



The Den Leader's First Month

*Black Swamp Area Council
Boy Scouts of America*

*A "how to" guide for new Den Leaders on navigating
the critical first month of Cub Scouting.*

Black Swamp Area Council

Boy Scouts of America

419-422-4356 or 1-800-686-4220

2100 Broad Ave., Findlay, OH 45840

www.bsac449-bsa.org

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Packet Materials Included:

✓ Den Roster Form

✓ More About Den Meetings Information Sheet

✓ Tiger Cub 1st Month Den Meetings

Wolf, Bear & Webelos 1st Month Den Meetings

Extra months of Program Helps

This booklet idea came from **Heart of America Council**.

We have updated it and added a few graphics and the forms for our leaders.





*Welcome to Cub Scouting!
Thank you for volunteering
to be a Den Leader.*

This first month step-by-step guide will help you and your den get off to a great start.

You know how important first impressions are and Cub Scouting is no different. Boys join Cub Scouting for excitement, to be with friends, and to have fun. Fun den meetings will help ensure that good first impression. By following the plans outlined in this kit, you will be able to conduct fun and exciting den meetings and your scouts will come back for more!

The first thing you should know is that you're not alone. Hundreds of thousands of adults have preceded you in the Cub Scouting organization. Their experience and wisdom are available to you through a number of resources that will be discussed in the following pages. You won't have to "re-invent the wheel" as you plan and prepare for your meetings.

To ensure that you get off to a great start, you should attend a Cub Scout leader training course as soon as possible. The first step in the training process is viewing the **Cub Scout Leader Fast Start Video**. This video is available through your Cub Scout Pack or you can check it out from the Black Swamp Area Council's Library. You can also view it on the Internet by going to the council's website at www.bsac449-bsa.org and clicking on training. This video will help you to better understand your duties and responsibilities as a new adult leader.

After viewing the **Cub Scout Leader Fast Start Video**, you'll want to attend a New Leader Essentials course and the Cub Scout Leader Job Specific Training course. These trainings will give you further insight into the wonderful world of Cub Scouting.

Thanks again for your time and commitment to the youth in your community. I know that you will find Cub Scouting to be a rewarding and positive experience for you and your Scouts. Remember that you are not alone and the staff and volunteers of the Black Swamp Area Council are ready to assist you in any way that we can.

Sincerely,

Dennis O. Horn

Scout Executive

Black Swamp Area Council



There are 3 primary steps that will help you be successful in your first month as a den leader:

Step 1. Gather important information.

Complete the Important Information Sheet on the next page answering the questions below.

Complete a roster with each boy in your new den including name, phone number, address, primary parent/guardian, and email address if available. Be mindful of different family situations and gather primary and secondary contact information for parents if necessary. Your Cubmaster should provide you with your Cub Scout Pack and Den Numbers. Refer to NCR Den Roster Form provided in the packet.

Determine the day, time, and location of your den meetings each week. A discussion with the parents in your den will help you determine this. Once determined, make sure that everyone knows when and where your meetings will be. A consistent time and place each week is encouraged.

Determine the location, date and time of your monthly Pack Meeting. The pack meeting is a monthly gathering of all scouts and their families, led by the Cubmaster. The pack meeting consists of activities and recognition based on the month's theme.

Ask for your Cubmaster's name, phone number and email. The Cubmaster is the leader of your pack. This person is in charge of planning and conducting the monthly pack meetings. The Cubmaster helps plan and carry out the pack program.

Determine the location, date and time of your monthly Pack Leader's Meeting. The Pack Leader's Meeting is designed to help encourage and plan the meetings of the den and pack based on a monthly theme.

Identify and recruit an Assistant Den Leader(s) as needed. Having an assistant will help the meetings run smoother and they can fill in when you might have to miss a meeting. Have them fill out an adult leader application and give it to your Cubmaster.

View the Cub Scout Leader Fast Start Video. After viewing the Cub Scout Leader Fast Start Videotape you'll want to attend a New Leader Essentials and Cub Scout Leader Job Specific Training course as soon as possible.

Important Information About My Den and Pack

(Keep this information posted for easy access)

1. Complete Den Roster form in this packet.
2. Den # _____
Den Meeting Date _____
Den Meeting Time _____
Den Meeting Location _____
3. Cub Scout Pack # _____
Pack Meeting Date _____
Pack Meeting Time _____
Pack Meeting Location _____
4. Cubmaster's Name _____
Cubmaster's Phone Number _____
Cubmaster's Email _____
5. Pack Leader's Meeting Date _____
Pack Leader's Meeting Time _____
Pack Leader's Meeting Location _____

District _____

Council Name: *Black Swamp Area Council Boy Scouts of America*
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Step 2. Prepare for your 1st Den Meeting

How does a Den work? A den meets weekly and you will need to determine when and where you will meet. Den meetings should occur consistently on the same day, same time, and same location of each week every month. Your den may meet at a parent's home, school, church, or community organization building. The den meetings are planned around a monthly theme set by your Pack. Meetings consist of activities, projects, and business items. The following will help you prepare for your first den meeting:

1. *View the Cub Scout Leader Fast Start Video.*
2. *Make sure to have your 1st den meeting program planned.* Refer to the program that has been included in this packet – *Tiger Cubs First Month: “Bobcats All” and Wolf, Bear & Webelos -First Month Theme: “Bobcats All”*. These “program helps” are designed to take the guesswork out of your first meeting. By following the week-by-week instructions you will have a fun and exciting first month. Be sure to share the responsibilities of the den with your assistant leader(s).
3. *Make sure you have the support items needed for your den meeting prior to the meeting.* For example...craft items, snacks, games or activities, a conduct candle, etc.
4. *Confirm 1st den meeting location.* Make sure all arrangements have been made and confirmed if your meeting is being held at a school, church, community organization building, etc.
5. *Contact each boy and parent to confirm the 1st den meeting date, time, and location.* Make sure each new boy knows when, where, and what time the 1st den meeting is, and confirm his attendance. This will allow you to get to know the boys in your den.
6. *If possible, make sure you and your assistants have already purchased your uniforms.* Wearing the uniform properly helps to set a good example for the boys. Encourage your boys to wear their uniforms to the first meeting.
7. Remember that the key to successful planning is *KISMIF -Keep it Simple, Make it Fun.*
8. Refer to the form “*More About Den Meetings*” for more information.



Step 3. Learn more about additional resources available

The Essentials

There are many Cub Scouting resources available which can make your volunteer role easier and more enjoyable. These may be in printed form, video form, or human form. You'll find out more about them when you attend training.

In the meantime, there are a couple of essential items you will want to buy or borrow as soon as you can. You'll need them to plan meetings beyond this first month. Your first month den meetings have been included in the back of this packet.

Website Resources

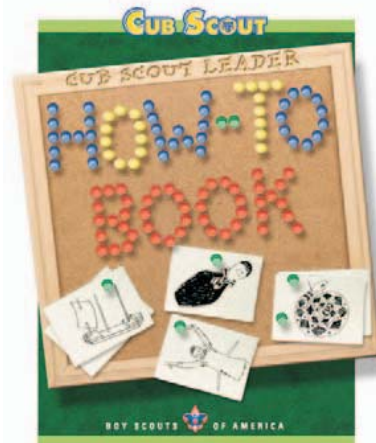
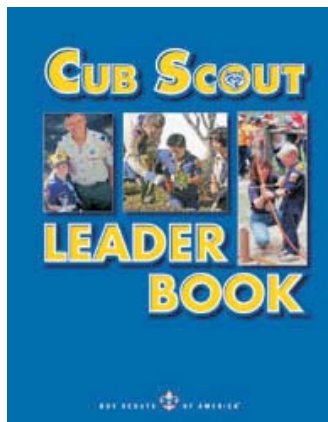
Black Swamp Area Council website.....bsac449-bsa.org
National Boy Scouts of America websitescouting.org

Cub Scout Literature and Resources

The **Cub Scout Leader Book**, No. 33221 C, a guide for all Cub Scout leaders. It contains the basic information needed to operate and support Cub Scouting, such as information on Cub Scout policies, leadership duties, program planning, and youth protection guidelines.

The **Cub Scout Leader How-To Book**, No. 33832 A, includes a broad assortment of time-tested program activities for Cub Scout dens and packs. By using these activities, leaders not only help strengthen family relationships but provide opportunities for boys to have fun while they are advancing in rank.

The **Webelos Leader Guide**, No. 33853 C, includes information a Webelos leader needs for meeting preparation. It contains information formerly provided in Webelos Den Activities, the Webelos Planning Guide, and Webelos Program Helps.



The Basics – Must Haves Every Den Leader should have the Cub Scout Leader Book and the How-To Book along with the appropriate Scout Book for their Den. Webelos Leaders should also have the Webelos Leader Guide. These items are available at the Council’s Scout Shop

Cub Scout Leader Book	No. 33221C
Cub Scout Leader How-To Book	No. 33832A
Webelos Leader Guide	No. 33853C

Youth Handbooks:

Tiger Cub Handbook	No. 34713
Bear Cub Scout Book	No. 33451
Wolf Cub Scout Book	No. 33450
Webelos Scout Book	No. 33452

Program Support- Additional Resources

Den Chief Handbook.....	No. 33211A
Cub Scout Ceremonies for Dens and Packs	No. 33212C
Group Meeting Sparklers.....	No. 3312B
Cub Scout Fun Book	No. 33213
Cub Scout Magic	No. 33210
Cub Scout Grand Prix Pinewood Derby Guidebook	No. 33721A
National Summertime Pack Award Planning Guide	No. 33748
Cub Scout and Webelos Scout Uniform Inspection Sheet	No. 34282A
Cub Scout Program Helps annual	No. 34304A
Academic and Sports Program Book	No. 34299B

Training Resources

Fast Start Training

Fast Start training provides immediate help for the new leader by providing information and examples for planning and conducting the first meeting. These video programs are available through your Cub Scout Pack or you can check them out through the Black Swamp Area Council’s library. You can also view them on the Internet by going to the council website at www.bsac449-bsa.org and clicking on training.

Youth Protection Training:

This training covers the subject of child abuse. It will provide you information and guidance in the policies and procedures of the Boy Scouts of America in recognizing, preventing and reporting abuse. This training is also online at the council website www.bsac449-bsa.org and go to training.

Basic Leader Training: Completed in two parts

New Leaders Essentials: for all leaders in Cub Scouting.

Leader Specific Training: by Scouting position. In Cub Scouting, specific training is offered for Cubmasters, pack committee members, Tiger Cub den leaders, Cub Scout den leaders, and Webelos den leaders.

Basic Adult Leader Outdoor Orientation (BALOO):

This training is for leaders who may be responsible for a pack overnight campout. BALOO will help you to properly understand the importance of program intent, youth protection guidelines, health and safety, site selection, age-appropriate activities and sufficient adult participation.

Outdoor Leader Skills for Webelos Leaders:

Webelos Leader Outdoor Training provides specialized training for Webelos leaders in outdoor skills and programs.

Monthly Adult Leader Roundtables:

Roundtables are a monthly gathering of Cub Scout Leaders in your area. At Roundtable experienced volunteers will provide examples for pack and den meetings; information on policy, events, and training opportunities; ideas for crafts, games, and ceremonies; and an opportunity to share experiences and enjoy fun and fellowship. Your Cubmaster will be able to provide the monthly date and location for you.

Cub Scout Leader University Of Scouting :

The University of Scouting is a Cub Scout leader's learning extravaganza! A big, fun filled experience where Cub Scouting leaders increase their knowledge, improve their skills, and gain enthusiastic attitudes about Cub Scouting. This is an annual event held in November and your Cubmaster will be able to provide information for you on date and location, including our council website.

Consult your Cubmaster to find out when these trainings are available. You can also visit the council website and go to your district calendar to find dates and times for trainings.

National Awards

National Den Award:

Cub Scouting happens in the den. The National Den Award will create an incentive for a year-around fun, quality program in the den. The National Den Award may be earned only once in any 12 month period. Requirements may be found in the Cub Scout Leader Book.

Religious Awards and Emblem

Many religious-faith groups have programs of instruction for religious education for individual Tiger Cubs, Cub Scouts, and Webelos Scouts. Religious emblems are designed to recognize boys who demonstrate faith, observe the creeds or principles of the faith, and give service. Religious emblems are not Scouting awards; they are presented by religious groups to boys who earn them.

Tiger Cubs, Cub Scouts, and Webelos Scouts may earn an emblem whether or not they are members of a pack operated by a religious organization. The intent of the program is to encourage each boy to work directly with his own religious leader, or in some cases, a layperson designated by that religious leader.

The religious body determines requirements for each religious emblem. Student and counselor manuals are available at the Black Swamp Area Council

Camping Opportunities for Cub Scouts and their Families

Cub Scouting's camping and outdoor activities fulfill Tiger Cubs, Cub Scouts, and Webelos Scouts dreams of fun, excitement, and adventure. They provide a natural setting for quality time with family and friends.

Cub Scout Day Camp

Day Camp is an accredited, organized, five day program for Tiger Cubs, Cub Scouts, and Webelos Scouts under certified leadership at an approved site, and is usually held during daylight hours, but not overnight. Ask your Cubmaster when and where your district day camp will occur.

Cub Scout Pack Family Overnights

Cub Scouting packs are encouraged to provide their youth members with positive outdoor experiences. The format under which an entire pack can camp is a pack-organized camping activity.

√ Pack-organized family camping must be held in council-approved camping facilities that meet certain standards. √ Contact your local council for availability and approval.

√ In most cases, the youth member will be under the supervision of a parent or guardian. At least one adult or youth member of the family must be a registered member of the Boy Scouts of America.

√ Non-members brothers and sisters may participate if the event is specifically structured to accommodate them.

√ The pack leaders in charge of the overnighter must complete Basic Adult Leader Outdoor Orientation BALOO training prior to the pack overnighter.

This is a brief overview of the many exciting programs and activities of Cub Scouting. As a new leader we want to make sure that you get off to a great start. Thanks again for your support of the youth in your community!





If you have any questions about your new role, please call your
Cubmaster or contact us at:

Black Swamp Area Council Boy Scouts of America
419-422-4356 or 1-800-686-4220
2100 Broad Ave., Findlay, OH 45840
www.bsac449-bsa.org

34403B 2003 Boy Scouts of America

ADVANCEMENT REPORT
(PACK, TROOP, TEAM, CREW SHIP)
BOY SCOUTS OF AMERICA

<input type="checkbox"/> Pack	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew	<input type="checkbox"/> Ship	No.	District
Leader				Address		
City			State	Zip		
Expiration date of unit				Date awards needed		
Date this report forwarded to council service center						

FOR COUNCIL SERVICE CENTER USE ONLY
Report received
Certificates issued
Mailed or issued to
Date mailed
Record posted

1. Advancement procedures:

Packs. After Den Advancement Reports, No 33847, are received from den leaders, this form is completed for the entire pack.

Troops/Teams. All Boy Scouts or Varsity Scouts ready for advancement must appear personally before a board of review composed of at least three members. An advancement report must be sent to the council service center immediately following each board of review. This report must be signed by at least three members of the board of review including its chairman.

Crews/Ships. Venturers/Sea Scouts should give their advancement applications to their Advisor or Skipper who, in turn, takes them to the crew/ship committee for a approval, then prepares, signs, and forwards this advancement report to the council service center.

2. Only MEMBERS with unexpired membership certificates can be credited with advancement. Awards are not available to members of units whose charters have expired.

3. Fill in name and only one advancement award or merit badge on each line, but list all of one member's advancement consecutively.

4. List names of Boy Scouts, Varsity Scouts, or Venturers who are applying for Eagle Scout or Sea Scouts applying for Quartermaster and attach applications to this report.

5. The pack, troop, or team advancement committee member should interview youth members who are not advancing. List these individual's names on bottom of form.

6. No Boy Scout advancement may be earned by female Venturers or by a Boy Scout, Varsity Scout, or male Venturer who has reached the age of 18.

7. Sea Scouts may earn Quartermaster through age 20.

8. Each merit badge counselor must be registered as a merit badge counselor with the BSA.

To: Council Advancement Committee

For Boards of Review Two additional signatures are required, plus the date the board of review was held.

I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America, and that merit badge counselors are registered adult members of the BSA.

Board of Review Date

Signed

Title

Name	Date Merit Badge Earned	Badge of Rank or Merit Badge	Name	Date Merit Badge Earned	Badge of Rank or Merit Badge
1.			19.		
2.			20.		
3.			21.		
4.			22.		
5.			23.		
6.			24.		
7.			25.		
8.			26.		
9.			27.		
10.			28.		
11.			29.		
12.			30.		
13.			31.		
14.			32.		
15.			Boys interviewed who are not advancing		
16.					
17.					
18.					

#34403B



Total different boys _____ Qualified for _____ awards

Forward white and pink copies to council service center Keep green copy for unit files.

REVERSE CARBONS BEFORE COMPLETING PURCHASE ORDER ON OTHER SIDE

Thanks to www.angelfire.com/sc3/fort_dearborn/ComissionerCollege/Administration/advance...
We have this fun instructions for Advancement Reports.



Instructions for Filing Advancement Reports

Each pack, troop and crew is responsible for keeping its own records and reporting advancement to the local council service center. This is done on an Advancement Report form. One copy is kept by the troop and two are sent to the council with an order for badges and awards. It is best that this form be submitted at least monthly so that troop records remain current and Scouts are able to receive their awards quickly after earning them.

Awards cannot be purchased or awarded until the Advancement Report has been filed with the council office. This is why it is important to keep current with Advancement Report filings. Without the proper filing of an Advancement Report, your Scouts are not officially credited for the awards and advancements that they earn.

A Troop/Team Record Book , to be maintained by the troop scribe, is available at the Scout Shop.

Computer-generated Advancement Reports may be used. If used, two copies of the computer-generated report must be submitted to the council service center.

This is the standard advancement form for all levels of Scouting. If you use this you must submit it to the Council Service Center 3 hole punched and one copy on yellow paper. BSA # 34403 This form is able to be filled out using Adobe Acrobat



INSTRUCTIONS FOR COMPLETING ADVANCEMENT REPORTS

Please follow these instructions when completing your Advancement Report to insure proper recording of your Scouts' advancement.

1. Advancement Procedures

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Crews/Ships. Venturers/Sea Scouts should give their advancement applications to their Advisor or Skipper who, in turn, takes them to the post committee for approval, then prepares, signs, and forwards this advancement report to the council service center.

2. Only MEMBERS with unexpired membership certificates can be credited with advancement. Awards are not available to members of units whose charters have expired.
3. Fill in name and only one advancement award or merit badge on each line, but list all of one member's advancement consecutively
4. List names of Boy Scouts, Varsity Scouts, or Venturers who are applying for Eagle Scout or Sea Explorers applying for Quartermaster, and attach applications to this report.
5. The pack, troop, or team advancement committee member should interview boys who are not advancing. List these boys' names on the bottom of the form.
6. No Boy Scout advancement may be earned by female Venturers or by a Boy Scout, Varsity Scout, or male Venturer who has reached the age of 18.
7. Sea Explorers may earn Quartermaster through age 20.
8. Each merit badge counselor must be registered as a merit badge counselor with the BSA.



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ADVANCEMENT REPORT
PACK, TROOP, TEAM, POST, SHIP
BOY SCOUTS OF AMERICA

Pack Troop Team Crew Ship

No. **0041** District **Fort Dearborn**

Leader **Robert S. Leader** Address **0000 N. Main St.**

City **Chicago** State **IL** Zip **60657**

Expiration date of unit **2/28/04** Date awards needed **6/23/03**

Date this report forwarded to council service center **6/15/03**

BOYS SCOUTS OF AMERICA COUNCIL SERVICE CENTER LINE CARD

Report received

Certificates issued

Mailed or issued to

Date mailed

Record posted

- 1. Advancement Procedures**
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- 8.** Each merit badge counselor must be registered as a merit badge counselor with the BSA.

To: Council Advancement Committee

For Boards or Review. Two additional signatures are required, plus the date the board of review was held.

I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America, and that merit badge counselors are registered adult members of the BSA.

Robert S. Leader
Signed

6/15/03
Date

Tom Committeeman

Mary Smith

Board of Review
Date

6/12/03

Make sure you have proper signatures

Group entries by Member's Name not by award or badge

Name	Date Merit Badge Earned	Badge of Rank or Merit Badge	Name	Date Merit Badge Earned	Badge of Rank or Merit Badge
1. Adams, Samuel	6/12/03	Scout	19		
2.	6/12/03	Art	20.		
3.	6/12/03	Backpacking	21.		
4. Bain, Joseph	6/12/03	Scout	22.		
5.	6/12/03	Art	23.		
6.	6/12/03	Backpacking	24.		
7. Bixler, Frank	6/12/03	Tenderfoot	25.		
8. Bixler, John	6/12/03	Life	26.		
9.	6/12/03	Art	27.		
10.	6/12/03	Backpacking	28.		
11 Smith, Robert	6/12/03	Star	29.		
12.	6/12/03	First Aid	30.		
13.			31.		
14.			32.		
15.			Boys interviewed who are not advancing		
16.			Cameron, Allen		
17.					
18.					

#34403A Total different boys **5** Qualified for **12** Awards