Highland Cub Scout Pack 4043

Policy Manual

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Pack Leadership for 2010-2011 Scouting Year

District Executive	Robert Isringhausen
Unit Commissioner	Glen Baker
Charter Representative	Jim Johns
Committee Chair	Gary Miller
Secretary	
Treasurer	Eric Augustin
Advancement Chair	Julie Brissenden
Public Relations	Dana Bourland
Friends of Scouting	N/A
ScoutParent Coordinator	Jennifer Powers
Pack Trainer	Gary Miller
Committee Members	Tammy Dugan
	Dawna Miller
Cubmaster	Kelly Dahm
Assistant Cubmasters	Bill Curry
	Scott Michaelis
	Joe Powers
Webelos II Den Leaders	Daniel Dugan
	Mark Irvin
	Michael Mercer
Webelos I Den Leaders	Eric Augustin
	Lisa Poland
	Julie Powell
Bear Den Leaders	Duane Holzinger
	Earl Williams
Wolf Den Leaders	James Bursey
	Ben Molitor
	David Ziegler
Tiger Den Leaders	Angela Smith

Advancements, Electives & Achievements

Den Leaders and the Pack will provide advancement opportunities during Den and Pack Meetings. At times parents/guardians will also be required to assist the Scouts with advancement activities and elective completion in order for Scouts to achieve Rank Advancements. Cub Scout Handbooks provide the necessary information for completion of electives and achievements. Parents/guardians may sign off on scout activity as directed by Den Leaders.

Parents are encouraged to work on Electives with Scouts at any time. Electives are a great cure for the "Mom, Dad, I'm bored" times and also make great family activities. Den Leaders will monitor activity toward Rank and order all Awards. Awards will be given at the Monthly Pack Meetings. Parents will be asked to come forward to present Rank advancements to Scouts.

Packmaster software is used by the Pack to keep records on each scout's advancements, awards, and attendance. The Den Leader or a designated den parent will update the software monthly. All information must be entered seven days before the next Pack Meeting presentations. Any changes within three days of the pack meeting must be authorized by the Cubmaster.

Seven days after the Pack Meeting, the Advancement Chair will email individual scout reports to the parents if email is available. Otherwise, the reports will be mailed to the parents. If the parents need to update their scout's report, they should contact their den leader.

Religious Award

Scouts wanting to earn their Religious award will need to meet with the Cubmaster and Advancement Chair to review the book and/or material for the award prior to starting the award. After the work on the award is completed, The Cubmaster will review the material and help submit the paperwork to the provider of the award and then inform the Advancement Chair and Den Leader to update the system.

Belt Loops and Pins

Cub Scouts wanting to complete belt loops and pins outside of den meeting or special pack events, should contact the Advancement Chair and their Den Leader. The Advancement Chair can give the Cub Scout a worksheet of items that need to be accomplished to earn the belt loop and/or pin. Once the Cub Scout finishes the worksheet, he can turn it back into the Advancement Chair who will update the Pack Master System.

Attendance

Den Meetings/Activities

Attendance will be tracked in the Packmaster software for each activity and/or meeting at the den level. It is the den leader's responsibility to enter the information in the system.

Pack Meetings/Activities

A signup sheet will be at each meeting and activity at the pack level. It is the scout's responsibility to sign the list at each event. The Event Chair is responsible for taking the attendance at the pack event. The Advancement Chair will take the attendance at the pack meeting.

Perfect Attendance Award

A scout can earn the Perfect Attendance Award by attending den meetings and pack meetings. Requirements for the award are missing two or less den meetings and only missing one pack meeting. The award period is from den meetings starting in August through the last pack meeting in May or June.

Leader Attendance

Attendance will be tracked with the Packmaster software for each activity and/or committee meetings. The Committee Chair has the responsibility for entering the information in the system.

Camperships and Scholarships

Occasionally, it becomes necessary to provide financial assistance to Scouts to participate in Pack activities, camping, or training. The following guidelines will be used when financial aid is requested:

1. Requests for aid will be directed to the Cubmaster or the Pack Committee Chair. All requests are kept confidential.

2. Requests should be made as soon as the need is realized, but in no event less than two (2) weeks prior to the need

3. Typically, financial assistance will not exceed fifty percent (50%) of the cost of the activity or equipment.

4. Various forms of aid available include camp fees, clothing and equipment, books, registration fees, etc. Cash will not be given directly to the requesting Scout.

The requesting Scout must be an active participant in Pack meetings and Den activities. Active participants are considered to be scouts that participate in at least 50% of den meetings and pack meetings. Evaluations will be based on need, ability to pay, and willingness to partner. The extent of participation in Pack fundraising activities, community events, and attendance are weighed heavily in considering these requests.

Charter Partner

Highland Evangelical United Church of Christ is the Charter organization for Pack 4043 of the Boy Scouts of America.

When we hold meetings on church property, we expect our Scouts to maintain proper behavior at all times. Den leaders may schedule Den meeting times at the Church through prior arrangements with the Charter Representative and/or the Pack Committee Chair.

Code of Conduct

- Always be on time.
- Always wear your uniform with pride.
- Always behave and follow instructions.
- Always follow Akela.
- Always DO YOUR BEST.

Discipline at den meetings will be at the discretion of the den leader in accordance with the following guidelines:

1. Failure to obey a rule will result in a warning, followed by time out or removal from an activity. In cases of harmful or repetitive misbehavior, parents may be called to pick up the Scout.
2. At the Den leader's discretion, parents may be required to attend den functions with their Scout.
3. Den leaders have the right to exclude a Scout from their Den for reasons of conduct. The situation will be reviewed by the Pack Committee and, in extreme cases, and after consultation with the Council, a boy may be dismissed from the Pack for misconduct.
4. Den meetings are for Scouts, their parent and leaders. Other arrangements should be made for siblings during this time.

It is the duty of any uniformed adult leader of Cub Scout Pack 4043 to assist in maintaining order with the Cub Scouts during any Pack function.

Parents are responsible for the conduct of their non-scout children during Pack activities. Parents may be asked to remove disruptive children from these events.

We recognize that as a participant, we, through our actions, represent Pack 4043 and the Boy Scouts of America. We will uphold the standards of conduct expected.

Code of Conduct Program

The program is primarily to promote and recognize the good behavior habits our boys are demonstrating. Once the Scout has demonstrated to the leaders of the Pack outstanding good conduct on five different occasions, the Scout will receive a Cub Master “way to go reward.”

The second purpose is to track issues of poor behavior, like we do with the Whittling Chip card. It is the duty of all the leaders to coach our boys, and in the event of a Scout not abiding by the code, the leader is to tear off a corner of the card. If a boy loses all four corners, the leader will take the card and give it to the Cubmaster for a coaching session with the Scout.

The card is to be carried along with the BSA registration card in the pocket of the field uniform.

Code of Conduct

_ **Always** be on time.

_ **Always** wear your uniform with pride.

_ **Always** behave and follow instructions.

_ **Always** follow Akela.

_ **Always** DO YOUR BEST.

I, _____

Promise to do my best and set a good Scout example for others by doing the following:

1. I will be kind and respectful to others.
2. I will always keep my hands, feet, and all other objects to myself.
3. I will always listen when others are talking, and I will wait my turn.
4. I will work with others as a team.
5. I will be positive "I/you can do it" or "I/we will try."
6. I will always behave and follow Instructions.
7. I will say only nice and respectful things about others.
8. I will use only good language.
9. I will always be honest, and I will always tell the truth.
10. I will show respect for my surroundings, indoors and out, leaving them in as good or better condition than when they were found.

Community Service

Pack 4043 is active in community service. Community service teaches the Scouts about their role in the communities in which they live, and about their obligation to serve others over themselves. Pack 4043 participates in numerous service projects throughout the year, including "Scouting for Food", Veteran Flags and other numerous projects that improve our community and our environment. We do some sort of service or environmental improvement project on most every camping trip.

Cub Scout Safety

The BSA has adopted the following policies for the safety and well-being of its members. These policies are primarily for the protection of its youth members; however, they also serve to protect adult leaders.

Two-deep leadership

Two registered adult leaders, or Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. There are a few instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to training and guidance of the patrol leadership. With the proper training, guidance, and approval by the troop leaders, the patrol can conduct day hikes and service projects. Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight activities—even those including parent and child—require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

No one-on-one contact

One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster’s conference, the meeting is to be conducted in view of other adults and youths.

Separate accommodations

When camping, no youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers. Likewise, youth and adults must shower at different times.

Respect of privacy

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Cameras, imaging, and digital devices

While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

No secret organizations

The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

Hazing prohibited

Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

Bullying prohibited

Verbal, physical, and cyber bullying are prohibited in Scouting. If confronted by threats of violence or other forms of bullying from other youth members, Scouts should seek help from their unit leaders or parents.

Youth leader training

Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that BSA policies are followed.

Constructive discipline

Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

Appropriate attire

Proper clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate in Scouting.

Member responsibilities

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.

Unit responsibilities

The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit's adult leader. Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance. **Any violations of the BSA's Youth Protection policies must immediately be reported to the Scout Executive.** Additionally, please notify the Charter Representative of our pack.

Den Meetings

Den meetings are scheduled at a location and time selected by the Den leaders and will generally occur at least twice per month. Den leaders may schedule den meetings at the church through prior arrangements with the church designee and/or Pack Committee Chair.

The Parent/Guardian of a Tiger Scout MUST attend the meeting with the Tiger Scout to assist with supervision and activities.

Any Wolf, Bear, or Webelos scout dropped off to a meeting requires the parent/guardian to bring the scout to the Den Leader and sign the scout in with a contact number. At the end of the meeting, the parent must come in and sign the scout out.

Meetings begin promptly at the time set by the Den Leaders. Parents will be asked to assist with the supervision of the Scouts during meetings as requested by the Den leaders. Scouts and parents will be asked to assist with set up and clean up of meeting location.

IN THE EVENT THAT SCHOOL IS CANCELLED OR DISMISSED EARLY DUE TO INCLEMENT WEATHER, THE DEN MEETING WILL BE CANCELLED.

Dues

Dens may ask the scout for dues to help with expenses of running the den meetings. Dues can be paid as a lump sum, as a transfer from the Scout's individual account or in monthly payments to the Den Leader. The Den collectively establishes the amount of the dues.

Personal Health and Medical Record Forms

Annually, a parent or guardian of the Scout must recheck the health-history, provide any corrections or changes as needed, and sign the form for the current year attesting to its accuracy. Should the Scout or Scouting adult have experienced a significant medical condition (broken bones, severe sprains, allergic reactions, seizures, internal conditions, notable weight gain, etc.) within the past year, have a physician provide an updated medical form.

Class A and B are required for any Cub Scouting activity outside the normal meeting locations. Class C form must be signed by the Cub Scout's physician for all scouting events more than 72 hours in length.

An appointed Pack 4043 leader (Medical Coordinator) will retain all completed health and medical record form copies for the Pack's records. Copies of the same health and medical forms will accompany the pack leader or den leader on each trip.

If a completed form is not on file with the Pack, the Cub Scout will not be able to attend any scouting event without the presence of their parent and/or legal guardian.

Individual Scout Accounts

The Pack maintains individual accounts for each registered Scout. A share of all money that is raised by the Scout during a Pack fundraiser is credited to his individual account. The money is available to the Scout to pay for any Scouting related activity or scout equipment purchase. Scouts may also make deposits in the account to accumulate funds for coming events.

Should a Scout transfer to another Pack or after crossing to a Troop, this account can be transferred to the new unit upon written request of the Scout and endorsement of the new unit leader.

In the event that the youth leaves Scouting, any money remaining in the account will be transferred to the pack's general fund. If the youth has a sibling in the pack, the funds can be transferred to the sibling's account. As these funds were raised in the name of Scouting, they cannot be given to a departing youth for non-Scout spending.

If a scout has been inactive with their den for three months, the den leaders should try to contact them at least two times. If there is still no contact, the Cubmaster and/or the Committee Chair should try to contact the scout's family. Depending on the outcome, the money will stay in the scout's account or be moved to the pack's general fund.

Membership

Membership is open to anyone who meets the guidelines established by the Boy Scouts of America.

Outdoor/Outings Program

Pack 4043 is an active outdoor unit, operating on the philosophy of "Keep the Outing in Scouting". Additionally, Pack 4043 schedules several other outdoor activities throughout the year.

These outings provide the Scouts with the opportunity to Camp, Hike, Fish, attend sporting events and attend activities with Local Boy Scout Troops.

The camping and outdoor program gives the Scouts the opportunity to experience the outdoors and help prepare for their Scouting career. It also helps to build self-confidence, friendship and SCOUT SPIRIT. The Scouts are encouraged to participate in as many camping opportunities as possible.

Pack Meetings

The Boy Scout of America National Council gives the following as the purpose for a pack meeting:

> *The monthly pack meeting brings together boys from every den, their leaders, and their families, to participate in a large-scale event that serves as a showcase for everything the boys have learned and done in their individual den meetings. The pack meeting gives the boys a larger experience beyond their own den, and helps them to connect their individual activities to the entire Cub Scouting program.*

We hold our pack meetings monthly to recognize Scouts for their advancements and accomplishments during the preceding month and offer various activities. The Pack meetings are a family event that may include snacks. Family members and siblings may be invited to participate in the various activities if possible.

Pack meetings are generally held the first Thursday of the month.

Parent Participation

Since scouting leadership are entirely volunteers, parent participation is essential for a successful Cub Scout Pack. Therefore, at least one parent or responsible adult for each Scout must attend the monthly Pack Meetings. Pack meetings are where the Scout receives the advancement awards for the work he does over the month, and recognition by his parents is as important as by his peers.

Please cooperate fully when called upon by the Pack Leaders, Den Leaders or Committee Members for help. This help may be in the form of leading a Pack even, serving on a committee, helping out at a Den meeting, preparing material for an event or any number of other activities which need to happen to keep the Pack running.

During the upcoming year, at least one parent from each family will be expected to volunteer to help during a Pack or Den event. A volunteer chairman will be assigned to each monthly Pack event and some of the Pack meeting special events (i.e. Pinewood Derby, etc.). Also, from time to time, some of the Pack Committee positions become open due to graduating Scouts. These management level positions also require volunteers.

Some of the Annual Pack activities which require a chairman, for example, are: Pinewood Derby, Family Camp, Blue & Gold Dinner, etc. See the Cubmaster or the Pack Committee Chair for more information on these types of events and what is involved in chairing them.

Duty descriptions for all Committee and Leader positions are available in this handbook.

Parents and families are invited to participate in all Cub Scout Pack and some Den outings. Parents are expected to provide transportation to and from events.

A registered member of the Pack may not serve as the chairman of a Pack activity without the approval of the Pack Committee.

Photographs

Parents should be aware that photos taken during Pack activities may be used on our website. Council policy requires that a signed permission form be on file with the Webmaster before a Scouts picture can be used. Under BSA policy, individuals are not identified by name in the web page photographs.

This information should be updated when registration is updated.

Quarterly Parent Meetings

Quarterly parent meetings will be held with the Den Leaders, Cubmaster, and Pack Committee Chair. These meetings will allow all involved to review progress of the den and help make plans for the next quarter.

Rechartering

Each year in December, our pack performs the annual registration process with the Boys Scouts of America. This process involves confirming each scout or leader in our pack, plus paying the annual registration fee for each member of the pack. This is also the time to subscribe to the Boy's Life magazine. Once the paperwork is turned in to the Council, we will receive membership cards for each member of the pack.

Scouts are responsible for the registration fees and Boy's Life subscription with BSA. The Scout may pay his fees with his scout account.

Tour Permit Policy

Effective March 1, 2011, what are currently known as local and national tour permits will be superseded by what will be called the tour plan. The online tour permit system will be suspended. This update is the accumulation of work by a cross-functional team of volunteers and staff including the Health and Safety Support Committee, Council Solutions, Outdoor Program Group, and Risk Management Advisory Panels.

Here is the definition of the tour plan in the Language of Scouting: "Units complete this form when planning for local, national, or international adventure. The plan helps ensure the unit is properly prepared, that qualified and trained leadership is in place, and that the right equipment is available for the adventure."

The plan is available at this link: http://www.scouting.org/filestore/pdf/680-014_fillable.pdf

What's different?

- The Council is the reviewer of all tour plans; there is no regional review required.
- The tour plan consists of a tour planning worksheet to be completed by the unit/contingent. It is retained by the council and a tour plan is returned to the unit after processing.
- It's on standard 8.5 x 11-inch paper!
- There is a 21-day advance notice requested for units to submit the plan for the Council's review.
- A single point of contact (not on the tour) for council use is included.
- Defined reasons/times when a tour plan must be submitted for council review :
    - Trips of 500 miles or more
    - Trips outside of council borders not to a council-owned property
    - Trips to any national high-adventure base, national Scout jamboree, National Order of the Arrow Conference, or regionally sponsored event
    - When conducting the following activities outside of Council or district events:
      Aquatics Activities (swimming, boating, floating, scuba, etc.)
      Climbing and rappelling
      Orientation flights (process flying plan)
      Shooting sports
      Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
    - At a Council's request
- Updated Pledge of Performance

What is not changed?

- A council can define "local" tour plan review needs in addition to the above.
- The Scout executive still needs to have in place a policy/procedure for tour plans.
- Requirements for qualified supervision, training, insurance, etc., remain unchanged-for example, CPR and Wilderness First Aid requirements for high-adventure camps.

Tour Permit Procedure

1. Please send your request for the tour permit to the Cubmaster and/or Pack Committee Chair with the information about the event and the parents that will be driving any of the scouts.
2. Cubmaster or Pack Committee Chair will create the tour permit and submit it to the Council. It should be sent to Deb Carney and Robert Isringhausen.
3. When the tour permit is returned, please send copies to the person who requested the tour permit, Cubmaster, and Pack Committee Chair.

Training

Training is an important part of the Cub Scout program. There are leadership-training programs for all leadership participants. Youth Protection, New Leaders Essentials, and Hazardous Weather Training is required for all leaders as well as Leader Specific training programs for Cubmaster, Assistant Cubmasters, Den Leaders and Committee members. Youth Protection and Hazardous Weather are offered online and needed to be completed once you take on the role of a leader.

The Boy Scouts of America policy requires that at least two (2) adults at every Pack event must have completed training Youth Protection and Health & Safety. Any camping event requires at least one BALOO trained adult.

Parents are urged to support Pack activities by taking available training classes.

Training for all positions is offered by the council and ALL leaders are highly encouraged to participate. These training classes are offered either online or in the classroom. The council will automatically be updated within a couple of days when you take a online training course. Please make sure you have your BSA ID number when you register for the course.

When you complete a training course you can print out a certificate from a online course or receive a card of completion by the council. Please make a copy of the certificate or card and give the Pack Committee Chair to be entered in the Packmaster Software. This information is required for the Pack to obtain our Quality Unit Award.

Transportation

The logistics of getting Scouts and equipment to and from Pack activities can be a daunting task. Pack parents may be asked occasionally assist with transportation. Generally, the leaders and parents who are participating in the activity can handle this, but there will be occasions where help will be needed.

BSA regulations require that any driver transporting Scouts must have minimum insurance coverage and one seat belt for each Scout being transported, plus the driver. BSA does not, under and circumstances permit Scouts to be transported in the bed of a truck.

Vehicle and insurance registration forms must be on file with the Pack Committee Chair prior to the use of any vehicle transporting scouts.

Uniforms

From the BSA Scouting Manual:

Wearing uniforms has been a method of the Scouting movement from the beginning. Decades of experience show uniforming to have many benefits, including these:

- ***Equality**. The uniform represents a democratic ideal of equality. Boys from various cultures and different economic levels wear the same uniform and cooperate as equals.*
- ***Identification**. The uniform identifies a boy as a member of the Cub Scouts. Badges on the uniform tell other members that he belongs to their den, pack, and council. The uniform itself identifies a good citizen to the entire community.*
- ***Achievement**. The uniform displays badges and other awards so the accomplishments of each Cub Scout can be immediately recognized.*
- ***Commitment**. Wearing a uniform is a constant reminder to each Cub Scout of his commitment to the ideals and purposes of Cub Scouting: duty to God, loyalty to country, and helpfulness to others.*

For these reasons, among others, all parents should emphasize to their Scouts the importance of wearing the correct and complete uniform on all suitable occasions.

Uniform Definitions

Field Uniform – this uniform consists of the BSA approved uniform shirt with slacks, shorts, or jeans, appropriate hat, neckerchief and belt.

Activity Shirt – this consists of the Pack 43 T-shirt with our logo on the front and back of the shirt with slacks, shorts, or jeans.

Wearing the Uniform

From the BSA Scouting Manual:

In general, every Cub Scout should wear his uniform to all Cub Scouting activities, including den and pack meetings, unit outings, and any activities done with members of the den or pack. When playing sports, going to camp, or participating in other physical activities, our pack may opt to have the Cub Scouts wear an alternate the "Activity Shirt." Pack leaders should provide advance notice of any occasion when the boys should wear anything other than the complete uniform.

The field uniforms are required for any scout or leader participating in a flag ceremony.

Here are some tips for wearing the uniform:

- ***DO** keep the uniform clean and in good repair. The official uniform is a sturdy, machine-washable garment that will last for years with proper care.*
- ***DO** be sure to wear the complete uniform. A Cub Scout wearing a uniform with parts missing is not in uniform.*

- ***DO NOT*** *wear non-BSA badges, awards, or insignia on the Cub Scout uniform or make any alterations to the uniform or insignia.*
- ***DO NOT*** *mix uniform parts with non-uniform clothing, such as wearing a uniform cap with other clothin. The uniform should be treated as a unit—worn in its entirety, or not at all.*

Any time you are uncertain about uniform regulations, ask the den leader for guidance*.*

Uniform Inspections

We perform uniform inspections once a year in November. The form on the next page explains what will be graded for each scout or leader. If a score of 90% or above, the scout will receive a inspection patch. If a score of 100%, the scout will receive a 100% inspection pin.

Unannounced inspections may be performed during the scouting year by the Pack Committee Chair and/or the Cubmaster. These inspections will be performed at Den meetings.

Highland Pack 43

TIGER CUB, CUB SCOUT, AND WEBELOS SCOUT
UNIFORM INSPECTION SHEET

_____ 20 pts.	**General Appearance.** Allow 4 points for each: good posture, clean face and hands, hair combed, neatly dressed, clean fingernails.
_____ 5 pts.	**Cap.** Pack hat OR Tiger Cub cap, Cub Scout Wolf cap, Cub Scout Bear cap, or Webelos cap, according to den.
_____ 5 pts.	**Neckerchief and Slide**. Triangular. Orange with blue border for Tiger Cubs. Gold with blue border for Cub Scouts working in Wolf book. Light blue with dark blue border for Cub Scouts working in Bear book. Plaid for Webelos Scouts. Each is secured by a slide for that rank or a scout made slide.
_____ 15 pts.	**Shirt.** Official long- or short-sleeve, blue for Tiger Cubs or Cub Scouts and either blue or tan (optional) for Webelos Scouts. If tan shirt is worn, wear blue shoulder loops on epaulets.
_____ 5 pts.	**Belt.** Official blue web belt adjusted to proper length (1/2" to and 1" extending out past the buckle) with Tiger Cub, Cub Scout, or Webelos insignia on buckle.
_____ 15 pts.	**Pants/Shorts.** Clean, well fitted pants or shorts with belt loops for a belt. No patches or holes.
_____ 5 pts.	**Socks.** Dark socks with long pants or white socks with shorts.
_____ 5 pts.	**Shoes.** Neat and clean.
_____ 5 pts.	**Registration.** Current membership card or temporary certificate on person.
_____ 20 pts	**Insignia.** Correct placement: left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points.
_____	**UNIFORM INSPECTION SCORE**

OUR PACK INSPECTION WILL BE HELD ON

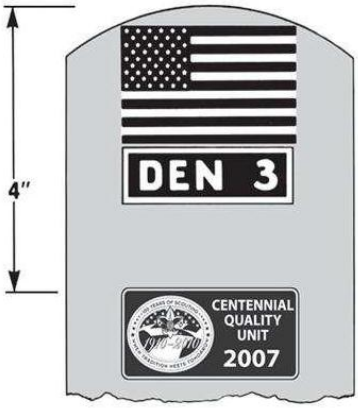
_____

BRING THIS FORM WITH YOU

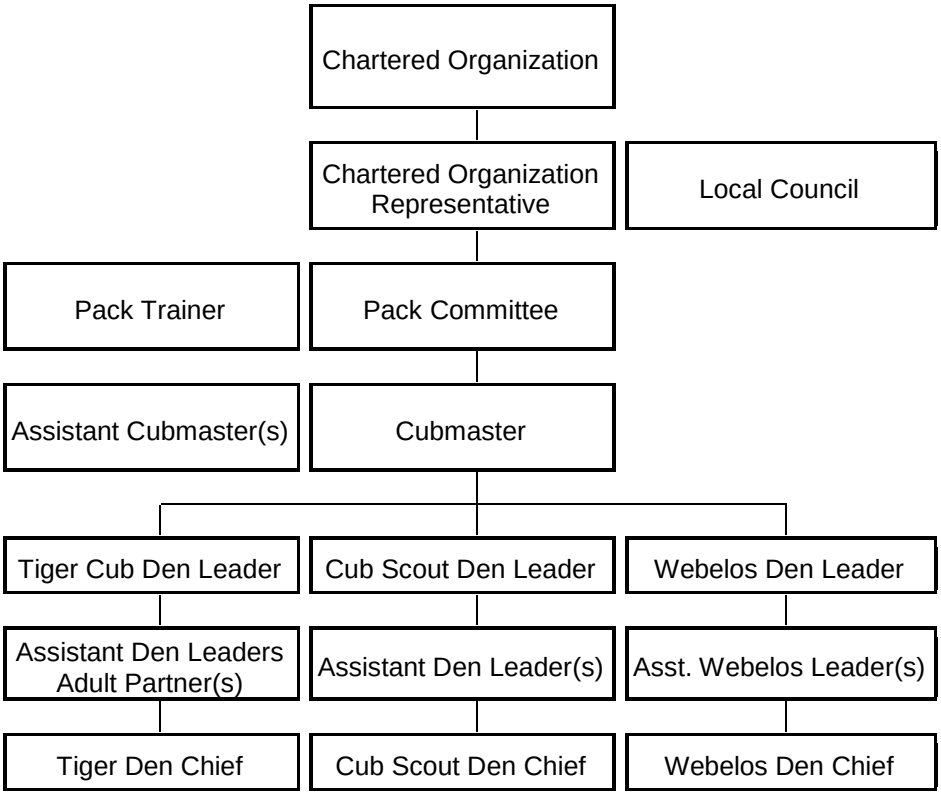
Name_____

Highland Pack 43 Den Number _____

Inspection Date _____



Pack Organization Chart



Charter Representative

The Charter Organization Representative is the head of the Charter Organizations "Scouting Department". The representative is appointed by and serves at the satisfaction of the chief executive of the Charter Organization.

Duties:

- Is a member of the charter organization.
- Maintain a close liaison with the Committee Chair and the Cubmaster.
- Helps recruit other adult leaders.
- Become trained for the position, to include Pack Committee Training.
- Serves as a liaison between the Pack and the Charter Organization.
- Assists with unit re-chartering.
- Encourages service to the organization.
- Ensure pack representation at monthly district Roundtable.
- Is an active and involved member of the district committee.
- Provides meeting place for pack meetings and storage of pack equipment.
- Approves all adult leaders applications.
- Reports to Pack Committee as needed.

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 approved 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.

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.

Any registered trained leader is a voting member of the pack committee.

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 Master Software 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 Master Software.
- 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.
- Produce the Monthly Newsletter and send it out the Pack, with help from the Committee Chair, Cubmaster, and Den Leaders.

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 Ledger Software. 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.

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.

ScoutParent Coordinator

- Assign parents to help with at least one specific task, assignment, or project annually
- Provide an orientation for all parents about how the unit works and the benefits to their family
- Keep parents updated on the unit's program and their child's involvement

Cubmaster

Everything the Cubmaster does is aimed at helping the individual boy. Securing strong leaders, planning den and pack activities, advising other leaders and adult family members—these are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the pack is offered. The Cubmaster directly influences the lives of individual boys by keeping in mind that boys can become better through Cub Scouting.

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. Does not need to be an expert in all Cub Scout activities but should be a leader who is able to communicate well with adults as well as boys. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Should believe in the values and purposes of Cub Scouting. Preferably a member of the chartered organization. Selected and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

Responsibilities: The Cubmaster's responsibilities are to

- Conduct a pack program according to the policies of the BSA.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders.
- Help the pack committee with a year-round recruitment plan for recruiting boys into Tiger Cubs, Cub Scouting, and Webelos Scouting.
- Know about and use the appropriate and available literature, including *Boys' Life* and *Scouting* magazines, *Cub Scout Program Helps,* and the *Webelos Leader Guide.*
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize Webelos dens and encourage graduation into a Boy Scout troop.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
- See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.

- Conduct an impressive graduation ceremony for Tiger Cubs.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Help plan and conduct impressive Webelos graduation ceremonies involving parents and guardians, the Scoutmaster, the Webelos den chief, the Webelos den leader, and the troop junior leaders.
- Conduct impressive Arrow of Light Award ceremonies.
- Encourage high advancement standards for all Cub Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

Assistant Cubmaster

Every pack should have at least one assistant Cubmaster. In most packs, two or three will be helpful, allowing, the Cubmaster to divide responsibilities.

Qualifications:
If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 18 years of age, has good moral character, and is interested in working with boys. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.

Responsibilities:
An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to

- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
- Participate in pack meetings.
- Supervise den chiefs and see that they are trained.
- Conduct the monthly den chief planning meeting for all den leaders, assistant den leaders, and den chiefs to plan and coordinate weekly den meetings and pack meeting participation.
- Work with neighborhood troops that supply den chiefs and into which Webelos Scouts may graduate.
- Help inform pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with the pack committee to develop and promote an ongoing plan for recruiting new boys.
- Work with the Cubmaster and pack committee on pack re-registration.
- Help with pack activities, such as dinners, derbies, bike safety workshops, service projects, etc.
- Work with the pack committee on outings to see that the pack and dens qualify for the National Summertime Pack Award.
- Participate in the annual pack program planning conference and pack leaders' meetings.
- Promote the religious emblems program.
- Support the policies of the BSA.

Cub Scout Den Leaders

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. Should be interested in and enjoy working with boys and be able to work with adults. May be a parent or guardian of a boy in the den. Recommended by the Cubmaster after consultation with parents and guardians of the Cub Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of the BSA.

Responsibilities: The Cub Scout den leader's responsibilities are to

- Give leadership in carrying out the pack program in the den.
- Complete Cub Scout den leader Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
- Lead the den in its participation at pack meetings. Serve as den host or hostess for den family members at pack meetings.
- Work in harmony with other den and pack leaders.
- Help the Cubmaster (or assistant Cubmaster) and pack committee recruit new boys throughout the year.
- Help train the den chief and guide him in working with Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Attend the monthly den chief planning meeting for den leaders, assistant den leaders, and den chiefs.
- With the assistant den leader, meet with the den chief and let him help plan den meetings and den activities; allow him to serve as den activities assistant.
- Provide meaningful jobs for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts.
- Use *Boys' Life* and *Scouting* magazines, *Cub Scout Program Helps,* the boys' handbooks, and other Cub Scouting literature as sources for program ideas.
- Collect weekly den dues and turn them in to the pack treasurer at the monthly pack leaders' meetings. Keep accurate records of den dues and attendance.
- Maintain a friendly relationship with Cub Scouts; encourage them to earn advancement awards. Keep accurate advancement records and see that boys receive recognition for their achievements.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting.
- Promote the religious emblems program.
- Help the den and pack earn the National Summertime Pack Award.
- Help establish a close working relationship with the assistant den leader and den chief, functioning as a den leadership team.
- Develop and maintain a good working relationship and open communication with den families. Use their talents to help enrich the den program. Hold den adults' meetings as often as needed to get acquainted with family members and strengthen den operation.
- Involve den fathers, uncles, and grandfathers in outings and other den activities so that boys will have additional male role models.
- See that a leader is available for all den meetings and activities. Call on the assistant den leader to fill in when necessary.

- Take part in the annual pack program planning conference and pack leaders' meetings.
- Help set a good example for the boys through behavior, attitude, and proper uniforming.
- Support the policies of the BSA.

Filling Pack Positions

The Pack Committee Chair, during February, will ask each pack committee member if they would like to continue their position for another year or step down at the end of the current year. If any member decides to step down, that position will be announced at the February Pack Committee meeting. In March, the parents will be informed and invited to the March Pack Committee meeting to determine if anyone would like to fill the open position. Every effort will be made at the April Pack Committee meeting to fill open positions. If more than one person is seeking the same position, a ballot vote will be taken by those Pack Committee Members in attendance. All positions follow a year of service from June 1st through May 31st.

Pack and Den Finances

Den Finances

Dens may receive funds by fundraising events, dues collected from the scouts, and donations made by scouts and/or parents in the den. The Treasurer will handle transactions for the den and track the den finances and report the account balance at each Pack Committee meeting. Anyone making purchases on behalf of the Den needs to inform the Den Leaders and the Treasurer before the purchase is made. Money to be deposited and expenses must be reported to the Treasurer within 48 hours of the transaction. The Den usually purchases the following for scouts:

- Neckerchiefs and Books for the Scouts, except for a new Tiger Den.
- Den Level Activity Patches and/or Recognitions
- Religious Awards
- Den Activities

Pack Finances

The Treasurer, Committee Chair, Cubmaster, and Secretary are authorized to make purchases on behalf of the Pack up to a maximum of $25, outside of the budgeted expenses. All other expenses must be approved by the Pack Committee. All receipts must be turned in to the Treasurer within 48 hours after the purchase. The Pack usually purchases the following for scouts:

- Rank Advancements
- Belt Loop and Pin Awards
- Inspection Awards
- Neckerchiefs and Books for new Tiger Scouts
- Quality Unit Awards
- Pack Level Activity Patches and/or Recognitions
- Religious Knots

Any expense not on the budget needs to be approved by the Pack Committee. Any money received by anyone in the Pack must be turned into the Treasurer within 48 hours.

The Pack will have one checking account with the names of the Treasurer and the Committee Chair on the account.

Treasurer reports will be distributed to the committee members at least a three days before the Pack Committee meeting.

Accounts have been created for each den, checking accounts, scout accounts, and store accounts at the Scout Office and A and R Paints. Other accounts may be created to track special monies as authorized by the Pack Committee.

Fundraisers

Fund raising is an important part of a Scout's support of his Pack and Council. Through the fund raising efforts of the Scouts, the Pack is able to provide a quality program, including needed equipment for camping, travel opportunities, and insurance for every member of the Pack.

It is expected that each Scout will participate in the majority of fund raising activities to support his fair share of Pack operations. Fundraising activities will be provided for scouts to earn money for their individual scout accounts that may be used to pay dues, cover the cost of uniforms, books, activities and scout related programs. (See Individual Scout Accounts)

The Pack has three opportunities each year for fundraising: Popcorn Sales, Pancake Breakfast, and Candy Bar Sales. These fundraising event profits will be split between the Pack, Den, and Scouts. This distribution will be decided by the Pack Committee before the event.

Other fundraising events may be authorized by the Pack Committee.

Event Deposits

At the end of the event, the cash box should be counted by both the Event Chairperson and a unrelated Parent Helper. Once the amount of cash/checks on-hand is agreed upon, the amount of cash/checks to be deposited is documented on a Cash/Check Count Form and signed by the Event Chairperson and Parent Helper. The Event Coordinator deposits the cash/checks (along with a bank deposit slip previously supplied by the Treasurer or other Committee member) into the bank's drop box within 48 hours of the event. The Cash/Check Count Form should be routed directly to the Treasurer by the Parent Helper. The Treasurer will then be able to match the deposit, per the bank statement, with the Cash/Check Count Form to ensure all cash was deposited. See page 32 for an example of the Cash/Check Count Form.

Regular Deposits

As money is received by the Pack, the Treasurer and a unrelated Parent Helper or Committee Member should count the money/checks received. Once the amount is agreed upon, the amount should be documented on the Cash/Check Count Form and signed both the Treasurer and helper. The Treasurer will make the deposit at the bank and record the deposit in the PackLedger system.

Disbursements

All disbursements require the Disbursement Form (see page 33 for an example) to be filled out and forwarded to the Treasurer. If the disbursement requires funds from the accounts at the council store, A & R Paints store or pack monies; it must be turned in within 48 hours of the purchase. A check will not be issued until the Treasurer receives the Disbursement Form. If the disbursement is for a den or scout related purchase, the den or scout will be reimbursed within 48 hours. If the disbursement is for a pack expense, it will be added to a list of invoices to be paid at the next Pack Committee Meeting. All the invoices will be approved at the committee meeting and checks will be written within 24 hours of approval. The Treasurer will record all disbursements in the PackLedger system.

Budget/Audit

A budget will be created on a annual basis by a Budget Committee. The Budget Committee will consist of the Committee Chair, Cubmaster, Parent Helper, and the Treasurer. If any of these committee positions are being changed for the new year, the new members will also be part of the committee. Once a budget has been agreed upon by the Budget Committee, it will be presented to the Pack Committee for final approval.

The scouting fiscal year starts in September and ends in August the following year. Budget needs to be approved by the Pack Committee in the month of July. It is suggested that the Budget Committee meet in April, May, or June and present the budget to the Pack Committee at the July's Annual Pack Planning meeting.

A basic audit will be performed at the first budget meeting. The Treasurer should bring the paper work for the past year to review receipts and disbursements recorded in the PackLedger system. A copy of the transaction ledger and financial statements should be sent to the Budget Committee at least a week before the first meeting.

Highland Cub Scout Pack 43

Cash/Check Count Form

Currency	Number	Dollar Amount
$100		
$50		
$20		
$10		
$5		
$1		
TOTAL:		

Coins	Number	Dollar Amount
$0.50		
$0.25		
$0.10		
$0.05		
$0.01		
TOTAL:		

Total Cash to be Deposited _____

Check Number	Name	Amount
	Total from back of form	

Total Checks to be Deposited _____

TOTAL DEPOSIT _____

_____ _____

Parent Helper Signature Date

_____ _____

Event Chairperson Signature Date

Highland Cub Scout Pack 43

Disbursement Form

Date: _____

Payable To: _____

Amount: _____

Reason for Disbursement: _____

_____

_____

Type of Expense

Pack ___

Den Number ___

Scout Name _____

_____ _____

Signature Date:

NOTE: Please staple receipts to the top left hand corner of this form

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Treasurer's Use Only

Account	Notes	Amount

Check Date _____

Check Number _____