

Pack 401 Policies and Procedures

(Adopted by Pack Committee on June 20, 1994, revised June 12, 2006.)

Pack 401, chartered by St. James United Methodist Church, shall follow the Boy Scouts of America Policies and Procedures as stated in the Cub Scout Leaders Manual (2001) and per the policies of the Daniel Webster Council.

Pack Leadership

The Pack shall be run by a Committee consisting of parents and leaders of Pack 401 Scouts who have registered as Adult Volunteers with the BSA. The Pack Committee must consist of a minimum of three adults; one shall be the Committee Chairperson as approved by the Chartering organization. Other recommended positions include:

Cubmaster	Secretary
Treasurer	Activities Coordinator
Advancement Chairman	Fundraising Coordinator
Publicity Coordinator	Membership Coordinator
Pack Trainer	any registered Adult Scouter

To conduct Pack business at any meeting of the Pack Committee, a quorum is defined to be a simple majority of the following key Pack Committee positions:

Committee Chairperson	Secretary
Treasurer	Advancement Chairman
Cubmaster	

All parents and guardians are welcome to attend and participate in Committee Meetings, however; only registered adults may vote on any issue.

The Committee is responsible for recruiting the Cubmaster and other leaders, coordinating the Pack program, helping to stimulate the interest of parents through proper programming, supervising finances and equipment.

Finances

Registration Fee:

All boys, regardless of rank, are required to pay a \$40.00 membership fee by the October Pack meeting. This annual fee is used to finance Recharter and registration costs, Boy's Life magazine subscription, the cost of achievements and award as well as supplies for the den. This fee is non-refundable. If a family has problems with paying this fee, they should contact the Committee Chairperson, Cubmaster or Treasurer. Families with multiple Cub Scouts may be allowed additional time to pay the registration.

Registration fees and insurance for adults registered as Den Leaders, Assistant Den Leaders, or members of the Pack Committee will be paid by the Pack. Individuals who have multiple registrations should have the primary registration through the unit where the most prominent position is held. Any adult who does not fulfill his/her position requirements or who has bridged into a Troop will be dropped from the charter at the next rechartering.

Expenditures:

At the first committee meeting following the annual summer planning conference, the Pack Committee shall vote on an operating budget to be used from July 1 to June 30. Each Leader and or event coordinator shall be responsible for obtaining their budget allotment and keeping expenses within the budgeted amount. The Pack Committee must approve any expenses that exceed the budget.

Fundraising:

The Pack shall adhere to the Daniel Webster Council policy of no more than two fund-raisers per year that involve the boys. Pack 401 participates in the National Popcorn Sale and the Daniel Webster Council Hike-a-thon. The Scouts are allowed to go door-to-door for these fund-raisers, but should remember safety rules and courtesy. In addition to individual sales, each Den, as a group is permitted to sell popcorn in front of business establishments after receiving approval by the Pack Committee. Certain locations each year will be identified as reserved for the Pack's sales events. As an incentive for the boys to participate, each boy will receive a percentage of the total individual sales as credits towards summer camp or Scout related equipment or events. The credits are calculated as follows:

Popcorn Sales: Boys participating in this fund-raiser will get a percent of profits received by the Pack for their individual sales. Boys that participate in a Show N Sell event will share the a percent of the profits from the sales. The method of allocating these profits will be determined by the Pack Committee so that each boy receives a fair portion of the profits.

Hike-a-thon: Boys participating in this fund-raiser will receive the percentage of the proceeds as set by the Daniel Webster Council and/or Arrowhead District.

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The Committee reserves the right to do additional fund-raisers if the profits from the Popcorn sale are not enough to fund the Pack budget. Additional fundraising activities require the approval of the Pack Committee and Daniel Webster Council.

Credit Accounts:

Pack 401 will maintain an accounting of credits earned by each Scout who participates in a Pack, District or Council fund-raiser. These funds, and any interest earned on these funds (if any), shall remain in the Pack 401 general account, but will be tracked on an individual basis. The percentage earned by the Scouts shall be determined by the Pack Committee and announced prior to any fund-raising event. The committee reserves the right to change the percentage with written notice to all Scout families. The credits may be used while the boy remains a registered Scout. The credits may be used only for the Scout (not for family) for purposes such as camp registration, field trips, Blue & Gold Banquet expenses, annual registration or any other scout related expense.

All requests to use credits must be accompanied by an Authorization Form signed by a parent or guardian, and stating the amount and purpose for which the credits are to be used. Items such as uniforms, Cub Scout books, camping equipment may be purchased from the Council store or Campers' Inn by the individual and then be reimbursed by submitting the original receipt and Authorization Form to the Pack Treasurer. Expenses to be paid or reimbursed with credits will only be paid to the amount of credits available. Any amounts that remain unpaid are the responsibility of the parent or guardian.

Credits shall remain on account and may be used as long as the individual remains a registered Scout in Pack 401. If a Scout moves to another Pack or Troop with a similar credit program, the funds may be transferred directly to the new Pack or Troop upon written request from the parent or guardian; providing the request is received by Pack 401 within 3 months of the Scout's last den meeting with Pack 401. Boys bridging to Troop 401 will have their credits transferred automatically without the written request of the parent.

If a boy quits Scouting, regardless of the reason, the balance of the credit account shall be returned to the Pack's general account immediately.

Program

Dens:

Den meetings are held at least three times per month, September through June. Den meeting the week of a Pack meeting are optional and at the discretion of the Den Leader.

At the request St. James United Methodist Church, there will be no den meetings held at the church location during the week preceding the St. James Harvest Fair in October. Scouting activities will also be cancelled in the event the Town of Merrimack closes school due to inclement weather.

Den Leaders must inform the Cubmaster of intent to hold the Den meeting at a place other than the regular meeting site. Permission slips are required for any field trip (field trip is defined as any meeting or trip that is not held at the normal meeting location.). Tour permits are required as follows:

- o Local - for any overnight trip within the boundaries of Daniel Webster Council other than overnight trips to a Council-operated camp (Webelos only).
- o Local - for any trip outside the boundaries of Daniel Webster Council but less than 500 total travel miles inside the United States.
- o National—for any trip of more than 500 miles, and for trips outside the United States.

Tour permits are required for all trips where boys will be transported in cars other than their parent's car. This is recommended as a way to check insurance requirements. If the field trip is within a short distance from Merrimack, the Den Leader may retain the tour permit; otherwise it should be submitted to Daniel Webster Council.

Local Tour Permits should be filed at the Council Service Center no less than two weeks prior to the trip date.

Pack 401 requires a minimum of two trained adult leaders in each Den. Cub Scouts are not to be left by a parent until at least two leaders are present at the meetings. Parents and/or guardians should accompany their child to the meeting room and likewise, return to the meeting room to pick up their child after the meeting. When car-pooling, the Leader must have a note allowing the child to be picked up or dropped off by someone other than his own parent.

The Pack shall provide each Den with the following items:

- o Den Box of supplies
- o Den Allotment per Scout (amount to be determined by the Pack Committee)--This amount may be used to take the Den on field trips, pay for special supplies or for den parties, etc.
- o Leaders Manual, Leader How-to Book, Sparklers, Cub Scout Song Book and Cub Scout Academics and Sports Program Guide.
- o Leader packet to include useful forms and other paperwork.
- o Keys to St. James, Pack closet and closet padlocks.
- o Webelos leaders will be supplied with the Webelos Leader Handbook.

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At the point the Webelos bridge into the troop, the above listed items shall be returned to the Pack Committee Chairperson or Cubmaster. Any unused den allotment will remain in the Pack's general fund.

Uniforms:

Each Scout and Leader shall be responsible for wearing the appropriate uniform at all Scout functions. Class A uniforms should be worn to all scouting events September through and including the May Pack meeting, unless otherwise instructed. Class B uniforms should be worn during May Den meetings, and all summertime events, or when otherwise instructed.

The Class A Uniform consists of: Tiger Cubs: An official Tiger Uniform shirt and navy blue jeans or navy blue slacks, such as the official Cub Scout pants. Once the Tiger Recognition Belt totem has been earned and presented, it will become part of the Class A uniform.

Wolf and Bear Cubs: An official Cub Scout uniform shirt, long or short sleeved, with all required patches, a neckerchief of the correct rank to be worn under the collar of the shirt, a slide, badges and awards sewn on the shirt in the correct places, dark blue jeans or blue slacks.

The Webelos uniform shall consist of official khaki Scout shirt, long or short sleeved, with blue epaulets, all patches, badges and awards in the correct places, Webelos neckerchief, slide, Webelos colors and dark blue jeans or olive green pants, such as the official olive green scout pants.

Leaders should wear the official BSA adult uniform consisting of khaki shirt, long or short sleeved, a neckerchief worn under the collar, slide, navy blue jeans or olive green slacks. Patches and awards should be in the proper positions according to the Leader's insignia guide.

Although Scout belts are recommended, they are optional uniform accessories. When belts are worn, Tiger, Wolf and Bear Cubs should wear the official blue Cub Scout belt and appropriate belt buckle. Webelos may wear either the official BSA blue belt or the official BSA olive green belt with Webelos buckle. Other optional items include: Pack 401 hat, Cub Scout or Boy Scout socks, temporary patch with holder, and/or a red patch vest.

The Class B or summer uniform shall be Pack T-shirt and dark blue shorts. Webelos and adult leaders may wear olive green shorts.

Activities:

The Pack Committee is charged with developing a quality program for the Pack. The Leadership is charged with the responsibility of executing the program to ensure that the Pack receives the Quality Unit Award. A record of activities and how they were run shall be maintained in the Pack's records by the activities coordinator.

Leadership:

All Den and Assistant Den Leaders must be registered with the Daniel Webster Council and shall attend New Leader Essentials Training and be trained in Youth Protection per BSA policies. The Leaders shall wear the Adult Leader uniform appropriate for the position they hold.

Training:

The Pack shall pay the registration fee for all registered Leaders and Committee members to attend training, including New Leaders Essentials, BALOO, OWL, Awareness Training, Scout University and a percentage of Woodbadge Training. Such percentage shall be determined at the discretion of the Committee after a review of expenses, budget, number of applications and other pertinent issues. However, if a leader fails to appear for training that has been paid by the Pack, that person shall be required to reimburse the Pack the amount of the training course, or to take the course at a later date at his/her own expense.

Pack 401 will credit the cost of Den Chief Training registration, to the Scout account held by the Scout's Troop, for each Boy Scout that becomes a Den Chief with Pack 401 and has completed Den Chief Training.

Community Service Activities:

The Pack shall engage in community service activities, including but not limited to: a service activity to benefit St. James United Methodist Church, and Scouting for Food.

Awards:

All BSA authorized achievement awards earned by Cub Scouts and Leaders shall be supplied by the Pack. Belt loops and pins will be supplied by the Pack the first time a boy completes the requirements. If a belt loop is earned a second time (including rockers as opposed to belt loops) or needs to be replaced, the cost of the belt loop, rocker or pin is the responsibility of the parent. The only exception to this rule is when a belt loop or pin is required as part of earning a badge of rank. Belt loops and

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pins for Archery and BB Shooting can only be earned and purchased at a BSA camp. Because of this, the purchase of Archery and BB belt loops will be the responsibility of the parent to purchase.

Scouts who earn the Arrow of Light award shall receive the badge, an Arrow of Light Plaque and a graduation certificate. Scouts bridging into a Troop will receive a Boy Scout Handbook from Pack 401.

Receipients of the Eagle Scout Rank, who were former members of Pack 401, shall be presented a gift at his Court of Honor as a token of congratulations from the Pack.

Camp Policies:

All Wolf, Bear and Webelos Scouts are allowed to attend resident's camp with the Pack. However, the Pack highly recommends that before attending resident's camp, Wolf and Bear Cubs first attend at least one year of Day Camp. All Scouts, regardless of rank, are encouraged to attend Day Camp as a way of completing requirements for rank achievements.

Adults attending Residents camp must be registered and trained Leaders with the Pack. If after Den Leaders have volunteered to attend Residents Camp there is still a need for more leadership, the Cubmaster and the Committee Chairman may select additional adults to go to camp.

Membership and Registration:

Boys are eligible to join Pack 401 providing they meet the following criteria:

Tiger Cubs	First Grade
Wolf	Second Grade
Bear	Third Grade
1st Year Webelos	Fourth Grade
2nd Year Webelos	Fifth Grade

Public Relations:

With the permission of the Merrimack Superintendent's office, flyers announcing school night recruitment shall be distributed through Reeds Ferry Elementary School prior to the event.

Articles about the Pack will appear in local papers in a timely fashion.

Information about the Pack will appear on the Internet. No last names of the boys will be published and no picture of any boy without the written permission from a parent or guardian will be published. The pictures published will only be group photos and no names will appear with the photos. At the parent's written request, a child's name will not be used on the Internet in any instance.

Roundtable:

Attendance at Roundtable is recommended to all registered adults, but is not required. However, at least one Pack Committee member and one leader should attend roundtable on behalf of the Pack.

Meetings:

The Pack shall meet monthly, normally on the second Sunday of the month, starting in September and continuing through June, then monthly through the summer for informal Pack activities.

Pack Committee meetings shall be held monthly on the last Friday of the month, when possible. Pack Leaders' meetings shall be held monthly on the third Sunday of the month, when possible. All meetings will be scheduled for the year at the Pack Planning meeting held in the summer and published to the entire Pack. Any changes of the schedule will be announced as soon as practical.

Committee Job Descriptions:

Pack 401 Committee members shall function according to the individual job descriptions as written in the Cub Scout Leader's Manual with amendments to specific Committee positions as follows:

Charter Representative:

- o Be the liaison between the Church and the Pack.

Committee Chairperson:

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- o Maintain a close relationship with the chartered organization representative.
- o Confer with the Cub master on policy matters relating to the Cub Scout program and the chartered organization.
- o Supervise Pack Committee operation by planning for Pack charter review, roundup and re-registration and presiding at Pack Committee meetings.
- o Conduct the annual Pack program planning conference.
- o Ask Committee to assist with recommendations for leaders.
- o Control finances through adequate financial records
- o Maintain adequate Pack records and take care of Pack property
- o Develop and maintain strong Pack/troop relationships.
- o Work closely with the unit commissioner and other Pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop.
- o Support the policies of the Boy Scouts of America.

Treasurer:

- o Help the Pack Committee and Cub master in establishing a sound financial program for the Pack with a Pack budget plan.
- o Approve all budget expenditures. Check all disbursements against budget allowances and pay bills by check.
- o Collect dues from Cub Scout and Webelos Den leaders at the Pack leader's meeting and deposit money in bank account.
- o Credit each Cub Scout with payment of dues. Give leadership in developing a coordinated record keeping system in the Pack.
- o Explain the Pack financial plan to each boy and his family.
- o Make periodic reports on the Pack's financial condition at monthly Pack meetings.
- o Provide petty cash needed by leaders. Keep a record of expenditures.
- o Provide monthly financial reports at the Committee and leader's meetings.

Secretary:

- o Handle correspondence for the Pack
- o Keep minutes of Pack Committee meetings.
- o Publicity/Public Relations
- o Make use of the news media in publicizing Pack events
- o Take photos at Scout events and maintain a scrapbook.

Advancement Chairperson:

- o Have a working knowledge of the Cub Scout and Webelos Scout advancement plans.
- o Collect Den advancement reports at Pack leader's meetings. Get awards from Council before the Pack Meeting.
- o Provide an advancement list to the Cub master and the Publicity chairperson.
- o Pass advancement information on the Troop the Scout is bridging into.

Pack Trainer

- o Maintain training records of all adult leaders.
- o Organize Fast Start Training for all new registered adults per their positions.
- o Remind leaders if they need to update any aspect of training, (i.e., Youth Protection)
- o Help with any training program conducted by the Pack.

Activities Chairperson:

- o Help plan Pack activities at the Committee level.
- o Recruit parents to run the activities.
- o Keep an inventory of any Pack supplied items for any events, (paper goods, etc.).
- o Be the liaison between the activity Committee and the Pack Committee.
- o Maintain records of Pack activities throughout the year

Pack Committee Member:

- o Complete Committee member Fast Start Training and New Leader Essentials Training.
- o Attend monthly Committee meetings
- o If they wish to be voting members of the Committee they must pay to be registered with BSA.

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Cubmaster:

- o Conduct Pack program according to the policies of the Boy Scouts of America
- o Complete Cubmaster Fast Start Training and New Leader Essentials Training
- o Plan and help carry out the Cub Scout Program in the Pack.
- o Work with the Pack Committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- o Help encourage graduation into a Boy Scout Troop.
- o Help establish and maintain good relationships with Boy Scout troops.
- o See that Cub Scouts and Webelos Scouts receive a quality, year-round program filled with fun and activities and qualifies the Dens and Pack for the National Summertime Pack Award
- o Support the Tiger Cub groups.
- o Assist the Pack Committee chairperson in conducting the annual Pack program planning conference and the monthly Pack Leaders meeting.
- o Meet with Tiger Cubs and their adult partners before graduation into the Pack to discuss Cub Scouting.
- o Assist in planning and conducting stimulation graduation ceremonies.
- o Lead the monthly Pack meeting, with the help of others. Involve all Dens in some way.
- o Work with Charter representative to conduct a service project for the charter organization.
- o Establish a good rapport with the Unit Commissioner from Arrowhead District.

Assistant Cubmaster:

- o Assist Cubmaster as needed. Be ready to take over the leadership of the Pack, if necessary.
- o Complete Cubmaster Fast Start Training and New Leader Essentials Training.
- o Participate in Pack meetings.
- o Complete Youth Protection training at District level and train all the Leaders in the Pack.

Leader, Cub Scout Tiger Den Den Leader and Assistant Den Leader:

- o Complete Fast Start Training appropriate for the position, New Leader Essentials Training and Youth Protection training. Attend Roundtable.
- o Collect annual registration fees and turn them in to the Pack Treasurer. Keep accurate records of Den registration and attendance.
- o Keep accurate advancement records and see that the advancement person receives these records at the Leader's meeting.
- o Encourage your Den to earn the Rudyard Kipling award.
- o Wear proper uniform.
- o Plan, prepare for and conduct Den meetings.
- o Attend monthly leader's meetings.
- o Webelos leaders need to attend Outdoor Webelos Leader Training.
- o Tiger, Wolf and Bear leaders should attend BALOO Training.