



Pack 251 Policies

I. Participation and Involvement

- A. Parental Involvement: Parents are expected to actively participate in Pack activities. Volunteering for events, assisting with projects, and attending meetings will enrich the scouting experience for everyone.
- B. Scout Meetings: A parent or guardian must be present at all Den and Pack meetings and activities to ensure safety and supervision.
 - 1. The “Scout Year” begins typically on the first Monday following the start of the regular school year and concludes with the annual Graduation event. Special activities are planned for the weeks in between years that will include pack-wide activities, as well as den-specific activities.
 - 2. Den Meetings: Dens meet every Monday 6:30 pm - 7:30 pm at Lakefront Assembly at 1979 East Lake Dr., Casselberry, FL 32707. The Scouts meet in the chapel to say The Pledge of Allegiance, Scout Oath, and Scout Law. We make a couple of quick announcements then the Scouts break off into their Dens from 6:45 to 7:30. There the Scouts will participate in an activity that the Den Leader has planned for them.
 - 3. Pack Meetings: Once a month we meet as a Pack, the last Monday of the month. This is our time to celebrate what our Scouts have learned! We pass out awards, dens do a short skit and a group activity for the whole Pack is planned. We also take this time to make sure everyone knows about the big events coming next month.
- C. Leadership Roles: We welcome parents who wish to take on leadership roles, such as Den Leaders, Event Coordinators, or Committee Members. Training and support will be provided.

II. Registration

- A. National Registration: Youth must register with the National organization at their current rate, with these dues renewing annually on the anniversary of their registration. Pack dues are separate from the National/Council dues.
- B. Pack Registration: Once the National registration process has started, we will add your Scout to the Pack database (currently TroopWebHost). This is where we keep all the Scout activities updated, calendar of events, registration for upcoming camping trips and special events, participation in service hours and Scout Accounts.
- C. Once a Scout has crossed over to a Troop, aged out of the pack, or has dropped for any reason, their accounts in TroopWebHost and elsewhere will be deactivated. Parents who are no longer active or have an active child with the Pack will also be deactivated.



III. Pack Finances

A. Pack Dues

1. The annual dues for Cub Scout Pack 251 will be set to an amount pre-determined by the Pack Committee prior to the start of the Pack Year in July.
2. Payment Options:
 - Payment in Full: Full amount is due by October 1st each year.
 - Monthly payments: Dues can be paid per month, but a minimum of 5 payments must be made before it can be cancelled.
 - Fundraising Option: To offset dues, parents can participate in the popcorn and camp card fundraisers to cover help dues payments. Payments must be made until the fundraising campaign is completed and Scouts earn their portion of the sales.
 - Financial Assistance: Financial assistance is available for both National/Council dues and Pack Dues. Please contact the Cubmaster or Treasurer for more information about SCOUTerships.
3. Incentives: With dues paid, Scouts will receive a free Pack T-shirt, plus registration and meals for them and a parent to either Cub Halloween or Liger Growl.

B. Scout Accounts

1. Scout Account Setup: Each Scout is allocated a financial holding account (Scout Account) for transactions related to Pack activities. This account may have charges and fees added, and deposits made, as necessary.
2. Account Access: Designated unit leaders will have access to manage and adjust transactions associated with all Scout Accounts. Adult members of the Scout's household can also access these accounts to add funds.
3. Term of the Account: A Scout's account will remain active as long as they are registered with the Pack. Adult accounts will remain active if they hold a leadership position or have a registered Scout in their household. Inactive accounts will be suspended for reconciliation, after which any remaining funds will be transferred to the Pack's general funds.
4. Use of Funds: Funds in Scout Accounts can be used for expenses such as:
 - Pack Dues and Den Dues
 - Activity and Admission Fees
 - Meals associated with Unit Activities
 - Supplies required for participation in Unit Activities
 - Transportation Fees
 - Camping/Event Supplies/Equipment
5. Earning Cub Bucks: Parents can add money directly to the account, and Scouts can earn Cub Bucks by participating in fundraising activities.



6. Restrictions: "Scout Accounts" and the "Cub Bucks" in those accounts have no cash value, cannot be redeemed for cash, and are not refundable. Funds are intended to be used only for approved scouting-related expenses as defined in this policy. Exception: A Scout Account balance may be transferred directly to another unit or scouting-like organization in accordance with Section 3.B.8 (Transfer to Another Unit/Organization). Once a Scout leaves the Pack, the account will be closed after reconciliation.
7. Refund Policy: If a Scout leaves the Pack, any remaining funds in the Scout Account will be retained by the Pack and transferred to the Pack's general funds, and there will be no refunds issued to the Scout or their family. Exception: Remaining funds may be transferred directly to another unit or scouting-like organization in accordance with Section 3.B.8 (Transfer to Another Unit/Organization). If funds were used to pay for a specific activity that is subsequently canceled, the Scout's account will be credited, or the funds will be redirected toward another approved activity. Funds raised through Pack-approved fundraisers and credited to a Scout's account are considered Pack assets and will not be refunded under any circumstances, except as allowed by Section 3.B.8.
8. Transfer to Another Unit/Organization (Non-Profit Chartered Organization): To support Scouts continuing in youth development programs, the Pack may approve the transfer of remaining Scout Account funds to another unit or scouting-like organization only when the receiving unit/organization is operated under a non-profit chartered organization (or is itself a non-profit entity).
 - Eligibility: The Scout must be leaving Pack 251 to join another unit or scouting-like organization. The receiving unit/organization must be associated with a non-profit chartered organization (or be a non-profit). Transfers are limited to the available cleared balance in the Scout Account after all outstanding charges, dues, event fees, and reimbursements are reconciled.
 - Request: A parent/guardian must submit a written request to the Treasurer and Committee Chair identifying: (1) the Scout's full name, and (2) the name of the receiving unit/organization the Scout is joining.
 - Approval and Verification: Transfers require approval by the Pack Treasurer and Committee Chair (or their designees). The Pack will independently verify that the receiving unit/organization is operated under a non-profit chartered organization (or is itself a non-profit) prior to issuing any transfer. The Pack may deny or delay a transfer if there are unresolved financial obligations, suspected misuse, or pending reconciliation items.
 - Method of Transfer: Funds will be transferred unit-to-unit/organization-to-organization only and will not be paid to the Scout or family in any form (no cash, check to family, gift card, or equivalent). Payment will be issued to the receiving organization as determined appropriate by the Pack (e.g., payable to the receiving unit/organization or its chartered organization) and may include a memo referencing the Scout's name and "Scout Account Transfer."
 - Timing: Transfers will be processed after the Scout's account is closed and reconciled, typically within a reasonable administrative period following the request.
 - Limitations: This amendment does not create a right to a refund. It is a discretionary transfer permitted solely to support continued participation in a scouting-like youth program operated under a non-profit entity. The Pack retains final authority to interpret and administer this policy consistent with internal controls and applicable guidance.



C. Fundraising

1. The pack will participate in both Council-led fundraising activities each year, and any others that the Committee deems necessary. In the fall, Popcorn is the Fundraiser from Council, while Camp Cards are in the Spring. The Fundraising Chair is in charge of coordinating with and reconciling with the Council on Popcorn and Camp Card sales throughout each of those fundraisers. They will coordinate with the Treasurer to ensure each Scout account is properly credited for their work. To support these efforts, each Scout is required to participate in at least one fundraising shift during the available events. This ensures all families contribute to the Pack's success and helps teach Scouts responsibility and teamwork.
2. When any monies are collected, they are counted by two individuals to verify the amounts, then the Treasurer is notified immediately. Funds are then transferred to the Treasurer for deposit into the Pack Bank Account. The Fundraising Chair is responsible for reporting all activities to the Committee during committee meetings. These fundraisers also help the pack maintain their awards status with the Council.

D. Expense Reimbursements

1. Pack expenses must be approved before they can be reimbursed. The Treasurer has the authority to approve up to \$250 in regular expenses, while any amount over that requires committee approval.
2. Receipts must be submitted to the Treasurer for any reimbursable expense. Each event will have a budget attached to it, as approved by the committee, and expenses up to the budgeted amount will be considered approved.
3. Provided that expenses fall within an event or pack budget, the Treasurer may approve those expenses without Committee or Committee Chair approval.
4. For each overnight activity requiring a BALOO-trained leader, the Cubmaster and the next appointment leader who is BALOO trained will have their registration fees covered by the Pack, provided they have completed the BALOO training course.
5. Any individual pulling the Pack trailer to and/or from events can be reimbursed for mileage at the federal mileage reimbursement rate.

E. Pack Trailer Insurance

1. An amount of insurance on the Pack Trailer must be maintained at all times, covering the replacement cost of the trailer and the equipment contained inside.

IV. Leadership

- A. Training: All Leaders are required to complete Youth Protection Training and Position-Specific Training via my.scouting.org.
- B. Background Check: All Leaders undergo a full background check by the National organization and must be approved by the head of the Charter Organization.



C. Annual Planning: Each year, the pack committee will review the budget and plan the activities for the next Scouting year.

D. Program Positions

1. Cubmaster:

- Leads and directs the pack program, ensuring that activities are fun, safe, and follow Cub Scouting guidelines.
- Conducts monthly pack meetings, making sure all dens participate.
- Works with the pack committee to plan the annual program and assists Den Leaders in delivering their program.
- Recruits and supports other leaders, ensuring they receive proper training.
- Promotes advancement, camping, and outdoor activities.

2. Assistant Cubmaster:

- Assists the Cubmaster in organizing pack activities and takes charge in their absence.
- Helps train and supervise Den Chiefs, ensuring they support their assigned dens.
- Assists with pack meetings, events, and outdoor activities.
- Works with the Cubmaster and committee to implement the annual pack program.

3. Den Leaders:

- Plans, prepares, and conducts weekly den meetings that promote advancement and Cub Scouting values.
- Engages with parents, encouraging their participation in den activities.
- Guides Scouts in earning badges and awards and tracks their progress.
- Supports and attends pack meetings and events, ensuring the den's involvement.

4. Assistant Den Leaders:

- Assists the Den Leader in planning and conducting den meetings and activities.
- Takes on responsibilities when the Den Leader is unavailable.
- Helps manage advancement records and supports Scouts in their achievements.

5. Advancement Chair:

- Maintains advancement records for all Scouts, ensuring they receive recognition for achievements.
- Coordinates with Den Leaders to order badges, awards, and patches for pack meetings.
- Promotes advancement opportunities and assists with advancement ceremonies.
- Ensures the pack uses TroopWebHost or another tracking system to monitor Scout progress.

6. Event Chair:

- Plans and coordinates pack events, including outings, banquets, and special activities.
- Secures locations, transportation, and any necessary permits or reservations.
- Ensures the safety of all participants and arranges first aid provisions for events.
- Works with the Cubmaster and committee to ensure events align with Scouting goals.

7. Camping Chair:

- Organizes and plans all camping activities, including site selection, reservations, and transportation.
- Ensures that BALOO (Basic Adult Leader Outdoor Orientation) training requirements are met.
- Works with the Treasurer to book and secure camping locations as soon as possible.
- Coordinates with the Event Chair to ensure outdoor activities adhere to Scouting America policies.

E. Committee Positions:

1. Committee Chair:



- Oversees the pack committee, ensures effective coordination among members, and supports the Cubmaster.
 - Plans and leads monthly committee meetings, assigning tasks and responsibilities as needed.
 - Works with the Chartered Organization Representative to secure facilities and resources.
 - Ensures proper planning and execution of the annual program, budget, and pack rechartering process.
2. **Assistant Committee Chair:**
 - Assists the Committee Chair in their duties and steps in when needed.
 - Takes on additional tasks, such as supporting special projects or committee initiatives.
 - Helps manage committee communications and follow-up on assigned tasks.
 3. **Treasurer:**
 - Manages the pack's finances, including maintaining bank accounts and keeping accurate financial records.
 - Collects dues, fundraising income, and other payments, ensuring all funds are properly deposited.
 - Approves and tracks expenses, ensuring they align with the approved budget.
 - Provides financial reports at committee meetings and works with the Fundraising Chair to ensure Scouts' accounts are credited correctly.
 4. **Secretary:**
 - Records minutes at all pack and committee meetings, distributing them to members promptly.
 - Manages pack correspondence, including emails, newsletters, and notifications about meetings and events.
 - Maintains attendance records for meetings and activities.
 - Assists in updating the pack's calendar of events.
 5. **Membership Chair:**
 - Coordinates recruitment efforts, including organizing recruitment events and supporting new member registration.
 - Maintains accurate membership records, tracking youth and adult registrations.
 - Assists with annual rechartering and ensures all membership forms are properly submitted.
 - Helps engage new families in the pack and supports retention efforts.
 6. **Quartermaster:**
 - Manages and maintains the pack's equipment, ensuring it is in good condition and available for activities.
 - Keeps an inventory of all equipment and supplies, tracking check-outs and returns.
 - Coordinates with the Camping Chair to ensure all necessary equipment is available for camping trips.
 - Recommends equipment purchases or repairs to the committee.
 7. **Training Chair:**
 - Ensures all registered leaders complete Youth Protection Training and other required training.
 - Promotes training opportunities, such as leader-specific training, BALOO, and Wood Badge courses.
 - Tracks training status and provides reports to the committee.
 - Encourages leaders to attend monthly Roundtables and other learning opportunities.
 8. **Fundraising Chair:**
 - Organizes and coordinates all pack fundraising activities, ensuring they meet Council and Pack guidelines.
 - Works with the Treasurer to handle funds and ensure proper accounting of all monies raised.
 - Ensures Scouts' accounts are credited based on their fundraising efforts.



- Reports on fundraising activities and results at committee meetings.

V. Attendance and Uniform Policy

- A. Attendance: Regular attendance at meetings and activities is crucial for Scouts to earn badges and awards. If a Scout is unable to attend, please inform the Den Leader in advance.
- B. Uniform Policy: Scouts are expected to wear their uniform to all Pack meetings and events. On many occasions, Scouts can wear their Pack T-Shirts for outdoor activities where things may get messy. During public facing events, ceremonies and flag presentations, Scouts are required to be in their full Class-A uniform. Scouts should wear their neckerchiefs to all activities.
- C. Registered Leaders should be in Class A uniforms at all Scouting events. This includes travel to/from any event.

VI. Behavior and Safety

- A. Safety First: Safety is our top priority. Parents must adhere to all safety guidelines during activities and ensure their Scout understands and follows them.
- B. Health Forms: All Scouts are required to have an official Health Form (parts A and B) on file for any overnight activity. It is strongly encouraged that every participant and parent also have a form on file. This helps in case of emergencies.
- C. Code of Conduct: All Scouts and parents are expected to follow the Scout Oath and Law, treating others with respect, kindness, and courtesy.
- D. General Expectations:
 1. All scouts, parents, and leaders must follow the BSA Guide to Safe Scouting.
 2. Pets, firearms, fireworks, illicit drugs, smoking, or alcoholic beverages are not allowed on Cub Scout outings.
 3. Youth Protection Guidelines must be observed at all times.
 4. Respect one another. Keep your hands and feet to yourself.
 5. Wear a clean, neat, complete uniform to pack meetings and Scouting events when requested.
 6. Demonstrate respect for all adults in authority.
 7. Pay attention, and in response to “signs up,” silently return the sign, stop talking, and listen.
 8. Scouts must use the “Buddy System” on all den and pack activities while not with the group.
 9. Bear, Webelos, and Arrow of Light Scouts are permitted to use a pocket knife during den or pack events only when they have permission from the den leader and/or Cubmaster and the parent, and only under the continuous supervision of an adult. They must have earned their “Whittling Chip” for the current Scout Year..
 10. Show respect for your surroundings, indoors and out, leaving them as good or in better condition than when they were found.
- E. Zero Tolerance Policy: The Pack maintains a Zero Tolerance Policy for:

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Lakefront Assembly – 1979 E. Lake Drive
Casselberry, Florida



1. Bullying, harassment, or intimidation
 2. Physical or sexual assault
 3. Behavior that puts people in danger of serious injury
 4. Using or threatening to use a weapon against another individual
 5. Use of illicit drugs or alcohol
 6. Deliberately damaging or causing damage to property
- F. Consequences for Youth:
1. Minor Infractions (e.g., not following instructions, disrespectful behavior, minor disruptions):
 - Verbal warning from a leader or parent
 - Temporary removal from the activity or situation
 - Parents will be notified if behavior continues
 2. Serious Infractions (e.g., repeated disrespect, unsafe behavior):
 - Removal from the activity for the day
 - Meeting with parents, the Den Leader, and Cubmaster to discuss the behavior
 - Development of a behavior improvement plan, with regular check-ins to monitor progress
 3. Severe Infractions (e.g., physical violence, theft, bullying, possession of prohibited items):
 - Immediate removal from the activity
 - Parents will be required to attend a conference with the Den Leader, Cubmaster, and Committee Chair
 - Possible suspension from future activities or events
 - In cases involving harm to others or violations of law, law enforcement and the Central Florida Council may be notified, which could result in dismissal from Scouting America.
- G. Consequences for Adults:
1. Minor Infractions (e.g., failure to follow the Pack's policies, minor disruptions):
 - Verbal warning from the Cubmaster or Committee Chair
 - Discussion of proper behavior and expectations
 2. Serious Infractions (e.g., disrespect toward youth or other adults, failure to adhere to Youth Protection Guidelines):
 - Removal from the activity and a meeting with the Cubmaster and Committee Chair;
 - Required retraining on relevant policies (e.g., Youth Protection)
 3. Severe Infractions (e.g., bullying, harassment, inappropriate behavior, possession of prohibited items):
 - Immediate removal from the activity;
 - Mandatory meeting with the Committee Chair, Cubmaster, and the Chartered Organization Representative;
 - Suspension from all Pack activities, and dismissal from any leadership role;
 - In cases involving illegal activity or harm to others, law enforcement may be involved, and the individual may be permanently removed from the organization.

VII. Equipment Use and Maintenance

- A. Dens, den leaders, and families may request to use any of the pack equipment at any time for scouting-related activities. Equipment must be checked out with the Quartermaster. For the pack trailer, approval from the pack committee is required.



VIII. Communication

- A. Primary Communication: All Pack activities, account balances, news and contact information will be kept in our online tracking system (TroopWebHost). We will also keep parents informed via emails, Pack meetings, WhatsApp and our private Facebook group. Please ensure your contact information is up to date.
- B. Use of Names: Youth may only be mentioned in online posts and emails by their first name and last initial. This does not apply to parents posting about their own children.

Questions and Concerns: We encourage open communication. If you have any questions or concerns, please reach out to the Cubmaster or Committee Chair.