



Dear Parents:

EXPECTATIONS FOR PARENTS: Scouting is a two way street. Your son gets adventure, growth, and ultimately leadership development. In return, we ask each Scout to meet his obligations to the Troop and each family to put something into the Troop. We ask each parent to acknowledge this obligation to **Troop 199** on a yearly basis.

I recognize my obligations as listed below.

- All parents are expected to be active in the Troop operation.
- Each parent must recognize that Troop functions will be canceled if two adults are not in attendance and are NOT to leave a Troop meeting or outing departure until two adults are present.
- While Scouts are held responsible to be on time and to be picked up on-time, this responsibility must be shared by family. Troop Meetings during the School Year start PROMPTLY at 7:30 PM and end at 8:55 PM on Wednesdays. Scouts who are chronically late will be given progressive warnings that will ultimately escalate to loss of outing privileges for the next outing. Parents who can not be contacted, do not arrange for agreed upon pick-up arrangements for the Scout in advance, or do not show up within 10 minutes of the agreed returned time from outings will be given a warning.
- Each family is expected to drive at least two to three times a year. Parents whose sons are going on the monthly outing should be ready to volunteer to assist in transportation. *If this is not possible due to availability of vehicles, then the family will undertake other duties as the Troop Committee may determine.*
- Each family is expected to be available to overnight with the Troop once per year.
- Each family is expected to serve on the Troop Committee in one or more of the following positions (See next page for description)- Troop Committee Chairman, Secretary, Treasurer, Fundraiser Chairman, Good Turn Coordinator, Advancement Chairman, Outing Coordinator, Special Event Coordinator.
- All parents who provide transportation must operate their vehicles in accordance with California State Laws including operating with at least the minimum insurance as required by California and carrying no more than one Scout per seatbelt.
- All parents should volunteer to teach at least one Merit Badge.
- Parents have a responsibility to attend parents meetings.
- Because advancement is central to the Scouting program, parents are responsible to check with their son on advancement assignments and to encourage him to complete the assignment on time. Parents are expected to attend Court of Honors.
- Parents are responsible for the loss or damage of Troop equipment given to their son after an outing until the equipment is checked back in at the 2nd meeting after the outing.
- Parents are expected to assist in Troop and Patrol good-turns, fundraisers, and service projects.
- Parents are responsible for contacting the Scoutmaster or the Troop Committee Chairman if their son is having any problems in the Troop or if they feel that the operation of the Troop should be altered.
- Parents are responsible to encourage Scouts to wear their **complete** uniforms to meetings and outings.

Signed: _____

Date: _____

Name (Printed): _____

Troop Committee Job Descriptions:

Troop Committee Chairman -- Runs Parents meetings and Troop Committee, works with Parents to assure that the Troop Committee Positions are full and requests reports from each Position, responsible for signing Eagle Applications along with the Scoutmaster prior to submission to Council. Responsible to work with parents and Scouts who are delinquent on paper-work (Waivers, for instance) or on fees.

Scoutmaster -- Works with the Scouts to plan and run the Scouting program. Develops leadership skills within the Scouts. Staffs the Troop with Assistant Scoutmasters with identified responsibilities. Serves at the will of the committee (a non-voting member of the Troop Committee)

Secretary -- Records minutes of Parents meeting and has minutes published to parents. Responsible for providing the Newsletter publisher any Parent related notices in the monthly Newsletter. Maintains files on Medical and Liability Waivers, Drivers Information, and Medicals for each Scout

Treasurer -- Responsible for maintaining the Troop's checking account, for collecting moneys for special activities such as Summer Camp (monthly outing fees are handled by the Scribe), for reimbursing members of the Troop for funds spent on the Troops behalf (with prior approval of Committee), for providing a quarterly statement to the Troop Committee on the Troop Account Balance, for Collecting yearly re-registration fees, for issuing checks for camping fees and deposits, and for maintaining other financial records as may be necessary.

Fundraiser Chairman -- Responsible to coordinate fundraisers including contacting any group or organization involved, maintaining records of Scout participation and any incentives that the Scouts achieve as part of the fundraisers; works with the committee to establish rewards for scouts for the fundraisers; coordinates with Treasurer for depositing funds from the fundraiser into the Troop's Bank Account and to transfer to the treasurer any funds earned by individual Scouts as part of any fundraiser.

Good Turn Coordinator -- Responsible for Good-Turns including Scouting for Food in November (arranges drivers, coordinates coverage area, and checks with Senior Patrol Leader on availability of Scouts), the annual Needy Family Good-turn (identifying the needy family, establishing the drop-off date, and coordinating Scouts and families on gift preparations), and the annual School Good-turn that allows us the use of the multi-purpose meeting room at no charge (involves checking with the principal of the school for a suitable project and then coordinating Scout and Adult involvement to complete the project).

Advancement Chairman -- Responsible for chairing Board of Reviews for advancement on a quarterly basis, for getting the necessary signatures on the forms to allow submission of the Board of Review forms to Council, for arranging for purchasing of the advancement recognitions, for filling out the recognition cards for signature by the Scoutmaster, the Troop Committee Chairman, and Senior Patrol Leader as appropriate. Responsible for maintaining a list of Merit Badge Counselors within the Troop and to have a Council Merit Badge list available for Scouts wanting to take specific badges. Responsible for filing Merit Badge Counselor forms with Council. Responsible for a periodic review of the advancement program of each Scout and particularly identifying causes of low advancement.

Outing Coordinator -- Responsible for filing Tour Permits with Council a week before each outing, responsible for arranging drivers and adult participation for each outing, coordinates with the Senior Patrol Leader monthly to determine how many spaces in vehicles are needed for the outings and the evening events, responsible for assuring that each Scout has a current Waiver in place and that each driver's information is on file with the Troop Secretary.

Special Event Coordinator -- Responsible for coordinating Special Events as the Troop Committee may decide are appropriate such as Family Events, refreshments for Court of Honors, participation in Civic events, and recognition of individuals.