

Pack 289

Standard Operating Procedures



as of

11 September 2017

Note - This document is meant to supplement the current policies and procedures of the Boy Scouts of America (BSA). Where information in this document is in conflict with BSA's current policies and procedures, their policies and procedures will supersede anything herein.

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Introduction

1. Purpose. The purpose of the Boy Scouts of America is to provide an educational program for boys and young adults to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to develop personal fitness.
2. Mission. The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.
3. Vision. The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

A Scout is:

Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent

The Cub Scout Motto

Do Your Best.

4. Aims. The aims or objectives of the Boy Scouts of America are character development, citizenship training, and personal fitness.

5. Purposes of Cub Scouting

- a. Character Development
- b. Spiritual Growth
- c. Good Citizenship
- d. Sportsmanship and Fitness
- e. Family Understanding
- f. Respectful Relationships
- g. Personal Achievement
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7. Summary

a. The Ideals of Cub Scouting are principles that boys learn and incorporate into their everyday lives.

b. The Methods of Cub Scouting are used to achieve the Aims of the Boys Scouts of America.

c. The Purposes of Cub Scouting are incorporated into every Cub Scouting activity and are used to achieve the Aims of the Boys Scouts of America.

Organization

1. General

a. Mission. The mission of Pack 289 is to provide a safe, fun, high quality, year-round, outdoor-based program for all eligible Cub Scouts in order to achieve the Aims of the Boys Scouts of America, i.e., character development, citizenship training, and personal fitness.

b. Chartered Organization. Our Chartered Organization is Dale City Moose Lodge 2165, located at 15424 Cardinal Dr, Woodbridge, VA 22193. Cub Scout Pack 289 and all of its property Dale City Moose Lodge 2165 and they are chartered by the Boy Scouts of America to use the Scouting program, i.e., Cub Scout Pack 289. They provide a storage facility for our pack property and have a outdoor facilities suitable for camping and warm-weather meetings.

c. Hierarchy

- (1) World Organization of the Scout Movement
- (2) National Council Boy Scouts of America
- (3) Northeast Region
- (4) Area 6
- (5) National Capitol Area Council
- (6) Occoquan District
- (7) Dale City Moose Lodge 2165
- (8) Cub Scout Pack 289
 - (a) Lion Den
 - i. Kindergartners
 - (b) Tiger Den
 - i. 1st Graders
 - (c) Wolf Den
 - i. 2nd Graders
 - (d) Bear Den
 - i. 3rd Graders
 - (e) Webelos Den
 - i. 4th Graders
 - (f) Arrow of Light Den
 - i. 5th Graders

2. Pack Committee. The Pack Committee is responsible for ensuring the safe, effective, and efficient operation of the Packs record keeping, finances, leadership, training, registration, etc. The Committee does this through the collaborative efforts of Scouters and volunteers - consensus is always the objective. All parents and guardians are welcome and encouraged to be part of the Pack Committee. The Pack Committee consists of the following positions:

- a. Chartering Organization's Representative
- b. Pack Committee Chair
- c. Cubmaster (chairs committee in absence of Pack Committee Chair)
- d. Assistant Cubmaster(s)
- e. Treasurer
- f. Advancement and Awards Coordinator
- g. Den Leaders and Assistant Den Leaders
- h. Quartermaster
- i. Outdoor Activity Coordinator
- j. Membership and Registration Coordinator
- k. Pack Trainer
- l. Friends of Scouting (FOS) Chair
- m. Popcorn Kernel / Fund Raising Chair
- n. Service Projects Coordinator
- o. Blue and Gold Banquet Coordinator
- p. Day Camp Coordinator
- q. Resident Camp Coordinator
- r. Religious Emblems Coordinator
- s. Secretary
- t. Webmaster
- u. Public Relations Coordinator
- v. Unit Commissioner

All parents and guardians are eligible to be member of the Pack Committee by assuming responsibilities of one of the positions above and/or being a member of one or more of the event/activity committees and/or being a Den Leader/Assistant Den Leader. We must work together to achieve our mission.

The Pack Committee has its monthly meeting on the first Sunday of every month from approximately 7:00-8:30 PM at a Scouter's or volunteer's home or a public location agreed upon by the Committee. All parents are welcome and encouraged to attend...everyone's opinions and ideas are important. In addition, event/activity committees will meet as required at time/location to be determined, in order to plan special pack activities/events.

The Annual Pack Planning Conference is facilitated by Pack Committee Chair each Spring, at time/date/location to be determined in order to plan/confirm the pack's calendar for next 18 months effective 1 June of the current year. The pack's calendar is approved/modified by Pack Committee and presented to parents promptly afterward.

3. Pack Program Leaders. The Pack Program Leaders consist of:

- a. Cubmaster
- b. Assistant Cubmaster(s)
- c. Tiger Den Leader(s)

- d. Assistant Tiger Den Leader(s)
- e. Wolf Den Leader(s)
- f. Assistant Wolf Den Leader(s)
- g. Bear Den Leader(s)
- h. Assistant Bear Den Leader(s)
- i. Webelos Den Leader(s)
- j. Assistant Webelos Den Leader(s)
- k. Arrow of Light Den Leader(s)
- l. Assistant Arrow of Light Den Leader(s)

These Scouters with the support from the Pack Committee and parents/guardians plan and execute the Pack's and Dens' programs. The Cubmaster and Tiger, Wolf, and Bear Den Leaders are encouraged to utilize the annual "Cub Scout Program Helps" for Pack and Tiger, Wolf, and Bear Den Meetings. It has Monthly Themes, Den and Pack Meeting Hints, and much more. Webelos Den Leaders are encouraged to utilize the "Webelos Leader Guide" for Webelos Den Meetings.

The Cubmaster will plan and execute a monthly Den Leaders' Meeting. Time and location are to be determined. Its purpose is:

- a. Share ideas/successes/issues, collaboratively address challenges, and build team focused on executing safe and effective den and pack programs.
- b. Coordinate support for next two month's den meetings
- c. Coordinate support for next two month's pack meetings, i.e., assign den responsibilities.
- d. Provide supplemental training for Den Leaders.

The Cubmaster, with support from the Assistant Cubmaster, Den Leaders/Assistant Den Leaders and Pack Committee, plans and executes a monthly Pack Meeting. The monthly meeting is generally the fourth Monday of every month from approximately 7:00-8:15 PM at Henderson Elementary School. Occasionally, Pack Meetings are held at other venues/dates/time, e.g., Pinewood Derby and Blue and Gold Banquet (usually held on Saturday and in lieu of traditional monthly Pack Meeting). The meeting is chaired by the Cubmaster, or Assistant Cubmaster in the absence of Cubmaster. Its format is outlined in the "Cub Scout Leader Book". The monthly Pack Meeting is the cornerstone for a safe, high-quality Cub Scouting program. It requires the support and cooperation of all Scouts, Scouters, and parents/guardians.

The Den Leaders, with support from the Assistant Den Leaders, Den Chief, Cubmaster, Assistant Cubmaster, and Pack Committee, plans and executes monthly Den Meetings. The meeting times vary and will be set by the Den Leaders, according to their availability with input from the Den parents. Tigers have two Den Meetings each month and a "Go-See-It", i.e., a field trip. All should not exceed 1 hour. Wolf, Bear, Webelos, and Arrow of Light dens have three den meetings each month. They may schedule a field trip in addition to or in lieu of a den meeting. All should not exceed 1 1/4 hours. The meeting is chaired by the Den Leader, or Assistant Den Leader in the absence of the Den Leader.

Its format is outlined in the “Cub Scout Leader Book”. The weekly Den Meeting is where the preponderance of Cub Scouting occurs, i.e., friendships are built, projects are accomplished, and skills are learned. It requires the support and cooperation of all Scouts, Scouters, and parents/guardians. The Den Leader will usually have a Den Planning Meeting for 30 minutes after each Den Meeting with the Assistant Den Leader and Den Chief in order to plan the next two Den Meetings and participation at the next Pack Meeting.

4. Activities/Events. In most cases activities/events supplement the Annual Pack Calendar with activities/events, e.g., Day Camp, Resident Camp, Pack Overnight Campout, etc. in addition to Pack and Den Meetings. In a couple of instances, activities/events are also our Pack Meeting, e.g., Pinewood Derby, Blue and Gold Banquet, etc. All activities/events are approved by Pack Committee during annual Pack Planning Conference or monthly Pack Committee Meeting and contingent upon a Scouter/parent/guardian to volunteer to Chair activity/event committee and additional Scouters/parents/guardians to be members of activity/event committee. For activities/events held in lieu of Pack Meetings, the Cubmaster is the chair of the committees; otherwise, he is a member of the committees and should be treated as an advisor. Activity/Event committee chairs will brief the status of their events for three months before and one month after activity/event to Pack Committee.

Membership

1. Boys

a. Youth membership in Cub Scout Pack 289 is open to all eligible boys, as defined by the policies of the National Council Boy Scouts of America.

b. Boys may join Cub Scout Pack 289 at anytime, i.e., not just during the formal Fall/Spring Join Scouting Nights.

c. Membership is effective upon submission of a Boy Scouts of America Youth Application and applicable fees/dues (see Finances for details) by the boy's parent or guardian. Explicit in the signature of the parent or guardian is that he/she will support their boy throughout his Cub Scouting tenure by approving requirements/achievements toward advancement/recognition, making Summer day or resident camp a priority, and volunteering in support of Cub Scout Pack 289, e.g., Den Leader, Asst Den Leader, Pack Committee Member, activity chair/member, etc.

d. Boys must possess an appropriate Cub Scout handbook, uniform (see Uniform for details) and adhere to pack/den polices with respect to appropriate behavior.

2. Adults

a. Adult membership in Cub Scout Pack 289 is open to all eligible adults, as defined by the policies of the National Council Boy Scouts of America.

b. Adults may join Cub Scout Pack 289 at anytime, i.e., not just when their boy does.

c. Membership is effective upon submission of a Boy Scouts of America Adult Application, a review of the references, as necessary, a criminal background check, signature of the Pack Committee Chair and Chartered Organization Representative, and payment of applicable fees by Cub Scout Pack 289. Adult members of the Boy Scouts of America are referred to as Scouters. Adult non-members are referred to as volunteers, e.g., non-registered parents.

d. Adults must possess the Cub Scout Leader Book/Webelos Leader Guide, as appropriate, and uniform, see Uniform for details, attend training, see Training for details, and adhere to pack/den polices with respect to appropriate behavior.

Annual Pack Rhythm

1. The Scout year runs from 1 Jun – 31 May. Pack 289 runs a year-round program. It does not shut down during the Summer.
2. Annual
 - a. Pack Planning Meeting. The Pack Planning Meeting is conducted in Spring (no later than May) and confirms/plans the Pack calendar for the upcoming 18-month period, effective 1 Jun of the current year. All are welcome and encouraged to attend. Attendance is requested of Pack Committee Members, Den/Assistant Den Leaders, Cubmaster/Assistant Cubmasters, Unit Commissioner, COR, and Activity/Event Chairs.
 - b. Charter Renewal Meeting. The Charter Renewal Meeting is conducted in Fall (no later than October) and confirms/plans the Pack's Charter Renewal for the upcoming calendar year (Jan 1 – Dec 31). All are welcome and encouraged to attend. Attendance is requested of Pack Committee Members, Den/Assistant Den Leaders, Cubmaster/Assistant Cubmasters, Unit Commissioner, COR, and Activity/Event Chairs.
 - c. Charter Presentation Ceremony. The Charter Renewal Meeting is scheduled with the Chartering Organization upon receipt of new Charter. During the ceremony the new Charter is presented to the Chartering Org. All are welcome and encouraged to attend.
 - d. Pinewood Derby. The Pinewood Derby is conducted in January to have fun and challenge the skills of the Scouts.
 - e. Scout Sabbath. The Scout Sabbath is scheduled in February to reinforce "A Scout is Reverent".
 - f. Blue and Gold Banquet. The Blue and Gold Banquet is conducted in February to celebrate the anniversary of the BSA.
 - g. Pack Overnight Campout. A Pack Overnight Campout is scheduled in the Fall and Spring/Summer to have fun and learn about the outdoors.
 - h. Webelos/Arrow of Light Den Overnight Campout. A Den Overnight Campout is scheduled in the Fall and Spring to have fun, learn about the outdoors, and prepare for the transition to Boy Scouts. (Note: By BSA Policy, only Webelos and Arrow of Light dens may schedule campouts independent of the rest of the Pack. Tiger, Wolf, and Bear dens MUST camp with the Pack only.)
 - i. Day Camp. Day Camp is scheduled in the Summer to have fun and learn about the outdoors.
 - j. Resident Camp. Resident Camp is scheduled in the Summer to have fun and learn about the outdoors.

k. Service Projects. Pack 289 plans and executes a service project for The Chartering Organization and other community organizations in order to give back to our community through service to others and to show our appreciation to our chartered organization.

l. Scouting for Food. Pack 289 plans and executes its participation in Scouting for Food during November in order to service to others.

m. Uniform Inspection. Pack 289 plans and executes a uniform inspection during November for all Scouters and Scouts. The Unit and District Commissioners are invited to be our inspector.

n. Graduation. Pack 289 plans and executes a graduation ceremony for all Tigers, Wolves, Bears, and Webelos in order to signify their transition to the next higher level in Cub Scouting. The ceremony is scheduled in May or June.

o. Webelos to Boy Scout Transition. Pack 289, in conjunction with Boy Scout Troop(s), plans and executes a Webelos to Boy Scout transition. The ceremony signifies the transition of Cub Scouts to Boy Scouts.

p. Join Scouting Night. Pack 289 plans and executes an Annual Join Scouting Night at Henderson and Montclair Elementary Schools to encourage all eligible boys to join Scouting.

3. Monthly

a. Occoquan District Roundtable. The Occoquan District Roundtable is monthly training for Scouters. All are encouraged to attend. It occurs the 2nd Monday of each month at from 7:00-8:30 PM at a place designated by District leadership.

b. Occoquan District Committee Meeting. The Occoquan District Committee Meeting is focused on providing support to the Packs, Troops, Teams, Crews, and Ships in the Occoquan District. All are encouraged to attend. It occurs the 4th Thursday of each month at from 7:30-9:00 PM at a place designated by District leadership.

c. Pack Committee Meeting. The Pack Committee Meeting is focused on providing support to the Pack and its Dens. All are encouraged to attend. It occurs the 1st Sunday of each month at a location set during the Annual Pack Planning Conference from 7:00-8:30 PM.

d. Pack Meeting. The Pack Meeting is focused on providing safe fun for the Pack's dens and their families. All are encouraged to attend. It occurs the 4th Monday of each month at Henderson Elementary School 7:00-8:30 PM unless set otherwise by the Pack Committee.

e. Den Leaders' Meeting. The Den Leaders' Meeting is focused on providing safe fun program for the Pack's dens. All are encouraged to attend. It occurs the location/time TBD by Cubmaster.

4. Weekly

a. Tiger Cub Scouts. The Tiger Cub Den plans and executes two Den Meetings and one Go-See-It per month. The time/location are TBD by Den Leader. The duration is one hour.

b. Wolf Cub Scouts. The Wolf Cub Scout Den plans and executes three Den Meetings per month. The time/location are TBD by Den Leader. The duration is at least one hour.

c. Bear Cub Scouts. The Bear Cub Scout Den plans and executes three Den Meetings per month. The time/location are TBD by Den Leader. The duration is at least one hour.

d. Webelos Scouts. The Webelos Scout Den plans and executes three Den Meetings per month. The time/location are TBD by Den Leader. The duration is at least one hour.

e. Arrow of Light Scouts. The Arrow of Light Den plans and executes three Den Meetings per month. The time/location are TBD by Den Leader. The duration is at least one hour.

f. Note: Lion Scouts meet less frequently as per program restrictions. The time/location are TBD by Lion Den Coordinator. The duration is at least one hour.

Training

a. All adult members are referred to as Scouters. All adult non-members are referred to as volunteers. All Scouters/volunteers must complete Youth Protection Training no later than 60 days after submission of their or their son's membership application, whichever comes first. This means that 100% of all parents, guardians, and Scouters without boys in Pack 289 will be Youth Protection Trained. We never sacrifice safety and all of us must work together to protect our Nation's most valuable assets – its future leaders. Training is available on line (~30 minutes) or via the District; we are in the Occoquan District, but training may be obtained from any District.

b. All Scouters must complete New Leader Essentials and Cub Scout Specific Leader Training no longer than 120 days after submission of their application for membership or their change in position. This means that 100% of all Scouters will be "Trained" to the minimum standard of the Boy Scouts of America.

c. All Scouters are encouraged to attend Woodbadge. Upon successful completion of the Woodbadge "Ticket" in support of Pack 289 the Pack will refund \$100 of the training fee.

d. The Cubmaster, Assistant Cubmasters, Webelos/Arrow of Light Den Leaders, and Assistant Webelos/Arrow of Light Den Leaders must complete Outdoor Leadership Skills for Webelos Leaders (OLSWL) and Basic Outdoor Leader Orientation (BALOO) no longer than 120 days after submission of their membership application or their change in position. The Cubmaster, Assistant Cubmasters, Webelos Den Leaders, and Assistant Webelos Den Leaders are Pack 289's cadre of camping subject matter experts and must be in attendance at all Pack/Webelos overnight campouts. All other Scouters are highly encouraged to attend OLSWL and BALOO Training.

e. Pack 289 may reimburse training costs upon prior coordination with the Pack Trainer, approval of the Pack Committee in accordance with the budget, and subsequent submission of a receipt and training card.

f. Additional training courses are available, e.g., POW WOW, University of Scouting, Cub Scout Leader Roundtable, various courses at Philmont Training Center, Trainer Development Conference, Safety Afloat, Safe Swim Defense, etc. All Scouters are encouraged to avail themselves of these opportunities...our Cub Scouts deserve well trained leaders.

Finances

1. The Treasurer is responsible to the Pack Committee for the proper management of the Pack's funds.
2. The Treasurer will obtain the Chartering Organization's tax identification number for Pack 289 in accordance with BSA Regulations and applicable finance laws to be used during all Pack expenditures.
3. All funds will be maintained in a Pack checking account owned by the Chartering Organization and managed by the Pack Treasurer. The account will be setup in order to authorize the Treasurer, Pack Committee Chair, and Cubmaster to sign checks.
4. The Treasurer, Awards Coordinator, Pack Committee Chair, and Cubmaster will have a Pack debit/credit card for use in paying for Pack expenses.
5. The Treasurer, Awards Coordinator, Pack Committee Chair, and Cubmaster will be authorized to sign checks or utilize a debit/credit card. Checks or debit/credit card transactions may be executed by a single person, but only with prior approval of at least one other member, e.g., the Cubmaster may sign a check, but only after the Treasurer or Pack Committee Chair has approved the expenditure first.
6. All expenditures made, must be directly attributable to an action previously approved by Pack Committee. For example, the Treasurer and Cubmaster cannot expend funding for hot dogs for the Pinewood Derby, if that was not discussed with and approved by the Pack Committee.
7. The Treasurer must retain a receipt for all Pack expenditures. In order for a Scouter/parent/guardian to be reimbursed for a Pack expenditure it must have been approved by the Pack Committee and a receipt must be turned into the Treasurer. The Treasurer will keep account of expenditures by category:
 - a. Advancement and recognition
 - b. Blue and Gold Banquet
 - c. Pinewood Derby
 - d. Arrow of Light to Boy Scout transition
 - e. Graduation
 - f. Pack Overnight Campout (Fall/Spring)
 - g. Scholarships
 - h. Pack Library
 - i. Scouter
 - a. Registration
 - b. Insurance
 - c. Patches for one uniform
 - d. Training
 - j. Any others as outlined by Pack Committee Chair

The objective is show annually to all Scouts/Scouters/parents/guardians where all money is expended. In September of every year, the Treasurer will provide a written report for all Scouts/Scouters/parents/guardians. It will show the budget for the previous 1 Jun – 31 May Scout year, money taken in (dues, activity/event fees, fund raising, etc.) and expenditures by category. Ideally it should show clearly how well our budget matched against our income and expenditures. In addition, the Treasurer will brief the budget for the current 1 Jun – 31 May Scout year and it should focus on anticipated expenditures and income.

8. With the assistance of the Pack Committee, the Treasurer will develop the draft budget to support the upcoming Scout year for the Annual Pack Planning Conference. The Treasurer will finalize the budget based on the discussions during the Pack Planning Conference and present it to the Pack Committee for approval. Once approved, the Treasurer will brief it to the Pack's Scouts/Scouters/parents/guardians at the next Pack Meeting.

9. Income

a. All Scouts currently registered with Pack 289 and in good fiscal standing will pay annual Pack dues of \$99 no later than the October Pack Meeting. The dues cover the period of 1 Jan – 31 Dec. Due to the added costs of Arrow of Light awards and bridging event costs, there is no discount for the Arrow of Light den. Pack dues cover \$6 for insurance, \$24 for registration in BSA, \$12 for Boys' Life magazine, all advancement and recognition, and Pack overhead costs. Details will be presented in the Annual Pack Budget.

b. All Scouts currently registered with another Pack and in good fiscal standing when they to transfer to Pack 289 pay only the pack portion of dues (\$4 per month) according to the table below. In addition, they pay annual dues as outlined in 8.a. For example, a Scout transferring into Pack 289 in October would pay \$12 (for Oct – Dec of the current year) + \$99.00 for the following year.

c. All eligible boys wanting to become a Scout with Pack 289 pay fees in accordance with "Pack 289 Registration and Subscription Fee Chart", below, (calculated from current month through Dec of current year) at time of initial registration. In addition, they pay annual dues as outlined in 8.a. For example, an eligible boy initially registering with Pack 289 in May would pay \$28.00 registration, \$8.00 Boy's Life, and \$32.00 for unit dues. In addition, he would pay \$99 no later than the October Pack Meeting for the following year.

| Pack 289 Registration and Subscription Fee Chart | | | | |
|--|------------------------------|-----------------------------|----------|-------|
| Term per month | Youth/adult registration fee | Boys' Life subscription fee | Pack 289 | Total |
| Dec | 8.75 | 1.00 | 4.00 | 13.75 |
| Nov-Dec | 11.50 | 2.00 | 8.00 | 21.50 |
| Oct-Dec | 14.25 | 3.00 | 12.00 | 29.25 |
| Sep-Dec | 17.00 | 4.00 | 16.00 | 37.00 |
| Aug-Dec | 19.75 | 5.00 | 20.00 | 44.75 |
| Jul-Dec | 22.50 | 6.00 | 24.00 | 52.50 |
| Jun-Dec | 25.25 | 7.00 | 28.00 | 60.25 |
| May-Dec | 28.00 | 8.00 | 32.00 | 68.00 |
| Apr-Dec | 30.75 | 9.00 | 36.00 | 75.75 |
| Mar-Dec | 33.50 | 10.00 | 40.00 | 83.50 |
| Feb-Dec | 36.25 | 11.00 | 44.00 | 91.25 |
| Jan-Dec | 39.00 | 12.00 | 48.00 | 99.00 |

d. Lion Scouts will pay a reduced fee (paying \$5-per-month) for the program year in which they join plus the full dues for the following year.

e. The Pack pays for all Scouters' (adult volunteers') annual registration fee and insurance. It does not pay for their subscription to Boys' Life.

f. If a family with multiple Scouts registered in Pack 289 or other units currently subscribed to Boys' Life wants to opt out of receiving additional copies, they may do so for a reduction in annual dues. This will be coordinated either when a scout first joins or annually at charter time for returning scouts.

g. Families with three or more registered Scouts in Pack 289 may elect to only pay for two. The Pack will pay for all Scouts above two from the same family if requested by their parents/guardians.

h. There is no refund of fees/dues paid by a Scout if he withdraws from Scouting or transfers to another Pack or Boy Scout Troop.

i. Scholarships. Scholarships are grants by the Pack to pay for all or a portion of a Scout's fiscal obligations, e.g., annual dues. If a parent/guardian wants to request a scholarship they only need to contact the Pack Committee Chair. He/she has the authority to authorize scholarships. He/she will discuss the request with the parent/guardian, make decision, and then advise Treasurer (only) of decision. The Pack Committee will be briefed that scholarships have been granted, but not to whom. Every effort will be made to ensure confidentiality of request and decision. Only the Pack Committee Chair, parent/guardian, and Treasurer should know.

j. Fundraisers and Scout Accounts. Annually, Pack 289 (excepting Lion Scouts, per BSA regulations) will participate in at least one fundraiser, e.g., Popcorn sales. The Pack Committee will set a goal for each Scout at the start of each fundraising season. Participation consists of a Scout doing his best to meet the goal. The Pack will receive money based on a Scout's efforts. For each fundraiser, all money received (net) by the Pack directly attributable to an individual Scout's effort that exceeds the goal will be tracked in an individual "Scout Account" by the Pack Treasurer for the duration of that Scout's membership in the Pack. The Scout Account may then be debited to pay for annual dues or other Committee-approved Scouting cost such as uniform costs, event fees, etc. Cash donations received as part of a fundraising campaign count towards the Scout's goal, but only actual popcorn sales will be turned into Council for Council prizes.

Upon the Scout's transfer to another Pack or upon bridging into a Boy Scout Troop, the Scout may receive his individual balance payable to his new Pack or Troop. Requests for this balance must be made by the Scout's parent or guardian within 90 days of transfer/bridging or the scout's account balance will be absorbed into the general treasury of Pack 289. Pack Treasurer shall remit funds within 30 days of receiving such request.

k. Training. The Pack will reimburse the training fees for Scouters and Den Chiefs if coordinated in advance with the Pack Trainer and he/she provides a receipt and training card after the fact. In addition, any Scouter wishing to pursue Woodbadge in support of Pack 289 may be reimbursed up to \$100 after he/she completes his/her ticket.

l. Cubmaster/Pack Committee Chair. The Cubmaster and Pack Committee Chair positions within the Pack require a significant investment in personal time and commitment. If requested by the Cubmaster and/or Pack Committee Chair, the Pack will pay for up to one Scout's annual dues, in his/her name. For example, the Cubmaster could request the Pack pay for his son or another Scout, if he doesn't have a son in the Pack.

m. Event/Activity Fees. Generally, the Pack will pre-pay for Scouts participation in events/activities. Once a parent/guardian commits to his Scout's participation, they must reimburse the Pack. This is irrespective to whether a Scout actually participates in the event/activity. Generally, no refunds will be given, but exceptions can be requested to the Pack Committee Chair.

Whenever Resident Camp requires a fee to register adult chaperones, any Adult Registration fees up to the minimum number of adults required to fulfill chaperone requirements will be borne evenly by the attending scouts. Right of first refusal is afforded in priority order to the Den Leaders, Assistant Den Leaders, Cubmaster, Assistant Cubmaster, Committee Chair, Adult Partner of an attending Scout, then any other registered leader on a first-come, first-served basis.

n. Scholarship Account - Pack 289 shall establish and track a Scholarship Account as a non-scout-specific Scout Account for the purpose of helping financially burdened families afford pack or council events. Contributions to this account may be made

individually by anybody. Transfers into it from the general treasury may also be made at the discretion of the Pack Committee upon a majority vote. Individual Scout Accounts that are closed for whatever reason shall have any positive balance transferred into it.

Disbursements from the Scholarship Account to individual Scout Accounts, never to exceed the available balance in the Scholarship Account, shall be made based upon need by the recommendation of the Cubmaster, Committee Chair, or Treasurer if approved by a majority vote from the Pack Committee. Care should be taken to protect the anonymity of recipients of such disbursements.

The Pack Committee reserves the right to transfer funds from the Scholarship Account back to the general treasury at any time in the event emergency funds are needed.

Uniform

1. There are three types of uniforms within Pack 289:
 - a. Official BSA Uniform, a.k.a. field or “Class A” uniform.
 - b. Activity Uniform, a.k.a. Class B uniform.
 - c. Lion Den uniform
2. Official BSA “Class A” Uniform for Scouts consists of:
 - a. Cub Scout shirt with long or short sleeves - required for Pack 289. Blue for Tiger, Wolf, and Bear Cub Scouts. Webelos and Arrow of Light may wear blue or tan. The shirt will have following on it:
 - (1) National Capitol Area Council patch
 - (2) Pack 289 patch
 - (3) Den or patrol (Webelos Scouts only) patch
 - (4) World Crest patch and optional ring
 - (5) U.S. Flag patch
 - (6) Denner/Assistant Denner Cord when serving in position
 - (7) Appropriate advancement and recognition patches/pins
 - (8) Blue shoulder loops when wearing tan shirt
 - b. Cub Scout branded shorts or trousers are not required for Pack 289, but are approved for wear. Tiger, Wolf, and Bear Cub Scouts wear dark blue shorts or trousers. Webelos and Arrow of Light Scouts wear dark blue shorts or trousers if wearing the blue shirt or olive green shorts or trousers if wearing the tan shirt. An alternative to wearing Cub Scout branded shorts or trousers is any other clean, neat, dark colored pants or shorts.
 - c. Official Cub Scout hat for boy’s appropriate year in Cub Scouting - required for Pack 289, but is approved for wear. Orange for Tiger, yellow for Wolf, blue for Bear, and plaid for Webelos and Arrow of Light Scouts.
 - d. Official Cub Scout neckerchief for boy’s appropriate year in Cub Scouting - required for Pack 289, but is approved for wear. Orange for Tiger, yellow for Wolf, blue for Bear, and plaid for Webelos and Arrow of Light Scouts.
 - e. Cub Scout neckerchief slide - is not required for Pack 289 but is approved for wear. The official slide is not required, but a home made slide or a square/friendship knot is, if the official slide is not used.
 - f. Official Cub Scout belt – is required for Pack 289. You do not need to change buckle annually. Any official Cub Scout buckle is acceptable.

g. Cub Scout socks – are not required for Pack 289, but are approved for wear. Orange tops for Tiger Cub and yellow tops for Wolf/Bear Cub Scouts and Webelos Scouts wearing blue shirt. If Webelos Scouts wear the tan shirt/green shorts/pants, then they must wear olive green socks. As an alternative, clean, neat, dark colored socks may be worn.

3. The Official BSA “Class A” Uniform for Scouters (Adult Volunteers) consists of:

a. Scout shirt with long or short sleeves - required for Pack 289. Tan for males and tan or yellow for females. The shirt will have following on it:

- (1) National Capitol Area Council patch
- (2) Pack 289 patch
- (3) Den numeral (Den Leaders only)
- (4) World Crest patch and optional ring
- (5) U.S. Flag patch
- (6) Appropriate recognition patches/pins
- (7) Position insignia (e.g. Cubmaster, Pack Committee, Den Leader, etc.)
- (8) Blue shoulder loops

b. Scout shorts, trousers, or skirt – are not required for Pack 289, but are approved for wear. Olive green with tan shirt or dark blue with yellow shirt. As an alternative, clean, neat, dark colored pants, shorts, or skirts are to be worn.

c. Scout hat - is not required for Pack 289, but is approved for wear.

d. Scout neckerchief - is not required for Pack 289, but is approved for wear.

e. Scout neckerchief slide - is not required for Pack 289. The official slide is not required, but a homemade slide or a square/friendship knot is, if the official slide is not used and a neckerchief is worn.

f. Scout belt – is not required for Pack 289, but is approved for wear.

g. Scout socks – is not required for Pack 289, but are approved for wear. Scouters who wear the tan shirt/green shorts/pants, must wear green socks. As an alternative, clean, neat, dark colored socks may be worn.

4. The Activity “Class B” Uniform for Scouts and Scouters is the same as the Official BSA Uniform minus shirt, neckerchief, and neckerchief slide...instead any Cub Scout t-shirt or polo shirt is worn.

5. All Scouts and Scouters will wear their Official BSA “Class A” Uniform at all Pack and Den meetings and activities, unless otherwise approved to wear the Activity “Class

B” Uniform. Only the Official BSA Uniform or Activity Uniform may be worn to Scouting events, i.e., sports uniforms are not appropriate.

6. Lion Scouts do not wear the official BSA “Class A” Uniform, but wear the official BSA Lion Den T-Shirt and Hat. The Pack will supply one Lion Scout T-Shirt and one workbook to all registered Lion Scouts upon registration.

Advancement and Recognition

1. Pack 289 will pay for the initial procurement, i.e., it does not pay for replacements, of the following:

- a. Neckerchief
- b. Unit Numerals
- c. Den Numeral or Patrol Patch
- d. Den Adventure Immediate Recognition Loops and Pins
- e. Rank Badge and Card
- f. Rank Parent’s Pin
- g. Denner/Assistant Denner Shoulder Cords & Tabs
- h. Whittling Chip Emblem and Card
- i. Religious Emblem Square Knot
- j. Recruiter Strip
- k. Journey to Excellence 100% Boys’ Life Emblem (if earned)
- l. Activity/Event Emblems
- m. Derby Medals and Trophies for winners of Derby events (e.g. Pinewood Derby, Rain Gutter Regatta, Space Derby, etc.)
- n. Outdoor Activity Award and Pins
- o. Summertime Activity Award
- p. Arrow of Light Patch
- q. Arrow of Light Award from Pack (up to \$35/ Scout)
- r. Cub Scout Leader Insignia
- s. Cub Scout Academics and Sports Program Letter
- t. Cub Scout Academics and Sports Embroidered Emblem
- u. Cub Scout Academics Program Pins
- v. Cub Scouts Sports Program Pins
- w. Trained Leader Strip
- x. Scouter Service Stars/Backing
- y. Lion T-Shirt

2. Pack 289 will NOT pay for:

- a. U.S. Flag (for Scout shirt)
- b. Neckerchief Slide
- c. World Crest or Ring
- d. Council Service Patch

- e. Webelos Colors
- f. Cub Scout Belt/Buckle
- g. Cub Scout Cap
- h. Cub Scout Shirt
- i. Cub Scout Belt

Pack Code of Conduct

1. Safety is everyone's responsibility. If anyone, i.e., Scout, Scouter, parent/guardian, or sibling, sees something unsafe, they are required to step forward and rectify the unsafe behavior.
2. We will adhere to policies BSA policies and procedures, but especially "The Guide to Safe Scouting for Unit Activities."
3. All Dens will establish and maintain a Den Code of Conduct.
4. All Scouts, Scouters, parents/guardians, and siblings will follow the principles of Leave No Trace during Pack/Den outdoor activities/events.
5. No Scout may touch, i.e., wrestle, punch, kick, etc., another Scout without permission of Scout and Scouter, i.e., during games.
6. All Scouts will always use buddy system...no Scout will ever be alone.
7. Parents/guardians must supervise and be responsible for the behavior of all non-Scout children brought to a Pack/Den activity/event
8. We work as a team to clean up after all Pack meetings/activities/events...we will strive to leave areas cleaner than they were given to us.
9. No running indoors, unless approved by Scouter, i.e., a game.
10. Show courtesy and respect for other Scouts, Scouters, parents/guardians, and siblings at all times.
11. If a Scout disobeys a Scouter repeatedly, his parents/guardians must pick him up immediately, if called.
12. Don't interrupt someone they are talking...we all should be active listeners, especially, to the Scouts.
13. No nasty/inappropriate jokes.
14. Listen to Akela and don't talk back.
15. No cussing.
16. Don't stick your tongue out or spit.
17. No talking ugly about other people.
18. Parents/guardians must personally pick up their Scouts from Den/Pack meetings/events/activities or make other similar arrangements...Scouts don't walk home alone.
19. No one will raise his or her voice to a Scout.
20. No one will strike a Scout.
21. Parents will not drink alcohol prior to or during Den/Pack meetings/events/activities nor, in accordance with BSA regulations, ever in uniform.