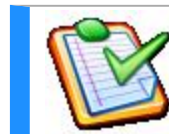
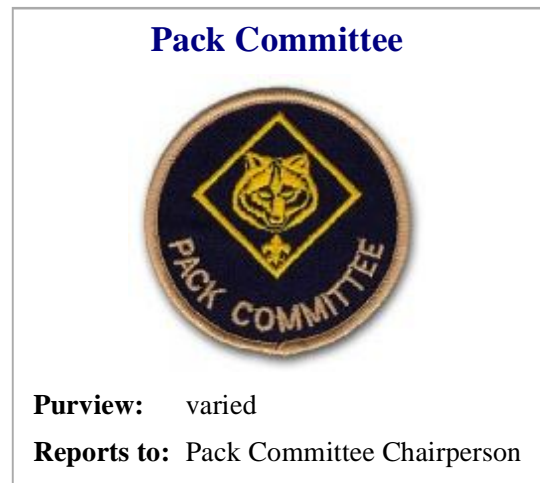



Pack Committee

From MeritBadgeDotOrg

Every Cub Scout pack is under the supervision of a **Pack Committee**. This committee consists of a minimum of three registered adult members, one of whom will be the Pack Committee Chair. The Pack Committee Chairperson organizes and chairs the Pack Committee.



*An award application is available: **Cub Scouter Award*** 

The Pack Committee consists of the following people or roles:

- Chartered Organization Representative
- Pack Committee Chair
- Secretary
- Treasurer
- Fundraising Chair
- Advancement Chair
- Public Relations Chair
- Outings Chair
- Membership and Reregistration Chair
- Friends of Scouting (FOS) Chair
- Pack Trainer

Advisers

- Cubmaster (not a voting member)
- Assistant Cubmaster (not a voting member)

Qualifications

“**Qualification.** Adults who [*are or*]* are not citizens of the United States but who reside within the country may register with the Boy Scouts of America in any capacity if they agree to abide by the Scout Oath or Promise and the Scout Law, to respect and obey the laws of the United States of America, and to subscribe to the precepts of the Declaration of Religious Principle. All leaders must be 21 years of age or older, except assistant Scoutmasters, assistant den leaders, assistant Cubmasters, assistant Webelos den leaders, and assistant Varsity Scout coaches, who must be 18 or older. No one may register in more than one position in the same unit, except the chartered organization representative (who can multiple only as the committee chairman (CC) or a committee member (MC)) and the ScoutParent unit coordinator (who may multiple as chartered organization representative (CR), assistant den leader (DA), assistant Webelos den leader (WA), assistant Scoutmaster (SA), assistant Varsity Scout Coach (VA), mate (MT), and leader of the 11-year-old Scouts). **Note that 28-501F incorrectly excludes US citizens from being adult leaders.*

All volunteers are expected to complete Youth Protection training...within 90 days of assuming a leadership position. ”

— Adult Leader Application 28-501

Responsibilities

Regardless of the size of the pack committee, these responsibilities must be performed:

- Make recommendations to the chartered organization for final approval of pack leadership.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Provide adequate and safe facilities for pack meetings.
- Coordinate the pack's program and the chartered organization's program through the chartered organization representative.
- Help with pack charter renewal.
- Help stimulate the interest of adult family members through proper programming.
- Supervise finances and equipment. *See Fundraising and Individual Accounts.*
- Work closely with the Cubmaster.
- Ensure that all Tiger Cubs, Wolf Cub Scouts, Bear Cub Scouts, and Webelos Scouts receive a year-round, quality program.
- Complete pack committee Fast Start Training and Basic Leader Training for the position.

- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- Cooperate with other Scouting units.

A strong pack committee will have individual members assigned to such areas as record keeping and correspondence, finances, advancement, training, public relations, and membership and reregistration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments. Packs may have other committee members other than those listed below including members at large as determined by the Pack Committee Chair.

For more information about the role and responsibilities of Pack Committee Members, see our brochure for new Pack Committee Members.

Pack Committee Chair

Qualifications: 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. Is appointed by the chartered organization and registered as an adult leader of the BSA. Is a person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably is a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser. This position is similar to a Boy Scout Troop Committee Chair.

Responsibilities: The pack committee chair's job is to

- 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.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
 1. Calling and presiding at pack leaders' meetings.
 2. Assigning duties to committee members.
 3. Planning for pack charter review, roundup, and reregistration.
 4. Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack

leaders' meetings.

- Complete pack committee Fast Start Training and Basic Leader Training for the position.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, Tiger Cub den leaders, Cub Scout den leaders, and Webelos den leaders, as needed.
- Recognize the need for more dens, and see that new dens are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- Manage finances through adequate financial records.
- Maintain adequate pack records and take care of pack property.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Provide a training program for adult family members.
- Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

This position is similar to a Boy Scout Troop Committee Chair.

Secretary

See also Unit Secretary

- 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.
- 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.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the

history of the pack.

- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

Treasurer

See also Unit Treasurer

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account. *See Individual Accounts.*
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated record-keeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects. *Also see Popcorn.*

Fundraising Chair

See also Unit Fundraising Chair

The Unit Fundraising Chair, also called the "Popcorn Kernel" in some councils, is appointed by the Pack Committee Chair to supervise Fundraising and ensure that every youth member has the opportunity to participate in Popcorn sales or other council Fundraising events.

- Make recommendations on fundraising activities.
- Work with the den leaders to provide fundraising training for youth and families.
- Help the pack committee and Cubmaster with Popcorn and other fundraising events.
- Provide sufficient fundraising opportunities so that boys can pay for their Basic Expenses and have money in their Individual Accounts.
- Work with the Treasurer in conducting council-approved pack money-earning projects.
- All Fundraising activities and the profit allocation to the unit will be in compliance with BSA Policy.

Advancement Chair

See also Unit Advancement Chair

- Have a working knowledge of the Tiger Cub, Wolf Cub Scout, Bear Cub Scout, and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub den leader.
- Train parents, guardians, and pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Tiger Cub, Wolf Cub Scout, Bear Cub Scout, and Webelos Scout den advancement charts to record advancement in the den and as an incentive for advancement.
- Promote the use of den doodles as a stimulus for advancement.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

Public Relations Chair

- Stimulate pack service projects in the chartered organization, school,

and community.

- Promote family participation in all pack events, such as blue and gold banquets, pack picnics, and other special events.
- Urge pack participation in appropriate programs of the chartered organization, such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue and Cub Scouts are members. Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Tiger Cub, Wolf, Bear, and Webelos Scout recruiting fliers and leaflets to invite boys to join. Work with the pack committee to promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter 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.
- Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

Outings Chair

See also Unit Outdoor/Activities Chair

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos den leaders plan Webelos overnight camp outs. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- 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.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the Guide to Safe Scouting.

Membership and Reregistration Chair

See also Unit Membership Chair

- Prepare reregistration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
- Ask the chartered organization representative to submit a charter application and annual report to the chartered organization for approval.
- Arrange for periodic uniform inspections with the unit commissioner. At least a month before charter expiration, also arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
- Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
- Conduct an annual census of boys in the chartered organization for systematic recruitment. Work with pack committee members to promote recruitment plans.
- Visit new families in their homes. Review with them the Bobcat requirements and "Parent Guide" in their son's handbook. Emphasize the part that the family plays in their son's advancement. Stress parent/guardian participation at all pack functions and see that new families are introduced and feel welcome at pack meetings.
- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.
- Work with the Cubmaster and pack committee to see that
 - eligible Tiger Cubs transition into a Wolf den at the appropriate time.
 - eligible Wolf Cub Scouts or 9-year-old Cub Scouts transition into a Bear den at the appropriate time.
 - eligible Bear Cub Scouts or 10-year-old Cub Scouts transition into a Webelos den at the appropriate time.
 - Webelos Scouts and parents or guardians have a smooth transition into a Boy Scout troop.
- Work with the Cubmaster in following up on former pack members who are now Boy Scouts and potential den chiefs.
- Follow up on Cub Scout dropouts to help return them to full, active membership.

Friends of Scouting (FOS) Chair

Councils rely on units to raise Friends of Scouting (FOS) funds. The following functions need to be performed:

- Build an organization to enroll family members and Cub Scout leaders in FOS.

- Enroll as a Friend of Scouting.
- For every five families in the pack, recruit one person as an enroller.
- Attend an FOS kickoff meeting.
- Enroll each enroller as a Friend of Scouting.
- Train enrollers.
- Conduct report meetings.
- Follow up until all FOS cards have been accounted for.
- Give recognition to contributors and enrollers.

Pack Trainer

- Orients parents of new pack members
- Delivers Fast Start Training to new leaders in the pack
- Delivers Basic Leader Training, including This Is Scouting (*was New Leader Essentials*) and specific training for Cub Scout leader positions
- Encourages all leaders to participate in training
- Keeps pack training records
- Work closely with the pack committee on public relations for FOS.

This position is similar to a Boy Scout Troop Training Coordinator.

I Signed Up; What's Next?

Now that you are registered as a pack committee member, you will receive Scouting magazine, which contains helpful information to assist you as a leader. These steps will get you started:

1. Complete Fast Start training for Cub Scout pack committee members. Your pack leadership (pack trainer) will facilitate this video-based training, or you can complete the training online under Cub Scouts/Adult Leaders/Training at www.scouting.org. Youth Protection training for all Scouting volunteers is available through your local council Web Site.
2. Begin reading the Cub Scout Leader Book. (To start right away, you may need to borrow a copy briefly; until you can get your own.) This book describes your role as a pack committee member or pack committee chair and will give more information on the following steps.
3. Get acquainted with the other leaders in your pack. You will need their assistance in carrying out a successful pack program. You will be working closely with the pack committee chair and pack trainer.
4. Attend the monthly pack leaders' planning meeting. This meeting is led by the pack committee chair and Cubmaster, and it is where pack plans are made.
5. Attend the monthly district Cub Scout leader roundtable. You will receive continuing help on pack management and will be acquainted

with leaders from other packs, who will share ideas and experiences with you. Your unit commissioner or unit-serving executive can tell you when and where the roundtable meets.

6. Attend Cub Scout leader basic training sessions as soon as possible. There are two components to this training—Pack Committee Leader Specific Training, a specialized session to help you successfully plan a successful pack program, and This Is Scouting (*was New Leader Essentials*), which is attended by leaders in all program areas. These will give you the foundation you need to become an effective and successful leader. Every boy deserves trained and qualified leaders. Your unit commissioner or unit-serving executive can give you information about training sessions.
7. Obtain and begin wearing the Cub Scout leader uniform as soon as possible. It is attractive, comfortable, and suitable for all Cub Scout meetings and activities. Wearing the uniform properly is important in setting a good example for the boys. Your unit commissioner or unit-serving executive can tell you where to obtain the uniform and insignia.
8. If you are pack committee chair, get to know the chartered organization representative, and keep this key person informed about the needs of the pack.
9. If you are pack committee chair, get acquainted with your unit commissioner. The commissioner is a friend to your pack and will be glad to answer questions

and help in other ways.

1. If you are pack committee chair, get to know your unit-serving executive. This professional Scouter is employed by your council to serve all Scouting units in your district, and will do everything possible to help you be successful.
2. If you are pack committee chair, begin to develop a close working relationship with the Cubmaster. The two of you will be working as a team to make the pack program successful.

Don't hesitate to ask for help. There are many people who want to help you provide the finest possible Cub Scout experience for the boys in your pack.

By the time you have completed these steps, you will be well on your way to becoming a successful pack leader.

Cub Scout Expenses

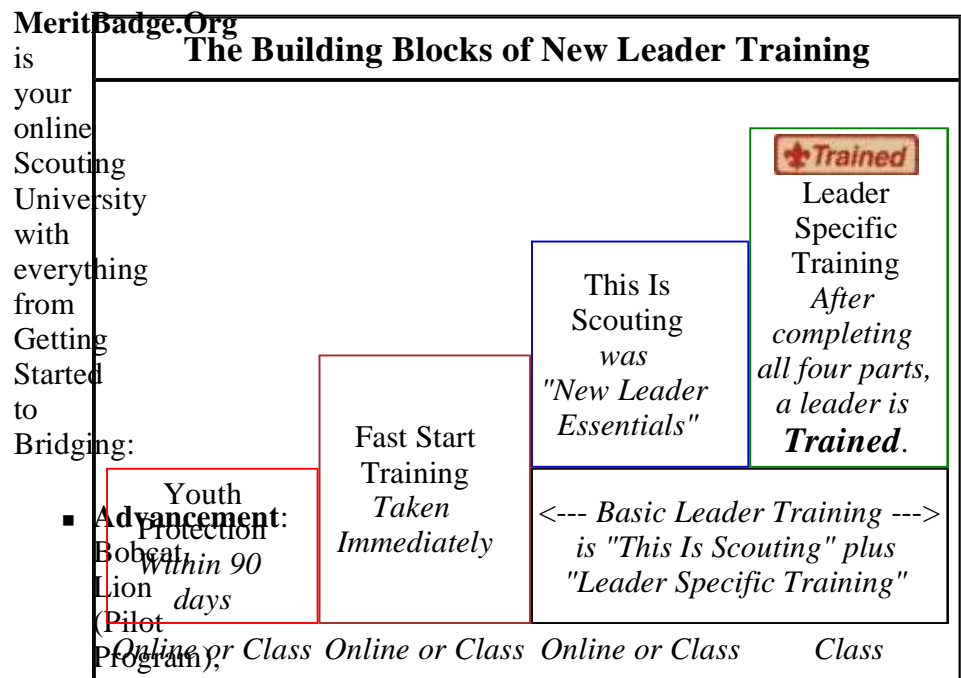
In one weekend of Popcorn sales or other Fundraising, a Cub Scout can earn enough in his Individual Account for a year of adventures!

- \$23 National registration, Boys' Life magazine, and Accident

Insurance.

- **\$20 Program Materials:** Tiger, Wolf, Bear, or Webelos book, rank patch, neckerchief, and slide.
- **___ Pack Expenses:** Each Scout's fair share of Pack recharter, training, fees, equipment, etc.
- **___ Advancement:** Awards, Belt Loops, patches, and more.
- **___ Activities:** Pinewood Derby, trips, ball games, camping, and much more.
- **___ Camping:** Day Camp, Resident Camp and Family Camping.
- **___ Equipment** includes Uniforms, sleeping bags, tents, etc.

See also



- **Awards:** Belt Loops, Outdoor Activity, Summertime, Leave No Trace, Recruiter, Religious
- **Den Meeting Plans:** Tiger Cub, Wolf, Bear, Webelos Program: Webelos I, Webelos II
- **Leader Awards:** Tiger, Wolf/Bear, Webelos, Cub Scouter, Cubmaster, Trainer
- **Program Helps:** 2009, 2010, & 2011, Recruiting, & CubTrax Spreadsheets
- **Activities:** Day Camp, Resident Camp, Whittling Chip, Guide to

Safe Scouting

- **Worksheets:** Belt Loops and Pins and Webelos Activity Badges (Pins)
- **Key Leaders:** Denner, Den Chief, Tiger Leader, Den Leader, Webelos Leader, Cubmaster
- **Pack Meeting:** Opening, Skits, Songs, Cheers, Closing, Pinewood Derby, Blue & Gold, Roundup
- **Training:** Youth Protection, New Leader, BALOO, Webelos Outdoor, Wood Badge, Philmont
- **Fundraising,** Popcorn, and the importance of Individual Youth Accounts
- Nameplates - Official BSA Name plates for your uniforms.

See the Cub Scout Leader Resources for the Pack Organization Chart and much more.



Cub Scout Leader portal

Cub Scout Resources				
New Leader Brochures:	Tiger	Wolf/Bear	Webelos	Cubmaster
Applications & Reports:	Youth Application	Adult Leader Application	Advancement Report	Uniform
Online Training:	New Leader	Youth Protection Training	Safe Swim Defense	Safety Afloat
Safety Guides:	Guide to Safe Scouting	Safe Swim Defense	Safety Afloat	Climb On Safely
Other:	Permission Slip	Local Tour Permit	National Tour Permit	Fundraising
Medical Exam Forms:	Annual Health and Medical Record 34605		Age-Appropriate Guidelines	More forms...

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Categories: Cub Scout Pack Leadership positions | Workbooks and Forms | Shortcuts

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