



Pack 57 Cub Scouts

Policies and Procedures

Revision 3

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Revised by Neff's Pack 57 Committee 7/6/15

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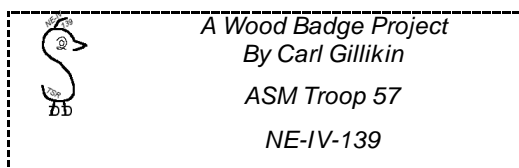




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1. Introduction

This package will provide the Scouts, Parents, and New Leaders with information so they can become familiar with Neffs Cub Scout Pack 57 and to acquaint them with the policies and procedures, organization, activities, schedules and meetings. If you can't find an answer to your question here, please ask any of the Committee Members or Pack Leaders.

In addition, the pack maintains a web site at - <http://neffspack57.scoutlander.com> . This site contains current information about the pack, such as our calendar of events, upcoming fund raisers, leader contact information, leader resource information and links.

Pack 57 was founded on August 28, 1942.

2. Purpose

Our purpose is the same as the Boy Scouts of America, incorporated on February 8, 1910, and chartered by Congress in 1916, is to provide an educational program for boys and young adults, to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.

3. Organization Structure

3.1 Council and District

Cub Pack 57 is part of Minsi Trails Council, the North Valley District. See Minsi Trails Council Web Site at - <http://www.minsitrails.com> for more information about our local council. At the Council Level there is a District Commissioner and a Unit Commissioner assigned to our Pack.

3.2 Charter Organizations

Cub Pack 57 is co-sponsored by a unique union of two churches - the Union UCC in Neffs and the Union Evangelical Lutheran Church in Schnecksville. This does not mean a scout needs to be a member of these religious organizations. The Pack is open to all scouts from in and around the communities of Neffs and Schnecksville. The two church's also have a Charter Organization Representative assigned to oversee the Pack.

3.3 Boy Scout Troop 57

Cub Pack 57 is a feeder organization to Troop 57. See Neffs Troop 57 Web Site at - <http://www.orgsites.com/pa/neffstroop57/> for more information about the Troop. The Cub Scouting program prepares the boys for Boy Scouts.

3.4 Cub Pack 57 Organization and Committees

All Pack Committee positions are usually appointed for a one-year term or greater. Pack 57 is organized and directed by a committee consisting of the following positions:



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3.4.1 *Cubmaster*

The Cubmaster is responsible for running the Pack Meetings.

3.4.2 *Assistant Cubmaster*

The Assistance Cubmaster helps the Cubmaster at the Pack Meetings and takes over in the absence of the Cubmaster.

3.4.3 *Committee Chairperson*

The Committee Chairperson runs the Committee Meetings and works in coordination with the Cubmaster. The Chairperson is responsible for sending minutes to the charter organization representative, to all other leaders, and to the Troop 57 Scoutmaster as soon as possible after Committee Meetings. This person is also responsible for making sure someone attends Roundtable meetings and encourages leader training.

Roundtable is made up of Cub Scout leaders from all the packs in the district. They attend a monthly meeting which is at a location and time determined by North Valley District. They promote leader training, exchange ideas, and obtain information on district plans and activities to bring back to the Pack. For more information about North Valley District Roundtable see their web site at <https://sites.google.com/site/northvalleydistrict/>.

3.4.4 *Secretary*

The Secretary records minutes to be read or distributed and approved at each Committee Meeting.

3.4.5 *Treasurer*

Responsible for giving a financial report at each Committee Meeting, paying all approved bills, depositing all receipts, and participating in budget preparation. The Treasurer will have the Pack financial records available for a yearly audit performed by three or more committee representatives or an approved body. The Treasurer also keeps funds in an account at the Scout Shop for the Advancement Chair, Cubmaster, and Committee Chair to obtain awards and pack related items.

3.4.6 *Committee Member:*

Registered position. Attend Committee Meetings and serve on special committees as needed.

3.4.7 *Den, Webelos and Tiger Cub Leaders:*

Plan and conduct den meetings. Perform procedures outlined in Policy Manual. Attend Committee Meetings. Keep records of each boy's attendance, advancements, and awards. Responsible for reporting Advancements to the Advancement Chairperson.

All Leaders working directly with scouts are required to be registered, and are expected to attend Cub Leader Basic Training. Also, they must take the Youth Protection Training (available on-line at the Minsi Trails Web Site at - <http://www.minsitrails.com>.) All leaders will also adhere to regulatory agencies and obtain required background checks.



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Leaders are requested to wear uniforms at Pack Meetings, Field Trips, and Special Events. Dress for den meetings will be at the discretion of the Den, Webelos, and Tiger Leader.

3.4.8 *Assistant Den, Webelos, and Tiger Leaders:*

Assist Den, Webelos and Tiger Leaders in the performance of their responsibilities. They should follow that same processes and responsibilities as described for the leaders above.

3.4.9 *Den Leader Coach:*

Assist Den Leaders as needed.

3.4.10 *Den Chief*

Assist Den/Webelos Leaders. Usually 1st Class or higher rank Boy Scouts are assigned from the brother Scout troop. Leaders make a request, through the Cubmaster and Committee Chairperson for a Den Chief to be assigned to their den. This is a Boy Scout volunteer position and there may not always be Boy Scouts available. Training by Council is necessary to become a Den Chief, and the fee, book and braid is paid for by the Pack. When there is limited availability of Den Chiefs they are assigned to older Dens first, such as 2nd year Webelos, then 1st Year Webelos, Bears, etc.

3.4.11 *Advancement Chairperson:*

Collect den advancement information. Advancements will only be accepted on official Advancement Report or as approved by the Advancement Chairperson. Order and obtain badges and awards from the Scout Shop and provide them to the Cubmaster for presentation at Pack Meetings. Chairperson is responsible for advising Treasurer when Scout Shop account balance needs replenishing.

3.4.12 *Budget Committee:*

The Budget Committee includes the Cubmaster and/or Assistant Cubmaster, Committee Chairperson, Treasurer, Advancement Chairperson, and any interested Pack Committee members who wish to volunteer to serve on the Budget Committee. The Budget Committee is responsible for developing the following estimates and projections in order to prepare a budget for Pack 57:

1. Determine the "per Cub cost" for a Cub to participate in Pack 57 activities. (List the expenses involved during the scouting career: charter, Boys Life, handbooks, belt loops, achievement/advancement badges, year pins, quality unit awards, pinewood derby cars, etc.)
2. Determine the contribution amount required in lieu of selling for the fund-raisers.
3. Estimate the profit from fund-raisers, to be able to come up with a projection of available funds for Pack expenses.
4. The Budget Committee will be report back to the Pack Committee Quarterly on their progress in preparing the budget and projections.



4. Committee Meetings

Committee Meetings will be run by the Committee Chairperson, and will follow a prepared agenda, with minutes of the prior meeting attached. If a Den Leader cannot attend a Committee Meeting, they should try to find a replacement to attend the meeting. If they cannot find a replacement, they need to obtain the information covered at the meeting as soon as possible from the Committee Chairperson.

Committee Meetings usually are scheduled for the first Tuesday of each month starting promptly at 7:30 PM at the UCC Church.

The Committee Chairperson is responsible for notifying the charter organization representative of the date and time of Committee Meetings, and also sending him/her an agenda. If the representative chooses not to attend the meeting, a copy of the minutes should be sent to him/her as soon as possible after the meeting.

5. Pack Meetings and Pack Activities

Pack Meetings are when the dens meet together. They are typically held about the 3rd Friday of each month during the school calendar year – see Pack Calendar for actual dates. A planning calendar is also available on the Pack Web Site. The Cubmaster conducts pack Meetings with help from the Assistance Cubmaster and other leaders as necessary.

At least one parent or guardian/relative is required to be present with the scout at all Pack Meetings. If, for any reason, a child must leave the Pack Meeting room, such as to go to the bathroom, a parent or guardian/relative must accompany the child.

Advancements and awards are presented at pack meetings. Typically, each Den is assigned a responsibility such as Opening (Flag Ceremony), Closing, Performing a Skit or Song, Door Monitors, etc. A schedule of these assignments for the year is provided in September.

The pack runs certain annual events and these are listed below:

5.1 Push Car Derby Race:

The den builds their own push car from specification and plans provided by the pack. There are requirements in structure, wheel type size, and safety. The scouts race the cars on a short down hill course and also on a steering course. There are categories prizes such as for Funniest, Best Scout Spirit, Most Unusual, Best Decorated, and Best Paint Job.

5.2 Halloween Party:

The October Pack Meeting is typically a Halloween Party and scouts and families are requested to come in costume. Prizes are awarded in Categories as follows: Prettiest, Scariest, Most Original, Best Family, Funniest.



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5.3 Bake-Off:

The November Pack Meeting is a Bake-Off Contest and Auction. Categories are: Pies, Cookies and Brownies, Decorated Cakes, and Un-decorated Cakes. Judges and an auctioneer are obtained to judge and sell the baked items. Funds raised typically go to the pack or at times when previously agreed on by the committee; the proceeds may go to a cause.

5.4 Christmas Pack Meeting:

The December Pack Meeting is the Pack Christmas Party. Santa arrives and gives out gifts to all the scouts (their pine wood derby car).

5.5 Blue and Gold Banquet

This pack meeting is usually catered and held at the North Whitehall Ambulance Building. Each year the committee decides on a new theme and an entertainment program. Scouts and Leaders attend free. A parent or committee member is appointed as a Blue and Gold chair/coordinator.

5.6 Pinewood Derby

Each Cub Scout is presented with his Pinewood Derby car kit at the December Pack Meeting. Each car must meet weight and specification *requirements to be eligible for the race. The race and judging is held on a Saturday afternoon with car registration and weigh-in conducted in the morning. A new car must be built each year. Cars are judged in categories such as; nicest paint job, most unique design, most original, Funniest and Cub's Choice. The top five fastest cars are awarded trophies, and go on to the District Pinewood Derby held in April. The Pack pays the registration fee for the Cubs to enter the District Pinewood Derby.*

5.7 Other Pack Activities, Trips and Events:

The pack usually holds other activities, trips and events though out the year. A Trip Chairperson is appointed to coordinate the trips and arrange for bus transportation if needed. Some trips have included; Washington DC, New York City, Tour of Navy Aircraft Carrier, and Pioneer Coal Mine.

In the summer the pack also host a picnic in the Church Grove and Swim Night at Orchard View Swim Club. There have also been Roller Skating Parties and Laser Tag Outings at Planet Trog. The pack has also attended a number of Jambos sponsored by the District.

5.8 Camping

Scouts and leaders usually attend Akelaland, a weeklong summer camp at Camp Trexler. 2nd year WEBELOS also camp in tents over a weekend with the Troop 57 Boy Scouts at the Scout Lodge.

The pack requires at least 2 trained leaders to attend resident camps, however, 3 or more are highly recommended. All Adults attending need to pay their own way. All Leaders and Scouts



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must meet camp requirements for uniforms. A chairperson to coordinate arrangements for summer camp is appointed by the Pack Committee. The chairperson is responsible for scheduled payments to council, advertising the event to the Pack and any pre-meetings. The camp staff conducts all the programs

6. Den Meetings:

Den Meetings are typically held 2-4 times a month during the school calendar year. They may be held at the leader's home or a room can be reserved at the UCC or Union Lutheran Church. All meetings or any Den activity must have 2 deep adult leadership. The den programs usually follows the topics in the scout's book and the leaders or a volunteer coordinates the schedule of activities. Resource material is also available in the Leader Guides and at District Roundtables.

6.1 Conduct

If a Cub has any special needs, please advise the Den Leader immediately.

Cubs are expected to behave and cooperate. In the event of unacceptable behavior, the Den Leader will be required to give one warning to the Cub, followed by a phone call to the parents to pick up the Cub. The Cubmaster, Committee Chairperson, Den Leader, and Den Leader Coach will meet to make a decision as to whether the Cub will remain in Pack 57. (At the discretion of Pack 57, if the boy wants to remain, the parent will be required to attend all meetings.) The Committee Chairperson will contact the parents and advise them of the decision.

6.2 Permission Slips

It is required that permission slips be obtained to cover all den activities (other than- den meetings, Pack Meetings, or Pack field trips). The Den Leader must keep the permission slips on file for one year. The Cub's legal guardian must sign the permission slip. A new permission slip must be completed each year.

6.3 Drivers for Scouting Events

Parents who act as drivers must submit to their respective Den Leaders their insurance coverage information. The parent driver must fill out the permit form, and the Den Leader is responsible for keeping the form. A new form should be filled out for each trip. (If parents drive only their own sons, they don't need to fill out the insurance information form.)

7. Advancements and Awards

Den meetings are planned to advance the scouts through rank by following the scout book. Some of the work required needs to be accomplished at home and presented at Den Meetings. When all rank requirements are complete the Scouts is awarded his badge and moves up to the next level in the spring at a crossover ceremony. Dens may also pursue special awards and these are described in the scout's book or leader guide.

Leaders can also earn Cub Scout Leader Training awards. While serving as a volunteer leader and meeting specific requirements, they can earn ribbons for their uniform. These ribbons are



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displayed just above the left shirt pocket. When scouts see that leaders are also working on earning awards this sets a good example for them.

8. Uniforms:

Class A Uniforms includes the Cub Scout Shirt, the appropriate Neckerchief/Slide, and Cub Scout pants or dark pants (no sweat pants). Webelos may wear the khaki Boy Scout uniform. Uniforms can be purchased at Scout Shop. The Class A uniform is required at designated Pack Meetings and field trips.

Class B uniforms (Pack T-shirts) will be worn as designated. The appropriate dress for den meetings will be at the discretion of the Den Leader.

The leader's uniform includes a yellow or khaki shirt, blue or khaki pants or skirt, and navy epaulets or neckerchief (as per Boy Scout/Cub Scout regulations). Leaders should wear uniforms for Pack Meetings, field trips, and special events.

Uniform inspection may be done at Den Meetings using the Boy Scout Uniform Inspection Sheet. Cubs will be advised on why they received a particular score. The inspections are to help the scout improve on a proper cub uniform and to get the scout ready for the uniform expectations of Boy Scouts.

9. Books and Resources:

Books are purchased by the Pack for Cubs and presented to them as they join, or advance. Books should be brought to all den meetings. Leaders may purchase their own rank books at the scout shop. Scouts will also receive Boy's Life Magazine each month.

The Pack will provide the leaders with other resource books such as, the Cub Scout Leader Manual, the Webelos Leader Manual, the Activity (How to) Book and Pins and Advancements. The Minsi Trails website also has forms, instructions and other resource information for leaders. Registered Leaders receive Scouting Magazine each month and a copy of the Minsi monthly Newsletter.

10. Registration and Dues

All new Scouts must complete a registration form and pay a registration fee, a check payable to Cub Pack 57, upon joining the Pack. When the charter is received, it must be reviewed by all Den Leaders to make sure all Cubs and Leaders are on the list.

The amount of dues to be paid will be determined each year by the Pack Committee, and will be due and payable to Pack 57 by the end of November or the first den meeting after the Cub joins the Pack. Every scout is required to pay dues each year.

New Leaders have to complete a registration form. The pack will pay for their registration fee and yearly dues. Part of the leader's yearly registration includes a subscription to "Scouting Magazine".



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An Inactive Scout will have one full year after the expiration of their chartered membership to use or transfer their cub account funds for a legal pack approved use. After said year their scout account will be closed and the funds transferred to the general pack account. Any further claim or use to said funds by the Cub Scout will be at the pack committee's discretion.

11. Fundraising

Volunteers for Fund Raiser Chairperson and Co-Chairperson are solicited at a Pack Meeting and/or a Den Meeting. The Pack 57 Committee selects a Chairperson and Co-Chairperson for fund raising events.

Fundraising forms and payment are to be turned in to the Fundraising Chairperson by each individual Cub Scout at designated times. It will be the Cub's parent's choice whether to accept cash or a check from each customer.

The Fundraising Chairperson will turn the money over to the Treasurer, who will be present at the Pack Meeting. The Treasurer will make a deposit of the funds after the Pack Meeting or as soon as possible.

If a check is returned to Pack 57 by the bank, only cash will be accepted as payment of the Cub's account, and any penalty fee assessed on our account by the bank will be passed on to the Cub's parent.

Every Cub will be expected to sell an appropriate amount for each sale, to be determined by the Budget Committee. In lieu of selling, a fee may be assessed to the Cub Scout.

12. Special need Funding and Services Available

12.1 Camperships

Minsi Trails Council offers camperships for families in need. Cubs should contact Council directly at 610-264-8551 to obtain the necessary form to be filled out.

12.2 Uniform Bank

A uniform bank of recycled clothing is available for anyone who needs it. See the Committee Chairperson or the Cubmaster for information. The pack encourages scouts to donate uniforms that no longer fit and other Cub Scout items such as belts, scarves, etc. to the Pack Uniform bank.

13. Projects Involving Church Property



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According to the Union Board, if a den wants to do anything involving church property (for example, the Conservation Project), the Den Leader should contact the Charter Organization Representative, to determine if the project must be submitted in writing, to be approved by the Union Board.

After the project is completed, the Den Leader should send the Union Board a thank-you note, with a summary of what was done and what award was earned.