



Cub Scouts Pack 564

Parent Handbook



**Welcome to the Adventure of Cub Scouting...
where character counts and the Adventure begins!**

Welcome to Cub Scouting and Pack 564! We hope you and your child will enjoy a long relationship with the Scouting Family. The most important help that you, as a parent, can give your child is to work with them on their Cub Scouting activities. Their handbook is full of age-appropriate activities that you will enjoy doing together at home. When they complete an activity or project, it is your responsibility to sign their book to verify that they have done their best. And then it is all-important for you to attend the monthly pack meeting with them, so that you can celebrate their achievement. ***Your role as a parent is the secret to a successful Cub Scouting program!***

Scouting America Mission Statement

It is the mission of the Scouting America (formerly Boy Scouts of America) to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical and moral choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

Aloha Council Vision Statement

Aloha Council is recognized as the premier youth leadership organization in Hawaii and the Pacific instilling the Scout Oath and Law in youth while incorporating traditional Hawaiian values of KULEANA (responsibility), KOKUA (teamwork) and MALAMA KA AINA (respect for the land) with ALOHA.

Scout Oath

On my honor, I will do my best
To do my duty, to God and my country
And to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
Mentally awake and morally straight.

Scout Law

A Scout is Trustworthy, Loyal,
Helpful, Friendly, Courteous,
Kind, Obedient, Cheerful, Thrifty,
Brave, Clean and Reverent.

Cub Scout Motto

Do Your Best

Scout Sign



Scout Salute



Scout Handshake



Sponsor / Chartered Organization

Cub Scout Pack 564 is chartered (sponsored) by the Mililani Mauka Elementary School Parent Teacher Organization (PTO), Mililani, Hawaii. Pack 564 was established on June 1, 1996 and serves youth throughout Mililani and neighboring communities. The Pack operates in accordance with the policies of the Scouting America (SA), the local SA Council (Aloha Council #104), and the Chartered Organization. Pack 564 is located within Aloha Council's Komohana District.

The chartering process is one of the oldest traditions in Scouting. It is the formal document that certifies the agreement between the Chartered Organization and Scouting of America, setting expectations for the quality of program to be delivered to the Cub Scouting youth. Pack 564 is required to renew this charter annually (also known as rechartering). The Rechartering process assures up-to-date member registration (which improves participation in district and council Scouting activities), suitable adult leadership and training, and accurate rank advancement for Scouts.

Rechartering occurs in November of each year. During this time, families are asked to update their mailing addresses and contact information to ensure the pack has up to date information on file. This gives Aloha Council sufficient time to process all of the information from the various units on the island before the new calendar year begins. Payment is done on a yearly basis according to the fees set by National & Aloha Council and any dues required by the Pack.

Registration

In order to register your child for scouting, we'll need a few things from you:

- Completed Youth Application (can be done online)
- Completed SA Medical Form (Parts A & B only)
- Check or Cash payment for fees and dues

If you choose to register online, you will electronically complete the application and make payment for the National SA Membership fee, new-member joining fee (one-time), and the optional subscription to Scout Life magazine. You can turn in your completed medical form and payment for Aloha Council and Pack dues to your den leader or at the next pack meeting.

Current fee schedule can be found on our website: <https://pack564.org/join>

Fees & Dues Explained

National SA Membership Fee - The annual national membership fee help pay for the cost of essential services, including program resources, liability insurance, youth protection and other local council resources. The cost of background checks is also paid for by the national organization.

Aloha Council - The council fee can include local insurance costs, as well as the cost to administer unique local programming.

Pack Dues - The pack dues are used to cover expenses for activities such as camping and service projects. Other expenses include scouting awards & recognition, pack owned equipment, pack recharter, etc.

Scout Life magazine - Subscription to the Scout Life magazine is optional. This magazine is the official publication of the Scouting America. It's full of interesting articles, projects, jokes, games, and much more. The magazine is available to registered scouts at a significant discount off the retail cost.

The fees and dues are generally collected to cover the calendar year (January through December). When joining the Pack, some fees are pro-rated based on how many months are left in the calendar year. The SA Youth Application only needs to be completed once upon joining the Pack.

NOTE: Uniform costs are not covered by the registration dues.

Annual Health and Medical Form

The Scouting adventure, camping trips, excursions, and having fun are important to everyone in Scouting—and so is your safety and well-being. Scouting America requires Medical Form (Parts A & B) be completed for ALL participants in Scouting activities such as weekend camping trips (<72 hours in duration) and local outings. Pack 564 requires that you complete a Medical Form for each person that attends/participates in a scouting activity with the Pack or any of its dens. This form is collected upon joining the Pack and is required to be updated at the start of the Scouting year (August).

NOTE: It is highly recommended that you use PDF version you can save, update, and reprint in subsequent years. The PDF is available online from the Pack website at <https://pack564.org>.

Pack Leadership

The Pack and Dens rely on parent participation to run a successful program. Cub Scouting operates through volunteer leadership. Please consider volunteering as a member of the Pack leadership team or as a parent helper. While volunteer leaders are an example of Scouting's principle of service to others, you are also giving your child the gift of your time. What could be more valuable? To ensure quality leadership, the Pack will also fund most Council sponsored training opportunities. Youth Protection Training is required for all SA registered volunteers. The leadership team facilitates the monthly pack meetings and also hold monthly leadership meetings. Here are some ways you can volunteer:

Den Leader:	Leads the den at scheduled den meetings and activities.
Asst. Den Leader:	Assists the Den Leader at scheduled den meetings and activities.
Cubmaster:	Helps plan and carry out the Pack program with the help of the Pack Committee. Emcees the monthly pack meeting.
Asst. Cubmaster:	Assists the Cubmaster in planning and carrying out the Pack program.
Committee Chair:	Presides at all Pack Leaders meetings and is largely responsible for overseeing the planning and coordination of Pack activities and events. Helps recruit adult leaders.
Secretary:	Keeps minutes for the Pack Leaders meeting, maintains an inventory of Pack property, and maintains up-to-date information on membership records.

Treasurer:	Manages the Pack bank account, reimbursements registrations, fundraising activities, etc., and oversees the planning for the Pack's annual program budget.
Advancement Chair:	Maintains advancement records for the pack. Orders and obtains all badges and insignia.
Other Positions:	There are various positions that parents can volunteer for including individual event coordinators and assisting with the positions identified above.

The Scouting Year

Pack 564 provides a full program of activities throughout the Scouting year from September to May. We strive to have all scouts earn their ranks by the Pack's Blue & Gold Ceremony (celebrating the Cub Scouting Anniversary) in February, allowing ample time for scouts to work on additional electives and awards. The Pack takes a break (no Pack meetings) from June through August, but continues to provide activities during those months to keep scouts active and interested.

Pack Meetings

Pack meetings are generally held the **third Friday of the month** at 7pm in the Mililani Mauka Elementary School cafeteria and usually run an hour to an hour and a half long. Pack meetings are opportunities for all the scouts and their families to come together and interact with one another, but it is also when scouts are recognized for their achievements. Meeting activities may vary, but are often held in conjunction with certain events, such as the Blue & Gold Ceremony, Space Derby, Pinewood Derby, or Crossover. Dens are assigned responsibilities for each Pack meeting on a rotational basis.

NOTE: Class A Uniforms are worn for Pack meetings. We also ask that your child bring a filled water bottle to eliminate the need for cups.

Den Responsibilities

1. **Setup:** Dens are asked to arrive a little early to assist in preparation of the cafeteria. This includes helping unload equipment from Leader's cars, opening the cafeteria windows, moving tables, and assembling the Pack banner.
2. **Opening and closing flag ceremony:** The Den is responsible for setting up the American and Pack flags at the front of the cafeteria, near the stage. Den leaders will provide a script and work with the scouts in conducting the flag ceremonies. The opening ceremony includes the Pledge of Allegiance and reciting of the Scout Oath and Scout Law.
3. **Snacks:** Dens are asked to provide light snacks that the scouts can eat on a napkin once the meeting is finished. Den parents should help to organize and serve the snacks.
4. **Spirit Den:** Dens are encouraged to lead other scouts in an activity, game, skit, song, or cheer. They have a lot of fun doing this and it's a high point of the pack meeting.
5. **Cleanup:** The Pack will provide paper towels and all-purpose cleaner for wiping down the tables. Parents are asked to provide brooms and dustpans for sweeping the floors, and the bathroom should be checked for cleanliness before closing.

Pack Camping

Each year, Pack 564 conducts two Family Camps – one in the Fall (October/November) and one in the Spring (April). The Family Camps offer an opportunity for Cub Scouts to attend camp with their families, while participating in Cub Scout activities offered during the camp. The camps generally begin on a Friday, late in the afternoon and run till Sunday morning.

Aloha Council also offers several camps throughout the year to introduce Cub Scouts to outdoor experiences and provide quality programs to complete rank requirements and earn various awards.

- **Cuboree:** Cuboree is an overnight camping experience in October geared towards introducing new Cub Scouts to camping, yet still providing a fun-filled day of activities for all scouts.
- **Webelos & Parent Overnighter:** This overnight camp is usually held at Camp Pupukea in mid-November. The Webelos programs are designed to help enhance the scout's and parent's experience as they prepare to transition to the Scouts BSA.
- **Cub Scout Day Camp:** Usually held over 2 days in early June, during daylight hours only (non-overnight) and provides a good variety of themed activities.
- **Cub Scout Resident Camp:** Cub Resident Camp is a short-term (3 days) camping experience at Camp Pupukea in mid-June, designed to introduce Cubs and their parents to a theme-based, summertime camping experience.

NOTE: Field uniforms (Class A) are worn during morning and evening flag ceremonies. Activity shirts (Class B) are used during daytime activities.

For Pack organized camping (Fall and Spring Family Camps), we will require that you bring the following items to promote conservation, reuse, and to reduce Pack expenses. Wash buckets, dish soap and scrubbers will be provided for each family to clean their own dishes.

- A filled water bottle (a water cooler to refill will be provided)
- A reusable cup or mug (a hot/cold mug is preferred for both water and hot cocoa)
- Reusable plate and/or bowl
- Reusable utensils (spoon, fork, butter knife)

Code of Conduct

Scouting America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship and personal fitness. Pack 564 expects that each Scout and every adult will relate to each other – and to other people – in accord with the principles embodied in the Cub Scout Promise and the Scout Law.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in Scouting.

This Code of Conduct is intended to provide the Scout and their adult partner(s) with an idea of what's expected and our approach to addressing disciplinary issues within the Pack. We strive to provide our Scouts with a fun, safe and enjoyable scouting experience. Our Adult Leaders volunteer many hours of their free time to achieve this goal and having this Code of Conduct helps to ensure things run smoothly. Your involvement with Pack 564 indicates your acceptance and commitment to this Code.

Expectations

Cub Scouts - Lions, Tigers, Wolves, Bears, Webelos, and Arrow of Light youth

- Wear a proper uniform with PRIDE - clean, neat, and complete - to all Scouting events.
- Listen and pay attention.
- In response to the "signs up" signal, silently return the sign.
- Respect your Leaders, fellow Scouts and adults.
- Keep hands and feet to yourselves.
- No rough-housing or running before, during or after meetings.
- Don't take anything from anyone else without first asking permission.
- Show respect for your surroundings, indoors and out, leaving them in as good or better condition than when they were found.
- Use of electronic devices is not allowed at Den meetings, Pack meetings, or any Scouting events.
- Always follow Akela and always DO YOUR BEST!

Parents and Guardians

- Assist your child in learning and following the Pack 564 Code of Conduct.
- Work with Den and Pack Leaders as requested to ensure all scouts in their Den follow the code.
- Act as role model, demonstrating proper behavior, language and attentiveness to your child.
- Pay attention, and in response to the "signs up" signal, silently return the sign.
- Parents are responsible for the conduct of their scouts and non-scouts before and after Pack meetings, Den meeting, or any Scouting events.
- Parents are responsible for the conduct of their non-scout children during Pack activities.
- Parents may be asked to remove disruptive children from these events.
- Cub Scouting is a program based on parent (or guardian) and child participation. It is the policy of Pack 564 that a parent or an adult family member accompanies the Scout on all Pack activities, including Pack Meetings. Parents may also be asked to participate in Den and Pack activities.
- No use of alcohol, tobacco products or illegal drugs is permitted while at Scout functions.

Adult Leaders and Akelas (Scout leaders)

- Treat all Cub Scouts as individuals, respecting their unique needs and capabilities.
- Act as a role model, demonstrating proper behaviors, language, etc.
- Wear your uniform at all scouting events.
- Assume responsibility for the safety, well-being and behavior of your charges at all times.
- Follow SA rules regarding discipline and other matters.

Discipline

We recognize that in order for scouts to grow into responsible adults, they need to be held accountable for their actions. Behavior that is cause for disciplinary action includes, but is not limited to, the following:

- Not following the Cubmaster's or Leader's directions.
- Significantly unsafe actions which may endanger themselves or others.
- Exploring physical hazards (cliffs, ravines, beaches, etc.) without permission and supervision.
- Leaving designated areas without the Cubmaster's or Leader's permission.
- Use of cursing or foul language.
- Excessively rowdy, unruly, loud, disrespectful, disobedient, or disruptive behavior.
- Physical violence, hazing, bullying or harassment of others.
- Use of any controlled or illegal substance during any Scouting function.

Violations of these rules, unless egregious, will be followed progressively by the Adult Leaders as follows:

- Verbal correction.
- Temporary separation from the group ("time outs" in view of the leader or asking the Scout to sit next to a parent for the remainder of the meeting).
- In cases of harmful or repetitive misbehavior, the parent may be asked to take the Scout home early and/or miss the next meeting.

Den Leaders have the right to exclude a Scout from their Den for reasons of misconduct. Each situation will be reviewed by the Pack Committee. In extreme cases, a Scout may be dismissed from the Pack for reasons of misconduct after consultation with Aloha Council.

At the Den Leader's discretion, parents may be required to attend Den functions with their Scout. This does not apply to Tiger Cubs where parental involvement in all Den functions is required. We want each Scout to be responsible for their own behavior, and only when necessary will the procedure be invoked to send a Scout home from their Den/Pack meeting or activity.

Scouts, Parents, and Adult Leaders of Pack 564 are representatives of their family, the Pack, the Mililani community, Aloha Council, and Scouting America. Therefore, as long as your Scout participates in Pack 564, we will all strive to comply with this Code of Conduct.

Two-Deep Leadership / Youth Protection Training

Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. Appropriate adult leadership must be present for all overnight Scouting activities. Youth Protection Training stresses two-deep leadership - no one-on-one adult and youth interaction, separate accommodations for adults and Scouts, no hazing, no bullying, and appropriate steps for identifying, stopping, and reporting suspected cases of abuse.

Youth Protection Training is required for ALL registered volunteer leaders, and we highly encourage that at least one family member complete Youth Protection Training to understand these concepts. Training may be completed at <https://myscouting.org>.

Uniforms

There are two different types of uniforms. The first is the Field Uniform (Class A) and the Activity Uniform (Class B). The field uniform is worn at pack meetings and also at camps during the flag ceremonies. The activity uniform is used for all other scouting activities unless otherwise specified.

Field Uniform

To minimize expenses, try to “size up” so your scout can use the same uniform for as long as possible. Patch placement information can be found on our website. The field uniform comes in three variations:

Lions – For Kindergarten

- Shirt: The official Lion t-shirt
- Pants: Blue pants with belt loops. (Official pants/shorts/skorts and official socks are optional)
- Belt: Official navy-blue web belt with Cub Scouts metal buckle
- Hat: Official navy-blue Lion hat
- Neckerchief & Neckerchief Slide: Optional. The den decides if they will wear the official Lion neckerchief and slide

Blue – For 1st grade to 4th grade

- Shirt: The official blue uniform shirt
- Pants: The official blue pants/shorts/skorts
- Belt: Official navy-blue web belt with Cub Scouts metal buckle
- Socks: Official blue socks are available in ankle, crew, and knee length
- Hat: Official blue hat with den rank emblem
- Shoes: Covered toe, covered heel. “Crocs” style not acceptable.
- Neckerchief & Neckerchief Slide: Official triangle neckerchief and gold tone slide with same rank emblem as the hat
- Webelos Colors: 4th & 5th grade only. Official uniform piece worn on the right sleeve

Tan/Green – For 5th graders and also used by Scouts BSA if they continue their scouting journey through middle and high school.

- Shirt: The official tan uniform shirt
- Pants: The official green pants/shorts/skorts
- Belt: Official green web belt with Scouts BSA metal buckle
- Socks: Official green socks are available in ankle, crew, and knee length
- Hat: Official green hat with Webelos plaid front
- Shoes: Covered toe, covered heel. “Crocs” style not acceptable.
- Neckerchief & Neckerchief Slide: Official Webelos triangle neckerchief and gold tone slide
- Webelos Colors: 4th & 5th grade only. Official uniform piece worn on the right sleeve
- Blue Shoulder Loops

Activity Uniform - used for all other scouting activities unless otherwise specified

- Shirt: Pack t-shirt or any gray t-shirt
- Pants: Activity appropriate; any color
- Socks: Activity appropriate; any color
- Hat: Field uniform hat
- Shoes: Covered toe, covered heel. “Crocs” style not acceptable.

Summary of Pack 564 Events / Activities

- **Pacific Aviation Museum \$** (October/February) - Specially designed aviation program for Wolf through Arrow of Light scouts that will challenge them with learning experiences that are interactive and fun-filled. Programs will include exciting encounters in learning and exploration.
- **Blue & Gold Banquet** (February) - Birthday of Cub Scouting that can entail the graduation ceremony in which fifth grade Webelos receive their Arrow of Light award. The Pack holds a potluck dinner to celebrate this special event.
- **Pinewood Derby** (March) - Car Racing event for Cub Scouts. Parents assist their child to build a wooden car to SA specifications and race against other cars on a gravity-powered track. Pack winners continue on to compete at the Aloha Council level competition at the annual Onizuka Day of Exploration in April.
- **Onizuka Day of Exploration** (April) - A fun-filled day of activities and an opportunity for the island's scouts to show the community what Scouting is all about. Takes place at UH West Oahu and Pack 564 reserves a booth to share some type of activity with participant and the general public.
- **Memorial Day Good Turn Event** (May) - Scouts BSA and Cub Scouts team up on Memorial Day to put leis and flags on each grave at the National Cemetery of the Pacific located in Punchbowl Crater or the Post Cemetery at Schofield Barracks.
- **Raingutter Regatta** - Boat Racing event for Cub Scouts. Parents assist building a wooden boat to specifications. Scouts blow their boats from one end of a water-filled rain gutter to the other end.
- **Council Sponsored Camps \$** (Various) - Outdoor adventure and Cub Scouting fun are the themes. These opportunities include Cuboree (October), Webelos & Parent Overnighter (November), Cub Scout Day Camp (June), and Cub Scout Resident Camp (June).
- **Family Camping \$** (Fall / Spring) - Pack 564 plans two family camps a year. The camps are a great opportunity for the Cub Scouts to experience the great outdoors. The Pack rotates the campsites usually camping at Bellows Air Force Station, Ho'omaluhia Botanical Gardens, Camp Timberline, or Camp Pupukea.
- **Fishing** - This family event is designed to introduce the fun of fishing at Ho'omaluhia Botanical Gardens. The scouts participate in barbless catch and release fishing.
- **Service Projects** - Held at various times throughout the year, Pack 564 participates in various community-oriented service projects as well as projects that are intended to give back to our chartered organization, Mililani Mauka Elementary School.

\$ = These items have a nominal fee for participation

Fundraisers

Fundraising events help scouts build confidence by talking with a variety of people to share how important scouting is to them and how they can help support the program. Scouts also learn the value of salesmanship at an early age.

Some of the Aloha Council fundraisers are the sale of Popcorn; Scout Snacks; and Camp Cards (local and online restaurant and retail discount card).




PACK 564

Mililani Mauka, Hawaii

Cub Scout Pack 564

Chartered Organization - Mililani Mauka Elementary School PTO

 pack564.org

 info@mililanicubscouts.com