



PACK _____
PARENT'S HANDBOOK
_____ PROGRAM YEAR

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This info book is a combination of Pack 512 (Viking Council) Pack 25 (Jeffrey A. Wakefield), Pack 204 (Chad C. Cooper), and Pack 324 (Todd Fredo's Wood Badge ticket with RT) Parent&/ Pack Books. I hoped that by combining all the talents and info into one book you would have a variety of info to pick from to work on you own book for you Pack. The more your parents know what is happening in your Pack the more they will understand how to help your Pack succeed.

Introduction to Pack _____

Welcome to a new Scouting year. Whether you and your son are new or returning members of Pack _____, we want this year of your son's Scouting experience to be a quality one. We have created this handbook in order to help your family get the most of your Scouting year.

Our Cub Scout pack, like most others, is made up of several dens (small groups of boys who meet weekly). The pack itself meets once a month, usually here at University Avenue School, on the third Thursday (this will vary depending on our activities and the school's calendar). All families (including brothers and sisters) attend the pack meeting. Grandparents and other guests are always welcome.

Each den is led by one or more parent(s) who serve as den leader(s). Other parents help in the den as assistant den leaders, activity leaders and chaperones. All parents are encouraged to help in their son's den and in the pack. You will find your family's experience of Scouting is greatly enhanced when you make it a truly family activity.

In addition to den and pack meetings, we hold special activities throughout the year to give your son opportunities for fun, fellowship and advancement. These are also family activities and the whole family is welcome to participate.

We also participate in activities such as Cub Scout Day Camp which are sponsored by our Scout council and district. Some of these activities involve the whole family; others are designed for the Scout and parent(s).

The Parent Teacher Organization of Washington School operates the pack. As parents of students you are members of the PTO, and therefore the "owners" of Pack _____.

The pack is administered by a committee made up of parents. All parents of registered Scouts are encouraged to attend parent meetings. Parent meetings are held on the _____.

Our goals for the 2003-2004 program year are:

- ❖ To earn the National Quality Unit Award -
- ❖ To have a full staff of trained leaders
- ❖ To plan and execute a great program for our families
- ❖ To provide service to our community and chartered organization
- ❖ To advance every boy into the next rank
- ❖ To graduate all of our 5th grade Webelos into Boy Scouting and most importantly:

TO HAVE TONS OF FUN!

You will find the pack budget later in this booklet, with information on fund raising.

Privacy issues: For communications purposes, we collect phone numbers and e-mail addresses from our families. This information is gathered from the application you have filled out for your son. We will not publish this information unless you authorize us to do so. If phone numbers and/or e-mail addresses come into your possession as a leader or parent in this pack, we ask that you respect the privacy of the families. This information is to be used only for communication regarding Scouting. Please do not use any pack information for commercial purposes. Thank you.

On occasion, pictures of your Scout may be taken at pack or den meetings or activities as ways of preserving memories for our Scouts and their families. We will not use these pictures in promotional material about the pack, or on the pack's web site without parental permission. No Scouts will be identified by their full name in pack promotional material or on the web site. If you request it, pictures of your Scout will be removed from pack communications.

Questions or concerns about pack operations or procedures should be presented to the pack committee.

Please contact the Committee Chair or a Committee Member (listed on p. 5 under Pack Leadership) if you have questions. Your den leader can help you with questions about advancement and awards, uniforms, and your role in your son's Scouting experience. If he or she doesn't know the answer, they know the proper resources to consult to help you.

Cub Scout Program Features



What is Cub Scout advancement and rank?

Cub Scouting includes a plan of advancement for each boy that emphasizes learning by doing. The boy works on requirements based on his school grade or age. First grade boys begin by earning the Tiger Cub Badge. They then earn the Bobcat Badge. Boys who join in second grade or above earn the Bobcat badge first. Sometimes advancement requirements are started in den meetings, and then completed at home with the help of family members. Other requirements are completed with the family. Adult involvement is a vital part of advancement! After Bobcat, the ranks are Wolf, Bear, and Webelos. As a 5th grader (or at age 10) a Cub Scout may earn Cub Scouting's highest award – the Arrow of Light Award. After receiving this award, he is eligible to become a Boy Scout, or he may join a troop at age 11 (or when he completes the 5th grade).



What outdoor activities are offered?

Adventuresome outdoor programs are encouraged for Cub Scouts. These include pack and den field trips, picnics, outings, day camping, backyard camping, and pack family camping. Because Cub Scouting is home-centered, family camping is emphasized. Webelos Scouts are encouraged to go on overnight experiences and to conduct

occasional joint outdoor activities with a Boy Scout troop. The council offers Cub Scout day camps and resident camping experiences for Cub Scouts and Webelos Scouts. The study of nature is encouraged by advancement requirements. Cub Scouts are encouraged to become involved in nature conservation and they may earn an optional conservation award.

How does Cub Scouting support sports?

Physical fitness is encouraged by many advancement requirements. Cub Scouts are also encouraged to participate in the Cub Scout sports program, which offers more than 20 different sports. By learning a new sport a scout earns a sports belt loops, further participation earns a sports pin. The dens and pack organize games and activities, such as the Pinewood Derby, in which sportsmanship is emphasized.

How does Cub Scouting support academics?

Academic and career skills are encouraged by many advancement requirements. Cub Scouts are also encouraged to participate in the Cub Scout academic program, which offers over 15 academic subjects. Belt loops and pins can be earned, as in the sports program. Reading and writing programs are sponsored by Boy's Life magazine. The den and pack organize activities that involve understanding scientific principles, nature study, and computers.



How does Cub Scouting support religion?

Pack _____ welcomes families of all religious affiliations. Although Pack _____ does not provide religious training, Scouting activities and rank requirements aim to promote respect for religion and God. Cub Scouts are encouraged to seek religious training at their place of worship and/or in the home. Cub Scouts can earn an optional Religious Emblem that is sponsored and administered through various religious institutions (Christian, Jewish, Hindu, Islamic, Buddhist, and others). We will assist each of the boys in their religious program desires by providing a source for the materials and helping to find the appropriate religious leader.

Pack Meeting Attendance and Behavior

Pack meetings are the highlight of each month's Scouting activities. At the pack meetings, Scouts show their families and the rest of the pack what they have been doing during the month. Pack meetings include games, songs, skits, Webelos den demonstrations, and award ceremonies. As Scouts complete requirements and activities, they receive recognition at the pack meeting.

Your son is proud of what he has worked on at home with you and in his den meetings and of the awards he has earned. It means a great deal for him to have his family attend pack meetings and share his participation and recognition. For this reason, we reward dens that have the highest parent and Scout attendance at pack meetings. Also, since parents (especially Tigers, Wolves and Bears) are intimately involved in their sons' advancement, we include parents in presenting all rank badges. For this reason, parents need to attend pack meetings, in order to participate in their sons' recognition.

Since parents are in attendance at pack meetings, siblings are naturally encouraged to come as well. We ask that non-Scout children sit with their parents, and that parents enforce some general rules of behavior

- ❖ All attendees should show proper respect for the Scouts, leaders and others involved in the pack meeting, by not talking during award ceremonies, skits or other performances and presentations.
- ❖ All attendees should participate in games, songs, audience participation activities, and all the fun that the pack meeting involves.
- ❖ The School has requested that for their safety, children not play on the gym equipment, and that children be accompanied whenever they are not in the meeting area (including going to the bathroom).
- ❖ For their safety and the enjoyment of all attendees, children should not play tag or other running games, unless they are part of an organized game that is part of the pack meeting.
- ❖ Please arrive 10-15 minutes before the meeting. This will allow Scouts and siblings to participate in the pre-meeting gathering activity, and assure that the meeting will start on time. We try hard to keep pack meetings to 1 hour and need your cooperation in order to start on time.

Parent Involvement

Scouting has three aims: Character Development, Citizenship Training, and Mental and Physical Fitness. In Cub Scouting we carry out these aims through these methods:

- ❖ The ideals of Scouting
- ❖ The den
- ❖ Advancement
- ❖ Family involvement
- ❖ Activities
- ❖ A home and neighborhood centered focus
- ❖ The uniform

The Cub Scouting program is designed to include parents. The purpose is to increase communication in your family, and to give your Scout the valuable experience of spending one-on-one time with you. As parents you are Akela (Ah-kay-la) - the good leader, and share this responsibility with his den leader. As your son progresses from Tiger Cub to Boy Scout, your involvement in his Scouting career evolves just as he does.

As Tiger Cubs, parents attend all meetings with their Scout, and participate in all activities. You sign the requirements in his handbook. You and the Tiger Cub Den leader plan one month's meetings and outings. You and your Tiger Cub host the meetings (not necessarily in your home) and direct the meetings you have planned - with the assistance of the den leader.

The parents of Scouts in Wolf and Bear dens are also primarily responsible for assuring that their sons complete the requirements for their rank, and sign the requirements in the Scouts' handbooks.

Parents are encouraged to attend den meetings and to assist den leaders with activities, chaperoning field trips and arranging special events.

The parents of Webelos Scouts become the support system for the Webelos den leader. As Webelos Scouts work on individual activity badges, parents serve as resources to help the den leader teach the skills the Scout learns in order to earn the badge. For instance, a parent who has construction experience would be the activity badge counselor for the Craftsman badge.

In addition to assisting with den activities, parents have a great role to play in the success of the pack. You will see other parents serving on the pack committee, as den leaders, and on committees for special events and activities. None of these functions would be a success without the participation of parents, who after all, are the “owners” of the pack. Your sons’ successful Scouting experience is directly tied to the participation of parents in the life of the pack.

While not every parent feels he or she is patient enough to be a den leader or organized enough to be the Treasurer, there is a role for every parent in pack activities. Your son will appreciate the fact that you care enough about him and his Scouting experience to become involved in a committee, or pack position.

This year you will be asked to sign up for committees that will be responsible for:

- ❖ Pack Outings (there may be a single committee to arrange these or one committee for each outing)
- ❖ Fundraising - three committees, for popcorn sales, wreath sales and the spring fundraiser
- ❖ Blue and Gold Banquet - Scouting’s annual birthday party in February
- ❖ Pinewood Derby
- ❖ Cake Auction - our November parent/Scout cake bake and auction
- ❖ Holiday party - our December celebration
- ❖ Summertime Program - responsible for coordinating Day Camp, Dad and Lad, Mom and Me, Resident Camp, the pack campout and other summer Pack activities.

It may be the case that if not enough parents sign up to fill all the spaces available, parents will be assigned to committees. However, we doubt that this will be necessary. We are confident that all parents want to make a contribution to the pack, so that they can demonstrate to their Scouts the importance of being part of their community.

There are many resources available to help you with your committee activities, including training, available from the pack and from the council. You want your son to get as much out of Scouting as is possible. A healthy pack is one which offers Scouts many opportunities. Parents are the key to a successful pack.

Volunteer Standards

Pack _____ appreciates all of those who want to volunteer. Unfortunately we cannot accept everyone who applies. All volunteers must fill out the Boy Scouts of America Volunteer Application prior to serving as a volunteer.

Den Leaders and other volunteers who work directly with the scouts must fill out both the BSA application and Pack _____’s Application and Background Check. Pack _____’s application authorizes Minnesota’s Bureau of Criminal Apprehension to provide extended criminal background information.

The Boys Scouts of America and Pack _____ have high standards that determine who is eligible for leadership. The goal of these standards is ensure the safety of the Scouts. As parents, we want you to be confident that adults who are working with your sons are providing a safe and well-run program. To make sure this is the case, all registered leaders attend Cub Scout Leader Training and Youth Protection Training.

Once Pack _____ has received the application, Pack _____’s Chartered Organization Representative will perform background and reference checks. Based on this information, the application is approved or denied.

Applicants may be turned down or removed from a volunteer position based on any of the below:

1. Information contained in their Criminal Background report.
 - a. Any Crime Listed as a Felony or Gross Misdemeanor.
 - b. Any Crime prohibiting the applicant to work in childcare, healthcare or volunteer position within the Anoka Hennepin School District.
2. Failure to meet the qualification standards of the Boy Scouts of America, the Black Swamp Area Council, or Cub Scout Pack _____.
3. Bad chemistry of the applicant with the pack. (One who cannot get along with others)
4. Being a poor team player. (One who prevents others from being effective)
5. Cannot serve in their position effectively.

Those who cannot serve as a leader or work directly with the scouts may still qualify for other positions within the pack. All applications will be handled in the strictest of confidence.

Please consult the Cubmaster or Chartered Organization Representative for any questions regarding the volunteering process.

Pack Budget and Finances

Pack _____ is generally a well-funded pack. We are able to present opportunities for activities, camping and outings because we succeed at fund raising through the participation of Scouts and parents.

New Budget 2003-2004

Awards and recognition	_____
Pack events (Blue and Gold, Pinewood, etc.)	_____
Leader training	_____
Scout and leader registration and insurance	_____
Boy's Life Subscriptions	_____
Den activity funds	_____
Pack Graduation (includes handbooks and neckerchiefs)	_____
Reserve Fund	_____

It has been our history that Pack _____ is usually able to pay for many things such as membership renewal, Boy's Life subscriptions for renewing Scouts, and handbooks and neckerchiefs at graduation. In other packs, these are typically paid for by parents. By actively participating in our fund raising activities your Scout receives the satisfaction of knowing he is paying his own way in Scouting (and saving his parents money)!

It costs the pack about \$_____ per Scout per year to provide the program, awards and other items mentioned above. Families can fulfill their portion of the budget through participating in fund raising, contributing their Scouts' share, or a combination of the two.

We encourage you and your Scout to participate in fund raising for several reasons:

- ❖ Knowing he is paying his own way increases a Scout's self esteem
- ❖ It relieves parents from a substantial financial commitment
- ❖ Your Scout is eligible to receive recognition and prizes for success in fundraising
- ❖ The Law of the Pack says "A Cub Scout helps the Pack go" - One way to do this is through fund raising.

We realize that every family's circumstances are different and that participation may present a hardship for a family. No boy should be denied the Scouting experience

for financial reasons. If your family's situation is such that you require assistance with any financial aspect of Scouting, please see your den leader, the committee chair or Cubmaster. Your request will be handled in confidence.

Boy Accounts

Once a Scout has met his \$ _____ dollar (profit - not sales) threshold for the year, the profit from any additional funds he raises is allocated as follows:

35% to the Scout's account with the Pack

15% to his Den's account for supplies, field trips and celebrations

50% to special pack activities

Boy accounts can be used to pay for camping, activities that require a fee - such as Cub Scout Lock- In, and uniforms and equipment. When your Scout graduates to Boy Scouting, his account is transferred in full to his troop. If your Scout transfers to another pack, his funds will be transferred as well.

If you and your son decide at any point not to continue in Scouting, any funds remaining in your son's account are property of the pack.

Fundraising

As stated in the Pack Budget and Finance Section, all Scouts are expected to participate in Pack _____'s fundraisers. To reach the \$ _____ requirement, the scout must sell enough products to equal \$ _____ profit. Here are some examples for the Scout to meet the \$ _____ requirement:

Wreath Sales: Average 45% profit.

The scout would need to sell \$255 worth of wreaths.

Popcorn Sales: Average 26% profit.

The scout would need to sell \$450 worth of Popcorn.

Candy Sales: Average 50% profit.

The scout would need to sell \$230 worth of Candy.

These amounts are estimates based on last years profit. You will be notified at the beginning of each fundraiser as to how much your scout can earn on each sale.

Pack _____ also encourages and rewards those scouts who go above and beyond the call of duty. Each fundraiser will have prize levels based on goals provided for each event. Scouts that meet or exceed these goals will be rewarded with prizes ranging from camping equipment to gift certificates.

To make sure the pack stays financially sound, all fundraising money must be turn in on time. Each fundraiser will include the dates the fundraiser is to take place, the dates of delivery of the product, and the date the money is due.

Uniforming

The uniform is one of the methods of Cub Scouting mentioned previously. The first thing a new Scout asks his parent is often "How soon can I get my uniform?" It is one of the things that attract him to Scouting and he wants the feeling of belonging it gives him.

The uniform makes us all feel part of the group. It erases any differences between us - in uniform we are all Scouts and Scouters, regardless of financial situation, religious persuasion, age, gender or race.

The uniform shirt is the only place on which Cub Scouts and Webelos Scouts may properly display rank advancement. As such, it constitutes the minimum necessary purchase for a Scout uniform.

Tiger Cubs (1st grade) wear an orange t-shirt. Wolves and Bears (2nd and 3rd grade) wear a blue uniform shirt. Webelos (4th and 5th grade) wear either the blue shirt or a khaki shirt, depending on his family's preference. For 2nd - 5th graders, a neckerchief is worn, under the collar. Wolves wear a yellow neckerchief, Bears a light blue one and Webelos a special plaid neckerchief. A neckerchief requires a slide (either official or Scout made) to keep it in place.

Most pack meetings include a uniform inspection. Beginning this year, uniform inspections will be scored. Scouts and dens that follow the best uniforming practices will be rewarded with patches, and gift certificates.

Tigers, Wolves and Bears wear navy blue trousers. If Webelos elect to wear the khaki shirt, they wear olive trousers. Many parents find the cost of official trousers to be excessive. In this case we suggest that a family investigate a local discount store for school uniform trousers. These trousers often have elastic waists, reinforced knees and deep hems, which make them practical for "dress up" in addition to being appropriate to wear with the uniform shirt.

Dark navy blue jeans are a practical alternative, but are not encouraged for pack meetings. Scouts should not wear sweat pants; similar cotton knit pants or jeans that are not dark blue with their uniform shirt.

Other items available, but optional, include belts, hats and patch vests. These items make great birthday and holiday presents and could be suggested to relatives for these occasions.

Insignia

Insignia are the 'patches' affixed to a uniform that indicate membership, rank and advancement.

Membership insignia are purchased with the uniform and affixed by the Scout and his family. Rank and advancement insignia are purchased by the pack and presented to Scouts at pack meetings.

These are subsequently attached to the uniform to show the Scout's advancement progress.

There are no membership insignia necessary for Tiger Cubs. Their uniform shirt includes a logo that shows their membership in the BSA. Rank insignia for Tiger Cubs consists of a belt totem, beads to hang on the totem and the Tiger Cub badge, which is also displayed on the totem. These are supplied by the pack.

Membership insignia for Wolves, Bears and Webelos consists of the following items:

- ❖ Council Shoulder Patch - Shows that we are part of the Black Swamp Area Council.
- ❖ 25 year Veteran Unit Bar - Shows that our pack is more than 25 years old.
- ❖ Unit numerals (512) - Our pack number
- ❖ World Crest - Stands for our membership in the world fellowship of Scouting.
- ❖ Den numeral or patch - Shows the Scout's den number or the name of the Webelos' den.

All of these items should be purchased when purchasing a uniform shirt. Rank and advancement insignia for these Scouts include a variety of badges, pins, belt loops and patches that hang on the right pocket button. All of these are supplied by the pack.

Scout uniforms and insignia may be purchased at:
The Scout Shop Black Swamp Area Council. BSA
2100 Broad Ave, Findlay, OH 45840
"Experienced" uniforms can often be found at second-hand stores and garage sales.

I am a leader in Cub Scout Pack _____, Den _____. The chartered organization that operates our Pack is _____.
We are in the **American Elm District**, which is part of the **Black Swamp Area Council**.

Our monthly pack leader meeting is held on _____
(day) at _____ (time) at _____
(place).

Pack meetings are held on _____
(day) at _____ (time) at _____
(place).

Our den meetings are held on _____
(day) at _____ (time) at _____
(place).

Pack Leadership

Cubmaster:

Phone: _____ e-mail _____

Pack committee Chair: _____
Phone: _____ e-mail _____

Tiger Cub Den Leader: _____
Phone: _____ e-mail _____

Cub Scout Den Leader: _____
Phone: _____ e-mail _____

Cub Scout Den Leader: _____
Phone: _____ e-mail _____

Webelos Den Leader: _____
Phone: _____ e-mail _____

Unit Commissioner: _____
Phone: _____ e-mail _____

Training

An important part of the Cub Scouting program is the training that is available to help new leaders have a successful and fun-filled program. Fast Start training is designed to help get you started as a successful leader. The "Cub Scout Fast Start Viewer Guide," along with the videotape for your position, will help you

plan your first meeting by showing you what a meeting looks like and by explaining how it is designed. Fast Start training will also tell you about resources that are available to help you understand where you fit in the pack organization.

Fast Start Training (On line or video)

Fast Start is a beginning. It will provide all the information and resources you need to conduct your first meeting, along with guidance for the meetings that follow. Your next step is to participate in Cub Scout Leader Basic Training.

Cub Scout Leader Basic Training

The next scheduled course is at _____ (time) on _____ (date) at _____ (location).

For more information, call your District Executive at 419-422-4356 (phone).

Roundtables

The roundtable is a gathering of all Cub Scout leaders in the district for a planned program built around the theme of the upcoming month. It features songs, games, crafts, ceremonies, and fun that you can use in your own pack and den program. It is also a chance for you to meet experienced leaders.

Date 2nd Thursday of every month Time 7 PM Location Aug to Oct. and April to May at Camp Berry Winter months Nov. through March at the First Presbyterian Church on South Main, Findlay, OH

Cub Scout Roundtable Commissioner Carol E. Little

Phone 419-422-5552.

Pack _____ Position Descriptions

Many of the details were taken from the position descriptions in BSA's Cub Scout Leader's Handbook (note: the below items are direct links to their section):

[Chartered Organization Representative](#)

[The Pack Committee](#)

[Pack Committee Chairperson](#)

[Treasurer](#)

[Special Events Coordinator*](#)

[Pack Trainer](#)

[Public Relations](#)

[Recruiter*](#)

[Newsletter Coordinator*](#)

[Photographer*](#)

[Outings](#)

[Friends of Scouting \(FOS\)](#)

[Cubmaster](#)

[Assistant Cubmaster](#)

[Assistant Cubmaster - Advancement](#)

[Assistant Cubmaster - Troop Liaison*](#)

* This is a Pack _____ specific position and is not recognized as a separate position by BSA.

Chartered Organization Representative

Qualifications:

A US citizen, or if residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, and is a member of the chartered organization other than the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

Responsibilities:

The chartered organization representative's responsibilities are to

- Help recruit the right leadership for the unit.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs
- Serve as a liaison between the units and the organization.
- Organize enough units.
- Promote the recruiting of new members.
- See that boys graduate from unit to unit.
- Assist with the charter renewal.
- Suggest Good Turns for the organization.
- Encourage the unit committee to hold meetings.
- Cultivate organization leaders.
- Encourage outdoor program activities.
- Emphasize advancement and recognition.
- Bring district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support the organization.
- Represent the organization at the council level.

The Pack Committee

The Pack Committee takes care of the administrative needs of the pack. It is organized and chaired by the Pack Committee Chairperson. The committee consists of at least three people and is responsible for:

- Make recommendations to the chartered organization for final approval of pack leadership.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Provide adequate and safe facilities for pack meetings.
- Coordinate the pack program with the program of the chartered organization through the chartered organization representative.
- Assist with the pack charter renewal
- Help to stimulate the interest of parents through proper programming.

- Supervise finances and equipment.
- Work closely with the Cubmaster.
- Ensure that Cub Scouts and Webelos Scouts receive a year-round, quality program.
- Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training.
- Complete position specific training where available.
- Conduct, with the help of the Cubmaster, periodic training for parents.
- Cooperate with other Scouting units.

A Pack Committee is recommended to consist of the following people:

- Chartered Organization Representative
- Pack Committee Chair
- Secretary
- Treasurer
- Advancement
- Public Relations
- Membership and Registration
- Sustaining Membership Enrollment Chairperson (a.k.a. Friends of Scouting)
- Cubmaster (is not a voting member)
- Den Leader Coach(es) (non voting member)
- **For Pack _____, the Pack Committee consists of all the Pack's leaders, including the Committee Chair, Cubmaster, Assistant Cubmaster(s), Treasurer, Den Leaders, Newsletter Coordinator, and Special Events Coordinator.**

Pack Committee Chairperson

Commitment Summary

2 – 4 hours per week year-round time commitment; attending Roundtable, assimilating Scouting program information, preparing for Pack events, preparing for and holding monthly Leaders meetings. Additional time spent in the fall preparing the coming year's calendar and in February at re-chartering time.

Qualifications:

Be a US citizen or, if residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is appointed by the chartered organization and registered as an adult leader of the BSA. Is a person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably is a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.

Responsibilities:

The Pack Committee Chair's job is to

- Supervise pack committee operation by
- Calling and presiding at pack leaders' meetings.

- Assigning duties to, and providing on-the-job training for, committee members.
- Planning for Pack charter re-registration.
- Approving bills before payment by the Pack treasurer when there is a question of payment validity and providing back-up to the treasurer for check writing as the need arises.
- Conduct the annual Pack program planning conference and publish the Pack calendar annually.
- Ask the committee to assist with recommendations for adults to fill vacant leadership positions.
- Recognize the need for more Dens, and see that new Dens are formed as needed.
- Provide adequate and safe facilities for Pack meetings. This includes making the annual Community Ed reservation for facilities at Echo Park and confirming the reservation before each Pack meeting.
- Maintain adequate Pack records and take care of Pack property.
- If the Cubmaster is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
- Keep informed of all Cub Scouting Literature, materials, records, and forms so as to help leaders function effectively. Assist new Den leaders by telling them what items are available.
- Maintain up-to-date information on Pack leadership.
- Handle correspondence for the Pack. This may include written letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on Pack leaders and committee meetings. Record only key items such as things needing follow-up or items for the history of the Pack. Perform follow-up as needed.
- Provide Den leaders with records and forms for meetings.
- Prepare reregistration papers annually. Secure signatures and pay registration fees for the coming year.
- Attend monthly roundtables.
- Participate in Join Scouting Night and year-round recruiting as outlined in the separate JSN position descriptions document.

Treasurer

Commitment Summary

3-4 hours per month; maintaining financial records, paying bills, preparing financial summaries, and presenting financial updates at Leader's meetings. No summertime commitments. Additional time will be required each fall, preparing an annual budget and updating pack membership records.

Responsibilities:

- 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: Cubmaster, Committee Chair, or Treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check.
- Keep up-to-date financial records. Give leadership in developing a coordinated record keeping system in the Pack.
- Maintain the Pack membership listing and assist with the annual rechartering.
- Maintain an inventory of Pack property.
- 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 they will accept responsibility for their part of the financial health of the Pack.
- Be aware of and deal appropriately with families for whom cub scouting can be a financial hardship. Together with the Cubmaster determine when scholarships are appropriate.
- Make regular monthly financial reports to the Pack committee at the Pack leaders' meeting.

Special Events Coordinator

Commitment Summary

1 to 2 hours per month; dealing with event registrations and tracking money-earning project transactions. No summertime commitments. With additional time spent, usually in late August/September, in preparation of fund raiser materials for Scouts.

Responsibilities:

- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- Prepare materials to distribute to scouts for Pack money-earning projects. Keep track of each scout's sales and money collection. Follow-up until all money is collected.
- Work with the Treasurer in planning the financial impact of money-earning projects when preparing the annual Pack budget and in coordinating the timely deposit of all money collected.
- Coordinate other special events at the request of the Cubmaster or Pack Committee such as the Pack's sign-up for camp (Polar Camp, Camp Akela e.g.) and the process of collecting annual registration fees. This includes: retrieving registration affirmations and fees (summer camp down payments) from Den leaders, keeping a record of such, and following up at the appropriate time to collect the balance of the payments.

Pack Trainer

Commitment Summary

4-8 hours per month attending or presenting training sessions. Additional time may be required in September and October when new leaders and families are recruited and training schedules are released. No summertime commitments.

Qualifications:

If residing in this country but not a citizen of the United States, agrees by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, and is registered with BSA as a pack trainer. It is recommended that the pack trainer have at least one year of experience in a leadership position in Cub Scouting, preferably as a Cub Scout or Webelos den leader. Pack trainers should be trained at a district or council trainer development conference. The pack committee selects the pack trainer with the approval of the charter organization. For new packs and those lacking experienced leaders, an experienced leader from the district training team or another pack may be appointed as pack trainer until the new leaders gain experience.

Responsibilities:

The Pack Trainer is responsible for:

- Conducting orientation of new families and new pack leaders.
- (See Chapter 10, "Den and Pack Management," Cub Scout Leader Book.)
- Training each new leader and pack committee member for his or her specific position, using material provided by the BSA.
- Helping with Unit Leadership Enhancements during pack leaders' meetings.
- Conducting other training as designated by the district and or council.
- Encouraging pack leaders to attend ongoing training, such as roundtable or University of Scouting, outdoor training, Youth Protection training, and Wood Badge.
- Remaining current with training material and program updates.
- Keeping track of pack training records.

The goal of the pack trainer is to have 100 percent of the pack leadership trained in their position responsibilities. New leaders and adults in Scout families should receive orientation within one week of joining the pack, and leaders should receive position-specific training within 30 days.

Public Relations**Commitment Summary**

2-3 hours per month attending Pack functions and presenting publicity. Some summertime commitments are required.

Responsibilities:

- Stimulate pack service projects in the chartered organization, school and community, e.g. participation in Memorial Day and other parades and in grounds clean-up.
- Promote family participation in all pack events such as blue and gold banquets, pack picnics, and other special events through submitting newsletter articles, making announcements at Pack meetings, and sending e-mails and letters to Pack families.
- Publicize and promote pack and individual scout participation in Scouting Anniversary Week activities such as Scout Sunday.
- Work closely with the Newsletter Coordinator on the pack newsletter to inform parents of pack plans, guide new parents in pack policies, and create a feeling of unity among members of the pack family.

- Make use of the news media in publicizing pack events.
- Assist in the publicity of the Join Scouting Night

Recruiter

Commitment Summary

3-4 hours per month will be needed during the main Scouting season with 2-4 hours per week mid-summer to fall.

Responsibilities

- Takes the lead as Join Scouting Night Recruiter. See separate JSN position descriptions document.
- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.

Newsletter Coordinator

Commitment Summary:

4-5 hours per month will be required to collect and publish the monthly newsletter. There is no newsletter published in July and August.

Responsibilities:

- Produce Pack newsletter for the months designated by the Pack Committee.
- Gather announcements, Den or Pack articles and photos about past events, and awards to be included in the newsletter on a timely basis.
- Distribute the newsletter at the direction of the Pack Committee (by paper copies, e-mail, etc.).

Photographer

Commitment Summary:

2-3 hours per month attending and photographing Pack events with light summertime duties required.

Responsibilities:

- Attend and photograph Pack events for inclusion in the Pack newsletter and other public relations needs.
- Scan photos or arrange for them to be scanned and sent to the Newsletter Coordinator for publication in the Pack newsletter. Where possible, document who is in the photos, the date, the event, etc.
- Work with den leaders and attend special den events worthy of publication.

Outings

Commitment Summary:

2-4 hours per month time spent during the main Scouting year. Campouts will require additional time with light responsibilities during the summer.

Responsibilities:

- Complete BALOO training.
- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help the Webelos den leaders plan Webelos overnights. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents about opportunities for family camping.
- Assist in the promotion of day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements and see that these are carried out.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure unit leaders comply with BSA policies in the Guide to Safe Scouting.

Friends of Scouting (FOS)

The Black Swamp Area Council relies heavily on units to raise FOS funds.

Commitment Summary:

4-8 hours per month will be required during January and February with little time needed in the other months.

Responsibilities:

- Build organization to enroll parents and Cub Scout leaders in FOS. This might include recruiting adults from the pack to help with enrollment.
- Attend an FOS kickoff/training meeting.
- Promote FOS prior to enrollment night.
- Report on progress towards the FOS goal at pack meetings.
- Follow-up until all cards have been accounted for.
- Give recognition to contributors and enrollers.
- Work closely with the pack committee to ensure good public relations for FOS.

Cubmaster**Commitment Summary:**

2 to 4 hours per week required during the main Scouting year, with a lessened commitment during June and July.

Qualifications:

Be a US citizen or, if residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is of good moral character, and is interested in working with boys.

Does not need to be an expert in all Cub Scout activities but should be a leader who is able to communicate well with adults as well as boys. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. They should believe in the values and purposes of Cub Scouting and preferably a member of the chartered organization. Recruited and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

The Cubmaster's responsibilities are to personally perform the following duties or delegate them to an Assistant Cubmaster as appropriate:

- Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the Pack.
- Leading the monthly Pack meetings, with the help of other leaders, ensuring programs that incorporate **fun** and respectful/reverent elements.
- Know about and use literature of the program, including Boys' Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
- See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the Pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support Den leaders. Encourage them to be fully trained for their positions.
- Provide Tiger Den Leaders and Dens encouragement and support with the goals of full participation within the Pack and a complete BSA Tiger program.
- Encourage graduation of Webelos into a Boy Scout troop.
- Help Troop Liaison establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
- Emphasize the part parents play in their son's advancement. Stress parent participation at all Pack functions and see that new families are introduced and feel welcome at Pack meetings.
- See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the Dens and Pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- Assist the Pack Committee Chair in conducting the annual Pack program planning conference and the monthly Pack leaders' meetings.
- Work as a team with the Pack Committee Chair to cultivate, educate, and motivate all Pack leaders and parents or guardians in Cub Scouting.
- Assist in planning and conducting advancement ceremonies such as Tiger graduation and Arrow of Light ceremonies.
- Encourage high advancement standards from all Cub Scouts.
- Promote wearing and proper use of uniform and insignia.

Summary: 1) lead Pack meetings; 2) determine and perform ceremonies; 3) lead Pack planning and decision making; 4) be Pack ambassador to parents, scouts, leaders,

other Packs, District, and Council (i.e. motivate, encourage, share information, build relationships).

Assistant Cubmaster

Commitment Summary:

6-8 hours per month when not filling in for the Cubmaster. In general, there will be light or no summertime commitments.

Qualifications:

A US citizen or, if residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 18 years of age, has good moral character, and is interested in working with boys. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

An Assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to

- Assist the Cubmaster as needed. Perform particular duties delegated by the Cubmaster. Be ready to fill in for the Cubmaster, if necessary.
- Attend monthly roundtables, particularly if the Cubmaster is not able.
- Participate in Pack meetings.
- Help with Pack activities, such as dinners, derbies, bike safety workshops, service projects, etc.
- Participate in the annual Pack program planning conference and monthly Pack leaders' meetings.

Assistant Cubmaster – Advancement

Commitment Summary:

6-8 hours per month required to attend meetings, track and record Scout advancement and purchase and present monthly awards. No summertime commitment is required.

Qualifications:

A US citizen or, if residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 18 years of age, has good moral character, and is interested in working with boys. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

An Assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to

- Have a working knowledge of the Cub Scout and Webelos Scout advancement plans.
- Collect Den advancement reports from Den Leaders prior to each Pack meeting for use when ordering awards from the local council service center.
- Purchase the appropriate awards prior to each Pack meeting where an awards ceremony will be held. Prepare and organize the awards by scout and by Den.
- Ensure that the Newsletter Coordinator has all awards information each month for publication at the Pack meeting.
- Be prepared to present awards at Pack meetings if asked to do so.
- Ensure that the Pack's and the local council service center's advancement records are up to date for the Pack.
- Work with the Cubmaster and Den Leaders to ensure that supplies needed for advancement ceremonies are available. (e.g. Tiger graduation, Arrow of Light, etc.)
- Work with the Den Leaders to ensure that boys are on target to achieve advancement at the appropriate time (e.g. finish Wolf badge requirements prior to the end of 2nd grade).
- Promote the religious emblems program.

Assistant Cubmaster - Troop Liaison

Commitment Summary:

2-4 hours per month working with the Webelos and Troops, with additional time spent in the fall through mid-winter transitioning Webelos into the Troop(s). Light summertime responsibilities might be required.

Qualifications:

A US citizen or, if residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 18 years of age, has good moral character, and is interested in working with boys. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

An Assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to

- Establish and maintain good relationships with Boy Scout Troops.
- Promote and ensure graduation of Webelos into a Boy Scout Troop.
- Meet with the Unit Commissioner, Webelos Den Leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Delegate to a Webelos Den leader or personally work closely with the Unit Commissioner and other Pack and Troop leaders in completing a smooth transition of Webelos Scouts into a Troop.
- Help bring families together at joint activities for Webelos Dens (or entire Packs) and Boy Scout Troops such as Scouting for Food, Blue and Gold Banquet, and Fall Camporee.

Other areas to help serve your Pack

Memorial Day Parade Responsibilities (May)

You will need to contact the Mayor's office to find out who's in charge of coordinating the parade. Mayor's office # is _____.

Then you need to contact the coordinator to get your name on the list of participants and to obtain any information pertaining to the parade. You may have to get back with the coordinator because they vote on all arrangements for the parade.

You may want to start this in April to be sure that your group will be in the parade.

Once all information is confirmed then you need to present the information to the Pack committee at the committee meeting then to the scouts at the Pack meeting with the time, place to meet.

On the day of the parade you will need to have the scouts sign in for credit towards summer activity pain or a patch if the Pack chooses. Then check off the scouts who leave

You will then need to turn in the sign-in sheet to the committee chairman for the records of who attended.

Pack Picnic Responsibilities

Coordinate the pack committee dates that will be best for everyone usually in August

Contact the local parks office to get a shelter house for use for that day or set up an alternate location. Park's department # is _____.

Inform the pack about the picnic day, time, location and what they will need to bring i.e. food, drink, and place settings.

Decide on games the leaders need to bring or other activities for the families for that day.

Try to get a head count on who will be attending.

Day Camp Coordinator Responsibilities

There will be a packet sent to the day camp coordinator from the scout shop office. If the packet is not received by the date it is expected, contact the Cubmaster of your pack (it may have been sent to him).

Once the packet is received, read all the guidelines about day camp and make sure there are plenty of registration forms. Check with the Committee Chairman at the committee meeting to get an idea on how many forms are needed and go from there. You may want to make copies to have on hand for other council events.

At the pack meeting there will be announcements about day camp registration and a date will be set to sign up. At this time it would be good to go over guidelines and set a cut off date for registration, and maybe answer any questions someone may have.

Remind parents if there is a late registration fee.

You need to make sure there is a check with the registration form (unless the pack is paying for the scouts, and that all the information is filled out on the form (medical dates, rank, shirt size, etc.) There are forms for the boys and the day leaders.

Once all the forms are collected, double check them for payment, and the information submitted on them and make sure that they are completed. Contact all day leaders to confirm the dates they are scheduled for and make changes as necessary.

The registration forms, conformations of volunteers, and all monies should be processed and turning in to the pack treasurer. It should only take several days to a week to do this after registration is complete.

Recruitment Coordinator

Prepare for the Pack Recruitment night. First thing you have to do is attend the committee meeting before the recruitment night to get the information on dates and times. Then you have to go to the Scout Office and talk with the District Executive, Ryan Shoemaker, (or person holding the position at the time). This person will need to know the date, time and place of the recruitment night, along with the contact person name and phone number to be printed on the pack recruitment flyers. They will also need to know how many flyers you will need. You will be given a time when the flyers will be ready. You usually need to have them ready about 1 week before the recruitment night. When the flyers are ready you then need to pick them up and go the school. To get an accurate count you will need to go to the school and talk to the Elementary Office Secretary and borrow the class lists. This will tell you how many boys are in each class. If you pre-count your flyers into bundles of 25 it will make it easier to leave them later in the mailboxes. The teachers will then pass them out to the boys in their classrooms. Set up a display of past projects, photos of events and a book for each level of Cub Scouting so the families can see what "Scouting is". Answer questions or give them the names and #'s of those who can answer them.

Newsletter Editor

As newsletter editor you need to collect any articles that people have written for the newsletter. Once you get the articles you simply have to put them into the format you have chosen. The newsletter is basically up to you on how it is put together. One thing you have to remember though is never tell someone their article wouldn't fit. Correct wording and spelling in the articles from the adults. On the articles from the scouts you may correct spellings but try to leave the wording as is. They like to see their articles in print. Collect all articles and pictures and then get to work. Place photos near their story. Try to organize your pages so there is a flow to the newsletter. If you can give each den a half page of info about their den. Proof your copy before printing and distribution. Always save the original as you never can tell when someone will want to send a copy to a relative far away.

Responsibilities for Scouting for Food

As committee Chairman for Scouting for Food, you attend the September and October Roundtable sessions. These are held at Camp Berry on the second Thursday of each month at 7 PM The first session establishes the dates for drop-off and pick-up of the food bags as well as the final drop area and times. At the second session you pick up the bags for distribution. One box is about 1000 bags. Extra bags are turned over to the popcorn chairman to return to the scout office.

Divide up the areas into workable areas for teams to cover. Color code the map so you know what team covers what area and where to return to the following weekend to pick up the food bags. You need to have a total bag count and item count of each bag when you take them to the Council drop-off. By having the total handy the loading and unloading goes a lot easier. The bags will not roll around as much if you have large boxes to put them in.

Cake Decorating Contest Responsibilities

Make sure that you have an idea about different categories for the boys to make the cakes from. Scout level. Theme, size...

Make sure that all items on the cake are edible

Judge the cakes from those categories (beware of store bought cakes) and award the boys with ribbons or other awards.

Pass out all information to the Pack one month before the event.

Let the boys show their cakes to the pack so that they can decide on which cake(s) they want to bid on when they are auctioned off.

Put a phone # on each entry as they come in that can be seen from across the room.

Cub Scouting Popcorn Chairperson Responsibilities

You will be busy from September through December with the busiest being November.

You will be contacted by the Council in August or early September to verify that you are the Pack Popcorn Chairperson. You will also be invited to a Roundtable meeting at Camp Berry in August.

The District popcorn meeting is usually held in late September at the Findlay Inn. At this important meeting, the District Chairperson will discuss the specifics of having a successful sale. You will also receive useful paperwork and a timetable which details due dates. There are two types of popcorn sales available to each pack. The "Shoe and Sell" also allows Scouts to sell popcorn at the Mall, a store or in any public setting before the Scouts are allowed to go door-to-door selling in November. The timetable will list some very important dates to note. First of all, popcorn sales start on November 1st every year. Secondly, note the date that order sales and prizes are due to the District. IF they are due to the District by 7 PM you should ask for den leaders to run the forms into you two days before so that you have time to compile the orders and call Scouts with any questions. Finally, note when the popcorn will be delivered and when our check will be cashed by the District. It is important that you attend the Cub Scout committee meetings before, during and after the popcorn fund raiser to keep the Pack informed of the program and all applicable dates.

At this point you have attended the District meeting and have lots of information to relay to the den leaders at the next meeting.

At the October pack meeting you will need to take to all the Scouts about the upcoming Popcorn fund raiser. Remember that there are Tigers who are unfamiliar with the popcorn fund raiser. Take time to explain the basics of the program to everyone. The Scouts receive their individual order forms and prize sheets directly in the mail for the Council.

The Scouts typically have about 2 weeks to sell popcorn and then get the forms turned into their den leader. It is best if the Scouts collect the money when the popcorn is delivered as that is the Scout policy. Double check each form to ensure that it is added correctly. When all of your totals match your individual order forms you can fill out the "Unit Master Records" required by the Council. Next, you will need to fill out the "Unit Order and Settlement Form" by container, as required by Council. Lastly, you will need to fill out the "Trails End Unit Prize Order Form" which shows the total prizes needed by the Scouts. If any of the boys sold \$1,000.00 worth of popcorn, be sure that they turn in the "\$1,000.00 Prize Level Form" so that you can run that into the Council. On the due date you will need to turn in all these forms.

At the November Pack meeting, you will need to announce the total sales and profit made and if you have a grand prize program then you should draw for the grand prize at this meeting. Bring along your schedule in case there are any disputes in the number of chances a Scout has. Have a parent of a Scout not entered in the grand prize to draw the winning name.

Popcorn pick-up

Usually the popcorn is delivered to one of the Tall Timbers Distribution Centers. There is a lot of popcorn to pick up so it is a good idea to bring a helper or two. You will need to bring a post-dated check to pay for the popcorn at the time of pick-up. Typically pick up is between 4-7 PM Get there as early as possible. It will take 2-3 hours to sort out the popcorn order and it will be helpful to have several helpers. The den leaders are responsible for picking to their den's popcorn and delivering it to their Scouts.

By this time the prizes will be delivered to your house and you will need to sort them by Den and get them to each Del Leader with the scout's name on them. The \$1,000 prizes are delivered right to the boy's home.

The Den Leaders will collect the money and give it to the Treasurer. You will need to contact the Treasurer to see which Dens have not turned in their money. If you feel that the Den Leaders are not working with the dates do not be afraid to call them to remind them.

Christmas Caroling Responsibilities

October

Verify the date of caroling with the committee.

Secure a location to carol i.e.: mall, nursing home, retirement center

Secure a location for refreshments afterwards. i.e.: school, pizza place (optional)

If it is to be at your school then you need to fill out the proper paperwork I the principal's office. The principal will forward it back to you to let you know if your request was accepted or rejected

Decide on what music you want to sing.

Create a proposal to be presented at the October Committee meeting

Once the committee provides input to the plan, create an information sheet to be given to every scout at the October Pack Meeting.

November

Create a "reminder" article about the caroling to be placed in the November newsletter.

This information is due to _____ by the November committee meeting.

Collect head counts.

Scouts will notify den leaders. The den leaders will then contact the chairman of the caroling.

If you have den leaders you haven't heard from, call them requesting their head counts.

Once head counts are in, confirm the number, if necessary, with the location of your refreshments.

Purchase any needed accessories (bells, candy canes, etc.) optional.

Make copies of the music sheets.

If you want an audio tape that is different from the previous year, then you'll need to begin recording it this month. Make a list so you know where the songs are on the tape.

December

Make sure to take you Pack flag or banner with you to carol so people know who we represent.

Take a cassette player, if you are using an audio tape.

Make sure that tape is rewound and has new batteries.

Attend the caroling and HAVE FUN!

Take pictures of people caroling and during refreshments.

It is easiest to purchase refreshments yourself, then turn in the receipt to your packs Treasurer to be reimbursed later. This in not a problem provided the committee approves the expense first.

Any leftovers from this will greatly be appreciated at a local charity (City Mission) hint!

January

Submit the pictures and a brief article for the January newsletter. This is due by the January committee meeting. Also send an article to The Courier for PR.

Blue and Gold Responsibilities

The Pack committee decides on the date. They reserve the cafeteria, gym or the multipurpose room at the school.

January

Decide on a theme with the other committee members

Decide on a program, decorations, food, i.e. potluck, catered

Let the leaders know if they need to make any decorations, by the 1st of January

Submit flyers to den leaders about the banquet

Start discussing with Committee Chair and Cubmaster about ceremonies

Contact some form of entertainment (optional)

February

On the 1st of February send invitations to all troops involved in the crossover

Contact other guests to join tin the celebration, i.e. current Charter

Representative.

Have a count of the people attending by the committee meeting.

Locate a bridge for the crossover

Make final plans and contacts.

Pint all programs for the evening

Finalize all ceremonies to be preformed

Get all decorations for the evening

The Day of:

Decorate gym cafeteria, or multipurpose room

Set up all tables needed.

Have Fun!

Responsibilities for Pinewood Derby

You need to know when the derby is, then you need to find out when the weigh-in dates are. They are usually the week before the Derby. Then you need to get in contact with _____ to set up workshops at their house usually two

Saturdays both before the weigh-ins and schedule the times with them (2 hours each).

Things you need to do in preparation for the derby.

You need to set up two meetings with committee members to discuss all of this no earlier than January and one in February.

You need to determine what kind of race
single or double elimination
time speed only

You need to decide the awards 1st, 2nd, and 3rd
Tiger to Webelos or both I and II

You need to decide on the other awards for different categories i.e. Best of Show
You need to get the overall ribbons for the three fastest times for 1st, 2nd, and 3rd

You need to get a Good Sportsman Award for a Webelos II

You need to make a list for the weigh-in for the boys name, rank, and weight and have it at the weigh-in.

You need to make a Program design to had out to everyone

Patches for all the boys for participation

People you need to et for the day of the derby

Announcer

Pit crew (2) to watch cars at the holding area

Sign in usually 1 from the pit crew)

Track help (2 at the beginning and w at the end)

Overhead projector operator (usually the announcer)

People to fill in the names on the sheets\Computer operator (2)

One table for sign-in, one for the awards, one for the computer, four for the cars to sit on

Towels for the tables- for the cars to sit on so they don't roll off.

Judges for the different categories (at least 3)

Tools you will need for the weigh-in

Hammer

Screwdriver both Philips and flatheads

Drill of overweight cars

Glue

Weights

Pack Meeting Planning Check Sheet

Gathering activity _____ materials needed _____
_____ helpers _____
time needed _____ place _____

skit, song, game/magic preparation

skit _____ materials needed _____

game _____ materials needed _____

song _____ materials needed _____

pack meeting set up (when required)

Assistants _____

Pack Meeting clean up (when required)

Assistants _____

Den Campfire Planner

Fire marshal _____ assistant _____

Opening

Greeting _____ color guard _____

Skit/magic _____ materials needed _____

Scouts _____

Skit/magic _____ materials needed _____

Scouts _____

Run on _____ Materials needed _____

Scouts _____

Run on _____ Materials needed _____

Scouts _____

Awards _____

Closing _____

Fire Marshal Check List

Fire pit/BBQ _____ tinder _____ Kindling _____ Fuel _____ area cleared _____

Water available _____ Assistant _____ matches _____

Fire lighter (name) _____ Fire Stroker (name) _____

Fire permit _____

Den Trips Planner

Place _____ Date _____ Time _____

Purpose _____

Advancement _____

Other awards _____

Materials needed _____

Helpers _____

Place _____ Date _____ Time _____

Purpose _____

Advancement _____

Other awards _____

Materials needed _____

Helpers _____

Place _____ Date _____ Time _____

Purpose _____

Advancement _____

Other awards _____

Materials needed _____

Helpers _____

Sports and Academic Planner

Sport _____ materials needed _____

Date _____

Sport _____ materials needed _____

Date _____

Academic award _____

materials needed _____

Date _____

Academic award _____

materials needed _____

Date _____

Pack Activities

Pinewood Derby/Rain gutter regatta/Space Derby

Date _____ Den Meetings to make cars/boats/space ships _____

Materials needed _____

helpers _____

Scouting for Food

Date _____ Den Meetings to prepare _____

Materials needed _____

helpers _____

Halloween

Date _____ Den Meetings to prepare _____

Materials needed _____

helpers _____

Holiday Party

Date _____ Den Meetings to prepare _____

Materials needed _____

helpers _____

Blue and Gold

Date _____ Den Meetings to prepare _____

Materials needed _____

helpers _____

Campout-Camporee**Tour permit yes** ____ **no** ____

Date _____ Den Meetings to prepare _____

Materials needed _____

helpers _____

Activity Planner

Rainy Day Den Meeting

Opening _____ page # _____

Materials needed _____

Game _____ page # _____

Game _____ page # _____

Song _____ page # _____

Snack _____ page # _____

Closing _____ page# _____

Pack Calendar*

Month Theme	Setup/ Cleanup	Opening/ Closing	Craft Display/ Greeting	Skit/Song	Cake Raffle
September – Parents Meeting Join Scouting Night Pack Meeting				Tiger Induction Ceremony	
October – Parents Meeting Pack Meeting					
November – Parents Meeting Pack Meeting					
December – Parents Meeting Pack Meeting					
January –					

Parents Meeting Chop Shop Pinewood Derby					
February – Parents Meeting Blue & Gold Banquet					
March – Parents Meeting Pack Meeting					
April – Parents Meeting Pack Meeting					
May – Parents Meeting Pack Meeting Pack Graduation					
June - TBA					
July - TBA					
August - TBA					