



**Cub Scout Pack 104 – Policies & Procedures  
Lakewood United Methodist Church  
French Creek Council, Oliver Perry District  
3856 West 10<sup>th</sup> Street, Erie PA 16506**



Be it known to all current and future members of our Pack, a set of guidelines is hereby established to ensure the participation of all members in the Pack functions. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, which is that all members will have fun (adults as well as our Cub Scouts)!!!

**General Policy Approval**

In general, any new policy should be brought forth at a regularly scheduled Committee meeting and then voted on by the Committee at the following meeting. All bylaws, policies and guidelines must be in accordance with any National BSA policy or guideline as well as adhere to the Guide to Safe Scouting. In addition, they should be in the spirit of Scouting. Once accepted, they are added to this document. This document is a living document and can be amended to forthwith.

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## **Section 1. Nature and Purpose of the Pack**

Pack 104 operates under the guidelines of the Boy Scouts of America as incorporated on February 8, 1910, and chartered by Congress in June 1916, which is to provide for boys an effective educational program designed to build desirable qualities of character; to train in the responsibilities of participating citizenship; and to develop personal fitness. In Cub Scouting, boys, families, leaders, and chartered organizations work together to achieve the following objectives:

- Influence a boy's character development and spiritual growth.
- Develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Improve understanding within the family.
- Strengthen a boy's ability to get along with others.
- Foster a sense of personal achievement by developing new interests and skills.
- Provide fun and exciting new things to do.
- Show a boy how to be helpful and do his best.
- Prepare him to be a Boy Scout.

## **Section 2. General Policies**

**A.** This Pack shall be governed by the principles set forth in the *Cub Scout Leader book* and all other applicable Boy Scouts of America guidelines. The Chartering Organization, *Lakewood United Methodist Church, Erie Pennsylvania*; has responsibility for providing Pack leadership, a meeting place, and ensuring the Pack operates within BSA guidelines.

**B.** Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties and obligations:

- 1.** Active volunteer service in the Pack in one of the 3 following capacities.
  - Serving as an active member on the Pack Committee.
  - Serving as a Den Leader, Assistant Den Leader, or Assistant Cubmaster.
  - Serving as a volunteer in one of our many programs committees, such as: Pinewood Derby, Service Projects, Annual Popcorn Fundraiser, Spring Nuts Fundraiser, Fall and Spring Camp Out, Blue and Gold Banquet, Stamp Out Hunger Food Drive, Religious Emblems Coordination, Pack and Den Outings, Summer Pack Camp Out and any other activity requiring a committee.
- 2.** Understanding the importance of his/her role in the Cub Scout Advancement Program.
- 3.** Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings.

## **Section 3. Pack Meetings**

**A.** Pack meetings will normally be held once a month at a time and place designated by the Pack Committee. Special events may be held on weekends at specified locations, Pack meetings are intended to be a display of Den accomplishments, a place of learning, and a place to have

FUN!! As such, the Pack has established the following Behavior Policies which need to be learned and enforced:

1. Our meeting place is lent to us and worthy of our respect.
  2. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
  3. Observe the Cub Scout sign (right hand up with two fingers in a V shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
  4. Scouts and family should attempt to arrive 10 minutes before the starting time so that meetings can begin promptly.
  5. A parent or designated adult must accompany a scout to the Pack Meetings. Scouts will not be dropped off at Pack meetings.
- B.** Dens will be assigned specific tasks for each Pack Meeting. Tasks will include but not be limited to; greeters/setup, opening/closing ceremonies (including flag detail), skits and songs. Everyone will assist in clean up at the end of the Meeting.
- C.** Pack meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.

#### **Section 4. Den Leadership and Den Meetings**

**A.** Each Den will have a designated Den Leader(s). Den Leaders are responsible for helping their Scouts achieve rank each year through Den Meetings. Den Leaders help promote Pack and District activities within their Den. Den Leaders provide communications to the Scout families through newsletters or emails. Each Den Leader is encouraged to strive towards meeting the National Den Award each year.

Additional Responsibilities of the Den Leader and Assistant Den Leader:

- Fulfill all required training to include: Youth Protection Training, This is Scouting, Den Leader Fast Start, Den Leader Specific Training, OWL and BALOO.
- Utilize a Denner. A Denner is a Cub Scout youth leader given extra responsibility in his Den. The position will be rotated, have meaningful responsibilities and build self-esteem.
- Work directly with other Den and Pack leaders to ensure that the den is an active and successful part of the Pack.
- Plan, prepare for, and conduct den meetings with the assistant Den leader and Den Chief (if Wolf, Bear, or Webelos den leaders) or adult partners (if Tiger Cub den leaders).
- Attend the pack leaders' meetings.
- Lead the den at the monthly Pack activity.
- Ensure the transition of Cub Scouts to a Den of the next rank (or to a Boy Scout troop if Webelos Scouts) at the end of the year.

**B.** Tiger Den Leaders should also:

- Coordinate shared leadership among the Tiger Cub adult partners in the Den.
- Ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, plan and execute the den activities, and rotate responsibilities monthly.

**C.** Den Chiefs should be requested from any of the nearby BSA Troops. The Den Chief's role is to assist in Den meetings, set a good example 'by attitude and uniforming', and be a friend to the boys in the Den. They should have a commitment with the Den for at least one year.

**D.** Den meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.

**E.** Two-deep adult leadership is required to hold a Den meeting.

**F.** A parent or designated adult must accompany a scout to the Den meetings. Scouts will not be dropped off at Den meetings.

**G.** The Pack will recognize advancement awards and belt loops of individual Scouts at designated Pack meetings (Bobcat, Wolf, etc.). Progression toward advancement beads will be handed out at the Den meetings.

## **Section 5. Uniform Standards**

**A.** The Pack's goal is to have each boy and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program.

**B.** Adult leaders should provide the example of wearing their uniform to all Scout functions and Pack Meetings. Correctly and sharply dressed Leaders give the Scouts a model to emulate and identify with.

- Adult Leaders will wear the official tan BSA short sleeve or long sleeve shirt and all patches; to include the French Creek Council strip, 104 red numbers, the purple World Crest of Scouting and the patch of office. A "trained" patch will be presented when all required training is completed.
- Adult Leaders are highly encouraged to wear the official olive green BSA cargo pants and BSA web belt or official leather belt. Official BSA head gear is optional but highly recommended. Dark colored shoes appropriate for the occasion is required.

**C.** The Pack will currently require a "waist up" uniform for Cub Scouts.

- Cub Scouts will wear the official Cub Scout BSA short sleeve or long sleeve shirt and all patches; to include the French Creek Council strip, 104 red numbers, the purple World Crest of Scouting and rank designated neckerchief, slide and ball cap.
- Cub Scouts will wear blue jeans, blue pants or shorts. The official Cub Scout belt is required. A closed toe shoe appropriate for the occasion is required.
- Have their proper rank Cub Scout Book.

D. A uniform inspection will be conducted at least once during the Pack year by the Cubmaster.

### **Section 6. Membership, Registration, and Re-chartering**

A. The Pack actively recruits all year round. Membership Recruitment activities are held during Scout Round-Up in September.

B. A Cub Scout application must be completed for each boy every new Scouting Year.

C. All families will be required to fill out parts A and B of the BSA Annual Health Record when participating in activities. Committee Leaders will keep these forms on file for all registered scouts and adults.

D. Boys are assigned to Dens based on school grade level, not age: Tigers- 1st Grade, Wolves- 2nd Grade, Bears- 3rd Grade, Webelos I - 4th Grade, Webelos II- 5th Grade.

F. Den membership size will be controlled by the Pack Committee.

### **Section 7. Awards**

A. Advancement awards will normally be presented at Pack Meetings. The Den Leader will keep track of the Cub Scout achievements by utilizing Scouttrack. Awards will be presented in accordance with Pack customs.

B. Tiger, Wolf, Bear and Webelos Badge Awards are encouraged to be completed by the month of April. This goal ensures sufficient time for each family to work on electives through the rest of the year.

C. It is the goal of the Pack to have each Cub Scout promoted to the next rank before the end of the calendar school year.

D. Participation in the Cub Scout Sports and Academics program is optional, but highly encouraged by the Pack. The Den Leaders will review guidelines for participation credit and award guidelines. The parents and Den Leaders will be responsible for keeping records in Scouttrack.

E. Religious Emblem Award. It is highly encouraged by the Pack that each Scout earns his faith's religious award. The Pack will pay for the religious award square knot and the medal. More information can be found in the ***Religious Emblems Awards Guide*** on the Pack's website.

F. Adult Leader Awards. All registered adult leaders are encouraged to work on and earn training awards, nomination awards, personal achievement awards and the religious emblem award. Adult leaders are authorized to wear Awards earned as a youth and as Adult Leaders.

The Square Knot represents achievement and tenure in Scouting. The earning of Knots will better the adult leader and the Pack.

The following Square Knot Awards are encouraged to be worn as an adult leader if earned as a youth per the BSA awards policy.

Leader Awards – Earned as a Youth:

- Youth Religious Emblem
- Arrow of Light Award
- Eagle Scout Award

The following are Square Knots and awards that are encouraged to be tracked and earned by the adult leaders. All Square Knots earned will be awarded to the leader during a Pack Meeting by the Cubmaster and the Committee Chair.

Leader Awards – Training:

- Den Leader Award – Tiger, Wolf, Bear & Webelos
- Scout Leaders Training Award
- Scouter's Key Award

**G.** All Leaders in the Pack are encouraged to attend Council and District training events, to include Pow Wows, Training Extravaganza (TREX ) and Wood Badge.

## **Section 8. Committee Meetings**

**A.** Committee meetings are held once a month at a time and place designated by the Committee Chair. All committee members, Den leaders, and applicable program committee members should be in attendance. These planning sessions finalize preparations for the current month's Pack meeting, initiate plans for future Pack meetings, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.

**B.** While Committee Meetings are open to all Pack adults, only registered adults are eligible to vote at a meeting. Registration is accomplished by completing an Adult Leadership application. The Pack will pay the registration fee for any registered adult volunteer. All parents and guardians are eligible to become registered volunteer leaders, and are encouraged to do so.

**C.** Committee Meetings will be held at Lakewood United Methodist Church in Fellowship Hall on the Sunday of the Pack Meeting at 7:00 PM.

## **Section 9. Financial Obligations**

**A.** The financing for the year is generated through periodic fund-raisers.

**B.** Fundraising.

- All fundraising activities that are not sponsored by the Council must be approved by the Council through the use of the current Fundraising Event Approval forms.
- Direct solicitation of funds is PROHIBITED by the National Charter and may result in the revocation of our charter.
- It is the goal of the Pack Committee to hold as few fund-raisers as possible; however it is important that each family supports our fund-raising efforts when they are held.
- Families are expected to participate in the primary fund-raisers as designated by the Pack Committee.
- Pop Corn and Nut Sales are our Pack's primary fund raiser. Additional fund-raisers may be called for depending on the state of the Pack Treasury.

**C.** All Scouts are asked to sell at least \$100.00 in both fundraisers (Popcorn & Nut Sale) and are highly encouraged in selling at least \$250.00 in the Fall Popcorn Fundraiser event.

**D.** The money raised from the Cub Scout during the popcorn and nut sales generate about \$75 per scout to cover the costs of awards and meeting activities.

**E.** The Pack will fundraise at special locations called "Show & Sells". All Scouts are expected to participate for an hour in 2 of the 4 events. The Show & Sells will be at Lowes (Airport), Wal-Mart (Millcreek), RV Show (Convention Center) and the Harley Davidson Shop.

**F.** The cost of the Cub Scout Uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Section 5, which all Cub Scouts are expected to meet.

**G.** No reimbursements for costs incurred by leaders, parents, etc. will be provided unless the expenditure was previously authorized, by the Committee Chair or Cubmaster. A Receipt must be provided for reimbursement and submitted to the Treasurer.

**H.** Family Spring and Fall Campouts and Pack overnight trips are self-funded by the participants.

## **Section 10. Accounting**

Our current account is held at First National Bank of Erie on 12<sup>th</sup> Street across from the Erie International Airport. Whenever there is a change in the Committee Chair or Treasurer, new signature cards must be filled out and filed with the bank ASAP. In the event that one of the two positions is unfilled, the Cubmaster should be the second signatory on the account. Also, at no time should the two signatories on the account be related.

**A.** Cash Receipts. Any Cash Receipts must have a receipt (in triplicate) filled out. The receipt should include who the money was received from, for which Scout it is applicable, what the money is for, the amount, date and type (cash or check). If it is a partial payment, that should be noted as well, along with the remaining balance. The original receipt is given to the payee.

The yellow copy stays with the money and is given to the Treasurer to file with the deposit records. The third, pink copy remains in the receipt book.

**B. Check Writing.** All checks must be signed by the current Treasurer as well as the Committee Chair. All checks, other than those for items in the approved annual budget, must be approved by the Committee.

**C. General Ledger.** The Treasurer is responsible for recording all deposits and debits in the electronic General Ledger spreadsheet that is stored in the Accounting folder in the DropBox account. These records should be maintained in a timely fashion such that any Committee member can access the ledger and verify the information. The Ledger is password protected for making changes only to ensure that accidental changes do not occur. The Committee Chair is responsible for training the Treasurer in the proper use of the electronic Ledger. In addition, the Treasurer will maintain a paper checkbook ledger account as well as balance the account monthly.

**D. Monthly Reports to the Committee.** At the monthly Committee Meeting, the Treasurer shall prepare a brief report listing all deposits and debits from the preceding month. In addition, any known expenditures for the upcoming month should be reported.

**E. Scout Shop Registration Account.** The Pack maintains a Registration account with the Council Scout Shop in order to efficiently handle new scout applications. This account typically has a balance of \$25 or less at any given time. Whenever the Account needs refunded, the Cubmaster or Committee Chair will request a check from the Treasurer. The Cubmaster, Committee Chair, Assistant Cubmaster of Advancement and Treasurer are the only authorized users for this account.

**F. Scout Shop Awards Account.** The Pack maintains an Advancement account with the Council Scout Shop in order to efficiently handle monthly Advancement purchases. This account typically has a balance of \$100 or less at any given time. After every Pack Meeting, the Assistant Cubmaster of Advancement will provide the receipt for the current advancement purchases to the Treasurer so that a check can be written to replenish the account. The Cubmaster, Committee Chair, Assistant Cubmaster of Advancement and Treasurer are the only authorized users for this account.

### **Section 11. Pack and Den Outings**

**A.** Cub Scouting is Fun! It is Pack 104's goal to have one Pack sponsored outing each season.

**B.** It is Pack 104's goal to have a 3 day/night summer camp out each year.



C. Pack outing budgets and activities are determined at an annual planning meeting held in the summer months.

D. Tour Permits. Any Pack or Den activity that takes place outside of the physical boundaries of the District or involves car-pooling of any scouts requires a Tour Permit to be filled out on-line.

This includes:

- Overnight Trips - Cleveland Zoo, Carnegie Science Center, Carnegie Museum, Buffalo Battleships, Buffalo Zoo
- Pack Summer Time 3 Day/Night Camp Out

E. The following information is needed for the Tour Permit: the name and address of all participants (registered scouts and unregistered adults and siblings), the make, model and year of all vehicles being driven.

F. Outings must be in compliance with the Guide to Safe Scouting.

G. Carpooling is encouraged although it requires that two-deep leadership be maintained.

### **Section 12. Cub Scout Day Camp and Resident Camp**

A. Attending summer camp is one of the highlights of Scouting and is closely linked to retention of membership. It is the goal of our Pack that every Cub Scout attends Day Camp or Resident Camp. Camperships will be provided for those Scouts that meet the current Pack Campership requirements.

### **Section 13. Camping and/or Over nights**

A. All camp outs and overnights will follow strict adherence to BSA camp guidelines. This includes the requirement that an adult member must accompany each boy from his own immediate family or by an adult approved and designated in writing by the boy's parent/guardian. In the case of Scout siblings, only one parent/guardian is required to attend. Exceptions to the one family adult per boy are made for District or Council sponsored camp outs when the District or Council so indicates.

B. Only Webelos Dens with properly trained leaders may camp as a Den. This includes BALOO/OWL and Weather Hazards.

C. Webelos Leaders will file tour permits with Council offices.

D. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.

E. Individual Dens, other than the Webelos Dens, are not permitted to Camp Overnight. Individual Dens are allowed to participate in District and Council overnight Camp Outs such as the Erie Otters and Erie Sea Wolves Overnights.

F. Individual Cub Scouts are allowed to participate in District and Council overnight Camp Outs such as the Erie Otters and Erie Sea Wolves Overnights.

G. The Committee Chair and the Cubmaster will ensure all Pack Outings, Campouts and Overnights are in accordance with the Pack and BSA guidelines and Policies.

#### **Section 14. Service Project**

A. It is the goal of Pack 104 to be "Service Oriented". Each year the Pack Committee will choose Pack Service Projects in which all members of the Pack are expected to participate. The importance that each Cub Scout learns to serve his community or fellow man cannot be overemphasized. Each member of the Pack may suggest Service Projects to the Pack Committee members at any time during the year. Dates of Service Projects will be given to each Pack member.

B. Pack Service Projects are considered a Pack Outing and should be planned in accordance with Section 11.

C. Current Pack Service Projects are:

- Stamp Out Hunger – United States Postal Service
- Presque Isle Cleanup – TREC center activity
- Lakewood United Methodist Church Fall Cleanup
- Lakewood United Methodist Church Spring Cleanup
- FOP Flag Markers for Fallen Officers
- Saint Mary's Home Christmas Caroling
- Other requests as made by Lakewood Methodist Church

D. Den Service projects are encouraged and supported by the Pack Committee. Notification to the Committee Chair and Cubmaster are required for approval.

E. All Den and Pack Service Projects will be documented. The attendance of all Scouts, siblings and adults and the length of time will be forwarded to the Committee Chair for proper recording and credit for the service project.

#### **Section 15. Pack Leadership**

A. All adult members and all Pack Leaders are expected to promote a positive image of Scouting to the Chartered Organization, the Community and the Pack. All adult members are expected to set the example by living the Scout Oath and Law. All members will support the policies of the

BSA and this document. All adult members are strongly encouraged to attend the Monthly Roundtable meetings that the District office sponsors. These meetings provide information regarding Council and District activities as well as being a source for new ideas and a way of networking with other adult leaders from surrounding units.

**B. Pack Committee.** A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate Pack programs. All committee members shall be registered as adult leaders in the BSA. Any adult member of the Pack is eligible and encouraged to be a Committee Member. Pack membership is not limited to parents of Scouts, or to members of the Lakewood UMC. They must be eligible for BSA membership and have a vested interest in furthering the goals of the BSA. Committee members as a group decide, whether formally or informally, on all of the activities the Pack participates in.

**C. Pack Committee Chair.** The Committee Chair is responsible for ensuring that the following tasks are completed in a timely fashion. It is only with the help of the Committee, Den Leaders and Cubmaster that these tasks are able to be completed. The Committee Chair may delegate any or all of these tasks.

The Pack Committee Chair's responsibilities are to:

- Monthly Committee Meeting – Prepares the Agenda for the monthly Committee Meeting, takes notes during the meeting and distributes the amended Agenda with notes after the meeting. Chairs the Committee meeting.
- Recruitment of Leaders – The Committee Chair, along with the Cubmaster helps find and recruit volunteers for all of the adult leadership positions within the Pack.
- Training – The Committee Chair, along with the Cubmaster, ensures that all adult leaders take mandatory Youth Protection Training (YPT) and encourages them to be fully trained not only for their position within the Pack but any additional training that may help them in their positions.
- Calendar – Maintains the calendar on ScoutTrack and updates it as necessary
- Program Content & Activities – With the Cubmaster pulls together the information needed for the Summer Planning Meeting for the next program year and presents it to the Committee for discussion at the Planning Meeting
- Accounting – Works with the Treasurer and cosigns all checks, audits all of the accounts and records. Prepares a proposed annual budget for presentation at the annual Summer Planning Meeting. Monitors the budget on an ongoing basis to ensure the Pack is sufficiently funded.
- Record Keeping – Ensures that the advancement and financial records are maintained and archived in order that anyone may inspect them as needed.
- Chartering – Works with the Cubmaster to prepare and submit the re-chartering documentation annually.

- Maintenance of ScoutTrack – Ensures that new Scouts are setup in ScoutTrack as they register with the Pack. Archives and removes inactive scouts. Ensures that backups of ScoutTrack are made periodically to safeguard the Pack’s advancement records.
- Delegation of responsibilities to appropriate volunteers – Actively works to find appropriate and responsible individuals to assist with the Packs functions.
- Dispute Resolution – In the event of a dispute between any members of the Pack leadership, the Committee Chair works with the Chartered Organization Representative, the Unit Commissioner and Cubmaster to resolve the dispute in accordance with BSA policies and guidelines.
- Chartered Organization Newsletter – Will forward monthly information to the Secretary of Lakewood UMC for monthly publication for announcement of Pack events, awards and service projects.

**D. Unit Commissioner.** The Unit Commissioner is assigned to the Pack by the District Commissioner Committee. The Unit Commissioner is typically a Scouter with many years of experience with the program and knowledge of current BSA policies and guidelines. The Unit Commissioner acts as an advisor to the Pack Committee.

**E. Chartered Organization Representative.** The Chartered Organization Representative is selected by the Board of the Lakewood UMC. It is their responsibility to act as a liaison between the Pack and the Church and to ensure that the Pack is operated in a manner consistent with the goals of the Church. They also serve to advocate for the Pack within the Church.

The Chartered Organization Representatives responsibilities are to:

- Help select the right leadership for the Pack.
- Promote well planned, quality unit programs including outdoor programs, advancement and recognition.
- Serve as a liaison between the Pack and Lakewood Methodist Church.
- Promote the recruiting of new membership and units.
- Ensure that Scouts transition from unit to unit.
- Help with the Charter renewal.
- Suggest good turns to benefit Lakewood Methodist Church.
- Encourage the Pack Committee to hold meetings.
- Cultivate organization leaders and encourage the basic training of new leaders.
- Utilize District help and promote the use of district personnel and materials.
- Use approved finance policies.
- Cultivate resources to support the organization.
- Represent Lakewood Methodist Church at the Council level.

**F. Cubmaster.** The Cubmaster will be selected and appointed by the Pack committee with the approval of the chartered organization, the Committee Chairman and registered as an adult leader of the BSA.

The Cubmaster's responsibilities are to:

- Recruitment of Leaders – The Cubmaster, along with the Committee Chair, helps find and recruit volunteers for all of the adult leadership positions within the Pack.
- Training – The Cubmaster, along with the Committee Chair, ensures that all adult leaders take mandatory Youth Protection Training (YPT) and encourages them to be fully trained not only for their position within the Pack but any additional training that may help them in their positions. The Cubmaster will encourage Committee members to take supplemental training when available and to earn the Adult Leaders Training Award. The Cubmaster will encourage the Den Leaders to take supplemental training when available and to earn the Den Leaders Training Award.
- Program Content & Activities – With the Committee Chair pulls together the information needed for the Summer Planning Meeting for the next program year and presents it to the Committee for discussion at the Planning Meeting.
- Monthly Newsletter – The Cubmaster pulls together all of the information and writes the Monthly Newsletter to be distributed at the Pack Meetings. The Cubmaster will keep the Pack 104 tab on the Lakewood UMC website up to date with the Committees agenda and be informative.
- Organize and Run Pack Meetings – The Cubmaster determines the agenda for the monthly Pack Meeting as well as the presentation and selection of ceremonies for awards for the scouts each month. Works with the Webelos II Den Leader(s) for the selection of the Cross-Over ceremony and AOL presentations.
- Assist Den Leaders with Den Advancement – The Cubmaster helps the various Den Leaders with the advancement of their Scouts and to keep the Scouts motivated and positive about their Scouting experience.
- Delegation of responsibilities to appropriate volunteers – Actively works to find appropriate and responsible individuals to assist with the Packs functions.
- Recognition of Scouters, Scouts and Parents – Works with the Committee Chair and the Pack Committee to acknowledge those Scouters, Scouts and parents who deserve recognition. The recognition will be awarded at a Pack Meeting, Camp Out or other Pack event that is appropriate. The recognition will be approved by the Committee Chair.
- Religious Awards Program – The Cubmaster will actively promote the Religious Awards Program and encourage Adult Scouters and Cub Scouts to earn their Religious Emblem of faith.

**G. Assistant Cubmaster.** The Assistant Cubmaster will be selected and appointed by the Pack committee with the approval of the chartered organization, the Committee Chairman and registered as an adult leader of the BSA.

- Assistant Cubmaster of Meetings - Selects an activity for each of the Pack Meetings. If at all possible it should be an outdoor activity or game, weather permitting. Assists the Cubmaster in any way necessary during ceremonies, awards presentations, skits and other activities. Should make every effort to be present at most all core Pack Activities & Meetings (excluding optional Pack Field Trips & Overnighters). Will have a working knowledge of the outdoors and outdoors programs. Attends all Committee Meetings.
- Assistant Cubmaster of Advancements - Prepares Advancement Reports and purchases and prepares awards for monthly Pack Meetings. Assists the Cubmaster in any way necessary during ceremonies, awards presentations, skits and other activities. Should make every effort to be present at most all core Pack Activities & Meetings (excluding optional Pack Field Trips & Overnighters). Will have a working knowledge of Scouttrack and its functions and the advancement system. Attends all Committee Meetings.

The Assistant Cubmaster responsibilities are to:

- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
- Attend monthly committee meetings and roundtables.
- Takes supplemental training to include OWL & BALOO.
- Assist the Cubmaster in ceremonies, awards, skits and other presentations.
- Completes tasks given by the Committee Chairman and Cubmaster.

**H. Treasurer.** The Treasurer is a member of the Committee.

The Treasurers responsibilities are to:

- Signs off on all checks and balances the checking account monthly.
- Maintains the Pack 104 General Ledger spreadsheet in the DropBox, ensuring that entries are accurate.
- Prepares monthly finance report for the Pack Committee and attends all Committee Meetings. See also the Accounting section of this document.
- Assists the Committee Chair in Cubmaster establish a sound financial program for the Pack with a Pack budget plan.
- Will maintain a bank account in the Pack's name and arrange for all transactions to be signed by two, the Committee Chair and the Treasurer.
- Periodically report on the Pack's financial condition at the monthly Committee meeting.

## **Section 16. Retention of Membership in the Pack**

**A.** Retention of membership in Pack 104 is predicated upon a full understanding by the parent/guardian(s) of their responsibilities toward the Pack program and their active support of

it. The Den(s) and Pack are not in any position to carry out the Cub Scouting functions that are the parent/guardian(s) responsibilities alone. However, Pack discipline and program accomplishment are the Pack Committee's responsibility. A Cub Scout will be dropped from the program for the two following reasons:

1. Infractions of Policies or other inappropriate behavior by a Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
2. Continuous refusal by a Cub Scout to obey instructions at Den or Pack meetings or Pack Camp outs or Outings.

**B.** The provisions listed above will not be invoked except as a last resort. Den Leaders are to discuss problems with parent(s)/guardian(s) and Cub Scouts as they occur. When no satisfactory conclusion can be arrived at, Den Leaders will refer the problems to the Pack Committee. The Committee Chairman or Cubmaster will contact the family in an effort to reach a mutual understanding before the final action is taken.

### **Section 17. Communications**

**A.** E-Mail. The main avenue of mass communication will be through e-mail via Scoutrack. E-mail will also be sent person to person utilizing personal e-mail addresses.

**B.** Scoutrack is the official Pack advancement tracking system. All parents and Leaders will have access to Scoutrack. The Scoutrack system is the Packs tracking system for advancement, calendar reminders and electronic communication.

1. The Committee Chair, Cubmaster, Assistant Cubmaster of Advancements and Den Leaders will ensure that all achievements and electives, special badges, Belt Loops and awards, will be recorded on Scoutrack.

2. Parents will also have the responsibility of tracking and recording achievements and electives on Scoutrack.

➤ <https://www.scouttrack.com/>

**C.** Phone. The secondary means of communication will be through the use of the cell and home telephone.

**D.** Texts. Leaders may use texts for communication with members of the Pack.

**E.** GroupMe. All adult leaders will be involved in the use of the GroupMe App for mass texting and notifications.

**F.** DropBox. The Pack maintains a DropBox account for storing and sharing pertinent information, records and photographs.

1. Any current Pack member may request access to this account through sharing of the DropBox folder.

- <https://www.dropbox.com/>
- It is vitally important to the safety of our Scouts that no names be linked to any photographs on the site. We encourage all members to upload photos (with no names of individuals) to the Photos folder.
- It is also imperative that the account NOT be shared with any family members or other individuals not registered with the Pack.
- If accessing the DropBox files, please do not reorganize the content or delete any files from the account.

2. The parent should e-mail the Committee Chair for a request to join DropBox.

3. The Pack may withdraw the sharing of the account if there is ANY indication that the user is not adhering to these policies.

**G. Website.** Lakewood United Methodist Church is providing a “drop down tab” for Cub Scouts on their website. Pack 104 has a web page to promote Scouting and the Packs agenda. The Cubmaster will keep the website updated, current and with the agenda provided by the Committee.

- <https://www.lakewooderie.org/cub-scouts.html>

## **Section 18. Camperships**

**A.** Cub Scouts who meet the requirements are eligible for Camperships of ~25% of Individual Popcorn Sales (sales made at the Show & Sell events and the Nut Sale do NOT count towards the Campership).

**B.** To be eligible for the Camperships Scout must do the following:

1. Participate in both the Popcorn Sale and Nut Sale and sell a minimum of \$100 per sale event.
2. Attend Show & Sell fundraisers by helping for a minimum of one hour at 2 of the 4 events (Lowe's, Wal-Mart, RV Show, & Harley Davidson shop).

**C.** Camperships are awarded as follows:

Sales Totaling    Campership Amount

\$100 - \$199	\$25
\$200 - \$299	\$50
\$300 - \$399	\$75
\$400 - \$499	\$100

## **Section 19. Prohibited Acts.**



**A.** All Committee Members, Pack Leaders, Cub Scouts, adults and guests of the Pack while at Council, District, Pack or Den meeting events are prohibited from using profanity, tumultuous behavior, lewd or offensive conduct, tobacco use in the immediate presence of Scouts, any alcoholic beverages, any illegal substances or creating any condition that serves no legitimate purpose for Scouting.

**B.** Any and all infractions of the Prohibited Acts, Pack Policy or BSA Policy shall be reported to an Adult Leader immediately. That Leader will then notify without delay the complaint to the Committee Chair or Cubmaster.

### **Section 20. Revision of Pack Bylaws**

**A.** These Policies and Procedures will be reviewed at least once each year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee Members will vote upon changes.

**B.** These Policies and Procedures are not meant to contradict or supersede any official BSA policies or the Charter and Bylaws and Rules and Regulations of the Boy Scouts of America. In the event of a conflict, the official BSA policy will rule and Pack 104 Bylaws will be modified to comply.