

Pack 242 Policy Letter

Purpose: The purpose of this policy letter is to outline the agreed upon handling of Pack 242 affairs not explicitly outlined by Scouting America, formerly known as Boy Scouts of America (BSA), or the National Capital Area Council (NCAC).

Approval Authority: The policies outlined in this memo have been voted and agreed upon by the Chartering Organization, the Aquia Harbour Property Owners Association, and the Pack 242 Committee prior to their implementation.

Parent Expectations

1. ***Parent Defined:*** A “Parent” is defined, for the purposes of this policy letter, as the legal guardian or caretaker of a Scout within the Pack. From this point forward, the term “Scout’s Parent” will refer to those legal guardians.
2. ***Supporting the Program:*** Pack 242 is a Family Pack and as such, relies on the support of the Scout’s Parent(s) and volunteer Adult Leaders to make the program a success. While it is understood that not all Scout Parents will become registered Adult Leaders, Scout Parents are expected to play a supportive role in the Scouting program. Support includes, but is not limited to, the following:
 - A. Providing up-to-date contact information to receive Pack announcements and necessary information and communications
 - B. Providing complete and up-to-date medical information and communicating any changes
 - C. Staying up-to-date by checking email and the Pack Facebook Group for announcements, needs, program changes, membership renewal, etc
 - D. Arriving prior to listed meeting and event start times and ensuring a timely pickup, if not staying, upon meeting and event completion
 - E. Staying within a reasonable response time of the meeting location if you are unable to remain present at the meeting or event
 - F. Participating in fundraisers
 - G. Volunteering for events or singular tasks
 - H. Leveraging your individual skills, experiences, or access to present unique opportunities to the Scouts. Example: police officers teaching fingerprinting, engineers or teachers showcasing STEM activities, etc
 - I. Supporting the Adult Leaders in matters of discipline or personal safety of the Scouts
3. ***Social Media:*** The Pack 242 Facebook page(s) and group(s) are designed for the dissemination of information and Pack member connection only. At no time will a Scout’s Parent, Adult Leader, or anyone with access to these pages or groups post any non-scout related material. This includes the solicitation of services, the marketing of products for profit, or any other non-scout posts not in line with the purpose of these pages or groups. The Committee reserves the right to remove unacceptable posts and their authors for violations. Finally, those with access will refrain from

unprofessional behavior such as engaging in arguments, insults, inappropriate photos, or other actions which are not in line with the Scout Oath, Scout Law, or common decency.

Dues and Fees

1. **Membership Dues:** “Membership Dues” is defined as the annual fee paid by the Scout’s Parent directly to Scouting America. This is paid during a Scout’s initial registration and paid again annually upon the Scout’s anniversary of membership. Membership dues cover the 12-month period of the membership. Since the 2024-2025 Program Year, the Scout’s Parent is responsible for paying the annual membership fee before the end of the month prior to the Scout’s anniversary month. For Example: A Scout whose registration date was in October 2025 will have a membership expiration date of September 30, 2026 and as such, their annual membership must be paid and renewed on or before September 30th.
 - A. **Determining Annual Date:** Scout Parents can determine their Scout’s anniversary date by doing the following:
 - i. Log into my.scouting.org
 - ii. Select the “My Applications” option
 - iii. Scroll down to find the expiration date of your registered Scouts and Adult Leaders
2. **Council Participation Fees:** “Council Fees” or “Participation Fees” is defined as the annual fee paid by the Scout’s Parent to the National Capital Area Council. This is paid to Scouting America as part of the membership renewal detailed above and passed along to the NCAC by Scouting America on the Scout’s behalf.
3. **Pack Dues:** “Pack Dues” is defined as the annual fee paid by the Scout’s Parent directly to Pack 242. These dues are used to purchase awards, adventure loops/ pins, advancements; cover special event costs such as Pinewood Derby and Rain Gutter Regatta; and various additional activity fees through the program year. The “program year” is defined as the time period from August 1st to May 31st. These dues are set annually by the Pack based on the program plan and are **due no later than October 1st** for the given year.
 - A. **Late Joins:** For Scouts who join after the mid-point in the Pack’s active program year, the Key 3 may elect to prorate Pack dues based on the time at which the Scout joins.
4. **Activity Fees:** “Activity Fees” is defined as fees associated with specific Pack activities including, but not limited to, campouts, field trips, and other such activities. These fees are paid to the Pack and used to secure slots, pay location fees, purchase food, purchase supplies, etc. Activity fees are due within 1 week of the end of the activity.
 - A. **Failure to Show:** As such, once a Scout’s Parent confirms a Scout’s attendance at an activity, the parent will incur a debt to the Pack to be repaid even if the Scout fails to show for the event. The Committee reserves the right to waive any fees for unforeseen events such as deaths in the family, car accidents, severe illness, or other extenuating circumstances.

5. **Methods of Payment:** The dues and fees listed above can be paid in the following ways:
- A. **Paid When Joining:** Membership Dues and Council Fees are paid to Scouting America at the time of joining. These are paid online via credit/ debit card to complete the application process.
 - B. **Paid When Renewing:** Membership Dues and Council Fees are paid annually during the membership renewal process. These are paid online via credit/ debit card to complete the membership renewal process.
 - i. **Failure to Renew:** Failure to renew will result in the termination of your or your Scout's Scouting America membership and will cause immediate suspension from Pack activities.
 - C. **Paid Via Fundraising:** If a Scout participates in the Pack's designated, organized fundraising efforts, they may be awarded a portion of the funds raised which will be credited to their Scout Account. (See next section for complete details.) If a Scout's Scout Account contains insufficient funds to cover dues and fees, the Scout's Parent may elect to pay the remaining balance via the methods detailed in "Paid to the Pack" next.
 - D. **Paid to the Pack:** Any dues, fees, or payments to the Pack can be paid by the following methods:
 - i. Cash
 - ii. Check – made out to "Pack 242"
 - iii. Electronic Payment: Zelle – using email address: Pack242Aquia@gmail.com
 - iv. Scout Account Funds
6. **Failure to Pay Dues and Fees:** Due to the limited nature of Pack funds, the Pack reserves the right to exercise the following if a Scout's dues and fees are not paid in full by the stated due date.
- A. Deduction of the owed amount from a Scout's Scout Account, if applicable
 - B. Withholding of awards and rank advancements
 - C. Suspension from Pack activities
 - D. Denial of membership

Scout Accounts

1. **Fundraising Expectations:** Fundraising plays an integral role in the Pack's yearly activities and in keeping the cost of Pack dues down. Beyond the personal development of the Scouts during fundraising events, the funds raised help the Pack execute a robust scouting program and reduce costs to Scout Parents. As such, Scouts and their families are encouraged to participate in the Pack's fundraising efforts to the best extent possible.
2. **Earning Scout Account Funds:** Scouts who participate in the Pack's designated, organized fundraising efforts, may be awarded a portion of the funds they raise which will be credited to their Scout Account. The amount of funds awarded will be determined by the Committee and will vary based on the fundraiser.
 - A. Specifically pertaining to Popcorn Fundraising: Scout Account fund earnings, which equates to 30% of total popcorn sales, will be capped once a Scout achieves \$3000 in

total sales. Scouts may absolutely sell more than \$3000 of popcorn (example: \$4000 sales goal to earn a free camp voucher from Council) but they will only be credited with Scout Account funds for the \$3000 in sales. Any funds/ percentage of sales generated by selling more than \$3000 will go to the Pack's general fund for program costs throughout the year.

*\$3000 in popcorn sales equates to \$900 in Scout Account Funds

3. **Storage of Funds:** Scout Account funds are held by the Pack in the Pack's banking account(s). Funds raised by the Pack and its Scouts belong to the Chartering Organization per the rules set out by Scouting America and the chartering agreement. However, the allocation and spending of those funds are done at the discretion of the Pack Committee and, more specifically, the Pack Key 3. The "Key 3" is defined as the 3 adult members who are considered the top leaders in a scouting unit and those with a formal vote within the unit. This includes: the Cubmaster, the Committee Chair, and the Charter Organization Representative (COR). Scout Account funds are only accessible by those individuals authorized by the Committee. Scout Parents may view their Scout's Scout Account balance, credits, and charges via the Scout's "Payments Log" found in ScoutBook+ (advancements.scouting.org).
4. **Use of Funds:** Scout Account funds may be used to pay for scouting-related expenses. This section assumes the Scout Account contains enough funds to cover the intended expense. If the Scout has insufficient funds in their Scout Account to cover an expense, the Scout's Parent will be responsible for the remaining balance. Scouting-related expenses include, but are not limited to:
 - A. The paying of annual Membership Dues and Council Fees for a Scout or Registered Adult Leader. This is done via reimbursement from the Pack upon the submission of a receipt.
 - B. The paying of Pack Dues and Activity Fees. This is done by requesting or selecting, if the option is given, the dues or fees be paid by the Scout's Scout Account funds.
 - C. Purchasing of supplies for Pack events such as Pinewood Derby or Rain Gutter Regatta. This is done via reimbursement from the Pack upon the submission of a receipt.
 - D. Purchasing of scouting awards, ranks, advancement items, uniform items, or other such items from the Scout Shop. This can be done two ways: 1) requesting reimbursement from the Pack upon the submission of a receipt from the Scout Shop or, 2) requesting the items be purchased with the next order the Pack places and picks up from the Scout Shop after which the amount will be deducted from the Scout's Scout Account.
 - E. Any scouting related item not listed above may be eligible for reimbursement at the discretion of the Pack's Key 3. Discussion must happen prior to any purchase as reimbursement is not guaranteed.
5. **Transferring of Funds:** As stated above, all funds raised and collected by the Pack belong to the Chartering Organization and not to the Scout personally. As such, when a Scout leaves Pack 242, either through crossing over to the Troop level or by not returning to the Pack, the funds cannot be transferred or given to the Scout. However, there are a few cases where the Pack will utilize

those funds to cover certain scouting related expenses for that Scout. This will be done at the discretion of the Pack's Key 3 and Committee and include, but are not limited to, the following:

- A. **Scout Transfers to a Troop:** In the event a Scout decides to cross over to a Troop as part of the normal rank advancement/ scouting progression and has funds remaining in their Scout Account, the Scout's Parent may request those funds be utilized to pay for, or partially pay for, the Scout's summer camp registration during their first summer with the Troop following their spring cross over. This is done via reimbursement from the Pack upon the submission of a receipt. Any funds remaining after summer camp registration are forfeited to the Pack provided the Scout does not have a sibling remaining in the Pack.
- B. **Transfer to Sibling(s):** In the event a Scout leaves the Pack, through any condition, the Scout's Scout Account funds will transfer to any sibling(s) they have in the Pack provided that sibling is an active, registered Scout in the Pack.

- 6. **Leaving the Pack:** As previously stated, all funds raised and collected by the Pack belong to the Chartered Organization and not to the Scout personally. In the event the Scout leaves the Pack with no intention of rejoining or is suspended/ expelled from the Pack, any remaining funds in the Scout's Scout Account will be forfeited to the Pack to use at the Committee's discretion.

Discipline

- 1. **Overview:** Discipline and good order are paramount to the running of a successful Pack, especially a larger Pack such as Pack 242. As such, Scouts are expected to behave in a manner consistent with the Scout Oath and Scout Law at all times. In situations where a Scout's behavior goes beyond that of normal, youthful energy, an Adult Leader may utilize the "Ask, Tell, Parent Method", which is defined below, to stop any unacceptable behavior. Unacceptable behavior includes, but is not limited to:
 - A. Failing to follow instructions
 - B. Willfully engaging in unsafe behavior
 - C. Attempting to leave the group without asking permission
 - D. Talking back to or insulting an Adult Leader or fellow Scout
 - E. Purposely striking, hitting, pushing, or any other such physical contact deemed assaultive by an Adult Leader, to include the throwing of objects to cause harm
 - F. Running inside buildings or under pavilions where a group of Scouts, Adult Leaders, parents, etc are gathered
 - G. Purposely excluding a Scout from Den or Pack activities
 - H. Bullying, hazing, or other such abusive activities
- 2. **Ask, Tell, Parent Method:** The Ask, Tell, Parent method is outlined here and is the method our Adult Leaders will utilize when trying to stop any unacceptable behavior.
 - A. **Ask:** To maintain safety and allow the Scout the opportunity to self-correct, Adult Leaders or other present adults, will ask the Scout to refrain from the action. This should be done in a respectful manner and as not to "call out" or "belittle" the Scout.

- B. **Tell:** If a Scout fails to self-correct, the Adult Leader or other present adult will directly and respectfully instruct the Scout to stop the unacceptable behavior.
 - C. **Parent:** If the Scout continues the unacceptable behavior, the Adult Leader will contact the Scout's Parent to have the Scout stop the unacceptable behavior.
3. **Removal from Meeting:** If the Scout continues the unacceptable behavior following parent intervention, the Adult Leader reserves the right to request the Scout be removed from the meeting. The Adult Leader will provide the Scout's Parent the circumstances and reasons for the request to remove the Scout from the meeting.
 4. **Physical Contact:** Only in extreme cases may an Adult Leader come into physical contact with a Scout who is not their own child. These extreme cases include, but are not limited to, separating Scouts involved in a physical altercation, running with an open blade, running into traffic, or any other significantly unsafe activity.
 5. **Suspension:** In extreme or continual cases of unacceptable behavior, the Committee and the unit's Key 3, defined previously, reserve the right to suspend the Scout from Pack activities for an acceptable period of time as determined by the Committee and Unit Key 3.
 6. **Removal from Pack:** As a last resort, if a Scout has continual behavior issues, has multiple suspensions, or has become a safety concern to the other Scouts, the Committee and unit's Key 3 reserve the right to expel the Scout from the Pack. This is done through the coordination with the Chartered Organization Representative who is the final authority based upon the rules set forth by Scouting America.

Campouts Rules & Expectations

During campouts, the Pack has specific rules and expectations by all members and families in order to keep good order and discipline while allowing leaders to manage and execute the program set for the event.

1. **Adult Support and Training:** All adults attending campouts are expected to support the Pack as needed. This may be assisting in setup/teardown of equipment, transporting equipment, cooking/meal preparation, instruction, games, etc. In preparation for campouts, adults should review the Leave No Trace principles, understand and follow all Safeguarding Youth and Guide to Safe Scouting requirements, and review the Hazardous Weather training. These trainings/rules enable all adults have the same base knowledge to support Adult Leaders and ensure all youth are kept safe at all times.
2. **Electronics:** It is preferred that Scouts leave electronics at home during campouts. If a device is brought, it must remain **inside the Scout's tent** and may only be used there. Electronics should not be seen or used outside of tents. If an electronic device is observed outside, it will be given to the Scout's parent/guardian to be stored in their vehicle for the remainder of the campout. Repeated issues will be addressed following the discipline guidelines outlined above. Parents are also expected to follow this policy by not allowing their Scout to use electronic devices outside of

their tent.

3. **Cookware:** Individual eating utensils and dishware will be provided by the individual members and not the unit. Dishware and utensils should be plastic or metal and able to be cleaned during the event. The unit has very limited additional equipment for individual use and attempts to refrain from creating additional, unnecessary waste with disposable dishware/utensils. Should a Scout or adult forget/lose/break an eating utensil/dishware, they should first attempt to borrow from a buddy and share clean cookware. If unable to source the necessary cookware, members may borrow from the unit and are expected to clean and return any borrowed items to the Pack. Again, these items too are limited and are ONLY if available.
4. **Personal Cooking Apparatus:** Individual members MAY NOT bring their own cooking apparatus to campouts. Cooking methods will be pre-approved by Pack leadership and in line with the meals planned for the event. Open fire, stoves, etc will be supplied by the Pack or built on site in accordance with the Guide to Safe Scouting and Scouting America rules.
5. **Kitchen Entry:** The kitchen area will always be roped off for safety reasons. At no time may any youth enter the kitchen area unless expressly requested by an Adult Leader and under continuous supervision. Youth caught breaking this rule will fall under the discipline rules stated above.
6. **Quiet Hours/Lights Out:** All camping events have a planned schedule of events. Outside of these hours, it is expected that all attendees, youth and adults, act in a quiet and courteous manner in and around the camping area. Quiet hours are times before breakfast and following campfire/program conclusion. These allow members to move about the camp and to/from latrines so long as they have the appropriate buddy or parent/leader requirements met per the Guide to Safe Scouting. During this time, members will keep to a whisper or low speech and walk at all times. Flashlights will always be pointed down and shielded from directly shining at other attendees or tents. Play is NOT permitted during quiet hours unless approved by the Cubmaster. Lights out occurs 1 hour after campfire conclusion and it is expected that all attendees be in their tent and all camp lights be extinguished unless absolutely necessary.
7. **Running/Climbing:** Running and climbing on objects in and around camp or during events is expressly prohibited for everyone's safety. This includes siblings at campouts or family events. The only time running is allowed is when required during an event. Climbing of objects to include trees, fences, structures, etc is NOT allowed at any time. Should a reason to climb an object be required, youth will inform an Adult Leader and an adult will accomplish the necessary task. Should either be observed, and especially if injury occurs, the member may be immediately asked to leave.
8. **Uniforms & Clothing:** Class Bs should be worn on the full day of the campout (usually Saturdays). Closed toed shoes that securely protect the feet are required at all times unless transiting to and from the latrine. Crocs are not allowed and are considered water/ shower shoes. Clothing should be appropriate for the event and season. Depending on the event, members may be requested to change should an Adult Leader deem it necessary for safety reasons. Ex. Baggy shorts/pants not

able to be secured at the waist for a hike.

9. **Pets:** Pets are NOT allowed at any time during campouts. Prior arrangements should be made. This includes during setup/teardown where members may not be staying the entire time.

Phone Policy

At no time DURING a scouting function or meeting, shall a Scout be in possession of a personal phone that can be seen or heard, unless required as part of an adventure or activity approved by the unit, Den Leader, or specifically required by the Scouting America developed curriculum for their current rank or during an emergency. Phones degrade the learning environment, provide a distraction for the scout and their peers, and is disrespectful of the scouting leaders.

Phones are a tool and not a toy per Scouting America definition and should only be used as such.

IF a Scout does have a phone in their possession, Pack 242 is not liable for any damages, loss, or theft as well as any other electronic devices should the Scout or family decide to bring these.

In the event the approved Scouting America adventures for the Scout's rank specifically defines an application to download OR an Adult Leader recommends an application for download, parental consent will be sought verbally or in writing and consent MUST be given by the Scout's Parent.

Pack 242 Key 3 for the 2026-2027 Scouting Year:

Cubmaster: Ramon Mercado

Chartered Organization Representative: Jeff Deptola

Committee Chair: Emily Yerly

Parent Signature Page

I, _____, have received, read, and understand the Pack 242 Policy
(print name)

Letter. I assume, and agree to, the responsibility of informing any other person in my Scout's life who can be classified as the "Scout's Parent" as defined above. This includes, but is not limited to, spouses, significant others, grandparents, and any other adult responsible for the Scout.

Signature: _____

Date: _____

Scout(s) Name: _____

Scout(s) Den: _____

*Please detach and return this page for the Pack's records.