



## **Pack 718 Operations Guide**

Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility

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### **I. Purpose**

The purpose of this document is to serve as guidance and reference for the Pack 718 committee members and Den leaders.

### **II. Scope**

This document applies to the operations of Pack 718 of the Sunset Trail, Cascade Pacific Council.

### **III. Operations elements**

#### **A. Pack volunteer positions**

##### **i. Cubmaster**

The Cubmaster is an adult volunteer who serves as master of ceremonies at all Pack meetings and leads Pack activities of all kinds. Specific responsibilities include;

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

##### **ii. Committee Chairperson**

The Pack Committee Chairperson is an adult volunteer who coordinates the Pack calendar, Pack events, and Pack volunteers. The Pack Committee Chair also manages such things as record keeping, finance, leadership recruitment, and registration. Specific responsibilities include;

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



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- Responsible for recommending this leadership to the charter organization for final approval.
- Coordination between the Pack and other scouting units.
- Coordinate the annual pack calendar, with meetings, activities, and events.
- Attend the monthly roundtables.

### iii. **Chartered Organization Representative**

This person is the liaison between the Pack, the chartered organization, and the BSA. They make sure that the chartered organization is aware of what the Pack is doing, and coordinates activities between the chartered organization and the Pack. It is also the responsibility of the chartered organization representative to communicate any relevant policies that the charter organization has to the Pack committee. The Chartered Organization Representative is also granted the power to approve Pack leadership on the chartered organizations behalf.

### iv. **Treasurer**

This person manages the Pack budget, the incoming and outgoing finances of the Pack and works in partnership with the chartered organization treasurer as needed. Responsible for managing the Pack checking and savings accounts.

### v. **Advancement Coordinator**

Coordinates the purchase and distribution of achievement awards at the monthly Pack meetings. Coordinates the purchase and presentation of the rank awards 3-4 times per year. Manages Scout Track database including individual and group access accounts.

Parents and Den leaders are to use Scout Track to record achievement progress. The advancement coordinator will only order achievements and rank awards based on the Scout Track record.



Adobe Acrobat  
Document

Individual participation in events like Pinewood Derby and Wreath Sales etc., the boys earn segments for participation. For group activities like spring clean up, Goodwill Goodturn the boys earn segments if 50% of their Den participates.

### vi. **Assistant Cubmaster**

Assists the Cubmaster with running the monthly Pack meetings.

### vii. **Assistant Committee Chairperson**

Assists the Committee Chair with the operation of the Pack.

### viii. **Den Leaders**

A Cub Scout Pack is divided into small groups of about eight boys called dens, who meet weekly under the direction of adult Den Leaders and, in some cases, Boy Scout Den Chiefs.



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

Den meeting activities are planned around the monthly theme and include games, handicrafts, hikes and other outdoor fun, practicing skits and stunts in preparation for the next Pack meeting and taking part in simple ceremonies and songs. The Den Leaders may ask for help from parents (hosting a meeting, sharing a special skill, or just providing a snack for the boys).

### **ix. Pack Committee**

The Pack Committee is a group of adult volunteers who plan the Pack program and individual activities as well as managing such things as record keeping, finance, leadership recruitment, and registration. The Pack Committee typically includes the Cubmaster, Committee Chair, Den Leaders, Treasurer, and other volunteers as necessary. Pack committee meetings are open to any parent/guardian who is interested in participating.

### **x. Other Volunteer Positions**

- Membership and Registration Coordinator
- Wreath sales coordinator
- Den participation flags coordinator
- Camp coordinator
- Web site coordinator
- Salvation Army bell ringing coordinator
- Veterans day parade coordinator
- Scouting for food coordinator
- Goodwill Goodturn coordinator
- Fall service project coordinator
- Spring service project coordinator
- Rocket launch coordinator
- Turn off the TV coordinator
- Blue and Gold coordinator
- Camp Coordinator - coordinates collecting the money and camp registration
- Scout Olympics coordinator

### **B. Pack Chartering Organization**

Pack 718 is chartered by the Findley Elementary PTO. BSA operation and ownership as it relates to our chartered organization is as a "sponsored activity" of the chartered organization. For tax, non-profit designation and ownership purposes this means that the chartered organization "owns" the Pack. According to this structure the Pack shares the chartered organization's tax ID number and non-profit classification. They are responsible for ensuring that we have qualified leadership and that we operate in a fiscally responsible manner. In the case of Pack 718 we do not ask for any funding support other than a place to meet. As the "owner" of the Pack, the chartered organization is



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responsible for any assets or debts the Pack may have should it discontinue operations. Pack financial records should be shared with the chartered organization as needed for tax reporting.

Each fall Pack meeting dates are requested from Findley and approved by the Local School Committee.

### C. Pack Finances

Pack 718 currently conducts one fundraiser per year to cover the Pack annual expenses. Pack 718 funds the following;

- Advancement and segment badges
- Annual rechartering of all returning Youth and Adult Scouts
- Pack 718 tee shirts for each boy
- Blue and Gold expenses
- Pack meeting entertainment expenses
- Scout Olympics fees
- Other Pack sponsored events

Pack checking account is held at US Bank - Barnes & Cornell. Melissa Brinser, Greg Gilbert and Ron Tubby are signers.

Example budget.



Pack 718  
Budget.xlsx

### D. Pack Fund Raising

- i. Pack 718 conducts only one annual fundraiser to fund Pack activities. Wreath sales are run through Tuefel's. This fundraiser usually provides Pack 718 with about \$4,500 per year in operation budget.
  - Boys that sell 5 or more items get a pinewood derby car. The top sellers earn a prize - years past prizes have included things off the "10 essentials" list (top 10 sellers - prizes ~ \$10, top three get a prize plus a Pack sweatshirt).
  - The top three selling Dens (per boy) earn a Den party 1st - \$15/boy, 2nd, - \$10/boy, 3rd - \$5/boy.



718 Wreath Sales  
2010\_121210.xlsm



Microsoft Office  
PowerPoint 97-2003



Microsoft Office  
Excel 97-2003 Works



Microsoft Office  
Excel 97-2003 Works

- ii. In addition to Pack 718's annual wreath sales fundraising, additional funds may be provided by matching grants from local companies such as Intel and Nike. Intel and Nike employees can direct matching grants to Pack 718 based on their volunteer hours. Intel matches \$10 for each employee that contributes volunteer hours for the Pack.



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- Intel volunteer hours and how that works



Reporting P718  
Volunteer Hours-2010

### iii. Den awards

- Den of the year awards are determined by the number of Den flags each den has won throughout the year
  - First place Den wins a \$25 per boy party at the place of their choosing
- Den wreath sales winners
  - Den with highest per boy sales win a \$15 per boy party at the place of their choosing
  - Den with second highest sales per boy sales win a \$10 per boy party at the place of their choosing
  - Den with third highest sales per boy sales win a \$5 per boy party at the place of their choosing
  -

## E. Pack Camps and Activities

- i. Camp dates for the following summer are reserved by the committee chair or designated volunteer. Reservations for the coming summer can be made at POW WOW which occurs in November each year.

### Camp Opportunities

- 1<sup>st</sup> and 2<sup>nd</sup> graders - Camp Ireland summer day (5 day) camp
- 1<sup>st</sup> and 2<sup>nd</sup> graders - Cub World summer overnight (2 nights) camp
- 3<sup>rd</sup> graders - Gilbert Ranch summer overnight (2 night) camp
- 4<sup>th</sup> graders - Adventure Cove summer overnight (5 night) camp
- 4<sup>th</sup> & 5<sup>th</sup> graders - Webelos Woods fall overnight camp – for all Webelos but most beneficial for Webelos II to get introduced to troops

Camp payments are collected by the Pack Camp Coordinator and made payable to Pack 718. The pack also provides some limited scholarships for boys. Final camp payments are usually due in early May. The spreadsheet below facilitates payment collection.



Microsoft Office  
Excel 97-2003 Worksl

### ii. Pack Events and Activities

- Round up night at Findley Carnival (see below for more details)
- Wreath sales – extras donated to local organization
- Fall fun activity
- Fall service project coordinator
  - Ellen Bradley is the PTO coordinator



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- Veterans day parade coordinator
  - Pack 718 participates in the annual Portland Veterans Day parade, the coordinator registers the Pack on the following web site in Sept <http://veteransdaypdx.org/>
  - We have coordinated our efforts with Springville, Jacob Wismer
- Troop visits for Webelos
  - Several opportunities in the fall for Webelos to visit Scout Troops
  - Spring Camporee
  - Fall Webelos Woods
- Christmas toy drive  
At the Dec Pack meeting - donated to Doernbecher Children's Hospital
- Scouting for food
  - Aaron Frechette helped in 2009, 2010



SFF map 2010.ppt



Microsoft Office  
Word 97 - 2003 Docu

- Salvation Army Bell Ringing



Salvation Army Bell  
Ringing Dec. '02.doc



Christmas carols.doc

- Arrow of light
  - Order arrows, beads in September
  - Assemble arrows & beads at the Jan pack meeting
  - Arrange ceremony team - 208 did it in 2011
  - Arrow stand and cross over bridge is in the Findley south stair closet
  - Pack ceremony roles
  - Someone to hand arrows & AOL patch to the den leaders
  - Den leaders to present to boys
- Pinewood Derby  
Weigh in – at Findley – 7:00-8:00pm  
Race day – Bethany Presbyterian



2011 Pinewood  
Derby Rules.docx

- Winter activity
  - The Circuit - Bouldering Gym
    - 503.246.5111
    - \$8 per person to access the gym
  - Sunset Lanes Bowling
    - 503.646.1116
    - \$10 per bowler including shoes
  - Laserport



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- 503.526.9501
- 2 games for \$12 per person
- Sky High Sports
  - 503.924.5867
  - weekdays - \$8 per person
  - weekends - \$11 per person
  - parents must attend with boys
- Cross the Line - Frisbee Golf
  - Terry 503.313.0200
  - \$10 per person
- Blue and Gold Banquet – Stoller Middle school
  - Webelos I parents coordinate food service
  - Friends of Scouting
    - Les and Sue Miller from Cascade Pacific FOS office
    - Prize for the scout with the closest guess



FOS Guess.doc

- Cake raffle – proceeds donated to kids choice of charity



2010 Cake Bake.doc

- Goodwill Good Turn
- Spring Findley Service Project
- Book drive



Adobe Acrobat  
Document

- Pack tee shirts
- Rocket launch
  - Build is at Findley, launch is at Oak Hills Park
  - Oak Hills needed a certificate of liability ins in 2011
  - Reserve the field with the Oak Hills Neighborhood Association



Microsoft Office  
Word 97 - 2003 Docu



rockets 2010.xlsx

- Turn off the TV week





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Adobe Acrobat  
Document

- Scout Olympics – end of the school year celebration at Camp Ireland
  - The Pack has coordinated games in the past
  - The Pack provides books, neckerchiefs and slides to all boys that have advanced in Rank

### F. New Scout Recruiting

- i. Spring Kindergarten flyer
- ii. Back to school night
  - Have 1-2 leaders hand out flyers and sticker targeting the first and second grade parents.
  - The Council office will assist with printing off flyers.
  - Set up pinewood derby track
- iii. Cub Scout round up
  - Held the Tuesday after Findley Carnival night.
  - Need 3-4 Den leaders plus Cubmaster, Treasurer.
  - Prep:
    - Get council and national flyers from Roundtable
    - Use sign in sheets to capture everyone's info before they sit down
    - Have the Den leaders and Cubmaster answer parents questions
  - Agenda
    - Cubmaster welcome
    - Fox 12 video on welcome to scouting
    - Pack 718 pinewood derby video
    - Questions from the kids
    - Break kids out for games with Den leaders
    - Parents presentation
      - Have parents fill out the application as they are listening
    - Bring kids back in and form up dens
    - Have the committee chair collect all the forms, and the treasurer collect all the fees at the door before parents leave
    - Everyone that turns in an application gets a pinewood derby car and a "718" patch
- iv. New Den formation
  - Assign Den numbers
  - Assign Den leaders
  - Build Den rosters using Pack spreadsheet
  - Give new leaders the Scout Leader Guides
  - Adult leader applications must be turned in with the Youth Protection Certificates
  - Build a check list for Den leaders first month
    - Den roster & number
    - Application + online training
    - YPT certificates back to committee chair



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- Uniforms for boys and leaders + scout books for the boys
- Den flag and flag stand
- Schedule first meeting using leader guide

### **G. Advancement**

- i. Scout track is used by parents and Den Leaders to maintain a record of achievements and advancements. The awards coordinator runs the monthly report to create the shopping and advancement lists. The reports are turned into the Scout Shop.
- ii. Rank status can be verified at the CPCBSA web site <http://www.cpcbsa.org/online-tools/online-advancement>
- iii. You can "load roster" from this page to review the unit roster, and view an advancement summary. You can also get membership numbers from this site. This site can be used between recruiting and rechartering to verify the correct names and addresses etc. have been entered into the system.



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### H. Uniform Guide

#### Why Do We Wear Uniforms?

The Boy Scouts of America has always been a uniformed body. There are many reasons for this. One reason stands out above all the rest. We wear the uniform because it is a means of identifying ourselves openly with the principles to which we are committed-character development, citizenship training, and physical and mental fitness.

The fact that youth and adult members of Scouting wear a uniform doesn't mean that we're all alike. We come from different ethnic and racial backgrounds. We have our own religious beliefs and political views. We are each individuals with our own family traditions and loyalties. So the uniform is not intended to hide our individuality. But it is a way we give each other strength and support. It is a bond that ties us together in spite of our differences. It is a way of making visible our commitment to a belief in God, loyalty to country, and to helping other people.

The Scouting movement is built on positive values. As we wear the uniform, we are openly identifying ourselves with those values where everyone can see us. We stand together, not alone, in encouraging others to live by those same principles. Boys and adults alike should take pride in belonging to such a movement and wear the uniform as it is intended.

Official Uniform Inspection Sheet for placement of badges can be referenced at:

<http://www.scouting.org/scoutsource/Media/InsigniaGuide/05.aspx>

### Tiger Cub Uniform

- Orange Tiger Cub Neckerchief
- Tiger Cub Slide for Neckerchief
- Blue Cub Scout Shirt
  - World Crest Patch
  - American Flag Patch - sold on shirt
  - Den Number Strip
  - Cascade Pacific Council Patch
  - "718" Unit Number Patch(es)
- Blue Belt with Tiger Cub Buckle (Optional)  
\*\*see note below
- Tiger Cub Hat (Optional)
- Red Patch Vest (Optional)



\*\*Pack 718 feels you should not spend the money on a belt to be worn for only one year. If you'd like to purchase a belt, then purchase a Cub Scout belt as shown below.



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### Wolf Scout Uniform

- Yellow Wolf Scout Neckerchief
- Cub Scout Slide for Neckerchief
- Blue Cub Scout Shirt
  - World Crest Patch
  - American Flag Patch - sold on shirt
  - Den Number Strip
  - Cascade Pacific Council Patch
  - "718" Unit Number Patch(es)
- Blue Belt with Cub Scout Buckle
- Wolf Scout Hat (Optional)
- Red Patch Vest (Optional)



### Bear Scout Uniform

- Blue Bear Scout Neckerchief
- Cub Scout Slide for Neckerchief
- Blue Cub Scout Shirt
  - World Crest Patch
  - American Flag Patch - sold on shirt
  - Den Number Strip
  - Cascade Pacific Council Patch
  - Sunset Trails Breast Patch
  - "718" Unit Number Patch(es)
- Blue Belt with Cub Scout Buckle
- Bear Scout Hat (Optional)
- Red Patch Vest (Optional)





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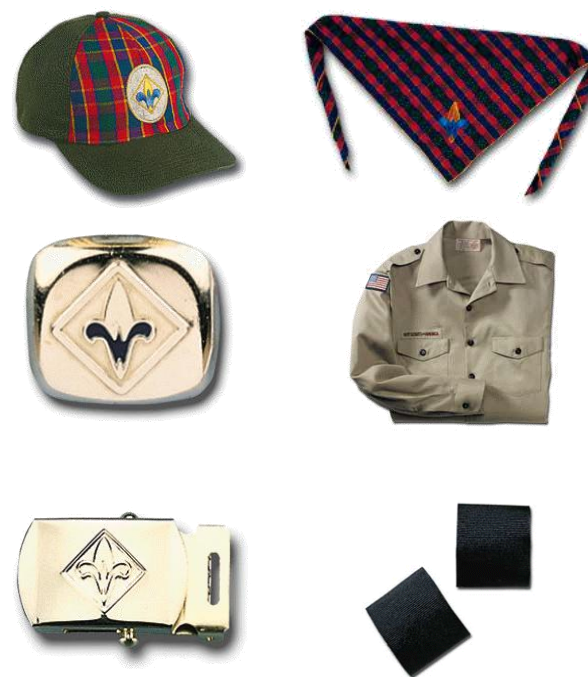
### Webelos Scout Uniform

- Webelos Plaid Neckerchief
- Webelos Slide for Neckerchief
- Blue Cub Scout Shirt
  - World Crest Patch
  - American Flag Patch - sold on shirt
  - Den Number Strip
  - Cascade Pacific Council Patch
  - Sunset Trails Breast Patch
  - "718" Unit Number Patch(es)
- Blue Belt with Webelos Scout Buckle
- Webelos Colors (Optional)
- Webelos Scout Hat (Optional)
- Red Patch Vest (Optional)



### Webelos Scout Uniform (Optional)

- Webelos Plaid Neckerchief
- Webelos Slide for Neckerchief
- Tan Scout Shirt
  - World Crest Patch
  - American Flag Patch - sold on shirt
  - Patrol Emblem
  - Cascade Pacific Council Patch
  - Sunset Trails Breast Patch
  - "718" Unit Number Patch(es)
  - Blue Shoulder Loops
- Blue Belt with Webelos Buckle (preferred)  
or Olive Belt with Boy Scout Buckle (Belt loop Awards do not fit on Olive Belt)
- Webelos Colors (Optional)
- Webelos Scout Hat (Optional)
- Red Patch Vest (Optional)





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### **IV. Annual Calendar of Activities**



Pack at a Glance  
2010-2011 calendar 1

#### **Pack Year Planning Calendar Reminders:**

- August
  - Things To Do
    - Roundtable - Pick up recruiting packet at Roundtable
    - Before 10th of August - turn in recruiting flyer request to council office so it can get BSD approval before the start of school
    - Early August - turn in Findley facilities use request forms for Round-up Night and Pack meetings for the year (look for conflicts with music program)
    - Hold Pack Committee yearly planning meeting
    - Talk to Findley principal about recruiting plans, get approval
  - Activities
    - Summer Pack Activity
- September
  - Things To Do
    - Roundtable
    - Secure Findley dates for the school year
    - Pick up extra registration forms, flyers, etc at council office for Round-up night
    - Remind Findley Carnival planning team that we want to have the PWD track at Carnival
    - Pass out flyers at 1st/2nd grade back to school night
    - Send flyers home ~Wednesday the week before Round-up Night
    - Give out stickers at lunch Monday before Round-up night
    - Figure out what/when your Fall event is going to be in Oct/Nov
    - Order Arrows for Arrow of Light ceremony
    - Register new leaders with youth protection training
    - Secure a fall Findley clean up date
  - Activities
    - Round up night - mid September - at least two weeks in advance of first Pack meeting
- October
  - Things To Do
    - Roundtable
      - Sign-up for Scouting For Food / Goodwill Good Turn area
      - Pick-up recharter packet (may be distributed at another meeting/training)
    - Pack Meeting



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- First Pack meeting for new scouts
  - Welcome, present Den flags, etc.
- Pumpkin carving contest
- Wreath Sale kick-off
  - Get all new applications in to Council office as soon as possible so they can be entered and show up on your roster for recharter
- Activities
  -
- November
  - Things To Do
    - Recharter turn in
    - Reserve Pinewood Derby Venue and build night
    - Reserve Blue and Gold Venue
    - Reserve cafeteria assistant
    - Reserve FOS presenter
    - Arrange OA for Arrow of Light & Cross-Over ceremonies (T-208 in past)
    - Arrange volunteer from Webelos II parents to put together a slide show
  - Activities
- December
  - Things To Do
    - Scouting for food flyer
- January
  - Things To Do
    - Turn in recharter packet
    - Pick up Scouting For Food bags
    - Spring fun event date
    - Crossover names to receiving Troops
    - Ensure each Troop is represented at Blue and Gold
- February
  - Things To Do
    - Reserve rocket build night
    - Reserve rock launch dates
    - Camp tee shirts
    - Cake bake prep
- March
  - Things To Do
    - Spring Findley clean up date
    - Order book, neckerchiefs and slide for Scout Olympics
    - Send out Scout Track reminders





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- April
  - Things To Do
    - Make camp payments
- May
  - Things To Do
    - Kindergarten flyer
- June
  - Things To Do
    - Close out budget
    - Update all leader and committee materials
    - prepare a draft calendar for following year

### V. Training



















#### Adult Leader Training

- Youth Protection Training - All adult leaders are required to complete Youth protection training before they can be register. This training is available online and takes about 30min to complete.
- Leadership training - various position specific training is available online and at scout training events held several times a year in the Portland area.
- Den leader training - Den Leader Fast Start training is available online
- Pow Wow - Annual training day for adults – classes, training, etc. is held in early November

### VI. Pack 718 Web Site

Pack 718 uses Word Press to manage our website, and uses MailChimp.com to manage the e-mail communication from the Word Press Website. Routine announcements are set to be picked up and sent out at 4:00am every day. For urgent messages, you have to create a new campaign in Mail Chip to send.

### VII. Committee Notes from 2008-2009 and 2009-2010 (2010-2011 notes are on the Pack 718 Website)

 CM_Minutes_10_07_08.doc	 CM_Minutes_10_28_08.doc	 CM_Minutes_12_02_08.doc	 CM_Minutes_1_6_09.doc	 CM_Minutes_2_10_09.doc	 CM_Minutes_3_11_09.doc
 CM_Minutes_4_7_09.doc	 CM_Minutes_5_5_09.doc	 CM_Minutes_9_15_09.doc	 CM_Minutes_10_6_09.doc	 CM_Minutes_11_3_09.doc	 CM_Minutes_12_1_09.doc
 CM_Minutes_1_5_10.doc	 CM_Minutes_2_2_10.doc	 CM_Minutes_3_9_10.doc	 CM_Minutes_4_6_10.doc	 CM_Minutes_5_4_10.doc	 CM_Minutes_8_24_10.doc





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### VIII. References

Pack 718	<a href="http://pack718.net">http://pack718.net</a>
Sunset Trail District	<a href="http://www.sunsettrail.cpcbsa.org/">http://www.sunsettrail.cpcbsa.org/</a>
Cascade Pacific Council	<a href="http://www.cpcbsa.org/">http://www.cpcbsa.org/</a>
Boy Scouts of America	<a href="http://www.scouting.org/">http://www.scouting.org/</a>
Scout Track	<a href="http://www.scouttrack.com/">http://www.scouttrack.com/</a>
Troop 208	<a href="http://www.troop208bsa.net/geeklog/public_html/">http://www.troop208bsa.net/geeklog/public_html/</a>
Troop 728	<a href="http://www.troop728.com/">http://www.troop728.com/</a>

### IX. Change Control

Date	Rev #	Section	Author	Change Summary
5/1/11	2.0	All	Ron Tubby	All sections and attachments updated
11/9/10	1.0	All	Ron Tubby	New document created