

Pack 641 Policies and Parents Guide

Cub Scouting—A Parent’s Call to Action

“There is a battle of significant consequence taking place in the lives of boys in America today. In simple terms, it is the battle between doing what is right or wrong. A recent study conducted by Louis Harris & Associates indicates that the proportion of boys choosing to do what is wrong is alarmingly high. Even basic values such as not cheating on schoolwork and not stealing seem to be unstable.

Clearly, the results of this study indicate that our nation’s youth are struggling with ethical and moral decisions, and that these difficulties can only increase with age. Therefore, the need for reinforcing and rewarding strong moral standards and providing positive role models at a young age is more important than ever before.

Cub Scouting creates a climate of cooperative and collaborative relationships between adults and children—a laboratory for adults and children to get to know one another. It provides opportunities for children to acquire the capacity for accomplishment. The program affirms to the child that the world really is an interesting place.

Cub Scouting is fun! But it is fun with a purpose. Woven through all the fun is an inspired program that really works. Tried and proven methods are used that transfer traditional values, build character, and develop Leadership skills—all in the context of fun and family togetherness.”

(BSA: Operation Tiger Mania 1996)

Overview

Pack 641 will operate in full compliance with the national policy directives set forth by the Boy Scouts of America, as well as any local policies set by the Central Florida Boy Scout Council and the Ft. Gatlin Boy Scout District. Pack 641 policies and guidelines will also reflect the guidance and direction given by our Chartered Organization, The Children of Abraham Foundation, Inc. While some policies set by Pack 641 may be more restrictive in nature than those of BSA; in no instance may a local policy be less restrictive. When in doubt, the national policy directives contained in the Cub Scout Leaders Book will be observed. **The Children of Abraham Foundation, Inc. allows all persons to participate in the functions of Pack 641 without restriction or discrimination against any person of race, creed, color, religion, orientation, and disability or in any other way. The Children of Abraham Foundation, Inc. follows the Jewish Tenets of observance and dietary laws.**

Pack Organization

The Pack is a group made up of several Dens. The Pack includes not only the boys in those Dens, but also **their families**, and their Leaders. The Pack meets once a month, normally the last **Sunday** of the month (excluding holidays and holiday weekends) at **1:00 PM**. The Pack meeting is the climax of the month. Den meetings and activities should reflect the monthly theme set by BSA in the current year's Program Helps Guidebook. This is a special time where the individual Dens can display any items they have made, as well as recognize any accomplishments and achievements made by the boys, their parents, and their Leaders.

Our Pack is currently limited to ***Eight Dens***. The hierarchy of the Pack is as follows:

Due to meeting space limitations, Pack 641 is currently limited to 2 Tiger Cub Dens, 2 Wolf Dens, 2 Bear Dens, 1 Webelos I patrols, and 1 Webelos II patrols. Den numbers will continue with their respective Dens as the boy's progress from Tiger to Wolf to Bear. In the event Dens are combined at the next level, the new Den will vote on their new Den number. Webelos will lose their Den numbers at the time of their crossover from the Bear rank, when they become a patrol.

Pack Committee

The role of the Pack Committee cannot be overemphasized. The purpose and goal of the Pack Committee is to provide whatever support is needed to make the Pack go and grow. It is imperative that every Scout Family participates at some level within the Pack Committee. ***Pack 641 requires that one parent/adult guardian for each registered Scout Family serve as a Pack Sub-Committee Chairman, or participate as an active member of 2 Pack Committees.*** Adults who serve in a trained adult volunteer position are exempt from this requirement. There are 12-voting members of the Pack Committee. Pack Committee includes the Pack Treasurer, as well as the Chairman from the following standing Committees: Advancement & Awards, Community Services, Membership & Re-registration, Fundraising, Outings, Public Relations, Secretary & Communications, and Training. Special event Committees includes Pinewood Derby, Blue & Gold Banquet, Space Derby, Holiday Activities, and Summer Activities (see Committee Guidelines for detailed Committee requirements). Special event Committees Chairmen becomes nonvoting members of the Pack Committee at the discretion of the Pack Committee Chairman (normally 2-3 months before their scheduled event). Additionally, the Cubmaster and all Den & Patrol Leaders are voting members of the Pack Committee. These Committee members must approve all Pack expenditures and procurements, changes to the Pack Policies, and Pack related activities. Votes will be approved by a simple majority of voting members present. Den Leaders and standing Committee Chairmen may give their vote by proxy to their respective Assistant Den Leader or Assistant Committee Chairman. At least 3-voting members must be present for a vote to be taken. Committee meetings will be held in conjunction with the monthly Pack Leaders meeting, which is currently scheduled for the first Sunday (14 days

before the monthly Pack meeting) of each month at **1:00 P.M.** The meetings will rotate among the Pack Committee member's homes. All Pack parents are encouraged to attend at least one Pack Committee meeting during the year.

Den Organization

A Cub Scout Pack is divided into small groups of about eight boys called Dens, who meet **weekly or bi-weekly** under the direction of adult Den Leaders and, in some cases, Den Chiefs. The Den Leaders are trained parent volunteers. Each Den must have a trained Den Leader and at least one trained Assistant Den Leader.

The Den allows boys to get to know each other better and engage in activities that would be difficult in larger group settings. The boys are also presented with Leadership opportunities within the Den. These positions are Denner and Assistant Denner, and they usually assist the Den Leader and Den Chief with set up, conducts and clean up of the Den meetings. Normally, the Denner and Assistant Denner post is for one month, with each boy having equal opportunity to serve in each position.

Den meetings and activities are normally planned around the monthly theme set forth by the Pack. This can include games, crafts, skits, songs, field trips, and the like. Every month, varying Dens will be called upon to perform certain ceremonies and activities for the Pack meeting. Normally, Dens do not work on advancement requirements (with the exception of Webelos) during the Den meetings. ***The Tiger, Wolf, and Bear programs are designed to be accomplished by the Scout and his Akela (parent or guardian).***

Dens are organized by grade and age as follows:

Tiger Cub Den	1 st grade or 7 years old
Wolf Den	2 nd grade or 8 years old
Bear Den	3 rd grade or 9 years old
Webelos I Patrol	4 th grade or 10 years old
Webelos II Patrol	5 th grade or 10 years old
Arrow of Light	6 months since completing 4 th grade or 10 years old
Crossover to Boy Scouts	Completed 5 th grade, age 10, or earned Arrow of Light and 10 years old.

The Pack will ***set and collect all Den Dues.*** Before the first meeting in August, the Advancement & Awards Committee Chairman will provide an estimated cost of awards to each Den Leader. Dens can use this to assist them in determining the awards for their den.

Pack Fund Raising and Expenses

Under the supervision of the Fundraising Committee, Pack 641 traditionally participates in two major fundraising projects during the year. The annual Popcorn Sales drive is in

September and October. Each year the Pack earns the majority of its' operating funds from this sales drive. All Scouts are expected to participate. In March/April, a smaller fundraising drive is the coupon packet sales done in conjunction with Family Fest. At the direction of the Pack Committee and as need exists, the Pack may sponsor other fundraising events (car wash, rummage sale, July 4th Coke sales, etc.). All fundraising must be approved by Central Florida Council on Unit Fund raising forms and submitted to Council in a timely manner. All money collected by fundraising projects will be turned into the Pack Treasurer at the conclusion of the event. The Pack Treasurer will deduct any expenses incurred during the event and will place the money in the Pack bank account. **The net amount of money raised will be divided with 60% going to the Pack general fund, 15% going to the individual Dens, and 15% going into the Individual Scout Accounts (ISA) of the Scouts who participated in the fundraising project. The Den amount will be equally divided by taking the total Den amount and dividing it by the total number of Scouts who participated.** This amount will be made available to the individual Den Leaders for use in their Den. Den Leaders, with the concurrence of Den parents, will have total discretionary use of these funds. One exception to this 60/15/15 split of fundraising money is the annual Popcorn Sales drive. These profits will go exclusively to the Pack general fund. The Pack Committee can change the percentage distribution by majority vote.

Dens are required to finish the year (May, or at time of Crossover to Boy Scouts) with a \$0 balance in their dues fund. BSA does not allow dues collected to be rolled over to the following year. However, the Pack Committee may palce all unused funds into its general obligations account.

Program Fees and Re-registration

Every October, the Membership & Re-registration Committee will prepare the Pack's recharter and re-registration paperwork. As a part of this procedure, the Pack Treasurer will collect re-registration fees, insurance fees, and Boys Life subscription fees from all continuing Scouts. This will allow each Scout to continue in the program for 12 months. **Scouts who join the Pack during the school night recruiting drive in the fall are exempt from these fees since they pay a prorated amount equivalent to 18 months when they join.** At the discretion of the Pack Committee and contingent upon available funds, the Pack will pay for each Scout's re-registration, insurance, and Boys Life subscription fees if they meet the following participation guidelines:

- • Active participation (minimum of 3 hours) in the Pack popcorn show & sell booths.
- • Individual popcorn sales exceeding \$100.
- • Active participation (minimum of 3 hours) in the Pack Family Fest booth activity.
- • Individual coupon sales exceeding \$72.

Individual Scout Accounts

The Pack Treasurer will set up an “Individual Scout Account” (ISA) Program for all registered Scouts in Pack 641.

- a. The Scouts will earn money for their ISA through distribution of a portion of profits from fundraising activities they participate in.
- b. The ISA Program will be a “paper” account maintained as a portion of the Pack General Fund allocated to the ISA.
- c. All funds in the ISA Program will be spent on BSA equipment or activities, subject to approval of the Pack Committee Chairman, the individual Scouts' Den Leader, and the Scouts parent(s). The main emphasis will be on summer camp after Webelos to Boy Scout Crossover, individual camping equipment, and uniform articles.
- d. If a Scout is dropped from the roles of Pack 641, any funds in his ISA may, at the sole discretion of the Pack Committee Chairman, be transferred to the Scout's new Pack subject to the new Pack's approval and participation in a similar program. If the Scout's new Pack does not have a similar program, the funds may remain in his Pack 641 ISA and become available to him upon completing Webelos II and transferring to a Boy Scout Troop. If a Scout does not transfer to another registered Pack or Troop within 60 days, all funds in his ISA will become part of the Pack General Fund for use by the Pack.
- e. Normally, funds will become available to Scouts after completing the Webelos II program in Pack 641 and crossing over to a Boy Scout Troop.
- f. Parents can obtain their son's ISA balance at any time by forwarding a written request to the Pack Treasurer.

Uniforms

An essential part of Scouting is wearing the Boy Scout uniform. Boys are expected to wear complete Cub Scout uniforms to all official Pack and Den activities, unless otherwise directed. Boys are also encouraged to wear their Cub Scout uniform to school on the day of their Den and Pack meetings. While the Pack understands that the complete uniform is expensive if purchased new, there are several alternatives available. For families who cannot afford any uniform items, the Pack will arrange for the Scout to obtain the needed item(s). Lack of funds will not be a reason for Pack 641 Scouts being out of uniform. Parents are encouraged to donate “experienced” uniform items to the Pack for use by future Scouts. Please talk to your son's Den Leader if you have any questions.

Adult Leaders who serve as Pack Committee Chairman, Assistant Pack Committee Chairman, Cubmaster, Assistant Cubmaster, Tiger Coach, Den Leader Coach, Webelos Den Leader Coach, Den Leaders, Assistant Den Leaders, and Standing Committee Chairmen (voting members of the Pack Committee) will wear the appropriate uniform for all Pack and Den activities. The Cubmaster will have an informal uniform inspection for Leaders and Scouts, normally in January, to encourage the proper use and wearing of the Scout uniform.

Adult Volunteer Positions

The following is a brief description of the adult volunteer positions within the Pack. Full descriptions for each position can be found in the current edition of the Cub Scout Leaders Book. All adult volunteer Leadership positions shall have a term limit of **3 *consecutive years in any position***. This will preclude leader stagnation and will promote new ideas by involving a wider base of parents in various positions. Unless otherwise stated, the Assistant Cubmaster and assistant standing Committee Chairman positions are expected to move up to fill the Cubmaster and standing Committee Chairman positions the following year.

Pack Committee Chairman

The Committee Chairman serves as a liaison between the Chartered Organization and the Pack. The Committee Chairman ensures the Cubmaster has whatever support is necessary for the Cub Scout Program to function properly. Primarily administrative in nature, the Pack Committee (see positions below) facilitates whatever the Pack does by making sure the Pack has the proper resources to complete its programs and desired activities. The Committee Chairman conducts the monthly Pack Leaders meeting. The Committee Chairman is a nonvoting member of the Pack Committee. If a tie vote exists, the Committee Chairman will cast the deciding vote. The Committee Chairman is responsible for attending the monthly District Roundtable meeting and collecting all District and Council materials for the Pack.

Assistant Pack Committee Chairman

Assists the Committee Chairman in providing whatever support is needed in the Pack. The Assistant Committee Chairman will coordinate the following years program schedule with the incoming and outgoing Cubmaster. In the absence of the Pack Committee Chairman at meetings, events, or other Pack activities, the Assistant Committee Chairman will act as the Pack Committee Chairman with the full authority vested in the Pack Committee Chairman. Normally the assistant Committee Chairman will move to the Committee Chairman position the following year. The Assistant Committee Chairman is a nonvoting member of the Pack Committee, unless acting as the Committee Chairman and is required to vote by proxy. Attend 2 monthly meetings (Pack Leaders meeting, and District Roundtable).

Cubmaster

In general, the Cubmaster is the guiding hand behind the work of the other Pack Leaders and serves as program advisor to the Pack Committee. Work with the Den Leaders to make sure all Dens are functioning well. Plan the Den and Pack programs with the help of the other Pack Leaders. Lead the monthly Pack meeting and coordinate the total Cub Scout program in the Pack. Attend 6 monthly meetings (Pack Leaders meeting, and District Roundtable). The Cubmaster is a voting member of the Pack Committee.

Assistant Cubmaster

Provide assistance and support for the Cubmaster. Be ready to fill in for the Cubmaster as needed. In the absence of a Den Leader Coach, the Assistant Cubmaster will fulfill this role. Normally the assistant Cubmaster will move to the Cubmaster position the following year. Attend 2 monthly meetings (Pack Leaders meeting, and District Roundtable). The Assistant Cubmaster is a nonvoting member of the Pack Committee unless acting as Cubmaster and votes by proxy

Tiger Den Leader

The Tiger Den Leader is responsible for organizing and giving continuing support to the Tiger Cub Dens, ensure their participation in Pack activities, and assist their graduation into Cub Scouting at the end of their Tiger Cub year. The Cubmaster can assist in the training of the Tiger Den Leader using the Fast Start video. As with the Den Leader Coaches, the Cubmaster will find that the best opportunity to keep in touch with the Tiger Cub Dens is through the Tiger Den Leader at the monthly Pack Leader's meeting.

Den Leader Coach

The Den Leader Coach provides immediate help and Fast Start training for new Den Leaders and provides continuing support and assistance for all Den Leaders. Den Leaders should realize the Den Leader Coach is always ready to help, and they should feel free to seek advice whenever it is needed.

A frank friendly relationship between the Den Leader Coach and the Den Leaders is important so situations can be discussed openly and solutions reached. The Den Leader Coach is usually an experienced Den Leader and is the Den Leader's chief helper in planning Den programs and providing practical ideas to make Den meetings successful.

Den Leader and Webelos Patrol Leader

At the heart of the Cub Scout program is the Den Leader. This is the front-line leader who has the most contact with the boys. The Den Leader coordinates all Den activities and meetings; as well as ensuring that each boy is progressing toward his rank. Den meetings are normally held *weekly or bi-weekly*, at the discretion of the Den parents. Webelos patrols are required to meet weekly in order to accomplish their rank requirements. Den Leaders are responsible for the conduct and behavior of their respective Den at all Pack functions. Pursuant to BSA regulations, at least two adults must be present at all times the Den is together (2 deep Leadership). The Den Leader will ensure proper adult supervision is in place to preclude canceling an event or activity *due to the 2 deep Leadership requirements*. Attend 2 monthly meetings (Pack Leaders meeting, and District Roundtable). All Den and Patrol Leaders are voting members of the Pack Committee.

Assistant Den Leader and Assistant Webelos Patrol Leader

Provide assistance and support for the Den leader. Be ready to fill in for the Den leader as needed. Help conduct weekly Den meetings and coordinate Den activities. Attend 2

monthly meetings (Pack Leaders meeting, and District Roundtable). Assistant Den and Patrol Leaders are a nonvoting member of the Pack Committee, unless acting as the Den Leader and votes by proxy.

Pack Treasurer

The Pack Treasurer is responsible for the Pack financial accounts. The Treasurer will provide an accurate statement of Pack funds at each Pack Leaders meeting and as directed by the Pack Committee Chairman at the monthly Pack meetings. For ease of accounting and turnover, a software program shall be used for the Pack Treasury. The Pack Treasurer is a voting member of the Pack Committee.

Advancement & Awards Committee

Coordinate and assist with the advancement and recognition ceremonies for the Pack. Coordinate and plan Tiger Cub and Webelos graduation ceremonies. Collect Den advancement reports, order required advancement and recognition items, and coordinate payment of any Den items (paid for by the Den) that are charged to the Pack account at the local Boy Scout Shop. Provide the Cubmaster with names, awards, etc., before the monthly Pack meeting. The Advancement Committee Chairman is a voting member of the Pack Committee.

Community Services Committee

Serve as the Pack point of contact for all community service projects. Coordinate Pack participation in the annual Scouting for Food Drive, and other sponsored events. Assist the Cubmaster and Den Leaders in finding new community service projects in the local community. The Community Services Chairman is a voting member of the Pack Committee.

Fundraising Committee

Serve as the Pack point of contact for all fundraising activities. Coordinate Popcorn Sales and Family Fest activities for the Pack. Provide assistance to the Dens/Patrols in their individual fundraising activities. Report to the Pack Committee on the results of all Pack and Den fundraising activities. Ensure all fundraising activities are conducted in accordance with BSA policy. Forward Letters of Appreciation requests to the Secretary & Communications Committee for action, as appropriate. The Fundraising Committee Chairman is a voting member of the Pack Committee.

Membership & Re-registration Committee

Prepare re-registration papers and an annual report to the chartered organization. Obtain signatures and fees for upcoming year. Coordinate annual School Night recruiting drives in August, and assists the Cubmaster with recruitment of new Pack members. Maintain a current roster of all registered Scout families. The Membership Committee Chairman is a voting member of the Pack Committee.

Outings Committee

Help the Cubmaster plan and arrange for outdoor activities. Help Webelos Leaders plan overnight camping trips and help arrange for equipment as needed. The Outings Committee Chairman is a voting member of the Pack Committee.

Public Relations Committee

Stimulate Pack service projects in the chartered organization, schools, and community. Publicize and promote Pack activities. Coordinate and publish a monthly or quarterly newsletter for the Pack. Take and collect photos from all Pack events for historical purposes. Maintain a Pack website and a Pack information hot line with up to the date information on Pack and Den activities. . Each Den will have one parent/guardian on the Public Relations Committee (to ensure Den recognition and collect photos from all Den events). The Public Relations Committee Chairman is a voting member of the Pack Committee.

Secretary & Communications Committee

Maintain up to date information on membership, Leadership, attendance, and advancement for the Pack. Maintain an inventory of all Pack property. Handle all Pack correspondence. Notify Scout families, via telephone call tree, of all related Pack functions and meetings. Collect minutes from all Pack meetings for historical purposes and provide a synopsis of all Pack activities to the Public Relations Committee for inclusion in the Pack website. Provide all necessary forms for the Den and Pack Leaders. Each Den will have one parent/guardian on the Secretary Committee (Den telephone contact person). The Secretary Committee Chairman (Pack Secretary) is a voting member of the Pack Committee.

Training Committee

Develop and maintain a Pack library for use by the Pack and Den Leaders. Coordinate training for all new Pack and Den Leaders. Coordinate Pack and Den leader attendance at University of Scouting, outdoor training, and District Roundtable. The Training Committee Chairman is a voting member of the Pack Committee.

ADVANCEMENTS & AWARDS COMMITTEE

This is a Standing Committee with continuous duties throughout the year. Responsibilities include:

1. Serves as Pack point of contact for Advancement & Awards.
2. Coordinates all advancement/recognition ceremonies for all Tiger, Cub, and Webelos Scouts which includes:
 - Working with Pack leaders to plan and conduct induction and advancement recognition ceremonies.
 - Providing and procuring necessary equipment and props.
 - Arranging for graduation ceremonies.
3. Maintains all Pack Advancements & Awards records in an up-to-date Committee binder to be turned over to future committee members.
4. Attends monthly Pack Leader's Meeting.
5. Attends monthly Scout Pack Meeting.
6. Collects Den Advancement Reports from each Den/Patrol at the Pack Leader's meeting.
7. Submits Den advancements to BSA Council and procures/purchases all Pack advancements from the local Council service center and prepares a billing statement to be forwarded to the Pack Treasurer for collection.
8. Aids Pack/Den leaders in the promotion of the following:
 - • Boys' Life magazine as an aid to advancement.
 - • Wearing and proper use of uniform and insignia.
 - • Den Doodles as a tool for advancement.
 - • The use of Advancement Charts to record/maintain an accurate record of Den advancements.
9. Creates 100% participation streamers for all Pack level activities. The committee in charge of the event will be responsible for notifying the Advancements committee how many and which Dens qualify for the award.
10. The Chairman is a voting member of the Pack Committee.

COMMUNITY SERVICES COMMITTEE

This is a standing committee of the Pack Committee.

1. Create and maintain a turnover folder for use by future committees. Include points of contact; a detailed list of what went wrong & right, and various events the Pack participated in.
2. Coordinate the Pack's participation in the annual Scouting for Food drive.
 - a. Organize, coordinate, and distribute information to facilitate Scouting for food drive.
 - b. Attend any kick off meetings at the council and/or district level, for event. This includes October District Roundtable for all Committee members.
 - c. Obtain food bags and area maps from council. Coordinate with Den Leaders and assign neighborhood areas to each Den. Distribute food bags to Den Leaders and determine collection method.
 - d. A member of the committee must attend the October District Roundtable Meeting, and October and November Pack Leaders' meetings.
3. Coordinate ongoing community service projects with the Chartered Organization.
4. Obtain 100% participation streamers for all Dens who qualify at Pack level events.

FUNDRAISING COMMITTEE

This is a Standing Committee with various dates throughout the year. Responsibilities include:

1. Create Fundraising Committee turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. Serve as the point of contact for the Pack for all fundraising events, including Popcorn Sales & Family Fest.
3. Ensure the Pack Treasurer is informed of all Pack level fundraising activities so money earned can be collected and distributed according to Pack policy.
4. Popcorn Sales, event dates: August, September, October
 - a. Responsibilities:
 1. Create a Popcorn turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
 2. Organize, coordinate, and distribute information to facilitate popcorn sales for Pack.
 3. Attend any kick off meetings at the council and/or district level.
 4. A member of Committee must attend each Den's first Den meeting in August or September to kick off Den sales. Distribute additional sales forms and answer questions from parents and Scouts in the Dens.
 5. Sign-up parent/Scout for Show and Sale events (September)
 6. Coordinate ordering, distribution, and payment of the popcorn sales for the Pack.
 7. Coordinate money collection and turn in procedures with the Pack Treasurer.
 8. Decide on form(s) of recognition to be given to Dens and Scouts. Coordinate with the Pack Committee and Pack Treasurer for purchasing awards prior to October Pack meeting (i.e. Certificates of Achievement for top sellers at each level and Pack wide, patches for participants, any other awards and/or recognition that need to be given to parents and/or Scouts. Give Den incentive award for top selling Den...ice cream party, movie party, ice skating party...based on Pack funds).

9. Coordinate with the Advancement and Awards Committee on creating a of Den streamer for top selling Den (dollar amount), and a 100% participation streamer to be awarded to each Den that qualifies.

10. Responsible for marking this category on Pack activity chart (chart will be created by Membership Committee and displayed at all Pack functions).

11. Brief Pack on popcorn sales at the October Pack meeting. Recognize and distribute awards at the November Pack Meeting.

Meeting Dates and Times: A member of the Committee is required to attend the August, September and October Pack Committee meetings.

August: Brief Committee on progress, needs, etc....

September: Brief on following: Den visits; Show and Sale results and participation. Forecast of expected sales.

October: Brief on final results, Den participation, identify top sellers at each level.

November: Distribute Pack recognition at November Pack meeting.

5. Family Fest (normally in May)

- a. Attend March Roundtable and obtain all pertinent information for Family Fest.
- b. Obtain number of candy bars each Den/Patrol wants for the fundraising drive.
- c. Distribute bars at March Pack meeting. Continue to sign parents up for booth and refreshments.
- d. Announce due date for money turn in to the Pack Treasurer.
- e. Coordinate with the Pack Treasurer for the collection of money raised by each Den/Patrol.
- f. Ensure Pack meets all qualifiers for Family Fest activities regarding the National Quality Unit Award.

6. Coordinate and set up any fundraising activities as directed by the Cubmaster, Pack Committee, and individual Den/Patrol Leaders. Ensure any permits are obtained and that all Pack and Den/Patrol fundraising activities are conducted in full compliance with BSA Policy.

MEMBERSHIP & RE-REGISTRATION COMMITTEE

This is a Standing Committee, responsible for various events throughout year. Responsibilities include:

1. Create Membership & Re-registration turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. One Committee member must attend the Monthly Pack Leaders' meetings.
3. The Committee will serve as the Pack point of contact for Membership & Re-registration.
4. Prepare re-registration papers and an annual report to the chartered organization. Secure signatures and re-registration fees for the coming year.
5. Ask the chartered organization representative to submit a charter application and annual report to the chartered organization for approval.
6. Arrange with the unit commissioner for periodic uniform inspections. At least a month before charter expiration, also arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
7. Assist the Cubmaster and the chartered organization representative in planning and conducting the formal charter presentation.
8. Visit new families in their homes. Review with them the Bobcat requirements and Parent's Guide in their son's Cub Scout program book. Emphasize the part parents play in their son's advancement. Stress parent participation at all Pack functions and see that new families are introduced and feel welcome at Pack meetings.
9. Work with the Cubmaster and Pack Committee to develop and carry out a plan for year-round membership growth.
10. Work with the Cubmaster and Pack Committee to see that eligible boys and parents are moved into a Webelos Den at the appropriate time.
11. Work with the Cubmaster and Webelos Den leader to see that Webelos Scouts and parents have a smooth transition into a Boy Scout troop.
12. Work with the Cubmaster in following up on former Pack members who are now Boy Scouts and potential Den chiefs.
13. Follow up on Cub Scout dropouts to return them to full, active membership.

14. Maintain and forward an accurate membership roster of registered Scout families to the Secretary & Communications Committee Chairman.

OUTING COMMITTEE

This is a Standing Committee with various events throughout year, including but not limited to the following:

- Lets go Camping
- Fun With Son
- Halloween Campout
- Holiday Campout
- Blue Angels Air Show
- Tiger Growl
- Webelos Overnight
- Leaders Outdoor Training
- Pack camp-outs
- Scout Blast NAS Jacksonville

Responsibilities include:

1. Create an Outing turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. Organize, coordinate, and distribute information on all outdoor activities, including camping events for Pack and Webelos Dens. Create and distribute Pack camping permission slips to be used for all Pack and Den camp-outs.
3. Contact council and get list of all upcoming outdoor activities beginning in August through July of the following year.
4. Arrange for property fire and tour permits where required.
5. Locate new picnic and family camping areas.
6. Coordinate and arrange for safe transportation when needed.
7. Plan first aid for emergencies.
8. Help Webelos Den Leaders plan for Webelos overnights. Help arrange for equipment, as needed.
9. Plan outings to help Pack and Dens qualify for National Summertime Pack award.
10. Help inform parents for opportunities for family camping.
11. Be aware of BSA health and safety requirements and see that they are carried out.

12. Know and carry out BSA outdoor program policy related to cub Scouting. Review all activities to insure that all unit Leaders comply with all BSA policies in the guide to safe Scouting.
13. Determine if camping supply bundles are desired by the Pack. If sufficient demand exists put together basic outdoor camping bundles for sale at Pack events.
14. One Committee member must attend monthly Pack Committee meetings.
15. The Committee will serve as the Pack point of contact for each outdoor activity. Forward a list of attendees for each event and ensure appropriate lead times are observed to get attendees admitted to events (several will have limited space and will fill up early). This includes registration forms and fee collections. Coordinate with Pack Treasurer if a single Pack check is needed for payment.
16. Obtain a 100% participation streamer from the Advancement & Awards Committee for Pack level activities. These will be awarded to each Den that qualifies.
17. Determine if patches and/or T-shirts are available. Coordinate with the Pack Committee to purchase.
18. Responsible for marking this category on Pack-Scout activity/attendance/involvement chart (chart will be created by Membership Committee and displayed at all Pack functions).
19. Create a Pack 641 Outings Permission Authorization and Waiver of Liability Form.

PUBLIC RELATIONS COMMITTEE

This is a Standing Committee with various events throughout year. Responsibilities include:

1. Create a Public Relations turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. One Committee member must attend the Monthly Pack Leaders' meetings.
3. The Committee will serve as the Pack point of contact for Public Relations.
4. Stimulate Pack service projects in the chartered organization, schools, and community.
5. Promote family participation in all Pack events such as Blue & Gold banquets, Pack picnics, and other special events.
6. Publicize and promote Pack participation in Scouting Anniversary Week activities.
7. Circulate Tiger Cub, Cub Scout, and Webelos Scout recruiting flyers and leaflets to invite boys to join. Work with the Pack Committee to promote new membership.
8. Publish and distribute a monthly or quarterly Pack newsletter (including activity calendar) to inform parents of Pack plans, guide new parents in Pack policies, and create a feeling of unity among members of the Pack family.
9. Create and maintain a Pack 641 website under the guidance and direction of the Pack Committee. Each Den/Patrol will provide an adult volunteer to serve on this committee and provide appropriate information for inclusion in the Pack newsletter and website.
10. Provide Pack announcements for regular release in the official bulletins of the chartered organization.
11. Make use of the local news media in publicizing Pack events.

SECRETARY & COMMUNICATIONS COMMITTEE

This is a Standing Committee with various events throughout year. Responsibilities include:

1. This committee is comprised of a Pack Secretary and one parent from each Den.
2. Create a Secretary & Communications turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
3. One Committee member must attend the monthly Pack Leaders' meetings.
4. Keep informed of all Cub Scouting literature, materials, records, and forms to help Leaders function effectively. Assist new Den Leaders by telling them what items are available.
5. Acquaint Den Leaders with contents of the Pack Record Book so they will know how to supply the information that should be recorded there.
6. Maintain up to date information on membership, Leadership, attendance, and advancement in the Pack Record Book.
7. Maintain an inventory of Pack property.
8. Handle correspondence for the Pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
9. Collect minutes from all Pack meetings for historical purposes and provide a synopsis of all Pack activities to the Public Relations Committee for inclusion in the Pack website.
10. Notify Leaders of Pack Leader's meetings and other activities.
11. Notify Scout families, via telephone call tree, of all related Pack functions and meetings. Provide Den Leaders with records and forms for meetings.

The Committee will serve as the Pack point of contact for Secretary & Communications activities. One adult from each Den/patrol will serve on the Committee.

TRAINING COMMITTEE

This is a Standing Committee with various events throughout year. Responsibilities include:

1. Create a Training Committee turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. One Committee member must attend the monthly Pack Leaders' meetings.
3. The Committee will serve as the Pack point of contact for Training.
4. Have a working knowledge of the training plan for Cub Scout Leaders.
5. Promote Leaders' attendance at Cub Scout leader training courses, monthly District Roundtable, Cub Scout Leader pow wows, University of Scouting, and Quarterly Leadership Updates.
6. Coordinate Fast Start training for new adult Leaders.
7. Work with the Cubmaster and Pack Committee to set up a program for training parents.
8. Develop a Pack library for use by the Den and Pack Leaders.
9. Encourage full use of program materials in Cub Scout and Webelos Scout Program Helps, Boys' Life, Cub Scout Leader Program Notebook, and other Cub Scouting literature.

PACK TREASURER

1. The Pack Treasurer is responsible to the Pack Committee for the Pack financial accounts.
2. The Pack Committee Chairman, Assistant Pack Committee Chairman, and Pack Treasurer will have signature authority on all Pack accounts.
3. The Treasurer will provide an accurate statement of Pack funds at each Pack Leaders meeting and as directed by the Pack Committee Chairman at the monthly Pack meetings.
4. For ease of accounting and turnover, the software program Scotmate shall be used for the Pack treasury.
5. The Pack Treasurer will set up an “Individual Scout Account” (ISA) Program for all registered Scouts in Pack 641.
 - a. The Scouts will earn money for their ISA through distribution of a portion (to be determined by the Pack Committee) of profits from fundraising activities they participate in.
 - b. The ISA Program will be a “paper” account maintained as a portion of the Pack General Fund allocated to the ISA.
 - c. All funds in the ISA Program will be spent on BSA equipment or activities, subject to approval of the Pack Committee Chairman, the individual Scouts' Den Leader, and the Scouts parent(s). The main emphasis will be on summer camp after crossover, and/or individual camping equipment.
 - d. If a Scout is dropped from the roles of Pack 641, any funds in his ISA may, at the sole discretion of the Pack Committee Chairman, be transferred to the Scout's new Pack subject to the new Pack's approval and participation in a similar program. If the Scout's new Pack does not have a similar program, the funds may remain in his Pack 641 ISA and become available to him upon completing Webelos II and transferring to a Boy Scout Troop. If a Scout does not transfer to another registered Pack or Troop within 60 days, all funds in his ISA will become part of the Pack General Fund for use by the Pack.
 - e. Funds will become available to Scouts after completing the Webelos II program in Pack 641 and crossing over to a Boy Scout Troop.
6. The Advancement and Awards Committee will collect Den Advancement Reports at Pack leader's meeting and order/pick up badges and insignia from the local council service center. These awards will be charged against the Pack account at the local council service center at the time of purchase. The advancement Committee will then forward a billing statement to the Pack Treasurer. The Pack Treasurer will then notify each Den Leader, before the next month's Pack Leaders meeting, how much is owed by their Den. Each Den will pay for all badges and insignia at the next Pack Leaders meeting. Dens who are more than two months in arrears will be required to pay for awards in advance until their account is current. The Committee will ensure all necessary badges and insignia are at the awards ceremony for presentation.

7. Participate with the Membership & Re-registration Committee during School Night and Pack re-charter.
8. Advise various Committees on how much, if any money is available for their use.
9. Collect net profits from all Pack fundraising activities and disburse as appropriate.
10. Brief all adult volunteers on the procedures for being reimbursed for authorized expenses.
 - a. Unless approved by the Pack Committee, all expenditures by adult volunteers are not reimbursable by the Pack.
 - b. All approved expenses will be submitted to the Pack Treasurer for reimbursement no later than 30 days from the date of the expenditure or event, whichever is later.
 - c. The Pack Treasurer will verify that the Pack Committee authorized the expense, and will issue a check covering the expense within 14 days.
 - d. The Pack Committee may authorize prepayment of expenses.
11. Ensure sufficient funds are maintained in the Pack Account at the local service council for authorized expenses.
12. The Pack Treasurer will input all registration information of all new scouts and their families, as well as new leaders into the Scoutmate Software.
13. The Pack Treasurer will keep all information of the Pack Inventory registered on the Scoutmate Software for the benefit of the Pack.
14. The Pack Treasurer will keep and maintain all attendance, dues, fees, advancement records on the Scoutmate Software program.
15. The Pack Treasurer will receipt all dues and registration fees from all Leaders, Scouts and their families. Once due and fees are received, the Treasurer will issue a Pack Check to Central Florida Council for any registration or re-chartering as necessary. All registrations due to council will be done immediately upon receipt of a completed BSA Scout Application.
12. The Pack Treasurer is a voting member of the Pack Committee.

BLUE & GOLD BANQUET COMMITTEE

This is an Event Committee, scheduled for February 2001. Responsibilities include:

1. Maintain a Blue & Gold Banquet turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. Organize, coordinate, and distribute information on the Blue & Gold Banquet.
3. Determine location, time, and date for the Blue & Gold Banquet.
4. Consult with the Pack Committee and Pack Treasurer as to the amount of funds available for the Blue & Gold Banquet.
5. Coordinate with Advancement & Awards Committee on the number and types of presentations and awards ceremonies needed for the Blue & Gold Banquet.
6. Host the Blue & Gold Banquet with appropriate fanfare and ceremony.
7. Responsible for marking this category on Pack-Scout activity/attendance/involvement chart (chart will be created by Membership Committee and displayed at all Pack functions).
8. A member of Committee must attend the Committee Meeting for December, January, February, and March.

HOLIDAY FESTIVITIES COMMITTEE

This is an Event Committee with various events throughout year including, but not limited to:

- Birthday Parties
- Religious Holidays
- Halloween Party
- Veteran's Day Parade/Event
- Winter Holiday Party
- Memorial Day Event

Responsibilities include:

1. Create Holiday Festivities turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. One Committee member must attend the monthly Pack Committee meetings during the month before the planned event.
3. The Committee will serve as the Pack point of contact for Holiday Festivities activities.
4. Consult with the Pack parents, Cubmaster, and Pack Committee on which holidays the Pack should celebrate together.
5. Consult with the Pack Treasurer on the amount of funds available for various events.
6. Coordinate, plan, and host all holiday festivities and parties.

PINEWOOD DERBY COMMITTEE

This is an Event Committee with a scheduled date in January. Responsibilities include:

1. Maintain the Pinewood Derby turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. Organize, coordinate, and distribute information on the Pinewood Derby.
3. Locate the Pack's track and determine condition and serviceability. Repair or replace as needed.
4. Obtain Pinewood Derby car kits for distribution to the Den Leaders in November. Coordinate with Pack Committee and Cubmaster on the conduct of the Derby and potential for hosting a district or council wide Derby.
5. Decide on form(s) of recognition to be given to Dens and Scouts. Coordinate with the Pack Committee on awards and funds available. Obtain awards for distribution at the Pinewood Derby.
6. Host the Pinewood Derby with appropriate fanfare and ceremony.
7. Participation beads to each Scout that participates. Obtain 100% Participation streamer for all Dens that qualify.
8. Responsible for marking this category on Pack-Scout activity/attendance/involvement chart (chart will be created by Membership Committee and displayed at all Pack functions).
9. A member of Committee must attend Leaders Meeting and Committee Meeting for October, November, December, and January.

SPACE DERBY COMMITTEE

This is an Event Committee with a scheduled date in the Fall. Responsibilities include:

1. Create the Space Derby turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. Organize, coordinate, and distribute information on the Space Derby.
3. Build and maintain Pack's track and determine condition and serviceability. Repair or replace as needed.
4. Obtain Space Derby kits for distribution to the Den Leaders in September. Coordinate with Pack Committee and Cubmaster on the conduct of the Derby.
5. Decide on form(s) of recognition to be given to Dens and Scouts. Coordinate with the Pack Committee on awards and funds available. Obtain awards for distribution at the Space Derby.
6. Host the Space Derby with appropriate fanfare and ceremony.
7. Participation beads to each Scout that participates. Obtain 100% Participation streamer for all Dens that qualify.
8. Responsible for marking this category on Pack-Scout activity/attendance/involvement chart (chart will be created by Membership Committee and displayed at all Pack functions).
9. A member of Committee must attend Leaders Meeting and Committee Meeting for September, October, and November.

SUMMER ACTIVITIES COMMITTEE

This is an Event Committee with various events in June, July, and August. Responsibilities include:

1. Create a Summer Activities turnover binder for use by future Committees. Including but not limited to the following: Points of contact, phone numbers, schedule of events, lessons learned (what went wrong, what went right).
2. One Committee member must attend the monthly Pack Committee meetings in March, April, and May.
3. The Committee will serve as the Pack point of contact for Summer Activities.
4. Consult with the Pack parents, Cubmaster, and Pack Committee on what events they might be interested in for the summer.
5. Consult with the Pack Treasurer on the amount of funds available for various events.
6. Coordinate, plan, and host all summer activities.
7. Host the Raingutter Regatta in August with appropriate fanfare.