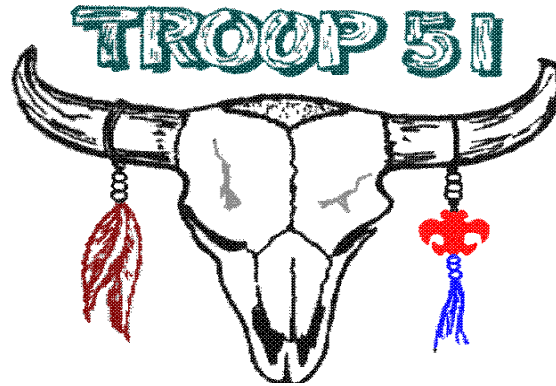


**BYLAWS:**

**TROOP 51 - BOY SCOUTS OF AMERICA**



**SCHERTZ, TEXAS**

**ALAMO AREA COUNCIL**

**TWO RIVERS DISTRICT**

**Chartered by:**  
**SCHERTZ UNITED METHODIST CHURCH**

**ADOPTED/REVISED:**                    **September 2010**

**CHARTER ORGANIZATION:**    Schertz United Methodist Church  
3460 FM 3009  
Schertz, Texas 78154  
(210) 658 – 1280

**ORIGINAL CHARTER DATE:**    December 1951

**Mission Statement**

Troop 51 is a youth led Troop. The goal of Troop 51 is to do our best to uphold the traditions and spirit of Scouting as expressed in the Scout Oath and Scout Law. All members, both youth and adult, participate regardless of race, religious beliefs, physical or mental disability, or financial circumstances. In addition, Troop 51 exists to provide service to: our charter organization, Schertz United Methodist Church; our community, the City of Schertz; and our fellow Americans.

**Meetings**

Troop meetings are held each Wednesday, except for holidays, at 7:00 p.m. at the Schertz United Methodist Church or such place as may be designated by agreement of the Troop. Patrol Leader Council (PLC) meetings occur on the first Wednesday after Roundtable each month at 6:30 p.m. at the same location, before the troop meeting.

## **Youth Membership**

A boy who is 11 years old, or has completed the fifth grade or has earned the Arrow of Light and is at least 10 years old, but is not yet 18 years old, is eligible for membership regardless of race, religious beliefs, physical or mental disability, or financial circumstances. Each boy, and his parents or legal guardians, shall fill out an application for membership (along with a BSA physical) and submit the application and appropriate fee to the adult responsible for the official records of Troop 51. In cases of financial hardship, the fees may be waived in return for service to the Troop. Service to the Troop will be a mutually agreed upon task(s) designated by the youth and Troop Committee for the benefit of the Troop. This allows each boy to “pay his way.”

## **Youth Membership Fees**

The membership fee will be the amount set by the national office of The Boy Scouts of America. In addition, there will be a \$5.00 per month fee for dues, or \$60.00 per year. The dues help pay for scout advancement awards, camping sites and merit badges. The same hardship rules apply for dues.

## **Youth Camping Fees**

Each Scout is responsible for the cost of his share of food items procured by the person designated by the patrol leader & Scout Master (SM) to purchase food for a campout. A flat fee of \$10.00 per youth and adult will be assessed for each campout. Shortages and overages will be settled using the participants individual scout account. Food costs are payable two weeks prior to the campout. An assigned Assistant Scoutmaster or Troop Treasurer of Troop 51 will review the receipts to ensure the correctness of the receipts. If a Scout signs up for a campout and subsequently withdraws after food is purchased, the fee is still due and payable to the food procurer. Any unused food costs will be deposited into each individual’s Scout Account by the Troop Committee Treasurer.

Other costs related to a “per person” charge could include tours, side trips, etc., at state or national parks or other venues. Typically, these costs are paid upon arrival at the park/venue. The same hardship rules apply for camping fees.

## **Summer Camp Fees**

Troop 51 is committed to having a summer camp experience each year and for each boy. All new scouts will attend the Ranger Program for their first summer camp. Older, first time scouts, 12 and up, will be reviewed on a case by case basis by the PLC and Scoutmaster for a possible exemption.

Summer camp fees are set by the local area councils of the Boy Scouts of America (BSA). Within the Alamo Area Council (AAC), Troop 51 has the ability to utilize “camperships,” a sort of grant to defray a portion of the cost of summer camp. AAC camperships are contingent on the participation of Troop 51 youth and adults in council events. Examples of these events are the Popcorn sale, a fundraiser; and District and Council service hour opportunities. In the case where Troop 51 attends a summer camp outside of the AAC, camperships are generally not available. The same hardship rules apply for summer camp fees. Because of the relatively higher cost of summer camp fees, Troop 51 will seek financial assistance from both the chartering organization (The Schertz United Methodist Church) and external sources.

## **Uniform Requirements**

### **Class B:**

Consists of blue jeans/shorts/long pants, close toe & heel shoes/boots, and a Troop 51 or Boy Scout t-shirt. Class B is worn during camp outs and activities or other functions designated by the Senior Patrol Leader (SPL) & SM.

### **Class A:**

Consists of blue jeans/shorts/long pants, close toe & heel shoes/boots, a Troop 51 or Boy Scout t-shirt, and a Boy Scout khaki shirt with appropriate patches. Class A uniform is worn at all meetings, to and from all Troop campouts/events, and other functions designated by the SPL & SM.

### **Class A Special:**

Consists of blue jeans, and in some occasions Boy Scout green pants, close toe & heel shoes/boots, a Troop 51 or Boy Scout t-shirt, a Boy Scout khaki shirt with appropriate patches, a neckerchief and slide, a merit badge sash, and a belt. Class A Special uniform WILL be worn for Scoutmaster Conferences, Boards of Review, Court's of Honor, Merit Badge University, and any other event designated by the SPL & SM.

If coming from a prior event, the uniform must either be worn to the meeting, or it must be brought in on a hanger.

\*Clarification of “shorts/long pants”: NO gym shorts, NO sweat pants, NO sleep/lounge pants. Undergarments WILL NOT be visible. Backside WILL NOT be exposed.\*

## **Behavior**

All youth and adult members of Troop 51 are expected to conduct themselves as ladies and gentlemen at all times at all Scout related events and activities. A call by any youth or adult leader of “signs up” is an immediate call to attention. Troop 51 is committed to the health, well being and safety of our members.

Cursing, fighting, hazing, or intimidation of any sort, by any youth or adult member of Troop 51, directed toward any other member or to anyone external to the Troop, is prohibited. The PLC will convene for all Scout behavior situations, and will request assistance from the Scout Master and ASMs on what disciplinary actions are to be taken, if needed. The Scout may make oral appeals of the discipline actions in the following order: the PLC, the Scout Master, and finally the Troop Committee. If not satisfied, the Scout and/or his parents or legal guardians may appeal to the Alamo Area Council. A final appeal is available through the national office of The Boy Scouts of America. The Troop Committee will convene for all adult behavior situations and will decide on what actions are to be taken.

## **Youth Ranks**

The various ranks attainable by every youth member are as follows:

1. Basic Scout
2. Tenderfoot Scout
3. Second Class Scout
4. First Class Scout
5. Star Scout
6. Life Scout
7. Eagle Scout

Each rank, beginning with Basic Scout and ending with Eagle Scout, is earned in order and in accordance with the requirements of the BSA. A youth member can work on advancement requirements for all ranks concurrently but must earn the rank badges in the order listed above.

## **Youth Elections**

Terms of office for each elected and appointed youth position is a minimum of six months to allow youth members to complete advancement requirements as detailed in “The Boy Scout Handbook.” Elections are held at the next regularly scheduled meeting after the six month period has elapsed. In the event of a holiday, the election will be held the following Wednesday. Election dates will be specified in the official Troop 51 calendar that each youth and adult member receive, and it will be posted on the Troop 51 Website: (<http://www.bsatroop51.com>).

Speeches for elected youth positions occur two weeks & one week before the election. There are no speeches on election day. In general, the qualification and duty requirements for holding a youth position are those specified by the BSA in a variety of publications, e.g., the Scoutmaster’s Handbook and the Scoutmaster’s Junior Leader Training Kit, and the Troop 51 website. The SPL and Patrol Leaders are the only elected positions. All other positions are appointed by the SPL at troop level, and the Patrol Leaders at Patrol Level with the guidance of the Scoutmaster.

Youth members may serve as Den Chiefs and in one non-elected Troop position. In instances where the membership of the Troop is relatively small, youth may serve in multiple positions. In these instances, the qualification requirements of the BSA may also be temporarily suspended. As soon as it is practicable, BSA policies will be re-instated.

A simple majority of those youth members present and voting is required for election. In the event of a tie, the outgoing Senior Patrol Leader with guidance from the Scoutmaster will decide the election. The criteria to be considered are:

- Attendance and participation at Troop Meetings and Patrol Leader council meetings.
- Attendance and participation at Troop campouts and activities.

## **Youth Advancement**

All youth members of Troop 51 are strongly encouraged to maintain a steady pace of advancement. It is the Scout's responsibility to maintain the advancement records contained in "The Boy Scout Handbook."

As advancement requirements are completed, a Troop 51 youth or SM/ASM qualified to date and sign the appropriate entry in the Scout's Handbook will do so. The Scout must present the original book of record to the Scoutmaster during the Scoutmaster Conference. The Scribe and/or the Scoutmaster will provide this information to the Advancement Chair to be put into Troop records, and to establish the Board of Review. Regarding completion of advancement requirements during an activity or campout, the leader and assistant leaders for the activity are responsible for signing and dating the book. This should occur during the activity. Scoutmaster and Assistant Scoutmasters will assist to ensure this happens.

While the Boy Scout Handbook is the only official record of the Scout's rank completions, rank and advancement will not be complete until the information is entered into the Troop records by the Advancement Coordinator. Further, all individual activities (i.e. camping, hiking, merit badge completion, etc.) will be approved by the Scoutmaster prior to entry into the troop records.

Scoutmaster Conferences are scheduled as soon as possible after a scout is ready for a Scoutmaster Conference and the scout asks the Scoutmaster for his conference. The Scoutmaster will request a Board of Review from the Advancement Coordinator and Troop Committee, usually the following week.

## **Disabilities Awareness**

No youth member of Troop 51 will be denied rank advancement or merit badge completion as the result of a physical or mental disability. The Scoutmaster will choose appropriate and achievable alternative requirements in accordance with the BSA policies set in place for Scouts with disabilities. A Scout who has a permanent physical or mental disability and is unable to complete all of the requirements for Tenderfoot, Second Class, or First Class rank may submit a request to the council advancement committee to complete alternate requirements. Below are the procedures for applying for alternate requirements.

To keep Scouts with disabilities as much in the advancement mainstream as possible, some advancement accommodations may be required. Thus, a Scout in a wheelchair can meet the requirements for hiking by making a trip to a place of interest in his community. Giving more time and permitting the use of special aids are other ways leaders can help Scouts with disabilities in their efforts to advance. The substitute should provide a similar learning experience. Bear in mind the outcome of the Scouting experience should be one of fun and learning, and not completing requirements for rank advancements, which might place unrealistic expectations on the special-needs Scout.

**Step 1- Do As Many Standard Requirements as Possible.** Before applying for alternate requirements, the Scout must complete as many of the standard requirements as his ability permits. He must do his very best to develop himself to the limit of his abilities and resources

**Step 2- Secure a Medical Statement.** A clear and concise medical statement concerning the Scout's disabilities must be submitted by a licensed health-care provider. It must state that the disability is permanent and outline what physical activities the Scout may not be capable of completing. In the case of a mental disability, an evaluation statement should be submitted by a certified educational administrator relating the ability level of the Scout.

**Step 3- Prepare a Request for Alternate Requirements.** A written request must be submitted to the council advancement committee for the Scout to work on alternate requirements for Tenderfoot, Second Class, and First Class ranks. The request should include the standard requirements the Scout has completed and the suggested alternate requirements for those requirements the Scout cannot complete. This request should be detailed enough to give the advancement committee enough information to make a decision. The request should be prepared by the Scout, his parents and the Scoutmaster. A copy of the medical statement in step 2 should be included.

**Step 4- The Advancement Committee Reviews the Request.** The council advancement committee should review the request, utilizing the expertise of professional persons involved in Scouts with disabilities. The advancement committee may want to interview the Scout, the parents, and the leader to fully understand the request and to make a fair determination. The decision of the advancement committee should be recorded and delivered to the Scout and Scoutmaster.

For Merit Badges, the Scoutmaster will also work with the appropriate Merit Badge Counselor to determine appropriate alternate merit badge requirements. As long as the alternative requirements are completed to the extent that the boy "did his best" he will advance.

## **Youth Camping Practices**

1. All camping and other scouting activities are to be done in accordance with the most recent revision of “The Guide to Safe Scouting.” The “Guide” supersedes any Troop 51 requirements unless those requirements are more stringent.
2. All youth members of Troop 51 will have specific duties to perform during a campout as detailed on the duty roster. Each patrol will have its own roster. The listed duties are Head Cook and Assistant Cook, Head Kitchen Patrol (KP) and Assistant KP, Water, Fire watch, and Grace.
3. Each patrol will say grace before every meal. In addition, when the Troop is camping on Sundays, the Chaplain Aide and an assistant of his choice will conduct a brief, non-denominational service.
4. Specific rules regarding kitchen and dining situations are posted on the inside of the door of the Troop trailer, as well as in each chuck box. All scouts will have a copy of these rules to learn and adopt.
5. Each patrol will camp using the Patrol Method, unless modified by PLC and the Scoutmaster.
6. Every Scout who leaves the campsite must have at least one youth buddy. There are no exceptions.
7. No running or horseplay will be allowed in the campsite.
8. Except during inclement weather, the only scouts permitted in the kitchen are the head cook and his assistant for each patrol as well as one or more adult leaders.
9. Each patrol is responsible for its own food procurement, dishes, cleanup, and disposal of food items, except when modified by PLC and the Scoutmaster.
10. The number of youth participants may occasionally dictate that scouts may be assigned duties at each meal. In addition, certain rank requirements dictate that one Scout may be responsible for the same duty for more than one meal.
11. When the Troop breaks camp, all scouts will do a walk through of the campsite to remove litter. The scout in charge will verify the campsite is clean.
12. Class “A” uniforms are required during travel to and from the camping or activity venue, during Sunday Services, and other events as designated by the venue.
13. All Scouts must have parts A and C, of the current BSA Annual Health and Medical Record, completed and turned in with their application, and part B completed and turned in prior to any 72 hour camping or activities attendance.
14. All prescription medications to be taken during each event must be turned in, in the appropriate containers, and accompanied with an instruction sheet and dispensers. The instruction sheet can be found on the troop website. Adult leaders are responsible for safekeeping and monitoring but not dispensing medications.

15. No electronic devices will be allowed at any Scout activity; to include cell phones, MP3 players, electronic games, etc. Any exception to this would be at the discretion of the Scoutmaster.

### **Adult Camping Practices**

1. All camping and activities are to be done in accordance with the most recent revision of “The Guide to Safe Scouting.” The “Guide” supersedes any Troop 51 requirements unless those requirements or more stringent.

2. No youth member may share a tent with an adult except in the instance of a boy and his parent or legal guardian and their tent will be separate from the other Scouts and Scouters.

3. Adult members of Troop 51 camp separately from the youth members.

4. Space does not always permit the desired separation but adult tents and equipment should be distinctly apart from the youth camping area.

5. The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities in property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. If such an area is needed the Tour Leader will designate the location.

6. Adults are responsible for providing and cooking their own food and adult meals will adhere to the same standards as the youth.

7. Adults are responsible to clean their own dishes and must use and clean preparation and dining materials to the same standard as youth.

8. All interactions between adults and youth members of Troop 51 must occur in plain view of other Troop members. If private discussions are required, they should occur at an appropriate distance as not to be overheard by any other member but still in plain view.

9. No adult(s) may engage youth members of Troop 51 in any activity for which BSA or AAC certification(s) is required unless those adult(s) have the appropriate certification(s) and the required number of adults. Typical examples include: aquatics; rifle -BB, Air, Gas, or Powder; rock or mountain climbing; or the operation of any motorized vehicle or motorized equipment.

10. An adult member of Troop 51 must be present whenever a stove, lantern, campfire, or other equipment where use requires any fuel, whether it be charcoal, wood, gas, or compressed gas is lit or in operation.

11. All adults who transport any member of Troop 51 to any scout related event must have the required auto insurance prescribed by the state of Texas and/or the BSA. In addition, all drivers must obey all posted traffic signs. All troop members must wear seat belts at all times when in the vehicle and it is the responsibility of the driver to check for compliance. All requested information of driver's vehicle and insurance will be kept updated in the Troop 51 records. Failure to do so will result in that vehicle not being utilized for transportation of Troop 51 members.

12. All adults who wish to attend activities, camp, or transport Scouts of Troop 51 must have current Youth Protection training certification posted on Troop records.

13. All adults must have a current BSA physical appropriate for camping, activities, events, etc.

14. All adults are responsible for their own medications.

### **Adult Membership**

All parents of Scouts in Troop 51 are encouraged to be involved with the Scouting program. Examples of involvement are as follows: Troop Committee member, Assistant Scoutmaster, Scoutmaster, Merit Badge Counselor, or Scout Parent. All applications will be reviewed and adults informed of required training prior to completion of membership.

Any adult who meets one or more of the following conditions is eligible to serve as an adult member of Troop 51:

1. He was a youth member of Troop 51 who became 18 years of age.

2. Is a parent or guardian or other family member (i.e. brother, sister, aunt, uncle, grandfather, grandmother) of a current member of Troop 51.

3. Is a continuing adult leader of a former member of Troop 51. A continuing adult leader is defined as an adult leader whose son has left the Troop but the adult has continued to serve as a leader, uninterrupted, since the son's departure.

4. All other adults will be considered by the Troop Committee on a case-by-case basis.

## **Adult Positions**

Upon submission of an adult application, BSA physical and the appropriate fee (the membership fee will be set by the National Office of the Boy Scouts of America), and the acceptance of the application by the Troop 51 Troop Committee, Schertz United Methodist Church and the Alamo Area Council of the Boy Scouts of America, an applicant may serve in the following positions:

1. Scoutmaster
2. Assistant Scoutmaster
3. Committee Chairperson
4. Committee Member
5. Merit Badge Counselor
6. Scout Parent

Adults can hold only one position in the Troop. He or she cannot serve dual duties in any combination of positions 1, 2, 3, 4, or 6. All adults can, however, also serve as Merit Badge Counselor or in any other troop position deemed necessary to the success of Troop 51.

These rules may be waived by the Troop Committee in the event that Troop membership and adult participation is such that there are not enough adults available to fill the required positions. There are no specific requirements as to the number of persons serving on the Troop Committee, or Assistant Scoutmaster, or Merit Badge Counselors. The waiver of these rules should be temporary and they should be re-instated as additional adult members become available.

All Adult leaders, in any Troop position, serve on the behest of the Troop Committee. The Troop Committee chooses and retains or dismisses all adult leaders in any position. All adult volunteers will have completed and have on Troop record, current BSA Youth Protection training.

Adult leaders will be provided a copy of their duties and expectations from the Troop Committee Chairperson and/or Scoutmaster. Failure to comply with BSA policy, Troop 51 policies, or misconduct will result in dismissal from Troop 51. The Troop Committee is the governing body, with chartered organization approval, for this action.

The Scoutmaster and Assistant Scoutmaster(s) (ASMs) work directly with the Scouts. SM & ASM(s) will have completed Troop required training (Youth Protection, Boy Scout Fast Start, This is Scouting, SM/ASM Specific, and Outdoor Leader Skills) PRIOR to assuming the position of SM & ASM(s). In addition all other training available to the success of the Troop program (Safe Swim, Safety Afloat, Trek Safely, Health & Safety, Hazardous Weather, and Leave No Trace) will be completed within one year of assuming position. Current training is the key to success; therefore, all courses will be kept current.

Troop Committee Members will complete the required on-line training (Youth Protection, Boy Scout Fast Start, This is Scouting and Troop Committee Challenge) within 120 days after submission and acceptance of application for a new member position; except for Youth Protection which must be completed and submitted along with application. Any and all supplemental training is highly encouraged.

The Troop Committee reserves the right to replace adults that fail to complete and maintain position training.

### **Tenure**

All positions in Troop 51 are reviewed during the Annual Re-Charter process. Adjustments are made based on the needs of the troop's continued success. At this time a manpower inventory will be conducted to identify leadership needs.

### **Board of Review**

After a Scout completes all the requirements for a rank, and has successfully completed a Scoutmaster Conference, he will have a Board of Review. A Board of Review is required for Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class, Star, and Life. Eagle Rank boards are conducted at the District level; however, a practice board will be available at the Troop level when requested by the Scout.

The board of review is made up of at least three and not more than six members of the Troop Committee. One member serves as the chairperson, usually the committee member responsible for advancement. A Scout's Scoutmaster and Assistant Scoutmaster(s), relatives, or guardians may not serve as members of his board of review.

The members of the board of review should have the following objectives in mind when they conduct the review:

- Make sure the Scout has done what he was supposed to do for the rank.
- To see how good an experience the Scout is having in his unit.
- To encourage the Scout to advance to the next rank.

The Scout should be neat in his appearance and wearing the Class A Special uniform which will have all badges and patches worn properly.

The decision of a board of review is arrived through discussion and must be unanimous.

When a Scout satisfactorily completes his board of review for a rank or an Eagle Palm, tenure for his next rank or Eagle palm begins the following day.

**NOTE:**

The review is not an examination.

The Scout reviews what he did for his rank.

The review also reveals what kind of experience the Scout is having in the Troop. With that knowledge, the Troop leaders can shape the program to meet the needs and interests of the Scouts.

The board attempts to determine the Scout's ideals and goals.

The board should make sure that a good standard of performance has been met.

A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review.

The board should take approximately 15 minutes.

The Scout is asked to leave the room while the board members discuss his achievements.

If the Scout is ready to advance he is called in and congratulated, notified as to when he will receive recognition, and to encourage to continue advancing.

If the board decides that the Scout is not ready to advance, the candidate should be informed and told what he has not done satisfactorily. Most Scouts accept responsibility for not completing the requirements properly. The members of the board of review should specify what must be done to rework the candidate's weaknesses and schedule another board of review for him. A follow up letter (Board of Review Sheet signed by Board Members) will be provided to a Scout who is turned down for rank advancement, confirming the agreements reached on the

actions necessary for advancement. Should the Scout disagree with the decision, the appeal procedures should be explained to him. (Page 30, BSA Advancement Committee Policies and Procedures)

### Appealing a Decision

When a board of review does not recommend a candidate for rank advancement, the Scout or his parent(s) or guardian(s) may appeal the decision. All appeals, under any circumstances, shall initially be directed to the next highest level. If the decision leading to the appeal occurred at the unit level, the appeal shall be directed to the district committee (Two Rivers) responsible for advancement. A decision finding in favor of the Scout shall be final. Units have no right of appeal of a decision. (Page 33, BSA Advancement Committee Policies and Procedures)

### **Recognition of Youth**

After completion of all rank requirements and a successful Scoutmaster Conference and Board of Review, the Scout will be recognized for having advanced in rank. The effective date for advancement is the date of the Board of Review.

- If the rank patch is available, it will be awarded at the end of the Troop meeting on the night of the Board of Review.
- In the event the patch is not available, the advancement is still announced and effective at the end of the Troop meeting on the night of the Board of Review. The patch will be awarded at the next regularly scheduled Troop meeting.
- A second recognition will occur at the next scheduled Court of honor.

### **Merit Badge Counselors**

Upon application and acceptance according to the requirements listed in the Adult membership section above, the Merit Badge (MB) Counselor must:

Be requested to teach the requirements of the specified merit badge by the Scout. In accordance with BSA standards, counseling of a single Scout is not permitted. The Scout must have another Scout, relative, friend, or person with him in order to comply with BSA policy.

Comply with teaching and having youth members fulfill all of the requirements for the merit badge. The counselor may not add to or subtract from a merit badge requirement. If there is more current information on a subject, he or she can inform, but cannot test the Scout on that information.

- Merit badge counselors must be registered as a merit badge counselor with the Boy Scouts of America. They must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are serving as a merit badge counselors, as well as having the ability to work with Scout-aged boys.
- Register merit badge counselors by using the basic adult application form (code 42) and the merit badge counselor application sheet. All merit badge counselors must be approved by the Council Advancement Committee. Merit badge counselors are not required to pay a fee if they are only registered as merit badge counselors.
- There is a limit of 14 merit badges that a counselor may be approved to counsel for at one time.
- There is no limit on the number of merit badges a youth may earn from one counselor.
- An approved merit badge counselor may counsel any youth member, including his or her son, ward or relative. It is strongly encouraged that a Scout should utilize other qualified MB counselors when available to foster “other” adult interaction.

## **Merit Badge Procedures**

**NOTE:** Troop 51 has a Merit Badge Briefing on our web site. The briefing also goes into detail on merit badges earned during Summer Camp and Merit Badge University. <http://www.bsatroop51.com/documents/MeritBadgeBriefing.ppt>

1. The Scout(s) selects a merit badge subject and finds an appropriate merit badge counselor. A list will be provided of Troop 51 merit badge counselors by the Advancement Chair. Additional counselors may be used as long as they are approved merit badge counselors within BSA.
2. The Scout meets with the Scoutmaster to obtain approval to work on a merit badge PRIOR to starting the merit badge.
3. The Scout will obtain a merit badge card (blue card). The Scout should maintain control of the blue card until the merit badge is completed.
4. The Scout works on the requirements with the merit badge counselor.

5. When a requirement is completed, the merit badge counselor initials the requirements on the blue card. When all items are completed, the counselor signs the blue card and retains the Merit Badge Counselor portion of the card.
6. The Scout reports to the Scoutmaster for review of the card and the Scoutmaster will sign the card as completed.
8. The Scoutmaster or Scout then delivers the completed blue card to the advancement coordinator for processing.
9. The Scout is recognized and receives the merit badge at the next Court of Honor. It is important that the Scout keeps his portion of his blue card for verification of completion.
10. In the case of physically or mentally challenged youth members, the Scoutmaster will work with the appropriate MB Counselor to determine acceptable alternate MB requirements. No youth member will be denied any merit badge, as the result of any disability, where the boy “did his best” in performing the alternative requirements as per outlined in the BSA disabilities policies.

**Troop Bylaw Policy:**

This Policy may be amended at any time during the year as deemed necessary. This policy will be reviewed each September to make sure it is up to date with current BSA and Charter Organization standards.