



Boy Scouts of America Cub Scout Pack 54

What we need from you to join Pack 54:

1. Completed BSA Youth Application (new scouts only).
2. Completed BSA Adult Application (Tiger (1st grade) parent or new leader only)
3. BSA Medical Form for Scout - parts A and B.
4. Family Agreement Letter and Insurance information (last 2 pages of Parent Handbook).
5. Volunteer sign-up form.
6. Annual Dues payment of \$135 per Scout by either:
 - a. Paypal to treasurer@pack54moraga.com; select send money to Friend or Family (so as to avoid a service fee)
 - OR
 - b. Personal check payable to "Pack 54"

Return all information to Registration Coordinator:

Monika Horst
1264 Rimer Drive
Moraga, CA 94556

2014-2015
Pack 54
PARENT HANDBOOK

A. PHILOSOPHY

Pack 54 operates as a co-op and depends on parent volunteers to provide a high quality scouting program. Parents need to be committed to support both their son's Den and the Pack. At least one parent of each Cub Scout is expected to volunteer to help with a pack event or task during the year. Parents of returning scouts are expected to volunteer for committee leader positions; parents of new families will generally be assigned committee support roles, unless otherwise requested.

Den and Pack leadership positions require additional commitments, and we need volunteers for these positions, too. Cub Scouts is no different than other activities your children are involved with, in that greater parent involvement is beneficial both because the organization needs it and because it leads to a more enjoyable experience for the boys.

B. ORGANIZATION

PACK COMMITTEE: The leaders of Pack 54, with guidance from BSA and the regional Council, oversee and administer all aspects of our scouting program. All decisions are made by the Pack Committee, which is made up of the Committee Chair, Cubmaster, Assistant Cubmaster(s), Den Leaders, Treasurer, and Pack Trainer.. No single individual makes decisions without conferring with the group. The Pack Committee meets regularly (usually monthly during the school year) and parents are always welcome to attend the meetings.

All adults holding Pack or Den leadership positions must meet the requirements of BSA and be willing to support the policies and rules of BSA and Pack 54. All leaders are required to complete position-specific training, consisting of a couple of short on-line courses, including Youth Protection, and have a concern for the Pack's continued success.

THE PACK: The Pack is made up of all the individual Dens. Each month the Dens gather together at the Pack meeting for approximately one hour to conduct a Flag ceremony, recite the Cub Scout Promise and Law of the Pack, and the host den leads a craft/activity and/or skit. Outside speakers are periodically invited to give short presentations of interest to the boys. Dens may share their activities and accomplishments of the previous month and discuss upcoming Pack events. During Pack meetings Cub Scouts are recognized for their earned awards and achievements.

The Pack hosts all advancement ceremonies and an annual "Blue and Gold" ceremony. Most months of the school year the Pack organizes an activity. Some examples include: Hikes, Overnights, Camping, Pinewood Derby, and community service projects.

DENS: Individual Dens consist of boys of the same grade level and are run as a co-op, meaning that the leadership duties are shared among the parents. Den meetings are generally held every three or four weeks, or monthly. Parents may be asked to help by hosting the meetings, helping to plan the activities and/or working directly with the boys. Most individual accomplishments and advancement work are done at the Den level.

Notwithstanding the co-op structure, one parent takes on the official role of Den Leader and represents the Den at Committee and Pack meetings and other Scouting events. Dens larger than 8 scouts should also have an Assistant Den Leader(s). A Den may be created by parents when there are enough interested boys to warrant a new Den (at least 4) and with the concurrence of Pack Leadership.

BSA COUNCIL: All Cub Scouts are registered with the Boy Scouts of America and are a part of the worldwide brotherhood of scouting. Pack 54 is part of the Aklan District of the Mt. Diablo Silverado Council. The Council is a voluntary association of members who implement the scouting program within a geographic area. It is self-financing and governed by the charter and bylaws of BSA.

The Council provides service, leadership training, management and overall direction to districts in support of the scouting units. They also sponsor activities and events such as: Family Camps, Summer Cub Scout Day Camps, Scouting For Food, and Webelorees, to mention a few. The Council employs professional scouts who serve as advisors and provide guidance to volunteer

leaders. It is important to remember that scouting is a volunteer movement with professional guidance. The address of the Mt. Diablo Silverado Council office is: 800 Ellinwood Way, Pleasant Hill, 925-674-6100 and the council's website is: www.BSA-MDSC.org.

CHARTERED ORGANIZATION: In order to create or maintain a Cub Scout pack, BSA requires that each Pack submit an annual charter, which is approved by another service organization having similar interests in BSA's programs. Pack 54's charter organization is the Lion's Club of Moraga. The Lion's Club certifies that the leaders of Pack 54 are qualified to implement and lead BSA's policies.

C. PACK POLICIES

REGISTRATION: Registration fees are due for new members when they join and all returning members by September 30. The registration fee covers a 12-month period, starting September 1st and fees are non-refundable after December 1st. Pack 54 registration fees cover the following expenses:

- BSA application fee for scouts and all Adult Leaders
- Boys Life subscription
- Cost of awards, insurance, T-shirt for new scouts, leader training and most Pack activities
- Den Allotment
- Supplies for events such as BBQ and Camp Overnight
- Camino Pablo Multi-Use Room rental
- Guest Speakers

Uniforms:

Class A (dress) uniforms should be worn at all meetings and activities unless approval to wear the Class B (Pack T-shirt) is indicated by the Cubmaster or Den Leader. A pre-announced uniform inspection will be conducted at least once a year, usually at a fall Pack meeting. Uniforms and accessories can be purchased at McCaulou's in Lafayette or at the Council office in Pleasant Hill or San Leandro. Pack 54 has adopted the following uniform:

SHIRT: Official Cub Scout blue uniform shirt (short sleeve recommended)
(Webelos as a Den have the option of blue Cub shirt or tan Boy Scout shirt)

PATCHES: Left Sleeve: Mt Diablo Silverado Council Patch, Pack numerals "54"
Right Sleeve: Den numeral, Webelos colors (Webelos only)

****A Uniform Inspection Sheet is provided to assist with proper placement of patches****

BELT: Official Cub Scout belt
PANTS: Clean "Dockers", jeans (no holes or sweat pants) or walking shorts
HAT/ SCARF: Hats are rank-specific and optional.
Pack 54 supplies the scarf, but you must purchase the slide.
TIGER CUBS: Orange scarf and hat
WOLF: Yellow scarf and blue/yellow hat
BEAR: Blue scarf and blue hat
WEBELOS: Plaid scarf and green/plaid hat
SLIDE: Appropriate scarf slide for scout rank or any slide approved by den leader

ATTENDANCE: cub Scouts are encouraged to attend as many Den and Pack meetings, events and activities as possible. Attendance is important both to enjoy the planned activities as well as to complete advancement requirements. We understand that some schedule conflicts are unavoidable, but we also hope that Scouts will make their best efforts to attend scout activities. Sports and Scouting are compatible, and the Pack works hard to create a schedule that permits boys to participate in both.

BEHAVIOR:

1st to 5th grade Boys are naturally high-spirited and will be given plenty of time for organized play and noise. When a leader gives the "scout sign," it is time for all Scouts to quiet down and give their full attention to that leader. If a boy has difficulty "sitting still," the leaders will look to his parent to help correct the situation. Siblings are welcome to attend Pack meetings as long as they don't disrupt activities.

Adults are reminded of the important role model they provide in teaching the boys proper behavior and that we are all representatives of Pack 54 and Boy Scouts of America. Respect for others is an important BSA theme that we want to teach the boys.

PACK COMMUNICATION & ADVANCEMENT TRACKING: Pack 54 relies on email as a primary communication tool. Please ensure we have your correct email address(es) to ensure you receive all information on Pack and Den activities. The Pack's website (www.pack54moraga.com) can be referenced for the pack calendar, photos and important forms. Pack 54 also uses a secure website (www.scouttrack.com) for parents to update their scout's achievements. You will receive a login ID after the registration process is complete.

RECRUITMENT: Cub Scout Pack 54 is geographically located within the boundaries of the Camino Pablo school district. Although it is not strictly limited to this

area, it is the only Pack serving the families from CP. The Pack also represents the local private schools within this area and the Pack is open to boys from other areas of Moraga. Our primary recruitment tool is for scouts to talk about the fun things they get to do in Cub Scouts with their friends; we encourage them to do this!

RELIGIOUS AFFILIATION: Pack 54 is not affiliated with any religious organization and the Pack is open to all faiths and beliefs.

FRIENDS OF SCOUTING (FOS): FOS is an annual BSA fund raising effort to support the local Mt. Diablo Silverado Council. In the spring, families are asked to make an optional tax-deductible contribution to FOS. Pack 54 requests 100% participation in this drive in an amount you are comfortable with since this is our only fundraising activity in support of the Council. The Bylaws of BSA prohibit youth members from soliciting money in support of any other organizations.

DEN DUES: It is the Pack's goal to provide for the routine financial needs of each Den so that additional Den dues are unnecessary. However, depending on the nature of planned Den activities, supplemental dues may be necessary, subject to den parents' approval.

OTHER FINANCIAL INFORMATION:

All checks written to the Pack should be made payable to "Pack 54", not BSA. Pack 54 is not a tax -exempt organization. Please check with your financial advisor or the Mt. Diablo/Silverado Council of BSA if you have questions concerning the tax-deductibility of payments made to BSA.

Individual reimbursement requests for approved Pack-sponsored activities should be submitted to the Pack Treasurer using the Reimbursement Request form found on the Pack website. Receipts are required for all reimbursements. Questions about what expenses qualify for reimbursement and event budgets should be directed to the Treasurer.

Den leaders are allotted money from the Pack, based upon the number of boys in the den, to provide for routine operating expenses of each Den. No accounting is necessary for this allotment; it is considered petty cash to be used for the benefit of the scouts.

D. PACK OUTINGS AND ACTIVITIES

LEADERSHIP AND YOUTH PROTECTION TRAINING: The BSA's and Pack 54's number one priority is youth safety. BSA policy requires at least two adult leaders on all outings, at least one of which is a registered leader who has completed BSA Youth Protection Training. All of Pack 54's leaders are required to complete Youth Protection Training every two years. Although not required, Pack 54 invites each pack parent to take the online Youth Protection Training course available at www.myscouting.org.

TRANSPORTATION/INSURANCE: Carpooling is encouraged for all Pack outings. All vehicles used in Pack and den outings must meet or exceed the insurance requirements of the state and all occupants must use seat belts. In order for the Pack to receive a BSA tour permit, we need verification from all carpool drivers that they meet these requirements.

TOUR PERMITS: A local or national tour permit application must be filed by the den or event leader with the local Council office in advance of any Den/Pack outing occurring outside our local community (Moraga- Orinda-Lafayette). Forms are available on the Council website (www.bsa-mdsc.org). A photocopy of the Council-approved tour permit should be returned to the Cubmaster prior to the field trip and the approved permit should be in the physical possession of the den/event leader during the actual event.

PERMISSION SLIPS AND MEDICAL CONSENT: If parents cannot attend an outing with their scout, permission slips are required or the scout will not be able to participate. Parents are required to complete the BSA Health and Medical Record form for their son annually prior to participation in any Pack outings. The Cubmaster maintains this form along with the Den Leader, who will keep a copy of this form. Only Parts A and B need to be completed.

PACK 54 FAMILY AGREEMENT LETTER 2014-2015

Cub Scout Name: _____ Grade In Fall: _____

Parent Names: _____

AGREEMENT BY FAMILY TO PACK 54 POLICIES AND PROCEDURES:

We have read and agree to Pack 54's Parents Handbook. Our family understands that Pack 54 is a co-op and that it relies on parent volunteers to provide a high quality program. My son and I agree to HAVE FUN and support Pack 54's scouting program.

Parent's Signature (s): _____

Address: _____

Email address(es): _____

Telephone numbers: _____

Cub Scout Signature: _____

Photo/Talent Authorization and Release: I understand that photos and videos may be taken of my child during Pack and Den activities and may be used or reproduced in future Pack publications and exhibits, including on or via the Internet. (Scouts names will not be printed on any publication.) Pack 54 has my permission to use and publish the photos/videos at its discretion for communication, promotional and marketing purposes. I release Pack 54 and the BSA from any and all liability from such use and publication, and waive any right to compensation I may have for such use and publication.

Date: _____ Signature of Parent/Guardian: _____

All vehicles **MUST** be covered by a **liability and property damage insurance policy**. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.)

****Returning Families: Fill out only if your vehicle/insurance information has changed****

VEHICLE # 1

YEAR, MAKE AND MODEL OF VEHICLE _____

NUMBER OF PASSENGERS _____

OWNER'S NAME _____

DRIVER'S (not vehicle) LICENSE NUMBER _____

WILL EVERYONE WEAR A SEATBELT? _____

LIABILITY INSURANCE COVERAGE:
Each Person/Each Accident _____ / _____

PROPERTY DAMAGE _____

Signature of Owner _____

VEHICLE #2

YEAR, MAKE AND MODEL OF VEHICLE _____

NUMBER OF PASSENGERS _____

OWNER'S NAME _____

DRIVER'S (not vehicle) LICENSE NUMBER _____

WILL EVERYONE WEAR A SEATBELT? _____

LIABILITY INSURANCE COVERAGE
Each Person/Each Accident _____ / _____

PROPERTY DAMAGE _____

Signature of Owner _____