

Policy on Record Keeping

Statement of Purpose:

This policy dictates how pack records shall be kept.

Policy:

- a)** The Secretary is responsible for maintaining an up-to-date roster of all Cub Scouts, Coordinators and Leaders.
- b)** The Secretary shall scan in all paper documents and store them in Google Drive or another digital storage service as approved by the Committee by a majority vote.
- c)** The Treasurer is responsible for the financial records, bank account(s), and any checks issued by the Pack.
- d)** The Treasurer shall provide proper and accurate bookkeeping via Quickbooks or another bookkeeping software or service as approved by the Committee by a majority vote.
- e)** Records will be kept on all fundraisers and activities for future evaluation and reference.
- f)** The Award/Advancement Chair is responsible for working with Den Leaders and the Cubmaster to record and keep up to date Cub Scout, Den and Pack Advancement using ScoutBook.
- g)** Den Leaders are expected to keep accurate up-to-date attendance on each Cub Scout and enter it into ScoutBook.

This policy was adopted on _____ date.