



Bylaws, Policies & Information

CUB SCOUT PACK 3419

Selinsgrove, PA
Sharon Lutheran Church
Seven Bridges District
Susquehanna Council
BSA
Pack Committee Publication

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INTRODUCTION TO PACK 3419 BYLAWS, POLICIES AND INFORMATION

WELCOME TO Cub Scout PACK 3419

This Cub Scout program exists as a part of the Boy Scouts of America's (BSA) National Charter. Pack 3419 follows the regulations of the BSA. The Pack focus is for the boys to have fun...and in the process, supplement the education they receive at home, church, and school by fostering character and spiritual growth.

In Cub Scouts, the boys and adult guidance make the program work. As Cub Scouts is a family program, parental participation is important to the Cub Scouts individually and to the Pack as a whole. Enrolling your boy in Pack 3419 is not only getting him into Scouting - it is making a personal commitment to help your son get the most out of Scouting.

I. PURPOSE

The purpose of Pack 3419 is to deliver a high quality Cub Scout program to boys, by implementing the time-honored BSA-specified purposes, aims and methods.

II. OBLIGATION TO GOD

The BSA maintains that a Scout cannot grow into the best kind of citizen without recognizing an obligation to God. During worship at Scout functions God is recognized and worshiped in many ways. Worship material is drawn from many sources. Pack 3419, consistent with BSA policy, is absolutely non-sectarian (non-denominational). It is intended that its worship ceremonies also will be considered as such.

III. FAMILY INVOLVEMENT

Cub Scouts is an extension of the family and involves the total development of the Scouts.

The term "parent," for the purpose of this document, means biological parent, legal guardian, and other adult relatives, as defined by the BSA.

Please note that scouting is NOT babysitting. Each parent is expected to personally contribute a reasonable amount of time and energy to the Pack program.

The more that you as a parent put into Scouting, the more your son will gain from it.

Parents are asked to consider becoming involved as an adult leader. There are many positions, with varying amounts of time requirements open to parents. Being an adult leader can be a challenging, but very rewarding role. There are many helpful experienced leaders and many other resources in Scouting to help new leaders embrace and excel in a leadership role.

There are also a variety of parent committees responsible for planning various Scouting events. At least ONE parent MUST become a member of ONE of the Pack committees if they enroll one or more boys in Scouting. Most committee positions involve two (2) to ten (10) total hours of commitment over the entire Scout year. Your son's Den leader can identify parent committee openings and needs.

IV. PARENT COMMITTEES

The list of all Parent Committees and their basic description follows:

Blue and Gold Committee

This group plans and coordinates the ceremonial dinner held on the evening of the Pinewood Derby.

This includes planning the program agenda, entertainment, the meal's main course, and coordinating other refreshments brought in by the different dens, decorations, paper goods, condiments, etc.

This committee typically meets twice annually, in November and January.

Campings and Outings Committee

This group plans the spring and fall campouts, and the "Big Winter Trip". This includes location (campground and site designations), assisting families in locating supplies they may need, group meals, scout ceremonies (awards/recognitions), and scout activities (games, achievements, electives, guest speaker, etc.). This team will also plan, purchase (with reimbursement), prepare and serve the meal at the graduation campout.

This committee typically meets three times annually, in September, November, and January.

Pinewood Derby Committee

This group will plan, organize, and coordinate the workshops prior to derby day and also the events during event day. This includes gathering sponsorships, rules/regulations, track, trophies/awards, and refreshments.

This committee typically meets twice annually, in November and December.

Program Committee

This group plans the monthly Pack meetings - including deciding on the program themes, activities, guest speakers, and den responsibilities. After the meetings have been planned, the agenda for each meeting (along with a list of den responsibilities) is passed to each Den Leader for implementation of the programs.

This committee typically meets twice annually, in August and October.

Service and Community Committee

"A Cub Scout gives goodwill". This group plans different ways that the Pack can give back to our community. Whether it is collecting canned foods for the food bank or participating in a trash pickup, it is the duty of a Cub Scout to show honor and respect for the place in which he lives. This group contacts charitable organizations and throughout the year will communicate with the Pack on when and where help is needed.

This committee typically meets twice annually, in September and February.

Summertime Committee

Since Pack meetings are not held over the summer, this group plans different events for the months of June, July and August, in order for the scouts to continue to work together as a Pack.

The main event planned is the "Big Summer Trip". The five other events can be anything from group tours at a museum, a day at a park or zoo, or even working to complete a specific challenge (read 10 grade level books) in order to receive a certain badge.

This committee typically meets twice annually, in January and March.

Ways and Means Committee

Unfortunately money doesn't grow on trees. The Pack relies heavily on fundraisers and donations.

One of the main responsibilities of this group is to find ways to bring money into the Pack. Each year our Pack sells popcorn, which is the #1 way to ensure we meet our budget. This budget helps provide the funds needed in order to go camping, provide awards to Scouts, have the pinewood derby, and train our leaders (among many other things). The function of this group is to plan and implement ways to raise money for the pack.

This committee typically meets twice annually, in September and March.

Besides the planning meetings, parents are asked to read the Calendar of Events and information provided by the Pack or their sons Den Leader. This will help to keep you informed as to what is happening within the Den/Pack. Please include this information in your family's master calendar or your planning calendar.

V. ORGANIZATION

The Cub Scout Pack is sponsored by its Chartered Organization, Sharon Lutheran Church. The Chartered Organization Representative serves as a liaison between the Chartered Organization and the Pack Committee. The Pack Committee sets its policies within the BSA policies and guidelines,

delivers a quality BSA program and recommends Pack Leaders to the Chartered Organization.

The Pack is made up of the individual Dens when they come together for Pack Meetings and other activities.

The Cubmaster acts as an executive officer and leader of the Pack by implementing the BSA program at the Pack level.

The Den Leaders, supported by assistants and coaches implement the BSA program at the Den level.

Besides that high-level overview, here is a basic description of Pack leadership:

Pack leadership consists of Den Leaders, the Chartered Organization Representative, the Pack Committee Chairperson, the Pack Committee, the Cubmaster, and sometimes a Den Leader Coach.

These are adult positions. Let's look at what each one accomplishes in the Pack.

The Pack Committee

The Pack Committee takes care of the administrative needs of the pack. It is organized and chaired by the Pack Committee Chairperson. The committee consists of AT LEAST three (3) people and is responsible for:

- Finding a meeting place.
- Setting the Pack policies in accordance with Boy Scouts and the chartered organization.
- Coordinating the Pack's program with that of the charter organization.
- Managing the annual Pack charter renewal.
- Carrying out the policies and regulations of the Boy Scouts of America.
- Providing encouragement and guidance to Leaders in carrying out the Pack program.
- Providing the finances and fundraising coordination for the Pack.
- Supervise finances and manage Pack property.
- Maintaining the quality of adult leadership and that Pack leadership is recruited and trained.
- Recommending this leadership to the charter organization for final approval.
- Coordination between the Pack and other Scouting units.
- Ensure that all Scouts receive a quality, year-round program.

The Pack Committee/Leaders Meeting schedule is set by the Pack Committee, consistent with the District and Council calendar and always before a Pack Meeting. Scout policies, training and any anticipated calendar changes are discussed.

An ideal **Pack Committee** consists of the following positions:

- Chartered Organization Representative
- Pack Committee Chair
- Secretary
- Treasurer
- Advancement
- Membership and Registration

- Public Relations/Service
- Cubmaster (non-voting member)
- Den Leader Coach (non-voting member)

Chartered Organization Representative

This person is the liaison between the Pack, the chartered organization, and the BSA. The Chartered Organization Representative is responsible for the following:

- Making sure that the chartered organization is aware of what the Pack is doing.
- Coordinates activities between the chartered organization and the Pack.
- Communicate any relevant policies that the charter organization has to the Pack committee.

A point that a new Scouter often misses is that the chartered organization "owns" the Pack, but not the Pack committee. The Pack Committee is simply an administrative arm of the chartered organization.

The Chartered Organization Representative is a voting member of the local BSA Council and District committees. As such, they represent the Pack on these committees.

If the chartered organization has more than one unit (e.g., a Cub Scout Pack and a Boy Scout Troop), the Chartered Organization Representative serves both.

Pack Committee Chair

The Pack Committee Chair is responsible for the following:

- Organizes and facilitates the running of the Pack committee.
- Works with the Cubmaster and Chartered Organization Representative to make sure that the responsibilities of the Pack Committee are being met.
- Prepares agendas for and oversees the monthly leaders meetings.
- Ensures that Parent Committees meet their commitments to the Pack.
- Securing meeting space as needed.

Cubmaster

The Cubmaster, who is sometimes referred to as the Unit Leader, is responsible for:

- Conducting the Pack program which includes leading the monthly Pack meeting, with the help of the other leaders.
- Guiding, supporting, motivating, and giving inspiration to the other adult leaders.
- Making sure leaders receive training for their positions.
- Making sure the Dens are functioning well.
- Planning the Den and Pack programs with the help of the other leaders.
- Coordinating the total Cub Scout program for the Pack.
- Helping recruit Den Leaders and Coaches.
- Establishing and maintaining good relationships with area Boy Scout Troops, to help Webelos continue into Boy Scouting as they graduate from the Pack.

Pack Secretary

The Pack Secretary is responsible for:

- Staying informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively.
- Helping new Den Leaders by telling them what resources are available.
- Maintaining up-to-date information on membership, leadership, and attendance.
- Maintaining an inventory of pack property.
- Handling 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 minutes on business conducted at Pack leaders meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of leaders meetings and other activities.
- Provide den leaders with records and forms for meetings.

Pack Treasurer

The Pack Treasurer is responsible for the following:

- Help the Pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open and maintain a bank account in the Pack's name, and arrange for all transactions to be signed by any one (1) of the following: Cubmaster, Pack Committee Chair, Secretary, or Treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The Pack Committee Chair should approve bills before payment.
- Collect dues and other fees from Den leaders or parents. Give receipts for these funds, 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 accounting records.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- Periodically report on the Pack's financial condition at the monthly Pack leaders meeting. Report to the chartered organization as often as desirable on the financial condition of the Pack.
- Provide petty cash as needed by leaders. Obtain receipts for all money disbursed, and keep a record of expenditures.
- Guide the pack in conducting Council-approved Pack money-earning projects.

Additional Treasury-related items to be noted:

- All reasonable expenses incurred by Pack leaders will be reimbursed from the Pack budget. Leaders **MUST** provide a receipt for all expenses in order to be reimbursed.

- Leader training expenses will always be paid for from the Pack budget. Again, receipts MUST be provided.
- Expenditures over \$25.00 must be approved by the Treasurer and Pack Committee Chair.
- Expenditures over \$100.00 must be approved by a Pack Committee majority vote.
- All expenditures should benefit the Pack as a whole or individual Scouts as needed.
- All leaders and the Treasurer must maintain fiscal responsibility.
- Mis-management or mis-appropriation of Pack finances or Pack property by anyone will not be tolerated. The penalties for such may vary from a verbal warning to removal from the Pack to criminal charges (in extreme cases).

Pack Advancement Chair

The Advancement Chair is responsible for the following:

- Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub Den Leader.
- Train parents, guardians, and Pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos Den Leader, and Scoutmaster.
- Promote the use of Tiger Cub, Cub Scout, and Webelos Scout den advancement charts to record advancement in the den and as an incentive for advancement.
- Collect den advancement reports at Pack leaders meetings for use when ordering badges and insignia from the local council service center.
- Promote "Boys 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.

Pack Membership/Registration Chair

The Pack Membership Chair is responsible for the following:

- 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.
- Conduct an annual census of boys in the chartered organization for systematic recruitment.
- Work with Pack committee members to promote recruitment plans.
- Visit with new families. Review with them the "Parent Guide" in their sons handbook. Emphasize the part that the family plays in their sons 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 Tiger Cubs transition into a Wolf den at the appropriate time
 - Eligible Wolf Cub Scouts or 9-year-old Cub Scouts transition into a Bear den at the appropriate time
 - Eligible Bear Cub Scouts or 10-year-old Cub Scouts transition into a Webelos den at the appropriate time
 - Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- Work with the Cubmaster in following up on former Pack members who are now Boy Scouts and potential Den Chiefs.
- Follow up on Cub Scout dropouts, to help return them to active membership.

Pack Public Relations/Service Chair

(This information is an addendum to the "Parent Committee" descriptions described elsewhere in this document.)

The Pack Public Relations/Service Chair is responsible for the following:

- Stimulate pack service projects in the chartered organization, school, and community.
- Promote family participation in all Pack events, such as Blue & Gold banquets, 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 organizations overall program.
- Circulate Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers and leaflets to invite boys to join. Work with the Pack Committee and Membership Chair to promote new membership.
- Provide Pack announcements for regular release in the official bulletins, newsletters, websites, etc., of the chartered organization.

Pack Outings Chair

(This information is an addendum to the "Parent Committee" descriptions described elsewhere in this document.)

The Pack Outings Chair is responsible for the following:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- 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 which involve swimming.
- Help inform parents and guardians about opportunities for family camping.
- Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) training before any Pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements, and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting.
- Review all activities to ensure that unit leaders comply with BSA policies in the "Guide to Safe Scouting".

Den Leader Coach

The den leader coach is responsible for ensuring stable, active, and enthusiastic Den Leaders for all Cub Scout and Webelos dens. They also help to insure that:

- Leaders complete Fast Start and Cub Scout Leader Basic Training.
- A Den Leader Coach Seminar is conducted for the leaders.
- Leaders attend the monthly District Roundtable's.
- Leaders understand the purposes, policies and procedures of the chartered organization and the Boy Scouts of America.
- Help is available for new Den Leaders.
- Cub Scout leader recognition awards are available to the leaders.
- Coach-Den Leader meetings are held to help plan den activities and programs.
- Information about the current and up to date program literature and material is passed on to den leaders.
- No Den is ever without a leader and assistant.
- New Den Leaders are recruited.

VI. INITIAL REGISTRATION

Parents should *COMPLETELY* fill out the registration form and turn it in to the Membership Chairperson. Besides the necessary medical information on the back of the form, please remember to tell the Leaders about any special medical needs your son might have.

The registration fee is pro-rated, and you will be given the current cost of registration when you sign up. Continued registration in the Pack begins each February; this is called re-chartering. Boy's Life Magazine is an option, which will be included in the price, as it is a valuable resource for the family.

VII. UNIFORMS

New Cub Scouts should obtain the Scout shirt, hat, belt, as soon as possible. The Scout pants or shorts and socks (optional for Pack 3419) complete the uniform, and can be purchased as soon as finances allow after joining. This constitutes the official "Class A" uniform for Pack 3419 and should be worn to all meetings (except where instructed otherwise for certain events/activities).

It is the Cub Scouts' responsibility (not the parents), to see that their uniforms are kept clean and worn properly.

Uniforms may be purchased at the BSA Susquehanna Council Office/Store in Williamsport, PA. Tuxes -N-Tunes in Mifflinburg, and many thrift stores also have Scout uniforms. Pack 3419 also has an "experienced" Scout uniform bin where some Scout uniform pieces are available.

VIII. CUB SCOUT HANDBOOKS

The Cub Scout Handbook for each rank is a necessary part of Scouting. Cub Scouts should have their Cub Scout Handbook with them at all meetings, outings and events. This is needed for overall guidance, direction, sign-off, tracking of achievements, and recognition for advancement. The Cub Scout Handbook, appropriate to the Scout's den level, should be purchased along with the uniform.

The Cub Scout should also carry a pencil and paper to all Scouting events.

Your son's Den Leader will determine which achievements, electives and activity pins are to be worked on during meetings, and which are to be done outside of meetings.

IX. CUB SCOUT BADGES

Cub Scouts (with the exception of Tiger Cubs) should do their best to earn the Bobcat Badge within one month of joining the Pack. This gets the basics out of the way and allows the Scout to pursue his goals in Scouting. The Scout's next goal is to try to earn their rank badge (Tiger, Wolf, Bear, Webelos) by March of the current Scouting year.

In addition to the rank badges, there are a wide variety of patches, pins, and awards that Scouts can earn in a wide variety of focus areas. Your sons Den Leader will help him understand and pursue those goals that he finds interesting. In particular, Scouts are encouraged to earn Religious Awards by contacting the head or coordinator of their Religious Organization. Once the Religious Organization presents the Religious Award, the Pack awards a Religious Knot that the Scout wears on his uniform.

X. REGULAR MEETINGS

Cub Scout Den Meetings are at the TIME and PLACE as determined by the Den Leaders. Prompt drop-off and pick-up of your son is mandatory.

A parent or legal guardian must be present with their Tiger Cub at all Scout meetings and functions, and is invited to be present at meetings for other levels.

There is also a Pack Meeting every month, where all Pack 3419 Dens meet and participate in a variety of activities. A parent must attend the Pack Meetings. Other family members such as siblings or grandparents are also welcome.

XI. ATTENDANCE

Scouts are encouraged to attend all Den/Pack meetings and activities. Regular attendance at Den/Pack meetings is required to be eligible to participate in any outside-of-meeting activities, such as hikes, outings, and events.

Parents are asked to consider all options before disciplining their son by denying him participation in Cub Scout activities. All Scout meetings and activities serve to meet the long-range goals of turning out responsible, well-rounded young men.

XII. DUES

Pack 3419 requires Pack dues. Pack revenue comes from dues, and fundraisers (detailed below). Pack 3419 uses all annual revenue for campouts, awards, supplies, and other Pack functions designed to benefit the Scouts directly.

Den dues are typically \$.50 per week or Den Meeting. Den Leaders are to use the dues for Den craft supplies and the like. Dues are payable each week whether or not the Cub Scout attends the meetings (as the Den Leader purchase enough supplies for every boy in the Den, whether they show up at the meetings or not). Monthly or annual dues may be paid up-front if desired. Cub Scouts with a surplus of money in their Cub Scout Account will have funds taken out automatically each month to cover their dues.

XIII. SCOUT IN NEED

Scouting is for ALL boys. There are ways that a boy can participate in the Scouting program as fully as any other boy, even though there may be financial hardships at home. If there are problems, please speak to the Cubmaster about a Pack 3419 "scholarship". While there are things the Pack can do to help a boy financially, it is expected that the Cub Scout and Parents receiving the help should put forth the extra effort during Fund Raisers and in earning money for the Individual Scout Account.

XIV. ADVANCEMENT

The parent, along with the Cub Master and Den Leaders, has the direct responsibility to assist Cub Scouts with their advancements. Adult assistance will be available for those Cub Scouts needing it. Cub Scout's parents should not hesitate to contact the Cubmaster or Den Leaders for help.

The Den/Pack provides the opportunity for advancement, BUT it is the determination of the Cub Scout and his parents that will decide how far the Cub Scout will advance. Parents need to assist their sons in completing required work at home. The Cub Scout Handbook for each level will answer many of the questions concerning requirements for advancement. The Den Leaders will assist the Cub Scouts in the Den/Pack meetings with the signed-off requirements and advancement.

XV. FUND RAISING

Fund Raisers, along with dues, are important to the Pack. Badges, patches, crafts, supplies, campground fees, nature program fees, and equipment are costly, yet are needed to provide the best program possible for the Scouts. All fund raising activities are done as "Cub Scouts Pack 3419 or Friends of Scouting", and never individually or at the Den level.

Scouts are encouraged to participate in fund raising. Good participation will keep the need for fund raising to a minimum.

Pack 3419 traditionally only has one (1) major Fund Raiser per year - participating in nationally coordinated popcorn sales, in the September/October timeframe.

XVI. BEHAVIOR

Scout behavior is a key factor in ALL Den and Pack activities, and Scouts are held to a strict (but fair) set of rules. Additionally, adult Scout Leaders and parents will be subject to the same rules for Behavior and Discipline Policy as the Scouts while involved in Scout functions, as well as in

Scout-related contact outside of Scout functions.

The behavior and actions of a single person at a Scouting event can affect the entire Pack, so any serious misbehavior will have zero tolerance. This policy ensures that Scouting will always be a positive factor in the lives of the Scout boys.

The Scout Leaders know that Cub Scout-aged boys have a high energy level and will not always do the right things. Nevertheless, two (2) things are always required:

- Maintaining the safety of others and oneself
- Respect for the Scout Leaders/adults

Serious offenses that will not be tolerated are:

- Theft or disrespecting the property of others
- Fighting
- Vandalism
- Lack of respect during flag ceremonies
- Repeated misbehavior that affects the ability of the Den/Pack to function
- Drug possession or usage
- Alcohol possession or usage
- Lewd conduct
- Hazing

Less serious offenses (which are also prohibited) include:

- Profanity
- Lying
- Excessive horseplay/rough-housing
- Disruptive talking
- Tobacco usage (adults); tobacco possession or usage (youth)
- Teasing or calling another offensive names
- Other violations of the Scout Law

Scout Law - Although not specific standards for discipline, the spirit of these guidelines is founded in the twelve points of the Scout Law. A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, Reverent.

The Scouts will obey any reasonable command of a Scout Leader, especially on outings when a Scout could get lost or put him or others in an unsafe situation.

XVII. DISCIPLINE POLICY

If a Scout Leader is the subject of disciplinary action, the Chartered Organization Representative will be notified no later than the next business day.

Any Scout who misbehaves will be taken aside by two adult Scout Leaders, or an Adult Scout Leader and a parent, and warned of their misbehavior. Should the Scout continue to misbehave a parent will be notified as soon as possible, requesting they remove their Scout. If the parent is unable to remove the Scout, two trained adult Scout Leaders may accompany the Scout home and discuss the matter with his parent.

The adult Scout Leader and parent shall resolve general misbehavior. Should this behavior persist so as to become serious in nature as defined in these bylaws, or the Scout Leader and parent cannot resolve the general misbehavior, an investigation may be convened at the request of either party. This investigation will proceed as detailed directly below for serious misbehavior.

Should the Scout Leader and parent fail to correct any serious misbehavior of a Scout, an investigation shall be conducted by at least two trained adult Scout Leaders.

The investigating Scout Leaders shall not be related to the Scouts involved. A parent of the Scout involved shall be notified immediately upon the decision to commence an investigation into their Scout's conduct.

At the conclusion of the investigation, the investigating Scout Leaders shall submit a report to the Cub Master and Pack Committee Chair, which may or may not suggest a course of action. The Cub Master and Pack Committee Chair shall determine if punishment is warranted and what the punishment shall be.

In the event that the punishment is dismissal from the Pack, the Pack Committee and Chartered Organization Representative shall be notified as soon as possible. The Scout's parent will be notified of the date, time and place of the next Pack Committee meeting.

The Scout's parent may appeal the determination of punishment at the next Pack Committee meeting. If this occurs:

- The Pack Committee Chair shall appoint a Disciplinary Appeals Committee to hear the appeal.
- The Appeals Committee shall be composed of three Scout Leaders or parents who did not investigate or determine punishment for the misbehavior, and who are not related to the Scouts involved.
- The decision of the Appeals Committee is final.

Facts and circumstances

In determining the severity of discipline for a violation, the Pack shall consider one or more of the following:

- ***Intent*** - Was the act intentional? Were the consequences of the act intended? Were the individual's intentions good, although the results were not?

- **Recurrence** - Have acts of this type occurred before? Has discipline been initiated in the past with respect to this individual for this sort of conduct, or for other types of prohibited conduct?
- **Judgment** - Did the individual use his or her best judgment in good faith? Was a reasonable decision made, given the circumstances?
- **Nature of Act** - Was this act so grievous as to make the Scout or adult a continuing threat to those in the Den/Pack?
- **Mitigating Circumstances** - Do other factors affect the appropriate severity of discipline, such as:
 - Provocation of actions
 - History of good behavior or service within the troop or other BSA units
- **Common Sense** - Is the proposed discipline justified by the act(s) committed?

It is our intent that the Den/Pack Discipline Policy is enforced, but our hope is that it will rarely need to be fully carried out. The Pack Committee Chair has the final word on any dispute that may arise through the use of this policy.

XVIII. DEN/PACK OUTINGS AND CAMPOUTS

Parent permission slips (or parental accompaniment/supervision) are required for ALL outings, events, activities, and campouts. Medical Release Forms must also be on file with the Pack.

It is essential for parents to accompany Leaders and Scouts on outings and campouts to provide adequate supervision, safety, and accomplishment of Den/Pack objectives. Where tents are used, families may camp together. Where cabins or other group sleeping facilities are used, female parents and siblings will sleep in separate quarters from the Scouts and their male parent and Leaders. Discipline on campouts will be left to the proper Den/Pack channels. Safety is everyone's responsibility on campouts.

If an outing requires payment and payment has been made there will be no reimbursement however it is permissible to transfer between scouts and adults.
(Example: Dave pays for camp, but then cancels. Dave's fee can be used for Gary).

Transportation

Parents, Leaders, or others may be called upon to provide transportation of Scouts to a campout or other Pack function. The BSA policy for driving is:

- All drivers must be 18 years of age or older
- All vehicles will be in safe operating condition
- All Scouts must wear seatbelts
- The bed of pick-ups is for gear only
- Vehicles must be covered in full by the mandated state-required insurance

Scouts will behave in transit to and from Scout functions as if they were at a Scout function, as not to distract the driver and cause an unsafe situation.

Camp Cleanliness

The primary purpose of the campout is to enjoy the outdoors, do crafts, take hikes, play games, have campfire programs, and to have fun together as a Pack and with family. However, certain chores must be performed. ALL Scouts are expected to pitch in and help accomplish these chores:

- Camp areas occupied by the Den/Pack will be kept neat and clean at all times.
- Un-made bedrolls and messes around tents and picnic tables will not be permitted.
- Scouts must never litter and must respect the environment.
- Scouts are not to disturb nature by damaging plants, trees, nesting areas, and the like.

Before departure from a campsite, it will be inspected and left cleaner than it was found.

Den/Pack Equipment

All Scouts using Den/Pack equipment are responsible for that equipment. The Cubmaster will sign out equipment to the Leaders or to individual Scouts.

Equipment that is lost or damaged will be replaced or paid for by the Scout responsible for the loss or damage. This does not include normal wear and tear.

Clothing

Scouts will bring proper clothing and equipment in accordance with the recommended checklist from their Leaders. Proper footwear will be worn at all times. The only place a Scout may be barefoot on a campout is in the shower or in the water (as part of a water activity supervised by Leaders certified in water safety, per current BSA policy).

Knives, Hatchets, Saws, and Woodsman Tools

- Only Scouts who possess the Whittling Chip card may use knives (only). The Whittling Chip card must be in the possession of the Scout while carrying or using a knife. Violations will result in confiscation of the knife.
- Axes, saws and woodsman's tools are to be carefully used and stored properly at all times, and are restricted to use by adults, adhering to BSA policy for the tool.
- Sheath knives are not allowed on any outings, due to the danger of falling on an open blade.
- Hatchets are banned for reasons of safety, per BSA policy.

Horseplay with these tools will not be tolerated. The Scout runs the risk of losing the privilege of using any tools if the situation warrants.

General Campout Rules

- All Scouts are to behave according to the Scout Outdoor Code.
- Scouts will stay with their Den/Pack at all times.
- Scouts must know and follow all of Pack 3419's Camping Safety Rules.

- Taps will be at 10:00 P.M. The camp will be quiet after Taps.
- No electronic entertainment devices will be allowed on any campout, such as GameBoys, Walkmans, TV's, radios, etc. Electronic devices needed for safety will be used as required by adult leaders.
- No alcoholic beverages, drugs, or smoking will be tolerated on any campout.

Please "DO YOUR BEST" to make each campout an enjoyable and memorable experience.

XIX. REVISIONS

This is a "living document", which is subject to review and updating by the Pack Committee as needed. All questions or suggestions regarding this document should be forwarded to the Pack Committee Chair or the Cubmaster.

PARENT/GUARDIAN BYLAW PACK PARTICIPATION STATEMENT

I have received the Bylaws for Pack 3419 for the Pack year 2014-2015 and agree to abide by them. I agree to be an active member of the Pack Program staff, realizing that if each parent/guardian takes on a small part of the program responsibility, the Program can be that much more fun for all.

Cub Scout Parent/Guardian Signature

Cub Scout Committee Chair/ Cub Master

Date

Cub Scout Name: _____

Den/Rank: _____

In closing, Pack 3419 hopes that your son and your family benefits in many ways from being associated with Scouting. The Pack Leaders are subjected to annual training, and are tirelessly dedicated to your sons' growth and development. Again, welcome to the Pack 3419 "family".
