



# **CUB SCOUT PACK 89**

**LAKE ARROWHEAD, CALIFORNIA**

**CHARTERED BY:**

**CHURCH OF THE WOODS**

# **PACK GUIDELINES**

**Revised 9/8/05**

## **I. PURPOSE**

The Purpose of Scouting is to:

- 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 other boys and to respect other people
- Foster a sense of personal achievement by developing new interests and skills
- Learn how to be helpful and do one's best
- Provide fun and exciting new things to do
- Prepare boys to become Boy Scouts.

## **II. ORGANIZATION**

The Pack shall consist of boys registered with the Boy Scouts of America as Tiger Cubs, Cub Scouts or Webelos Scouts, their parents or legal guardians, and the registered adult volunteers. The Pack shall be comprised of separate Dens, which shall be comprised of at least one registered leader, one other leader, and up to eight boys of the same grade level. Larger Dens may be formed at the discretion of the Pack Committee and the assigned Den Leaders. Dens shall be formed by grade level according to BSA guidelines as follows:

Tigers	1st Grade or age 7
Wolves	2nd Grade or age 8
Bears	3rd Grade or age 9
1st Year Webelos	4th Grade or age 10
2nd Year Webelos	5th Grade or age 11

## **III. MEMBERSHIP**

Pack 89 shall be open to all boys in grades 1 through 5, ages 6 through 11. The Pack shall recruit new members and reenlist existing members in the spring and fall of each year. At this time, boys shall be placed in Dens that have openings, or new Dens shall be formed with new volunteer leaders. A boy may join or transfer into the Pack at any time during the year; however, Leaders shall not be held responsible for missed achievements.

## **IV. PARENT'S RESPONSIBILITIES**

1. The entire family, not just the Scout is a member of scouting. To that end, parents are invited and expected to:
  - Work with their son and give him the opportunity to complete his achievements and electives towards his badge of rank.

- Participate in advancement ceremonies involving their Scout.
- Support and take part in all Pack Activities including attending monthly Pack Meetings.
- Help with Pack finances by making sure their son pays his dues on time and participates in Pack Fundraisers.
- Cooperate with the Den Leaders to help provide the best Scouting Program for their son.

The Pack cannot function without the active involvement of every parent. Accordingly, the Pack must ask each parent to volunteer for a committee or adult leader position, or participate in at least one outing or activity annually in a supervisory capacity.

2. **Cub Scout Commitment.** On an annual basis, by being registered with Pack 89 every family commits to the following:
  - Each Cub Scout is asked to attend the monthly Pack Meetings during the year.
  - Each Cub Scout is asked to attend the Blue & Gold Dinner, Raingutter Regatta, Space Derby, Pinewood Derby, Turkey Shoot, and other major functions.
  - Each Cub Scout is asked participate to the best of his ability in the Pack's community service projects.
  - Each Cub Scout is asked to attend all Den meetings during the year.
  - Each Cub Scout is asked to attend the Pack Campouts during the year.
3. **Annual Planning Meeting.** The Pack Committee Chairman or Cubmaster will convene an annual Planning Meeting in May. The purpose of the meeting is to approve plans for the following year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve key Committee officers, adult leaders and Pack Guidelines. Attendance at this meeting is recommended for the parents/guardians of all boys currently registered with the Pack.
4. **Transportation to Outings.** Parents are responsible for transporting their sons to Pack activities. Carpools will be coordinated whenever possible; however the ultimate responsibility will lie with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling. Carpools must be approved prior to submitting a tour permit.
5. **Attendance at Pack Activities.** A Parent or Guardian is responsible to attend with the Cub Scout all Pack activities. The Parents and/or Guardian are responsible for the conduct, safety and transportation of the Cub Scout to and from and during the activity.

## V. DEN MEETINGS

Den Meetings are held weekly or bi-weekly (depending on the Den) between the months of September and June.

Scouts shall attend the meeting in the proper uniform and at the scheduled time and place established by the Den Leader. If a Scout will be absent from a meeting, the Den Leader should be notified in advance.

If a Scout is absent for three consecutive meetings without prior notification or valid excuse, the Den Leader will contact the parents. If there is no improvement in attendance, the Cubmaster & Committee Chair will be notified and will attempt to contact the parents. If no contact is made, and the Scout continues to fail to attend meetings, he will be considered Inactive, and he and his parent/guardian will need to meet with the Cubmaster before attending any further Den or Pack Activities.

It is preferred that the Scout's parent/guardian remain with the Scout at the Den Meeting in order to assist with the meeting, and be involved in what their son is working on. Tiger Cubs MUST have their Adult Tiger Partner with them at every Den Meeting, or they will not be allowed to attend, per BSA Guidelines.

A registered Adult Leader must be present during every Den Meeting, as well as another Adult, per BSA Youth Protection Guidelines.

## VI. PACK MEETINGS

The Monthly Pack Meeting is the official meeting of all Tiger Cubs, Cub Scouts, Webelos Scouts, and Leaders, as well as the entire family.

Pack Meetings are held on the 4th Thursday of the month from September through June.

Meetings are held at the Church of the Woods in Lake Arrowhead. Meetings begin promptly at 6:30pm and run until approximately 8:00pm. If this falls on a holiday, the meeting will be rescheduled. Scouts need to arrive early for Uniform Inspection.

All Scouts are expected to attend the Pack Meeting. It is the culmination of what they have been doing at home and at their Den Meetings for the past month. Advancements and other awards will be presented at Pack Meetings.

At least one parent or other adult must be present with their Scout at Pack Meetings. The Scouts' Den Leader is not required to accept responsibility for your son.

**Parents are responsible for the behavior of their Scout and their other children at Pack Meetings.**

## **VII. ADVANCEMENT**

Den Leaders shall determine when a Cub Scout has qualified for advancements, awards, or recognition. Upon making this determination, the Den leader shall make his or her recommendation to the Advancement Representative. Advancements must be completed and turned in at the Parent/Leader's Meeting prior to the next scheduled Pack Meeting. The Cubmaster or Assistant Cubmaster(s) shall award the new rank at the next regularly scheduled advancement ceremony. Other awards or recognition shall be handed out at the next regularly scheduled Pack Meeting, provided the paperwork is turned in on time.

## **VIII. PACK 89 COMMITTEE RESPONSIBILITIES**

### **Pack Committee Organization and Responsibilities.**

The Pack Committee is the Pack's board of directors and supports the Pack program. The Pack committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Cubmaster is absent, a qualified Assistant Cubmaster is assigned. If the Cubmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities.
- Helps the Cubmaster with issues relating to Cub Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Pack property.
- Ensures the Pack has an outdoor program
- Supports the Cubmaster in working with individual boys and problems that may affect the overall Pack program.
- Provides for the special needs and assistance some boys may require.
- Assists the Cubmaster with handling boy behavioral problems.

### **Key (Voting) Committee Positions are:**

- Chartered Organization Representative
- Committee Chair
- Cubmaster
- Assistant Cubmaster(s)
- Treasurer
- Secretary
- Advancement Chair
- Activities Chair
- Fund-Raising Coordinator
- Pack Trainer/Den Leader Coach

Persons to fill these positions will be selected at the Annual Planning Meeting. There shall be no limit to the number of terms for any of these positions. Any person selected to one of these positions is expected to serve until the following annual Planning Meeting.

In the event more than one candidate is available to fill a position, the Pack Committee will vote to decide the best possible candidate for that position.

**Committee Meetings:**

The Key Committee Officers shall meet monthly to discuss Pack Business. The Pack Committee Chairman or Cubmaster will provide a written agenda and shall schedule meetings. The meetings shall be open to all parents or guardians of registered members of Pack 89. Only Voting Committee Members have the authority to vote, when a quorum exists. A quorum will exist when any four of the key committee officers are present at a committee meeting with the Cubmaster and/or Committee Chair present. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

**Expedited Approval:**

Should a need arise to obtain committee approval of an expenditure on an expedited basis, the Committee Chairman or Cubmaster shall be authorized to contact the other key committee officers by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

**Amending the Guidelines:**

Interim amendments to the Guidelines may be made by majority vote of the Key Committee Officers after introducing the amendment at one Committee Meeting and/or publishing the proposed amendment to the Pack. The amendment will be voted upon at the next committee meeting. Any interim amendment passed in this manner shall remain in effect only until the next Annual Planning Meeting, at which time it will be offered as a permanent change.

## **IX. CUBMASTER'S RESPONSIBILITIES**

**Delivering the Promise:**

The Cubmaster is the adult leader responsible for the public image and program of the Pack. The Cubmaster, Assistant Cubmaster, and Den Leaders work directly with the Cub Scouts. The importance of the Cubmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Pack. The Pack Committee appoints the Cubmaster. The Cubmaster's duties include:

- Train and guide cub scouts.
- Work with other responsible adults to bring Cub Scouting to boys.
- Use the methods of Cub Scouting to achieve the aims of Scouting. Meet regularly with adult leaders to coordinate efforts in support of the program.
- Meet regularly with the Den Leaders for training and coordination in planning Pack activities.
- Attend all Pack meetings or when necessary, arrange for a qualified adult substitute.
- Attend Pack committee meetings.
- Take part in annual membership inventory, charter review meeting, and charter presentation.

- Attend District Roundtable meetings or insure a responsible adult is present to represent the Pack.

**Disciplinary Actions:**

Every Cub Scout and Adult Partner is required to live by the Cub Scout Promise at all times when wearing the Cub Scout uniform, or when present at any Pack 89 outing or event. In particular, Pack 89 has a "zero tolerance" policy regarding the following:

- The uses of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks,
- The use of matches or flammable chemicals,
- Bullying, hazing, or any action that could result in physical or emotional injury to the Cub Scout or anyone else,
- Smoking is allowed in designated smoking areas only, not near the Cub Scouts. Consuming alcohol or illegal drugs is not allowed at any Cub Scout Activity at any time.

It is the discretion of the Cubmaster, the Committee Chair and the Chartered Organization Representative to determine if a violation of the zero tolerance policy has occurred. Violation will result in the following order of severity or recurrence:

- A verbal reprimand
- A conference with a Cubmaster and parents, in order to work out the problem, and set a course of better behavior.
- The Cub Scout/Adult Partner is sent home from the activity. In the Event this occurs, the Parents/guardians of the boy will be required to make arrangements to take custody of the boy. The Pack shall not be liable for any cost involved; these will be solely the parent's/guardian's responsibility.
- The Cub Scout/Adult Partner is suspended from the Pack. Should this action be taken, the Cubmaster, Committee Chair and Chartered Organization Representative will work with the parents with the goal to integrate the youth back into the Cub Scouting program.
- The Cub Scout/Adult Partner is removed from the Pack. Should this action need to be taken, the Cubmaster, Committee Chair, and Chartered Organization Representative may work with the parents to find the youth another Cub Scout Pack.

Disciplinary actions will be dealt with in strict confidence. The Cub Scout's parents will be fully informed of the issue. Together, the Pack Committee, parents, and Cubmaster will work toward a solution with the Pack's best interest in mind.

The parent of a Cub Scout involved in a disciplinary action, which is the Cubmaster, outing leader involved, Charter Representative, or the Committee Chair, shall defer to another leader or Committee member during problem resolution.

## X. SCOUT EXPENSES

- **Fee to Join Pack 89:** The parents of each Scout registering with Pack 89 shall pay a fee of \$40.00. This money goes to the local BSA Council office, and includes a subscription to Boy's Like Magazine. Additionally, as explained below, each scout and his family will be required to contribute the Annual Program Fee toward the Pack's Program operating expenses for the next year.
- **Uniform:** It is the parent's responsibility to provide a complete uniform for the Cub Scout, including shirt, pants or shorts, socks, hat, insignia's, web belt, neckerchief and slide, and Cub Scout Handbook.
- **Den Dues:** An amount of \$5.00 per month was decided to facilitate the financing of Den Activities throughout the year. The Pack encourages the parents/guardians to have their sons pay their own dues. Any Scout who is behind in his dues more than one month will be considered inactive until his dues are paid up to date. Some Dens take part in additional fundraising to avoid having to collect Den Dues.
- **Outing Costs:** Each Cub Scout and family shall pay for their own participation and food for each campout or other activity unless previously coordinated by the Activity Chairperson.

## XI. PACK 89 EXPENSES

### **Major Expenses:**

The Pack shall be responsible for paying the following expenses from the general fund:

- Pack Re-Charter Registration (annually)
- Boy's Life (annually).
- Pack Insurance (annually)
- Pack equipment (as needed - Committee Approval required)
- Pinewood Derby Track
- Space Derby Track
- Outdoor Activity Equipment
- Webelos advancement pins, Cub Scout advancement patches & arrow points, Instant Recognition Kits for Den leaders.
- Leadership Training Costs for Adult Leaders from the Pack. (Committee Approval required)

### **Routine Expenses:**

In addition, the Pack has ongoing expenses, which are normally paid from the general fund:

- Bank charges and check printing
- Office Supplies
- Copying and postage

**Expenditure Approval:**

A vote of the key committee members will be necessary to approve any expenditure of Pack funds beyond the major and routine expenses described above. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

**XII. PACK 89 FINANCING AND FUND RAISING**

1. **Goals of the Pack Financing Program:** The Pack Financing Plan has been designed to provide funds to operate the Pack on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having them pay for 100% of the costs of operating the Pack. The program is intended to reward those scouts that participate in Fundraisers by having the funds collected reduce their contribution to the program.
2. **Fiscal Year:** The Pack 89 Fiscal Year is defined as July 1 through June 30.
3. **Annual Budget:** The Pack Committee will prepare a budget for the coming year during the Pack's Annual Planning meeting in May. The Annual Budget will be reviewed and approved by the Committee, then presented to the Parents/Guardians at the first Pack Meeting in September.
4. **Program Fee:** The Program Fee for the next year will be established by dividing the Annual Budget by the number of scouts registered with the Pack minus the Registration Fee, and will be collected on an annual basis. The estimated Program Fee for each Cub Scout for the 2005/2006 year is \$60.00. The program fee is due by the January Pack Meeting. We strongly encourage each Scout to earn his individual Program Fee by taking part in fundraising. The Program Fee may change based on the Pack's financial responsibilities.
5. **Fundraisers:** The Pack organizes Fundraising events to allow the Scouts to pay for their Program Fee and supplement the cost of Cub Scout Activities. The success (and failure) of this endeavor rests with the Parents by encouraging the Cub Scouts to participate. The parents should encourage the Cub Scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those that gain from it - the Cub Scouts. In the case of our major fundraiser of the year, selling popcorn, a Scout can earn enough to cover his entire Program Fee. If a family decides not to sell popcorn, they can instead pay the Program Fee plus an additional \$36.00 popcorn buyout fee.

The Fund Raising Coordinator shall supervise the Fund Raising activities, but all Parents are required to participate. These activities will include participation in the Council-sponsored fundraiser (i.e.: Trails End Popcorn) and other activities suggested by the Fund Raising Coordinator, the parents or the Pack Committee and agreed to by the Pack Committee officers.

6. **Annual Financial Obligation:** The Program Fee represents the cost per scout of providing the service and events for the upcoming year. The Annual financial Obligation can differ from the Program Fee as described below. By registering with Pack 89 all parents agrees to comply with the following obligations:
- The Annual Financial Obligation will be the cost of Registration and the Annual Program Fee plus any fundraiser buyouts the family decides on.
  - The Annual Financial Obligation will be due and payable by the January Pack Meeting. The registration portion is due in September or when the Scout is first registered. A family may chose to pay this amount in installments but it must be reconciled by the January Pack Meeting. If this obligation is not paid by when the Pack Re-Charter, the Cub Scout will not be re-registered with Pack 89 and will not be allowed to participate with the Pack. The Treasurer must be notified of and agree to the payment schedule.
  - The Annual Financial Obligation will be prorated on a monthly basis for new Cub Scouts who join the Pack at different times during the year.
  - The Pack will work with any family that may have a financial hardship with meeting the Annual Financial Obligation. This should include an agreement to make a reasonable attempt to assist the Pack with its financial obligations, including significant effort during Pack fundraisers. All requests for financial assistance should be directed to the Committee Chair or Cubmaster.
7. **Adult Leaders:** Pack 89 cannot function without the adult leaders. The parents or interested adults who feel they can provide a service to Pack 89 are encouraged to register as Adult leaders. Pack 89 will, to the best of its ability, pay for registration costs for all Parents/Guardians who register as adult leaders.

### **XIII. INQUIRIES AND COMPLAINTS**

All complaints and/or inquiries shall be directed to the Committee Chairman or Cubmaster.

### **XIV. RATIFICATION**

The Guidelines as set forth above were reviewed by the Pack 89 Committee and approved by a majority vote during the Committee Meeting on September 8th, 2005.

## **Acknowledgement of Receipt and Acceptance**

I, \_\_\_\_\_, the Parent/Guardian of Cub Scout \_\_\_\_\_, agree to the responsibilities stated in the Cub Scout Pack 89 Guidelines. I agree that I will do my best to be a positive role model to my son, and to help him fulfill his potential as a Cub Scout. I agree to support the Pack both financially (by paying all dues and fees, and by supporting Pack Fundraisers) and with my time.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Please sign and return this page to the Pack Secretary or Cubmaster.