

Venture Crew 445

Arlington, Texas

Crew Handbook

Chartered by

St. Barnabas United Methodist Church

Welcome to Venture Crew 445!

Venture Crew 445 is based in Arlington, Texas. Crew 445 is a brand new Crew, chartered in 2004. Crew 445 is chartered by Saint Barnabas United Methodist Church. We are a member of the Tejas District and of the Longhorn Council.

This handbook is designed to help Venturers and their families become more familiar with the Venturing program and with Venture Crew 445. After you have read through this handbook and have had any questions answered, please sign, date, and return the Crew agreement located on the back sheet of this handbook to the Crew Advisor.

Membership

Crew 445 is a coed Crew. Membership is open to young men age 15 to 20 (Scouts age 14 that have earned the rank of Life may also join), and to young women age 14 to 20. Parents (male and female) are also welcome and encouraged to take an active role in Venture Crew 445.

Although Venture is a different Scouting program than the Boy Scouts of America, the same high standards and expectations apply. Crew 445 Venturers are expected to first and foremost have fun, but in a way that shows class and pride in themselves and in the Crew.

Expenses involved in participating in Venture

Annual membership dues are the actual cost of registration (\$0.00 for multiple registration if already registered with a Boy Scout Troop, \$1.00 for transfer from a Boy Scout Troop, \$11.25 for new youth Venturers, and \$11.25 for new adults) and \$24.00 for the general Crew fund. This fund is used to finance Crew business, and purchase Crew-specific items and advancement items. These dues are not intended to cover the costs involved in outings, activities, or personal equipment purchases. All Crew members, youth and adult, are expected to pay the Crew dues annually.

The costs in obtaining the personal gear required to participate in an active high adventure program can seem daunting if all purchased at one time. High adventure programs require specialized gear of good quality. For families with Scouting experience, some, most, or all of the required equipment may already be owned. For families with no Scouting experience, the cost of equipment can be substantial. Please consult with the Crew advisors before making any major equipment purchases. Often, the advisors will know of less expensive gear that will work.

Venture outings and activities can cost more to participate in than outings with a Boy Scout troop because of the nature of the outing or activity, the cost of equipment, guides, etc. The cost of the yearly super-activity can be substantial (average cost per participant for Philmont in 2005 will be \$950.00 to \$1,000.00). Prudent planning, budgeting, and saving will be needed to allow Crew members to attend as many super-activities as possible.

The Goals and Methods of Venture (taken from Boy Scouts of America Literature)

Young adults involved in Venturing will:

- ❖ Learn to make ethical choices over their lifetimes by instilling the values in the Venturing Oath and Code.
- ❖ Experience a program that is fun and full of challenge and adventure.
- ❖ Become a skilled training and program resource for Cub Scouts, Boy Scouts, and other groups.
- ❖ Acquire skills in the areas of high adventure, sports, arts and hobbies, youth ministries, or Sea Scouting.
- ❖ Experience positive leadership from adult and youth leaders and be given opportunities to take on leadership roles.
- ❖ Have a chance to learn and grow in a supportive, caring, and fun environment.

The aims of the Boy Scouts of America are to build character, develop citizenship and foster personal fitness. The Venturing methods listed below have been carefully designed to achieve the aims of the Boy Scouts of America and meet the needs of young adults.

- ❖ **Leadership.** All Venturers are given opportunities to learn and apply proven leadership skills. A Venturing Crew is led by elected Crew officers. The Venturing Leadership Skills Course is designed for all Venturers and helps teach in an active way to effectively lead.
- ❖ **Group Activities.** Venturing activities are interdependent group experiences in which success is dependent on the cooperation of all. Learning by "doing" in a group setting provides opportunities for developing new skills.
- ❖ **Adult Association.** The youth officers lead the Crew. The officers and activity chairs work closely with adult Advisors and other adult leaders in a spirit of partnership. The adults serve in a "shadow" leader capacity.
- ❖ **Recognition.** Recognition comes through the Venturing advancement program and through the acknowledgement of a youth's competence and ability by peers and adults.
- ❖ **The Ideals.** Venturers are expected to know and live by the Venturing Oath and Code. They promise to be faithful in religious duties, treasure their American heritage, to help others and to seek truth and fairness.
- ❖ **High Adventure.** Venturing's emphasis on high adventure helps provide; team-building opportunities, new meaningful experiences, practical leadership application, and life-long memories to young adults.
- ❖ **Teaching Others.** All of the Venturing Awards require Venturers to teach what they have learned to others. When they teach others often, Venturers are better able to retain the skill or knowledge they taught, they gain confidence in their ability to speak and relate to others and they acquire skills that can benefit them for the rest of their lives as a hobby or occupation.

Ethics in Action

An important goal of Venturing is to help young adults be responsible and caring persons, both now and in the future. Venturing uses "ethical controversies" to help young adults develop the ability to make responsible choices that reflect their concern for what is a risk and how it will affect others involved. Because an ethical controversy is a problem-solving situation, leaders expect young adults to employ empathy, invention, and selection when they think through their position and work toward a solution of an ethical controversy.

Venture Crew Meetings

During the Spring and Summer (school allowing) Crew 445 meets the second and fourth Thursdays of the month. Crew meetings begin at 7:30pm and should run about an hour, but will end no later than 9:00pm (unless the meeting plan dictates different starting and ending times). From the beginning of school until early spring Crew 445 meets on the second and fourth Sundays of the month. Crew meetings will begin at 2pm and should run about an hour, but will end no later than 4:00pm (unless the meeting plan dictates different starting and ending times).

Crew Business will be conducted under Open Forum and the Venturing Leaders Manual. Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws, which will require a two-thirds vote of the total membership. A quorum shall consist of one more than the majority of members for vote on routine business.

Venture Crew Officers' Meetings

Once a month the Crew Officers will have a business/planning meeting to review the previous month's plan and to prepare the next month's plan. All Crew members are encouraged to attend this meeting and share their input.

Venture Crew Outings

Crew 445 participates in one super-activity every year (Philmont, Sea Base, Boundary Waters, etc.). The Crew's yearly planning will revolve around preparing all Venturers for the super-activity. Outings will be held roughly every two months as scheduled by the Crew. In-depth planning for each outing will take place during the Crew meetings preceding the outing.

Venture Crew 445 Uniforms

Crew 445's "Class A" uniform consists of the spruce green BSA uniform shirt with proper insignia, blue jeans (or tan/khaki pants/shorts), a belt, proper footwear, and optional Crew cap. Crew members are expected to purchase

the uniform shirt within the first month of Crew membership. The "Class A" uniform is required for all Crew meetings, Courts of Honor, and for travel to and from Crew activities.

Crew 445's "Class B" uniform consists of a Crew 445 T-shirt or other Scouting/Venturing T-shirt, appropriate pants/shorts, a belt, proper footwear, and optional Crew cap. The "Class B" uniform is worn while in camp, and at other times at the discretion of the Crew Officers.

Responsibilities of Crew Officers

Venture Crew Officers take responsibility for many facets of the Crew's operations. Some of these areas of responsibility are harder to master than others. Learning how to take responsibility for others is part of the maturation process, and part of learning to be a leader.

The Crew Officers:

- ✓ Develop and foster within the Crew an environment that has a sense of community, and that encourages growth and responsibility to one another.
- ✓ Work with the adult Advisors in a spirit of partnership.
- ✓ Develop a program of activities for the Crew and help carry out the program out.
- ✓ Uphold the standards of the Crew, the chartering organization, and the Boy Scouts of America.
- ✓ Ensure that all activities are conducted within BSA safety guidelines and requirements.
- ✓ Attend all Crew activities and outings

Crew President

- ✓ Serves as youth leader for the Crew
- ✓ Implements the Crew program in cooperation with officers and members
- ✓ Works closely with Advisors and other adult leaders in a spirit of partnership
- ✓ Represents the Crew at Teen Leaders' Council (TLC) meetings and at council TLC programs and conferences
- ✓ Assists the Crew Advisor in conducting the Crew Officers' seminar
- ✓ Appoints youth chairs for special projects and appoints special Crew officers
- ✓ Assesses on an ongoing basis whether the responsibilities of the Crew Officers are being considered and carried out effectively
- ✓ Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

Administrative Vice President

- ✓ Serves as administrative officer of the Crew
- ✓ Assumes responsibilities of the Crew President in his/her absence
- ✓ Leads the recruiting and admission of new members during the year
- ✓ Organizes and recognizes the achievements of Crew members
- ✓ Maintains Crew advancement chart and reviews individual progress at each meeting
- ✓ Conducts opening and closing ceremonies for special occasions as scheduled
- ✓ Participates in council TLC program planning conferences
- ✓ Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of Crew members

Program Vice President

- ✓ Serves as the program officer of the Crew and, in that position, arranges the program planning process for the Crew
- ✓ Collects and maintains a Crew activity file consisting of the program capability inventory, a list of Crew member interests and suggestions for activities, program resources, and an annual activity schedule.
- ✓ Determines the interests of the Crew members on an ongoing basis using Venturing activity interest surveys
- ✓ Provides support for the chair and committee for each activity
- ✓ Maintains an up-to-date calendar of Crew meetings and activities
- ✓ Approaches and encourages others to approach Venturing activities in a spirit of fun and enjoyment

Crew Secretary

- ✓ Serves as communications officer and, in that position, manages all communications and publicity for the Crew
- ✓ Maintains Crew membership and attendance records

- ✓ Handles Crew correspondence and minutes
- ✓ Coordinates Crew publicity through local media, Crew newsletters and web site, and the Crew's telephone network
- ✓ Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the publicity and communications of the Crew

Crew Treasurer

- ✓ Serves as the financial officer and, in that position, maintains financial records and monitors the Crew budget
- ✓ Collects and disburses Crew funds (in partnership with the Crew committee treasurer)
- ✓ Communicates with the officers and members on a regular basis to keep them informed about the Crew's finances
- ✓ Approaches Venturing in a spirit of fun, and spreads this spirit in carrying out the treasurer's responsibilities

Responsibilities of Crew Members

It is very important that the youth leaders and the adults assisting the Crew communicate the goals of Crew 445 to the membership. Every member of Crew 445 is responsible for promoting those goals. It is not just the job of the Crew Officers.

Crew members should:

- ❖ Communicate their interests throughout the year
- ❖ Suggest ideas for activities
- ❖ Participate regularly in meetings and activities
- ❖ Vote responsibly for the best interests of the Crew
- ❖ Work with the Crew Officers to achieve the overall and specific goals of the Crew
- ❖ Serve on activity committees
- ❖ Share the expenses
- ❖ Seek the help of the Advisor or other adult leaders
- ❖ Recruit new members

Crew 445 Parents

The role of parents within Crew 445 is to be supportive of our Crew efforts and to provide the atmosphere members need to learn and excel. Parents should try to:

- ✓ Read the Crew 445 Handbook and understand the purpose and methods of the Crew.
- ✓ Participate in the Crew 445 as a member of the Crew Committee or as an Advisor if willing (see Appendix B for more information).
- ✓ Actively follow their child's progress (or lack thereof) and offer encouragement and a push when needed.
- ✓ Support the Crew by attending all Venture Crew Courts of Honor and by participating in all Crew fund-raising activities.
- ✓ Be aware of the Crew's program and the annual calendar.

Personal Equipment needed to fully participate in the Crew 445 program

Please see the Crew website at www.crew445.org for the complete list of personal gear needed. This list just hits the highlights of personal gear needed, and is intended for use only as a guide. As experience is gained, personal preference will play a major role in deciding what equipment is needed for specific activities.

Tents – Crew 445 will occasionally have access to Troop 445's tents, but we should never assume this to be the case. In planning outings, we will plan on first using personal tents, then we will arrange for other tents as needed. It is preferable for Crew members to have their own tents. Please contact the Crew advisors before making this purchase.

Backpack with padded hip belt
 Lightweight sleeping bag rated 20 to 35 degrees
 Foam sleeping pad
 Hiking boots

Proper camp/activity clothing
 Functional rain gear
 Eating equipment (bowl & spoon)
 3 quart carrying capacity in canteens

Crew 445 Constitution and Bylaws

The Crew 445 constitution and bylaws were approved by Crew majority vote on March 26, 2004.

The following document will remain in its entirety. Any past rules or regulations voted out of the document will be struck, not eliminated. Any higher decision made by district, council, or national Venturing shall be underlined. Under national guidelines we must respect and follow guidelines set up by a higher body, and must change our constitution and bylaws to adhere to those guidelines.

I. Preamble

Venturing Code

As a Venturer, I believe that America's strength lies in our trust in God and in the courage, strength and traditions of our people.

I will, therefore, be faithful in my religious duties and will maintain a personal sense of honor in my own life.

I will treasure my American heritage and will do all I can to preserve and enrich it.

I will recognize the dignity and worth of all humanity and will use fair play and goodwill in my daily life.

I will acquire the Venturing attitude that seeks truth in all things and adventure on the frontiers of our changing world.

Venturing Oath

As a Venturer,
I promise to do my duty to God
and help strengthen America,
to help others, and
to seek truth, fairness, and adventure
in our world.

II. Introduction

The elected Crew officers are expected to live by and enforce the Crew code and bylaws. All members, new or otherwise, should be given a copy and asked to sign or otherwise indicate that they understand and agree to the Crew code and bylaws. The Venturing Code and Venturing Oath will be the preamble to our Crew code and bylaws.

III. Crew Bylaws

1. Objectives

1.1 The objectives of Crew 445 are:

To seek outdoor high adventure

To accept and meet new challenges

To make independent decisions and choices

To make important contributions to a team effort

To make ethically, morally, and spiritually sound decisions

To become the best trained, run, and qualified Venture Crew in the Longhorn Council

To be able to respond to any situation through skills, teamwork, and leadership

2. Membership

2.1 Membership shall be open to all young adults of high school or college age who meet a standard age requirement of 15 to 20 years old for boys and 14 to 20 years old for girls. Boy Scouts aged 14 who have earned the rank of Life Scout may also join with the expectation that they will earn their Eagle Scout by age of 16. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venturers and agree to the Crew code and bylaws.

2.2 Any current member may be asked to leave the Crew after demonstrating that he/she is not attending Crew meetings. All members must attend or be excused from a minimum

of 50% of all activities, including meetings, campouts, or other gatherings the Crew officially decides upon. The Crew Secretary will keep all attendance records. The decision for expulsion will be decided among the Crew Officers and Advisors. In the event that an officer's attendance is in question, the decision will be made among the other officers and Advisors. In order for members to be eligible for campouts and activities they must attend an acceptable amount of Crew meetings.

- 2.3 The number of registered youth Venturers will be limited to thirty (30). However, additional youth may be admitted by a simple majority vote cast among the general membership. The aforementioned vote will be conducted by means of secret ballot. If we are unfortunately not able to receive any more Venturers, we will assist in finding another available Crew.
- 2.4 There will be no less than two (2) registered adult Venturers at all Crew meetings. There will be no limit, however, on the maximum number of adult Venturers.
- 2.5 There will be no less than four (4) adult Venturers at all Crew outings and activities. There will be no limit, however, on the maximum number of adult Venturers.
- 2.6 All Crew members and Advisors will undergo Venture Youth Protection Training as required. Crew members 18 years of age and older will also undergo Scouting Youth Protection as well.

3. Officers

- 3.1 The elected officers shall be President, Administrative Vice-President, Program Vice-President, Secretary, and Treasurer. The President, with the approval of the Advisor shall appoint activity chairs and make other assignments as needed. The duties of the Crew officers shall be as prescribed in the Venturing Leader Manual.
- 3.2 The normal term of office shall be for **three months** starting on the first general meeting after elections are held. Elections are to be held a minimum of **one week** prior. In the event that an officer resigns, quits Venturing, or is expelled from the Crew, a temporary officer will be appointed and approved by the current Crew officers.
- 3.3 No member shall serve more than two consecutive terms in the same office.
- 3.4 Elections shall commence by nomination. On the night of the election, any other member may present nominations from the floor. If the nomination is seconded and the candidate agrees to serve, he/she must be included on the ballot.
- 3.5 All contested ballots shall be secret.

4. Crew Business

- 4.1 Crew business will be conducted under Open Forum and the Venturing Leaders Manual.
- 4.2 A quorum shall consist of one more than the majority of members for vote on routine business.
- 4.3 Voting on all issues will be by simple majority of the quorum present, with the exception of changes or amendments to the bylaws.
- 4.4 Changes or amendments to the Crew bylaws will require a two-thirds vote of the total membership.

5. General Meetings

- 5.1 The general meetings will follow the format set forth by the President. This format should include program in the following forms: lecture, hands-on, and teaching. It is the responsibility of the President to follow through with each program, and to ensure the program is being offered to all members on an equal opportunity basis.
- 5.2 Campout activities will occur roughly every two months and may act as a general meeting if needed.
- 5.3 The activities of the general meetings will be recorded by the Secretary or appointed substitute. The meeting minutes will be published in hard copy in a format set forth by the Secretary and approved by the Advisor(s). These minutes will serve as the secondary historical record of the Crew.

6. Officers' Meetings

- 6.1 Officers' Meetings will be held as needed to prepare for the Crew program.
- 6.2 All Crew officers are expected to attend Crew officers' meetings.

- 6.3 The activities of the officers' meetings will be recorded by the Secretary or appointed substitute. The meeting minutes will be published in hard copy in a format set forth by the Secretary and approved by the Advisor(s). These minutes will serve as a reference for the officers while planning activities that were discussed at the meetings.
7. Web site policies and website/publicity release
- 7.1 A web site (www.crew445.org) containing current, relevant, and historical information will be maintained and updated at least once per month. The Secretary will work with the webmaster on the development, content, and maintenance of the web site.
- 7.2 It is the policy of Venture Crew 445 to prevent information linking individual Venturer's representations (photos, etc.) and full names on the website.
- 7.3 Phone numbers and non-forwarded e-mail addresses will not be included in the website.
- 7.4 A web site/publicity release form will be utilized for permission of name and picture inclusion on the web site and in any Crew publicity.
8. Dues
- 8.1 Dues will include the cost of registration plus yearly dues of \$24.00 per person (\$2.00 per month). Dues will be used for Crew administrative purposes.
- 8.2 January is the beginning of Crew 445's fiscal year. Dues will be collected in the month of November for the upcoming fiscal year. Members delinquent in dues after January 1 will not be allowed to participate in Crew activities unless temporarily excused by the Advisor.
9. Money-earning Projects
- 9.1 All money-earning projects must be approved by a Crew majority vote.
- 9.2 Members who do not participate in their share of projects are not entitled to benefits of the funds earned.
- 9.3 Money earned in money-earning projects that are to support the Crew as a whole will go into the Crew's general fund.
- 9.4 Money earned in money-earning projects that are to support individual Crew members in raising money for trips/activities will be divided equally among the Crew members who participated in the money-earning project. This money will be put into individual Crew member accounts within the Crew funds, and will be withdrawn at the Crew member's request to help pay for trips or activities.
- 9.5 If a Crew member leaves Crew 445 for any reason while holding money in an individual account, that money immediately turns over to the general Crew fund.
10. Treasury
- 10.1 All checks will require two signatures, from the Crew Treasurer and from Crew Committee Treasurer.
- 10.2 The Crew Committee Treasurer will ensure that the Crew Treasurer is doing his/her job and will assess quarterly audits.
- 10.3 All budgets must be adopted by the Crew in a majority vote and approved by the Crew Committee.
- 10.4 The Crew Treasurer is expected to give a budget report at every Crew officers' meeting.
- 10.5 The Crew will only pay for driving expenses if distance is over 150 miles, and accounted for in advance.
11. Uniform
- 11.1 All members of the Crew will wear the "Class A" Venture uniform correctly to all meetings and BSA sanctioned events and while traveling to activities unless the Crew officers prescribe otherwise. The Crew 445 "Class A" uniform consists of the following:
- Green BSA uniform shirt with proper insignia
 - Blue jeans or khaki pants/shorts
 - Belt
 - Crew or Scout related headgear (optional)

11.2 To all other activities or unless otherwise stated by the Crew officers, subject to Crew Committee veto, members will wear the Crew 445 "Class B" uniform which consists of the following:

Crew 445 T-shirt or other Scout related T-shirt
Appropriate pants or shorts
Belt
Crew or Scout related headgear (optional)

11.3 No one is exempt from the above uniform requirements including Crew officers and Adult Advisors.

11.4 Non-uniform clothing and swimwear

11.4.1 No loose, baggy, or low-hanging pants or shorts

11.4.2 No holey, torn, or cut-off pants or shorts

11.4.3 No offensive shirts

11.4.4 Swimwear will be suitable for a coed environment. No string or smaller bikinis. No Speedos.

12. General Rules

12.1 Campouts

12.1.1 Criteria to attend campouts:

12.1.1.1 All dues paid up to date.

12.1.1.2 Any campout fees (food, transportation, usage fees) must be paid.

12.1.1.3 If a Crew member commits to attending a campout and subsequently is unable to attend, he/she remains liable for his/her share of the food bill and any deposits that are non-refundable by the organization controlling the outing. The designated grubmaster is not to purchase food for the outing until the Wednesday night prior to the campout. This is to give each Crew member the opportunity to cancel without affecting the Crew's menu. If a Crew member does not notify the grubmaster prior to the purchase of the food, it will be assumed that he/she will be attending the outing.

12.1.1.4 Signed permission slip must be turned in to the Crew Advisor prior to the campout:

- ✓ Needed for the Crew member's health insurance information and medical release authorization
- ✓ Needed for all Crew functions outside of regular Crew meetings
- ✓ Needed regardless of parent(s) attending the outing.

12.1.2 A Crew member need not attend in order for his/her parent(s) to attend. Parents are always welcome.

12.1.3 No non-Crew-member siblings or pets.

12.1.4 Guests are welcome to attend one outing/activity without joining Crew 445, provided:

12.1.4.1 The guest pays all applicable campout fees.

12.1.4.2 The guest is recommended by a Crew member in good standing and is approved by the Crew Advisor.

12.1.4.3 The guest provides a signed permission slip for the outing.

12.1.5 Venture Crew 445 will at all times follow the principles of Leave No Trace.

12.1.6 Fires will only be built in pre-existing fire rings. The size of any and all fires will be determined by the size of the fire ring. Fires will not be left unattended at any time. Fires will be properly extinguished, spread, and the fire ring properly marked before camp is broken.

12.1.7 All trash will be carried out. No burying or burning of trash, garbage, etc.

12.2 Transportation Guidelines

12.2.1 Transportation to and from all Crew outings and activities is to be coordinated by the Crew Committee Activity Chairman.

12.2.2 All Crew members and advisors must be in uniform while traveling to and from all Crew outings.

12.2.3 An adult leader (at least 21 years of age) will be in charge and accompany the group.

12.2.4 A completed Application to Drive/Ride must be turned in before any Crew member may drive to/from a Crew activity or trip, may carry any passengers to/from a Crew activity or trip, or ride with another Crew member to/from a Crew activity or trip.

12.2.5 All drivers must be currently licensed and at least 18 years of age. Youth member exception: When traveling to and from an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions:

12.2.5.1 Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)

12.2.5.2 No record of accidents or moving violations

12.2.5.3 Parental permission granted to the leader, driver, and riders (see section 12.2.4 above)

12.2.6 All Crew members and advisors will wear seatbelts at all times.

12.2.7 Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons.

12.2.8 Trucks may not be used for transporting passengers except in the cab.

12.2.9 All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.

12.3 Coed Guidelines

12.3.1 All Crew members, youth and adult, will be cognizant of the fact that both sexes are present for all functions. Co-ed behavior expectations include the following:

12.3.1.1 Be respectful and considerate of each other's bodies and psychological boundaries.

12.3.1.2 No entering the domiciles (tents, rooms, etc.) of the opposite gender.

12.3.1.3 No public display of affection (PDA) should occur at any Crew-sanctioned activities. This includes kissing, hugging and handholding.

12.3.2 At all times there must be co-ed groups of three. Co-ed groups of two, (male and female), are never permitted to be alone, and must always have a third person to leave the designated camp area.

12.3.3 Any Crew member(s) found not following the coed guidelines will fall into immediate disciplinary action which could include immediate expulsion from Venture Crew 445.

12.4 Alcohol, Tobacco, and Controlled/Illegal Substances

12.4.1 The Boy Scouts of America prohibits the use of alcoholic beverages and controlled or illegal substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

- 12.4.2 The use of any tobacco product by youth Venturers and adult advisors/committee members is prohibited during Venture Crew 445 activities.
- 12.4.3 Although some Venturing age participants are of legal age to purchase and use tobacco, they are considered Youth participants under the guide of safe scouting until the age of 21.
- 12.4.4 Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants.
- 12.4.5 Possession or use of alcoholic beverages or controlled or illegal substances is grounds for immediate expulsion from Venture Crew 445.

12.5 Behavior Guidelines

- 12.5.1 There will be NO TOLERANCE to the breaking of any of the behavioral guidelines. Crew members found guilty of breaking these guidelines will fall into immediate disciplinary action, up to and including expulsion from the Crew.
- 12.5.2 Crew members will respect and cooperate with all members and advisors in leadership positions.
- 12.5.3 Crew 445 will show a respectful attitude to other Scouting units as encountered and to our chartering organization at all times. Our goal is to "set the bar" that other units will strive to meet.
- 12.5.4 Verbal or physical bullying, fighting, or hazing will not be tolerated.
- 12.5.5 Vulgarity or profanity is not acceptable behavior and will not be tolerated.
- 12.5.6 Possession of or use of firearms (unless required by program), ammunition (unless required by program), fireworks, pellet/BB guns (unless required by program), switchblades, sheath knives, axes, hatchets, laser pointers, spray cans of any type, or flammable liquids (unless required by program) will be cause for the Crew member to face disciplinary action.

13. Discipline Policy

- 13.1 Each Crew member and his/her parent(s) are expected to sign the Venture Crew 445 Crew Membership agreement stating that they have a full understanding of Crew 445's policies and bylaws.
- 13.2 The Crew officers will administer the disciplinary policy with advice and suggestions from adult advisors as needed.
- 13.3 The levels of disciplinary review are as follows:
 - 13.3.1 First offense - discussion with a Crew officer and an adult advisor
 - 13.3.2 Second offense - discussion with the Crew President and Crew Advisor
 - 13.3.3 Third offense - disciplinary review with adult advisors and Crew committee
 - 13.3.4 Fourth offense – expulsion from Crew 445
- 13.4 Depending on the severity of the rules infraction, disciplinary actions may skip step(s) as listed above if deemed necessary by the Crew advisors or committee.
- 13.5 If a counseling session is required with a Crew member under the age of 18, parent(s) may be asked to attend the counseling session.
- 13.6 If there is a serious breakdown of BSA and/or Venture Crew policies the adult advisors can administer the disciplinary actions at once.
- 13.7 Any questions regarding any discipline administered by the Crew officers can be discussed with the Advisor.

Appendix A – Venture Crew 445 Ideals and Principles

1. Crew members and adult leaders should know and understand the Venture Oath and Law. The Crew members and adult leaders should understand the principles of Leave No Trace and the Outdoor Code. All of these ideals should be followed in day-to-day activities.
2. No one is “perfect.” Crew members should learn to respect the adult leaders and other Crew members, and accept each other for what we are. Adult leaders should be aware of any Crew members needing special attention or requiring special accommodations.
3. Crew members and adult leaders functioning in an official capacity should wear the “Class A” uniform. The “Class A” uniform is required for travel to and from all Crew activities and outings.
4. Adult leaders will respect the rights of the Crew members to be leaders in the Crew. The adult leaders will provide training for all leadership positions and will provide a system of checks and balances to insure that the Crew member fully understands his/her position and has a chance to succeed. The adult leaders will not forget that they are participating in the development of young adults and young leaders.
5. Crew activities should not be centered only on camping activities. The Crew should participate in a variety of activities including sporting events, service projects, simple outings to historical sites, family outings, etc. However, the Crew should have camping play a large role in its annual program. Participation in the annual super-activity should be highly encouraged.
6. Participation in Venturing and in Crew 445 is not a right, but a privilege. Any chronic behavioral problems will be discussed with the Crew member’s parents. This action will be a last resort, and only used if the Crew officers and adult Advisors fail in controlling the member’s behavior.
7. Crew members must be “members in good standing” to participate in Crew outings and activities. Outings and activities include anything that is not a general Crew meeting. Crew members should not feel that they can just show up to participate in only the outings and activities. A “member in good standing” is a member who has his/her dues current.

Appendix B - Venture Crew 445 Adult leadership positions

This is a list of positions that need to be filled in order to maintain an active Venture Crew. All parents are invited and encouraged to participate in Crew 445.

Chartered Organization Representative – represents the Crew to the chartered organization and BSA local council; recruits the Crew committee

Crew Committee Chair – organizes the committee to insure that all functions are delegated, coordinated, and completed; insure that the Crew leaders and committee members have training opportunities; interpret national, council, and district policies to the Crew; work closely with the Crew Advisor in preparing Crew committee meeting agendas; call, preside over, and promote attendance at monthly Crew committee meetings and any special meetings; ensure Crew representation at monthly district roundtable meetings; arrange for charter review and re-charter annually

Crew Committee Secretary – work with the Crew Secretary; keep minutes of Crew committee meetings and sends out the committee meeting notices; plan and conduct Crew Courts of Honor with the Crew Advancement Chair

Crew Committee Treasurer – work with the Crew Treasurer; handle all Crew funds; pay bills on recommendations of the Advisor and authorization of the Crew committee; maintain checking and savings accounts for the Crew; supervise all money-earning projects including obtaining proper authorizations; supervise super-activity payment plans; report to the Crew committee at each committee meeting; lead in the preparation of the annual Crew budget

Crew Outdoor/Activity Chair – secure all camping permissions and permits in a timely manner; coordinate transportation for activities; promote the National Camping Award; inventory and coordinate storage and maintenance for any Crew equipment; promote attendance at all Crew outings and activities

Crew Advancement Chair – maintain records of Crew members advancement; coordinate any Scouting advancement with the Troop 445 committee; plan and conduct Crew Courts of Honor with the Crew Advancement Chair; secure all advancement materials, awards, and certificates from council

Crew Advisor – oversees the operations of the Crew; trains Crew officers; works with the Crew in developing the annual Crew program; ensure the Crew officers are utilizing the aims and methods of Venturing when leading the Crew; conduct Scoutmaster conferences for members eligible to advance in Scout ranks

Associate Advisor for Administration – provides backup leadership and assumes responsibility for the Crew in Advisor's absence; supports the youth Administrative Vice President and assists in all responsibilities when requested; encourages Venture advancement and reviews advancement progress at each Crew meeting

Associate Advisor for Program – provides backup leadership; supports the youth Program Vice President and assists in all responsibilities when requested; supports and coaches Crew activity chairs; helps in evaluation of completed activities to continually fine-tune the program

Appendix C - Venture Crew 445 Adult Leader Ideals & Principles

1. Follow the policies in the Guide to Safe Scouting. In particular, avoid the use of foul language and tobacco at all Crew activities. Drugs and alcohol are strictly prohibited with immediate expulsion from the Crew.
2. Follow the Crew bylaws. It is imperative that the adult leaders set the example for the Crew members by adhering to Crew rules.
3. Follow the aims and methods of Venturing.
4. To better assist the Crew officers, it is important that we limit the number of adults offering advice to the Crew officers, particularly at Crew activities. Therefore, at each outing, one leader will have the responsibility for assisting the President with the Crew. This will be the Advisor, or if the Advisor is not available, the Associate Advisor designated by the Advisor. If any other adult feels he/she has some advice to offer, they will provide that advice to the Advisor or his/her designee, and not directly to the President or any other Crew officer, or to the Crew itself.
5. If at any time any person associated with Crew 445 has concerns about the behavior or actions of any of the leaders, those concerns need to be discussed with the Crew Committee Chair. Under no circumstances should any type of confrontation occur during any outing. While we may disagree, the Crew will be better served if any disagreements are dealt with in private.
6. Participation in Crew 445 as an adult leader is not a right, but a privilege. If, after discussion with the Crew Committee Chair, chronic behavior problems persist, the leader may be asked to step down.

Venture Crew 445

Arlington, Texas

Membership Agreement

It is the desire of Venture Crew 445 that all Crew members and their parents have a full understanding of the policies and procedures of Venture Crew 445.

Before an youth may register to become an active member in Venture Crew 445, this agreement must be signed by the applicant and his/her parent(s) stating that the applicant and his/her parent(s):

- ✓ Have read and understand the information, policies, and bylaws of Venture Crew 445
- ✓ Commit to abide by the Venturing Oath, the Venturing Code, the principles of Leave No Trace, and the Outdoor Code
- ✓ Commit to abide by the rules as stated in the bylaws of Venture Crew 445

Youth Applicant Agreement

I have read and discussed the information in the Venture Crew 445 Crew handbook including the Crew constitution and bylaws with my parent(s) or guardian(s) and do hereby agree to abide by them as well as the Venturing Code and the Venturing Oath.

Signature: _____ Date: _____

Parent Agreement

I have read and discussed the information in the Venture Crew 445 handbook including the Crew constitution and bylaws with my son/daughter and have witnessed his/her signature above. I further agree to support my son/daughter during his/her tenure as a member of Venture Crew 445 as stated in the Venture Crew 445 Crew handbook.

Signature: _____ Date: _____