



TROOP 27
41 PARK STREET
MANCHESTER, CONNECTICUT 06040

Sponsored by: St. Mary's Episcopal Church



2018-2019 GUIDELINES

It is important that the Scout and his parent(s) or guardian(s) review and understand the content of these Guidelines, especially the changes incorporated this year.

Please sign and return to Mr. Cotier (or Mrs. Christensen) no later than 27 Sept. 2018.

I have read and understand the Troop 27 Guidelines and will abide by them.

Signed: _____ Date: _____
(Scout's signature)

To insure the success of Troop 27's various programs and activities, I will organize or help with the following (every family is expected to contribute or participate):

- | | | |
|---|---|--|
| <input type="checkbox"/> Banquet | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Driving to events |
| <input type="checkbox"/> Merit Badge Work | <input type="checkbox"/> Organize trips | <input type="checkbox"/> Scouting skills |
| <input type="checkbox"/> District events | <input type="checkbox"/> Service to Sponsor | <input type="checkbox"/> Advancement |
| <input type="checkbox"/> OTHER: _____ | | |

We will be asking all parents to drive for at least 2 or 3 events during the year.

For driving, please provide vehicle make/model/year: _____

And driver's license number: _____

I have reviewed and discussed these Guidelines with my Scout.

Signed: _____ Date: _____
(Parent or Guardian's signature)

Important Dates to Remember

Membership/Participation

September 27	Join Night/Return Guidelines and Camping Code of Conduct
October 4	Registration fee of \$50 per Scout/ \$20 per Adult Leader
December 6	Troop dues of \$100 .
January 24	Mid-year Join Night

Key Events

September 13	100th Celebration
September 22	Plant the Park
October 20	Court of Honor and Eagle Ceremony
June 8	Family Day/Court of Honor
June 30 -July 5	Summer camp
August 16-18	Summer Trip

Fundraisers/Service to Sponsor

October 17	UConn Rentschler Field Clean-up
TBA	Leaf Clean-up
February 3	Scout Sunday & Scout Breakfast
TBA	Pancake Supper Clean-up (7PM)
March 30	Pasta Supper
May 9	May Fair Set-up
May 11	May Fair Clean-up (3PM)
May 23	Flag Posting at East Cemetery
May 27	Memorial Day Parade

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Troop 27 Camping Code of Conduct

As a Troop 27 Scout, I will not engage in any of the following behaviors:

1. I will not swear or use inappropriate language.
2. I will not bully, threaten or intimidate my fellow Scouts.
3. I will not have any inappropriate physical contact or use sexual innuendo.
4. I will not carry weapons of any kind or use my pocket knife as a weapon.
5. I will not smoke, drink alcohol or use illegal drugs. These will result in immediate police intervention.
6. I will not intentionally damage Troop or other Scout's property.
7. I will not go through other Scout's gear or eat their food without permission.
8. I will not bring electronic devices on camping trips or to Scout meetings (cell phones may remain "off" and in your pack).
9. I will not use racist or hateful language or behavior.
10. I will not participate in intentional unsafe behavior such as burning things that will explode or are not intended to be burned.
11. I will not do anything illegal or against the Scout Oath and Law.
12. If I witness any of the above behaviors, I will report the incident to the Adult Leader in charge immediately.

As a Troop 27 Scout, I will do my best to:

1. Follow the Scout Oath and Law.
2. Be prepared to the best of my ability.
3. Be considerate of other people.
4. Follow the outdoor code, including leave no trace.
5. Report any inappropriate or dangerous behavior.

Scout signature

Date

Parent or Guardian signature

Date

Troop 27 - Required Gear for Campouts

- ___ Cook Kit/Mess Kit with cup, utensils
- ___ Dishwashing supplies (soap, sponge, brillo)
- ___ Water Bottle/Canteen (at least 1 liter)
- ___ Flashlight/Headlamp, extra batteries
- ___ Knife
- ___ Rope/chord (at least 10 feet) (to practice/demonstrate knot tying skills)
- ___ Scout Handbook (in a ziplock bag)
- ___ Matches (2 packs/boxes, also in a ziplock bag)
- ___ Fire starters/tinder/newspaper (also in a ziplock bag)
- ___ Rain Gear (jacket and pants)
- ___ Poncho (for emergency use)
- ___ Compass
- ___ First Aid Kit/whistle
- ___ Ground Cloth (emergency blanket)
- ___ Paper and pen/pencil
- ___ Personal Gear-soap, small towel, toothbrush, toothpaste, TP
- ___ 2 Plastic trash bags (for trash accumulated over the camp-out)
- ___ Survival kit (if you made one)
- ___ Boots
- ___ Weather appropriate sleeping bag
- ___ 2 underwear
- ___ 3 t-shirts
- ___ 2 pants (jeans or non cotton)
- ___ 2 or 3 pair socks
- ___ 1 sweatshirt or fleece (non Cotton)

For November to April add the following items:

- ___ 1 underwear
- ___ 1 or 2 sets long johns/under armour (non cotton)
- ___ 2 or 3 pair winter socks (non cotton)
- ___ 1 pants (nylon sweatpants or other non cotton)
- ___ Wool or synthetic hat
- ___ 2 pairs winter gloves/mittens
- ___ Winter jacket and snow pants
- ___ Extra boots or replacement liners (like winter boots)

Inspected By_____

Troop 27 Guidelines

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Troop 27 strives to provide an active, fun-filled program designed to impart the values and skills of the Boy Scouts of America.

I. Troop 27 Activity Program

The following activities comprise the annual scouting program of Troop 27:

1. Troop Meetings

Arrival and Dismissal

Troop meetings are held weekly on Thursday evenings during the school year at St. Mary's Church, 41 Park Street, Manchester. Arrival time is 7:00 pm, with an Opening Ceremony at 7:15 pm. Closing will be no later than 8:45 pm. Parents are encouraged to arrive by 8:30 pm to hear announcements made at the end of meeting. Each meeting is closed with the benediction "May the Great Master of all scouts be with us until we meet again".

Upon arrival scouts are expected to enter the building immediately and not loiter in the parking lot. Parents are encouraged to attend the beginning of each meeting as well to hear announcements.

Parents are required to come inside the church to pick up their Scouts. Scouts may not wait for parents to arrive to pick them up from troop meetings in the church parking lot; scouts must remain inside the building until their parents come for them to insure their safety.

Parents are invited to attend any troop meetings and are encouraged to participate in working with the scouts on skill development and merit badge advancements.

Any changes to meeting dates or location will be announced at Troop meetings and/or in the weekly troop reminder email.

Meeting Cancellations

The general policy for troop meeting cancellations is as follows:

If school is cancelled in MANCHESTER – NO Troop meeting.
If school in MANCHESTER is dismissed early- NO Troop meeting.
If school in MANCHESTER schedules a late opening – MEETING WILL BE HELD

In the event that this is not the case, and there is a deviation from the policy, each Scout will be notified through the Troop's adult and boy leaders. The Scoutmaster and the Committee Chairman will determine when meetings are to be held or cancelled. Individual safety will be the prime concern.

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Uniforms

All Scouts are required to have a “Class A” uniform. The “Class A” uniform will be worn by scouts and adult leaders. On less formal occasions, the “Class B” uniform may be the required uniform. The Scoutmaster will order the appropriate uniform at his discretion, and make modifications necessary for the activity being performed. It is expected that all scouts and adult leaders will wear the appropriate uniform.

The “Class-A” uniform consists of the following:

- Official Scout trousers (\$14.44-\$44.99) or shorts (\$19.99-\$27.99), shirt (\$14.44-\$44.99), and scout belt (\$19.99)
- Neckerchief – The scout will need to supply his own neckerchief slide (\$7.99). Troop 27 will supply the scout with his first neckerchief; (if the scout loses his neckerchief he will be charged the cost of the neckerchief for its replacement).
- A Merit Badge Sash (\$5.99) is require to properly display the merit badges earned by the scout. Merit badges will be provided by the Troop as they are earned by the scout.
- Appropriate footwear. Hiking boots or dark colored shoes are required. If scout shorts are worn, official scout socks are required.

The Class A uniform is to be worn at weekly meetings, banquets, Courts of Honor, Boards of Review, parades, or any other formal function as defined by the Troop Committee and the Scoutmaster.

▲ If scouts do not have time to change into their “Class A” uniform after participating in after school organized sports, scouts may wear their sports uniform to troop meetings only. In this instance, it is strongly recommended that scouts bring their “Class A” uniforms to the meeting and change there. Scouts must wear the complete “Class A” uniform at all other formal events. ▲

Uniform patchwork must be correctly displayed on the “Class A” uniform. The Boy Scout Handbook inside cover describes the location on the uniform for each of the badges and event patches.

▲ Uniforms are available at the following locations: ▲

BSA Council Office	Crystal Blueprint
60 Darlin Street	21-25 West Main St
East Hartford, CT	Rockville, CT

<http://www.scoutstuff.org/>

The Troop has a limited number of “used” donated “Class A” uniforms that may be borrowed.

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The “Class-B” uniform (Troop T-shirt) consists of the following:

- Troop T-shirt - The Troop will supply the scout with a Class B T-shirt. (Additional T-shirts are available from the troop at cost) Scouting related T-shirts also constitute suitable Class B uniforms. Sports or other shirts do not qualify as Class B uniforms.
- Appropriate footwear.

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Required equipment

1. Boy Scout Handbook (\$14.99, \$19.99 for spiral bound handbooks)

All Scouts are required to have a copy of the current Boy Scout Handbook. It is the Scout's guide to advancement and skill learning. Parents are requested to review the content of the Parents Guide on Drug Abuse Prevention in the front of the Handbook and discuss it's content with their son(s).

2. Rope

Knot tying and lashing are important scouting skills. A 4' to 6' length of 3/8" or similar cotton rope must be brought to all meetings.

3. Notebook & pen

Scouts will need to record notes from merit badge and skills classes and important announcements during the course of the troop meeting. Scouts may also be given assignments by scout and adult leadership for the following week.

2. Outdoor Activities

The values of the Boy Scouts of America are instilled and scout skills are developed through the troop outdoor program. Troop 27 has an active outdoor program consisting of the following activities

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Camping

Troop 27 conducts campouts every month of the year. Most campouts begin late Friday and end around noon on Sunday; however there are a few times when the campout

will begin on early Saturday. This information will be provided to Scouts and parents as needed. Each scout will need to provide their own personal gear. The Troop supplies tents, tarps and cooking equipment. (Refer to the gear list attached).

Summer Camp

All Scouts are encouraged to attend Summer Camp. It is an important part of the Scouting experience. There are many skills and fun activities that cannot be experienced at any other time. Many of the skills are advancement related. New Scouts will gain basic skills while older Scouts, with a rank of First Class or higher, usually work towards Merit Badges. A list of gear required for summer camp will be supplied to all campers registered for camp.

Hiking

Troop 27 makes several hikes each year in fulfillment of requirements for rank advancement or the Hiking and Backpacking merit badges.

3. Special Activities

Special activities are scheduled throughout the scouting year. The following activities are examples of the types of activities in which Troop 27 has participated in the past. Not all of these activities are scheduled each year.

- Fun Nights – Arrangements are made by the Scoutmaster for the Troop to hold a meeting at a school or other location to make use of the facilities, e.g. gym or pool.
- Family Day - Our traditional year-end family picnic.
- Various Camp-o-rees and Jamborees
- Scoutmaster's Council Camp-o-ree at the U. S. Military Academy in New York (West Point)
- Connecticut Rivers Council Scout Shows
- Community Service & Eagle Scout Leadership Projects

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Troop 27 adult leaders may limit participation in certain activities to scouts of sufficient age or rank due to the strenuous nature of the event.

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4. Required Activities

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In keeping with the principles of community service, service to our sponsor, St. Mary's church and patriotism, Troop 27 has several required activities in which all scouts are required to participate. These are mandatory attendance activities unless granted special permission by the Scoutmaster to be absent. Troop 27 families are encouraged to make every effort to ensure your Scout participates in these mandatory functions. Scouts who fail to participate in the required activities will be prohibited from advancing to their next rank until the mandatory service requirement is met. The required service activities include the following:

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- Memorial Day decoration of Veteran's grave sites which takes place on the Thursday before the holiday.
- Memorial Day Parade. (Unless scouts are marching in the parade with another organization such as a school band, sports team etc...)
- Service to the sponsor - St. Mary's Church. All Troop 27 Scouts are expected to participate in service to our sponsor. Activities are generally limited to set up and/or clean-up before and/or after the sponsor's event. This usually runs from 30 minutes to 1 hour. These include:
 1. Fall Church leaf clean-up (*Late October/Early November*)
 2. Pancake Supper clean-up (*March/April*)
 3. May Fair set-up (*early May, Thursday evening*)
 4. May Fair clean-up (*Saturday afternoon on the day of the May Fair*)
- Any function recommended by the Scoutmaster and approved by the Troop Committee.

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Special Exception

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If a Scout cannot participate in any of the above mandatory functions, a signed note from the parent indicating the reason(s) must be sent to the Scoutmaster for consideration at least one week prior to the activity. The Scout is responsible to identify an alternate make-up activity.

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If a Scout does not participate in the mandatory activities and has not been excused by the Scoutmaster, that Scout will be required to complete 3 hours of Service to the Sponsor events within the 12 months prior to rank advancement in order to advance to his next rank.

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II **Troop 27 Advancement Program**

Troop 27 has a comprehensive advancement program designed to guide scouts through rank advancement with the ultimate goal of achieving to the rank of Eagle.

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1. **Rank advancement**

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Rank advancement requires that scouts demonstrate proficiency in a variety of skills and knowledge of a defined set of scouting principles. These are reflected in the advancement requirements set by the National council of the Boy Scouts of America. These include:

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Scout skills – demonstrated proficiency in scout skills such as knot tying, lashing, first aid, camping and cooking. These skills are required in increasing degree of difficulty for the ranks of scout, tenderfoot, second class and first class. Upon achieving the rank of first class a scout should possess and be able to demonstrate all the expected scout skills required by the Boy Scouts of America.

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Merit Badges – scout selected exploration of a variety of topics and professional interests designed to acquaint the scout with the basics of the chosen topic. Merit badges are selected from a list and include those required for the rank of Eagle.

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Position of Responsibility – for ranks First Class through Eagle, the Scout must hold a leadership position within the troop. Eligible positions are varied and include Patrol leader, Senior Patrol Leader, etc. A complete list is available from the Advancement Chairman and can be found in the Scout Handbook. (See Position of Responsibility Policy).

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50/50 Attendance – in order to advance, a scout is required to maintain a minimum attendance as follows:

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- 50% of all Troop meetings (Thursday nights)
- 50% of all Troop activities (campouts and other troop activities). For campouts, this requires at least one overnight and active participation in the event while in attendance.
- 3 of 4 service to sponsor activities.

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The Troop does not permit excused absences as a substitute for actual attendance.

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Conference

Advancement Chairman – Each time a scout completes the requirements for a given rank he must meet with the Advancement Chairman to review his handbook and determine that the records for advancement are complete. A scoutmaster's conference will be scheduled for the next meeting.

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Scoutmaster – At the completion of all rank advancement requirements and after conferencing with the Advancement Chairman each scout will meet with the scoutmaster to review his progress and plan for future advancement.

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Board of Review - After completion of the Scoutmaster conference, a board of review will be scheduled usually for the following meeting. The Board is composed of at least three (3) members of the Troop Committee and is designed to review a Scout's progress and assess his proficiency in demonstrating the required skills for each rank. Members of the board will also discuss a Scout's future plans for advancement and in general insure that the Scout is getting the most from the advancement program. Scouts MUST present themselves in full "Class A" uniform for a Board of Review. The Board will speak with the scout in order to determine if rank advancement for the scout is warranted.

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Uniform – After earning rank advancement the Scout should replace the patch of the rank he held with the patch for his new rank.

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2. **Eagle Rank Advancement**

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Once a Scout achieves the rank of Life Scout and is at the age of 17 years 6 months or younger, a Scout is considered a candidate for Eagle advancement. It is important to hold a mandatory conference at this time with the Scout, his parents/guardians, the Advancement Chairman, the Committee Chairman, and the Scoutmaster to determine his advancement status and to set a schedule for the Scout to complete his Eagle requirements. For a Scout whose 18th birthday is during the months of June through September, this conference will be held in December to allow sufficient time for the Scout to complete any remaining requirements.

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Merit Badges – A total of 21 merit badges that include 13 required merit badges are necessary to qualify for Eagle rank advancement.

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Eagle Project – The successful organization, execution and completion of a service project is required of all Eagle candidates. This is an opportunity for the Eagle candidate to demonstrate the principles of leadership he has learned throughout his scouting career. The project must be the sole responsibility of the Eagle candidate with only minimal assistance from adult leaders or parents in the actual execution of the project. IMPORTANT: Guidance and direction is provided by troop adult leadership but the overall responsibility for the actual planning and execution of the project lies with the Eagle candidate.

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Position of Responsibility – as in advancement for lower ranks the Eagle candidate must hold a leadership position within the troop. Eligible positions are varied and include Patrol leader, Senior Patrol Leader, etc. A complete list is available from the Advancement Chairman and can be found in the Scout Handbook. (See Position of Responsibility Policy).

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Attendance - In order to attain the rank of Eagle Scout, the candidate must meet the Troop's attendance requirements.

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There are no excused absences for attendance.

Conference – Eagle Rank Advancement

Advancement Chairman - When an Eagle candidate has completed all of the requirements for the Eagle rank including the project he must meet with the Advancement Chairman to review his handbook and determine that the records for advancement are complete. A scoutmaster's conference will be scheduled for the next meeting.

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Scoutmaster – At the completion of all Eagle rank advancement requirements and after conferencing with the Advancement Chairman the Eagle candidate will meet with the scoutmaster to review his progress.

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Board of Review - The Eagle Board of Review is different from the boards of review required for the lower ranks. The Eagle Board is comprised of a representative from BSA Connecticut Rivers Council, two members of the Troop Committee and an adult selected by the Eagle candidate. NOTE: The Scout's parents are not allowed to be present. It is not the intention of this board to assess particular scout skills on the part of the candidate. The Eagle Board of

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Review is intended to review and assess a candidate's understanding of the principles of scouting as embodied in the scout oath and scout law. An assessment is made by members of the Board of Review of an Eagle candidate's understanding of how personal values, leadership and community awareness combine to qualify an Eagle candidate to earn the Eagle rank. It is required that Eagle candidates MUST present themselves in full "Class A" uniform for an Eagle Board of Review.

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Candidates for the rank of Eagle should allow approximately four weeks following the Scoutmaster's conference for their Board of Review to be scheduled through the Hockanum River District Advancement Committee to accommodate personal schedules.

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III Troop 27 Finance Program

In order to operate the scouting program, Troop 27 requires a financial commitment from Troop 27 families (scout dues) and also involves fundraising efforts. It costs about \$10,000.00 to run the program in 2015-2016. An attempt is made to offset the amount required in dues by the Troop 27 fundraising program.

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Budget –A budget is determined by the Committee Chairman and the Treasurer once the calendar of activities for the year is established.

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Money to fund the budget are collected through annual dues, donations and fundraising activities.

Annual Dues – The amount that each scout has to pay annually for dues (dues) to the Troop is set each year by the Troop Committee. Currently the annual dues per scout is \$100. The Committee may elect to hold certain fundraisers to be allocated directly to the accounts of those scouts that participate. The proceeds will be divided equally among the scouts that participate.

The annual dues payment is required by December 1st. Scouts who have not paid their dues by December 1 will not be permitted to participate in the December campout or other Troop activities until the dues are paid in full.

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Options for meeting the scout dues obligation:

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- Continuous participation in fundraising events
- Direct "buy out" of the amount due
- A combination of the above
- Other arrangements as agreed to by the Troop Committee.

NOTE: Dues can be offset by the scout taking part in various fundraising events such as BSA Trails End Popcorn sales. If the minimum obligation is not met through fund raising, the Scout and/or his parents are expected to pay whatever sum is due to meet the dues requirement. If there are extenuating circumstances that prevent meeting the deadline, the parent should discuss a payment plan with the Troop Treasurer.

Annual Registration Fee – This is the amount the Troop must pay to BSA CT Rivers Council per Scout. The amount is \$50 and must be paid by the Troop by October 6th.

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Fundraising activities

Popcorn Sales (optional) - Each year Troop 27 participates in the Council popcorn sale. Scouts can earn money through the sale of Trail's End popcorn to offset the cost of participating in Troop 27 (dues, summer camp, etc.) 100% of the base profit raised is applied to the dues owed by the Scout and up to 7% of the bonus profit raised is retained by the Troop. After scout dues are paid in full, any extra monies will be applied to the cost of summer camp for that Scout. If the Scout does not attend summer camp, the amount will be applied to the next year's dues.

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Rest Stop (participation required) – Twice each scouting year Troop 27 conducts a weekend fundraiser at a highway rest stop. All of the profits from this fund raiser are credited to the Troop to be used to replenish camping equipment, support larger, more expensive troop activities and to offset the amount required to be collected in annual dues. The Troop Committee may from time to time allocate some of the profits raised to the scouts. All scouts are expected to participate in this fundraising activity. The work includes set-up of the tent at the rest stop Friday evening and tear down late Sunday afternoon. Each scout is expected to 'man' the booth for a four hour shift over the course of the weekend (Saturday or Sunday). Scouts must be on time to their shift.

UConn Football Game/Rent Clean-up Fundraiser (participation required) – Once each fall (starting in 2014) Troop 27 participates in the clean-up of the Rentschler Field parking lots after a UConn Football home game. 2-3 organizations are handpicked for the clean-up; Troop 27 is one group and will be joined by two (2) other groups for the clean-up. The fund raiser earns the Troop \$1,200 and the Troop Committee voted to dedicate this income to offset scout dues for each scout (and parent) that participates in the 2-4 hour clean-up effort. Each group must provide a minimum of 30 trash pickers.

Troop 27 Pancake Breakfast (February) – Each February, on or around Scout Sunday, Troop 27 hosts a pancake breakfast fundraiser. Each Scout is expected to sell ten (10) tickets to the event and will work as servers during the meal held on a Sunday morning between the 8:00 and

10:00 AM church services. The scouts then attend the 10:00 AM church service at St. Mary's.

Troop 27 Pasta Dinner (March/April) – On one Saturday evening in March or early April, Troop 27 holds a pasta dinner fundraiser. In addition to selling ten (10) tickets to the dinner, each scout will be required to sell four (4) advertisements at \$25 each for the Troop ad booklet which will be handed out to all diners at the Pasta Dinner fundraiser. The Pasta Dinner and ad booklet represent a significant source of fund raising income for the Troop. The Troop will share leads of past supporters to first year scouts to help them meet the ad sale requirement.

Scout Activity Account

The scout activity account is a system for Scouts and adult leaders to save for special activities not funded within the Troop 27 budget. Once the profit earned by the individual Scout matches the annual dues, additional amounts earned by the individual are set-aside in his name.

Activity Account Rules:

- Unused money remaining in the account is carried over to the next year.
- If a Scout leaves Troop 27, the funds under his name remain in his account for a period of one year in the event the Scout returns to Troop 27. At the end of one year the money is transferred to Troop 27's account to be used to benefit the program. Amounts paid by the parents will be returned to the parent; however, when calculating the refund any amount paid in by parents, above the financial obligation, are used before fundraiser credits.
- The account **is not** used to pay for:
 - Registration fees
 - Weekend campouts
 - Next year's financial commitment
- Account payouts use in order of priority:
 - Dues
 - Summer Camp
 - High Adventure Program
 - Special trips
 - Other Scouting related activities such as uniforms, personal gear, etc.

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Dues for youth members who become adults during the fiscal year

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Troop 27 will prorate the annual dues requirement owed by a Scout who turns 18 during the course of the year. The number of months prorated will

include the birth month. EXAMPLE: A scout who turns 18 in December would pay 34% of the total dues and a scout who turns 18 in April would pay 68%. The Troop Staff will make every effort to identify any scout who will turn 18 during the chartered year; however, it is the Scout's responsibility to notify the Troop 27 Treasurer of his status. The financial obligation is still due by December 1st.

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V Troop 27 Leadership Program

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Troop 27 recognizes the need to provide adequate leadership experience to scouts as they advance through the scouting ranks. Quality leadership experiences are designed to provide challenging opportunities for scouts to implement the values and skills they are learning in the scouting program. Troop 27 offers the following leadership positions.

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Patrol Leader – Responsible for the leadership of 6 – 8 scouts combined together to form a patrol. The patrol leader directs the scouts in his patrol to perform assigned duties during troop meetings, camping trips and other events and acts as a role model to younger scouts in his patrol.

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Assistant Patrol Leader – Assists the Patrol Leader in carrying out his responsibilities and fills in when the Patrol Leader is absent. He is also responsible for learning the skills necessary to be a Patrol Leader.

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Senior Patrol Leader (SPL) – Responsible for overall leadership of the Troop at meetings and functions, including meeting planning in conjunction with the Training Programs Coordinator. Handles opening and closing and is the last stop for administrative issues with the scouts before involving a scoutmaster. Also, must ensure that the Scribe completes the logbook for each function.

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Assistant Senior Patrol Leader (ASPL) – Is tasked with actually being the patrol leader for the Senior Patrol as well as filling in should the SPL be unavailable. Responsible for menu planning and gear selection prior to campouts.

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Quartermaster – Is charged with maintain the troop gear in good working order. Organizes "tent nights" and signs out and signs in patrol equipment following campouts and functions. The Troop also has an adult Quartermaster who makes sure that the Troop stores are well stocked.

Scribe – Charged with keeping attendance and turning the completed sheets in to the Advancement Chairman and filling out the troop logbook for ALL troop activities. Each logbook entry should include the following:

- Date and Location of the activity;
- Start and end times;
- Roster of both scouts and adult leaders present; and,
- A brief synopsis of the activity for the period covered.

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Instructor – Responsible for teaching classes in basic and advanced scoutcraft. Also, see Troop Guide.

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Troop Guide – Charged with working with new/young scouts and patrols to provide them with basic knowledge and skills for successful scouting. Instruct in skills as necessary.

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Librarian – Responsible for maintaining the troop's library of merit badge booklets ensuring the current versions are on hand.

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Den Chief – Responsible for representing Troop 27 to an individual den in a Cub Scout Pack. The den chief assists the Den Leader with Cub Scout den activities and acts as a Boy Scout role model to young Cub Scouts.

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Junior Assistant Scoutmaster – JASMs are responsible for assisting the Senior Patrol Leader to ensure his success as a scout leader and to assist in making the meetings productive. Also, see Troop Guide and Instructor.

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Please refer to the personal responsibilities for each scout referenced elsewhere in these guidelines.

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VI **Troop 27 Policies**

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Over the many years that it has been in existence, Troop 27 has learned that a scout who actively participates in the program will gain the most from the experience and make it the best experience for the other scouts too. Accordingly, Troop 27 has adopted an attendance policy.

Attendance Policy

All scouts are expected to attend Troop 27 events and maintain a minimum participation average attendance at troop events as follows:

- 50% of all regular Troop meetings (Thursday nights)
- 50% of all Troop activities (campouts, parade, etc). For campouts, this requires at least one night and active participation in the event while in attendance.
- 3 of 4 Service to Sponsor (S2S) activities.
- There are no excused absences for attendance.

This is the participation level required to continue with advancement and to take part in the Troop's special fun events such as special trips and the Family Day. If meeting this requirement is a problem, the Scoutmaster, representing the Scout, must present the details to the Troop Committee for approval of alternate requirements.

If a Scout does not appear at the event and is not excused for the reasons noted above, he will be considered absent. Scouts that arrive late for meetings or

events or leave early from meetings and events without prior approval of the Scoutmaster, may be considered absent from that meeting or event.

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The 50/50 attendance policy is based on a rolling 12 month average (or since joining the troop if less than 12 months) and consists of the following activities:

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- weekly troop meetings
- monthly campouts
- mandatory functions and service projects

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Equipment Policy

Each Scout should have his own camping equipment. The Boy Scout Handbook lists the equipment required for hikes, campouts, and summer camp. The Troop has some equipment that can be loaned for each event until personal equipment is purchased. The Troop provides equipment such as tents, tarps, and cooking gear that is assigned to each Patrol. (see the “Required Gear for Campouts” list on page 3).

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The members of the Patrol must replace equipment that is lost, damaged through carelessness, or purposely damaged. The PATROL LEADER has overall responsibility for Troop 27 equipment assigned to his Patrol.

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Since Troop 27 camps each month it is recommended that each Scout have a personal sleeping bag with a temperature rating of ZERO degrees or lower. If you have any questions regarding equipment, contact the Scoutmaster or any adult leader.

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The following **MUST** be adhered to without exception:

- Scouts are not to be in the equipment room without adult supervision.
- Equipment will not be taken out by adult leaders or Scouts without sign out sheets.
- Returned equipment must be placed back in its original location.
- Each Patrol Leader will be responsible for his patrol's equipment. If not brought back by the second week after a campout, two adult leaders will take the Scout home to get it
- If the equipment is not back by the next event, nothing will be issued to that patrol, **NO EXCEPTIONS**.
- For "make-up patrols", the acting Patrol Leader will use the equipment from his patrol bin.
- Scouts must report damaged or broken equipment as soon as feasible to the Quartermaster to make sure that repairs can be made.

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CARING FOR TENTS AND TARPS - These items are two of the most expensive and important pieces of equipment in the Troop inventory. If not properly dried and packed, the tents will deteriorate and require replacement. The Patrol Leader will assign each member of his patrol those items to be brought home after a campout for cleaning, drying, etc. The tents and tarps require special attention. What is mentioned for tents also applies to tarps.

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1. Unpack the tent as soon as you get home and hang it in your basement or garage. Drying will usually take about one day. Hang the tent upside down by the rings on the 4 corners. This also allows you to remove any debris from inside the tent.

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2. Hang the tent rain fly in the same manner.

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3. The plastic ground covers must also be dried and can be suspended from a clothesline or the rope you took on the campout.

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4. Check to insure all ties, zippers, poles, stakes, and rings are in good condition.

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5. When dry, properly fold, roll, and pack the tent in the tent bag.

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6. Fold and roll the ground and inside plastic sheets. As you roll the tent, include the ground covers. However, **DO NOT** place ground covers inside the tent when folding the tent. See photos of a tent hung up to dry from beams in a basement.

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7. Report any damage or missing items to the adult Quartermaster.

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“Hands off” Policy

Troop 27 has a “hands off policy”. Any fighting or excessive “roughneck” activity as observed by any Troop Leader (Adult or Scout) will result in disciplinary action or being banned from Troop activities for some fixed period of time in accordance with the Troop’s Behavior and Discipline Program.

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Leadership Policy

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Chartered Organization Representative – This person is a member of the chartered organization, St. Mary’s Church, and serves as the representative to the troop from St. Mary’s. This person is responsible to St. Mary’s church for all activities relating to Troop 27’s use of church facilities and Troop 27’s representation of St. Mary’s outside the church community. The chartering organization representative also ensures that the Troop adheres to all rules and guidelines as set forth by the National Boy Scouts of America.

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Troop Committee – The Troop Committee is the body of adults that support the operations of the Troop. It consists of Troop Committee officers that vote on Troop Committee business and includes all adult leaders. Adult leaders do not have voting privileges. The Troop Committee meets monthly at St. Mary’s Church. The Troop Committee voting positions are as follows:

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Officers

- Chair
- Secretary
- Treasurer
- Quartermaster (Adult)
- Chartered Organization Representative
- Advancement Chair
- Fundraising Chair
- Recruiting Chair
- Committee members at large

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Troop Committee officers are responsible for the overall operation of the Troop including organization, finance, maintenance and provision of equipment, scout advancement, adult leader recruitment and facilitation of the troop program.

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Adult Leaders/Scouters - The adult leaders, or scouts, consist of the registered Scoutmaster and all registered Assistant Scoutmasters. A strong adult organization makes for a strong Troop. You are encouraged to join the Troop as an adult Scouter and learn new skills along with your son or use the unique skills you may already possess to enhance the skills of each Scout and Scouter. Adult leaders are responsible for planning and implementing all activities regarding the scout program.

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Important: *In order to maintain effective relationships with all members of the Troop*

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27 "family", it is the expectation that adult leaders will manage and respond to the scouts and the Committee Chairman will manage and respond to the adults, parents included.

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Parent Policy & Expectations

Troop 27 welcomes and encourages parent involvement. Scouting can be a rewarding experience for families to the extent that parents participate in the scouting program with their sons.

Interaction with Scouts - While parents are encouraged to participate in scouting activities, please be mindful of the fact that during Troop meetings and organized events, you have entrusted your Scout to the guidance of the Troop 27 adult leadership.

Unless you are in the role of merit badge counselor or a member of the adult leadership, please do not engage the boys in conversation, outside activities, or discipline them. If a situation exists that you feel needs to be addressed for any reason, please approach a member of the adult leadership and inform them. Your concerns will be addressed in a timely manner.

Similarly, if you are a member of the adult leadership, it is Troop 27 policy that you not correct or discipline your own son at troop events. Please allow other adult leaders to speak with your scout if necessary.

Medical Forms - A BSA medical form, signed by a Medical Doctor, is required for Summer Camp. The doctor's signature **must be** within a 3 year period prior to Camp. It is mandatory that a medical form be updated annually for each Scout and be on file with the Troop.

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Newsletter - A newsletter is published as necessary to provide scouts and parents notification of upcoming events other than the weekly Troop meetings. Where possible, the newsletter will be e-mailed to Troop 27 families on Tuesday of the week in which there is a Troop meeting.

Permission Slip The packet you receive at the beginning of the year contains a permission slip that is also a Troop 27 medical form. This is different from the medical form required for summer camp. The permission slip provides parental consent for your son to participate in Troop 27 events and gives Troop 27 adult leadership the opportunity to review any special medical concerns such as allergies to plants, animals, or insects. It also informs Troop 27 adult leadership of any medications your scout requires.

NOTE: ALL MEDICATION MUST BE GIVEN TO THE SCOUTMASTER OR HIS DELEGATE TO INSURE IT IS GIVEN AS REQUIRED AND KEPT IN A SAFE AND CLEAN AREA.

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Return from Events – In general, Troop 27 scouts return from weekend camping trips by **noon on Sunday**. Parents are asked to be at the designated drop off point **on time**. The adults that transport Scouts to and from events expect parents to be at the designated location and time, waiting for their sons. This will also present an opportunity for the adult staff on that activity to communicate any issues that may have occurred. Adult leaders on a camping trip or troop event attempt to be on time; but, please take into consideration that there may have been problems encountered in breaking down camp, traffic conditions, etc.

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Please be available when the troop returns from an away activity.

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Required information - At the beginning of each scouting year a packet of information is provided to our scouting families. The packet contains the following:

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- Troop 27 calendar of events for the scouting year
- Copy of these guidelines that must be reviewed and the signature page returned
- Permission slip granting certain authorities to the Troop 27 adult leadership
- Form to provide contact and address information that must be returned

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Position of Responsibility Policy (Scouts)

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Leadership Program - Positions of leadership are held by the scout only for the scouting year. The time in position begins at the first scout meeting in September and ends with the last scout meeting in June. The scout that fills the role of Senior Patrol Leader is granted 7 days toward filling this requirement and is credited by moving his start date to one week before the first scout meeting in September. On rare occasions, scouts may make special arrangements with the Scoutmaster and Troop Committee Chairman to fulfill responsibilities during the summer months by planning high adventure activities, working with a Cub Pack, etc. This is on a case-by-case basis for extenuating circumstances only.

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The completion of the time required in a position of responsibility can only be approved by an adult leader and is based on the Scout having met the requirements of the position job description as listed in this document.

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Individual Responsibility – In accordance with the Scout Law, each scout is expected to be Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

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VI Troop 27 Behavior and Discipline Program

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Troop 27 recognizes the need for all scouts and adult leaders to enjoy a safe, fun filled and rewarding scouting experience. Adults are expected to treat each Scout fairly and with mutual respect. Likewise, Scouts are expected to treat adult leaders and fellow scouts with the same mutual respect. However in certain instances, problems can arise. In order to insure a positive environment for all, Troop 27 has established the following behavior and discipline program:

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Troop 27 Behavior & Discipline Process (General Overview)

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On Troop actions, the following steps are typically followed:

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Step 1 – verbal warning(s) by adult leaders to the Scout

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Step 2 – after several warnings to the Scout, the Scoutmaster and another adult leader (Committee Chair) will sit down with the Scout and notify him that his actions have not improved. Specific corrections will be suggested.

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Step 3 – If the behavior continues, the Scoutmaster or Committee Chair will request a formal meeting of the Disciplinary Review Board, as described above.

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Step 4 – If the corrections of the Disciplinary Review Board are not met, the Scout may be suspended or expelled from the Troop. If suspended (or expelled), the Scout and his parents will be required to meet with the

Scoutmaster and Committee Chair (or his/her representative) to discuss the Scout's reinstatement.

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Troop 27 Discipline Program (*Detailed*)

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The following behaviors are not tolerated and are classified in two levels:

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Level One violations include:

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- Inappropriate language and the use of profanity
- possession of obscene literature
- possession and/or use of tobacco by troop members under the age of 18
- vandalism of Troop or personal equipment (yours or others)
- inter patrol harassment
- destruction of a patrol site
- fighting or violation of the "hands off policy"
- disrespectful words or behavior toward adult and/or scout leadership
- violation of and disregard for established troop rules and policies
- repeated inappropriate behavior after correction by scout or adult leaders

Level Two violations include:

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- possession and/or use of alcohol and/or drugs
- possession and/or use of fireworks
- possession and/or use of firearms or any knife not approved by BSA

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All scouts are required to read and sign the "Camping Code of Conduct" (see page 2).

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Discipline Process

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Disciplinary action will be taken for any Scout violating the Rules of the B.S.A or the Guidelines of Troop 27. The discipline process consists of the following:

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Discipline for Level One violations (includes one or more of the following):

- Comment/reprimand by adult leader to offending scout
- Verbal warning to offending scout, ONCE
- Removal from the group for a period of time "time out".
- Ejection from the activity (including the contacting of the offending scout's parents to arrange for pick-up and removal from the activity)
- Referral to the disciplinary review board

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Discipline for Level Two violations:

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Level two violations will require an automatic referral to the Disciplinary Review Board.

Disciplinary Review Board

When warranted, a Scout will be required to appear before a three person Disciplinary Review Board consisting of Troop 27 Committee members for any level two violations and upon referral by the Scoutmaster. The parents of the offending scout will be required to be present as silent observers. The Board will review and discuss the violations with the scout and then determine the appropriate disciplinary action to be applied. Any recommendation for expulsion from the Troop will be referred to the Troop Committee.

Disciplinary Review Board Action

The Disciplinary Review Board may impose any of the following discipline actions:

- Turn the matter over to the local police
- Suspend the Scout from his position of responsibility. Length of time to be determined by the Board.
- Require the Scout to issue a written note of apology to the Troop Committee
- Apology before the entire Troop
- Assignment to a work detail
- Conduct a Community Project approved by the Board
- Require property replacement
- Expulsion from Troop activities. Length of time to be determined by the Board.
- Referral to the Troop 27 Committee for expulsion from the Troop.

Note: Certain transgressions may be referred to law enforcement authorities immediately in keeping with the laws of the State and the policies of BSA. Troop 27 will not intentionally impede any situation governed by the Connecticut General Statutes.

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