

# Pack 1196 Policy

**GOAL:** The objective of Cub Scout Pack 1196 is to provide an educational program for boys in grades 1-5 to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to develop mental and personal fitness in a fun and safe environment.

**DEFINITIONS:** Throughout this document, where the term “parent” is used, it is intended to imply biological, adoptive, and step-parents as well as legal or other guardians of scouts.

## **ADMINISTRATION:**

**Pack Organization:** A Cub Scout Pack is made up of smaller groups called Dens. Boys are assigned to Dens according to their age and school grade. Each Den meets weekly, with the exception of the Tigers (1<sup>st</sup> grade). The whole Pack comes together monthly at Pack Meetings, which are discussed below.

**Membership Guidelines:** Pack 1196 welcomes all boys in grades 1 through 5 who are eligible for membership. To register, parents must complete a Cub Scout Application for their son, and pay a registration fee (these fees are subject to change each year). A subscription to Boy's Life Magazine will be offered at an additional cost. Pack 1196 encourages membership to all boys attending Coles Elementary School. Boys who do not attend Coles Elementary School may also join the Pack, provided other membership requirements are met. Parents are requested to complete a Cub Scout Parent Information/Talent Survey Sheet, and Pack 1196 strongly encourages parents to actively participate and support the Pack.

**Guidelines of Member Behavior:** All BSA members are expected to conduct themselves in accordance with the principles set forth in the Cub Scout Promise. One of the developmental tasks of childhood is to learn appropriate behavior. The example set by strong adult role models is a powerful tool for shaping behavior and is a tool that Scouting stresses. Repetitive or serious incidents of misbehavior in which the course of corrective action has failed to eliminate the problem behavior, may result in possible revocation of the youth’s membership in the Pack.

**Policies of Cub Scouting:** All activities of Pack 1196 will comply with the policies and procedures of the Boy Scouts of America. Copies of the *Charter and Bylaws of the Boy Scouts of America* and *Rules and Regulations of the Boy Scouts of America* are available upon request through the local council office. Pack 1196 will follow the BSA policy of two-deep leadership at all times. Two registered adult leaders, or one registered adult leader and a parent of a participating Scout are required at all times. BSA prohibits the use of alcoholic beverages and controlled substances at encampments and any activity involving the participation of youth members. Pack 1196 strongly discourages the use of tobacco products at any Pack activity involving youth participants.

**Uniforms:** Scouting is a uniformed organization. Pack 1196 follows a “waist up” uniform policy. The Class A Uniform consists of a Cub Scout Uniform Shirt, neckerchief, slide, belt, and hat. The pants for the Class A Uniform shall be a pair of solid dark colored slacks or jeans with belt loops. Sweat pants and camouflage pants will not be allowed as part of the Cub Scout Uniform. The Class B Uniform for Pack 1196 shall consist of a Cub Scout Tee Shirt and solid

dark colored slacks, jeans, or shorts with belt loops. Cub Scouts will wear a uniform to all Pack outings, activities and Den Meetings. The Class A Uniform is to be worn to all Pack Meetings.

If a specific uniform is to be worn for a certain event, Den Leaders will notify all Scouts and families. All registered Pack Leaders are requested to be in uniform at Pack Meetings, Den Meetings, outings and activities.

**Den Organization:** Each Den should have a maximum of 8 boys, however, the number will be left to the discretion of the Den Leader. Each Den will have a minimum of 1 Den Leader and 1 Assistant. There is no restriction on how many Dens may exist within Pack 1196. Tiger Dens will consist of boys in 1<sup>st</sup> grade, Wolf Dens for 2<sup>nd</sup> grade, Bear Dens for 3<sup>rd</sup> grade, and Webelos Dens for 4<sup>th</sup> and 5<sup>th</sup> grade boys. Dens with openings will be filled first, and then new Dens will be created. A Den Leader and an Assistant must be recruited for each new Den created.

**Pack Leadership:** The Pack Committee will conduct the business of the Pack. This Committee will consist of a Chairperson, a Secretary, Treasurer, Advancement Chair, Public Relations Chair, Membership/Reregistration Chair, Friends of Scouting Chair, Outings Chair, Pack Trainer, Cubmaster, Assistant Cubmaster(s), all Den Leaders, all Assistant Den Leaders and a Chartered Organization Representative. Duties and responsibilities of these positions are outlined in the Cub Scout Leader Book and on the Pack website. If any of these positions remains unfilled, those required duties will be assumed by other Committee members. The Committee Chair will also appoint Special Committees as appropriate to the conduct of business throughout the year.

**Pack Record-Keeping:** Pack 1196 will maintain computerized software which will be used by pack leaders to track scouts' progress through ranks, awards and badges. The particular type/brand of software will be left to the discretion of the Committee members. If necessary, passwords will be issued to maintain the security of all scout information.

**Leader Training:** Fast Start Training tapes are available from the Pack Library, and the complete training is available online. Fast Start Training, Basic Leader Training and Youth Protection Training are required for all Pack Leaders and Committee Members. The Bull Run District provides leadership training throughout the year. Leaders should coordinate with the Pack Trainer to schedule a date for training.

**Newsletter:** Each month the Public Relations Chair will produce a Pack Newsletter for distribution at the time of the Monthly Pack Meeting. To save the cost of publication, copying and paper, the newsletter is usually emailed to all den leaders, who then forward it to their scout families. The Newsletter will contain announcements regarding upcoming activities, volunteers needed, and news bulletins from the Dens. Any information that will be included in the monthly Newsletter will be submitted to the Public Relations Chair by his/her prescribed deadline. The Newsletter is also posted on the Pack website.

**Pack 1196 Website:** The Pack Public Relations Chair will maintain a website at [www.pack1196.org](http://www.pack1196.org) as a means of promoting Cub Scouting to the general public and as a means of providing news and updates to our members.

**Insurance:** The Pack is required to maintain a Boy Scouts of America Insurance Policy that

will cover all registered leaders and Scouts for all activities. This policy will be renewable yearly and paid through the local council at the time of rechartering.

**Inventory:** The Committee Chair will appoint a Committee Member to maintain a current inventory list of items owned by the Pack. These items include, but are not limited to, the Pinewood Derby Track, Raingutter Regatta Track, Advancement ceremony items, other program items, and dry goods (paper goods, etc). These items will be housed at the discretion of the Committee. The Committee may, if desired, vote to pay for outside storage facilities to maintain these items.

## **FINANCIAL MANAGEMENT:**

**Bank Accounts:** The Pack Committee is responsible for planning the pack budget each year. Pack 1196 will maintain a checking account that is the responsibility of the Pack Treasurer. The Committee Chair will also have access to the account. The Treasurer will make all deposits and pay all bills.

**Registration Fees:** When a boy joins Cub Scouting, he will pay a national registration fee (amount is subject to change yearly) and is given the option of purchasing a subscription to *Boys' Life* magazine. The Committee will also set an amount for pack registration fees. The pack registration fees will cover Unit Accident Insurance (required for the Pack) and other basic expenses such as insignia of membership and rank and Cub Scout Handbooks. The Pack collects these fees and remits the amount of national registration to the local council office. It is the policy of Pack 1196 to pay all adult registration fees from Pack funds.

**Den Dues:** It is the responsibility of the Den Leader to determine the amount of his or her Den dues. Den dues are assessed to cover the cost of supplies for den meetings and projects. All collected dues will be turned over to the Pack Treasurer who will keep a separate line item in the Pack budget for dues. The Treasurer will remit a check to the Den Leader for 100% of the dues collected. The Den Leader is required to keep an account of dues, receipts, and all expenses associated with carrying out the Den program.

**Fundraising:** All fund-raising activities will be approved by the local Council and will be consistent with BSA policies. Pack 1196 may participate in several fundraisers each year. The Committee will establish fundraisers each year. The money raised is used to purchase program materials such as props, leaders books, Pack activities, financial assistance and any other items deemed necessary by the Committee members. New members to the pack, including new Tiger Cubs, are encouraged but not required to participate in any fundraiser that commences within 45 days of joining the pack. All other members are required to participate in fund-raising activities, meeting either a pre-set goal or using optional buy-out programs established by the Committee.

## **MEETINGS:**

**Den Meetings:** These are meetings are held once a week for the boys in a Den setting in which they will work on requirements of their respective ranks and other age appropriate activities. The Den Leader plans and conducts these meetings weekly at a prescribed place and time. The frequency of Tiger Den meetings is outlined in the Tiger Cub Handbook.

**Pack Meetings:** Held the 4th Thursday of every month at 7:00 pm in the Coles Elementary School Cafeteria, except for November and December when the meetings are held the 3rd Thursday of the month to avoid a conflict with the holidays. Pack meetings are not held in the months of June, July or August. The purpose of the Pack Meeting is to bring all the Dens within the Pack together to share advancement, projects, and friendship, fellowship and fun. Each Den is encouraged to make a Den Flag to display at each monthly Pack meeting. Dens will be seated together at all Pack Meetings and each Den will be given an assignment for the meeting (i.e., set-up, opening flag ceremony, skit, bake sale, or clean-up). Each Scout attending a Pack Meeting is to be accompanied by at least one parent. Entire families are also encouraged to attend Pack meetings. Parents are responsible for the behavior of their scouts and other children during these meetings.

**District Roundtables:** Roundtables are monthly adult leadership meetings and are held the 2nd Monday of every month at 7:30 pm. Roundtables are conducted by District personnel and contain valuable information and ideas for all leaders and committee members. To assure that our pack is represented at Roundtables, the Cubmaster will make a schedule for the year to rotate the duty among Committee Members and Leaders. All leaders and committee members are encouraged to attend Roundtables at any time.

**Pack Committee Meetings:** Held the 1st Wednesday following the 2nd Monday of every month at 7:30 pm. The purpose of these meetings is to plan monthly Pack meetings, outings, programs, and activities for the boys. The Committee is also responsible for ensuring that the Scout program is being conducted consistently among all the Dens within Pack 1196. These meetings are held in private homes on a volunteer basis. Each den is required to have a leader present at each Committee Meeting to assure that the same information is passed to all Dens. Den Leaders are required to turn in all awards for the month to the Advancement Chairperson and enter the information into the automated database. Den Leaders must notify the Cubmaster of any Rank Advancement Ceremonies or other special awards for the Pack Meeting. Parents are also invited to attend the monthly Committee meetings.

## **ADVANCEMENT AND AWARDS:**

**Advancement:** All Cub Scouts with the assistance of the parents and Den Leaders are encouraged to advance in rank each year. All advancement in rank will follow rules prescribed by the Boy Scouts of America. The Pack will conduct appropriate advancement ceremonies as the boys earn their rank badges.

**Awards:** A great number of awards exist for Cub Scouts and adult leaders. Many of these are outlined in the *Cub Scout Leader Handbook*.

**Cub Scout Academics and Sports Program:** Pack 1196 encourages participation in the Academics and Sports Program as prescribed by the Boy Scouts of America. The program will be implemented using the *Cub Scout Academics and Sports Program Guide*. Boys who participate in this program will be recognized and awarded Belt Loops and Pins as appropriate. The Pack will finance the cost of these awards. Boys may not be awarded more than one Belt Loop and one Pin per activity, with the exception of Webelos Scouts who may earn Belt Loops a second time to qualify for Webelos activity badges.

**Advancement and Awards Record-Keeping:** All awards will be issued through the Advancement Chairperson. Den Leaders must submit the proper forms to the Advancement Chairperson and enter the proper information in the computerized database before the monthly Committee Meetings. If a Den Leader fails to turn in an order form or update the database by the Committee Meeting date, the awards will be held until the next month. The Advancement Chairperson will keep records of awards for each boy within the Pack. Awards will be ordered and distributed each month. The Pack will finance the purchase of all badges, belt loops, pins and patches. The Committee members will decide on the manner of distribution of awards.

**PACK OUTINGS AND ACTIVITIES:**

**Summertime Activities:** The pack provides summer activities at various locations. Scouts and their families are encouraged to attend. A scout (except Tiger Cubs) who attends 3 events throughout the summer (one each month - June, July, August) will earn the Summer Activity Pin. Boys are encouraged to attend Cub Scout Day Camp, or Webelos overnight camping during the summer.

**Monthly Outings:** Pack 1196 offers special Pack outings each month. These are varied activities and are usually seasonal in nature. The Committee will decide on the specific outings during the yearly planning session, and will appoint a coordinator for each outing.

**Service Projects:** Pack 1196 participates in several service projects throughout the year, including Scouting for Food, the Leesylvania Watershed Cleanup, and a holiday Toy Drive. The Committee will decide on the specific projects during each annual planning session. Individual dens are encouraged to conduct their own service activities as well.

**APPROVED April 14, 2004**

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**Sharon K. Henkel**  
**Pack 1196 Committee Chair**

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**Edward Horstkamp**  
**Pack 1196 Cubmaster**