

Pack 1 Richmond

Bylaws



Revision History

Name	Date	Brief Description of Changes	Version
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D. Bacon	1/11/18	Draft discussed by Pack Committee	Version 1.0
J. Dugas	3/26/18	Update to voting section	Version 1.1
J. Dugas	11/07/19	Update to Adult Membership, Annual Membership, and Financial Assistance sections	Version 1.2

Approval History

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1.0 **Introduction**

1.1 **Overview**

Cub Scout Pack 1 Richmond (“Pack 1”, “Pack”) of the Boy Scouts of America (BSA) espouses the objectives and the principles of the Boy Scouts, as stated by BSA National Headquarters and Narragansett Council. BSA policies and procedures enhanced by the Cub Scout Leader Book, other BSA-produced manuals and publications, Council, District and Pack initiatives, guide the conduct of all Pack activities.

1.2 **Chartering Organization**

Pack 1 Richmond is chartered by the Richmond-Carolina Volunteer Fire Association.

1.3 **Purpose & Applicability**

The purpose of these bylaws is to assist in the definition of roles and duties of the Pack, Dens, Leaders, Scouts and families. Any perceived conflict between these bylaws and either BSA policy or the Cub Scout Leader Book should be brought to the attention of the Pack 1 Committee Chair or Cubmaster as soon as possible.

If any point of these bylaws is determined to be in violation of BSA policy, state or federal laws or regulations, then the appropriate BSA policy, state or federal law or regulation shall supersede these bylaws.

1.4 **Changes & Amendments**

These bylaws can be amended by a simple majority vote of the Pack Committee at a Committee meeting with notice given 30 days prior to the vote. Changes become effective immediately upon their approval.

2.0 **Leadership**

2.1 **Youth Protection Training**

Youth Protection Training (YPT) is the mainstay of Scouting’s barriers to abuse. BSA’s policy prohibits one-on-one contact between adults and youth, so two-deep leadership is required at all times. At no time, is any Scout to be left alone with a single Adult Leader who is not that Scout’s parent or adult guardian. For purposes of this section, the term “Scout” means a Lion, Tiger, Cub Scout, Webelos Scout or Boy Scout. All Pack 1 Leaders are required to complete YPT upon registration and must renew the training every 2 years. YPT must be kept current with no lapses as a condition of maintaining a position of leadership.

In keeping with the principles of “two deep leadership” in the digital age, one-on-one communication with youth members through any electronic medium (including text, email, or message boards) is prohibited. All such communications must include at least one adult leader and the Scout’s adult partner. This protection also applies to any digital communication with Den Chiefs.

2.2 **Pack Committee Leaders**

Pack 1 is under the supervision of its Pack Committee. By handling administrative and support tasks, the Pack Committee allows the Cubmaster, Den Leaders, and their assistants to focus on working directly with the Cub Scouts. Pack 1’s committee includes the following positions:

2.2.a **Committee Chair**

The Committee Chair leads the Pack Committee and is responsible for the administration, oversight, and support of the Pack program. The Committee Chair is also a member of the Pack’s Key 3, along with the Cubmaster and Chartered Organization Rep.

2.2.b **Activities Chair**

The Activities Chair helps the Pack organize and coordinate large Pack events and outings.

2.2.c **Advancement Chair**

The Advancement Chair oversees and administers the Pack’s advancement and recognition program.

2.2.d **Fundraising Chair**

The Fundraising Chair develops and manages the Pack’s money earning projects.

2.2.e **Membership Chair**

The Membership Chair builds and leads the Pack’s plan for year-round membership growth.

2.2.f **Outdoors Chair**

The Outdoors Chair plans and leads outdoor activities to help Scouts develop a love for the outdoors.

2.2.g Public Relations Chair

The Public Relations or PR Chair promotes the Pack and its activities through traditional and social media outlets.

2.2.h Pack Secretary

The Pack Secretary maintains Pack records on membership, leadership, attendance, and advancement.

2.2.i Pack Treasurer

The Pack Treasurer manages the Pack's finances and ensures its financial health.

2.2.j Training Chair

The Training Chair ensures Leaders complete required training and offers supplemental training.

2.3 Program Leaders

Pack 1's program is delivered by several Adult Leaders who have direct contact with the Cub Scouts and their families. These positions include:

2.3.a Cubmaster

The Cubmaster is responsible for planning and executing the annual Pack program. The Cubmaster leads the monthly Pack Meeting and major events such as Pinewood Derby, Blue & Gold and Crossover. The Cubmaster also supports the Den Leaders and Youth Leaders. The Cubmaster is a member of the Pack's Key 3, along with the Committee Chair and Chartered Organization Rep.

2.3.b Assistant Cubmaster

The Assistant Cubmaster assists the Cubmaster and shares responsibilities and duties as needed. In the event of the Cubmaster's absence, an Assistant Cubmaster will lead the monthly Pack Meeting or other event. Pack 1 will have at least one Assistant Cubmaster, but additional Assistant Cubmasters are encouraged and beneficial for smoother program execution.

2.3.c Den Leader and Assistant Den Leader

Working together, the Den Leaders and Assistant Den Leaders work with Cub Scouts and their adult partners to execute the Pack program in the Den. Each Den is required to have a Den Leader and will have at least one Assistant Den Leader. The Pack may limit the size of Dens and will add Dens as needed to best deliver the Pack program.

2.3.d Family Members

Pack 1 welcomes and expects family participation in Pack and Den activities. An adult partner does not need to be a registered volunteer to assist and support the Pack or Den, however YPT may be required based upon the level of contact they might have with Scouts. The Pack may limit select events to just the Scout and an adult partner at its discretion.

2.4 Chartered Organization Leaders

Pack 1's Chartered Organization Representative (COR) is a member of its Chartered Organization (CO) appointed to serve as a direct contact between the Pack and the CO. Pack 1's COR has ultimate responsibility to ensure that the Pack delivers a quality Cub Scouting program but has delegated authority for daily Pack decisions to the Pack Committee. This authority is subject to change at the request of the COR. The COR is also a member of the Pack's Key 3, along with the Committee Chair and Cubmaster.

2.5 Youth Leaders

Pack 1 will work with local Boy Scouts Troops to identify a Boy Scout to serve as Den Chief for Dens at the Wolf rank and higher. The Den Chief assists the Den Leaders at Den meetings and serves as both a liaison and example of Boy Scouting for the Cub Scouts. Den Chiefs are welcome at all Pack events and outings.

2.6 Ad-Hoc Positions

Additional non-registered volunteer positions exist to help run the Pack but are not vital to the Pack's ability to re-charter. Examples include Friends of Scouting Chair, Swamp Yankee Days Chair, Blue & Gold Chair, Pine Wood Derby Crew Chief, Pine Wood Derby Concessions Lead, and Webmaster.

2.7 Term of Office

All registered Leaders are nominated by a simple majority vote of the Pack Committee and approved by the COR. Due to the complex nature of the tasks involved with each position, potential Leaders must commit to fulfilling the required duties for at least 1 year to be considered for a position. Certain positions

(Committee Chair, Cubmaster, Den Leader) require stability over a longer period of time. For these positions, Pack 1 requests a 3 year minimum commitment.

Leaders are encouraged to remain in their position as long as they are willing and able to fulfill their duties, but they must re-charter annually to maintain their position. If a conflict arises during a Leader's term that prohibits him/her from fulfilling the required duties, the Leader should report this to the Committee Chair and/or Cubmaster immediately so that a replacement can be found. When possible, the Pack expects the outgoing Leader to assist in training their replacement.

2.8 Training Requirements

Pack 1 requires its registered Leaders to be "fully trained" for their position. Minimum training consists of YPT and either live or online version of position specific training. New Leaders are expected to complete their training within 90 days of beginning their position. The Pack Trainer will coordinate training for new Leaders and will assist them in attaining this standard.

Numerous supplemental training opportunities exist for all leadership positions. Pack 1 encourages Leaders to seek out additional training to aid in their continued development. The Pack Trainer will communicate such opportunities as they are available.

3.0 Pack Committee

3.1 Membership Composition

Pack 1's Committee will consist of no more than 10 registered members in the positions detailed in section 2.2. The Cubmaster and Assistant Cubmaster(s) serve as advisors but have no voting authority. Den Leaders are encouraged to attend meetings to streamline communication within the Pack and are considered members-at-large.

3.2 Meetings

Pack 1's Committee will meet at least 6 times per program year for general business. The Committee may also meet to complete specific business. Examples include annual program planning (May), leader planning workshop (August), Swamp Yankee Days planning (October), Blue & Gold planning (February). If needed, an emergency meeting can be called by the Committee Chair.

3.2.a Transparency

Pack 1 will maintain transparency in managing Pack business and thus any member of the Pack is welcome to attend. Meeting minutes capturing a summary of all discussion and agreements will be completed by the Pack Secretary and will be forwarded to Leaders within 10 days of the meeting.

3.2.b Meeting Conduct

Pack 1's Committee Meetings will be guided by 'Robert's Rules of Order'. The Committee Chair serves as presiding officer and is responsible for moving the meeting along. In the event that the Committee Chair is unable to attend, the Pack Secretary may act as temporary Chair.

Major Pack decisions and policies are adopted by motion of a Committee Member, appropriately seconded and voted upon by the Committee. No motion shall pass without affirmation by a majority of the Committee Members present at a meeting.

3.2.c Quorum

The conduct of business at Committee Meetings requires an attendance quorum of at least 50% of voting members and must include a member of the Key 3 and the Cubmaster or his/her designee. If a quorum is not present, the meeting may be held, but votes shall not be taken.

3.3 Voting Procedure

All Committee Members in good standing, as defined in Section 3.4, shall be eligible to vote on all matters brought before the Committee. The method of voting at meetings shall be "voice voting" as defined by Robert's Rules of Order. Members duly elected but shadowing Committee Members are considered "Members Elect". In the event a current Committee Member is unable to attend, the Member Elect for that position may cast a proxy vote on their behalf. The Committee Chair may only cast a deciding vote (to break a tie). Attending advisory members, members-at-large, and Committee Members not in good standing may participate in discussion but not vote.

If a vote is needed on an issue in between meetings, the Committee Chair may call an email vote. The Committee Chair will send an email to all Committee Members in good standing asking for a vote on an issue, the Committee Members will then have an allotted timeframe to vote on the motion. The Cubmaster and Assistant Cubmasters will be Carbon Copied (CC) on all email votes.

Since voice voting cannot be conducted through email, the email vote shall be conducted the same as doing a "roll call" vote as defined by Robert's Rules of Order. The Committee Chair will record the email vote of each committee member, if a committee member does not respond to the email vote within the allotted time, the chair will record the member as not voting (NV). If the email vote does not meet quorum (50% percent) by the allotted time, the vote will automatically fail. The Committee Chair will post the results of the email vote to the Pack Committee and the Pack Secretary will record the vote in the records.

3.4 Member Standing

3.4.a Member in Good Standing

To be considered a member in good standing, a Committee Member must:

- Act solely for the benefit of Pack 1 without conflict of interest
- Maintain Adult Leader registration
- Maintain current YPT
- Not miss two consecutive Committee meetings, unless excused by Committee Chair; and
- Attend at least half of the meetings in any program year, unless excused by Committee Chair

3.4.b Regaining Good Standing

Members not in good standing for any reason may regain their good standing only upon approval of the Key 3.

3.5 Leader Removal

The Committee may seek removal of an adult Leader for cause by petitioning the COR through the Key 3. Petitions regarding a Key 3 member should be made directly to the COR. Petitions shall contain specific allegations to be considered by the COR. The Leader for whom removal is sought shall be provided an opportunity to be heard by the COR. Leaders may be removed with or without cause at any time by the COR.

4.0 Membership

Pack membership is open to youth from Richmond and surrounding towns. Pack 1 recruits Scouts throughout the Chariho school district and local charter schools.

4.1 Youth Membership

Pack 1 operates a Cub Scout program designed for youth in kindergarten through the 5th grade. To enroll a youth, an adult partner should submit a completed BSA Youth Application along with the membership fee to the Membership Chair. Upon approval by either the Cubmaster or Committee Chair, applications and prorated BSA registration fees are submitted the Narragansett Council Scout Store for processing. The Pack Secretary will maintain a file for each Scout and will record personal data in the Pack's unit management software. Beyond a brief trial, all youth must be registered with the BSA to participate in Scouting activities.

4.2 Adult Membership

Adults are welcomed and encouraged to support the Pack by enrolling as registered volunteer Leaders. To register, adults should submit a completed BSA Adult Application, CORI form, and YPT certificate along with the membership fee to the Committee Chair. The Pack Committee will review candidates before voting its approval to the Chartered Organization Rep.

Upon confirmation by the COR, applications, supporting documents and prorated BSA registration fees are submitted the Narragansett Council Scout Store for processing. The Pack Secretary will maintain a file for each Leader and will enter his/her personal data in the Pack's unit management software.

Potential adult Leaders must complete a Criminal Offender Record Information form (CORI) to authorize a criminal background check as well as periodic re-checks. These checks will be made from public record sources. Applicants will have an opportunity to review and challenge any adverse information disclosed by the check. The Narragansett Council office can share a copy of the criminal background report with applicants upon request.

4.3 Annual Health and Medical Record

BSA requires all participants in Scouting activities to complete and submit an Annual Health and Medical Record (AHMR). For purposes of this section, the term "participant" means a Scout, Leader, adult partner, or sibling who participates in a Pack event. Participants in Pack 1's program complete only parts A and B. All sections of the form must be filled in and the document signed to be considered complete. The AMHR

is to be completed upon Pack enrollment and renewed annually at re-charter. Participation in Scouting activities will be restricted for participants without a current AMHR on file.

Completed AMHR's should be turned in to the Pack Secretary for confidential storage in the Scout's file. Access to personal information contained in the AMHR is strictly limited, however, some conditions may require communication to ensure the safety of participants. This information will only be shared on a "need-to-know" basis. Pack 1 protects the privacy of its members as detailed in section 9.0.

4.4 Attendance

Cub Scouts and their adult partners are encouraged to maximize their experience in Scouting through their attendance and participation in Den and Pack activities. The entire family is welcomed at all events, outings and special events unless otherwise communicated. The Pack may limit select events to just the Scout and his adult partner at its discretion. Active Scout participation is a formal requirement to earn the Webelos and Arrow of Light rank badges.

4.4.a Adult Partner Requirements

Pack 1 expects an adult partner to join their Scout at all Den and Pack activities. No Scout is to be dropped off and left at any function. For purpose of the section, "adult partner" means either a parent or guardian 18 years or older. If an adult partner is unable attend a meeting or event, another Scout's adult partner can act as stand-in adult partner if approved by the Den Leader but may not have responsibility for more than one Scout beyond their own. New adult partners should check in with Den Leaders at arrival to ensure Scouts are associated with the correct adult. An adult partner must accompany Tigers to all activities.

If a Scout's adult partner is unable to attend an overnight event, attendance with another Scout's adult partner may only be approved by the Cubmaster on an exception basis. If approved, the stand-in adult partner must complete YPT and agree to all youth protection requirements. BSA prohibits youths from sharing tents with adults other than family members. The Pack may be able to provide additional tents to accommodate this situation, but the responsibility is the family's.

4.4.b Attendance Tracking

Adult partners are required to sign their Scouts in and out of all activities on the event check-in form. Scout attendance from the event check-in form should be communicated to Den Leaders by the event leader before providing the form to the Pack Secretary for retention. Den Leaders should record each Scout's attendance for all meetings and events in the Pack's unit management software.

4.5 Code of Conduct

Pack 1 expects good behavior from all participants. Scouting is a safe haven for boys to come and be among equals. The Pack will not tolerate bullying, name calling, fighting, foul language, dishonesty, disrespect, talking back or any action that risks the health and safety of others. Adults are expected to lead by example.

In the rare event that an issue arises that cannot be resolved by the Leader and/or adult partner, the Pack's disciplinary policy, as defined in the Pack's *Commitment to Character Development*, will be followed. The action level will be determined by the Leader and/or Cubmaster based upon the severity of the issue.

5.0 Uniform

The Boy Scouts of America has always been a uniformed body, and Pack 1 Richmond proudly supports this heritage. As such, Scouts and Leaders are required to wear the BSA uniform when participating in Pack or Den activities unless otherwise noted. Street clothes and uniforms from other activities are not permitted. The uniform of the day will be communicated by the event Leader prior to all events.

Uniforms are to be treated with pride, kept at all times neat and clean. Insignia are to be displayed in the appropriate location on the uniform. Each BSA rank manual contains instructions about patch placement and the differences in rank uniforms. BSA uniforms and other supplies can be purchased at one of Narraganset Council's Scout Shops.

No Scout will be denied the opportunity to participate due to an inability to purchase uniform items. If a family cannot purchase a uniform, arrangements will be made through the Pack Committee.

5.1 Types of Uniforms

5.1.a Field Uniform

The field uniform consists of the official button down BSA Cub Scout shirt, a clean pair of pants or shorts (does not need to be BSA), neckerchief, a Pack or rank hat, and a rank belt with belt

loops. Shoes should be closed toed and appropriate to the event. Field uniform shirts are to be tucked in at all times.

5.1.b Activity Uniform

The activity uniform is Pack 1 Richmond's branded t-shirt or sweatshirt, a Pack or rank hat, and a clean pair of pants or shorts (does not need to be BSA). Shoes should be closed toed and appropriate to the event.

5.2 Leaders

Leaders are expected to instill the value of the uniform and protect its integrity. Leaders set the example for their Scouts by proudly and correctly wearing their own uniform. Leaders are not required to wear neckerchiefs, but may choose to wear the neckerchief of the Den's rank.

5.3 Inspections

Den Leaders and Den Chiefs are expected to perform regular uniform inspections during Den Meetings and before Pack events to ensure compliance with the standards established in this document. Focus should be placed upon positive reinforcement of the standard while promoting personal accountability appropriate to the age of the Scout.

6.0 Pack Finances

6.1 Fiscal Year

Pack 1's fiscal year will run from September 1 of the current year to August 31 of the following year.

6.2 Annual Budget

The Treasurer, Committee Chair, and Cubmaster will develop and present an itemized budget at a Committee meeting annually in August. The budget will detail all planned expenditures balanced by income derived from money earning projects. The annual budget will be approved by a simple majority vote of the Pack Committee. The Treasurer will present a summary of actual expenses versus budget as well as the current balance of all Pack accounts at each Committee meeting. The budget and subsequent updates will be made available to families of Pack members upon request.

6.3 Annual Membership Fees

The Pack will maintain its membership dues at the most affordable rate possible, making the program accessible to all who wish to join. As such, the Pack will not add any surcharges to its annual membership fee.

Pack 1's annual youth membership fee is calculated based upon the current cost of BSA youth registration as determined by the National Executive Board of the Boy Scouts of America. In addition, families have the option to subscribe to *Boy's Life* magazine at time of youth registration. Families with two or more Scouts in the Pack's program qualify for a family membership and will pay for no more than 2 BSA youth registrations. If at any point the cost of the youth membership is considered a hardship for a family, they may request financial assistance from the pack as detailed in section 6.13.

Fees for Adult Leaders are calculated based upon the current cost of BSA adult registration as determined by the National Executive Board of the Boy Scouts of America. Membership fees are paid in full by the Adult Leader however, an Adult Leader may ask for a partial subsidy of the membership fee (if available). The Pack Committee may elect to subsidize an Adult Leader's yearly fee for up to no more than half the registration cost. The Pack Committee must vote each year at the leadership planning workshop in August to offer the subsidy to the leadership for the upcoming scout year. The committee will determine the maximum subsidy amount to budget for the scout year. The subsidy (if offered) will only be reimbursed to the Adult Leader after recharter and will only be offered for full year leadership commitment to the pack.

The Pack's charter renews annually each December and all youth and adult members must renew their membership at that time. Families joining throughout the year pay prorated fees according to the BSA membership fee proration schedule.

Annual membership fees are subject to change based on BSA adjustments as well as careful evaluation and approval from the Pack Committee. Membership fees are entirely passed on to BSA when registering a Scout and as thus are nonrefundable once submitted to Narragansett Council.

6.4 Den Dues

Each Den may collect modest dues from its families and administer funds for the support of Den activities.

6.5 Program Funding

Pack 1 conducts money earning projects to fund its annual Pack program. All Scouts are expected to help pay their way and to “Do One’s Best” in helping to finance the Pack by participating in fundraising activities. The Pack’s primary money earning project is the Narraganset Council’s annual popcorn sale. Any additional money earning projects must be approved by the Pack Committee and/or Narraganset Council.

6.6 Revenue Policy

Revenue collected on behalf of the Pack is to be handled with the upmost care. At the completion of money earning projects, monies should be double counted, placed in a sealed envelope, and turned in promptly to the Treasurer. The project lead should also communicate promptly via email with the Treasurer, Committee Chair, and Cubmaster to share an accounting for the event.

6.7 Checking Account

Pack 1 shall keep its funds secured in a local federally insured checking account which is associated with the Chartered Organization’s Tax EIN. The Pack Committee must approve payments greater than two hundred dollars (\$200.00). Proposed payments should be reviewed against Pack budget prior to distribution of funds. Only the Treasurer and Committee Chair are authorized to sign Pack checks. All received checks must be made out to “Pack 1 Richmond”

6.7.a Signing Limits

The following signing limits are in place for all payments from the Pack checking account:

- \$200 or below signed by Treasurer, no vote required for pre-budgeted line items
- \$200 and above signed by either Treasurer or Committee Chair
- \$600 and above requires signatures by both Treasurer and Committee Chair

6.7.b Account Audit

The Treasurer will send a monthly summary to the Committee Chair in order to validate the account details. This will include the monthly statement from the bank.

6.7.c Signatory Change Procedure

Upon changeover in the position of Committee Chair or Treasurer, both the outgoing and incoming Leader must visit the bank together to update the Pack checking account.

6.8 Scout Store Account

Treasurer will maintain a balance at the Narragansett Council Scout Store, not to exceed \$500, to be used by authorized users to purchase monthly awards and program materials. Authorized users include Advancement Chair, Committee Chair, Cubmaster, and Assistant Cubmaster. Receipts should be turned in to the Treasurer promptly to ensure that spending against budgeted items is kept up to date.

6.9 Petty Cash Account

Treasurer will maintain a cash box, not to exceed \$250, to be used in support of events where cash will be collected and change given. The cash box may be checked out to event Leaders. At the end of the event, the event Leader should promptly return the cash box to the Treasurer who will reconcile it.

6.10 Square Account

To accommodate credit card payments for Pack membership, events, popcorn, etc., the Pack will maintain an account with Square Register. The account will be set up to ensure that the Treasurer, Committee Chair and Cubmaster receive email notifications on all account activity. These Leaders will serve as administrators for the account and therefore have full administrator access to verify changes and payments in order to ensure integrity of the account.

Approved users may sign out an inventory controlled Square card reader to assist in taking payments for select events. These users will access the Pack’s register and process payments through the Guest Account. Upon completion of the event, the user should return the Square card reader to the Treasurer along with an accounting of payments and revenues associated with the event.

6.11 Reimbursement Policy

Expenses incurred on behalf of the Pack and receipts should be submitted to the Treasurer within 30 days of the date of purchase. To qualify for reimbursement, the expense must be itemized within the Pack budget and approved by the Pack Committee if \$200.00 or more. Upon approval, the Treasurer will issue payment from the Pack checkbook promptly. Netting out of expenses is not allowed.

6.12 Event Payments

Pack 1 offers a robust annual Pack program with numerous activities for Scouts and their families. Some of these activities are offered in partnership with third party vendors and require that the Pack issue a group payment on behalf of all participants. In this case, the Pack will communicate the activity opportunity and set a deadline to collect payments from participating families. Once the Pack makes payment to the vendor, the cost of the event becomes nonrefundable. Families seeking a refund may pursue it directly with the vendor.

Based upon the availability of funds, the Pack may choose to subsidize a portion of the cost for an event. In this case, full payment is still made by participating families. At the conclusion of the activity, the Treasurer will promptly issue rebates via Pack check in the amount of the subsidy. Only Scouts qualify for subsidies.

6.13 Financial Assistance

Pack 1 will reserve a portion of its annual Pack budget to assist financially challenged Scouts to more fully experience the annual Pack program. Assistance may be offered to help defer the cost of membership dues, Scout uniform, or more based upon approval of the Pack Committee.

6.13.a Camperships

Pack 1 offers camperships to assist those Scouts who would not otherwise be able to attend summer camp. Camperships must be applied for confidentially via application form that will be circulated at the April Pack meeting. The value of the campership awarded shall not exceed 50% of the value of the week of summer camp being applied for. In general, Pack camperships apply to only one week of camp however, the Campership Committee may opt to award a second week based on available funding. The Narragansett Council also provides a campership program. Families in need are encouraged apply for both Camperships.

The Campership Committee, which consists of the Committee Chair, Treasurer, and Cubmaster will review the applications received by the given deadline and make a confidential award by the given award date of the program. Instructions on how to execute the Pack campership will be indicated within the Pack campership award letter.

6.13.b Membership Fee Assistance

In the event a family is unable to fully pay the BSA youth membership fee due to financial hardship, Pack 1 may be able to assist with the BSA youth membership fee. Membership Fee Assistance must be applied for confidentially via application form. Membership Fee Assistance will be handled on a case-by-case situation, with the value of the assistance not to exceed 50% of the value of the BSA youth membership fee. Additional Membership Fee Assistance may be available thru Narragansett Council.

Membership Fee Assistance applications will be reviewed by the Committee Chair, Treasurer, and Cubmaster confidentially for determination of award.

6.14 Pack Property

While purchased by Pack funds, all equipment used by the Pack is owned by the Charter Organization. Items that the Pack maintains may include: camping equipment, cooking equipment, grills, propane tanks, stocked class B apparel, Pinewood Derby track, projector, PA system, canopy, and miscellaneous program materials.

An inventory of Pack property will be kept by the Pack Secretary and will include the location of each item, the name of the individual responsible for it, and the name of the person checking the item out.

7.0 Advancement

Pack 1 will promote advancement in a positive manner and never as a competition among boys. The Pack encourages its Scouts to pursue and earn their rank badge each year as well as any additional awards and recognitions that interest them, but Scouts are not required to do so.

Den Leaders are responsible for entering advancement into the Pack's unit management software weekly to ensure Scout records are kept up to date. The deadline for entry of advancement is the Friday prior to Pack Meetings unless otherwise communicated. The Advancement Chair will compile a list of awards earned each month, purchase them from the Scout Store, and prepare awards packets to present to Scouts at that month's Pack meeting.

With the exception of rank badges, which are presented at special Courts of Honor, the Pack will present Scouts with the recognition items earned at the earliest Pack meeting following the date of completion. Recognition is a key part of Pack 1's monthly Pack meetings, and awards will be presented via exciting and memorable ceremonies. Awards for Scouts not in attendance will be presented at the following month's Pack Meeting.

8.0 Record Keeping

8.1 Den and Pack Records

The Pack will keep up-to-date and accurate records of all Pack activity. Pack 1 records the majority of its records through a 3rd party unit management software package (PackMaster or Scoutbook). Each Leader utilizing this system will be assigned a unique logon and password by the system administrator, currently the Cubmaster. This online solution provides real-time, sharable data and reporting for these primary elements:

- Scout contact data- entered by Membership Chair or Pack Secretary, maintained by Den Leader
- Scout AMHR form data- entered by Pack Secretary, maintained by Den Leader
- Scout advancement- entered by Den Leader weekly, compiled monthly by Advancement Chair
- Adult contact data- entered by Pack Secretary
- Adult AMHR form data- entered by Pack Secretary
- Adult training- entered by Pack Trainer
- Pack event calendar- entered by Cubmaster or Pack Secretary, maintained by Den Leaders weekly
- Den event calendar- entered and maintained by Den Leaders weekly

All other records are managed using BSA forms or customized forms. Examples include:

- Pack budget- Excel file maintained by Treasurer
- Fundraising inventory and sales- Excel file maintained by Fundraising Chair

As part of their training, new Leaders will be giving a toolbox of forms and records by the person currently holding the position. No alternate versions of forms should be used without the permission of both the Pack Committee Chair and Cubmaster.

8.2 Data Retention

The Pack Secretary will maintain paper file records for Scouts and Leaders as required. The Pack will securely destroy paper files at the end of the required retention period shown below:

- BSA Membership Applications – duration of Scouting + 1 year
- Annual Health & Medical Record – 2 years
- Event Attendance Sheets – 1 year

Data stored in Pack 1's unit management software for Scouts and Leaders will be archived upon expiration of membership in the Pack.

9.0 Privacy Policy

9.1 Personal Information

The Pack collects and maintains the personal information of its youth and adult members on behalf of BSA and the Narragansett Council to facilitate membership registration and participation in the Scouting program. Such information may be collected via the BSA Membership Application, Annual Health & Medical Record form, and other means. The Pack does not collect any personal information via its website or social media outlets. While the Pack takes reasonable precautions to protect the privacy of all personal information, its security is not guaranteed. Families may review BSA's national privacy policy online to learn how their privacy is protected.

9.2 Confirmation and Corrections

Pack families may confirm the information the Pack has collected about program participants at any time by contacting the Pack Secretary. If any information is found to be incorrect or inaccurate, the Pack will correct that information within 72 hours of receipt of the corrected information. Pack families are required to assist the Pack in maintaining the accuracy of the personal information on file by communicating any changes in personal information promptly.

9.3 Use of Likeness

When completing the Annual Health & Medical Record form, adult partners are asked if use of their Scout's image by the Pack is allowed. Section A includes a check box "opt-in" granting permission for the Scout's photograph to be shared by the Pack. This must be validated prior to posting any pictures of the Scout on the Pack's website or social media sites.

To protect our Scouts identities, no last names will be associated with pictures shared via any media without first obtaining prior permission from the Scout's adult partner. The "tagging" option has been disabled on the Pack's Facebook page to prevent breach of this protection by 3rd parties. If a Scout's full

name and photo is accidentally shared via any media without permission, the incident should be reported to the Pack Committee Chair or the Cubmaster immediately.

9.4 Internet Use by Youth Members

Pack 1 will not condone a Scout's participation in any online activity without the supervision of the Scout's adult partner. Adult partners are encouraged to speak with their Scout about online safety and the importance of keeping one's personal information private regardless of what site being visited.

9.5 Links to Other Sites

The Pack website or social media sites may provide links to websites that are not under the control of Pack 1. If one of these sites is visited, the visitor should review its privacy policy and terms of use. Pack 1 is not responsible for the actions or policies of other companies' and organizations' websites or social media sites.

