

Committee Operating Manual

For Adult Committee Members and Leaders

This manual documents how Troop 221's committee operates — our procedures, responsibilities, financial practices, program areas, and troop traditions. It is intended as a reference for current and incoming committee members and should be reviewed and updated annually.

COMMITTEE CHAIR

Nick Dodson

SCOUTMASTER

Jeff Martin

LAST UPDATED

September 2026

Troop website: www.scouttroop221.org. For current contact information, see the troop directory on TroopWebHost. For questions about this manual, contact Michael Smith.

Table of Contents

1. Purpose and Scope	3
2. Committee Structure	4
2.1 Key 3 Leadership	4
2.2 Committee Positions	4
3. Committee Meetings	6
3.1 Meeting Schedule	6
3.2 Standard Agenda	6
3.3 Meeting Procedures	7
4. Financial Management	8
4.1 Account Structure	8
4.2 Individual Scout Accounts	8
4.3 Financial Reporting	8
4.4 Major Financial Events	9
5. Program Areas	10
5.1 Advancement	10
5.2 Camping and Outings	11
5.3 Equipment Management	13
5.4 Fundraising	13
5.5 The Currency Program	14
5.6 Key Troop Traditions and Ceremonies	15
5.7 Annual Events	15
5.8 Recruitment	16
5.9 Youth Leadership Mentorship Program	16
6. Administrative Procedures	18
6.1 Annual Recharter	18
6.2 Inclement Weather Policy	18
6.3 Honor Societies — OA and Micosay	18
7. Policies	20
7.1 Troop Fundraising Policy	20
8. Communication	21
8.1 Troop Communication Channels	21
8.2 Public Presence	21
9. Document Maintenance	22
9.1 Annual Review	22
9.2 Ratification and Distribution	22
9.3 Mid-Year Updates	22
10. Appendices	23
Appendix A: Meeting Location	23
Appendix B: Key Contacts	23
Appendix C: Annual Calendar of Recurring Responsibilities	24
Appendix D: Committee Position Descriptions	25

TROOP 221 • COMMITTEE OPERATING MANUAL

1. Purpose and Scope

The Troop Committee is the administrative body of Troop 221. It supports the Scoutmaster and youth program by managing finances, coordinating program logistics, maintaining equipment, and ensuring the troop operates within BSA policies.

The committee supports the program — it does not run it. Program decisions belong to the Scoutmaster and the PLC. The committee's job is to make sure the program has what it needs to succeed.

TROOP 221 • COMMITTEE OPERATING MANUAL

2. Committee Structure

2.1 Key 3 Leadership

The Key 3 are the three primary adult leaders responsible for the overall health of the troop:

Position	Role
Chartered Organization Representative (COR)	Represents the charter organization; signs recharter; bridge between troop and CO
Committee Chair	Leads the committee; runs monthly meetings; oversees all committee operations
Scoutmaster (SM)	Chief program officer; leads the youth program; primary advisor to the PLC

Significant decisions affecting the troop should have Key 3 awareness and ideally consensus.

2.2 Committee Positions

Position	Primary Responsibility
Treasurer	Manages all troop accounts and individual scout accounts; monthly financial report
Technology Chair	Manages the troop website, TroopWebHost, and Scoutbook platforms
Advancement Chair	Tracks rank advancement; manages weekly advancement meetings; coordinates Boards of Review
Eagle Coordinator	Guides Life Scouts through the Eagle Scout process; coordinates Eagle Courts of Honor
OA Advisor	Supports Order of the Arrow and Micosay participation
Scout Camp Chair	Manages summer camp planning, Camp Scoutmaster rotation, T-shirts, physicals
Fundraising Chair	Coordinates fundraisers; manages HOAC approvals; oversees Dog Show

Equipment Chair	Maintains trailer and all troop equipment; coordinates with youth Quartermaster
High Adventure Chair	Plans high adventure trips on a two-year cycle
Camping Chair	Coordinates monthly campouts; ensures adequate adult leadership for each trip; works with SM and PLC on locations and logistics
Communications Chair	Manages family communications — weekly emails via the Google Group, Facebook group posts, troop announcements, group invitations, and keeping the troop website up to date

TROOP 221 • COMMITTEE OPERATING MANUAL

3. Committee Meetings

3.1 Meeting Schedule

- **When:** First Tuesday of every month — immediately following the PLC meeting
- **Time:** 7:30 PM
- **Location:** Mike Onka Hall, 11520 Putnam St, Sugar Creek, MO 64054
- **Note:** The first Tuesday is PLC and Committee night — there is no regular troop meeting that evening. PLC runs 6:30–7:30 PM; committee follows at 7:30 PM.

3.2 Standard Agenda

#	Item	Time
1	Call to Order	
2	Opening Prayer	
3	Previous Meeting's Minutes — motion and second to approve	3 min
4	Scoutmaster's Report — covers recent advancement and events, current meeting themes, upcoming events, and concerns. The SM may distribute the full written report by email before the meeting; committee members are expected to read it before arriving.	8 min
5	Advancement Report (Eagle Scout Report included)	5–8 min
6	Camping Report (Scout Camp Update, High Adventure)	6–9 min
7	Equipment Report	4–5 min
8	Treasurer's Report (Fundraising Update included)	5–8 min
9	Old Business	
10	New Business	
11	Announcements	
12	Adjournment	

3.3 Meeting Procedures

- Minutes are distributed via email prior to the meeting for review
- Motion and second required to approve minutes and formal decisions
- Voice vote determines passage; key decisions documented in minutes
- Important announcements communicated to troop families as needed after the meeting

TROOP 221 • COMMITTEE OPERATING MANUAL

4. Financial Management

4.1 Account Structure

Troop 221 maintains the following financial accounts:

Account	Purpose
Troop Checking	Operating expenses and general funds
Troop Savings	Reserve funds
HOAC Account	Council-managed account
Square Checking	Payment processing
John P. Ryan Memorial Fund	Goodwill fund established in memory of longtime Scoutmaster John P. Ryan, funded by memorial donations. Used at committee discretion for troop goodwill and special purposes. Treasurer reports balance monthly.

Note: The troop does not maintain a formal annual budget. The Treasurer's monthly report tracks balances, outstanding receivables, and upcoming major expenses.

4.2 Individual Scout Accounts

The troop maintains individual scout accounts funded through approved fundraisers, governed by the Troop Fundraising Policy (Section 7.1).

- Treasurer tracks individual scout account balances
- Funds used for scout-related events and equipment
- Special petition process for non-camping equipment purchases

4.3 Financial Reporting

The Treasurer's monthly report includes: current balances for all accounts, individual scout account summary, outstanding receivables, upcoming major expenses, and recent donations.

4.4 Major Financial Events

- **Summer Camp:** Multiple payment installments; camp scholarships available
- **High Adventure:** Separate payment schedule; dedicated fund
- **Dog Show:** Proceeds flow to individual scout accounts; primary mechanism for replenishing accounts before high adventure costs are due
- **Annual Recharter:** Registration fees collected and submitted to council

5. Program Areas

5.1 Advancement

ADVANCEMENT CHAIR RESPONSIBILITIES

- Track rank advancement in Scoutbook
- Report merit badges and ranks earned monthly
- Monitor Scouts approaching deadlines (especially pre-camp)
- Oversee weekly advancement meetings (6:30–7:30 PM Tuesdays, except first Tuesday)
- Coordinate SM Conferences and Boards of Review
- Maintain a current list of registered merit badge counselors within the troop and make it available to Scouts and parents

SCOUTMASTER CONFERENCE PROCEDURE

1. Scout must be in Class A uniform
2. Scout gets sign-off from Advancement Coordinator or designee
3. SM Conference scheduled at weekly advancement meeting
4. Scoutmaster conducts conference

BOARD OF REVIEW PROCEDURE

1. Conducted by committee members (not relatives of the Scout)
2. Three committee members serve on the board
3. Scheduled after SM Conference, generally same night

EAGLE SCOUT COORDINATOR RESPONSIBILITIES

- Guide Life Scouts through the full Eagle Scout process
- Help with Eagle Project ideas, planning, and proposal paperwork
- Assist with Eagle Scout application paperwork
- Advise on Eagle Project Board and Eagle Board of Review presentations
- Coordinate Eagle Court of Honor (see below)
- Maintain Eagle Scout records; report pipeline monthly

EAGLE COURT OF HONOR

The troop has an established program. The Eagle Coordinator drives all logistics and distributes specific responsibilities:

- **Ceremony outline and programs** — Eagle Coordinator creates the script and printed programs/pamphlets
- **Speaking parts** — assigned to youth and adults; ceremony should be as youth-led as possible
- **Guest speaker** — Eagle Coordinator coordinates an outside speaker
- **Mother's roses** — someone is assigned to procure roses; the Eagle Scout presents one to their mother during the ceremony
- **Eagle pins** — Eagle Coordinator obtains the Eagle Scout badge and Eagle parent pins
- **Cake and reception** — someone is assigned to arrange cake and serving supplies

Ceremony documents are shared with all participants in advance.

5.2 Camping and Outings

J46 SCOUT RANCH

Troop 221 pays an annual lease fee (\$250) for access to the J46 Scout Ranch — a property within walking distance of Mike Onka Hall with trails and a small lake, secured by a locked gate. Used regularly for outdoor skills practice, troop meetings, and overnights. The Scoutmaster must notify the property owners before each use. The committee approves the annual lease renewal, typically in December or January.

MONTHLY OVERNIGHTS

- Location selected by PLC during planning meetings
- Camping Chair ensures adequate adult leadership for each trip
- Leaders volunteer to lead specific trips

SUMMER CAMP

Camp Selection: Camp draw conducted end of October following HOAC procedures.

Scout Camp Chair manages:

- Registration and payments
- Tribal Celebration coordination (see below)
- Camp workday participation (see below)
- Merit badge sign-ups
- Annual Physical Night (see below)
- Troop equipment needs for camp

Camp Scoutmaster: The Camp Scoutmaster serves as Scoutmaster for all of summer camp, including all pre-camp preparation. The position rotates annually — the assistant Camp Scoutmaster from one year becomes the Camp Scoutmaster the next. Confirm the Camp Scoutmaster and assistant each fall.

Camp Leaders' Planning Meeting: Held in May. Organized by the Camp Scoutmaster; all attending adults participate. The meeting assigns specific leader roles (mail, ice, equipment, instructional swim, merit badge records, first-year Scout program, and others) and conducts a full equipment review — identifying what is missing and assigning individuals to provide, purchase, or arrange it.

Camp T-Shirts: The troop produces a custom camp T-shirt each year, designed by youth. The Scout Camp Chair or Camp Scoutmaster ensures the design is finalized and shirts are ordered in time.

- One shirt provided free to each youth Scout
- Adults pay for their own shirts
- Additional shirts available for purchase by Scouts and families (target: under \$10)
- Shirt sizes collected well before camp; shirts distributed just before or during camp
- Everyone wears the troop shirt on Visitors Day

Annual Physical Night: Held in April or May, taking the place of a regular troop meeting. The committee coordinates with **Kansas City University College of Osteopathic Medicine (KCU)** — student doctors perform physicals under the supervision of a licensed physician. This service is free of charge to all troop members — youth Scouts and adult leaders.

- Committee schedules with KCU each year and communicates the date to families well in advance
- Scouts and parents complete all forms **before** the meeting (digital completion and printing preferred for legibility)
- All attendees bring a photocopy of the front and back of insurance cards
- Physicals are for troop members only (youth and adults) — don't extend this service broadly out of respect for KCU's generosity
- **The troop retains all physicals on file.** Current physicals are required annually for all activities, especially camp
- Physical Night takes the place of a regular troop meeting

Visitors Day: Held on Sunday during camp week (occasionally Saturday — varies by year). Families and guests are encouraged to attend.

- Visitors arrive 10:00–10:30 AM; out by 4:00 PM (visitor wristbands available for evening ceremonies)
- Troop hosts a potluck lunch — families bring food and gear (chairs, plates, utensils)
- Youth help greet and guide cars to parking; Scouts show families around camp
- Everyone wears the year's troop T-shirt
- Families should stay for the camp's ceremonial programs

MICOSAY — TRIBAL CELEBRATION AND WORKDAYS

Micosay is H. Roe Bartle Scout Reservation's own honor camping society, separate from and independent of the Order of the Arrow. Troop 221 participates in both.

Tribal Celebration is held annually just before the first session of camp. Braves and Warriors are invited; Braves generally attend at no cost. Includes the Chieftain ceremony and troop fellowship. Details are managed by HOAC — the committee's role is to ensure eligible Scouts and adults are aware and encouraged to go.

Workdays are volunteer work sessions at camp held throughout the year (at least monthly). The troop aims to attend at least once a year, ideally more. All Tribesmen (Braves and Warriors) should make the effort. Key workdays:

- **Skilled Trades workday** (April or May) — significant labor needed
- **Tent setup workday** (May, before camp) — physical setup for the upcoming season; troop labor especially valuable

HIGH ADVENTURE

- Two-year planning cycle; one major trip every two years
- High Adventure Chair manages strategic oversight and assigns trip coordinators
- Coordinator handles applications, reservations, payment schedules, preparation meetings, and shakedown trips

5.3 Equipment Management

The Troop Trailer: Troop 221 maintains a trailer that contains most of the troop's camping and program gear. It is taken to the majority of campouts and is the primary way equipment travels with the troop. The trailer requires an F250-class truck (or equivalent) to tow — the committee should ensure at least one adult with an appropriate vehicle is available for any campout where the trailer is needed.

The trailer is stored at **Innerspace Storage**. The troop pays a storage fee; the Treasurer tracks the current amount.

The Container: The troop also owns a storage container, kept at no charge on the property of Leonard Fullbright.

Equipment Chair responsibilities:

- Maintain the trailer, the Container, and all troop equipment
- Report condition, needs, and issues monthly
- Coordinate repairs and replacements; committee votes on significant expenditures
- Coordinate with the youth Quartermaster position
- Attend camp tent setup workday to coordinate troop equipment

5.4 Fundraising

FUNDRAISER APPROVAL PROCESS

1. Fundraising Chair presents proposal to committee

2. Committee approves fundraiser and profit split (troop vs. scout accounts)
3. Leader submits “Unit Money-Earning Application” to HOAC Service Center (2 weeks prior)
4. Fundraiser executed
5. Results and proceeds reported to committee

CURRENT FUNDRAISING ACTIVITIES

- Trash bag sales (ongoing)
- Candy bar sales (ongoing)
- Biscuits and Gravy breakfast at Smokin’ in the Creek (annual — see below)

BISCUITS AND GRAVY BREAKFAST AT SMOKIN’ IN THE CREEK

Smokin’ in the Creek is an annual outdoor BBQ competition. The troop runs a Biscuits and Gravy breakfast as a fundraiser alongside the event. The Fundraising Chair owns the raffle — collecting raffle items, running the raffle, and selling raffle tickets during the competition. The breakfast event itself is coordinated by a separately appointed coordinator (typically the same person each year).

THE DOG SHOW

The Dog Show is the troop’s most significant annual fundraiser — the primary mechanism for replenishing individual scout accounts before high adventure costs come due. It typically runs over a long weekend in early March. Proceeds flow directly into individual scout accounts. The Dog Show has a dedicated coordinator and is managed separately from regular fundraising activities. The committee’s role is to confirm the coordinator is in place and that proceeds are properly credited.

5.5 The Currency Program

Every other year, Troop 221 runs Currency — a year-long youth engagement and incentive program.

Scouts earn fake money (\$100 and \$1,000 bills) throughout the year for rank advancement, merit badges, correct uniform, attendance, winning competitions, trivia, and more. Currency is distributed at the end of troop meetings — Scouts line up by patrol and receive their bills from the SPL.

At year-end (April/May, before summer camp): the **Currency Auction**. Each committee member is expected to bring at least one item — camp gear, Scout equipment, or something fun. The SPL runs the auction; Scouts bid with accumulated bills.

Committee responsibilities in a Currency year:

- Confirm with SM whether the current year is a Currency year
- Remind members to bring auction items 4–6 weeks before the event
- Ensure the SPL has adequate printed currency bills at the start of the year

5.6 Key Troop Traditions and Ceremonies

THE ASH TRADITION

On the troop's first overnight, the SPL saved ashes from the campfire in a bucket. That bucket has come to every overnight since. At each campfire, ashes from the bucket are added to the fire; a fresh sample is collected before breaking camp. When a Scout attends their first overnight, the Scoutmaster tells the history and each first-timer sprinkles ashes into the fire. The SPL is responsible for the ash bucket. Committee members attending campouts should know this tradition exists and not interfere with it.

INVESTITURE CEREMONY

Within one to two months of joining, new Scouts are welcomed through the Investiture Ceremony at a regular troop meeting. Each Scout receives:

- A **Scout Handbook** (provided free by the troop)
- A **Troop 221 neckerchief**
- A **coup thong** to wear on their belt

The Scoutmaster speaks about expectations, the path to Eagle, and what it means to be part of Troop 221. After the ceremony, Scouts earn beads for the coup thong by completing overnights and specific activities (at the Scoutmaster's discretion).

Committee role: Budget for and maintain inventory of Scout Handbooks, coup thongs, and neckerchiefs for Investiture distribution.

TROOP 221 NECKERCHIEFS

Troop 221 has its own custom neckerchief given to every Scout at Investiture. Neckerchiefs are hand-sewn by committee member spouses (currently Mrs. Grove), then sent for embroidery. There is no formal committee position for this — it is owned informally. When inventory runs low, the committee should confirm who is coordinating the next production run and ensure it gets done before Investiture season.

TROOP 221 DAY (2/21 DAY)

Held annually on or around February 21st (2/21 = Troop 221). An adults-and-alumni event celebrating the troop's history and reconnecting former members. Led by a committee coordinator; funded through a committee vote with any donations reverting to the troop. Past events have featured catered BBQ, slideshows, memorabilia, and alumni recognition. Requires venue reservation (Mike Onka Hall); city permits and insurance coverage required if alcohol is served.

5.7 Annual Events

HALLOWEEN EVENT — CUB SCOUT NIGHT

Each year the troop hosts a Halloween event for area Cub Scout packs. Scouts plan and run booths and games for visiting Cub Scouts — the event is youth-led on the night.

Committee role:

- Invite area Cub Scout packs and coordinate with Cubmasters
- Ensure venue and logistics are in place
- This event doubles as a service opportunity and recruitment touchpoint — Cub Scouts see the troop in action

CHRISTMAS PARTY AND SOCK DONATION

The troop holds an annual Christmas party featuring a sock snowball fight — Scouts bring socks, ball them up, have a snowball fight, then donate the socks.

Committee role:

- Collect socks after the event, wash them, and donate to a local outreach program
- Coordinate food for the event

5.8 Recruitment

Recruiting new Scouts is a standing committee responsibility. A recruitment lead — or subcommittee — should be identified each year.

- **Back-to-school night:** Each troop is assigned specific feeder elementary schools by the district. Confirm current assignments with the district commissioner each year before scheduling appearances
- **Middle school outreach:** Scouts age out of Cub Scouts at end of 5th grade; 6th grade outreach is productive
- **Pack 221 pipeline:** Webelos Scouts crossing over from Pack 221 (www.scoutpack221.org) are the most natural new member source. Coordinate crossover timing and joint events with the Cubmaster
- **Word of mouth:** Existing Scout families are the most effective recruiters

The recruitment lead tracks the new member pipeline and reports to the committee monthly. Coordinate Investiture timing as new Scouts join.

5.9 Youth Leadership Mentorship Program

Every youth leader (SPL, ASPLs, Patrol Leaders, and appointed positions) is paired with an adult mentor for their term. Mentors coach; they do not run the program for the Scout. The full program is described in the Program Operating Manual (Section 6.3) and the mentorship program materials: job cards, the Mentor Training Guide, the Mentor Quick Reference Card, and the Check-In Templates.

Committee role:

- **Supply mentors.** Committee members and Assistant Scoutmasters serve as mentors. In February 2026 the committee agreed by consensus to support the program.
- **Keep mentors trained.** Every mentor must be a registered adult with current Safeguarding Youth Training. Mentoring always follows two-deep leadership; no one-on-one contact.

- **Support the cycle.** After youth elections each year, the program coordinator assigns mentors to the new leaders, with the Committee Chair's help recruiting where there are gaps.
- **Review results.** Once a year the program coordinator reports outcomes to the committee, including end-of-term feedback from Scouts and mentors, and recommends changes.

Program coordinator: Oversees materials, mentor assignments, and the annual review. See Appendix B for the current coordinator.

TROOP 221 • COMMITTEE OPERATING MANUAL

6. Administrative Procedures

6.1 Annual Recharter

Timeline: October. The troop has no troop dues; only national and council registration fees are collected. The troop prefers to renew as a unit rather than individually. Scouting America has moved back and forth between the two, so confirm the current process each year. The Treasurer and Committee Chair handle registration.

Process:

- Recharter packet picked up from roundtable
- Committee reviews and approves roster changes
- Registration fees collected from families
- Treasurer and Committee Chair submit the recharter to council

Individual Renewal Years: In years when Scouting America requires individual renewals instead of a unit recharter, the Treasurer and Scoutmaster track renewal dates monthly. Members who have not renewed are followed up individually; those who do not renew after reasonable follow-up are dropped from the roster.

6.2 Inclement Weather Policy

The Scoutmaster (or designated leader) may cancel a meeting or activity due to weather conditions or predicted weather conditions at the scheduled meeting time.

Decision process:

1. Scoutmaster consults with Key 3
2. If consensus reached that safety warrants cancellation, meeting is cancelled and promptly communicated to families
3. If other Key 3 members unavailable, Scoutmaster consults available leaders and informs Key 3 of decision

6.3 Honor Societies — OA and Micosay

Troop 221 participates in two separate honor camping societies:

Order of the Arrow (OA) is the BSA's national honor camping society. Membership is by election from the troop. The committee supports OA by scheduling the annual election, ensuring the OA Representative (youth) and OA Advisor (adult) are in place, and encouraging eligible Scouts to participate in elections, ordeals, and service projects.

Micosay is H. Roe Bartle Scout Reservation's own honor camping society, independent of OA. Participation includes:

- Tribal Celebration — held annually just before the first session of camp (see Section 5.2)
- Year-long reflection and activities at scout camp during the summer camp week
- Camp workdays throughout the year (see Section 5.2)
- **Brave Roundup** — an event for new Braves, held in winter

Elevation Meeting (committee responsibility): Each year the committee holds an elevation meeting — generally at the same time as the camp leaders' planning meeting in May. This meeting reviews elevation requirements and paint responsibilities for youth. Refer to the current year's Micosay leaders guide for specifics.

While there is nothing secret about our participation in Micosay, the committee does not openly share the details of elevation, paint assignments, or ceremony specifics with youth in advance — preserving the experience and sense of tradition for those going through it.

OA and Micosay are two separate organizations. A Scout can participate in one, both, or neither.

7. Policies

7.1 Troop Fundraising Policy

PURPOSE

To provide guidelines for fundraising activities that support Scouting for all youth and ensure funds are managed responsibly and transparently.

FUNDRAISER APPROVAL

All fundraising activities must be approved by the committee before execution. The Fundraising Coordinator presents proposals and the committee votes on approval and profit split (troop vs. scout accounts).

USE OF SCOUT ACCOUNT FUNDS

Scout account funds may be used for:

- Summer camp fees and deposits
- High adventure trip costs
- Equipment purchases related to camping and Scouting activities
- Other Scouting-related expenses with committee approval

EQUIPMENT PURCHASE PETITION PROCESS

Scouts may petition to use scout account funds for non-standard equipment. Petitions are reviewed and approved by the committee.

8. Communication

8.1 Troop Communication Channels

Every Troop 221 family should be a member of both the Google Group and the Facebook group. Both are invite-only; the Communications Chair manages invitations.

- **Google Group (BSATroop1221):** The troop email list at groups.google.com/g/Troop1221. Primary method for official communications; weekly updates go out here
- **Facebook group (BSA Troop 221 Independence MO):** Private invite-only group at facebook.com/groups/1125101164272233 for troop families and alumni; weekly post mirrors email
- **Troop website (www.scouttroop221.org):** Public home of Troop 221 for prospective and current families; runs on a content management system (CMS). The Technology Chair manages the platform; the Communications Chair keeps the content up to date
- **TroopWebHost:** Official document repository and member directory; managed by Technology Chair

8.2 Public Presence

The troop website, www.scouttroop221.org, is the troop's public face for prospective Scout families.

9. Document Maintenance

This manual is a **living document**. It reflects how Troop 221 actually operates and should be kept current as practices, personnel, and programs evolve. An outdated manual is worse than no manual — it misleads incoming members and creates confusion.

9.1 Annual Review

The manual is reviewed once per year, at the first committee meeting of the new troop year (typically September or October). The Committee Chair is responsible for ensuring the review happens.

Review process:

1. Any committee member, the Scoutmaster, or the COR may propose additions or changes at any time during the year — submit proposed changes to the Committee Chair in writing or by email
2. At the annual review meeting, the Committee Chair presents all proposed changes for discussion
3. Changes are approved by a majority vote of the committee
4. The updated manual is ratified at the same meeting or the following meeting after committee members have had time to review

9.2 Ratification and Distribution

After ratification:

- The Committee Chair updates the Document History table with the version number, date, and summary of changes
- The approved PDF is uploaded to TroopWebHost as the current version, replacing the prior version
- Committee members are notified by email that a new version is available
- The updated version is shared with the Scoutmaster and COR

9.3 Mid-Year Updates

If a significant change is needed outside the annual review cycle (e.g., a key position changes hands, a new program is added, a policy changes), the Committee Chair may call for an interim update. Interim updates follow the same approval and distribution process and are noted in the Document History.

TROOP 221 • COMMITTEE OPERATING MANUAL

10. Appendices

Appendix A: Meeting Location

Mike Onka Hall

11520 Putnam St

Sugar Creek, MO 64054

First Tuesday of each month • 7:30 PM

Appendix B: Key Contacts

Current as of September 2026. Update this table whenever a position changes hands. For phone numbers and emails, see the troop directory on **TroopWebHost**.

Position	Name
Chartered Organization Representative	John J. Riley
Chartered Organization Vice President	John Ryan Jr. (JR)
Committee Chair	Nick Dodson
Scoutmaster	Jeff Martin
Treasurer	Alan Walkley
Advancement Chair	Devon Smith
Eagle Coordinator	Michael Smith
Mentorship Program Coordinator	Michael Smith
High Adventure Chair	Matt Terryberry
Scout Camp Chair	Scott Ricketson
Equipment Chair	Jim Englema
Fundraising Chair	Brandy Davis
OA Advisor	Dustin Hengel
Technology Chair	Michael Smith

Communications Chair	John Ryan Jr. (JR)
Camping Chair	Mike Warner

Related unit: Pack 221 · Cubmaster Michael Smith · www.scoutpack221.org

Appendix C: Annual Calendar of Recurring Responsibilities

Month	Recurring Responsibility
January	J46 lease renewal vote (\$250); membership renewal follow-up (individual renewal years)
February	Troop 221 Day (Feb 21) — committee funds, coordinate lead; recruitment push
March	Dog Show fundraiser (early March, long weekend) — major scout account fundraiser; assign adult mentors to newly elected youth leaders
April	Tribal Celebration at Bartle (just before first session); Skilled Trades workday at camp; Currency Auction (if Currency year)
April/May	Annual Physical Night — committee coordinates with KCU; takes place of regular meeting
May	Camp Leaders' Planning Meeting; tent setup workday at camp; camp T-shirt orders finalized
June	Final camp preparations
July	Summer Camp; Visitors Day (Sunday or Saturday during camp week)
August	Post-camp debrief; begin fall program planning with PLC
September	Annual PLC program planning; fall recruitment push
October	Camp draw (end of October, HOAC); begin recharter process
November	Recharter submission; year-end financial review begins
December	J46 lease renewal vote; John P. Ryan Memorial Fund review
Year-round	Monthly committee meetings (1st Tuesday, 7:30 PM) · Monthly PLC (1st Tuesday, 6:30 PM) · Camp workdays at Bartle (monthly — attend when possible)
2x per year	Courts of Honor — timing and format set by the Scoutmaster
Every other year	Currency program (confirm which years with Scoutmaster)

Appendix D: Committee Position Descriptions

CHARTERED ORGANIZATION REPRESENTATIVE (COR)

Represents the charter organization on the committee. Signs annual recharter documents. Serves as the bridge between the troop and the charter organization. Member of the Key 3.

SCOUTMASTER (SM)

Chief program officer of the troop. Leads the Scouting program for youth, supervises all Assistant Scoutmasters, and serves as the primary advisor to the PLC. Delivers monthly Scoutmaster's Report to the committee (may be distributed by email before the meeting). Member of the Key 3.

COMMITTEE CHAIR

Leads the committee and runs monthly committee meetings. Coordinates with SM and COR on troop direction. Serves as primary adult contact for the charter organization. Member of the Key 3.

TREASURER

Manages all troop finances — checking, savings, HOAC, Square, and individual scout accounts. Produces monthly Treasurer's Report. Tracks outstanding receivables, upcoming expenses, and scout account balances. Manages recharter registration fees. Files taxes on behalf of the troop annually.

TECHNOLOGY CHAIR

Manages the troop's technology platforms including the troop website (www.scouttroop221.org), TroopWebHost, and Scoutbook. Administers the website's content management system (CMS), including hosting and user access for the Communications Chair. May delegate day-to-day technical work. Ensures the document repository is current and committee and family communications infrastructure is functioning.

ADVANCEMENT CHAIR

Oversees all rank advancement tracking in Scoutbook. Manages weekly advancement meetings (6:30–7:30 PM Tuesdays, except first Tuesday). Coordinates Scoutmaster Conferences and Boards of Review. Reports advancement monthly. Maintains a list of registered merit badge counselors within the troop.

EAGLE COORDINATOR

Guides Life Scouts through the full Eagle Scout process. Key responsibilities:

- Reviews Eagle Project ideas for feasibility; provides Eagle Project Workbook
- Guides Scout through pre-approval paperwork; reviews and pushes for thoroughness before District presentation
- Coordinates the pre-approval signature chain (Scoutmaster → Beneficiary → Committee Chair → Scout)
- Coordinates project approval at Blue Elk Board of Review (last Thursday of every month)
- Monitors project completion; ensures Beneficiary signs post-completion paperwork

- Prepares Eagle Scout Application from Scoutbook; collects four sealed letters of recommendation and sealed Life Ambition statement from the Scout
- Delivers full packet (application + 5 letters + Eagle Project Workbook) to Blue Elk Eagle Scout Chair for cover letter and Board of Review scheduling
- Coordinates Eagle Court of Honor using the troop's established program
- Reports Eagle pipeline monthly

OA ADVISOR

Supports Order of the Arrow and Micosay participation within the troop. Coordinates annual OA election with the lodge. Promotes OA events, ordeals, and service projects. For Micosay, encourages Brave and Warrior participation in Tribal Celebration and camp workdays. Partners with the youth OA Representative position.

SCOUT CAMP CHAIR

Manages all aspects of summer camp. Oversees the Camp Scoutmaster rotation (assistant from prior year becomes Camp SM the next year). Organizes the May camp leaders' planning meeting. Coordinates camp T-shirt design, ordering, and distribution. Manages merit badge sign-ups, pre-camp physicals, Tribal Celebration attendance, and Visitors Day logistics. Reports camp status monthly.

FUNDRAISING CHAIR

Identifies and coordinates fundraising opportunities. Presents proposals to committee for approval and submits HOAC money-earning applications. Manages ongoing fundraisers (trash bags, candy bars, Biscuits and Gravy, Santacaligon parking). Coordinates the Dog Show with its dedicated coordinator. Reports fundraising results monthly.

EQUIPMENT CHAIR

Maintains the troop trailer and all equipment. The trailer contains most of the troop's camping gear and travels to the majority of campouts — an F250-class tow vehicle is required. The trailer is stored at Innerspace Storage; the Treasurer tracks the storage fee. Also maintains the Container, the troop-owned storage container kept at no charge on Leonard Fullbright's property. Tracks equipment condition, manages repairs and replacements, and reports equipment status monthly. Coordinates camp tent setup workdays. Partners with the youth Quartermaster.

HIGH ADVENTURE CHAIR

Manages high adventure trip planning on a two-year cycle. Coordinates applications, reservations, payment schedules, and preparation meetings. Assigns specific trip coordinators as needed. Reports high adventure status monthly.

CAMPING CHAIR

Coordinates monthly troop campouts. Works with the Scoutmaster and PLC to confirm locations and logistics. Ensures adequate adult leadership is in place for each trip. Recruits adult volunteers to lead specific campouts.

COMMUNICATIONS CHAIR

Manages all family-facing communications for the troop. Responsibilities include weekly email updates to troop families through the Google Group, Facebook private group posts, inviting every new family to both groups, keeping the troop website's content up to date through its CMS, and coordinating announcements with the Scoutmaster and Committee Chair. Works with the Technology Chair on platform-related issues. Ensures families are informed of upcoming events, changes, and troop news in a timely manner.