

Cub Scout Pack 572



PACK BYLAWS

OCTOBER 3, 2001

This document is intended to assist and guide the leadership of Cub Scout Pack 572 fulfill the goals and mission of the Boy Scouts of America. The official description of roles, responsibilities, rules and regulations can be found in the 1986 revision of the *Rules and Regulations of the Boy Scouts of America*.

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NAME AND PURPOSE

Name:

Pack 572,
Goose Creek District
National Capital Area Council
Boy Scouts of America (BSA)

Charter Representative: Riverside Presbyterian Church, Potomac Falls, Virginia

Purpose:

The purpose of the BSA, as incorporated February 8, 1910, and chartered by Congress in 1916, is to provide for boys and young adults an informal educational program designed to train in the responsibilities of participating citizenship, provide growth in moral strength and character, and to enhance the development of physical, mental, and emotional fitness.

MEMBERSHIP

Membership:

Youth:

- A. Open to all boys in grades 1-5.
- B. Must have written consent of parents via the applications
- C. Registers with the Pack and pays the national registration and pack fees.
- D. Signs the pledge on the application showing he has read the Cub Scout Promise and Law of the Pack and promises to try to live up to them.
- E. Agrees to attend and participate at Den and Pack meetings, events and activities regularly.

Adult:

- A. Open to all parents of youth members, members of the chartered organization and other persons interested in serving the youth of this Pack. Adult membership must be approved by the Chartered Organization Representative and the Pack Committee Chairman.

PACK ORGANIZATION/OFFICERS

National Council:

- A. Boy Scouting is actually owned by the *National Council* of the Boy Scouts of America. A volunteer board of directors, the National Executive Board, leads the National Council. A staff of professional Scouters performs the administration.
- B. Functions: They develop programs, set and maintain quality standards in training, leadership selection, uniforming, registration records, literature development and advancement requirements.
- C. The National Council oversees approximately 4 million members, all participating in one phase of the Scouting program or another, including 1.5 million Cub Scouters. To achieve this, the National Charter issues a charter to each *local council*.

Local Council:

- A. Pack 572 is a chartered unit in the BSA's *National Capital Area Council (NCAC)*.
- B. The U.S. is divided into 385 local councils. Each council has a headquarters city from which it administers the Scouting program within its geographical boundaries. NCAC is located in Bethesda, MD.
- C. Responsibilities include:
 - Promoting the Scouting program.
 - Registration of units and council personnel
 - Providing facilities and leadership for a year-round outdoor program, including summer camp.

District:

- A. Pack 572 is within the *Goose Creek District* of the NCAC.
- B. A Scouting district is a geographical area within the local council, as determined by the council executive board. District leaders mobilize resources to ensure the growth and success of Scouting units within the district's territory.
- C. Members of the district committee are volunteers who provide Troops and Packs with *unit commissioners*, who give direct coaching.

Chartered Organization:

- A. Pack 572 is *chartered* by the Riverside Presbyterian Church, Sterling, Virginia.
- B. The Pack is actually "owned" by the chartered organization. It receives a national charter yearly to use the Scouting program as a part of its youth work. Pack 572 recharter on the 1st of March of each year.
- C. The Chartered Organization using the Scouting program provides a meeting place, selects a Cubmaster, appoints a Pack committee of at least three adults and chooses a *chartered organization representative*.

The Pack Committee

Responsibilities:

- A. Recruits the Cubmaster and one or more assistant Cubmasters, with the approval of the chartered organization
- B. Recommend adult leaders for various positions in the Pack to the Chairman and Cubmaster, with final approval with the chartered organization.
- C. Provide adequate and safe facilities for Pack meetings
- D. Assists with Pack charter renewal and supervise finances and equipment
- E. Works closely with the Chairman

Qualifications/Membership

- A. 21 years of age or older and registered with NCAC.
- B. Consists of all adults registered with the Pack, this includes parents who are not den leaders or coaches. They may be parents of member Cub Scouts, members of the sponsoring organization, or other persons interested in youth.
- C. Prior to or within 60 days of selection completes all appropriate fast start training video for their position, plus completes Cub Scout Leader Basic training and Youth Protection class.

Selection and term

- A. Registers with Goose Creek District, NCAC, as a committee member and approved by the Chartered Representative.
- B. Term: One year, beginning March 1st.
- C. Maximum terms: No Limit - Recommended two years.

Pack Committee Positions:

There is need for much leadership and assistance to implement a full program. To accomplish this we need many volunteers to fill various positions. Some positions require effort on a weekly basis while others need attention only during a limited duration. Some of the Pack 572 committee positions include:

Chairman	Public Relations	Activities / Outings	Cubmaster
Assistant Chairman	Newsletter	Blue & Gold Banquet	Assistant Cubmasters
Advancement	Web Site Publisher	Pinewood Derby	Pack Trainer
Fund Raising	Community Service	98 Camp Akela, WDC	
Secretary / Librarian	Popcorn Coordinator	Webelos Camp Coordinator	
Treasure	Troop Coordinator	Annual Picnic Coordinator	
Flags / Ceremony Props	Pack Camping	Membership & Registration	

Pack Program Leaders

Responsibilities:

- A. Carries out All aspects the Pack Program
- B. Serves as a Role Model
- C. Recommend leaders to the Committee Chairman.
- D. Assists with Pack Charter renewal
- E. Works closely with the Chairman
- F. Attends District Training and Roundtables

Qualifications:

- A. 21 years of age or older, registered with NCAC and approved by the Chartered Organization Representative.
- B. Need not be an expert in all Cub Scouting activities but should be a leader who is able to deal with adults as well as boys.
- C. Prior to or within 60 days of selection completes all appropriate Fast Start training videos, Cub Scout Leader Basic training and Youth Protection class.

Selection and term:

- A. The Pack Committee selects all of the adult leaders, approved by the Chartered Organization Representative.
- B. The selection is held at the regularly scheduled committee meeting in February and immediately following or at Join Scouting Night.
- C. Term: One year
- D. Maximum terms: No Limit - Recommended two years.

Pack 572 Program Leader Positions:

Cubmaster	Assistant Cubmaster(s)	
Webelos Leader Coach	Webelos Den Leader	Assistant Webelos Den Leader
Den Leader Coach	Den Leader	Assistant Den Leader

PACK PROGRAM

The program of the pack is comprised of meetings, events and activities at both the Pack and Den levels. It is a comprehensive program that facilitates the attainment of the goals of scouting. In order for a Scout to experience the maximum benefit of the program they and their family need to be active in the overall program.

Pack 572 has a 12 month program. The program consists of 8 pack meetings (September, October, November, December, January, February, April and May). The Pinewood Derby is held in January and the Annual Picnic is in June. The summer is devoted to Day Camp, Week Camp, and Pack Events.

For the purpose of this document a meeting is the gathering of two or more scouts, scout leaders or a combination of scouts, leaders and family. An event is a function of the program such as a field trip, day hike, camp out, skating, Blue & Gold Banquet and Pinewood Derby. An activity is being defined as membership drives, fundraisers and community service projects.

Attendance

For a Scout to qualify for the annual attendance award they will need to meet the following criteria:

- Attend a minimum of 24 Den Meetings (90%)
- Attend 7 Pack Meetings (90%)
- Attend the Blue & Gold Banquet
- Participate in the Pinewood Derby
- Participate in the Annual Fund Raiser
- Submit Pack renewal and applicable registration fees on time

Meetings

Den Meetings

- A. Den meetings are for the boys. The Cub Scouts, the den leader, assistant den leader and the den chief (if one is available) attend den meetings. A parent may be asked to help at a specific meeting, but parents are not required to attend all den meetings unless requested to do so by the den leader.
- B. Den meetings can be at a leader's home, outdoors, library, school or other public or private facilities.
- C. Den meetings are usually held once a week at a regularly scheduled time and day.
 - The den leader selects a suitable day and time after talking with all den families.
 - Den meetings typically do not last more than one hour.
 - All den meetings must be in the presence of two adults.
- D. Den meetings should be centered around the monthly published theme.

- E. If a Scout misses more than 50% of pack or den meetings, the Cubmaster or Assistant Cubmaster will personally meet with the Scout and his parents to discuss his continuance in the program.

Pack Meetings:

- A. The Pack meets once a month, usually at Horizon Elementary School. It is the climax of the month's den meetings and activities. It gives the dens something to look forward to and work toward. The Pack basically follows the suggested themes from the BSA to leverage Pack & Den Helps published in the BSA Program Helps, distributed at the District Roundtable and also found in Boys Life and Scouting magazines.
- B. It gets parents and families involved with their sons and are a chance to recognize boys, parents and leaders.
- C. Structure
- Opening ceremony
 - Awards and Recognition
 - Skits, songs and stunts
 - Exhibits or presentations
 - Closing ceremony

Annual Program Planning Conference

- A. This is an annual meeting of all pack leaders designed to establish the year's program based on 12 monthly themes and Webelos activity badges, along with special activities, all tailored to the pack's needs.
- B. Held in July or August of each year.

Pack Leader's Meeting

- A. This is a monthly meeting to plan in detail one of the themes already established at the annual planning conference, involving.
- Planning the next den and Pack meetings
 - Finalizing the upcoming Pack meeting
 - Discussing social matters
 - Submitting the minutes from the last meeting
 - Reports from the den coaches
 - New business
- B. Led by the Cubmaster and attended by all adult den and Pack leaders. Den chiefs do not attend. Den leader coaches may represent den leaders.

Charter Renewal Meeting

This is the most important meeting in the life of the Pack. It is a time for review, a time for planning for the future and a time for growth.

A. Attendees:

- Unit Commissioner
- Chartered Organization Head
- Chartered Organization Representative
- Pack Committee Chairman
- Pack Committee Members

B. Areas covered:

- Review membership inventory/roster
- Review of unit operation
- Identification of pack needs
- Seek Quality Unit Award
- Complete application for chartered renewal
- Make plans for the charter presentation ceremony

C. Meeting occurs in January.

Committee Meeting:

A. Led by the committee chairman once a month or as needed.

B. Coordinates business needs of the Cubmaster and den leaders.

PACK POLICIES

This document covers various guidelines, rules, regulations, definitions and policies. The official description of roles, responsibilities, rules and regulations can be found in the 1986 revision of the *Rules and Regulations of the Boy Scouts of America*.

Any guidelines, rules, regulations, or procedures documented in this document are considered to be policies of Pack 572. In addition the following are specific policies that have been created to answer questions asked of the Pack Committee.

Adult Supervision

At no time should a Cub Scout be left alone with less than two adults unless the adult is the scout's parent or legal guardian.

Pack activities or trips that require travel or risk.

Participation in many activities in the scouting program involve a certain degree of risk and/or travel. Prior to each trip in excess of 25 miles requires a local tour permit from the NCAC. Further it is recommended that each scout have their parent or legal guardian sign an Informed Consent and Hold Harmless Agreement prior to the event or activity. The signature will indicate the parent or legal guardian's consent to participate in the activity and will not hold Cub Scout Pack 572, its leaders or the charter organization, Riverside Presbyterian Church, responsible for any damages or injuries that may occur in connection with the activity.

The use of axes, hatchets and knives by Scouts

No Cub Scout may use an axe or hatchet on any Pack 572 or Den function. This policy includes campouts with a Boy Scout Troop or Parent/Son campout sponsored by the BSA, NCAC, or district or any other Scouting sponsored event, function or activity.

Under the proper supervision of a trained, current BSA registered, adult leader, cub scouts may utilize a knife when while they are working toward the requirements of Bear Achievement 19 and the "Whitlin Chip".

After the scout has earned Bear Achievement 19 and the "Whitlin Chip" the BSA strongly discourages the utilization of a knife by a scout until they are a Boy Scout that has earned the "Tote & Chip". Pack 572's position is that we strongly discourage a Cub Scout utilizing a knife at any Pack or Den function or activity other than while working toward the requirements of Bear Achievement 19 and the "Whitlin Chip" as stated above under the direct supervision of a trained, current BSA registered, adult leader.

Adherence to BSA, NCAC, District or Function Rules

While participating in any BSA, NCAC, District, Pack, Den or any other Scouting sponsored event, function or activity all participants (Leaders, Cub Scouts, Boy Scouts, family members or guest) must adhere to all rules and/or guidelines according to BSA policy or those provided in written form or orally by the hosting organization.

FINANCES

Cost of Scouting

The Pack Committee has set a fee of \$25 per Scout for the scouting year (September - August) payable in full every October. For all new Scouts the fee is \$25. This fee includes advancement awards, 1 Pinewood Derby kit, Tiger Activity Kit (Tigers Only), Pack equipment and library materials.

In addition, registration fees and Boy's Life cost are to be paid for one full year regardless of when the scout joins (approximately \$7.00 registration + \$9.00 Boy's Life + BSA insurance \$1.58 = \$17.58)

Pack Dues and Fees

All dues and fees will be collected in October to coincide with "Join Scouting Night" at the schools. Boys who decide to join the pack after October will pay one full year dues and fees at the time of application regardless of when they join the pack.

Delinquent Dues or Fees

Any Scout who becomes delinquent in keeping their dues and fees to date by more than one month will not be eligible for advancement, participation in Pack events or activities.

Fund Raising

Our pack raises all its own funds through our fundraisers. Each year the Pack will designate an activity as our principle fundraiser for the year. If the BSA Popcorn sale yields the required funds to operate the Pack for the fiscal year it will be considered the principle fundraiser.

Friends of Scouting

It cost the NCAC approximately \$95 per Scout to operate. A major source for council funding is the Friends of Scouting campaign held annually. We at Pack 572 encourage each family to participate in Friends of Scouting.

Other Cost

Each Scout is required to have a complete Cub Scout uniform appropriate for their Rank (Tiger, Wolf, Bear or Webelos). In addition they will need the appropriate handbook.

UNIFORM

- A. All scouts are expected to have and wear a complete uniform to all official scouting functions, as described in the respective handbooks.
- B. The official uniforms are intended primarily for use in connection with activities of the scouting movement. They should be worn to all den and Pack events. They may also be worn to school, church or at any family function.
 - Uniforms may not be worn in any distinctly political endeavor, appearing on stage without special approval from the BSA or while participating in demonstrations not authorized by the BSA.
- C. All registered adult leaders are expected to wear the complete scout uniform to all scouting functions.
- D. An alternative uniform of the day may be specified by the Cubmaster for particular events.
- E. Scouts not in the required uniform for an event may be sent home.
 - Scouts not in uniform should provide a reason to the den leader as to why they are not in uniform.
- F. All uniforms, badges and insignia of the BSA may be used only by members of the BSA, registered and in good standing. Badges awarded by other than the BSA may not be worn on the official uniform.

DISCIPLINE

Discipline within Pack 572 should not be a problem since all members are scouts and as such have pledged to live by the Cub Scout Promise, the Law of the Pack, and the Outdoor Code.

- A. No member of BSA or any adult attending a BSA function will engage in any activity or conduct which is inconsistent with the principles of BSA, any local, state or federal law, rule or regulation, or any activity which would bring disrepute upon BSA, Pack 572 or our Charter Organization.
- B. While no document can fully cover every instance of behavior in violation of this code of conduct, the following are some examples of inappropriate behavior:
 - Use of obscene language or signs,
 - Any derogatory or inflammatory statement or conduct
 - Intimidating or bullying conduct (physical or emotional)
 - Use of any item which is prohibited by BSA or any governmental body.

Discipline Policy

The Pack Committee has developed the following discipline policy:

- A. Continuous behavior unbecoming a scout may result in the expulsion of the scout or leader from the pack. When such behavior occurs at a scout activity, parents may be called to pick up the scout.
- B. An adult leader/committee member present during serious inappropriate behavior by a scout will provide a written report to the scout and his parents, the Cubmaster and Committee Chairman.
 - When a written report has been received, the Cubmaster with the approval of the Pack Committee may make note of the inappropriate behavior for future reference and counsel the scout, or, penalize inappropriate behavior by suspension of the scout's participation in pack activities.
 - When participation is permitted, a probationary period of up to a year may be set for a scout who received a written report. The adult leader responsible for a scout activity may require, with concurrence of the Cubmaster, the presence of a parent or other adult who accepts responsibility for the scout during the activity.
- C. All of the above steps must occur before expulsion from the pack can occur, at the bequest of the Cubmaster, with the approval of the Committee Chairman.

TRAINING

Training Plan: The BSA training plan not only provides training for new leaders to help them get started in the right direction, but it also provides continuing training for all leaders. In this way, leaders continue to learn through experience and from additional training opportunities. This plan includes four steps:

- A. Fast Start Training involves watching the following five videotapes:
 - The New Den Leader
 - The New Webelos Den Leader
 - The New Cubmaster
 - Pack Organization
 - The New Tiger Cub Organizer

- B. Basic Training: Is designed to give job-related information to all Cub Scout leaders, regardless of position. This class is usually held monthly (4-5 hours) across the NCAC. Goose Creek District has three scheduled each year.

- C. Supplemental Training: Includes a variety of training course given on a district, council, regional and national basis, giving leaders additional information on specific areas of Cub Scouting. These include:
 - District Roundtables - Held monthly in Leesburg.
 - Pow Wow - Held annually, usually in October.
 - Philmont Training Center Conference - Held in the summer at the Philmont Scout Ranch, Cimarron, NM.
 - Scoutmaster Fundamentals - Held 3-4 times a year, orienting the adult to the BSA program.
 - Webelos Leader Outdoor Training, usually held in March and October.

- D. Advanced Training: Cub Scout Trainer Wood Badge is an intensive 6 day advanced training course designed to train trainers, conducted by the Northeastern Region BSA 1-2 times a year.

- E. Youth Protection program.

ADVANCEMENT

Advancement is one of the methods we use to achieve Scouting's aim, which is character development, citizenship training and personal fitness. This is the process by which a boy progresses from badge to badge, learning new skills as he goes.

The success of the advancement program depends entirely on the way in which Cub Scout leaders and parents apply it.

Cub Scouts are at an age when they find ceremonies most appealing. If the ceremonies are colorful, realistic, and recognize a real achievement for a boy, they can be satisfying and memorable for every member of the pack.

- A. Each scout is expected to advance as rapidly as his individual circumstances permit. Advancement the joint responsibility of the Leader, Parents and Scout.
- B. Wolf and Bear: Sign-offs of rank requirements can be made by any Akela and recorded by the Den Leader.

Webelos: Any Akela may initial completion of advancement requirements. Only a Webelos Den Leader, Webelos Assistant Den Leader, Cubmaster or Assistant Cubmaster may sign-off Webelos rank requirements.

- C. The Pack will provide at a maximum nine (9) belt loops per program year. A maximum of two (2) belt loops may be provided during any month. A Scout may earn additional belt loops. However, the parent(s) will have to purchase the belt loops over the maximum that is provided by the Pack.

AMENDING BYLAWS

- A. An annual review of the Bylaws will be conducted by the Pack committee prior to the March 1 rechartering. If the need arises the Pack Committee may revise the By Laws at any Committee meeting, with a majority vote of the attending committee members.
- B. 60 days notification to the Pack is required through the monthly Pack newsletter with the revised bylaws listed and the reason for the changes.

Appendix A

Pack Committee Position Descriptions

Pack Committee Chairman:

- Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the pack that must be brought to the attention of the district and council.
- Report to the chartered organization to cultivate harmonious relations.
- Work with Unit Commissioner to ensure the goals and mission of Scouting are incorporated into the Packs program.
- Confers with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by:
 - Calling and presiding at pack committee meetings.
 - Assigning duties to and training committee members.
 - Planning for pack charter review, roundup, and reregistration.
 - Approving bills before payment by treasurer.
- Conduct the annual pack program planning conference and the monthly pack leaders' meeting.
- Preside over committee to assist with recommendations for Cubmaster, assistant Cubmaster, Webelos den leaders, den leader coaches and den leaders, as needed.
- Work with Cubmaster to see that new dens are formed when needed.
- Work with 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 have money for material and equipment.
- Control finances through adequate finance records.
- Maintain adequate pack records and ensure proper care for pack property.
- Assume active direction of the pack, if the Cubmaster is unable to serve, until a successor is recruited and commissioned.
- Provide a training program.
- Develop and maintain strong pack/troop relationships.
- Work closely with the unit commissioner and pack and troop leaders in effecting a smooth transition of Webelos Scouts into troops.
- Support the policies of the Boy Scouts of America.

The Pack Committee Members:

Secretary

- Keep informed of all Cub Scout program literature, materials, records, and forms so as to help leaders function effectively.
- Acquaint leaders with the contents of the Pack Record Book so that they will know how to supply the information that is to be recorded there.
- Maintain the inventory of pack property.
- Handle correspondence for the pack. This may be writing letters of appreciation, writing for reservations, or sending orders for supplies to the council service center.
- Keep notes on pack leader and committee meetings. Only key items need to be recorded, such as things needing follow-up or items for the history of the pack.
- Notify leaders of monthly pack leaders' meeting and other activities.
- Record advancement in Pack Record Book.
- Provide den leaders with records and forms for meetings
- Maintains up to date information on membership, leadership and attendance.
- Oversees publicity and newsletter.

Treasurer:

- Help the pack committee and Cubmaster in establishing a sound financial program for the pack with a pack budget plan.
- Open a bank account in the name of the pack and arrange for all transactions to be signed by any two: Cubmaster, chairman, secretary or treasurer.
- Approve budget expenditures, processing of dues and membership fees.
- Collect dues from den and Webelos leaders at the monthly pack leaders' meeting.
- Keep up-to-date records. Enter all income and expenditures under the proper budget item in the Finance section of the Pack Record Book.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his parents.
- Make periodic reports on the pack's financial condition.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide pack in conducting council-approved pack money-earning projects.
- Reports on the Pack's financial condition to the committee at least once each quarter.

Membership and Reregistration

- Request chartered organization representative to submit charter application and annual report to governing board of chartered organization for approval.
- Arrange with unit commissioner for annual membership inventory and uniform inspection and charter review meetings.
- Aid Cubmaster and chartered organization representative in planning and conducting the formal charter presentation.
- Conduct an annual census of boys in the chartered organization for systematic recruiting. Work with public relations chairman to promote recruiting plans.
- Emphasize to parents the part they play in their son's advancement. Stress parent participation at all pack functions and introduce the new family at a pack meeting.
- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.
- Prepare reregistration papers and report to the chartered organization. Secure signatures and registration fees from leaders for the coming year.
- Help eligible boys and parents into dens.
- Help Webelos Scouts and parents into Boy Scouting.
- Follow up with Scoutmasters on former pack members who are now Boy Scouts as potential den chiefs.
- Coordinate All Join Scouting Night activities.

Public Relations

- Stimulate pack goodwill projects in the home, religious organization, school, and community.
- Promote parent participation in all pack events such as blue and gold dinners, pack picnics, and other special events.
- Urge pack participation in appropriate programs of the chartered organization such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue and Cub Scouts are members.
- Publicize and promote pack participation in Scouting Anniversary Month activities.
- Circulate Cub Scout recruiting fliers and leaflets to invite new members to join.
- Provide pack announcements for regular release in official bulletins of your chartered organization.
- Make use of the news media in publicizing pack activities.
- Consider use of a monthly or quarterly pack newsletter to keep families informed.

SME / FOS Chairman (Sustaining Membership Enrollment / Friends of Scouting)

- Build organization to enroll parents and Cub Scouters in the pack.
- Enroll as a sustaining member.
- Recruit one person as enroller for every five families in the pack.
- Attend kickoff meeting.
- Enroll each enroller as sustaining member.
- Train enrollers.
- Conduct report meetings.

- Follow up until all cards are accounted for.
- Give recognition to contributors and enrollers.
- Work closely with pack committee public relations member.
- Note: In many councils SME is known as FOS (Friends of Scouting).

Advancement

- Prior to or within 60 days completes all five fast start training videos, Cub Scout Leader basic training and youth protection class.
- Have a working knowledge of the Cub Scout and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub coach and den leaders.
- Train parents and committee in ways of stimulating Cub Scout and Webelos Scout advancement.
- Arrange for graduation ceremonies with Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Cub Scout and Webelos Scout advancement charts to promote and record advancement in dens.
- Collect den advancement reports at monthly pack leaders' meetings. Order badges and insignia on the advancement report from council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Promote the wearing and proper use of uniform and insignia.

Training

- Prior to or within 60 days completes all five fast start training videos, Cub Scout Leader basic training and youth protection class.
- Promote leader's attendance at Cub Scout leader training courses, monthly roundtable's, and Cub Scout leader pow wows.
- Coordinate Fast Start training for new adult leaders.
- Develop training program for parents new to scouting.
- Develop a pack library for use by den and pack leaders.
- Encourage full use of program material in Cub Scout and Webelos Scout Program Helps, Boys Life, Scouting Magazine, Cub Scout Leader Book, and other Cub Scouting literature.

Outings

- Help the Cubmaster plan and arrange for outings
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos leader plan Webelos overnights. Help arrange for necessary equipment.
- Arrange for Safe Swim Defense Plan for all outings.
- Plans outings to help pack and dens qualify for National Summertime Pack Award.
- Help inform parents about opportunities for family camping.
- Assist in the promotion of day camp and resident camp opportunities.
- Be aware of BSA health and safety policies and see that they are carried out.
- Know and carry out the outdoor program policy related to Cub Scouting.

Pack Program Leader Positions

Cubmaster

- Conduct pack program according to the policies of the Boy Scouts of America.
- Encourage that all leaders complete Fast Start and Cub Scout Leader Basic Training.
- Attend monthly roundtable's and quarterly / supplemental training updates.
- Attend Annual Pow Wow
- Work with Unit Commissioner to ensure the goals and mission of Scouting are incorporated into the Pack's program.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting.
- Know about and use literature of the program including Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps.
- See that the pack program, leaders, and Cub Scouts reflect positively the interests and objectives of the chartered organization and the boy Scouts of America.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders; insure that they receive the required training for their positions.
- Recruit den leader coaches as needed.
- Help organize Webelos den(s) and encourage graduation into a Boy Scout troop.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents - seek their support and include them in activities. Involve male relatives such as grandfathers and uncles, so that Cub Scouts will have additional male role models.
- See that Cub Scouts and Webelos Scouts receive a quality, year-round program that is filled with fun and activities and qualifies the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the assistant Cubmaster(s) are carried out.
- Assist the pack committee chairman in conducting the annual planning conference.
- Conduct the monthly pack leaders' meeting.
- Take part in charter review and annual charter presentation ceremony.
- Meet with Tiger Cubs and their adult partners prior to their graduation into the pack to discuss Cub Scouting.
- Conducts Pack program according to the policies and guidelines of the BSA, NCAC and Goose Creek District.

Assistant Cubmaster

- Assist the Cubmaster as needed. Be ready to take over the leadership of the pack if necessary.
- Complete Cubmaster Fast Start and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Participate in monthly pack meetings.
- Supervise den chiefs and see that they are trained.
- Work with neighborhood troops that supply den chiefs and into which Cub Scouts will graduate.
- Inform pack leaders of training opportunities and arrange for them to attend the sessions.
- Develop and promote an ongoing plan for recruiting new boys.
- Work with the Cubmaster and the pack committee on pack registration.
- Assist in activities such as dinners, pinewood derby, bike safety, service projects, and space derby.
- Work with the person on the pack committee who is responsible for outings to see that pack and dens qualify for National Summertime Pack Award.
- Participate in the annual planning conference and the monthly pack leaders' meeting.
- Promote the religious emblems program for Cub Scouts of all faiths.
- Support the policies and guidelines of the BSA, NCAC and Goose Creek District.

Den Leader Coach

- Help ensure stable, active, enthusiastic den leaders for all dens.
- Complete Cub Scout Leader Basic Training and the Den Leader Coach Seminar. Attend monthly roundtables.
- Help den leaders understand purposes, policies, and procedures of the chartered organization and the Boy Scouts of America.
- Give immediate help and Fast Start training to new den leaders.

- Hold monthly meetings with den leaders to help plan den activities and programs agreed on at pack leader' meetings.
- Encourage den leaders to take training and to qualify for training awards. See that they are appropriately recognized.
- Be thoroughly informed on the latest Cub Scout program literature.
- Give continuing support and help to den leaders.
- Be available to attend den meetings, as needed.
- See that dens are never without a leader. Be ready to substitute for a den leader.
- Help Cubmaster in recruiting den leaders and assistants.
- Be sure that den leaders understand the pack budget plan.
- Be sure den leaders understand the importance of den records and how to keep them.
- Serve as communications link between Cubmaster and den leaders. Keep Cubmaster informed on the successes and needs of den leaders.
- Participate in the annual planning conference and the monthly pack leaders' meetings.
- Participate in monthly pack meetings.
- Support the policies of the Boy Scouts of America.

Den Leader/Assistant

- Give leadership to carrying out the pack program in the den.
- Complete Den Leader Fast Start and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Lead the den in its participation at the monthly pack meetings.
- Work in harmony with the other den and pack leaders.
- Cooperate with the assistant Cubmaster in recruiting new boys.
- Help train the den chief and guide him to work with the Cub Scouts.
- Use Boys' Life and Scouting magazines, Program Helps and other Cub Scouting literature as sources of ideas.
- Collect dues and turn them in to the pack secretary/treasurer.
- Encourage boys to earn the advancement awards, keep accurate advancement records, and see that they receive recognition for their achievement.
- Help the den earn the National Summertime Award.
- Establish good working relationships with parents, utilizing their talents.
- Involve the fathers, uncles, and grandfathers of the boys in outings and other activities of the den so that boys will have male role models.
- See that a leader is available for all meetings and activities.
- Take part in the annual planning conference and the monthly pack leaders' meetings.
- Support the policies of the Boy Scouts of America.

Webelos Den Leader/Assistants

- Plan and carry out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting.
- Complete Webelos Leader Fast Start and Cub Scout leader Basic Training, and the Webelos Leader Outdoor training. Attend monthly roundtable.
- Lead the Webelos den in its participation at the monthly pack meetings.
- Cooperate with the other pack leaders.
- Have a plan for recruiting new boys.
- Train the Webelos den chief, guide him in working with the Webelos Scouts, and attend the den chief conference with him.
- Use Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps as sources of ideas and information.
- Collect dues and turn them in to the pack secretary/treasurer.
- Encourage boys to advance. Maintain accurate records, and see that Webelos Scouts are appropriately recognized for their achievement.
- Instill Scouting spirit and moral values through personal example, ceremonies, and meaningful activities such as goodwill and conservation projects.
- Work with the pack committee to establish good relationships with neighborhood Boy Scout troops. Try to graduate every Webelos Scout into a troop.

- Work with the Scoutmaster and assistant Scoutmaster of a neighboring Boy Scout troop to plan and conduct meaningful joint activities.
- Ask qualified persons, including adult family members of Webelos Scouts, to serve as activity badge counselors.
- Encourage parents of Webelos Scouts to help plan and carry out Webelos overnights and other outdoor activities.
- Help the den earn the National Summertime Pack Award.
- Follow the policies of the Boy Scouts of America.
- Have a plan to ensure that leader is available for all meetings and activities.
- Participate in the annual planning conference and the monthly pack leaders' meetings.

Charter Organization Positions

Chartered Organization Representative:

- Help recruit the right leadership for the Pack.
- Encourage unit leaders and committee members to take training
- Promote well-planned unit programs, assists with rechartering
- Help recruit the right leadership.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Serve as liaison between your units and your organization.
- Organize enough units.
- Promote the recruiting of new members.
- Assist with unit rechartering.
- Suggest Good Turns to your organization.
- Encourage unit committee meetings.
- Develop organization leadership.
- Encourage active outdoor unit programs.
- Emphasize unit advancement and recognition.
- Bring district help and promote its use.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support your organization's units.
- Represent the organization on the council and district committees.
- Support the policies of the Boy Scouts of America.
- Accept district committee assignments.

Qualifications

- A. 21 years of age or older and registered as an adult leader in the BSA
- B. Member of the chartered organization, appointed by the chartered organization to be its official Scouting representative.