

# Pack 61 Nomination Form

Elections will be held at the **February 24<sup>th</sup> Pack Night**

Please nominate someone you think would be a good candidate for the following positions. Please understand that these people have the right to accept or decline a nomination and therefore may not appear on the actual ballot used for voting.

BRING FORM TO THE FEBRUARY 2<sup>nd</sup> PLANNING MEETING, give to CUBMASTER, JOHN SZPICKI or  
E-Mail nominations to [john.szpicki@cmegroup.com](mailto:john.szpicki@cmegroup.com)

Cubmaster \_\_\_\_\_

Assistant Cubmaster \_\_\_\_\_

Committee Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer (Checking Acct. & Gen. Fund) \_\_\_\_\_

Treasurer (Cub Credit Acct.) \_\_\_\_\_

Pack Trainer \_\_\_\_\_

Awards & Advancement \_\_\_\_\_

Pack Patches Coordinator \_\_\_\_\_

Academic & Sports Program (belt loops & pins) \_\_\_\_\_

Fundraising Coordinator \_\_\_\_\_

Registrar/New Membership \_\_\_\_\_

Webmaster \_\_\_\_\_

Pack Shopper \_\_\_\_\_

VFW Representative \_\_\_\_\_

Quartermaster (storage unit, trailer & keys) \_\_\_\_\_

T-Shirt and Sweatshirt Coordinator \_\_\_\_\_

Public Relations / Communications \_\_\_\_\_

Newsletter Coordinator \_\_\_\_\_

**Descriptions of what each job entails is listed on the attached sheet (please see both sides 1 & 2)**

Thank you for taking the time to do this. Many people have held positions for a long time and might like a break or to try a new position. This is an opportunity to make that happen.



## Pack Job Descriptions (side 1)

<p><b>*~Cubmaster:</b> Akela for the Pack. Runs Pack Night, Performs Adv. Ceremonies. Attends most Pack Events and provides leadership to scouts, parents, &amp; leaders.</p>
<p><b>*~Assistant Cubmaster:</b> helps the Cubmaster at Pack Night and events. Performs Cubmaster duties if Cubmaster is not available.</p>
<p><b>*~Committee Chair:</b> Assigns jobs &amp; oversees Committee Members, Coordinators, Pack Families and Scouts. Makes sure the Pack is running smoothly, leads planning meetings &amp; annual pack program planning. Guides the selection of new leaders. Sees that administrative paperwork is done and reports to the chartered organization.</p>
<p><b>*~Treasurer:</b> In charge of all money entering and leaving the Pack. Maintains bank account for Pack Funds where two pack leaders must sign all checks. Collects dues or dues reports from leaders. Keeps pack financial records. Prepares an annual Pack Budget. Guides the conducting or money-earning projects. Gives a monthly financial statement at Planning Meetings. Signs all checks and is given receipts for approved reimbursements. 2 Positions – one as Checking/Gen. Fund &amp; one as Cub Credit Account Mgr. (see below)</p>
<p><b>*~Secretary:</b> Helps new leaders know what resources are available, Maintains records of membership, advancement &amp; attendance. Takes minutes at the monthly planning meeting. Handles pack correspondence.</p>
<p><b>*~Registrar:</b> Helps with spring and fall recruitment. Maintains and updates a Pack Roster. Keeps track of all membership applications for scouts and adult leaders &amp; fees to send to council. Re-Charter the Pack with all appropriate signatures and fees on time (prior to Dec. 15<sup>th</sup>)</p>
<p><b>*~Pack Trainer:</b> New Parent Orientation. Fast Start Training to new leaders in the Pack. Informs leaders of Basic Leader Training (This Is Scouting, Leader Specific &amp; Youth Protection). Encourages leaders to participate in training. Keeps Pack Training Records.</p>
<p><b>*~Awards &amp; Adv. Chair:</b> Understands the various rank advancement programs &amp; how boys advance. Works with den leaders to be sure that advancement takes place. Receives from den leaders the advancements to be recognized at each month's pack meeting. Obtains badges and other recognition and arranges for presentation at Pack Night Meeting (Passes along that info to Cubmaster for Ceremony Planning).</p>
<p><b>*~Cub Credit Account Mgr:</b> Maintains accurate computer records of service, credit, fundraising credit, and withdrawal info for each family in the Pack. Balances/reconciles Cub Credit Checking Acct. with monthly bank statement monthly. Gets committee approval for upcoming credit events &amp; distribution &amp; provides a monthly report at planning meetings &amp; account info accessible via Pack 61 Yahoo Group/Members only.</p>
<p><b>*~Webmaster:</b> Maintains the pack website by removing outdated info and adding current info.</p>
<p><b>*Chartered Organization Rep.:</b> Acts as a liaison between the Pack and the Chartered Organization.</p>
<p><b>*~Den Leader:</b> Maintains den records, has regular den meetings (at least 2 monthly), coordinates den activities, helps boys work toward rank advancement, encourages participation at den &amp; pack meetings and events, attends monthly Pack Planning Meetings (1<sup>st</sup> Tuesday of the month), attends training, and has fun with scouts.</p>
<p><b>*Assistant Den Leader:</b> Attends meetings &amp; training for "two deep leadership" &amp; helps Den Leader.</p>
<p><b>Academic &amp; Sports Program Coordinator:</b> Encourage participation in the Program as a supplement to the Rank Program in the Handbook. Must document belt loops &amp; pins earned by scouts and obtain belt loops, pins &amp; letter "C" for presentation at Pack Night.</p>
<p><b>Quartermaster:</b> Organize &amp; maintain equipment/supplies in the Pack Storage Unit/Trailer &amp; their keys</p>
<p><b>Pack Shopper:</b> Purchase needed supplies or food items for upcoming Pack events &amp; activities as needed.</p>
<p><b>Public Relations /Communication Coordinator:</b> Publicizes &amp; promotes Pack Activities and Recruitment efforts. Urges pack participation in events with chartered organization &amp; community service projects. Calls den leaders if an event needs to be cancelled or location changed.</p>
<p><b>Newsletter Coordinator:</b> Create a monthly newsletter for distribution at Pack Night listing upcoming events and activities as well as results from previous month's events like derbies, contests etc... A website version (No last names, only initials of Scouts) of the newsletter is also needed in a PDF format for placement on the Pack 61 website.</p>
<p><b>Uniform Exchange Coordinator:</b> Maintain an inventory of scout uniform shirts and accessories for scouts in need. Keep uniform exchange information confidential.</p>
<p><b>T-Shirt &amp; Sweatshirt Coordinator:</b> Order, purchase and distribute committee approved Pack T-Shirts to new scouts and leaders and families wishing to pay \$10 for a Pack 61 T-Shirt, additional fee for sweatshirts.</p>

## Pack Job Descriptions (side 2)

<p><b>Fundraising Coordinator:</b> Coordinates the 2 mandatory fundraisers (fall/Candy &amp; spring/Dinner) and oversees optional fundraising opportunities as needed.</p>
<p><b>Popcorn Coordinator:</b> Coordinates the National BSA Popcorn sale in the fall. Attend popcorn info mtgs., distribute order forms &amp; delivery info, collect forms, compute Pack's order &amp; prizes on spreadsheet, pick up Pack's order, distribute orders to scouts for delivery, collect money &amp; distribute prizes earned.</p>
<p><b>Olympics Coordinator:</b> Coordinate a Pack Olympic Event then determine winners from each rank that are eligible to compete at the Council Olympics. Register eligible scouts for the Council Olympics and inform of rules, conditions, location. Select medals for each rank and an event patch.</p>
<p><b>Day Camp Coordinator:</b> Coordinates the Pack's participation in a local Day Camp Program offered by our Council. Distributes paperwork, collects forms &amp; money, schedules staff workers &amp; parent volunteers, informs parents of volunteer training dates, last minute changes, and necessary info.</p>
<p><b>Resident Camp Coordinator:</b> Distributes various session info, family packets and Leader Guides. Collects forms (registration, medical, waivers etc...) and money for Resident Camp. Coordinates "Two deep leadership" (at least 2 leaders per session) that will attend.</p>
<p><b>Overnight Camping Coordinator:</b> Coordinate flyer, registration, and \$ collection (Dist. Campout in May, Pack Family Camp in August, Council Family Camp in Sept.) Recruit one person attending to be responsible for leading the Pack's Participation at these events. (Pack Flag, plan song or skit, Pack Trailer?)</p>
<p><b>Parade Coordinator:</b> Coordinate the entry, logistics, sign up &amp; line up of the annual parades we participate in. May = Memorial Day Parade in Lockport. June = Canal Days Parade (with our sponsor the Lockport VFW and march behind them), &amp; late June = Homer Independence Day Parade</p>
<p><b>FOS Coordinator:</b>(Must plan to attend Blue &amp; Gold Banquet) Coordinate the distribution of FOS Pledge Cards to every family in our Pack &amp; collection of cards and monetary donations. FOS = Friends of Scouting fundraising campaign to raise funds for our local Rainbow Council Scout Reservation in Morris.</p>
<p><b>Collections</b> (Food Drive, Toy Drive, Cleaning Supply &amp; Paper Product Drive) <b>Coordinator:</b> Help Den assigned to event to track scout participation via check list or sign in sheet, choose patch design and then Coordinate the distribution of collected products to charitable organizations approved by Committee vote.</p>
<p><b>Concession Committee Coordinator:</b> Call volunteers &amp; oversee sale (or free distribution) of items at events like Pinewood. Work with the Pack Shopper to make sure needed items are purchased.</p>
<p><b>Pinewood Derby Coordinator:</b> Coordinate event (Sign ups, \$ &amp; kit dist., flyer, location, set up, emcee, get volunteers, tracking &amp; recording system, awards for winners, clean up and choose event patch)</p>
<p><b>Coaster Car Derby Coordinator:</b> Coordinate event (Sign ups, kit dist. to dens, flyer, location/ city of Lockport's permission or permit, notify medical personnel at Lockport Fire Station &amp; Lockport Police set up, emcee, get volunteers, tracking &amp; recording system, awards for winners, choose patch &amp; clean up)</p>
<p><b>Raingutter Regatta/Space Derby Coordinator:</b> Coordinate event (Sign up, \$ &amp; kit dist., flyer, location, set up, emcee, volunteers, tracking &amp; recording system, awards for winners, and clean up)</p>
<p><b>Swimming Event Coordinator:</b> Coordinate pack swimming events. (Sign up, \$, flyer, book location)</p>
<p><b>Sporting Event Coordinator:</b> Coordinate attendance at various sporting events &amp; flyers.</p>
<p><b>Blue &amp; Gold Coordinator:</b> Coordinate the Webelos I Dens to plan &amp; execute a great Blue &amp; Gold Banquet. (Sign up &amp; money collection, caterer, location, awards, program, decorations, entertainment, &amp; invitations to BS Troops and VIP's)</p>
<p><b>Halloween Party Coordinator:</b> Coordinate the Wolf Dens to plan &amp; execute organizing &amp; setting up a party with snacks, games &amp; crafts in the Pavilion at the American Legion</p>
<p><b>Christmas Party Coordinator:</b> Coordinate the organization, set up &amp; clean up of Party Dec. Pack Night.</p>
<p><b>May Reception Coordinator:</b> organize &amp; oversee a cookie &amp; punch reception at May Pack Night</p>
<p><b>Service Project Coordinator:</b> Help organize the Pack's participation in service related events or projects. May = VFW Clean Up &amp; Flower Planting. Dec. = Retirement Home Visit.</p>

Open positions are usually listed in the Monthly Pack Newsletter or let the Committee Chair & Cubmaster know you'd like to help.