

Pack Policies and Procedures
CUB SCOUT PACK 729
Lewisville, Texas

These procedures outline the governing of Pack 729 and are hereby agreed upon by the members of the Pack Committee. These procedures are established as a guide in accordance with BSA, national, and local regulations and policies. BSA regulations will be followed and override any Pack procedure. Pack 729's charter organization is Round Grove United Church, 249 E. FM 3040 (Round Grove Road), Lewisville, Texas 75067.

Section 1 - Membership

1. Cub Scouting, like its Boy Scouting and Exploring counterparts, follows a long-range plan to reach youth nationwide. Boys in the first through fifth grades (or ages 7-10) may join Cub Scout Pack 729 and be assigned to a Den. Currently Pack 729 has not been selected to participate in the Lion program.

Boys will be grouped in Dens by grade level or age as established by the policies of the BSA:

1st	Tiger
2nd	Wolf
3rd	Bear
4th	Webelos
5th	Arrow of Light

2. The Bobcat Badge must be earned upon joining at any grade. Boys must have finished third grade or be 10 years old to be in Webelos. See Section 5 regarding Den structure.

Section 2 - Meetings

1. Cub Scouting is a family program. Family members are encouraged to attend any scout meeting with their sons. Regularly scheduled meetings will generally follow the chart below. Most meetings will be held at Parkway Elementary.

Meeting	Date/Time	Attendees
Committee (Leaders)	Generally held the Monday following Tonkawa Roundtable. Roundtable is currently scheduled the 2 nd Thursday of every month.	Committee Chairman, Cubmaster, Assistant Cubmaster, Den Leaders, Treasurer, Membership Chair, Pack Trainer, Charter Organization Representative, Advancement/Awards Chair, and Activities
Pack	Generally held the last Monday of each Month (may fluctuate due to holidays/special events)	Cub Scouts & their families, Committee Chair, Cubmaster, Treasurer, Den Leaders and all other Committee Members
Den	Three times per month recommended. Day and time set by the Den leader (dependent on LISD holidays)	Den leader, Asst. Den leader, Den Chief (if applicable), Cub Scouts and their parents

2. All meetings in Pack 729 are open meetings. Parents are encouraged to attend. If a Den leader is unable to attend the committee meeting or Pack meeting he/she should have a representative from the Den (Asst. Den leader or parent) attend for them.

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3. The Den leader will notify the Cubmaster and Committee Chair of any change to the normal meeting place, which may require a Tour Permit to be filed.
4. Items, including the modification of these procedures, will be voted on by a quorum of Committee members and will be approved with a simple majority vote at a scheduled committee meeting.
5. The Committee Chair will produce an agenda and distribute it prior to the Committee meeting. The Secretary will also produce minutes of the Committee meeting and distribute to all Committee members within a reasonable time following the Committee meeting.
6. In the event an emergency Committee Meeting is needed, it shall be called only to address an issue requiring action prior to the next scheduled Committee Meeting.

Section 3 - Finances

1. Annual dues for Cub Scouts and Webelos will be set annually by the Committee to include the price for registration and insurance.
2. Pack financing is provided primarily by the efforts of the boys during the fundraising campaigns. Pack 729 receives no outside funding from BSA, the charter organization or any other outside source. Pack 729 participates in the Longhorn council's annual popcorn sale each fall (our major fundraiser). Additional fundraisers should typically only occur if prior fundraising activities have not raised the funds to cover the pack budget for the year. All fundraising must meet the guidelines as established by BSA. Appropriate forms must be submitted to Council and an approval must be received prior to committing to any third party fundraiser.
3. Each Cub Scout's family is expected to participate in our fundraising efforts. These fundraisers are needed to support the purchase of crafts, activities, badges, patches, belt loops, pins, entertainment, paper copies, and any other basic requirements of the pack.
4. A copy of the budget will be provided to each Scout upon request.
5. The Pack Treasurer will provide reports at the monthly Committee Meeting. This should include current balances, performance against budget, and details of all transactions for the month.
6. The Pack Committee may conduct an audit of the accounting system and ledger at any time and must conduct an audit annually. Auditors may not have signature authority on the bank account.
7. Non-Sufficient Funds & Bounced Check Policy
All personal checks submitted to Pack 729 are subject to our Non-Sufficient Funds & Bounced Check Policy. A payee who has their check returned by the Pack's bank due to insufficient funds in payee's account will incur a fee from Pack. This fee shall equal the fees being charged by our own bank. After two infractions of insufficient funds, Pack 729 may choose to no longer accept checks from the payee. Certified bank checks, money orders, or cash may only be accepted.

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Section 4 - Re-chartering

1. Each year Pack 729 renews its charter in March (Re-Charter). The Pack will conduct a membership inventory to account for all active and inactive scouts. At this time the Committee will identify all youth and adults that will re-register with our Pack for another year by completing the appropriate forms and paying the Re-Charter fee for each scout and adult leader to the Longhorn Council.
2. The Re-Chartering fee is determined by BSA.
3. All Re-Charter fees are the responsibility of the Pack and paid from annual membership dues collected from families.
4. The Re-Charter effort must be completed by the required deadline.

Section 5 - Dens

1. Dens will be grouped into one of five (5) categories: Tigers, Wolves, Bears, Webelos, and Arrow of Light. The size of any Den will normally consist between 6 and 8 scouts. A Den larger than eight boys will need approval from the Cubmaster, Den Leader, and Committee Chair. Dens that grow larger than eight Scouts are subject to being split (from 1 existing den to 2 or more) with the approval of the Cubmaster, Den Leaders, and Committee Chair, provided that a new Den Leader and Assistant Den Leader will be readily available to begin at the time of the split.
2. Each Den is required to have a minimum of one registered adult leader (Den Leader). Two registered adult leaders are preferred. New Den Leaders will be required to attend Cub Scout Den Leader Training and Youth Protection Training within six months of initial application. Two adults **MUST** be at every Den meeting, with at least one who is a registered leader and **both must have Youth Protection training**. Dens are encouraged to have multiple Assistant Den Leaders. Den Chiefs are available from Troops to help with the dens.
3. Parents are expected to assist their Scout with his adventures and also must cooperate with the Den Leaders and Pack Committee when required.
4. Pack 729 encourages each family offer help within the Den. The Den Leaders and parents should agree on who will provide snacks or supplies, and when a family member will be required to assist in a meeting or activity. At all times, parents are encouraged to attend Den meetings with their Scout.

Section 6 - Awards

1. All awards will be given out at Pack Meetings (rank advancements, belt loops, pins, patches etc). In the event a Scout misses a Pack Meeting, his awards will be given to the Den Leader to be awarded at the next Den meeting.
2. All awards are paid from the Pack account. If Pack 729 meets our annual FOS goal, rank awards may be paid for by Longhorn Council.
3. Awards will be given in a timely manner and will not be withheld from a Scout for any reason. If

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the parent of a Scout feels that an error has been made by failing to present the Scout an award, please discuss this after the Pack Meeting.

Section 7 - Uniforms

1. The minimum acceptable uniform for Pack 729 will consist of the official Cub Scout uniform as follows: neckerchief, slide, uniform shirt, blue BSA belt with rank-specific belt buckle and all appropriate patches and insignias. Optional items include: cap, official trousers (long), official shorts, official socks, and shoes (black or brown). This will be considered the "Field" uniform.
2. Families can purchase matching t-shirts with appropriate Pack 729 and unit logos that will be considered "Activity" uniforms. Class B uniforms may also include Day Camp t-shirts, BSA event t-shirts, or other BSA t-shirts. Hard-soled, closed-toed and closed- heeled shoes must be worn to all scout events and must remain on for the duration of the event
3. All designated awards will be worn on the uniform. Awards (pins) that are not designated for the shirt can be worn on the optional cap or vest. The field uniform should be worn to all den and pack meetings, and other pack events (unless specified otherwise by the Pack Committee or Den Leader). During the months of June, July, and August the activity uniform (Pack T-shirt or other scout t-shirt) can be worn to pack events. Scouts are also encouraged to wear their uniforms to school on Den and Pack meeting days.
4. Registered leaders are required to wear official uniforms in the same manner as the Scouts excluding the neckerchief and slide which are optional.
5. The field uniform must be worn when traveling to and from scouting events.

Section 8 - Enrollment

When a boy's name is received by the Pack for enrollment, a member of the Pack Committee will contact the boy's parents to provide any necessary paperwork (membership packet, calendar, registration forms, etc). The boy and his family will be invited to attend the next Pack and Den meeting.

Section 9 - Inactive Scouts

1. If a scout does not attend two consecutive Den meetings (without previous notice), the Den Leader should contact the scouts' parents and encourage participation.
2. Scouts who miss four consecutive meetings (without previous notice) will be considered inactive. The scout's name should be provided to the Cubmaster so that he/she can contact the scout's parent and encourage him to return to the pack.
3. Inactive scouts will not be rechartered in March.

Section 10 - Den/Pack supplies

Each Den will be provided with a budget, which will be used to purchase supplies for den meetings. Each year, the budgeted amount will be determined by the committee and den leaders must provide

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receipts to the Treasurer for payment.

Section 11- Parent or Guardian Participation

The average boy is expected to be in Cub Scouting approximately five (5) years; therefore, each parent is encouraged to participate as much as possible. The Pack cannot function without the active involvement of every parent. Accordingly, Pack 729 may ask each parent to volunteer for a committee or adult leader position and/or participate in at least one outing, activity, or fundraiser annually.

Family camping activities will require at least one parent or legal guardian for each Scout in attendance. This does not apply to Webelos Den Camping. Council and district day activities can be attended by the Scout without a legal guardian if proper Den and Pack leadership is present, although a guardian in attendance is recommended.

Section 12 - Behavior Code of Conduct

Pack 729 has established the following Behavior Code of Conduct to provide Scouts, Parents, and Adult Leaders with a framework of expectations and disciplinary actions for all members of the Pack. This Code of Conduct will provide behavioral expectations, and consequences, allowing us to create an atmosphere conducive to fun, safety, and the values of Scouting.

Boys must live by the Cub Scout Promise. Boys who cannot meet this requirement will be requested to leave the meeting. For serious misbehavior, the adult leader will call parents to remove the boy from the outing. Repeated episodes will be cause for further action as determined by the Pack Committee, and may include suspension or removal from the Pack/Den. When a suspension or removal is required, the Scout's parent must initiate a conference with the Cubmaster and Committee Chair before the boy will be allowed to participate in Pack/Den activities again.

Expectations:

Cub Scouts and Tiger Cubs

- Always be on time.
Call your Den Leader if you will be unable to attend a Den or Pack activity.
- Wear a proper uniform with PRIDE - clean, neat, and complete - to all Scouting events.
- Listen and pay attention.
In response to the "wolf ears" signal, silently return the sign.
- Respect one another and your leader.
Keep hands and feet to yourselves.
Don't take anything from anyone else without first asking permission.
- Show respect for your surroundings, indoors and out, leaving them in as good or better condition than when they were found.
- Always follow Akela.
- Always DO YOUR BEST!

Parents

- Work with Den and Pack Leaders as requested to ensure all boys exhibit appropriate behavior.
- Act as role models, demonstrating proper behaviors, language, etc.

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- Pay attention, and in response to the "wolf ears" signal, silently return the sign.
- Parents are responsible for the conduct of their non-scout children during Pack activities. Parents may be asked to remove disruptive children from these events.
- Cub Scouting is a program based on parent (or guardian) and son participation. It is the policy of Pack 729 that a parent or an adult family member accompanies the Scout on all Pack activities, including Pack Meetings. Parents will also be asked to participate in Den level activities from time to time.
- No use of alcohol, tobacco products, or illegal drugs is permitted while at Scout functions.

Adult Leaders

- Always practice Two Deep Leadership.
- Treat all Scouts as individuals, respecting their unique needs and capabilities.
- Act as a role model, demonstrating proper behaviors, language, etc.
- Wear your uniform at all scouting events.
- Follow Boy Scout rules regarding discipline and other matters.

Respect

We strive to provide our Scouts with a fun, safe and enjoyable scouting experience. Our Adult Leaders donate many hours of their free time to achieve this goal.

All Adult Leaders should be given respect. Directions given by Adult Leaders must be obeyed for the good of all Scouts. Failure to do so may result in parental notification and possibly dismissal from that Scouting function.

Members of Pack 729 are expected to respect each other. Any behavior by a Scout, Parent, Den Leader, or other Pack Leadership that injures, demeans, or offends other members of the Pack is not acceptable and will not be tolerated.

Discipline

Participation in any Scouting activity by a Scout, Parent, or Adult Leader, will be conducted in a manner that upholds the principals, standards, and ideas of the Boy Scout of America as set forth in the Cub Scout Promise.

We recognize that for boys to grow to responsible men, they need to be accountable for their actions. Therefore, any Scout who intentionally participates in an activity that has the potential to harm the Scout or Pack members, or behaves in a manner that reflects negatively upon Pack 729 or the Boy Scouts of America, will be disciplined. Behavior that is cause for disciplinary action is outlined in the Discipline Policy Procedure and includes, but is not limited to, the following:

- Not following the Cubmaster's or Leader's directions.
- Significantly unsafe actions which may endanger himself or others.
- Exploring physical hazards (lakes, creeks, etc.) without permission and supervision.
- Leaving designated areas without the Cubmaster's or Leader's permission.
- Use of cursing or foul language.
- Excessively rowdy, unruly, loud, disrespectful, disobedient, or disruptive behavior.
- Physical or verbal hazing or harassment of others.

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- Use of any controlled or illegal substance during any Scouting function.

Discipline at Den meetings is at the discretion of the Den Leader(s) in accordance with the following guidelines:

- Failure to obey a rule will result in a warning followed by time out or removal from the activity. In cases of harmful or repetitive misbehavior, the parent may be called to pick up the Scout.
- At the Den Leader's discretion, parents may be required to attend Den functions.
- Den Leaders have the right to exclude a Scout from their Den for misconduct. The situation will be reviewed by the Pack Committee and, in extreme cases, a Scout may be dismissed from the Pack.
- Den Meetings are for Scouts, their Parents, and Adult Leaders. Attendance by siblings is at the discretion of the Den Leader.

All Scouts, Parents, and Adult Leaders are participants of the Pack 729 and are representatives of their community, family, and local Scouting Council. Therefore, all Scouts, Parents, and Adult Leaders are asked to read this Code of Conduct as a condition for participation with the further understanding that serious misconduct or infraction of behavior rules may result in expulsion from the Pack. We want each Scout to be responsible for their own behavior, and only when necessary will the procedure be invoked to send a Scout home from their Den or Pack meeting or activity.

Section 13 - Adult Leaders and Committee Members

The adult leaders — Cubmaster, Assistant Cubmaster(s), and Committee members — are to provide guidance to the boys and, when required, discipline.

All adult leaders should be trained in the Youth Protection guidelines. There must be at least two trained adult leaders on all outings.

Any overnight outings require at least one (1) adult leader to be BALOO trained in good standing. The pack prefers that two BALOO trained adult leaders be present at overnight outings when ever possible.

Specific duties of committee members:

Committee Chair

- leads the Committee Meetings, providing agendas before the meeting and minutes afterwards
- sees that all functions of the Committee are delegated, coordinated, and completed
- ensures Pack representation at Roundtables
- works on alleviating problems that arise within the Pack, with the Committee's help
- aids individual committee members as needed
- schedules annual planning meeting and audit and leads as necessary
- arranges for charter review and re-charters annually

Pack Trainer

- sees that all adults complete required training for their chartered position

Chartered Organization Representative (COR)

- secures a Pack Committee Chairman and encourages training
- provides liaison between the Chartering Organization and the Pack

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- participates in Pack Committee meetings
- provides information to the Chartering Organization concerning Pack activities
- helps recruit other adult leaders
- encourages service to the charter organization

Activities Chair(s)

- Coordinates activities for Pack sponsored events (i.e., Spring and Fall Campouts)

Treasurer

- maintains the pack checkbook and writes checks as directed by the Committee Chair, with the authorization of the Pack Committee
- provides a current checkbook balance and transactions at monthly Committee meetings
- records fundraiser moneys and reports totals at committee meetings
- in charge of dues collection
- leads in the preparation of the annual Pack budget

Advancement / Awards Coordinator

- maintains integrity of records of boys' progress
- obtains all items for achievements and advancement provided from Den leaders
- tracks awards for the entire Pack
- Provides awards and awards report to the Cubmaster prior to the Pack meeting

Membership Chair

- coordinates all recruitment activities for the Pack.
- registers new boys and coordinates with the Treasurer on collection of dues
- assists in annual re-charter

Cubmaster

- attends and runs all Pack meetings or, when necessary, arranges for a qualified adult substitute
- attends Pack Committee meetings
- participates in Council and District events
- provides families the opportunity to recognize each Scout's advancement and accomplishments

Assistant Cubmasters

- assists the Cubmaster
- attends all Pack and leader meetings
- fills in for Cubmaster when needed

Den Leaders

- plans and leads Den Meetings
- helps register cubs and adult partners
- provides time, date, and location for den meetings
- encourages full participation from Scouts and families
- attends committee meetings
- provide well rounded scouting program
- supports and records Scout activities in their advancement

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Section 14 - Event Participation

The following event will be sponsored or represented by Pack 729:

- Pack Meetings
- BSA Popcorn Sales
- Scout Sunday - Round Grove United
- Pack Pinewood Derby
- Scouting for Food
- Pack 729 Spring Family Camp
- Pack 729 Bridging Ceremony (Pack Meeting)
- Tonkawa District Webelos Woods
- Rally Night
- Cub-O
- 10 Commandments Hike
- Other events as determined by the Pack Committee

Section 15 - Training

A goal of scouting is to have all leaders fully trained for their positions so they can provide our Scouts the best scouting experience possible. To be considered trained and earn the right to wear the *TRAINED* patch, leaders are required to take the leader-specific course required for their respective position.

Section 16 - Effective Date of Charter

The charter will be effective for one year from the recharter to recharter. These procedures will be reviewed each year when the Pack is rechartering. Amendments will normally be made at this time. They will be voted on and approved by a majority of the chartered Pack Committee members voting with a quorum of the Pack Committee members present. Any deviations from these procedures must not be done without prior approval of the Pack committee.