

# BSA POLICIES



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## BSA POLICIES

### Finance

Finance is the unit committee's responsibility. A treasurer is assigned and the committee chairperson should receive the bank statement to reconcile. All money received by the unit runs through the unit's checking account. Additional information on duties of the treasurer can be found in the *Pack Record Book* (No. 3819) and the *Troop Financial Record Book* (No. 6508).

All unit money raising projects must be approved in advance by using BSA form *Unit Money-Earning Application* (No. 4427). This doesn't apply to Trail's End Popcorn or Scout Show Tickets, as they have already been approved by BSA. For further assistance or questions contact: DICK CORCORAN (214)902-6710



### Advancement Reports

It is mandatory that a completed Advancement Report (*standard or computerized*) be submitted to the Council Service Center each time a unit buys badges from the Scoutfitter. The Advancement Report will become a part of the unit file in the Registration Department. For further assistance or questions contact your District Advancement Committee Chairman or PAT PATEY (214)902-6709

### Commercialism

No member of the Boy Scouts of America, chartered unit, chartered local council, or any officer or representative of the Boy Scouts of America shall have the right to enter into a contract or relationship of a commercial character directly involving or obligating the National Council, Boy Scouts of America, unless duly authorized by the National Executive Board.

A local council may not enter into a contract or business relationship that uses any logo, insignia, terms in common usage, or descriptive marks relating to Scouting, unless the relationship or contract conforms to currently accepted procedures and guidelines as established by the National Council, Boy Scouts of America. The contract or relationship must avoid endorsement of any commercial product or venture. The commercialism policy of the BSA may be found in the *"Rules and Regulations of the Boy Scouts of America" No. 57-492, Article IX, Section 2, Clause 7*. For further assistance or questions contact: DICK CORCORAN (214)902-6710

### Youth Protection

Scouting provides educational training for adults and youth members called "Youth Protection Training". This training is available to you through your District's Health and Safety Committee. Each district provides trainers for the Youth Protection program. We encourage all adult Scouters to be certified in Youth Protection for your safety, as well as for the safety of the Scouts in your unit. The Adult Leader Training last approximately 1 1/2 hours. You will be provided a certification card which is good for three year's upon completion of training.

The Youth Protection programs for youth Scouts are:

Boy Scouts - "A Time To Tell"

Cub Scouts - "It Happened To Me"

We strongly encourage you to check out these programs from the Council Reservation office, review them with the boy's parents and then present the training to your Scouts. For further assistance contact your District Health and Safety Committee Chairman or VANESSA VEGA (214)902-6700

## BSA POLICIES

### Background Checks

The Volunteer Center of Dallas has been approved by the State Legislature to conduct criminal background checks for youth organizations. It is used as only one of the tools to help determine the eligibility of an individual to serve as a volunteer leader of youth. The cost is \$4.00 per person to check criminal records within the state of Texas. **It is not a national check.**

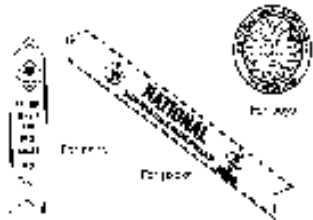
Circle Ten Council is taking advantage of this service by conducting background checks on all employees and adult summer camp staff.

As a service to our Chartered partner Organizations, Circle Ten Council will make this same procedure available for you to check on any or all Scout leaders in your organization. **We strongly recommend that you at least check those adult Scout leaders who work directly with youth members.** *(All background checks must have the individual's consent.)*



Circle Ten Council has been trained in this process and will serve as your facilitator. We will work closely with you to insure strict confidentiality. By working together, we will continue to keep Scouting a safe environment for youth. For further assistance or questions contact: SCOTT FERGUSON (214)902-6777

### National Den Award



A National Cub Scout Committee project team was asked to study the National Summertime Pack Award. One result was the recently introduced National Den Award. Understanding the importance of a quality year-round den program in the retention of boys and leaders, the project teams recommended recognizing dens that provided a year round program, even if the entire pack did not. The requirements for the award can be found in your Cub Scout Leader Book.

### Advancement- Earning Cub Scout Badges

Cub Scouting a home and neighborhood centered program. Advancement involves parental approval of requirements. A parent or adult family member approves the work of Wolf and Bear Scouts, and signs the Scout's book, signifying completion of the requirements. (Cub Scout leaders approve only a few requirements in the Wolf book) Parents should understand their role and responsibilities in their son's advancement. For a boy to receive maximum benefit and growth, the adult's standard for the completion of any requirement should be based on the Cub Scout motto, "Do Your Best."

**WOLF AND BEAR DEN MEETINGS ARE NOT TO BE BASED ON ADVANCEMENT OUT OF THE WOLF AND BEAR BOOKS** As has been stated, this happens at home. To plan den meetings, den leaders use the book entitled, "Cub Scout Program Helps," which has a pre-planned agenda for each den meeting for the entire year. Den meetings are based on the Cub Scout monthly themes. Each den meeting contains seven parts, which make the meeting fun and easy to conduct. All of the planning has been done in advance. Don't try to reinvent the wheel. Simply follow the book and you will be a successful den leader

Approval of requirements for Webelos and Arrow of Light advancement is different than for earning the Wolf and Bear badges. The Webelos den leader approves the boy's work or assigns someone else to approve it. This is an important step in the boy's transition to a Boy Scout troop.

### Permits

RESERVATIONS MUST BE MADE THROUGH SCOUT OFFICE IN PERSON, BY MAIL OR BY PHONE AND CONFIRMED TEN (10) DAYS PRIOR TO ARRIVAL. **YOU MUST ALSO FILE A LOCAL TOUR PERMIT.** Tour permits can be found at the Reservation Office at Circle Ten Service Center. Question concerning filling out or applying for a tour permit can be done through the Reservation Department at (214) 902-6764 Fax:(214) 902-6765

## BSA POLICIES

### Tax Deductions

#### GENERAL RULE.

The general rule is that you will be allowed a charitable tax deduction for unreimbursed, out-of-pocket expenses directly connected with the performance of services for the local council. If they are considered personal, living or family expenses, they will not be deductible. So, for example, the cost and upkeep of your BSA field uniforms will be tax deductible because they are necessary, and only appropriate, for BSA use. However, the cost and upkeep of a dress uniform - the blue blazer and gray slacks used at many regional and national BSA meetings - would not be deductible because of the potential for personal use of the items.

#### TRAVEL EXPENSES.

Deductible travel expenses include: air, rail and bus transportation; out-of-pocket car expenses; taxi and shuttle fares between hotel and airport or station; lodging costs; and reasonable meal costs. These expenses will only be deductible, though, if there is "no significant element of personal pleasure, recreation, or vacation" in the trip. Also, you cannot deduct travel, meals, lodging or other expenses for a spouse or children.

#### CAR EXPENSES.

If you use your car for the benefit of the local council, you can either deduct actual expenses (*such as gas, parking, tolls, etc.*), or use a standard mileage rate of 12 cents/mile for reimbursement. You cannot deduct any portion of general repair, maintenance, depreciation or insurance.

#### USE OF PROPERTY/PERSONAL SERVICES.

If you let the council use your property, such as space in a building, a boat, a car, or vacation home, you cannot deduct the rental value of that property. However, actual out-of-pocket operating expenses (*such as fuel, utilities, etc.*) will be deductible. You should be aware that letting the council use a vacation home may push the property owner over the personal use ceiling, preventing the owner from taking rental losses on it for the year.

Finally, you cannot get a deduction for either loaning the council money without interest, or for contributing personal time or services to the council.

### Drugs a Deadly Game

The "DRUGS: A Deadly Game" program is designed for both Cub Scouts and Boy Scouts. Each Cub Scout den will receive a DRUGS: A Deadly game work packet to introduce to your Cubs. You may hold your Educational Training as a den or a pack. Circle Ten also provides additional resource upon request to help you in your training.

Once your Cub Scout den has completed the program - return the inserted mail card that comes with your packet to Council Headquarters. If you are not aware of your contact person for this program in your district or you are unable to reach them, please call your District Scout Executive at (214)902-6700 or LAWRENCE MINNIS (214)902-6738



## BSA POLICIES

### Camping



Examples of Family Camping (for groups of families) in Circle Ten Council include Dad 'n' Lad and Mom 'n' Me programs which are conducted by the council during the summer months. Another approved family camping activity is a district family camping event conducted on Circle Ten Council camp property.

There must be at least one parent/guardian (21 or older) for each family unit. Adult family members are responsible for all children in their own family at all times. *Brothers and sisters who are not registered with the Boy Scouts of America are not permitted to camp overnight at such events.*

Family camping by a Cub Scout Pack **is not permitted** unless it is done as part of one of the aforementioned activities. Further assistance or questions can be directed to your District Camping Committee Chairman or RIC WILKINS (214)902-6708

### Insurance

**ALL SERIOUS INCIDENTS, ACCIDENTS, AND/OR SICKNESS, OR IF A SUMMONS IS SERVED ON A VOLUNTEER, PLEASE REPORT TO THE COUNCIL SERVICE CENTER IMMEDIATELY**

#### COMPREHENSIVE GENERAL LIABILITY INSURANCE

This coverage provides protection for the council, all Scouting professionals and employees, Scouting units, chartered organizations, and volunteer Scouters (whether or not registered) with respect to claims arising in the performance of their duties in Scouting. Coverage more than \$15,000,00 for bodily injury and property damage.

The insurance provided Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit usually a homeowners, personal liability, or auto liability policy. There is no coverage for intentional or criminal acts. By providing insurance coverage to volunteers on an excess basis, BSA is able to purchase higher limits. Because of the high limits, volunteers should **NOT** be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.



#### AUTOMOBILE LIABILITY INSURANCE

All vehicles **MUST** be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. A tour permit or a council short-term camping permit is required when units leave their immediate area. National tour permits are required for all trips more than 500 miles. These permits should list the drivers' names and limits of Automobile Liability Insurance carried.

## BSA POLICIES

### Outdoor Programs

**FOR: CUB SCOUTS --- WEBELOS SCOUT --- PARENTS --- FAMILIES**

**INDIVIDUAL FAMILY CAMPING** - Individual family camping conducted by each family is not an activity of the Boy Scouts of America covered by the general liability insurance program.

**CUB SCOUT DAY/TWILIGHT CAMP** - Day/Twilight camp is an organized 1 to 5 day program for Cub Scout and Webelos Scouts under certified leadership at an approved site, usually during the daylight or early evening hours, but not overnight. Den members are supervised by den and pack leaders. District may add a Webelos Scout/parent overnighter at the end of the day camp upon approval of Circle Ten.

**WEBELOS DEN OVERNIGHT CAMPING** - Webelos Scouts /parent overnighter introduce the Boy and his parent to the camping program, under the leadership of the Webelos den leader. In most cases, the Webelos Scout will be under the supervision of his father or mother. However, if a parent can't attend, then arrangements must be made by the Boy's family for another youth's parents (*but NOT the Webelos leader*) or another adult relative or friend to be a parent substitute on the camp out. It is essential that each Webelos Scout be under the supervision of an adult. Joint Webelos den/troop camp outs are encouraged for dens of fifth grade Webelos Scouts with their parents to strengthen ties between the pack and troop. Webelos dens are encouraged to have several overnighters a year. Guidelines for planning the Webelos overnight camp outs are found in Chapter 6 of the Cub Scout Leader Book.



**BSA FAMILY CAMPING** - Family camping in local council camps be approved for individual families and groups of families (*including groups of families from the same Cub Scout pack*) at the option of the council. There should be at least one parent or guardian (*21 or older*) for each family unit. Adult family members are responsible for all children in the family at all times.

**NATIONAL SUMMERTIME PACK AWARD** - Encourage year round pack programs. Packs that meet the award requirements receive a colorful wall certificate and pack flag steamer. Boys who participate may wear the individual summertime pack award pin. Dens may qualify for a den flag steamer.

**RESIDENT CAMPING** - Resident camping is an organized overnight camping program covering at least 2 nights and operating under certified leadership in an established Scout camp operated by Circle Ten Council during the normal camping season. Cub Scouts, Webelos Scouts, and parents participate with den and pack leaders in a theme-related outdoor program

**CHECK WITH OUR COUNCIL SERVICE CENTER FOR INFORMATION  
ON THE TYPE OF CUB SCOUT OUTDOOR EVENTS OFFERED.**

For further assistance contact you local District Camping Committee Chairman or RIC  
WILKINS (214)902-6708

**BSA POLICIES NOTES**