

PACK



Operating Procedures

Prepared by the Pack 421
Committee

Approved February 20, 2008

1 - Scope

The purpose of this document is to provide a single pack-level document that defines the operating procedures for Cub Scout Pack 421, Corona. This document represents the best effort on the part of the Pack Committee and Leaders to provide an accurate representation of formal operating procedures of the pack, as established by historical tradition and by official vote of the Pack Committee.

Each adult leader who volunteers his/her time with Pack 421 shall be provided a copy of these procedures for reference purposes; in addition, parents may download the document from the pack's website. The procedures are subject to change under the approval of the Pack Committee. For this reason, revisions of the procedures shall be tracked and provided within each section. Unless otherwise noted, the date of enactment of the policy is the date on the cover of this document.

Adult Leaders should treat this document as just another resource and refer to it for information about the way Pack 421 operates. If any discrepancy exists between this procedure and the policies of Boy Scouts of America (BSA), the BSA policies shall take precedence.

2 - Affiliation & membership

Pack 421 is considered a "traditional" Cub Scout pack by BSA definition and is part of the Temescal District, California Inland Empire Council of the Boy Scouts of America, and is chartered by the BPOE Lodge #2045 of Corona. It is open to boys of all religious traditions and school enrollments (public, private, home schooled) from first through fifth grades, and encourages boys hailing from diverse cultural and linguistic backgrounds to join. Scouts and leaders who join Pack 421 must adhere to the scouting principles as defined by the Boy Scouts of America. Both men and women are encouraged to fulfill leadership roles in Pack 421 and are eligible for all leadership positions.

3 - Pack Leadership

Pack Leadership roles are to be occupied by scouts' parents, other adult family members, and/or members of our community. The emphasis on family involvement in the Cub Scouting program encourages the fulfillment of leader roles *by current scouts' family members whenever possible and appropriate*. Every year, we have new parents who join our Pack and also those who move on to Boy Scouts; therefore, leaders are recruited on an annual basis.

3.1 Leadership responsibility of all pack parents (passed 4/18/07)

Pack 421 expects every parent in the pack volunteer every year that their son is in Pack 421 for either a titled leadership position, or formally volunteer to actively serve to assist a person in a titled position.

4 - Pack Committee

4.1 Overview, responsibilities, & voting privileges (passed by Pack Committee 4/18/07)

Like every Cub Scout Pack, Pack 421 is under the supervision of a Pack Committee. The Pack Committee handles the business and organizational aspects of the Pack and the Pack's scouting program. In Pack 421, the Pack Committee is comprised of 11 titled committee positions, plus the Cubmaster, Assistant Cubmaster(s), and all Den Leaders/Assistant Den Leaders. Every parent in Pack 421 is automatically considered a member of the Pack Committee and is invited to attend all Pack Committee meetings and cast a vote.

The Pack Committee meets monthly, and its business is documented in writing with meeting minutes that are voted on for acceptance/revision at the following monthly meeting. All Pack Committee meetings are open to the entire pack; it is our Pack's policy that anyone may speak at the meetings and should contact the Chairperson, if possible, one week in advance to be put on the agenda. The Pack Committee uses a democratic leadership model, with each adult present at a meeting – Committee member or parent of a scout in the Pack – able to cast a vote on key issues in Pack decision-making. No votes by proxy are

permitted; therefore, everyone interested is expected to attend the monthly Pack Committee meeting. The Committee as a whole is required to do the following:

- establish and vote on the Pack budget on at least an annual basis, more often if necessary;
- establish and vote on the Pack calendar on at least an annual basis (i.e., at the Annual Planning Conference in late spring), more often if necessary;
- review and vote on the Treasurer's Reports at each regular Pack Committee meeting;
- review and vote on the prior Committee Meeting Minutes at each regular Pack Committee meeting;
- vote on all Pack financial transactions exceeding or not included in the annual budget, with the exception that in the event of an emergency expense between meetings, an affirmative vote of three Committee members along with approval of the Committee Chairperson can be used to approve the emergency transaction;
- vote on any and all changes in prior established calendar dates for pack events/meetings (not den meetings/events), either at a regular or an emergency Committee meeting;
- vote on all pack event locations and intended programs to be conducted at these pack events, assuring that appropriate permits are obtained and BSA policies are followed at each event;
- vote and recommend the Cubmaster and Assistant Cubmaster(s) to the Chartering Organization yearly;
- vote and recommend the Committee Chairperson to the Chartering Organization yearly;
- attend to any additional Pack-level business items as necessary.

Distinguishing between leadership roles: Cubmasters and Den Leaders are responsible for developing and delivering the Scouting Program, and for advising the Pack Committee. The Committee Members and parent volunteers are responsible for providing the Pack with the necessary support and means (financial, materiel, and personnel) to allow the Cubmasters and Den Leaders to focus on the program, rather than on the business of the Pack. The entire Pack Committee must always base their decisions on the available resources of the Pack and the policies of the BSA, making sound decisions that are always in the best interest of the Pack as a whole.

4.2 Pack leadership position descriptions & requirements (passed by Pack Committee 4/18/07)

4.2.1 Committee Chairperson - Qualifications: If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is commissioned by the chartered organization and must be registered as an adult leader of the BSA. Is a person of good character, familiar with organization procedures, with a deep concern for the Pack's success. Preferably is respected in the community, and shows the willingness and ability to be the Cubmaster's chief adviser. Must complete Pack Committee Fast Start and Committee Chairperson Specific training.* It is Pack 421's policy that the Committee Chairperson not be married to the Cubmaster. *Responsibilities:* The Committee Chairperson is the chief executive officer of the Pack, responsible to the BSA organization, and is liaison to the Chartering Organization, reporting activities of the Pack to the organization on a regular basis. In Pack 421, the Committee Chairperson has been charged with the following responsibilities: planning, conducting, and presiding at all monthly Pack Committee meetings; establishing the calendar of scouting events; conducting Pack annual planning conference/meetings; coordinating Pack membership and rechartering (including Roundup); recognizing the need for new dens and seeing that they are formed; communicating with Troop Committees to provide for Webelos' transition to Boy Scouts; approving bills prior to payment by Treasurer; assuring that BSA policy is followed in all events of the Pack and its dens. In accordance with BSA policy, in the event that the Cubmaster is unable to serve, the Committee Chairperson assumes the role until such time that a successor is recruited and commissioned by the Chartering Organization. In general, the Committee Chairperson is the person ultimately responsible for the success or failure of the Pack overall. Everything that the Committee Chairperson does is aimed at the continuation or restoration of the quality, safety, and security of the Pack. In the event of a tie vote, the vote cast by the Committee Chairperson will count as two votes in order to break the tie.

- 4.2.2 Treasurer** – Creates budget for year and provides to Committee for approval; collects all money; handles bank deposits; balances account monthly; presents monthly accounting report to Pack Committee for review and acceptance; works closely with Fundraising Chair, securing adequate volunteers for various functions. In Pack 421, the Treasurer is also the Friends of Scouting (FOS) representative and arranges for the annual FOS donation.
- 4.2.3 Secretary** - Takes minutes of all Pack Committee meetings and provides them for review and acceptance by Pack Committee; handles correspondence for the Pack; writes letters of appreciation as necessary; enters all Pack-level events into the ScoutTrack calendar for all families to access. The Secretary is also responsible for maintaining the Pack website, or finding a volunteer Webmaster to perform this function.
- 4.2.4 Advancement Coordinator** - Collects den advancement reports (online through ScoutTrack); maintains current membership records in advancement system; purchases and distributes all rank advancement insignia, neckerchiefs, special achievement badges, belt loops and pins; promotes the wearing and proper use of uniform and insignia. Should have the ability to go to the Scout Shop monthly before the Pack Meeting to purchase items. Notifies Cubmaster and Assistant Cubmasters of advancement ceremonies to be held at Pack meetings.
- 4.2.5 Pack Trainer & Roundtable Representative** - Promotes leaders' attendance at necessary trainings; maintains training record for all leaders; notifies leaders when training is to be completed. Attends monthly district roundtable meetings (one evening per month), and presents Roundtable information to Cubmasters, Den Leaders, and Committee as appropriate.
- 4.2.6 Activity Patch Coordinator** - Orders and distributes all monthly activity patches and special patches for scouts and leaders, including those for Tiger Go See Its and other den activities when requested by Den Leader. Maintains participation lists for all monthly Pack activities and obtains all other necessary records from ScoutTrack for this committee function. Should have the ability to go to the Scout Shop or order items online on a monthly basis so these can be distributed at the Pack Meeting. Note: this position is distinctly different from Advancement Coordinator and only applies to non-advancement and non-achievement recognitions.
- 4.2.7 Service Project Chair** - Handles all Pack-level service projects, such as Holiday Sharing and Scouting for Food; files appropriate paperwork with BSA, such as for Good Turn for America; assures that boys are provided patches or awards for such programs, when appropriate and/or available; oversees work of other volunteers in this effort.
- 4.2.8 Pack Outings Chair** - Helps activity coordinators plan and arrange for outdoor activities; arranges for property, fire, and tour permits when required; locates new outing sites; plans and provides adequate first aid for emergencies (supplies and staff); assures that specially trained leaders (Safe Swim, BALOO, Safety Afloat) are present at outdoor activities where needed; knows and carries out BSA outdoor program policy related to Cub Scouting; reviews all outdoor activities to ensure that unit leaders comply with BSA policies in the Guide to Safe Scouting. Coordinates with Committee Chairperson to obtain all necessary medical release and treatment information for every scout, provides this to leaders, and maintains the Pack's master emergency forms book. Oversees work of other volunteers in this area.
- 4.2.9 Pack Public Relations Chair** - Publicizes and promotes Pack participation in all events; distributes recruiting flyers to schools for Roundup (or secures volunteer(s) for this function); provides for Pack newsletter (either serving as editor or securing a volunteer for this function); makes use of news media in publicizing Pack events; oversees work of other volunteers in these efforts.
- 4.2.10 Quartermaster** - Maintains inventory of and all equipment and property owned by the Pack and arranges for lending to leaders or families as needed; handles Class B Uniform Sales and sales of other personalized Pack items (such as patches or mugs) and Pack Library materials, or oversees work of other volunteers in these functions.

- 4.2.11 Fundraising Chair** - Coordinates all fundraisers for Pack, including the annual Popcorn Sale. Attends the district training for the annual popcorn fund raising event. Works with the District Popcorn Kernel to order, pick-up and distribute popcorn to the dens in our Pack. Works with the Cubmaster and Parent Committee to purchase prizes/awards and works with the Cubmaster on the popcorn kickoff and award presentation for the winners at the Pack meetings. Should have online access to be able to file orders and communicate with leaders and parents. Oversees work of other volunteers in these efforts.
- 4.2.12 Chartering Organization Representative** – Represents the Chartering Organization, in this case BPOE #2045 of Corona, and oversees all pack functions. Is appointed to serve by the chartering organization. Serves as the communication and organizational link between the pack and the chartering organization. Arranges for commissioning of Committee Chairperson and Cubmaster by the chartering organization.
- 4.2.13 Cubmaster** - *Qualifications:* If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is of good moral character, and is interested in working with boys. Does not need to be an expert in all Cub Scout activities but 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. Should believe in the values and purposes of Cub Scouting. Must be registered as an adult leader of the BSA. The Cubmaster is commissioned by the Chartering Organization. Must complete Cubmaster Fast Start, Cubmaster Specific, and Youth Protection training.* It is Pack 421's policy that the Cubmaster not be married to the Committee Chairperson. *Responsibilities:* Conducts Pack program according to the policies of BSA and Pack 421. Primary duty is to plan and host monthly Pack meetings, support den leaders and event coordinators, and serves as the representative of the "spirit of scouting" for all the Cubs. Attends den meetings as needed; assures that dens are never without a leader, substituting for leaders as necessary and as assisted by Assistant Cubmaster(s). Sees that the responsibilities specified for the Assistant Cubmaster(s) are carried out. Requests den chiefs from Scoutmasters of local Boy Scout Troops for all dens and, after selection, sees that they are trained. Conducts appropriate rank advancement, Arrow of Light, and graduation ceremonies. Encourages high advancement standards from all Cub Scouts. Works with the Pack Committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan. In general, the Cubmaster is the guiding hand behind the work of other Pack leaders and serves as program adviser to the Pack Committee. Everything that the Cubmaster does is aimed at helping the individual boy. He or she is a recruiter, supervisor, director, planner, and motivator of other leaders directly working with the scouts. Securing strong leaders, planning den and Pack activities, and advising other leaders and adult family members are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the Pack is offered. The Cubmaster directly influences the lives of individual boys by keeping in mind that boys can become better through Cub Scouting.
- 4.2.14 Assistant Cubmaster(s)** - Must complete Cubmaster Fast Start, Cubmaster Specific, and Youth Protection training.* Assists Cubmaster with Pack meetings and all other functions, including supporting den leaders and event coordinators, as needed. Is commissioned by the Chartering Organization. Number of Assistant Cubmaster positions in any given scouting year is at the discretion of the Cubmaster, to be decided in consultation with the Pack Committee.
- 4.2.15 Den Leaders/Assistant Den Leaders** - *Qualifications:* If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age and of good moral character. Should be interested in and enjoy working with boys and be able to work with adults. 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 Cubs involved, and approved by the Pack Committee and chartered

organization. Registered as an adult leader of BSA. Must attend Fast Start, Youth Protection, and Den Leader Specific training.* Number of Den Leader and Assistant Den Leader positions in any given scouting year is at the discretion of the Committee Chairperson based on the number of dens, and decided in consultation with the Cubmaster. *Responsibilities:* Den Leaders/Assistant Den Leaders serve as the closest connection to the individual scouts. Meets the appropriate number of times per month with den based on scout level; provides quality den program; attends all necessary training; communicates all necessary information on den functioning to Cubmaster or Committee Chairperson as appropriate. Helps set a good example for the boys through behavior, attitude, and proper uniforming. In general, the main responsibilities of the Cub Scout den leader can be summarized as follows: work directly with other den and Pack leaders to ensure that their den is an active and successful part of the Pack; plan, prepare for, and conduct den meetings; attend leaders' meetings; lead the den at the monthly Pack meeting and monthly Pack activity.

* New Leader Essentials training is also required if it has not been previously attended.

4.3 Duration of leadership term & recruitment

All leaders are appointed on an annual basis beginning in June when boys advance in rank. Emergency vacancies may be filled at any time as necessary. Open positions shall be advertised to the entire pack and volunteers sought for every position.

4.4 Leadership meetings

The Cubmaster may hold a separate meeting with the Den Leaders of the Pack to discuss Pack Meetings and Den activities. However, at the discretion of the Cubmaster and in agreement with the Committee Chairperson, the monthly Committee meeting can serve as the Leadership Meeting.

5 - Pack finances

5.1 Budgeting

The Treasurer, with advisement from the Pack Committee, shall prepare the annual budget for the upcoming scouting year based on the results of the Annual Planning Conference (held in late spring) and shall present the budget to the Pack Committee for a vote. The Pack Committee shall review the proposal and establish the annual budget prior to September of each scouting year. Any deviations from this budget plan throughout the year shall also require approval by the Pack Committee.

5.2 Collection of pack funds

All money is to be turned into the Pack Treasurer and remains the responsibility of the person(s) handling the money until that time. Money can be turned in at Pack Meetings, Committee Meetings, or by setting up an appointment with the Treasurer.

5.3 Checks

Checks provided to the Pack shall be made out to Pack 421. In addition, the number of the Den along with a brief description of what the check is for should be written on the check. For the protection of the treasurer and all persons handling checks processed through the Pack, the canceled check shall act as a receipt of the transaction. For persons who do not receive their cancelled checks through their banking service, they must specifically request a receipt at the time of payment if they desire one.

5.4 Cash

When handling cash, the Treasurer should be notified and arrangements immediately made for the collection of this cash by the Treasurer. The cash is to be counted in the presence of the Treasurer and

the person(s) handing over the money to avoid any later disputes. It is specifically requested that parents use checks instead of cash whenever possible to pay for scouting expenses. Parents who pay in cash must specifically request a receipt for a cash transaction at the time of payment if they desire one.

5.5 Check requests & reimbursements

The Pack Committee must approve all Pack expenditures either within the budget or by special vote before any checks can be disbursed. All requests for Pack expenditures should be in writing and approved prior to submitting to the Treasurer. Reimbursements for Pack expenditures will be made upon presentation of an itemized bill or receipt. Pack checks shall require two (2) authorized signatures to be valid. Authorized signers will be the Treasurer and any person(s) approved by the Pack's Committee. Each approved signer will be required to register his/her signature with the Pack's bank. Only authorized account users may purchase items at the Council store in the name of Pack 421, and all purchases must be documented with receipts and turned in to the Treasurer for accounting.

5.6 Emergency expenses (approved 4/17/07)

In the event of an emergency expense between meetings, an affirmative vote of three Committee members along with approval of the Committee Chairperson can be used to approve the emergency transaction. At the Committee Meeting immediately following the exercise of this clause, the Committee shall review the expense and make appropriate budget adjustments, if necessary. An emergency situation is defined as a scenario where funds are needed for a Pack event/activity and the expense incurred by the event/activity will occur before the next Committee Meeting where an official vote can be taken. These scenarios should be kept to a minimum.

5.7 Treasurer's Report

The Treasurer shall produce a report for the monthly Pack Committee Meeting that details the financial condition of the Pack. As a minimum, the report shall include a listing of all expenditures for the previous month, all income from the previous month, and a summary of how the Pack is doing against its approved budget.

5.8 Treasurer's absence or replacement

Upon the absence of the Treasurer, the Committee Chairperson may appoint an authorized person of the Pack to act on his/her behalf, until such time that the Treasurer can resume the position or that a new treasurer can be recruited from the pack.

5.9 Pack dues and fees

The Committee shall approve the registration fees for new and existing scouts and adult leaders as a part of approving the budget for the upcoming scouting year. The fees shall include the council fees, rechartering, insurance, pack dues, and Boys Life (as an option). Scouts at Webelos II rank will have their pack dues prorated through March when they leave the pack for Boy Scouts. New scouts will be expected to pay a "gap fee" to cover the months of September, October, November, and December for Council fees and insurance.

5.10 Refunds

Scouts who leave the pack during the scouting year, for any reason, are not eligible to a refund, in full or part, of any fees or dues paid, or to a refund of fundraising revenue generated by the scout. The reason for this policy is that we budget for the entire year based on our number of scouts, and to give refunds would require recalculation of the annual budget on a constant basis and would be disruptive to our scouting program.

In the event of a refund request for monies paid for an event, a refund will be issued *only* if the pack will

not incur a financial loss as a result of the refund. For example, if a scout decides not to go to summer camp and has paid a deposit, a refund will be issued only if someone can be found to take his spot.

5.11 Den dues

Den leaders are not expected to fund the scouting program at the den level; all members of the den should share equally in this responsibility. Dens may charge additional den dues to their scouts, with a recommendation that it not exceed \$5 per scout per month. Den dues are to be used to support den level activities and are paid directly to the den leader. Typical expenses include project supplies, admission for field trips, snacks, and consumable items that must be replenished. Den leaders do not need to turn in any reports to the Pack Committee regarding the collection or disbursement of such monies. Den leaders should provide receipts to scouts/parents if requested to do so. If a den wishes to purchase item(s) which exceed the amount of den dues, it is encouraged that they talk to other leaders and the Pack Committee to see if they can share the expense or if the pack may wish to fund the expenditure with the condition that the material(s) be made available to all dens for use (example, leather working tools, power tools, etc.)

5.12 Fundraising requirements & rules

All families in the pack will be expected to participate in the Annual BSA Popcorn Sale and to contribute a minimum set amount per family from this sale. This amount is in addition to pack and den dues, and will be determined by a vote of the Pack Committee for each sale. The Pack will provide opportunities for scouts to sell popcorn in a variety of venues and methods to assist families in reaching their sales goals.

As per BSA policy, Pack 421 will not engage in any additional fundraisers unless the Popcorn Sale has been completed. If additional fundraisers are undertaken, they must be filed with and approved by the Council office 30 days prior to beginning (see form #34427, Unit money-earning application).

When sponsoring pack events, event coordinators may request donations of goods or services from local businesses to help defray costs. Donors should be provided with a letter, on pack letterhead, stating the item/amount requested, the name of the event, and the event date; such letters should be requested from the Committee Chairperson and be signed (or cosigned) by the Committee Chairperson. Copies of these letters must be made and turned in to the Treasurer for records, and also retained in the event file. A thank you letter or receipt should be provided to each donor following the donation. The Council office must be consulted regarding the use of the Council or BSA tax-deduction number on any receipt or for any transaction.

5.13 Financial Assistance

The Pack Committee Chairperson, in consultation with the Treasurer and a scout's Den Leader, may choose to provide financial assistance from pack funds to scouts/families in need. These expenditures will be deliberated in private to protect the identity of the assisted parties, and may not exceed the total dollar figure in the annual budget for financial assistance. The amount of assistance provided will be reported to the Pack Committee on the next monthly treasurer's report, with a notation of the reason for the expense (campership assistance, dues waived, etc.)

5.14 Reimbursement for adult training fees

The Pack shall reimburse any adult who has a son registered as a Tiger Cub, Cub Scout, or Webelos Scout in Pack 421 (whether the adult is a registered leader or not) for Cub Scout-related Training fees. The adult is expected to pay for the fees up-front. Once he/she attends the training, the Pack Treasurer shall reimburse the adult for his/her training.

5.15 Adult leader recharter & BSA registration fees

The Pack shall cover all costs related to annual rechartering and BSA application for registered adult

leaders, provided that the adult leader has completed the *minimum* official BSA training for the specific position (including Youth Protection and Fast Start for the position).

6 - Recruiting

New scouts will be recruited en masse only at the elementary schools assigned to Pack 421 by the Council. Flyers will be ordered from the Council, approved by the school district, and distributed directly to the schools by the Committee Chairperson or his/her designee(s). Additionally, a scout may create his own recruitment materials and distribute them, or distribute the official pack flyer, *individually to boys he knows at any school*. It is very important that the Pack respect the school assignments set out by Council and not recruit at other "pack schools," unless the recruitment is being done "scout-to-scout" as outlined above.

In 2007, the geographic area assigned to Pack 421 includes the territory from Lincoln Avenue east to California Ave, with boundaries of Ontario Avenue on the north and Upper Drive on the south. The schools in this area include Foothill, Eisenhower, Orange, and Susan B. Anthony Elementary. Garretson Elementary is also assigned to Pack 421, but it is located just north of Ontario Avenue.

7 - Uniform Code

7.1 Class A Uniform (passed 8/15/07)

7.1.1 Tiger Cubs - Pack 421 complies with the BSA regulations regarding the standard blue Class A uniform code for Tiger Cubs except that the Tiger Cub shall also be required to wear a Cub Scout belt. The Tiger Cub's shirt shall be tucked into the pants/shorts, and the pants/shorts will be navy blue (no jeans permitted). Tiger Cubs are required to wear the Class A uniform at all Den and Pack functions, unless otherwise directed by the Tiger Cub Den Leader or Cubmaster.

7.1.2 Wolf and Bear Scouts - Pack 421 complies with the BSA regulations regarding the blue Class A uniform code for Cub Scouts except that the scout shall also be required to wear the Cub Scout belt. The scout's shirt shall be tucked into the pants/shorts, and the pants/shorts will be navy blue (no jeans permitted). Cub Scouts are required to wear the Class A uniform at all Den and Pack functions, unless otherwise directed by the Den Leader or Cubmaster.

7.1.3 1st and 2nd Year Webelos Scouts - Pack 421 complies with the BSA regulations regarding the Class A uniform code for Webelos Scouts except that the scout will also be required to wear the Cub Scout belt. As an alternative to the blue uniform, 1st and 2nd Year Webelos scouts may chose to wear the khaki-colored uniform shirt, olive pants/shorts (no jeans), and the Cub Scout belt. The scout's shirt shall be tucked into the pants/shorts. 1st and 2nd Year Webelos are required to wear the Class A uniform at all Den and Pack functions, unless otherwise directed by the Webelos Den Leader or Cubmaster. Dens are allowed to select a Patrol Name and be referred to that name throughout their final two years of Cub Scouting. At the time a patrol name is selected by the Den, the Den number patch on the uniform may be replaced with the patrol patch.

7.1.4 Adult Leaders - The Cubmaster, the Assistant Cubmaster(s), all Den Leaders, and all Assistant Den Leaders are required to wear a Class A uniform at all Den and Pack functions, unless otherwise directed by the Cubmaster or Committee Chairperson. The uniform shall consist of the following:

- Khaki uniform shirt (for men or women) with appropriate patches and/or insignia
- Olive green pants/shorts
- Belt (scout belt if available)
- Olive scout socks
- Closed toed shoes

The adult's shirt shall be tucked into the pants/shorts. Adult leaders will be subject to uniform inspections whenever the scouts are being inspected.

Committee members have the option of wearing Class A uniforms at Pack functions if they so desire.

7.2 Class B Uniform

The Pack shall design, produce, and make available for a reasonable price a T-shirt with the Pack 421 moniker. This shirt will serve as the Class B uniform for the Pack, to be worn with pants/shorts (jeans permitted), and the Cub Scout cap and belt. Any person (parent, sibling, etc.) affiliated with Pack 421 is eligible to wear the Class B t-shirt and is encouraged to do so at pack and den functions.

7.3 Uniform Inspection

The Pack shall hold one uniform inspection at the pack level each scouting year to promote proper uniforming and pride in scouting. This inspection will be assessed according to BSA guidelines, with appropriate exceptions/waivers discussed at a Committee meeting prior to the inspection. Leaders shall be inspected with the same rigor as scouts in order to set a proper example. The Cubmaster shall have final decision-making authority on whether a scout or leader meets criteria.

8 - Awards and achievements

8.1 Submission policy & distribution

Den Leaders shall submit all awards and achievements through Scout Track (www.scouttrack.com). It is expected that Den Leaders will submit all awards and achievements to be presented at the upcoming pack meeting no later than the Thursday prior at 5 p.m. Any awards or achievements submitted after that time will be presented at a later pack meeting.

8.2 Awards/achievements required to be distributed at pack meetings

All awards (tiger paws, arrow points, activity badges, compass points) and rank advancements (Bobcat, Wolf, Bear, Webelos) shall be presented to the scout at the monthly Pack Meetings only. The rank advancement awards are considered important and will be treated as such during Pack Meetings. The scout and at least one of his parents will be recognized with rank badge and parent's pin, respectively. Sports and Academic Belt Loops/Pins/Letters will also be handed out at monthly Pack Meetings.

8.3 Optional distribution at pack meetings

Patches and other awards may be handed out at Pack Meetings, at the discretion of the Cubmaster and Den Leaders. Other awards such as Immediate Recognition beads for Wolf (yellow beads) and Bear (red beads) Progress Toward Rank emblems can be handed out by Den Leaders at den meetings or can be reserved for the Pack Meetings. This decision is left up to the Den Leader.

8.4 Belt Loops

Pack 421 encourages all scouts to participate in the Academic and Sports Belt Loop Program and earn as many belt loops as possible. In order to earn a belt loop, the scout must satisfy the requirements set forth in the Academic and Sports Program Guide for that activity. Requirements for all belt loops are available on Scout Track. The cost of the belt loop will be covered by the pack.

8.5 Sports/Academic Pins/Letters

Pack 421 encourages all scouts to participate in the Academic and Sports Program Guide and earn their letter and as many pins as possible. In order to earn a pin/letter, the scout must satisfy the requirements

set forth in the Academic and Sports Program Guide for that activity. Requirements for all pins/letters are available on Scout Track. The cost of pins/letters will be covered by the pack.

8.6 Pack activity Patches

The pack will provide a patch for every Pack Event held during the year (ex., fall campout, holiday sharing project, Blue & Gold, Pinewood Derby, Raingutter Regatta, etc.) *only* to the scouts who attend the event (no sibling or parent patches provided). Cost of these patches will be covered by the pack.

8.7 Den activity patches

Den Leaders are encouraged to include their Den in various activities throughout the year. There are several companies that manufacture patches that can be used as an incentive and remembrance of the activity. The cost of most patches for den activities, with the exception of Tiger Go See Its, will not be paid for by the Pack.

8.8 Perfect Attendance Awards

The Pack shall recognize scouts with perfect attendance throughout the scout year from September 1 through June's Bridging Event. Perfect attendance is defined as a scout attending all den meetings/outings each month, the monthly Pack-sponsored event/outing, and the monthly Pack Meeting, *with no more than two excused absences from all activities above throughout the scouting year*. The Den Leader has the discretion of how to interpret what is considered an excused absence for the application of attendance. The Perfect Attendance Award shall be paid for by the Pack. The Den Leader must maintain attendance records in Scout Track if scouts in his/her den are to be eligible for this award. Summertime events will count toward the Summertime Activities Pin, not the Perfect Attendance Award.

8.9 Religious Awards

As part of the BSA, we encourage all scouts to do their duty to God. Therefore, we support scouts pursuing the religious emblem for their faith. The Pack will pay for the religious emblem medal and one uniform knot for each scout, and for one uniform knot for any leader who serves as a mentor (eligibility defined by denomination; consult your emblem regulations). *Parents will be asked to pay for the scout and mentor workbook(s), since these materials are consumable and cannot be reused.* Religious awards are to be presented at a pack meeting with appropriate attention, and may also be presented at the church to which the scout is affiliated.

8.10 Neckerchiefs

The Pack will budget and purchase the neckerchiefs for each bridging scout (as applicable) and each new incoming scout who is not a transfer. Neckerchief slides are the responsibility of the scout to purchase. Unless the den leader requests otherwise of the Advancement Coordinator, scouts who do not attend the bridging ceremony will need to purchase their own neckerchief (amended June 18, 2008).

8.11 Patrol patches

Patrol patches are to be paid for by the 1st year Webelos scouts and are chosen at the den level; arrangements for obtaining and paying for these patches is the responsibility of the Den Leader.

9 - Den Operation Policies

9.1 Parents Participation

Den Leaders should encourage participation of the scout's parents in any and all Den and Pack related events. Pack 421 will not succeed without the participation of parents and we support the BSA's National Parent Initiative. This initiative has been designed to increase youth and parent recruitment, retention,

advancement, participation, dedication, and a passion for Scouting. Pack 421 expects the parents (guardians) for each child to:

- Participate with them
- Go to and observe the meetings
- Be Part of their unit's Program – both weekly meeting and outings
- Support the Program financially
- Coach them on their advancement and earnings of recognition awards
- Help in at least one support role during the year

Parent involvement may be mandatory as a condition for enrollment in the Pack, and/or to participate in Pack or Den sponsored events.

9.2 Scout Records

Each Den Leader shall be responsible for maintaining the records of each and every scout who is a member of that Den. These records are to be maintained in Scout Track for ease of communication with the Advancement Coordinator and the Committee. Upon bridging the scouts to Boy Scouts, the records in Scout Track will be exported as a file and kept for three years for reference.

Scouts who leave the pack have until the end of that scouting year to request a printout of their records. After that time, their membership records in Scout Track will be deleted. For this reason, Den Leaders should NOT delete scouts from Scout Track; instead, they should contact the Committee Chairperson to have the scout placed in Inactive status in Scout Track.

9.3 Medical Consent Form

Every parent/guardian for each scout must fill out two copies of the Pack 421 Medical Consent Form and turn them in by September 1 of each scouting year. All BSA policies must be followed with regard to the level of medical examination required (Class I, II, or III) and it is the responsibility of the parent to obtain the proper paperwork and to submit it on time.

No scout without a medical consent form on file for the current scouting year will be permitted to participate in a den or pack event, *even if the parent is present at the event*. The Pack must have these forms in order to safeguard every child in the pack and to be aware of and prepare for medical situations that might arise.

9.4 First Aid Kits

Every den leader in Pack 421 is provided with an equipped Den First Aid Kit that is to be taken on all den outings and to all den meetings. If items need replenishment, they will be provided by the pack or the leader may request reimbursement for costs. The Pack First Aid Kit will be taken on all pack outings and is to be accessible to any person in need at any time.

9.5 Permission Slips

The Den Leader shall secure a permission slip from the parent/guardian of each scout prior to any and all Den/Pack related field trips and campouts.

9.6 Safety Procedures

Den and Pack Meetings should be treated as a safe haven for the scouts. Therefore, Den Leaders shall strive to maintain a safe place to conduct meetings. Play areas are to be inspected to ensure hazards are removed. In addition, Den Leaders are expected to discourage name-calling or any other activity that may result in a scout feeling less than welcome.

9.7 Tour Permits

Pack 421 shall comply with BSA regulations with regard to obtaining tour permits for all Den and Pack activities. The tour permit is the Council's official means for sanctioning a scout event/activity. This official sanctioning is necessary for proper insurance coverage. From the Scout Leader Handbook, "most Den meetings in and around town do NOT require a tour permit". For the purposes of Pack 421, "around town" is defined as any city/town north of Lake Elsinore, south of Norco, west of Riverside, and east of the Orange County border.

However, it should be made known that many BSA leaders believe that a tour permit is needed for any trip other than to the established weekly meeting place even if it's right across the street from the normal meeting place. It is always safer to fill one out than be sorry about not having filled one out later. Gary at Mr. D's can sign non-aquatic-related tour permits. Tour Permits will only be accepted and signed provided the event is at least two (2) weeks out.

The Pack Event Coordinator for the monthly pack event will be responsible for obtaining a tour permit for the Pack-related events. All other events are the responsibility of the Den Leader.

10 - BSA Youth Protection Policies

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing barriers to abuse within the program. **As a unit member of the Boy Scouts of America, Pack 421 recognizes and will follow the policies and procedures for youth protection in scouting.**

10.1 Leadership

The Boy Scouts of America takes great pride in the quality of our adult leadership. Being a leader in the BSA is a privilege, not a right. The quality of the program and the safety of our youth members calls for high-quality adult leaders. We work closely with our chartered organizations to help recruit the best possible leaders for their units.

The adult application requests background information that should be checked by the unit committee or the chartered organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child molester, we can reduce the risk of accepting a child molester by learning all we can about an applicant for a leadership position—his or her experience with children, why he or she wants to be a Scout leader, and what discipline techniques he or she would use.

10.2 Barriers to Abuse Within Scouting

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

Note: Bold type denotes rules and policies.

- **Two-deep leadership.** Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
- **No one-on-one contact.** One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

- **Respect of privacy.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- **Separate accommodations.** When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.
- **Proper preparation for high-adventure activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- **No secret organizations.** The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- **Appropriate attire.** Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- **Constructive discipline.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision.** Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

10.3 Reporting

How an adult responds to a child when he tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you would like to get him some help. **Allegations by a Scout concerning abuse in the program must be reported to the Scout executive.** Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Scout executive or the child protective services agency about allegations of abuse—if the allegations cannot be substantiated, you could be sued for defamation of character.

10.4 Youth Member Behavior Guidelines

The Boy Scouts of America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship, and personal fitness. The BSA has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Law.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in Scouting. Misbehavior by a single youth member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety or continued membership of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.

10.5 Member Responsibilities

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, drugs and alcohol or other recurrent behavioral problems that affect other scouts and their participation in the scouting program may result in the revocation of a Scout's membership in the unit.

If confronted by threats of violence or other forms of bullying from other youth members, Scouts should seek immediate help from their unit leaders or parents.

10.6 Unit Responsibilities

Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with it. The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.

The unit committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit.

Membership revocation shall be considered a serious issue, and the scout shall be entitled to review by a four-person committee consisting of the Committee Chairperson, Cubmaster, scout's Den Leader, and the Unit Commissioner prior to the revoking of membership. When a unit revokes a Scout's membership, it should promptly notify the Council of the action. Scouts may appeal a decision at the pack level to the District Executive for consideration for a transfer to another pack.

The unit should inform the Scout executive immediately about all incidents that result in a physical injury or involve allegations of sexual misconduct by a youth member with another youth member.

10.7 Leadership Requirements for Trips and Outings

1. Two-deep leadership: Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA.
2. During transportation to and from planned Scout outings,
 - A. Meet for departure at a designated area.
 - B. Prearrange a schedule for periodic checkpoint stops as a group.
 - C. Plan a daily destination point.
 - D. A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members—*never one on one.*
3. Safety rule of four: No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.
4. Male and female leaders must have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
5. Male and female youth participants will not share the same sleeping facility.
6. Single-room or dormitory-type accommodations for Scouting units: Adults and youth of the same gender may occupy dormitory or single-room accommodations, provided there is a minimum of two adults and four youth. A minimum of one of the adults is required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as a temporary blanket or sheet walls

- in order to keep their sleeping area and dressing area separated from the youth area.
7. When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.
 8. If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for latrines by having one person wait outside the entrance, or provide Occupied and Unoccupied signs and/or inside door latches. Adult leaders need to respect the privacy of youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.

11 – Pack 421 Event Guidelines

The guidelines below are provided as highlights to the aims and requirements of the BSA for Cub Scout units; in all cases all BSA policies regarding tour permits, leadership presence and training, and youth protection will apply and must be followed.

11.1 Outdoor activities

Pack 421 will strive to provide each scout with at least one outdoor activity per month at the den and/or pack level, in accordance with BSA's Quality Unit guidelines.

11.2 Shooting sports

No shooting sports events are to be held at the pack or den level as per BSA regulations; scouts may only engage in shooting sports at Council-approved functions, with appropriate parent permission.

11.3 Den campouts

As per BSA policy, Tigers, Wolves, and Bears are prohibited from holding official den overnight campouts. Webelos scout dens are encouraged to participate in overnight campouts as a den and at Webelos Woods and other District or Council sponsored campouts.

11.4 Leadership requirements for overnight camping

All overnights engaged in at the den and/or pack level will require the presence of a BALOO-trained adult (parent or leader). An adult male will be required to be present on all overnights in the event of a scout having medical or personal emergency where female assistance would be inappropriate.

Tiger, Wolf, and Bear scouts must be accompanied by a parent or guardian on all overnight pack campouts. Webelos scouts may attend provided they are supervised by a designated adult in no greater than a 4 Webelos to 1 adult ratio. If a Webelos scout attends without a parent/guardian, a permission slip for the campout is required in addition to the medical release. Webelos scouts who are attending without a parent/guardian must sleep in a tent separately from all other adults to comply with Youth Protection regulations (they may share a tent with other Webelos scouts).

11.5 Aquatic activities

All official aquatic activities at the den or pack level, including "pool parties" and beach trips that will involve swimming, will require a properly trained leader certified in either Safe Swim or Safety Afloat training and they must adhere to the BSA guidelines and policies. Tour permits must be filed for any aquatic activity, even if it is held within our immediate local area, due to the potential for accident/injury. Leaders are cautioned about taking scouts on non-BSA affiliated boating trips, as many commercial businesses do not meet BSA requirements for aquatic activities, and all participants would be required to demonstrate the required level of proficiency on the BSA swim test prior to participating in a boating event. Leaders should check with Council before making arrangements for any non-BSA sponsored official aquatic activities or trips.

11.6 Arrow of Light ceremony and Bridging to Boy Scouts

While these activities are aimed at our 2nd year Webelos scouts, the Pack Committee recognizes that they are vital to the encouragement of younger scouts to continue on in scouting. For this reason, the Pack 421 Arrow of Light ceremony and Bridging to Boy Scouts event are to be considered official Pack-level events, and must be scheduled and approved by the Pack Committee with respect to the location, date, and budget and should be advertised to the entire pack, encouraging their attendance.

11.7 Sibling participation at events

Pack 421's focus is first and foremost on its scouts. However, Cub Scouting is a family program and we encourage the attendance of any family member at an event where family beyond the parent-scout pair is permitted (exceptions to this include summer camps or other events that have a strict "no sibling" policy).

Siblings who attend Pack 421 events and participate in them may be kept separate from scout groups, and may not be provided with the same program, activities, or rewards as scouts. For example, at campouts, siblings may be placed in "sibling patrols" separate from scout patrol groups; siblings will not compete against scouts in events such as Raingutter Regatta or Pinewood Derby (although there may be races held, at the discretion of the event organizers, exclusively for siblings); siblings will not be provided with patches, trophies, or ribbons for their participation at any events.

Whenever limited resources are present, scouts will be given priority over all other persons in attendance.

11.8 The Annual Planning Conference role in planning Pack Events

Each spring, the Pack Committee will hold its Annual Planning Conference to schedule events for the upcoming scouting year, which begins immediately after the current year's bridging ceremony. The Pack has traditionally scheduled one Pack Event per month during the regular scouting year (September – bridging), in addition to the monthly pack meeting.

Historically, Pack Events that are held each year include the Cub Scout Roundup (recruitment meeting), Fall Campout, Raingutter Regatta, Scouting for Food Drive, Holiday Sharing Project, Blue & Gold Banquet in February to celebrate the anniversary of Cub Scouting, Arrow of Light with Bridging to Boy Scouts in March, Pinewood Derby, Spring Campout, Bridging Ceremony in June, and Corona 4th of July parade. This list is provided here only as information; these events must be voted on annually and placed on the calendar; additional events are included to reach the total of one event per month.

11.9 Summertime Activities

Pack 421 shall strive to be a recipient of the National Summertime Pack Award each year. To achieve this goal, the Pack shall schedule and offer at least one activity per month in the summer to all scouts. Historically, we offer two activities per month if possible so that scouts who may miss one event still have a chance to earn the Summertime Activities Pin by attending the second event.

11.10 National Summertime Award Pin and National Summertime Den Award

As per BSA regulations, scouts who attend a minimum of one pack event per month (June, July, August) in summer qualify for the National Summertime Award Pin, which shall be awarded and paid for by the pack.

As per BSA regulations, to qualify for the National Summertime Den Award dens must have at least 50% of their scouts earn the National Summertime Award Pin. Den leaders are responsible for maintaining these records regarding summertime activity attendance and pin recognition and submitting them in Scout Track in order for the Den Award to be received. The Pack shall pay for this award (a ribbon for den flag).

12 – Quality Unit Designation

Pack 421 shall strive each year to fulfill the BSA requirements for Quality Unit. If received, all scouts in the unit shall be eligible to wear the Quality Unit patch since it is a unit designation, not a scout-level award. Specifically, new scouts who enter the pack may wear the Quality Unit patch for the preceding scouting year, if it is *awarded* while the new scout is a unit member (Quality Unit generally runs one year behind the current scouting year). The same policy applies to unit leaders.