

# Pack 402

# Bylaws

Created: June 2006

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

\_\_\_\_\_  
Chartered Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cubmaster

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Cubmaster

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Cubmaster

\_\_\_\_\_  
Date

## Table of Contents

Table of Contents.....	2
Chapter 1--Overview and Pack Goals .....	4
1.1--General .....	4
1.2--Enforcement and Changes .....	4
1.3--BSA Policies .....	4
1.4--Pack Philosophy .....	4
1.5--Challenge and Adventure .....	4
1.6--Leadership Development.....	5
1.7--BSA Purpose Aims and Methods .....	5
1.8--Values .....	6
1.9--Pack History .....	6
Chapter 2--Pack Organization .....	7
2.1--Pack Program Year .....	7
2.2--Pack Organization .....	7
2.3--Chartered Organization (Sponsor).....	7
2.4--Pack Committee.....	8
2.5--Committee Positions and Responsibilities.....	8
2.6--Parents.....	13
2.7--Uniformed Adult Leaders .....	13
2.8--Uniformed Adult Leader Positions and Responsibilities.....	14
2.9--Youth Leaders.....	19
2.10-- Dens.....	19
Chapter 3--Membership Standards .....	20
3.1--Membership .....	20
3.2--Entry Requirements .....	21
3.3--Standards of Membership.....	22
3.4--Discipline.....	23
Chapter 4--Pack Activities.....	24
4.1--General .....	24
4.2--Meetings .....	24
4.3--Events and Outings .....	25
4.4--Activity Policies .....	26
Chapter 5--Advancement.....	28
5.1--General .....	28
5.2--Ranks .....	28
5.3--Active Service .....	28
5.4--Badges of Rank .....	28
5.5--Webelos Activity Pins .....	28
5.6--Academics and Sports Belt Loops and Pins.....	28
5.7--Arrow of Light.....	29
5.8--Beads and Totems.....	29
5.9--Service Projects .....	29
5.10--Special Awards .....	29
Chapter 6--Uniform .....	29
6.1--Significance of the Uniform.....	29
6.2--Full Uniform Required.....	30
6.3--Uniform Components .....	30
6.4--Special Pack 402 Uniform Components.....	31
Chapter 7--Finances .....	31
7.1--Finance Responsibilities .....	31
7.2--Pack Checking Account.....	32
7.3--Fund Raising.....	32
7.4--Annual Family Expenses .....	32
7.5--Payment Deadlines .....	32

7.6--Refunds.....	32
7.7--Pack Fee.....	33
7.8--Adult Leader Expenses.....	33
7.9--Other Expenses .....	33
7.10--Payment by Check.....	33
Chapter 8--Discounts and Scholarships .....	33
8.1--Discounts .....	33
8.2--Scholarships .....	33
Chapter 9--Miscellaneous.....	33
9.1--Pack-owned Equipment.....	33
9.2--Cub Scout and Leader Handbooks.....	34
9.3--Banned Items.....	34
9.4--Pack Publications.....	34
9.5--Alcohol, Tobacco, and Illicit Drugs.....	35
9.6--Personal Communications Equipment .....	35

# **Chapter 1--Overview and Pack Goals**

## **1.1--General**

These Policies and Procedures are not rigid rules, but provide guidelines and goals for the operation of Pack 402, sponsored by Lake Asbury Elementary School PFA. We must apply them using common sense and fairness. The Policies and Procedures devote much space to Den Leader, Cubmaster and Committee responsibilities, because their performance is the key to a successful unit, and because all other pack jobs support their efforts.

## **1.2--Enforcement and Changes**

As the pack's executive officer, the Chartered Organization Representative is empowered to enforce and to waive all policies, whichever in their judgment is in the best interest of Pack 402 and its members. The pack committee has final authority over any question of interpretation. The pack committee and chartered organization representative must approve all changes to the Policies and Procedures.

## **1.3--BSA Policies**

Leaders need the training, knowledge, and initiative to make sure that Pack 402 operates in full accord with the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America (BSA) and with all applicable BSA policies and procedures. The pack committee needs to acquire the training and knowledge to meet their responsibility to ensure that the Cubmaster so operates the pack. The primary resource for Scouting knowledge is the Cub Scout Leader Handbook.

## **1.4--Pack Philosophy**

Today, too many people are satisfied with mediocrity. Too many people are casually dishonest, unethical, and immoral in their everyday conduct. Too many people are satisfied to follow rather than lead. In Pack 402, we want to teach our Scouts to be leaders, to set the example, to stand up for what they know is right. We want our Scouts to be honest, to set high goals for themselves, and to be achievers.

Key factors to our success are:

- Quality leaders, well trained and dedicated to the service of youth;
- A commitment from each family towards the success of their son;
- Participation of the Scout in meetings, events and activities.

## **1.5--Challenge and Adventure**

Challenge and Adventure, too often missing in adolescent life today, are vital elements to maintain the interest of the Scouts and to help them develop leadership and self-confidence. We must do everything we can to include these elements in every aspect of our pack program.

## **1.6--Leadership Development**

Scouting teaches leadership. And the only way to learn leadership is to practice it by holding leadership responsibilities.

## **1.7--BSA Purpose, Aims and Methods**

Pack 402 subscribes to the purposes of Cub Scouting:

- Provide boys and young adults an effective educational program designed to build desirable qualities of character
- To train in the responsibilities of participating citizenship
- To develop personal fitness

We practice the aims of Cub Scouting:

- Positively influence character development and encourage spiritual growth
- Help boys 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 boys' ability to get along with others
- Foster a sense of personal achievement by helping boys develop new interests and skills
- Show how to be helpful and do one's best
- Provide fun and exciting new things to do
- Prepare boys to become Boy Scouts

We promote those aims through the methods:

- **Cub Scouting is Home and Neighborhood Centered** Cub Scouting happens in apartment complexes, in urban areas, in rural communities, in large cities, in small towns—wherever boys live.
- **Family Involvement** Family involvement is an essential part of Cub Scouts
- **Advancement Plan** Recognition is important to boys. The advancement plan provides fun for the boys, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members work with boys on advancement projects.
- **The Den Boys** like to belong to a group.
- **The Ideals** The Cub Scout Promise, the Law of the Pack, and Cub Scout sign, handshake, motto and salute all teach good citizenship and contribute to a boy's sense of belonging
- **The Uniform** The Cub Scout and Webelos Scout uniforms help build pride, loyalty and self-respect. Wearing the uniform to all den and pack meetings and activities also encourages good behavior and a neat appearance.
- **Activities** Boys will participate in a wide variety of den and pack activities, including games, projects, skits, songs, outdoor activities and trips. There is also the Cub Scout Academics and Sports program, which includes individual achievement and family recognition.

### **1.8--Values**

We expect all pack leaders to stress traditional moral and ethical values, in Scouting and in their daily lives, especially by doing their best to live in accordance with the Cub Scout Law and Cub Scout Promise. Adult members of the pack are continuously setting an example to the youth members, and their actions should demonstrate leadership, honesty, fairness and achievement.

### **1.9--Pack History**

Pack 402 was founded

Pack 402 lies within the Black Creek District of the North Florida Council, BSA.

## **Chapter 2--Pack Organization**

### **2.1--Pack Program Year**

Pack 402 plans its program from September through August, matching the traditional school year. Annual planning usually occurs in June\July. The pack sends a brief annual report, annual calendar, and annual statement of account to each family in September. The beginning of the school year is a time for Scouts, families, uniformed leaders, and pack committee to re-evaluate their activities and make plans for the new year. This is usually a good time to recruit new adults for leadership and committee positions.

### **2.2--Pack Organization**

Pack organization includes the following major components:

- Chartered Organization (sponsor)
- Pack Committee
- Parents
- Uniformed adult leaders
  - Cubmaster Team
    - Cubmaster
    - Assistant Cubmasters
  - Den Coaches
  - Tiger Coaches
  - Webelos Den Leaders
  - Assistant Webelos Den Leaders
  - Den Leaders
  - Assistant Den Leaders
  - Tiger Cub Den Coordinator
- Youth Leaders
  - Den Chiefs
  - Den Aides
  - Denners
  - Assistant Denners
- Scouts

### **2.3--Chartered Organization (Sponsor)**

Pack 402 is sponsored and owned by Lake Asbury Elementary School PFA. The chartered organization is obligated by the BSA Charter agreement to provide an adequate meeting place, including storage for pack equipment, and to secure and approve new pack adult leaders. The chartered organization appoints a Chartered Organization Representative (Scouting Coordinator or Institutional Representative) to be the key liaison between the pack and the chartered organization. The chartered organization has the ultimate responsibility to ensure that the pack operates in full accord with all BSA policies.

## **2.4--Pack Committee**

The areas of responsibility covered by the pack committee are:

- Advancement
- Treasurer
- Secretary
- Training
- Outings Chair
- Event Chair
- Recruitment and Retention Chair
- IT and Communications Chair
- Fundraising Chair

Committee members must meet the guidelines set forth by the Boy Scouts of America, be selected by the charter organization and registered as adult leaders of the BSA. One member is designated as pack committee chairman. The minimum size of the committee is three, but the suggested size is seven or more, allowing responsibilities to be distributed. A larger committee generally ensures a stronger, more stable pack, is better prepared to perform all required functions of a successful pack program, and involves more pack families in meaningful service to the pack. The committee has three primary goals:

- It is responsible to secure new adult leaders as vacancies occur;
- It approves pack programs and activities as planned by the Den Leaders, Cubmaster Team, and Committee;
- It provides pack program support as requested by the Cubmaster and Den Leaders, especially transportation and adult leadership for outings and events.

Regular voting members of the committee are the chairman and the registered lead person of each subcommittee (major area of responsibility) as designated by the chairman. All committee members, uniformed leaders, and parents present at a committee meeting may vote at that meeting. At his discretion, the committee chairman may restrict voting to regular voting members of the committee.

## **2.5--Committee Positions and Responsibilities**

### **2.5.1--General**

Specific responsibilities of the committee include:

- Make recommendations to the chartered organization for final approval of pack leadership;
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval;
- Provide adequate and safe facilities for pack meetings;
- Coordinate the pack program with the program of the chartered organization through the chartered organization representative;
- Assist with pack charter renewal;
- Help to stimulate the interest of parents through proper programming;
- Supervise finances and equipment;
- Work closely with the Cubmaster;

- Ensure that Cub Scouts and Webelos Scouts receive a year around, quality program;
- Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training;
- Conduct, with the help of the Cubmaster, periodic training for parents;
- Cooperate with other Scouting units.

### **2.5.2--Committee Chairman**

The committee chairman must be a person of good character, familiar with organizational procedures, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser. Regular duties include:

- Maintaining a close relationship with the chartered organization representative, keeping them informed of the needs of the pack that must be brought to the attention of the organization;
- Reporting to the chartered organization to cultivate harmonious relations;
- Conferring with the Cubmaster on policy matters relating to the Cub Scout program and the chartered organization;
- Assigning duties to, and training, committee members;
- Planning for pack charter review, roundup, and re-registration;
- Approving bills before payment by the pack treasurer;
- Conducting the annual pack program planning conference;
- Completing Pack Committee Fast Start Training and Cub Scout Leader Basic Training;
- Asking the committee to assist with recommendations for Cubmaster, assistant Cubmasters, den leader coaches, Webelos den leaders, and den leaders, as needed;
- Recognizing the need for more dens, and see that new dens are formed as needed;
- Working with the chartered organization representative to provide adequate and safe facilities for pack meetings;
- Cooperating with the Cubmaster on council-approved money earning projects;
- Managing finances through adequate financial records;
- Maintaining adequate pack records and take care of pack property;
- If the Cubmaster is unable to serve, assuming active direction of the pack until a successor is recruited and registered;
- Appointing a committee member or other registered adult to be responsible for Youth Protection training;
- Providing a parent training program;
- Developing and maintaining strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop;
- Working closely with the unit commissioner and other pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop;
- Helping bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops;
- Supporting and enforcing the policies of the Boy Scouts of America.

### **2.5.3--Advancement**

Regular duties of the advancement chairman include:

- Having a working knowledge of the Cub Scout and Webelos Scout advancement plans;

- Helping plan and conduct induction and advancement recognition ceremonies;
- Arranging for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub coach;
- Training parents and pack committee in ways to stimulate Cub Scout and Webelos Scout advancement;
- Assists with Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster;
- Promoting the use of Cub Scout and Webelos Scout Den Advancement Charts to record advancement in the den and as an incentive for advancement;
- Promoting the use of den doodles as a stimulus for advancement;
- Collect Den Advancement Reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center;
- Helping build or obtaining advancement equipment for use in making advancement ceremonies more effective;
- Promoting wearing and proper use of uniform and insignia.

#### **2.5.4--Treasurer**

Regular duties of the treasurer include:

- Helping the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan;
- Opening and maintaining a bank account in the pack's name and arranging for all transactions to be signed by any two: Cubmaster, chairman, or treasurer;
- Approving all budget expenditures. Checking all disbursements against budget allowances, and paying bills. The pack committee chairman should approve bills before payment;
- Collecting Pack Fee from Den Leaders at the pack leaders' meeting. Providing receipts for these funds and promptly depositing money in the bank account;
- Keeping up-to-date financial records. Entering all income and expenditures under the proper budget item in the finance section of the Pack Record Book. From time to time, comparing the records with those of the den leaders to make sure they are in agreement. Giving leadership in developing a coordinated record keeping system in the pack;
- Responsibility for thrift training within the pack. Encouraging each den leader to explain the pack financial plan to each boy and his family, so that boys will accept responsibility for paying dues and parents will be alert for opportunities for boys to earn dues money and develop habits of thrift;
- Periodically reporting on the pack's financial condition at the monthly pack meeting. Making regular monthly reports to the pack committee at pack leaders' meeting, and reporting to the chartered organization as often as desirable on the financial condition of the pack;
- Providing petty cash needed by leaders. Keeping a record of expenditures;

#### **2.5.5--Secretary**

Regular duties of the secretary include:

- Keeping informed of all Cub Scouting literature, materials, records, and forms so as to help leaders function effectively. Assist new den leaders by telling them what items are available;
- Acquainting den leaders with contents of the Pack Record Book so they will know how to supply the information that should be recorded there;
- Maintaining up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book;
- Maintaining an inventory of pack property;
- Handling correspondence for the pack;
- Works with IT\Communications member to publish minutes and other important information to Pack website;
- Keeping notes on pack leaders and committee' meetings. Record only key items such as things needing follow-up or items for the history of the pack;
- Distributes notice of leaders of pack leaders' meetings and other activities;
- Providing den leaders with records and forms for meetings.

### **2.5.6--Training Chair**

Regular duties of the training chairman include:

- Having a working knowledge of the training plan for Cub Scout leaders;
- Promoting leaders' attendance at Cub Scout leader training courses, monthly roundtables, Cub Scout leader pow wows, and Quarterly Leadership Updates;
- With the den leader coaches, coordinating Fast Start training for new adult leaders;
- Working with the Cubmaster and pack committee to set up a program for training parents;
- Developing a pack library for use by den and pack leaders;
- Encouraging full use of program materials in Cub Scout and Webelos Scout Program Helps, in Boys' Life and Scouting magazines, Cub Scout Leader Program Notebook, and other Cub Scouting literature;
- Assists the Cubmaster in the coordination of the Den Leader Mentors.
- Helping Cub Scout or Webelos den leaders understand the purposes, policies, and procedures of the chartered organization and the Boy Scouts of America;
- Giving immediate help and Fast Start training to new den leaders. Help them plan and conduct their first several meetings;
- Informing den leaders of available basic training and the requirements necessary to qualify for Cub Scout leader recognition awards. See that leaders are appropriately recognized;
- Being thoroughly informed and up-to-date on the latest program literature and materials;
- Giving continuing support and help to den leaders. Offering help, encouragement, direction, training, and new ideas, without taking over the den;
- Seeing that dens are never without a leader and assistant. Be ready to fill in for a den leader in case of emergency;
- Making sure den leaders understand the importance of maintaining den records;
- Participating in the annual pack program planning conference and pack leaders' meetings;

### **2.5.7--Outings Chair**

Regular duties of the outings and events coordinator include:

- Helping the pack plan and arrange outdoor activities;
- Recruiting parents and leaders to organize outings and events;
- Arranging for tour permits when required;
- Investigating new opportunities for appropriate outings and events;
- Planning first aid for emergencies;
- Helping the Webelos den leaders plan Webelos overnights;
- Helping arrange for equipment, as needed;
- Arranging for Safe Swim Defense implementation for all outings involving swimming;
- Assists in planning outings to help pack and dens qualify for National Summertime Pack Award;
- Helping inform parents about opportunities for family camping;
- Assisting in the promotion of day camp and resident camp opportunities;
- Being aware of BSA health and safety requirements and see that these are carried out;
- Knowing and carrying out BSA outdoor program policy related to Cub Scouting. Reviewing all activities to ensure unit leaders comply with BSA policies in the Guide to Safe Scouting.
- Assist the Event Chair and the Recruitment Chair in preparation of the yearly round-up picnic\event

### **2.5.8—Event Chair**

- Coordinates the Pack derbies each year (i.e. Rain Gutter Regatta, Pinewood Derby, Space Derby, etc)
- Coordinates the planning of the Blue and Gold Banquet with the Webelos I leaders and the Cubmaster
- Assist the Outdoor Chair and the Recruitment Chair in preparation of the yearly round-up picnic\event

### **2.5.9--Recruitment and Retention Chair**

Regular duties of the chairman include:

- Coordinates an annual census of boys in the chartered organization for systematic recruitment. Working with pack committee members to promote recruitment plans;
- Recruits parent volunteers to assist as needed with pack events and leadership roles.
- Working with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth;
- Working with the Cubmaster and Webelos den leader to see that Webelos Scouts and parents have a smooth transition into a Boy Scout troop;
- Following up on Cub Scout dropouts to return them to full, active membership.
- Coordinates the yearly round-up picnic\event with assistance from the Event Chair and Outdoor Chair

### **2.5.10--IT\Communications Chair**

Regular duties of the chairman include:

- Publicizing and promoting pack participation in Scouting Anniversary Week activities;
- Publishing a monthly or quarterly pack newsletter to inform parents of pack plans, guiding new parents in pack policies, and creating a feeling of unity among members of the pack family;
- Providing pack announcements for regular release in the official bulletins of your chartered organization;
- Making use of the news media in publicizing pack events.
- Maintain Pack website with assistance from the Secretary

### **2.5.11--Fundraising Chair**

Regular duties of the chairman include:

- Coordinate Fundraising events throughout the year
- Responsible for Coordinating fundraising at pack events as approved by the Committee (I.e. Cuboree, Pack Meetings, Derbies)
- Coordinates Yearly Popcorn Sales
  - Attends all Popcorn Meetings at District and Council
  - Reserves Sales location as soon as dates are known
- Research new ideas for fundraising opportunities
- Solicit and track donations for pack as determined by Committee
- Responsible for balancing all fundraising with dens and Pack Treasurer

### **2.6--Parents**

Scouting is a family activity, and will require the Scout to work on some advancement outside of his den or pack. The commitment of his parents and family towards helping him achieve his goals is paramount to his success. The “Application to Join a Pack” requires that the parents read and understand the Parent Agreement, which requires them to assist their son, leaders, and pack, as necessary.

Statistics show that Scouts whose parents take an active interest or leadership role are most likely to succeed in Scouting. To better guarantee the success of our Scouts, parents must participate in the program. Pack 402 expects at least one parent from every family to be actively involved with the Pack. It is the responsibility of the committee to determine what level of involvement is acceptable.

### **2.7--Uniformed Adult Leaders**

Pack 402 recognizes that quality leaders are vital to the success of its Scouting program. Their duty is to provide the basic program for and guide Scouts according to the policies and procedures of Pack 402 and the BSA. Leaders are appointed by pack committee with the approval of the chartered organization. All leaders must provide a list of references and meet minimum requirements before being accepted to any position within the pack.

Leaders must meet the requirements of the position as established by the BSA, be of good moral character and interested in working with boys. They must be registered as an adult leader of the BSA. In the interest of meeting the high expectations of parents, and to guarantee the best possible program is being offered to its Scouts, Pack 402 requires that all adult leaders attend Youth Protection Training, the Fast Start training appropriate to their position, and to have and read the Cub Leader Handbook. All Den leaders are required to have read "The Guide to Safe Scouting" and have it with them at ALL scouting events. Tiger Den Coordinators, leaders are also expected to attend and remain current in Cub Leader Basic Training. Monthly roundtable meetings deliver important news and information about upcoming programs and events offered through the district and council. A leader or representative of each den is strongly encouraged to attend as many roundtable meetings as possible.

The leaders of Pack 402 are expected to set a good example through behavior, attitude and uniform, and believe in the values and principles of Scouting.

## **2.8--Uniformed Adult Leader Positions and Responsibilities**

### **2.8.1--Cubmaster Team**

The Cubmaster Team consists of the Cubmaster and Assistant Cubmasters. The responsibilities of the team are:

- Working directly with the Training Chair, Tiger Cub coaches, Cub Scout den leaders, Webelos den leaders, den chiefs, and pack committee chairman and members to make sure all dens are functioning well;
- Planning the den and pack programs with the help of other leaders;
- Leading the monthly pack meeting and family campouts with the help of others. Involving all dens in some way;
- Providing a non-denominational religious program at pack meetings and family campouts;
- Coordinating the total Cub Scout program in the pack.

### **2.8.2--Cubmaster**

The Cubmaster need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys. He should be able to delegate responsibilities. In general, the Cubmaster (sometimes referred to as the unit leader) is the guiding hand behind the work of other pack leaders and serves as program adviser to the pack committee. He is a recruiter, a supervisor, a director, a planner, and a motivator of other leaders. Everything the Cubmaster does is aimed at helping the individual boy: Securing strong leaders, planning den and pack activities, advising other leaders and parents. These are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the pack is offered. Although this job is an executive position, the Cubmaster has direct influence on the lives of individual boys by keeping in mind that boys can be made better through Cub Scouting. Responsibilities of the Cubmaster include:

- Conducting a pack program according to the policies of the Boy Scouts of America;
- Planning and helping to carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders;
- Knowing about and using literature of the program, including Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps;

- Seeing that the pack's program, leaders, and Cub Scouts reflect positively the interests and objectives of the chartered organization and the Boy Scouts of America;
- Working with the pack committee on program ideas, selection and recruitment of adult leaders, and establishing a budget plan;
- Guiding and supporting den leaders. Seeing that they receive the required training for their position;
- Coordinates Den Leaders Coaches to assist Den Leader development
- Helping encourage graduation into a Boy Scout troop;
- Helping establish and maintain good relationships with Boy Scout troops;
- Maintaining good relationships with parents. Seeking their support and including them in activities. Involving male relatives such as uncles and grandfathers, so Cub Scouts will have additional male role models;
- Seeing that Cub Scouts and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award;
- Guiding Cub Scouts in goodwill and conservation projects;
- Supervising the support of the Tiger Cub dens;
- Seeing that the responsibilities specified for the assistant Cubmaster are carried out;
- Assisting the pack committee chairman in conducting the annual pack program planning conference and the monthly pack leaders' meetings;
- Working as a team with the pack committee chairman to cultivate, educate, and motivate all pack leaders and parents in Cub Scouting;
- Taking part in the charter review meeting and annual charter presentation ceremony;
- Recruiting den chiefs for all dens. Recognizing the den chiefs at pack meetings;
- Meeting with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos-to-Scout plan;
- Assisting in planning and conducting stimulating graduation ceremonies involving parents, the Scoutmaster, the Webelos den chief, Webelos den leader, and troop junior leaders;
- Conducting impressive Webelos den induction and Arrow of Light Award ceremonies;
- Encouraging high advancement standards for Cub Scouts and Webelos Scouts;
- Helping to bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.

### **2.8.3--Assistant Cubmasters**

The pack should have at least one assistant Cubmaster, but preferably two or three so that the responsibilities may be distributed. At least one assistant Cubmaster should be able to fill the Cubmaster's shoes in case of an emergency. The responsibilities include:

- Assisting the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary;
- Participating in pack meetings;
- Supervising den chiefs and see that they are trained;
- Working with neighborhood troops that supply den chiefs and into which Cub Scouts may graduate;
- Helping inform pack leaders of training opportunities and arrange for them to attend training sessions;

- Working with the pack committee to develop and promote an ongoing plan for recruiting new boys;
- Working with the Cubmaster and pack committee on pack re-registration;
- Assisting in pack activities such as dinners, pinewood derbies, bike safety workshops, service projects, etc;
- Working with the pack committee on outings to see that the pack and dens qualify for the National Summertime Pack Award;
- Participating in the annual pack program planning conference and pack leaders' meetings;
- Providing a non-denominational invocation or prayer at pack meetings and family campouts;
- Promoting the religious emblems programs for Cub Scouts of all faiths.

### **2.8.5--Tiger Coaches**

The Tiger Cub coach organizes and guides Tiger Cub Dens. The Tiger Cub coach's responsibilities include:

- Organizing and providing orientation for Tiger Cub dens;
- Maintaining contact with each Tiger Cub den through the Tiger Cub den coordinator and the host team for that month's den meeting(s);
- Coordinating Tiger Cub participation in pack activities.
- Re-registering the Tiger Cubs and their adult partners as a part of the pack's annual charter renewal process;
- Following up to ensure crossover of all Tiger Cubs into Cub Scouting;
- Serving as a resource person for the Tiger Cub dens;
- Reporting on the progress of Tiger Cub dens at monthly pack leaders' meetings.

### **2.8.6--Webelos Den Leaders**

Webelos Den Leaders are usually a parent of one of the boys in the den. The Webelos Den Leader's responsibilities include:

- Giving leadership to planning and carrying out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting;
- Completing Webelos Den Leader Outdoors Training. Scoutmaster Fundamentals (Boy Scout Leader Basic Training) and High Adventure Training (Map and Compass, Backpacking, etc.) is strongly recommended;
- Leading the den in its participation at the monthly pack meetings;
- Helping establish a close working relationship with the assistant Webelos den leader and Webelos den chief, functioning with them as a den leadership team;
- Working in harmony with other den and pack leaders. Working with the Cubmaster and pack committee in recruiting new Webelos Scouts;
- Helping to train the Webelos den chief and guide him to work with Webelos Scouts. Attending den chief training with him. Seeing that he receives recognition for his efforts at den and pack meetings;
- Meeting regularly with the Webelos den chief. Letting him help plan Webelos den meetings and activities. Giving him meaningful assignments;
- Providing worthwhile tasks for the Webelos denner so he can assume some responsibility and gain satisfaction from his efforts;

- Using Boy's Life and Scouting magazines and Webelos Scout Program Helps as resources for ideas and information;
- Instilling Scouting's spirit and moral values by personal example, ceremonies, and meaningful activities such as service projects;
- Collecting pack fees and turn them in to the pack treasurer at the pack leaders' meeting. Keep accurate records of den dues and attendance;
- Encouraging Webelos Scouts to advance. Maintaining high advancement standards. Keeping accurate advancement records and see that the boys are promptly recognized for their achievements;
- With the help of the Cubmaster, pack committee, and unit commissioner, determining one or more neighborhood Boy Scout troops into which Webelos Scouts will be graduated and establish a good working relationship with those troops. Trying to graduate every Webelos Scout into a troop;
- Working with the Scoutmaster and assistant Scoutmaster to plan and conduct meaningful joint activities;
- Working with the Cubmaster to see that impressive graduation ceremonies are conducted in the pack. Invite the Scoutmaster and troop leaders to take part;
- Asking qualified persons, including adult family members, to serve as activity badge counselors;
- Encouraging parents of Webelos Scouts to help plan and carry out overnight campouts and other outdoor activities. Working with the troop assistant Scoutmaster or Scoutmaster to arrange for loan of troop equipment on joint Webelos den-troop activities;
- Helping the den and the pack earn the National Summertime Pack Award;
- Having a plan to ensure that a leader is available for all Webelos den meetings and activities. Calling on the assistant Webelos den leader to fill in, as needed;
- Participating in the annual pack program planning conference and the monthly pack leaders' meetings;
- Keeping the Cubmaster and pack committee informed on the status and needs of the Webelos den.
- Mentor new Webelos leaders

### **2.8.7--Assistant Webelos Den Leaders**

The assistant Webelos den leader shares the work of the Webelos den leader and may be called upon to handle various details of den operation. They should be able to fill in for the Webelos den leader in case of emergency. The assistant Webelos den leader's responsibilities include:

- Assisting the Webelos den leader as needed. Carrying out the duties assigned by the Webelos den leader. Being ready to fill in for the den leader in case of emergency;
- Helping establish and maintain a close working relationship with the Webelos den leader and Webelos den chief, functioning with them as a den leadership team;
- Helping establish and maintain good relationships with neighborhood Boy Scout troops into which Webelos Scouts will graduate;
- Completing Webelos Den Leader Outdoor Training;
- Attending monthly pack meetings and assist as needed;
- Taking part in the annual pack program planning conference and monthly pack leaders' meetings.

### **2.8.8--Den Leaders**

Den Leaders deliver the Scouting program to boys in the pack through its dens. Usually, a Den Leader is a parent of a boy in the den. They work with parents and other den and pack leaders to ensure that their den is an active and successful part of the pack. The Den Leader's responsibilities include:

- Giving leadership in carrying out the pack program in the den;
- Providing or arranging for a safe, appropriate meeting place for weekly den meetings and outings. Obtaining necessary permits and authorizations, and submitting tour permits when necessary;
- Ensure that all adults are committee approved for all outings;
- Promote family involvement in all pack and den activities;
- Leading the den in its participation at pack meetings. Serving as den host or hostess for den parents at pack meetings;
- Working in harmony with other den and pack leaders;
- Cooperating with the Cubmaster (or assistant Cubmaster) in recruiting new boys;
- Helping train the den chief and guide him to work with the Cub Scouts. Seeing that he receives recognition for his efforts at den and pack meetings;
- Meet regularly with the den chief. Let him help plan den meetings and den activities, and allow him to serve as den activities assistant;
- Providing meaningful jobs for the denner and assistant denner so they can learn responsibility and gain satisfaction from their efforts;
- Using Boy's' Life and Scouting magazines, Cub Scout Program Helps, the boys' program books, and other Cub Scouting literature as sources for program ideas;
- Collecting pack fees and turn them in to the pack treasurer at monthly pack leaders' meetings. Keeping accurate records of den dues and attendance;
- Maintaining a friendly relationship with Cub Scouts; encouraging them to earn the advancement awards. Keeping accurate advancement records and see that boys receive recognition for their achievements;
- Stimulating the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting;
- Helping the den and pack earn the National Summertime Pack Award;
- Helping establish a close working relationship with the assistant den leader and den chief, functioning as a den leadership team;
- Developing a good working relationship with den parents and families. Using their talents to help enrich the den program. Holding den parents' meetings as often as needed to get acquainted and strengthen den operation. Having open communications with den families;
- Seeing that a leader is available for all den meetings and activities. Calling on the assistant den leader or den leader coach to fill in when necessary;
- Taking part in the annual pack program planning conference and pack leaders' meetings (or den leader-den leader coach meetings);
- Helping set a good example for the boys by behavior, attitude, and proper uniforming.
- Mentor new den leaders

## **2.9--Youth Leaders**

Leadership is an important quality in the development of youth. Pack 402 believes that the opportunity for youth to act in a role of responsibility, leadership, and authority is an important step towards fostering good character, self-confidence, sense of achievement, and a respect for others. Pack 402 encourages leaders to offer each boy the chance to fill a role of responsibility within the pack and dens.

### **2.9.1--Den Chiefs**

A Den Chief is an older Boy Scout, Varsity Scout, or Explorer who has been a Boy Scout, preferably a former Cub Scout, ideally of at least First Class rank. Selected by the senior patrol leader and Scoutmaster or Varsity Scout Coach or Explorer Advisor upon request by the Cubmaster. Their appointment is approved by the Cubmaster and pack committee, and recommended to the den leader. The Den Chief is registered as a youth member of a troop, team, or post, whose responsibilities include:

- Knowing the purposes of Cub Scouting;
- Helping Cub Scouts achieve the purposes of Cub Scouting;
- Serving as the activities assistant at den meetings;
- Setting a good example by attitude and uniforming;
- Being a friend to the boys in the den;
- Taking part in weekly den meetings;
- Assisting the den in its part of the monthly pack meeting;
- Knowing the importance of the monthly theme and pack meeting plans;
- Meeting regularly with the den leader to review den and pack meeting plans. Meeting as needed with adult members of the den, pack, and troop;
- Receiving training from the den leader (and Cubmaster or assistant Cubmaster). Attend den chief training;
- Encouraging Scouts to advance when they are eligible;
- Helping the denner and assistant denner to be leaders.

### **2.9.3--Denners**

The Cub Scout denner is a den member elected by the den for a short period, usually one or two months. The den leader and den chief determine his responsibilities. This might include helping to set up the den meeting place and cleanup; helping with games, ceremonies, tricks, and puzzles; leading a song; or acting as den cheerleader. He should be given meaningful responsibilities and recognition to help him learn how to be a leader, so that all boys will look forward to their turn as denner. A short term of office is encouraged to give all boys the opportunity to serve. The Denner wears a two stranded yellow cord and epaulette on the left shoulder to signify his rank.

## **2.10-- Dens**

Pack 402 is divided into dens. Each den is made up of boys of similar ages or school grade. Dens plan and participate in Scouting activities at an age appropriate level. Their objective is to provide an enjoyable Scouting experience to the boys and their families while promoting the ideals and goals of the Tiger Cub, Cub Scout, and Boy Scout Promise and Oath.

Den numbers assigned at Tiger Cub will follow that den through Webelos. New boys to the pack will be added to the existing dens as space permits.

A den should consist of at least three boys, but preferably not more than eight. Experience has shown that too few or too many make it difficult to provide a quality Scouting program for the boys. If membership in a den grows beyond eight, the den should be split, with one retaining the original den number. A leader and assistant leader should be recruited and trained for the new den. If a den has 3 or fewer boys the pack committee will consider consolidating dens.

### **2.10.1--Tiger Cub Dens**

First grade boys are Tigers. Tigers meet as a den twice a month, and may participate in an additional den Go See It or activity monthly. An adult partner is required to accompany each boy to all meetings and activities. One adult partner from each den takes on the responsibility of Tiger Den Coordinator, though leadership of the den is spread among all the adult partners. Tiger meetings may, at the option of the den, have a fixed meeting place and time, or meet at a different location each month.

### **2.10.2--Wolf and Bear Dens**

Second grade boys are members of a Wolf den, even if they have not attained the rank of Wolf. Likewise, third grade boys are members of a Bear den, even if they have not yet earned the Bear rank. Because their programs are similar, Wolf and Bear dens may be combined when too few boys exist for one or both dens to meet minimum membership requirements. In this case two dens should exist, with separate den numbers, under common leadership. Den leadership consists of a Den Leader and Assistant Den Leader, and optionally a Den Chief. Leaders and assistant leaders are typically parents or guardians of one of the boys in the den.

### **2.10.3--Webelos Dens**

Fourth and fifth grade boys are first year and second year Webelos Scouts, respectively. Den leadership consists of a Webelos Den Leader and Assistant Webelos Den Leader, and optionally a Den Chief and/or Den Aide. Leaders and assistant leaders are typically parents or guardians of one of the boys in the den. Webelos dens may, at their option, select a patrol name to further identify their den. Patrol names should be selected and voted on by the boys, and must be appropriate to the ideals of Scouting. Names do not necessarily need to be Scouting related, however.

## **Chapter 3--Membership Standards**

### **3.1--Membership**

#### **3.1.1--Membership Categories**

Membership in Pack 402 consists of the following categories: Cub Scouts, uniformed adult leaders, pack committee members and member families.

Pack 402 Cub Scouts are boys who meet BSA age requirements, are currently registered with the BSA as Pack 402 Cub Scouts, and meet the pack's active service standard.

Uniformed adult leaders are adults who meet BSA age requirements, are currently registered with the BSA as Pack 402 leaders, and are currently active in the pack.

Pack committee members are adults who meet BSA age requirements, are currently registered with the BSA as Pack 402 committee members, and are currently active in an assigned area of committee responsibility.

At least 1 parent or guardian must be a registered member of Pack 402,

For the purposes of pack membership, member families are the parents and minor brothers and sisters of Scout members, or the spouse and minor children of registered adult members.

### **3.1.2--Active/Inactive Members**

A Scout is considered active if his attendance at meetings and campouts meets the active service standard below. Uniformed adult leaders, pack committee members, and parents are considered active if they meet the parent involvement standard below. Active members have full membership privileges. Inactive members may be denied certain privileges, including attendance on some activities.

## **3.2--Entry Requirements**

### **3.2.1--Scouts**

Any interested boy who meets the membership requirements above may register as a Cub Scout in Pack 402, subject to the restrictions in this section. The pack committee may limit the number of new Cub Scouts admitted each year to maintain overall pack size at a level that allows for a quality program, based on current membership, the number and quality of adult leaders, and anticipated membership losses. The Cubmaster or committee may modify or make exceptions to the entry policy to meet the needs of the pack. The pack always accepts the family of active members regardless of the present membership level.

### **3.2.2--Parent Registration**

To comply with BSA policy all adults who have contact with the Scouts are required to register. The cost of one parent to register will be absorbed by the pack.

### **3.2.3--Parent Involvement**

At least one registered parent of every Scout must agree to be actively involved with the pack as a condition of their son's membership in the pack. The pack committee shall publish a list of parent job opportunities and set standards for active involvement.

### **3.2.4--Uniformed Adult Leaders**

Any interested adult who meets the membership requirements above may be commissioned as a leader with Pack 402, subject to the restrictions in this section. All uniformed leaders must register with and be commissioned by the Boy Scouts of America, and all must be approved by the chartered organization, the pack committee chairman (in consultation with the pack committee), and the Cubmaster (in consultation with the other uniformed leaders). Certification is based on the standards of the Boy Scouts of America for youth leadership.

### **3.2.5--Pack Committee Members**

Any Scout parent or other interested adult may register on the pack committee, subject to the approval of the chartered organization and pack committee chairman (in consultation with the pack committee).

## **3.3--Standards of Membership**

### **3.3.1--General**

To retain full membership in Pack 402, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the pack.

### **3.3.2--Active Service Standard**

A Scout must be active to reap the full benefit of the Pack 402 program. Because camping is the heart of Scouting, the pack encourages its Scouts to attend at least one overnight camp annually. A Scout is considered active if he attends a minimum of 50% of regular pack meetings and a minimum of 50% of den meetings. There are no excused absences since the 50% standard is intended to allow sufficient leeway for such things as illness, school activities, family activities, or sports. Although the pack does not suspend inactive Scouts, the Cubmaster or den leaders may limit their participation in certain events and activities in order to allow active Scouts the opportunity to participate. All scouts must be up to date on pack fees or have made other arrangement with the pack committee.

### **3.3.4--Advancement Standard**

A Scout needs to advance regularly to learn the skills and leadership that are central to the Scout program. Pack 402 expects all Cub Scouts to earn the rank of Bobcat within four months of registering, and to continue to meet the requirements to advance at least one rank each year after that.

### **3.3.5--Uniform Standard**

Pack 402 requires a complete and correct Scout uniform for all Scouts and uniformed adult leaders. Scouts and adults may have a reasonable time to acquire a complete uniform or to replace worn or outgrown components. The Cubmaster may exclude Scouts without proper or complete uniforms from uniformed activities. The committee may deny advancement to those who consistently wear less than full uniform.

### **3.3.6--Behavior Standard**

Pack 402 expects reasonable behavior in accord with the Cub Scout Promise and Law. If a Scout's behavior is disruptive, the Cubmaster or den leader should consult the Scout and his parents. If counseling fails, the Cubmaster or den leader may dismiss the Scout from the activity and notify the parents of the problem. If the Scout continues to create behavior problems, the Cubmaster or den leader may suspend him. The pack committee has the final right of appeal.

### **3.3.7--Removal of Adults**

**General--**The chartered organization may remove any adult leader, in accordance with BSA policy. In general, the chartered organization leaves such actions within the pack, stepping in

only when necessary. All leaders are subject to renewal by the pack committee every May/June before the pack organizational\calendar meeting.

**Cubmaster**--The Cubmaster serves at the pleasure of the chartered organization and pack committee. He may be removed only by joint action of the chartered organization and pack committee.

**Assistant Cubmaster**--Assistant Cubmasters serve at the pleasure of the Cubmaster and pack committee. They may be removed only by joint action of the Cubmaster and pack committee. This does not preclude the Cubmaster's authority to dismiss a leader from a pack activity for cause, pending later action of the pack committee.

**Chartered Representative**--The Chartered Representative serves at the pleasure of the Institutional Head. He may be removed by action of the chartered organization, or by request of the pack committee to the chartered organization.

**Committee Chairman**--The committee chairman serves at the pleasure of the chartered organization. He may be removed by action of the chartered organization, or by request of the pack committee to the chartered organization.

**Committee Member**--Pack committee members serve at the pleasure of the committee chairman. They may be removed only by joint action of the committee chairman and the pack committee.

**Den Leaders**—Den Leaders serve at the pleasure of the pack committee. They may be removed by the pack committee, or at the request of the Cubmaster to the committee.

### **3.4--Discipline**

#### **3.4.1--General**

Discipline needs to be positive rather than negative whenever possible and it must be applied using common sense and fairness. Pack 402 does not permit corporal punishment or hazing of any kind, nor does it allow disciplining through pushups or other punitive physical exercise. For more serious offenses, the pack may use probation, suspension, and expulsion.

#### **3.4.2--Probation**

Probation is a period of evaluation both by the pack and by the Scout under probation to determine fitness or desire to remain in the pack. A Scout under probation is generally barred from certain “special” pack and den activities, at the Cubmaster's or den leader’s discretion.

#### **3.4.3--Suspension**

Suspension is the temporary loss of all membership privileges in the pack, typically for 1 or 3 months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he has submitted a

letter to the pack committee, signed by himself and his parents, stating his pledge to meet all pack standards fully.

#### **3.4.4--Expulsion**

Expulsion is the permanent loss of all membership privileges in the pack. The pack committee may permanently expel any member (youth or adult) for any of the following:

- Illegal conduct, in or out of Scouting;
- Illicit use of drugs or alcohol, in or out of Scouting;
- Bullying, hazing, or harassment of another Scout;
- Stealing from another Scout;
- Misbehavior or refusal to abide by pack policies which is seriously detrimental to the welfare of the pack;
- Willful disregard of the Cub Scout Law, Cub Scout Promise, or BSA Policies and Procedures, especially by an adult in a position of trust.

## **Chapter 4--Pack Activities**

### **4.1--General**

Pack activities are divided into meetings and outings. Meetings include pack meetings, den meetings, pack committee meetings, Den leader meetings and the annual planning conference. Outings include day outings, weekend campouts, family outings, field trips, summer activities, summer camp, day camp, or other special den and pack events. We expect all activities to start and end on time, and we expect Scouts and adults to arrive and to be picked up on time.

### **4.2--Meetings**

#### **4.2.1--Pack Meetings**

Regular pack meetings once monthly from August through May, as designated by the Cubmaster. Scouts and leaders are expected to arrive on time, and in uniform. The Cubmaster Team plans and conducts all pack meetings under the direction of the Cubmaster. Attendance is open to all members (Scouts, uniformed adult leaders, pack committee members, and member families) and to visitors who are interested in joining a Cub Scout pack.

#### **4.2.2--Den Meetings**

Den meetings usually occur between two and five times per month, at the discretion of the den leader. The time and location of the den meeting should be mutually agreed upon by the leader, assistant leader, and parents, and should be planned to allow participation of as many members of the den as possible. Den leaders should encourage the participation of parents at den meetings.

Cubmaster and Committee chair should be notified of all den meetings and locations. If the need arises for the meeting place or time to change the Cubmaster should be notified as soon as possible.

Den Leaders are expected to attend all Den Leader meetings.

#### **4.2.3--Pack Committee Meetings**

The pack committee generally meets once per month except during summer. The meeting time is as agreed by the committee, but should be after the District Round Table and before the Pack meeting. The Committee Chairman and Cubmaster jointly plan the agenda. Attendance is open to pack committee members, uniformed adult leaders, and all interested Scout parents. The Cubmaster needs to attend to present the plans and needs of the pack for the next pack meeting.

#### **4.2.5--Annual Planning Conference and Financial Conference**

The committee meets to plan the pack's annual program. Planning should include monthly theme ideas, dates/places/themes for outings, and special events. Attendance is open to pack committee members, uniformed adult leaders and all interested Scout parents. This meeting is generally held in June or July.

The committee also holds a yearly financial planning conference. The conference should set forth the budget for the pack for the upcoming year and the pack fee. This can be held in conjunction with the planning conference or at another time after the planning conference but before the start of the pack year in August.

### **4.3--Events and Outings**

#### **4.3.1--Purpose**

Outings satisfy several of the Aims and Methods of Cub Scouting, and should be designed to provide opportunities for advancement and recognition.

#### **4.3.2--Attendance on Outings**

All Pack 402 Scouts, uniformed adult leaders, and registered parents and their families are welcome on outings, unless the Cubmaster determines that special restrictions are necessary. Women on campouts need to use discretion in location of tents and latrine use to minimize the chance of embarrassment to themselves or to Scouts. The pack does not permit mixed tenting except between members of the same household or as approved by the committee. Additional attendance policies are contained under each type of outing below.

#### **4.3.3--Outings**

The committee plans outings to places of interest to Scouts. A member of the committee is assigned to organize the outing and report back to the committee on their progress.

#### **4.3.5--Family Camping**

Family campouts are overnight trips open to member families (Scout brothers and sisters may attend only if they are under the supervision of their parent). The Pack should designate at least two family campouts each year, usually in the spring and fall. The Pack needs to schedule campouts so as not to interfere with the normal operation of the program for the Scouts and dens. The Cubmaster and Assistant Cubmasters must make every effort to attend every campout.

All family members must abide by BSA and pack policies and are subject to the decisions of the pack leaders. The purpose of family outings is to strengthen the family unit, to encourage

families to camp on their own, and to expose family members to the values and ethics of Scouting.

Family campouts should include a planned evening campfire program that involves all dens represented. Daytime activities should be of interest to Scouts, planned to provide fun and advancement opportunities. When possible, family camping should take place at a Boy Scout Council camp or 'Scout only' campsite.

#### **4.3.6--Summer Camp/Day Camp**

The annual week at summer camp or day camp is important to the success of our Scouts. We encourage ALL Scouts to make every effort to attend summer camp or day camp. As day camp is run by volunteers, BSA requires that 1 registered adult be present for every 5 children attending day camp each day. Adults are encouraged to volunteer so we can meet this requirement.

#### **4.3.7--Pack Summertime Activities**

Pack 402 shall make every possible effort to provide a year round program for Scouts and qualify for the Pack Summertime Activity Award by providing at least two summertime activities during each of the months of June, July and August.

#### **4.3.8--Adult Leadership on Outings**

To lead a Pack 402 outing, an adult must:

- Be registered with Pack 402
- Have current BSA Youth Protection training
- Have current BSA Cub Leader Basic Training (or be approved by the pack committee)

In addition, one adult must:

- Have current first aid and CPR certification
- Be BALOO trained
- Have current BSA Safe Swim and Safety Afloat training (as appropriate to the activity)

To attend a Pack 402 outing, an adult must be registered with Pack 402 (or be approved by the pack committee). The pack committee and Cubmaster may also further restrict adult qualifications for specific activities.

### **4.4--Activity Policies**

#### **4.4.1--Adult Presence at Activities**

In accordance with current BSA Youth Protection and adult leadership policies, at least two registered adults must be present at all pack or den activities (2 deep leadership) and a minimum of one adult per Scout must be present at all overnight pack or den outings. When an adult needs to talk privately with a boy, either a second adult must be present or they must be in plain sight of other Scouts/adults. If the Cubmaster is not present on an overnight activity, the Cubmaster must approve the adult in charge. One adult and one boy may not tent together (unless they are parent and son).

#### **4.4.2--Tour Permits**

The pack must secure a proper BSA Tour Permit for each outing, in accordance with BSA policy.

#### **4.4.3--Permission Forms**

The pack must obtain annually a Permission Form & Waiver and a Health & Medical Statement for each Scout, signed by his parents, in accordance with BSA guidelines. The pack must also obtain a permission slip for each Scout on each outing. All this information will be with the activity leader at all times.

#### **4.4.4--Driving Safety Policies**

The pack should provide a copy of the pack driving safety policies once a year to every person who provides transportation for Pack 402 as a volunteer driver. The driving safety policies should list current BSA and Pack 402 policies, which the pack committee believes will contribute to driving safety. Any adult planning to transport children other than their own must provide the pack with the following:

- Copy of Valid Drivers License
- Copy of registration
- Copy of insurance that meets the BSA requirements for coverage

#### **4.4.5--Sign-up and Payment Deadline**

The website should indicate a sign-up and payment deadline for each outing or event. Scouts and their families are responsible for meeting this deadline. Those who miss the sign-up deadline may be excluded from the campout. Those who fail to pay on time are subject to a late fee. Those who sign up and then cannot go are obligated to notify the Cubmaster. Scouts who cancel too late may forfeit the cost of registration, food and other non-refundable expenses.

#### **4.4.6--Aquatic Activities**

All aquatic activities must function in accordance with the BSA "Safe Swim Defense Plan," BSA "Safety Afloat" plan.

#### **4.4.7--Bicycling Activities**

All bicyclists, adult or youth, must wear a bicycling safety helmet at all times while riding.

#### **4.4.9--Pets**

No one may bring a pet on any pack activity unless specifically approved in advance by the Cubmaster, Except for service animals.

#### **4.4.10--Weapons**

Pack 402 does not allow any Scout or adult to bring a gun, bow, crossbow or other weapon on any pack activity. Shooting activities (such as for BB Shooting and Archery belt loops) must conform to current BSA policies and be conducted at a proper, approved BSA Council camp under the direction of qualified staff.

Bears and Webelos Scouts may carry folding pocketknives only if they have earned their Whittling Chip and agreed to the safety guidelines. Knives may not be carried on school grounds, or when local rules and regulations prohibit. Younger Scouts, and those that have not earned their Whittling Chip, may not carry knives at any Scout activity. No adult or Scout may carry fixed blade, switchblade or sheathed knives at any Scouting activity.

Adult law enforcement officers may carry weapons as required. While out of uniform, however, every effort should be made to do so in as safe and discrete a manner as possible, to avoid the distraction that such an item could create.

## **Chapter 5--Advancement**

### **5.1--General**

Scouts learn by advancing. Advancement teaches useful skills, leadership and service. The Cubmaster or den leaders may require a specific level of advancement for some activities, due to the nature of that activity or as an inducement to encourage advancement. Pack 402 expects each Scout to advance regularly, and to meet the pack's minimum advancement standard. All awards are expected to be turned in no later than the committee meeting proceeding the Pack Meeting.

### **5.2--Ranks**

The first three ranks (Tiger, Wolf, Bear) emphasize the fun and basic skills of Scouting. Webelos emphasizes the advanced skills and knowledge necessary to transition into Boy Scouting. Advancement in Pack 402 must operate in full accord with the requirements contained in the current editions of the appropriate BSA literature.

### **5.3--Active Service**

A Scout must be considered active to be eligible for advancement. A Scout must meet the standard for at least the minimum period of active service required for each rank.

### **5.4--Badges of Rank**

Den leaders should notify the advancement chairman when boys have earned a badge of rank. The advancement chairman fills out a Council advancement report and provides the badge of rank for presentation at the next pack meeting. The Pack pays for all rank badges.

### **5.5--Webelos Activity Pins**

Webelos den leaders should notify the advancement chairman when boys have earned a Webelos activity pin. The advancement chairman fills out a Council advancement report and provides the pin for presentation at the next pack meeting. The Pack pays for all Webelos activity pins.

### **5.6--Academics and Sports Belt Loops and Pins**

Pack 402 encourages Scouts and their parents to participate in a wide variety of activities meant to broaden the experiences of the individual, and will recognize Scouts for their efforts by awarding belt loops and pins from the BSA Academics and Sports program. Academics and

Sports belt loops and pins can, however, create a potential drain on the pack budget. The committee may therefore elect to restrict pack purchases of these awards.

#### **5.6.1--Limits on Duplicate Awards**

Because each award can be earned more than once, the committee may elect to limit pack purchases to not include duplicate awards during a program year. This policy shall not prevent a parent from purchasing the award, nor does it prevent the award from being officially recognized and presented to Scouts.

#### **5.6.2--Limits on Belt Loops and Pins**

Some boys are capable of earning several awards each month. In order to reduce the impact on pack monies, the committee may limit the number of belt loops and/or pins purchased for youth to three in any given month. The Pack may elect to defer awards into the next month, at which point the pack will purchase the award (subject to these limitations).

#### **5.7--Arrow of Light**

The Arrow of Light is the highest award that can be earned in Cub Scouts. It represents great dedication and effort on behalf of the Scout and his family. Pack 402 strongly believes that those that have earned the Arrow of Light receive appropriate recognition. The pack leadership should provide an impressive award ceremony for those that achieve this high honor.

#### **5.8-- Beads & Totems**

Beads are given to Tigers, Wolves and Bears to recognize achievements. The beads are presented at the den meetings.

#### **5.9--Service Projects**

Part of the Cub Scout promise is "To Help Other People". Pack 402 encourages Scouts to participate in service projects through recognition and awards, in the belief that as they grow older they will realize service as its own reward.

#### **5.10--Special Awards**

Pack 402 offers several special awards given out at den meetings, pack meetings, activities and events. These awards are unique to our pack.

A best dressed scout will be selected at each pack meeting.

## **Chapter 6--Uniform**

### **6.1--Significance of the Uniform**

Scouting is a uniformed movement. Throughout our society, only certain special people are entitled to wear a uniform. Just as a sports uniform proclaims one's membership on a team, the Scout uniform proclaims one's membership in the largest voluntary youth movement in the world. The Scout uniform tends to diminish the importance of an individual's financial, social,

and ethnic background, while clearly showing his degree of accomplishment in Scouting. At the same time, the uniform maintains one's individuality since no two uniforms are completely alike, and they show off that individual's Scouting achievements.

## **6.2--Full Uniform Required**

The uniform is so important it is one of Scouting's methods. Pack 402 requires a complete and correct Scout uniform for all Scouts and uniformed adult leaders, and has a Membership Standard (Chapter 3) on uniforms. Class A uniform is required for all functions unless otherwise specified.

## **6.3--Uniform Components**

### **6.3.1--General**

Pack 402 has selected the BSA uniform options listed below; no other options are permitted.

- Neckerchief
- Numeral strip 402 (single piece)
- Den number or Patrol medallion
- Quality Unit badge (if earned)
- Badge of office (for adult leaders)
- Badges of rank

### **6.3.2--Standard "Class A" Uniform**

The standard Pack 402 "Class A" uniform consists of the following components:

- Official BSA short-sleeved shirt with appropriate insignia (long-sleeved shirt optional but NOT recommended) and include the following:
  - Shoulder tabs--blue shoulder loops;
  - Left sleeve—North Florida Council shoulder patch, numeral 402 (one piece), badge of office (for adults);
  - Right sleeve--American flag, den number or patrol medallion, and Quality Unit Patch;
  - Left pocket--badges of rank, Arrow of Light (if earned);
  - Right pocket flap--pack nametag.
- Neckerchief (bolo tie is optional for adult leaders)
- Any neckerchief slide
- Any BSA belt and any BSA buckle
- Any closed toe shoes or sneakers

### **6.3.3--Work Uniform**

The casual Pack 402 Work uniform consists of the following components:

- Pack 402 T-Shirt or other BSA related T-Shirt
- Any BSA belt and any BSA buckle
- Any closed toe shoes or sneakers

The "Work uniform" *may be worn when designated as "uniform of the day" by Pack or District.*

The casual "Work uniform" may be worn at most summer pack meetings and during the day at outdoor summer activities, as determined by the Cubmaster. Work uniforms are available for purchase from the pack.

#### **6.3.4--Standard Shirt Insignia**

The following insignia are required on the official BSA shirt, and must be sewn in the correct position according to the appropriate BSA publications:

Other insignia are optional, but must be sewn in the correct position, if worn.

#### **6.3.5--Adult Leader Uniforms**

Adult leaders wear the official BSA leader uniform, consisting of official BSA khaki shirt and green trousers/shorts (men and women), or official BSA yellow blouse and blue trousers/shorts (women). Leaders may optionally wear a bolo tie in place of the neckerchief.

### **6.4--Special Pack 402 Uniform Components**

#### **6.4.1--Pack-stocked Components**

The pack gives each Scout their neckerchief and slide upon crossing over to the next rank. The pack also provides the one piece 402 for the shirt upon registration and payment of pack fees.

#### **6.4.2--Who Can Wear Pack 402 Uniform Components**

Only currently active Pack 402 Registered Scouts and uniformed adult leaders may wear the Pack 402 Class A uniform. Any Pack 402 Scout, leader, or family member may wear the Pack 402 T-shirt.

## **Chapter 7--Finances**

### **7.1--Finance Responsibilities**

#### **7.1.1--Pack Committee**

The pack committee approves the annual pack budget, and it approves all expenditures in advance, except those spent in accord with the approved budget. The pack committee carefully selects the pack treasurer and oversees the treasurer's actions. The committee is responsible for conducting a simple annual audit of the previous year's income and expenses, assisted by the treasurer. The Pack may keep a petty cash fund for routine small expenses and for reimbursing others for authorized or routine expenses. At the beginning of each activity year, the treasurer prepares a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the pack committee. The Treasurer assists the pack committee in conducting a simple annual audit of the previous year's income and expenses.

### **7.1.2--Pack Treasurer**

The pack treasurer must be a registered member of the pack committee. The treasurer is responsible for maintaining adequate records of all pack income and expenses. The treasurer provides a written report of income and expenses at the regular pack committee meetings. At the beginning of each activity year, the treasurer and the Cubmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the pack committee. The treasurer guides and assists the committee in conducting a simple annual audit of the previous year's income and expenses. Upon any change in the Treasurer, a formal audit will be done by the committee and overseen by the Chair.

### **7.2--Pack Checking Account**

Pack funds are kept in a checking account (interest-bearing, if possible) under the name of Pack 402. The pack treasurer disburses pack funds and is the sole keeper of all blank checks and of all receipts. All checks require two signatures to be valid. It is recommended that the treasurer and committee chairman be co-signers, with the Cubmaster as a backup in case one of the others is unavailable. No two members of the same house-hold shall be on the checking account. Bank card can only be used with the knowledge and approval of one of the consignees

### **7.3--Fund Raising**

The pack committee is responsible for the conduct of all fund raising. We expect all Scouts and families to participate in fund raising efforts.

### **7.4--Annual Family Expenses**

Annual expenses for the family of each Scout include annual pack fees and den dues. Less frequent expenses include purchase of Scout uniform and small fees for certain activities. We expect families to encourage their sons to develop thrift by allowing them to earn a reasonable part of their Scouting expenses.

### **7.5--Payment Deadlines for Pack Fees**

Pack fees for the next calendar year are payable in two payments at the pack meeting in October and January. The committee should set reasonable payment deadlines for other payments, and publish them when possible in the pack newsletter. Any scout that is unable to pay can work with the Den Leader and the Cubmaster to make arrangements for payment arrangements. The arrangements will be subject to approval of the committee.

### **7.6--Refunds**

Pack fees for the current calendar year are not refundable. Fees paid by new members are not normally refundable. The intent of this policy is to encourage families to evaluate their interests carefully and to commit fully to Scouting in Pack 402, as well as to allow the pack to budget adequately. Any request for refund must be made to the pack committee in writing. Refunds will be issued for any activity canceled by the pack.

## **7.7--Pack Fee**

### **7.7.1--Pack Fee/Active Members**

The Pack fee will be determined each year at the pack financial planning meeting. The pack fee covers BSA registration for the Scout, Boys Life magazine subscription, accident insurance, and other general budget expenses as indicated when the pack fee is adopted.

### **7.8--Adult Leader Expenses**

The pack pays the BSA registration fee for all active adult leaders and for active pack committee members. The pack pays the cost of BSA basic training and provides a copy of the Cub Leader Handbook for active uniformed adult leaders, and the pack may also pay a portion of the cost of any advanced training for active uniformed adult leaders, as determined by the pack committee. The pack also pays entry and other fees and for meals for adults on outings when the budget permits (as determined by the committee). If the budget does not permit paying for all adults, the pack pays for the uniformed adult leaders, if possible. Uniformed adults are responsible for the cost of their own uniforms.

### **7.9--Other Expenses**

#### **7.10--Payment by Check**

We encourage families to make all payments to the pack by check. All checks are required to have the Drivers License number written on them. This provides a record of payment and a safeguard for both the family and the pack in the event of a mistake. Any returned checks will be subject to a \$15 NSF fee.

## **Chapter 8--Discounts and Scholarships**

### **8.1--Discounts**

#### **8.1.1--Discounts**

Discounts are a means of reducing the costs of Scouting, especially for active families. The primary purpose of the discounts is to encourage each family to be involved, and to reduce expenses for those who are. The primary discount is achieved through popcorn sales.

### **8.2--Scholarships**

There are many scholarship opportunities through the district in council. If a scout feels they are in need of a scholarship they should contact their Den Leader or the Cubmaster to start the process. All scholarships must have the support of the Pack Committee.

## **Chapter 9--Miscellaneous**

### **9.1--Pack-owned Equipment**

The pack owns the minimum necessary equipment for pack outings, including a first aid kit, etc. The outdoor chair is responsible for overseeing pack equipment and assessing appropriate

charges to individuals for any lost or damaged pack equipment checked out to them. Pack equipment is intended for use by pack members on pack activities. Equipment may not be loaned to non-members. The committee is responsible to determine when equipment may be loaned to current or to former members. The Outdoor Chair will maintain an inventory of all pack items and will conduct a yearly audit of said items.

### **9.2--Cub Scout and Leader Handbooks**

Pack 402 gives a copy of the appropriate Cub Scout Handbook to each new Scout upon payment of their pack fees and a copy of the Cub Leader Handbook to each uniformed adult leader.

### **9.3--Banned Items**

The following items are banned from all pack activities for all youth and adult participants, unless specifically approved by the Cubmaster:

- Any candle or candle lantern (because of fire risk in tents)
- Any non-folding knife (sheath knife, machete, etc)
- Any butane lighter
- Any glass container

### **9.4--Pack Publications**

#### **9.4.1-Newsletter**

#### **9.4.2-Pack Web Site**

The pack maintains an Internet web site with appropriate information available to pack families and the general public. The purpose of the web site is to inform pack families, promote the pack to potential members, and help other packs and Scout leaders benefit from our experience. Keeping in mind the public nature of the Internet, the pack "webmaster" will abide by the pack's Web/Online Publication Policies:

#### **We will "do our best" —**

- **to maintain direct control over the specific content of our Web Site.**
- **to only include material on our Web Site and our associated Web Pages that is appropriate to the Scouting movement.**
- **not to knowingly link to any third party web sites that contain material that is not appropriate to the Scouting movement.**
- **not to include on our Web Site any commercial endorsements of products which are not in keeping with BSA policy.**
- **not to endorse the unauthorized electronic sale of BSA Supply Division merchandise or competing products.**
- **not to replicate any publication for sale through the BSA Supply Division with the intent to undermine the sale of that publication.**
- **to abide by all laws regarding copyrights, trademarks, and other intellectual property, and by those pertaining to the Internet.**
- **to consider the safety and privacy of our members and participants.**

Any parent not wanting their child's picture or First name to appear on the website will need to notify the pack committee in writing

## **9.5--Alcohol, Tobacco, and Illicit Drugs**

### **9.5.1--General**

As required by BSA policy, the pack will make every possible effort to provide a completely alcohol-free, tobacco-free, and drug-free environment for our Scouts.

### **9.5.2--Alcohol**

No Scout, adult or family member may possess, consume or be under the influence of any alcoholic beverages at any time during any Scouting activity. Violators will be dismissed from the activity and suspended from the pack until they appear at a pack committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the pack.

### **9.5.3--Tobacco**

Use of tobacco products is not consistent with the Scout Law and Promise. No Scout may possess or use tobacco products at any time on any Scouting activity, regardless of parental consent. Adults or family members who smoke or chew must do so completely away from the Scouts. Violators will be dismissed from the activity and suspended from the pack until they appear at a pack committee meeting (with a parent, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the pack. [Because of the increase in tobacco use by teenagers, and its long-term potential for serious harm, we have chosen to take a strict position against its use, consistent with BSA policies.]

### **9.5.4--Illicit Drugs**

Pack 402 bans the possession, use, or be under the influence of illegal drugs (marijuana, etc), other abusable substances (glue, prescription drugs, etc, except when used for their intended purpose), and drug paraphernalia. Adult violators (age 18 & up) will be turned over to the police. Police involvement for youth violators will be at the discretion of the adult leader in charge based on individual circumstances. All violators will be dismissed from the activity and suspended from the pack until they appear at a pack committee meeting (with a parents, if a Scout). The committee will determine any further actions, including the possibility of permanent expulsion from the pack.

## **9.6--Personal Communications Equipment**

In order to preserve the outdoor experience, and prevent outings from becoming too much an extension of city life, personal cellular telephones, pagers and radio transceivers are limited at all pack outings, unless specifically approved in advance by the Cubmaster. It is undesirable to have personal communication equipment available on a wilderness activity for routine personal or business calls.

**PARENT / GUARDIAN BYLAW  
&  
PACK PARTICIPATION STATEMENT**

I have received the Bylaws for Pack 402 for the Pack year 2005-2006 and agree to abide by them.

I agree to be an active member of the Pack Program staff, realizing that if each parent/guardian takes on a small part of the program responsibility, the Program can be that much more fun for all.

---

Cub Scout Parent/Guardian Signature      Cub Scout Committee Member

\_\_\_\_\_

Date

CUB SCOUT NAME: \_\_\_\_\_

DEN/RANK: \_\_\_\_\_