – Team challenge, skill demonstration, or group discussion.

4. Scoutmaster's Minute – Reflection, recognition, and closing announcements.

12.3 Rank Meetings

12.3.1 The Rank Meeting focuses on advancement, skill-building, and preparation for upcoming outings.

12.3.2 These meetings are planned and led by the Scoutmaster or an Assistant Scoutmaster, though senior Scouts may assist with instruction or demonstrations.

12.3.3 Typical activities include:

- Learning and practicing Scout skills for rank advancement.

- Working toward specific merit badges.

- Planning menus, duty rosters, or logistics for upcoming outings.

12.3.4 Because outing preparation can sometimes dominate the meeting, the troop may schedule separate campout-planning sessions when needed to maintain structure and minimize disruption.

12.3.5 Scouts should bring their Scout Handbooks, materials for skills practice, and any paperwork related to advancement or merit badges.

12.4 Attendance and Conduct

12.4.1 Scouts are expected to attend both monthly meetings as part of active troop participation.

12.4.2 Scouts should arrive in the correct uniform (see Section 5) and be ready to participate respectfully.

12.4.3 Disruptive behavior during meetings will be handled per the Discipline & Behavior Policy (Section 8).

12.5 Program and Annual Planning

12.5.1 Troop 63 conducts two annual planning meetings, one in the fall and one in the spring, both led by the Scoutmaster.

12.5.2 These sessions establish the troop calendar for the upcoming months, identify seasonal activities, and align outings with school and community schedules.

12.5.3 While Scouts and leaders are welcome to share input, the final annual plan is developed and finalized by the Scoutmaster.

12.5.4 The approved program calendar is reviewed by the Troop Committee and distributed to families via TeamSnap.

12.5.5 Adjustments to the calendar may be made during the year as needed for weather, availability, or new opportunities.

12.6 Troop Meeting Planner

12.6.1 The Senior Patrol Leader (SPL) must use the official BSA Troop Meeting Plan form when preparing each monthly Troop Meeting agenda.

12.6.2 This form ensures that every meeting includes the key elements identified in the Troop Leader Guidebook:

- Preparation for outings

- Skill instruction and Scouting practice

- Leadership exercises and teamwork

- Advancement and personal growth

- Inspiration and fun

12.6.3 The SPL will submit the completed Troop Meeting Plan to the Scoutmaster for review and approval at least one week before the meeting date.

12.6.4 The Scoutmaster may return the plan for revision or adjustment to align with troop goals, safety, or scheduling considerations.

12.6.5 A blank version of the BSA Troop Meeting Plan (Form No. 512-800 or its successor) shall be provided to each SPL and made available digitally to all youth leaders.

13. Service Projects & Community Involvement Policy

Service is one of the cornerstones of Scouting and a central expression of the Scout Oath's call to "help other people at all times." Troop 63 is committed to providing Scouts with meaningful opportunities to serve their community, develop leadership skills, and embody the values of citizenship, compassion, and responsibility.

13.1 Purpose of Service Projects

13.1.1 Service projects provide Scouts with opportunities to:

- Contribute positively to their community.

- Practice leadership, teamwork, and problem-solving.

- Fulfill rank advancement requirements.

- Strengthen Troop 63's relationship with local organizations and the chartered partner.

13.1.2 Service activities also foster empathy and personal growth by encouraging Scouts to recognize and respond to the needs of others.

13.2 Participation Expectations

13.2.1 All Scouts are expected to participate in troop-organized service projects as part of their ongoing commitment to Scouting values.

13.2.2 Attendance at service projects contributes toward active participation for advancement (see Section 3).

13.2.3 Parents and families are encouraged to join service activities whenever appropriate.

13.3 Types of Service Activities

13.3.1 Troop 63 participates in a variety of service projects throughout the year, which may include:

- Community cleanups and park beautification.

- Service to the chartered organization or local churches.

- Food, clothing, or toy drives.

- Flag placement or removal for Memorial Day and Veterans Day.

- Volunteering at community events or Scouting programs.

- Projects supporting schools, senior centers, or local nonprofits.

13.3.2 Individual Scouts may also initiate or participate in approved service opportunities outside of troop events with prior Scoutmaster approval.

13.4 Leadership and Coordination

13.4.1 The Service Project Coordinator, in collaboration with the Scoutmaster and Committee Chair, oversees the scheduling, organization, and documentation of troop service events.

13.4.2 Scouts may be appointed or volunteer to lead specific projects, allowing them to develop leadership experience and fulfill rank leadership requirements.

13.4.3 All service opportunities will be announced through TeamSnap and discussed at troop meetings.

13.5 Safety and Supervision

13.5.1 All service activities must comply with BSA's Guide to Safe Scouting and Youth Protection policies.

13.5.2 Two-deep leadership must be maintained at all times.

13.5.3 Scouts should wear uniforms or Troop 63 activity shirts when appropriate to represent Scouting values and ensure visibility.

13.5.4 Scouts must follow safety instructions from adult leaders or site coordinators and use proper protective gear when required.

13.6 Service Hours for Advancement

13.6.1 Scouts are responsible for tracking and recording their service hours in Scoutbook.

13.6.2 Service hours should include only time spent in active service (not travel time).

13.6.3 To count toward rank advancement, projects must be approved by the Scoutmaster in advance or recognized as an official troop event.

13.6.4 Service performed as part of school or religious requirements may also count toward advancement if approved by the Scoutmaster.

13.7 Eagle Scout Service Projects

13.7.1 Scouts working toward the rank of Eagle Scout must plan, develop, and lead a significant service project that benefits a community, school, or religious organization.

13.7.2 All Eagle Scout projects must follow BSA's official Eagle Scout Service Project Workbook and receive approval from the Scoutmaster, Committee Chair, Beneficiary, and Council.

13.7.3 The troop provides mentorship and guidance throughout the Eagle project process but expects Scouts to take ownership of planning and leadership responsibilities.

13.8 Recognition of Service

13.8.1 Service is celebrated as an essential part of Scouting. Scouts who demonstrate consistent service participation or leadership may be recognized at Courts of Honor or troop meetings.

13.8.2 Troop 63 encourages Scouts to view service not merely as a requirement but as a reflection of personal commitment to helping others and strengthening their community.

14. Recognition & Awards Policy

Recognition is an integral part of Scouting and an important tradition within Troop 63. The troop values achievement, leadership, service, and the demonstration of Scout spirit. Formal ceremonies, including regular Courts of Honor and the Eagle Court of Honor, celebrate these milestones and strengthen the bond among Scouts, families, and the community.

14.1 Purpose of Recognition

14.1.1 Recognition motivates Scouts to set goals, demonstrate initiative, and embody the Scout Oath and Law in their daily lives.

14.1.2 Awards highlight achievement in advancement, service, leadership, and special contributions to the troop or community.

14.1.3 Troop 63 emphasizes that recognition is not only for accomplishments but also for sustained effort, positive attitude, and personal growth.

14.2 Courts of Honor

14.2.1 Troop 63 holds two Courts of Honor each year, typically in spring and fall, to formally recognize rank advancements, merit badges, and special awards.

14.2.2 Each Court of Honor is organized by the Court of Honor Director, who coordinates event logistics, programs, and participants.

14.2.3 The Advancement Chair works in collaboration with the Court of Honor Director to verify records, prepare certificates and badges, and ensure timely recognition of all Scouts.

14.2.4 Awards may be presented first at troop meetings for immediate recognition, then formally acknowledged again at the next Court of Honor.

14.2.5 Detailed Court of Honor planning guides, including scripts and program templates, are available from the Scoutmaster or Court of Honor Director.

14.3 Merit Badges and Rank Advancement

14.3.1 Scouts are recognized for advancement as soon as practical following Board of Review approval.

14.3.2 Merit badges and rank patches are awarded in accordance with BSA procedures, and Scouts should ensure badges are properly displayed on their uniform (see Section 5: Uniform Policy).

14.3.3 The troop maintains accurate advancement records and ensures they are submitted promptly to council.

14.4 Eagle Court of Honor

14.4.1 The Eagle Court of Honor (ECoH) is a distinct and highly meaningful ceremony celebrating the highest rank in Scouting.

14.4.2 Eagle Courts of Honor are typically held annually, often in January, and are planned collaboratively by the Eagle families with guidance from the Eagle Court of Honor Director.

14.4.3 A comprehensive Eagle Court of Honor Planning Guide, including sample programs, scripts, and instructions, is available from the Scoutmaster for families preparing ceremonies.

14.4.4 All Eagle Courts of Honor must comply with BSA ceremonial guidelines and maintain the dignity and respect appropriate to the achievement.

14.5 Special Troop Awards

14.5.1 Troop 63 may present additional awards recognizing leadership, spirit, or service, including:

- Scout of the Month or Year – for exemplary dedication and leadership.

- Service Recognition – for outstanding participation in community or troop service.

- Outdoor Achievement – for consistent participation and positive contribution to outings.

- Leadership Excellence – for exceptional performance in a troop position.

14.5.2 Special awards are determined at the discretion of the Scoutmaster and Troop Committee and may be presented at Courts of Honor or troop meetings.

14.6 Adult Leader Recognition

14.6.1 Adult volunteers play an essential role in the troop's success. Troop 63 recognizes adult leaders for tenure, training completion, or exceptional service.

14.6.2 The Committee Chair and Scoutmaster may nominate leaders for council or national awards, such as the Scoutmaster's Key, Unit Leader Award of Merit, or District Award of Merit.

14.7 Eligibility and Conduct

14.7.1 Recognition is based on merit, participation, and conduct consistent with the Scout Law.

14.7.2 Scouts with unresolved disciplinary issues or delinquent payments may have awards deferred until the matter is resolved (see Section 3: Attendance & Participation).

14.7.3 All recognition decisions are reviewed by the Scoutmaster and Committee Chair to ensure fairness and consistency.

15. Troop Leadership Directory & Contact Policy

Troop 63 operates through a structured team of youth and adult leaders who work together to ensure that meetings, outings, and troop operations run smoothly and safely. Maintaining clear communication channels between Scouts, parents, and leaders is essential for an organized and responsive troop program.

15.1 Leadership Directory

15.1.1 Troop 63 maintains an up-to-date Leadership Directory listing all current youth and adult leaders, their roles, and contact information.

15.1.2 The directory is distributed at the start of each program year and is available digitally through TeamSnap.

15.1.3 The directory includes Scoutmaster, Assistant Scoutmasters, Committee Chair, Troop Committee Members, Senior Patrol Leader, Assistant Senior Patrol Leader, other youth positions of responsibility, and key coordinators such as Advancement Chair, Court of Honor Director, Service Project Coordinator, and Outing Coordinator.

15.1.4 Contact information is for official Scouting communication only and must not be shared outside of Troop 63 without permission.

15.2 Communication and Contact Guidelines

15.2.1 Scouts should contact the appropriate youth or adult leader depending on the topic, including the Scoutmaster for overall troop guidance, Assistant Scoutmasters for outings and instruction, SPL for youth leadership matters, Advancement Chair for advancement tracking, Committee Chair for administrative concerns, and event leaders for trip-specific questions.

15.2.2 Parents and Scouts are encouraged to check TeamSnap or CampBuddy before contacting leaders to avoid duplicate inquiries.

15.2.3 All communication between youth and adults must comply with BSA Youth Protection policies, including no one-on-one contact and inclusion of a second adult or parent on all electronic communications.

15.3 Updating the Leadership Directory

15.3.1 The Leadership Directory is reviewed and updated at least twice per year, typically following leadership transitions or the start of a new program term.

15.3.2 Updates are coordinated by the Committee Chair and Scoutmaster in collaboration with the Communications Coordinator.

15.3.3 Outgoing youth and adult leaders are responsible for ensuring that contact information, files, and resources are transferred to their successors.

15.4 Privacy and Data Protection

15.4.1 Troop 63 complies with BSA and state guidelines for protecting personal information.

15.4.2 Contact information shared in the directory is for troop use only and should never be posted publicly or shared externally.

15.4.3 Parents may request that limited information (e.g., phone number or email) be withheld from troop-wide distribution by notifying the Scoutmaster or Committee Chair.

15.4.4 Any concerns about misuse of contact information should be reported immediately to the Scoutmaster or Committee Chair.

15.5 Chain of Communication

15.5.1 Scouts are encouraged to first communicate with their youth leaders before escalating matters to adult leaders, promoting independence and leadership.

15.5.2 If issues cannot be resolved at the youth level, they should be brought to the Scoutmaster or Assistant Scoutmaster.

15.5.3 Parents should direct program-related questions to the Scoutmaster, and administrative or financial questions to the Committee Chair.

15.5.4 Emergency contact procedures for trips and events are outlined in the Campouts & Outings Policy (Section 2).

16. Policy Review & Amendment Procedures

Troop 63's Policies and Procedures Manual is a living document that reflects the troop's standards, practices, and values. To ensure that it remains relevant and aligned with Boy Scouts of America (BSA) guidelines, the manual is periodically reviewed and may be amended when troop operations or BSA policies change.

16.1 Purpose

16.1.1 The purpose of this section is to define how Troop 63 reviews, revises, and approves updates to its Policies and Procedures Manual.

16.1.2 Regular review ensures consistency, compliance with BSA standards, and accuracy in describing troop practices.

16.2 Review Schedule

16.2.1 The Troop 63 Policies and Procedures Manual will be reviewed at least once every two years by the Troop Committee.

16.2.2 Additional reviews may occur when:

- BSA National or Northern New Jersey Council issues new policies or updates.

- Significant changes occur in troop structure, leadership, or operations.

- Feedback from leaders or parents suggests revisions are needed.

16.2.3 The Scoutmaster and Committee Chair share responsibility for initiating and overseeing the review process.

16.3 Amendment Process

16.3.1 Proposed amendments may be submitted by any registered adult leader or committee member in writing to the Committee Chair.

16.3.2 The Committee Chair will present proposed changes to the Troop Committee for discussion and approval.

16.3.3 A majority vote of committee members present is required for adoption of any amendment.

16.3.4 The Scoutmaster and Committee Chair must jointly sign and date the amended document to make revisions official.

16.4 Document Control

16.4.1 The Committee Secretary or designated recordkeeper will maintain the current version of the manual and archive all prior versions.

16.4.2 Each version will include a revision date and version number on the title page for reference.

16.4.3 The most current manual will be distributed electronically to all troop families and posted in the troop's shared digital resources (e.g., TeamSnap).

16.5 Interim Changes

16.5.1 In cases where immediate updates are required (e.g., changes in BSA policy, safety rules, or council guidance), the Scoutmaster and Committee Chair may issue an interim amendment without full committee vote.

16.5.2 Interim amendments must be reviewed and formally adopted at the next scheduled committee meeting.

16.6 Annual Confirmation

16.6.1 At the first committee meeting of each calendar year, the Committee Chair will confirm that all leaders are using the most current version of the manual.

16.6.2 Newly registered leaders will receive the current version as part of onboarding.

16.6.3 Scouts and parents will be reminded annually that they can access the manual online at any time.

17. Appendices Overview

The following appendices contain detailed forms, guides, and reference documents that support the Troop 63 Policies and Procedures Manual. These materials provide clarification for specific policies, event planning, and program operations. The appendices are reviewed and updated along with the main manual to ensure accuracy and consistency.

17.1 List of Appendices

Appendix A	Troop Leadership Directory & Roles – current youth and adult leadership positions with responsibilities and contact information (updated semi-annually).
Appendix B	Troop 63 Code of Conduct – expectations for Scout behavior, respect, and adherence to BSA values.
Appendix C	Testing and Advancement Standards – details the troop's testing and sign-off policy for rank advancement.
Appendix D	Camping & Medication Checklist – guidance for point-person leaders on trip safety, health forms, and medication handling.
Appendix E	Knowledge management
Appendix F	Gear Lists
Appendix G	Onboarding Procedures

17.2 Appendix Management

17.2.1 Each appendix is maintained by the relevant troop leader or coordinator (e.g., Advancement Chair, Campout Coordinator).

17.2.2 Updates or replacements to appendices follow the same approval process described in Section 16.

17.2.3 The master set of appendices is stored digitally and available to all families via TeamSnap or through the Scoutmaster upon request.

Appendix A

BSA Troop Roles & Responsibilities

Position	Role Description	Key Responsibilities	Current Position Holder
6th–12th Grade Shepherds	Mentor and guide scouts in a specific grade, helping them engage, advance, and participate in troop activities.	- Check in with scouts before and after meetings. - Encourage attendance at troop events. - Assist with advancement requirements. - Serve as a communication link between scouts, patrol leaders, and adult leaders. - Promote teamwork and inclusion. - Review Board of Review readiness	6th grade shepherd Jonathan Nichols 7th grade shepherd Betty Chang 8th grade shepherd Bill Fisher 9th grade shepherd Jonathan Rose 10th grade shepherd Eunice Grobler 11th grade shepherd Anil Sabnani 12th grade shepherd Vinay Puttanniah
Campout Admin	Manage logistics and administrative tasks for troop campouts.	- Maintain sign-up lists and counts. - Confirm reservations and permits. - Share trip details.	Colleen McGuire
Keeper of Gear and Cabin	Maintain troop equipment and cabin facilities.	- Track and organize gear inventory. - Arrange cleaning, repair, and replacement. - Ensure proper storage after events.	Brad Campoli
Totin' Chip & Firem'n Chip Coordinator	Oversee Totin' Chip and Firem'n chip training and certification.	- Teach safe knife, axe, and saw - Administer tests and track certifications. - Teach safe fire-building and fire safety practices. - Administer Firem'n Chit tests. - Track certifications. - Promote fire safety during troop events.	Dongjin Park
Blue Cards	Administer and track merit badge blue cards.	- Issue cards to scouts starting badges. - Record counselor assignments and completion dates. - Keep organized advancement records. - Submit completed jot forms to advancement coordinator.	Ethan Cowan
Spring and Fall Court of Honor	Plan and execute twice-yearly recognition ceremonies.	- Schedule and reserve locations. - Order and prepare awards. - Create event programs. - Invite scouts and families.	John Hodgskin
Scout Troop Roles	Maintain records of scouts' leadership positions for advancement purposes.	- Track position start/end dates. - Support scouts in understanding duties. - Communicate changes to leadership and advancement coordinators.	Shawn Lonergan
Entering Advancement into Scoutbook	Record advancement progress in Scoutbook.	- Enter rank, badge, and award data. - Verify records before Courts of Honor. - Coordinate with blue card administrator.	Catherine Amorosano

Appendix B

BOY SCOUT TROOP 63
Closter, New Jersey
Northern New Jersey Council
Code of Conduct

Troop 63 has established the following Code of Conduct to provide Scouts, Parents and Adult Leaders with a framework of expectations and disciplinary actions for ALL members of the Troop. This Code of Conduct will help ensure a common language and understanding for behavioral expectations, and consequences, allowing us to create an atmosphere conducive to fun, safety, and the values of Scouting.

Expectations - Scouts

- Always be on time.
- At no time will an adult be alone with a scout that is not their own child.
- Listen and pay attention.
- In response to the "signs up" signal, silently return the sign.
- Respect one another and your leader.
- Don't take anything from someone else without first asking permission.
- Show respect for your surroundings, indoors and out, leaving them in as good or better condition than when you found them, "Leave no Trace".

Interactions with Scouts BSA Troops – Girls

- No male scout is permitted to be alone with a female scout at any time at troop events (meetings, campouts, summer camp, tents, etc.) unless visually supervised by an adult leader.
- There must be two scouts of each gender to allow assembly with each other in the absence of a supervising leader.
- Violation of the above will result in immediate removal from the event by the parent AND the Scout(s) banned from troop camping for 3 months.
- Consequences may include but are not limited to removal from activity, suspension of participation in future activities, removal from troop

Parents

- Assist your scout with learning the Troop Code of Conduct.
- Pay attention, and in response to the "signs up"signal, silently return the sign.
- Parents are responsible for the conduct of their scouts and non-scouts before and after the meeting.
- Parents are responsible for the conduct of their non-scout children during Troop activities.
- Scouting is a program based on parent (or guardian) and scout participation.
- Parents must always behave in a proper manner.
- No use of alcohol or illegal drugs is permitted while at Scout functions.

Adult Leaders

- Act as a role model, demonstrating proper behaviors, language, etc.
- Assume responsibility for the safety, well-being, and behavior of your charges always.
- Follow BSA rules regarding discipline and other matters.
- Obtain all necessary Leader Specific Training.

Respect

We strive to provide our Scouts with a fun, safe and enjoyable scouting experience. Our Adult Leaders donate many hours of their free time to achieve this goal.

All Adult Leaders should be given respect by both scouts AND their parents. Directions given by Adult Leaders must be obeyed for the good of all Scouts. Failure to do so may result in parental notification and possibly dismissal from that Scouting function. We want ALL Scouts to be able to participate in activities, but we also want our Scouts to learn that there are consequences for poor behavior.

Members of the Troop are also expected to respect each other. Any behavior that injures, demeans, threatens, or offends other members of the Troop is not acceptable and will NOT be tolerated.

Discipline

Participation in any Scouting activity by a Scout, Parent or Adult Leader, will be conducted in a manner that upholds the principles, standards, and ideals of the Boy Scouts of America as set forth in the Scout Oath and Law.

We recognize that for Scouts to grow into responsible adults, they need to be held accountable for their actions. Therefore, any Scout who intentionally participates in an activity that has the potential to harm themselves or Troop members or behaves in a manner that reflects negatively upon the Troop or the Boy Scouts of America, will be disciplined. Behavior that is cause for disciplinary action includes, but is not limited to, the following:

- Not following the Scoutmaster or Leader's directions.
- Consistently late for meetings, etc.
- Significantly unsafe actions which may endanger himself or others
- Exploring physical hazards (lakes, creeks, etc.) without permission and supervision.
- Leaving designated areas without the Leader's permission.
- Use of cursing or foul language.
- Excessive rowdy, unruly, loud, disrespectful, disobedient, or disruptive behavior.
- Physical or verbal hazing or harassment of others.
- Use of any controlled or illegal substance during any Scouting function.
- Any action that would be considered illegal.

Summation

All Scouts, Parents and Adult Leaders are participants of the Troop and are representatives of their community, family, and local Scouting Council. Therefore, all Scouts, Parents, and Adult Leaders are asked to sign and agree to this Code of Conduct as a condition for participation. An individual's behavior or inability to cooperate with others in the Troop that impacts the overall successful operation of the Troop may constitute reason for temporary suspension and/or removal from the Troop for a parent, leader, or youth.

We want each Scout to be accountable for their own behavior, and only when necessary, will the procedure be invoked to send a Scout home from the Troop meeting or activity.

Scout Name Name:_____

Scout Signature:_____

Parent/Guardian Name:_____

Parent/Guardian Signature:_____

Leader Name:_____

Leader Signature:_____

Date:_____

Appendix C

SCOUT

Knowledge
Skill demonstration
Written documentation required
Only at BSA event

Requirement #	Exact Wording	Notes
1a	Repeat from memory the Scout Oath, Scout Law, Scout motto, and Scout slogan. In your own words, explain their meaning.	Must explain meaning not just repeat. They should explain what each line of the scout oath means. They should explain what all 12 word in the scout law means in their own words. What does "be prepared" actually mean - be prepared for what? Why is the scout slogan important
1b	Explain what Scout spirit is. Describe some ways you have shown Scout spirit by practicing the Scout Oath, Scout Law, Scout motto, and Scout slogan.	Must explain ways they have shown scout spirit. They should again go through each line of the oath, each word of the law, and the motto and slogan and explain how they have shown these things in their daily life.
1c	Demonstrate the Scout sign, salute, and handshake. Explain when they should be used.	Must explain when each should be used
1d	Describe the First Class Scout badge and tell what each part stands for. Explain the significance of the First Class Scout badge.	A scout can look at the badge but must explain (without reading it) what each part stands for and the significance
1e	Repeat from memory the outdoor code. In you own words, explain what the Outdoor Code means to you.	If scout needs to refer back to the code they are not ready and must go back and re-memorize. They should also use their own words to explain, not just regurgitate what they read.
1f	Repeat from memory the Pledge of Allegiance. In your own words, explain its meaning.	Scout should use their own words to explain not just regurgitate the text
2	**After attending a scout meeting do the following:**	
2a	Describe how the scouts in the troop provide leadership	Should know how to identify youth leaders. Should know where to find what each youth leaders role is and what they do. Should explain what leadership means (e.g. mentoring, sharing knowledge, leading the troop, etc.)
2b	Describe the four steps of scout advancement	State and explain each of the 4 steps
2c	Describe what the BSA ranks are and how they are earned	Scouts should be able to list all ranks from scout to eagle. They should be able to explain how the rank is earned (completing all rank requirements and passing the board of review).
2d	Describe what merit badges are and how they are earned	Should be able to explain what blue cards are, how they get approval to start a merit badge, how they find a counselor, how they get credit for the badge they have earned. They should also know where to find information about each badge and the difference between the merit badge pamphlet and the merit badge workbook.
3a	Explain the patrol method. Describe the types of patrols that are used in your troop.	We don't often use the patrol method but a scout should be able to explain what this method is and why it is important. They should know the difference between new scout, regular and older-scout patrols.
3b	Become familiar with your patrol name, emblem, flag, and yell. Explain how these items create patrol spirit.	We don't often use patrol method but a scout should know why a patrol does these things.

Appendix D

MEDICATION AUTHORIZATION AND INFORMATION FORM TROOP 63 Closter, NJ **Page 1—Medication Listing**

Medication Listing Page _____ OF _____

List ALL daily, as needed or regularly scheduled medications being supplied by the parent(s) and being brought with the Scout to Campouts or Troop sponsored activities:

All medications currently taken by the Scout must be listed on this form (and on the BSA Annual Health and Medical Record). Nasal inhalers and Epi-pens used for emergency or on an as needed basis must be listed if they are being brought by Scout.

NAME OF SCOUT

(First) _____ (Last) _____

MEDICATION _____ Rx? [Y] [N]

Strength/Dosage _____

When administered? [ ] DAILY* [ ] As Needed [ ] Other* _____

* INDICATE SCHEDULE ON TABLE TO RIGHT WITH "X" IN BOXES

Reason for Taking Med? _____

Side Effects? _____

Special Instructions _____

Does this medication require [ ] Refrigeration [ ] Special handling
If so, explain needs: _____

Is this a Controlled Substance? [ ] Yes [ ] No

MEDICATION _____ Rx? [Y] [N]

Strength/Dosage _____

When administered? [ ] DAILY* [ ] As Needed [ ] Other* _____

* INDICATE SCHEDULE ON TABLE TO RIGHT WITH "X" IN BOXES

Reason for Taking Med? _____

Side Effects? _____

Special Instructions _____

Does this medication require [ ] Refrigeration [ ] Special handling
If so, explain needs: _____

Is this a Controlled Substance? [ ] Yes [ ] No

If Necessary Please indicate: Before (B) or After (A) Meal	MEDICATION TO BE GIVEN			
	Around Breakfast 7—8 AM	Around Lunch 12 to 1 PM	Around Dinner 6 PM	Bedtime
SATURDAY 5TH				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

SATURDAY 5TH				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

If a Scout is receiving more than two medications, use an additional form.

Appendix E

Appendix E – Knowledge Management Resources

Troop 63 uses several online systems and tools to organize communication, advancement, and event management. This appendix summarizes these resources, their purposes, and primary users.

Tool	Purpose	Notes
Troop Website	Public-facing site with calendar, announcements, and event information.	Lists youth leadership only; adult contacts shared internally via TeamSnap.
Camp Buddy	Platform for campout/activity registration, permission slips, and payment tracking.	Includes logistics, packing lists, and deadlines.
TeamSnap	Primary communication tool for scheduling, attendance, and updates.	Used for reminders, last-minute changes, and logistics.
JotForm	Online forms for reimbursements, permission slips, and other submissions.	Standardizes data collection and recordkeeping.
Scoutbook (BSA)	Official BSA system for tracking ranks, merit badges, and leadership roles.	Scouts/parents can view progress; Advancement Chair maintains official records.
Scouting.org	Official BSA website with training (including YPT), policies, and program resources.	Reference for national guidance and training modules.
Shared Drive / Google Drive	Repository for troop policies, minutes, and shared documents.	Access restricted to registered adult leaders.

Appendix F

CHECK LIST FOR "3 SEASON" BACKPACKING (VER. 8/13/18)

- ☐ Map of the route in zipper bag (will get from PL)
- ☐ Compass with base plate
- ☐ Digital watch, inexpensive, water resistant, with time/alarm/chronograph/timer/light
- ☐ Water already in bottle (bring (2) 1 liter water bottles)
- ☐ Rain gear (jacket and pants, not a poncho)
- ☐ Emergency snack food
- ☐ Fire starter and mini lighter or matches together in a waterproof container
- ☐ First aid kit, personal (see BSA handbook) and medication
- ☐ Pocket knife
- ☐ Headlamp with extra set of batteries
- ☐ Whistle on neck lanyard (WEAR at all times!)
- ☐ Insect repellent (no aerosol – could share by Patrol)
- ☐ Sunscreen (no aerosol – could share by Patrol)
- ☐ Lip balm (bring if you need it)
- ☐ Mess gear (bowl, spoon, & cup only) no need for the rest
- ☐ Ball cap with brim or "bucket" type hat with all around brim (WEAR)
- ☐ 2 pairs of wool or synthetic socks
- ☐ 2 pairs of polyester liner socks
- ☐ 2 Long synthetic pants or Zip-offs - (if cool)

  --or--
- ☐ 2 Short synthetic pants – (if warm) Zip-offs double as both
- ☐ 2 Long-sleeved synthetic shirt – (if cool)
- ☐ 2 Short-sleeved synthetic shirt – (if warm)
- ☐ Set of long underwear tops and bottoms, synthetic (for sleeping or extra warmth)
- ☐ Fleece jacket
- ☐ Waterproof hiking boots (Make sure they still fit before leaving home!)
- ☐ 2 pairs of underwear
- ☐ 2 bandanas – WEAR ONE
- ☐ Sleeping bag (warm enough for the night time temp.) in a garbage bag lined stuff sack
- ☐ Sleeping pad in lined stuff sack or garbage bag
- ☐ Wool or synthetic hat or balaclava
- ☐ Wool or synthetic gloves
- ☐ Rope: Minimum 25' of 1/8" nylon, 550 Paracord, etc.
- ☐ BSA Handbook in a zipper bag (One per Patrol)
- ☐ Small notebook or folded pages and sharpened golf size pencil in a zipper bag
- ☐ Framed backpack (preferably external) with straps for sleeping bag, properly fitted to torso size. Garbage bag pack liner for clothes, or several 2 gallon zipper bags

PACKING LIST FOR A "CAR CAMPOUT"

(VERSION 11-24-09)

- ☐ Map (will get at camp)
- ☐ Compass with base plate
- ☐ Digital watch, inexpensive, water resistant, with time/alarm/chronograph/timer/light
- ☐ Water already in bottle (bring two 1 liter water bottles – wrap with duct tape)
- ☐ Rain gear (jacket and pants, if possible)
- ☐ Fire starter and mini lighter or matches together in a waterproof container
- ☐ Emergency snack food
- ☐ First aid kit (see BSA handbook) and medication
- ☐ Pocket knife
- ☐ Flashlight with extra set of batteries – headlamp is best
- ☐ Whistle on a neck lanyard
- ☐ Sunscreen/lip balm
- ☐ Mess gear (plate, bowl, knife/fork/spoon, cup)
- ☐ Insect Repellent (NO AEROSOL)
- ☐ Ball cap with brim or "bucket" type hat with all around brim
- ☐ 2/3 pairs of wool or synthetic socks
- ☐ 2/3 pairs of polyester liner socks
- ☐ 2 pairs of pants or shorts or combination of the two (non-cotton if possible)
- ☐ 1 pair waterproof snow pants (winter)
- ☐ 2 long-sleeved or short-sleeved shirts or combination (non-cotton if possible)
- ☐ 1 set long underwear tops and bottoms, polypropylene
- ☐ 1 fleece or wool sweater
- ☐ 1 waterproof winter jacket or shell (winter)
- ☐ Wear winter boots or waterproof hiking boots
- ☐ 2 pairs of underwear
- ☐ 2 bandanas
- ☐ Sleeping bag (warm enough for the night time temperature)
- ☐ Sleeping pad
- ☐ Wool hat and gloves
- ☐ Rope, 25' of 1/8" nylon
- ☐ Scout Handbook in a ziplock bag (must have)
- ☐ Small notebook and pen or pencil in a ziplock bag
- ☐ Duffle bag to carry everything
- ☐ Day pack (school book bag is fine)
- ☐ One complete change of clothes and shoes in a separate carry bag (just in case)
- ☐ Toiletries (toothbrush and paste, biodegradable soap, Purell, etc.)
- ☐ NO radios, MP3 players, Game Boys, etc.
- NO COTTON (… if at all possible. If you must wear cotton, pack plenty of extras!)
- Remember: when packing for an outdoor adventure, common sense prevails. If you think you need something that's not on the list, bring it.

Appendix G

APPENDIX: New Scout & Adult Leader Onboarding Procedures

New Scouts

The New Member Coordinator is responsible for ensuring all onboarding steps are completed, welcoming new families, and serving as the primary point of contact.

How Prospective Scouts Join

Prospective scouts may register by visiting beascout.org, entering zip code 07624, selecting Scouts BSA and Troop for Boys, then clicking Apply under Troop 0063 – Closter Lions Club.

Crossing Over from Cub Scouts: If the scout is transferring from Cub Scouts, we will need their full name, BSA Member ID, and date of birth. Transfers should occur after the scout receives the Arrow of Light.

Onboarding Process

1. The Scoutmaster is notified of the new registration and alerts the New Member Coordinator.
2. The New Member Coordinator adds the scout to the onboarding checklist.
3. The New Member Coordinator verifies required forms, confirms Code of Conduct, medical forms, payment, notifies leaders, adds the scout to TeamSnap, obtains the new scout kit, and schedules orientation.
4. Once NNJC processes the application, the family is contacted for Scoutbook setup.

Template Email to New or Prospective Families

Subject: Welcome to Troop 63!

Hi [Name],

My name is [Your Name], and I serve as the Onboarding Coordinator for Troop 63. We're very excited to welcome [Scout Name] to the troop.

To get started, please complete the items below:

Required Forms:

Visit our website under MORE → RESOURCES: https://www.clostertroop63.org/resources.html. Please complete and/or upload the BSA Medical Form, Code of Conduct, Food Allergies Form, Troop Roster Form, and Photo/Video Consent Form.

Troop Fees:

Submit the $80 onboarding fee using the Donate button on the homepage. This covers the handbook, neckerchief, slide, merit badge sash, and patches.

Uniform:

Purchase an official BSA tan Class A shirt at the Alpine Scout Shop (441 US-9W, Alpine, NJ, 201-768-1910). Patches will be provided by the troop.

Communications:

We communicate through TeamSnap. Emails will be delivered even without an account, but creating one is recommended for access to troop contacts and event sign-ups.