

Cub Scout Pack 1 Bylaws & Guidelines

Charter Organization: Sheridan Lutheran Church

City and State: Lincoln, NE

Council and District: Cornhusker Council, Salt Valley District



Be it known to all current and future members of our Pack, a set of guidelines is here by established to ensure the productive participation of all members in the Pack functions. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, which is that all members will have fun (adults as well as our Cub Scouts)!

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Section 1. Nature and Purpose of the Pack

This Pack operates under the guidelines of Boy Scouts of America (BSA) as incorporated on February 8, 1910, and chartered by Congress in June 1916, which is to provide for boys and girls an effective educational program designed to build desirable qualities of character; to train in the responsibilities of participating citizenship; and to develop personal fitness; physically, mentally, and morally. In Cub Scouting, scouts, families, leaders, and chartered organizations work together to achieve the following objectives:

- Influence a scout's character development and spiritual growth.
- Develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Improve understanding within the family.
- Strengthen a scout's ability to get along with others.
- Foster a sense of personal achievement by developing new interests and skills.
- Provide fun and exciting new things to do.
- Show a scout how to be helpful and do his best.
- Prepare him to become a Boy Scout (and join a Boy Scout Troop).

Pack 1, chartered by Sheridan Lutheran Church on September 1, 1995, includes both Maxey and Kloefkorn elementary schools covering grades K-5. We are within the Salt Valley District of the Cornhusker Council. A general organizational structure is shown in [APPENDIX D](#).

Section 2. General Policies

- A. This Pack shall be governed by the principles set forth in the Cub Scout Leader Book and all other applicable BSA guidelines. The Chartering Organization, **Sheridan Lutheran Church**, has responsibility for providing Pack leadership, a meeting place, and ensuring the Pack operates within BSA guidelines. Our local council, the Cornhusker Council provides guidance and resources to promote and carry out the purpose of the BSA.
- B. Each Parent/Guardian, by registering his/her scout in the Pack, is encouraged to participate in the following duties and obligations:
 1. Active volunteer service in the Pack in one of the 3 following capacities:
 - a. Serving as an active member on the Pack Committee.
 - b. Serving as a Den Leader or Assistant Cub Master.
 - c. Serving as a volunteer in one of our many Pack Program Committees, such as:

<ul style="list-style-type: none"> ● Membership & Recruitment ● Pinewood Derby ● Summer Camps ● Spring/Fall Pack Campout ● Zoo Campout ● Community Service Project ● Arrow of Light Ceremony 	<ul style="list-style-type: none"> ● Awards ● STEM Program Volunteer ● Popcorn/Fundraising ● Blue and Gold Dinner ● Scouting for Food ● Special Projects ● May Picnic
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 - d. Assist with other Pack Activities designated on the Cub Scout Pack Adult Participation Form as shown in [APPENDIX E](#).
 2. Understanding the importance of his/her role in the Cub Scout Advancement Program.
 3. Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings.

Section 3. Pack Meetings

- A. Pack meetings are held once a month (except as noted on the pack calendar), normally on the third Monday of the month at 7:00 PM as designated by the Pack Committee and Cubmaster. We meet at Sheridan Lutheran Church (SLC), 6955 Old Cheney Rd, Lincoln, NE 68516. Special events may be held on weekends at specified locations. Pack meetings are intended to be a display of Den accomplishments, a place of learning, and a place to have FUN!! As such, the Pack has established the following Behavior Policies which need to be learned and will be enforced:
1. Our meeting place is lent to us for the night and worthy of our respect. All children must remain in that portion of the building being used for the Pack Meeting and not be allowed to run in the hallways or enter any of the other rooms not designated for Pack use.
 2. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
 3. Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
 4. Scouts and family should attempt to arrive 10 minutes before the starting time so that meetings can begin promptly.
 5. A parent or designated adult must accompany a scout to the pack meetings. Scouts are not to be dropped off at Pack meetings unless another designated adult will be responsible for the scout at the meeting.
- B. The Pack will recognize rank advancement and special awards of individual Scouts at designated Pack meetings (Bobcat, Wolf, etc.). Belt loops, pins (Webelos), and other progression toward advancement badges will be handed out at the Pack or Den meetings.
- C. Den meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.
- D. Dens will be assigned specific tasks for each Pack Meeting. Tasks will include but not be limited to; greeters/setup, opening/closing ceremonies (including flag detail), skits, songs, cleanup. The den assigned for the Pack meeting should contact the Cub Master two (2) weeks prior to the meeting to coordinate his/her needs and allow sufficient time to prepare. However, all present are responsible for cleaning their tables at the end of the meeting.

Section 4. Pack Leadership

A. Pack Committee.

A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee will consist of a Cubmaster, not less than four (4) adults and all Den Leaders. The committee shall have a Chairman, Secretary, Treasurer and Advancement Chair as a minimum. Additional positions (if fulfilled) on the committee may consist of Membership Chair, Pack Trainer, Public Relations Chair, and Activities Chair. It is recommended that no committee member shall hold more than one position on the committee or leadership position at a time. Registration is accomplished by completing an Adult Leadership application. The Pack will pay the registration fee for any registered adult volunteer. All parents and guardians are eligible to become registered volunteer leaders, and are encouraged to do so. All committee members shall be registered as adult leaders in the BSA. The duties of the committee are:

1. Make recommendations to the chartered organization for final approval of Pack leadership.

2. Recruit the Cub Master and one or more assistant Cub Masters, with the chartered organization's approval.
3. Provide adequate and safe facilities for Pack meetings.
4. Coordinate the Pack's program and the chartered organization's program through the chartered organization representative.
5. Ensure Pack charter renewal.
6. Help stimulate the interest of adult family members through proper programming.
7. Ensuring Pack leadership is provided and properly trained.
8. Supervise finances and equipment.
9. Work closely with the Cub Master and Pack Leaders.
10. Hear complaints from and help resolve issues with parents/guardians and leaders.

B. The Chartering Organization

The Boy Scouts of America makes Scouting available by chartering local community organizations to organize and operate Cub Scout packs. The chartered organization has a responsibility for providing Pack leadership including appointing a Charter Organization Representative and approving the Cubmaster, providing a meeting place, and promoting a good program while ensuring the Pack operates within BSA guidelines.

C. Cub Master

Everything the Cub Master does is aimed at helping the individual scout. Securing strong leaders, planning Den and Pack activities, advising other leaders and adult family members—these are all ways in which the Cub Master affects the kind of Cub Scouting each scout in the Pack is offered. The Cub Master directly influences the lives of individual scouts by keeping in mind that scouts can become better through Cub Scouting. The Cub Master is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath or Promise and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Does not need to be an expert in all Cub Scout activities but should be a leader who is able to communicate well with adults as well as scouts. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Should believe in the values and purposes of Cub Scouting. Selected and appointed by the Pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

The Cub Master's responsibilities are to:

1. Ensure Pack leadership is provided and properly trained by acting as the Pack Trainer or assisting the appointed Pack Trainer.
2. Conduct a Pack program according to the policies of the BSA.
3. Complete Cub Master Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
4. Plan and help carry out the Cub Scout program in the Pack. This includes leading the monthly Pack meeting, with the help of other leaders.
5. Help the Pack committee with a year-round recruitment plan for recruiting scouts into Tiger Cubs, Cub Scouting, and Webelos Scouting.
6. Know about and use the appropriate and available literature, including Boys' Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.

7. See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
8. Work with the Pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan to ensure the pack is properly funded.
9. Guide and support Den leaders. See that they receive the required training for their positions.
10. Help organize Webelos dens and encourage graduation into a Boy Scout Troop.
11. Help establish and maintain good relationships with Boy Scout Troops.
12. Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
13. See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun activities that qualify the dens and Pack for the National Summertime Pack Award.
14. Guide Cub Scouts in goodwill and conservation projects.
15. See that the responsibilities specified for the Den Leaders are carried out.
16. Help the Pack committee chair conduct the annual Pack program planning conference and conduct monthly Pack leaders' meetings.
17. Work as a team with the Pack committee chair to cultivate, educate, and motivate all Pack leaders and parents or guardians in Cub Scouting.
18. Ensure rechartering of the Pack.

D. Assistant Cubmaster

The Cubmaster has a big role. Having assistant Cubmasters allows him or her to share responsibilities. Every pack should have at least one assistant Cubmaster, but most packs have two or three. Assistant Cubmasters must be at least 18 years old. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. If a pack has only one assistant Cubmaster, he or she must be at least 21 years old. In packs with more than one assistant Cubmaster, one must be at least 21 and the additional one may be at least age 18. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA. An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

1. Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
2. Complete Cubmaster Fast Start training and position-specific Basic Leader Training. Attend monthly roundtables.
3. Participate in pack meetings.
4. Act as Pack Trainer if designated by the Pack Committee.
5. Supervise den chiefs and see that they are trained.
6. Conduct the monthly den chief planning meeting for all den leaders, assistant den leaders, and den chiefs to plan and coordinate weekly den meetings and pack meeting participation.
7. Work with neighborhood troops that supply den chiefs and into which Webelos Scouts may graduate.
8. Along with the pack committee, develop and promote an ongoing plan for recruiting new scouts.
9. Along with the Cubmaster and pack committee, assist with pack reregistration.
10. Help with pack activities, such as dinners, derbies, and service projects.
11. Along with the pack committee, coordinate outings to see that the pack and dens qualify for the National Summertime Pack Award.
12. Participate in the annual pack program planning conference and pack leaders' meetings.
13. Support the policies of the BSA.

E. Pack Committee Chair

The Pack Committee Chair is appointed by the chartered organization and registered as an adult leader of the BSA. The Chair is a person of good character, familiar with organization procedures, with a deep concern for the Pack's success. The Pack committee chair's job is to:

1. Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the Pack that must be brought to the attention of the organization or the district.
2. Report to the chartered organization to cultivate harmonious relations.
3. Confer with the Cub Master on policy matters relating to Cub Scouting and the chartered organization.
4. Supervise Pack committee operation.
5. Calling and presiding at Pack leaders' meetings.
6. Assigning duties to committee members.
7. Planning for Pack charter review, roundup, and re-registration.
8. Conduct the annual Pack program planning conference and attend Pack leaders' meetings as needed.
9. Complete Pack Committee Fast Start Training and Basic Leader Training for the position.
10. Ask the committee to assist with recommendations for Cub Master, Tiger Cub Den leaders, Cub Scout Den leaders, and Webelos Den leaders, as needed.
11. Recognize the need for more dens and see that new dens are formed as needed.
12. Work with the chartered organization representative to provide adequate and safe facilities for Pack meetings.
13. Cooperate with the Cub Master on council-approved money-earning projects so the Pack can earn money for materials and equipment.
14. Maintain adequate Pack records and take care of Pack property.
15. If the Cub Master is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
16. Appoint a committee member or other registered adult to be responsible for Youth Protection training.
17. Provide a training program for adult family members.
18. Develop and maintain strong Pack-Troop relationships, sharing with the Troop committee the need for graduations into the Troop.
19. Work closely with the unit commissioner and other Pack and Troop leaders in bringing about a smooth transition of Webelos Scouts into the Troop.
20. Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout Troops.
21. Support the policies of the BSA.

F. Secretary

1. Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new Den leaders by telling them what resources are available.
2. Acquaint Den leaders with the contents of the Pack Record Book so they will know how to supply the information that should be recorded there.
3. Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.

4. Maintain an inventory of Pack property.
5. Handle correspondence for the Pack. This may include writing letters of appreciation and requests for reservations.
6. Keep minutes on business conducted at committee meetings. Record only key items such as items needing follow-up or items for the history of the Pack.

G. Treasurer

1. Help the Pack committee and Cub Master establish a sound financial program for the Pack with a Pack budget plan.
2. Open or maintain a bank account in the Pack's name and arrange for all transactions to be signed by two committee members: Pack committee chair, Cub Master, Treasurer or other designated member.
3. Approve all budget expenditures. Check all disbursements against budget allowances and pay bills by check or other payment methods as allowed by the committee. The Pack Committee should approve non-budgeted bills before payment.
4. Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Account & Budget Book(s).
5. Update Pack committee at meetings on account balances and transactions needing approval or review and make regular monthly reports to the Pack Committee on the financial condition and budget of the Pack.
6. Guide the Pack in conducting council-approved Pack money-earning projects.

H. Advancement Chair

1. Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.
2. Help plan and conduct induction and advancement recognition ceremonies.
3. Train parents, guardians, Leaders and Pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.
4. Arrange for Webelos graduation ceremonies with the Cub Master, Webelos Den leader, and Scoutmaster.
5. 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.
6. Collect Den advancement reports at Pack leaders' meetings for use when ordering badges and insignia from the local council service center.
7. Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
8. Promote the wearing and proper use of uniform and insignia.

I. Public Relations Chair

1. Stimulate Pack service projects in the chartered organization, school, and community by placing announcements on the community's chamber news and/or Facebook page, in the church's bulletin/newsletter, posting flyers and/or posting news articles in the local paper.
2. Promote family participation in all Pack events, such as blue and gold banquets, Pack picnics, and other special events.

3. Urge Pack participation in appropriate programs of the chartered organization, such as the worship service on Scout Sunday and Cub Scouts are members. Suggest ways of showing interest in the chartered organization's overall program.
4. Circulate Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers or postcards to invite scouts to join.
5. Work with the Pack committee to promote new membership. Let the people in the neighborhood know that a Cub Scout Pack is available.
6. Create and/or post a monthly Pack newsletter (fridge notes) to inform families of Pack plans, guide new parents and guardians in Pack policies, and create a feeling of unity among members of the Pack family.
7. Provide Pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.

J. Activities Chair

1. Help the Cub Master plan and arrange for outdoor activities.
2. Arrange for property, fire, and tour permits when required.
3. Plan first aid for emergencies.
4. Help Webelos Den leaders plan Webelos overnight campouts. Help arrange for equipment, as needed.
5. Arrange for Safe Swim Defense implementation for all outings/activities involving swimming.
6. Plan outings/activities to help Pack and dens qualify for the National Summertime Pack Award.
7. Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any Pack campout.
8. Help promote day camp and resident camp opportunities.
9. Be aware of BSA health and safety requirements and see that they are implemented.
10. 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.

K. Membership and Recharter Chair (Held by the Charter Organization Representative)

1. Prepare recharter papers and an annual report. Secure signatures and registration fees for the coming year.
2. Approve charter application and annual report.
3. Work with Pack committee members to promote recruitment plans.
4. Emphasize the part that the family plays in their child's advancement. Stress parent/guardian participation at all Pack functions and see that new families are introduced and feel welcome at Pack meetings.
5. Work with the Cub Master and Pack committee to develop and carry out a plan for year-round membership growth.
6. Work with the Cub Master and Pack committee to see that eligible scouts transition into the next Den rank at the appropriate time and that Webelos Scouts and parents or guardians have a smooth transition into a Boy Scout Troop.
7. Work with the Cub Master in following up on former Pack members who are now Boy Scouts and potential Den chiefs.

8. As the chartered organization representative, act as liaison between the Pack and chartered organization, and represent the chartered organization as a member of the Cornhusker Council.

L. Friends of Scouting (FOS) (Administered by Pack Committee Chair/Cub Master)

1. Our council relies heavily on units to raise Friends of Scouting (FOS) funds. The following functions need to be performed:
2. Build an organization to enroll family members and Cub Scout leaders in FOS.
3. Write an annual letter to the Pack parents encouraging participation in FOS at Blue and Gold Banquet. The letter should be written at least 30 days prior to the Blue and Gold Banquet so there is time for the council to mail it out.
4. Enroll as a Friend of Scouting.
5. Inform the district FOS chair as to when the Blue and Gold Banquet is.
6. Follow up until all FOS cards have been accounted for.
7. Work closely with the Pack committee on public relations for FOS.

M. Pack Trainer (Held by the Cub Master, Asst. Cubmaster or other committee member)

1. Conducting orientation of new families and Pack leaders.
2. Encouraging Pack leaders to attend Cub Scout Leader Basic Training, which includes New Leader Essentials and Cub Scout Leader Specific Training.
3. Helping with Unit Leadership Enhancements during Pack leaders' meetings.
4. Conducting other training as designated by the district and/or council.
5. Encouraging Pack leaders to attend ongoing training such as Youth Protection training, roundtable, BALOO, Outdoor Leader Skills for Webelos Leaders, and Wood Badge.
6. Remaining current with training material and program updates.
7. Keeping track of Pack training records and update committee secretary annually for the Pack Record book.

N. Youth & Adult Protection Officer

1. National BSA Policy and guidelines will be strictly adhered to all times. The Pack Committee will appoint a Youth Protection Officer, typically the pack trainer, who will have responsibility for training Pack Leaders on BSA Youth Protection Guidelines and will supervise the distribution and showing of the BSA Youth Protection video "It Happened to Me" annually. This person will be responsible for insuring leaders are retrained every 2 years.

Section 5. Den Leadership and Den Meetings

- A. Each Den will have a designated Den Leader. Ideally, each Den will also have a designated Assistant Den Leader. Parents are encouraged to participate and assist with the den meetings. (Tiger Dens-parents are required to attend all events with the Tiger). Den Leaders are responsible for attending training designated for their leadership position. The ultimate goal of any Den Leader is to ensure their Cub Scouts have FUN through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement. Den Leaders shall not hold positions on the Pack Committee so as not to interfere with their primary focus of the fun and success of the Cub Scouts entrusted to their leadership.

- B. Den Chiefs (a Boy Scout, ideally a former Cub Scout from Pack 1) may be requested from any of the nearby BSA Troops to help with the Den leadership. The Den Chief's role is to assist in den meetings, set a good example 'by attitude and uniform', and be a friend to the scouts in the den. They should have a commitment with the Den for at least one year.
- C. Dens may elect Denners (a Cub Scout from the den who serves as an official den "helper") and Assistant Denners to serve for a specified term as decided by all members of the Den.
- D. Den meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.
- E. Cub Scout Den meetings are held at least once per month, and not usually not during weeks where there is a Pack Meeting. A regularly scheduled meeting day and time will result in better attendance. Most Dens meet in the early evening on weekdays. The Den leader chooses a suitable meeting day and time after talking with all Den families.
- F. Two-deep adult leadership is required to hold a Den meeting. No Den Leader may hold a meeting or outing without another adult in attendance. If there is only one Den Leader present, that Den Leader must coordinate with the other parents in attendance to ensure that proper supervision and assistance is provided at the meeting.
- G. Siblings must be accompanied by an adult at Den and Pack meetings. Pack leadership is not responsible for siblings.

Section 6. Uniform Standards

- A. The Pack's goal is to have each scout and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms in Pack 1 are detailed in [APPENDIX B](#).
- B. Adult leaders should provide the example of wearing their uniform to all Scout functions and specifically to Pack meetings. Leaders should note that uniform purchases for them might be tax-deductible, as are other non-reimbursed Scouts related expenses, and are encouraged to speak with their personal tax accountants about their situation.
- C. A uniform inspection will be conducted at least once during the Pack year by the Cubmaster to identify any uniform deficiencies.

Section 7. Membership & Rechartering

- A. Membership Recruitment activities are held twice each year to encourage Cub Scout-age scouts in the immediate local area to join our Pack. These activities are held in the spring and fall at Sheridan Lutheran Church or the Pack's Primary feeder school(s). Any new scout that joins the Pack, regardless of the time of year, will pay the full Pack activity fee. Council Fees and optional Boy's Life fees are prorated based on the time of the year. New scouts are welcome to join the pack at any time in the year. See [APPENDIX A](#) for registration fees.
- B. A BSA application must be completed for each scout. This application will be accepted only after at least one parent or guardian attends a brief orientation meeting with a member of the Pack Committee to discuss Pack operation, Bylaws and parent/guardian participation. Acknowledgement of the Bylaws will be proven by signature on the Pack Acknowledgement/Participation Statement attached.

- C. All families will be required to fill out parts A and B of the BSA Annual Health Record. The Cub Master will keep these forms on file for all registered scouts and adults.
- D. Scouts transferring into our Pack from another Pack must fill out a Cub Scout registration form with medical information, the Pack registration fee will be adjusted to reflect the difference between a transfer fee and Council registration fee. The Pack Registration fee will be prorated.
- E. Scouts are assigned to Dens based on school grade level, not age. Year round or traditional calendar does not matter. Lions – Kindergarten, Tigers - 1st Grade, Wolves - 2nd Grade, Bears - 3rd Grade, Webelos I - 4th Grade, Webelos II -5th Grade.
- F. Den membership will usually be limited to ten scouts. Den Leaders will only be asked to take as many scouts into his/her Den as he/she feels is manageable. Accepting more than ten scouts requires the permission of both the Pack Chair and the Cubmaster. Membership in the Pack is directly controlled by the availability of adults to be Den leaders. New scouts will not be accepted into the Pack if leadership cannot be recruited.
- G. Rechartering. Each member wanting to continue with the Pack for another year has to recharter (renew their membership) during the timeframe announced by the Pack. The full registration fee, full Boy's Life fee (if applicable) and full Pack activity fee are to be paid at rechartering. If a family does not want to recharter for the following year (by the deadline), they can
 1. Leave the Pack. The scout will no longer be able to go on trips, to meetings, etc. They will be dropped from the roster and a new scout will be allowed to take their place.
 2. Rejoin the Pack. In the event that a family missed rechartering, or has changed their mind, and their spot on the roster has not been filled, they can rejoin as a new scout per paragraph 7A. Families are encouraged to take rechartering seriously and to complete the process on time, so that option 1 is not exercised often.

Section 8. Awards

- A. Advancement awards will normally be presented at Pack Meetings. The Den Leader will submit lists of Cub Scout achievements to the Awards Chair, preferably at the Committee Meeting prior to the Pack meeting or at a minimum a week prior to the Pack meeting at which the award is scheduled to be presented. It is left solely to the discretion of the Awards Chair to accept late award list submissions, as the Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. Awards will be presented in accordance with Pack customs.
- B. Tiger, Wolf and Bear Badge Awards are encouraged to be completed by the March Pack meeting. This goal ensures sufficient time for each family to work on Adventure electives. It is strongly encouraged to have the Bobcat badge earned by November Pack meeting.
- C. It is the goal of this Pack to have each Webelos Scout obtain his Arrow of Light Award by the crossover (to Boy Scouts) ceremony in March. This is a special recognition (for Webelos who have met all the requirements, usually during 5th grade) in the Cub Scout program and is the only Cub Scout award that can be worn on the Boy Scout uniform, excluding the religious award. Since it is special, the Pack Committee will hold an Arrow of Light review with each Webelos Den Leader at the January Committee meeting to ensure each scout will complete all requirements for the award before crossover ceremony.
- D. Participation in the Cub Scout Science, Technology, Engineering and Math (STEM) program is optional, but highly encouraged by the Pack. See <http://www.scouting.org/stem.aspx> for more information.

- E. It is highly encouraged by the Pack that each Scout earn his faith's religious award sponsored in conjunction with BSA National. However, this is done completely outside of the Pack. The Scout works directly with his family, Priest, minister, Rabbi or spiritual leader. The Advancement Chair is available for guidance and will pick up awards. The Pack will pay for the religious award book, religious award square knot, and the medal.
- F. To earn the attendance award, a Scout cannot miss more than one regularly scheduled Pack meeting and no more than two regularly scheduled Den meetings during the year (September through May). Each scout must sign the sign-in sheet at each meeting so your attendance is counted. Summertime activities are excluded. The first year the Scout accomplishes this attendance, he will receive the pin and the 1-year bar. The appropriate subsequent bars (2-year bar, 3-year bar, etc.) are earned for each year these requirements are met. The scout receives this award at the first Pack meeting of the school year following the one in which it was earned. This award is worn on the official uniform above the left pocket, between the pocket and the World Crest patch.

Section 9. Committee Meetings

- A. Committee meetings are held once a month at a time and place designated by the Committee Chair. All committee members, den leaders, and applicable program committee members should be in attendance. These planning sessions finalize preparations for the current month's Pack meeting, initiate plans for future Pack meetings, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
- B. While Committee Meetings are open to all Pack adults, only Council registered adult leaders are eligible to vote at a meeting. Registration is accomplished by completing an Adult Leadership application. All parents and guardians are eligible to become registered volunteer leaders and are encouraged to do so.
- C. Committee meetings will also provide a forum for any disputes/issues where parents and or den leaders can be heard and resolved. Requests for time before the committee should be submitted at least 7 days prior to the next scheduled committee meeting. Requests should provide a summary of the issue and a proposed method of resolution if applicable.

Section 10. Financial Obligations

- A. Pack dues will be determined at the beginning of each Scout year (June 1 to May 31). Dues covers registration fees from National BSA membership as well as operating costs for the Pack. Each year's budget and dues will be made available to pack families by the April pack meeting each year. A summary of the financial obligations is found in [APPENDIX A](#) of these by-laws. The balance of the budget for the year is generated through the dues and periodic fund-raisers.
- B. Dues collection will occur in the fall of each year coinciding with the start of the school year. An initial collection of the BSA national registration fee portion of the dues will occur at the first Pack meeting of the year or upon a new scout joining the Pack. The balance of the dues will be collected following our main fundraiser for the year, which is popcorn sales. The dues balance owed by each scout is determined by subtracting the money **earned** (30% of individual popcorn sales) by each scout for the Pack from the amount of money budgeted for each scout for the year.

As an example, say the dues for a given year are set at \$200, this includes the BSA national registration fee (\$33 as of 10/1/2018) as well as a projected expense of \$167 per scout for activities, awards, leader training, and supplies. That means that if the scout earns \$167 for the pack by selling popcorn (30% of the scout's total sales), the balance owed is \$0, but if they only sell enough popcorn to earn \$100 for the pack (\$300 in total popcorn sales), the balance owed at the end of popcorn sales would be \$67. Alternatively, if you and your scout decide not to sell popcorn, your dues balance would be the full \$167.

- C. A portion of the pack dues is made available to the Den Leader as the Den Fund. Requests by the Den Leader for reimbursement from the fund must be submitted to the Treasurer in writing with receipts. A record of how it is spent is available to any Den parent or the Pack Committee upon request.
- D. The cost of the Cub Scout uniform, minus the neckerchief and slide, is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Section 6, which all Cub Scouts are expected to meet.
- E. No reimbursements for costs incurred by leaders, parents, etc. will be provided (except as noted in paragraph C) unless the expenditure was previously authorized within the budget or in writing by submitting an Expenditure Authorization Form shown in [APPENDIX C](#) to the Committee Chair. The Committee Chair will convey the authorization to the Committee Treasurer for reimbursement. Reimbursements should be requested within 30 days of the transactions so we may manage our budget accordingly.

Section 11. Pack and Den Outings

- A. Cub Scouting is Fun! It is Pack 1's goal is to have one Pack and/or District/Council sponsored outing each month.

Section 12. Cub Scout Day Camp and Resident Camp

- A. Attending summer camp is one of the highlights of Scouting and is closely linked to retention of membership. It is the goal of our Pack that every Cub Scout attend either Day Camp or Resident Camp each year. It is the job of each Den Leader to promote attendance at one or both summer camps and to build enthusiasm for attending. Money earned during fundraising will be earmarked for each scout to use towards certain activities or camp fees.

Section 13. Camping and/or Over nights

- A. All campouts will strictly adhere to BSA camping guidelines. This includes the requirement that an adult member must accompany each scout from his own immediate family or by an adult approved and designated in writing by the scout's parent/guardian. In the case of scout siblings, only one parent/guardian is required to attend. Exceptions to the one family adult per scout are made for District or Council sponsored camp outs when the District or Council so indicates.
- B. The Pack will plan at least one all-pack campout (open to all dens) each year.

- C. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp at Camp Cornhusker. Only Webelos dens may plan overnight camp outings exclusive to their den.
- D. No overnight camp outs will be held during cold or snowy weather months per BSA policy with regards to Cub and Webelos Scouts.

Section 14. Pack Service Project

It is the goal of this Pack to be "Service Oriented". Each year the Pack Committee will choose a Pack Service Project in which all members of the Pack are expected to participate. The importance that each Cub Scout learn to serve his community or fellow man cannot be overemphasized. Each member of the Pack may suggest Service Projects to the Pack Committee members at any time during the year. Dates of Service Projects will be given to each Pack member.

Section 15. Retention of Membership in the Pack

- A. Retention of membership in Pack 1 is predicated upon a full understanding by the parent(s) or guardian(s) of their responsibilities toward the Pack program and their active support of it. The Den(s) and Pack are not in any position to carry out the Cub Scouting functions that are the parent/guardian(s) responsibilities alone. However, Pack discipline and program accomplishment are the Pack Committee's responsibility. A Cub Scout will be dropped from the program for the two following reasons:
 - 1. Infractions of the Bylaws by either the Parent or Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
 - 2. Continuous refusal by a Cub Scout or family member to obey instructions at Den or Pack meetings.
- B. The provisions listed above will not be invoked except as a last resort. Den Leaders are to discuss problems with parent(s)/guardian(s) and Cub Scouts as they occur. When no satisfactory conclusion can be arrived at, Den Leaders will refer the problems to the Pack Committee. The Committee Chairman or Cubmaster will contact the family in an effort to reach a mutual understanding before the final action is taken.
- C. In the event a Cub Scout leaves the Pack, for whatever reason, no refund of membership fees will be provided. When a scout joins, the Pack pays up front to the council for fees and insurance and purchases a handbook and neckerchief for a tenure Cub. There is no way to recover this money for a refund. The Cub will keep the neckerchief and the handbook as a memento of his time in Cub Scouts.

Section 16. Revision of Pack Bylaws

- A. These Bylaws will be reviewed as necessary at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote on changes. Changes will be made upon the majority vote of committee members. The appendices of these by-laws are supplemental documents and not subject to this review policy. The appendices may be revised/updated at any time with approval of a simple majority of the Pack Committee.

- B. These bylaws are not meant to contradict or supersede any official BSA policies or the Charter and Bylaws and Rules and Regulations of the Boy Scouts of America. In the event of a conflict, the official BSA policy will rule and Pack 1 Bylaws will be modified to comply.

APPENDIX A TO PACK 1 BYLAWS – PACK FINANCIAL OBLIGATIONS AND FEES

August 2019 - July 2020 Pack Financial Obligations and Fees

Pack dues will be determined at the beginning of each Scout year to go towards the operating costs outlined below. We collect dues in two parts, the National BSA Dues and our Pack Activity Fee.


APPROXIMATE COST PER SCOUT

National Registration fees (\$2.75/mo.) Jan. – Dec. 2020	\$33.00
Pack Administration	\$26.00
Den Activity fee	\$10.00
Pack T-Shirt	\$13.00
Awards	\$30.00
Pack Activities/Outings	\$37.00
Den Neckerchief & Slide	\$17.00
Rank Handbook	\$17.00
Pack Activity Fee subtotal	\$150.00
Total Dues for this Scouting Year	\$183.00

Additional and Optional costs facilitated by the Pack but not included in the Pack’s annual operating costs:

Summer Camp	\$115
Registration fees if joining prior to August	\$2.75/month
Boys’ Life Magazine (optional)	\$1/month, paid annually

The Pack dues for 2019-2020 are **\$183** for each returning Cub Scout and **\$197 (\$150 Pack fee + \$46.75 for BSA dues 08/19 – 12/20)** for new scouts starting in August. New scouts will receive a Pack T-shirt (Class B Uniform). A subscription to Boys’ Life is also not included in these totals as it is optional.



- New and returning scout National registration fees (**\$33**) are due to the Pack Treasurer by the **September Pack meeting**.
- The balance of the dues will be due by the **October Pack meeting** and are determined as described in [Section 10](#) of the By-laws.

If this fee presents a financial hardship for any Cub Scout family, consideration will be given to those situations at the October Committee meeting. Each Den Leader will be prepared to address those concerns with the committee.

The Pack has an annual budget of approximately \$11,000.00 for a Pack of 60 Scouts or approximately \$183.00 per Scout.

Other costs that are the responsibility of the scout parent/guardian to purchase and are not the responsibility of the Pack include:

- Class A Uniform \$25.00;
- Required uniform patches and den number \$8.00;
- Belt \$10.00;
- Den cap (optional) \$15;
- Additional Activities and Camps (varies).

APPENDIX B TO PACK 1 BYLAWS – UNIFORM STANDARDS

The Pack's goal is to have each scout and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader. Uniforms can be purchased from the following sources:

- Cornhusker Council Scout Shop – 600 S 120th St, Lincoln, NE 68520 (approximately 120th & A Street)
- BSA online store (www.scoutstuff.org)

Wearing uniforms has been a method of the Scouting movement from the beginning. Decades of experience show uniforming to have many benefits, including these:

- Equality. The uniform represents a democratic ideal of equality. Scouts from various cultures and different economic levels wear the same uniform and cooperate as equals.
- Identification. The uniform identifies a scout as a member of the Cub Scouts. Badges on the uniform tell other members that he belongs to their Den, Pack, and council. The uniform itself identifies a good citizen to the entire community.
- Achievement. The uniform displays badges and other awards so the accomplishments of each Cub Scout can be immediately recognized.
- Commitment. Wearing a uniform is a constant reminder to each Cub Scout of his commitment to the ideals and purposes of Cub Scouting: duty to God, loyalty to country, and helpfulness to others.

For these reasons, among others, all parents should emphasize to their Scouts the importance of wearing the correct and complete uniform on all suitable occasions. There are two uniform classes. **Class A** is the official Cub Scout Uniform and it is worn at all Pack Meetings and other Scout Functions (Den meetings, fund raisers, official functions, etc.). **Class B** is the Pack 1 official T Shirt In lieu of the Official Blue Cub Scout Shirt. Class B is worn when appropriate (camping, community clean up, hiking, etc.).

CLASS “A” CUB SCOUT UNIFORM REQUIREMENTS are as follows:

(✓ Checkmarked item, family must purchase. ★ Starred items, provided by the Pack)

- ✓ **Blue Cub Scout Shirt (or tan for Webelos) Shirt:** Blue for all Tigers and Cubs and tan (or blue) for Webelos. Required to have all Council, Unit and Den Patches sewn on in accordance with the latest Uniform Insignia Guidelines. Shirts must be worn completely buttoned and tucked into pants. NOTE: The change from blue shirt to tan at the Webelos level is a Den Leader and Den Parent decision for advancing Cubs. The Pack encourages the change as part of the transition towards Boy Scouts. Shirts are provided by the family.
- ✓ **Pants:** Dark with Belt Loops – does not have to be official BSA: Pants: Dark with Belt Loops. Blue jeans, navy blue cords, black pants, and etc. all in good condition, must be worn at the waist. Dark colored short pants may be worn during hot weather months. Webelos can wear official olive pants when wearing the tan uniform or dark pants as described above. Pants are provided by the family.
- ✓ **Patches:**
 - Cornhusker Council Shoulder Patch
 - Pack 1 Red Numerals Patches
 - Purple World Scouting Patch
 - Den Number Patch

- ★ **Neckerchief & Slide:** Neckerchief: Proper color and worn under the collar secured with an appropriate tie slide. All members of same Den must wear Neckerchiefs in the same manner (under the collar) and with same slide. Neckerchiefs are provided by the Pack for all scouts.
- ✓ **Belt:** Official Cub Scout blue-web belt required. Green Boy Scout belt is not permitted. Earned belt loops are worn on the belt.
- ✓ **Hat (optional):** Proper style for current Rank. Must be worn bill forward. The hat may be worn indoors for official Scout functions, unless otherwise directed to "uncover". The Hat should never be worn in a House of Worship. Hats are provided by the family and are optional
- ✓ **Official Socks (optional):** Proper style for current Rank. Socks are provided by the family and are optional.
- ✓ **Shoes:** Closed toe shoes appropriate for the activity.

CLASS "B" Uniform Requirements: *may be worn when designated as "uniform of the day" by Pack or District.*

Shirt: Pack 1 official T-shirt or Pack Event/activity shirt – provided by the Pack for new scouts and leaders. Additional shirts must be purchased.

Pants, belt and hat: Same as Class A Uniform, unless others designated.

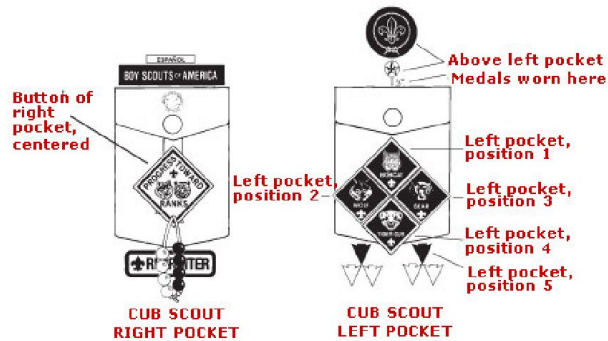
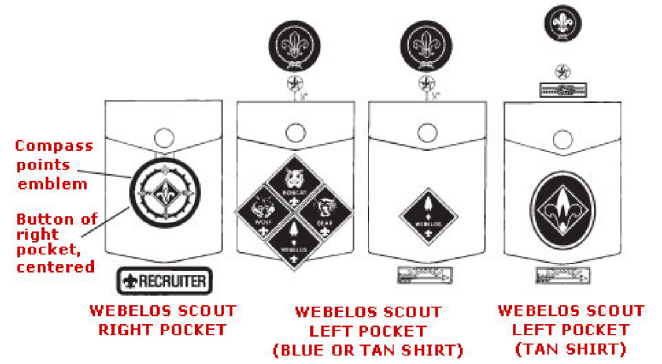
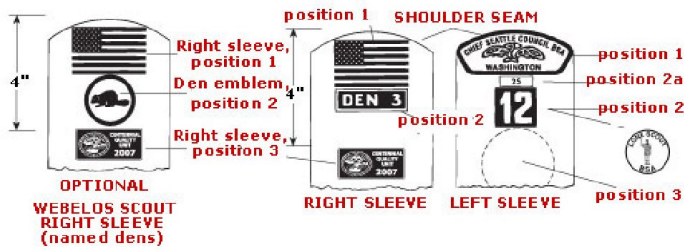
LION SCOUT UNIFORMS

Kindergarten-aged youth start their Cub Scouting in a simple blue t-shirt with Lion logo and optional cap. Even though their uniform is not as formal as older scouts, it is an important part of the Scouting program, especially for the youngest ones just starting their boy scout trail. It identifies the scouts and adults as being members of the Lion den, the pack, and the Boy Scouts of America. They should wear it to den meetings, pack meetings, and special pack activities.

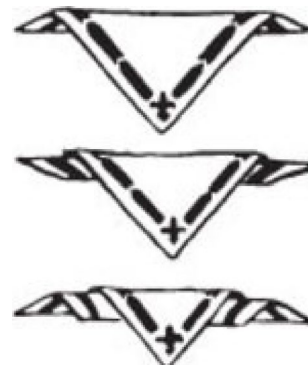


Adults can wear a Lion polo shirt, or follow their Pack's regular adult uniform guidelines.

Council, Unit and Den Uniform Insignia Guidelines



HOW TO ROLL A NECKERCHIEF



The Lion rank strip once earned, will be worn on the blue Cub Scout Uniform under the left pocket.



APPENDIX C TO PACK 1 BYLAWS – EXPENDITURE AUTHORIZATION

PACK 1 EXPENDITURE AUTHORIZATION

FOR EXPENSES NOT APPROVED BY THE PACK BUDGET, COMPLETE THE INFORMATION BELOW TO REQUEST AUTHORIZATION BEFORE PURCHASE.

Nature of expense(s):

Expected Cost: \$ _____

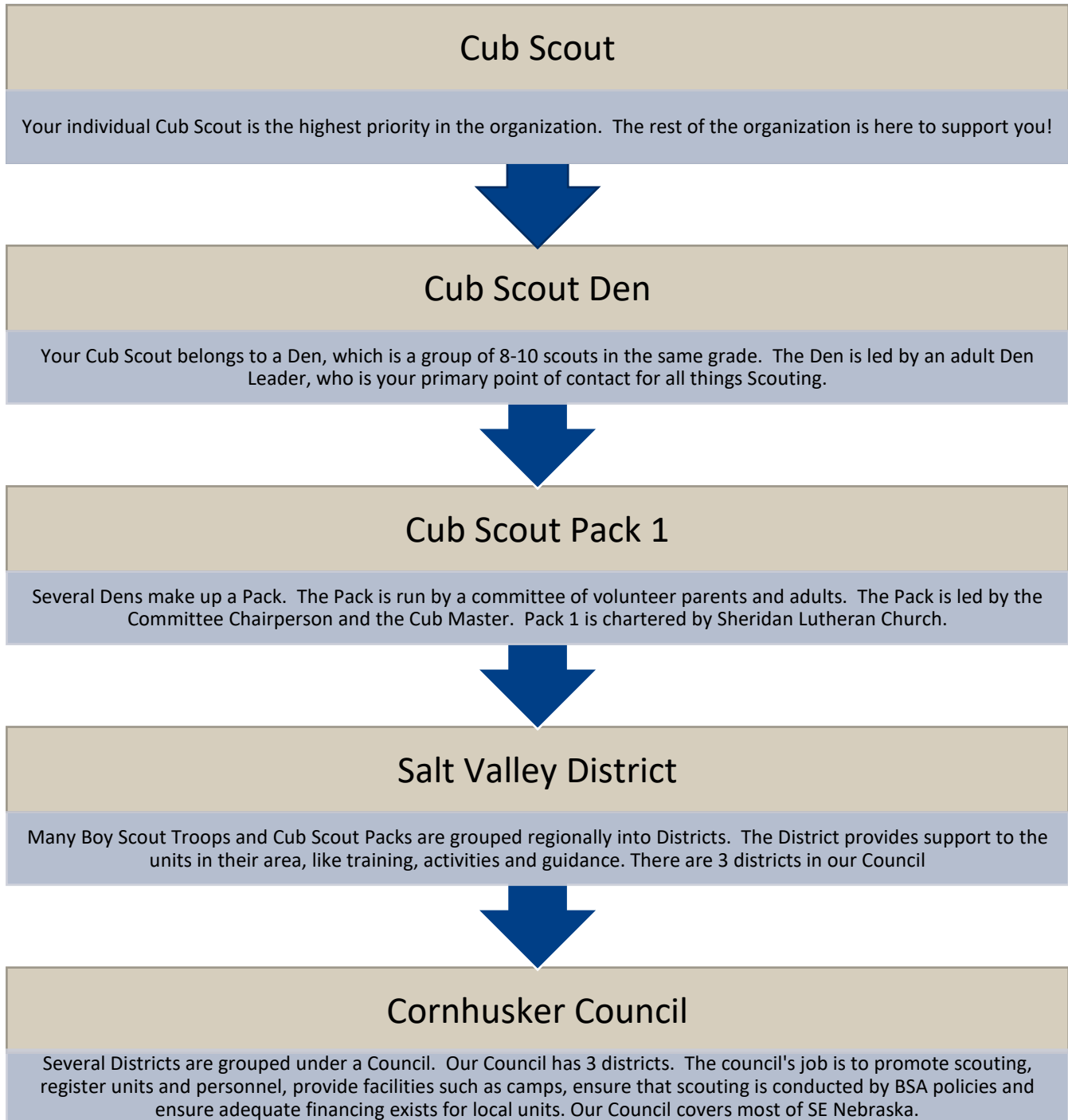
Requested By: _____

Authorized By: _____ Date: _____
 Pack 1 Committee Chair

_____ Date: _____
 Committee Member

No reimbursements for non-budgeted costs incurred will be provided unless the expenditure is authorized. A Receipt must be provided for reimbursement and attached to this form. Attach receipt(s) and submit to the Committee Chair within 30 days of purchase. The Committee Chair will forward a request to the Committee Treasurer for reimbursement within 15 days of the approval by the Pack Committee. If you have multiple people from your committee who need reimbursed, please note in the nature of expense(s) section with their names and total amount.

APPENDIX D TO PACK 1 BYLAWS – CUB SCOUT ORGANIZATION



To learn more about the organization of the Boy Scouts of America, visit:
<http://www.usscouts.org/aboutbsa/bsaorg.asp>



APPENDIX E TO PACK 1 BYLAWS – CUB SCOUT PACK ADULT VOLUNTEERING

CUB SCOUT PACK ADULT PARTICIPATION FORM

Family involvement is essential to Cub Scouting's success. We need your help to provide the best Cub Scout program for your child. It's important to remember that the adult leaders of your child's den and pack are volunteers who give their own time to provide a quality program for your child. While they have been carefully selected, and trained for their roles, there are always times when they could use help from parents in the pack. The pack's leaders would likely welcome any help you can give and is grateful to parents who can lend a hand with field trips and outings.

Three Pack events such as the Pinewood Derby, Blue and Gold Banquet, and Scouting for Food have been assigned to dens. Each den will need a coordinator (a non-leader is preferred) to oversee the event and to work with the Cub Master in planning. Other parents from the den will be part of that event's committee and assist the coordinator in planning. If you are interested in volunteering for a leader, committee or other subcommittee position, please sign up. By pitching in as needed, you can show your child the importance of helping others. Thank you for your support.

POSITION DESCRIPTION

- DEN LEADER OR ASSISTANT – attend basic training, monthly committee meeting, monthly Pack meeting and weekly den meetings. Complete adult registration form.
- TITLED COMMITTEE PERSON - attend basic training, monthly committee meeting, monthly Pack meeting and perform titled job (i.e. Treasurer., Sec., etc.) Complete adult registration form. See Section 4 for position descriptions.
- COMMITTEE MEMBER AT LARGE – attend basic training, attend at least four (4) monthly committee meetings, monthly Pack meetings and serve on at least one (1) Pack subcommittee. Complete adult registration form.

SUBCOMMITTEE MEMBER – attend specific committee meeting(s) for specific event(s). Assist in organization and task work for event. No registration or fee. Choose specific events from list below.

- | | |
|---|---|
| <input type="checkbox"/> POPCORN SALES COMMITTEE
September through December. | <input type="checkbox"/> SCOUTING FOR FOOD COORDINATOR
April. (Tiger parent) |
| <input type="checkbox"/> BLUE & GOLD BANQUET COORDINATOR
March. (Webelos I or II parent) | <input type="checkbox"/> SUMMER CAMP COORDINATOR
February - July |
| <input type="checkbox"/> BLUE & GOLD BANQUET COMMITTEE
March. (Webelos I & II parents) | <input type="checkbox"/> SPRING/FALL CAMPOUT COORDINATOR
July or August. |
| <input type="checkbox"/> PINEWOOD DERBY COORDINATOR
January (Wolf or Bear parent) | <input type="checkbox"/> RECRUITING – Volunteer two (2) hours for back to school night. – August. |
| <input type="checkbox"/> PINEWOOD DERBY COMMITTEE
January (car race) (Wolf & Bear parents) | <input type="checkbox"/> Any event as needed.
(Fundraising, pack meetings, outings, etc.) |

I PLEDGE MY SUPPORT TO CUB SCOUTING AND THIS PACK.

PARENT NAME _____ SIGNATURE _____

SCOUT'S NAME _____ DATE _____

If a situation arises and you can no longer help, please contact the Cub Master or Committee Chair Person. Parents will be notified of assignment confirmations following the committee's review and/or if more volunteers are needed.

APPENDIX F TO PACK 1 BYLAWS – ACKNOWLEDGEMENT/PARTICIPATION STATEMENT

Please sign and return this page to a Pack committee member. At least one parent must sign this acknowledgment.

PACK 1 BYLAWS Parent/Guardian ACKNOWLEDGEMENT

- I have received and have read or will read the Bylaws for Pack 1 with the understanding they are the guidelines for all involved in our Pack and agree to abide by them.
- I understand the success of the Pack is determined by adult participation and support and realize that if each parent or guardian takes on a small part of the program responsibility, the Program can be that much more fun for all and therefore I will help in any way I can.

Lion Tiger Wolf Bear Webelo AOL
(Circle Scout's Den/Rank)

 CUB SCOUT NAME

 Parent/Guardian Full Name (printed)

 Parent/Guardian Signature

 Parent/Guardian Full Name (printed)

 Parent/Guardian Signature

 Date