



Cub Scout Pack 371
Frederick, Maryland
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www.pack371.org

Guide for New Scouting Families

Dear New Scouting Family,

Welcome to Pack 371! We're excited that you will be joining our award-winning Pack. This guide provides an overview of how our Pack operates. But first, but I'd like to provide you with some history and highlights of Pack 371.

Pack 371 was founded in 2001 and is based at Oakdale Elementary. Pack 371 is part of the National Capital Area Council (NCAC) and Appalachian Trail District of the Boy Scouts of America. We are chartered through Moose Lodge #371 in Frederick, Maryland. We are a mid-sized Pack, which means at any time we have between 25-35 Scouts, which is ideal for Scouts to learn and get the most from the Cub Scout Program.

Pack 371 is run by entirely by adult volunteers and leaders. Well-trained leaders are a foundation for a solid program, so we maintain a 100% leader training rate. Each leader takes youth protection training every 2 years and role specific training each year. Many of our leaders also attend University of Scouting each year to take advanced coursework to help us continue to build our program. Additionally, parents step into volunteer roles to support the Pack coordinating special events, fundraisers, and other functions to help keep the leaders focused on working with the Scouts.

There are many activities that Scouts look forward to throughout the year. Top of the list is the Pinewood Derby where Scouts work with a parent to build and race a car. Due to the popularity of this event, Pack 371 now offers 2 additional types of derbies – a Raingutter Regatta in the Fall and a Rocket Derby in the Spring. These events are a great opportunity for parents to bond with their child to build and race vehicles. Derbies also help us bring the Pack together to participate in a larger event. We also plan several outdoor events including hikes and camping, as well as several service events in the community to give Scouts opportunities to help others.

I encourage you to review this document to learn more about our Pack. At any time, should you have any questions please feel free to reach to any leader or the Cubmaster at cubmaster@pack371.org. Again, on behalf of our entire leadership team, welcome to Pack 371!

Yours in Scouting,
Pack 371 Leaders

I. Pack 371 Structure

A Pack is a group of Cub Scouts, adult leaders and parents who belong to the same Cub Scout unit. Packs are also aligned to a District and Council as part of the Boy Scouts of America. Pack 371 is aligned to the Appalachian Trail District within the National Capital Area Council. A pack generally draws its membership primarily from an elementary school, church or community that is associated with the pack's Chartered Organization and Community. We draw our membership primarily from Oakdale Elementary School, however we have members from many other local Frederick schools well. Each pack is made up of one or more (each) Tiger Cub (grade 1), Wolf (grade 2), Bear (grade 3), Webelos (grade 4) and Arrow of Light (grade 5) dens.

A Chartered Organization is the sponsoring organization for a Cub Scout Pack, usually a church or other community group. Each year, the Pack must renew its Charter with its local council. The Chartered Organization must approve the rechartering application in order for the Charter to be renewed. Pack 371 is chartered to [Moose Lodge #371](#) in Frederick, Maryland. The Moose Lodge provides a larger venue for Pack 371 to use for events such as our Pinewood Derby and Blue & Gold celebration.

The Pack is run entirely by trained adult volunteers who serve in a leader capacity. In addition to the leader positions, Pack 371 is supported by several Parent Committees that are filled by adult volunteers. We ask each parent to volunteer for at least one of four committees to plan events for our Scouts and to help keep our Leaders focusing on Pack and Den programs. Sign-up sheets will be available at the first Pack meeting. Here is a description of the four Parent Committees:

- **Fundraisers** – Coordinates Pack fundraisers (popcorn, wreaths, Joe Corbi Pizza, etc.)
- **Outdoor Events** – Coordinates hiking and camping trips
- **Service events** – Coordinates service and conservation events, uniform bin
- **Special events** – Coordinates Pinewood Derby, Kris Kringle Parade, Blue & Gold, and Cub Scout Day Camp

Pack 371 also maintains a close relationship with [Boy Scout Troop 2017](#) based at Oakdale Middle. The Troop helps us periodically throughout the year with various activities. Additionally, the Troop appoints seasoned Boy Scouts to serve as Den Chiefs within our Pack. Den Chiefs support all Pack functions, including rotating to Dens to support Den Meetings, but most importantly they are viewed as role models for the younger Scouts.

II. Cub Scout Activities

Scouts participate in a number of different types of activities each year. Here's a brief summary of each activity type:

- **Den Meetings** – A den is a small group of boys of the same grade level. Each den meets up to 3 times per month to work on achievements and other activities. The den is led by adult Den Leaders and Assistant Den Leaders who are responsible for planning and conducting each den meeting. Our Dens generally meet on the 1st, 2nd, and 4th Wednesdays at 7pm at Oakdale Elementary School in the Cafeteria
- **Pack Meetings** – Pack meetings occur monthly and usually feature a short program followed by Scout awards and recognition for achievements completed during Den meetings. Pack meetings are generally held monthly on the 3rd Wednesday of the month at 7pm from September through May. Pack 371 meets at Oakdale Elementary School in the Cafeteria.

- **Cub Scout Derbies** – Racing in a Cub Scout derby is great fun. Whether it is our Raingutter Regatta, Pinewood Derby, or Rocket Derby, you'll get to design your racing vehicle, work with a parent to build it, and see it perform on race day
- **Cub Scout Camping** – Learn to live in the outdoors. Camping takes you on exciting adventures into the natural world
- **Outings and Field Trips** – “Outing” is a big part of Scouting. Cub Scouts get out and about with many kinds of outdoor fun, such as field trips, hikes, nature and conservation
- **Service Projects** – Doing service projects together is one way that Cub Scouts keep their promise “to help other people”
- **Blue and Gold Celebration** – In February, when Scouting celebrates its “birthday,” Packs across the country hold blue and gold banquets to celebrate the year’s accomplishments

III. Our Dens

Scouts are assigned to a Den based on grade level. There are a total of five Dens – one for each grade. The Scouts will work on achievements together and will advance to each rank together. This cohort style of learning helps the Scouts learn from each other in addition to learning from the leaders. Den programs are based on curriculum outlined in handbooks – one for each Den. Handbooks are not required, but we do recommend parents purchase them each year to help guide Scouts through the program. This can be particularly helpful if a Scout misses a meeting and needs to work with a parent to make up the achievement.

- **First graders are Tigers** – Each Tiger will work with their den and parent/guardian on the requirements to earn his Tiger badge. Tiger requirements are outlined in the Tiger Handbook which may be purchased [here](#).
- **Second graders are Wolves** – Each Wolf can attend weekly den meetings on their own, but their families still help them work on the requirements for the Wolf badge. Wolf requirements are outlined in the Wolf Handbook which may be purchased [here](#).
- **Third graders are Bears** – Each Bear will work with their families to do the requirements for the Bear badge, but boys this old have enough knowledge and skill to take on more of the work by themselves. Bear requirements are outlined in the Bear Handbook which may be purchased [here](#).
- **Fourth graders are Webelos** – Each Webelos will do more advanced activities to get ready to graduate into Boy Scouting. The Webelos requirements are outlined in the Webelos Handbook which may be purchased [here](#).
- **Fifth graders are more Advanced Webelos or Arrow of Lights** – Each Arrow of Light will be focusing on the remaining activities to get ready to graduate into Boy Scouting. The requirements are outlined in the Webelos Handbook which may be purchased [here](#).

IV. Cubtrails Pack Management Software

Pack 371 uses a cloud service called [Cubtrails](#) to manage our Pack roster, calendar, and awards. Cubtrails is accessible from any computer or mobile device connected to the internet. Upon joining Pack 371 you will receive an email with a link to join Cubtrails. Click this link to set up your account:

- Enter your name (if not already entered)
- Enter your contact information (address, phone, email)
- Enter your Scout's name and date of birth
- Upload a picture of your Scout to display on your profile (optional)

Once you update your profile, you will automatically be added to our Scout roster for email updates and your Scout will be assigned to a Den. As your Scout attends Den Meetings, they will begin to earn achievements. If you miss a meeting, please reach out to the Den Leader to discuss make-up work. At any time you can log in to Cubtrails to see your Scout's status and update awards. While leaders drive the program throughout the year, ultimately it is the parent's responsibility to periodically review the Scout record to ensure it is accurate.

Our Pack calendar is also maintained in Cubtrails. For some events, we may ask you to go into Cubtrails to RSVP so we can get an accurate count. To do this, simply navigate to the calendar, find the event, and click if you will be attending or declining.

You may synch the Pack calendar to your iPhone by following these instructions. These instructions can also be used to set up other devices as well:

- Copy this iCalendar (webcal://www.cubtrails.com/cubtrail/calendar/ical/68186/e7e6b/calendar.ics) to your clipboard on iPhone/iPad.
- On your iPhone/iPad, go to Settings
- Tap Mail, Contacts, Calendars
- Tap Add Account
- Tap Other
- Tap Add Subscribed Calendar
- Paste the iCalendar URL that you copied above into the Server text box
- Enter a description for the calendar in the Description text box (for example, "Team Cowboy Schedule" or the name of your team on Team Cowboy). The description is optional -- by default it is the same as the iCalendar URL.
- Tap Next
- Tap Save

V. Registration

There are 3 components to our registration process – BSA application, Pack 371 Code of Conduct and Participation Agreement, and Dues/Fundraising. Each is explained below.

- a. **BSA Application** - The BSA application process can take several weeks. During that time you are welcome to participate in all events with our Pack. At the conclusion of the process, you will receive a BSA identification card and your Boys Life subscription will start.
 - **BSA Applications (For First Graders Only)** - If your child is currently in first grade, they will be joining our Tiger Den. The BSA requires one parent to work with each Tiger during the first year. For this reason, we will need one parent per Tiger to complete a

BSA adult application and to complete [Youth Protection Training online here](#) in addition to the youth application. The BSA adult application is only available in paper copy. The BSA youth application can be completed [online here](#) or you can request a paper copy by asking any leader. The Pack will cover any fees associated with these applications.

- **BSA Application (For Second Graders-Fifth Graders)** - To officially join our Pack, we will need you to complete a youth BSA application on behalf of your child. The Pack covers all application fees. You can complete the application in [online here](#) or you can request a paper copy by asking any leader.
- b. **Pack 371 Code of Conduct and Participation Agreement** - Each year, Scouts and parents need to review and complete the Pack 371 Code of Conduct and Participation Agreement. This document outlines our Pack policies and procedures, and also outlines expectations for Scouts, parents, and leaders.
- c. **Dues and Fundraising** - Scout registration is \$300 per year. \$120 of this amount is paid in dues and Scouts use fundraising to raise the remaining \$180. Cub Scouts have fundraising goals to help encourage them to pay their own way. Fundraising also helps offset the need for additional dues.

Our budget approach is designed to cover most Scout expenses for 9 months of activity (September through May) with the assistance of parent volunteers

Examples of expenses that are included:	Examples of expenses that are <u>not</u> included:
<ul style="list-style-type: none"> • Up to 27 Den Meetings • 9 Pack Meetings • 3 Derbies (Raingutter Regatta, Pinewood Derby, and Rocket Derby) • 1 Blue & Gold Celebration • 2 Camping Trips and 2 Hikes (weather permitting) • Numerous opportunities for community service • All awards • Pack t-shirt (Class B uniform) • Hats at advancement (except rising Webelos/AOLs) • BSA registration • Subscription to Boy's Life Magazine 	<ul style="list-style-type: none"> • Class A Uniform purchase • Den activities that require a cost to meet a requirement (e.g., supplies, field trip, etc.) • Den handbooks (optional)

VI. Uniforms

Our Pack utilizes two uniforms – the official uniform (Class A) and an informal Pack t-shirt (Class B). Both are described below:

- a. **Official Scout Uniform (Class A)** - We require our Cub Scouts to wear the official uniform (Class A) to Pack meetings and at most public events. The official uniform showcases all the badges and awards the Scout will earn during the program. Click [here](#) to see the full uniform components.
- Tigers, Wolves, and Bears must wear the official blue uniform shirt, neckerchief and slide and Hat

- Webelos may wear the khaki official uniform shirt (in lieu of the blue uniform shirt), Webelos neckerchief, slide and hat
- Socks and belts are optional (but there are belt loop awards, so the belt is very handy)
- Navy blue pants, shorts or jeans (the scout is not required to purchase official scouting pants)
- All insignia for the official uniform is provided by the Pack: Council Shoulder Patch, Pack 371 Numerals, World Crest Emblem, and Den Numeral.

b. **Informal Scout Uniform (Class B)** - Cub Scouts may wear their red “brag” vest, Pack 371 Cub Scout t-shirt, or sweatshirt (Class B) to Den Meetings or less formal outings such as camping.

VII. Communications

Our Pack uses several different methods to communicate news, events, and updates:

Communication	Description
Weekly Pack Emails	Each week the Committee Chair will summarize upcoming Pack activities. Emails will arrive from “CubTrails Mailer” or chair@pack371.org
Weekly Den Emails	Each week Den Leaders will summarize upcoming Den activities. Emails will arrive from den#@pack371.org (Den# will be replaced with 1, 2, 3, 4, or 5)
Pack 371 Facebook	We established a closed group on Facebook for Pack 371 parents to collaborate and receive updates. Enter this link to join: https://www.facebook.com/groups/pack371/
Pack 371 Website	We established a website to provide general information about our Pack: www.pack371.org