Cub Scout Pack #3216 Bylaws & Guidelines

Charter by Trussville Parks & Recreation:

Charter Date: December 31st

Trussville, Alabama 35173

Be it known to all current and future members of Pack 216, a set of guidelines is hereby established to ensure Pack leadership and families adhere to Boy Scouts of America, henceforth to be referred to as BSA, guidelines and provide a set of rules by which the Pack is governed. These guidelines are necessary to provide a safe and functioning environment in which to deliver the Boy Scouts of America Cub Scouting program for youth and families.

Section 1. Nature and Purpose of the Pack

This Pack operates under the guidelines of 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**

1. 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, Trussville Parks & Rec, has responsibility for approving Pack leadership, providing a meeting place, and ensuring the Pack operates within BSA guidelines.
2. Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties, opportunities and obligations:
3. Serving as an active Committee Position Member, Event Volunteer, contributing Participant on one or more of the following of our many Pack Program Committees, such as but not to limited to:

 Membership & Recruitment Pinewood Derby

Charity Outreach - Summer Events

Cub Scout Day Camp Fundraising

Community Project Arrow of Light Ceremony

Graduation Picnic Blue & Gold

Crossover Ceremony Christmas Event

Thanksgiving Event Camping Events

1. Understanding the importance of his/her role by entering achievements and advancements for any items completed, and updating information in the Cub Scout Advancement Program.
2. Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings with their parent or legal guardian.

C. Addendum-Parent and Family Conduct

1. Prohibiting the use of Alcohol, tobacco or other controlled substances at any Pack or BSA function.
2. Prohibiting any and all electronic devices, with the exception of mobile phones, on outings unless they are part of the coordinated events/program outing. Children may use devices while travelling but must leave these devices in vehicles during the outing.
3. Parents/Guardians must be present to oversee their children at all times (Pack leaders are not a baby sitting service)
4. Den Meetings-Parents must be present and respectful with minimum distractions or outside chatter not pertaining to meetings and must aid their respective child when necessary.
5. Children are not permitted to sleep in tents unaccompanied by a parent. Webelos and Arrow of Lights are the exception in regards to overnight events with prospective Troops and resident camp.
6. Parents need to be aware of their children’s intake of snacks or other food items that may be present at any event. The Pack/Pack Leaders may not be aware of your children’s allergen levels which could result in injury. Please make your leaders aware at all events of allergens they need to be aware of.
7. Conduct not representative of BSA Guidelines and detrimental to the health and safety of the children, parents, Unit or other Pack members at large may be subject to disciplinary action not excluding removal from the Pack.

**Section 3. Pack Leadership (See Exhibit C and D)**

1. A leadership committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee shall have a Chairman, Secretary, Treasurer and Awards Chair as a minimum.
2. The Chartering Organization must approve the Committee Chair. The Committee Chair is responsible for:
   1. Supervising Pack Committee operation by forming the agenda, calling and presiding at Pack Committee meetings, assigning duties to various Committee Members and oversee recruiting
   2. Ensuring all Committee Members are yearly trained
   3. Approving expenditures and funds
   4. Seeing that new Dens are formed when necessary and coordinating with the Cubmaster regarding den health;
   5. Coordinating with the Cubmaster on Council-approved money earning projects;
   6. Ensuring that every activity committee is fully staffed and properly planning its assigned activity.
   7. Rechartering the Pack with committee approval

C. The Cubmaster is responsible for:

1. Ensuring Pack leadership is recruited and trained
2. Organizing and Conducting regular Pack meetings
3. Ensuring all Pack activities are conducted in accordance with National BSA guidelines
4. Ensuring the Pack is properly funded
5. Conducting an annual Pack program planning conference with committee
6. Annual Youth Recruitment
7. Coordinating and relaying all Den Leadership needs to the Committee
8. Communicating all Pack Information is relayed to Unit members.

D. Den Leadership and Den Meetings:

1. Each Den will have a designated Den Leader and Assistant Den Leader. They are responsible for attending training designated for their leadership position. The ultimate goal of any Den Leader is to ensure their Cub Scouts have FUN through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.
2. While a Den Leader and their spouse may act as Den Leader and Assistant Den Leader there must be a second assistant not an immediate family member that resides in the same household. This ensures proper leadership is present at all times to deliver the program.
3. Den Chiefs should be requested from any of the nearby BSA Troops to help with the Den leadership.
4. Dens will elect Denners and Assistant Denners to serve for a specified term as decided by all members of the Den.
5. Two-deep adult leadership is required to hold a Den meeting. No Den Leader may hold a meeting or outing without another adult in attendance. If there is only one Den Leader, that Den Leader must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting.
6. The Pack will recognize advancement awards of individual Scouts preferably at designated Pack meetings and in the absence of a Pack Meeting can be done at Den Meetings.
7. Siblings must be accompanied by an adult at den and pack meetings. Visitors are not permitted without approval of both the Cubmaster and Pack Chair. Pack leadership is not responsible for siblings or approved visitors.
8. A parent or designated adult must accompany tiger scouts, cub scouts (wolf and bear ranks), and Webelos to the den meetings.

E. Youth & Adult Protection

1. National BSA Policy and guidelines will be strictly adhered to at all times. All leaders are responsible for getting Youth Protection Training and signed off by the Committee Chair and/or the Cubmaster. All units registered leaders must be Youth Protection Trained. Failure to do so may put leaders at risk of losing their BSA registration. Youth Protection training must be retaken every two years from the leaders initial point of certification.

All Leadership is to follow and adhere to Two Deep Leadership Guidelines as outlined in the Youth Protection Standards.

Any disregard for Youth Protection Policy Guidelines may be grounds for immediate disciplinary action, not limited to dismissal and or legal actions per Alabama State & Federal Laws.

**Section 4. Pack Meetings**

1. 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:
2. Meeting place(s) is lent to Pack 216 for the course of the event or outing and worthy of respect. All children must remain in designated areas being used for the Pack Business and must be supervised at all times during the Packs use.
3. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
4. 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.
5. Scouts and family should attempt to arrive 15 minutes before the starting time so that meetings can begin promptly.
6. A parent or designated adult must accompany a scout to all Pack functions.
7. Parents are responsible for all personal belongings and or items brought to events as well as any necessary items needed to participate in said events including but not limited to; food items, beverages, sleeping gear, etc.
8. Dens will be assigned specific tasks for each Pack Function. Tasks will include but not be limited to; greeters/setup, opening/closing ceremonies (including flag detail), skits, songs, cleanup. However, all present are responsible for aiding in cleanup and ensuring all items are returned to their rightful owners, place of rest, or the Scout Building.

**Section 5. Committee Meetings**

1. 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 meetings monitor overall Pack and Den Health, approve expenditures, finalize preparations for the current month's Pack meeting/function, initiate plans for future Pack meetings/functions, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
2. While Committee Meetings are open to all Pack adults, only active Council registered adult Committee Members are eligible to vote at a meeting. Registration is accomplished by completing an Adult Leadership application and paying the annual National Registration fee. All parents and guardians are eligible to become registered volunteer leaders, and are encouraged to do so, and may attend meetings as visitors.

**Section 6. Financial Obligations**

1. A single registration fee will be determined at the beginning of each Scout year and is in part based on the operating budget for the Pack. This year's budget and registration fee is summarized on Exhibit A. The balance of the budget for the year is generated through periodic fund-raisers.
2. 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. In a typical year there’s one major fund-raiser, which is Popcorn sales. Additional fund-raisers may be called for depending on the state of the Pack treasury.
3. The cost of the Cub Scout uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Section 11, which all Cub Scouts are expected to meet.
4. Each scout requires a class B T-shirt, which the Pack will work to provide to new incoming scouts or offer at a nominal fee.
5. A meeting space will be provided by our Charter Organization, Trussville Parks and Recreation Board and will be maintained according to the agreed upon manner.

**Section 7: Membership**

1. Membership Recruitment activities are held each year to encourage Cub Scout-age boys in the immediate local area to join Pack 216. These activities can be held in the spring but always in the fall at the local Intermediate school targeting youth ages 1st grade to 5th grade. BSA registration and Boys Life Magazine will be paid in full and the Pack dues will be prorated. New boys are welcome to join the pack at any time in the year. BSA registration and Boys life will be paid in full and the Pack dues will be prorated.
2. A BSA youth application must be completed for each boy. This application will be accepted only after at least one parent or guardian attends an orientation meeting with a member of the Pack Committee to discuss Pack operation, Bylaws and parent/guardian participation requirements. Acceptance of the Bylaws requirements will be proven by signature on the Pack Participation Statement attached.
3. Boys transferring into our Pack from another Pack must fill out a Cub Scout registration form with medical information, and pay the current Council transfer fee of $1.00. The Pack registration fee will be adjusted to reflect the difference between a transfer fee and Council registration fee. The Pack Registration fee will be prorated.
4. Den membership will be limited to eight boys. However, Den Leaders will only be asked to take as many boys into his/her Den as he/she feels is manageable. Accepting more than eight boys requires the permission of both the Pack Chair and the Cubmaster. Membership in the Pack is directly controlled by the availability of adults to be Den leaders. New boys will not be accepted into the Pack if leadership cannot be recruited.

**Section 8. Awards**

1. Advancement awards will normally be presented at Pack Meetings. The Den Leader will submit lists of Cub Scout achievements to the Awards Chair, preferably at the Committee Meeting prior to the Pack meeting or at a minimum a week prior to the Pack meeting at which the award is scheduled to be presented. It is left solely to the discretion of the Awards Chair to accept late award list submissions, as the Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. Awards will be presented in accordance with Pack customs.
2. Tiger, Wolf and Bear Badge Awards are encouraged to be completed by the April Pack meeting. This goal ensures sufficient time for each family to work on Arrow Point electives. It is strongly encouraged to have the Bobcat badge earned by May graduation.
3. It is the goal of this Pack to have each Webelos Scout obtain his Arrow of Light Award by the crossover ceremony. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Boy Scout uniform, excluding the religious award. Since it is special, the Pack Committee will hold an Arrow of Light review with each Webelos Den Leader at the January Committee meeting to ensure each boy will complete all requirements for the award before crossover ceremony.
4. It is highly encouraged by the Pack that each Scout earn his faith's religious award sponsored in conjunction with BSA National. However, this is done completely outside of the Pack. The Scout works directly with his family, Priest, minister, Rabbi or spiritual leader. The Pack will pay for the square knot. The medal is optional but recommended, the cost of the medal is the responsibility of the family.

**Section 9. Cub Scout Day Camp and Resident Camp**

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 scout attends either Day Camp or Resident Camp each year. Den Leaders should promote attendance at summer camps and to build enthusiasm for attending, and also as a quick start to the new rank year.

**Section 10. Camping and/or Over nights**

1. All Dens who plan overnight camp outings 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. Den Leaders will file tour permits with Council offices. Only Webelos and Arrow of Lights are permitted to do den campouts. All other ranks must go with the pack.
2. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.
3. No overnight camp outs will be held during cold or snowy weather months per BSA policy with regards to Cub and Webelos Scouts.

**Section 11. Uniform Standards**

1. 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. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms are attached as EXHIBIT B.
2. Adult leaders should provide the example of wearing their uniform to all Scout functions and especially to Pack meetings. Leaders should note that uniform purchases for them might be tax-deductible, as are other non-reimbursed Scouts related expenses, and are encouraged to speak with their personal tax accountants about their situation.
3. A uniform inspection will be conducted at least once during the Pack year by the Cubmaster to identify any uniform deficiencies.

**Section 12. Pack Service Project**

It is the goal of this Pack to be "Service Oriented'. Per the Charter agreement between Pack 216 and Trussville Park and Recreation Board, the Pack MUST participate with in the Annual Earth Day Cleanup program. Each year the Pack Committee will choose a Pack Service Project in which all members of the Pack are expected to participate. The importance that each Cub Scout learn 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.

**Section 13. Retention of Membership in the Pack**

1. Retention of membership in Pack 216 is predicated upon a full understanding by the parent or 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:
2. Infractions of the Bylaws or BSA rules by either the Parent or Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
3. Continuous refusal by a Cub Scout or family member to obey instructions at Den or Pack meetings.
4. 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 with the aid of the Cubmaster 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 final action is taken.

**Section 14. Revision of Pack Bylaws**

These Bylaws 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.

**EXHIBIT A to PACK 216 By-laws**

**September 2017– December 2018 Pack Financial Obligations and Fees**

A single registration fee will be determined at the beginning of each Scout year to go towards the following operating costs:

ITEM APPROXIMATE COST PER BOY

Council Fee $48.00 (mandatory/no exceptions 1 ¼ year Dec. 2018)

Scout Awards & Pack Events $ 60.00

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TOTAL: $108.00

This year's Pack registration fee is $60.00 per Cub Scout.

Registration fees are due to the Pack Treasurer by the September Pack meeting.

However, payment may be paid in two monthly installments, October and November, with the consent of the Pack Treasurer. If this fee presents a financial hardship for any Cub Scout family, consideration will be given to those situations at the October Committee meeting. Each Den Leader will be prepared to address those concerns with the committee. Failure to pay registration dues will result in the Pack withholding a scouts advancements until outstanding fees are paid in full.

The Pack has an annual budget of approximately $6000.00 for a Pack of 55 Scouts or approximately $108.00 per Scout. The difference between the Pack registration fee and the cost per Scout is made up through our fundraising efforts. See Section 6 of By-laws for details.

**EXHIBIT B TO BYLAWS**

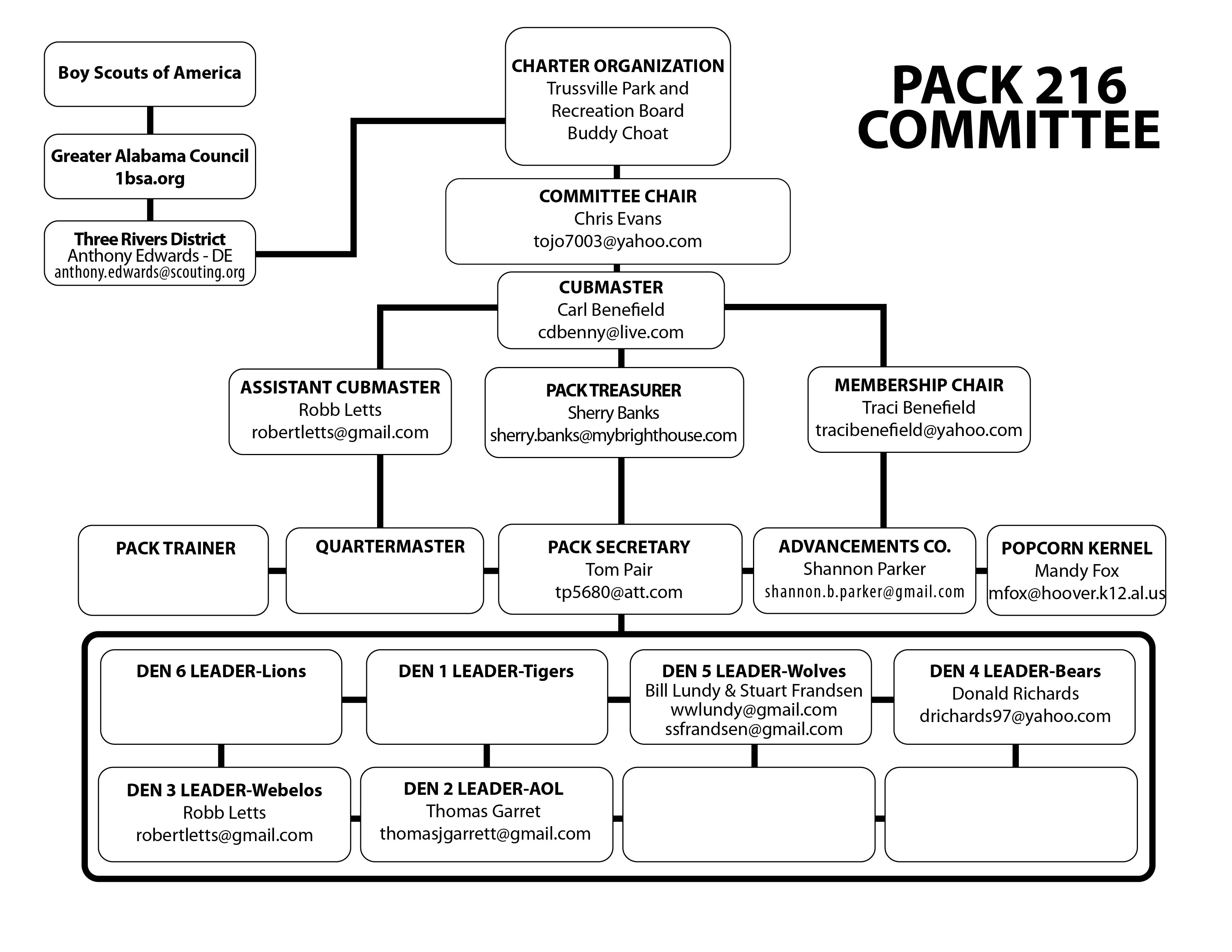
**PACK #3216 UNIFORM STANDARDS**

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. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms are as follows:

1. **CUB AND WEBELOS SCOUTS**: Class "A" requirements for all Pack Meetings and other Scout functions
2. **Shirt:** Blue for all Cubs and tan for Webelos. Required to have all Council, District, Unit and Den Patches sewn on in accordance with the latest Uniform Insignia Guidelines. Shirts must be worn completely buttoned and tucked into pants. NOTE: The change from blue shirt to tan at the Webelos level is a Den Leader and Den Parent decision for advancing Cubs. The Pack encourages the change as part of the transition towards Boy Scouts.
3. **Neckerchief:** Proper color and worn under or over the collar secured with an appropriate tie slide. All members of same Den must wear Neckerchiefs in same manner and with same slide for uniform inspections.
4. **Pants:** Dark with Belt Loops. Blue jeans, navy blue cords, black pants, etc. all in good condition, must be worn at the waist, no "baggies". Dark colored Short pants may be worn during hot weather months. National BSA Policy does not permit camouflage colored pants.
5. **Belt:** Official Cub Scout blue-web belt required with proper belt buckle for rank. Green Boy Scout belt is not permitted.
6. **Hat:** Proper style for current Rank. Must be worn bill forward. Hat may be worn in doors for official Scout functions, unless otherwise directed to "uncover". Hat should never be worn in a House of Worship.
7. **Shoes:** Closed toe shoes appropriate for the activity.
8. **CLASS "B" Requirements**: may be worn when designated as "uniform of the day" by Pack or District. Pack T-shirt, camp T-shirt and/or Den T-shirt. Pants, belt and hat are the same as Class A Uniform, unless otherwise designated.
9. **TIGER UNIFORM**
10. The Tiger uniform follows Cub Scout uniform.

**EXHIBIT C TO BYLAWS**

**PACK #3216 LEADERSHIP STRUCTURE**

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**EXHIBIT D TO BYLAWS**

**PACK #3216 PACK COMMITTEE POSITION DESCRIPTIONS AS OUTLINED BY BSA**

**Pack Committee Chair**

The pack committee chair leads the pack committee and thus is responsible for the administration, oversight, and support of the pack program. The pack committee chair’s role is to

* Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
* Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
* Supervise pack committee operation by
  + Calling and presiding at pack leaders' meetings.
  + Assigning duties to committee members.
  + Planning for pack charter review, roundup, and reregistration.
  + Approving bills before payment by the pack treasurer.
* Conduct the annual pack program planning conference and pack leaders’ meetings.
* Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
* Recognize the need for more dens, and see that they are formed as needed.
* Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
* Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
* If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
* Appoint a committee member or other registered adult to be responsible for Youth Protection training.
* Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
* Support the policies of the BSA.

**Secretary**

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

* Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
* Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
* Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book or special software.
* Maintain an inventory of pack property.
* Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
* Keep notes on business conducted at pack leaders’ meetings. Record only key items such as things needing follow-up or items for the history of the pack.
* Notify leaders of pack leaders’ meetings and other activities.
* Provide den leaders with records and forms for meetings.

**Treasurer**

The treasurer ensures the pack’s finances are sound. Specifically, the treasurer will:

* Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
* Open or maintain a bank account in the pack’s name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
* Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
* Collect dues from den leaders at the pack leaders’ meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
* Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated recordkeeping system in the pack.
* Be responsible for thrift training within the pack. Encourage 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 family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
* On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
* Periodically report on the pack’s financial condition at the monthly pack leaders’ meeting. Make regular monthly reports to the pack committee at the pack leaders’ meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
* Provide petty cash needed by leaders. Keep a record of expenditures.
* Guide the pack in conducting council-approved pack money-earning projects.

**Advancement Chair**

The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

* Have a working knowledge of the Cub Scout advancement plan.
* Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
* Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
* Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
* Collect den advancement reports at pack leaders’ meetings for use when ordering badges and insignia from the local council service center.
* Promote *Boys' Life* magazine as an aid to advancement.
* Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
* Promote the wearing and proper use of uniform and insignia.

**Public Relations Chair**

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

* Identify and promote pack service projects in the chartered organization, school, and community.
* Promote family participation in all pack events.
* Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization’s overall program.
* Publicize and promote pack participation in Scouting Anniversary Week activities.
* Circulate Cub Scout recruiting fliers and brochures to invite boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
* Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
* Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
* Make use of the news media in publicizing pack events.

**Outdoor Activity Chair**

This position helps the boys develop a love for the outdoors. Specifically, the outdoor activity chair will:

* Help the Cubmaster plan and arrange for outdoor activities.
* Arrange for property, fire, and tour permits when required.
* Arrange for safe transportation when needed.
* Plan first aid for emergencies.
* Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
* Arrange for Safe Swim Defense implementation for all outings involving swimming.
* Plan outings to help pack and dens qualify for the National Summertime Pack Award.
* Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
* Help promote day camp and resident camp opportunities.
* Be aware of BSA health and safety requirements, and see that they are implemented.
* Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

**Membership and Registration Chair**

This position is essential to the health of the pack. The chair will:

* Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
  + Conduct an annual census of boys in the chartered organization for systematic recruitment.
  + Work with pack committee members to promote recruitment plans.
  + Visit new families in their homes to facilitate recruitment.
  + Follow up on Cub Scout dropouts to help return them to full, active membership.
* Plan, coordinate, and lead the annual rechartering process.
  + Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
  + Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
  + Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
  + With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
* Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
* Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
* Arrange for periodic uniform inspections with the unit commissioner.

# Cubmaster

http://www.scouting.org/filestore/cubscouts/images/sorg.gif?w=43&h=328&as=1Everything that the Cubmaster does is aimed at helping the individual boy.

**Qualifications:** Is at least 21 years old and is registered as an adult leader of the BSA. Should be a leader who is able to communicate well with adults as well as boys. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Preferably a member of the chartered organization.

**Responsibilities:** The Cubmaster's responsibilities are to:

* Complete Cubmaster Fast Start training and leader position-specific training. Attend monthly roundtables.
* Plan and help carry out the Cub Scout program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting, with the help of other leaders.
* With the pack committee, develop and execute a year-round recruitment plan for recruiting boys into Cub Scouting.
* Know about and use the appropriate and available literature, including the *Den & Pack Meeting Resource Guide*, the *Webelos Leader Guide*, and this resource.
* See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
* Work with the pack committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
* Guide and support den leaders. See that they receive the required training for their positions.
* Help organize and encourage graduation into a Boy Scout troop by establishing and maintaining good relationships with Boy Scout troops.
* Maintain good relationships with parents and guardians. Seek their support and include them in activities.
* See that Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
* See that the responsibilities specified for the assistant Cubmaster are carried out.
* Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders’ meetings.
* Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
* Take part in the charter review meeting and annual charter presentation ceremony.
* Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
* Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other Boy Scout leaders.
* Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts’ transition to Boy Scouting.
* Encourage high advancement standards from all Cub Scouts.
* Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
* Support the policies of the BSA.

# Assistant Cubmaster

The Cubmaster has a big role. Having assistant Cubmasters allows him or her to share responsibilities. Every pack should have at least one assistant Cubmaster, but most packs have two or three.

**Qualifications:** Is at least 18 years old. At least one assistant Cubmaster should be able to replace the Cubmaster’s position in case of an emergency. If a pack has only one assistant Cubmaster, he or she must be at least 21 years old. In packs with more than one assistant Cubmaster, one must be at least 21 and the additional one may be at least age 18. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.

**Responsibilities:** An assistant Cubmaster’s responsibilities (as designated by the Cubmaster) are to:

* Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
* Complete Cubmaster Fast Start training and position-specific Basic Leader Training. Attend monthly roundtables.
* Participate in pack meetings.
* Supervise den chiefs and see that they are trained.
* Conduct the monthly den chief planning meeting for all den leaders, assistant den leaders, and den chiefs to plan and coordinate weekly den meetings and pack meeting participation.
* Work with neighborhood troops that supply den chiefs and into which Webelos Scouts may graduate.
* Along with the pack committee, develop and promote an ongoing plan for recruiting new boys.
* Along with the Cubmaster and pack committee, assist with pack reregistration.
* Help with pack activities, such as dinners, derbies, bike safety workshops, and service projects.
* Along with the pack committee, coordinate outings to see that the pack and dens qualify for the National Summertime Pack Award.
* Participate in the annual pack program planning conference and pack leaders’ meetings.
* Support the policies of the BSA.

# Cub Scout Den Leaders

Cub Scout den leaders work directly with Cub Scouts and their parents/guardians to execute the Cub Scouting program in the den.

**Qualifications:** Is at least 21 years old, and should be an experienced leader, but may be a parent or guardian of a boy in the den. Recommended by the Cubmaster after consultation with the parents and guardians of the Cub Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of BSA.

**Responsibilities:**

* 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 and Arrow of Lights 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 & Arrow of Light Scouts) at the end of the year.

Tiger Cub den leaders should do the following.

* 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, planning and executing the den activities, rotating responsibilities monthly.

Cub Scout den leaders should keep in mind these responsibilities.

* Help train the den chief and guide him in working with Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
* Provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts.

The Webelos & Arrow of Light den leader should remember these responsibilities.

* Help train the Webelos den chief and guide him in leading Webelos Scouts. Attend Den Chief Training with him. See that he receives recognition for his efforts at den and pack meetings.
* Provide worthwhile tasks for the Webelos denner so that he can assume some responsibility and gain satisfaction from his efforts.
* Along with the Scoutmaster and assistant Scoutmaster, plan and conduct meaningful joint activities.
* Plan and carry out overnight campouts and other outdoor activities.

**PARENT/GUARDIAN BYLAW**

**PACK PARTICIPATION STATEMENT**

I have received the Bylaws for Pack 216 for the Pack year 2017-2018 and agree to abide by them.

I agree to be an active member Pack Program participant, 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: *(Print)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cub Scout Committee Member: *(Print)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

By Laws Addendum #01-07-13-16. Section 10. Article B - **Camping and/or Over nights**

**Webelos and Arrow of Light Outings-**

All Webelos and/or Arrow of Lights who plan to participate in any event as a result of an invitation with a prospective Troop(s) must provide outing details, distance of travel, activities planned, date and time, and outings/troop contact information to the Pack Committee for review and to obtain approval prior to the event by the Pack Committee to ensure all dens are 1.) being courted by area Troops for prospective membership once crossover occurs and 2.) to ensure all BSA guidelines for youth safety and age appropriate guidelines for safe outings is being followed.

By Laws Addendum #02-07-13-16. Section 3. Article D. Den Leadership and Den Meetings:

**Individual Den Expenditures-**

All Dens should plan their activities according to the Programs outlined in their respective years rank activity book. Any expenses based upon an activity should be researched prior to the activity so that all costs involved are known in advance and the funds necessary to secure said activity should come from 1.) Den Dues if collected or 2.) Shared expense among parents with requested consent prior to the activity. If a Den Leader identifies a necessary program expense that can or would benefit future ranks, then the expense should be researched and submitted to the Pack Committee for prior financial approval. Once approved then either the Pack Committee can see to the activity item(s) being obtained or the Den Leader may purchase the item(s) and submit the receipt for reimbursement not to exceed the approved Committee expense.

By Laws Addendum #03-07-13-16. Section 6. Article A. Section 6. Financial Obligations

**Individual Den Expenditures-**

The Pack will conduct yearly activities for which Families wishing to participate will be responsible for any additional expenses incurred. Notification of all expenses will be clearly and accurately communicated in advance. Families are expected to, unless otherwise stated, be responsible for meal items and any other sundries necessary to any outing or other event as planned by the Pack Committee. On occasion a Den may have a need to plan an activity or other event in which some financial aid may be necessary. All expenses related to a Den event or activity should be clearly communicated in advance to families prior to the expense being incurred. Families are not required to participate in any event or activity where additional expenses are incurred, but are encouraged to do so. Den Leaders at No Point should be funding activities or events from their personal finances. If there are personal finances involved these costs must receive prior Pack Committee Approval. These costs can and are to only be reimbursed upon the Pack Treasurer having received all receipts and their sum total are not to exceed the Pack Committees approved costs.

By Laws Addendum #04-06-17-17 Section 2 General Policies C: Parent and Family Conduct

1. Prohibiting the use of Alcohol, tobacco or other controlled substances at any Pack or BSA function.
2. Prohibiting any and all electronic devices, with the exception of mobile phones, on outings unless they are part of the coordinated events/program outing. Children may use devices while travelling but must leave these devices in vehicles during the outing.
3. Parents/Guardians must be present to oversee their children at all times (Pack leaders are not a babysitting service)
4. Den Meetings-Parents must be present and respectful with minimum distractions or outside chatter not pertaining to meetings and must aid their respective child when necessary.
5. Children are not permitted to sleep in tents unaccompanied by a parent. Webelos and Arrow of Lights are the exception in regards to overnight events with prospective Troops and resident camp.
6. Parents need to be aware of their children’s intake of snacks or other food items that may be present at any event. The Pack/Pack Leaders may not be aware of your children’s allergen levels which could result in injury. Please make your leaders aware at all events of allergens they need to be aware of.
7. Conduct not representative of BSA Guidelines and detrimental to the health and safety of the children, parents, Unit or other Pack members at large may be subject to disciplinary action not excluding removal from the Pack.