



CUB SCOUT PACK 153
E320 CHURCH

PARENT HANDBOOK

August 2010

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CUB SCOUTING

INTRODUCTION

Cub Scouting is a family-centered program for boys in the first through fifth grade. Cub Scouting's emphasis is on a quality program at the local level, where the boys and families are involved. A key element of the program has always emphasized caring, nurturing relationships between the boys and their parents, adult leaders, and friends.

Cub Scouting means "doing." Everything in Cub Scouting is designed to have the boys doing things. Activities are used to achieve the aims of Scouting—citizenship training, character development, and personal fitness. Many of the activities happen right in the den and pack. The most important are the weekly den meetings and the monthly pack meetings. For more information refer to www.scouting.org

THE PURPOSES OF CUB SCOUTING

These are Cub Scouting's basic purposes:

1. Positively influence character development
2. Encourage spiritual growth.
3. Help boys develop habits and attitudes of good citizenship.
4. Encourage good sportsmanship and pride in growing strong in mind and body.
5. Improve understanding within the family.
6. Strengthen boys' ability to get along with other boys and respect other people.
7. Foster a sense of personal achievement by helping boys develop new interests and skills.
8. Show how to be helpful and do one's best.
9. Provide fun and exciting new things to do.
10. Prepare boys to become Boy Scouts.

These goals are met by the following methods:

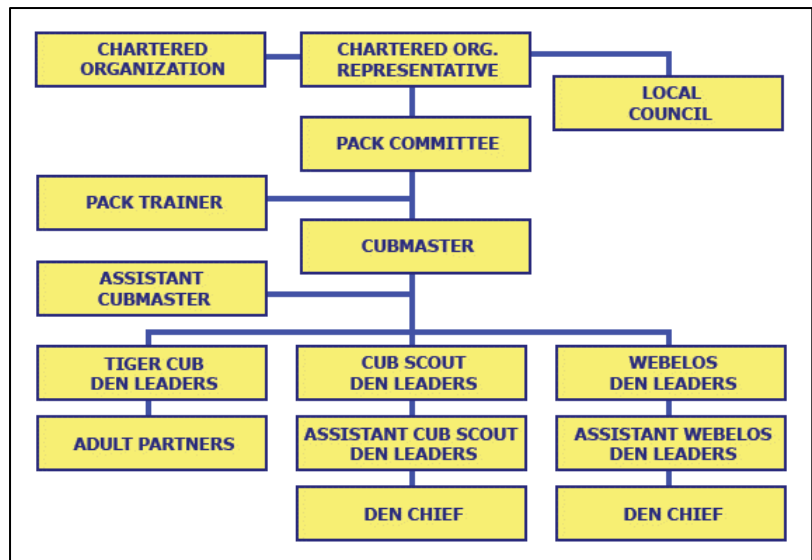
1. The Ideals
2. The Den
3. Advancement
4. Family Involvement
5. Activities
6. Home and Neighborhood Centered
7. The Uniform

PACK COMMITTEE

The pack committee works with the Cubmaster to plan and carry out the pack program. The committee also coordinates major events and secures support for the pack. The committee consists of a chairperson and other members who may have particular functions. The committee is responsible for setting Pack rules and policies, selecting Pack leaders, identifying resources to run the Pack, managing Pack finances, and determining the annual Pack calendar of events. Interested parents are invited to attend the Pack Committee meetings.

In addition to the Cubmaster, the committee works with the Charter Organization Representative and the Unit Commissioner, who coordinate with the Charter Organization and the District, respectively.

Pack Organization Chart



The committee is comprised of at least three members. The first three positions below are always filled. Other members may also serve special functions as described below:

- **Committee Chair:** Responsible for organizing the Pack Committee, filling Committee positions, and the annual re-chartering of the Pack. While all committee members have a voice in the process, the Committee Chair has the ultimate decision making authority for the committee.
- **Treasurer:** Responsible for monitoring Pack finances, depositing money from registration and fund raising, and paying for Pack expenses. Also serves on the Pack Committee. The Treasurer is authorized to make payments without specific committee approval for items that are “reasonable and customary” and within budget. Extraneous items and large expenditures must be reviewed with the Committee.
- **Chartered Organization Representative:** Serves as a liaison between our Chartered Organization, E320 Church, and the Pack Committee. Also serves on the Pack Committee.
- **Secretary:** Takes minutes of the Pack Committee meetings. Also serves on the Pack Committee.
- **Newsletter Coordinator:** Responsible for developing and distributing a monthly newsletter at the Pack Meetings.
- **Advancement Chair:** Track the advancement of each Cub in the Pack. Be a coach to the Den Leaders to answer their questions about advancement. Determine what advancement-related awards are needed for each Pack Meeting, and acquire the awards through the Scout Shop, and prepare awards for presentation at the Pack Meeting.

- **Popcorn Kernel/Fundraising Coordinator:** Responsible for organizing the annual “Popcorn” fundraising event to offset registration costs. This includes ordering or obtaining the fundraising items, distribution to the cubs and their parents at registration and the first fall pack meeting, and collection of money from the fundraiser.

More detailed descriptions are available in the Cub Scout Leader Handbook. Many other positions may be designated by the committee. These include special assignments, such as “Blue & Gold Banquet Chair” and “Pinewood Derby Coordinators”.

PACK LEADERSHIP

Pack leaders are recommended by the Committee and Cubmaster and approved by the Chartered Organization Representative. Pack Leaders are registered with the Boy Scouts of America, and subscribe to its youth protection principles, and undergo a background screening. In appreciation for their service, the Pack pays the registration fee for its adult leaders.

Pack leadership meets monthly to discuss and plan out the Pack program. The following roles are considered part of the Pack leadership.

- **Cubmaster:** In general, the Cubmaster serves as program adviser to the pack committee. He or she is a recruiter, supervisor, director, planner, and motivator of other leaders. He or she plans and conducts leader meetings and pack meetings. The Cubmaster is authorized to make payments without specific committee approval for items that are “reasonable and customary” and within budget. Extraneous items and large expenditures must be reviewed with the Committee.
- **Assistant Cubmaster(s):** Assists the Cubmaster in his duties and helps to coordinate pack activities, promote training within the pack leadership and encourage participation in special Scout programs.
- **Scout Parent Unit Coordinator:** The role of this position is to help orient new parents to the pack and get them actively participating in the program as parent partners and volunteers.
- **Pack Trainer:** The role of the Pack Trainer is to be a trainer for new pack leaders.
- **Tiger Cub Den Leader:** Coordinates shared leadership among the Tiger Cub adult partners, ensuring that all adult partners help plan, conduct, and prepare for den meetings and Go See It outings and that the den activities provide advancement opportunities for the boys in the den. Works directly with other pack leaders to make sure that the den is an active and successful part of the pack. Attends pack leaders' meetings and leads the den at the pack meetings and activities.
- **Den Leader:** Works directly with other pack leaders to make sure that the den is an active and successful part of the pack. The den leader plans, prepares for, and conducts den meetings with the assistants. Attends pack leaders' meetings and leads the den at the pack meetings and activities.
- **Assistant Den Leader:** The assistant den leader shares the work of the den leader and may be called upon to serve as a family contact or record keeper, or to assist with various details of den operation.

JOINING THE PACK

ELIGIBILITY TO JOIN

The pack follows eligibility requirements specified by the BSA. Boys are not required to be members of E320 Church to join the pack.

DUES AND REGISTRATION FEES

The registration fee for the annual year is set by the committee in December. Dues for 2010 are \$48 for Tigers-Webelos 1 and \$38 for Webelos 2. Payment is required for Scouts to participate in Pack activities unless waived by the committee. Payment includes annual registration with the BSA and Boys Life Magazine as well as dues for funding pack events. The pack does not fund Den activities. Each den is responsible for setting and managing collection of den dues.

MEETINGS

DEN MEETINGS

The Cub Scout Dens are the basic unit of Cub Scouting. Dens are composed of four to ten boys of the same grade, age and rank. They typically meet two to four times per month for an hour or more starting in September and ending in June. Den meetings are generally held at a place chosen by the den. Some dens choose to meet at Locust Grove Elementary. Dens and all attendees are expected to abide by the Use Policies of individual venues. The Den Leader will provide you specific information about the location and time of your son's Den Meetings.

Den meetings are planned and run by the Den Leader with the help of Assistant Den Leaders and parents. They often include games, songs, handicrafts, and practicing skits and ceremonies for the next Pack Meeting. Sometimes work on advancement requirements is also included. Parents must check in with the son's Den Leader if they are unable to stay for the meeting (except for Tiger parents who must stay with their Scout). The Den Leader has the option to require parents to remain at meetings with their child. Depending on the size of the den and the planned activities, extra hands are often needed. While some advancement may be worked on at den meetings, it is the parents' responsibility to assist their sons in completing their advancement requirements.

PACK MEETINGS

The Pack Meeting is the highlight of the monthly Cub Scout meetings. Pack Meetings are usually on the fourth Tuesday night of the month at 7:00 p.m. at E320 Church. (see the Pack calendar for details). All of the Pack's Dens gather together for this monthly program run by the Cubmaster and the Assistant Cubmasters. Most Pack programs will include an opening ceremony, recognition of the boys who have earned awards and rank advancements, and a planned program. Most Pack Meetings will run about an hour.

Pack Meetings are family events and the boys enjoy being recognized in front of their families. Our Cubs are expected to be attentive and courteous during the Pack Events. We also ask that our parents and Cub siblings observe this same behavior.

OTHER PACK ACTIVITIES

Besides the weekly den meetings and monthly pack events, our Pack has a number of other fun activities throughout the year including a Pinewood Derby in February, a summer program and several outings including but not limited to an annual pack campout. The Blue and Gold banquet celebrates Scouting's anniversary and is February's Pack event. Cubs and their families are invited to enjoy a meal and a special evening of celebrating cub scouting and recognizing the accomplishments of the second-year Webelos. The Pack participates annually in Scouting For Food (a food drive). The Pack will also participate in other projects during the year.

ADVANCEMENT

A key part of Cub Scouting is advancement. Recognition is important to the boys. The advancement plan provides fun for the boys, gives them a sense of personal achievement as they earn their badges, and strengthens family understanding as adult family members work with their boys on advancement projects. All of the information needed for advancement is contained in the handbook for your son's age group. You will work with you son and his Den Leader on the advancement trail.

PARENTAL INVOLVEMENT

There are many different roles for parents in our Pack. First and foremost you are responsible for your children. Unless specifically stated, parents are expected to attend scouting events with their child. The pack is run entirely by volunteers requiring varying levels of time and effort. The positions required to run the pack can be classified into two general categories: Pack Leaders, who run the Pack and Den meetings, and the Pack Committee, who set policy, run all special activities and events, and provide the resources that the pack leaders require to conduct meetings. Many activities require teams of parents to organize and implement them.

UNIFORM NEEDS AND DRESS CODE

We are a uniformed pack. Uniforms are worn to all Den Meetings, Pack Meetings and all other Pack events. A full Cub uniform is required. We refer to "full uniform" as a shirt (with proper insignia) and neckerchief with neckerchief slide. Pants should be nice jeans, khakis or shorts (athletic shorts and gym wear is not appropriate for the uniform). Cub Scout Hats are optional. However they are the only approved hat to be worn at Den and Pack Meetings. If worn, a Cub Scout hat must face forward.

Direct contact adult leaders are expected to be properly uniformed at all events. "Official" or "Field" uniforms are required unless noted. "Activity uniforms" (Pack T-shirt and jeans), sometimes referred to as "Class B", are sometimes specified for messy or outdoor events.

CONDUCT POLICY

PURPOSE

This policy provides all parents and adult leaders a common understanding of the behavior norms and the procedures for dealing with problems if they occur.

SETTING

1. Cub Scouts, as part of the Boy Scouts of America (BSA), is a PRIVATE non-profit organization. Cub Scouts is not a governmental agency or public organization. Organizations are granted a charter by the BSA. The organization may be a church, civic group, school, or other such organization that seeks permission and works in conjunction with the BSA to provide an outreach program for youth. The chartered organization is the "franchisee" and as such is the "owner-operator" of the Scouting program. They manage these units and control the program of activities to support the goals and objectives of the chartered organizations. E320 Church has a Charter from BSA to sponsor Pack 153. Pack 153 is an extension of our Charter Organization and thereby will promote & support the ideas and community outreach of E320 Church.

2. The Pack Committee, following the policies of BSA, along with E320 Church has the full rights and authority to determine who will belong to Pack 153 as Cub Scouts, adult leaders, and other volunteers (i.e. individual persons do not have any legal "Right" to belong to Cub Scouts).

3. The pack program shall be designed toward the goal of promoting the purposes of scouting. Individual participants are expected to follow the Law of the Pack and promote the purposes of scouting.

4. At the Pack level, all persons associated with Pack 153 are VOLUNTEERS. No one is paid to help run the program. This includes the committee, Cubmaster and assistants, den leaders and assistants, and the representative of the chartering organization.

5. The Pack Committee assigns the Cubmaster and Assistant Cubmasters the responsibility and authority for running the Pack Meetings and assigns Den Leaders and Assistant Den Leaders the responsibility and authority for running den meetings. The committee assigns responsibility to various other adult volunteers to run special events, banquets, overnight trips, etc. This responsibility includes maintaining order and discipline so that all the cubs have a fun and positive experience.

6. The Cubmaster and Den Leaders have the responsibility and authority to deal with bad behavior and discipline problems of cubs at their meetings and events. Guidelines for this are listed below. Bad behavior can include but is not limited to disobedience, foul language, teasing or baiting other people, fighting, not sharing, inappropriate comments, selfishness, dishonesty, and failure to keep themselves under control and disruptive noisemaking.

7. Some boys have special needs because of emotional, psychological, physical and learning disability problems. Often Cub Scouting is very beneficial to these children. However, the Cub Leader's responsibility is to deliver a high quality program for as many of the boys as possible. Cub Leaders are not usually trained nor are they expected to be counselors, disciplinarians, or special education teachers. Too often, adult leaders find themselves spending so much time at events helping or dealing with special needs children, especially children with bad and disruptive behavior that the quality of the program suffers for the rest of

the children. In such cases, the adult leader should follow the steps listed below to address the problem.

PROCEDURES

Adult leaders in Pack 153 are urged to follow the guidelines below to deal with Cub Scout behavior related issues. It is important to communicate behavior problems to the parents and to the Pack Committee quickly so that corrective actions can be taken and so that no one is later taken by surprise.

Den Leaders should establish clear conduct guidelines with their dens. They are encouraged to include the boys in discussions about what is appropriate behavior and what is not. Den Leaders are free to use a variety of methods to encourage good behavior, such as Spirit candles and established codes of conduct.

If a child misbehaves at a Cub Scout event, the adult leader should:

1. Tell the parents of the child as soon as possible. Make sure they know what the child has done and what actions are expected of the child and the parents in the future. If the conduct problem warrants, they should also inform the Pack Committee.
2. Depending on the severity of the behavior, the adult leader can:
 - A Discuss the behavior problem with the parents and require that the parents of the child attend future events with their child to help supervise them and correct or prevent future bad behavior. The adult leader must inform the Pack Committee of this action.
 - B If inappropriate behavior continues or if a single episode of behavior is very severe, the adult leader can, after discussion with the Pack Committee:
 - 1) Discuss the behavior problem with the parents and suspend the child from future activities for a period of up to one month, or
 - 2) Discuss the behavior problem with the parents and remove the child from future activities altogether. For example, a Den Leader can remove a child from their Den. The Cubmaster can remove a child from the Pack.

In these cases (2.B.), the parents of the child will be informed of this decision in a letter from the Pack Committee and representative of E320 Church.

The situation can arise where a child has been removed or suspended from their Den but is still permitted to work on requirements at home and attend Pack meeting.

Adult leaders in Pack 153 are urged to follow the guidelines below to deal with conflict between Adults involved in the pack. It is important to communicate problems to the Pack Committee Chair quickly so that corrective actions can be taken and so that no one is later taken by surprise.

If inappropriate or damaging behavior is observed:

1. Inform the Pack Committee Chair.
2. Depending on the severity of the behavior, the Chairman can:
 - A Discuss the behavior problem with the adults involved and require that the behavior not be repeated.

- B If inappropriate behavior continues or if a single episode of behavior is very severe, the Committee Chairman can, after discussion with the Unit Commissioner and Chartered Organization Representative:
- 1) Discuss the behavior with the individual and suspend the individual from future activities.
 - 2) Discuss the behavior with the adults of the family and remove the family from the Pack.

In these cases (2.B.), the individuals will be informed of this decision in a letter from the Pack Committee and representative of E320 Church.

SAFETY

The Pack strives to run a safe and effective organization. Our core group have gone through the BSA's Youth Protection Program and pledged to keep our Cubs safe from physical, psychological and sexual abuse. We maintain two-deep leadership at all times.

YOUTH PROTECTION AND TWO DEEP LEADERSHIP

The BSA's Youth Protection Program was developed to help safeguard both our youth and adult members. The Pack's leaders responsible for youth safety understand and appreciate Cub Scouting's position of zero tolerance for child abuse or victimization in any form. We are required by BSA guidelines to report any suspected abuse to the local council Scout executive.

Two-deep leadership means a minimum of two registered adult leaders, or one registered adult leader and the parent of a participating Cub must always be present during Pack and Den activities. There should never be any unsupervised one on one contact between an adult and a Cub in the program. Even when your son has a private conversation with adult leader, it is always in the plain view of another adult.

AGE APPROPRIATE ACTIVITIES

Pack and Den Leaders must follow the BSA's "Age Appropriate Guidelines" as set out in the "Guide to Safe Scouting". Additionally, all leaders should consult the Guide for any and all activity planning. If questions arise, they should contact the Cubmaster or Committee Chair.

HAZING AND INITIATIONS

The Pack has a zero tolerance policy on hazing, initiations, ridicule, or inappropriate teasing. These things are not a part of the Cub Scouting tradition in Pack 153. All Cubs and their parents should immediately report any behavior of this type to the Cubmaster or the adult leader in charge of the activity.

PERMISSIONS/ACKNOWLEDGEMENTS

Activity Consent and Approval by Parents or Legal Guardian Hold Harmless Agreement

As the parent or legal guardian of _____, I hereby give my permission for him to participate in Pack 153 activities. I understand that participation in the activities involves a certain degree of risk. I have carefully considered the risk involved and have given consent for myself or my child to participate in the activities. I understand that participation in the activities is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

Participant's signature _____ Date _____

Parent/guardian printed name _____

Parent/guardian signature _____ Date _____

Area code and telephone number (best contact and emergency contact)

Email Address

Pack 153, Centerfield, KY Scout Media Permission Slip

During the course of normal scouting events occasions may arise when mass media organizations, such as newspapers or television stations, provide coverage of activities. Scouts are often selected to be photographed, filmed or interviewed as part of such news releases. Pack 153 occasionally publishes the names of boys and family members that have participated in local activities and publishes the recipients of special awards in local newspapers or on our Pack website. I understand that no personal information (address, phone number, etc) will be published. I give permission for my son and family members' names to be included in such press releases.

Signed: _____ Date: _____
(Parent or Guardian)

Pack 153, Centerfield, KY Handbook/Policy Acknowledgement

During 2010 Pack 153's Committee enacted a new Parent Handbook. I acknowledge that I am aware of the policies described in the Pack 153 Parent's Handbook.

Signed: _____ Date: _____
(Parent or Guardian)