



**BSA Pack 518**

# **Pack 518**

## **Committee Guide**

### **Web Version**

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## Introduction

The purpose of this guide is to help current and future Committee Members of Pack 518 effectively execute the task of running the Pack without having to “recreate the wheel” and provide the youth that participate in this organization the best experience possible. It is expected that this document will be used simply as a tool that is frequently changed and/or modified, as needed, by adult leaders as a supplement to Pack By-Laws, Boy Scouts of America (BSA) resources and training offered at District and Council levels. It is by no means all inclusive and is intended to be a self-perpetuating instrument for current and future Committee Members, adult leaders, and volunteers.

Wondering what the role of the Pack Committee is? A Pack Committee is sometimes considered the “business” side of Scouting and is responsible for behind the scenes planning, organizing, and running events and day-to-day business of the Pack.

The minimum requirements for a Pack Committee Member is specifically outlined on the [www.scouting.org](http://www.scouting.org) website. Pack 518’s Committee consists of the following positions and is supported by adult volunteers, as needed:

- Committee Chairperson
- Cubmaster
- Advancement Chairperson
- Secretary
- Treasurer
- Training Chairperson
- Outings and Events Chairperson
- Membership and Registration Chairperson
- Media and Public Relations Chairperson
- Religious Emphasis Chairperson
- Quartermaster/Grubmaster

The minimum Pack Committee size is three registered adult leaders but Pack 518’s By-laws, provided in Appendix 1, recommends a size of seven or more. In addition to these Pack Committee roles, it is recommended that assistant positions for each role be filled as a means to provide “on-the job training” for the next generation of leaders.

## Leader Specific Guidance

The remainder of this document is devoted to providing guidance, as a supplement to the Pack By-laws and Boy Scouts of America (BSA) training, for fulfilling the roles and responsibilities of each position in the Pack Committee. Each leader-specific section has four sections consisting of Primary Function, Required Training, Monthly Responsibilities, and Event-Related Responsibilities.

The Primary Function section provides a concise description of the leadership role within the Pack. Each adult leader is important to the smooth operation of the Pack and their

involvement is important to having a successful scouting year – always remember that our purpose is to provide the best program possible for the boys (our sons).

Each Required Training Section provides a listing of the training required by the BSA and to ensure that we have enough trained leaders to be able to easily conduct Pack events, like campouts. It is important that each adult leader get trained to further enhance their ability to perform the duties of their position – “every Scout deserves to have trained leaders”.

For each Pack Committee position there is a Recurring Responsibilities Section that identifies the monthly activities required to keep the Pack operating. It is important that each leader participate in the activities listed to ensure decisions are made, event preparations are completed and resources are committed, and that recurring events are conducted in a manner that keep the Scouts engaged and enthusiastic about Scouting, while teaching the tenants of Scouting. Attendance at Parent and Leader Meetings, Pack Meetings and District Roundtables are especially important recurring events.

The Event Related Responsibilities Section provides a list of activities required to conduct specific events, as they occur during the course of the Scouting Year. It is important for all Pack Committee Members to stay informed of all upcoming events and any preparations that are in progress. This helps ensure that questions, by members of the Pack, can be answered by any member of the Pack Committee and is a means to ensure that each event is adequately staffed with volunteers, as needed, by leveraging each Pack Committee Member’s relationship with the parents in their respective dens.

Finally, it is important for the Pack Committee to provide a safe, fun experience for the boys in the Cub Scout Pack. It is equally important to keep it fun for the adult volunteers, including yourselves, as well. Look out for each other, stay and promote an atmosphere of team work that any volunteer would want to participate in. It is especially important that every adult leader have time to spend with their son(s) and share in the Scouting experience. The only way this can be accomplished is through team work. This will help ensure the long term success of the Pack and make it easier to accomplish the important goals of the Scouting program.

## Committee Chairperson

### Primary Function:

To take care of the business side of the Pack and Pack events, provide guidance, arrange resources, and provide assistance to the Cubmaster, as needed.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)
- Basic Adult Leader Outdoor Orientation – Recommended (nega-bsa.org)
- Hazardous Weather Training – Recommended (myscouting.org)

### Monthly Responsibilities:

- **Prepare Parent and Leader Meeting Agenda** – In preparation for the Parents and Leaders Meeting each month prepare an agenda to keep the meeting focused and on-track.
- **Conduct Parent and Leader Meeting** - It is important to get feedback and input on the Pack activities provide input for improving the Pack.
- **Attend Pack Meeting** – The Pack Meeting is conducted by the Cubmaster but it is a good place to interface with parents of the Pack and encourage them to help with events and/or fill leader positions, as well as help the Cubmaster, as needed.
- **Attend District Roundtable** – To stay informed of events occurring throughout the Council and/or District that may affect the Pack.

### Event Related Responsibilities:

Month	Event
May	<b>Conduct Pack Planning Conference</b> – Encourage as many leaders as possible (including the COR) meet to discuss and plan the coming Scout year. This meeting should be held sometime in May, before the end of the school year to ensure maximum participation.
	<b>Assess Pack Leadership</b> - Determine what leaders will continue in their current positions and where vacancies exist. Reach out to active Pack members to recruit leaders for the vacancies.
	<b>Create Pack Calendar</b> - It is recommended that the Cubmaster and the CC complete this activity together.
	<b>Reserve Shadowbrook Baptist Church’s Student Ministries Building</b> - Submit reservation request for the entire year to Brenda Morris at (770) 945-1524 <a href="mailto:bmorris@shadowbrookchurch.org">bmorris@shadowbrookchurch.org</a> for all dates and times that the Pack will need to use the SBC facility.
	<b>Discuss T-shirt Design and Quotes</b> – Discuss Class B t-shirt design and quotes with the Media and Public Relations Chairperson. The Pack needs to be prepared to order T-shirts following Back-to-Pack in preparation for distribution at the September Pack Meeting.
June	<b>Check on Preparations for Suwanee Elementary Orientation, Roundup, and Back-to-Pack</b> - Follow-up with the Membership and Registration Chairperson to make sure plans are underway for all three of these events.

Event Related Responsibilities:

Month	Event
	<b>Update Pack By-laws</b> – Review and update Pack By-laws, as needed. Obtain approval signatures prior to requesting that the Media and Public Relations Chairperson post the revised document on the Pack website.
July	<p><b>Attend Popcorn Fundraising Meetings</b> - Stay informed of when these meetings are held and make sure that a representative from the Pack attends. (Source of notifications – Council Website, District Yahoo Group, and mailed flyers)</p> <p><b>Check on Cleanout and Inventory of Pack Trailer</b> – Provide help to the Quartermaster, as needed to cleanout, organize, and inventory the Pack trailer in preparation for the next scout year.</p> <p><b>Hold a Leaders Meeting</b> - Hold a leaders (all leaders Pack Committee Members and Den Leaders) meeting to get all leaders on-board and up to speed for the new Scouting year. This is a good time to assess any last minute gaps in leadership that might need to be addressed</p> <p><b>Use On-line Survey Website to Pole Pack Members</b> – work with the Pack Committee to use a program like “SurveyMonkey” to pole the Pack on previous years events, upcoming events, Pack business, and other relevant topics to keep the Pack Membership involved in the decision making process.</p>
August	<p><b>Attend Program Review Meeting</b> - Stay informed of when this meeting will be held and attend in preparation for the approaching Scout Year. (Source of notifications – Council Website, District Yahoo Group, and mailed flyers)</p> <p><b>Attend Roundup Orientation Meeting</b> - Stay informed of when this meeting will be held and attend with the Membership and Registration Chairperson in preparation for the approaching Roundup. (Source of notifications – Council Website, District Yahoo Group, and mailed flyers)</p> <p><b>Check on Suwanee Day Parade Preparations</b> – If needed, recruit a volunteer to lead Pack 518's entry into the Suwanee Day Parade. The Outings and Events Chairperson will register the Pack and attend the required City of Suwanee parade meetings.</p> <p><b>Attend Suwanee Elementary Orientation</b> - Attend the Suwanee Elementary Orientation to meet potential new members and promote Pack 518.</p> <p><b>Attend Suwanee Elementary Roundup</b> - Attend the Suwanee Elementary Roundup to answer questions and assist with the registration process.</p> <p><b>Attend Back-to-Pack</b> - Attend Pack 518's Back-to-Pack Event to answer questions and assist with the registration process.</p> <p><b>Check on Preparations for Fall Campouts</b> - Make sure the Outings and Events Chairperson has completed reservations and Tour Permits for the campouts that will be held in September, October, and November.</p> <p><b>Attend New Parent Orientation</b> - This event is typically organized by the Training Chairperson with help from the Committee Chairperson, Cubmaster and other Volunteers.</p> <p><b>Check on preparations for Popcorn Fundraiser</b> - Follow-up with the leader of the popcorn fundraiser to make sure preparations for kicking off the popcorn fundraiser are under way and provide assistance, as needed.</p>
September	<b>Check to Make Sure T-Shirt Order is Finalized</b> - Work with the Media and Public Relations Chairperson and the Treasurer to finalize the Pack T-shirt order and make sure it gets placed. Goal is to receive T-shirts and distribute them at the September Pack Meeting, before the first campout.
October	<p><b>Check on Preparations for Big Trip</b> - Check with the Big Trip Leader to make sure preparations are well under way and provide assistance, as needed.</p> <p><b>Check on Preparations for the Blue and Gold Banquet</b> - Check with Leaders of the Blue and Gold Banquet to make sure preparations are underway and check with the Outings and Events Chairperson to make sure a venue has been selected and reservations finalized.</p>

### Event Related Responsibilities:

Month	Event
	<b>Help with Popcorn Distribution</b> - Arrange to have adult leaders help with the picking up popcorn and distribution.
November	<b>Check on Preparations for Spring Campouts and the Crossover Banquet</b> - Make sure the Outings and Events Chairperson has completed reservations and Tour Permits for the campouts that will be held in March, April, and May. It is important to reserve the venue for the Crossover Banquet early.
	<b>Check on Preparations for Pinewood Derby Workshop</b> - Check with the Pinewood Derby Leader to make sure preparations for the Pinewood Derby Workshop and the Derby are underway. Arrange to have plenty of adult volunteers available to help with the workshop and bring power tools for use at the workshop.
December	<b>Check on Preparations for the Blue and Gold Banquet</b> - Check with Leaders of the Blue and Gold Banquet to make sure preparations are underway. If leaders or volunteers will be recognized during this event, work with the Cubmaster to acquire awards and provide time in the program for this recognition.
	<b>Check on Preparations for Big Trip</b> - Check with the Big Trip Leader to make sure and final preparations are complete and provide assistance, as needed.
January	<b>Participate in the Pinewood Derby work Shop</b> - Help Pinewood Derby Leader oversee this event to ensure only adults operate power tools and that no Scouts get injured.
	<b>Check on Preparations for Pinewood Derby</b> - Check with the Pinewood Derby Leader to make sure final preparations for the Pinewood Derby Check-in and Race are complete.
	<b>Make Arrangements to Have Youth Minister Deliver Invocation at the Pinewood Derby</b> - We typically have a Youth Minister from Shadowbrook Baptist Church give the invocation at the start of this event. The COR can help with this request.
	<b>Check on Preparations for the Blue and Gold Banquet</b> - Check with Leaders of the Blue and Gold Banquet to make sure final preparations are complete.
February	<b>Attend Blue and Gold Banquet</b> - Attend the Blue and Gold Banquet. Cub Master plans the activities but Pack Leaders are always needed to help out and participate. Be prepared to personally recognize and present awards to leaders and volunteers if it has been planned.
	<b>Attend Pinewood Derby</b> - Attend the Pinewood Derby. Pinewood Derby Leader plans this event but Pack Leaders are always needed to help out and participate.
	<b>Check to Make Sure Pack Re-charter is Being Completed</b> - Check with the Membership and Registration Chairperson to make sure that the Pack re-charter and Journey to Excellence is proceeding and that any required signatures are obtained.
March	<b>Check on Preparations for the Crossover Banquet</b> - Check with Leaders of the Crossover Banquet to make sure preparations are underway.
April	<b>Check on Preparations for the Crossover Banquet</b> - Check with Leaders of the Crossover Banquet to make sure final preparations are complete and provide assistance as needed. If leaders or volunteers will be recognized during this event, work with the Cubmaster to acquire awards and provide time in the program for this recognition.
	<b>Evaluating Pack Leadership</b> - Start developing a list of Leaders that will continue with the Pack and identifying replacements.
	<b>Update Pack 518 Committee Guide</b> – Work with the Pack Committee to update this document and publish it for the next Scouting Year. If a new Committee Chairperson will be taking over, provide this document to them during the transition meeting
May	<b>Attend Crossover Banquet</b> - Attend the Crossover Banquet. Cubmaster (or the Crossover Event Leader) plans the activities but Pack Leaders are always needed to help out and participate. Be prepared to personally recognize and present awards to leaders and volunteers if it has been planned.

# Cubmaster

## Primary Function:

To coordinate efforts of Pack Leaders, Den Leaders, and volunteers, in accordance with the aims, mission, and policies of the BSA, and to ensure that the Cub Scout program is correctly implemented.

## Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Cubmasters (myscouting.org)
- Cubmaster Leader Specific Training (myscouting.org)
- This is Scouting (myscouting.org)
- Basic Adult Leader Outdoor Orientation – Recommended (nega-bsa.org)
- Hazardous Weather Training – Recommended (myscouting.org)

## Monthly Responsibilities:

- **Prepare Pack Meeting Program**– In preparation for each Pack Meeting prepare a program to keep the meeting focused and on-track.
- **Conduct Pack Meeting** – Run the Pack Meeting according to the program and be prepared to adjust the program as the need arises to keep the Scouts engaged.
- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and provide input for improving the Pack.
- **Attend District Roundtable** – To stay informed of events occurring throughout the Council and/or District that may affect the Pack.

## Event Related Responsibilities:

Month	Event
May	<b>Attend Planning Conference</b> - Attend this meeting organized by the Committee Chairperson to discuss the coming Scout year. Be prepared to discuss <ul style="list-style-type: none"> <li>• Number of Camping Trips (work with Outing and Events Chairperson to choose locations)</li> <li>• Other Pack events that the Pack Committee will need to include in the budget</li> <li>• Calendar (work with the Committee Chairperson to complete)</li> </ul>
	<b>Plan June Summertime Activity</b> - If there is a summertime activity planned for July, work with the Outings and Events Chairperson to organize this event.
June	<b>Plan July Summertime Activity</b> - If there is a summertime activity planned for July, work with the Outings and Events Chairperson to organize this event.
	<b>Conduct June Summertime Activity</b> - If there is a summertime activity planned for June, conduct this event with the help of other Pack leaders/volunteers.
	<b>Preparations for Suwanee Elementary Orientation, Roundup, and Back-to-Pack</b> - Stay informed of preparations for the coming Scout Year and provide input, as needed.
July	<b>Plan August Summertime Activity</b> - If there is a summertime activity planned for August, work with the Outings and Events Chairperson to organize this event.

### Event Related Responsibilities:

Month	Event
	<b>Attend Leaders Meeting</b> - Attend this meeting organized by the Committee Chairperson to discuss the coming Scout year and to get all leaders on-board and up to speed for the new Scouting year.
August	<b>Attend Program Review Meeting</b> - Stay informed of when this meeting will be held and request other leaders attend this meeting with you. (Source of notifications – Council Website, District Yahoo Group, and mailed flyers)
	<b>Suwanee Day Parade Preparations</b> - Stay informed of preparations for this event and provide input as needed.
	<b>Attend Suwanee Elementary Orientation</b> - Attend the Suwanee Elementary Orientation to meet potential new members and promote Pack 518.
	<b>Attend Suwanee Elementary Roundup</b> - Attend the Suwanee Elementary Roundup to answer questions and assist with the presentation and registration process.
	<b>Attend Back to Pack</b> - Attend Pack 518's back to Pack event to answer questions, assist with the registration process, and meet with the Den Leaders and Parents to get the Scout Year started off right. Involvement in this event is organized using the Event Plan.
	<b>Prepare for September Campout</b> - If there is a Campout planned for September, prepare an agenda, including a campfire program. Include or request the help of other Pack leaders/volunteers, as needed.
	<b>Attend New Parent Orientation</b> - This event is typically organized by the Training Chairperson with help from the Committee Chairperson, Cubmaster and other Volunteers.
September	<b>Prepare for October Campout</b> - If there is a Campout planned for October, prepare an agenda, including a campfire program. Include or request the help of other Pack leaders/volunteers, as needed.
	<b>Attend Pack Campout</b> - Attend the Pack's September campout, if one has been scheduled. Conduct the campout according to the agenda with the help of other adult leaders/volunteers.
October	<b>Prepare for November Campout</b> - If there is a Campout planned for November, prepare an agenda, including a campfire program. Include or request the help of other Pack leaders/volunteers, as needed.
	<b>Attend Pack Campout</b> - Attend the Pack's October campout, if one has been scheduled. Conduct the campout according to agenda with the help of other adult leaders/volunteers.
	<b>Preparations for Big Trip</b> - Stay informed of preparations for this event and provide input as needed.
	<b>Preparations for the Blue and Gold Banquet</b> - Stay informed of preparations for this event and provide input as needed.
	<b>Preparations for Popcorn Distribution</b> - Stay informed of preparations for this event and provide input as needed.
November	<b>Attend Pack Campout</b> - Attend the Pack's November campout, if one has been scheduled. Conduct the campout according to the agenda with the help of other adult leaders/volunteers.
	<b>Preparations for Pinewood Derby Workshop</b> - Stay informed of preparations for this event and provide input as needed.
	<b>Prepare for December Pack Event</b> - If there is a Pack event planned for December (e.g., movie night, skate night, bonfire, etc.), prepare an agenda. Include or request the help of other Pack leaders/volunteers, as needed.
December	<b>Preparations for the Blue and Gold Banquet</b> - Stay informed of preparations for this event and provide input as needed. If leaders or volunteers will be recognized during this event, work with the Committee Chairperson to acquire awards and provide time in the program for this recognition.
	<b>Conduct Pack Activity</b> - If there is an activity planned for December, conduct this event with the help of other Pack leaders/volunteers.

### Event Related Responsibilities:

Month	Event
	<b>Preparations for Big Trip</b> - Stay informed of preparations for this event and provide input as needed.
January	<b>Attend the Big Trip</b> - Attend the Pack's Big Trip event. It is important that Pack Leaders attend this event to help Scouts, Parent and Den Leaders.
	<b>Participate in the Pinewood Derby work Shop</b> - Help Pinewood Derby Leader oversee this event to ensure only adults operate power tools and that no Scouts get injured.
	<b>Preparations for Pinewood Derby</b> - Stay informed of preparations for this event and provide input as needed.
	<b>Prepare Program for Blue and Gold Banquet</b> - Prepare program for Blue and Gold Banquet and include or request help from other leaders/volunteers, as needed. It is important to include Webelos II Den/Patrol Leaders in the program especially if they are planning their crossover from Cub Scouts to Boy Scouts during this event.
February	<b>Conduct Blue and Gold Banquet</b> - Conduct the Blue and Gold event based on the program prepared in January with the help of other adult leaders and volunteers.
	<b>Attend Pinewood Derby</b> - Attend the Pinewood Derby. Pinewood Derby Leader plans this event but Pack Leaders are always needed to help out and participate.
	<b>Pack Re-charter is in Being Completed</b> - Stay informed of this activity and help the Membership and Registration Chairperson, as needed.
	<b>Prepare for March Campout</b> - If there is a Campout planned for March, prepare an agenda, including a campfire program. Include or request the help of other Pack leaders/volunteers, as needed.
March	<b>Attend Pack Campout</b> - Attend the Pack's March campout, if one has been scheduled. Conduct the campout according to the agenda with the help of other adult leaders/volunteers.
	<b>Preparations for the Crossover Banquet</b> - Stay informed of preparations for this event and provide input as needed.
	<b>Prepare for April Campout</b> - If there is a Campout planned for April, prepare an agenda, including a campfire program. Include or request the help of other Pack leaders/volunteers, as needed.
April	<b>Attend Pack Campout</b> - Attend the Pack's April campout, if one has been scheduled. Conduct the campout according to agenda with the help of other adult leaders/volunteers.
	<b>Prepare the Program for Crossover</b> - Prepare a program for the Crossover Banquet and include or request help from other leaders/volunteers, as needed. Coordinate acquisition of neckerchiefs and slides with Advancement Chairperson. If leaders or volunteers will be recognized during this event, work with the Committee Chairperson to acquire awards and provide time in the program for this recognition.
	<b>Prepare for May Campout</b> - If there is a Campout planned for May, prepare an agenda, including a campfire program. Include or request the help of other Pack leaders/volunteers, as needed.
	<b>Start Evaluating Leadership Needs</b> - Work with Committee Chairperson to develop a list of Leaders that will continue with the Pack and identify replacements, as needed.
May	<b>Conduct Crossover Banquet</b> - Conduct the Crossover event based on the program prepared in April with the help of other adult leaders and volunteers.
	<b>Attend Pack Campout</b> - Attend the Pack's May campout, if one has been scheduled. Conduct the campout according to the agenda with the help of other adult leaders/volunteers.

## Advancement Chairperson

### Primary Function:

On a monthly and as needed basis, use Scout Track and work the Cubmaster to identify advancements and recognitions earned by Pack members and purchase awards using Pack funds to acknowledge these achievements.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)

### Monthly Responsibilities:

- **Communicate Deadline for Entering Achievements into ScoutTrack** – This reminder can be setup within the ScoutTrack program to automatically email a reminder to the entire Pack.
- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and provide input for improving the Pack.
- **Purchase Awards from the Scout Store** – Based on the advancement reports from ScoutTrack, purchase the awards and recognitions items prior to the Pack Meeting. An award card will need to be completed for each award and the awards grouped by Den for easy distribution at the Pack Meeting. Coordination with the Cubmaster is important to ensure all awards that are needed are purchased in advance of the Pack meeting. Award purchases are typically completed using a reimbursement type arrangement. You will need to work these details out with the Pack Treasurer.
- **Attend Pack Meeting** – Assist the Cubmaster as needed in handing out the awards.

### Event Related Responsibilities:

Month	Event
May	<b>Pack Planning Conference</b> - Attend this meeting organized by the Committee Chairperson to discuss the coming Scout year.
July	<b>Leaders Meeting</b> - Attend the leaders (all leaders Pack Committee and Den Leaders) meeting to get all leaders on-board and up to speed for the new Scouting year.
August	<b>Back-to-Pack</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
February	<b>Blue and Gold Banquet</b> - Attend the Blue and Gold Banquet. Cubmaster plans the activities but Pack Leaders are always needed to help out and participate. Also, this is a great venue to recognize adult leaders who have made significant contributions to the Pack.
March	<b>Advancement Report</b> - Provide Den Leaders with a report from ScoutTrack indicating the progress of each of their Scouts, so that they can ensure they complete the rank requirements prior to Crossover.

### Event Related Responsibilities:

Month	Event
May	<b>Crossover Banquet</b> - Attend the Crossover Banquet. Cubmaster plans the activities but Pack Leaders are always needed to help out and participate. Also, this is a great venue to recognize adult leaders who have made significant contributions to the Pack.

## Secretary

### Primary Function:

To communicate Pack Committee Meeting proceedings and other important Pack related information to Pack members.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader Meetings** – Participate in these meetings and take minutes to distribute to the rest of the Pack.
- **Handle Pack Correspondence** – Manage event notifications in ScoutTrack and make sure timely communication is completed with relevant information needed by Pack Members attending each event.
- **Record Pack Meeting Attendance** – Record Scout attendance at Pack Meeting and maintain attendance records in ScoutTrack.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - Attend this meeting organized by the Committee Chairperson to discuss the coming Scout Year, take notes and distribute meeting minutes to the rest of the Pack via email or have the Media and Public Relations Chairperson post them on the Pack website.
July	<b>Attend Leaders Meeting</b> - Attend the leaders (all leaders Pack Committee and Den Leaders) meeting to get all leaders on-board and up to speed for the new Scouting year, take notes and distribute meeting minutes to the rest of the Pack via email or have the Media and Public Relations Chairperson post them on the Pack website.
August	<b>Back-to-Pack Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by Membership and Registration Chairperson).
	<b>New Parent Orientation Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by Training Chairperson).
September	<b>Suwanee Day Parade Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
	<b>Pack Campout Details</b> - Communicate date, arrival time, location, directions, checklist list of recommended camping gear, leader-in-charge contact information, and any other relevant information (provided by Outings and Events Chairperson).
October	<b>Pack Campout Details</b> - Communicate date, arrival time, location, directions, checklist list of recommended camping gear, leader-in-charge contact information, and any other relevant information (provided by Outings and Events Chairperson).
November	<b>Popcorn Orders Due</b> - Communicate due date, information required and any other relevant information (provided by event leader).

Event Related Responsibilities:

Month	Event
	<b>Distribution of Popcorn</b> - Communicate date, time, and any other relevant information (provided by event leader).
	<b>Pack Campout Details</b> - Communicate date, arrival time, location, directions, checklist list of recommended camping gear, leader-in-charge contact information, and any other relevant information (provided by Outings and Events Chairperson).
January	<b>Big Trip Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
	<b>Pinewood Derby Workshop Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
	<b>Blue and Gold Banquet Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
February	<b>Pinewood Derby Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
March	<b>Pack Campout Details</b> - Communicate date, arrival time, location, directions, checklist list of recommended camping gear, leader-in-charge contact information, and any other relevant information (provided by Outings and Events Chairperson).
April	<b>Pack Campout Details</b> - Communicate date, arrival time, location, directions, checklist list of recommended camping gear, leader-in-charge contact information, and any other relevant information (provided by Outings and Events Chairperson).
	<b>Crossover Banquet Details</b> - Communicate date, arrival time, location, directions, leader-in-charge contact information, and any other relevant information (provided by event leader).
May	<b>Pack Campout Details</b> - Communicate date, arrival time, location, directions, checklist list of recommended camping gear, leader-in-charge contact information, and any other relevant information (provided by Outings and Events Chairperson).

## Treasurer

### Primary Function:

Report to the Pack Committee on Pack financial matters in addition to managing Pack finances, ensuring Pack funds are properly safeguarded, and administering receipts and disbursements in a manner that can easily be reviewed and audited.

### Required Training:

- Youth Protection Training (scouting.org)
- Fast Start Training for Pack Committee Members (scouting.org)
- Pack Committee Specific Training (scouting.org)
- This is Scouting (scouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and provide a report on Pack finances to the Pack Committee.
- **Reimburse the Advancement Chairperson for Purchase of Awards** – Each month the Advancement Chairperson must purchase awards from the Scout Store in preparation for the Pack Meeting. Award purchases are typically completed using a reimbursement type arrangement.
- **Attend Pack Meeting** – The Pack Meeting is typically the time when parents pay for various Pack events. The Treasurer needs to be available to receive these funds and issue receipts, as needed.
- **Process other Pack Expenses** – Budgeted expenses, such as Blue and Gold, Pinewood Derby, should be reimbursed based upon agreed budgets. Unbudgeted expenses exceeding \$50 require, at minimum, approval by the Cubmaster and Pack Committee Chair, and if possible (time permitting) should be put to a vote at the PALs meeting prior to the expense being incurred.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - This is a meeting that as many leaders as possible (including the COR) meet to discuss the coming Scout year. An important part of the Scouting year is the Pack budget. The Treasurer works with the Committee Chairperson and Cubmaster to prepare a budget to accommodate all the events planned for the Scouting year.
June	<b>Finalize Pack Budget for Pack Committee Approval</b> - The final Pack budget for the coming Scout year must be approved by the Pack Committee so Pack fees, campout fees, t-shirt price, and popcorn sales goals can be set. The Treasurer should submit the final budget to the Pack Committee for approval.
July	<b>Leaders Meeting</b> - Attend the leaders (all leaders Pack Committee and Den Leaders) meeting to get all leaders on-board and up to speed for the new Scouting year.
August	<b>Suwanee Day Parade Preparations</b> - Communicate the budget for the Pack's entry into the Suwanee Day Parade to the leader coordinating this event.

### Event Related Responsibilities:

Month	Event
	<b>Attend Suwanee Elementary Roundup</b> - Attend the Suwanee Elementary Roundup to assist in collecting BSA fees. Bring the Pack's cash box with cash to make change and the Pack check book to write a check to the BSA for fees paid in cash that evening.
	<b>Attend Back to Pack</b> - Attend Pack 518's Back-to-Pack event to collect Pack Fees. Bring the Pack's cash box with cash to make change, deposit funds into the Pack's account. See Appendix 3 for a sample checklist for Back-to-Pack
September	<b>Pay for Pack T-shirt Order</b> - The Treasurer will need to write a check for the Pack T-shirt order.
	<b>Pack Campout</b> - If the Pack has planned a Pack campout for September, coordinate collection of meal fee payments with the Outings and Events Chairperson.
October	<b>Pack Campout</b> - If the Pack has planned a Pack campout for October, coordinate collection of meal fee payments with the Outings and Events Chairperson.
November	<b>Pack Campout</b> - If the Pack has planned a Pack campout for November, coordinate collection of meal fee payments with the Outings and Events Chairperson.
	<b>Popcorn Fundraiser</b> - Work with Leader of the Popcorn Fundraiser to collect money from members selling popcorn, write check to Council, and deposit Pack proceeds into the Pack's account.
December	<b>Blue and Gold Banquet</b> - Communicate the budget for the Pack's Blue & Gold Banquet to the leader coordinating this event.
	<b>Pinewood Derby Cars</b> - Pinewood Derby cars for the Pack are typically purchased at the University of Scouting, in December, so it will be necessary to reimburse the leader who purchases the cars for the Pack.
	<b>Big Trip</b> - Work with Big Trip Leader to collect fees, pay any deposits, and deposit funds into the Pack's account from Pack Members paying as they pay for this event.
January	<b>Big Trip</b> - Attend the Pack's Big Trip event. It may be necessary to pay the final installment for this event so the Treasurer should be prepared to take care of this, if necessary.
	<b>Pinewood Derby</b> - Communicate the budget for the Pack's Pinewood Derby to the leader of this event.
	<b>Blue and Gold Banquet</b> - Collect funds from leaders selling tickets to the Blue and Gold Banquet and deposit funds into the Pack's account.
February	<b>Attend Blue and Gold Banquet</b> - Attend the Pack's Blue and Gold Banquet event. If this event is catered, it will be necessary pay the caterer at this event as well as pay any facility fees (typically custodial fees).
	<b>Pack Re-charter</b> - Either write a check for Re-Charter fees or reimburse the Membership and Registration Chairperson for paying these fees on behalf of the Pack.
March	<b>Pack Campout</b> - If the Pack has planned a Pack campout for March, coordinate collection of meal fee payments with the Outings and Events Chairperson.
April	<b>Pack Campout</b> - If the Pack has planned a Pack campout for April, coordinate collection of meal fee payments with the Outings and Events Chairperson.
May	<b>Pack Campout</b> - If the Pack has planned a Pack campout for March, coordinate collection of meal fee payments with the Outings and Events Chairperson.
	<b>Transfer Signature Authority to New Treasurer</b> - If a new Treasurer is taking over, it is important to transfer signature authority from the incumbent Treasurer as soon as possible.

## Training Chairperson

### Primary Function:

To encourage Pack leaders (Committee Members and Den Leaders) to complete the required BSA leader training by keeping them informed of training opportunities and conducting training, as appropriate.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)
- Basic Adult Leader Outdoor Orientation – Recommended (nega-bsa.org)
- Hazardous Weather Training – Recommended (myscouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and provide a report of upcoming training opportunities to the Pack Committee.
- **Attend Pack Meeting** – The Pack Meeting is typically the best time to communicate training opportunities to parents and adult leaders as well as recognize those parents and leaders that have taken time out of their busy schedules to complete the training.
- **Provide Training Information for Newsletter** – Send training dates, location, and other relevant information to the Media and Public Relations Chairperson for inclusion in the Pack Newsletter.
- **Attend District Roundtable** – To stay informed of training opportunities and report this information back to the Pack.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - Attend this meeting, organized by the Committee Chairperson, where as many leaders as possible (including the COR) meet to discuss the coming Scout year.
	<b>Pack Calendar</b> - Review the Pack calendar to ensure that all potential training opportunities are included.
July	<b>Attend Leaders Meeting</b> - Attend this meeting, organized by the Committee Chairperson, to get all leaders on-board and up to speed for the new Scouting year. This is a good time to provide and encourage leaders to take required training.
	<b>Prepare for New Parent Orientation</b> - Review and update New Parent Orientation presentation in preparation for the event, typically held in August, following Back to Pack Registration.
August	<b>Attend Suwanee Elementary Roundup</b> - Attend the Suwanee Elementary Roundup to answer questions and assist with the registration process.
	<b>Attend Back to Pack</b> - Attend Pack 518's back to Pack event to answer questions, and assist with the registration process, and encourage leaders to take the required training.

### Event Related Responsibilities:

Month	Event
	<b>Host New Parent Orientation</b> - This event is typically organized by the Training Chairperson with help from the Cubmaster, Committee Chairperson, and other volunteers.

## Outings and Events Chairperson

### Primary Function:

To make reservations, complete Tour Permits, and assist specific event leaders in planning outings and events that have been scheduled throughout the Scout Year.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)
- Basic Adult Leader Outdoor Orientation – Recommended (nega-bsa.org)
- Hazardous Weather Training – Recommended (myscouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader meeting** – It is important to attend these meetings to stay informed of activities in the Pack and provide a report on Pack events to the Pack Committee.
- **Attend Pack Meetings** – The Pack Meeting is typically the time when parents pay for various Pack events. It is here that most events will be publicized and fees paid, as needed.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - Attend this meeting, organized by the Committee Chairperson to discuss the coming Scout year. Typically, the schedule and locations of all campouts for the year are identified at this meeting.
July	<b>Attend Leaders Meeting</b> - Attend this meeting, organized by the Committee Chairperson, to get all leaders on-board and up to speed for the new Scouting year.
August	<b>Suwanee Day Parade Preparations</b> - Complete registration for the Suwanee Day Parade and work with leader of this event to make sure Preparations are under way.
	<b>Fall Campout Preparations</b> - Complete reservations and Tour Permits for the campouts that will be held in September, October, and November. Send details to Secretary for communication to the Pack.
	<b>Popcorn Fundraiser Preparations</b> - Follow-up with the leader of the popcorn fundraiser to make sure preparations for kicking off the popcorn fundraiser are under way and provide assistance, as needed.
September	<b>Participate in Suwanee Day Parade</b> - Participate in the parade and help other adult leaders keep the Pack together and well represented.
	<b>Attend Pack Campout</b> - Attend the Pack's September campout, if one has been scheduled. The Cubmaster plans the activities but Pack Leaders are always needed to help out and participate.
October	<b>Attend Pack Campout</b> - Attend the Pack's October campout, if one has been scheduled. The Cubmaster plans the activities but Pack Leaders are always needed to help out and participate.
	<b>Big Trip Preparations</b> - Check with the Big Trip Leader to make sure preparations are well under way and provide assistance, as needed.

Event Related Responsibilities:

Month	Event
	<b>Blue and Gold Banquet Preparations</b> - Complete reservations for the Blue and Gold venue and check with Leaders of the Blue and Gold Banquet to offer assistance, as needed.
November	<b>Attend Pack Campout</b> - Attend the Pack's November campout, if one has been scheduled. Cub Master plans the activities but Pack Leaders are always needed to help out and participate.
	<b>Spring Campouts and Crossover Banquet Preparations</b> - Complete reservations and Tour Permits for the campouts that will be held in March, April, and May and complete reservations for the Crossover Banquet venue. Send campout details to Secretary for communication to the Pack.
	<b>Check on Preparations for the Pinewood Derby Workshop Preparations</b> - Check with the Pinewood Derby Leader to offer assistance, as needed.
January	<b>Attend the Big Trip</b> - Attend the Pack's Big Trip event. It is important that Pack Leaders attend this event to help Scouts, Parent and Den Leaders.
	<b>Participate in the Pinewood Derby work Shop</b> - Help Pinewood Derby Leader oversee this event to ensure only adults operate power tools and that no Scouts get injured.
	<b>Check on Preparations for Pinewood Derby</b> - Check with the Pinewood Derby Leader to offer assistance, as need.
February	<b>Attend Blue and Gold Banquet</b> - Attend the Blue and Gold Banquet. Cub Master plans the activities but Pack Leaders are always needed to help out and participate.
	<b>Attend Pinewood Derby</b> - Attend the Pinewood Derby. Pinewood Derby Leader plans this event but Pack Leaders are always needed to help out and participate.
March	<b>Attend Pack Campout</b> - Attend the Pack's March campout, if one has been scheduled. Cub Master plans the activities but Pack Leaders are always needed to help out and participate.
April	<b>Attend Pack Campout</b> - Attend the Pack's April campout, if one has been scheduled. Cub Master plans the activities but Pack Leaders are always needed to help out and participate.
May	<b>Attend Pack Campout</b> - Attend the Pack's October campout, if one has been scheduled. Cub Master plans the activities but Pack Leaders are always needed to help out and participate.

## Membership and Registration Chairperson

### Primary Function:

Promote the Pack and organize registration activities/event for new and returning Scouts, new leaders, and complete the Pack's re-charter application.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and report on Pack membership issues/activities to the Pack Committee.
- **Attend Pack Meeting** – The Pack Meeting is typically the time when most parents are available to address any registration or membership items throughout the year, as needed.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - This is a meeting, organized by the Committee Chairperson, where as many leaders as possible (including the COR) meet to discuss the coming Scout year.
June	<b>Start Preparations for Suwanee Elementary Orientation</b> - Start making preparations for the Orientation at Suwanee Elementary School.
	<b>Start Preparations for Roundup</b> - Start making preparations for the Roundup (New Scout Registration) at Suwanee Elementary School.
	<b>Start Preparations for Back-to-Pack</b> - Start making preparations for the Back-to-Pack (Returning Scout and New Scout Registration with the Pack) at Shadowbrook Baptist Church's Youth Ministries Building. This event is typically held on a Saturday morning to allow enough time for registration activities.
July	<b>Attend Leaders Meeting</b> - Attend this meeting, organized by the Committee Chairperson, to get all leaders on-board and up to speed for the new Scouting year.
	<b>Continue Preparations for Suwanee Elementary Orientation</b> - Continue preparations for the Orientation at Suwanee Elementary School.
	<b>Continue Preparations for Roundup</b> - Continue preparations for the Roundup (New Scout Registration) at Suwanee Elementary School.
	<b>Continue Preparations for Back-to-Pack</b> - Continue preparations for the Back-to-Pack (Returning Scout and New Scout Registration with the Pack) at Shadowbrook Baptist Church's Youth Ministries Building.
August	<b>Attend Roundup Orientation Meeting</b> - Stay informed of when this meeting is held and attend this meeting to get information on how the District will conduct the Roundup at Suwanee Elementary School. (Source of notifications – Council Website, District Yahoo Group, and mailed flyers)

Event Related Responsibilities:

Month	Event
	<p><b>Host information table at Suwanee Elementary Orientation</b> - Follow the Event Plan for this event to meet and greet potential new Scouts and parents. This event is generally held during the day at the school – coordinate with the Pack Committee if you are unable to attend.</p> <p><b>Attend Suwanee Elementary Roundup</b> - Follow the Event Plan for this event and assist the District Representative in the registration process.</p> <p><b>Setup New Scout in Scout Track</b> – Use the registration forms received at Roundup to create accounts for each new Scout in Scout Track then give new Scout registration paperwork to Cubmaster for incorporation into Pack files.</p> <p><b>Conduct Back-to-Pack Registration Event</b> - Follow the Event Plan for this event to register returning Scouts and new Scouts with the Pack</p>
January	<p><b>Attend Recharter Informational Meeting</b> - Stay informed of when this meeting will be held and attend this meeting to get information on how the District will conduct Re-Charter and pick-up the Pack's Re-Charter Packet. (Source of notifications – Council Website, District Yahoo Group, and mailed flyers)</p> <p><b>Start Completing Re-Charter and Journey to Excellence Forms</b> - It is important to start this process early because the forms require signatures from the Pastor of Shadowbrook Baptist Church, the COR, and the Committee Chairperson.</p>
February	<p><b>Complete Re-Charter and Journey to Excellence</b> - Submit the completed Re-Charter and Journey to excellence forms to the District and pay the Re-Charter Fee, using Pack funds, prior to the deadline.</p>
March	<p><b>Document Webelos' Crossover</b> - Use ScoutTrack to move the Webelos into an Alumni Den, move their parent's email address to an unused field in the system and indicate which Troop each scout crossed over to.</p>

## Media and Public Relations Chairperson

### Primary Function:

To promote the Pack and Pack events by producing and distributing a monthly newsletter, keeping the Packs' website up-to-date, and designing the Class B t-Shirt.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and report on Pack membership issues/activities to the Pack Committee.
- **Attend Pack Meeting** – The Pack Meeting is typically the time when most parents are available to address any registration or membership items throughout the year, as needed.
- **Produce and Distribute Pack Newsletter** – Work with the Cubmaster, the Pack Committee, and other parents and leaders produce the Pack News Letter and distribute in Portable Document Format (PDF) format via email.
- **Update the Pack Website** – Keep the Pack website up-to-date regarding recent and upcoming events and make changes from time-to-time at the request of the Pack Committee.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - This is a meeting, organized by the Committee Chairperson, where as many leaders as possible (including the COR) meet to discuss the coming Scout year.
June	<b>Design Three Options for Class B T-shirt</b> - Create at least three designs of the Class B T-Shirt for the Pack Committee to vote on.
July	<b>Get Quotes for Design Selected</b> - Get quotes for the design selected with the expectation that the order will be placed in late August.
	<b>Attend Leaders Meeting</b> - Attend this meeting, organized by the Committee Chairperson, to get all leaders on-board and up to speed for the new Scouting year.
August	<b>Order T-Shirts</b> - Based on the quantities and sizes ordered, at Back-to-Pack (and verified by the Pack Treasurer), place the order for the Pack T-Shirts and distribute at the Pack Meeting, once received. The goal is to have Class B t-shirts for the first campout in September.

## Religious Emphasis Chairperson

### Primary Function:

Ensures that God remains central in Pack activities by delivering the invocation at Pack Meetings and work with the Cubmaster to ensure that moments for reverence are built into each event program.

### Required Training:

- Youth Protection Training (myscouting.org)
- Fast Start Training for Pack Committee Members (myscouting.org)
- Pack Committee Specific Training (myscouting.org)
- This is Scouting (myscouting.org)

### Monthly Responsibilities:

- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of activities in the Pack and report on upcoming events where scouts can earn their religious emblems.
- **Attend Pack Meeting** – To deliver the invocation and promote Scouts that have earned their religious emblems as well as encourage Scouts to work toward earning their religious emblems.
- **Scout's Own Services** – At Pack Campouts coordinate and conduct brief non-denominational Sunday morning service.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference</b> - This is a meeting, organized by the Committee Chairperson, where as many leaders as possible (including the COR) meet to discuss the coming Scout year.
July	<b>Attend Leaders Meeting</b> - Attend this meeting, organized by the Committee Chairperson, to get all leaders on-board and up to speed for the new Scouting year.
At Least Twice per Year	<b>Promote the Religious Emblem Programs Offered By the District/Council</b> - During the course of the Scouting Year, preferably once in the fall and once in the spring where scouts can make progress toward earning their religious emblem. This includes coordination of Pack/Den attendance at District and/or Council religious events such as God and Me and/or God and Family campout events.

## Quartermaster (QM)/Grubmaster (GM) Team

### Primary Function:

Quartermaster ensures that Pack equipment is inventoried, maintained, procured, securely stored, and distributed in a manner that best suits the needs of the Pack. Whereas, the Grubmaster coordinates the procurement and preparation of meals at campout and other Pack events. These two individual need to work together as a team in support of the Pack.

### Required Training:

- Youth Protection Training ([myscouting.org](http://myscouting.org))
- Fast Start Training for Pack Committee Members ([myscouting.org](http://myscouting.org))
- Pack Committee Specific Training ([myscouting.org](http://myscouting.org))
- This is Scouting ([myscouting.org](http://myscouting.org))
- Basic Adult Leader Outdoor Orientation – Recommended ([nega-bsa.org](http://nega-bsa.org))
- Hazardous Weather Training – Recommended ([myscouting.org](http://myscouting.org))

### Monthly Responsibilities:

- **Attend Parent and Leader Meeting** – It is important to attend these meetings to stay informed of Pack activities and events that require use of equipment. It is in this meeting that Equipment status is reported to the Pack Committee.
- **Attend Pack Meeting** – The Pack Meeting is typically the time when most parents are available to request assistance, as needed, in moving equipment and/or pulling the Pack trailer to and from the campouts and events.

### Event Related Responsibilities:

Month	Event
May	<b>Attend Pack Planning Conference (QM and GM)</b> - This is a meeting, organized by the Committee Chairperson, where as many leaders as possible (including the COR) meet to discuss the coming Scout year.
July	<b>Arrange to Cleanout and Inventory Pack Trailer (QM)</b> - Organize a Pack trailer cleanout and inventory in preparation for the next Scout year. Maintain an inventory list of the Pack Trailer contents and other Pack owned assets (e.g., overhead projector, PA System, etc.).
	<b>Attend Leaders Meeting (QM and GM)</b> - Attend this meeting, organized by the Committee Chairperson, to get all leaders on-board and up to speed for the new Scouting year.
August	<b>Prepare for September Campout (QM and GM)</b> - Make sure that there are enough supplies for the September campout. QM is responsible for packing the Pack Trailer, hauling it to the campsite, unloading it in preparation of the Campout and reloading it following the campout and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the Saturday night meal and the Sunday morning meal, purchasing food (pack it in coolers), setting up the camp kitchen, cooking the meals and cleanup. Adult volunteers will be available to help with these activities.

### Event Related Responsibilities:

Month	Event
September	<b>Attend Pack Campout (QM and GM)</b> - Attend the Pack's September campout, if one has been scheduled and carryout the duties of QM and GM as planned in preparation for the campout.
	<b>Prepare for October Campout (QM and GM)</b> - Make sure that there are enough supplies for the October campout. QM is responsible for packing the Pack Trailer, hauling it to the campsite, unloading it in preparation of the Campout and reloading it following the campout and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the Saturday night meal and the Sunday morning meal, purchasing food (pack it in coolers), setting up the camp kitchen, cooking the meals and cleanup. Adult volunteers will be available to help with these activities.
October	<b>Attend Pack Campout (QM and GM)</b> - Attend the Pack's October campout, if one has been scheduled and carryout the duties of QM and GM as planned in preparation for the campout.
	<b>Prepare for November Campout (QM and GM)</b> - Make sure that there are enough supplies for the November campout. QM is responsible for packing the Pack Trailer, hauling it to the campsite, unloading it in preparation of the Campout and reloading it following the campout and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the Saturday night meal and the Sunday morning meal, purchasing food (pack it in coolers), setting up the camp kitchen, cooking the meals and cleanup. Adult volunteers will be available to help with these activities.
November	<b>Attend Pack Campout (QM and GM)</b> - Attend the Pack's November campout, if one has been scheduled and carryout the duties of QM and GM as planned in preparation for the campout.
February	<b>Prepare for March Campout (QM and GM)</b> - Make sure that there are enough supplies for the March campout. QM is responsible for packing the Pack Trailer, hauling it to the campsite, unloading it in preparation of the Campout and reloading it following the campout and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the Saturday night meal and the Sunday morning meal, purchasing food (pack it in coolers), setting up the camp kitchen, cooking the meals and cleanup. Adult volunteers will be available to help with these activities.
March	<b>Attend Pack Campout (QM and GM)</b> - Attend the Pack's March campout, if one has been scheduled and carryout the duties of QM and GM as planned in preparation for the campout.
	<b>Prepare for April Campout (QM and GM)</b> - Make sure that there are enough supplies for the April campout. QM is responsible for packing the Pack Trailer, hauling it to the campsite, unloading it in preparation of the Campout and reloading it following the campout and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the Saturday night meal and the Sunday morning meal, purchasing food (pack it in coolers), setting up the camp kitchen, cooking the meals and cleanup. Adult volunteers will be available to help with these activities.
April	<b>Attend Pack Campout (QM and GM)</b> - Attend the Pack's April campout, if one has been scheduled and carryout the duties of QM and GM as planned in preparation for the campout.
	<b>Prepare for the Crossover Banquet (QM and GM)</b> - Make sure that there are enough supplies for the Crossover Banquet (typically hamburgers, hotdogs, buns, condiments, drinks, paper products, and charcoal). QM is responsible for packing the Pack Trailer, hauling it to the venue, unloading it in preparation of the Banquet and reloading it following the Banquet and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the main course of the Banquet, purchasing food (pack it in coolers), setting up the banquet cooking area, cooking the meats and cleanup. Adult volunteers will be available to help with these activities.

### Event Related Responsibilities:

Month	Event
	<b>Prepare for May Campout (QM and GM)</b> - Make sure that there are enough supplies for the May campout. QM is responsible for packing the Pack Trailer, hauling it to the campsite, unloading it in preparation of the Campout and reloading it following the campout and hauling it back to the SBC Storage lot in Suwanee. GM is responsible for planning the Saturday night meal and the Sunday morning meal, purchasing food (pack it in coolers), setting up the camp kitchen, cooking the meals and cleanup. Adult volunteers will be available to help with these activities.
May	<b>Attend Crossover Banquet (QM and GM)</b> - Attend the Pack's Crossover Banquet and carryout the duties of QM and GM as planned in preparation for the banquet.
	<b>Attend Pack Campout (QM and GM)</b> - Attend the Pack's May campout, if one has been scheduled and carryout the duties of QM and GM as planned in preparation for the campout.