

# INTRODUCTION

This course is intended to provide Cubmasters and assistant Cubmasters with the basic information they need to conduct successful pack meetings, Cub Scout den leaders with the basic information they need to conduct successful den meetings and Cub Scout pack committee members with the basic information they need to support a pack and conduct a successful pack program. The course is based on the seven parts of a pack meeting using the Pack Meeting Plans, the seven parts of a den meeting using the Den Meeting Plans and the five parts of a typical pack committee meeting on [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts).

The goal is to help each pack committee work as a team to improve the Scouting experience for adult and youth members.

The course should take about **four** hours to deliver. The course is intended to be conducted in a small-group setting. It may be offered in a single morning or evening session with a minimum of preparation necessary. It can be facilitated by unit, district, or council trainers.

When the training is complete, training code C40 (Cubmaster and assistant Cubmaster Specific Training), training code C42 (Den Leader Specific Training) and training code C42 (Pack Committee Challenge) can be entered into the leaders' training records.

Leaders who complete this training and Youth Protection training are considered "trained". In addition to this course, pack trainers should complete Fundamentals of Training to be considered "trained."

This syllabus is not meant to be read verbatim. Trainers should be familiar with the content and be able to present it without reading. Experienced trainers can use their own words, but must be sure to cover the content and meet all the learning objectives of each session. Key to the success of this training is the interaction among participants. It is important for trainers to observe participants throughout the training (especially during the hands-on activities) to be sure they have learned the topic.

**Youth Protection training is a joining requirement for all BSA volunteers and should be completed before this course whenever possible. It is recommended that you contact participants before the course and ask them to bring their completion certificate with them to training. You may want to make Youth Protection training available to participants who have not completed the training either online or face to face. A handout is provided in the appendix that can be emailed or distributed during this course. Urge the participants to take Youth Protection training as soon as possible if they have not done so already.**

# MATERIALS LIST

## For Participants

- Sample Monthly Pack Meeting Plan(s)\*
- Pack meeting themes and points of the Scout Law
- Pack Meeting Planning Sheet\*
- Sample meeting plans from a den leader guide
- Sample pack calendar\*
- A council and/or district calendar
- Local resources list
- Code of conduct prizes (if desired)
- Day camp and/or resident camp information
- Family Talent Survey Sheet\*
- Cub Scout Uniform Inspection Sheet\*
- Webelos Scout Uniform Inspection Sheet\*
- Scout Leader Uniform Inspection Sheet\*
- Age-Appropriate Guidelines for Scouting Activities\*
- Individual Cub Scout Record\*
- Den Advancement Report\*
- Unit Money-Earning Application

## For Trainers

- Den leader guides for each rank
- Monthly Pack Meeting Plan(s)
- Copies of Scouting and Boys' Life magazines
- Group Meeting Sparklers
- Cub Scout Ceremonies for Dens and Packs
- Cub Scout Leader Book
- Cub Scout Leader How-To Book
- Cub Scout Songbook
- Tiger, Wolf, Bear, and Webelos handbooks
- Cub Scout training posters (can be homemade with aims, oaths, laws, motto, purposes, etc.)
- Sample den doodle
- Flip chart or whiteboard (with pens)
- Den Advancement Chart
- Adventure loops and pins (optional)
- Copies of Scouting and Boys' Life magazines
- A copy of the Annual Program Planning PowerPoint presentation found on [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts) in the "Pack Committee" section.
- Boys' Life subscription forms
- Training certificates
- Handouts from appendix
- Den Leader Training Award Progress Record forms
- Scouter's Training Award Progress Record
- Scouter's Training Award and Cubmaster Key Progress Record forms

Additionally, you will need to gather the materials necessary to conduct the sample pack meeting or den meeting you have chosen from the Pack or Den Meeting Plans.

\*These resources may be obtained from your council, or most may be downloaded from [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts).

# PREPARATION FOR THE COURSE

Before the course, make one copy of the Pack Committee Position Game Titles and Descriptions from the appendix for each small group (three or four people), and cut them apart into individual strips or select and prepare a gathering activity from the Pack Meeting Plans or Group Meeting Sparklers and have it available for the participants during check-in. This is important because it is fun and it models part of the instruction presented later in the training (see Gathering Time Activity session).

Trainers will model a typical pack meeting or den meeting by leading the participants through the activities and conducting the ceremonies recommended in the Monthly Pack Meeting Plans or Den Leader Guide.

- Select a pack meeting plan from the Monthly Pack Meeting Plans (available online at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts)) or a required adventure and meeting plan from a den leader guide that fits the den that some participants will be leading.
- If possible, decorate the room with Cub Scouting posters. These posters will provide additional information for the participants to read.
- Create a typical Den Rules poster to display during the session. You will also need to refer to the Den Rules poster during the session on boy behavior (III. Opening). If possible, provide or ask participants to bring a copy of the Monthly Pack Meeting Plans or the den leader guide for the rank they are serving (Tiger, Wolf, Bear, or Webelos).

Have Youth Protection materials ready. Be prepared to discuss the importance of the training during registration and urge the participants to take Youth Protection training as soon as possible if they have not done so already (see handout in appendix).

# GATHERING TIME ACTIVITY

## Time

Be ready for any participants to arrive 30 minutes before the scheduled start time of the training. Trainers should be prepared to engage with participants as they arrive. Note that while a personal greeting is important for a training event, it is no less important for any Scouting event, including a committee meeting.

30 minutes

## Objectives

At the end of this activity, participants will be able to:

- Model an effective pack or den gathering time activity.
- Demonstrate ways to keep the boys active before a Cub Scouting event.
- Build excitement among the participants for their role as future Cub Scout Adult Pack Leaders

## Materials

Provide any materials needed for an arrival activity appropriate for the size of your training group.

- Group Meeting Sparklers
- Place markers/name tents
- Nametags (optional)
- Cut-up position descriptions and titles, one for each small group (appendix)

## Description

Provide any instructions needed for the participants and the intended outcome of the chosen gathering activity.

## Activity

Early arrivals will do the gathering time activity the training staff has prepared.

As participants arrive, hand out the slips of paper with the descriptions of the pack committee positions—one per three or four participants (you will need to have cut these up in advance). Have each group organize them so that each position description is matched up with a title.

# I. Before the Meeting Starts

## Time

40 minutes

## Objectives

At the end of this activity, participants will be able to

- Explain the aims of Scouting and how Cub Scouting helps to fulfill those goals.
- Explain how the Cub Scouting program is delivered and organized.
- Identify the responsibilities of the committee positions.
- Identify the Cubmaster's main responsibilities in the pack.
- Discuss preparation for a den meeting and pack meeting.

## Materials

- If possible, a computer to show participants the e-learning site and other Scouting resources on [www.scouting.org](http://www.scouting.org)
- Meeting plans from the den leader guide
- Pack Committee Positions handout (appendix)
- Pack meeting plans and pack meeting themes (found at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts))
- Points of the Scout Law (handout or poster)
- Aims of Scouting poster (handmade)
- Aims of Scouting and Purposes and Methods of Cub Scouting (appendix)
- Pack Organization Chart handout (appendix)

## Introduction

Welcome all participants and thank them for taking the time to learn more about their role as a Cub Scout den leader. Tell them the format of this training will follow the seven parts of a Cub Scout den meeting or pack meeting and the five parts of a committee meeting

Distribute the outline from your selected meeting from the den leader guide or monthly pack meeting plans for use as a guide.

## Aims of Scouting

Share the aims of Scouting and how the Cub Scouting program helps to achieve them. You might use the following:

The Boy Scouts of America was formally organized in 1910, with Cub Scouting being added as a full-fledged program for younger boys in 1930. Underlying all of Scouting's programs are three distinct foundational goals or aims. The three aims of Scouting are:

- Character growth
- Citizenship training
- Personal fitness

Through Scouting activities, the uniform, ideals, advancement opportunities, and the examples of their leaders, boys learn to become young men of sound moral character.

Because boys enjoy being part of small groups, Cub Scouts are divided into groups called dens, which are usually organized by school grade but in some cases are organized by age. Tiger (first grade or age 6), Wolf (second grade or age 7), Bear (third grade or age 8), and Webelos Scouts (fourth and fifth grade or ages 9 and 10) come together to form a larger group called a pack. Ideally, dens will consist of between six and eight boys.

Rudyard Kipling's *The Jungle Book* is used as a fun theme to tie the program together.

Finish this introduction by saying something like: "You have volunteered to play an important role, but one that is simple and fun thanks to the support provided by the Boy Scouts of America. This training will help you prepare fun and meaningful den and pack meetings."

## Pack Overview

To understand the role of the pack committee, it is important that new leaders understand how the Cub Scout program is delivered and organized. Highlight the following to the participants in your own words.

### Delivering the Cub Scout Program

The Cub Scout program can be extremely rewarding for the boys in the program and their adult leaders. At the same time, it can be challenging, especially for new leaders.

Distribute *Aims of Scouting and Purposes and Methods of Cub Scouting*. Say that every Cub Scouting activity should help fulfill one of these purposes. When considering a new activity, leaders should ask which purpose or purposes it supports.

Part of the inherent strength of the Cub Scout program is its organization. At its most basic, Cub Scouting consists of:

- **A boy**—The individual boy is the basic building block for Cub Scouting and is its most important element. It is only when each boy's character, citizenship, and fitness are enhanced that the program is successful.

- **A den**—Each boy belongs to a den of similarly aged boys. The den is the boy’s Cub Scout family where he learns cooperation and team building, and finds support and encouragement.
- **A leader**—Adult leadership is critical to achieving the purposes and aims of Scouting. By example, organized presentations, and one-on-one coaching, the boy learns the value and importance of adult interaction.
- **A pack**—Each den is part of a larger group of boys of different ages and experience levels in Cub Scouting. The pack provides resources for enhanced activities, opportunities for leadership, and a platform for recognition.

While there are other parts of the Cub Scouting organization (districts, councils, etc.) that are important administratively and support adult leaders, they are more or less transparent to the boy in Cub Scouting.

## The Chartered Organization

Every Cub Scout pack, Boy Scout troop, Varsity Scout team, Sea Scout ship, and Venturing crew belongs to a community organization with interests similar to those of the BSA. This organization, which might be a religious organization, school, or community group, is chartered by the BSA to use the Scouting program. This chartered organization provides a suitable meeting place, adult leadership, supervision, and opportunities for a healthy Scouting life for the youth under its care.

A member of the organization, the chartered organization representative, acts as liaison between the pack and the organization. The chartered organization representative may be a member of the pack committee.

## The Cub Scout Pack

The Scouting unit that conducts Cub Scouting for the chartered organization is called a pack. The pack is a group made up of several dens—Tiger, Wolf, Bear, and Webelos Scout dens.

While dens usually meet weekly, most packs meet once a month, usually in a room provided by the chartered organization. The meeting space will need to be large enough to accommodate all Cub Scouts and leaders in several dens, along with their families, and provide space for exhibits of den projects, presentations such as den skits and stunts, group activities, and pack ceremonies. Tell them that pack meetings are generally held in the same place and at the same time each month, except when they involve outdoor activities. Blue and gold banquets, derbies, and other special events may also require a different meeting space. The pack meeting is the pinnacle of the month’s den meetings and provides a place for dens to showcase their skills and projects. It also provides opportunities for parents and families to be involved with their boys, and it is a chance to recognize boys, parents, and leaders.

## The Pack Committee

A pack committee must consist of at least three members, although most committees are larger. With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more.

Help the group understand that the strongest pack committee is one that has individual members assigned to such areas as record keeping and correspondence, finances, advancement, training, public

relations, and membership and registration. These committee members will be called on to assist, make reports, and provide information at committee meetings.

Point out that while each pack divides up the work a little differently based on the number and talents of the adults who volunteer, understanding the BSA's model for a pack committee and striving to fill all of the positions make for the healthiest pack.

### The Pack Key 3

Explain that the unit Key 3 is a fairly new concept to the BSA and is a critical component to the success of the pack. The pack Key 3 consists of the pack committee chair, the Cubmaster, and the chartered organization representative.

This group meets once a month to discuss the pack, its challenges, coming events, and progress toward completing their action plan and Journey to Excellence goals just like any other Scouting Key 3. It is a time for the Key 3 to learn how to spot early warning signs and work together toward continued pack success. The unit commissioner meets with them to support their efforts, to help with problem solving, and to keep the pack moving in sync with the district and council calendars.

The unit commissioner serves as an advisor to the Key 3.

### The Cubmaster's Role

Inform the participants that they and the den leaders, with the support of the committee members, are the leadership team that makes the pack go. In general, the Cubmaster is the guiding hand behind the work of the other pack leaders and serves as the program advisor to the pack committee. He or she is a recruiter, supervisor, director, planner, and motivator of other leaders.

The Cubmaster's main responsibilities include:

- Work directly with the pack trainer, den leaders, den chiefs, pack committee chair, and committee members to make sure that all dens are functioning well.
- Ensure that all den leaders have completed Youth Protection training and Den Leader Position-Specific Training.
- Work as a team with the pack committee chair and pack trainer to recruit, educate, guide, support, motivate, and inspire the other adult leaders.
- With the help of other leaders, plan quality, year-round den and pack programs filled with fun and activities.
- Lead the monthly pack meetings with the help of others, involving all dens in some way.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos crossover ceremonies, involve Scoutmasters, the Order of the Arrow, and other Boy Scout leaders.
- Coordinate pack membership, recruiting, and transition.

- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Establish and maintain good relationships with Boy Scout troops that your Webelos Scouts may work with and/or join.
- Know about and use the appropriate and available literature (point out the current versions of those publications, which should be on display in the room).
- Attend monthly roundtables.

## Preparation

Explain that you and your assistants gathered all of the materials necessary to run a good meeting well in advance of today's session (point out the materials) so you would be prepared and able to greet early arrivals. Tell participants they should do the same before their den or pack meetings.

Easy-to-follow den meeting plans that are exciting and help boys complete adventure requirements for their rank are contained in the den leader guides. There is a den leader guide for each of the Tiger, Wolf, and Bear ranks and a combined guide for the Webelos and Arrow of Light ranks.

We will be using one of the meeting plans during our training today.

Preparation and planning help Cub Scout leaders make Cub Scouting more fun for both boys and leaders, help reduce leader stress, and provide the long-term benefits for our Scouts. Fortunately, the BSA provides the materials to make planning simple—leaders just need to use them!

If it has not been done already, pass out the selected meeting plans from the den leader or pack meeting guides. Tell participants that meeting plans can be found in the printed guide or can be downloaded from [www.scouting.org/CubScouts](http://www.scouting.org/CubScouts).

Explain that most pack meetings have seven parts:

- |                             |               |                     |
|-----------------------------|---------------|---------------------|
| • Before the Meeting Starts | • Program     | • Closing           |
| • Gathering Time Activity   | • Recognition | • After the Meeting |
| • Opening                   |               |                     |

The outline describes a typical pack meeting but is not mandatory. The pack meeting can be varied and adapted to suit the needs of the pack or those of a specific activity.

Note: Using the pack meeting plan, the pack meeting themes, and points of the Scout Law, explain that while Cubmasters may choose to modify recommended pack meeting themes, it is their responsibility to deliver pack meetings designed to support all points of the Scout Law during the Scouting year.

Explain that most den meetings have seven parts:

- Before the Meeting Starts
- Gathering Time Activity
- Opening
- Talk Time
- Activities
- Closing
- After the Meeting

Just as there are recommended agendas for pack meetings and den meetings to ensure the boys have a memorable and worthwhile experience, committee meetings can also benefit from a set structure, especially when combined with the monthly pack leaders' meeting.

- Evaluate the Previous Month
- Finalize the Current Month
- Planning Ahead
- Unit Leader Enhancements
- Social Time and Fellowship

Before the Meeting Starts is a time for den leaders or the Cubmaster to plan out the activities for the den or pack meeting.

During the Evaluate the Previous Month part of the committee meeting (and/or pack planning meeting), den leaders will be asked to report on last month's activities, attendance, and advancement. The Cubmaster will review the pack activities and everyone will suggest ways to improve.

# II. GATHERING TIME ACTIVITY

## Time

45 minutes

## Objectives

At the end of this activity, participants will be able to:

- Describe the importance of gathering time.
- Explain how a pack budget is created.
- Relate the importance of a pack budget to the success of the pack.
- Understand the importance of the Family Talent Survey Sheet.

## Materials

- Cub Scout Leader Book
- Sample display (optional)
- Sample den doodle
- Handout: Unit Money-Earning Application ([www.Scouting.org](http://www.Scouting.org))
- Fiscal Policies and Procedures for BSA Units (appendix)
- Individual Cub Scout Record (new one not available 8/31/16)
- Family Talent Survey Sheet

## Introduction

Explain that it is important to give active, excited Cub Scouts something to do as soon as they arrive at the pack meeting and for family members to be welcomed and involved. This is a good time to let the Cub Scouts show off things they have made and done and also get them excited about upcoming activities. Den leaders can be encouraged to display boy-made projects on tables set up for that purpose.

Ask participants to suggest ideas for things to do and display before the pack meeting starts. Add to their list of ideas from the following:

- If the boys have learned a skill, they can demonstrate it to the rest of the pack.

- Ask den parents to snap photos of den fun during the month, then post the photos on a bulletin board for the rest of the pack to see.
- Chairs of the upcoming pack activities (summer resident camp, family campout, summertime activities, community service project, fundraiser, etc.) could man tables to excite boys about the upcoming activities and educate parents about the details.
- It might be appropriate in some months to have a gathering game that boys can do individually or in groups.
- There are suggested gathering activity ideas for each of the monthly pack meeting plans. More may be found in Group Meeting Sparklers.

You will find that your pack meeting can start on time if the families are arriving early enough to view displays of the boys' handiwork. In addition, pack activities should have better attendance because the gathering time is used to make sure all families know about the activities and get signed up for them, and the pack meeting is not bogged down with lengthy announcements.

At a den meeting this is a good time to have some fun and still accomplish several business details. This is also a part of the den meeting where parent helpers, a denner (a different Cub Scout selected each month to be a peer leader), and a den chief (an older Scout recruited from a Boy Scout troop or Venturing crew to help the den leaders) should be used. State that the gathering time in a den meeting is the best time to check attendance.

Explain that in the Tiger den, parents are actively involved in the meetings and this is a very important part of Tigers. While parents should be encouraged to be active in Wolf and Bear dens as well, they might not be so involved during the Webelos years. The boys are moving toward the Boy Scouting program where troops are boy-led. Parents who are not serving as den leaders or assistants are encouraged to assist the den leader with projects and adventures (see the Advancement section of this session)

## Activity

Ask the participants to brainstorm creative ways to display den projects and call attention to upcoming activities. Then ask them to talk about pitfalls that should be avoided (such as forgotten projects, nervous boys who forget the skill, etc.). Make sure the participants understand that all gathering time activities should be positive in nature.

Ask participants to recall the gathering activity they did as they arrived and waited for today's training course to begin. Share with them that you got this activity from one of the den leader guides (or Group Meeting Sparklers). Tell them good gathering activities do not require that all participants start or stop at the same time, are interruptible, and do not require the full attention of both the leader and the assistant.

## Who Attends

Explain that Cub Scouting is a family program. Pack meetings are for families—parents or guardians, brothers, sisters, and other family members—as well as all of the Cub Scouts, den leaders, and pack

leaders. District Scouters, such as the unit commissioner, should always be invited to attend, along with members from the chartered organization, community leaders, or anyone the pack wishes to invite. Visitors from another pack, troop, team, or crew may also be present.

Den meetings are for the Cub Scouts of that den, Den Leaders, Den Chiefs and Tiger Parents.

## Business

### Planning Your Pack's Annual Program Budget

Another important function of the pack committee is to ensure the pack will have the necessary financial resources to pay for all the exciting activities and programs the committee has planned for the year.

Successful packs use a unit budget plan. When adopting a unit budget plan, a pack committee implements the elements of a complete annual Cub Scouting program for youth, commits as a unit to incorporate these elements, and then provides adequate funding for them.

Even more, it commits to implementing the plan with the entire pack—Cub Scouts, leaders, and families—by raising enough dollars to fund the program. The result is a well-managed, well-financed unit.

Funding for the budget can come from weekly dues or from participation in a council-sponsored product sale (such as popcorn). The method used to raise funds will be determined by the pack committee, not by the individual den.

The pack budget should include expenses for pack meeting materials. The boys can bring some materials from home, and scrap materials can be used, but most, if not all, out-of-pocket expenses for pack meetings should be reimbursed by the pack's budget.

The steps to planning your pack's annual budget are: (Write the steps on the board.)

- Plan the pack's complete annual program.
- Develop a budget that includes enough income to achieve the program.
- Identify all sources of income (den dues and any traditional pack activities), and then determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
- Gain commitments from parents, leaders, and all Cub Scouts. Activity Ask participants to get with a partner and take a few minutes to write down the expenses they think need to be covered in an annual budget. Solicit answers from the group, making sure the following items are included.

## Basic Expenses

- **Registration Fees.** Part of joining the BSA is the required annual registration fee. This is true for youth and adult members.
- **Unit Liability Insurance Fee.** Packs are required to pay an annual unit liability insurance fee. This fee is submitted with the pack's annual charter application and helps to defray the expenses for its general liability insurance.
- **Boys' Life.** Boys' Life magazine, the official publication of the Boy Scouts of America, is available to all members for a discounted rate. While this is an optional expense, Boys' Life has a direct influence on membership retention so every boy should be encouraged to subscribe.
- **Unit Accident Insurance.** Protecting leaders and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Insurance may be covered in the fees your pack pays to the local council. Specific details on insurance programs are available from the local council.
- **Advancement and Recognition.** The cost of recognition and advancement needs to be factored into the budget. Every Cub Scout should earn and advance a rank and receive the patch and pins for that rank each year. Additionally, many packs budget for the immediate recognition devices (adventure loops, pins, and certificates) boys earn as they progress toward earning their badge of rank. For some units, this is a family responsibility.
- **Activities.** Well-conceived and well-planned activities are critical to a successful annual program plan. Traditionally, such activities as Cub Scout pinewood derbies, field trips, and district or council activities are financed by the Cub Scout and his family over and above the dues program. It is suggested that the complete cost of these outings be built into the unit's budget.
- **Cub Scout Day Camp, Cub Scout Resident Camp, Family Camping.** Central to Cub Scouting is a summer camping experience. Local council opportunities abound for Cub Scouts and their families to have exciting, program-rich summer experiences.
- **Program Materials.** Each pack needs to provide certain program materials. Depending on the type of unit program, these could include den meeting supplies, a U.S. flag, pack and den flags, camping equipment, videos and books, or ceremonial props. Your den leaders' annual plans will guide what den meeting supplies are needed.
- **Training Expenses.** Trained leaders are key to delivering a quality and safe program. Adult and youth leader training should be considered an integral annual pack expense.
- **Full Uniforms.** Traditionally, the individual pays for the uniform, but it may be figured into the budget as the total cost of Scouting.
- **Reserve Fund.** A reserve fund should be included for unexpected expenses. A new member's initial expenses may be met from the fund.
- **Other Expenses.** These could include a gift to the World Friendship Fund, meeting refreshments, and/or contingency funds.

## Sources of Income

After participants have settled on items and activities they want in the budget, explain that the pack's entire budget must be provided for by the families, through either fundraising or other means such as dues or family participation fees. Review the following:

- **Fundraisers.** One fundraiser per year, such as selling popcorn, will help prevent having to ask families for extra money every week. It is better to figure the total cost for the complete year up front. Ideally, all income would come from den dues and one fundraising program at the beginning of the program year each fall. A spring fundraiser could be included. Distribute the Unit Money-Earning Application. Explain that except for council-sponsored product sales, all other money-earning projects require the submission of this form to the local council at least two weeks before the fundraiser. To ensure conformity with all Scouting standards on money earning, and to help protect the pack and leaders from potential problems, leaders should be familiar with the points listed on the back of the application. Ask participants to review.
- **Dues.** Paying your own way. This is a fundamental principle of the Boy Scouts of America. It is one of the reasons why no solicitations (requests for contributions from individuals or the community) are permitted by Cub Scout packs. Young people in Scouting are taught early on that if they want something in life, they need to earn it. The finance plan of any pack should include participation by a Cub Scout in a regular dues plan.
- **Chartered Organization.** In some cases the pack's chartered organization may provide a portion of the pack budget.

## Fiscal Responsibility

Distribute Fiscal Policies and Procedures for BSA Units from the appendix. Share that it is possible for some packs to acquire significant funds in the course of a year, and it is important that the pack committee operate in a fiscally responsible way. Encourage the participants to review this document and keep it handy.

The pack's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year. By sharing the pack's program plans and budgetary needs, you can help newly recruited Cub Scouts and their parents gain a greater understanding of just what fun is waiting for them during the pack's entire program year.

## Resources

Conclude by handing out copies of the Family Talent Survey Sheet. Explain to the participants the need to have each parent and adult family member complete this form. It can be done at any time, but it will allow the pack to know which parents are willing to help as well as what talents and abilities are available and can be utilized among the adults in the pack.

# III. OPENING

## Time

15 minutes

## Objectives

At the end of this activity, participants will be able to:

- Appreciate the value of formal opening ceremonies.
- Explain the behavior patterns of Cub Scout–age boys and methods of improving boy behavior.
- Describe how the Cub Scout uniform is used as a method to achieve Cub Scouting’s purposes.
- Explain the use of the Cub Scout sign.

## Materials

- Cub Scout/Webelos Scout Uniform Inspection Sheets
- Scout Leader Uniform Inspection Sheets
- Materials necessary for the opening activity as chosen from the pack meeting plans or den meeting plans posted at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts)
- Characteristics of Cub Scouts handout (see appendix)
- Aims of Scouting and Purposes and Methods of Cub Scouting handout (appendix)
- Purposes of Cub Scouting poster (handmade)
- Methods of Cub Scouting poster (handmade)
- Conduct candle and matches

## Introduction

Start this presentation by holding up the Cub Scout sign. Explain that the sign is used when reciting the Scout Oath and Scout Law. It is also valuable for letting Cub Scouts and others know it is time to be quiet and pay attention. The two spread fingers symbolize the alert, listening ears of the wolf.

Hang posters containing the purposes of Cub Scouting and the methods of Cub Scouting on the wall of the training room. Be sure to call attention to the posters during the course whenever one of them is mentioned.

## Purposes of Cub Scouting

Character Development  
Spiritual Growth  
Good Citizenship  
Sportsmanship and Fitness  
Family Understanding

Respectful Relationships  
Personal Achievement  
Friendly Service  
Fun and Adventure  
Preparation for Boy Scouts

### Opening

Using the participants as you would the Cub Scouts, conduct the opening from the meeting plan you have chosen. Be sure to show the Cub Scout salute for those in uniform.

After the opening, remind participants that a formal opening is important because it lets the boys know the meeting has started. A good opening may provide the boys a chance to help meet the citizenship and spiritual growth parts of Scouting's purpose or to set the stage for the month's meetings. The Cubmaster should encourage each den to perform the opening ceremony at least once during the year as it is an opportunity for the den to shine in front of the pack. One way to see that each den gets a turn is to set up a rotating schedule of pack meeting responsibilities. Other responsibilities to be rotated could be performing a skit, doing setup and/or cleanup, providing treats, etc. Explain that because Scouting recognizes the importance of reverence and Duty to God, it is perfectly acceptable for meetings to begin with a prayer. This is a decision that should be made in conjunction with both the boys' parents and the chartered organization. This opening period may also be a good time for a uniform inspection.

### Uniforms

Distribute the uniform inspection sheets. Ask participants why proper uniforms are important for boys. Write responses on the board or flip chart. Guide them to include the following:

- Boys in uniform are generally better-behaved.
- The uniform is the best place to display the patches and awards they have earned.
- The uniform provides identification with the organization and with other Cub Scouts.
- The uniform is an equalizer among the members of the den.

Share that it is also important for leaders to set a good example for their Cub Scouts by wearing a proper uniform.

### Conduct

Explain that establishing rules for good behavior right from the start is important. It is expected that the rules established in the den will hold true during all pack events as well. These rules may need to be reinforced in the event of a change in leadership or meeting locations. Good conduct during a

pack meeting keeps things fun for everyone and makes a positive impression on all. Cubmasters should ask den leaders to remind boys to follow their den code of conduct at pack meetings.

Note: This may also prevent disruptive adults and siblings by asking family members to respect the code as well.

Let the boys help establish the den code of conduct at the first meeting so they are a part of the process rather than feeling the rules are just the den leader's rules.

## Activity

Distribute the Characteristics of Cub Scouts handout and state it is important that all leaders understand "normal" behavior so our expectations for the boys are reasonable. Further, we should remember each boy is a unique individual and boys of the same age develop at different rates.

Ask participants to suggest ways to reinforce good conduct during a pack meeting. Answers may include:

- Keeping things fun, action-filled, and moving
- Preparation and communication
- Seating parents behind the dens

Ask the participants to suggest items that might be included in a den code of conduct. Write them on a flip chart or whiteboard.

Demonstrate the conduct candle (or another favorite method) for influencing boy behavior. Refer to the Den Code of Conduct poster and tell participants that as long as they (role-playing as the boys) are well behaved and follow the code, the candle will stay lit. Suggest that when the candle burns down the den could have a special den ice cream party (or other similar reward, especially if you have one for this training).

Conclude by saying the conduct of adult den leaders, the den chiefs, and parents/guardians is also an important consideration. The Cub Scouts will look up to the adult leaders and den chiefs and will model their behavior on the leaders' behavior. Remind the participants that in addition to issues discussed in the Youth Protection session, any verbal abuse is to be avoided.

# IV. PROGRAM / ACTIVITIES

## Time

30 minutes

## Objectives

At the end of this activity, participants will be able to:

- Describe the concept of themes.
- Define the relationship between the pack and the dens.
- Explain the dens' roles in the pack meeting.
- Understand the purpose of fun activities at den meetings.
- Discuss the outdoor program and understand its value to Cub Scouts.
- Understand the outdoor training opportunities available for Cub Scout den leaders.

## Materials

- Monthly Pack Meeting Plans
- Materials for the program in your chosen meeting Introduction
- Den leader guides
- Materials for the Talk Time in your chosen meeting
- Materials necessary to conduct a chosen activity from your den meeting plan
- “Scouting’s Camping Program—Ever-Increasing Challenge Out-of-Doors”; available at [www.scouting.org/outdoorprogram](http://www.scouting.org/outdoorprogram)

Explain that they, as Cubmasters, are responsible for the program elements of the pack. Part of this responsibility is to ensure Cub Scouts are having fun, learning, and experiencing a variety of activities. Using monthly program themes is an easy way to ensure this is happening.

Explain that right after the opening is the time to conduct any den business not accomplished during gathering time. Usually, during the first meeting of the month, Talk Time would include pack and den meeting ideas, plans for the den’s part in an upcoming pack meeting, and plans for special den activities. Later, it could be a time for selecting a denner, creating a den yell or cheer, or playing a

game. This may also be an appropriate time to check advancement and record progress, if not already done.

Tell participants that boys in Cub Scouting want to have fun and to do fun things with their friends. Den meetings should be one of the times when boys have the most fun.

## Themes

Explain that each month, the Cub Scout program emphasizes a fun meeting theme associated with one point of the Scout Law around which leaders can plan den and pack meetings. These monthly themes are useful because they simplify planning, they give dens a focus for work, they bring all dens together at the pack meeting with activities related to the same topic, and perhaps most importantly, they teach important values.

Share that the theme may include a special activity such as a raingutter regatta, pinewood derby, or the annual birthday party for Cub Scouting in February—the blue and gold banquet.

Ask participants to look at the ideas presented in the meeting plan related to the theme and point out the suggestions for each part of the den meeting for the entire month and year.

## Pack Meetings

Remind the participants that the dens are part of a Cub Scout pack, and some den meeting activities might work toward the den's part in the monthly pack meeting. Coordination to support den adventure needs should begin with annual pack planning. Pack meetings should include all members of the Cub Scout's family. Activities include songs, skits, demonstrations, ceremonies, and recognition of achievement. Each den should have a part in the pack meeting.

Ask the participants to take a look at the pack meeting ideas in the handouts.

## Program Item

If appropriate, lead the program item activity suggested from your chosen meeting. A skit or an audience participation stunt would work well here.

## Talk Time

Remind den leaders that during the Talk Time portion of the meeting they might have planned or discussed what the den is going to do at the pack meeting. Now is the time when the den might practice its part. Remember, try to get everyone involved (even, or especially, parents and other family members) at the pack meeting.

If appropriate, lead the Talk Time activity suggested from your chosen meeting.

## Activity

Recall that Cub Scout–age boys are full of energy and like to expend it in large quantities.

Tell participants that games and activities related to advancement can be a great way to expend boyhood energy and to accomplish learning goals like teamwork, sportsmanship, personal fitness, earning awards, and doing your best. Often, projects started at den meetings can be taken home for the boys to finish with their families.

Conduct the activity from your chosen den meeting plan.

## The Outdoor Component of Scouting

Share with the participants that outdoor adventure is one of the promises made to boys when they join Scouting. Ask them to list reasons why outdoor programs are important. Write their answers on a flip chart or whiteboard. Among the reasons they list, the following should be included:

- Boys yearn for outdoor programs that stir their imagination and interest.
- In the outdoors, boys have opportunities to acquire skills that make them more self-reliant.
- Boys can explore trails and complete challenges they first thought were beyond their ability.
- Boys meet unexpected challenges that contribute to forming good character as a result of outdoor experiences.
- Boys can learn good communication skills, leadership, and teamwork as they strive toward achieving goals they set for themselves.
- Boys learn by doing—a hallmark of outdoor education.
- Research shows that a connection to the outdoors is a vital part of human development.

Go to [www.scouting.org/outdoorprogram](http://www.scouting.org/outdoorprogram) so you can explain “Scouting’s Camping Program—Ever-Increasing Challenge Out-of-Doors,” which shows the different outdoor programs in Scouting. Explain that as Scouts grow older, they can be involved in more advanced outdoor experiences.

## Supporting Outdoor Activities

Tell participants about the basic training offered for Cub Scout leaders—BALOO (Basic Adult Leader Outdoor Orientation). This course teaches the BSA’s Cub Scout–level camping policies along with the necessary tools to help units carry out a successful camping experience. Completion of this course is mandatory for at least one adult on a pack overnighter.

Share with the participants that the outdoor training for Webelos leaders is Outdoor Leader Skills for Webelos Leaders. The course is designed to help Webelos leaders enhance the outdoor program for the Webelos Scouts in their den by teaching some basic outdoor skills as well as skills needed to

complete many of the Webelos outdoor adventures. This course can be taught as a stand-alone experience but is often presented in conjunction with Introduction to Outdoor Leader Skills.

Remind the participants about the date for the next Outdoor Leader Skills course.

**NOTE:** Introduction to Outdoor Leader Skills is a Boy Scout, Varsity Scout, and Venturing leader training course.

# V. RECOGNITION

## Time

25 minutes

## Objectives

At the end of this activity, participants will be able to:

- Describe the importance of recognition.
- Explain the importance of advancement.
- Know where to find recognition ceremonies.

## Materials

- One copy each of Tiger, Wolf, Bear, and Webelos handbooks (for demonstration)
- Den Advancement Report (for demonstration)
- Den Advancement Chart (posted on the wall)
- Adventure loops and pins (optional)
- Cub Scout Ceremonies for Dens and Packs (for demonstration)
- Scouter's Training Award for Cub Scouting and Cubmaster Key progress record forms
- Den Leader Training Award Progress Record forms

## Introduction

Explain that one of the methods of Cub Scouting is advancement. Scouting is a game with a purpose, and many of the games teach skills that lead to advancement. Share that the adventures are designed to meet the abilities, needs, and interests of boys in the specific grade or age of each den. While work toward advancement happens in the dens and at home, recognition for that advancement happens in the pack meetings in front of family and friends.

## Advancement

Give an overview of Cub Scout advancement, and show the program handbooks. Explain that regardless of when a boy joins Cub Scouting, he must first earn the Bobcat rank. Other Cub Scout ranks work on adventures. Each adventure takes roughly three den meetings to complete. To earn his badge of rank, each boy must complete seven adventures. For Tiger, Wolf, and Bear, six are

required and one is elective; for Webelos, five are required and two are elective. For Arrow of Light, Cub Scouting's highest rank, four adventures are required and three are elective. The pack meeting is the place where the advancement is recognized.

Explain that in Cub Scouting, most advancement occurs in the den, but some also occurs at home with the Cub Scout and his family. Share that all boys work on the Bobcat rank first to help them learn the basics of Cub Scouting, regardless of when they enter the program. Show them that the Bobcat requirements are up front in all the different boys' handbooks. Encourage them to review the Bobcat requirements and practice them when they get home so they can help their Cub Scouts learn them. Share the basics of advancement for all Cub Scout ranks after Bobcat. A boy completes seven adventures (interdisciplinary activities taking roughly three to four den meetings), some required and some elective, to earn his badge of rank.

Share that the adventures are designed to meet the abilities, needs, and interests of boys in the grade or age of the den.

Tell participants that before the den meeting starts, is also a good time to look in each Cub Scout's handbook to see what he has accomplished since the last meeting and to record his progress in the den records. Show participants where advancement is recorded in the boys' handbooks. This could also be done during the Talk Time part of the meeting.

Distribute copies of the Individual Cub Scout Record. Explain that this is a tool to keep track of advancement and should follow the boy if he moves to another pack. Stress the importance of keeping accurate records. Tell them this form and many others are available at [www.scouting.org/CubScouts](http://www.scouting.org/CubScouts).

Distribute copies of the Den Advancement Report. Share that this form is used to report boys' advancement progress to the advancement chair, who is responsible for advancement so recognition items can be obtained from the local council service center.

Show a sample Den Advancement Chart and explain it is fun for the boys to fill in the blanks on their line of the chart and is an incentive to complete adventures. These charts can be purchased at the local Scout shop or council service center, or online at [www.scoutstuff.org](http://www.scoutstuff.org).

Show a den doodle and explain its use as a simple, fun tool to recognize advancement and attendance.

Remind participants that the motto of Cub Scouting is "Do Your Best." This is the criteria against which we measure the Cub Scout—the individual Cub Scout's best, not a strict standard.

The second part of the Pack Committee meeting is when the final preparations for the current month's pack and den activities are finalized. The Cubmaster will confirm assignments for the pack meeting and den leaders will turn in advancement reports to the person on the committee responsible for procuring the awards. Activities and awards require money, and proper budgeting and record keeping are critical.

Cubmasters, the pack committee chair, or the designee should also enter advancement into the individual Scout's record in MyScouting Tools at [My.Scouting.org](http://My.Scouting.org).

Stress that communication is key in this process so that families expecting their sons to receive awards are not disappointed. Dens and the advancement chair must keep good records and MyScouting Tools is a great way to do that. Advancement reports must be given to the advancement chair with sufficient time to obtain awards. In areas where the council service center or Scout shop is far away, awards are obtained by mail, and additional time must be allotted for delivery.

## Recognition

Point out that getting attention and recognition is of major importance to boys. Giving Cub Scouts a chance to participate in ceremonies provides a natural way to give these boys the attention they crave. Participation is an important way for Cub Scouts to gain recognition for having accomplished something worthwhile, and what parents don't feel pride when they see their sons recognized for doing well?

Adults also enjoy being recognized for a job well done. An alert pack leadership takes advantage of every opportunity to recognize boys, their families, and their leaders through appropriate ceremonies.

Conduct a meaningful presentation of training recognition, and give participants copies of the Den Leader Training Award Progress Record sheet and the Scouter's Training Award for Cub Scouting and Cubmaster Key progress record sheets (found on [www.Scouting.org/training/adult](http://www.Scouting.org/training/adult)). Encourage participants to work toward earning these awards.

Cubmasters should plan ceremonies that fit the occasion and have "boy appeal." Remember that Cub Scouting's "secret word," KISMIF—Keep It Simple, Make It Fun—is a Cub Scout saying that applies to ceremonies as much as to other parts of the program. Seek variety. Do not use a ceremony repeatedly until boys and parents grow tired of it. Theme-related ceremonies provide continuity, ensure variety, and can include action, narration, and costumes. Inviting specialists such as a police officer, first-aid instructor, firefighter, athlete, scientist, or conservationist can lend variety and emphasize the advancement program.

Remember that Cub Scouts have short attention spans, so:

- **Plan for action.** Give each participating Cub Scout something to do.
- **Plan to keep speaking parts to a minimum.** To add interest and fun, as well as action, use as many people as possible.
- **Plan ceremonies to be colorful, inspirational, and motivational.** Make sure they give adequate recognition to each individual.
- KISMIF!!

Show the Cub Scout Ceremonies for Dens and Packs book. Explain that in addition to the pack meeting plans, it is a place to find appropriate ceremonies of all types. The ceremonies recommended by the Boy Scouts of America are already simple, fun, and full of action, but Cubmasters are free to write their own ceremonies as well.

Let the participants know that you will be conducting a ceremony at the end of this course.

# VI. CLOSING

## Time

20 minutes

## Objectives

At the end of this activity, participants will be able to:

- Explain the purpose of a pack meeting closing.
- Use reminders at pack meetings.
- Understand the purpose of a den meeting closing.
- Participate in a den meeting closing.
- Learn about upcoming training opportunities.
- Recognize the benefits of unit leadership enhancements.
- Describe how to recruit.

## Materials

- Closing ceremony materials needed from the chosen pack and den meeting plan
- Information sheet about upcoming training opportunities for Cub Scout leaders
- Several copies (one for each three or four participants) of the “Unit Leadership Enhancements” section from the appendix of the Cub Scout Leader Book

## Introduction

Tell the participants that just as openings are important to start a meeting, closings are important to conclude meetings and are a good time to communicate inspirational messages to the Scouts.

## Closing

Explain that a good pack meeting closing can provide time for a Cub Scout to reflect, to be recognized for achievement, or maybe even to learn a new skill such as folding an American flag. Pack and den meeting closings can be solemn, patriotic, inspirational, or fun. The Leader might also want to add a “Cubmaster’s or Den Leader’s Minute” comment.

Throughout Monthly Pack Meeting Plans, leaders will find many ideas for helping them capture the moment and gently give boys a glimpse of the deeper purposes within the fun of Cub Scouting.

- **Cubmaster's Minute:** A pack meeting might close with a Cubmaster's Minute—a one- or two-minute story that emphasizes values, Scouting ideals, or character. It relates to everyday life encounters of Cub Scout-age boys and ends the meeting with a thought-provoking moment or challenge.
- **Reflecting:** Reflecting is a method for leaders to guide Cub Scouts to their own understanding of the deeper purpose of an activity. Open-ended questions guide boys into discussing their thoughts, feelings, and actions about an activity and its effects. Guidelines on leading a reflecting session are found in the Cub Scout Leader How-To Book.

Share that it is a good idea to invite the Cub Scouts' parents who are arriving to pick up their sons to join the den—along with the parents who helped with the meeting—for the closing

## Reminders

Explain that the relative quiet of the closing portion of the meeting is a good time to remind Scouts of exciting upcoming pack activities to enhance the excitement for and to promote family discussion of these events. But because you are dealing with young boys—and parents who may not have brought note-taking materials—reminders should be in written form and handed out to parents. Too many announcements can be very boring and consume precious time.

Stress that effective and frequent communication with parents is a very important—if not critical—ingredient in the success of their packs. A pack newsletter, fliers for events, email, and other social media are important communication tools. Knowing about issues, meetings, and activities well in advance will be appreciated and will yield positive results for both packs and families.

Share information about upcoming training opportunities (roundtables, pow wow, university of Scouting, BALOO, Fundamentals of Training, Wood Badge, etc.) for Cub Scout leaders in your area; and include [www.Scouting.org/training](http://www.Scouting.org/training) as a resource. Set the example of written communication by putting this information in writing and handing it out. Explain that meeting with and learning from other Cub Scout leaders from the community will significantly enhance their Cub Scout leadership experience.

## Training Opportunities

Point out to the participants that unit leadership enhancements do not replace, but complement, the more formal leader training, as well as roundtables, pow wow, university of Scouting, or other courses offered in the district or council. Make sure that participants understand that these training experiences are a vital part of each leader's personal growth and effectiveness and should be included in his or her individual learning plan. Provide participants with information about upcoming opportunities to experience those trainings

## Unit Leadership Enhancements

Learning is a continuous process, and Cub Scouting is no exception. Anytime you have all adult leaders together is a potential learning opportunity.

Monthly training is built into the committee meeting to ensure that pack leaders take part in the learning process.

Inform participants that unit leadership enhancements are short training discussions intended to help better equip pack leaders to conduct a quality Cub Scout program. Conducting these enhancements should result in immediate improvement in the area discussed.

Each month the designated leader, such as the pack trainer, uses one of the unit leadership enhancement outlines to lead a discussion with the other leaders. The committee then conducts the associated exercise and follows through with the action plan developed.

Before the meeting ends, choose the topic and designate the leader for the next month's meeting. All leaders should have input on the choice. All leaders then read the preparation assignment prior to coming to the next meeting. In some cases, a topic is more appropriate for discussion at a particular time of the year, so review them all before deciding. There are 15 topics:

Advancement  
Annual Program Planning  
Character Development  
Cub Scout Camping  
Family Involvement

Leadership Training  
Membership  
National Awards  
Pack Budget Plan  
Pack Committee

Pack Meetings  
Planning Special Events  
Policies of the BSA  
Program Evaluation  
Youth Protection

## Activity

Distribute one unit leadership enhancement to each small group (three or four participants).

Give the groups five minutes to review their handouts.

Time will probably not allow for all groups to present their leadership enhancement, but have at least one small group lead everyone in a discussion.

## Recruiting Quality Leaders

The pack and its program are enhanced when the highest quality leadership is recruited. The pack committee should recognize that new leaders must be selected when new dens are formed, or when a den leader, Cubmaster, or other leader moves away or is no longer able to serve.

Successful packs make sure their leaders are trained and equipped to handle their position, knowing that leads to leader retention. But they also do succession planning to cover the unexpected.

The BSA provides step-by-step procedures in a publication titled *Selecting Cub Scout Leadership*, No. 510-500. A representative from the council or district can also help guide the pack committee and its chartered organization through the selection process. This representative could be a unit organizer, a unit commissioner, a member of the district committee, or a Scouting professional.

# VII. AFTER THE MEETING/SOCIAL TIME

## Time

35 minutes

## Objectives

At the end of this activity, participants will be able to:

- Explain the importance of planning pack and den meetings and activities.
- Identify resources for Cubmasters and Den Leaders to use to plan pack and den meetings.
- Name the things leaders should keep in mind when planning meetings.
- Explain the importance of Cub Scout retention.
- Explain the importance of the Webelos-to-Scout transition.
- Explain the importance of annual planning.
- List the steps required to plan a full year of fun activities and adventures.
- Recognize the need to finalize plans as events approach.
- Articulate ways to share the annual plan with pack families.
- Recognize the benefits of social time for team building.

## Materials

- Pack meeting plans at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts)
- Den leader guides
- Copies of Boys' Life and Scouting magazines
- Age-Appropriate Guidelines for Scouting Activities
- Locally produced resources list
- Pack Meeting Tips (appendix)
- Den Annual Adventure Plan (appendix)

- Handout: Annual Program Planning (appendix)
- Handout: Pack Activities (appendix)
- Participant Course Assessment (appendix)

## Introduction

Ask participants if they have ever heard a leader of a youth group say, “I don’t plan my meetings. The boys usually figure out something to do.” The problem is, if you don’t plan your meetings, the boys may indeed find something else to do—and it likely won’t accomplish the aims we are trying to achieve in Scouting. The Voice of the Scout survey tells us that chaos and meetings that are poorly planned are big factors among less-than-satisfied Cub Scout parents.

The pack meeting is the culmination of several weeks of den activities. A well-planned pack meeting makes sure that every boy has the opportunity to shine in front of the families. This is done not only through receiving awards, but also by presenting a song, skit, or other presentation. The role of the Cubmaster is to keep the pack meeting fun, fast-paced, and on schedule so that no one gets bored.

## Planning

Share with participants that immediately following the den meeting is the time to sit down with the den chief and assistant leaders to evaluate the meeting, talk about and plan for the next meeting, and update records while things are still fresh in their minds.

Planning is vital to the success of the den. Well-planned den meetings attract and keep Cub Scouts coming each week. Planning also helps make the den leader’s role much easier, and Cub Scouting resources make planning easier.

Explain to participants that right after the meeting is not when the planning process for the next meeting starts. The Boy Scouts of America suggests a monthly pack and den planning sequence and provides many resources to help you through the process. The time after the den meeting is when the leaders confirm the plans made during the monthly plan for the next meeting.

Tell participants that the first planning step is an annual pack planning conference. At this conference, all of the leaders in the pack gather and set the pack’s program for the next 12 months. Pack meetings are scheduled, and special community, pack, and council activities are put on the calendar so everyone can plan for them.

Den leaders will need to plan their program for the year as well. Leaders should decide which adventures work the best for their location and climate, and then fill in the Den Annual Adventure Plan.

Ask participants how the Cubmaster can keep things fun, fast-paced, and on schedule.

While participants may suggest a number of ways, the key should be to plan the meeting well in advance!

Refer to the meeting plan outlines found at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts).

- Each den should have its participation scheduled in advance, and everyone should know the order in which presentations will occur. In that way, time is not lost waiting for a den to get their props ready.
- All skits and contributions to the pack meeting are discussed in advance at the pack leaders' meeting so that events are approved and duplications do not occur. Have a plan for the manner in which dens will enter and exit the presentation area. This makes for a smooth show and everyone looks great!
- Point out that the best pack meeting can miss the mark if everyone cannot see the action or hear what is going on. Arrange the audience in such a way that skits and ceremonies are performed in clear view for photographing. If possible, use a microphone so that even the most soft-spoken boy can be heard.

Planning is vital to the success of the pack. Well-planned den meetings attract and keep Cub Scouts coming each week. Well-planned pack meetings provide family fun that keeps everyone coming back each month.

## Pack Planning Conference

Explain to the participants that the Boy Scouts of America suggests a monthly pack and den planning sequence and provides many resources to help you through the process. Tell the participants that the first planning step is an annual pack planning conference. At this conference, all of the leaders in the pack gather and set the pack's program for the next 12 months. Pack meetings are scheduled and special community, pack, and council activities are put on the calendar so that everyone can plan for them.

### Introduction

One of the most important functions of the pack committee relates to planning the pack program.

This portion of the committee meeting is when pack leaders and committee members look one to three months ahead to ensure upcoming pack events are on schedule and next month's activities are fine-tuned. Mention that although additional events may be suggested, the schedule for the year should already be set.

As part of the monthly pack committee meeting, upcoming events and pack meeting plans are fine-tuned.

### Pack Program Planning

Explain that there are two types of program planning that are critically important to the overall success of the Cub Scout pack: annual and monthly.

- An annual pack program planning meeting should be held after the local school calendars are made available and before you start the fall recruiting process. At this meeting, the major pack activities are

determined and dates are set. Den leaders should also present their schedules of den adventures and coordinate with the pack calendar.

- The committee meets monthly to review plans for upcoming pack meetings.

Show a copy of the Pack Meeting Plans and explain that it contains information and resources based on themes related to the Scout Oath and Scout Law that will make planning a successful pack meeting easy. (Additional resources are available at roundtable.)

## Activity 1

Divide the participants into groups of three. Tell participants that there are six steps to the annual pack program planning process.

Distribute the Annual Program Planning handout. Assign each group one of the steps. Ask them to review and be ready to share with the rest of the class.

Note: If you do not have enough participants to break into six groups, assign each small group additional steps.

Review the following steps for understanding:

**Step 1:** Create the pack's master calendar.

**Step 2:** Review what the pack did last year.

**Step 3:** Brainstorm activities.

**Step 4:** Assign the person who will be responsible for each event.

**Step 5:** Put that calendar in writing and distribute.

**Step 6:** Review the plan each month.

Communication of the annual plan is essential to the success of the plan. Today's busy families need plenty of advance notice to fit the activities into their calendars.

Ask participants how their pack communicates with families. Help them realize that many methods must be used to reach all of their families, including social media, email, written newsletters, and handouts at meetings, events, and other activities.

Point out that the BSA provides resources to assist packs with their planning. Pack annual program planning materials are available at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts) in the "Pack Committee" section. Included is a narrated PowerPoint presentation, taking the pack step-by-step through the planning process. Show a portion of the presentation if time and resources permit.

## Activity 2

Ask participants why their families signed up to join Cub Scouting. Many of the reasons will relate to having fun, being active, and experiencing new things.

Distribute the Pack Activities handout (see appendix) and quickly go over some of them. Ask participants for other activity ideas unique to their pack.

Recap by saying that some of the best things about Cub Scouting are the activities you get to do; Cub Scouting means “doing.” There are many tried-and-true activities, but packs can also use their imagination and resources to come up with new ones. Encourage them to consult the Guide to Safe Scouting and Age-Appropriate Guidelines for Scouting Activities.

Share—or show—that a guide for this conference and pack program planning can be found on [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts).

### Pack Leaders’ Planning Meeting

Each month the pack might have a pack leaders’ planning meeting. At this meeting, final details are covered for this month’s pack and den meetings, and plans and assignments are made for the following month.

Share that some larger packs might also have a den leader meeting and a den leader-den chief meeting as subsequent steps in the process.

Encourage Cub Leaders to keep the following items in mind when planning their pack and den meetings. Note that they will get a handout. On a board or flip chart, write the words or phrases in bold, and use the text for discussion:

- **Have a written plan.** Explain that this is a useful tool to help keep track of who is doing what during the pack meeting.
- **Involve families.** The pack meeting is a family event. This is the time to invite parents and siblings to join in.
- **Frequency.** Packs should meet every month unless special circumstances such as inclement weather or significant calendar conflicts prevent meeting. A consistent meeting pattern will help families remember the standing meetings and will keep them coming back. Many packs meet year-round, and the pack meeting plans have supplemental meeting plans to accommodate that pattern.
- **Time and location.** Scouting activities and meetings can be scheduled whenever it is convenient for the boys and their families. Meetings can be held at the school, in an outdoor setting, or at any other facility that lends itself to a pack meeting. The chartered organization has the responsibility of providing the pack with a suitable meeting location. Pack meetings should be held at the same location each time so that the boys and their parents can easily remember where to go. This is also true in regard of the meeting time.

- **Length of meeting.** Cub Scout–age boys have short attention spans, and they also have family, school, and other community activities that take their time. The formal part of the pack meeting should last about an hour.

- **The purposes of Cub Scouting.** All pack activities should be planned with the purposes of Cub Scouting in mind. • **Age-appropriate.** Scouting is designed to meet the needs and abilities of boys as they grow and mature. It is important for leaders to make sure that all activities and events planned for Cub Scouts are tailored for their ages and skill levels. (Pass out Age-Appropriate Guidelines for Scouting Activities.)

- **Fun, Fun, Fun!** For both boys and leaders! Creating a fun environment for your Cub Scouts is an important skill for a Cubmaster. Scouting is a game with a purpose, and Cub Scouting should be enjoyed by the boys, their families, and their leaders.

- **KISMIF.** Keep It Simple, Make It Fun!

### Webelos-to-Scout Transition

Tell the participants that one of the most important things of which a Webelos den leader should be aware is the Webelos-to-Scout transition. From the time a Scout begins in Webelos, he should be looking forward to Boy Scouting.

Not every detail of the Webelos-to-Scout transition needs to be shared in this training, but all new Webelos den leaders need to be introduced to this very important part of Webelos Scouts.

Few families register their boys as Tigers with the intent of having them remain in Scouting until they age out as Venturers at 21. However, Scouting offers a continuous program that provides fun, interesting, educational, and character-building experiences, so it is important for them to know that they can! If a Scout exits the program at any level, he will not be able to reap the many benefits offered by the full scope of Scouting.

The main goal of a Scout leader should be to retain every Scout so that every Scout can take full advantage of the program. For this reason, leaders should always say to their Webelos Scouts, “When you become a Boy Scout, you will ...” rather than “If you become a Boy Scout ...” Leaders should assume boys will continue in the program past Cub Scouting. Of course, you might not be able to retain 100 percent of the boys who join Scouting. However, if the expectation that the boys will remain in Scouting is communicated at every opportunity, and if the Webelos Scouts are told of the great experiences they will have in Boy Scouting, you will have a much greater chance of retaining more boys and having a longer time to influence them with all that Scouting has to offer them.

A key factor to improving Webelos Scouts’ transition from Cub Scouts to Boy Scouts is the ongoing working relationship of the leaders of a pack and a troop. Often, troops have an immediate avenue from which to obtain new Scouts because their chartered organization has both a pack and a troop and possibly a crew as well (called a full family of Scouting). The pack is a “feeder pack” whose Cub Scouts feed into the troop—much like elementary students feed into their neighborhood middle schools. This is not always the case, and if a troop is the only Scouting unit in the chartered organization, members should cultivate a relationship with a nearby pack that is also a single unit in its organization.

Ideally, all packs will have troops with which they are aligned so that the passage from Cub Scout pack to Boy Scout troop is seamless. By the time Webelos Scouts are ready to cross over, they and their families should be familiar with and comfortable with the youth and adult leaders of the troop and with their roles in the troop and troop activities. And they should be excited about beginning this new adventure. It is important to note that boys can join any troop they want to join. Most troops hold open house meetings for the purpose of having boys and their families visit to see which troop best fits their needs and wants. However, it is often easiest and most comfortable for boys to join troops with which they are familiar and with which their packs already have a relationship.

A Webelos Scout who has earned the Arrow of Light Award and is at least 10 1/2 years of age or has completed the fifth grade can join a Boy Scout troop. The Webelos Scout's graduation ceremony should clearly signify his transition to a new level of Scouting and can include the presentation of his Arrow of Light Award, a *Boy Scout Handbook*, and a troop neckerchief.

## Resources

Explain that it may sound like a lot of work, but Cub Scouting makes planning a snap by providing a large number of resources. Tell them they have already taken a look at the No. 1 planning tool, the Monthly Pack and Den Meeting Plans at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts). This resource includes plans and ideas for two full years of pack meetings and den meetings. Ask them to take a look at these for more resources.

Other Scouting volunteers in your pack, district, and council can be a great resource for you. Experienced Scouters can supply you with new ideas, activities, and moral support, all of which will help make your Cub Scouting experience a great one.

Show copies of Boys' Life and Scouting magazines, and explain that these magazines provide program information and support for Cub Scouts and leaders. Scouting magazine comes to all registered leaders, and Boys' Life is a subscription that might be either part of the pack budget or an option for the family.

Distribute other locally produced or national resource lists and day camp or resident camp information.

Refer to the list of training opportunities passed out earlier. Encourage Cubmasters again to attend roundtables and to take advantage of the other resources when planning a program for their Cub Scouts.

Remind participants that parents and families are a great resource for pack and den programs. Parents may have talents they can share or be able to access places of interest for Cub Scouts. Completed Family Talent Survey Sheets will help you gather this information. Active, involved parents and families encourage their Cub Scouts to participate more fully in the Cub Scouting program and receive more of the benefits of the program.

Distribute Pack Meeting Tips from the appendix, answer participants' questions, and pass out the assessment.

## Social Time and Fellowship

Point out to the participants that it is common to allow time for leaders to enjoy refreshments and fellowship at the end of the pack committee meeting. Anyone who needs to leave, however, should feel free to do so.

Ask the group to state ways the committee is strengthened by socializing. Now let's take time to reflect on today's training. What have we learned today? Why should the unit hold regular, well-planned monthly pack committee meetings? Allow participants to answer in their own words, making sure all of the following results are mentioned:

- Saves leaders time. Instead of extra phoning, meeting at the last minute, and struggling to sort out details, one meeting a month takes care of many needed details at one time.
- Encourages teamwork and is an efficient way to pool talent. When all leaders are brought together regularly, abilities and talents can be exchanged in a way that could not otherwise be achieved.
- Provides in-service training with new ideas for all leaders. Time is available for leaders to share problems and learn new techniques.
- Makes the pack strong and healthy by involving the leaders in the plans and using their help to implement the program.

## Resources

Remind participants that in, addition to what the council provides, the BSA provides many resources to help their committee through online training on [my.Scouting.org](http://my.Scouting.org), CubCasts, [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts), and written materials.

## Close the Training

Ask the participants if they have any questions. Emphasize that once they leave training, they can get answers to their questions on both a district and local council level. Provide participants with a locally produced district and council contacts handout.

Hand out the Participant Course Assessment and ask the participants to fill them out before leaving.

## Summary

Conduct a meaningful presentation ceremony modeled on the pack or den meeting theme you have selected. Include something like the following:

*"You were selected as Cub Scout Leader and approved by the pack committee because of your interest in helping boys. All leaders bring to Cub Scouting their own talents and skills, their own backgrounds and interests. Your key to becoming an effective leader is to use your own abilities and interests, along with what you learn about Cub Scouting, to plan and conduct the best possible program for the boys."*

*What happens in the life of each boy during the formative years will determine to a great extent the kind of man he will become. What a tremendous opportunity and challenge for you, the Cub Leader!*

*One of the keys to the success of your pack is to be sure that your den leaders are trained! Be sure to encourage, or plan, training as soon as they start!*

*We encourage you to take advantage of all of the resources and opportunities available to you as a Cub Scout Leader. We thank you for your time today, and for all the time you contribute to your Cub Scouts.”*

Or

*“As a cub scout leader, you are one of about 500,000 Cub Scout leaders, serving about 2 million Cub Scouts in around 50,000 Cub Scout packs. But to the boys in your pack and den, you are the most important of those leaders. Through you, a boy will have experiences he will remember his entire life—Scouting experiences that for over 100 years have helped prepare boys for leadership, citizenship, and life in general. We challenge you to make sure those experiences are safe, well planned, and fun— for you and for your Cub Scouts.*

*“We encourage you to take advantage of all the resources and opportunities available to you as a cub scout leader. We thank you for your time today, and for all the time you contribute to your Cub Scouts.”*

Be sure to complete and submit a Training Attendance Report so the leaders receive credit for the course!

# APPENDIX

# AIMS OF SCOUTING AND PURPOSES AND METHODS OF CUB SCOUTING

The Cub Scouting program has 10 purposes related to the overall aims of the Boy Scouts of America—to build character, learn citizenship, and develop personal fitness.

Character Development

Friendly Service

Respectful Relationships

Sportsmanship and Fitness

Spiritual Growth

Fun and Adventure

Personal Achievement

Family Understanding

Good Citizenship

Preparation for Boy Scouts

Every Cub Scouting activity should help fulfill one of these purposes. When considering a new activity, ask which purpose or purposes it supports.

## The Methods of Cub Scouting

To accomplish its purposes and achieve the overall goals of building character, learning citizenship, and developing personal fitness, Cub Scouting uses seven methods:

**Living the Ideals**—Cub Scouting’s values are embedded in the Scout Oath and Scout Law, the Cub Scout motto, and the Cub Scout sign, handshake, and salute. These practices help establish and reinforce the program’s values in boys and the leaders who guide them.

**Belonging to a Den**—The den—a group of six to eight boys who are about the same age—is where Cub Scouting starts. In the den, Cub Scouts develop new skills and interests, they practice sportsmanship and good citizenship, and they learn to do their best, not just for themselves but for the den as well.

**Using Advancement**—Recognition is important to boys. The advancement plan provides fun for the boys, gives them a sense of personal achievement as they build skills and capabilities, and strengthens family understanding as adult family members and their den leader work with boys on advancement adventures.

**Involving Family and Home**—Whether a Cub Scout lives with two parents or one, a foster family, or other relatives, his family is an important part of Cub Scouting. Parents and adult family members provide leadership and support for Cub Scouting and help ensure that boys have a good experience in the program.

**Participating in Activities**—Cub Scouts participate in a huge array of activities including games, projects, skits, stunts, songs, outdoor activities, family camps, trips, and service projects. Webelos dens may have den campouts. Besides being fun, these activities offer opportunities for growth, achievement, and family involvement.

**Serving Home and Neighborhood**—Cub Scouting focuses on the home and neighborhood. It helps boys strengthen connections to their local communities, which in turn support the boys' growth and development.

**Wearing the Uniform**—Cub Scout uniforms serve a dual purpose, demonstrating membership in the group (everyone is dressed alike) and individual achievement (boys wear the badges they have earned). Wearing the uniform to meetings and activities also encourages a neat appearance, a sense of belonging, and good behavior.

# PACK MEETING TIPS

## Pack Meetings

The pack meeting is the culmination of four or five weeks of den activities. Dens may participate in the pack meeting by presenting a song, skit, ceremony, or other presentation. Boys will receive their advancement and other recognition items, such as adventure loops and pins, patches for day camp participation, and other awards. Every boy has a chance to be individually recognized. Be sure to recognize parents who have helped during the month, either in the dens or with the pack committee.

In each month's pack planning pages, there are suggestions for topics for the pack leaders' planning meeting. All leaders—den leaders, assistant den leaders, Cubmasters and assistants, and all committee members—are invited to this monthly meeting. Make the meeting fun as well as informative.

During the monthly pack leaders' planning meeting, you will finalize the upcoming pack meeting and will plan in detail the next month's pack meeting. This meeting is usually held one or two weeks before the pack meeting.

## Plan Your Meetings

Use the meeting plan outlines. Solicit additional adult help for activities and tasks. Shared leadership of the pack benefits everyone by getting other parents involved and creating opportunities for adults to share their skills and interests with boys.

Planning for den involvement in pack meetings is most important. Each den should have its participation scheduled in advance. The order of their contribution is important to share as well. For instance, if a den has props for their activity or event, knowing when they are up next will give them time to get ready. Coordinate all skits and contributions at the pack leaders' meeting so that events are approved in advance and are not duplicated.

## Ceremonies

Each boy will accomplish milestones along his advancement trail during the program year. Each of these is a very special and significant moment. Make these moments special by planning recognition presentations. Also, you may choose to present the parent's pin representing each rank to recognize parental involvement in the advancement process.

## Staging Events

Events at your pack meetings add to the fun and memories. Families will be taking many pictures of their sons receiving awards and recognitions. Take a little extra effort to arrange things in a way that will allow a clear shot for the perfect picture of the Cubmaster presenting the award. Provide a consistent area at your meeting place where the den displays are placed. When den skits are performed, have a plan for the manner in which dens will enter and exit. This makes for a smooth show, and everyone will look great!

## Recognize Your Volunteers

Occasional recognition of the pack leadership and parental involvement in activities will be welcomed by all. Everyone deserves a thank you, and boys will proudly see the adults in their lives being recognized and appreciated.

## Family Involvement

Cub Scouts need good pack leaders. They also need family support because Cub Scouting is a family program. Families can be involved by working with their Cub Scouts on advancement at home, providing ways for their Cub Scouts to earn money for den dues, helping at den meetings when needed, providing transportation, attending pack meetings, and presenting advancement awards to their Cub Scouts at pack meetings. Leaders should encourage family involvement throughout their son's Cub Scouting years.

## Service Projects

As noted in an early edition of the Boy Scout Handbook: "To people who know about Scouting, the daily Good Turn is one of the finest features of our movement." The record of Good Turns, small and large, that Scouts have done since the day Scouting was founded is truly impressive. Many den adventures are designed to encourage Cub Scouts to Do a Good Turn as part of their requirements. Work with your chartered organization on a project.

## Announcements

The pack meeting is a good time to remind Scouts of upcoming pack activities to enhance the excitement for, and promote family discussion of, these events. But because you are dealing with young boys—and parents who may not have brought note-taking materials—reminders should be in written form and handed out to parents. Too many announcements can be very boring and consume precious time. Effective and frequent communication with parents is a very important—if not critical—ingredient in the success of the pack. A pack newsletter, fliers for events, email, and other social media are important communication tools. Knowing about issues, meetings, and activities well in advance will be appreciated and will yield positive results for both packs and families.

## Unit Commissioners

A unit commissioner is a volunteer Scouter who represents the councils and works with the pack to help it successfully deliver a quality program. He or she can offer suggestions for solving problems. A unit commissioner is a friend. Pack leaders should get to know him or her. If your pack does not have a unit commissioner, talk to your district executive, the district commissioner, or the district chair

## National Summertime Pack Award

Summer activities will center on the out-of-doors. Plan and conduct fun pack activities for June, July, and August, and qualify for the National Summertime Pack Award. Boys who participate in all three summer pack events are eligible to receive the National Summertime Pack Award pin. Dens with an average attendance of at least half their members at the three summer pack events will be eligible for a den participation ribbon. A qualifying pack receives a colorful streamer for their pack flag.

## National Den Award

Cub Scouting happens in the den. The National Den Award creates an incentive for a year-round, fun, quality program in the den. The National Den Award may be earned only once in any 12-month period (charter year or calendar year, as determined by the pack committee).

# CHARACTERISTICS OF CUB SCOUTS

(Compiled from various child development sources)

## Six-Year-Old Boys

- Six-year-old Tigers have longer attention spans and continue to prefer structured activities to more open-ended experiences.
  - They enjoy taking on new roles and responsibilities, but still require much direction from adults and frequently ask questions to ensure that they are completing tasks the right way.
- The language skills of six-year-olds become increasingly sophisticated throughout the year.
- Scientific discovery for children this age is affected by their tendency to straddle the world between make-believe and reality.
- Tigers continue to enjoy moving in a variety of ways. Although far from proficient in motor skills, this does little to dampen their enthusiasm for trying out new activities and sports.
- Their hand-, foot-, and eye coordination is still developing, so skills like throwing, catching, kicking, and striking are still emerging.
- Six-year-olds are confident and delight in showing off their talents.
- They start to display an increasing awareness of their own and others' emotions and begin to develop better techniques for self-control.
- Predictable routines are important sources of stability and security for children this age.
- Six-year-olds draw emotional stability from their interactions with adults with whom they feel secure, particularly during challenging situations and circumstances.

## Seven-Year-Old Boys

- The seven-year-old Wolf Cub Scout can have a wide range of development levels and interests.
- Seven-year-olds are usually beginning to develop motor skills in combinations—such as running up to a ball to kick it. Physical play is important at this age to help them enhance development of this coordination.
- They enjoy working with simple tools and small items.
- Wolf Cub Scouts are curious and looking to learn new things. Problem-solving skills are becoming part of their makeup.
- Seven-year-olds are better at sharing. “Mine” is being replaced by interests in playing together
- They are not yet independent, and they like structure. Rules make sense to them, and they tend to think in terms of right-wrong and good-bad, with little middle ground.
- Attention spans in seven-year-olds are increasing, but they are still looking for a variety of activities.
- Wolf Cub Scouts are developing a serious interest in the world around them and in nature.

## Eight-Year-Old Boys

- The eight-year-old Bear Cub Scout is full of energy but tires easily. He is restless and fidgety. He will develop some skill in activities and games played frequently.
- Eight-year-olds seldom get into real fights. They usually resort to name calling. They like responsibility and independence and want to do well. They usually play in groups but also like to play alone.
- They want adventure. If it is not available, they make their own. They may exaggerate something real, imagined, or experienced, or simply brag. These tall tales are not lies. They reflect a boy's need to be big, strong, and brave, when in reality, he is not. A den leader can use this thirst for adventure in helping boys explore new things.
- They are eager to learn and are beginning to solve more complex problems.
- They like to be challenged and take time in completing a task.
- Their attention span is good. They enjoy hobbies and like to collect anything and everything. Value is much less important than quantity. A few may organize their collections; others will clutter their rooms with assorted treasures.
- They dislike criticism and are eager for peer approval. They want to be like others of their age. They are often self-critical and perfectionists.
- They are sometimes dreamy, absorbed, and withdrawn. They are less impulsive than younger children.
- They enjoy learning and practicing moral values and are aware of right and wrong, good and bad.

## Nine-Year-Old Boys

- The nine-year-old boy likes active, rough play.
  - They tend to have good body control and are interested in strength, skill, and speed.
  - They tend to like more complicated crafts and work-related tasks. They like to collect things.
  - He will be curious and have definite interests. His attention span is getting longer, and he can do more abstract thinking and reasoning.
- Individual differences in your Scouts will become more obvious.
- A nine-year-old may have some behavior problems, especially if not accepted by others.
- He is aware of right and wrong and wants to do right.
- You will see them begin to test and exercise a great deal of independence.
- He enjoys team games and is very interested in friends and social activities. He likes group adventures and cooperative play. He is competitive, and you will often hear "not fair!"
- They are becoming very independent, dependable, and trustworthy.
- He has difficulty admitting he made a mistake but is becoming more capable of accepting mistakes and taking responsibility.
- You will see that your nine-year-old is acquiring a conscience.

## Ten-Year-Old Boys

- Ten-year-old boys are more active and rough and have well-developed motor skills.
- He has many interests, often of a short duration, but he might begin to show a talent.
- They are alert, poised, concerned with fads, argue logically, and are concerned with style.
- He is close and affectionate with his parents. He has pride in his father and considers his mother all-important.
- He likes his privacy and is selective in friendships. He might have one best friend.
- This is not an angry age. However, when anger comes, it is often violent and immediate.
- His main concerns are school and peer relationships. It is important to be "in" with his peers.
- Ten-year-olds tend to have a strong sense of justice and a strict moral code. They are usually more concerned with what is wrong than with what is right.

# GLOSSARY OF SCOUTING TERMS

**chartered organization.** A community organization that has been granted an annual charter by the Boy Scouts of America to use the program of the Boy Scouts of America. Responsible for the selection of leaders in the organization's Scouting programs.

**commissioner.** A volunteer Scouter, representing the district or council, who serves as a friend and mentor to Scouting units to help them succeed.

**council.** A geographically defined administrative organization tasked with delivering the programs of the Boy Scouts of America to the community organizations within its borders.

**Cubmaster.** The top volunteer position in every Cub Scout pack. Responsible for planning the monthly pack meetings and working with the pack committee to make sure the pack is moving together and in the right direction.

**den.** A working group of six to eight Cub Scouts within a pack. Dens are organized by age and/or grade. In large packs, there might be more than one age- or grade-based den. Dens usually have a number (Den 1, Den 2, etc.).

**den chief.** A Boy Scout, Varsity Scout, or Venturer selected by the Cubmaster to help the den leader lead the activities of a Cub Scout den.

**denner.** A Cub Scout who is elected or selected to be the temporary youth leader of his den. Denners can change every few weeks, each month, or other term so that every Scout gets leadership experience.

**district committee.** A geographic administrative committee of volunteers within a council organized to serve the Scouting units within its borders.

**district executive.** A career Scouting professional who works as a staff member for the local council. The district executive is assigned specific communities within the council. Sometimes a district executive is referred to as a "DE."

**pack.** The larger group a Cub Scout belongs to beyond the den. All packs have numbers that identify them ("Pack 125," for example). Packs usually consist of more than one den and are commonly referred to as a Scouting unit.

**pack committee.** Selected by the chartered organization, a group of registered Scouting volunteers that serves as the administrative support for the Cub Scout pack. It consists of at least three members, including a committee chair. The committee assists with tasks such as program planning, record keeping, correspondence, finances, advancement, training, public relations, and membership and registration.

**roundtable.** A monthly gathering of adult Scouting leaders designed to provide help with program planning, training, and other useful tools.

**Webelos.** The Cub Scouting program for fourth- and fifth-grade (or 9- and 10-year-old) boys. The word comes from **We'll Be Loyal Scouts**.

# YOUTH PROTECTION TRAINING

The Boy Scouts of America places the greatest importance on providing the most secure environment possible for our youth members. To maintain a safe environment for the boys, the BSA has developed numerous procedural and leadership selection policies; reinforces the youth protection message with regular, high-quality training; and provides parents and leaders with numerous online and print resources aimed at the different youth protection needs of the Cub Scouting, Boy Scouting, and Venturing programs.

The BSA requires Youth Protection training for all registered volunteers.

All new leaders are required to complete Youth Protection training. To take the training online, go to [My.Scouting.org](http://My.Scouting.org) and establish an account using the member number you received when you registered for BSA membership.

If you take the training online before you obtain a member number, be sure to return to [My.Scouting.org](http://My.Scouting.org) and enter your membership number to receive training record credit.

Your BSA local council may also provide training on a regular basis if you cannot take it online. For more information, refer to the back of the BSA adult membership application.

Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of charter renewal, the volunteer will not be reregistered. We encourage all adults, including all parents, to take the BSA's Youth Protection training.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep families safe, see the parent's guide in any of the Cub Scouting or Boy Scouting handbooks, or go to [www.Scouting.org/Training](http://www.Scouting.org/Training) and click on the Youth Protection link.

# FISCAL POLICIES AND PROCEDURES FOR BSA UNITS

## Frequently Asked Questions

### Should our unit have a checking or savings account?

Yes. Unit funds should be deposited in a checking or savings account that requires two signatures on every check or withdrawal. The unit leader could be one of the signees, but it is recommended it be a committee person. It could be that the unit leaders have a petty cash fund (with the limit set by the committee) that is accounted for with receipts each month.

### Does a unit need its own tax identification number?

If so, where do we get it? All units need a tax ID number (also referred to as an “EIN”—Employer Identification Number). Units should NOT use the Social Security number of an adult leader. If they do, the IRS will attribute all banking transactions, unit purchases, etc., to that leader as an individual. Units may use the tax ID number of their chartered organization, if given permission. This may be especially useful for the unit if that organization is tax-exempt.

Most units obtain their own tax ID number by completing IRS Form SS-4. There is no fee involved. The current form and instructions are available on the IRS website ([www.irs.gov](http://www.irs.gov)). Also, the IRS now allows you to provide the information over the phone and immediately receive a unit EIN. The IRS phone number is 800-829-4933.

### Who is responsible for the finances of the unit?

The unit committee is responsible for the unit’s finances. A treasurer is assigned and the committee chair should receive the bank statement for monthly reconciliation. All unit funds should pass through the bank account; this includes but is not limited to dues, money from unit fundraisers, product sales, and gifts. An exception might be registration fees that are collected as part of an organized School Night program. In this case, fees are collected by district/council representatives and are transmitted to the Scout service center.

### Should our unit consider insuring our unit equipment?

Yes. It is suggested that your unit insure its equipment. Remember, the chartered organization owns the unit, and all funds used by the unit remain the responsibility of the chartered organization as long as the charter issued by the BSA remains in place. It is recommended that an inventory of the unit’s equipment be given annually to the chartered organization, and needs for insurance coverage discussed at that time. Frequently, unit equipment can be added to an existing policy of the chartered organization at minimal cost.

### Can our unit deposit funds with the local council?

Yes. Most councils allow units to deposit funds to their credit in the council service center, thus making it convenient for units to make purchases without sending cash. A “unit account” is established for each unit that deposits funds with the council. At a minimum—at least annually—the council should provide a detailed statement of activities of your unit account for your unit to review.

### What happens to the unit funds and equipment should the unit dissolve?

In the event of the dissolution of a unit or the revocation or lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council. In the case of a chartered organization, any funds or equipment that may have been secured as property of the unit shall be held in trust by the chartered organization or the council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.

### When should our unit submit a BSA Unit Money-Earning Application?

For all unit fundraising. All unit money-earning projects must be approved in advance by using the BSA’s Unit Money-Earning Application. Approval must be made by the chartered organization and the local council.

### Is our unit considered tax-exempt by the IRS?

That depends on who charters your unit. The only time a unit can be considered “tax-exempt” is if its chartered organization is also tax-exempt and includes the unit. The BSA National Council grants a charter to religious organizations, service clubs, businesses, and others who want to charter a Scout unit. A unit is actually “owned” by its chartered organization. Chartered organizations vary widely in tax status.

### What is IRS Form 990-N, and does our unit need to file one annually with the IRS?

Form 990-N is an abbreviated filing for small tax-exempt organizations with annual gross receipts of \$50,000 or less. The BSA national office consulted with the IRS and outside counsel about whether this filing requirement applies to Scouting units. In their opinion, most Scout units do not have to file Form 990-N. **For most units, no filing is required.** The only exception is for the very small number of units that have filed for separate, federal tax-exempt status under Section 501(c) (3) of the Internal Revenue Code. Those units must file either Form 990-N (if their annual gross receipts were \$50,000 or less) or the more detailed Form 990 or 990EZ (if annual gross receipts were more than \$50,000).

### Can our unit be covered under the BSA’s group exemption?

No. The IRS allows only local councils (and council trust funds) to be included under the BSA group exemption. Scout units cannot be included under the BSA group exemption because they “belong” to their chartered organization. (Note: Tax issues for Girl Scout troops are handled differently by the IRS because of how Girl Scout cookie sales are structured.)

## IRS Form SS-4 asks for a “GEN.” What is that, and do we have one?

The “GEN” is the Group Exemption Number for the BSA. As discussed, only councils are covered under the BSA group exemption. Units cannot use this number. However, once your unit receives an EIN, the unit may still qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with your state; this varies widely across the country.

## A volunteer suggested that our unit apply for its own tax-exempt status. Can we?

Units should not incorporate or apply for their own tax-exempt status. For one thing, units are not legal entities. Even if they were, this is an expensive and time-consuming process. Units are only permitted to raise funds through approved unit money-earning projects. Units could lose their charter if they tried to get their own tax-exempt status and solicit tax-deductible gifts.

## We can't solicit gifts for our unit?

No. Simply put, units are not permitted to solicit any gifts. Both the Charter and Bylaws and the Rules and Regulations of the BSA make this very clear; only local councils may solicit individuals, corporations, United Way chapters, or foundations for gifts in support of Scouting. Units, unit leaders, and youth members may not solicit gifts in the name of Scouting or in support of unit needs and activities (except in unusual circumstances where the unit has received permission to do so from the local council). Units are also prohibited from soliciting gifts on their websites.

## Does that mean people can't make gifts to our unit?

Units are not supposed to solicit gifts, but they can receive gifts. Anyone can contribute to a unit—and many donors don't need or care about charitable deductions. Obviously, defining a “solicited gift” is not always easy. But we rely on our unit leaders to set good examples and honor the intent and spirit of these important guidelines. We know it's hard to stop people from being generous, especially toward Scouting.

## Can gifts go to the local council to benefit our unit, then “pass through” the council to us?

No. Your unit “belongs” to your chartered organization, not to your local council. IRS guidelines prohibit any charity from accepting gifts that are “passed through” to a person or unrelated entity. A council could accept a gift in the name of your unit and hold it in a unit account. The unit could then “draw down” on the account for camp fees, uniform and supply needs, etc. (This is how colleges handle student scholarships.) But be sure to first ask your local council if it has the staff and time to do this. This is entirely the council's decision. A council accepting a gift in the name of the unit does not necessarily extend tax benefits to the donor.

## My local company has employee volunteerism grants and will contribute to charities where I volunteer my time. Can these gifts go to our unit?

Employee incentive awards and volunteerism grants usually cannot go to a unit due to the company's giving restrictions. Corporate donations often can go only to charities that are “501(c) (3) charities,” and many units are not chartered by tax-exempt charities. Also, many companies won't make gifts to religious organizations. If a unit is “tax-exempt,” it's often because it's chartered to a church, synagogue, etc., so it couldn't receive corporate funds either. Of course, corporate awards and grants may go to any local council for use at the discretion of the council.

### Can my unit credit amounts from fundraising to an individual toward their expenses?

No. The IRS has stated that crediting fundraising amounts constitutes private benefit. However, the unit could use the funds (all or a percentage) raised to reduce or eliminate dues and various registration fees, purchase uniforms and Scouting books, and purchase camping equipment. The unit could also use its funds to provide assistance to individual Scouts in cases of financial hardship.

### Are purchases by my unit exempt from sales and use tax?

State and local laws vary widely on this topic. The unit may qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with the state where you are making the purchase; this varies widely across the country. In some cases, the council may be issued certificates of sales tax exemption; others require only that verbal verification be made to the merchant at the time of purchase that the purchases will be used to benefit the programs of Scouting, while still others allow no exemptions for any not-for-profits.

**Questions? Need more information?**

**Please contact your local council.**

**THANK YOU FOR ALL YOU DO FOR SCOUTING  
AND THE YOUTH IN YOUR COMMUNITY.**

## DEN ANNUAL ADVENTURE PLAN

Month	Adventure
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	

# PACK COMMITTEE MEETING PLAN

## Part 1: Evaluate the Previous Month

- The pack committee chair calls the meeting to order.
- The Cubmaster reviews the previous month's den and pack meeting activities and asks for comments and suggestions. This evaluation will help with planning for the upcoming month.

## Part 2: Finalize the Current Month

- The Cubmaster confirms assignments for the current month's pack meeting.
- Special committees report on plans for the current month's pack meeting and/or special event.
- Committee members review MyScouting Tools reports.
- Den leaders turn in den advancement reports to the person responsible for obtaining awards for the next pack meeting.
- Den leaders turn over den dues to the pack treasurer and receive a receipt.

## Part 3: Planning Ahead

- The pack committee chair leads a general discussion about the upcoming month's den and pack meetings.
- The Cubmaster comments on next month's theme and confirms assignments concerning den participation in next month's pack meeting.
- Den leaders report on their den meeting plans for the upcoming months.
- Special committees report on plans for the upcoming pack meetings and/or special events (blue and gold, graduation, pinewood derby, etc.).
- The pack committee chair reports on pack needs, problems, and progress.
- The pack committee completes plans such as organization of new dens, pack-troop relations, financial matters, improving family participation, etc.

## Part 4: Unit Leadership Enhancements

- As part of the regular new business items at one or more monthly pack leaders' meetings, include one of the unit leadership enhancement topics.
- This is also a good time to discuss other training opportunities available and to ensure training requirements such as outdoor training required for pack activities are completed.

## Part 5: Social Time and Fellowship

At the end of the pack leaders' meeting, allow time for leaders to enjoy refreshments and fellowship. (Anyone who needs to leave, however, should feel free to do so.)

# PACK ACTIVITIES

**Blue and Gold Banquets**—Most Cub Scouts celebrate Scouting Anniversary Week in February with a “birthday party” called the blue and gold banquet. In nearly all packs, the blue and gold banquet is the highlight of the year. It brings families together for an afternoon or evening of fun and cheer. It’s often the pack meeting for February.

**Cub Scout Camping**—Camping takes you on exciting adventures into the natural world. You’ll learn to live with others in the out-of-doors. You’ll learn to be a good citizen of the outdoors.

- **Day Camps**—Day camp lasts for one day to five days. It’s for Tiger, Wolf, and Bear Cub Scouts and Webelos Scouts. Day camps are held during the day or early evening. Campers do not stay overnight.
- **Resident Camps**—At resident camps, Cub Scouts and Webelos Scouts camp overnight. Every year, the resident camp has a different theme and different adventures. Examples of themes are Sea Adventure, Space Adventure, Athletes, Knights, Circus Big Top, American Indian Heritage, Folklore, and the World Around Us.
- **Webelos Den Overnight Campouts**—Webelos dens go on overnight campouts. Each Webelos Scout camps with his parent or guardian. The campers learn the basics of Boy Scout camping under the direction of the Webelos den leader. Sometimes, leaders from a Boy Scout troop may join you. Webelos dens also have joint overnight campouts with a Boy Scout troop. Each Webelos Scout has a parent or guardian with him on these joint campouts, too.
- **Council-Organized Family Camps**—Family camps are overnight camps for more than one Cub Scout pack. You may hear these events called “parent-pal weekends” or “adventure weekends.” Each Cub Scout and Webelos Scout camps with a parent or guardian.
- **Pack Overnights**—Packs on their own can hold overnight campouts for the families in the pack. Cub Scouts’ brothers and sisters can go on these pack overnights. In most cases, each Scout will camp with a parent or guardian. Every young camper is responsible to a specific adult. *Stress that in order to hold a pack overnight campout, an adult trained in BALOO (Basic Adult Leader Outdoor Orientation) must plan and attend the campout.*

**Cub Scout Derbies**—Racing in a Cub Scout derby is great fun. You’ll get to design your racing vehicle, work with a parent to build it, and see it perform on race day. Win or lose, you’ll take pride in having done your best. When you race in a Cub Scout derby, you learn craft skills, the rules of fair play, and good sportsmanship—things you will remember all your life. The main types of derbies are the pinewood derby, raingutter regatta, space derby, and Cubmobile derby.

**Outings and Field Trips**—“Outing” is a big part of Scouting. Cub Scouts get out and about with many kinds of outdoor fun. Excursions and field trips provide some of the most exciting parts of Scouting. Cub Scouts enjoy many outdoor experiences as they participate in the variety of activities that can be held outside, such as field trips, hikes, nature and conservation experiences, and outdoor games. Boys enjoy visiting museums, business establishments, parks, and other attractions

Here are some suggestions:

- **Hikes**—A hike is a journey on foot, usually with a purpose, a route, and a destination. Dens will have several opportunities for taking hikes related to adventure requirements.
- **Games and Sports**—Outdoor games and sports provide opportunities for teaching boys skills of good sportsmanship, including following rules, taking turns and sharing, getting along with others, and fair play. They provide the opportunity for every Cub Scout to learn the basic skills of a sport, game, or competition while learning good sportsmanship and habits of personal fitness in an environment where participation and doing one's best are more important than winning.
- **Service Projects**—Doing service projects together is one way that Cub Scouts keep their promise "to help other people." While a Scout should do his best to help other people every day, a group service project is a bigger way to help people. While you're giving service, you're learning to work together with others to do something that's good for your community.
- **District and Council Activities**—Your local council or district office may schedule activities in which all the packs in your area are invited to participate. Some examples are Cub Scout day camps, Scoutoramas, Scouting shows, conservation projects, outdoor Cub Scout field days, Cub Scout circuses, and district summer softball leagues.
- **District or Council Scouting Shows**—A Scouting show is a gala event held in a council or district to demonstrate to the general public the ways in which Scouting serves youth in the community. Participating in a Scouting show also helps boys and their families see that they are part of a total Scouting program.

# ANNUAL PROGRAM PLANNING

## Your Pack's Annual Program Plan = Satisfied Cub Scouts and Families = A Lifelong Love of Scouting!

What is one of the key elements of all successful packs and an indicator of a potentially successful year? Of course that would be the pack's annual program plan and planning conference.

A research project done by Eli Lilly in Indianapolis, Indiana, showed that a common element of strong packs is they all have a good annual pack program planned a year in advance that is then shared with all families in the form of a calendar. The important result of a shared annual program calendar is that your pack will attract more families, and Cub Scouts will stay for a long time.

(An aside: The other two key elements of successful packs identified in that study were training and just having the right leader to start with.)

Here is how a pack program planning conference works. A month or two before the scheduled face-to-face conference, the committee chair and Cubmaster gather the following information:

- Key school dates
- Community event dates
- Your chartered organization's dates
- Personal dates that may affect your pack's activities such as the Cubmaster's anniversary cruise
- District and council dates
- Collected Family Talent Survey sheets from all parents
- Last year's pack annual plan if you have one

To maximize the efficiency of your planning, the following people should attend the conference:

- All pack committee members
- All den leaders
- All pack/den aides and den chiefs (optional)
- Chartered organization representative
- Your unit commissioner (optional)
- Anyone else you think might be helpful, such as other parents

If you choose, you can use an electronic program planning conference guide to add some color to the process. This narrated PowerPoint presentation, which takes the pack step-by-step through the planning process, can be found at [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts) in the "Pack Committee" section

The result is an annual calendar and plan that all parties agree upon.

Here's a quick rundown of the steps.

Before you start the planning process, explain to the group the importance of annual program planning, why you are doing it, and the rules for the process during this meeting.

### Step 1

This part is easy. Just take the dates you collected and put them into your pack's master calendar—including den meeting dates—either on a hard copy or by plugging the information into an electronic calendar on a computer. An electronic template can be found by clicking [here](#).

### Step 2

Before you begin rounding out the master calendar with things you want to do, review what the pack did last year. You might even want to write what you come up with on a flip chart or whiteboard. Ask questions like, what events went well, and what events didn't go so well? Did we earn the National Summertime Pack Award? The Journey to Excellence Award? How did we do with den and pack attendance? Did we participate in Cub Scout day camp or family camp? Did we sell popcorn?

Feel free to ask as many questions as you want, but don't spend too much time on this, as the key issue is planning the upcoming year. Just use this research to help guide what you might want to keep, replace, or improve.

### Step 3

Do some brainstorming on activities your pack might want to do in addition to den and pack meetings. This could be things such as a blue and gold banquet, pinewood derby, family picnic, first-aid training, pet show, and so on. Remember the brainstorming rule, which allows anyone to suggest anything without critique or criticism. Feedback and analysis come later, after all the ideas have been captured. Once you have a list of things your dens and pack might want to do, start prioritizing the list. Is a particular activity something for dens or the pack as a whole? Could the activity be incorporated into a den or pack meeting? And so on.

Take a vote on which activities to include on the den and pack meeting schedule, then add the activities to your calendar.

### Step 4

By now, the calendar should be taking shape. It should include school and community dates, holidays, some personal conflict dates, den and pack meetings, additional den and pack activities, and district and council dates. The next step is to assign the person who will be responsible for each event, as well as den responsibilities at pack meetings. This would include names, such as "Bob Smith" will be the chair for the blue and gold banquet.

If you are really ambitious, you can even put in event details, such as "Bob will send invitations and assignments to each family by January 1," and "By November 1, we will get confirmation from the school that we can use the cafeteria." Remember that good planning and preparation will lead to family satisfaction. Some of this might have to come after your program planning conference, if you choose activities now and have to recruit chairs later. However, if you know you will be doing some activities (such as your blue and gold banquet) again, you might already have a commitment from "Bob" by the time the program planning conference happens.

### Step 5

You're almost finished. The final step is to review your annual plan to ensure you have captured everything you and your families want to do in the upcoming year. Once you feel comfortable, distribute your annual plan to each family. Remember that not everyone has an email account, so be sure your distribution reaches all families. They will feel much more a part of your pack and be able to plan their own family calendar with the pack's calendar in hand. Sharing the annual plan with your families could be the most important step in retaining your Scouts and building tenure, so don't shortcut this one.

### Step 6

Annual program planning is an ongoing process. Review the plan each month at your pack leaders' meeting to make sure you are still on track, to recruit chairs and other help, to participate in important meetings, or to make assignments or changes as needed.

A great pack program plan leads to a great pack and den program, which leads to Cub Scouts and their families staying and growing in Scouting.

Good luck! You are taking a big step toward being a great pack!

# RESOURCES

Tools available on [www.Scouting.org/CubScouts](http://www.Scouting.org/CubScouts) should make it easier to have up-to-date newsletters and calendars ready when you need them.

Pack calendar templates

Pack newsletter template

Pack poster templates: letter-size poster (8.5 inches x 11 inches) and tabloid-size poster (11 inches x 17 inches)

BSA—Pack Annual Program Planning Conference Guide (PPTX)

Family Talent Survey

Pack Meeting Plans

Cub Scout Den Meeting Program

Den leader guides

Boys' Life Planning Calendar

Boys' Life Resources Page

Planning Your Pack's Annual Program Budget

Pack Operating Budget Worksheet

# PACK COMMITTEE POSITION RESPONSIBILITIES

## Pack Committee Chair

As the pack committee chair, it is your responsibility to lead the pack committee, and you are therefore responsible for the administration, oversight, and support of the pack program. The pack committee chair's role is to:

- Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
  - Calling and presiding at pack leaders' meetings
  - Assigning duties to committee members
  - Planning for pack charter review, roundup, and reregistration
  - Approving bills before payment by the pack treasurer
  - Conducting the annual pack program planning conference and pack leaders' meetings
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
- Recognize the need for more dens, and see that they are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Support the policies of the BSA.

## Secretary

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book and/or MyScouting Tools.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.

- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

### Treasurer

The treasurer ensures the pack's finances are sound. Specifically, the treasurer will:

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated recordkeeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- At the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- Periodically report on the pack's financial condition at the monthly committee meeting and/ or pack leaders' meeting. Make regular monthly reports to the pack committee at the committee meeting and/or pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.

### Advancement Chair

The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

- Have a working knowledge of the Cub Scout advancement plan.
- Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
- Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
- Promote the use of Cub Scout den advancement charts, MyScouting Tools Advancement Manager, and other tools to recognize and record advancement in the den.
- Collect den advancement reports at committee meeting and/or pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of the uniform and insignia.

## Public Relations Chair

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- Identify and promote pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events.
- Urge pack participation in appropriate programs of the chartered organization.
- Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities
- Circulate Cub Scout recruiting fliers and brochures to invite boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- Provide pack announcements for regular release in the official bulletins, newsletters, websites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

## Outdoor Activity Chair

This position helps the boys develop a love for the outdoors. Specifically, the outdoor activity chair will:

- Help the Cubmaster plan and arrange for outdoor activities
- Arrange for property and fire permits and tour and activity plans when required.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help the pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping.
- Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements, and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the Guide to Safe Scouting.

## Membership and Reregistration Chair

This position is essential to the health of the pack. The chair will:

- Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth:
  - Conduct an annual census of boys in the chartered organization for systematic recruitment.
  - Work with pack committee members to promote recruitment plans
  - Visit new families in their homes to facilitate recruitment.
  - Follow up on Cub Scout dropouts to help return them to full, active membership.
- Plan, coordinate, and lead the annual charter renewal process:
  - Prepare registration papers and an annual report to the chartered organization.Secure signatures and registration fees for the coming year.
  - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.

—Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.

—With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.

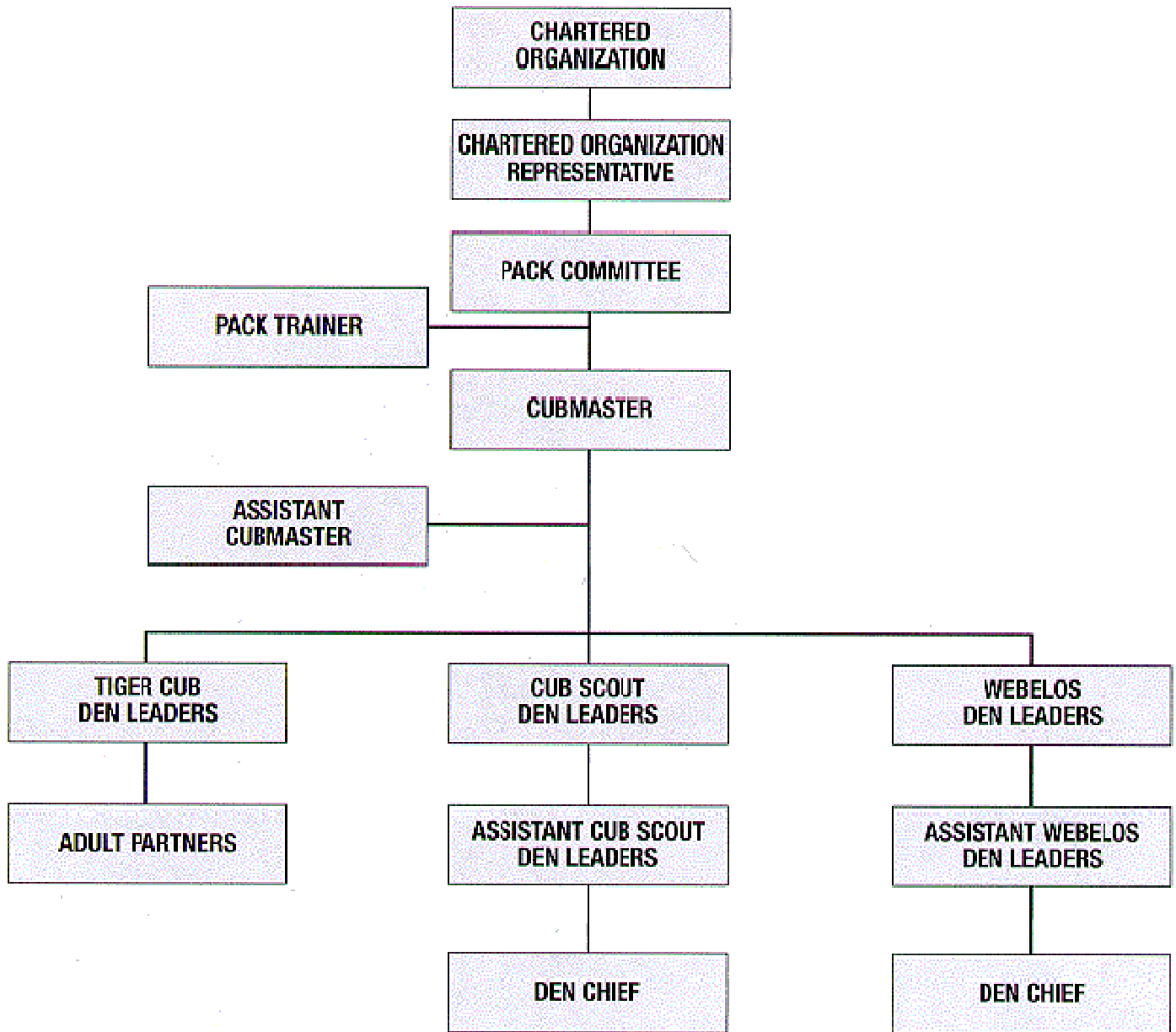
- Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents and/or guardians have a smooth transition into a Boy Scout troop.
- Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- Arrange for periodic uniform inspections with the unit commissioner.

### **Friends of Scouting (FOS) Chair**

Some councils rely heavily on units to raise Friends of Scouting (FOS) funds. The following functions are the responsibility of the FOS chair in cooperation with the treasurer:

- Build an organization to enroll family members and Cub Scout leaders in FOS.
- Enroll as a Friend of Scouting.
- For every five families in the pack, recruit one person as an enroller.
- Attend an FOS kickoff meeting.
- Enroll each enroller as a Friend of Scouting.
- Train enrollers.
- Conduct report meetings.
- Follow up until all FOS cards have been accounted for.
- Give recognition to contributors and enrollers.
- Along with the pack committee, provide public relations for FOS.

# PACK ORGANIZATION CHART



# PARTICIPANT COURSE ASSESSMENT

The purpose of this course assessment is for the faculty to learn from your evaluation of the training program. We are continually committed to improving the effectiveness of our training, and we value your feedback.

Please rate the following:

## Course Promotion

How would you rate the information you received about the course content, location, timing, and point of contact?

- Very Good                       Good                       Needs Improvement                       Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

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## Effectiveness of the Faculty

How effective was the faculty at helping you understand the materials and achieve the learning objectives?

- Very Effective                       Effective                       Needs Improvement                       Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

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## Recommendation

Would you recommend this course to other Scouters?

- Yes!                       Maybe                       Probably Not                       No!

## Course Content

How well did the lessons and training methods modeled provide you the information you need to start den meetings?

- Very Well                       Well                       Needs Improvement                       Poorly

If your rating was Needs Improvement or Poorly, please let us know how we could have done more to help you.

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## Facilities

How well did the facilities support delivery of the course?

- Very Well                       Well                       Needs Improvement                       Poorly

If your rating was Needs Improvement or Poorly, please let us know how we could have done more to help you.

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## Overall

Is there anything else you feel we need to know?

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THANK YOU FOR TAKING THE TIME TO GIVE US YOUR FEEDBACK.

The Training Team