

## **Addendum Agreement for Pack 422**

- ✓ Organizational Structure
- ✓ Membership
- ✓ Operational Rules
- ✓ Responsibilities

**Chartered By Chapel Hill Academy**

306 West 78<sup>th</sup> Street Chanhassen Minnesota 55317

## **Revision Control Table**

<b>Revision 1 .....</b>	<b>May 2007</b>
<b>Revision 2 .....</b>	<b>April 22, 2008</b>
<b>Revision 3 .....</b>	<b>April 24, 2008</b>
<b>Revision 4 .....</b>	<b>March 2, 2009</b>
<b>Revision 5.....</b>	<b>March 31, 2010</b>
<b>Revision 5A.....</b>	<b>April 14, 2010</b>

## **Introduction**

This document is an addendum to the Charter Agreement between the Boy Scouts of America and the School Board of Chapel Hill Academy, Chanhassen Minnesota. The purpose of this addendum is to clarify and define roles and responsibilities for all activities undertaken by the Cub Scout Pack chartered by Chapel Hill Academy. This document is intended to formalize and regulate actions of the Cub Scout Pack, which are dictated by local City and Health requirements, regulations, and the desires and intentions of the Chapel Hill Academy School Board.

This addendum will be reviewed and modified on an annual basis when the Charter is renewed per Boy Scouts of America regulations.

In addition this addendum may be reviewed and edited as needed whenever unforeseen conditions warrant.

## **Revision Control**

The official version of this document will be printed, signed, and kept on file at the Chapel Hill Academy School offices, available for review during normal school office hours. A revision number will be included on any updates to the first signed document.

In addition an electronic copy of the official will be posted to the Cub Scout Pack web site for reference and study.

In the event of a conflict between the official document on file at the school office and any other copy, the signed document in the school office will take precedence.

## **Authority**

The Pack year begins April 1 of each calendar year and ends March 31 the following year. Representatives of the Chapel Hill Academy School Board and the Cub Scout Pack Institutional Representative must sign this addendum and any future revisions to it before they become effective. This addendum will become effective when all signatures have been completed, and will expire March 31, 2011.

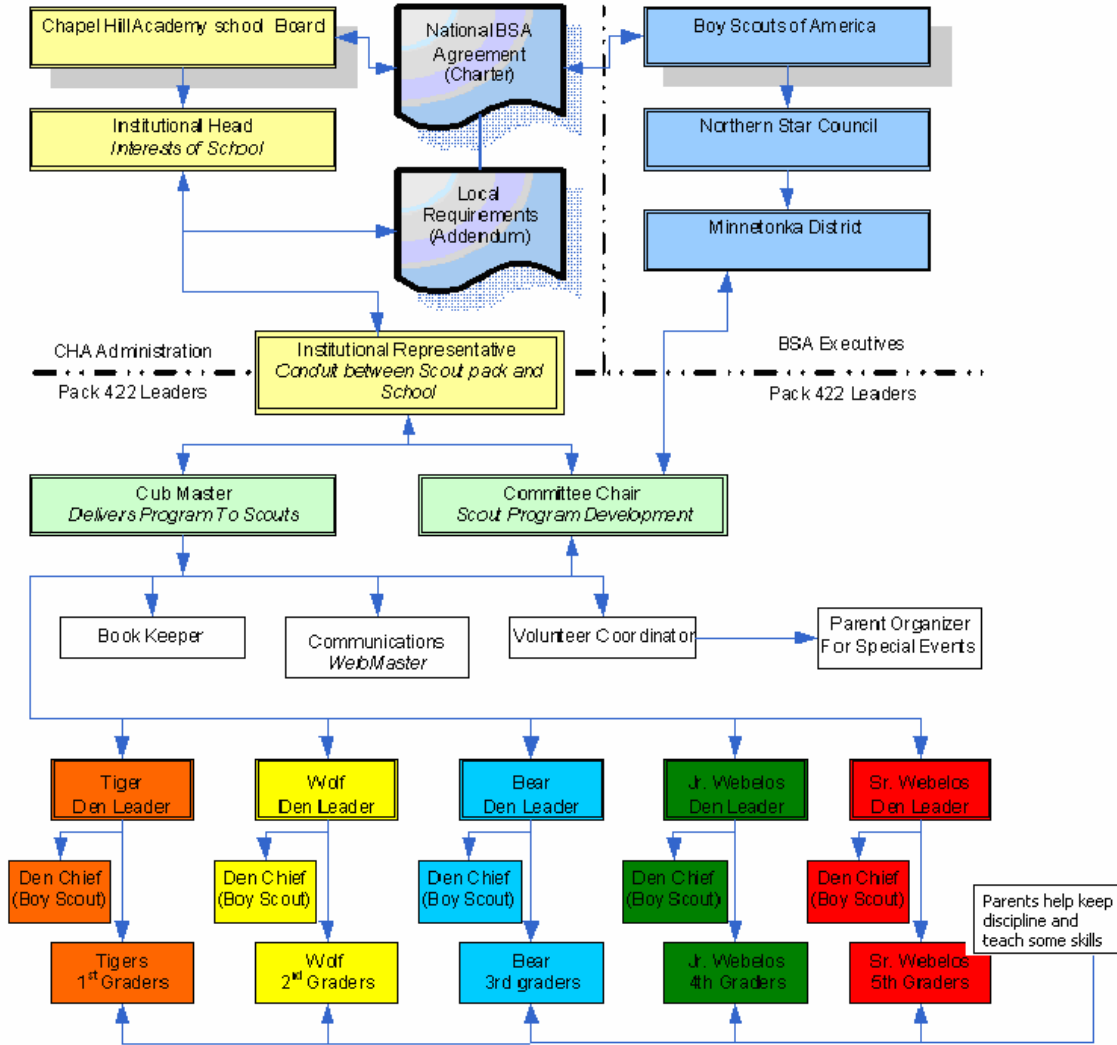
The Pack must execute a new charter and addendum with the CHA School Board before March 31 2011 or discontinue Cub Scout Pack 422 operations.

## **Behavior Expectations and Corrective Action**

Parents and or adult guardians of Cub Scout Pack 422 members will be provided with a printed copy of this document on an annual basis. All members of the Pack will comply with this document.

For a minor offense, a Scout will receive a verbal warning from a member of the Adult Leadership. If needed, the Cub Master or Institutional Representative will initiate a meeting with the Scout, Den Leader, and parents of the child. If it is deemed in the best interests of the Pack, a Scout (child) who fails to follow the rules will be asked leave the Pack.

### Organizational Structure and Delegation of Authority



## Role Descriptions and Definitions

**CHA:** Chapel Hill Academy, a private Christian school for children in grades K – 8, located in Chanhassen Minnesota

**BSA:** Boy Scouts of America

## Cub Scout Terms and Leadership Positions

**Pack 422:** A Boy Scouts of America Cub Scout Pack, Chartered by Chapel Hill Academy, Chanhassen Minnesota. The Pack is comprised of multiple Dens, and BSA trained adult volunteer leaders who plan, lead, and provide programming. Packs are meant to be family friendly. Parents and other siblings are invited and encouraged to attend larger Pack events.

**Cub Scout Member:** Membership in Pack 422 is open to any boy enrolled in grades 1 – 5 from any school system, public, private, or home based. Enrollment in Chapel Hill Academy is NOT required to become a member. Boys in First grade must have a parent or another family approved adult attend with him at all Den and Pack meetings.

**Den:** A group of approximately 6-10 boys all in the same grade at school. Den meeting activities are focused on members of the Den. Members work to accomplish specific skills and tasks leading to rank advancement.

**Tiger:** A Cub Scout in First Grade.

**Wolf:** A Cub Scout in Second Grade.

**Bear:** A Cub Scout in Third Grade.

**Junior Webelo:** A Cub Scout in 4<sup>th</sup> Grade.

**Senior Webelo:** A Cub Scout in 5<sup>th</sup> Grade. These boys will graduate into Boy Scouts in the month of March during 5<sup>th</sup> Grade.

**Den Leader:** A BSA Trained adult volunteer, usually a parent of one of boys in a Den. Responsible for delivering the BSA program to the boys in his/her Den. Participation and help is expected from all the parents of the Den members.

**Camp Director:** A BSA Trained adult volunteer, usually a parent of one of boys in a Den. He is responsible for assisting den leaders in providing camping opportunities to the boys in their dens.

**Membership Dues:** The financial cost of being a member of Pack 422 is \$35 per year. This fee covers only a portion of the costs of operating the Pack. It is up to each family to decide if they also wish to subscribe to "Boys Life" magazine for an extra \$12 per year. Families with multiple members will find it more economical to share a common subscription to Boys Life. \$15 from the membership fee is applied to pay Pack 422's portion of the BSA membership fee and blanket Liability Insurance policy. The Pack will provide each member with

Age appropriate Scout Book  
Neckerchief with slide  
Class II "tee shirt" with the Pack logo imprinted.

Parents are expected to purchase the Scouts Class I formal uniform shirt.

Additional expenses to operate the Pack are provided by fundraisers and fees assessed to members for specific items.

**Den Chief:** A BSA Trained Boy Scout. The typical age is 14. Den Chiefs volunteer to help a Den Leader provide programming to members of a Den. Den Chiefs obtain leadership experience, required by the Boy Scout for their personal Rank advancement. Typical term for a Den Chief is six months to one School Year.

**Cub Master:** Must be a parent of a CHA student. Provides programming to the boys enrolled in Pack 422. Ensures pack meetings are safe and fun. Works with the Institutional Representative and Committee Chair to ensure a quality Scouting program is provided.

**Committee Chair:** A BSA Trained volunteer. Must be a parent of a CHA student, past or present. He works with members of the Pack Leadership to plan events. Represents the Pack at District planning sessions, and works closely with the Cub Master and Institutional Representative to ensure a quality program is provided to the members. Works with Den Leaders ensuring they are trained, and that they have the resources they need. Works with the Camping Director to ensure Scouts have access to camping experiences. He must approve all adult volunteers for membership positions.

**Volunteer Coordinator:** BSA Trained adult volunteer responsible only for identifying potential volunteers and thanking them. Roles filled include adult leadership and other short-term volunteer positions.

**Institutional Representative:** Has two roles. Represents Pack 422 when speaking to the Chapel Hill Board, and represents the Chapel Hill Board when communicating with Pack 422. This person must approve all Adult Volunteers who wish to work with Pack 422. Ensures the CHA Board provides meeting space on a regular basis, and supports the Scouting Program at CHA. Ensures Pack 422 follows the direction of the CHA Board, and supports its mission. Ensures policies of the CHA Board are followed.

## Uniform Requirements

At all Pack 422 events Scouts and Adult Leaders will wear the correct BSA uniform according to their rank or position within the pack. If the family of a pack member is unable to purchase a uniform due to the cost, the Cub Master should be informed. BSA can provide some assistance. "Heelys" or "skate-shoes" are NOT approved footwear at any Pack 422 activity. When Scouts are engaged in outdoor or physical activity, a pack approved and supplied Class II uniform "Tee Shirt" will be worn. Uniform selection is up to the Cub Master or Den leader.

## Chapel Hill Academy Leadership Roles

**CHA Board:** The Board of Directors for Chapel Hill Academy, a private Christian school located in Chanhassen Minnesota.

**CHA Chairman:** Leads the CHA Board in decisions it makes.

**Institutional Head:** A Staff member or CHA Board Member designated by the Chapel Hill Academy Board to act in the best interests of the School, and represent the Board of Directors in communications between Pack 422 and the Institutional Representative. The Institutional Representative may designate a staff person to assist with day-day logistic decisions for the CHA Board regarding space and times for holding meetings. This person communicates issues that require attention to the Institutional Representative, and or other members of the Pack 422 adult leadership.

If a time sensitive decision from the Board is required by the Pack, the decision of the Institutional Head will be followed until the CHA Board has an opportunity for reviewing the issue at its next board meeting. The Institutional Head is encouraged to consult with the CHA School Board Chairman and other members of the CHA Board as needed.

**Institutional Representative:** Has two roles. Represents Pack 422 when speaking to the Chapel Hill Board, and represents the Chapel Hill Board when communicating with Pack 422. This person must approve all adult volunteers who wish to work with Pack 422, and must sign their BSA membership applications. Ensures the CHA Board provides meeting space on a regular basis, and supports the Scouting Program at CHA. Ensures Pack 422 follows the direction of the CHA Board, and supports its mission and policy.

## Ownership of Pack 422 Property

Chapel Hill Academy owns all assets of the Pack. This includes the bank account and any physical assets. Pack 422 will discontinue operations if so directed by the CHA Board, and transfer its assets to the CHA Board.

In the event the Pack must discontinue operations, all cash in the Pack 422 bank account attained through membership dues, or raised through fund raising activities will transfer

with the members of Pack 422 to their respective new Pack. The respective Committee chairs will transfer the cash. No checks will be written to an individual.

The Adult Leadership of the Pack will designate and transfer any remaining physical assets to other Scout Packs. No funds or equipment will be retained by Chapel Hill.

## **Chapel Hill Academy Will Provide Space to Meet**

CHA will provide space to Pack 422 for Den and Pack meetings at times and dates mutually agreed upon by the CHA Institutional Representative, and the adult leadership of the Pack, at no cost to Pack 422.

## **Pack 422 Compensation to Charter Organization**

To compensate CHA for the use of its space, Pack 422 members will participate in 2 outdoor and facility maintenance events at CHA on an annual basis. Tasks assigned to the Pack members will be age and skill appropriate, and coordinated by the Institutional Representative. Typical tasks might include raking leaves, washing windows, and picking up trash.

While engaged in these tasks members of the Pack are expected to wear their Class II uniform, consisting of jeans or shorts and a Pack approved Class II tee shirt uniform.

In addition, the CHA Institutional Representative may ask the Pack members to participate in special events to be held at CHA in celebration of holidays or other significant occasions. Typical examples include Veterans Day programs, concerts, and parades. Members of Pack 422 will be dressed appropriately in their Class I Dress Uniform (Blue Shirts), neckerchiefs, and blue pants.

Members of the Pack who are not enrolled at CHA are not expected to participate or attend special event programs at CHA, but may do so as desired.

## **Emergency Equipment**

The institutional representative will ensure access by Pack 422 to a reliable telephone for use by Pack 422 Leadership in case of emergency. Next to this telephone will be a list of emergency telephone numbers including but not limited to

- \* Local Police and Fire
- \* Institutional Representative
- \* Back-up contact for the Institutional Representative
- \* Closest hospital (also include a map with directions)
- \* Poison Control Center

A functional fire extinguisher will be on site at CHA, and all Pack 422 Leaders will be instructed where it is located and how it is to be used.

Pack 422 will provide its own first aid kit for events at CHA and elsewhere. All Pack 422 Adult leaders will receive basic first aid training.

## **Youth Protection**

All Pack 422 Adult Leaders will complete BSA Youth Protection Training either via a live class or through a BSA approved internet educational Web Site before working with Cub Scouts.

Parent volunteers are allowed to work with Cub Scouts if a BSA Youth Protection trained leader monitors them and "Two Deep" leadership is maintained at all times.

Two Deep Leadership means adults are not allowed to work with scouts unless a second (back-up) adult is always present. This rule is to ensure the safety of Cub Scouts, and the adults working with them.

Adults are not allowed to drive non-family member Cub Scouts to any offsite pack or den activity until they have submitted proof of insurance to Pack 422.

When on Pack or Den sponsored campouts and trips, adults will not share tents or other sleeping arrangements with Cub Scouts. The only exception is when an adult shares a tent only with his/her children.

All adults will respect the personal space and personal privacy of Scouts with regard to bathroom use and changing clothes.

All cases of suspected adult or scout instigated child endangerment, neglect, or abuse will be reported to the appropriate local authorities and BSA District Office, in accordance with local law enforcement and BSA Youth Protection policy.

## **Blanket Liability Insurance**

BSA will provide the CHA board with proof of a liability insurance policy that covers all participants in case of injury, illness or death while engaged in any BSA activity, anywhere in the world. This same insurance is documented in the Charter Agreement between BSA and CHA.

All Cub Scout members and Adult leaders will wear an approved uniform while traveling to or from a Cub Scout activity to ensure the insurance policy is in effect.

## **Building Lights and Security**

Pack members or guests who cause any damage to the building are responsible for paying the costs of repairing the damage.

Pack 422 and its Committee Chair are responsible for turning off the lights to all rooms used by the Pack prior to exiting CHA.

Pack 422 and its Committee Chair are responsible for ensuring the school building is locked and secure before leaving the property.

The CHA Board is responsible for designating the person who will write and update as needed directions to the Pack 422 Institutional Representative and Committee Chairs for locking the building and turning off the lights. These directions may require changes due to weather or other circumstances, the thus are not covered by the Charter Agreement or this addendum.

## **Garbage and Housekeeping**

All garbage and trash generated by pack will be deposited in dumpsters or recycling systems per written instructions from the Institutional Representative upon the conclusion of any Pack or Den meetings. As these instructions may change over time they are not documented by this addendum.

All rooms used by Pack 422 or its Dens will be returned to their original configuration upon completion of any meetings. This includes locations of chairs, tables, and other furniture.

All audio-visual or other equipment borrowed from CHA by Pack 422 will be returned after use as directed by the Institutional Representative. If any equipment is damaged or broken by members of Pack 422 it will be repaired or replaced by Pack 422.

## **Fund Raising Policy**

Pack 422 youth members will be allowed to undertake activities to raise funds to be used to pay for Pack equipment and materials, supplies, activity fees, and the costs of attending camp.

Adult Volunteer members of the Pack and parents will not engage in Fund Raising activities or solicit funds from CHA students or teachers at CHA during normal school hours.

The Pack may internally discuss, organize, and prepare to engage in fund raising activities during its Den and Pack meetings at school and off site meetings.

Most fundraising may be in the form of two potential events;

- \* A Christmas Wreath sale during the month of October
- \* BSA approved Popcorn sale during the spring or the fall

## **Prohibited Activities**

CHA is a Christian School and Cub Scouts are expected to live by the Scout Law. When engaged in a Pack or Den event, all Pack members are prohibited from

Using tobacco products  
Using illegal Drugs  
Gambling and or Raffles

Consuming Alcoholic Beverages  
Coed Dancing  
Swearing

## **Event Scheduling**

Pack and Den events will be posted via the Pack 422 Web Site at URL  
[www.pack422.info](http://www.pack422.info)

The Institutional Representative and Committee Chair will communicate with the Institutional Head of CHA to ensure Pack and Den activities do not conflict with School Events. If there is a conflict the school event has priority for building space and resources.

Pack 422 is internally responsible for making any arrangements it requires for off-site meetings. Examples include hayrides, field trips, attending sporting events and camping.

## **CHA Gym Use**

If Pack 422 wishes to use the CHA school gyms for a Pack or Den activity, the Institutional Head or staff person designee must be notified in writing or by email.

Requests to use the new gym by a Den or the Pack must be made in writing or by email at least 2 weeks in advance due to high demand.

All participants in gym activities must wear clean gym-use-only footwear. No “Heely” or “Skate-shoes” allowed in the CHA building and gym as they do not meet BSA uniform requirements.

Pack 422 will respect the gym and sports equipment. If any sports equipment is lost or damaged the Pack is responsible for replacing it.

## **CHA Auditorium Use**

Before using the CHA Auditorium for a Pack or Den activity, the Institutional Head or the staff person designee must be notified in writing and approve the request at least 2 weeks in advance. All auditorium activities will respect and take care of the auditorium equipment and seating.

Except for the Pinewood Derby event in January, no food or drink is allowed in the auditorium. Refer to Special Events on page 13 for specific rules regarding that event.

Most functions of the CHA auditorium sound system will be operated only by persons trained and approved by CHA. The only exception is the wireless microphone which may be used by the Cub Master to conduct meetings. The wireless microphone will be returned to its storage location, and turned off upon completion of Pack or Den activities within the auditorium.

Before leaving the building, Pack 422 members will arrange chairs in the auditorium to the configuration requested by the Institutional Head upon completion of any Pack or Den activities.

## **Food Consumption and Kitchen Use**

Use of the Kitchen requires written approval from the Institutional Head or the staff person designated by the Institutional Head, 2 weeks before an event.

If Pack 422 holds an event where food will be served, it must be prepared outside the CHA building, not in the kitchen. This is a licensing requirement from the Health Department. The kitchen is only to be used to store such foods prior to serving.

Food or drinks will not be consumed in the “new” gym.

Snack foods such as cookies or prepackaged drinks may be consumed in the old gym or lunchroom for all Pack events.

With the exception of the Pinewood Derby, NO food or drinks will be served in the auditorium (see special Pack events below).

Pack 422 will clean up any spilled food or beverages before leaving the building. The Institutional Head will provide directions to the Pack for locating brooms, and mops for clean up.

## **Special Pack Events**

In February of 2011 the Pack will hold a “Blue and Gold Dinner” in the old gym. For this event food prepared by an outside caterer may be served. Food may not be prepared in the kitchen. School lunchroom refrigerators may not be used. For this event the Pack will also be allowed to also use the Auditorium for a formal program. The date and time for the Blue and Gold Dinner will be negotiated by a designee or the Pack, and the Institutional Head or the staff person designated by the Institutional Head 5-6 months prior to the event.

In January of 2011 Pack 422 will hold a BSA Pinewood Derby in the school Auditorium. **For that event only:** the Pack may offer undecorated cookies to guests and scouts in the Auditorium. And cold water may be served in cups. No juice or colored cold drinks may be served in the auditorium. Adults may be served coffee in the back of the auditorium.

Pack 422 is responsible for cleaning up any spills and vacuuming the carpet following this event. The date and time for the Pinewood Derby will be negotiated by a designee of the Pack, and the Institutional Head or the staff person designated by the Institutional Head 5-6 months before the event.

## **Decorations**

No nails, tape, or other adhesives will be used to attach any decorations or other objects to painted surfaces inside the building. Freestanding decorations such as balloons are encouraged. All Pack or Den supplied decorations will be removed from the building following any Pack or Den meetings.

## **Parking**

Pack 422 members and guests will not park on the grass.

Pack 422 members and guests will not park along yellow painted curbs.

## **Building Keys**

Only the Pack 422 Cub Master will be assigned (1) set of unique keys, needed to facilitate entering the building for scheduled and approved Pack or Den activities. Other members of the Pack may not sign out CHA school keys as designees of the Pack.

Before any keys are provided to the Cub Master, he will complete a CHA key request form. The key set provided to the Pack will be kept on a common key ring, and will be controlled and tracked by the Cub Master.

Additional keys needed to access additional resources as needed must be requested by the Cub Master from the Institutional Head, or the staff person designated by the Institutional Head as needed, and returned in a timely manner.

From April 1, 2010 through March 31 2011 Pack 422 will be assigned the following keys

- (1) Type EE
- (1) Type CN
- (1) Type E
- (1) Type M

## Approval Signatures

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Kathy Tweetnen  
Chapel Hill Academy Institutional Head

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Paul Ocenasek  
Pack 422 Institutional Representative

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Gary Schultz  
Pack 422 Committee Chair

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Dale Blomgren  
Pack 422 Cub Master