

ARTICLE 1 - Overview and Pack Goals

1.1 General

The Policies and Procedures outlined in these bylaws are not meant to be rigid rules, but rather provide guidelines and goals for the operation of Pack 518, chartered and sponsored by [North Gwinnett Church, located at 4973 W Price Rd, Suwanee, GA 30024](#). They must be applied using common sense and fairness to all parties.

The Policies and Procedures devote much space to Den Leader, Cubmaster and Committee responsibilities because the performance of these persons is the key to a successful unit, and because all other Pack jobs support their efforts.

1.2 Enforcement and Changes

As one of the Pack 518 Officers, the Chartered Organization Representative is empowered to enforce or to waive all policies, whichever in their judgment is in the best interest of Pack 518 and its members. The Pack Committee has final authority over any question of interpretation. The Pack Committee (Committee Chair, Cubmaster, and Chartered Organization Representative) must approve all changes to the Policies and Procedures.

1.3 BSA Policies

Leaders require the training, knowledge, and initiative to ensure that Pack 518 operates in full accordance with the Charter and Bylaws and the Rules and Regulations of Scouts BSA and with all applicable Scouts BSA policies and procedures. The primary resource for Scouting knowledge is the [Cub Scout Leader Handbook](#).

1.4 Pack Philosophy

In Pack 518, we want to teach our Scouts to be leaders, to set the example, and to stand up for what they know is right. We want our Scouts to be honest, to set high goals for themselves, and to live the Scout Spirit.

Key factors to our success are:

- Quality leaders, well-trained and dedicated to the service of youth;
- A commitment from each family towards the success of their Cub Scout;
- Participation of the Scout in meetings, events and activities.

1.5 Challenge and Adventure

Challenge and Adventure are vital elements to maintain the interest of the Scouts and to help them develop leadership and self-confidence. We must do everything we can to include these elements in every aspect of our Pack program.

1.6 Leadership Development

Scouting teaches leadership. The only way to learn leadership is to practice it by holding leadership responsibilities.

1.7 Scouts BSA Purpose, Aims and Methods

Pack 518 subscribes to the purposes of Cub Scouting:

- Provide boys and girls an effective educational program designed to build desirable qualities of character
- To train in the responsibilities of participating citizenship
- To develop personal fitness

We will practice the aims of Cub Scouting:

- Positively influence character development and encourage spiritual growth
- Help our Scouts develop habits and attitudes of good citizenship
- Encourage good sportsmanship and pride in growing strong in mind and body
- Improve understanding within the family
- Strengthen Scouts' ability to get along with others
- Foster a sense of personal achievement by helping Scouts develop new interests and skills
- Show how to be helpful and do one's best
- Provide fun and exciting new things to do
- Prepare boys and girls to advance to Scouts BSA.

We will promote those aims through the methods:

- **Family Involvement:** Family involvement is an essential part of Cub Scouts
- **Advancement Plan:** Recognition is important to children. The advancement plan provides fun for the Scouts, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members work with their children on advancement projects.
- **The Den:** Children like to belong to a group.
- **The Ideals:** The Cub Scout Oath, the Cub Scout Law, and Cub Scout sign, handshake, motto and salute all teach good citizenship and contribute to a Scout's sense of belonging
- **The Uniform:** The Cub Scout and Webelos Scout uniforms help build pride, loyalty and self-respect. Wearing the uniform to all Den and Pack meetings and activities also encourages good behavior and a neat appearance.
- **Activities:** Scouts will participate in a wide variety of Den and Pack activities, including games, projects, skits, songs, service, outdoor activities, and trips.

1.8 Values

We expect all Pack Leaders to stress and embody moral and ethical values, in Scouting and in their daily lives, especially by doing their best to live in accordance with the Cub Scout Law and Cub Scout Oath. Adult members of the Pack are continuously setting an example to the youth members and their actions should demonstrate leadership, honesty, fairness, and achievement.

1.9 Diversity

Scouts BSA respects the rights and beliefs of people and groups who hold values that differ from those encompassed in the Scout Oath and Law; and Scouts BSA makes no effort to deny the rights of those whose views differ to their attitudes or opinions. Scouts come from all walks of life and are exposed to diversity in Scouting that they may not otherwise experience. Scouts BSA aims to allow youth to live and learn as children and enjoy Scouting without immersing them in the politics of the day. We hope that our supporters will continue to value Scouts BSA's respect for diversity and the positive impact Scouting has on young people's lives.

1.10 Declaration of Religious Principle

Scouts BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.

Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Scouts BSA shall be entitled to certificates of leadership. Scouts BSA recognizes the importance of religious faith and duty; it leaves religious instruction to the member's religious leaders and family. Members who do not belong to a unit's religious Chartered Organization shall not be required to participate in its religious activities.

1.11 Policy of Nondiscrimination

Youth membership in Scouts BSA is open to all boys and girls who meet the joining requirements. Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youth without regard to gender, race, or ethnic background and are based entirely upon individual merit.

ARTICLE 2 - Pack Organization

2.1 Pack Program Year

Pack 518 plans its program to match the local school year and shall make every possible effort to qualify for the Pack Summertime Activity Award by providing at least one summer time activity during each of the months of June, July and August.

Annual planning usually occurs in May. The Pack sends an annual calendar to each family in August. The end of each Scout year is a time for Scouts, families, uniformed Pack Leaders, and the Pack Committee to re-evaluate their activities and make plans for the new year. This is usually a good time to recruit new adults for leadership and committee positions.

2.2 Pack Organization

Pack organization includes, but is not limited to, the following major components:

- Chartered Organization (sponsor)
- Pack Committee
- Parents
- Uniformed Adult Leaders
 - Cubmaster
 - Assistant Cubmaster(s)
 - Webelos Den Leaders
 - Assistant Webelos Den Leaders
 - Den Leaders
 - Assistant Den Leaders
 - Tiger Cub Den Leaders
 - Lion Cub Adult Guide
- Youth Leaders
 - Den Chiefs
 - Denners
 - Assistant Denners
 - Cub Scouts

2.3 Chartered Organization

Pack 518 is sponsored and owned by North Gwinnett Church. The Chartered Organization is obligated by the Scouts BSA Charter agreement to provide an adequate meeting place, including storage for Pack equipment, and to secure and approve new Pack adult leaders. The Chartered Organization appoints a Chartered Organization Representative (Scouting Coordinator or Institutional Representative) to be the key liaison between the Pack and the Chartered Organization. The Chartered Organization has the ultimate responsibility to ensure that the Pack operates in full accord with all Scouts BSA policies.

2.4 Pack Committee

The areas of responsibility covered by the Pack Committee are:

- Advancement
- Treasurer
- Secretary
- Training
- Outings and Event Coordination
- Membership and Registration
- Media and Public Relations
- Uniform Exchange
- Pack Fundraising

Committee members must meet the guidelines set forth by Scouts BSA and registered as adult leaders of Scouts BSA. One member is designated as Pack Committee Chair. The minimum size of the committee is three, but the suggested size is seven or more, allowing responsibilities to be distributed. A larger committee generally ensures a stronger, more stable Pack, and is better prepared to perform all required functions of a successful Pack program. This involves more Pack families in meaningful service to the Pack.

The committee has three primary goals:

- It is responsible to secure new adult leaders as vacancies occur;
- It approves Pack programs and activities as planned by the Den Leaders, Cubmaster Team, and Committee;
- It provides Pack program support as requested by the Cubmaster and Den Leaders, especially adult leadership for outings and events.

Regular voting members of the committee are the Committee Chair, Cubmaster, and Charter Organization Rep. All committee members, uniformed leaders, and parents present at a committee meeting may vote at that meeting. At his/her discretion, the Committee Chair may restrict voting to regular voting members of the committee.

2.5 Committee Positions and Responsibilities

2.5.1 General

Specific responsibilities of the committee include:

- Make recommendations to the Chartered Organization for final approval of Pack Leadership;
- Recruit the Cubmaster and one or more Assistant Cubmasters, with the Chartered Organization's approval;
- Provide adequate and safe facilities for Pack meetings;
- Coordinate the Pack program with the program of the Chartered Organization through the Chartered Organization Representative;

- Assist with Pack charter renewal;
- Help to stimulate the interest of parents through proper programming;
- Supervise finances and equipment;
- Work closely with the Cubmaster;
- Ensure that Cub Scouts and Webelos Scouts receive a year-round, quality program;
- Complete Pack Committee Training and Cub Scout Leader Basic Training;
- Conduct, with the help of the Cubmaster, periodic training for parents;
- Cooperate with other Scouting units.

2.5.2 Committee Chairman

The Committee Chairman must be a person of good character, familiar with organizational procedures, and have a deep concern for the Pack's success. They will preferably be a member of the Chartered Organization, respected in the community, and show the willingness and ability to be the Cubmaster's chief adviser. Regular duties include:

- Maintain a close relationship with the Chartered Organization Representative, keeping this key person informed of the needs of the Pack that must be brought to the attention of the Chartered Organization or the Apalachee District office.
- Report to the Chartered Organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the Chartered Organization.
- Supervise Pack Committee operations by
 - Calling and presiding at Parent & Adult Leaders' meetings (PALS).
 - Assigning duties to Committee members.
 - Planning for Pack charter review, roundup, and re-registration.
- Approving bills before payment by the Pack Treasurer.
- Conduct the annual Pack Program Planning Conference.
- Complete Pack Committee Training and Basic Leader Training for the position.
- Ask the Committee to assist with recommendations for Cubmaster and Assistant Cubmasters, Tiger Cub Den Leaders, Cub Scout Den Leaders, and Webelos Den Leaders, as needed.
- Recognize the need for more Dens, and see that new Dens are formed as needed.
- Work with the Chartered Organization Representative to provide adequate and safe facilities for Pack Meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the Pack can earn money for materials and equipment.
- Manage finances through adequate financial records.
- Maintain adequate Pack records and take care of Pack property.
- If the Cubmaster is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
- Appoint a Committee Member or other registered adult to be responsible for Youth Protection Training (YPT) and any other required training.

- Provide a training program for adult family members. <https://www.scouting.org/training/adult/learning-library/>
- Develop and maintain strong Pack-troop relationships with area Scouts BSA Troops, sharing with the Troop Committees the need for graduations into the Troops.
- Work closely with the Unit Commissioner(s) and other Pack and Troop Leaders in bringing about a smooth transition of Webelos Scouts into their new Troop.
- Help bring families together at joint activities for Webelos Dens and Scouts BSA Troops.
- Support the policies of Scouts BSA.

2.5.3 Advancement

Advancement and recognition are central to the Scouting experience. Without timely advancement recognition, the Scout will lose interest and not enjoy a rewarding experience. The Advancement Chair ensures that Scouts and Scouters receive recognition for their accomplishments. Regular duties are to:

- Have a working knowledge of the Lion & Tiger Cubs, Cub Scout, and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Ensure that all Scout ranks get proper graduation ceremonies with the Cubmaster and Den Leader.
- Train parents, guardians, and Pack Committee Members in ways to stimulate Scout advancement.
- Promote the use of the online advancement system with the Den Leaders and parents.
- Promote Scouts' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

2.5.4 Treasurer

Pack activities require funds that are properly safeguarded and subject to review and audit. The Treasurer provides procedures and execution for all receipts and disbursements. Regular duties are to:

- Be responsible for monitoring Pack finances, depositing money from registration and fundraising, and paying for Pack expenses.
- Help the Pack Committee and Cubmaster establish a sound financial program for the Pack with a Pack budget plan.
- Open or maintain a bank account in the Pack's name and arrange for all transactions to be signed by any two of the Cubmaster, Pack Committee Chair, Secretary, or Treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills. The Pack Committee Chair should approve bills before payment.
- Collect dues at registration and deposit the money in the bank account.

- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book.
- Give leadership in developing a coordinated record-keeping system in the Pack.
- Be responsible for thrift training within the Pack. Encourage each Den Leader to explain the Pack financial plan to each Scout and his family so that Scouts will accept responsibility for paying dues and family members will be alert to opportunities for Scouts to earn dues money and develop habits of thrift.
- Periodically report on the Pack's financial condition at the monthly PALS meeting.
- Make regular monthly reports to the Pack Committee at the Pack leaders' meeting, and report to the Chartered Organization as often as desirable on the financial condition of the Pack.
- Guide the Pack in conducting council-approved Pack money-earning projects.

2.5.5 Secretary

The Pack Secretary captures the Pack committee meeting proceedings. Due to hectic schedules and turnover, not all committee members can attend every meeting; therefore, records are required to ensure all committee members can review meetings. Also, a great deal of knowledge is captured and preserved for future Pack and committee activities. Historical records are a great resource for information and guidance. Regular duties are to:

- Takes minutes of the Pack Committee meeting and also serves on the Pack Committee.
- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new Den Leaders by telling them what resources are available.
- 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.
- Keep notes on business conducted at Parent and Adult Leaders Meetings (PALS). Record only key items such as things needing follow-up or items for the history of the Pack.
- Notify leaders of Parents and Adult Leaders Meetings (PALS) and other activities.

2.5.6 Training

The Pack Trainer ensures the Pack Adult Leaders are exposed to Scouts BSA leader training offerings. The goal of the Pack trainer is to have 100 percent of the Pack leadership trained in their position responsibilities. New leaders and adult family members should receive orientation within one week of joining the Pack, and leaders should receive position-specific training within 30 days, or as soon as training is made available. Regular duties are to:

- Conduct orientation of new families and Pack leaders. (See Chapter 10 of the Cub Scout Leader Book, "Den and Pack Management.")
- Train each new leader and Pack Committee member for his or her specific position, using material provided by Scouts BSA.
- Help with Unit Leadership Enhancements during Parents and Leaders Meetings (PALS).
- Conduct other training as designated by the district and/or council.

- Encourage Pack Leaders to attend ongoing training, such as roundtable, pow wow or University of Scouting, outdoor training, Youth Protection Training, and Wood Badge.
- Remain current with training material and program updates.
- Keep track of Pack training records.

2.5.7 Outings and Events

Regular duties of the Outing and Events Chair are to:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property and fire permits when required.
- Locate new picnic areas.
- Plan first aid for emergencies.
- Help Webelos Den Leaders plan Webelos overnight campouts. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help Pack and Dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping.
- Ensure that at least one (preferably two) adult has completed Basic Adult Leader Outdoor Orientation (BALOO) (see Chapter 33, "Cub Scout Camping" in the Cub Leader Book) before any Pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of Scouts BSA health and safety requirements and see that they are implemented.
- Know and carry out Scouts BSA outdoor program policy related to Cub Scouting.
- Review all activities to ensure that Unit Leaders comply with Scouts BSA policies in the Guide to Safe Scouting.

2.5.8 Membership and Registration

Regular duties of the Membership and Registration chairperson is to:

- Prepare re-registration papers and an annual report to the Chartered Organization. Secure signatures and registration fees for the coming year.
- Ask the Chartered Organization representative to submit a charter application and annual report to the Chartered Organization for approval.
- Help the Cubmaster and Chartered Organization Representative plan and conduct the formal charter presentation.
- Work with Pack Committee members to promote recruitment plans.
- Review with new scouts the Bobcat requirements and "Parent Guide" in their child's handbook. Emphasize the part that the family plays in their child's advancement. Stress parent/guardian participation at all Pack functions and see that new families are introduced and feel welcome at Pack Meetings.
- Work with the Cubmaster and Pack Committee to develop and carry out a plan for year-round membership growth.

- Work with the Cubmaster and Pack Committee to see that eligible Scouts transition into their next Den at the appropriate time. It is very important to ensure that Webelos Scouts and parents or guardians have a smooth transition into a Scouts BSA troop.
- Work with the Cubmaster in following up on former Pack members who have advanced to Scouts BSA and potential Den Chiefs.
- Follow up on Cub Scout dropouts to help return them to full, active membership.

2.5.9 Media and Public Relation

Regular duties of the Media and Public Relations chairperson is to:

- Stimulate Pack service projects in the Chartered Organization, school, and community.
- Promote family participation in all Pack events, such as Blue and Gold banquet, Pack picnics, and other special events.
- Urge Pack participation in appropriate programs of the Chartered Organization, such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue and Cub Scouts are members.
- Suggest ways of showing interest in the Chartered Organization's overall program.
- Publicize and promote Pack participation in Scouting Anniversary Week activities.
- Circulate Lion Cub, Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers and leaflets to invite boys and girls to join. Work with the Pack Committee to promote new membership. Let the people in the neighborhood know that a Cub Scout Pack is available.
- Consider using a monthly or quarterly Pack newsletter to inform families of Pack plans, guide new parents and guardians in Pack policies, and create a feeling of unity among members of the Pack family.
- Provide Pack announcements for regular release in the official bulletins, newsletters, Websites, etc., of your Chartered Organization.
- Make use of the news media in publicizing Pack events.

2.5.10 Religious Emphasis

A Scout's 'Duty to God' implies an active practice of religion. The Religious Emphasis Chair ensures that God remains central in Pack activities. Regular duties are to:

- Provides a spiritual tone for Pack Meetings and activities
- Promotes regular participation of each member in the activities of the religious organization of his choice
- Visits homes of Scouts in time of sickness or need
- Gives spiritual counseling service when needed or requested
- Encourages Cub Scouts to earn their appropriate religious emblems
- Report to the Pack Committee at all meetings

2.5.11 Uniform Exchange

Recognizing that not all Scouts or their families can afford uniforms, the Pack will maintain an “experience” uniform closet. Regular duties are to:

- Maintain an inventory of experienced Cub Scout uniforms in a variety of sizes;
- Promote donations of uniforms from families and Scouts;
- Acquire, when necessary, uniforms from other sources;
- Discretely providing uniforms for disadvantaged Scouts;
- Obtain the return of loaned uniforms, their rehabilitation and return to service.

2.5.12 Quartermaster

The Scouting program routinely involves moving Scouts and materials. This equipment must exist in proper quantities and quality to support the activity. The Quartermaster ensures this equipment is procured, stored and distributed in the best possible manner. Regular duties are to:

- Supervise and help the Pack produce camping equipment
- Conduct annual needs assessment
- Provide recommendations for equipment acquisition and retirement as needed
- Conduct inventory and proper storage and maintenance of all Pack equipment
- Make periodic safety checks on all Pack camping gear, and encourage Dens in the safe use of all outdoor equipment
- Report to the Pack Committee at each meeting

2.6 Committee Seasonal Activity Leader Positions & Responsibilities

In support of Pack 518's programs, activity leaders are needed on a seasonal basis to lead and coordinate various activities throughout the year. All activity leaders operate under the direction of the Activities Chair and are required to attend particular Pack Committee meetings as directed by the Activities Chair.

General Activity Leader's responsibilities are to help in the planning and coordinating of the event assigned, work up a standard activity form and submit to the Pack Committee for approval, and work with the Cubmaster to ensure timely announcements.

2.6.1 Popcorn Kernel

Popcorn sales are a National level, approved, annual fundraiser. The program is a low risk venture because money is collected at the time of sale and the Pack is not required to pay until after the popcorn has been picked up and distributed to end buyers. The program rewards participation in pre-sales activities, timely pickup and timely return of money after distribution. The program includes a multi-tiered, individual sales incentive in the form of prizes. Responsibilities are to:

- Set and communicate individual, Den, and Pack goals.
- Determine additional incentives for individual, Den, and Pack sales levels if appropriate.
- Get a list of Scouts who want to participate in Popcorn sales
- Attend District kickoff meeting
- Brief Scouts and distribute sales material
- Consolidate Scout orders and forward to District before deadline
- Supervise popcorn pickup
- Distribute Pack popcorn order to Scouts

- Collect money from Scouts and forward to District before deadline
- Arrange for prizes to be awarded for top sales
- Attend particular Committee meetings

2.6.2 Blue & Gold Banquet

The Blue and Gold banquet is one of the highlights of the program year. It brings together Pack's families for a dinner and an evening of fun. The meal is important, but even more important is the warm, congenial atmosphere created as families enjoy each other's company. Responsibilities are to:

- Organize and run the Blue and Gold Banquet
- Create and distribute the information sheets
- Announce the event at Pack Meetings
- Help determine the role that each Den will play
- Secure meeting space
- Line up the entertainment
- Obtain special prizes for the Cubs & leaders, as necessary
- Setting up the room
- Running the event and cleaning up after the event.
- Attend particular Committee meetings

2.6.3 Derby

The Derby Leader is responsible for organizing and running Pack races, such as the Pinewood Derby, Space Derby, and Raingutter Regatta. Responsibilities are to:

- Plan the derby event
- Create and distribute the information sheets
- Announce the event at Pack Meetings
- Obtain and distribute the Derby Kits
- Run the pre-race inspections
- Set up the race paraphernalia
- Run the event (racing, judging, and awards)
- Clean up after the event

2.6.4 Suwanee Day Parade

The Suwanee Day Parade Leader is responsible for organizing and coordinating Pack 518's participation in the annual Suwanee Day parade, held in September. Responsibilities are to:

- Submit a parade request application form in a timely manner
- Work with others to develop a theme or design for a float.
- Plan and organize the Pack's participation in the parade.
- Announce the event at Pack Meetings
- Create and distribute the information sheets

- Coordinate participants the day of the parade.

2.6.5 Summertime

A Pack can qualify for the National Summertime Pack Award certificate and streamer by planning and conducting three Pack activities—one each in June, July, and August. This award can be an incentive for greater attendance at your summer Pack activities. Responsibilities are to:

- Schedule and plan three summertime activities - one each in June, July and August.
- Solicit participation for planned events
- Track necessary information and submit an application for the National Summertime Award in a timely manner

2.7 Parents

Scouting is a family activity, and will require the Scout to work on some advancement outside of the Den or Pack. The commitment of parents and family towards helping achieve goals is paramount to success.

The “Application to Join a Pack” requires that the parents read and understand the Parent Agreement, which requires them to assist their child, leaders, and Pack, as necessary. Statistics show that Scouts whose parents take an active interest or leadership role are most likely to succeed in Scouting.

To better guarantee the success of our Scouts, parents must participate in the program. Pack 518 expects at least one parent from every family to be actively involved with the Pack. It is the responsibility of the Committee to determine what level of involvement is acceptable.

2.8 Uniformed Adult Leaders

Pack 518 recognizes that quality leaders are vital to the success of its Scouting program. Their duty is to provide the basic program and guide Scouts according to the policies and procedures of Pack 518 and Scouts BSA.

Leaders are recruited by the Cubmaster, and appointed by the Pack Committee with the approval of the Chartered Organization. All leaders must provide a list of references and meet minimum requirements before being accepted to any position within the Pack.

Two-deep Leadership is required at all times. At no time, is any Scout to be left alone with a single Den Leader or Parent who is not that Scout’s parent or adult guardian.

Leaders must meet the requirements of the position as established by Scouts BSA, be of good moral character and interested in working with Scouts. They must be registered as an adult leader of Scouts BSA.

In the interest of meeting the high expectations of parents, and to guarantee the best possible program is being offered to its Scouts, Pack 518 requires that all adult leaders:

- Attend Youth Protection Training,
- Attend Fast Start training appropriate to their position,

- Have and read the Cub Leader Handbook.
- All Den leaders are required to have read "The Guide to Safe Scouting."
- All Den Leaders are also expected to attend and remain current in Cub Leader Basic Training.
- Monthly Roundtable meetings deliver important news and information about upcoming programs and events offered through the District and Council. A leader or representative of each Den is strongly encouraged to attend as many Roundtable meetings as possible.
- The leaders of Pack 518 are expected to set a good example through behavior, attitude, and uniform, and believe in the values and principles of Scouting.

2.9 Uniformed Adult Leader Positions & Responsibilities

2.9.1 Cubmaster Team

The Cubmaster Team consists of the Cubmaster and Assistant Cubmasters. The responsibilities of the team are:

- Working directly with the Lion Guides, Tiger Cub Den Leaders, Cub Scout Den Leaders, Webelos Den Leaders, Den Chiefs, and Pack Committee Chairman and members to make sure all Dens are functioning well
- Planning the Den and Pack programs with the help of other leaders
- Leading the monthly Pack Meeting and family campouts with the help of others. Involving all Dens in some way
- Providing a non-denominational religious program at Pack Meetings and family campouts
- Coordinating the total Cub Scout program in the Pack

2.9.2 Cubmaster

Everything that the Cubmaster does is aimed at helping the individual Scout. Securing strong leaders, planning Den and Pack activities, advising other leaders and adult family members - these are all ways in which the Cubmaster affects the kind of Cub Scouting each Scout in the Pack is offered. The Cubmaster directly influences the lives of individual Scouts by keeping in mind that children can become better through Cub Scouting. A Cubmaster's responsibilities are to:

- Conduct a Pack program according to the policies of Scouts BSA.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Plan and help carry out the Cub Scout program in the Pack. This includes leading the monthly Pack Meeting, with the help of other leaders.
- Help the Pack Committee with a year-round recruitment plan for recruiting boys and girls into Lions Cubs, Tiger Cubs, Cub Scouting, and Webelos Scouting.
- Know about and use the appropriate and available literature, including Scouts' Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
- See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the Chartered Organization and Scouts BSA.

- Work with the Pack Committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support Den Leaders. See that they receive the required training for their positions.
- Help organize Webelos Dens and encourage graduation into a Scouts BSA troop.
- Help establish and maintain good relationships with Scouts BSA troops.
- Involve Den parents, grandparents, and other role models in outings and other Den activities so that Scouts will have additional role models.
- See that Lion Cubs, Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the Dens and Pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the Assistant Cubmaster are carried out.
- Help the Pack Committee Chair conduct the Annual Pack Program Planning Conference and the monthly Pack Leaders' Meetings (PALS).
- Work as a team with the Pack Committee Chair to cultivate, educate, and motivate all Pack leaders and parents or guardians in Cub Scouting.
- Take part in the Charter Review Meeting and annual charter presentation ceremony.
- Request Den Chiefs for all Dens and, after selection, see that they are trained. Recognize the Den Chiefs at Pack Meetings.
- Conduct impressive graduation ceremonies for advancing Scouts.
- Meet with the Unit Commissioner, Webelos Den Leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Scouts BSA.
- Encourage high advancement standards from all Cub Scouts.
- Help bring families together at joint activities for Webelos Dens and Scouts BSA troops.
- Support the policies of Scouts BSA.

2.9.3 Assistant Cubmaster

The Pack should have at least one Assistant Cubmaster, but preferably two or three so that the responsibilities may be distributed. At least one Assistant Cubmaster should be able to replace the Cubmaster's position in the case of an emergency. An Assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Participate in Pack productions.
- Supervise Den Chiefs and see that they are trained.
- Conduct the monthly Den Chief planning meeting for all Den Leaders, Assistant Den Leaders, and Den Chiefs to plan and coordinate weekly Den meetings and Pack Meeting participation.
- Work with neighborhood Troops that supply Den Chiefs and into which Webelos Scouts may graduate.

- Help inform Pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with the Pack Committee to develop and promote an ongoing plan for recruiting new boys and girls.
- Work with the Cubmaster and Pack Committee on Pack re-registration.
- Help with Pack activities, such as dinners, derbies, bike safety workshops, service projects, etc.
- Work with the Pack Committee on outings to see that the Pack and dens qualify for the National Summertime Pack Award.
- Participate in the Annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Promote the religious emblem program.
- Support the policies of Scouts BSA.

2.9.4 Webelos Den Leader

Webelos Den Leaders are usually a parent of one of the Scouts in the Den. The Webelos Den Leader's responsibilities include:

- Give leadership to planning and carrying out a year-round program of activities for the Webelos Den to achieve the purposes of Cub Scouting.
- Complete Webelos Den Leader Fast Start Training, position specific Basic Leader Training, and Webelos Den Leader Outdoor Training. Attend monthly Roundtables.
- Lead the Den in its participation at the monthly Pack Meetings.
- Help establish a close working relationship with the Assistant Webelos Den Leader and Webelos Den Chief, functioning with them as a Den Leadership team.
- Work in harmony with other Den and Pack leaders.
- Help the Cubmaster and Pack Committee recruit new Webelos Scouts.
- Help train the Webelos Den Chiefs and guide them in working with Webelos Scouts. Attend Den Chief Training with them. See that they receive recognition for their efforts at Den and Pack Meetings.
- Attend the monthly Den Chief planning meeting for Den Leaders, Assistant Den Leaders, and Den Chiefs.
- With the Assistant Webelos Den Leader, meet with the Webelos Den Chief, and let him or her help plan Webelos Den Meetings and activities. Give meaningful assignments.
- Provide worthwhile tasks for the Webelos Denners so that they can assume some responsibility and gain satisfaction from their efforts.
- Use Scouts' Life and Scouting magazines and the Webelos Leader Guide as resources for program ideas and information.
- Instill Scouting's spirit and moral values through personal examples, ceremonies, and meaningful activities such as service projects.
- Promote the religious emblem program.
- Keep accurate records of attendance.

- Encourage Webelos Scouts to advance. Maintain high advancement standards. Keep accurate advancement records and see that the Scouts are promptly recognized for their achievements.
- With the help of the Cubmaster, Pack Committee, and Unit Commissioner, determine one or more neighborhood Scouts BSA Troops into which Webelos Scouts may be graduated, and establish a good working relationship with those Troops. Try to graduate every Webelos Scout into a Troop.
- Work with the Cubmaster(s) and Assistant Cubmaster(s) to plan and conduct meaningful joint activities.
- Work with the Cubmaster to see that impressive graduation ceremonies are conducted in the Pack. Invite the Scoutmaster and Troop leaders to take part.
- Encourage parents or guardians of Webelos Scouts to help plan and carry out overnight campouts and other outdoor activities. Work with the Troop Assistant Scoutmaster(s) or Scoutmaster(s) to arrange for the loan of Troop equipment for joint Webelos Den-Troop activities.
- Help the Den and the Pack earn the National Summertime Pack Award.
- Have a plan to ensure that a leader is available for all Webelos Den Meetings and activities. Call on the Assistant Webelos Den Leader to fill in, as needed.
- Participate in the Annual Pack Program Planning Conference and the monthly Pack Leaders' Meetings (PALS).
- Keep the Cubmaster and Pack Committee informed on the status and needs of the Webelos den.
- Support the policies of Scouts BSA.

2.9.5 Assistant Webelos Den Leader

The Assistant Webelos Den Leader shares the work of the Webelos Den Leader and may be called upon to handle various details of Den operation. They should be able to fill in for the Webelos Den Leader in case of emergency. The Assistant Webelos Den Leader's responsibilities include:

- Help the Webelos Den Leader as needed and carry out the duties assigned by the Webelos Den Leader. Be ready to fill in for the Den Leader in case of an emergency.
- Help establish and maintain a close working relationship with the Webelos Den Leader and Webelos Den Chief, functioning with them as a Den Leadership team.
- Help establish and maintain good relationships with neighborhood Scouts BSA troops into which Webelos Scouts will graduate.
- Complete Webelos Den Leader Fast Start Training, position specific Basic Leader Training, and Webelos Den Leader Outdoor Training.
- Attend monthly Roundtables.
- Attend monthly Pack Meetings and help as needed.
- Take part in the Annual Pack Program Planning Conference and monthly Pack Leaders' Meetings (PALS).
- Attend the monthly Den Chief planning meeting for Den Leaders, Assistant Den Leaders, and Den Chiefs.

- Support the policies of Scouts BSA.

2.9.6 Den Leader

Den Leaders deliver the Scouting program to boys and girls in the Pack through its Dens. Usually, a Den Leader is a parent of a child in the Den. They work with parents and other Den and Pack leaders to ensure that their Den is an active and successful part of the Pack. The Den Leader's responsibilities include:

- Give leadership in carrying out the Pack program in the Den.
- Complete Cub Scout Den Leader Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Lead the den in its participation at Pack Meetings. Serve as Den host or hostess for Den family members at Pack Meetings.
- Work in harmony with other Den and Pack leaders.
- Help the Cubmaster (or Assistant Cubmaster) and Pack Committee recruit new boys and girls throughout the year.
- Help train the Den Chiefs and guide them in working with Cub Scouts. See that they receive recognition for their efforts at Den and Pack Meetings.
- Attend the monthly Den Chief planning meeting for Den Leaders, Assistant Den Leaders, and Den Chiefs.
- With the Assistant Den Leader, meet with the Den Chiefs and let them help plan Den Meetings and Den activities; allow them to serve as Den activities assistants.
- Provide meaningful jobs for the Denner and Assistant Denner so that they can learn responsibility and gain satisfaction from their efforts.
- Use Scouts' Life and Scouting magazines, Cub Scout Program Helps, the Scouts' handbooks, and other Cub Scouting literature as sources for program ideas.
- Keep accurate records of attendance.
- Maintain a friendly relationship with Cub Scouts; encourage them to earn advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the Den prepare its skits and exhibits for the Pack Meeting.
- Promote the religious emblem program.
- Help the Den and Pack earn the National Summertime Pack Award.
- Help establish a close working relationship with the Assistant Den Leader and Den Chief, functioning as a Den Leadership team.
- Develop and maintain a good working relationship and open communication with Den families. Use their talents to help enrich the Den program. Hold den adults' meetings as often as needed to get acquainted with family members and strengthen Den operation.
- Involve Den parents, grandparents, and other role models in outings and other Den activities so that Scouts will have additional role models.

- See that a leader is available for all Den Meetings and activities. Call on the Assistant Den Leader to fill in when necessary.
- Take part in the Annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Help set a good example for the Scouts through behavior, attitude, and proper uniforming.
- Support the policies of Scouts BSA.

2.9.7 Assistant Den Leader

Each Den should have at least one Assistant Den Leader, more if needed. The assistant should be able to perform the duties assigned by the Den Leader, and should be able to fill in for the Den Leader in case of emergency. The Assistant Cub Scout Den Leader shares the work of the Cub Scout Den Leader and may be called upon to serve as a parent contact or record keeper, or to handle other details of Den operation. The Assistant Cub Scout Den Leader's responsibilities include:

- Help the Den Leader as needed.
- Carry out the duties assigned by the Den Leader.
- Be ready to fill in for the Den Leader in case of an emergency.
- Help establish a close working relationship with the Den Leader and Den Chief, functioning with them as a Den Leadership team.
- Complete Cub Scout Den Leader Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Attend Pack Meetings and help as needed.
- Take part in the Annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Attend the monthly Den Chief planning meeting for Den Leaders, assistant Den Leaders, and Den Chiefs.
- Work in harmony with other Den and Pack leaders.
- Support the policies of Scouts BSA.

2.9.8 Lion Guide

A Lion Guide's responsibilities are to:

- Give leadership in carrying out the Pack program in the Den.
- Attend monthly Roundtable meetings.
- Lead the Den in its participation at Pack Meetings.
- Serve as Den host or hostess for family members at the Pack Meetings.
- Work in harmony with other den and Pack leaders.
- Help the Cubmaster (or assistant Cubmaster) and Pack Committee to recruit new boys and girls.
- Coordinate shared leadership among the Lion Cub adult partners in the den.
- Ensure that each Lion Cub and his/her adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.

- Make Pack and den resources available to the host team, ensuring the completion of the den component of the Tiger Cub advancement requirements.
- Use Scouts' Life and Scouting magazines, Cub Scout Program Helps, the Lion Cub Handbook, and other Cub Scouting literature as sources for program ideas.
- Maintain a friendly relationship with the Lion Cubs and their adult partners.
- Encourage Lion Cubs to earn advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Lion Cubs' imaginations on the program theme for the month, and work with the adult partners to prepare Scouts for participation in Pack Meetings.
- Promote the religious emblems program, as available to Lion Cubs.
- Help the den and Pack earn the National Summertime Pack Award.
- Take part in the annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Help set a good example for the Scouts through behavior, attitude, and proper uniforming.
- Help the Cubmaster or assistant Cubmaster provide a meaningful recognition ceremony for the transition of Lion Cub dens as they enter Tiger dens at the end of the Lion Cub year.
- Throughout the year, keep in mind the transition goal of moving the Scouts to the next level in Cub Scouting.
- Support the policies of Scouts BSA.

2.9.9 Tiger Cub Den Leader

A Tiger Cub Den Leader's responsibilities are to:

- Give leadership in carrying out the Pack program in the Den.
- Complete Tiger Cub Den Leader Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtable meetings.
- Lead the Den in its participation at Pack Meetings.
- Serve as den host or hostess for family members at the Pack Meetings.
- Work in harmony with other den and Pack leaders.
- Help the Cubmaster (or assistant Cubmaster) and Pack Committee to recruit new boys and girls.
- Coordinate shared leadership among the Tiger Cub adult partners in the den.
- Ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.
- Make Pack and den resources available to the host team, ensuring the completion of the den component of the Tiger Cub advancement requirements.
- Use Scouts' Life and Scouting magazines, Cub Scout Program Helps, the Tiger Cub Handbook, and other Cub Scouting literature as sources for program ideas.
- Maintain a friendly relationship with the Tiger Cubs and their adult partners.
- Encourage Tiger Cubs to earn advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Tiger Cubs' imaginations on the program theme for the month, and work

with the adult partners to prepare Scouts for participation in Pack Meetings.

- Promote the religious emblems program, as available to Tiger Cubs.
- Help the den and Pack earn the National Summertime Pack Award.
- Take part in the annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Help set a good example for the Scouts through behavior, attitude, and proper uniforming.
- Help the Cubmaster or assistant Cubmaster provide a meaningful recognition ceremony for the transition of Tiger Cub dens as they enter Wolf dens at the end of the Tiger Cub year.
- Throughout the year, keep in mind the transition goal of moving the Scouts to the next level in Cub Scouting.
- Support the policies of Scouts BSA.

2.10 Youth Leaders

Leadership is an important quality in the development of youth. Pack 518 believes that the opportunity for youth to act in a role of responsibility, leadership, and authority is an important step towards fostering good character, self-confidence, sense of achievement, and a respect for others. Pack 518 encourages leaders to offer each Scout the chance to fill a role of responsibility within the Pack and dens.

2.10.1 Den Chiefs

A Den Chief is an older Scouts BSA member, Varsity Scout, or Explorer who has preferably been a Cub Scout, ideally of at least First Class rank. Selected by the senior patrol leader and Scoutmaster or Varsity Scout Coach or Explorer Advisor upon request by the Cubmaster. Their appointment is approved by the Cubmaster and Pack Committee, and recommended to the Den Leader. The Den Chief is registered as a youth member of a troop, team, or post, whose responsibilities include:

- Knowing the purposes of Cub Scouting;
- Helping Cub Scouts achieve the purposes of Cub Scouting;
- Serving as the activities assistant at Den Meetings;
- Setting a good example by attitude and uniforming;
- Being a friend to the Scouts in the den;
- Taking part in weekly Den Meetings;
- Assisting the den in its part of the monthly Pack Meeting;
- Knowing the importance of the monthly theme and Pack Meeting plans;
- Meeting regularly with the Den Leader to review den and Pack Meeting plans. Meeting as needed with adult members of the den, Pack, and troop;
- Attend Den Chief training;
- Encouraging Scouts to advance when they are eligible;
- Helping the Denners and Assistant Denner to be leaders.

2.10.3 Denners

The Cub Scout Denner is a den member elected by the den for a short period, usually one or two months. The Den Leader and Den Chief determine his responsibilities. This might include helping to set up the Den Meeting place and cleanup; helping with games, ceremonies, tricks, and puzzles; leading a song; or acting as den cheerleader. He should be given meaningful responsibilities and recognition to help him learn how to be a leader, so that all Scouts will look forward to their turn as Denner. A short term of office is encouraged to give all Scouts the opportunity to serve. The Denner wears a two stranded yellow cord and epaulette on the left shoulder to signify his rank. Past Denners wear only the epaulette to indicate that they have held the rank.

2.10.4 Assistant Denners

The Cub Scout Assistant Denner is a den member elected by the den for a short term of office, coinciding with the Denner's term. The Assistant Denner assists the Denner, and usually becomes Denner for the next term. This Scout wears a single strand of yellow cord and epaulette on the left shoulder to signify this rank.

2.11 Dens

Pack 518 is divided into dens. Each Den is made up of boys or girls of similar ages or school grade. Dens plan and participate in Scouting activities at an age appropriate level. The objective is to provide an enjoyable Scouting experience to the Scouts and their families while promoting the ideals and goals of the Lion & Tiger Cubs, Cub Scout, and Scouts BSA Law and Oath.

Dens are identified by the rank of its member Scouts, followed by a Den Number, starting with one (1). Each new den is assigned the next available number. For example, “Tiger Den 1, Tiger Den 2, Bear Den 1, etc.” Webelos dens may decide to use a patrol name, in lieu of the aforesaid naming convention. If patrol names are used, they should be unique.

Den size should be limited to a manageable size and should consist of at least three Scouts, but not more than eight, unless otherwise approved by the Cubmaster and committee to ensure a high quality Scouting program. Experience has shown that too few or too many make it difficult to provide a quality Scouting program for the Scouts. If membership in a den grows beyond eight, the den should be split, with one retaining the original den number. A leader and assistant leader should be recruited and trained for the new den.

2.11.1 Lion Cub Dens

Kindergarten grade boys and girls are Lions. Lions meet as a Den up to twice a month, and may participate in an additional den field trip or activity monthly. An adult partner is required to accompany each Scout to all meetings and activities. One adult partner from each Den takes on the responsibility of Lion Guide, although leadership of the den is spread among all the adult partners. Lion meetings may, at the option of the Den, have a fixed meeting place and time, or meet at a different location each month. Each adult partner should take on the task of planning and providing a “Big Idea” each month.

2.11.2 Tiger Cub Dens

First grade boys and girls are Tigers. An adult partner is required to accompany each Scout to all meetings and activities. One adult partner from each den takes on the responsibility of Tiger Den Leader, although leadership of the den is spread among all the adult partners. Tiger meetings may, at the option of the den, have a fixed meeting place and time, or meet at a different location each month. Each adult partner should take on the task of planning and providing a “Big Idea” each month.

2.11.32 Wolf and Bear Dens

Second grade boys and girls are Wolves, even if they have not attained the rank of Wolf. Likewise, third grade boys and girls are Bears, even if they have not yet earned the Bear rank. Because their programs are similar, Wolf and Bear dens may be combined when too few Scouts exist for one or both dens to meet minimum membership requirements. In this case two dens should exist, with separate den numbers, under common leadership. Den leadership consists of a Den Leader and

Assistant Den Leader, and optionally a Den Chief. Leaders and Assistant Leaders are typically parents or guardians of one of the Scouts in the den.

2.11.4 Webelos Dens

Fourth and fifth grade boys and girls are first year and second year Webelos Scouts, respectively. Den leadership consists of a Webelos Den Leader and Assistant Webelos Den Leader, and optionally a Den Chief. Leaders and assistant leaders are typically parents or guardians of one of the Scouts in the den. Webelos dens may, at their option, select a patrol name to further identify their den. Den names should be selected and voted on by the Scouts, and must be appropriate to the ideals of Scouting. Names do not necessarily need to be Scouting related, however it is recommended

ARTICLE 3 – Membership Standards

3.1 Membership

3.1.1 Membership Categories

Membership in Pack 518 consists of the following categories: Cub Scouts, uniformed adult leaders, Pack Committee Members and member families.

- Cub Scouts are boys and girls who meet Scouts BSA age requirements, are currently registered with Scouts BSA as Pack 518 Cub Scouts, and meet the Pack's active service standard.
- Uniformed adult leaders are adults who meet Scouts BSA age requirements, are currently registered with Scouts BSA as Pack 518 leaders, and are currently active in the Pack.
- Pack Committee Members are adults who meet Scouts BSA age requirements, are currently registered with Scouts BSA as Pack 518 Committee Members, and are currently active in an assigned area of committee responsibility.
- For the purposes of Pack Membership, member families are the parents and minor brothers and sisters of Scout members, or the spouse and minor children of registered adult members.

3.1.2 Active/Inactive Members

A Scout is considered active if his or her attendance at meetings and campouts meets the active service standard, see section 3.3.2.

Uniformed adult leaders, Pack Committee Members, and parents are considered active if they meet the parent involvement standard, see section 3.2.3.

Active members have full membership privileges. Inactive members may be denied certain privileges, including attendance on some activities, see section 3.3.4.

3.2 Entry Requirements

3.2.1 Scouts

Any interested boy or girl who meets the membership requirements above may register as a Cub Scout in Pack 518, subject to the restrictions in this section. The Pack Committee may limit the number of new Cub Scouts admitted each year to maintain overall Pack size at a level that allows for a quality program, based on current membership, the number and quality of adult leaders, and anticipated membership losses. The Cubmaster or Pack Committee may modify or make exceptions to the entry policy to meet the needs of the Pack. The Pack always accepts the family of active members regardless of the present membership level.

3.2.2 Parent Registration

To comply with Scouts BSA policy requiring registration of all adults who have contact with the Scouts. The Committee Chair, the Registration Coordinator and the Charter Organization Representative (CR) shall review adult registration forms.

3.2.3 Parent Involvement

At least one parent of every Scout must agree to be actively involved with the Pack as a condition of their child's membership in the Pack. The Pack Committee shall publish a list of parent job opportunities and set standards for active involvement.

3.2.4 Uniformed Adult Leaders

Any interested adult who meets the membership requirements above may be commissioned as a leader with Pack 518, subject to the restrictions in this section. All uniformed leaders must register with and be commissioned by Scouts BSA, and all must be approved by the Chartered Organization, the Pack Committee Chair (in consultation with the Pack Committee), and the Cubmaster (in consultation with the other uniformed leaders). Certification is based on the standards of Scouts BSA for youth leadership.

3.2.5 Pack Committee Members

Any Scout parent or other interested adult may register on the Pack Committee, subject to the approval of the Chartered Organization and Pack Committee Chair (in consultation with the Pack Committee).

3.2.6 Transfers

Inter-Den transfer may be made only with prior approval of the Cubmaster, Committee Chair and all concerned. Scouts and adults with current registration in another unit may transfer into the Pack by filling out the necessary forms and paying the transfer fees. All Scout transfers must have accompanying documentation as to the Scout's participation in the program, to include awards and advancements documented, from the prior Pack's representative.

3.3 Standards of Membership

3.3.1 General

To retain full membership in Pack 518, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the Pack.

3.3.2 Active Service Standard

A Scout must be active to reap the full benefit of the Pack 518 program. Because camping is the heart of Scouting, the Pack encourages its Scouts to attend at least one overnight camp annually. A Scout is considered active if he or she attends a minimum of 50% of regular Pack productions and a minimum of 50% of den meetings. There are no excused absences since the 50% standard is intended to allow sufficient leeway for such things as illness, school activities, family activities, or sports. Lion Cubs are considered active if their combined Pack and den attendance is 33%. Although the Pack does not suspend inactive Scouts, the Cubmaster or den leaders may limit their participation in certain events and activities in order to allow active Scouts the opportunity to participate. Inactive Scouts pay higher fees.

3.3.3 Parent Involvement Standard

Parent involvement is vital for each Scout, and vital to the overall Pack operation. An active parent is one whose family volunteers for at least 50% of Pack activities and events. Cubmaster and den leaders may limit participation to allow all parents the opportunity to participate.

3.3.4 Inactive Status

3.3.4.1 Scouts

Any Scout who is absent without a valid excuse for four consecutive Den meetings and a Pack meeting, or misses 75% of all meetings over a two- month period, can be placed on the inactive list at the discretion of the Den Leader, with the approval of the Cubmaster.

Each Den Leader will attempt to contact the Scouts' parents and make them aware that their Scout is in jeopardy of losing his active status prior to being placed on the inactive list. The Cubmaster will notify the Pack Secretary who will send out a communication informing the parents that the Scout has been placed on the inactive list. A sample of the parent notification is included as Attachment (A). Requests for reinstatement must be made by the parents, in person, to the Cubmaster. (in his/her absence, see the Assistant Cubmaster.)

3.3.4.2 Adult Leaders

Den Leaders will be considered for inactive status if they do not hold a Den meeting for one month or more, miss two or more consecutive Pack productions without appointing a substitute Leader or adult, or do not conduct meetings in accordance with the precepts laid down by Scouts BSA. Note that excused absences are for illness, family vacations, death in the family, job related (i.e. At sea/TAD/duty, religious functions/services) or emergency situations.

3.3.5 Advancement Standard

A Scout needs to advance regularly to learn the skills and leadership that are central to the Scout program. Pack 518 expects all Tiger and above to earn the rank of Bobcat within four months of registering, and to continue to meet the requirements to advance at least one rank each year after that.

3.3.6 Uniform Standard

A complete above the belt uniform (Class A) should be worn by Scouts and Leaders, in accordance with Scouts BSA standards, to all Pack activities unless otherwise specified by the Cubmaster or Den Leader.

A complete above the belt uniform is defined as a Cub Scout hat, neckerchief, Cub Scout shirt, Cub Scout belt and buckle. Pants, shorts, socks, and closed toed shoes that are neat, and hemmed without frayed edges of your choice may accompany the uniform. Cutoffs, sweat pants, swimming suits and pants with holes are not authorized. Sandals and shower shoes are not authorized. For uniformity in dress, the Scout neckerchief will be worn under the collar, unless there is no collar.

Optional wear for Den meetings and outdoor functions may be a Pack approved T-shirt (Class B) with appropriate insignia. Den Leaders may count this as a uniform for Den meetings, non-public Pack activities (i.e. regattas, races, or derbies).

For formal functions (i.e. parades, public fundraising, Den inspections, Pack Meetings, dinners, and visits to public services) the full uniform will be worn. Uniform class requirements will be in the event invite/communication.

A Den Leader will allow a maximum of three months for the Scouts to acquire the uniform items. All new parents will be advised as to where new and used uniforms may be acquired. Used uniforms are sometimes available from graduated cubs and local thrift stores. New uniforms are available at several service centers located in the Atlanta area. The closest to our Pack is the Charles J. Alford, Jr. service center, located in Lawrenceville, Georgia.

Charles J. Alford, Jr. Service Center

203 Swanson Drive
Lawrenceville, GA 30043
Phone: 770-962-2105

Scouts BSA official website

www.scoutshop.org.

3.3.7 Behavior Standard

Pack 518 expects reasonable behavior in accord with the Cub Scout Oath and Law. If a Scout's behavior is disruptive, the Cubmaster or Den Leader should consult the Scout and his parents. If counseling fails, the Cubmaster or Den Leader may dismiss the Scout from the activity and notify the parents of the problem. If the Scout continues to create behavior problems, the Cubmaster or den leader may suspend him. The Pack Committee has the final right of appeal.

3.4 Discipline

3.4.1 General

To retain full membership in Pack 518, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the Pack.

3.4.2 Probation

Probation is a period of evaluation both by the Pack and by the Scout under probation to determine fitness or desire to remain in the Pack. A Scout under probation is generally barred from certain "special" Pack and Den activities, at the Cubmaster's or Den Leader's discretion.

3.4.3 Suspension

Suspension is the temporary loss of all membership privileges in the Pack, typically for one (1) to three (3) months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he or she has submitted a letter to the Pack Committee, signed by his parents and his or herself, stating his or her pledge to meet all Pack standards fully.

3.4.4 Expulsion

Expulsion is the permanent loss of all membership privileges in the Pack. The Pack Committee may permanently expel any member (youth or adult) for any of the following:

- Illegal conduct, in or out of Scouting;
- Illicit use of drugs or alcohol, in or out of Scouting;
- Bullying, hazing, or harassment of another Scout;
- Stealing from another Scout;
- Misbehavior or refusal to abide by Pack policies which is seriously detrimental to the welfare of the Pack;
- Willful disregard of the Cub Scout Law, Cub Scout Oath, or Scouts BSA Policies and Procedures, especially by an adult in a position of trust.

3.4.5 Removal of Adults

The Chartered Organization may remove any adult leader, in accordance with BSA policy. In general, the Chartered Organization leaves such actions within the Pack, stepping in only when necessary.

Cubmaster--The Cubmaster serves at the pleasure of the Chartered Organization and Pack Committee. They may be removed only by joint action of the Chartered Organization and Pack Committee.

Assistant Cubmaster--Assistant Cub masters serve at the pleasure of the Cubmaster and Pack Committee. They may be removed only by joint action of the Cubmaster and Pack Committee. This does not preclude the Cubmaster's authority to dismiss a leader from a Pack activity for cause, pending later action of the Pack Committee.

Chartered Representative--The Chartered Representative serves at the pleasure of the Institutional Head. They may be removed by action of the Chartered Organization, or by request of the Pack Committee to the Chartered Organization.

Committee Chair--The Committee Chair serves at the pleasure of the Chartered Organization. They may be removed by action of the Chartered Organization, or by request of the Pack Committee to the Chartered Organization.

Committee Member--Pack Committee members serve at the pleasure of the Committee Chair. They may be removed only by joint action of the Committee Chair and the Pack Committee.

Den Leaders—Den Leaders serve at the pleasure of the Pack Committee. They may be removed by the Pack Committee, or at the request of the Cubmaster to the Committee.

Parents of Scout--Parents of currently active Scouts are normally permitted full access to Pack activities. The Pack Committee may restrict parent participation or remove all participation privileges in special situations (court-ordered custody restrictions, legal convictions, etc) as necessary for the safety and well-being of the Scouts. Any Adult leader may be removed by joint action of the Committee Chair and Pack Committee.

ARTICLE 4 – Programs, Meetings and Activities

4.1 General

Pack activities are divided into meetings and outings. Meetings include Pack productions, den meetings, Pack Committee meetings, and the annual planning conference. Outings include day outings, weekend campouts, family outings, field trips, summer activities, summer camp, day camp, or other special den and Pack events. We expect all activities to start and end on time, and we expect Scouts and adults to arrive and to be picked up on time.

4.2 Program Policies

Scouts BSA program policies must be enforced at all times and state:

- Leadership is restricted to qualified adults who subscribe to the precepts of the Declaration of Religious Principle, the Scout Oath, the Scout Law and the Scouts BSA Standards of Leadership.
- Citizenship activities are encouraged, but partisan political activities are strictly prohibited.
- Military training and drills are prohibited. Marksmanship and elementary drill for ceremonies are permitted.
- Scouts BSA recognizes the importance of religious faith and duty; it leaves sectarian religious instruction to the member's religious leaders and family.
- Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings and meetings. If trips and outings are coeducational, leaders of both genders must be present.
- Corporal punishment and hazing are not permitted. Parents and unit leaders must work together to solve discipline problems.
- One-on-one activities between youth members and adults are not permitted; personal conferences must be conducted in plain view of others.
- If you suspect that anyone in the unit is a victim of child abuse, immediately contact the Scout executive, who is responsible for reporting this to the appropriate authorities.
- All Scouting activities are open to parental visitation. There are no "secret" organizations within Scouts BSA.

4.3 Meetings

4.3.1 Pack Meetings (aka Pack Productions)

Regular Pack productions are monthly from September through May, as designated by the Cubmaster. Pack productions are normally held in the first week of each month at 7:00 pm. Den Leaders will notify parents at least one week prior to date change of any Pack meeting. The time, date and place of this meeting may be changed when deemed necessary by the Pack Committee with a 2/3 vote of the attending Committee members. All Scouts and leaders are required to attend unless due to excused absence as previously explained. Attendance of this meeting involves the joint presence of the Scout and one of their parents or temporary guardian of at least eighteen years of age. The Cubmaster plans and conducts all Pack meetings around the monthly theme. Attendance is open to all members (Scouts, uniformed adult leaders, Pack Committee members, and member families) and to visitors who are interested in joining a Cub Scout Pack.

4.3.2 Den Meetings

Den meetings usually occur between one and five times per month, at the discretion of the den leader. The time and location of the den meeting should be mutually agreed upon by the leader, assistant leader, and parents, and should be planned to allow participation of as many members of the den as possible. This meeting should last a minimum of one hour and not exceed one and half-hours. Special arrangements shall be made for the Den meeting if the Leader will be absent for more than two meetings in a row.

There must be two adults present at all Den meetings. One of the two adults must be registered and Youth Protection Training (YPT) trained. Den leaders should encourage the participation of parents at den meetings. The Pack trainer shall be notified ASAP prior to the Den meeting of any Den that cannot provide two Leaders and/or child's parents for said meeting. In the absence of the Pack trainer, the Assistant Cubmaster or Cubmaster shall be notified.

4.3.3 Den Outings

Den Leaders will request permission from the Parent, via a Permission Slip, for all Den outings/field trips when the Parent(s) will not be present. On the occasional trips or events where the Parent attends, a Permission Slip is not required, but is encouraged. Scouts must be transported in cars with sufficient insurance coverage and all the Scouts must wear a seat belt.

Uniforms must be worn on all field trips unless specified by the den leader.

It is recommended that the Den Leader obtain a Class 1 BSA Health Form for each Scout in his or her Den. The Den Leader is required to have these forms on their person at every outing or field trip regardless if the Scout's parent is present at the event.

Each Scout, on returning to the area from an outing, must be met by the Parent, or predetermined person before he or she is released by the Den Leader, or Leader in charge of the outing. If the Parent is not meeting the Scout, then written permission should be provided to the Den Leader or Leader in charge to release the child to another adult. The Scout's Parent is responsible for making all arrangements for meeting their child. Should the Parent or predetermined person not come to claim the Scout, it is the Leader's responsibility to deliver the Scout to his Parents.

4.3.4 Pack Committee Meetings and Format

The committee will meet regularly one time each month at a place to be determined by the Committee Chair and committee members.

Emergency Pack Committee Meetings can be called only with the approval of the Committee Chair or Cubmaster and at least two additional Committee members. A quorum must still be met and only time sensitive matters relating to the convening of the emergency meeting can be discussed.

Special Pack Committee Meetings may be called at the request of three Committee members with the Committee Chair's knowledge. At least 24-hours' notice must be given to the Committee Chair. All registered adults of the Pack will be notified of such a meeting by the persons calling the meeting.

Copies of the Committee Minutes will be made available to Den Leaders or Committee members no later than one (1) week following the meeting. If requested, the minutes can be sent to an email address.

The agenda of the Committee Meeting will be determined by the Committee Chair but at a minimum will include a Treasurer's report, calendar of upcoming events and any issues needing to

be discussed by a Den Leader or any other Committee member. In order to speak about something at the Committee meeting, you must have it put on the agenda. Contact the Committee Chair no later than the evening before the day of the Committee Meeting, to have it put on the agenda.

The committee meetings will be chaired by the Committee Chair or Cubmaster in the Committee Chair's absence. If neither is available the meeting will be rescheduled at the earliest convenience of all committee members. If a committee member cannot make a meeting, they can assign a representative with a written proxy to represent them on a meeting-by-meeting basis only. Proxies are limited to a total of one per person.

The Cubmaster or Assistant Cubmaster needs to attend to present the plans and needs of the Pack for the next Pack production. Den Leaders are highly encouraged to attend these meetings, as they are the representation of the parents and scouts in their den. Attendance is open to Pack Committee members, uniformed adult leaders, and all interested Scout parents.

Voting on issues within the committee meeting will require a simple majority vote to pass as long as the quorum to conduct business has been met.

Sub-Committees shall report to the Committee their decisions in regard to their project or event. Decisions that have not been made or reached should not be debated before the Committee at large. The responsibility of the Committee is to hear the results of the Sub-Committee discussion and either accept or reject the conclusions. Sub-Committee business should not be handled during the session of the Committee at large, except for the above.

4.3.5 Annual Planning Conference

Prior to the beginning of each program year, the committee meets to plan the Pack's annual program. Planning should include monthly theme ideas, dates/places/themes for outings, and special events. Attendance is open to Pack Committee members, uniformed adult leaders and all interested Scout parents.

4.4 Events and Outings

4.4.1 Purpose

Outings satisfy several of the Purposes and Methods of Cub Scouting, and should be designed to provide opportunities for advancement and recognition.

4.4.2 Attendance on Outings

All Pack 518 Scouts, uniformed adult leaders, and registered parents and their families are welcome on outings. Scouts BSA policy does not permit mixed tenting except between husband and wife. Additional attendance policies are contained under each type of outing below.

4.4.3 Pack Event

The committee plans Pack events to places of interest to the Scout. A member of the committee is assigned to organize the Pack event and report back to the committee on their progress. The Pack Event Chair will organize a Committee to assist in planning, set-up, clean-up, etc. Pack event communications will be released one month prior to the event.

4.4.4 Family Camping

Family campouts are overnight trips open to member families (Scout brothers and sisters may attend only if they are under the supervision of their parents). The Pack Committee should designate at least two family campouts each year. The Pack Committee needs to schedule campouts so as not to interfere with the normal operation of the program for the Scouts and Dens. The Cubmaster and Assistant Cubmasters must make every effort to attend every campout. Scouts BSA sponsored campouts are encouraged to be attended. All family members must abide by Scouts BSA and Pack policies and are subject to the decisions of the Pack leaders. The purpose of family outings is to strengthen the family unit, to encourage families to camp on their own, and to expose family members to the values and ethics of Scouting. Family campouts should include a planned evening campfire program that involves all Dens represented. Daytime activities should be of interest to Scouts, planned to provide fun and advancement opportunities. When possible, family camping should take place at a Scouts BSA Council camp or 'Scout only' campsite.

4.4.5 Summer Camp/Day Camp

The annual week at summer camp or day camp is important to the success of our Scouts. We expect ALL Scouts to make every effort to attend summer camp or day camp.

4.4.6 Pack Summertime Activities

Pack 518 shall make every possible effort to provide a year round program for Scouts and qualify for the Pack Summertime Activity Award by providing at least one summertime activity during each of the months of June, July and August.

4.4.7 Adult Leadership on Outings

To lead a Pack 518 outing, an adult must:

- Be registered with Pack 518
- Have current Scouts BSA Youth Protection Training (can be completed online.)
- Have current Scouts BSA Cub Leader Basic Training (or be approved by the Pack Committee)
- Copy of Safe Scouting Guidelines Manual

In addition, one adult must:

- Have current BSA Safe Swim and Safety Afloat training (as appropriate to the activity) (can be completed online.)

To attend a Pack 518 outing, an adult must be registered with Pack 518 (or be approved by the Pack Committee or parent/guardian of active Scout).

4.5 Activity Policies

4.5.1 Adult Presence at Activities

In accordance with current Scouts BSA Youth Protection and adult leadership policies, at least two registered adults must be present at all Pack or Den activities (2 deep leadership) and a **minimum of one adult per Scout must be present at all overnight campouts**. When an adult needs to talk privately with a Scout, either a second adult must be present or they must be in plain sight of other Scouts/adults. If the Cubmaster is not present on an overnight activity, the Committee must approve the adult in charge. One adult and one Scout may not tent together (unless they are parent and child).

4.5.3 Permission Forms

The Pack must obtain annually a Permission Form & Waiver and Health Forms for each Scout, signed by the Scout's parents or guardian, in accordance with Scouts BSA guidelines. Permission Slips must be completed and given to the appropriate leader anytime the Scout attends a Pack or Den event (excluding normal Den Meetings) and their parent is not in attendance. The Committee has approved a standard permission slip, Enclosure (B), for use by Den Leaders. The Pack Secretary will maintain a stock of forms.

4.5.4 Medications

All medications needed by the Cub Scout shall be given to the Cub Scout's Den Leader in the event that the Scout's parent, guardian, or appointed adult are not present. All medications needed by the Cub Scout will be in the original bottle with full written instructions by the parent on the medicine administration form. No medication will be dispensed without these instructions.

4.5.6 Aquatic Activities

All aquatic activities must function in accordance with the Scouts BSA "Safe Swim Defense Plan," and Scouts BSA "Safety Afloat" plan.

4.5.7 Bicycling Activities

All bicyclists, adult or youth, must wear a bicycling safety helmet at all times while riding.

4.5.8 Derby Activities

All Derby projects must meet Pack 518 requirements and time deadlines, set by the Committee before each “Derby Event”, (I.e. Derbies, Regatta’s, etc.) Derby Chair will communicate out to the Pack one month prior to the event at a minimum. All Den Leaders must have an estimate of all participants in the Pack turned into the Derby Coordinator one week prior to the event, in order to make all necessary arrangements for the event and the space availability. All Pack participants must have projects on hand for “inspection of fairness”, prior to event start time.

Each Scout must be at the “derby” in order to enter his project into the event and to represent the Den. All top winners at the events will win an award. Plaques, trophies or other items may be awarded at the next Pack Meeting.

4.5.9 Pets

No one may bring a pet on any Pack activity unless specifically approved in advance by the Committee.

4.5.10 Weapons

Pack 518 does not allow any Scout or adult to bring a gun, bow, crossbow or other weapon on any Pack activity.

Shooting activities (such as for BB Shooting and Archery) must conform to current Scouts BSA policies and be conducted at a proper, approved Scouts BSA Council camp under the direction of qualified staff.

Bears and Webelos Scouts may carry folding pocket knives only to approved events and if they have earned their Whittling Chip and agreed to the safety guidelines. Knives may not be carried on school grounds, or when local rules and regulations prohibit. Younger Scouts, and those that have not earned their Whittling Chip, may not carry knives at any Scout activity. No adult or Scout may carry fixed blade, switchblade or sheathed knives at any Scouting activity. Adult law enforcement officers may carry weapons as required. While out of uniform, however, every effort should be made to do so in as safe and discrete a manner as possible, to avoid the distraction that such an item could create.

ARTICLE 5 - Advancement

5.1 General

Scouts learn by advancing. Advancement teaches useful skills, leadership and service. The Cubmaster or den leaders may require a specific level of advancement for some activities, due to the nature of that activity or as an inducement to encourage advancement. Pack 518 expects each Scout to advance regularly, and to meet BSA’s minimum advancement standard. Pack awards chairperson shall present at a Pack meeting.

5.2 Ranks

The first four ranks (Lion, Tiger, Wolf, and Bear) emphasize the fun and basic skills of Scouting. Webelos emphasizes the advanced skills and knowledge necessary to transition into a Scouts BSA troop.

Advancement in Pack 518 must operate in full accord with the requirements contained in the current editions of the appropriate Scouts BSA literature. When a Scout advances in rank, the Pack will provide him with a neckerchief at graduation as funds allow.

5.3 Active Service

A Scout must meet the Pack's active service standard to be eligible for advancement. A Scout must meet the standard for at least the minimum period of active service required for each rank.

5.4 Badges of Rank

Den leaders should notify the Advancement Chair when Scouts have earned a badge of rank. The Advancement Chair fills out a Council advancement report and provides the Badge of Rank for presentation at the next Pack Meeting. The Pack pays for all rank badges.

5.5 Webelos Activity Pins

Webelos Den Leaders should notify the Advancement Chair when Scouts have earned a Webelos activity pin. The Advancement Chair fills out a Council advancement report and provides the pin for presentation at the next Pack meeting. The Pack pays for all Webelos activity pins.

5.7 Awards

Pack awards chair shall present at a Pack meeting. At least one parent, guardian or designated person, of at least 18 years of age, must be present with the Scout for him or her to receive awards. To receive the service pin, the Scout or adult must have been an active member for one year and have attended 75% of events, not just registered with the Pack.

If a Scout has earned awards and does not attend the Pack meeting to pick them up, all awards will be given to the Den Leader to be presented during a Den meeting. The Pack shall make every attempt to get the Cub Scout's earned award to them.

5.8 Arrow of Light

The Arrow of Light is the highest award that can be earned in Cub Scouts, and the only Cub Scouting award that can be displayed on their Scouts BSA uniform. It represents great dedication and effort on behalf of the Scout and the Scout's family. Pack 518 strongly believes that those that have earned the Arrow of Light receive appropriate recognition. The Pack leadership should provide an impressive award ceremony for those that achieve this high honor. The Pack will purchase all Arrow of Light awards (arrows) and the parents are expected to purchase the arrow holders..

5.10 Service Projects

Part of the Cub Scout promise is "To Help Other People". Pack 518 encourages Scouts to participate in service projects through recognition and awards, in the belief that as they grow older they will realize service as its own reward. The Pack Committee will organize at least one service project a year.

5.11 Special Awards

Pack 518 offers several special awards given out at den meetings, Pack meetings, activities and events.

ARTICLE 6 - Uniform

6.1 Significance of the Uniform

Scouting is a uniformed movement. Just as a sports uniform proclaims one's membership on a team, the Scout uniform proclaims one's membership in the largest voluntary youth movement in the world. The Scout uniform tends to diminish the importance of an individual's financial, social, and ethnic background, while clearly showing his degree of accomplishment in Scouting. At the same time, the uniform maintains one's individuality since no two uniforms are completely alike, and they show off that individual's Scouting achievements.

Cub Scouts may not wear their uniform to sell anything unless it is a Northeast Georgia-approved fundraiser product.

6.2 Belt and Above Uniform Required

The uniform is so important it is one of Scouting's methods. Packs 518 requires a complete and correct belt and above Scout uniform for all Scouts and uniformed adult leaders, and has a Membership Standard (Chapter 3) on uniforms.

6.3 Uniform Exchange

The Pack Committee is responsible for providing an “experienced” uniform closet with uniform items for loan to help cut the cost of scouting for new boys or girls. Donations gladly accepted.

6.4 Uniform Components

6.4.1 General

Pack 518 has selected the Scouts BSA uniform options listed below.

- Neckerchief
- Numerals 5, 1, & 8
- Den number or Patrol medallion
- World crest badge
- Badge of office (for adult leaders)
- Badges of rank
- Pack nametag (for adult leaders) - optional

6.4.2 Standard "Class A" Uniform

The standard Pack 518 "Class A" uniform consists of the following components:

- Hat

- Official Scouts BSA short-sleeved shirt with appropriate insignia (long-sleeved shirt optional but NOT recommended)
- Neckerchief (bolo tie is optional for adult leaders)
- Any neckerchief slide
- Any Scouts BSA belt and any Scouts BSA buckle
- Any closed toed shoes or sneakers in good condition.

6.4.3 Casual "Class B" Uniform

The "Class B uniform" may be worn at the discretion of the den leader. The casual Pack 518 "Class B" uniform consists of the following components:

- Pack 518 T-Shirt or other Scouts BSA related T-Shirt (camp shirt)
- Any Scouts BSA belt and any Scouts BSA buckle
- Any closed toed shoes or sneakers in good condition.
- Hat optional

6.4.4 Standard Shirt Insignia

The following insignia are required on the official Scouts BSA shirt, and must be sewn in the correct position according to the appropriate Scouts BSA publications (See Enclosure D):

- Shoulder tabs--blue shoulder loops;
- Left sleeve - Northeast Georgia Council shoulder patch, numeral 518, badge of office (for adults), "Trained" patch (for adult as appropriate.);
- Right sleeve--American flag, den number or patrol medallion, and Quality Unit Patch;
- Left pocket--badges of rank, Arrow of Light (if earned);
- Right pocket flap--Pack nametag.
- Other insignia are optional, but must be sewn in the correct position, if worn.

6.4.5 Adult Leader Uniforms

Adult leaders wear the official Scouts BSA leader uniform, consisting of official Scouts BSA khaki shirt and green trousers/shorts (men and women). Leaders may optionally wear a bolo tie in place of the neckerchief.

ARTICLE 7 - Finances

7.1 Finance Responsibilities

7.1.1 Pack Committee

The Pack Committee approves the annual Pack budget, and it approves all expenditures in advance, except those spent by the Treasurer or Cubmaster in accord with the approved budget. The Pack Committee carefully selects the Pack Treasurer and oversees the Treasurer's actions. The

committee is responsible for conducting a simple annual audit of the previous year's income and expenses, assisted by the Treasurer and the Committee Chair.

7.1.2 Pack Treasurer

The Pack Treasurer must be a registered member of the Pack Committee. The Treasurer is responsible for maintaining adequate records of all Pack income and expenses. The Pack Treasurer will provide a monthly written report of all Pack income and expenses for the Pack Committee. If the Treasurer cannot attend the Pack Committee meeting, he/she will provide the report to the Committee Chair or Secretary prior to the monthly meeting. At the beginning of each activity year, the Treasurer and the Cubmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the Pack Committee. The Treasurer guides and assists the committee in conducting a simple annual audit of the previous year's income and expenses.

7.2 Pack Checking Account

The Pack Treasurer disburses Pack funds and is the sole keeper of all blank checks and of all receipts. All checks over the amount of \$100.00 require two signatures to be valid. It is recommended that the Treasurer and Committee Chair be the cosigners, with the Cubmaster and Den Leaders as a backup in case one of the others is unavailable. The primary signer is always the Treasurer.

7.3 Pack Audit

A financial audit shall be conducted annually by a Sub-Committee of three persons consisting of two Committee members and a neutral third party.

7.4 Fund Raising

In order to raise money the Pack will conduct fundraisers in accordance with the National guidelines. The Pack Committee is responsible for the conduct of all fundraising. Each year Pack 518 will participate in the Trail's End Popcorn fundraiser under the direction of the Popcorn Kernel. Other fundraisers may be conducted at the discretion of the Pack Committee. We expect all Scouts and families to participate in fundraising efforts.

7.5 Annual Family Expenses

Annual expenses for the family of each Scout include:

- Pack fees
- Scout uniform
- Scout book
- Neckerchief
- Registration Fees
- Book for Religious award(s)
- Scout's Life Magazine (if wanted)
- Den Dues, if applicable

Less frequent expenses include purchase of Scout uniform and small fees for certain activities. We expect families to encourage their Scouts to develop thrift by allowing them to earn a reasonable part of their Scouting expenses.

7.6 Refunds

Annual fees for the current Scout year are not refundable. The intent of this policy is to encourage families to evaluate their interests carefully and to commit fully to Scouting in Pack 518, as well as to allow the Pack to budget adequately. Other monies paid to the Pack are refundable on request, if not already spent by the Pack, and subject to any other applicable Pack policy. The Pack may make refunds only after the family requesting them has fulfilled all its other family financial obligations to the Pack. The Pack Committee is the final arbiter on all refunds.

7.7 Annual Scouts BSA Registration & Scout's Life Fees

The Scouts BSA registration fee is mandated by the national organization and is available on the Scouts BSA website. Youth/adult applicants will pay a registration fee according to that website.

The annual BSA registration fee covers BSA registration, accident insurance and other general budget expenses.

Scouts' Life subscription is an optional fee. If joining later in the year, the registration and Scout's life fees will be prorated.

7.8 Pack Dues

- Pack dues are collected for the activities of the operation of the Pack, at discretion of Pack Committee. Copy of the budget is available upon request.
- Pack dues are subject to change on an annual basis depending on the condition of the Pack's Treasury and need for funding. This amount may be changed as needed by vote of the Pack Committee.
- Dues must be paid in full within one month of joining the Pack, preferably when the scout joins.
- Scouts are not eligible to receive awards until Pack dues are paid.
- No scout will be turned away from participating in Pack 518 for failure to pay Pack dues but may not receive awards or advancements.

7.10 Adult Leader Expenses

The Pack pays the Scouts BSA registration fee for all active uniformed adult leaders and for active Pack Committee members. Uniformed adults are responsible for the cost of their own uniforms. Any training event over \$100, the Pack Committee will vote to help pay for a portion of the expenses.

7.11 Camping Expenses

The Pack will pay the deposit fees for camp outings. Advance notice from the Leaders must be given to the Committee prior to the outing. Pack outings must be made available to all Pack 518

scouts. Den Leaders will be responsible to reimburse the Pack for any fees/fines withheld from the deposits.

7.12 Pack Expenses

All monies needed for the Pack or council events will go through the Pack bank account prior to the event. One check will be given to the chair of the event by the Pack Treasurer. Payments in the form of cash, checks or online (Paypal) by participants should be made in advance.

7.13 Pack/Den Event Expenses

Funds will be turned over to the Treasurer within three days of an event. Deposits will be made within five (5) working days by the Treasurer. Receipts will be given for all funds received. Expenditure of funds must be approved by their Pack Committee. All receipts for funds spent on activities will be returned to the Treasurer with the expense report. Sub-Committee must turn in documentation and receipts of monies spent within five working days.

No handwritten receipt for reimbursement over \$25.00 (per receipt) will be accepted.

7.14 Preferred Payment Methods

We encourage families to make all payments to the Pack by check or via online (Paypal). This provides a record of payment and a safeguard for both the family and the Pack in the event of a mistake. Checks should be made payable to "Pack 518".

ARTICLE 8 - Discounts and Credits

8.1 Discounts and Credits

In the event a Scout cannot pay his dues, the Scout or his parents should make the problem known to the Den Leader or Cubmaster. The Cubmaster will meet with the Committee Chair, the responsible Den Leader, and the Treasurer. If all are in agreement, and the Scout's parent(s) is actively involved in a Committee position or Leadership position, dues will be temporarily waived for the Scout, provided the Scout is active in the Pack's fundraising activities.

If financial aid is extended then the following guidelines will apply: The identity of the Scout and family will be kept confidential to all other parties. The Scout will be encouraged to participate in fundraisers to help offset the dues that are being waived. Specific time frames will be determined as to when the Scout will be able to begin paying dues again. If at least one parent is not actively involved in Pack 518, as stated above, and no effort is made by the Scout to participate in fundraisers, then all financial aid will cease.

ARTICLE 9 - Miscellaneous

9.1 Charter Organization-Owned Equipment

The Pack Committee is responsible for overseeing Pack equipment and assessing appropriate charges to individuals for any lost or damaged Pack equipment checked out to them. Pack equipment is intended for use by Pack members on Pack activities. Equipment may not be loaned to non-members. The committee is responsible to determine when equipment may be loaned to current or to former members.

9.2 Banned Items

The following items are banned from all Pack activities for all youth participants, unless specifically approved by the Cubmaster:

- Any candle or candle lantern (because of fire risk in tents)
- Any non-folding knife (sheath knife, machete, etc)
- Any butane lighter
- Any glass container
- Any radio, "walkman," or electronic game (to preserve the outdoor experience)
- Any Cell phones

9.3 Pack Publications

9.3.1 Pack Web Site

The Pack maintains an Internet website with appropriate information available to Pack families and the general public. The purpose of the website is to inform Pack families, promote the Pack to potential members, and help other Packs and Scout leaders benefit from our experience. Keeping in mind the public nature of the Internet, the Pack webmaster will abide by the Pack's web/online publication policies (Enclosure C).

9.3.2 Other Pack Publications

The Pack will create and distribute other publications as needed to keep families and Scouts informed. And will abide by the Pack's Publicity Policies.

9.4 Alcohol, Tobacco, and Illicit Drugs

9.4.1 General

As required by Scouts BSA policy, the Pack will make every possible effort to provide a completely alcohol-free, tobacco-free, and drug-free environment for our Scouts.

9.4.2 Alcohol

No Scout, adult or family member may possess or consume alcoholic beverages at any time during any Scouting activity. Violators will be dismissed from the activity and suspended from the Pack until they appear at a Pack Committee meeting (with a parent, if a Scout). The Pack Committee will determine any further actions, including the possibility of permanent expulsion from the Pack.

9.4.3 Tobacco

Use of tobacco products, including smokeless, is not consistent with the Scout Law and Promise. No Scout may possess or use tobacco products at any time on any Scouting activity, regardless of parental consent. Adults or family members who smoke or chew must do so completely away from the Scouts. Violators will be dismissed from the activity and suspended from the Pack until they appear at a Pack committee meeting (with a parent, if a Scout). The Committee will determine any further actions, including the possibility of permanent expulsion from the Pack.

Because of the increase in tobacco use by teenagers, and its long-term potential for serious harm, we have chosen to take a strict position against its use, consistent with Scouts BSA policies.

9.4.4 Illicit Drugs

Pack 518 bans the possession or use of illegal drugs (marijuana, etc), other abusable substances (glue, prescription drugs, etc, except when used for their intended purpose), and drug paraphernalia. Adult violators (age 18 & up) will be turned over to the police. Police involvement for youth violators will be at the discretion of the adult leader in charge based on individual circumstances. All violators will be dismissed from the activity and suspended from the Pack until they appear at a Pack Committee meeting (with parents, if a Scout). The Pack Committee will determine any further actions, including the possibility of permanent expulsion from the Pack.

9.5 Advertising

The Pack will not accept any kind of commercial or personal advertising in its newsletter or website. This does not prevent the Pack from making families aware of sales or other business offerings that may be advantageous to the Scouts. The committee will decide any question of interpretation.

9.6 By-Laws

9.6.1 Distribution & Acknowledgement

A copy of the approved by-laws & policies will be provided to any new Pack member upon registration with this Pack. A copy will be available to any current Pack member within 48 hours upon request. In addition, the by-laws will be posted on the web site for general viewing. These by-laws will stand as general operation and guidelines for Pack 518 and therefore must be acknowledged by ALL active members before participation in any Pack 518 activity or program. Acknowledgement is done by completing the By-Law Acknowledgement Sheet (A sample of this acknowledgement sheet can be found in Enclosure G).

9.6.2 Amendments

Only members of the Pack Committee may submit amendments, which must be done in writing. Only Registered Committee members may vote on by-laws amendments. A Special Committee meeting must be called for the sole purpose of voting on amendments, which all members must be notified of such a meeting. A Quorum of 75% of Registered Committee members must be present to amend the by-laws. A majority vote (66%) of those present must be made for passage of any such amendments.

ARTICLE 1 - Overview and Pack Goals

1.1 General

The Policies and Procedures outlined in these bylaws are not meant to be rigid rules, but rather provide guidelines and goals for the operation of Pack 518, chartered and sponsored by [North Gwinnett Church, located at 4973 W Price Rd, Suwanee, GA 30024](#). They must be applied using common sense and fairness to all parties.

The Policies and Procedures devote much space to Den Leader, Cubmaster and Committee responsibilities because the performance of these persons is the key to a successful unit, and because all other Pack jobs support their efforts.

1.2 Enforcement and Changes

As one of the Pack 518 Officers, the Chartered Organization Representative is empowered to enforce or to waive all policies, whichever in their judgment is in the best interest of Pack 518 and its members. The Pack Committee has final authority over any question of interpretation. The Pack Committee (Committee Chair, Cubmaster, and Chartered Organization Representative) must approve all changes to the Policies and Procedures.

1.3 BSA Policies

Leaders require the training, knowledge, and initiative to ensure that Pack 518 operates in full accordance with the Charter and Bylaws and the Rules and Regulations of Scouts BSA and with all applicable Scouts BSA policies and procedures. The primary resource for Scouting knowledge is the [Cub Scout Leader Handbook](#).

1.4 Pack Philosophy

In Pack 518, we want to teach our Scouts to be leaders, to set the example, and to stand up for what they know is right. We want our Scouts to be honest, to set high goals for themselves, and to live the Scout Spirit.

Key factors to our success are:

- Quality leaders, well-trained and dedicated to the service of youth;
- A commitment from each family towards the success of their Cub Scout;
- Participation of the Scout in meetings, events and activities.

1.5 Challenge and Adventure

Challenge and Adventure are vital elements to maintain the interest of the Scouts and to help them develop leadership and self-confidence. We must do everything we can to include these elements in every aspect of our Pack program.

1.6 Leadership Development

Scouting teaches leadership. The only way to learn leadership is to practice it by holding leadership responsibilities.

1.7 Scouts BSA Purpose, Aims and Methods

Pack 518 subscribes to the purposes of Cub Scouting:

- Provide boys and girls an effective educational program designed to build desirable qualities of character
- To train in the responsibilities of participating citizenship
- To develop personal fitness

We will practice the aims of Cub Scouting:

- Positively influence character development and encourage spiritual growth
- Help our Scouts develop habits and attitudes of good citizenship
- Encourage good sportsmanship and pride in growing strong in mind and body
- Improve understanding within the family
- Strengthen Scouts' ability to get along with others
- Foster a sense of personal achievement by helping Scouts develop new interests and skills
- Show how to be helpful and do one's best
- Provide fun and exciting new things to do
- Prepare boys and girls to advance to Scouts BSA.

We will promote those aims through the methods:

- **Family Involvement:** Family involvement is an essential part of Cub Scouts
- **Advancement Plan:** Recognition is important to children. The advancement plan provides fun for the Scouts, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members work with their children on advancement projects.
- **The Den:** Children like to belong to a group.
- **The Ideals:** The Cub Scout Oath, the Cub Scout Law, and Cub Scout sign, handshake, motto and salute all teach good citizenship and contribute to a Scout's sense of belonging
- **The Uniform:** The Cub Scout and Webelos Scout uniforms help build pride, loyalty and self-respect. Wearing the uniform to all Den and Pack meetings and activities also encourages good behavior and a neat appearance.
- **Activities:** Scouts will participate in a wide variety of Den and Pack activities, including games, projects, skits, songs, service, outdoor activities, and trips.

1.8 Values

We expect all Pack Leaders to stress and embody moral and ethical values, in Scouting and in their daily lives, especially by doing their best to live in accordance with the Cub Scout Law and Cub Scout Oath. Adult members of the Pack are continuously setting an example to the youth members and their actions should demonstrate leadership, honesty, fairness, and achievement.

1.9 Diversity

Scouts BSA respects the rights and beliefs of people and groups who hold values that differ from those encompassed in the Scout Oath and Law; and Scouts BSA makes no effort to deny the rights of those whose views differ to their attitudes or opinions. Scouts come from all walks of life and are exposed to diversity in Scouting that they may not otherwise experience. Scouts BSA aims to allow youth to live and learn as children and enjoy Scouting without immersing them in the politics of the day. We hope that our supporters will continue to value Scouts BSA's respect for diversity and the positive impact Scouting has on young people's lives.

1.10 Declaration of Religious Principle

Scouts BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.

Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Scouts BSA shall be entitled to certificates of leadership. Scouts BSA recognizes the importance of religious faith and duty; it leaves religious instruction to the member's religious leaders and family. Members who do not belong to a unit's religious Chartered Organization shall not be required to participate in its religious activities.

1.11 Policy of Nondiscrimination

Youth membership in Scouts BSA is open to all boys and girls who meet the joining requirements. Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youth without regard to gender, race, or ethnic background and are based entirely upon individual merit.

ARTICLE 2 - Pack Organization

2.1 Pack Program Year

Pack 518 plans its program to match the local school year and shall make every possible effort to qualify for the Pack Summertime Activity Award by providing at least one summer time activity during each of the months of June, July and August.

Annual planning usually occurs in May. The Pack sends an annual calendar to each family in August. The end of each Scout year is a time for Scouts, families, uniformed Pack Leaders, and the Pack Committee to re-evaluate their activities and make plans for the new year. This is usually a good time to recruit new adults for leadership and committee positions.

2.2 Pack Organization

Pack organization includes, but is not limited to, the following major components:

- Chartered Organization (sponsor)
- Pack Committee
- Parents
- Uniformed Adult Leaders
 - Cubmaster
 - Assistant Cubmaster(s)
 - Webelos Den Leaders
 - Assistant Webelos Den Leaders
 - Den Leaders
 - Assistant Den Leaders
 - Tiger Cub Den Leaders
 - Lion Cub Adult Guide
- Youth Leaders
 - Den Chiefs
 - Denners
 - Assistant Denners
 - Cub Scouts

2.3 Chartered Organization

Pack 518 is sponsored and owned by North Gwinnett Church. The Chartered Organization is obligated by the Scouts BSA Charter agreement to provide an adequate meeting place, including storage for Pack equipment, and to secure and approve new Pack adult leaders. The Chartered Organization appoints a Chartered Organization Representative (Scouting Coordinator or Institutional Representative) to be the key liaison between the Pack and the Chartered Organization. The Chartered Organization has the ultimate responsibility to ensure that the Pack operates in full accord with all Scouts BSA policies.

2.4 Pack Committee

The areas of responsibility covered by the Pack Committee are:

- Advancement
- Treasurer
- Secretary
- Training
- Outings and Event Coordination
- Membership and Registration
- Media and Public Relations
- Uniform Exchange
- Pack Fundraising

Committee members must meet the guidelines set forth by Scouts BSA and registered as adult leaders of Scouts BSA. One member is designated as Pack Committee Chair. The minimum size of the committee is three, but the suggested size is seven or more, allowing responsibilities to be distributed. A larger committee generally ensures a stronger, more stable Pack, and is better prepared to perform all required functions of a successful Pack program. This involves more Pack families in meaningful service to the Pack.

The committee has three primary goals:

- It is responsible to secure new adult leaders as vacancies occur;
- It approves Pack programs and activities as planned by the Den Leaders, Cubmaster Team, and Committee;
- It provides Pack program support as requested by the Cubmaster and Den Leaders, especially adult leadership for outings and events.

Regular voting members of the committee are the Committee Chair, Cubmaster, and Charter Organization Rep. All committee members, uniformed leaders, and parents present at a committee meeting may vote at that meeting. At his/her discretion, the Committee Chair may restrict voting to regular voting members of the committee.

2.5 Committee Positions and Responsibilities

2.5.1 General

Specific responsibilities of the committee include:

- Make recommendations to the Chartered Organization for final approval of Pack Leadership;
- Recruit the Cubmaster and one or more Assistant Cubmasters, with the Chartered Organization's approval;
- Provide adequate and safe facilities for Pack meetings;
- Coordinate the Pack program with the program of the Chartered Organization through the Chartered Organization Representative;

- Assist with Pack charter renewal;
- Help to stimulate the interest of parents through proper programming;
- Supervise finances and equipment;
- Work closely with the Cubmaster;
- Ensure that Cub Scouts and Webelos Scouts receive a year-round, quality program;
- Complete Pack Committee Training and Cub Scout Leader Basic Training;
- Conduct, with the help of the Cubmaster, periodic training for parents;
- Cooperate with other Scouting units.

2.5.2 Committee Chairman

The Committee Chairman must be a person of good character, familiar with organizational procedures, and have a deep concern for the Pack's success. They will preferably be a member of the Chartered Organization, respected in the community, and show the willingness and ability to be the Cubmaster's chief adviser. Regular duties include:

- Maintain a close relationship with the Chartered Organization Representative, keeping this key person informed of the needs of the Pack that must be brought to the attention of the Chartered Organization or the Apalachee District office.
- Report to the Chartered Organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the Chartered Organization.
- Supervise Pack Committee operations by
 - Calling and presiding at Parent & Adult Leaders' meetings (PALS).
 - Assigning duties to Committee members.
 - Planning for Pack charter review, roundup, and re-registration.
- Approving bills before payment by the Pack Treasurer.
- Conduct the annual Pack Program Planning Conference.
- Complete Pack Committee Training and Basic Leader Training for the position.
- Ask the Committee to assist with recommendations for Cubmaster and Assistant Cubmasters, Tiger Cub Den Leaders, Cub Scout Den Leaders, and Webelos Den Leaders, as needed.
- Recognize the need for more Dens, and see that new Dens are formed as needed.
- Work with the Chartered Organization Representative to provide adequate and safe facilities for Pack Meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the Pack can earn money for materials and equipment.
- Manage finances through adequate financial records.
- Maintain adequate Pack records and take care of Pack property.
- If the Cubmaster is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
- Appoint a Committee Member or other registered adult to be responsible for Youth Protection Training (YPT) and any other required training.

- Provide a training program for adult family members. <https://www.scouting.org/training/adult/learning-library/>
- Develop and maintain strong Pack-troop relationships with area Scouts BSA Troops, sharing with the Troop Committees the need for graduations into the Troops.
- Work closely with the Unit Commissioner(s) and other Pack and Troop Leaders in bringing about a smooth transition of Webelos Scouts into their new Troop.
- Help bring families together at joint activities for Webelos Dens and Scouts BSA Troops.
- Support the policies of Scouts BSA.

2.5.3 Advancement

Advancement and recognition are central to the Scouting experience. Without timely advancement recognition, the Scout will lose interest and not enjoy a rewarding experience. The Advancement Chair ensures that Scouts and Scouters receive recognition for their accomplishments. Regular duties are to:

- Have a working knowledge of the Lion & Tiger Cubs, Cub Scout, and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Ensure that all Scout ranks get proper graduation ceremonies with the Cubmaster and Den Leader.
- Train parents, guardians, and Pack Committee Members in ways to stimulate Scout advancement.
- Promote the use of the online advancement system with the Den Leaders and parents.
- Promote Scouts' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

2.5.4 Treasurer

Pack activities require funds that are properly safeguarded and subject to review and audit. The Treasurer provides procedures and execution for all receipts and disbursements. Regular duties are to:

- Be responsible for monitoring Pack finances, depositing money from registration and fundraising, and paying for Pack expenses.
- Help the Pack Committee and Cubmaster establish a sound financial program for the Pack with a Pack budget plan.
- Open or maintain a bank account in the Pack's name and arrange for all transactions to be signed by any two of the Cubmaster, Pack Committee Chair, Secretary, or Treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills. The Pack Committee Chair should approve bills before payment.
- Collect dues at registration and deposit the money in the bank account.

- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book.
- Give leadership in developing a coordinated record-keeping system in the Pack.
- Be responsible for thrift training within the Pack. Encourage each Den Leader to explain the Pack financial plan to each Scout and his family so that Scouts will accept responsibility for paying dues and family members will be alert to opportunities for Scouts to earn dues money and develop habits of thrift.
- Periodically report on the Pack's financial condition at the monthly PALS meeting.
- Make regular monthly reports to the Pack Committee at the Pack leaders' meeting, and report to the Chartered Organization as often as desirable on the financial condition of the Pack.
- Guide the Pack in conducting council-approved Pack money-earning projects.

2.5.5 Secretary

The Pack Secretary captures the Pack committee meeting proceedings. Due to hectic schedules and turnover, not all committee members can attend every meeting; therefore, records are required to ensure all committee members can review meetings. Also, a great deal of knowledge is captured and preserved for future Pack and committee activities. Historical records are a great resource for information and guidance. Regular duties are to:

- Takes minutes of the Pack Committee meeting and also serves on the Pack Committee.
- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new Den Leaders by telling them what resources are available.
- 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.
- Keep notes on business conducted at Parent and Adult Leaders Meetings (PALS). Record only key items such as things needing follow-up or items for the history of the Pack.
- Notify leaders of Parents and Adult Leaders Meetings (PALS) and other activities.

2.5.6 Training

The Pack Trainer ensures the Pack Adult Leaders are exposed to Scouts BSA leader training offerings. The goal of the Pack trainer is to have 100 percent of the Pack leadership trained in their position responsibilities. New leaders and adult family members should receive orientation within one week of joining the Pack, and leaders should receive position-specific training within 30 days, or as soon as training is made available. Regular duties are to:

- Conduct orientation of new families and Pack leaders. (See Chapter 10 of the Cub Scout Leader Book, "Den and Pack Management.")
- Train each new leader and Pack Committee member for his or her specific position, using material provided by Scouts BSA.
- Help with Unit Leadership Enhancements during Parents and Leaders Meetings (PALS).
- Conduct other training as designated by the district and/or council.

- Encourage Pack Leaders to attend ongoing training, such as roundtable, pow wow or University of Scouting, outdoor training, Youth Protection Training, and Wood Badge.
- Remain current with training material and program updates.
- Keep track of Pack training records.

2.5.7 Outings and Events

Regular duties of the Outing and Events Chair are to:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property and fire permits when required.
- Locate new picnic areas.
- Plan first aid for emergencies.
- Help Webelos Den Leaders plan Webelos overnight campouts. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help Pack and Dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping.
- Ensure that at least one (preferably two) adult has completed Basic Adult Leader Outdoor Orientation (BALOO) (see Chapter 33, "Cub Scout Camping" in the Cub Leader Book) before any Pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of Scouts BSA health and safety requirements and see that they are implemented.
- Know and carry out Scouts BSA outdoor program policy related to Cub Scouting.
- Review all activities to ensure that Unit Leaders comply with Scouts BSA policies in the Guide to Safe Scouting.

2.5.8 Membership and Registration

Regular duties of the Membership and Registration chairperson is to:

- Prepare re-registration papers and an annual report to the Chartered Organization. Secure signatures and registration fees for the coming year.
- Ask the Chartered Organization representative to submit a charter application and annual report to the Chartered Organization for approval.
- Help the Cubmaster and Chartered Organization Representative plan and conduct the formal charter presentation.
- Work with Pack Committee members to promote recruitment plans.
- Review with new scouts the Bobcat requirements and "Parent Guide" in their child's handbook. Emphasize the part that the family plays in their child's advancement. Stress parent/guardian participation at all Pack functions and see that new families are introduced and feel welcome at Pack Meetings.
- Work with the Cubmaster and Pack Committee to develop and carry out a plan for year-round membership growth.

- Work with the Cubmaster and Pack Committee to see that eligible Scouts transition into their next Den at the appropriate time. It is very important to ensure that Webelos Scouts and parents or guardians have a smooth transition into a Scouts BSA troop.
- Work with the Cubmaster in following up on former Pack members who have advanced to Scouts BSA and potential Den Chiefs.
- Follow up on Cub Scout dropouts to help return them to full, active membership.

2.5.9 Media and Public Relation

Regular duties of the Media and Public Relations chairperson is to:

- Stimulate Pack service projects in the Chartered Organization, school, and community.
- Promote family participation in all Pack events, such as Blue and Gold banquet, Pack picnics, and other special events.
- Urge Pack participation in appropriate programs of the Chartered Organization, such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue and Cub Scouts are members.
- Suggest ways of showing interest in the Chartered Organization's overall program.
- Publicize and promote Pack participation in Scouting Anniversary Week activities.
- Circulate Lion Cub, Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers and leaflets to invite boys and girls to join. Work with the Pack Committee to promote new membership. Let the people in the neighborhood know that a Cub Scout Pack is available.
- Consider using a monthly or quarterly Pack newsletter to inform families of Pack plans, guide new parents and guardians in Pack policies, and create a feeling of unity among members of the Pack family.
- Provide Pack announcements for regular release in the official bulletins, newsletters, Websites, etc., of your Chartered Organization.
- Make use of the news media in publicizing Pack events.

2.5.10 Religious Emphasis

A Scout's 'Duty to God' implies an active practice of religion. The Religious Emphasis Chair ensures that God remains central in Pack activities. Regular duties are to:

- Provides a spiritual tone for Pack Meetings and activities
- Promotes regular participation of each member in the activities of the religious organization of his choice
- Visits homes of Scouts in time of sickness or need
- Gives spiritual counseling service when needed or requested
- Encourages Cub Scouts to earn their appropriate religious emblems
- Report to the Pack Committee at all meetings

2.5.11 Uniform Exchange

Recognizing that not all Scouts or their families can afford uniforms, the Pack will maintain an “experience” uniform closet. Regular duties are to:

- Maintain an inventory of experienced Cub Scout uniforms in a variety of sizes;
- Promote donations of uniforms from families and Scouts;
- Acquire, when necessary, uniforms from other sources;
- Discretely providing uniforms for disadvantaged Scouts;
- Obtain the return of loaned uniforms, their rehabilitation and return to service.

2.5.12 Quartermaster

The Scouting program routinely involves moving Scouts and materials. This equipment must exist in proper quantities and quality to support the activity. The Quartermaster ensures this equipment is procured, stored and distributed in the best possible manner. Regular duties are to:

- Supervise and help the Pack produce camping equipment
- Conduct annual needs assessment
- Provide recommendations for equipment acquisition and retirement as needed
- Conduct inventory and proper storage and maintenance of all Pack equipment
- Make periodic safety checks on all Pack camping gear, and encourage Dens in the safe use of all outdoor equipment
- Report to the Pack Committee at each meeting

2.6 Committee Seasonal Activity Leader Positions & Responsibilities

In support of Pack 518's programs, activity leaders are needed on a seasonal basis to lead and coordinate various activities throughout the year. All activity leaders operate under the direction of the Activities Chair and are required to attend particular Pack Committee meetings as directed by the Activities Chair.

General Activity Leader's responsibilities are to help in the planning and coordinating of the event assigned, work up a standard activity form and submit to the Pack Committee for approval, and work with the Cubmaster to ensure timely announcements.

2.6.1 Popcorn Kernel

Popcorn sales are a National level, approved, annual fundraiser. The program is a low risk venture because money is collected at the time of sale and the Pack is not required to pay until after the popcorn has been picked up and distributed to end buyers. The program rewards participation in pre-sales activities, timely pickup and timely return of money after distribution. The program includes a multi-tiered, individual sales incentive in the form of prizes. Responsibilities are to:

- Set and communicate individual, Den, and Pack goals.
- Determine additional incentives for individual, Den, and Pack sales levels if appropriate.
- Get a list of Scouts who want to participate in Popcorn sales
- Attend District kickoff meeting
- Brief Scouts and distribute sales material
- Consolidate Scout orders and forward to District before deadline
- Supervise popcorn pickup
- Distribute Pack popcorn order to Scouts

- Collect money from Scouts and forward to District before deadline
- Arrange for prizes to be awarded for top sales
- Attend particular Committee meetings

2.6.2 Blue & Gold Banquet

The Blue and Gold banquet is one of the highlights of the program year. It brings together Pack's families for a dinner and an evening of fun. The meal is important, but even more important is the warm, congenial atmosphere created as families enjoy each other's company. Responsibilities are to:

- Organize and run the Blue and Gold Banquet
- Create and distribute the information sheets
- Announce the event at Pack Meetings
- Help determine the role that each Den will play
- Secure meeting space
- Line up the entertainment
- Obtain special prizes for the Cubs & leaders, as necessary
- Setting up the room
- Running the event and cleaning up after the event.
- Attend particular Committee meetings

2.6.3 Derby

The Derby Leader is responsible for organizing and running Pack races, such as the Pinewood Derby, Space Derby, and Raingutter Regatta. Responsibilities are to:

- Plan the derby event
- Create and distribute the information sheets
- Announce the event at Pack Meetings
- Obtain and distribute the Derby Kits
- Run the pre-race inspections
- Set up the race paraphernalia
- Run the event (racing, judging, and awards)
- Clean up after the event

2.6.4 Suwanee Day Parade

The Suwanee Day Parade Leader is responsible for organizing and coordinating Pack 518's participation in the annual Suwanee Day parade, held in September. Responsibilities are to:

- Submit a parade request application form in a timely manner
- Work with others to develop a theme or design for a float.
- Plan and organize the Pack's participation in the parade.
- Announce the event at Pack Meetings
- Create and distribute the information sheets

- Coordinate participants the day of the parade.

2.6.5 Summertime

A Pack can qualify for the National Summertime Pack Award certificate and streamer by planning and conducting three Pack activities—one each in June, July, and August. This award can be an incentive for greater attendance at your summer Pack activities. Responsibilities are to:

- Schedule and plan three summertime activities - one each in June, July and August.
- Solicit participation for planned events
- Track necessary information and submit an application for the National Summertime Award in a timely manner

2.7 Parents

Scouting is a family activity, and will require the Scout to work on some advancement outside of the Den or Pack. The commitment of parents and family towards helping achieve goals is paramount to success.

The “Application to Join a Pack” requires that the parents read and understand the Parent Agreement, which requires them to assist their child, leaders, and Pack, as necessary. Statistics show that Scouts whose parents take an active interest or leadership role are most likely to succeed in Scouting.

To better guarantee the success of our Scouts, parents must participate in the program. Pack 518 expects at least one parent from every family to be actively involved with the Pack. It is the responsibility of the Committee to determine what level of involvement is acceptable.

2.8 Uniformed Adult Leaders

Pack 518 recognizes that quality leaders are vital to the success of its Scouting program. Their duty is to provide the basic program and guide Scouts according to the policies and procedures of Pack 518 and Scouts BSA.

Leaders are recruited by the Cubmaster, and appointed by the Pack Committee with the approval of the Chartered Organization. All leaders must provide a list of references and meet minimum requirements before being accepted to any position within the Pack.

Two-deep Leadership is required at all times. At no time, is any Scout to be left alone with a single Den Leader or Parent who is not that Scout’s parent or adult guardian.

Leaders must meet the requirements of the position as established by Scouts BSA, be of good moral character and interested in working with Scouts. They must be registered as an adult leader of Scouts BSA.

In the interest of meeting the high expectations of parents, and to guarantee the best possible program is being offered to its Scouts, Pack 518 requires that all adult leaders:

- Attend Youth Protection Training,
- Attend Fast Start training appropriate to their position,

- Have and read the Cub Leader Handbook.
- All Den leaders are required to have read "The Guide to Safe Scouting."
- All Den Leaders are also expected to attend and remain current in Cub Leader Basic Training.
- Monthly Roundtable meetings deliver important news and information about upcoming programs and events offered through the District and Council. A leader or representative of each Den is strongly encouraged to attend as many Roundtable meetings as possible.
- The leaders of Pack 518 are expected to set a good example through behavior, attitude, and uniform, and believe in the values and principles of Scouting.

2.9 Uniformed Adult Leader Positions & Responsibilities

2.9.1 Cubmaster Team

The Cubmaster Team consists of the Cubmaster and Assistant Cubmasters. The responsibilities of the team are:

- Working directly with the Lion Guides, Tiger Cub Den Leaders, Cub Scout Den Leaders, Webelos Den Leaders, Den Chiefs, and Pack Committee Chairman and members to make sure all Dens are functioning well
- Planning the Den and Pack programs with the help of other leaders
- Leading the monthly Pack Meeting and family campouts with the help of others. Involving all Dens in some way
- Providing a non-denominational religious program at Pack Meetings and family campouts
- Coordinating the total Cub Scout program in the Pack

2.9.2 Cubmaster

Everything that the Cubmaster does is aimed at helping the individual Scout. Securing strong leaders, planning Den and Pack activities, advising other leaders and adult family members - these are all ways in which the Cubmaster affects the kind of Cub Scouting each Scout in the Pack is offered. The Cubmaster directly influences the lives of individual Scouts by keeping in mind that children can become better through Cub Scouting. A Cubmaster's responsibilities are to:

- Conduct a Pack program according to the policies of Scouts BSA.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Plan and help carry out the Cub Scout program in the Pack. This includes leading the monthly Pack Meeting, with the help of other leaders.
- Help the Pack Committee with a year-round recruitment plan for recruiting boys and girls into Lions Cubs, Tiger Cubs, Cub Scouting, and Webelos Scouting.
- Know about and use the appropriate and available literature, including Scouts' Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
- See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the Chartered Organization and Scouts BSA.

- Work with the Pack Committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support Den Leaders. See that they receive the required training for their positions.
- Help organize Webelos Dens and encourage graduation into a Scouts BSA troop.
- Help establish and maintain good relationships with Scouts BSA troops.
- Involve Den parents, grandparents, and other role models in outings and other Den activities so that Scouts will have additional role models.
- See that Lion Cubs, Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the Dens and Pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the Assistant Cubmaster are carried out.
- Help the Pack Committee Chair conduct the Annual Pack Program Planning Conference and the monthly Pack Leaders' Meetings (PALS).
- Work as a team with the Pack Committee Chair to cultivate, educate, and motivate all Pack leaders and parents or guardians in Cub Scouting.
- Take part in the Charter Review Meeting and annual charter presentation ceremony.
- Request Den Chiefs for all Dens and, after selection, see that they are trained. Recognize the Den Chiefs at Pack Meetings.
- Conduct impressive graduation ceremonies for advancing Scouts.
- Meet with the Unit Commissioner, Webelos Den Leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Scouts BSA.
- Encourage high advancement standards from all Cub Scouts.
- Help bring families together at joint activities for Webelos Dens and Scouts BSA troops.
- Support the policies of Scouts BSA.

2.9.3 Assistant Cubmaster

The Pack should have at least one Assistant Cubmaster, but preferably two or three so that the responsibilities may be distributed. At least one Assistant Cubmaster should be able to replace the Cubmaster's position in the case of an emergency. An Assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Participate in Pack productions.
- Supervise Den Chiefs and see that they are trained.
- Conduct the monthly Den Chief planning meeting for all Den Leaders, Assistant Den Leaders, and Den Chiefs to plan and coordinate weekly Den meetings and Pack Meeting participation.
- Work with neighborhood Troops that supply Den Chiefs and into which Webelos Scouts may graduate.

- Help inform Pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with the Pack Committee to develop and promote an ongoing plan for recruiting new boys and girls.
- Work with the Cubmaster and Pack Committee on Pack re-registration.
- Help with Pack activities, such as dinners, derbies, bike safety workshops, service projects, etc.
- Work with the Pack Committee on outings to see that the Pack and dens qualify for the National Summertime Pack Award.
- Participate in the Annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Promote the religious emblem program.
- Support the policies of Scouts BSA.

2.9.4 Webelos Den Leader

Webelos Den Leaders are usually a parent of one of the Scouts in the Den. The Webelos Den Leader's responsibilities include:

- Give leadership to planning and carrying out a year-round program of activities for the Webelos Den to achieve the purposes of Cub Scouting.
- Complete Webelos Den Leader Fast Start Training, position specific Basic Leader Training, and Webelos Den Leader Outdoor Training. Attend monthly Roundtables.
- Lead the Den in its participation at the monthly Pack Meetings.
- Help establish a close working relationship with the Assistant Webelos Den Leader and Webelos Den Chief, functioning with them as a Den Leadership team.
- Work in harmony with other Den and Pack leaders.
- Help the Cubmaster and Pack Committee recruit new Webelos Scouts.
- Help train the Webelos Den Chiefs and guide them in working with Webelos Scouts. Attend Den Chief Training with them. See that they receive recognition for their efforts at Den and Pack Meetings.
- Attend the monthly Den Chief planning meeting for Den Leaders, Assistant Den Leaders, and Den Chiefs.
- With the Assistant Webelos Den Leader, meet with the Webelos Den Chief, and let him or her help plan Webelos Den Meetings and activities. Give meaningful assignments.
- Provide worthwhile tasks for the Webelos Denners so that they can assume some responsibility and gain satisfaction from their efforts.
- Use Scouts' Life and Scouting magazines and the Webelos Leader Guide as resources for program ideas and information.
- Instill Scouting's spirit and moral values through personal examples, ceremonies, and meaningful activities such as service projects.
- Promote the religious emblem program.
- Keep accurate records of attendance.

- Encourage Webelos Scouts to advance. Maintain high advancement standards. Keep accurate advancement records and see that the Scouts are promptly recognized for their achievements.
- With the help of the Cubmaster, Pack Committee, and Unit Commissioner, determine one or more neighborhood Scouts BSA Troops into which Webelos Scouts may be graduated, and establish a good working relationship with those Troops. Try to graduate every Webelos Scout into a Troop.
- Work with the Cubmaster(s) and Assistant Cubmaster(s) to plan and conduct meaningful joint activities.
- Work with the Cubmaster to see that impressive graduation ceremonies are conducted in the Pack. Invite the Scoutmaster and Troop leaders to take part.
- Encourage parents or guardians of Webelos Scouts to help plan and carry out overnight campouts and other outdoor activities. Work with the Troop Assistant Scoutmaster(s) or Scoutmaster(s) to arrange for the loan of Troop equipment for joint Webelos Den-Troop activities.
- Help the Den and the Pack earn the National Summertime Pack Award.
- Have a plan to ensure that a leader is available for all Webelos Den Meetings and activities. Call on the Assistant Webelos Den Leader to fill in, as needed.
- Participate in the Annual Pack Program Planning Conference and the monthly Pack Leaders' Meetings (PALS).
- Keep the Cubmaster and Pack Committee informed on the status and needs of the Webelos den.
- Support the policies of Scouts BSA.

2.9.5 Assistant Webelos Den Leader

The Assistant Webelos Den Leader shares the work of the Webelos Den Leader and may be called upon to handle various details of Den operation. They should be able to fill in for the Webelos Den Leader in case of emergency. The Assistant Webelos Den Leader's responsibilities include:

- Help the Webelos Den Leader as needed and carry out the duties assigned by the Webelos Den Leader. Be ready to fill in for the Den Leader in case of an emergency.
- Help establish and maintain a close working relationship with the Webelos Den Leader and Webelos Den Chief, functioning with them as a Den Leadership team.
- Help establish and maintain good relationships with neighborhood Scouts BSA troops into which Webelos Scouts will graduate.
- Complete Webelos Den Leader Fast Start Training, position specific Basic Leader Training, and Webelos Den Leader Outdoor Training.
- Attend monthly Roundtables.
- Attend monthly Pack Meetings and help as needed.
- Take part in the Annual Pack Program Planning Conference and monthly Pack Leaders' Meetings (PALS).
- Attend the monthly Den Chief planning meeting for Den Leaders, Assistant Den Leaders, and Den Chiefs.

- Support the policies of Scouts BSA.

2.9.6 Den Leader

Den Leaders deliver the Scouting program to boys and girls in the Pack through its Dens. Usually, a Den Leader is a parent of a child in the Den. They work with parents and other Den and Pack leaders to ensure that their Den is an active and successful part of the Pack. The Den Leader's responsibilities include:

- Give leadership in carrying out the Pack program in the Den.
- Complete Cub Scout Den Leader Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Lead the den in its participation at Pack Meetings. Serve as Den host or hostess for Den family members at Pack Meetings.
- Work in harmony with other Den and Pack leaders.
- Help the Cubmaster (or Assistant Cubmaster) and Pack Committee recruit new boys and girls throughout the year.
- Help train the Den Chiefs and guide them in working with Cub Scouts. See that they receive recognition for their efforts at Den and Pack Meetings.
- Attend the monthly Den Chief planning meeting for Den Leaders, Assistant Den Leaders, and Den Chiefs.
- With the Assistant Den Leader, meet with the Den Chiefs and let them help plan Den Meetings and Den activities; allow them to serve as Den activities assistants.
- Provide meaningful jobs for the Denner and Assistant Denner so that they can learn responsibility and gain satisfaction from their efforts.
- Use Scouts' Life and Scouting magazines, Cub Scout Program Helps, the Scouts' handbooks, and other Cub Scouting literature as sources for program ideas.
- Keep accurate records of attendance.
- Maintain a friendly relationship with Cub Scouts; encourage them to earn advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the Den prepare its skits and exhibits for the Pack Meeting.
- Promote the religious emblem program.
- Help the Den and Pack earn the National Summertime Pack Award.
- Help establish a close working relationship with the Assistant Den Leader and Den Chief, functioning as a Den Leadership team.
- Develop and maintain a good working relationship and open communication with Den families. Use their talents to help enrich the Den program. Hold den adults' meetings as often as needed to get acquainted with family members and strengthen Den operation.
- Involve Den parents, grandparents, and other role models in outings and other Den activities so that Scouts will have additional role models.

- See that a leader is available for all Den Meetings and activities. Call on the Assistant Den Leader to fill in when necessary.
- Take part in the Annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Help set a good example for the Scouts through behavior, attitude, and proper uniforming.
- Support the policies of Scouts BSA.

2.9.7 Assistant Den Leader

Each Den should have at least one Assistant Den Leader, more if needed. The assistant should be able to perform the duties assigned by the Den Leader, and should be able to fill in for the Den Leader in case of emergency. The Assistant Cub Scout Den Leader shares the work of the Cub Scout Den Leader and may be called upon to serve as a parent contact or record keeper, or to handle other details of Den operation. The Assistant Cub Scout Den Leader's responsibilities include:

- Help the Den Leader as needed.
- Carry out the duties assigned by the Den Leader.
- Be ready to fill in for the Den Leader in case of an emergency.
- Help establish a close working relationship with the Den Leader and Den Chief, functioning with them as a Den Leadership team.
- Complete Cub Scout Den Leader Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtables.
- Attend Pack Meetings and help as needed.
- Take part in the Annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Attend the monthly Den Chief planning meeting for Den Leaders, assistant Den Leaders, and Den Chiefs.
- Work in harmony with other Den and Pack leaders.
- Support the policies of Scouts BSA.

2.9.8 Lion Guide

A Lion Guide's responsibilities are to:

- Give leadership in carrying out the Pack program in the Den.
- Attend monthly Roundtable meetings.
- Lead the Den in its participation at Pack Meetings.
- Serve as Den host or hostess for family members at the Pack Meetings.
- Work in harmony with other den and Pack leaders.
- Help the Cubmaster (or assistant Cubmaster) and Pack Committee to recruit new boys and girls.
- Coordinate shared leadership among the Lion Cub adult partners in the den.
- Ensure that each Lion Cub and his/her adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.

- Make Pack and den resources available to the host team, ensuring the completion of the den component of the Tiger Cub advancement requirements.
- Use Scouts' Life and Scouting magazines, Cub Scout Program Helps, the Lion Cub Handbook, and other Cub Scouting literature as sources for program ideas.
- Maintain a friendly relationship with the Lion Cubs and their adult partners.
- Encourage Lion Cubs to earn advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Lion Cubs' imaginations on the program theme for the month, and work with the adult partners to prepare Scouts for participation in Pack Meetings.
- Promote the religious emblems program, as available to Lion Cubs.
- Help the den and Pack earn the National Summertime Pack Award.
- Take part in the annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Help set a good example for the Scouts through behavior, attitude, and proper uniforming.
- Help the Cubmaster or assistant Cubmaster provide a meaningful recognition ceremony for the transition of Lion Cub dens as they enter Tiger dens at the end of the Lion Cub year.
- Throughout the year, keep in mind the transition goal of moving the Scouts to the next level in Cub Scouting.
- Support the policies of Scouts BSA.

2.9.9 Tiger Cub Den Leader

A Tiger Cub Den Leader's responsibilities are to:

- Give leadership in carrying out the Pack program in the Den.
- Complete Tiger Cub Den Leader Fast Start Training and position-specific Basic Leader Training.
- Attend monthly Roundtable meetings.
- Lead the Den in its participation at Pack Meetings.
- Serve as den host or hostess for family members at the Pack Meetings.
- Work in harmony with other den and Pack leaders.
- Help the Cubmaster (or assistant Cubmaster) and Pack Committee to recruit new boys and girls.
- Coordinate shared leadership among the Tiger Cub adult partners in the den.
- Ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.
- Make Pack and den resources available to the host team, ensuring the completion of the den component of the Tiger Cub advancement requirements.
- Use Scouts' Life and Scouting magazines, Cub Scout Program Helps, the Tiger Cub Handbook, and other Cub Scouting literature as sources for program ideas.
- Maintain a friendly relationship with the Tiger Cubs and their adult partners.
- Encourage Tiger Cubs to earn advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Tiger Cubs' imaginations on the program theme for the month, and work

with the adult partners to prepare Scouts for participation in Pack Meetings.

- Promote the religious emblems program, as available to Tiger Cubs.
- Help the den and Pack earn the National Summertime Pack Award.
- Take part in the annual Pack Program Planning Conference and Pack Leaders' Meetings (PALS).
- Help set a good example for the Scouts through behavior, attitude, and proper uniforming.
- Help the Cubmaster or assistant Cubmaster provide a meaningful recognition ceremony for the transition of Tiger Cub dens as they enter Wolf dens at the end of the Tiger Cub year.
- Throughout the year, keep in mind the transition goal of moving the Scouts to the next level in Cub Scouting.
- Support the policies of Scouts BSA.

2.10 Youth Leaders

Leadership is an important quality in the development of youth. Pack 518 believes that the opportunity for youth to act in a role of responsibility, leadership, and authority is an important step towards fostering good character, self-confidence, sense of achievement, and a respect for others. Pack 518 encourages leaders to offer each Scout the chance to fill a role of responsibility within the Pack and dens.

2.10.1 Den Chiefs

A Den Chief is an older Scouts BSA member, Varsity Scout, or Explorer who has preferably been a Cub Scout, ideally of at least First Class rank. Selected by the senior patrol leader and Scoutmaster or Varsity Scout Coach or Explorer Advisor upon request by the Cubmaster. Their appointment is approved by the Cubmaster and Pack Committee, and recommended to the Den Leader. The Den Chief is registered as a youth member of a troop, team, or post, whose responsibilities include:

- Knowing the purposes of Cub Scouting;
- Helping Cub Scouts achieve the purposes of Cub Scouting;
- Serving as the activities assistant at Den Meetings;
- Setting a good example by attitude and uniforming;
- Being a friend to the Scouts in the den;
- Taking part in weekly Den Meetings;
- Assisting the den in its part of the monthly Pack Meeting;
- Knowing the importance of the monthly theme and Pack Meeting plans;
- Meeting regularly with the Den Leader to review den and Pack Meeting plans. Meeting as needed with adult members of the den, Pack, and troop;
- Attend Den Chief training;
- Encouraging Scouts to advance when they are eligible;
- Helping the Denners and Assistant Denner to be leaders.

2.10.3 Denners

The Cub Scout Denner is a den member elected by the den for a short period, usually one or two months. The Den Leader and Den Chief determine his responsibilities. This might include helping to set up the Den Meeting place and cleanup; helping with games, ceremonies, tricks, and puzzles; leading a song; or acting as den cheerleader. He should be given meaningful responsibilities and recognition to help him learn how to be a leader, so that all Scouts will look forward to their turn as Denner. A short term of office is encouraged to give all Scouts the opportunity to serve. The Denner wears a two stranded yellow cord and epaulette on the left shoulder to signify his rank. Past Denners wear only the epaulette to indicate that they have held the rank.

2.10.4 Assistant Denners

The Cub Scout Assistant Denner is a den member elected by the den for a short term of office, coinciding with the Denner's term. The Assistant Denner assists the Denner, and usually becomes Denner for the next term. This Scout wears a single strand of yellow cord and epaulette on the left shoulder to signify this rank.

2.11 Dens

Pack 518 is divided into dens. Each Den is made up of boys or girls of similar ages or school grade. Dens plan and participate in Scouting activities at an age appropriate level. The objective is to provide an enjoyable Scouting experience to the Scouts and their families while promoting the ideals and goals of the Lion & Tiger Cubs, Cub Scout, and Scouts BSA Law and Oath.

Dens are identified by the rank of its member Scouts, followed by a Den Number, starting with one (1). Each new den is assigned the next available number. For example, “Tiger Den 1, Tiger Den 2, Bear Den 1, etc.” Webelos dens may decide to use a patrol name, in lieu of the aforesaid naming convention. If patrol names are used, they should be unique.

Den size should be limited to a manageable size and should consist of at least three Scouts, but not more than eight, unless otherwise approved by the Cubmaster and committee to ensure a high quality Scouting program. Experience has shown that too few or too many make it difficult to provide a quality Scouting program for the Scouts. If membership in a den grows beyond eight, the den should be split, with one retaining the original den number. A leader and assistant leader should be recruited and trained for the new den.

2.11.1 Lion Cub Dens

Kindergarten grade boys and girls are Lions. Lions meet as a Den up to twice a month, and may participate in an additional den field trip or activity monthly. An adult partner is required to accompany each Scout to all meetings and activities. One adult partner from each Den takes on the responsibility of Lion Guide, although leadership of the den is spread among all the adult partners. Lion meetings may, at the option of the Den, have a fixed meeting place and time, or meet at a different location each month. Each adult partner should take on the task of planning and providing a “Big Idea” each month.

2.11.2 Tiger Cub Dens

First grade boys and girls are Tigers. An adult partner is required to accompany each Scout to all meetings and activities. One adult partner from each den takes on the responsibility of Tiger Den Leader, although leadership of the den is spread among all the adult partners. Tiger meetings may, at the option of the den, have a fixed meeting place and time, or meet at a different location each month. Each adult partner should take on the task of planning and providing a “Big Idea” each month.

2.11.32 Wolf and Bear Dens

Second grade boys and girls are Wolves, even if they have not attained the rank of Wolf. Likewise, third grade boys and girls are Bears, even if they have not yet earned the Bear rank. Because their programs are similar, Wolf and Bear dens may be combined when too few Scouts exist for one or both dens to meet minimum membership requirements. In this case two dens should exist, with separate den numbers, under common leadership. Den leadership consists of a Den Leader and

Assistant Den Leader, and optionally a Den Chief. Leaders and Assistant Leaders are typically parents or guardians of one of the Scouts in the den.

2.11.4 Webelos Dens

Fourth and fifth grade boys and girls are first year and second year Webelos Scouts, respectively. Den leadership consists of a Webelos Den Leader and Assistant Webelos Den Leader, and optionally a Den Chief. Leaders and assistant leaders are typically parents or guardians of one of the Scouts in the den. Webelos dens may, at their option, select a patrol name to further identify their den. Den names should be selected and voted on by the Scouts, and must be appropriate to the ideals of Scouting. Names do not necessarily need to be Scouting related, however it is recommended

ARTICLE 3 – Membership Standards

3.1 Membership

3.1.1 Membership Categories

Membership in Pack 518 consists of the following categories: Cub Scouts, uniformed adult leaders, Pack Committee Members and member families.

- Cub Scouts are boys and girls who meet Scouts BSA age requirements, are currently registered with Scouts BSA as Pack 518 Cub Scouts, and meet the Pack's active service standard.
- Uniformed adult leaders are adults who meet Scouts BSA age requirements, are currently registered with Scouts BSA as Pack 518 leaders, and are currently active in the Pack.
- Pack Committee Members are adults who meet Scouts BSA age requirements, are currently registered with Scouts BSA as Pack 518 Committee Members, and are currently active in an assigned area of committee responsibility.
- For the purposes of Pack Membership, member families are the parents and minor brothers and sisters of Scout members, or the spouse and minor children of registered adult members.

3.1.2 Active/Inactive Members

A Scout is considered active if his or her attendance at meetings and campouts meets the active service standard, see section 3.3.2.

Uniformed adult leaders, Pack Committee Members, and parents are considered active if they meet the parent involvement standard, see section 3.2.3.

Active members have full membership privileges. Inactive members may be denied certain privileges, including attendance on some activities, see section 3.3.4.

3.2 Entry Requirements

3.2.1 Scouts

Any interested boy or girl who meets the membership requirements above may register as a Cub Scout in Pack 518, subject to the restrictions in this section. The Pack Committee may limit the number of new Cub Scouts admitted each year to maintain overall Pack size at a level that allows for a quality program, based on current membership, the number and quality of adult leaders, and anticipated membership losses. The Cubmaster or Pack Committee may modify or make exceptions to the entry policy to meet the needs of the Pack. The Pack always accepts the family of active members regardless of the present membership level.

3.2.2 Parent Registration

To comply with Scouts BSA policy requiring registration of all adults who have contact with the Scouts. The Committee Chair, the Registration Coordinator and the Charter Organization Representative (CR) shall review adult registration forms.

3.2.3 Parent Involvement

At least one parent of every Scout must agree to be actively involved with the Pack as a condition of their child's membership in the Pack. The Pack Committee shall publish a list of parent job opportunities and set standards for active involvement.

3.2.4 Uniformed Adult Leaders

Any interested adult who meets the membership requirements above may be commissioned as a leader with Pack 518, subject to the restrictions in this section. All uniformed leaders must register with and be commissioned by Scouts BSA, and all must be approved by the Chartered Organization, the Pack Committee Chair (in consultation with the Pack Committee), and the Cubmaster (in consultation with the other uniformed leaders). Certification is based on the standards of Scouts BSA for youth leadership.

3.2.5 Pack Committee Members

Any Scout parent or other interested adult may register on the Pack Committee, subject to the approval of the Chartered Organization and Pack Committee Chair (in consultation with the Pack Committee).

3.2.6 Transfers

Inter-Den transfer may be made only with prior approval of the Cubmaster, Committee Chair and all concerned. Scouts and adults with current registration in another unit may transfer into the Pack by filling out the necessary forms and paying the transfer fees. All Scout transfers must have accompanying documentation as to the Scout's participation in the program, to include awards and advancements documented, from the prior Pack's representative.

3.3 Standards of Membership

3.3.1 General

To retain full membership in Pack 518, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the Pack.

3.3.2 Active Service Standard

A Scout must be active to reap the full benefit of the Pack 518 program. Because camping is the heart of Scouting, the Pack encourages its Scouts to attend at least one overnight camp annually. A Scout is considered active if he or she attends a minimum of 50% of regular Pack productions and a minimum of 50% of den meetings. There are no excused absences since the 50% standard is intended to allow sufficient leeway for such things as illness, school activities, family activities, or sports. Lion Cubs are considered active if their combined Pack and den attendance is 33%. Although the Pack does not suspend inactive Scouts, the Cubmaster or den leaders may limit their participation in certain events and activities in order to allow active Scouts the opportunity to participate. Inactive Scouts pay higher fees.

3.3.3 Parent Involvement Standard

Parent involvement is vital for each Scout, and vital to the overall Pack operation. An active parent is one whose family volunteers for at least 50% of Pack activities and events. Cubmaster and den leaders may limit participation to allow all parents the opportunity to participate.

3.3.4 Inactive Status

3.3.4.1 Scouts

Any Scout who is absent without a valid excuse for four consecutive Den meetings and a Pack meeting, or misses 75% of all meetings over a two- month period, can be placed on the inactive list at the discretion of the Den Leader, with the approval of the Cubmaster.

Each Den Leader will attempt to contact the Scouts' parents and make them aware that their Scout is in jeopardy of losing his active status prior to being placed on the inactive list. The Cubmaster will notify the Pack Secretary who will send out a communication informing the parents that the Scout has been placed on the inactive list. A sample of the parent notification is included as Attachment (A). Requests for reinstatement must be made by the parents, in person, to the Cubmaster. (in his/her absence, see the Assistant Cubmaster.)

3.3.4.2 Adult Leaders

Den Leaders will be considered for inactive status if they do not hold a Den meeting for one month or more, miss two or more consecutive Pack productions without appointing a substitute Leader or adult, or do not conduct meetings in accordance with the precepts laid down by Scouts BSA. Note that excused absences are for illness, family vacations, death in the family, job related (i.e. At sea/TAD/duty, religious functions/services) or emergency situations.

3.3.5 Advancement Standard

A Scout needs to advance regularly to learn the skills and leadership that are central to the Scout program. Pack 518 expects all Tiger and above to earn the rank of Bobcat within four months of registering, and to continue to meet the requirements to advance at least one rank each year after that.

3.3.6 Uniform Standard

A complete above the belt uniform (Class A) should be worn by Scouts and Leaders, in accordance with Scouts BSA standards, to all Pack activities unless otherwise specified by the Cubmaster or Den Leader.

A complete above the belt uniform is defined as a Cub Scout hat, neckerchief, Cub Scout shirt, Cub Scout belt and buckle. Pants, shorts, socks, and closed toed shoes that are neat, and hemmed without frayed edges of your choice may accompany the uniform. Cutoffs, sweat pants, swimming suits and pants with holes are not authorized. Sandals and shower shoes are not authorized. For uniformity in dress, the Scout neckerchief will be worn under the collar, unless there is no collar.

Optional wear for Den meetings and outdoor functions may be a Pack approved T-shirt (Class B) with appropriate insignia. Den Leaders may count this as a uniform for Den meetings, non-public Pack activities (i.e. regattas, races, or derbies).

For formal functions (i.e. parades, public fundraising, Den inspections, Pack Meetings, dinners, and visits to public services) the full uniform will be worn. Uniform class requirements will be in the event invite/communication.

A Den Leader will allow a maximum of three months for the Scouts to acquire the uniform items. All new parents will be advised as to where new and used uniforms may be acquired. Used uniforms are sometimes available from graduated cubs and local thrift stores. New uniforms are available at several service centers located in the Atlanta area. The closest to our Pack is the Charles J. Alford, Jr. service center, located in Lawrenceville, Georgia.

Charles J. Alford, Jr. Service Center

203 Swanson Drive
Lawrenceville, GA 30043
Phone: 770-962-2105

Scouts BSA official website

www.scoutshop.org.

3.3.7 Behavior Standard

Pack 518 expects reasonable behavior in accord with the Cub Scout Oath and Law. If a Scout's behavior is disruptive, the Cubmaster or Den Leader should consult the Scout and his parents. If counseling fails, the Cubmaster or Den Leader may dismiss the Scout from the activity and notify the parents of the problem. If the Scout continues to create behavior problems, the Cubmaster or den leader may suspend him. The Pack Committee has the final right of appeal.

3.4 Discipline

3.4.1 General

To retain full membership in Pack 518, a Scout must be active, must wear a full uniform, and must meet the behavior standards of the Pack.

3.4.2 Probation

Probation is a period of evaluation both by the Pack and by the Scout under probation to determine fitness or desire to remain in the Pack. A Scout under probation is generally barred from certain "special" Pack and Den activities, at the Cubmaster's or Den Leader's discretion.

3.4.3 Suspension

Suspension is the temporary loss of all membership privileges in the Pack, typically for one (1) to three (3) months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he or she has submitted a letter to the Pack Committee, signed by his parents and his or herself, stating his or her pledge to meet all Pack standards fully.

3.4.4 Expulsion

Expulsion is the permanent loss of all membership privileges in the Pack. The Pack Committee may permanently expel any member (youth or adult) for any of the following:

- Illegal conduct, in or out of Scouting;
- Illicit use of drugs or alcohol, in or out of Scouting;
- Bullying, hazing, or harassment of another Scout;
- Stealing from another Scout;
- Misbehavior or refusal to abide by Pack policies which is seriously detrimental to the welfare of the Pack;
- Willful disregard of the Cub Scout Law, Cub Scout Oath, or Scouts BSA Policies and Procedures, especially by an adult in a position of trust.

3.4.5 Removal of Adults

The Chartered Organization may remove any adult leader, in accordance with BSA policy. In general, the Chartered Organization leaves such actions within the Pack, stepping in only when necessary.

Cubmaster--The Cubmaster serves at the pleasure of the Chartered Organization and Pack Committee. They may be removed only by joint action of the Chartered Organization and Pack Committee.

Assistant Cubmaster--Assistant Cub masters serve at the pleasure of the Cubmaster and Pack Committee. They may be removed only by joint action of the Cubmaster and Pack Committee. This does not preclude the Cubmaster's authority to dismiss a leader from a Pack activity for cause, pending later action of the Pack Committee.

Chartered Representative--The Chartered Representative serves at the pleasure of the Institutional Head. They may be removed by action of the Chartered Organization, or by request of the Pack Committee to the Chartered Organization.

Committee Chair--The Committee Chair serves at the pleasure of the Chartered Organization. They may be removed by action of the Chartered Organization, or by request of the Pack Committee to the Chartered Organization.

Committee Member--Pack Committee members serve at the pleasure of the Committee Chair. They may be removed only by joint action of the Committee Chair and the Pack Committee.

Den Leaders—Den Leaders serve at the pleasure of the Pack Committee. They may be removed by the Pack Committee, or at the request of the Cubmaster to the Committee.

Parents of Scout--Parents of currently active Scouts are normally permitted full access to Pack activities. The Pack Committee may restrict parent participation or remove all participation privileges in special situations (court-ordered custody restrictions, legal convictions, etc) as necessary for the safety and well-being of the Scouts. Any Adult leader may be removed by joint action of the Committee Chair and Pack Committee.

ARTICLE 4 – Programs, Meetings and Activities

4.1 General

Pack activities are divided into meetings and outings. Meetings include Pack productions, den meetings, Pack Committee meetings, and the annual planning conference. Outings include day outings, weekend campouts, family outings, field trips, summer activities, summer camp, day camp, or other special den and Pack events. We expect all activities to start and end on time, and we expect Scouts and adults to arrive and to be picked up on time.

4.2 Program Policies

Scouts BSA program policies must be enforced at all times and state:

- Leadership is restricted to qualified adults who subscribe to the precepts of the Declaration of Religious Principle, the Scout Oath, the Scout Law and the Scouts BSA Standards of Leadership.
- Citizenship activities are encouraged, but partisan political activities are strictly prohibited.
- Military training and drills are prohibited. Marksmanship and elementary drill for ceremonies are permitted.
- Scouts BSA recognizes the importance of religious faith and duty; it leaves sectarian religious instruction to the member's religious leaders and family.
- Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings and meetings. If trips and outings are coeducational, leaders of both genders must be present.
- Corporal punishment and hazing are not permitted. Parents and unit leaders must work together to solve discipline problems.
- One-on-one activities between youth members and adults are not permitted; personal conferences must be conducted in plain view of others.
- If you suspect that anyone in the unit is a victim of child abuse, immediately contact the Scout executive, who is responsible for reporting this to the appropriate authorities.
- All Scouting activities are open to parental visitation. There are no "secret" organizations within Scouts BSA.

4.3 Meetings

4.3.1 Pack Meetings (aka Pack Productions)

Regular Pack productions are monthly from September through May, as designated by the Cubmaster. Pack productions are normally held in the first week of each month at 7:00 pm. Den Leaders will notify parents at least one week prior to date change of any Pack meeting. The time, date and place of this meeting may be changed when deemed necessary by the Pack Committee with a 2/3 vote of the attending Committee members. All Scouts and leaders are required to attend unless due to excused absence as previously explained. Attendance of this meeting involves the joint presence of the Scout and one of their parents or temporary guardian of at least eighteen years of age. The Cubmaster plans and conducts all Pack meetings around the monthly theme. Attendance is open to all members (Scouts, uniformed adult leaders, Pack Committee members, and member families) and to visitors who are interested in joining a Cub Scout Pack.

4.3.2 Den Meetings

Den meetings usually occur between one and five times per month, at the discretion of the den leader. The time and location of the den meeting should be mutually agreed upon by the leader, assistant leader, and parents, and should be planned to allow participation of as many members of the den as possible. This meeting should last a minimum of one hour and not exceed one and half-hours. Special arrangements shall be made for the Den meeting if the Leader will be absent for more than two meetings in a row.

There must be two adults present at all Den meetings. One of the two adults must be registered and Youth Protection Training (YPT) trained. Den leaders should encourage the participation of parents at den meetings. The Pack trainer shall be notified ASAP prior to the Den meeting of any Den that cannot provide two Leaders and/or child's parents for said meeting. In the absence of the Pack trainer, the Assistant Cubmaster or Cubmaster shall be notified.

4.3.3 Den Outings

Den Leaders will request permission from the Parent, via a Permission Slip, for all Den outings/field trips when the Parent(s) will not be present. On the occasional trips or events where the Parent attends, a Permission Slip is not required, but is encouraged. Scouts must be transported in cars with sufficient insurance coverage and all the Scouts must wear a seat belt.

Uniforms must be worn on all field trips unless specified by the den leader.

It is recommended that the Den Leader obtain a Class 1 BSA Health Form for each Scout in his or her Den. The Den Leader is required to have these forms on their person at every outing or field trip regardless if the Scout's parent is present at the event.

Each Scout, on returning to the area from an outing, must be met by the Parent, or predetermined person before he or she is released by the Den Leader, or Leader in charge of the outing. If the Parent is not meeting the Scout, then written permission should be provided to the Den Leader or Leader in charge to release the child to another adult. The Scout's Parent is responsible for making all arrangements for meeting their child. Should the Parent or predetermined person not come to claim the Scout, it is the Leader's responsibility to deliver the Scout to his Parents.

4.3.4 Pack Committee Meetings and Format

The committee will meet regularly one time each month at a place to be determined by the Committee Chair and committee members.

Emergency Pack Committee Meetings can be called only with the approval of the Committee Chair or Cubmaster and at least two additional Committee members. A quorum must still be met and only time sensitive matters relating to the convening of the emergency meeting can be discussed.

Special Pack Committee Meetings may be called at the request of three Committee members with the Committee Chair's knowledge. At least 24-hours' notice must be given to the Committee Chair. All registered adults of the Pack will be notified of such a meeting by the persons calling the meeting.

Copies of the Committee Minutes will be made available to Den Leaders or Committee members no later than one (1) week following the meeting. If requested, the minutes can be sent to an email address.

The agenda of the Committee Meeting will be determined by the Committee Chair but at a minimum will include a Treasurer's report, calendar of upcoming events and any issues needing to

be discussed by a Den Leader or any other Committee member. In order to speak about something at the Committee meeting, you must have it put on the agenda. Contact the Committee Chair no later than the evening before the day of the Committee Meeting, to have it put on the agenda.

The committee meetings will be chaired by the Committee Chair or Cubmaster in the Committee Chair's absence. If neither is available the meeting will be rescheduled at the earliest convenience of all committee members. If a committee member cannot make a meeting, they can assign a representative with a written proxy to represent them on a meeting-by-meeting basis only. Proxies are limited to a total of one per person.

The Cubmaster or Assistant Cubmaster needs to attend to present the plans and needs of the Pack for the next Pack production. Den Leaders are highly encouraged to attend these meetings, as they are the representation of the parents and scouts in their den. Attendance is open to Pack Committee members, uniformed adult leaders, and all interested Scout parents.

Voting on issues within the committee meeting will require a simple majority vote to pass as long as the quorum to conduct business has been met.

Sub-Committees shall report to the Committee their decisions in regard to their project or event. Decisions that have not been made or reached should not be debated before the Committee at large. The responsibility of the Committee is to hear the results of the Sub-Committee discussion and either accept or reject the conclusions. Sub-Committee business should not be handled during the session of the Committee at large, except for the above.

4.3.5 Annual Planning Conference

Prior to the beginning of each program year, the committee meets to plan the Pack's annual program. Planning should include monthly theme ideas, dates/places/themes for outings, and special events. Attendance is open to Pack Committee members, uniformed adult leaders and all interested Scout parents.

4.4 Events and Outings

4.4.1 Purpose

Outings satisfy several of the Purposes and Methods of Cub Scouting, and should be designed to provide opportunities for advancement and recognition.

4.4.2 Attendance on Outings

All Pack 518 Scouts, uniformed adult leaders, and registered parents and their families are welcome on outings. Scouts BSA policy does not permit mixed tenting except between husband and wife. Additional attendance policies are contained under each type of outing below.

4.4.3 Pack Event

The committee plans Pack events to places of interest to the Scout. A member of the committee is assigned to organize the Pack event and report back to the committee on their progress. The Pack Event Chair will organize a Committee to assist in planning, set-up, clean-up, etc. Pack event communications will be released one month prior to the event.

4.4.4 Family Camping

Family campouts are overnight trips open to member families (Scout brothers and sisters may attend only if they are under the supervision of their parents). The Pack Committee should designate at least two family campouts each year. The Pack Committee needs to schedule campouts so as not to interfere with the normal operation of the program for the Scouts and Dens. The Cubmaster and Assistant Cubmasters must make every effort to attend every campout. Scouts BSA sponsored campouts are encouraged to be attended. All family members must abide by Scouts BSA and Pack policies and are subject to the decisions of the Pack leaders. The purpose of family outings is to strengthen the family unit, to encourage families to camp on their own, and to expose family members to the values and ethics of Scouting. Family campouts should include a planned evening campfire program that involves all Dens represented. Daytime activities should be of interest to Scouts, planned to provide fun and advancement opportunities. When possible, family camping should take place at a Scouts BSA Council camp or 'Scout only' campsite.

4.4.5 Summer Camp/Day Camp

The annual week at summer camp or day camp is important to the success of our Scouts. We expect ALL Scouts to make every effort to attend summer camp or day camp.

4.4.6 Pack Summertime Activities

Pack 518 shall make every possible effort to provide a year round program for Scouts and qualify for the Pack Summertime Activity Award by providing at least one summertime activity during each of the months of June, July and August.

4.4.7 Adult Leadership on Outings

To lead a Pack 518 outing, an adult must:

- Be registered with Pack 518
- Have current Scouts BSA Youth Protection Training (can be completed online.)
- Have current Scouts BSA Cub Leader Basic Training (or be approved by the Pack Committee)
- Copy of Safe Scouting Guidelines Manual

In addition, one adult must:

- Have current BSA Safe Swim and Safety Afloat training (as appropriate to the activity) (can be completed online.)

To attend a Pack 518 outing, an adult must be registered with Pack 518 (or be approved by the Pack Committee or parent/guardian of active Scout).

4.5 Activity Policies

4.5.1 Adult Presence at Activities

In accordance with current Scouts BSA Youth Protection and adult leadership policies, at least two registered adults must be present at all Pack or Den activities (2 deep leadership) and a **minimum of one adult per Scout must be present at all overnight campouts**. When an adult needs to talk privately with a Scout, either a second adult must be present or they must be in plain sight of other Scouts/adults. If the Cubmaster is not present on an overnight activity, the Committee must approve the adult in charge. One adult and one Scout may not tent together (unless they are parent and child).

4.5.3 Permission Forms

The Pack must obtain annually a Permission Form & Waiver and Health Forms for each Scout, signed by the Scout's parents or guardian, in accordance with Scouts BSA guidelines. Permission Slips must be completed and given to the appropriate leader anytime the Scout attends a Pack or Den event (excluding normal Den Meetings) and their parent is not in attendance. The Committee has approved a standard permission slip, Enclosure (B), for use by Den Leaders. The Pack Secretary will maintain a stock of forms.

4.5.4 Medications

All medications needed by the Cub Scout shall be given to the Cub Scout's Den Leader in the event that the Scout's parent, guardian, or appointed adult are not present. All medications needed by the Cub Scout will be in the original bottle with full written instructions by the parent on the medicine administration form. No medication will be dispensed without these instructions.

4.5.6 Aquatic Activities

All aquatic activities must function in accordance with the Scouts BSA "Safe Swim Defense Plan," and Scouts BSA "Safety Afloat" plan.

4.5.7 Bicycling Activities

All bicyclists, adult or youth, must wear a bicycling safety helmet at all times while riding.

4.5.8 Derby Activities

All Derby projects must meet Pack 518 requirements and time deadlines, set by the Committee before each “Derby Event”, (I.e. Derbies, Regatta’s, etc.) Derby Chair will communicate out to the Pack one month prior to the event at a minimum. All Den Leaders must have an estimate of all participants in the Pack turned into the Derby Coordinator one week prior to the event, in order to make all necessary arrangements for the event and the space availability. All Pack participants must have projects on hand for “inspection of fairness”, prior to event start time.

Each Scout must be at the “derby” in order to enter his project into the event and to represent the Den. All top winners at the events will win an award. Plaques, trophies or other items may be awarded at the next Pack Meeting.

4.5.9 Pets

No one may bring a pet on any Pack activity unless specifically approved in advance by the Committee.

4.5.10 Weapons

Pack 518 does not allow any Scout or adult to bring a gun, bow, crossbow or other weapon on any Pack activity.

Shooting activities (such as for BB Shooting and Archery) must conform to current Scouts BSA policies and be conducted at a proper, approved Scouts BSA Council camp under the direction of qualified staff.

Bears and Webelos Scouts may carry folding pocket knives only to approved events and if they have earned their Whittling Chip and agreed to the safety guidelines. Knives may not be carried on school grounds, or when local rules and regulations prohibit. Younger Scouts, and those that have not earned their Whittling Chip, may not carry knives at any Scout activity. No adult or Scout may carry fixed blade, switchblade or sheathed knives at any Scouting activity. Adult law enforcement officers may carry weapons as required. While out of uniform, however, every effort should be made to do so in as safe and discrete a manner as possible, to avoid the distraction that such an item could create.

ARTICLE 5 - Advancement

5.1 General

Scouts learn by advancing. Advancement teaches useful skills, leadership and service. The Cubmaster or den leaders may require a specific level of advancement for some activities, due to the nature of that activity or as an inducement to encourage advancement. Pack 518 expects each Scout to advance regularly, and to meet BSA’s minimum advancement standard. Pack awards chairperson shall present at a Pack meeting.

5.2 Ranks

The first four ranks (Lion, Tiger, Wolf, and Bear) emphasize the fun and basic skills of Scouting. Webelos emphasizes the advanced skills and knowledge necessary to transition into a Scouts BSA troop.

Advancement in Pack 518 must operate in full accord with the requirements contained in the current editions of the appropriate Scouts BSA literature. When a Scout advances in rank, the Pack will provide him with a neckerchief at graduation as funds allow.

5.3 Active Service

A Scout must meet the Pack's active service standard to be eligible for advancement. A Scout must meet the standard for at least the minimum period of active service required for each rank.

5.4 Badges of Rank

Den leaders should notify the Advancement Chair when Scouts have earned a badge of rank. The Advancement Chair fills out a Council advancement report and provides the Badge of Rank for presentation at the next Pack Meeting. The Pack pays for all rank badges.

5.5 Webelos Activity Pins

Webelos Den Leaders should notify the Advancement Chair when Scouts have earned a Webelos activity pin. The Advancement Chair fills out a Council advancement report and provides the pin for presentation at the next Pack meeting. The Pack pays for all Webelos activity pins.

5.7 Awards

Pack awards chair shall present at a Pack meeting. At least one parent, guardian or designated person, of at least 18 years of age, must be present with the Scout for him or her to receive awards. To receive the service pin, the Scout or adult must have been an active member for one year and have attended 75% of events, not just registered with the Pack.

If a Scout has earned awards and does not attend the Pack meeting to pick them up, all awards will be given to the Den Leader to be presented during a Den meeting. The Pack shall make every attempt to get the Cub Scout's earned award to them.

5.8 Arrow of Light

The Arrow of Light is the highest award that can be earned in Cub Scouts, and the only Cub Scouting award that can be displayed on their Scouts BSA uniform. It represents great dedication and effort on behalf of the Scout and the Scout's family. Pack 518 strongly believes that those that have earned the Arrow of Light receive appropriate recognition. The Pack leadership should provide an impressive award ceremony for those that achieve this high honor. The Pack will purchase all Arrow of Light awards (arrows) and the parents are expected to purchase the arrow holders..

5.10 Service Projects

Part of the Cub Scout promise is "To Help Other People". Pack 518 encourages Scouts to participate in service projects through recognition and awards, in the belief that as they grow older they will realize service as its own reward. The Pack Committee will organize at least one service project a year.

5.11 Special Awards

Pack 518 offers several special awards given out at den meetings, Pack meetings, activities and events.

ARTICLE 6 - Uniform

6.1 Significance of the Uniform

Scouting is a uniformed movement. Just as a sports uniform proclaims one's membership on a team, the Scout uniform proclaims one's membership in the largest voluntary youth movement in the world. The Scout uniform tends to diminish the importance of an individual's financial, social, and ethnic background, while clearly showing his degree of accomplishment in Scouting. At the same time, the uniform maintains one's individuality since no two uniforms are completely alike, and they show off that individual's Scouting achievements.

Cub Scouts may not wear their uniform to sell anything unless it is a Northeast Georgia-approved fundraiser product.

6.2 Belt and Above Uniform Required

The uniform is so important it is one of Scouting's methods. Packs 518 requires a complete and correct belt and above Scout uniform for all Scouts and uniformed adult leaders, and has a Membership Standard (Chapter 3) on uniforms.

6.3 Uniform Exchange

The Pack Committee is responsible for providing an “experienced” uniform closet with uniform items for loan to help cut the cost of scouting for new boys or girls. Donations gladly accepted.

6.4 Uniform Components

6.4.1 General

Pack 518 has selected the Scouts BSA uniform options listed below.

- Neckerchief
- Numerals 5, 1, & 8
- Den number or Patrol medallion
- World crest badge
- Badge of office (for adult leaders)
- Badges of rank
- Pack nametag (for adult leaders) - optional

6.4.2 Standard "Class A" Uniform

The standard Pack 518 "Class A" uniform consists of the following components:

- Hat

- Official Scouts BSA short-sleeved shirt with appropriate insignia (long-sleeved shirt optional but NOT recommended)
- Neckerchief (bolo tie is optional for adult leaders)
- Any neckerchief slide
- Any Scouts BSA belt and any Scouts BSA buckle
- Any closed toed shoes or sneakers in good condition.

6.4.3 Casual "Class B" Uniform

The "Class B uniform" may be worn at the discretion of the den leader. The casual Pack 518 "Class B" uniform consists of the following components:

- Pack 518 T-Shirt or other Scouts BSA related T-Shirt (camp shirt)
- Any Scouts BSA belt and any Scouts BSA buckle
- Any closed toed shoes or sneakers in good condition.
- Hat optional

6.4.4 Standard Shirt Insignia

The following insignia are required on the official Scouts BSA shirt, and must be sewn in the correct position according to the appropriate Scouts BSA publications (See Enclosure D):

- Shoulder tabs--blue shoulder loops;
- Left sleeve - Northeast Georgia Council shoulder patch, numeral 518, badge of office (for adults), "Trained" patch (for adult as appropriate.);
- Right sleeve--American flag, den number or patrol medallion, and Quality Unit Patch;
- Left pocket--badges of rank, Arrow of Light (if earned);
- Right pocket flap--Pack nametag.
- Other insignia are optional, but must be sewn in the correct position, if worn.

6.4.5 Adult Leader Uniforms

Adult leaders wear the official Scouts BSA leader uniform, consisting of official Scouts BSA khaki shirt and green trousers/shorts (men and women). Leaders may optionally wear a bolo tie in place of the neckerchief.

ARTICLE 7 - Finances

7.1 Finance Responsibilities

7.1.1 Pack Committee

The Pack Committee approves the annual Pack budget, and it approves all expenditures in advance, except those spent by the Treasurer or Cubmaster in accord with the approved budget. The Pack Committee carefully selects the Pack Treasurer and oversees the Treasurer's actions. The

committee is responsible for conducting a simple annual audit of the previous year's income and expenses, assisted by the Treasurer and the Committee Chair.

7.1.2 Pack Treasurer

The Pack Treasurer must be a registered member of the Pack Committee. The Treasurer is responsible for maintaining adequate records of all Pack income and expenses. The Pack Treasurer will provide a monthly written report of all Pack income and expenses for the Pack Committee. If the Treasurer cannot attend the Pack Committee meeting, he/she will provide the report to the Committee Chair or Secretary prior to the monthly meeting. At the beginning of each activity year, the Treasurer and the Cubmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the Pack Committee. The Treasurer guides and assists the committee in conducting a simple annual audit of the previous year's income and expenses.

7.2 Pack Checking Account

The Pack Treasurer disburses Pack funds and is the sole keeper of all blank checks and of all receipts. All checks over the amount of \$100.00 require two signatures to be valid. It is recommended that the Treasurer and Committee Chair be the cosigners, with the Cubmaster and Den Leaders as a backup in case one of the others is unavailable. The primary signer is always the Treasurer.

7.3 Pack Audit

A financial audit shall be conducted annually by a Sub-Committee of three persons consisting of two Committee members and a neutral third party.

7.4 Fund Raising

In order to raise money the Pack will conduct fundraisers in accordance with the National guidelines. The Pack Committee is responsible for the conduct of all fundraising. Each year Pack 518 will participate in the Trail's End Popcorn fundraiser under the direction of the Popcorn Kernel. Other fundraisers may be conducted at the discretion of the Pack Committee. We expect all Scouts and families to participate in fundraising efforts.

7.5 Annual Family Expenses

Annual expenses for the family of each Scout include:

- Pack fees
- Scout uniform
- Scout book
- Neckerchief
- Registration Fees
- Book for Religious award(s)
- Scout's Life Magazine (if wanted)
- Den Dues, if applicable

Less frequent expenses include purchase of Scout uniform and small fees for certain activities. We expect families to encourage their Scouts to develop thrift by allowing them to earn a reasonable part of their Scouting expenses.

7.6 Refunds

Annual fees for the current Scout year are not refundable. The intent of this policy is to encourage families to evaluate their interests carefully and to commit fully to Scouting in Pack 518, as well as to allow the Pack to budget adequately. Other monies paid to the Pack are refundable on request, if not already spent by the Pack, and subject to any other applicable Pack policy. The Pack may make refunds only after the family requesting them has fulfilled all its other family financial obligations to the Pack. The Pack Committee is the final arbiter on all refunds.

7.7 Annual Scouts BSA Registration & Scout's Life Fees

The Scouts BSA registration fee is mandated by the national organization and is available on the Scouts BSA website. Youth/adult applicants will pay a registration fee according to that website.

The annual BSA registration fee covers BSA registration, accident insurance and other general budget expenses.

Scouts' Life subscription is an optional fee. If joining later in the year, the registration and Scout's life fees will be prorated.

7.8 Pack Dues

- Pack dues are collected for the activities of the operation of the Pack, at discretion of Pack Committee. Copy of the budget is available upon request.
- Pack dues are subject to change on an annual basis depending on the condition of the Pack's Treasury and need for funding. This amount may be changed as needed by vote of the Pack Committee.
- Dues must be paid in full within one month of joining the Pack, preferably when the scout joins.
- Scouts are not eligible to receive awards until Pack dues are paid.
- No scout will be turned away from participating in Pack 518 for failure to pay Pack dues but may not receive awards or advancements.

7.10 Adult Leader Expenses

The Pack pays the Scouts BSA registration fee for all active uniformed adult leaders and for active Pack Committee members. Uniformed adults are responsible for the cost of their own uniforms. Any training event over \$100, the Pack Committee will vote to help pay for a portion of the expenses.

7.11 Camping Expenses

The Pack will pay the deposit fees for camp outings. Advance notice from the Leaders must be given to the Committee prior to the outing. Pack outings must be made available to all Pack 518

scouts. Den Leaders will be responsible to reimburse the Pack for any fees/fines withheld from the deposits.

7.12 Pack Expenses

All monies needed for the Pack or council events will go through the Pack bank account prior to the event. One check will be given to the chair of the event by the Pack Treasurer. Payments in the form of cash, checks or online (Paypal) by participants should be made in advance.

7.13 Pack/Den Event Expenses

Funds will be turned over to the Treasurer within three days of an event. Deposits will be made within five (5) working days by the Treasurer. Receipts will be given for all funds received. Expenditure of funds must be approved by their Pack Committee. All receipts for funds spent on activities will be returned to the Treasurer with the expense report. Sub-Committee must turn in documentation and receipts of monies spent within five working days.

No handwritten receipt for reimbursement over \$25.00 (per receipt) will be accepted.

7.14 Preferred Payment Methods

We encourage families to make all payments to the Pack by check or via online (Paypal). This provides a record of payment and a safeguard for both the family and the Pack in the event of a mistake. Checks should be made payable to "Pack 518".

ARTICLE 8 - Discounts and Credits

8.1 Discounts and Credits

In the event a Scout cannot pay his dues, the Scout or his parents should make the problem known to the Den Leader or Cubmaster. The Cubmaster will meet with the Committee Chair, the responsible Den Leader, and the Treasurer. If all are in agreement, and the Scout's parent(s) is actively involved in a Committee position or Leadership position, dues will be temporarily waived for the Scout, provided the Scout is active in the Pack's fundraising activities.

If financial aid is extended then the following guidelines will apply: The identity of the Scout and family will be kept confidential to all other parties. The Scout will be encouraged to participate in fundraisers to help offset the dues that are being waived. Specific time frames will be determined as to when the Scout will be able to begin paying dues again. If at least one parent is not actively involved in Pack 518, as stated above, and no effort is made by the Scout to participate in fundraisers, then all financial aid will cease.

ARTICLE 9 - Miscellaneous

9.1 Charter Organization-Owned Equipment

The Pack Committee is responsible for overseeing Pack equipment and assessing appropriate charges to individuals for any lost or damaged Pack equipment checked out to them. Pack equipment is intended for use by Pack members on Pack activities. Equipment may not be loaned to non-members. The committee is responsible to determine when equipment may be loaned to current or to former members.

9.2 Banned Items

The following items are banned from all Pack activities for all youth participants, unless specifically approved by the Cubmaster:

- Any candle or candle lantern (because of fire risk in tents)
- Any non-folding knife (sheath knife, machete, etc)
- Any butane lighter
- Any glass container
- Any radio, "walkman," or electronic game (to preserve the outdoor experience)
- Any Cell phones

9.3 Pack Publications

9.3.1 Pack Web Site

The Pack maintains an Internet website with appropriate information available to Pack families and the general public. The purpose of the website is to inform Pack families, promote the Pack to potential members, and help other Packs and Scout leaders benefit from our experience. Keeping in mind the public nature of the Internet, the Pack webmaster will abide by the Pack's web/online publication policies (Enclosure C).

9.3.2 Other Pack Publications

The Pack will create and distribute other publications as needed to keep families and Scouts informed. And will abide by the Pack's Publicity Policies.

9.4 Alcohol, Tobacco, and Illicit Drugs

9.4.1 General

As required by Scouts BSA policy, the Pack will make every possible effort to provide a completely alcohol-free, tobacco-free, and drug-free environment for our Scouts.

9.4.2 Alcohol

No Scout, adult or family member may possess or consume alcoholic beverages at any time during any Scouting activity. Violators will be dismissed from the activity and suspended from the Pack until they appear at a Pack Committee meeting (with a parent, if a Scout). The Pack Committee will determine any further actions, including the possibility of permanent expulsion from the Pack.

9.4.3 Tobacco

Use of tobacco products, including smokeless, is not consistent with the Scout Law and Promise. No Scout may possess or use tobacco products at any time on any Scouting activity, regardless of parental consent. Adults or family members who smoke or chew must do so completely away from the Scouts. Violators will be dismissed from the activity and suspended from the Pack until they appear at a Pack committee meeting (with a parent, if a Scout). The Committee will determine any further actions, including the possibility of permanent expulsion from the Pack.

Because of the increase in tobacco use by teenagers, and its long-term potential for serious harm, we have chosen to take a strict position against its use, consistent with Scouts BSA policies.

9.4.4 Illicit Drugs

Pack 518 bans the possession or use of illegal drugs (marijuana, etc), other abusable substances (glue, prescription drugs, etc, except when used for their intended purpose), and drug paraphernalia. Adult violators (age 18 & up) will be turned over to the police. Police involvement for youth violators will be at the discretion of the adult leader in charge based on individual circumstances. All violators will be dismissed from the activity and suspended from the Pack until they appear at a Pack Committee meeting (with parents, if a Scout). The Pack Committee will determine any further actions, including the possibility of permanent expulsion from the Pack.

9.5 Advertising

The Pack will not accept any kind of commercial or personal advertising in its newsletter or website. This does not prevent the Pack from making families aware of sales or other business offerings that may be advantageous to the Scouts. The committee will decide any question of interpretation.

9.6 By-Laws

9.6.1 Distribution & Acknowledgement

A copy of the approved by-laws & policies will be provided to any new Pack member upon registration with this Pack. A copy will be available to any current Pack member within 48 hours upon request. In addition, the by-laws will be posted on the web site for general viewing. These by-laws will stand as general operation and guidelines for Pack 518 and therefore must be acknowledged by ALL active members before participation in any Pack 518 activity or program. Acknowledgement is done by completing the By-Law Acknowledgement Sheet (A sample of this acknowledgement sheet can be found in Enclosure G).

9.6.2 Amendments

Only members of the Pack Committee may submit amendments, which must be done in writing. Only Registered Committee members may vote on by-laws amendments. A Special Committee meeting must be called for the sole purpose of voting on amendments, which all members must be notified of such a meeting. A Quorum of 75% of Registered Committee members must be present to amend the by-laws. A majority vote (66%) of those present must be made for passage of any such amendments.