

# Cub Scout Pack 61



## Official Policy Manual

The following policies are intended to serve as rules of execution for all Pack business and functions. Please read this manual carefully and in it's entirety. This is a "living document" and may need modifications or improvements depending on the current environment of Scouting and Cub Scout Pack 61.



**Index**

1. Parent and Family Participation ..... 4  
 2. Discipline ..... 4  
 3. Alcohol and Illegal Narcotic Consumption At Scouting Events ..... 5  
 4. Awards ..... 5  
 5. Attendance Award ..... 6  
 6. Travel, Outing, and Field Trips ..... 6  
 7. Fund Raisers ..... 7  
 8. Reimbursement ..... 7  
 9. Pack Web Page ..... 7

Appendices

A. Race Policies ..... 8  
 Revision History ..... 9

To be removed and turned into Pack:

Web Posting Permission Slip ..... 11  
 Acknowledgement Receipt ..... 12

Where referenced in this manual and unless specified otherwise:

- A) 'Parent' refers to a parent or legal guardian of a child.
- B) Exceptions to any rule needs to be discussed with the Committee Chairman or Cubmaster. Appeals to be made to the Pack Committee.
- C) 'Boy Scouts' and 'BSA' all refer to the Boy Scouts of America.
- D) 'Den Leader' refers to the assigned Den Leader, Assistant(s), Coordinator, Den Chief, or designated adult.
- E) 'Den' refers to the Tiger Dens as well.

## 1. Parent and Family Participation

Parent and family participation should be encouraged as much as possible. It is a proven fact that the more a parent is involved with the Cub Scouts, the faster the boy will advance and the more fun he will have within the program.

The Pack Attendance Policy promotes this parent/family involvement. (See below)

## 2. Discipline

The following discipline descriptions apply to all Pack associated meetings and outings, including Den Meetings, Committee Meetings, and any Pack Outing.

Please know that we, the Pack Committee, support parents in NOT tolerating poor behavior and encourage them likewise to support the Pack and Den leadership in discouraging rowdy, disruptive, and other inappropriate behavior. When you see your son misbehaving before, during, or after the meeting, please let him know that you will not tolerate inappropriate behavior. Our meetings will run more efficiently with your support. We also need your help in controlling the younger siblings. Everyone should stay in the designated meeting place during the meeting. NO ONE should be allowed to play in other areas at anytime.

During the Pack Meetings, the Den Leader should keep his Den together and be responsible for controlling the Den. Inappropriate behavior may result in the Den Leader escorting him to his parent(s) and the Scout will remain with the parent(s) during the remainder of the meeting. If no parent is present, the parent may be called at home and asked to come pick up the boy. At the next meeting, the parent must attend or the boy may not be allowed to attend the meeting, this will be at the discretion of the Pack Committee.

Inappropriate behavior consists of (but not limited to):

- Loud or excessive talking
- Behavior that disrupts speakers, skits, songs, or ceremonies
- Leaving assigned Den area without permission
- Inappropriate or vulgar language
- Being disrespectful to Den Leaders, Pack Leaders, or other Scouts
- Willful mistreatment or destruction of School, Pack, or any other private property while attending scouting Functions

The above is not intended to stifle the enthusiasm the Scouts and Adults should be presenting at the meeting, but is intended to allow the Pack Leadership a means of controlling inappropriate behavior. The intent of the meeting is to HAVE FUN, celebrate our achievements, and to show Scout Spirit. If one Scout disrupts a meeting thus making it impossible for another to get his deserved recognition, then the second Scout loses out.

A SCOUT IS OBEDIENT. He is expected to show respect to the leaders of the Pack at all times. If he is disrespectful to a leader, he may be taken to the nearest telephone to call his parent(s) to pick him up from the activity. For the purposes of this policy, disrespect shall be defined as "Willfully disobeying direction from a uniformed leader or other responsible adult, or responding to direction in a hostile or rude manner." After a third incident of disrespect a Cub Scout may, at the discretion of the Pack Committee, be removed from membership with Cub Scout Pack 61.

Our Goal is to give you and your son a fun and worthwhile Scouting experience. We need your support and cooperation to achieve this goal. We hope all parents will consider helping the Den and Pack in some capacity. Your son's program will only be as good as you make it.

### 3. Alcohol and Illegal Narcotic Consumption at Scouting Events

It is the Policy of the Boy Scouts of America that under NO circumstances shall **ANYONE** attending a National, Council, District, Pack, or any Boy/Cub Scout sponsored event be allowed to:

**Be under the influence of an alcoholic beverage when arriving at the event**

**Consume any alcoholic beverage during the event**

**Have in their possession any alcoholic beverage during the event**

**Offer or allow the consumption of alcohol by a minor**

NOTE: No Scouter should ever drink or be under the influence while in UNI FORM. Anyone violating this policy will be immediately ejected from the event and subject to disciplinary action, up to and including possible expulsion, by, but not limited to, Cub Scout Pack 61 and the Boy Scouts of America.

The above policy also applies to illegal narcotics.

### 4. Awards

#### Earning Awards

The boy can only be credited for work on awards from when he enrolled in Cub Scouts and only for the rank that he is currently enrolled in. The cycle is from the September 1 to June 1. June 1 through September 1 is a swing period where the boy can either finish up current rank work or begin next rank work.

We do not question how thoroughly a boy has completed a particular portion of the Tiger, Bobcat, Wolf, or Bear requirements. If the boy's parent or adult has signed it, we accept it.

For Webelos activity badges, the Webelos leader has final approval on any and all Webelos Activity Pins and Rank awards. If, in the judgment of the Webelos leader, the boy has not properly completed a requirement, he may choose not to approve the award until proper compliance is completed. (Exceptions to this rule must be presented to the Pack Committee.)

Academic Belt Loops and Pins will only be awarded ONCE. Additional awards will need to be purchased by the parents.

Awards will be presented to the boy at the Pack Meeting.

### Request for Awards

It is the responsibility of the Den Leader(s) to record and submit orders for ALL awards that are earned by the boys in your Den. You will be given forms to submit your requests. These forms MUST BE submitted to the Awards Chairman at or before the Pack Committee Meetings. This cut-off is required to allow enough time to go to the Scout Office and purchase the monthly awards. The official forms are preferred, but other means that include the Den Leader's signature are acceptable, e-mail from a known Den Leader's e-mail is considered signed.

Awards for adults that are intended for wear on the uniform (i.e.: Service stars, Honor Unit patches, etc) will be presented ONLY if adult has, at a minimum, a Class 'A' uniform shirt.

## 5. Attendance Award

Each Den is eligible to receive a monthly attendance award based on attendance at Pack Meetings of the boys, leaders, and parents. This award is displayed on the Den's flag.

Each individual Scout is eligible to earn a special BSA perfect attendance award. The Scouts receiving this award MUST participate in 100% of the Pack Meetings and at least 90% of all Den activities. This does not include summer time activities. For this award, there will be no excused absences.

There is a separate Summer Time Activity award that can be earned for participating in at least one of the scheduled summer time activities per month.

## 6. Travel, Outing, and Field Trips

Under NO circumstances will any Tiger, Cub, or Webelos Scout be allowed on any camping trip, field trip, or outing without a parent (or legal guardian) signed "permission slip" (example attached) and "medical form" (Available on our web site). There will be no exception to this ruling.

Pursuant to BSA Policy, the shot area of the Medical Form must have dates filled in. This is because we do not have access to school or Doctor records.

The Class 1 Medical Form should always be in possession of the Den Leader who is in charge of the trip or outing.

The rule: If the leader does not have a permission slip and Class 1 Medical Form in their possession for a particular boy, that boy may not participate in the trip or outing. This is even true for outings where a parent is present. If something was to happen to both boy and parent and the parent was unable to sign-over care for the boy, we would still need the Class 1 Medical Form.

The Pack also requires that we have a copy of the Class 1 Medical Form on file with the Pack records. This is in addition to the one that the Den Leaders keep with their records.

## 7. Fund Raisers

The cost for ALL individual and group awards for the Scouts in our Pack is paid for out of the Pack's general funds. No part of the registration fees, uniform costs, or other BSA costs covers these expenses. Due to this, the Pack must, on at least an annual basis, organize a fundraiser to attain the required funds.

Since this is to benefit the "BOYS", the Pack Committee requests the support of ALL parents and boys.

## 8. Pack Reimbursement

### General

A Valid Receipt must accompany all reimbursements from the pack for expenses. The Pack Committee must approve any expenditure of \$25 or more in advance. All Expenditures must be presented to the Treasurer at the Pack Committee Meeting and must appear on the next Treasurer's report.

In the event of an emergency, the Committee Chairman or Cubmaster may authorize expenditures over \$25. This MUST be reported to the Treasurer at the next Pack Committee Meeting.

In ALL cases, the pack Committee reserves the right to deny reimbursement for any or all requested expenses.

### Adult Training

Each Adult Leader that is a registered member of pack 61 must purchase a Class A Uniform and attend the approved Cub Leader Basic Training and Youth Protection Session(s). All fees for any BSA approved training session applicable to your leadership position or future positions with the pack, will be reimbursed from the pack operating budget.

## 9. Pack Web Page

### General

In trying to promote our Pack and to keep everyone informed of events, we have elected to maintain a Pack Web Page. In promoting our Pack, we would like to use pictures of our Cub Scouts doing various Cub Scout activities.

### Web Posting Permission Slip

Due to privacy issues, we the Committee have elected not to post pictures of any Scout without a signed Web Posting Permission Slip. The Web Posting Permission Slip, located at the end of this document, must be filled out by at least one parent and turned into a Pack Leader. Please make only one selection so we know what your intent is.

## Appendix A. Derbies

### General

The Derbies, (Pinewood, Raingutter, Space, etc), are meant to encourage the Cub Scout to take pride in their own work by designing, building, and running their own creations. As this is supposed to be the Cub Scout's project with minimal adult involvement, adults should only be advisors' or perform what is too dangerous for the Cub Scout (i.e.: using power tools and other very sharp tools).

Vehicles are to be assembled per the instructions that come with each kit.

All Scouts and parents will be expected to act with good sportsmanship. Unsportsman like conduct will force Race Chairman, Committee Chairman, and/or Cubmaster to disqualify individual, if individual is a Cub Scout's relative, the offender will have the choice to pay a \$25 fine, payable to the Pack, and leave or have their Cub Scout(s) disqualified.

### Awards

Each participant who ran in the derby will be eligible for only one major award and all minor awards. The Race Officials will determine winners of awards. Any disagreements will be presented to the Race Chairman and appealed to the Committee Chairman or Cubmaster. All appeals will be resolved by the end of the Pack Event by an Appeals Committee.

#### A) Minor awards (all participants):

First, second, third in division – taking first, second, or third in Webelos, Bear, Wolf, Tiger or any other division yet to be determined.

#### B) Major awards (Cub Scout only):

Pack placement – Taking first, second, or third in Pack runoff of all divisions

Best Design – Race Official's determine design for vehicle designed by boy not parent(s).

Chairman's Award – Chairman's discretion

# Web posting permission slip – Pack 61

I /we the undersigned parent(s) or legal guardian(s) of:

\_\_\_\_\_  
Cub Scout(s)  
registered to Cub Scout Pack 61 give permission, as noted below, for the Committee of Cub Scout Pack 61 to post pictures to their website. All pictures will conform to BSA policies and in keeping with Youth Protection, will restrict any picture captions. No names will be associated with any picture.

DO NOT allow my son's picture to be posted.

This permission slip will remain enforce as long as Scout is registered in Pack 61 or until rescinded in writing.

\_\_\_\_\_  
Parent or legal guardian

\_\_\_\_\_  
Parent or legal guardian

Date: \_\_\_\_\_

Edition: 4/2001

..... tear here ..... tear here ..... tear here .....

Please retain for your records:

The Parent(s) of Cub Scout(s) \_\_\_\_\_, have given Pack 61 permission, as below, to use pictures and/or captions of their Cub Scout(s) on the Pack Web Page.

DO NOT allow my son's picture to be posted.

Received for the Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Edition: 4/2001

PERMISSION SLIP

As the parent or legal guardian of \_\_\_\_\_, I hereby give my permission for him to participate in \_\_\_\_\_.

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time/Place: \_\_\_\_\_

I give permission to the leaders of the above unit to render First Aid, should the need arise. In the event of an emergency, I also give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment, as needed. I further agree to hold the above named unit and its leaders blameless for any accidents that might occur during this outing except for clear acts of negligence or non-adherence to BSA policies and guidelines.

In case of emergency, I can be reached by phone at \_\_\_\_\_

or \_\_\_\_\_. If I cannot be reached, please contact

\_\_\_\_\_ at \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent or Guardian)

To all Parents of Cub Scout Pack 61:

This Policy Manual is used as a basis for defining most of the major rules that govern the running of the Pack business and activities. Please read the entire document, and if you have any questions please feel free to contact the Committee Chairman or Cubmaster.

**This attachment must be signed and returned to the Committee Chairman or Cubmaster.**

**I/We \_\_\_\_\_, parent(s) of \_\_\_\_\_, who is currently enrolled in the Cub Scout Pack 61 program, do hereby acknowledge that I/we have received and have or will read the "Official Policy Manual".**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

Edition 5/2002