

American Legion

CSM Gary W. Crisp Post 289

Cub Scout Pack 510



Standard Operating Procedures

&

Parent Handbook

30 October 2018Introduction

This handbook is intended to provide leaders and parents an overview of the Cub Scout Pack 510 organization, operation and procedures.

**1. Purpose**

The Boy Scouts of America (BSA) charters or licenses its programs to various community, religious or civics group for use by those groups in their youth programs. Chartered Organizations agree to use the Scouting program in accordance with their own policies as well as those of the Boy Scouts of America. The program is flexible, but major departures from Boy Scouts of America methods and policies are not permitted.

The purpose of these operating procedures is to assist in the definition of roles and duties of the Charter Organization, Pack, Dens, Leaders, Scouts, and Parents. It is the further purpose of these operating procedures to provide direction where BSA guidelines are vague and to outline program areas where Pack 510 and American Legion CSM Gary W. Crisp Post 289 have, within the bounds of the authority granted by the Boy Scouts of America to chartering organizations to adopt the Scouting program to their own needs, made modifications to the guidelines published by the Boy Scouts of America.

**2. Introduction**

Pack 510 is chartered by the Boy Scouts of America to The American Legion CSM Gary W. Post 289. It is the responsibility of the Pack Committee to ensure that the goals and mission of The American Legion are represented along with the goals and mission of the Boy Scouts of America.

**3. Mission Statement of the Boy Scouts of America**

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Aims of Scouting

Character Development

Citizenship Training

Mental & Physical Fitness

The Goals of Cub Scouting are:

Positively influence character development and encourage spiritual growth.

Help scouts develop habits and attitudes of good citizenship.

Encourage good sportsmanship and pride in growing strong in mind and body.

Improve understanding within the family.

Strengthen scouts' ability to get along with other Scouts and respect other people.

Foster a sense of personal achievement by helping Scouts develop new interests and skills.

Show how to be helpful and do one's best.

Provide fun and exciting new things to do.

Prepare Cub Scouts to become Scouts.

4. **Cub Scouting Goals**

The goal of Scouting is to help a Scout to grow in both physical and mental ability, to introduce new skills and activities and to have fun. The program is structured around family participation.

Cub Scouting is a program outlined by the Boy Scouts of America (BSA). Parents and Leaders work together to:

* + Influence each Scout’s character development and spiritual growth
  + Develop habits and attitudes of good citizenship
  + Encourage good sportsmanship and pride in growing strong in mind and body
  + Improve understanding and communication within the family
  + Strengthen skills in getting along with and respecting others
  + Foster a sense of personal achievement by developing new interests and skills
  + Provide fun and exciting things to do
  + Encourage each Scout to "Do Your Best"
  + Prepare each Cub Scout to become a Scout

The Pack is a family-based organization and is run by parents who volunteer as Den Leaders, assistants, and committee members or as planners for a special event. In order to successfully achieve the stated goals of Scouting, the involvement of all parents is needed. Please be prepared to volunteer for pack and den activities. Your participation benefits the boys in the Pack, the community, yourself and your own son.

1. **Charter Organization**

The Charter Organization is the sponsoring organization for this Pack, and American Legion CSM Gary W. Crisp Post 289 is this Pack's Charter Organization. It is their obligation to provide us with a meeting place and offer support as needed. It is our responsibility to consider how our actions as a Pack reflect upon the Charter Organization. We are also expected to offer our time and energy to the Charter Organization on occasion for service projects.

1. **Youth Membership**

Membership in Pack 510 is open to any boy in the first through fifth grades. Pack 510 will adhere to the BSA membership guidelines that are based on school grade. Age-based guidelines were established for certain religious Charter Organizations and do not apply to Pack 510. A registration fee will be assessed at the time a boy joins Pack 510. Only the registration fee or Boy’s Life fee may be prorated for boys joining in the middle of the charter year. Registration for current members will be renewed at the annual recharter in October. Scouts must maintain current membership in BSA to participate in Pack or Den activities.

Youth members are expected to wear the official Cub Scout uniform in accordance with the Pack 510 Uniform Standards. The official Cub Scout uniform is to be worn at all Pack and Den events unless otherwise stated. The official Cub Scout uniform may not be worn at any unapproved event.

All youth must have an adult guardian present at all pack activities including den meetings, pack meetings and outings. At least two unrelated adults are required to be present at any activity. Current Scout policy states all registered adults must have received Youth Protection training.

Bear and Webelos dens may organize den activities with an adult-to-youth ratio not less than two adults for every eight boys. This must be a separate den activity not associated with a pack activity. Pack activities require an adult guardian for each youth regardless of rank.

A Den Leader may, at their discretion, require additional adults at any den activity.

Adult-to-youth rations for Council sponsored events are set by the Council and supersede any ratios defined here.

1. **Parents Role**

The Pack is run by parents. (i.e. Parents shall mean parent or legal guardian over the age of 18.) Parents are necessary to run special events, serve as den leaders and committee members and coordinate Pack activities. If no support is given, your son may not have a den leader or some activities will have to be cancelled.

\*\*Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties and obligations:

a. Serving as an active member on Committees, such as: Committee Chair, Treasurer, Secretary, Membership & Recruitment

**Events** (not an inclusive list)

o Pinewood Derby

o Rain Gutter Regatta

o Space Derby

o Family Camp

o Day Camp

Uniform Inspection

Community Project

Arrow of Light Ceremony

Graduation

b. One of the following of our many Pack Programs

Awards

Dinners

Cake Auction

Fundraising

Blue and Gold Dinner

Food Drive

Special Projects

Crossover Ceremony

Summer Picnic

Parents should read the supplement in their Cub Scouts handbook. Please become familiar with the book and assist your son in working on his advancements.

Parents are responsible for transporting their son to and from the Den meetings, Pack meetings and other related activities. One parent must attend each pack activity or arrange for another adult relative (aunt, uncle and grandparent) to be responsible for the Scout. The Pack does not provide childcare services. Parents are responsible for their son’s behavior at all Den and Pack meetings. This also includes siblings.

By signing your son up for Cub Scouting, you have volunteered your services to help make the Pack go and grow. The program is family-based and will not succeed without participation on the part of both the Scout and his Parents. If our Pack is to be successful, each family must share in the administration of the Cub Scout program. This includes actively participating in Den and Pack activities, to include fund raising.

1. **Pack Structure**

Cub Scout Pack 510 serves the boys in the first to the fifth grades in the Cogioba District of the Middle Tennessee Council and the City of Clarksville, Tn.

1. **Pack Committee**

The Pack Committee plans and runs the Cub Scout program under BSA guidelines. Committee members meet the 3rd Thursday at 6pm of every month at the Daymar College, 2691 Trenton Road, Clarksville, Tn. 37042. Pack policies, future events and activities, coming Pack meetings, Pack administration, and a review of previous events are discussed at these meetings. At least one representative from each Den is expected to attend to provide communication back to the Den. All parents are welcome and are encouraged to attend as often as possible.

1. **Adult Leadership**

All Adult Leaders must register with and be approved by the Boy Scouts of America and the American Legion CSM Gary W. Crisp Post 289. Adult Leaders must be able to accept and live by the purpose and aims of Scouting and must not reflect negatively upon Scouting or the Charter Organization.

Selection and approval of Adult Leaders is the responsibility of the Charter Organization in consultation with the Committee and the Committee Chair. The Charter Organization makes such selections as it feels best benefit the Scouts and the Pack. All Adult Leadership positions are subject to review at the annual recharter. Adult Leaders are expected to complete all appropriate training for the position they hold. New leaders should complete “Fast Start” and “Youth Protection” training within 30 days of becoming a leader. Position specific training should be completed within three months. Failure to complete training may result in a leader’s removal.

Adult Leaders in the following roles are expected to wear the official Cub Scout uniform at all pack events unless otherwise stated: Cubmaster, Assistant Cubmaster, Den Leaders, Assistant Den Leaders, and Committee Chair.

It is the responsibility of the Committee Chair to recommend Adult Leaders to the Charter Organization during the annual recharter. The Committee Chair may recommend a change in leadership at this time. The Charter Organization must then accept or deny the recommendations of the Committee Chair.

Parents of currently active Scouts are normally permitted full access to pack activities. The committee may restrict parent participation or remove all participation privileges in special situations (court-ordered custody restrictions, legal convictions, etc) as necessary for the safety and wellbeing of the Scouts**.** The Charter Organization as well as this Pack reserves the right to deny membership to persons who do not meet the requirements of the Legion, The Boy Scouts Of America or legal requirements.

1. **Leadership Positions**

To run effectively, the Pack has the following registered leaders:

* + ***Committee Chair***
    - Runs committee meetings, makes sure re-registration, Pack business and Pack activities   
       are completed in a timely manner
    - Confers with the Cubmaster on policy issues and maintains records
    - Recruits volunteers for leadership positions
  + ***Cubmaster***
    - Plans the program year
    - Plans and runs Pack Meetings and other program events
    - Maintains relations with Dens and parents
    - Plans and conducts advancement ceremonies
    - Recruits parent assistance in the Pack

1. ***Charter Organization Representative***  
    Provides a formal link to the Charter Organization (American Legion CSM Gary W. Crisp Post 289) *(may multiple register as Institutional Head, Committee Chairman or committee member).* 
   * ***Pack Trainer*** PackTrainer’s main responsibility of the Pack Trainer is to ensure that the adults involved in the Pack are trained for their positions and are aware of supplemental training opportunities. A secondary role for many Pack Trainers is to help the Cubmaster and Den Leaders learn of resources which are available and to help ensure that they have all of the information they need to plan an effective program
   * ***Executive Officer / Institutional Head*** *(Commander, American Legion CSM Gary W. Crisp Post 289) (may multiple register as Institutional Head, Committee Chairman or committee member).*
   * ***Assistant Cubmaster***
     + Assists Cubmaster in planning and running Pack meetings, functions, etc
     + Fills in for Cubmaster as required
   * ***Den Leaders***
     + Conduct Den meetings and other Den level activities with the assistance of the   
        Assistant Den Leaders and the parents
     + Communicates planned Den and Pack activities to parents
   * ***Assistant Den Leaders***   
     Assists in planning and conducting Den activities
   * ***Tiger Den Leader***
     + Serves as a resource for the Tiger Cub families
     + Informs Tiger Cub families about upcoming Pack activities
     + Ensures Tiger Cubs meet regularly, are preparing for advancement,   
        are participating in Pack activities, and are recognized for their part in Pack activities

* ***Lion Den Leader***

Serves as a resource for the Tiger Cub families Informs Lion families about upcoming Pack activities, Ensures Lion meet regularly, are preparing for advancement, are participating in Pack activities, and are recognized for their part in Pack activities

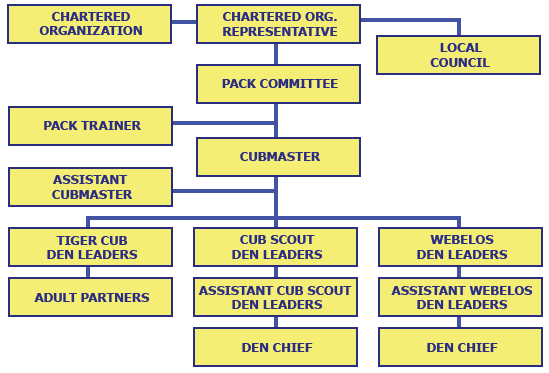
1. **Pack Committee Members**
   * + **Treasurer** – Maintains checking account, deposits money, writes checks and reports balances monthly to Committee
     + **Pack Commissioner** unit commissioner is a volunteer Scouter who works with the pack to help it successfully deliver a quality program. He or she can offer suggestions for solving problems. A unit commissioner is a friend.
     + **Secretary** – Records minutes as Committee meetings and ensures all Leaders are   
       given a copy of those minutes; maintains current Pack roster
     + **Advancement and Awards Coordinator** – Maintains Pack Master software with all   
       advancement and awards noted. Provides boys moving on in Scouting with a floppy  
       disc with their pertinent information stored. Provides same information for Webelos   
       bridging into a Boy Scout Troop.
     + **Fund Raising Chair** – Monitors participation of Scouts on Pack fundraising activities,   
       researches fundraising ideas
     + **Activities Coordinator** - Examines outside activities, presents to Committee for review and arranges as needed
     + **Camping Coordinator** - Arranges Pack camping opportunities; collects registrations,   
       and health forms for camping activities.
     + **Webmaster** - Manages the Pack website within the guidelines established by the Pack Committee
     + **Membership Chair** – Arranges recruiting programs, meet with all new Pack member and make sure they receive a new comer briefing, Help with recharter.
     + **Pack Trainer** – Ensures that all Pack leaders are trained, and all are current on youth protection, conducts classes as required.

**13. The Pack Chain of Command**

We want to be a “together” Pack 510 Sometimes there can be conflicts should the need arise;please communicate through the following channels as described in the chart. Not following the order is disrespectful, and it is not setting a good example for our scouts.

* **Parents** should go to the **Den Leader** and try to solve a problem
* **Den leader** solves problem within the den or **goes to Cub Master**
* **Cub Master** is the Unit Leader and should solve most problems
* **Cub Master** goes to **Committee Chair** if he/she cannot solve the problem.
* **Committee Chair** Decides on their own.
* **Committee Chair** goes to the **Pack Committee** and if still not solved the **Committee Chair** goes to the **Charter Organizational Representative**.
* **Charter Organizational Representative**. Goes to the **Cogioba District Executive** and Chair reports back to Cubmaster.
* **Cub Master** reports back from committee and DE with the decision.

At no time will a Parent or Leader within Pack 510 call anyone from Middle Tennessee Council Headquarters without first talking with the Committee Chair and or Cubmaster. If you do not get a reply from them your next step is to contact the Pack COR. Violations of the Chain of Command will be dealt with harshly



1. **Pack Rules and Regulations** 
   * Common courtesy and respect will always be shown to each other and is expected by the Scouts, parents, Leaders and guests.
   * Parents are responsible for the behavior of their children and guests at all Pack functions.
   * ALL Dens will be following a 3-strike rule on disruptive behavior. Cubs that have not controlled their behavior by the 3rd warning from a Pack 510 Leader will be asked to return home with their parent until the next meeting. Physical altercations between Scouts may be grounds for immediate dismissal from the meeting. Cubs will be asked to adhere to the same behavior standards as if they were at school.
   * Pack meetings will start on time and will last less than 70 minutes. Pack meetings are controlled by the Cubmaster and will follow a pre-determined agenda set by the Cubmaster.
   * Den meetings will be controlled by the respective Den Leaders and Assistants and will be when and where the Den Leader(s) decides. **Two deep leadership** will be in effect at all times.
   * After a Den or a Pack meeting, the meeting area should be neat and clean regardless of the condition before the meeting. BSA policy dictates leaving an area cleaner than when it was found. Everyone in attendance will help with the necessary clean up.
   * Any and all trips or meetings held in a non-standard meeting place require the prior approval of the Middle Tennessee Council. This is an insurance issue required to protect the Charter Organization. Anyone transporting any Scouts, but their own child must supply the information needed to complete the BSA form for Local Travel (Tour Permit). There is no smoking allowed in transit.
   * Any event awarding patches, pins, etc. requires the participation and attendance of the Scout to receive them. There are no exceptions.
   * Uniforms must be kept clean and neat. The uniform consists of a hat (optional), shirt, allowable insignia correctly placed, belt, and neckerchief with slide. Uniform pants are not required. Any dark green or blue pants or jeans without holes are acceptable. Sweat pants are not encouraged. Uniform requirements at Den meetings are at the discretion of the Den Leader(s).
   * Closed toe shoes (No Flip Flops/Sandals) are required at Pack and Den Meetings.
   * There is no alcohol allowed at any Scout event or function.
   * Smoking is prohibited in front of the Scouts at all Scout functions and is forbidden inside or away from the outside designated smoking areas.
2. **Meetings** 
   * **Pack Meetings**

Pack meetings are held monthly and are the gathering of the Dens where the Pack recognizes achievements, plays games, sings songs, does skits and has some fun. Dens may be asked to conduct opening or closing ceremonies, skits, or demonstrations. Occasionally, District representatives will attend a Pack meeting to present information to the Pack such as the FOS (Friends of Scouting) campaign or a camp promo. Other visitors, such as local firemen / policemen may also be invited at the discretion of the Cubmaster. Pack meetings are held the 3rd Monday of the month in the Barker’s Mill Elementary School Cafeteria and begin at 6:30pm. The meeting time and place will not change without prior notification. Changes may be due to holiday, school vacation, weather or other Pack, District or Council commitments. The Pack meeting agenda attempts to follow the BSA Cub Scout monthly theme. Refer to the Pack calendar for notification of Pack meetings changes.

One parent must attend the Pack Meeting with the Scout unless other arrangements have been made in advance with the Den Leader. Other family members, siblings and guests are always welcome and encouraged to attend. The control of the siblings is the responsibility of the parents and not the Den Leaders. Pack meeting rules must be followed by all in attendance; parents, siblings and guests included.

\*\* Always accompany your son into the meeting place to ensure their safety.

* + **Den Meetings**

The Cub Scout Dens are the basic unit of Cub Scouting. Dens are composed of up to 8 boys of the same rank and meet 3 to 4 times a month in addition to the Pack Meeting or additional Pack events. Den Leader (s) conducts meetings with additional help from parent volunteers and occasionally a Boy Scout from a local Troop may assist as a Den Chief. While some activities may be worked on at the Den Meetings it is the parent’s responsibility to assist Scouts is completing the achievement requirements.

Field trips may be held as planned by the Den Leader or Scout parents. A Local Tour Permit (LTP) may be required. Failure to complete tour permits may void the blanket insurance honored by the BSA. Two adults, with youth protection training, must be present at every Den Meeting and function. No exception - this is the BSA two-deep leadership policy.

* + **Tiger Meetings**

Tiger Cubs and their adult partners meet together at den meetings. The adult partners help with planning and running of a Den meeting under the direction of the Tiger Den Leader. Monthly field trips to locations associated with the monthly Cub Scout theme are encouraged. Active participation in the monthly Pack meetings is also expected.

* + **Lion Meetings**

A kindergarten joins Cub Scouting with their parent or adult guardian. Lions and their adult partners are just that, partners. They attend meetings together, go on adventures like field trips together, and complete requirements together.

A Lion does not work on the Bobcat badge. With your parent, guardian, or other caring adult, complete the exercises in the pamphlet How to Protect Your Children from Child Abuse: A Parent’s Guide.

1. **Finances** 
   * **Pack Level Finances**

Cub Scout Pack 510 is a non-profit organization. The Pack maintains itself through fundraising projects during the Scouting year. The Pack Committee will decide on the type of fundraiser and how many will be held during the year. Scouts are expected to participate in all fundraisers to the best of their ability. The ability for the Pack to provide a quality Scouting program is greatly increased with the active participation of the Scouts in the fundraisers.

At the beginning of each scouting year, our pack reviews our financial standing and establishes a “Fair Share” due amount. The Fair Share amount is $120.00 per scout but this is subject to change at any time. This comes out to $10.00 per month dues. The Fair Share amount is the expected pack operating expense per scout that typically funds the following pack expenses:

* Pack Re-charter Fee.
* Leader Training Fees and Training supplies.
* Pack Office Supplies (Paper, printing, etc.)
* Pinewood Derby cars for each Scout.
* Rain-gutter Regatta boats for each Scout.
* Individual Scout Awards such as Belt Loops and Pins. (Up to 10)
* Misc Awards, Derby Trophies etc.
* Pack Picnic, Parties, and misc gathering fees.

Our Pack has created a Scout Account System (SAS) that is designed to enable our boys to save money they earn through their individual fund-raising efforts your scout will have the opportunity to earn enough money to fund his SAS account, effectively paying all of his scout related expenses. In years past, some scouts had not participated in the fund raiser events but were enjoying the benefits of other boy’s efforts. This system ensures that the Scouts who put forth the most effort will be rewarded the most!

for example, Pack 510 will have several fundraising activities throughout the year, the largest and most profitable being the Popcorn Sales. If you’re Scout sells $300 in popcorn, his SAS account will be credited approximately $75. If you choose, this will cover the $75.00 Fair Share due. If he sells an additional $300, there will be an additional $75.00 in his SAS account to cover other scouting related fees, such as Camping Adventures, Activity Weekends, Summer Day Camp, even our annual Pack Spring Trip! There is no limit to what your Scout may earn. Also, the SAS accounts are revolving, so whatever your child doesn’t use during the year, the balance will be available to use next year as he advances through Cub Scouts. Please note that all funds in your Scout’s SAS account will remain with the Pack if he leaves scouting- no exceptions.

The targeted due date for the Fair Share is the first week of December, which is typically, the same week Popcorn sales are due. Please encourage and assist your Scout to do his best! Enjoy the rewards together! If you do not want to participate in fund raisers, you may pay your scout’s Fair Share due in one or multiple payments.

* + **Den Level Finances**

Den level finances are the sole responsibility of the individual Dens. Each Den sets their own amount for weekly dues and decides what is to be done with those dues. A standard of $1 or $2 per meeting per Scout is common. The dues collected at the Den are to be used for the Den crafts, trips and activities. It is encouraged to have the Scout ‘pay their own way’ by working at home for the dues required at the Den meetings.

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| 1. **Obligations**   The Scouts, the families and the Pack must work together to create a solid Scouting program. The Scouting program is an exercise in cooperation between all three. The Pack cannot give your son a good program if the support of the parents and volunteers is lacking. Participation by the Scouts in activities also leads to a better program. The following is what is expected each part of the triad. |  |

* + **The Scout's Obligations to the Pack**

Do My Best in everything I do.Obey the rules and regulations set down by the Pack. Obey the Den Leader(s) and Assistant Den Leader(s) and follow their rules and regulations. Work on my achievements and electives and advance in a timely manner. Participate in Scout activities whenever possible. Respect others, their rights and their property always. Show respect for the BSA. Treat the United States Flag and the Pledge of Allegiance with equal respect. Be on time for all meetings and functions. It is not fair for the others to have to wait for me. Call my Den Leader(s) or ask my parent to if I cannot attend a meeting or function. Keep my uniform clean and in good repair with all my insignia properly placed. Wear my uniform proudly to all events and functions unless told otherwise by my Den Leader(s). Do a chore or chores in order to earn the money needed for my Den dues.

* + **Parental Obligations to the Pack**

Work with your son on his achievements and electives. Scouting is a "Family Affair" and he cannot do it alone. If assistance is needed, ask your son’s Den Leader(s). Accompany your son to the weekly Den meetings, and the monthly Pack meeting. One parent is required but the entire family is welcome. We do expect any younger siblings to be controlled and not allowed to cause a distraction during the Den or Pack meetings. You need to be available to get the latest information from the Den Leader(s). Get to know the Den Leader(s) so interaction is more effective. Walk your son into the Den meetings. Make sure the Leader is there and no last-minute changes have been made. Volunteer and become involved. When we ask for parental assistance there is a reason. The more active and involved you are the more you will enjoy the Cub Scout experience. Voice your opinions, thoughts and comments at the Pack Committee meetings held the 2nd Monday every month. The only way the program can be improved is to know what you and your son wants. Participation in the monthly Committee meeting will give you an idea of how the Pack is run and will also give you the chance to be heard by those people running the Scouting program.

Let us know of any problems as soon as they occur – don’t wait. We don’t know about something that is upsetting you unless we are told. Contact the Cubmaster or the Committee Chair directly if you don’t feel comfortable going to your Den Leader(s).

* + **The Pack’s Obligations to You and Your Son**

Provide a solid Scouting program that you can both be proud of. Provide the means of advancement in a timely manner for the Scouts. Provide quality trained Den Leaders. Provide the opportunity to participate in various outings and activities. Provide a safe Scouting environment and meeting place. Communicate news and current Scout events to you in a timely manner. Please visit the Pack 516 web site for detailed information, announcements, calendar, and more! http://clarksvillecspack516.ScoutLander.com

1. **Advancement, Achievements and Awards**

The Cub Scout Advancement program follows the school grade levels and aim to introduce new skills and areas of interest as well as to build self-esteem, self-awareness and a sense of citizenship and good sportsmanship. Parental involvement is crucial to achieve the advancement of the Scouts and responsibility for advancement in rank rests with the parents; verification and assistance of the Den Leader is secondary.

* + ***All Cub Scouts*** earn the Bobcat rank first and later the rank appropriate for their age level.
  + ***Tiger Cubs (1st grade)*** work toward their Tiger Cub patch and earn beads by participating in activities. Beads are awarded for participation to enhance the Tiger Cub Program and ease the way into Cub Scouting.
  + ***Wolf Cubs (2nd grade)*** earn the Wolf rank by completing 49 tracks in 12 achievements. The 12 achievements are all identified in the Wolf handbook and each consists of several activities to be earned during Den meetings and at home.
  + ***Bear Cubs (3rd grade)***earn the Bear rank (choice of 12 achievements) and then Arrowpoints. There are some required achievements in this rank with some options available. After the rank of Bear has been achieved,

The parent signs Wolf and Bear advancements; Webelos advancements are signed by the Den Leader.

* + ***Webelos (4th and 5th grades)*** earn the Webelos rank The second year Webelos earn the "Arrow of Light", the highest award that can be earned by a Cub Scout and the only award that is carried over to Boy Scouts.
  + ***Several optional awards programs are also available through the BSA.***

The Religious Emblems program offers the scout an opportunity to study his faith in-depth. Many faiths offer the emblems, with the activities overseen by the Scout's religious leaders. BSA recognizes the achievement of these awards.

1. **Annual Events and Activities**

Cub Scout Pack 510 participates in several events and activities throughout the Scouting year. Some are community related, others are fundraisers, some are educational, and others are just for fun! We strive for 100% Scout participation at these events so please mark your calendars early and make plans to attend. Parent and Leader volunteers run all events and your help is always welcome.

* + **Monthly Pack Meetings:** We strongly encourage the Scouts and parents to attend with their Dens. The Pack gathers once a month to celebrate Scouting together whether it is with theme-oriented skits, songs or games. This will also be the time when the Pack and Den leaders recognize those Scouts that have earned awards or badges of rank. Guests and siblings are always welcome to attend but we do ask that everyone in attendance please abide by the rules and maintain control.
  + **The Middle Tennessee Council hosts Popcorn Sales** and participation in this fall fundraiser is strongly encouraged. The Pack earns a substantial portion of its operating budget from the popcorn sales so we request that parents support their son's effort to give something back to the Pack. Active participation in this fundraiser will help keep registration costs down and a portion of his earnings go directly to his personal Scout Account.
  + **Scouting for Food**, a community effort, takes only a few hours on two sequential Saturday mornings in the fall. We ask that every Scout attend at least one of the two Saturday mornings and help out. Additional details will be on the Pack calendar.
  + **The Pinewood Derby:** The races give you a chance to show your mechanical and engineering ability. The Scouts all make a Derby car to race against all the others in the Pack. The top three (3) finishers go on to represent Pack 510 at a District competition.
  + **The Blue and Gold Banquet**: This is the graduation ceremony for the senior Webelos from Cub Scouts to Boy Scouts and a celebration of the birthday of Scouting. It is also a day of awards and recognition for the Scouts, Leaders, and Parents.
  + ***Be sure to check our web site calendar for more activities!!***[***http://clarksvillecspack510.ScoutLander.com***](http://clarksvillecspack510.ScoutLander.com)

1. **Cub Scout Camping**

**Camping** is the great outdoor adventure of the Boy Scouts of America. Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth.

**Camping offers many benefits**.

* It contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
* It helps campers develop self-reliance and resourcefulness by providing learning experiences in which they acquire knowledge, skills, and attitudes essential to their well-being.
* It enhances spiritual growth by helping campers recognize and appreciate nature and the handiwork of God in nature.
* It contributes to social development by providing experiences in which campers learn to deal practically and effectively with living situations.
* It is an experience in citizenship training, providing campers with opportunities to make decisions and plan and carry out activities at their own level, while improving understanding within the family**.**

At the Cub Scout level, it introduces boys to the knowledge and skills that they will learn and apply more thoroughly as a Boy Scout. Cub Scout camping provides experiences that are age appropriate for Cub Scouts and their families. The ideal method of camping for Cub Scouts involves parents/guardians and the pack by dens. As with other outdoor activities, it’s important that camping trips be age appropriate. It’s also important to understand who can lead certain types of camping experiences, where they can be held, and what training is required.

**Where to Camp:**

Cub Scout pack camping should be conducted only at sites approved by the local council. This might include federal, state, or local parks, in addition to BSA property. Check with the local council service center for locally approved sites before planning your trip. Obtain appropriate tour permits and licenses required by the site and the local council. Webelos Scouts should participate in family-type camping, as opposed to the more challenging type of camping that they will experience as Boy Scouts. A location like a Scout camp or public campground that has a tested water supply, toilets, cooking facilities, space for pitching tents, and an area for indoor activity would be appropriate for a Webelos den overnight campout.

**Water**

Use only tested water for drinking. Packs will camp in approved council sites that usually have good facilities and tested water. If the water at the camping site hasn’t been tested, bring water from home in plastic jugs or other closed-top containers. If in doubt, bring water to a full rolling boil for at least a minute. Allow enough for drinking water, cooking, and cleanup and have some extra for ﬁre protection.

**Sanitation**

Pack overnighters should be held at a site that has toilet facilities.

Dishwashing is often a problem when camping. For a short overnight campout, solve the problem by using paper plates and cups and plastic utensils, leaving only the cooking utensils to be cleaned.

If a trash receptacle isn’t available, carry out the used dinnerware for disposal at home.

Use hot water for cleaning pots, pans, and utensils. Sterilize with boiling water and air-dry. If non-disposable tableware is used, teach the boys to scrape their dishes before putting them in the dishwater. Strain food bits out of your dishwater and put them in your trash. Carry the used water away from camp and at least 200 feet (75 steps) from any lakes or streams. Give it a good ﬂing, spreading it over a wide area.

**Campsite Cleanliness**

Trash, including food scraps and paper products, should be disposed of properly in a trash receptacle and not burned. Don’t put plastic or plastic foam in a ﬁ re; burning plastic can release toxic gases. Don’t bury leftovers or scatter food in the woods. Animals will ﬁnd it, and it is not healthy for them to eat. If the campsite has garbage disposal facilities, use them. If not, pack it out. Wash bottles and ﬂatten tin cans for recycling. Always take plastic garbage bags on a campout. They serve many purposes, especially if you must carry out trash.

**Flammability Warning**

No tent material is ﬁreproof; all can burn when exposed to heat or ﬁre. Follow these rules.

1. Only ﬂashlights and electric lanterns are permitted in tents**. “No ﬂames in tents”** is a rule that must be enforced.
2. Liquid fuel stoves, heaters, lanterns, lighted candles, matches, and other ﬂame sources should never be used in or near tents.
3. Do not pitch tents near an open ﬁre.
4. Do not use ﬂammable chemicals near tents; that include charcoal lighter, spray cans of paint, and bug killer and repellent.
5. Be careful when using electricity and lighting in tents.
6. Always extinguish cooking ﬁres and campﬁres promptly. Obey all ﬁre laws, ordinances, and regulations.

**Campﬁre Safety**

Fires should be built only in a designated ﬁre ring provided by the landowner or, with permission, in an off-the-ground ﬁre pit device. The Cub Scout Leader How-To Book has suggestions on how to build an off-the-ground ﬁre pit.

**Follow these guidelines when building a ﬁre**.

1. Build the ﬁre in the center of a 10-foot circle that is free of ﬂammable materials such as twigs and dry grass.
2. Don’t build the ﬁre against a tree or between the roots.
3. Keep the ﬁre away from dead logs and stumps and from overhanging limbs and branches.
4. Don’t use ﬁrewood that spits sparks.
5. Break burnt matches before throwing them away, and be sure that they are “cold out.”
6. Never leave a ﬁre unattended.
7. Keep a bucket of water, dirt, or sand handy for emergency use.
8. When you are through with the ﬁre, put it out. Spread the coals and ashes and sprinkle them with water. Stir and sprinkle until the ﬁre is cold out, which means it feels cold to the touch.
9. **Pack Overnighters**

Pack overnighters are pack-organized overnight events involving more than one family from a single pack focused on age-appropriate Cub Scout activities and conducted at council-approved locations. If siblings who are not Scouts participate, the event must be structured to accommodate them. BSA health and safety and Youth Protection policies apply. In most cases, each youth participant will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a speciﬁc adult.

Adults giving leadership to a pack overnighter must complete Basic Adult Leader Outdoor Orientation (BALOO); and must be current with Youth Protection training (within the past two years). Check with the Cogioba District Cub Scout Trainer for information about BALOO training in our area. Permits for campouts shall be issued by Middle Tennessee Council. Packs use the Tour Plan Checklist.

**Purpose**

A quality pack overnighter helps strengthen the relationship between a boy and his family and delivers the promise of adventure that boys dream about when they join Scouting. Well-planned overnighters offer a variety of activities to keep boys excited and involved in an ever-increasing challenge of outdoor adventure. They should always be age-appropriate for the boys participating. Many Cub Scouts will have their ﬁrst overnighter as a member of your pack. It is critical that you make every effort to help this be the most positive experience it can be for boys. If a boy has a negative experience, he may choose never to go camping again. Cub scouting packs is encouraged to provide their youth members with positive outdoor experiences. The format under which an entire pack can camp is a pack-organized camping activity.

**How Often Are They Held?**

Overnighters organized by the pack are supplemental to participation in council- and district organized camping opportunities. Some packs choose to organize one or two additional overnighter opportunities during the year, perhaps one in the fall and one in the spring. Wintertime camping activities or outings during potentially inclement weather are discouraged.

**Who Attends?**

The spirit and premise behind all Cub Scout overnight camping is that the activity is a parent-Scout event. Plans should always be made to have as many adults as youth participants at the event. If a parent cannot attend, the boy’s family must make arrangements for one of the other parents attending, or for another adult relative or friend, to be a substitute at the overnighter. Each boy should have someone he knows watching out for him. If necessary to accommodate a special circumstance, an adult may be responsible for more than one Scout.

**Where Are They Held?**

*Pack overnighters may be held only at locations approved by the local council.* In selecting these locations, your council used the Pack Overnighter Site Approval Form, No. 13-508B, to identify good locations that are safe and accessible and have adequate facilities for a pack overnighter. Check with Middle Tennessee Council for a list of approved pack overnighter locations. The location must be listed on the tour permit application ﬁled for this activity.

**How Do We Get There?**

Because a family member or other adult will accompany each Cub Scout, transportation should not be a problem. Cars are best for transportation to the overnighter. Transporting boys in trucks is unsafe and forbidden except in the cab. Individual seat belts are required for each person. Buses are not recommended because chartering transportation could make parents feel less responsible for the trip.

**What Equipment Do We Need?**

An overnighter requires protection from the weather, equipment for food preparation, and program items to suit the area and activities where the overnighter is being held. Tents, cabins, campers, or camp trailers will be required for shelter. Some camps make tents or sleeping areas available to Cub Scout packs. If not, the responsibility for shelter may be assigned to parents. Many families will have their own tents that they use for family camping, or they can borrow one from a neighbor. Often, a nearby Boy Scout troop will loan tents and other camping equipment to a Webelos den. Dens or packs should not be required to purchase camping equipment. Each parent/guardian and son will also need some personal equipment. Use the Individual Campout Checklist for Pack Overnighter ***(see www.scouting.org/cubscouts***) as a guide.

The type of meal program selected for the overnighter will determine the kind of food preparation equipment that will be necessary. In some cases, each family may choose to bring and prepare its own meals. In other circumstances, the pack may choose to share the load and have the entire group prepare meals together. Minimize the amount of cooking responsibility delegated to Cub Scouts.

***The number-one goal of these ﬁrst camping experiences is to make them positive events for everyone. Enjoying fun and simple picnic or family-style meals together is a great start***.

1. **Cub Scout Medical Requirements:**

***Policy on Use of the Annual Health and Medical Record***

To provide better care for its members and to assist them in better understanding their own physical capabilities, the Boy Scouts of America recommends that everyone who participates in a Scouting event have an annual medical evaluation by a certified and licensed health-care provider—a physician (MD or DO), nurse practitioner, or physician assistant.

Providing your medical information on this form will help ensure you meet the minimum standards for participation in various activities. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.

**Note:** This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, and then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information.

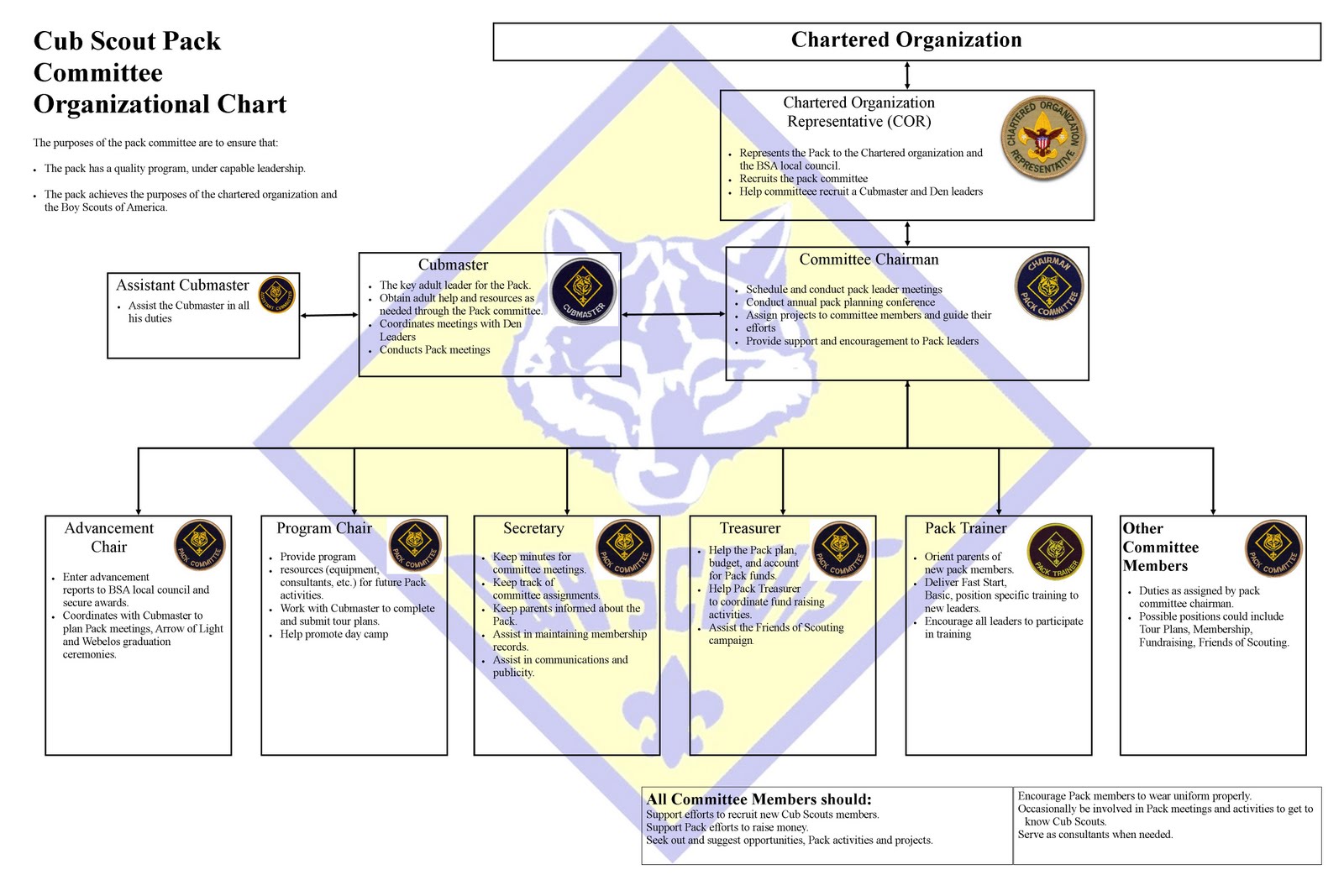
The medical form is to be completed at least annually by participants in all Scouting events. This health history, parental/guardian informed consent and release agreement, and talent release statement are to be completed by the participant and parents/guardians.

**22. Pack Service Projects**

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

**23. Revision of Pack Standard Operating Procedures**

These SOP will be reviewed at least once each year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote upon changes.



**This Standard Operating Procedures was approved by the Pack 510 Adult**

**Committee on this \_\_\_\_day of \_\_\_\_\_\_, In the year of 201\_\_\_\_. Time: \_\_\_\_\_\_\_\_\_**

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**Committee Chair Cub Master Charter Organizational Head**

Boy Scouts of America

Middle Tennessee Council

Cogioba District

American Legion CSM Gary W. Crisp Post 289

Cub Scout Pack 510

**PARENT/GUARDIAN**

**STANDARD OPERATING PROCEDURES**

**PARTICIPATION STATEMENT**



Dear Cub Scout Parent and or Adult Leaders:

Please review the entire handbook and sign below to acknowledge your acceptance to the Pack 510 guidelines set forth:

You’re Cub Scouts Printed Name: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form to be retained in the Pack Members file