



**BSA Troop 366
Oxford United Methodist Church
Oxford, MI**

General Policies



BSA Troop 366 General Policies

GREETINGS

Welcome to Troop 366.

This document is intended to familiarize Scouts, Parents and Leaders with the common practices and policies of the Troop.

Suggestions for improvement are always appropriate and welcome—please make recommendations to the troop Scoutmaster, Secretary, or any Committee member.

Yours in Scouting,
John Dancoe
Troop 366 Committee Chair
September 12, 2005



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WHO ARE WE?

Troop 366 is organized according to BSA regulations.

Our *Chartered Organization* is the Oxford United Methodist Church (**OUMC**), located at 21 East Burdick in downtown Oxford.

As holder of the charter, the church "owns" the troop. OUMC legally owns all equipment such as trailers, tents, outdoor cookware, etc. considered to be the troop's common property.

The *Chartered Organization Representative* is a member of both the troop and the OUMC, serves as a liaison between the two organizations, and technically has the authority to dismiss any leader deemed unsuitable by OUMC.

In practice, OUMC and specifically the OUMC Men's Club, has been a very generous sponsor that provides meeting space in the sanctuary, fellowship hall, and meeting rooms; leaves the troop free to manage itself; and has contributed significant financial assistance to the troop.

In return, the troop often serves breakfast to the Men's and Ladies Clubs, and provides service to the church during annual spring cleanup and fundraising events.

The troop's registered adult leaders include:

Chartered Organization Representative (required)

Program Leaders:

- Scoutmaster** (required)
- Assistant Scoutmaster

Troop Committee (minimum 3 members required):

- Chair
- Secretary
- Treasurer
- Outdoor/Activities Coordinator
- Advancement Coordinator
- Chaplain
- Training Coordinator
- Equipment Coordinator (Quartermaster)

Ideally, at all times the troop will have 3 or more Assistant Scoutmasters, and at least 7 Committee members. It is *very important* to maintain a leadership body large enough to easily support the many functions of the troop, to avoid "burning out" the leadership, and to ensure a continuity of leadership as the youths in the troop grow up and (with their parents) move on.

PLEASE CONSIDER BECOMING A SCOUT LEADER! It is not only a distinguished public service, but will provide you with the memories of a lifetime.

Any adult leader position, including Scoutmaster, may be held by a man or a woman, and most positions can be held by multiple people concurrently.

A roster of the current leadership is maintained outside of this document.



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WHEN DO WE MEET?

TROOP MEETINGS

Unless otherwise specified, meetings are scheduled to begin at 7:00 PM.

Troop meetings are held *when Oxford Public Schools are in session*:

Tuesday evenings
7:00 PM – 8:30 PM
OUMC fellowship hall

If Oxford Public Schools are closed for any reason, there will be no troop meeting that night.

Every attempt is made to begin and end troop meetings on time. Please help by making sure that Scouts are present, *in full uniform and with their Scout Handbook*, at or before 7:00 PM.

Troop Meeting Etiquette:

1. During meetings, except for brief direct trips to the lavatory or drinking fountain or unless specifically instructed, Scouts are to remain in the fellowship hall, and not wander about in the church.
2. When in ranks be still, quiet and attentive; do not chatter and mill about.
3. #2 applies to parents too! Often, parents stand behind the troop and chat amongst themselves while the troop is in ranks. This contributes to the noise level in the hall and also, by example, encourages the Scouts to chatter when they should be paying attention to the speaker. Parents are always welcome and encouraged to attend troop meetings and to assist Scouts during activities, and to develop and enjoy friendships among each other; but please consider stepping outside the fellowship hall to converse, especially when the troop is in ranks.



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OTHER MEETINGS:

The **troop committee meets the third Thursday of the month at 7:00 PM at OUMC**, usually in a meeting room above the fellowship hall. All parents are welcome and encouraged to attend.

The **Patrol Leader's Council (PLC) meets last Monday of the month at 7:00 PM at OUMC**. Note the date is frequently shifted from the "last Monday" in order to accommodate holidays, etc.

The **Pontiac-Manito District Roundtable** meets the **second Thursday of the month at 7:00 PM at the Clarkston United Methodist Church** (bring your own coffee mug).

OUTINGS:

Troop 366 engages in at least one outing every month. This is often a weekend campout, and the *standard* procedure is:

Meet Friday night at 5:30 PM for departure by 6:00 PM
Meet in OUMC southeast parking lot (northwest corner of Church and Mill)
EAT DINNER BEFORE MEETING!
Troop returns to the same parking lot Sunday at 1:00 PM

Times are subject to adjustment as necessary based on distance to destination.

A permission slip and payment for the outing is required prior to departure.

On the **Thursday immediately prior to an outing, members of each patrol meet at the Oxford Meijer (north entrance) at 7:00 PM** to purchase food for the campout.

COURTS OF HONOR:

Troop 366 holds three major awards ceremonies each school year: once near the start of the school year, once mid-winter, and as the final troop meeting in the spring. These are festive occasions held at OUMC on Tuesday evening and displace the regular troop meeting, with this schedule:

6:00 PM: Meet, set out pot-lick dinner (fellowship hall)
6:30 PM: Dinner (fellowship hall)
7:00 PM: Ceremony (sanctuary)



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WHAT DO WE DO?

A typical year in Troop 366 looks something like this:

September

- Committee meeting to review calendar.
- First troop meeting
- Court of Honor (present merit badges earned at summer camp)
- Outing (weekend campout, often a canoe trip)
- Popcorn sales

October

- Wreath sales
- Outing: Fall Camp-O-Ree
- Hickmott Hayride

November

- Scouting for Food
- Outing: "Cooking Campout": a feast cooked outdoors; families invited; cabin camping

December

- Outing: Planet Rock: local and quick, easy to cram into the busy holiday season

January

- Outing: Klondike Derby (Polar Bear winter tent camping)
- Court of Honor

February

- "Outing": Lapeer Rec Center Lock-In

March

- Outing: New Scout Skills workshop (cabin camping)

April

- Outing

May

- Outing: Spring Camp-O-Ree
- Court of Honor

June

- Major PLC to plan annual calendar
- Outing

July

- Summer Camp

August

- Outing: Junior Leadership Training



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WHAT ELSE DO WE DO?

In addition to regular meetings, monthly outings, and other activities the troop also does:

Venturing Program

Venturing BSA is a relatively new program which was established for both young men and women between 14 and 21 years of age, with an emphasis on outdoor and high-adventure activities. The OUMC now sponsors Venture Crew 366 and many members of the troop are members of both units.

High Adventure Outings

An expedition at the Philmont Scout Reservation in New Mexico is considered by many to be the ultimate Scouting experience. Typically a 10-day backpacking trek (although other options are available), Philmont reservations are extremely limited and Scouting units literally from all over the world compete for them. Troop 366 enrolls in the lottery for Philmont treks each year. In 2004 Troop 366 sent a crew to Philmont, and the Venture crew has won a reservation for August 2007; the troop is currently on the 2007 waiting list.

Aside from Philmont, Troop 366 and other local Scout troops who often extend invitations to Troop 366 members have also organized outings to:

- *White water rafting on the New River, West Virginia
- *Camping/backpacking at Lost Trail Ranch Colorado
- *Canoe trek in Algonquin National Park (Ontario)
- *Backpacking trek in Glacier National Park
- *Chief Pontiac Trail (canoeing/backpacking program)

The Troop and Crew are constantly considering and researching opportunities for farther-flung adventures. In summer 2006, a backpacking trek is being planned for the upper peninsula to immediately precede summer camp at Camp Hiawatha. Other activities/destinations which have been/are being considered are:

- *Seabase High Adventure Base (BSA)
- *Northern Tier High Adventure Base (BSA)
- *Boundary Waters (canoe trek)
- *Tall-ship sailing on the great lakes
- *Colorado
- *Alaska
- *Urban expeditions, i.e., Chicago



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WHAT ELSE DO WE DO? (continued)

Community Service

Scout organizations have always been dedicated to community service. Opportunities for service vary with the needs of the community, but for Troop 366 typically include:

Meals on Wheels

Troop 366 provides crews for the Lake Orion/Oxford Meals On Wheels program; Scouts gain a great deal of self-esteem from providing this service. Two routes are serviced, each of which takes about one hour, requires one vehicle/driver, and ideally two Scouts in **DRESS UNIFORM** (the folks receiving the meals are greatly reassured by the sight of a Scout in traditional uniform). Meet at **11:00 AM on the second Saturday of the month in the Lake Orion Police Department parking lot** on Flint Street, downtown Lake Orion. Bring an insulated chest to keep meals warm. *Pre-register for service with the current program chairperson.*

FISH Food Bank

Troop 366 has a long association with the FISH food bank, now located in Thomas, a few miles north of Oxford. Troop 366 has in the past done door-to-door canned food drives, often as participants in the Clinton Valley Council "Scouting For Food" program, and typically just prior to the Thanksgiving holiday. In 2005, the troop collected food donations during the Oxford Christmas parade.

Banbury Cross Equestrian Center

The Center, located a few miles north of Oxford, provides equestrian experiences for challenged youth. Troop 366 Scouts often participate in clean-ups, ushering, etc. especially in preparation for and during the annual spring fundraising auction.

Memorial Day Ceremonies/Parades

Troop 366 Eagle Scout Jeremiah Regan, for his Eagle project, produced a set of memorial crosses with the names of fallen Oxford and Lake Orion servicemen. Each year, the troop erects these crosses for those villages' Memorial Day ceremonies. The troop also turns out for and marches in the Oxford parade.

Conservation & Other Projects

Projects conducted in the past include:

- Camp Agawam Mix-N-Fix
- Camp Agawam event staffing
- Bald Mountain Recreation Area spring cleanup
- Paint Creek trash pickup
- Trail maintenance in various local parks and nature areas

Eagle Scout projects have included:

- Book collection drive for children's library in low-income neighborhood
- Retirement community walking path restoration
- Township physical inventory
- School nature path boardwalk replacement



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WHAT ELSE DO WE DO? (continued)

Troop Web Site

Troop 366 is the registered owner of:

<http://www.bsat366.org>
<http://www.bsat366.com>

Both of these point to the same web site.

Web Site Content and Management

The intent is to provide an informational website which can serve as:

- *An online calendar of events
- *A digital photographic and written history of troop outings and activities
- *An introduction to the troop for potential new members
- *An online source of troop policy information and documentation
- *Other uses as envisioned by the troop membership

The troop web site should be developed and maintained, to the extent possible, by the youth members of the group. It would be most appropriate for the Troop Historian and Committee Secretaries to provide much of the content for the site; however any troop member is encouraged to contribute material.

The troop committee must approve any significant change to web site hosting or content, and committee members should visit the site on a regular basis to ensure its content is consistent with the goals and standards of both the troop and the BSA.

BSA Web Site Regulations

The content and technical requirements of website design are dictated in part by BSA regulations, policies and recommendations at the national and council level.

These regulations emphasize:

- *Privacy of the members. Specifically, addresses and phone numbers of members are not to be published on the web.
- *Appropriate content, especially with regard to avoidance of commercial or political endorsements and links to external sites in which appropriate content cannot be guaranteed.

Please see **Appendix B: Web Site Technical and Content Specifications**



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WHAT DO WE WEAR?

A Scout is a Scout, whether in uniform or not. But the uniform is an essential component of Scouting for reasons too numerous to mention.

DRESS UNIFORM

The complete, official Scout dress uniform (commonly referred to as "Class A") is:

Official (tan) long- or short-sleeved shirt, with all appropriate badges and insignia correctly attached

Official (olive) long or short pants

Official (olive) socks

Hat (style and color, if any; optional per Patrol election)

Official Scout (olive) web belt and bright brass buckle

Red kerchief with black piping and BSA emblem

Kerchief slider

Notes:

1. All registered adult leaders are expected to properly wear the complete official uniform in order to set an example for the Scouts. **THIS INCLUDES THE KERCHIEF**, because if the leaders won't wear it, the boys sure won't want to (they usually don't anyway, especially as they get older).
2. Troop 366 recognizes that official BSA pants (even shorts) are expensive and prone to be grown-out-of...if the Scout can be convinced to wear them at all, which may not be a battle worth fighting. Therefore, while we highly encourage Scouts to wear the official uniform pants, Troop 366 policy does not require it. Acceptable substitutes are "cargo" pants, particularly if olive drab or similar color. Less desirable but acceptable are blue jeans. Pants should be clean and in reasonably good condition. **Pants with lurid designs, dangling straps and chains, etc. are highly discouraged.**
3. Official socks will gain points in a uniform inspection. That is all.
4. The official belt and buckle should be purchased. **DO NOT** cut the belt to length! The buckle is adjustable and the extra length can be slid through, allowing room for growth. **Unofficial belts with studs, etc. are highly discouraged.** "Unofficial" belts from BSA camps such as Lost Lake, Philmont, etc. are GREAT.
5. **DO NOT PURCHASE A KERCHIEF.** The Scoutmaster will present a kerchief of the proper design when the Scout is awarded his Scout badge.
6. Kerchief slider: these devices have a long tradition in Scouting. There is an "official" metal Boy Scout slider which can be purchased, however most Scouts over the years acquire a collection of different sliders, often handmade, and any of them are acceptable. However, it is probably not in the Scout's own best interest to continue using a standard Cub Scout "Wolf" or Webelos slider.
7. Each patrol has the option of electing whether or not to wear a hat, and if so, what style.



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When to wear dress uniform:

- When traveling to and from an Outing
- Troop meetings
- Courts of Honor
- Scoutmaster Conferences
- Boards of Review
- When meeting a Merit Badge Counselor
- Parades
- Troop-sponsored fundraisers
- When at Camp: flag ceremony, meals
- At church; especially on Scout Sunday
- Doing service work such as ushering, canned food drive, etc.
- When requested by the Scoutmaster

FIELD UNIFORM

To avoid soiling the dress uniform while "doing the things Scouts do", it is often appropriate to wear a field (commonly referred to as "Class B") uniform, which amounts to a T-shirt or sweater with a Scout emblem of some kind. This could be a T-shirt from a camp-o-ree attended in the past (even if while a Cub Scout or Webelos Scout), or it could be an "official" Troop 366 T-shirt.

Every year the troop takes orders for Troop 366 T-shirts, sweat shirts, hooded sweatshirts, and caps. These are bright red with a white BSA emblem and "Troop 366" lettering. It is highly recommended that each Scout purchase two t-shirts and, if desired, a cap, sweatshirt and/or hoody. Order them too big, so they can be grown into.

When to wear field uniform:

- On a hike, outdoor game, or other strenuous activity
- Doing a conservation service project
- At camp (between meals and flags)
- When approved or requested by the Scoutmaster

"EXPERIENCED" UNIFORMS

Scouts tend to grow and when they do, they often donate their too-small, "experienced" uniform parts to a bank, which is then available for younger Scouts. If you would like to save some money on uniform parts (both dress and field), check with the Scoutmaster to see if there are any "experienced" uniform parts available.



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HOW DO WE PAY FOR ALL THIS?

First, let's get one thing straight:

***It is the policy of Troop 366
that no youth should be denied the Scouting experience
because of financial hardship.***

To this end, the troop maintains a "Scout Spirit" fund specifically to aid Scouts whose families are experiencing hardship. If you are in such a situation, please talk to the Scoutmaster who will be discreet. The Committee has given the Scoutmaster wide latitude to accommodate such situations, and for exceptional cases every effort will be made to ensure a Scout can continue to participate.

Next, be assured that Scouting is a relatively inexpensive activity, especially compared to many sports, which often require expensive uniforms and equipment. Most of the equipment a Scout (or a family member wishing to participate) needs is in fact already available as troop equipment, or can be readily borrowed for a campout, and can be re-used for many years.

Dues:

Dues from each Scout help cover the operating expenses of the troop. The recharter fee pays for the cost of registering with BSA including a subscription to *Boys Life* Magazine. The weekly fee is intended to foster a sense of fiscal responsibility in the Scout.

Note that the committee has recently ratified a change. Dues have two components:

1. Recharter fee: **\$20/year (\$10/year for adult leader)**, due by the first Court of Honor
2. Weekly fee: **\$1/week** due each scheduled, regular troop meeting

Activity Fees:

Most weekend campouts have a standard fee of **\$20/person**. This fee covers the cost of renting campsites, food, materials, etc. We have found this to be a good "average" fee; some campouts have lower costs, and the troop "profits" on them. Others have higher costs and the troop has a "loss" on those; and it all washes out in the end.

Note however: recent dramatic increases in the cost of gasoline, which might well continue for the indefinite future, may require an increase in the standard fee and/or a "fuel surcharge", since the troop underwrites the fuel expense for the driver who tows the troop trailer.

To offset the cost of fuel, the fee is waived for adults who drive.

Please also remember that vehicle mileage "donated" to the troop is tax-deductible.

Activity Fee Refunds:

Deposits may be refunded to the Scout's individual account (see below) if a Scout is unable to attend due to illness or injury. Otherwise the fee is forfeited to the troop general fund.



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Fundraisers:

Dues really only cover about half the total expenses that the troop incurs over the course of a year. To make up the difference, we also conduct two major fundraisers each fall.

FUNDRAISERS ARE CRUCIAL TO TROOP OPERATIONS AND ALL SCOUTS ARE EXPECTED TO PARTICIPATE!!!

Popcorn

BSA has long used popcorn sales as its fundraising tool. The troop realizes about 30% of the gross sales. Popcorn is sold individually by Scouts using the "take order" method or by team sales methods: "show and sell" (store entrance displays) and "show and deliver" (door-to-door with a wagon). This program provides revenue for the Clinton Valley Council (the organization of which Troop 366 is a member), and for this reason it is important to participate in the popcorn sale even if other fundraisers are available.

Wreaths

A program that nets the troop 50% of gross sales. Scouts use the "take order" method to sell high-quality holiday wreaths, cedar roping, poinsettia plants, and grave blankets. Poinsettias are delivered in early December; the other product is delivered before Thanksgiving.

Scout Accounts:

When a Scout earns money thru troop-sponsored fundraising, 50% percentage of his earnings* will be put aside under his name by the troop treasurer. This money is to be used for Scouting-related expenses only. Examples: Boy Scout Summer Camp, campout fees, scouting gear, Eagle Scout Court of Honor, etc.

A Scout may also contribute directly to his account (for example, putting aside a fraction of his allowance, pay received for lawn mowing, or doing his own returnables drive). To do this, the Scout simply hands the money to the troop treasurer at the troop meeting and requests it be put into his account.

To use the money in a Scout's account:

1. For a campout fee: write "pay from account" on the Permission Slip; also verbally tell the person handling permission slips and verify it's recorded on the campout roster.
2. For gear: bring in a copy of the receipt of the merchandise purchased to the troop treasurer for reimbursement and leave the receipt for record keeping.

If a Scout transfers to another Scout troop, a check will be made out to the new troop for the amount your boy has in his account. If a Scout quits the troop, his money will stay in his account until the end of that calendar year. Then it will be rolled into the troop general fund.

Accounts are also established for adult leaders.

NOTE: THIS IS NOT A PERSONAL BANK ACCOUNT.

*For the purposes of earning credit for Popcorn prizes, the Scout will receive credit for the total amount sold. If the Scout participated in a group sale (show and sell or show and deliver), the credit is pro-rated among all Scouts in the group based on their hours of participation.



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Troop General Fund:

As was mentioned above, 50% of troop-sponsored fundraising goes into the individual Scout account where it then becomes available for defrayment of the Scout's Scouting-related expenses. The other 50% is consolidated with the troop General Fund, which is used to meet expenses that are not covered by dues.

The troop does not attempt to continually increase the general fund. Ideally the amount raised each year exactly matches the expenses incurred that year, with a reasonable amount carried from year to year so that the troop has funds available prior to the annual major fundraising drives.

Personal Expense Reimbursements:

If you spend money on behalf of the troop, for example to buy food, supplies, or equipment for an outing, or to supplement the troop's equipment inventory, be sure to keep the receipt and present it to the treasurer who will reimburse you for it. In particular, be sure to keep fuel receipts if you tow the trailer to an outing.

For significant expenses other than fuel or food purchases for an outing, Committee approval is required.



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HOW DO I HELP?

It is expected that an adult member of each family will actively participate in at least one activity during the course of the year. There are many opportunities to help.

One option is to become a **registered adult leader** (see page 3). If you enjoy working with boys directly, teaching them Scout skills, etc., a **Program** position (**Scoutmaster** or **Assistant Scoutmaster**) may be right for you.

A more indirect support role is that of the **Committee Member**. Members may have specific responsibilities which are self explanatory. However, members at large may also simply participate in votes within the committee, may serve on "Boards of Review" when Scouts apply to advance in rank, or be available to assist as needed.

Official Committee positions:

Chair
Secretary
Treasurer
Outdoor/Activities Coordinator
Advancement Coordinator
Chaplain
Training Coordinator
Equipment Coordinator

If you do not wish to register as an adult leader, there are many other opportunities to assist:

Fundraising Coordinator: ensure that sales literature is distributed, sales campaign schedules are met, product orders are placed and delivered, Scouts are trained in sales technics, funds are tallied, Scouts are awarded prizes and account deposits are registered. The **Popcorn Kernal** is a particularly important person and it is best for a team of at least two people to coordinate the popcorn fundraiser.

Shopping Coordinator: ensure that an adult is present for each campout shopping trip. This is a very important position as traditionally the overworked Scoutmasters find themselves running this activity on top of everything else they do.

Activities Coordinator: ensure that permission slips are generated and distributed 2-3 weeks prior to the activity; collect activity fees at departure and pass them to the Treasurer.

Patrol Counselor: participate in the "Patrol Corners" segment of the troop meeting. Be with the patrol, help keep them on-task, and be a resource when they have ideas for patrol activities; i.e., "Bowling and pizza? Great idea, I can drive. Bungee jumping? I don't think so Tim."

Meeting Presenter: If you have a "Scout skill" or even just an interesting hobby or travelogue, consider teaching or demonstrating it at a troop meeting.

Driver: shuttle Scouts to outings.



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Folder Box Coordinator: an important communication tool is the troop's hanging folder box, which is conspicuously available at the front of the meeting hall. The box is organized by patrol, with a manilla folder for each member of the troop, in which flyers, handouts and other notifications are placed for that troop member to retrieve at their next opportunity. ALL troop members should make a habit of checking their folder at the end of each meeting. The coordinator ensures that the folders are properly maintained as the troop's roster changes, and that other useful references (for example, copies of this document) are also available in the box.

Court of Honor Coordinator:

- ❑ Ensure parents sign up for a balanced pot-luck menu; see Appendix A: Court of Honor Pot-Luck Sign Up Sheet. Set the sign-up sheet out at troop meetings beginning 3 weeks prior to Court of Honor night.
- ❑ Some or all of the following items are often left over from outings and previous Courts of Honor, and may be stored in the troop trailer. Check with the Scoutmaster for inventory, and supplement as required:
- ❑ Obtain disposable dinnerware (plates, forks, knives, spoons, soft drink cups, coffee cups) for expected attendance (3x current troop roster).
- ❑ Obtain soft drink mix, coffee and decaf coffee.
- ❑ Ensure the troop's soft drink cooler is brought to the hall.
- ❑ 6:00 PM
 - With help from Scouts: setup tables and chairs for dining
 - Mix soft drinks, start coffee, lay out food
- ❑ 6:30 PM
 - Feast
- ❑ 7:00 PM
 - Ceremony



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POLICY DOCUMENT REVISION HISTORY

- 2006.01.01-1 (John Dancoe):
PLC at OUMC; was Oxford Public Library.
Added "What Else Do We Do?" section.
- 2006.02.09-1 (John Dancoe):
Revisions to "How Do I Help?" section".
- 2006.05.03-1 (John Dancoe):
Added section: Personal Expense Reimbursements.
Added section: Meeting Etiquette.
Revised Court of Honor Coordinator responsibilities.
Added Appendix A: Court of Honor Pot-Luck Signup Sheet
- 2007.01.22-1 (John Dancoe):
Added section: Troop Web Site.
Added Appendix B: Web Site Technical and Content Specifications
- 2007.09.03-1 (John Dancoe):
Revised section: Troop Web Site.
- 2007.09.11-1 (John Dancoe):
Revised section: Other Meetings: Committee Meetings 3rd Thursday of month.
Added section: Revision History. Contents were previously below Greetings (page 2)



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Appendix A: Court of Honor Pot-Luck Signup Sheet

MAIN COURSE:

Description	Name
_____	_____
_____	_____
_____	_____
_____	_____
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SIDE DISH:

Description	Name
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DESSERT:

Description	Name
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BSA Troop 366 General Policies

Appendix B: Web Site Technical and Content Specifications

As of 2007.09.03, hosting is provided free of charge by Assistant Scoutmaster Dan Eshelman who is the *de facto* adult Webmaster for the troop.

The following information is a preliminary version of this appendix and is intended for convenient reference only in the printed version of this document. It may be out of date. Current standards should be obtained from the most recent postings at BSA and Clinton Valley Council sources (which sources should be specified in this document).

1. Clinton Valley Council Internet Guidelines (ca 2003.04.21)

Internet Guidelines:

Set Forth by the Clinton Valley Council's Internet Committee as "Official Rules of the Web" for the Clinton Valley Council

Article I

Member / Youth Protection

Last name, first name and scouting position/rank about youth/adult members may be published on the web.

Pictures of youth/adult may appear on the web.

Under no circumstances shall the address or personal phone number of any youth/adult be published on the web.

Adult E-mail addresses may be published, with the permission of the holder.
Be Prepared by Being Aware, Let's Keep Our Kids Safe!

Article II

Commercialism on the Web

National's Policy on Commercialism does not at this time point directly at the Internet, nor does it exclude it. It basically states that in no way may units, districts or councils be involved in any type of relationship of commercial nature nor may units, districts or councils give endorsement to any business, corporation, commercial agency, or individual, unless duly authorized by the National Executive Board.

The Scouting Logo may not be used on any product, flier, or advertisement in any way as to resemble that Boy Scouts is sponsoring said commercial product or company. No Commercial Logos or Commercial Links are allowed on any CVC approved web Pages unless approved by the CVC Internet Committee.



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Appendix B: Web Site Technical and Content Specifications (cont'd)

Article III

Linking to Other Sites

The ability to use a hypertext link to connect your site to other sites is what makes it the "Web." You have no control over who places links to your Web page. A person in any country can place a link right to your unit/districts front door for anyone who reads his page. You could do the same, pointing electronically, anywhere. On the other hand, your placement of links "downstream" could cause you embarrassment-since you never know what files you may be linked to from that point on. National's concern is that your scout unit's web page may be just 2 clicks away from in-appropriate web sites or adult xxx material. CVC Guidelines state that your unit/district website link to sites that meet the ideals and principles as expressed in the Scout Oath and Scout Law.

We do feel that a "Thank You" to the Internet Provider that donates "Free Web Space" to a Scout unit or any others that have made it possible for you to put your web site together, is in order, and that it can be done in such a manner that it is still effective, without endorsing their businesses.

Article IV

Political Concerns

1) The Boy Scouts of America shall not, through its governing body or through any of its officers, the chartered councils, or members, involve the Scouting movement in any question of a political character. However, this shall not be interpreted to prevent the teaching of the ideals of patriotism and good citizenship as required to fulfill the Boy Scouts of America's purpose. This policy shall also not limit the freedom of thought or action of any official or member as an individual.

Basically this means leave our political opinion out of the mix, let's teach our children about the facts of our government.

Make your political stands out of the Scouting arena. No political stands will be permitted in CVC web sites.



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Appendix B: Web Site Technical and Content Specifications (cont'd)

Article V

Who can do a Scouting Web Site?

The proper route to becoming a Unit or District Webmaster is to contact the Unit or District Committee chairman about your offer. Just offer your services to build their web site and don't forget to get input from all committee members in your Unit or District. The site should not just be one persons' opinion, it should be a reflection of the unit or district.

Site building for a Scouting Site should remain simple and contain good information. Our job is to make current correct information available to our Scouting Public, no matter what browser they are using. Not so many bells and whistles, but just good page construction.

The home page for the program or unit will contain a hyperlink to the Clinton Valley Council's homepage (<http://www.cvcbsa.org>) prominently displayed. There is only one official CVC home page.

All pack/unit/post home page must clearly identify the pack/unit/post that it represents and a contact person with e-mail address for comments.

Web sites may not have 'Secured Areas' or 'Password Required Areas'.

These guidelines must be followed for the unit [i.e. pack, troop, post] to have a link established from the Clinton Valley Council's Web Page to the unit's home page. Council link may be withdrawn by the Council Internet Subcommittee without notice for failure to comply with these rules.

Article VI

Liability

The Internet Subcommittee, like other Council Committees, provides general oversight of this program. Members operating Internet sites are responsible for their content. The Council shall not be held liable for the contents of any web site whether or not such web site has obtained Council approved status.



BSA Troop 366 General Policies

Appendix B: Web Site Technical and Content Specifications (cont'd)

Helpful Hints

Leave Frames, Java, Active X, Visual Basic alone for now.

Be careful and monitor how you use sarcasm or humor on your page because your message may not be received in the spirit that it was meant.

Check your spelling. A misspelled word can change the mood of the message. For example, observe grammar and rules of punctuation to the best of your ability. Use of non-standard writing will hamper the ability and desire of others to receive the information you are sharing.

Keep paragraphs short and succinct. Focus on one subject per message area. Separate subjects by lines or spaces. Just make sure the themes do not run together and confuse the viewer and convey incorrect information.

Make sure calendars have correct information. If you are not sure... don't post. It would be better to have no information and keep looking for it than the wrong information and miss the event.

Date the page with the revision.

Thanks For Your Support,
Clinton Valley Council
Internet Committee