



# YOUR CUB SCOUT PACK



## THE PURPOSE OF THE BOY SCOUTS OF AMERICA

It is the purpose of the Boy Scouts of America to provide for boys an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them personal fitness, thus to help in the development of U.S. citizens who:

- Are physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evident in such qualities as initiative, courage, and resourcefulness.
- Have personal and stable values firmly based on religious concept.
- Understand the principles of the U.S. social, economic, and governmental systems and the U.S. role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world.

The Boy Scouts of America accomplishes this purpose by making its program available in partnership with the existing groups having compatible goals, including religious, educational, civic, fraternal, business, and labor bodies.

## THE KEY TO A SUCCESSFUL PACK PROGRAM

Success in any voluntary effort depends on finding the right people to do the right job at the right time under the right kind of leadership. In Scouting, that means an active pack committee, giving support to the Cubmaster and the pack program team. You are one of the right people!

To obtain a charter to use the Cub Scout program, your sponsoring organization recruits a committee that will do the following:

- Recruit a Cubmaster and one or more assistant Cubmasters and see that they get appropriate training for their position.
- Provide adequate meeting facilities.
- Coordinate the pack program with that of the sponsoring chartered organization.
- Conduct pack activities in accordance with the policies of the Boy Scouts of America and the chartered organization.
- Be responsible for the finances of the pack.
- Maintain pack property and equipment.
- Provide adequate leadership in the absence of the regular pack leaders.
- Interpret the financial needs of the Sam Houston Area Council to the parents of Cub Scouts and invite their support through the Friends of Scouting campaign.
- Assure a year-round Cub Scout program.
- Re-register the pack 15 days prior to its charter expiration.



## USE YOUR RESOURCES

As you assemble the manpower of your chartered organization, challenge the best people available to accept responsibilities for providing a stimulating and attractive Cub Scout program in your pack. First, determine each person's area of interest (vocational and avocational) and aptitude. Then ask each to fill a position on the pack committee that best suits his (or her) abilities. Be sure all positions are filled at all times. Next, see that each person has the literature resources to fully understand the task. The Boy Scouts of America has many booklets and record keeping aids for this purpose. When the committee members have become familiar with the literature, they should meet with the Cubmaster and assistant(s) to plan the pack's annual calendar and get commitments for assistance. At the same time, each person should give a brief outline of his or her responsibility so there is a clear understanding of each other's role.

## RESPONSIBILITIES OF CUB SCOUT LEADERS

For a pack committee and its chartered organization to fulfill the "Purpose of the Boy Scouts of America" to the boys in the pack, many people must be involved. Successful packs have active committees that involve as many parents and other adults as possible. This also divides the whole job, making each person's job easier.

Care must be used to assure that the committee does not encroach on the rightful responsibilities of the Cubmaster or other pack leaders. Likewise, those leaders must not assume the functions of the committee. Each is important and must be carried out concurrently.

Each re-registering pack **must** have the following adult leaders who are at least 21 years of age: chartered organization representative, committee chairperson, two (2) additional members of the committee, the Cubmaster, and at least one den leader (a Tiger Cub, Cub Scout, or Webelos den leader). It is recommended that each pack register at least one den leader (if any boys are in the 2<sup>nd</sup> or 3<sup>rd</sup> grade), a Webelos den leader (if any boys are in the 4<sup>th</sup> or 5<sup>th</sup> grade), and a Tiger Cub den leader (if any boys are in the 1<sup>st</sup> grade).

### CHARTERED ORGANIZATION LEADERSHIP

#### CHARTERED ORGANIZATION REPRESENTATIVE

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Appointed by the chartered organization to represent it on the district committee.
2. Coordinates the organization's use of all Scouting programs (Cub Scouts, Boy Scouts, and Venturing).
3. Keeps organization informed of Scouting activities.
4. Assures the competence of pack leaders and their compatibility with the purposes and program of the sponsor and the Boy Scouts of America.
5. Attends pack meetings and approves leadership in terms of the sponsor's expectations.

### PACK COMMITTEE MEMBERS



#### COMMITTEE CHAIR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Calls and presides at regular monthly meeting of the committee.
2. Maintains a close working relationship with the chartered organization representative.
3. Acts immediately to replace leaders who resign or become inactive.
4. Maintains year-round operation.
5. Encourages pack leaders to complete appropriate training.
6. Keeps committee members and leaders informed of council and district activities.
7. Provides recognition for committee and leaders when they do a job well.
8. Assigns jobs to committee members.

#### SECRETARY

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Keeps the pack records, using *Pack Record Book*.
2. Keeps records of all committee meetings.
3. Answers correspondence related to committee action.
4. Notifies pack leaders of the monthly leader's meeting as well as other meetings called by the pack.

#### TREASURER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Secures the yearly adoption of the pack budget.
2. Keeps accurate and timely records.
3. Receives and deposits boy dues regularly.
4. Makes regular finance reports to the pack committee.
5. Signs, or counter-signs, all pack checks and handles all pack monies.
6. Pays all pack bills.
7. Responsible for submitting Unit Money-Earning Application to the council service center for approval of all pack money-earning projects. Additionally, supervises execution of all pack money-earning projects.

#### MEMBERSHIP CHAIR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Sets up and supervises a year-round recruiting program.
2. Takes an inventory of pack membership to determine the new boys and dens needed.
3. Makes sure all new parents are personally invited to become a part of the pack with their boy.
4. Registers boys and leaders with the council immediately.
5. Works closely with the leaders, Cub Scouts, and parents, guiding Webelos Scouts into Boy Scouts.
6. Prepares re-registration papers and reports to the chartered organization.

### ADVANCEMENT CHAIR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Keeps accurate advancement records (in correspondence with the pack secretary).
2. Assist den leaders with advancement problems.
3. Conduct recognition ceremonies at monthly pack meeting.
4. Receive the Monthly Advancement Reports from the den leaders, compile them, and submit to the council service center via Internet Advancement at least one week prior to the pack meeting. Forms are available at the service center.

### OUTINGS CHAIR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Helps the Cubmaster plan and arrange for outdoor activities.
2. Arranges for property, fire, tour plans, and site selection permits when required.
3. Arranges for safe transportation when needed.
4. Plans for first aid emergencies.
5. Helps inform families about opportunities for family camping, day camp, and resident camp.
6. Knows and carries out BSA outdoor program policy related to Cub Scouting. Reviews all activities to ensure that pack leader comply with BSA policies in the *Guide to Safe Scouting*.

### PUBLIC RELATIONS CHAIR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Stimulates pack service projects in the chartered organization, school, and community.
2. Promotes family participation in all pack events.
3. Publicizes pack participation in Scouting events through local newspapers, newsletters, and other media.

### FRIENDS OF SCOUTING CHAIR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Insures participation of the pack committee and all parents in the council "Friends of Scouting" campaign.
2. Recruits one adult for each den to serve as an enroller.
3. Insures that each parent is contacted and asked for their financial support.
4. Delivers monies and FOS pledges that have been collected to the district turn-in meeting.

### PACK TRAINER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Assists orientation of parents and new leaders.
2. Helps with Unit Leadership Enhancement session during pack leaders' planning meeting.
3. Encourages leaders to attend ongoing training.
4. Maintains pack training records.

### PARENT COORDINATOR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. Assigns each Unit Scouter Reserve to help with at least one specific task, assignment, or project annually.
2. Provides an orientation for all parents about how the pack works and the benefits to their family.
3. Keeps parents updated on the pack's program and their child's involvement.

### CUBMASTER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

1. The "program leader" of the Cub Scout pack. In cooperation with the den leaders, organizes dens and places boys in them.
2. Helps orient den leaders, den chiefs, and parents.
3. Participates in district roundtables, pow wows and other training programs.
4. Meets monthly with "pack program team," including den leaders, to plan the program and divide the work.
5. Maintains a year-round program.
6. Presides at pack meetings.
7. Operates the pack according to the rules:
  - a. Conducts all activities under qualified leadership and safe conditions.
  - b. Cooperates with leaders of other Scouting units in the chartered organization.
  - c. Observes policies of the chartered organization, local council, and national council.
8. Helps graduate Webelos Scouts into a troop.
9. Works closely with den leaders to see that they are providing an adequate program at their regular meetings.

### ASSISTANT CUBMASTERS

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

The right-hand of the Cubmaster, working with him/her as a team to carry out assigned duties (generally specified by the Cubmaster).

## DEN LEADERS & ASSISTANTS

Den leaders are not pack committee members, but meet with the committee at the monthly pack leaders' planning meeting.

### TIGER CUB DEN LEADERS

1. Responsible for organization and operation of the den. Plans program based on plans found in *Den & Pack Meeting Resource Guide*.
2. Coordinates shared leadership among adult partners, ensuring that each Tiger Cub and adult partner has opportunity to help plan, conduct, and prepare for den meetings on a rotating basis.
3. Participates in training sessions:
  - a. Completes basic training for their position.
  - b. Attends roundtables.
  - c. Conducts parent meeting for den parents.
4. Reports advancement of boys.
5. Collects and turns dues of boys over to treasurer.

### DEN LEADERS & ASSISTANTS

1. Responsible for organization and operation of the den. Meets weekly with planned program based on plans found in the *Den & Pack Meeting Resource Guide*.
2. Cultivates interest of parents.
3. Knows parents of the Cub Scouts and helps secure their help in advancement program.
4. Participates in training sessions:
  - a. Completes basic training for their position.
  - b. Attends roundtables.
  - c. Conducts parent meeting for den parents.
5. Reports advancement of boys.
6. Collects and turns dues of boys over to treasurer.

### WEBELOS DEN LEADERS & ASSISTANTS

1. Responsible for the organization and program of Webelos den, based on the twenty Webelos activity badges.
2. Reports monthly on the advancements of Webelos Scouts.
3. With the advancement chair, plans and conducts the Webelos award ceremonies at pack meetings.
4. Meets with the parents of Webelos Scouts to plan and conduct hikes and Webelos Scout overnight camping trips.
5. Helps each Webelos Scout join a Boy Scout troop.

### WHO PAYS FOR CUB SCOUTING?

**THE CUB SCOUT** pays for his uniform, books, equipment, and registration fee from personal savings, council Scout Fair ticket sales, council popcorn sales, and participation in pack money-earning projects.

**THE PACK** pays for its program needs and equipment from members' dues, council Scout Fair ticket sales commissions, council popcorn sales commissions, and pack money-earning projects.

**THE COUNCIL** pays for its service to chartered sponsoring organizations, year-round camping, program services, special activities, and service center operation from several sources. The United Way, through their community drives, provide approximately 14% of the council's financial needs. The remaining 86% comes from the annual Friends of Scouting campaign and other sources.

## UNIT COMMISSIONER (DISTRICT LEVEL)

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

An able helper to units in your area. Look to him/her as your friend.

## DISTRICT EXECUTIVE or DISTRICT DIRECTOR (COUNCIL LEVEL)

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

A member of a team of specially trained professional Scouters responsible for maintaining high standards.



### MONTHLY PLANNING MEETING AGENDA

1. **ROLL CALL** of members, Cubmaster and assistants, den leaders and assistants.
2. **READING** of minutes of last month's meeting by secretary.
3. **CONSIDERATION** of pack's objectives for the year:
  - a. Accomplishments - last quarter.
  - b. Plans for next year.
4. **REPORTS** by committee persons:
  - A. **PERSONNEL** - needs and changes, boys and adults.
  - B. **TRAINING** - formal courses, roundtables, parent's meetings.
  - C. **ADVANCEMENT** - adequate recording, recognition and reporting.
  - D. **FINANCES** - budget plan and operation report of treasurer.
  - E. **GOODWILL** projects.
  - F. **UNIFORMS** - helping needy Cub Scouts obtain uniforms, conduct regular inspections.
  - G. **CUBMASTER'S REPORT**
    1. Details for this month's pack meeting.
    2. Planning next month's pack meeting.
    3. Status of den leaders.
    4. Participation in council and district events.
  - H. **CHARTERED ORGANIZATION REPRESENTATIVE** - pack relations, district and council plans.

