

# **Cub Scout Pack 50 Stayton/Sublimity, OR**

## **Policy for Use of Scout Accounts**

### **Draft – 4/17/2008**

It shall be the policy of Cub Scout Pack 50, to establish within Pack 50 general account, an individual scout account for each scout registered with Pack 50. This individual scout account will be used to credit profits received by the Pack through pre approved fund raising efforts directly attributable to an individual scout, such as popcorn sales. The following is the rationale, definitions, and policy statements of the Pack Committee regarding the application of fund raising receipts to individual scout accounts.

## **Rationale for Policy**

- Ensure funds raised by fund raising activities are used in support of Scouting activities.
- Encourage greater participation in fund raising activities.
- Encourage profitable fund raising activities.
- Acknowledge the effort of those Scouts who participate in fund raising activities.
- Provide opportunities to reduce the financial burden on families for Scouting – registration, uniforms, supplies, summer camps and other scouting events;
- Ensure consistency in application of funds to individual scout accounts.

## **Definitions**

**Pack 50** – Cub Scout Pack 50, Chartered to Stayton Kiwanis Club, OR

**Pack Committee** – The Registered Adult Leaders responsible for the overall operations of pack 50.

**Pack Committee Chair** – The Registered Committee Chair of Pack 50.

**Pack Treasurer** – The Registered Adult Leader serving as treasurer of scout accounts for Pack 50.

**Pack 50 Bank Account** – All checking, saving or credit accounts administered by Pack 50.

**Fund Raising Activity** – Activity sponsored or endorsed by Pack 50 intended to raise money for use by the membership.

**Scout Accounts** – Method utilized for tracking funds beneficially held for each individual Cub Scout.

**General Account/Fund** – Pack 50 funds to pay for Scout awards, Pinewood Derby, Blue & Gold, Webelos Crossover, Leaders annual dues and Supplies for the Pack.

**Distribution** – The assignment of funds to an individual scout account.

**Disbursement** – The transfer of funds from an individual scout account.

**Project Chairperson** – The Adult Leader responsible for leading the fund raiser.

**Adult Leader** – A registered adult scouting leader with Pack 50.

# Policy Statement

## **1.0 Fund Raising Activity**

- 1.0.1 The Pack Committee and Council shall approve all Fund Raising Activities in advance.
- 1.0.2 At the time the activity is approved, the Pack Committee shall determine if the Fund Raising Activity will be subject to this Scout Account Policy.
- 1.0.3 The Pack Committee shall approve the distribution allocations to the scout accounts when approving the Fund Raising Activity. This could be as simple as a percentage of profits or something more elaborate.
- 1.0.4 Fund Raising Activity may only occur at the Pack or Den level.
- 1.0.5 All Fund Raising Activities will display their affiliation with Pack 50 in a prominent manner for the duration of the fund raising event.
- 1.0.6 There shall be a Project Chairperson for every Fund Raising Activity.
- 1.0.7 The Project Chairperson shall be responsible for all funds received and ensure all bills are paid for the Fund Raising Activity.
- 1.0.8 The Project Chairperson shall submit all funds received to the Pack Treasurer for timely deposit into a Pack Bank Account.
- 1.0.9 The Project Chairperson shall give the Pack Committee a report on the Fund Raising Activity. This report shall include gross sales, fund raising expenses, net profit, and a listing by name of the appropriate distribution to be made to each qualifying Scout Account.
- 1.1.0 Approved Fund Raising Activities are the only source of funds for Scout Accounts.

## **2.0 Ownership of Funds.**

- 2.0.1 All money raised through Fund Raising Activity is the property of Pack 50.
- 2.0.2 Distributions to an individual scout account are the property of Pack 50.
- 2.0.3 Distributions to an individual scout account will be held in a Pack 50 Bank Account.
- 2.0.4 Individual scout accounts will not accrue interest.
- 2.0.5 The Pack Treasurer shall apportion and distribute funds resulting from Fund Raising Activity to the appropriate individual scout accounts as approved by the Pack Committee when the Fund Raiser Activity was approved.

### **3.0 Use and Transfer of Fund**

- 3.0.1 The current Pack 50 Scout Account Reimbursement Authorization Request Form must be used to request disbursement from an individual scout account. This form can be obtained from the Pack Treasurer of scout accounts.
- 3.0.2 The Pack 50 Scout Account Reimbursement Authorization Request Form must be approved by the Scout's parent or guardian and submitted to the Pack Treasurer of scout accounts for approval.
- 3.0.4 Distributions in an individual scout account may be disbursed toward payment of expenses for a Cub Scout Pack or Den event, Scouting registration fees, monthly Pack dues, summer camp or other BSA District/Council/National event. Receipts or evidence of participation are required for all reimbursement requests.
- 3.0.5 Distributions in an individual scout account may NOT be disbursed toward payment of expenses for items not generally used in scouting; electronics, snacks, candy, sodas, etc.
- 3.0.6 Funds from a Scout's previous Pack may be distributed to the Scout's Pack 50 individual scout account once the funds are received by Pack 50. It is the responsibility of the Scout/family to have the previous Pack provide the funds to the Pack Treasurer for deposit into the Pack 50 account.
- 3.0.7 Distributions in an individual scout account may be disbursed to a Scout's new Boy Scout Troop scout account if the Cub Scout crosses over to a Boy Scout Troop and the new Troop administers scout accounts. Disbursements will only be written directly to the new Troop, not to individual scouts or family members. If the new Troop does not have scout accounts the scout must spend the money while an active member of Pack 50 or forfeit the funds to Pack 50.
- 3.0.8 Distributions in an individual scout account may be disbursed to another individual scout account of an immediate family member who is a registered Scout with Pack 50, with the written permission of the Scout and his parent/guardian using the Pack 50 Scout Account Reimbursement Authorization Request Form.
- 3.0.9 Distributions that remain in an individual scout account will be disbursed to the Pack 50 general fund twelve (12) months after the Scout, for any reason, terminates his membership in Pack 50. This 12 month period is provided as an opportunity for the scout to rejoin scouting.
- 3.1.0 Distributions in an individual scout account may be disbursed to the Pack 50 general fund with the written permission of the Scout and his parent/guardian anytime between termination and twelve (12) months after termination.

#### **4.0 Accounting and Reporting**

- 4.0.1 The Pack Committee will establish and maintain accounting procedures in accordance with generally accepted accounting principles for nonprofit organizations (501-3C) and this policy.
- 4.0.2 The Pack Committee will receive a total distribution summary of all individual scout accounts at least two times a year. This summary will be a listing of funds allocated to scout accounts.
- 4.0.3 The Pack Committee will receive a report not less than twice each year describing the distribution and disbursement of funds under this policy. Target time for these reports will be the November and April Pack Committee meetings. This report shall describe in detail, the sources of funds applied to individual scout accounts, and entries for which credit was applied for each account.
- 4.0.4 Each Scout and his parent/guardian shall receive one written scout account report in May after the Pack Committee meeting. This report will show funds distributed to and disbursed from their son's individual scout account for the previous twelve (12) months.

#### **5.0 Dispute Resolution**

- 5.0.1 The Pack Treasurer will escalate all questionable requests to a three person Appeal Panel for a final decision.
- 5.0.2 A three person Appeals Panel composed of the Pack Committee Chair, and two other members of the Pack Committee (as chosen by the Chair) shall resolve disputes over actions governed by this policy. All decisions of the appeals panel will be final.
- 5.0.3 The Appellant shall be given the opportunity to present their rationale for the disbursement.
- 5.0.4 The Pack Treasurer, as fiduciary, shall present the rationale for the decision in dispute.

#### **6.0 General Issues**

- 6.0.1 The Pack Committee will review this policy annually and may revise as needed.
- 6.0.2 The Pack Committee, at its discretion, may choose to discontinue this policy.
- 6.0.3 Upon dissolution of this policy, all remaining distributions in the individual scout accounts will be returned to the Pack 50 general fund.

#### **7.0 Examples of Fundraising Distribution (set by Pack Committee)**

- 7.0.1 Popcorn Fundraiser – For every \$100 sold a Scout will receive \$30 towards their scout account.  
(October)
- 7.0.2 Can & Bottle Fundraiser – \$10 to scout account for participation. (may vary depending on number of boys and funds raised) (February & July)
- 7.0.3 Christmas Tree Recycling Fundraiser – \$10 to scout account for participation. (may vary depending on number of boys and funds raised) (January)
- 7.0.4 Butter Braids Fundraiser – For every \$100 sold a Scout will receive \$40 towards their scout account.  
(February)