



**PACK 145**

**Handbook and  
Policy Manual**

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# Handbook and Policy Manual

The information listed below is the first draft (July 2007) of the *Pack 145 Handbook and Policy Manual*. The information has been arranged in alphabetical order by topic for ease of use.

The manual was prepared to inform Scouts and their parents/guardians about the policies and operations of the Pack. Although every attempt was made to be complete in the preparation of this manual, some things may have inadvertently been overlooked. If after reviewing the manual there is something that you do not understand, please ask!

The Pack Committee reserves the right to occasionally add, delete or modify items in this manual.

## **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 Monthly Pack Meetings. Parents will be asked to come forward to present Rank advancements to Scouts.

## **Charter Partner**

Pack 145 is chartered by the Boy Scouts of America through the Creekside United Methodist Church. The executive officer and Charter Representative is Pastor Jude Urso.

At times meetings may be held on Church property and Scouts should maintain proper behavior at all times. Den leaders may schedule Den meeting times at the Church through prior arrangements with the Charter Representative.

## Community Service

Pack 145 is active in community service. Community service teaches the Scouts about their role in the community's in which they live, and about their obligation to sever others over themselves. Pack 145 participates in numerous service projects throughout the year, including "Scouting for Food" along with numerous other clean-up, pick-up, straighten-up and building projects that improve our community and our environment. We do some sort of service or environmental improvement project on most every camping trip.

## Camperships and Scholarships

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

1. Requests for aid should be directed to the Cubmaster or the Pack Committee Chair. All requests will be 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. Aid can be given in various forms: camp fees, clothing and equipment, books, registration fees, etc. No cash will be given directly to the requesting Scout or Scouter.
5. To be considered, the requesting Scout or Scouter must be an active participant in Pack meetings and Den activities. **Participation in Pack fundraising activities will be weighed heavily in considering these requests.**

## Den Meetings

Den meetings will be scheduled at a location and time selected by the Den leaders and will generally occur at the rate of twice per month.

A Parent/Guardian of Tiger Scouts **MUST** attend the meeting with the Tiger Scout to assist with supervision and activities.

Meetings begin promptly at the time set by the Den Leader. Parents are asked to assist with the supervision of the Scouts during meetings as requested by the Den Leaders.

Scouts and parents may 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 IS ALSO CANCELLED.**

## **Dues**

Each Scout in Pack 145 must pay dues annually. 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 Pack Committee establishes the amount of the annual dues.

**Dues must be current for a Scout to receive advancement or recognition awards at a Pack Meeting.**

## **Fund Raisers**

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, annual registration, and insurance for every member of the Pack.

Some part of our fund raising also goes to support Penn's Woods Council. The Council provides professional Scouting services and awards, maintains and operations two Council camps - Seph Mack at Yellow Creek and Anderson near Tyrone - two primitive camps - Camp Joseph along the Forbes Trail and a camp on Raystown Lake. Additionally, the Council develops and operates the training and service programs that make the Scouting experience more meaningful for the Scouts.

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)

Scouts who do not participate in the fundraisers, yet consistently participate in Pack activities may be subject to an assessment of fees over the and above the usual Dues to pay for Pack operations.

## **Health Forms**

Health forms are needed to participate in certain activities such as Cub Scout Residence Camp. A current health form should be on file with the Activity/Outings Committee prior to attending the event. It should be annually updated. The Scout or parent should notify the Activity/Outings Committee of any health information that would materially change the Scout's health record.

## **Individual Scout Accounts**

The Pack maintains individual accounts for each registered Scout and Scouter. 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 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 general Pack account. As these funds were raised in the name of Scouting, they cannot be given to a departing youth for non-Scout spending.

## **Membership**

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

## **Outdoor/Outings Program**

Pack 145 is an active outdoor unit, operating on the philosophy of "Keep the Outing in Scouting". The Pack annually attends the Penn's Woods Council Cub/Webelo's Scout Summer Resident Camp at Camp Seph Mack. Additionally, Pack 145 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 Pack usually attends Scout night with the Altoona Curve and offers Webelo's scouts the opportunity to attend Fall & Spring Camporee as well as the Klondike Derby with sponsoring 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.

Fees for outings must be paid prior to departure. Fees may be paid in cash, by check or by authorized withdrawal from the Scouts account. Refunds can only be made before funds are spent (i.e. food is purchased, registration paid, etc.).

## Pack Committee

The Pack Committee is an integral part of the Pack organization. The Pack Committee is comprised of the parents of Pack members and advisors appointed by the Charter Partner. It is the role of the Pack Committee to support Pack activities and the leadership of the Pack, to establish policies for Pack operation to review proposed Pack activities and to identify and enroll new leadership as required.

The Committee offices require a Chairman, Treasurer, Secretary and Advancement chair, with many other positions, which could be filled. Decisions of the Committee are based on a simple majority of members in attendance. The more parental participation there is in the Committee, the better the Pack functions; the better the Pack functions, the better the experience for all of our Scouts. **The Pack Committee meets the fourth Thursday each month.**

## Pack Meetings

Pack Meetings are held 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 or covered dish dinner. Family members and siblings may be invited to take place in the various activities if possible.

Generally, the Pack will provide the main course and breads and drinks for each covered dish dinner.

**Each family should provide their own table service (i.e. plates, cups and flatware) for covered dish dinners.**

The Pack may collect a nominal fee from each person in attendance to defray expenses.

**Pack meetings are generally held the third Thursday of the month.**

## 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 nor are activities identified by location in the web page photographs.

## Rechartering

Pack 145 recharters with the BSA in December of each year. When a Scout or Scouter first registers with the Pack, the cost is the responsibility of the Scout or Scouter. After the first year, all costs of rechartering, including registration, and insurance, are paid by the Pack from dues and fundraisers.

## Training

Training is an important part of the Cub Scout program. There are leadership-training programs for all leadership participants. Youth Protection and New Leaders Essentials Training is required for all leaders as well as Leader Specific training programs for Cubmaster, Assistant Cubmasters, Den Leaders and Committee members.

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. Both of these training sessions are approximately 90 minutes in length. Parents are urged to support Pack activities by taking available training classes.

Training for all positions will be offered annually and ALL leaders are highly encouraged to participate

## 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 are available through the Pack Committee.

## Uniforming

Pack 145 is a partial uniform unit.

All Scouts and Scouters (leaders) are highly encouraged to have a Class "A" Shirt, appropriate hat, neckerchief and Belt available for Pack meetings/activities, Den meetings, Residence Camp or any other activity where a uniform is appropriate or required

Sweatpants and sweat suit pants are not acceptable with a Class "A" uniform shirt.

For Pack meetings, a Class "A" uniform shirt with slacks, shorts or jeans is acceptable.

Pack 145 Class "A" uniform consists of a shirt, appropriate hat, neckerchief and Belt as licensed by the BSA. Uniforms are available through the Scout catalog, the Scouting Service Center and other Scout Shops in the Council.

Only BSA approved badges and insignia may be worn on a Class "A" uniform. Proper placement of badges and awards can be found inside the front and back covers of the Scout Handbooks or in the BSA Uniform Guide, available from the Den Leaders.

### ***Class "B" Uniforms and Clothing***

Class "B" uniforms are any shirts, other than a Class "A" shirt, with the Pack 145 logo on the front and "Do Your Best" logo on the back.

**Class "B" uniforms are appropriate for any scouting or Pack activity where a Class "A" uniform is not required.** Den Leaders will advise when Class "B" uniforms are to be worn.

The Pack will provide a class "B" shirt to all registered Scouts and Scouters from Pack Funds. Up to two (2) Class "B" uniforms will be provided for scouts throughout their membership, although not more than one (1) per year will be provided

Additional Class "B" shirts may be purchased at cost. Pack clothing is also appropriate for any casual activity, whether Scouting or not.

OFFICIAL PLACEMENT OF INSIGNIA  
**CUB SCOUT AND WEBELOS SCOUT  
 UNIFORM INSPECTION SHEET**

SHOULDER SEAM



CUB SCOUT  
 OR WEBELOS SCOUT  
 RIGHT SLEEVE



WEBELOS SCOUT  
 RIGHT SLEEVE



LEFT SLEEVE



CUB SCOUT  
 LEFT POCKET



CUB SCOUT  
 RIGHT POCKET

Conduct uniform inspections with common sense; the basic rule is neatness.

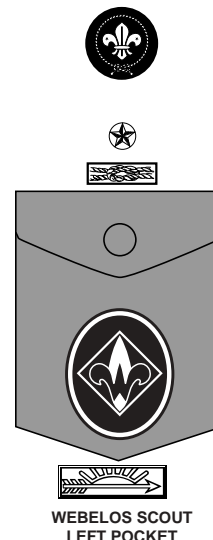
**Right Sleeve.** Wear U.S. flag, den numeral, and Quality Unit Award (if earned) as shown. Webelos Scouts may wear den emblem instead of den numeral. Only the most recently earned Quality Unit Award may be worn. If the pack elects, Webelos Scouts may wear the Webelos colors. Wear the Webelos colors immediately below and touching the U.S. flag if no den numeral is worn. If den numeral is worn, wear colors below and touching numeral. Wear activity badges on the colors if this option is elected.

**Left Sleeve.** Wear council patch and pack numeral as shown. The veteran unit insignia bar (25, 50, 55, or 60 years) is worn centered below the council patch and above the numeral, and touches both. Denner cord or assistant denner cord is worn over left shoulder.

**Left Pocket.** Cub Scouts wear badges of rank as shown: Tiger Cub, Bobcat, Wolf, and Bear. Gold Arrow Points are worn beneath the pocket and below the badge for which they were earned. Silver Arrow Points are worn below the Gold Arrow Points in double rows. Webelos Scouts wear *only* current badge of rank (Bobcat, Wolf, Bear, or Webelos badge) centered on pocket. Option: Webelos Scouts who have not earned the Tiger Cub rank may wear all rank badges earned with diamond-shaped Webelos badge. Arrow of Light Award is worn centered below pocket. Wear medals just above pocket seam, and service stars centered just above medals or knots, or 3/8 inch above seam if no medals are worn. Gold background disks are worn with service stars for Cub Scouting service, including Tiger Cub service. Not more than five medals may be worn. Wearing sequence for medals or knots is at the wearer's discretion. The only knots worn by Cub Scouts are the religious emblem knot and a lifesaving or meritorious award knot. The World Crest is worn centered between the left shoulder seam and the top of the left pocket.

**Right Pocket.** Temporary insignia are not necessary in uniform inspection, but if worn, must be centered on the pocket. Progress Toward Ranks (with thong and beads) for Cub Scouts or Compass Points emblem for Webelos Scouts is fastened to button under flap of right pocket and flap rebuttoned. The National Summertime Award is pinned centered on the right pocket flap. The Tiger Cubs BSA strip is worn below the right pocket and above the recruiter strip.

**Olive/Tan Webelos Scout Uniform.** Webelos Scouts electing this option wear blue shoulder loops, Webelos neckerchief, and Webelos cap. Blue (preferred) or olive belt may be worn. Academics and Sports belt loops will fit only on the blue belt. Badge placement is same as for blue uniform.



WEBELOS SCOUT  
 LEFT POCKET



WEBELOS SCOUT  
 LEFT POCKET  
 (OPTIONAL)

**OUR UNIT INSPECTION  
 WILL BE HELD ON**

---

**BRING THIS FORM  
 WITH YOU**

The Scouting Seal Is  
 Your Guarantee of  
 Quality, Excellence,  
 and Performance.



**CUB SCOUT AND WEBELOS SCOUT  
UNIFORM INSPECTION SHEET**

**General Appearance.** Allow 4 points for each: good posture, clean face and hands, hair combed, neatly dressed, clean fingernails.  
20 pts.

**Cap.** Navy blue with gold front panel and Wolf emblem for Cub Scouts; navy blue with light blue front and Webelos emblem for Webelos Scouts. Webelos activity badges are worn on the light blue front panel of the Webelos cap or on the optional Webelos colors, if selected by the pack.  
5 pts.

**Neckerchief and Slide.** Triangular. 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. For a Webelos Scout it is secured by a Webelos slide. For a Cub Scout it is secured by a Cub Scout slide.  
5 pts.

**Shirt.** Official long- or short-sleeve, blue for Cub Scouts and either blue or tan (optional) for Webelos Scouts. If tan shirt is worn, wear blue shoulder loops on epaulets. Wear with either pants or shorts.  
15 pts.

**Belt.** Official blue web belt cut to proper length with Cub Scout or Webelos insignia on buckle. Webelos Scouts wearing optional tan uniform may wear either the blue belt (preferred) and Webelos buckle or olive belt and Webelos buckle. Cub Scout belt loops are worn only on the blue belt.  
5 pts.

**Pants/Shorts.** Official, pressed; no cuffs. Blue for Cub Scouts and either blue (with blue shirt) or olive (with tan shirt) for Webelos Scouts.  
15 pts.

**Socks.** Dark blue official socks with gold tops. Webelos Scouts wearing optional olive/tan uniform wear official Boy Scout olive socks.  
5 pts.

**Shoes.** Leather or canvas, neat and clean.  
5 pts.

**Registration.** Current membership card or temporary certificate on person.  
5 pts.

**Insignia.** Correct placement: left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points.  
20 pts.

For more information about insignia, see *Insignia Guide*, No. 33066A.



CUB SCOUT



WEBELOS SCOUT

UNIFORM POINTS	<input type="checkbox"/>
INSIGNIA POINTS	<input type="checkbox"/>
TOTAL POINTS	<input type="checkbox"/>
<i>PERFECT SCORE 100 POINTS</i>	

**UNIFORM INSPECTION SCORE**

Name \_\_\_\_\_ Pack No. \_\_\_\_\_

#34282B

Den \_\_\_\_\_



34282B  
0-8395-4282-8  
©1997 Boy Scouts of America  
2001 Revision

OVER

Place this insignia diagram beside left shirt pocket to help guide you on proper placement of badges and arrow points.

3/8"





For questions or comments regarding the policies outlined in this handbook, please contact:

Jon Krecota - Cubmaster - 724-357-9633

Ron Binion - Assistant Cubmaster - 724-349-2553

Jim Bertuzzi - Assistant Cubmaster - 724-349-5655

Rob Parsell - Assistant Cubmaster - 724-397-9614

Charter Organization - Creekside United Methodist Church - PO Box 187 - Creekside, PA 15732