

Pack Procedures
CUB SCOUTS PACK 729
Lewisville, Texas

These procedures outline the governing of Pack 729 and are hereby agreed upon by the members of the Pack Committee who have signed below. These procedures are established as a guide in accordance with BSA, national, and local regulations and policies. BSA Regulations will be followed and override any Pack procedure. The BSA Regulations include The Guide to Safe Scouting, The Cub Scout Leader Book, rank-specific handbook, and the Webelos Leaders Guide. Pack 729's charter organization is Round Grove United Church, 249 E. FM 3040 (Round Grove Road), Lewisville, Texas 75067.

Section 1 - Membership

1. Cub Scouting, like its Boy Scouting and Exploring counterparts, follows a long-range plan to reach youth nationwide. Boys in the first through fifth grades (or ages 7, 8, 9, or 10) may join Cub Scout Pack 729 and be assigned to a Den.
2. Boys will be grouped in Dens by grade level or age as established by the policies of the BSA:

1st	Tiger
2nd	Bobcat/Wolf
3rd	Bear
4th	1st Year Webelos
5th	2nd Year Webelos
3. The Bobcat Badge must be earned upon joining at any grade. Boys must have finished third grade or be 10 years old to be in Webelos. See Section 5 regarding Den structure.

Section 2 - Meetings

1. Cub Scouting is a family program. Family members are encouraged to attend any scout meeting with their sons. Regularly scheduled meetings will generally follow the chart below. Most meetings will be held at residential locations or at one of the elementary schools represented in the The Pack (Creekside, Parkway, and Southridge Elementaries); a "reservation" must be made as far in advance of the meeting as possible by submitting a request to the Elementary school office.

Meeting	Date/Time	Attendees
Committee (Leaders)	Generally the Monday following Tonkawa Roundtable other dates as decided by the Committee, generally to work around holidays such as Thanksgiving, Chirstmas, or school district spring break.	Committee Chairman, Cubmaster, Assistant Cubmaster, Den Leaders, Treasurer, Recruitment Chair, Pack Trainer, Charter Organization Representative, Advancment/Awards Chair, and Activities Chair
Pack	Last Monday of each Month (may fluctuate due to holidays/special events)	Cub Scouts & their families, Committee Chairman, Cubmaster, Treasurer, Committee Members, Den Leader Coach, Asst. Cubmaster, Den Leaders
Den	3 times per month recommended. Day and time set by the Den leader (dependant on LISD holidays)	Den leader, Asst. Den leader, Den Chief, Cub Scouts and their parents

2. All meetings in Pack 729 are open meetings. Parents are encouraged to attend.

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3. If a Den leader is unable to attend the committee meeting or Pack meeting he/she should have a representative from the Den (Asst. Den leader or parent) attend for them.
4. The Den leader will notify the Cubmaster and Committee Chairman of the regular Den meeting time and location in order to arrange for a suitable meeting location. Any change to the normal meeting place requires a Tour Permit unless all parents or guardians agree and provide their own transportation to the alternate meeting location.
5. Items, including the modification of these procedures will be voted on by all attending Committee members and will be approved with a simple majority vote at a scheduled committee meeting.
6. The Committee Chair will produce an agenda and distribute prior to the Committee meeting. The Committee Chair will also produce minutes of the Committee meeting and distribute to all Committee members within a reasonable time following the Committee meeting.
7. In the event an emergency Committee Meeting is needed, it shall be called only to address an issue requiring action prior to the next scheduled Committee Meeting. The emergency Committee Meeting shall only address the issues that are the purpose of the emergency Committee Meeting, and will attempt to include as many committee members as possible.

Section 3 - Finances

1. Initial dues for entering Cub Scouts and Webelos will be set annually by the Committee to include the price for registration, Boy's Life, and insurance. Payment of annual dues for Re-Charter will be provided by Pack funds.
2. It is recommended that each Scout have a subscription to Boys Life magazine. If Pack funds permit, it will be purchased from Pack fund during the Re-Charter process.
3. Pack financing is provided primarily by the efforts of the boys during the fundraising campaigns. Pack 729 receives no outside funding from BSA, the charter organization or any other outside source. Pack 729 participates in the Longhorn council's annual popcorn sale (our major fundraiser). If additional fundraisers are sponsored by Longhorn council, Pack 729 will participate at the discretion of the committee. Additional Pack fund raisers will be arranged at the discretion of the Pack Committee. Additional fundraisers should typically only occur if prior fundraising activities have not raised the funds to cover the pack budget for the year. All fund raising must meet the guidelines as established by BSA. Appropriate forms must be submitted to Council and an approval must be received prior to committing to any 3rd party fundraiser.
4. Each Cub Scout's family is expected to participate in our fundraising efforts. These fundraisers are needed in order to support the purchases of badges, patches, belt loops, pins, entertainment, paper copies, mail outs, and any other basic requirements of the pack. Pack funds cannot be committed without Committee approval.
5. The Scouts are required to support at least 50% of the fundraisers. In the event the Pack does not have enough money for an event or events, the event may be canceled or the families may be asked to make a predetermined monetary contribution to cover the cost of the event or events.
6. A copy of the budget will be provided to each Scout upon request.

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7. The Pack Treasurer will provide reports at the monthly Committee Meeting. This should include current balances, performance against budget, and details of all transactions for the month.
8. The Pack Committee may conduct an audit of the accounting system and ledger at any time and should conduct an audit annually.
9. **Non-Sufficient Funds & Bounced Check Policy**
All personal checks submitted to Pack 729 are subject to our Non-Sufficient Funds & Bounced Check Policy. A payee who has their check returned by the Pack's bank due to insufficient funds in payee's account will incur a fee from Pack. This fee shall equal the fees being charged by our own bank.
 - A. The Pack Treasurer or the Pack Committee Chairman will notify the person who wrote the insufficient funds/bounced check by phone or email about the dishonored check and new amount owed (original check amount plus fee).
 - B. Check payee will be given 10 business days to make repayment by certified bank check, money order, or cash.
 - C. Until repayment is made, no personal checks will be accepted.
 - D. If repayment is not made within the 10 business days, Pack 729 may choose not to accept checks in the future by the writer until the debt has been resolved.
 - E. After two infractions of insufficient funds, Pack 729 may choose to no longer accept checks from the payee. Certified bank checks, money orders, or cash may only be accepted.

Section 4 - Re-chartering

1. Each year Pack 729 renews its charter in March (Re-Charter). The Pack will conduct a membership inventory to account for all active and in-active scouts. At this time the Committee will identify all youth and adults that will re-register with our Pack for another year by completing the appropriate forms and paying the Re-Charter fee for each scout and adult leader to the Longhorn Concil.
2. The Re-Chartering fee is determined by BSA.
3. All Re-Charter fees are the responsibility of the Pack. Depending on the budget status, as determined by the Pack Committee, some or all of these fees may be passed along to the families in the form of a special assessment.
4. It shall be the goal of the Re-Charter effort to complete Re-Charter by the deadline (typically mid-March) established to earn the District Commissioner's award, which historically has included free rank badges for the new year.

Section 5 - Dens

1. Dens will be grouped into one of five (5) categories: Tigers, Wolves, Bears, 1st year Webelos, and 2nd year Webelos. The Cub Masters will form new Dens and will place the Scouts in the Dens. The size of any Den will normally be six (6) to eight (8). A Den larger than eight boys will need approval by the Cubmaster, Den Leader, and Committee Chairman. Dens that grow larger than eight Scouts

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are subject to being split (from 1 existing den to 2 or more) with the approval of the Cubmaster, and Den Leaders, and Committee Chair, provided that a new Den Leader and Assistant Den Leader will be readily available to begin at the time of the split.

2. Each Den is required to have a minimum of one registered adult leaders (Den Leader). Two registered adult leaders are preferred. All Tiger Den parents are required to attend all events. Tiger Dens are required to have one registered Den Leader to facilitate the activities of the group and provide achievement and award reporting. New Den Leaders will be required to attend Cub Scout Leader Basic Training and Youth Protection within six months of initial application. Two adults **MUST** be at every Den meeting, with at least registered leader and **one with Youth Protection training**. Dens are encouraged to have multiple Assistant Den Leaders.
3. Parents are expected to assist their Scout with his achievements, electives, and Sports/Academics awards and to provide the required Akela signatures when he completes them to the best of his ability. Parents must cooperate with the Den Leaders and Pack Committee when required.
4. Pack 729 also requires that each family offer help within the Den. The Den Leaders and parents should agree how often and where the Den will meet, who will provide snacks or supplies, and when a family member will be required to assist in a meeting or activity. At all times, parents are encouraged to attend Den meetings with their Scout. Tiger Cub parents are required to attend all Tiger Cub activities.

Section 6 - Awards

1. All awards will be given out at Pack Meetings (rank advancements, belt loops, activity pins, arrow points, patches etc). In the event a Scout misses a Pack Meeting, his awards will be given to the Den Leader to be awarded at the next Den meeting. Neckerchiefs and new books may be awarded by the Pack (if allowed by budget and approved by the Committee) at the bridging ceremony usually performed in May. Den dues may also be used for this purpose
2. All awards are paid from the Pack account.
3. Awards will be given in a timely manner and will not be withheld from a Scout for any reason. If the parent of a Scout feels that an error has been made by failing to present the Scout an award, please discuss this after the Pack Meeting.

Section 7 - Uniforms

1. The minimum acceptable uniform for Pack 729 will consist of the official Cub Scout uniform as follows: neckerchief, slide (slide may be homemade), shirt, blue BSA belt with rank-specific belt buckle and all appropriate patches and insignias. Optional items are: cap, official trousers (long), official shorts, official socks, and shoes (black or brown). This will be considered the "Primary" uniform.
2. Units can optionally decide to purchase matching t-shirts with appropriate Pack 729 and unit logos that will be considered "Secondary" uniforms. Secondary uniforms may also include Day Camp t-shirts, BSA event t-shirts, or other BSA t-shirts. Hard-soled, closed-toed and closed-heeled shoes must be worn to all scout events and must remain on for the duration of the event

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3. Webelos shall have the option to wear the khaki shirt with blue loops or the cub scout blue shirt, Webelos neckerchief and slide, and blue BSA belt with Webelos belt buckle, plus optional items listed above. Each Webelos Den must agree on the type of shirt to be worn by the entire Den.
4. All designated awards will be worn on the uniform. Awards (pins) that are not designated for the shirt can be worn on the optional cap or vest. The uniform will be worn at all scouting events, unless specified otherwise by the Pack Committee or Den Leader. During the months of June, July, and August the secondary uniform can be used (Pack T-shirt or other scout t-shirt). Scouts are also encouraged to wear their uniforms to school on Den and Pack meeting days.
5. Registered leaders are required to wear official uniforms in the same manner as the Scouts excluding the neckerchief and slide which are optional.
6. The primary uniform must be worn when traveling to and from scouting events.

Section 8 - Enrollment

When a boy's name is received by the Pack for enrollment, a member of the Pack Committee will contact the boy's parents to provide any necessary paperwork (newsletter, calendar, registration forms, etc). The boy and his family will be invited to attend the next Pack and Den meeting.

Section 9 - Inactive List

1. The Pack Committee will maintain a list of all boys placed on the inactive list, which consists of Scouts who do not attend 4 consecutive Den meetings without previous notice to the Den Leader.
2. The Cubmaster will be furnished this list by the Pack Committee and Den Leaders. When a Scout is on the inactive list, he is not eligible to work on or receive awards. The Cubmaster and/or Pack Committee will contact the Scout to encourage him to return to his Den.
3. Scouts on the inactive list will not be rechartered in March. A parent/guardian should notify the Den prior to a scout's extended absence to prevent the above action.

Section 10 Den/Pack supplies

Each Den shall require each member to pay Den dues. These dues should be on the order of \$1-\$2 per meeting. Attendance and collection of dues should be tracked by the Den Leader.

The Pack will supply a monthly Pack newsletter. In the summer the newsletter may be less frequent. Other Den supplies will be purchased by the Den from the Den's dues.

Section 11 Parent or Guardian Participation

The average boy is expected to be in Cub Scouting approximately five (5) years; therefore, each parent is encouraged to participate as much as possible. The Pack cannot function without the active involvement of every parent. Accordingly, Pack 729 must ask each parent to volunteer for a committee or adult leader position and/or participate in at least one outing, activity, or fundraiser annually. Leadership roles include Cubmaster, Assistant Cubmaster, Treasurer, Den Leader or Assistant, and

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Pack Committee members. Each family is encouraged to serve on at least one committee each year (Blue & Gold Banquet, Pinewood Derby, Family Camp, Day Camp, Fundraising...).

Family camping activities will require at least one parent or legal guardian for each Scout in attendance. This does not apply to Webelos Den Camping. Council and district day activities can be attended by the Scout without a legal guardian if proper Den and Pack leadership is present, although a guardian in attendance is recommended.

Section 12 Behavior Code of Conduct

Pack 729 has established the following Behavior Code of Conduct to provide Scouts, Parents, and Adult Leaders with a framework of expectations and disciplinary actions for all members of the Pack. This Code of Conduct will provide behavioral expectations, and consequences, allowing us to create an atmosphere conducive to fun, safety, and the values of Scouting.

Boys must live by the Cub Scout Promise and the Law of the Pack. Boys who cannot meet this requirement will be requested to leave the meeting. For serious misbehavior, the adult leader will call parents to remove the boy from the outing. Repeated episodes will be cause for further action as determined by the Pack Committee, and may include suspension or removal from the Pack/Den. When a suspension or removal is required, the Scout's parent must initiate a conference with the Cubmaster and Committee Chair before the boy will be allowed to participate in Pack/Den activities again.

Expectations

Cub Scouts and Tiger Cubs

- Always be on time.
Call your Den Leader if you will be unable to attend a Den or Pack activity.
- Wear a proper uniform with PRIDE - clean, neat, and complete - to all Scouting events.
- Listen and pay attention.
In response to the "wolf ears" signal, silently return the sign.
- Respect one another and your leader.
Keep hands and feet to yourselves.
Don't take anything from anyone else without first asking permission.
- Show respect for your surroundings, indoors and out, leaving them in as good or better condition than when they were found.
- Always follow Akela.
- Always DO YOUR BEST!

Parents

- Work with Den and Pack Leaders as requested to ensure all boys exhibit appropriate behavior.
- Act as role models, demonstrating proper behaviors, language, etc.
- Pay attention, and in response to the "wolf ears" signal, silently return the sign.
- Parents are responsible for the conduct of their non-scout children during Pack activities. Parents may be asked to remove disruptive children from these events.
- Cub Scouting is a program based on parent (or guardian) and son participation. It is the policy of Pack 729 that a parent or an adult family member accompanies the Scout on all Pack activities, including Pack Meetings. Parents will also be asked to participate in Den level activities from time to time.

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- No use of alcohol, tobacco products, or illegal drugs is permitted while at Scout functions.

Adult Leaders

- Always practice Two Deep Leadership.
- Treat all Scouts as individuals, respecting their unique needs and capabilities.
- Act as a role model, demonstrating proper behaviors, language, etc.
- Wear your uniform at all scouting events.
- Assume responsibility for the safety, well being, and behavior of your charges at all times.
- Follow Boy Scout rules regarding discipline and other matters.

Respect

We strive to provide our Scouts with a fun, safe and enjoyable scouting experience. Our Adult Leaders donate many hours of their free time to achieve this goal.

All Adult Leaders should be given respect. Directions given by Adult Leaders must be obeyed for the good of all Scouts. Failure to do so may result in parental notification and possibly dismissal from that Scouting function.

Members of Pack 729 are expected to respect each other. Any behavior by a Scout, Parent, Den Leader, or other Pack Leadership that injures, demeans, or offends other members of the Pack is not acceptable and will not be tolerated.

Discipline

Participation in any Scouting activity by a Scout, Parent, or Adult Leader, will be conducted in a manner that upholds the principals, standards, and ideas of the Boy Scout of America as set forth in the Cub Scout Promise and Law.

We recognize that for boys to grow to responsible men, they need to be accountable for their actions. Therefore, any Scout who intentionally participates in an activity that has the potential to harm the Scout or Pack members, or behaves in a manner that reflects negatively upon Pack 729 or the Boy Scouts of America, will be disciplined. Behavior that is cause for disciplinary action is outlined in the Discipline Policy Procedure and includes, but is not limited to, the following:

- Not following the Cubmaster's or Leader's directions.
- Significantly unsafe actions which may endanger himself or others.
- Exploring physical hazards (lakes, creeks, etc.) without permission and supervision.
- Leaving designated areas without the Cubmaster's or Leader's permission.
- Use of cursing or foul language.
- Excessively rowdy, unruly, loud, disrespectful, disobedient, or disruptive behavior.
- Physical or verbal hazing or harassment of others.
- Use of any controlled or illegal substance during any Scouting function.

Discipline at Den meetings is at the discretion of the Den Leader(s) in accordance with the following guidelines:

- Failure to obey a rule will result in a warning followed by time out or removal from the activity.

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- In cases of harmful or repetitive misbehavior, the parent may be called to pick up the Scout.
- At the Den Leader's discretion, parents may be required to attend Den functions (This does not apply to Tiger Cubs where parental involvement in all Scout functions is required).
- Den Leaders have the right to exclude a Scout from their Den for misconduct. The situation will be reviewed by the Pack Committee and, in extreme cases, and after consultation with the Longhorn Council and charter organization, a Scout may be dismissed from the Pack.
- Den Meetings are for Scouts, their Parents, and Adult Leaders. Attendance by siblings is at the discretion of the Den Leader.

All Scouts, Parents, and Adult Leaders are participants of the Pack 729 and are representatives of their community, family, and local Scouting Council. Therefore, all Scouts, Parents, and Adult Leaders are asked to read this Code of Conduct as a condition for participation with the further understanding that serious misconduct or infraction of behavior rules may result in expulsion from the Pack. We want each Scout to be responsible for their own behavior, and only when necessary will the procedure be invoked to send a Scout home from their Den or Pack meeting or activity.

Section 13 Adult Leaders and Committee Members

The adult leaders — Cubmaster, Assistant Cubmaster(s), and Committee members — are to provide guidance to the boys and, when required, discipline.

Any action to dismiss any registered adult leader will be handled by the Charter Organization or its representative, with the Pack Committee's recommendation.

All adult leaders should be trained in the Youth Protection guidelines. There must be at least two trained adult leaders on all outings.

Any overnight outings require at least one (1) adult leader to be BALOO trained in good standing. The pack prefers that two BALOO trained adult leaders be present at overnight outings when ever possible.

Specific duties of committee members:

Committee Chair

- leads the Committee Meetings, providing agendas before the meeting and minutes afterwards
- sees that all functions of the Committee are delegated, coordinated, and completed
- ensures Pack representation at Roundtables
- works on alleviating problems that arise within the Pack, with the Committee's help
- aids individual committee members as needed
- schedules annual planning meeting and audit and leads as necessary
- arranges for charter review and re-charters annually

Pack Trainer

- sees that all adults complete required training for their chartered position

Chartered Organization Representative (COR)

- secures a Pack Committee Chairman and encourages training
- provides liaison between the Chartering Organization and the Pack
- participates in Pack Committee meetings
- provides information to the Chartering Organization concerning Pack activities
- helps recruit other adult leaders

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- encourages service to the charter organization

Activities Chair(s)

- Coordinates activities for Pack sponsored events (i.e. Popcorn, Day Camp, Cub-O)

Treasurer

- maintains checkbook and writes checks as directed by the Cubmaster, Assistant Cubmaster, or Committee Chairperson, with the authorization of the Pack Committee
- provides a current checkbook balance and transactions at monthly Committee meetings
- records fund-raiser moneys and reports totals at committee meetings
- in charge of dues collection
- leads in the preparation of the annual Pack budget

Advancement / Awards Coordinator

- maintains integrity of records of boys' progress
- obtains all items for achievements and advancement provided from Den leaders
- tracks awards for the entire Pack
- Provides awards and awards report to the Cubmaster prior to the Pack meeting

Recruitment Chair

- Coordinates all recruitment activities for the Pack. Coordinate recruitment flyers at year end and coordinate orientation and rally night activities with committee.
- registers new boys at Scout Service Center, coordinating with Treasurer on collection of dues
- assists in annual re-charter

Cubmaster

- attends and runs all Pack meetings or, when necessary, arranges for a qualified adult substitute
- attends Pack Committee meetings
- participates in Council and District events
- provides families the opportunity to recognize each Scout's advancement and accomplishments

Assistant Cubmasters

- assists the Cubmaster
- attends all Pack and leader meetings
- fills in for Cubmaster when needed

Den Leaders

- Specific duties of Den leaders:
- Plans and leads Den Meetings
- helps register cubs and adult partners
- provides time, date, and location for den meetings
- encourages full participation from Scouts and families
- attends committee meetings
- provide well rounded scouting program
- supports and records Scout activities in their advancement

Section 14 Event Participation

The following event will be sponsored or represented by Pack 729:

- Parkway PTA Flag Ceremonies (Creekside and Southridge when available)

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- Pack Meetings
- BSA Popcorn Sales
- Scout Sunday - Round Grove United
- Pack Pinewood Derby
- Scouting for Food
- Lewisville Clean-up Day
- Pack 729 Spring Family Camp
- Pack 729 Bridging Ceremony (Pack Meeting)
- Elementary Orientation
- Tonkawa District Webelos Woods
- Parkway / Creekside / Southridge Rally Night
- Cub-O
- 10 Commandments Hike
- Other events as determined by the Pack Committee

Section 15 Training

A goal of scouting is to have all leaders fully trained for their positions so they can provide our Scouts the best scouting experience possible. To be considered trained and earn the right to wear the *TRAINED* patch, leaders are required to take the following three courses:

- **New Leader Essentials** (only taken once while you are in Cub Scouts)
- **Position Specific Fast Start** (taken each time you change positions in the Pack)
- **Position Specific training** (taken each time you change positions in the Pack)

Other training requirements include:

- **Youth Protection Training (YPT)** - required for all leaders and must be kept up-to-date (expires every 3 years). BSA now requires that YPT be taken online.
- **Outdoor Webelos Leader (OWL)** training - required for at least one den leader of each Webelos Den [but it is suggested that all Webelos Den leaders take it] to be able to participate in Webelos Den camping events .
- **Basic Adult Leader Outdoor Orientation (BALOO)** training - required for Cubmaster and Assistant Cubmasters [but suggested for all registered leaders] to allow the Pack to be able to participate in District or Council camping events or camp as a Pack at a non-district/council event.

All training classes need to be reported to the Pack Trainer so that accurate training records can be maintained for the Pack.

Section 16 Effective Date of Charter

This charter will be effective for one year from the recharter to recharter. These procedures will be reviewed each year when the Pack is rechartering. Amendments will normally be made at this time. They will be voted on and approved by two-thirds of the chartered Pack Committee members voting with at least two-thirds of the Pack Committee members present. Any deviations from these procedures must not be done without prior approval of the Pack committee.