



PARENT HANDBOOK

Cub Scout
Harrisonburg, VA

PACK

120



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Introduction

Welcome to Pack 120! You will find this pack to be filled with spirited scouts, involved parents, and dedicated leaders. We hope your son will enjoy his time with Pack 120 and that you will give as much to the pack as you hope your son will receive!



WHAT IS CUB SCOUTING?

Cub Scouting is a program for first grade boys (six to seven years old) to fifth grade boys (ten to eleven years old) that engages in fun and active experiences by focusing on values and earning rewards for completing challenges and educational activities.

It's FUN and ACTIVE: You can expect your son to stay busy with activities that are interesting and often invigorating. From hiking, to biking, to swimming and camping, Cub Scouting is about doing things outdoors. Scouts will even take field trips to local businesses, government centers, police and fire stations, and more!

It's about VALUES: Your scout will learn about doing good deeds and about honoring his parents, his family, and his country. He will work on his faith and share challenges with other boys and leaders. He will give back to the community through service projects and will participate in popcorn and peanut sales in order to learn how to pay his way.

It's about REWARDS: Boys love to be recognized, and Cub Scouting has tons of ways to earn recognition. From progressing through his ranks, to earning belt loops and pins for activities, to earning special awards for safe camping, emergency preparedness, and outdoor activities, Cub Scouting has an award for it!

How are they organized?

Scouts are organized into dens within a larger pack. A den consists of six to twelve boys of the same age/grade level that follows a progression from Tiger Scouts → Wolf Scouts → Bear Scouts → Webelos (We'll Be Loyal Scouts) as they begin to transition into Boy Scouting.

Safety

While participating in scouting events, the safety of your son is the single most important goal of scouting and Boy Scouts of America (BSA). Programs, procedures, and guidelines are in place that dictate our activities and direct our leaders to protect your son from dangerous situations and interactions.



Webelos Camp 2012- Camp Shenandoah

LEADERSHIP AND TRAINING

All adult leaders are required to complete three different training programs to become a trained leader:

1. Youth Protection Training.
2. An overview of the scouting program.
3. Leader specific training designed to give leaders the tools to deal with the children in their den.

Other training is required depending on the event planned, such as

- Hazardous Weather Training.
- Outdoor Leader Training.
- Safe Swim Defense.



Spring Camporee 2012

Youth Protection Training

Youth Protection provides guidelines for leaders when dealing with scouts and scout activities. All Cub Scout volunteers are required to take Youth Protection Training *before* they are allowed to participate as a leader for any scouting event.

While this training is extensive, the main components provide adequate leadership and lessons on how to eliminate threatening behaviors or situations.



Pack Summer Hike 2011

Two-deep Leadership

Cub scouting requires two-deep leadership. That means most scout functions require *more than one trained* adult leader during most activities. This prevents one adult from having singular access to your son.

Additionally, no leader may have one-on-one contact away from others with any scout other than their own son. This rule may prevent your leader from having a “talk” with your son to correct disruptive behavior or from providing transportation to your son without other scouts present.

ACTIVITY GUIDELINES

Boys Scouts of America (BSA) have very specific guidelines for Cub Scouting activities and age groups.

- Boys must be grouped in dens of children by the same age and grade level to set rules for activities and prevent age related conflicts.
- Cub scouts cannot shoot BB-guns or use bows and arrows except at camporee events with BSA approved range specialists.
- Cub scouts may not camp without a parent or guardian except at approved facilities with access to toilets and running water. Many water related events are either prohibited or strictly regulated to protect your son.

For more information, please see the BSA guidelines at:

<http://www.scouting.org/scoutsorce/BoyScouts/Age-AppropriateGuidelines.aspx>

AWARDS & ADVANCEMENT

Information on types of Cub Scout awards, how to earn them, and how to access Den Manager to track your son's advancements can be found below.

TYPES OF AWARDS

Awards in Cub Scouts are a key component of the fun and motivation for boys. Scouts can earn four different types of awards:

Rank Awards

These are awards for advancement into each new rank (Tiger, Wolf, Bear, Webelos, and Arrow of Light), which also includes the following:

- Electives/Arrow Points for Tigers, Wolves, and Bears.
- Activity Pins and Compass Emblems/Pins for Webelos.



"Cub Scout Belt Loops"

Belt Loops and Pins

Boys love to earn these! They are awards for numerous sports and academic achievements and requirements met for activities such as

- Chess
- Science
- Languages and Culture
- Mathematics
- Fishing
- Snow Skiing
- Baseball
- Board Sports

Religious Emblems

These are special awards given to encourage stronger faith and can be earned by many religious groups. They can be

- Worn on an adult uniform once they are earned as a boy.
- Awarded by your religious faith and recognized by scouts.

Special Awards

There are numerous different awards that can be earned as a Cub Scout, such as individual, group, and honor awards.

Individual Awards

These are awards that scouts can earn for themselves. Some examples are

- The Outdoor Activity Award.
- The Cub Scout World Conservation Award.
- The Emergency Preparedness Award.
- Scouting's Journey to Excellence.



Webelos Camp 2012-Camp Shenandoah

Group Awards

Cub Scouts can work together as a team to earn awards for their whole den or pack such as

- The National Den Award.
- The National Summertime Pack Award.

Honor Awards

These are typically the most prestigious awards for outstanding acts of service, heroism, or skill and include awards such as

- The Medal of Merit.
- The Heroism Award.
- The Honor Medal.

Details and lists for the above awards can be found in your son's Scout Handbook, the Den Manager website, and the scouting.org website.

HOW YOUR SON EARNS AWARDS

Your son can complete any of the awards at his own pace with your help and the help of his den leader.

1. Discuss what work your son would like to complete with his den leader.
2. Follow the requirements for the award and demonstrate completion of those requirements (through the Den Manager tool) to your den leader.



"Presenting the Award"

Rank Advancement and Loops

Generally, your son will complete rank advancement and earn some belt loops as part of working with his den and den leader.

Religious Emblems

For religious emblems, discuss the requirements for those emblems with the leader of your faith.

Special Awards

For special awards, discuss the award and its completion with your den leader before starting your work.

TRACKING AWARDS WITH DEN MANAGER

Den Manager is an online tool that is used to track completion of awards. It organizes all of the requirements needed to advance in Cub Scouts into an accessible area that is easy to understand and navigate through. Den Manager also makes communication between parents and den leaders easier when requirements have been completed and need to be signed off and reviewed.



How to Access

When you join the Pack, an account will be set up for you and you will receive an e-mail indicating how to use the account. Once you are ready to use Den Manager, simply follow these few steps:

1. Go to <http://pack120.denmanager.com>
2. Login with your account information.
3. Click on the **Rank** or **Electives** tab to find a list of advancement requirements.
4. Click a requirement in the **Remaining** section to find details about what should be completed.
5. Click the [SIGNOFF](#) link to mark the requirement as complete.
6. Wait for den leaders to review the requirements you have signed off on.

The awards chairperson will then submit all awards to the council and a Court of Honor will be held to present the awards to scouts.

Additional information about how to use this tool can be found at:

<http://pack120.denmanager.com/denmanager/help>

REMEMBER, maintaining the integrity of the awards system is important. When completing award requirements with your sons, please make sure to work on them with intention and purpose and not rapidly go through them. Cub Scouts is about working towards goals and learning through a process.

EXPENSES & SUPPLIES

Information about pack expenses, uniforms, and supplies are listed below.

ANNUAL EXPENSES

The cost to join Pack 120 is **\$50.00** per year, which includes national BSA dues, Council dues, our pack dues, and insurance. Unlike other packs, we do not charge for badges, belt loops, and awards. Instead, we use dues and funds raised through our annual popcorn and peanuts sales to pay for them.

Boys Life Magazine

You can (and should) also sign up for *Boy's Life*, which is Scouting's monthly magazine. The cost for *Boy's Life* is **\$24.00** per year and can be found at <http://boyslife.org>.

OTHER EXPENSES

Generally, our pack raises enough money from fundraisers to cover other expenses like those for camping trips and other activity outings. However, please be aware that these may incur additional costs.

Den Dues

There may be expenses incurred by your den for the completion of projects, admissions to events, etc. Typically a den will work out a "den dues" mechanism where all of the families in a den contribute to covering the cost of supplies.

UNIFORMS AND SUPPLIES

A Cub Scout uniforms consist of a

- Scout shirt
- Neckerchief
- Belt
- Hat
- Neckerchief slide

Our pack does not require uniform pants or shorts, so either blue jeans or other dark pants/shorts are acceptable.

Uniform and Supply Expenses

The uniform shirt will need to include

- Our pack numbers (120).
- Our council patch (Stonewall Jackson Area Council).
- A den number (assigned when you join).
- A world conservation patch.



Pack 120 Scouts

The total cost of these items is around **\$60.00**.

Helpful Tip: For younger scouts, buy bigger than you think and remember to buy a shirt that will fit your scout for several years. For example, Webelos can wear the green Boy Scout shirt; so if your son is in the fourth or fifth grade, consider purchasing that instead since he can use it when he moves on.

Where to Purchase

There are multiple places to purchase Pack 120 supplies including online, at the Scout Trading Post, and through Pack 120's clothes closet.

Online

You can purchase scout supplies either online at www.scoutstuff.org or on eBay. However, please remember that while online shopping is more convenient, shipping charges do apply and you might end up buying the wrong item.

Scout Trading Post in Waynesboro

The folks at the scout store in Waynesboro know all the right items to get for Cub Scouts. Their number is **540-943-6675**. There is also a scout trading post in Charlottesville. For more information, checkout the council website at <http://www.bsa-sjac.org>.



"Shenandoah Valley"

Clothes Closet

Pack 120 has a clothes closet of gently used clothing handed down from former scouts that parents can look through at the first pack meeting.

Note: Pack 120 also has a t-shirt (considered a Class B or casual uniform) for summertime events. These can be purchased at pack meetings for **\$12.00** each. Again, buy a larger size



Meetings

There are a few different meetings you should be aware of that are listed and described below.

PACK MEETINGS

When: Typically, there is a pack meeting every third Monday of each month.

Where: Our Charter Organization located at the First Church of the Nazarene on Boyers Road.

Time: The meeting starts at 7p.m. and usually lasts from an hour to an hour and fifteen minutes.

Note: On occasion, meeting dates are moved to accommodate holidays or other scouting activities. To stay updated, see the pack calendar on our website at <http://pack120.mypack.us/home>

DEN MEETINGS

Den meetings are usually held twice a month on a night designated by your den leader. Most den leaders use emails and the pack website to announce meetings. Since individual meetings of dens can change from year to year, it is important to always check the calendar on the website.

OTHER MEETINGS

There are also other activities each month your son can attend. These are either found on the pack calendar located on the website or are assigned by your den leader.

Website & Contact Information

Instructions on how to navigate through the Pack 120 website and how to contact leaders through email can be found below.



PACK 120 WEBSITE

Pack 120 communicates to its parents primarily through our website, located at <http://pack120.mypack.us/home>

Account

To protect the privacy of parents and the scouts, little information is available without a password. You will be provided a login and password when you join Pack 120.

Note: If you have trouble with your password, please contact the cubmaster or pack committee chair.

Website Breakdown

On the website, you will find useful sections on the left hand side of the homepage under **Menu**.

Calendar

This will list upcoming events for the pack, the leaders, your son's den, and even the whole district or council. You can filter what you see by checking or unchecking the den filter at the bottom left hand corner of the site.

At the top of the calendar, you can also click on one of the three different calendar icons to change the view of the calendar to show more details. You may also occasionally notice forms or other files attached to calendar events.

Files

The pack posts documents on the website in the **Files** section. You can access a number of forms, notes, rules, and videos from this section.

Links

This section provides links to websites and other scouting resources. You can access some links directly on the homepage in the upper right hand corner. However, a more extensive list is located in the **Links** section where you can find a link to the

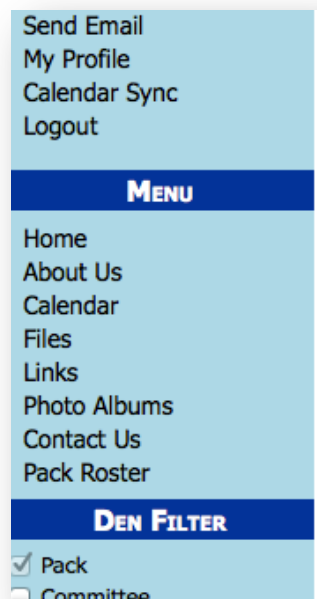
- Den Manager Website.
- Online Scout Store.
- Instructions for setting up an online account for fundraising.

Photo Albums

This section shares all of the photos and videos taken from pack events.

Pack Roster

The **Pack Roster** section provides access to contact information for leaders and other parents in your den and the pack.



CONTACT INFORMATION

There are multiple ways to contact all of our leaders and committees on the Pack 120 website. They can be found on the left hand side of the site by clicking the **Pack Roster** or **Contact US** link under **Menu** or by clicking the **Send An Email** link under **User**.

How to Email

To email a *specific person* from the pack simply

1. Login to your account at <http://pack120.mypack.us>
2. Click on the **Pack Roster** link located on the left hand side of the site under **Menu**.
3. Click the group link that applies to the person you want to contact (den leaders, adults, scouts with parents, etc) and a list of all contact information will be available for individuals in that group.

To email all *leaders and committees* as a group simply

1. Login to your account at <http://pack120.mypack.us>
2. Click on the **Send An Email** link located on the left hand side of the site under **User**.
3. Choose which group or committee email address you want to contact and either Outlook or Outlook Express will automatically pop up, or you can copy the address into the TO field of a new message if you are a webmail user.

WEBSITE TOOLS

The Pack 120 website allows users to register through the site and sync calendar events with their phones. Below are instructions for both.

Event Registration

Most Pack 120 event sign ups are done online at the website. You can access these events through either the **Calendar** or by clicking under **Event Registration** or **Upcoming Events** on the right hand side of the home page. You may also occasionally notice forms or other files attached to calendar events. To sign up for an event simply

1. Login to your account on the Pack 120 website.

2. Click on the **Calendar** link or under the **Event Registration** or **Upcoming Events**.
3. Select which event you would like to register for. You can also click on the **Attendee List** tab to see who has already registered for that event.
4. Click **Register**.
5. Select who is attending and how many guests.
6. Click **Submit** to send in your registration.

To **cancel** a registration, follow above steps 1-3 and click **Regrets** to submit a cancelation.

Calendar Sync

To Sync the pack calendar to your phone and get automatic updates, follow these instructions:

1. Login to your account on the Pack 120 website.
2. Click the link **Calendar Sync** on the left hand side of the site under **User**.
3. Select which type of calendar/service you would like to synchronize with under the drop down box.
4. Select which event and den categories you want synchronized into your personal calendar.
5. Click **Create iCalendar Feed** when you are done with your filter selections.
6. Follow the links that provide instructions for the iCalendar feed subscription, the iCalendar Download (one time import), and the personalized instructions for which calendar type you chose.

For more information you can visit:

<http://pack120.mypack.us/system/files/CalendarSync.pdf>

DEN MANGER VS. PACK WEBSITE

Please remember that the Pack Website and Den Manager are *different* websites and therefore have *two different accounts*. For each website, you will be provided with a separate login and password to access your accounts when you join Pack 120.

Differences

Den Manager: A website that helps keep track of awards and advancements for individual scouts. The only information it provides are requirements for different awards and a list of completed or pending achievements for your son.

Pack Website: Where communication about pack events, contact information, registration, and updates can be found. Links to helpful websites, instructions, photo albums, and other resources can also be found on the Pack Website.

Parent Involvement

Information on how parents can volunteer can be found below.

WHAT IS EXPECTED OF PARENTS?

Pack 120—and local scouting in general—is run entirely by volunteers. There are no paid staff members for the pack. Therefore, parents are expected to help run the pack and its activities. A parent's commitment level will determine the success or failure of the scouting experience for his/her son.

Within The Den

There are certain expectations of parents within each den.

Tiger Dens

Tiger Scouts are first graders; therefore parents or guardians of Tiger Scouts are **required** to attend **all** scouting events and activities with their sons.

Note: Tiger dens are organized like other dens, with a den leader and one or more assistant den leaders, but parents are always involved.

Wolf, Bear and Webelos Dens

Parents are often asked to assist with den meetings and outings on the den level. They may also be asked to contribute a small amount financially to cover crafts and outings with the den.

Note: These dens are also organized with a den leader and one or more assistant den leaders who are all volunteers.

Within The Pack

There are several leadership positions for parents to consider in order to help assist the pack.

Cubmaster

The cubmaster is the emcee of the pack that leads meetings and is the public face of Pack 120. A cubmaster helps all dens function properly and works with the pack committee chair to plan activities and guide the pack. While the position might seem overwhelming, there are many people in the pack that help the cubmaster plan activities, handle the “business” of the pack, and even help with meetings.



Veteran's Day Parade 2011

Assistant Cubmaster

The assistant cubmaster helps and fills in for the cubmaster when needed. For example, the assistant cubmaster may have to attend council meetings, fill in at committee meetings, or lead our pack meetings when necessary. Pack 120 has several assistant cubmasters to help out.

Den Leader

The den leader heads up a den of scouts, usually between the ages of eight and twelve. A curriculum is now provided by BSA that provides a meeting-by-meeting schedule of events, crafts, and activities designed to move the boys through the ranks of cub scouting. A den leader is responsible for safe outings, fun meetings, and a little paperwork.



Webelos Camp 2012- Camp Shenandoah

Assistant Den Leader

The assistant den leader(s) help the den leader by filling in when needed and by helping with den meetings and activities.

Pack Committee Chair

The pack committee chair is responsible for overseeing the pack and works mostly behind the scenes to help plan pack activities and meet BSA requirements for membership and chartering. The pack committee chair holds a monthly meeting with committee members consisting of interested parents and adult leaders. They are responsible for filling all the other leadership positions in the pack when needed.

Treasurer

The treasurer handles the pack's finances. Treasurers will

- Establish a budget plan for the pack.
- Collect money from the popcorn fundraising sales and membership dues.
- Pay out funds when requested by the pack committee.
- Keep a record of expenditures.
- Report on the pack's financial condition.

Committees

There are several standing committees that are led and overseen by a chairperson. ***At least one parent is expected to serve on at least one committee throughout the year.*** These committees include

- **Parades:** Planning Veteran's Day and the Christmas Parade.
- **Popcorn and Peanuts:** Our annual fundraiser.
- **Pinewood Derby:** A Family activity that involves racing homemade cars powered by gravity.
- **Blue and Gold Banquet:** An annual dinner that celebrates Scouting's birthday and thanks all leaders and adults who have helped the pack.
- **Outings:** A committee that helps with camping trips, tour permits, and other outdoor activities.
- **Awards & Advancement:** Advancement and recognition committees that process lots of awards.
- **Pack Committee:** Meets monthly to plan pack meetings and events.



"Pinewood Derby Races"

To find more detailed information and resources on leadership roles, expectations, committees, and training, please visit:

<http://www.scouting.org/scoutsource/CubScouts.aspx>

PARENT/FAMILY POINTS SYSTEM

Cub Scouts runs entirely on volunteers. Therefore, parent/family volunteering is very helpful in ensuring our scouts get the best experience possible. The 100 Point Adult Participation Form is an annual form that allows parents to sign up for how they plan to support the pack. It also tracks support by applying a number of points to each volunteer position. We encourage all of our parents to reach at least **100** points in order to provide the best Cub Scout program for their son.

To access the Adult Participation Form, follow these few steps:

1. Login to your account on the Pack 120 website.
2. Click on the **Files** link on the left hand side of the site under **Menu**.
3. Select the **Forms for Parents** link.
4. Select the **Parent's Points PDF** or **Word** link.
5. Print out the form.

Example of Form

100 POINT ADULT PARTICIPATION FORM

For over 75 years parents have made Cub Scouting an enriching experience for their boys. The Cub Scouting program has strengthened families, provided adventure and diversity, created fellowship, and instilled ideals in young men. By volunteering for **100 points**, you will help ensure that we can provide the best Cub Scout program for your son. Thank you for your support.

POINTS & POSITION DESCRIPTION

- ___ **100 points** - Cubmaster, Cubmaster in Training, Assistant Cubmaster: Everything!
- ___ **100 points** - Den Leader, Assistant Den Leader: Run weekly Den Meetings, complete online training, attend monthly Committee Meetings and Pack Meetings
- ___ **100 points** - Committee Chair: Organize Pack and events, Pack communication, Complete online training
- ___ **100 points** - Popcorn Chair: Organize and manage the annual (Aug-Nov) sale
- ___ **100 points** - Secretary: Attend Committee Meetings, keep minutes
- ___ **100 points** - Treasurer: Collect dues, pay the bills!
- ___ **100 points** - Awards Chair: Collect list of earned awards from Den Leaders, get awards (Waynesboro), and prep for Pack Meetings—sort by Den
- ___ **100 points** - Camping Chair: Plan and pull off Spring Pack Camp-out
- ___ **100 points** - Pinewood Derby Chair
- ___ **100 points** - Blue and Gold Chair: Annual (Feb) Pack celebration dinner
- ___ **60 points** - Committee Member at Large: Attend monthly Committee Meetings, complete online training.
- ___ **50 points** - Popcorn Den Coordinator: Coordinate Show and Sell for Den, collect Den's individual orders. Disseminate Den product for delivery.
- ___ **40 points** - Pinewood Derby Assistant
- ___ **40 points** - Blue and Gold Assistant
- ___ **40 points** - Camping Assistant
- ___ **40 points** - Parade Chair
- ___ **40 points** - Hiking Chair
- ___ **40 points** - Activities Chair (pool party and pack picnic)
- ___ **20 points** - Provide food for an event
- ___ **20 points** - Event registrar
- ___ **20 points** - Lead a pack meeting activity
- ___ **20 points** - Lead a den meeting activity
- ___ **20 points** - Scouting for food coordinator
- ___ **20 points** - Service project support
- ___ **TOTAL** - Volunteer **100 points** per family

PARENT SIGNATURE: _____ DATE _____

PHONE: _____ EMAIL: _____

TOTAL POINTS: _____ BOY'S NAME: _____

Photo Credits

Cover page: Wilderness Overlook, July 16, 2013. Courtesy of Bureau of Land Management. Photograph courtesy of Flickr Creative Commons.

Page 7: Cub Scout Belt Loops. Courtesy of Evelyn Giggles. Photograph courtesy of Flickr Creative Commons.

Page 9: Presenting the Award, Dec. 10, 2010. Courtesy of Jim Larrison. Photograph courtesy of Flickr Creative Commons.

Page 13: Shenandoah Valley, May 7, 2008. Courtesy of J.Todd Poling. Photograph courtesy of Flickr Creative Commons.

Page 22: Pinewood Derby Races, Jan. 25, 2014. Courtesy of Roy Niswanger. Photograph courtesy of Flickr Creative Commons.