

# The Pack Committee

Every pack is under the supervision of a pack committee. This committee consists of a minimum of three members.

**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 selected by the chartered organization, and is registered as an adult leader of the BSA. One of these members is designated as pack committee chair.

Obviously, with a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more, where the responsibilities can be divided among the members. Although packs can and do operate with a minimum of three committee members, experience has shown that a larger committee generally ensures a stronger, more stable pack and is better able to perform all the required functions to ensure a successful pack program. It is also a way of involving more pack families in meaningful service to the pack.

**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.
- Work closely with the Cubmaster.
- Ensure that all Tiger Cubs, 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.

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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 re-registration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments.

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.



**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.

## 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

- 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.
- 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.

## **Advancement Chair**

- Have a working knowledge of the Tiger Cub, 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, 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, Cub Scout, 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**

- 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 campouts. 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 Re-registration Chair**

- Prepare re-registration 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**

Some councils rely heavily 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.
- Work closely with the pack committee on public relations for FOS.

- [Awards, Badges & Cub Scout Recognition](#)
- [Bridging Ceremonies](#)
- [Cub Ceremonies](#)
- [Cub Desiderata](#)
- [Cub-L](#)
- [Fast Start](#)
- [Finding A Good Troop](#)
- [Join Scouting Night](#)
- [Kipling Award](#)
- [Leader Hints & Tips](#)
- [Links](#)
- [Pack Organization](#)
- [PowWow Midway](#)
- [Planning](#)
- [Pizzaz in Training](#)
- [Roundtable Survival Kit](#)
- [Tiger Welcome](#)
- [Webelos Leader Guide 1996](#)
- [Webelos Science Tips](#)



## Pack Organization

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### Cub Scouting -- A Parent's Call to Action

*"There is a battle of significant consequence taking place in the lives of boys in America today. In simple terms, it is the battle between doing what is right or wrong. A recent study conducted by Louis Harris & Associates indicates that the proportion of boys choosing to do what is wrong is alarmingly high. Even basic values such as not cheating on schoolwork and not stealing seem to be unstable.*

*Clearly, the results of this study indicate that our nation's youth are struggling with ethical and moral decisions, and that these difficulties can only increase with age. Therefore, the need for reinforcing and rewarding strong moral standards and providing positive role models at a young age is more important than ever before.*

*Cub Scouting creates a climate of cooperative and collaborative relationships between adults and children--a laboratory for adults and children to get to know one another. It provides opportunities for children to acquire the capacity for accomplishment. The program affirms to the child that the world really is an interesting place.*

*Cub Scouting is fun! But it is fun with a purpose. Woven though all the fun is an inspired program that really works. Tried and proven methods are used that transfer traditional values, build character, and develop leadership skills -- all in the context of fun and family togetherness."*

*(BSA: Operation Tiger Mania 1996)*

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### The Pack

The Pack is a group made up of several [dens](#). The Pack includes not only the boys in those dens, but also their families, and their leaders. The Packs meets once a month with Cub Scouts, leaders, parents and other family members attending. The Pack meeting is the climax of the

month's den meetings and activities. It gives the dens something to look forward to and work toward. This is a chance to recognize the boys, their parents, and their leaders.

In addition to its regular meetings, the Pack sponsors certain special projects. These include community projects (e.g., a Thanksgiving Food Drive for the needy), outdoor activities (e.g., field trips, family campouts, etc.), fund raising activities, and fun competitions (e.g., Pinewood car Derby).

The [Cubmaster](#) is an adult volunteer who serves as master of ceremonies at all Pack meetings and leads Pack activities of all kinds. [Pack leadership](#) positions may be held by women or men.

The [Pack Committee](#) is a group of adult volunteers who plan the Pack program and individual activities as well as managing such things as record keeping, finance, leadership recruitment, and registration. The Pack Committee meets monthly and meetings are open to any interested parent.

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## The Den

A Cub Scout Pack is divided into small groups of about eight boys called dens, who meet weekly under the direction of adult Den Leaders and, in some cases, [Boy Scout Den Chiefs](#). The Den Leaders are trained parent volunteers.

The den allows boys to get to know each other better and engage in activities that would be difficult in a larger group. The den also provides leadership opportunities for the boys as they elect "denners" or help to teach each other.

Den meeting activities are planned around the monthly theme and include games, handicrafts, hikes and other outdoor fun, practicing skits and stunts in preparation for the next Pack meeting and taking part in simple ceremonies and songs. Sometimes work on advancement requirements is included, but most of that work is accomplished by the boys with their parents (see details on the Webelos rank for an exception). The Den Leaders may ask for special help occasionally from parents (helping with a meeting, sharing a special skill, or just providing a snack for the boys).

Dens are organized by rank. Ranks are organized by [grade and age](#):

- [Tiger Cub Dens](#)
- [Bear Dens](#)
- [Wolf Dens](#)
- [Webelos Dens](#)

*THE ABOVE WAS TAKEN FROM PACK 1113 PARENTS' MANUAL, WASHINGTON, D.C.*

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Den Chief The Den Chief is a Boy Scout from a nearby troop who, usually, has achieved at least the rank of First Class. The Den Chief is a trained leader who assists a Den Leader in the running of a Den.

It is the Den Chief's duty to assist the Cub Scouts in their den with the projects and activities of the Den. His duty also is to encourage, guide and protect them in all den and pack activities; and to show them by their example what a Boy Scout is.

Webelos Den Chiefs also will work to interest the Webelos Scouts in becoming Boy Scouts.

### **The Den Chief Pledge**

I promise to help the Cub Scouts (or Webelos Scouts) in my den to the best of my ability; to encourage, guide, and protect them in all den and pack activities; and to show them by my example what a Boy Scout is.

I will strive to be prompt and dependable, and to cooperate with the leaders in carrying out the den program.

As each Cub Scout completes the third grade, I will encourage him to join a Webelos den.

As he becomes eligible, I will do all in my power to interest him in becoming a Boy Scout.

### **Den Chief Awards**

The Den Chief can earn the Den Chief Service Award. See, [Den Chief Awards](#)

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## **Grade and Age**

Several years ago joining and advancement requirements for Cub Scouting were changed to a grade basis (with age as backup). Age is still used by some packs whose national organization has made that determination As a refresher, here are some age/grade requirements. Keep in mind that grade is the primary determination and age is the backup (note the work "or"):

- TIGER CUBS -- In the first grade, (or 7 years old)
  - CUB SCOUTS (Wolves and Bears) -- In the second and third grade, (or 8 or 9 years old)
  - WEBELOS SCOUTS -- In the fourth and fifth grade, (or 10 years old)
  - ARROW OF LIGHT -- Six months since completing the fourth grade, or six months since turning 10.
  - BOY SCOUTS -- Completed the fifth grade, or age 11, or have earned the Arrow of Light.
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- [Activity Guide](#)
- [Advancement Home](#)
- [Awards](#)
- [Baloo's Bugle - Virtual Roundtable](#)
- [Ceremonies](#)
- [Games](#)
- [Jungle Book](#)
- [Pack Administration & Finance](#)
- [Pack Meetings](#)
- [Parent Involvement](#)
- [Pinewood Derby](#)
- [Pinewood Derby - Links](#)
- [Skits](#)
- [Songs](#)
- [Stories](#)

## The Pack Leadership

The pack leadership consists of Den Leaders, [Den Leader Coach](#), the [Chartered Organization Representative](#), the [Pack Committee Chairperson](#), the [Pack Committee](#) and the [Cubmaster](#). These are adult positions. Let's look at what each one accomplishes in a Pack.

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## The Pack Committee

The Pack Committee takes care of the administrative needs of the pack. It is organized and chaired by the Pack Committee Chairperson. The committee consists of at least three people and is responsible for:

- Finding a meeting place
- Setting the Pack policies in accordance with Boy Scouting and the chartered organization.
- Coordinating the Pack program with that of the charter organization.
- Assist with the annual Pack charter renewal.
- Is responsible for carrying out the policies and regulations of the Boy Scouts of America.
- Provides encouragement to leaders in carrying out the Pack program.
- Provides the finances and fundraising coordination for the Pack.
- Is responsible for Pack property.
- Is responsible for the quality of the adult leadership, that the leadership is recruited and trained. This is all adult leadership, including Cubmaster.

- Responsible for recommending this leadership to the charter organization for final approval.
- Coordination between the Pack and other scouting units.

A good Pack Committee consists of the following people:

- Chartered Organization Representative
- Pack Committee Chair
- Secretary
- Treasurer
- Advancement
- Public Relations
- Membership and Registration
- Sustaining Membership Enrollment Chairperson (a.k.a. Friends of Scouting)
- Cubmaster (is not a voting member)
- Den Leader Coach(es) (non voting member)

## **Chartered Organization Representative**

This person is the liaison between the Pack, the chartered organization, and the BSA. They make sure that the chartered organization is aware of what the Pack is doing, and coordinates activities between the chartered organization and the Pack. It is also the responsibility of the chartered organization representative to communicate any relevant policies that the charter organization has to the Pack committee.

A point that a new scouter often misses is that the chartered organization 'owns' the Pack, not the Pack committee. The Pack committee is simply an administrative arm of the chartered organization.

The Chartered Organization Representative is a voting member of the local BSA Council and District committees. As such, they represent the Pack on these committees.

If the chartered organization has more than one unit (e.g., a Pack and a Troop) the Chartered Organization Representative serves all.

## **Pack Committee Chairperson**

The Pack Committee Chairperson organizes and facilitates the running of the Pack committee. This person works with the Cubmaster and Chartered Organization Representative to make sure that the responsibilities of the Pack Committee are being met.

For more information, see the section on [the Pack Committee](#).

## **Cubmaster**

The Cubmaster, who is sometimes referred to as the unit leader, is up front. Most parents think they run the show all by themselves. Now you know different. So what does a Cubmaster do? Plenty!

The Cubmaster is responsible for:

- Conducting the pack program which includes leading the monthly Pack meeting, with the help of the other leaders.
- Guiding, supporting, motivating, and inspire the other adult leaders. Make sure they receive training for their positions.
- Making sure the dens are functioning well.
- Planning the den and pack programs with the help of the other leaders. Coordinating the total Cub Scout program for the pack.
- Helping recruit den leaders and coaches.
- Establishing and maintaining good relationships with Boy Scout Troops.

## **Den Leader Coach**

The den leader coach is responsible for ensuring stable, active and enthusiastic den leaders for all Cub Scout and Webelos dens. They also help to insure that:

- Leaders complete Fast Start and Cub Scout Leader Basic Training.
- A Den Leader Coach Seminar is conducted for the leaders.
- Leaders attend the monthly rountables.
- Leaders understand the purposes, policies and procedures of the chartered organization and the Boy Scouts of America.
- Help is available for new den leaders.
- Cub Scout leader recognition awards are available to the leaders.
- Monthly coach-den leader meetings are held to help plan den activities and programs.
- Information about the current and up to date program literature and material is passed on to den leaders.
- No den is ever without a leader and assistant.
- New den leaders are recruited.
- There is a communications link (usually the den leader coach) between the Cubmaster and the den leaders.



### [CUB-L: Cub Scout Leader E-Mail List](#)

Join an online e-mail discussion list where you can ask questions and discuss Cub Scout leadership issues.



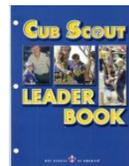
### [Cub Scout Leader Roundtable](#)

Visit the monthly online Cub Scout Leaders' Roundtable. Baloo's Bugle features monthly program helps and ideas sure to help you improve your Pack or Den program.


### [Cub Scout Leader Fast Start Training](#)

Need a quick briefing on what your Cub Scouting job is all about? You can visit an [online version](#) of Fast Start Training for a quick overview of the Cub Scouting program and information about your Cub Scout Leader job. More Fast Start Training Resources:



### [Cub Scout Leader Resources](#)

From Cub Scout Purposes to Forms and Applications, you just might find what you are looking for on this page.



### [Cub Scout Leader's Pow-Wow Midway](#)

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Advancement Ceremonies

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