

# DEN AND PACK MANAGEMENT

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## PACK PROCEDURES

The successful management of the pack requires the cooperative efforts of all den and pack leaders. The pack committee runs the pack, the Cubmaster directs the pack program, and the den leaders manage the dens. Each individual leader has specific responsibilities that, when carried out effectively, will result in a successful pack with a fun-filled quality program for the boys and their families.

A pack may operate more efficiently with some written procedures related to issues such as den dues, recruiting methods, parental participation, travel arrangements, permission slips, and safety procedures. Once these have been developed and approved by the pack committee, copies should be made available to all pack families.

*Pack procedures should not conflict with national or local council policies.* For instance, packs do not have any options when it comes to how the official uniform should be worn, how money-earning projects should be approved, or other policies described in this book, such as joining requirements or tour permits. (See Chapter 8, “Cub Scout Policies.”)

## DEN AND PACK RECORDS

Pack leaders must keep accurate records. Questions on the status of advancement, finances, and membership can eas-

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ily be answered if a good record-keeping system is in place. The BSA has developed several forms and charts to help a pack keep good records. Many of these forms are included in Appendix 1 of this book; others are available at your local council service center or Scout shop.

Records need to be maintained at both the den and pack levels. Den leaders are responsible for keeping accurate, up-to-date den records. The pack treasurer is responsible for keeping financial records. An assistant Cubmaster or pack secretary could be given the task of keeping the *Pack Record Book* up-to-date. The *Pack Record Book* contains a special financial section for the pack treasurer. Also, see Chapter 11, “Pack Finances,” for more information about pack finances and money-earning guidelines.

## Den Records

**Den Meeting Programs** (see pages 34-13 through 34-15). These forms help Tiger Cub, Cub Scout, and Webelos Scout den leaders (and adult partners, for Tiger Cubs) plan den meetings. The den leaders fill in the details for each portion of a den meeting, including the plans for activities and any equipment needed. These forms can be helpful at the monthly pack leaders’ meeting, where the Cubmaster, den leaders, and pack committee members agree on the general plan for the next month’s den programs. The forms can also be kept for future reference in planning.

