



CUB SCOUT LEADER POSITION-SPECIFIC TRAINING



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Introduction

Why We Train Leaders

Every young person in the Scouting program needs and deserves a leader who understands the aims of the program and knows how to deliver it with enthusiasm and fun—in short, a trained leader. Because they understand their role, trained leaders have a positive influence on the lives of youth. How well we influence the lives of these youth depends on their leaders' understanding of the program and their responsibilities.

Cub Scout Leader Position-Specific Training

Cub Scout Leader Position-Specific Training has been developed to give new leaders the knowledge and skills, as well as to generate the enthusiasm, that they need to be successful. The course is designed to provide Cub Scout leaders with the basic information they need to successfully carry out the duties of their position. The course is intended to be conducted in a group setting with space available to break out the group into the different leader positions.

The Cub Scout Leader Position-Specific Training course brings together all of the basics of Cub Scout leadership into one course, with separate mini-modules to deal with position-specific topics (den leader, Cubmaster, and pack committee and chair). It is made up of three modules.

The first module is a 90-minute introduction to Cub Scouting. All new leaders learn about the aims and methods of Cub Scouting, the pack structure, childhood development, uniforms, and advancement.

The second module consists of separate hour to hour and a half breakout sessions where den leaders, Cubmaster, and pack committee members and chairs will break into separate groups to focus on their specific positions. Den leaders will focus on earning the Bobcat rank, conducting a Cub Scout den meeting, resources they can use to help them conduct their meetings, den management, and denners and den chiefs. Cubmasters will focus on conducting a Cub Scout pack meeting, den management, and denners and den chiefs. And committee members will focus on conducting a Cub Scout pack committee meeting, pack finance, annual program planning, and annual charter renewal.

The third module is an hour-long session that brings all of the groups back together to learn about preparing families for outdoor programs, keeping Cub Scouting safe, Journey to Excellence, involving adults in Cub Scouting, and continuing their learning journey.



The course should take about three and a half to four hours to deliver. It may be offered in a single morning or evening session with a minimum of preparation necessary. It can be facilitated by unit, district, or council trainers.

The Syllabus

This syllabus provides the detailed information that trainers need to deliver the course, either through group sessions (including small groups) or by personal coaching. The syllabus is not meant to be read verbatim. Trainers should be familiar with the content and be able to present it without reading. Experienced trainers can use their own words but must be sure to cover the content and meet all the learning objectives of each session. Key to the success of this training is the interaction among participants. It is important for trainers to observe participants throughout the training (especially during the hands-on activities) to be sure they have learned the topic.

When the course is complete, training code C42 should be entered into the training record for den leaders and assistant den leaders, training code C40 should be entered into the training record for Cubmasters and assistant Cubmasters, and training code C60 should be entered into the training record for pack committee members and chairs. Den leaders who complete this course, have current Youth Protection training and have completed the online Hazardous Weather training are considered “trained” as a Lion, Tiger, Wolf, Bear, or Webelos den leader. Den leader training is the same regardless of the type of den the den leader is serving.

Additionally, position-specific training for den leaders, Cubmasters, and the committee is available at the BSA Learn Center accessible through my.scouting.org for those who cannot attend group sessions or personal coaching opportunities.

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



Planning the Training

Who Trains?

Delivery of Cub Scout Leader Position-Specific Training is the responsibility of the district training committee, with guidance from the council training committee. District training committees schedule group training sessions and develop plans for personal coaching. Cub Scout packs, through their pack committee, may also conduct group sessions and personal coaching within their packs.

The pack committee delivery model is not intended to replace group training done by districts and councils but to provide an additional way to make training available to all leaders. The objective for all trainers is to train as many leaders as possible, because every Scout in our program should have a trained leader. The pack committee helps accomplish that goal.

Before delivering training, all trainers should participate in The Trainer's EDGE course, usually conducted by the council.

Staff Development

The first staff development session for a group training course should be held approximately two months before the course begins. Additional staff development meetings may be held as needed, depending on the experience level of the training staff. Be careful not to meet more often than needed.

Each staff member should have a copy of this training manual and should study it carefully. This will help prevent unintentional duplication or repetition of material during the course. Each trainer needs to be aware of what others are presenting and when.

Staff Assignments

For group training, the course director should assign session topics to staff members based on their level of knowledge and experience in that particular subject. Backup presenters should be assigned for all sessions. Teaming two staff members to each session is another way to ensure a backup in case of a last-minute emergency and is a good technique for building experience in newer trainers.



Preparation

The material in this training manual should not be read to the participants. This means that trainers will need to prepare their presentations carefully, practice them, time them, and be thoroughly familiar with their content.

It is best for the training staff to meet at the location where the training will be conducted before the course to practice their presentations with their training aids and to be familiar with the facility. This meeting should occur early enough to allow time for changes to be made as needed.

Attention should be given to how participants will find the location. Use of directional yard signs and posters to guide participants help start the course on a positive and welcoming note. Consider all possible routes to and entry into the location.

Lettering on charts, posters, and computer-generated visuals should be checked for size and color combinations to be sure that it can be seen easily. The sound system and acoustics should also be checked. Timing of presentations may need to be adjusted to make sure the schedule is maintained.

Trainers should understand that the primary aim of each session is to meet the learning objectives. If the objectives of the session have been met, the session should be concluded, even if the time allotted has not been used. The times listed for each session are maximum times.

Adding Pizzazz

Morale features are vital in making training fun. An adult's attention span on a single subject is usually about 30 minutes. After that time, boredom and fatigue may set in. A song, skit, or game may be just what is needed for a change of pace. Icebreakers and other morale-building activities can be found in *Group Meeting Sparklers*. The *Cub Scout Songbook* is a great source for songs. The *Cub Scout Leader How-To Book* is the place to go for games.

Scouting Is Like a Pie

Just about everyone enjoys pie. Some like pumpkin, others like cherry, and we can't leave out apple. Pie tastes great but imagine eating a whole pie at one sitting. More than likely you wouldn't feel good, the taste of the pie would no longer be enjoyable, and you may even get sick. Usually when we have pie, we share it with friends and family. Serving each person a small piece gives them a taste and leaves them wanting more. That's what you want as a trainer—leave them wanting more. Scouting is like a pie: If you overload new volunteers with information, they will leave with a bad taste in their mouth. Give them just enough so they have a taste and they will leave satisfied. When they are ready for more, they will come back for seconds.



Position-specific training is the first step for new leaders; it is not an advanced course. Not every topic is covered in detail. While new leaders should be aware of these topics, the leaders may not have any direct responsibility for them. For these topics, we provide links to source documents or point leaders to the resource that has the details so they can look them up on their own if they are interested.

Scouting has a culture of continual learning. We want to encourage all volunteers to attend roundtable, University of Scouting, and other programs that provide opportunities to learn. The goal is to train leaders, not to conduct training courses. We know that time is valuable for everyone, both participants and trainers. However, avoid rushing through presentations. This training will more than likely be our first contact with a new leader and is Scouting's opportunity to make a first impression—let's make it a great one.



Trainer Resources and Display Materials

Gather the following materials for your sessions, depending on what you are teaching:

- Several different types of tents for the participants to set up in an open space
- *Guide to Safe Scouting**
www.scouting.org/health-and-safety/gss/toc
- A poster board with:
 - The four ideals of Scouting associated with wearing the uniform
 - Identification
 - Achievement
 - Personal commitment
 - Personal equality
- Copies of:
- Cub Scout advancement charts
 - Lion, No. 644814—www.scoutshop.org/catalog/product/view/id/5982
 - Tiger, No. 646943—www.scoutshop.org/catalog/product/view/id/7908
 - Wolf, No. 646944—www.scoutshop.org/catalog/product/view/id/7909
 - Bear, No. 646945—www.scoutshop.org/catalog/product/view/id/7910
- Webelos, No. 646946—www.scoutshop.org/catalog/product/view/id/7911
- Lion adventure loops (samples)
- Cub Scout adventure loops (samples)
- Cub Scout activity patches (samples)
- Webelos adventure pins (samples)
- Webelos colors (sample)
- *Boys' Life*, current issue—boyslife.org/
- *Scouting* magazine, current issue—scoutingmagazine.org/
- Council and district training schedules and fliers
- Cub Scout/Webelos Scout Uniform Inspection Sheets*



- i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2018/07/510-75118_CubScout_Uniform_Inspection_WEB-1.pdf
- i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2018/07/510-75018-WebelosInspection_WEB-1.pdf
- Scout Leader Uniform Inspection Sheet*
https://mediafiles.scoutshop.org/m2pdf/50015_Leaders_Unif_InspFNL.pdf
- *Boys' Life* subscription forms
boyslife.org/subscribe-now/
- Handouts from appendix
- The Cub Scout Six Essentials
 - Filled water bottle
 - First-aid kit
 - Sun protection
 - Trail food
 - A Flashlight
 - A whistle
- Sample parents meeting agenda:
 - Welcome and introductions
 - Chartered organization welcome—chartered organization representative or institutional head
 - Pack structure—what is a den?/what is a pack?
 - What Cub Scouts do—introduce adventures, ranks, and Bobcat
 - Where to get your handbook and uniform—directions to local Scout shop
 - Pack calendar—have the next six to nine months planned out
 - Pack finances—review the pack budget including how the pack generates income and how it spends it on programs
 - Pack communications—email, text, social media, etc.
 - Adult participation in the pack



- Adult applications
- Welcome new den leaders and others who agree to take on a leadership position
- Adjourn
- Current Journey to Excellence Scorecards for the pack
<https://www.scouting.org/awards/journey-to-excellence/scorecards/2019-scorecards-english/>
- Pack flag
- U.S. flag
- Markers, pens, pencils
- Flip chart or whiteboard

Den Leader Training

- Cub Scout Lion kit, No. 644816
www.scoutshop.org/catalog/product/view/id/5984
- Cub Scout handbooks
 Tiger, No. 646427—www.scoutshop.org/catalog/product/view/id/6237
 Wolf, No. 646428—www.scoutshop.org/catalog/product/view/id/6238
 Bear, No. 646429—www.scoutshop.org/catalog/product/view/id/6239
 Webelos, No. 646430—www.scoutshop.org/catalog/product/view/id/6240
- Den leader guides
 Tiger, No. 646721—www.scoutshop.org/catalog/product/view/id/7902
 Wolf, No. 646722—www.scoutshop.org/catalog/product/view/id/7903
 Bear, No. 646723—www.scoutshop.org/catalog/product/view/id/7904
 Webelos, No. 646724—www.scoutshop.org/catalog/product/view/id/7905
- Candle and matches for conduct candle—Small candle with a burn time of two hours or less
- A marble jar—Small mason jar and enough marbles to fill the jar
- A talking stick or talking feather—Make your own or build the talking feather kit
www.scoutshop.org/catalog/product/view/id/910
- *Cub Scout Leader Book*, No. 646725 www.scoutshop.org/catalog/product/view/id/7906



- *Cub Scout Leader How-To Book*, No. 621165
www.scoutshop.org/catalog/product/view/id/4536
- *Cub Scout Songbook*, No. 33222
www.scoutshop.org/catalog/product/view/id/1782
- *Cub Scout Ceremonies for Dens and Packs*, No. 620581
www.scoutshop.org/catalog/product/view/id/4386
- Cub Scout training posters: Cub Scout Oath/Law/Code Posters – 3-pack,
No. 646894
www.scoutshop.org/catalog/product/view/id/7409
- Code of conduct prizes (if desired)
- Family Talent Survey, No. 34362
filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf
- Sample meeting plans from the selected den leader guide (entire month)
- Sample den doodle
- Local resource lists
- Age-Appropriate Guidelines for Scouting Activities, No. 680-685
filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf
- Den advancement reports*
Lion Den Advancement Report, No. 510-248
Tiger Den Advancement Report
[https://www.scouting.org/wp-content/uploads/2019/02/511-81119-Tiger-Advancement-Report WEB.pdf](https://www.scouting.org/wp-content/uploads/2019/02/511-81119-Tiger-Advancement-Report_WEB.pdf)
Wolf Den Advancement Report
[https://www.scouting.org/wp-content/uploads/2019/02/220-10319-Wolf-Advancement-Report WEB.pdf](https://www.scouting.org/wp-content/uploads/2019/02/220-10319-Wolf-Advancement-Report_WEB.pdf)
Bear Den Advancement Report
[https://www.scouting.org/wp-content/uploads/2019/02/220-10419-Bear-Advancement-Report WEB.pdf](https://www.scouting.org/wp-content/uploads/2019/02/220-10419-Bear-Advancement-Report_WEB.pdf)



Webelos Den Advancement Report

https://www.scouting.org/wp-content/uploads/2019/02/220-10519-Webelos-Advancement-Report_WEB.pdf

- Den Leader Training Award Progress Record, No. 511-052
filestore.scouting.org/filestore/training/pdf/511-052_WB.pdf
- *Den Chief Handbook*, No. 647787
- www.scoutshop.org/catalog/product/view/id/7936 A set of den chief cords
www.scoutshop.org/nsearch/?q=den+chief+cords
- A set of denner and assistant denner cords
www.scoutshop.org/nsearch/?q=denner+cords
- Poster boards with:
 - A sample code of conduct
 - Scout Oath
 - On my honor I will do my best
To do my duty to God and my country and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.
 - Scout Law
 - A Scout is:
 - Trustworthy,
 - Loyal,
 - Helpful,
 - Friendly,
 - Courteous,
 - Kind,
 - Obedient,
 - Cheerful,
 - Thrifty,
 - Brave,



- Clean,
- and Reverent.
- The seven methods used in Cub Scouting:
 - Living the Ideals
 - Belonging to a Den
 - Using Advancement
 - Involving Family and Home
 - Participating in Activities
 - Serving Home and Neighborhood
 - Wearing the Uniform
- Parts of a Den Meeting
 - Preparation and Materials Needed
 - Gathering
 - Opening
 - Talk Time
 - Activities
 - Closing
 - After the Meeting
- Markers, pens, pencils
- Flip chart or whiteboard



Cubmaster Training

- Code of Conduct
- Candle and matches for conduct candle—Small candle with a burn time of two hours or less
- A marble jar—Small mason jar and enough marbles to fill the jar
- A talking stick or talking feather—Make your own or build the talking feather kit
www.scoutshop.org/catalog/product/view/id/910
- Sample monthly pack meeting plans*
www.scouting.org/programs/cub-scouts/pack-meeting-resources/pack-meeting-plans/
- Planning Your Pack's Annual Program Budget, No. 510-273
filestore.scouting.org/filestore/pdf/510-273.pdf
- Pack Meeting Planning Sheet, No. 511-815
filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/511-815.pdf
Pack Operating Budget worksheet, No. 510-278 (PDF)
www.scouting.org/wp-content/uploads/2018/11/Pack-budget-worksheet.pdf
- Pack Operating Budget worksheet, No. 510-278 (Excel)
www.scouting.org/wp-content/uploads/2018/11/Pack-budget-worksheet.xls
- Pack Program Planning Chart, No. 331-017
www.scouting.org/programs/cub-scouts/pack-committee-resources/
- Cubmaster's Key Progress Record, No. 511-053
filestore.scouting.org/filestore/training/pdf/511-053_WB.pdf
- Unit Money-Earning Application, No. 34427
filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/34427.pdf
- From one of the den leader's guides, select and print one copy of the next month's pack meeting plans for each participant.
- Markers, pens, pencils
- Flip chart or whiteboard

Pack Committee Training



- *Cub Scout Leader Book*
- Unit Money-Earning Application, No. 34427
filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/34427.pdf
- Pack Operating Budget worksheet, No. 510-278 (PDF)
i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/Pack-budget-worksheet.pdf
- Pack Operating Budget worksheet, No. 510-278 (Excel)
www.scouting.org/wp-content/uploads/2018/11/Pack-budget-worksheet.xls
- Planning Your Pack's Annual Program Budget, No. 510-273
filestore.scouting.org/filestore/pdf/510-273.pdf
- Pack Program Planning Chart, No. 331-017
- Sample pack calendar*
www.mac-bsa.org/Post/sections/28/Files/2009-2010_SamplePackCalendar.pdf
- Scouter's Training Award for Cub Scouting Progress Record, No. 511-057
filestore.scouting.org/filestore/training/pdf/511-057_WB.pdf
- A council and/or district calendar
- The Annual Unit Charter Agreement
41zfam1pstr03my3b22ztkze-wpengine.netdna-ssl.com/wp-content/uploads/2016/07/524182-Annual-Unit-Charter-Agreement-ENG.pdf
- Markers, pens, pencils
- Flip chart or whiteboard
- Poster boards with:
 - Parts of a pack committee meeting bulleted:
 - Before the Meeting
 - Welcome and Call to Order
 - Evaluating the Previous Month
 - Finalizing the Current Month
 - Planning Ahead
 - Unit Leadership Enhancements
 - Social Time and Fellowship



Presentation Equipment and Supplies

- Chalkboard or dry-erase board (if needed)
- Flip chart and easel(s) or whiteboard
- Markers, pens, pencils
- Scissors, tape, stapler, paper punch, poster board as desired
- Notebook paper
- Computer and projector/projector screen or monitor (if using computer presentation)
- One 5-by-7-inch index card with a dime-sized hole cut in it for each table
- One penny for each table
- One 3-by-3-inch adhesive notepad and pens for each table

For Participants

- Copies of the *Boys' Life* subscription forms
- Handouts from appendix

*Can be downloaded from www.scouting.org



Instructional Symbols

These symbols are used throughout this guide to alert you to the method and materials needed to facilitate the sessions successfully.



2 Group



3 Group



Class Size



Game



Group
Activity



Handout



Key Points



Materials for
Distribution



Objectives



Q&A



Reflection



Roleplay



Say



Team-Based
Learning



Timeframe



Flip Chart



Website



Writing
Assignment



Before the Training

Physical Arrangements

- Prepare a gathering activity. Have it available for the participants during check-in. This is important because it is fun, and it models part of the instruction presented later in the training.
- Prepare an outside area or location for setting up tents. This will be used for the tent setup party demonstration midcourse.
- If possible, decorate the room with Cub Scouting posters. These posters will provide additional information for the participants to read.
- Create a typical den code of conduct poster to display. You will need to refer to this poster during the session on den management.
- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
 - *Cub Scout Leader Book*, No. 646725
 - *Cub Scout Leader How-To Book*, No. 621165
 - Copies of all of the Den Leader Guides
 - Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure the room can be darkened as needed. Focus projectors and cue computer presentations.
- Check the PA system, if used. Set up training aids such as flip chart easels, chalkboards, whiteboards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.

Exhibits

- Set up displays related to presentations.
 - Put up training posters as indicated on the materials list.
 - Set up a literature display, including the items on the materials list.
 - Set up a den doodle with a den advancement chart.

Trading Post



- Contact your local Scout shop to see if they would be willing to set up a trading post with essential items for Cub Scout leaders.



While Participants Gather

It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience. Every trainer should have a name tag.

Objectives

- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials

- Lined paper, index cards, or other forms to register participants
- Name tags and markers
- Supplies for gathering activities

Registration

Furnish each participant with a name tag. Have marking pens available for their use.

Assign each participant to a training den based on their position (unless this has already been done). This will keep the dens together as they move into their role-specific training. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering activity.



Gathering Activity



Content Time:

Be ready for any participants to arrive 30 minutes before the scheduled start time of the training.



Objectives:

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

- Model an effective gathering activity
- Demonstrate ways to keep the youth active before a Cub Scouting event
- Build excitement among the participants for their role as future den leaders



Materials Needed:

- A penny for each table
- An index card with a hole smaller than a penny cut in the middle. You can use a dime to draw the hole.

Push the Penny



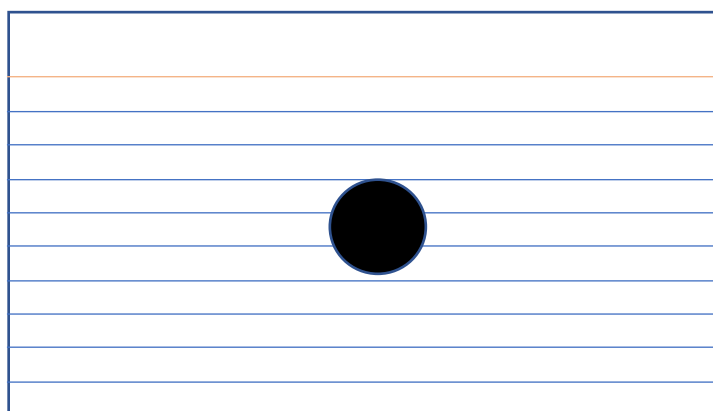
Challenge the Scouters to pass the penny through an index card with a dime-sized hole in it without tearing the index card!

Possible solutions include the following:

1. Stick your finger through the hole, pushing the penny.
2. Fold the card in half and drop the penny into the hole so that it's sticking partially through the hole. Bend the card so that the outside corners come toward each other, making the hole wider. The penny will pass through the hole without tearing the card.

(Source: <https://www.goodtricks.net/easy-coin-trick-coin-melt.html>)





Module 1: Group Session

MODULE OVERVIEW



Content Time: 90 minutes

- **Welcome:** 5 minutes
- **Aims and Methods of Cub Scouting:** 20 minutes
- **Pack Structure:** 20 minutes
- **Childhood Development:** 15 minutes
- **Cub Scout Uniforms:** 15 minutes
- **Advancement:** 15 minutes



Objectives:

After this session participants will be able to:

- Identify what it takes to become trained
- Identify and define each of the aims and methods of Cub Scouting
- List the required leadership positions for a pack
- Explain the role of the chartered organization
- Identify the relationship between the chartered organization, pack committee, Cubmaster, and den leaders
- Describe the different pack and den models
- Identify three characteristics of children of these ages:
 - Kindergarten and first grade
 - Second and third grade
 - Fourth and fifth grade
- Identify the four ideals of Scouting that are accomplished by wearing the uniform
- Identify the proper uniform for each rank
- Explain the purpose of rank advancement
- Identify which rank belongs to what grade
- Identify what Cub Scout adventures are and how they relate to earning rank
- Identify who can approve rank advancement
- Recall how to record, report, and present rank





Materials Needed:

- Poster boards with:
 - BSA Mission Statement
 - The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.
 - The Pledge of Allegiance
 - I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.
 - Scout Oath
 - On my honor I will do my best
To do my duty to God and my country and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.
 - Scout Law
 - A Scout is:
 - Trustworthy,
 - Loyal,
 - Helpful,
 - Friendly,
 - Courteous,
 - Kind,
 - Obedient,
 - Cheerful,
 - Thrifty,
 - Brave,
 - Clean,
 - and Reverent.
 - The seven methods used in Cub Scouting:
 - Living the Ideals
 - Belonging to a Den
 - Using Advancement
 - Involving Family and Home
 - Participating in Activities
 - Serving Home and Neighborhood



- Wearing the Uniform
 - The four ideals of Scouting associated with wearing the uniform
 - Identification
 - Achievement
 - Personal commitment
 - Personal equality
- Copies of:
 - Annual Unit Charter Agreement (appendix)
 - Family Pack Structure organizational chart (appendix)
 - Single Gender Pack Structure organizational chart (appendix)
 - Pack Structure With Multi-aged Dens organizational chart (appendix)
 - Large Pack Structure Organizational Chart (appendix)
 - Characteristics of Cub Scouts (appendix)
 - Uniform Inspection Sheets available through scoutshop.org
 - Cub Scout advancement charts
- Markers, pens, pencils
- Flip chart or whiteboard
- Laptop with internet access (if possible)





Welcome (5 Minutes)



SAY: Welcome to Cub Scout leader training. We are so glad you have started your journey on the path to becoming the best leader you can be. I want to share with you some insights about the training you are taking. Your learning is a journey, with scenic stops along the way. We'll start with the basics today, but just know that there is additional training you can take later on once you have some experience under your belt.

Today we're going to complete a series of three modules, incorporating as many hands-on experiences as time will allow.

We'll start the first module together talking about some of the basics of Cub Scouting. In the second module we will break you up into groups based on your position and focus on role-specific skills, and in the third module we will come back together and discuss how to involve Scout parents or adult volunteers and what to focus on moving forward.

The second module is designed to help prepare you to complete the tasks specific to your role. For den leaders, we'll focus on your first den meeting; for Cubmasters, we'll focus on your first pack meeting; and for committee members, we'll focus on committee meetings and the planning conference.

Once you have completed the training today, you will have earned the Trained Leader patch to wear on your uniform. We appreciate you being here today and your commitment to the youth you will be working with. Remember, the Cub Scout motto is Do Your Best, and as long as you do your best as a leader you will do great!





Aims and Methods of Cub Scouting (20 Minutes)



SAY: Cub Scouting uses time-tested methods to achieve and reinforce the aims of Cub Scouting. While Scouting is known for outdoor adventures, those program elements are not the purpose of the BSA. The purpose of Cub Scouting and all Scouting programs is found in the mission statement of the BSA.



Instructor Note:

Print the mission statement on a flip chart prior to the course and have it posted where participants can see it.



SAY: The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Adult leaders keep the mission of the BSA at the core of their planning and delivery of the program.

We reinforce this by making the Pledge of Allegiance, the Scout Oath, and the Scout Law a part of every den, pack, and committee meeting.

We use the Cub Scout salute each time we say the Pledge of Allegiance when we are in uniform.

The Cub Scout salute is made by placing the index and middle fingers of the right hand together and placing them just above the brow. If you are wearing a hat, you place your fingers at the front of the bill of the hat.



Instructor Note:

Demonstrate how to make the Cub Scout salute.



SAY: Please stand with me as we face the flag and say the Pledge of Allegiance. If you are in uniform, salute the flag; if not, place your hand over your heart.





Instructor Note:

Print the Pledge of Allegiance on a flip chart prior to the course and have it posted where participants can see it.



SAY: We use the Cub Scout sign each time we say the Scout Oath and Scout Law.

The Cub Scout sign is made with the right arm held high and straight up above the shoulder, with the index and middle fingers forming a V. The other fingers are held down by the thumb. It's the sign of Cub Scouts all over the world.

The two raised fingers stand for the Scout Oath and the Scout Law.

The fingers look like the sharp ears of the wolf ready to listen. Leaders and Scouts should give the Cub Scout sign when saying the Scout Oath or the Scout Law. The sign is also used in the Living Circle and other ceremonies.



Instructor Note:

Demonstrate how to make the Cub Scout sign.



Instructor Note:

Print the Scout Oath on a flip chart prior to the course and have it posted where participants can see it.



SAY: Now we will say the Scout Oath. Let's raise our hands in the Cub Scout sign.



SAY: On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.





Instructor Note:

Print the Scout Law on a flip chart prior to the course and have it posted where participants can see it.



SAY: And finally, the Scout Law. Let's raise our hands in the Cub Scout sign.



SAY: A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.



SAY: Let's be seated.

By beginning all of our meeting with these three things, we help Cub Scouts learn them and begin to understand what they really mean. Just as we have here, you'll want to post them so that your Cub Scouts can see them. As a part of their advancement, they are required to recite the Scout Oath and Scout Law.

The mission serves as the foundation of the organization, and to fulfill the mission there are specific goals called aims and ways to deliver the program called methods.



ASK: Who can tell me what the aims of Scouting are?



Instructor Note:

Allow a minute or two to discuss.

When someone names an aim, write it on the flip chart.

The aims are:

- Character development
- Citizenship training
- Personal fitness
- Leadership development





SAY: To accomplish these aims, Cub Scouting uses seven methods.



Instructor Note:

Have a prepared flip chart with the seven methods used in Cub Scouting written out prior to the course and have it posted where participants can see it.

The methods are:

- Living the Ideals
- Belonging to a Den
- Using Advancement
- Involving Family and Home
- Participating in Activities
- Serving Home and Neighborhood
- Wearing the Uniform



Divide the participants into groups.

Depending on the number of participants, assign one or two methods to each group.

Give the groups five minutes to prepare an explanation of the methods they have been assigned. They can use the leader guides, the internet, and each other as resources.

After five minutes, have them present their explanations to the larger group.

Descriptions should include

- Living the Ideals
 - The Scout Oath and Scout Law are the ideals the program instills in youth and are ideals adult leaders strive to live by. The Cub Scout sign, salute, handshake, and slogan serve as physical reminders of the ideals.



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

- Using Advancement
 - Recognition is important to everyone. The advancement plan provides fun, gives Cub Scouts a sense of personal achievement as they earn rank badges, and strengthens family understanding as adult family members and the den leader work with members on advancement projects.

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

- Participating in Activities
 - Cub Scouts participate in a huge array of activities, including games, projects, skits, songs, outdoor activities, trips, and service projects. Besides being fun, these activities offer opportunities for growth, achievement, and family involvement.

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



- Wearing the Uniform
 - Cub Scout uniforms serve a number of purposes. They demonstrate membership in the group by having everyone dress alike, and they identify individual achievement, with Scouts wearing the badges and pins they've earned. Wearing the uniform to meetings and activities also encourages a neat appearance, a sense of belonging, and good behavior.
 - The uniform represents a democratic idea of equality, bringing people of different backgrounds together. When universally adopted, it covers up all differences of social or economic background.



Say: These seven methods used in Cub Scouting help accomplish the overall goals of building character, learning citizenship, developing personal fitness, and developing leadership and bring Cub Scouting to life for children and their families.





Pack Structure (20 Minutes)



SAY: Each Cub Scout pack has its own unique characteristics. Location, whether urban, rural, or suburban; size; family pack or single-gender pack; and type of chartered organization can all be differences among each individual pack.

One of the many characteristics that all packs have in common is the goal to deliver the Cub Scouting program to youth and their families.



ASK: What kinds of packs do you currently belong to?



Instructor Note:

Allow a minute or two for sharing.

Answers could include:

- All girls/all boys
- Family pack
- Mixed grades
- Single grades
- Small/large pack



SAY: In a Cub Scout pack, there are several volunteer leadership positions that are required and others that are optional. Let's talk about these volunteer positions and the roles they play in the pack. Let's also look at several common pack and den structures.

Cub Scout activities take place primarily within the den setting, although some take place with the pack. Requirements for completion of adventures, which lead to the badge of rank, are usually completed in the den meetings.

The pack consists of all of the dens in the pack, which come together as one for recognition and special activities. The pack exists to support these dens and it serves as the official entity, or unit, of Cub Scouting.

The Cub Scout pack requires a variety of leaders who work together to



make Cub Scouting work. This group includes the chartered organization representative, a pack committee chair, pack committee members, a Cubmaster, and den leaders. All of these positions are required, and these people perform as a team.

Let's start with the chartered organization.

An organization that partners with the BSA to provide the Scouting program is called a chartered organization. Each Cub Scout pack, as well as all other BSA units, is required to have one.



ASK: Who is your chartered organization? How does it help you?



Instructor Note:

Allow a minute or two for sharing.

Answers could include:

Church

Business

Organization

Helps with:

Leaders

Place to meet

Support



SAY: The chartered organization adopts the Scouting program and provides a meeting place or assists in securing one in addition to other resources. Examples of chartered organizations are churches or other religious institutions, civic groups, or community organizations. In all cases a qualified chartered organization must share the values of Scouting and may not use Scouting for political or special interest purposes.

This partnership is often mutually beneficial when it is the goal of the chartered organization to serve its own youth membership or the youth in the community. The chartered organization may choose to serve both its own youth members and youth in the community.





Hand out copies of the Annual Unit Charter Agreement (appendix).



SAY: An annual agreement, called a charter, exists between the unit and the chartered organization.

The charter contains actions that the chartered organization agrees to perform and support that the BSA agrees to provide through the local council. The chartered organization helps to select and approve the volunteer adult leaders in its units.

A representative is selected by the head of the chartered organization to serve as the point of contact for the pack and provide direct support to the pack from the chartered organization. This person is known as the chartered organization representative. This is a required position in the pack.

Every pack is required to have a pack committee. At a minimum, a pack committee has a committee chair, treasurer, and secretary. Successful packs actively recruit as many parents as possible to serve on the pack committee.

The new member coordinator, outdoor activities chair, and advancement chair are official positions on the committee, and you can find position descriptions for these and other positions in the *Cub Scout Leader Book*. Other positions you may include on your pack committee include a pinewood derby coordinator, fundraising coordinator, blue and gold banquet coordinator, and others as needed.

The Cubmaster, any assistant Cubmasters, and den leaders or other representatives of each Cub Scout den also serve on the committee. Their inclusion ensures excellent communication and planning between all leaders and committee members.

The pack committee supports the activities of the pack, including recruitment of new members. It provides an administrative infrastructure to handle tasks such as managing BSA registration for youth and adults, purchasing program supplies and recognition items, and coordinating camp or other pack activity attendance.

The pack committee provides financial support for the den leaders to purchase program supplies and materials. Each pack will have its own



unique way of managing pack finances under the direction of the chartered organization. The pack committee is also responsible for identifying and recruiting the adult volunteers who serve the pack.

The next required position for a pack is the Cubmaster. The Cubmaster's main responsibility is to conduct pack meetings and serve as the master of ceremonies. Larger packs may have assistant Cubmasters who help organize pack meetings or who may be preparing to serve as the next Cubmaster.

The final and most important required position in the Cub Scout pack is that of den leader. Den leaders are the adults who have direct interaction with the youth, delivering the Cub Scouting program as it is presented in the handbooks.

Ideally, a pack has a den for each grade and gender and has its own den leader and assistant den leader. Give thoughtful consideration to selecting each den leader. A strong den leader will attract families to the den and retain the Cub Scouts.

While two-deep leadership and other Youth Protection standards must always be used, a den can fulfill these requirements by having an assistant den leader or co-den leaders, or by having each parent or guardian register as a leader with the pack.

The schedule of meetings for each den is determined by the den leader and the families of the Cub Scouts in the den. This includes frequency of meetings, day of the week, and time of day. Typically, two den meetings per month will enable the members of the den to complete the adventures and requirements for their badge of rank in time for the blue and gold banquet in February. After that, the den continues to meet for the duration of the program year, which typically parallels the school year.

It is fine if dens earn their badge of rank somewhat later than the blue and gold banquet in February, as long as it is before the end of the school year when the Cub Scouts are now in the next grade and begin working on the next rank.

Hand out copies of the Family Pack Structure, Single-Gender Pack Structure, Pack Structure With Multi-aged Dens, and Large Pack Structure organizational charts (appendix).





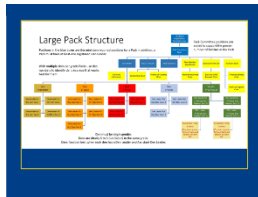
SAY: Now that we have covered the required positions, let's look at some examples of pack organizational charts.

These are just examples; your pack may be a little different. Each of these models has the required positions but have different optional positions to meet the needs of their pack.

A family pack contains both girl dens and boy dens. Notice that there is a den for each grade and each gender; this is a requirement.

The organizational chart for a single-gender pack is much like the family pack, but there is a den for each grade.

The organizational chart for multi-aged dens is often used by small packs that may have dens with multiple ages in each den. Cub Scouts in these dens still work on their grade-specific ranks from their handbooks, but they may share common activities as they work on similar adventures.



A large pack that has multiple dens for each grade level may resemble the Large Pack Structure chart. Remember that dens should have from six to eight youth. Additional positions are added to the pack committee to delegate responsibilities.



ASK: How are your packs organized?



Instructor Note:

Allow a minute or two for sharing.

Looking for:

One of the kinds just discussed.



SAY: As you can see, a Cub Scout pack may choose the structure that best meets its needs, always using two-deep leadership and adhering to Youth Protection standards and practices.

These varying pack structures allow for flexibility in delivering the Cub Scouting program to maximize the quality of the program and engage as many families as possible.

There are many different structures that a Cub Scout pack can adopt,



but they all have the same required leadership positions and work toward the same goal of delivering the Cub Scouting program to youth and their families.





Childhood Development (15 Minutes)



SAY: While all youth mature at their own pace—cognitively, physically, emotionally, and socially— there are some characteristics that we can identify among the different grade levels. Having a basic understanding of normal childhood development will give you a bit of insight into how to best work with the Cub Scouts in your den or pack.

Middle childhood comprises the period from ages 4 to 8. Late childhood is the period roughly from ages 9 to 12. Cub Scouts fall within these age groups. Let's take some time to talk about kindergartners and first-graders, second- and third-graders, and fourth- and fifth-graders and some of their general characteristics.



Hand out copies of the Characteristics of Cub Scouts (appendix).



SAY: Let's start with kindergartners and first-graders, who are Lions and Tigers.

They are just starting to refine their large motor skills. They may be riding tricycles or bicycles with training wheels.

However, their attention spans are short, and they may become easily bored.

They tire easily but love to be active. At times they may appear clumsy and accident-prone and need good supervision.

Socially, they are developing friendships and learning to play cooperatively.

They look for comfort and reassurance from their primary caregivers and teachers, including their den leader.

They are eager to share and enjoy boasting about accomplishments and are quite enthusiastic about learning new skills.

They may cry easily when embarrassed or hurt. Sometimes children of



this age will throw tantrums when things don't go their way.

Emotional regulation is difficult, and they need adults to help them express feelings appropriately.

For these reasons, and others, having an adult partner with the Lion or Tiger at all Cub Scout den and pack meetings and activities is a requirement.

Second- and third-graders, who are Wolves and Bears, are growing in their physical strength and endurance.

They are curious about the way things work and have vivid imaginations.

At this age they can understand the difference between right and wrong.

They have a keen sense of rules and will protest if they think someone is cheating.

They may be highly critical of themselves and often need some encouragement from caring adults.

They are eager to please and demonstrate this by wanting to help.

Although Cub Scouts of this age can tell time, they have little understanding of what time means and cannot tell how much time has passed or how to manage their time on a project.

Having mastered the ability to play cooperatively, they enjoy having a close circle of same-gender friends.

However, they are more susceptible to peer pressure, which can be positive or negative.

Wanting to play on the same sports teams or wanting to play together outside of school signals the importance of having close friends.

Children of this age still need help managing and expressing their emotions, but they are also showing a greater sense of empathy for one another.

Fourth- and fifth-graders, who are Webelos, have well-developed eye-



hand coordination and can better think through an action before performing it.

Their physical stamina is also growing. Their fine motor skills are becoming refined and they are more willing and able to take on more tedious tasks and crafts.

Their sense of time has improved, and they can better manage their time to complete a project, with the help of their den leaders and perhaps den chief.

They now like to be part of the planning process for projects, campouts, and pack meetings etc., as they are now more organized in their thinking skills.

They are growing in confidence and may be devoted to one or several sports or extracurricular activities.

Their attention spans are increasing, and they are able to sit and discuss issues of importance; they may bring up topics other than the topics presented in their adventures.

They understand rules better than younger Cub Scouts, and they now understand the difference between intentional and accidental rule-breaking.

They may ask many questions and appear more sensitive and curious about the feelings of others, including adults.

Webelos Scouts are very devoted to their friends and may have a best friend.

In all children of Cub Scout-age, you may see a great difference in physical size and appearance even among those who are the same age. These differences in size can sometimes lead an adult to mistake physical size for social maturity. Some children develop socially and emotionally earlier than they do physically. For other children, it is the opposite.





Boy Behavior and Girl Behavior



SAY: We know that each child develops at his or her own pace, but generally speaking, girls and boys can behave differently and express themselves differently. Research has shown that there are some differences we should be aware of. Let's see where you think differences are.



ASK: Who do you think is more likely to express themselves more with their actions?



SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is boys. On average, most young boys tend to be physically active.



ASK: Who do you think is more likely to show more social aggression, such as name-calling or excluding others?



SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is girls.



ASK: Who do you think is more likely to show more physical aggression, such as hitting and kicking?





SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is boys. One of the reasons that adult partners are required to be with each Lion and Tiger is to aid in managing behaviors.



ASK: Who do you think is more likely to be better at talking about their emotions?



SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is girls. Be alert for Cub Scouts who might have trouble joining in group activities or who seem to be isolating themselves.



ASK: Who do you think is more likely to show signs of more physical and emotional maturity and may be entering puberty at 9 to 10 years of age?



SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is girls. Girls might tend to be taller than boys of the same age and therefore look older.



ASK: Who do you think is more likely to find it hard to talk about their emotions?





SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is boys. You can help them by asking simple questions such as “How do you feel about that?” or “How do you think someone else might feel if that happened to them?”

Be alert for Cub Scouts who might have trouble joining in group activities or who seem to be isolating themselves.



ASK: Who do you think is less likely to show signs of physical and emotional maturity early?



SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is boys. Boys of this age may not be showing any signs of entering puberty.



ASK: Who do you think is more likely to be comfortable using words to express themselves?



SAY:

Raise your hand for boys. (Pause and count.)

Raise your hand for girls. (Pause and count.)

It is girls. You may find that girls in a den can sit for longer periods of time and have lengthier attention spans.



SAY: Well done! As an adult leader in Cub Scouting, you are serving as a role model and mentor for the youth in your den and pack. Maintaining patience and a positive attitude as you work with children of any age can have a profound influence on those children.

Your actions will speak louder than words. Children may not remember



your words, but they will remember how you treated them and how they felt being in your presence. Having a basic understanding of normal childhood development will give you a bit of insight into how to best work with the Cub Scouts in your den or pack. Being aware of these characteristics can help you plan for and work with each grade level in the best way possible.





Cub Scout Uniforms (15 Minutes)



SAY: Wearing uniforms has been a method of Scouting from the beginning, and decades of experience show uniforming to have many benefits. The Scout uniform is one of the seven methods of Cub Scouting used to support the values embodied in the Scout Oath and Scout Law. There are also four ideals associated with wearing the Scout uniform.



Instructor Note:

Write the four ideals of Scouting that wearing the uniform supports on a flip chart prior to the course and have it posted where participants can see it.

- Identification
- Achievement
- Personal commitment
- Personal equality



SAY: The uniform is a sign of identification. Youth and adult members who wear the uniform can be instantly identified as members of the BSA. The uniform is a visible reminder that Scouting is a positive force for good in the community and for the character development of all its members. When the uniform is properly worn and cared for by both youth and adult leaders, the uniform builds good den and pack spirit.



ASK: Think about when you wear your uniform.
Does the uniform help you identify other Scouters?
When you arrived here today, did the uniform help you realize you were in the right place?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- At meetings and outings
- Special functions
- Camp
- Helps identify other Scouters





SAY: The uniform is a sign of achievement. The uniform shows the wearer's activity, responsibility, and achievement. The accomplishments of every youth and adult member can be recognized by the insignia worn on the uniform. The only thing you can tell about someone in uniform is where they are from and what they have accomplished as an individual.

The uniform is a constant reminder to all members of their commitment to the ideals and purpose of Scouting. It is a way of making visible members' commitment to the Scout Oath and Scout Law.

The uniform is a sign of personal equality. The uniform represents a democratic idea of equality, bringing people of different backgrounds together. When universally adopted, it covers up all differences of social or economic background.



Hand out copies of the uniform inspection sheets available online at www.scouting.org.



SAY: Now let's look at each of the specific uniforms for the different ranks.

Each rank in Cub Scouting has its own patch and a specific color associated with it: first grade/Tiger is orange, second grade/Wolf is red, third grade/Bear is light blue, fourth and fifth grades/Webelos is green. Other than that, the uniforms are very similar.

Kindergartners in the Lion program wear the official Lion T-shirt and hat. If the den chooses, Lions may wear any of the Cub Scout socks or official Cub Scout shorts, pants, or skort with a Cub Scout belt to wear their adventure loops on. The den may also choose to wear an optional Lion neckerchief and neckerchief slide that can be worn with the T-shirt.

First-grade Tigers, second-grade Wolves, and third-grade Bears wear the official Cub Scout blue uniform top, either long or short sleeve, and official bottoms along with a Cub Scout belt, socks, and a rank-specific hat, neckerchief, and neckerchief slide.

Fourth- and fifth-grade Webelos Scouts wear the official tan Scouts BSA shirt with blue shoulder loops and official green bottoms along with a



Scout belt, green socks, and a Webelos hat, neckerchief, and neckerchief slide. The Webelos den may decide to use the Webelos colors as a way for Webelos Scouts to display their adventure pins. If the den does not use the Webelos colors, adventure pins are worn on the Webelos hat.

Adult leaders in Cub Scouting wear the official tan Scouts BSA shirt with blue shoulder loops and official Scouts BSA pants, shorts, or skort along with a Scout belt, green socks, any official BSA hat, any official BSA neckerchief, and any neckerchief slide.

Details for youth and adult uniforms can be found in the *Guide to Awards and Insignia* in addition to uniform inspection sheets, which are available online.



SAY: A printed copy of the *Guide to Awards and Insignia* may be purchased at www.scoutshop.org or through your local Scout shop or may be downloaded from www.scouting.org/resources/info-center/insignia-guide/.

Uniform inspection sheets may also be purchased at www.scoutshop.org or through your local Scout shop.

Set the expectation early on that everyone, including adult leaders, will make every effort to have a full uniform and wear it properly. Communicate with parents and other leaders that the uniform is a method that reinforces four important ideals in Scouting.





Advancement (15 Minutes)



SAY: Cub Scout advancement is the process by which Cub Scouts earn their badges of rank or make progress toward their rank by earning adventures. On the advancement trail, Cub Scouts progress from rank to rank, learning new skills as they go.

As they advance through the ranks, the requirements get more challenging to match the new skills and abilities they learn as they get older.

Cub Scout advancement includes a wide range of group and individual activities kids enjoy. More importantly, the activities are carefully selected to encourage moral, physical, and intellectual development.

Advancement is one of the methods used to achieve Scouting's aims and desired outcomes. Each level of the program from Lions to Arrow of Light is designed to achieve these goals through a series of developmentally appropriate and fun adventures.

When a Cub Scout joins any time after kindergarten, the first badge he or she works on is the Bobcat badge. The Bobcat badge introduces Cub Scouts to the values and ideals of the program.

As Cub Scouts complete adventures and earn the ranks of Lion, Tiger, Wolf, Bear, Webelos, and Arrow of Light, they achieve important goals in developing skills and favorable dispositions related to personal fitness, good character, participatory citizenship, outdoor skills and awareness, and leadership development.

A rank in Cub Scouting refers to one of the seven badges that are designed for each grade from kindergarten through fifth grade.



ASK: Can anyone identify all seven ranks and the grade they are associated with? Write them on the flip chart.





Instructor Note:

Allow a minute or two to discuss.

Write responses on the flip chart.

They are:

- Kindergartners work on their Lion rank.
- Anyone joining Cub Scouts any time after kindergarten will first earn the Bobcat rank.
- Once the Bobcat rank is earned, first-graders work on the Tiger rank.
- Second-graders work on the Wolf rank.
- Third-graders work on the Bear rank.
- Fourth-graders work on the Webelos rank.
- Fifth-graders work toward the Arrow of Light.



SAY: In order to earn a rank, a Cub Scout earns smaller awards known as adventures.

Each rank has required and elective adventures. Each adventure focuses on a specific topic like citizenship, the out-of-doors, or science. Each adventure for kindergarten through third grade earns the Cub Scout an adventure loop, while adventures for fourth- and fifth-graders have adventure pins.

- Kindergartners or Lions have five required adventures to earn their rank.
- First-graders or Tigers complete six required adventures and one elective adventure to earn their rank.
- Second-graders or Wolves complete six required adventures and one elective adventure to earn their rank.
- Third-graders or Bears complete six required adventures and one elective adventure to earn their rank.
- Fourth-grade Webelos complete five required adventures and one elective adventure to earn their rank.
- Fifth-grade Webelos working toward the Arrow of Light complete four required adventures and one elective adventure to earn their rank.
- Rank requirements and the requirements for all adventures are in the Cub Scout handbooks.



**Instructor Note:**

Point out the different Cub Scout handbooks.



SAY: Den leader guides provide meeting plans focused on earning adventures as part of the den meeting. Most adventures can be earned in two meetings and a den outing.

Den leaders are responsible for planning enough den meetings and outings to ensure that the Cub Scouts in their den have the opportunity to earn their rank by the end of the school year at the latest.

Dens that meet more frequently will earn their rank sooner than a den that meets less often.

**Instructor Note:**

Point out the different Cub Scout den leader guides.



SAY: It is ideal to complete the requirements for the rank in time for the pack's blue and gold banquet in February. February is when the anniversary of the founding of Scouting is celebrated. By completing the rank and presenting the badges of rank to the Scouts in the pack, including Arrow of Light, in a ceremony at the blue and gold banquet, you will likely draw larger audiences. The Arrow of Light ceremony, with older Scouts in attendance, serves as an aspirational goal for the Cub Scouts.

Those who earn their rank early should continue to meet through the end of the school year and earn additional elective adventures.

Fifth-graders ideally should earn their rank by February, so they can join a troop in time to prepare for summer camp.

There are some adventure requirements that are done at home, with the family, and cannot be done in a den meeting. There are also times when a Cub Scout may miss a den meeting. A Cub Scout's parent, guardian, or other caring adult may complete requirements with their Cub Scout, and then inform the den leader when the requirements have been completed.

Keeping track of each Cub Scout's advancement is the responsibility of the den leader.





Instructor Note:

If you have a laptop with internet access, bring up Scoutbook:

<https://www.scoutbook.com/>



SAY: Recording and tracking each Cub Scout's progress is best done with Scoutbook, the free online tool provided by the BSA. Scoutbook is the official BSA tool that allows leaders to record, approve, and report advancement.

Scoutbook will create a digital report that can be used to purchase badges of rank at the local Scout shop. It can also create a shopping list to ensure you don't miss purchasing a Scout's recognition.

Scoutbook allows parents and guardians to access their Cub Scout's advancement so they can stay connected to their Cub Scout's progress. Scoutbook can also track and record adventures and other awards.

If your pack uses a different third-party software to track advancement and other Cub Scout activities, it is free and easy to transfer your data into Scoutbook.

To learn more about Scoutbook, visit www.scoutbook.com, login, click Help and review the Frequently Asked Questions.



Share the different Cub Scout advancement charts available through www.scoutshop.org or your local Scout shop.



SAY: If your pack leaders do not have access to online tools, paper advancement reports are an option. The den leader completes the advancement report and gives it to the pack advancement chair, who then takes it to the local council service center to purchase the badges of rank.

Adventures are designed to be instant recognition. Once a Cub Scout starts working on an adventure, the den leader may purchase the adventure loops or pins so that once all the requirements of the adventure are completed, the Cub Scout receives the recognition instantly.

At the next pack meeting, they may receive their adventure pocket card or other recognition for their completion.



Your pack may choose to present adventure loops or adventure pins at a pack meeting. Either way, make sure that Cub Scouts are recognized for their achievement in a timely manner. When Cub Scouts earn their rank, it should be presented at a well-prepared pack meeting. *Cub Scout Ceremonies for Dens and Packs* has several examples to choose from.

Advancement is one of the most important methods used in Scouting and is certainly the most visible. Each rank is designed to be grade specific and age appropriate. Earning the different ranks helps instill the values of the Scout Oath and Scout Law and fulfills the mission of the BSA, which is to help young people make moral and ethical choices over the course of their lifetime.



Summary (1 Minute)

SAY: We've covered the aims and methods of Scouting, the pack structure, some basics on child development, the Cub Scout uniform, and how advancement works. These are things that apply to all of us no matter our position.

Let's stop here and take a 10-minute break. When we come back, we'll split up into groups by positions and work on things specific to your role.



Break

9:30 – 9:40



Module 2: Den Leaders

MODULE OVERVIEW:



Content Time: 70 minutes

- Bobcat: 15 minutes
- Conducting a Cub Scout Den Meeting: 15 minutes
- Resources: 15 minutes
- Den Management: 15 minutes
- Denners and Den Chiefs: 15 minutes



Objectives:

After this session participants will be able to:

- Define the Bobcat rank
- Identify the requirements for the Bobcat badge
- Define the core values of Cub Scouting
- Identify the parts of a den meeting
- Recall the den leader guide and youth handbook as the primary resource for den meetings
- Explain how valuable other adults are as a resource
- Identify the Family Talent Survey as the way to determine specific resources
- Identify how to approach and ask others for help
- Locate guides, books, and training
- Describe four proactive methods used to positively manage den behavior
- Identify the roles of the denner and den chief



Materials Needed:

- Cub Scout Lion kit, No. 644816
- Cub Scout handbooks
 - Tiger, No. 646427
 - Wolf, No. 646428



- Bear, No. 646429
- Webelos, No. 646430
- Den leader guides
 - Tiger, No. 646721
 - Wolf, No. 646722
 - Bear, No. 646723
 - Webelos, No. 646724
- Candle and matches for conduct candle—Small candle with a burn time of about four hours
- A marble jar—Small mason jar and enough marbles to fill the jar
- A talking stick or talking feather—Make your own or build the talking feather kit
- *Cub Scout Leader Book*, No. 646725
- *Cub Scout Leader How-To Book*, No. 621165
- *Cub Scout Ceremonies for Dens and Packs*, No. 620581
- Cub Scout training posters: Cub Scout Oath/Law/Code Posters – 3-pack, No. 646894
- Code of conduct prizes (if desired)
- Family Talent Survey, No. 34362
- Sample meeting plans from the selected den leader guide (entire month)
- Sample den doodle
- Local resource lists
- Age-Appropriate Guidelines for Scouting Activities, No. 680-685
- Den advancement reports
 - Lion Den Advancement Report, No. 510-248
 - Tiger Den Advancement Report, No. 220-102
 - Wolf Den Advancement Report, No. 220-103
 - Bear Den Advancement Report, No. 220-104



Webelos Den Advancement Report, No. 220-105

- Den Leader Training Award Progress Record, No. 511-052
- *Den Chief Handbook*, No. 647787
- A set of den chief cords
- A set of denner and assistant denner cords
- Poster boards with:
 - A sample code of conduct
 - Scout Oath
 - On my honor I will do my best
To do my duty to God and my country and to
obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally
awake, and morally straight.
 - Scout Law
 - A Scout is:
 - Trustworthy,
 - Loyal,
 - Helpful,
 - Friendly,
 - Courteous,
 - Kind,
 - Obedient,
 - Cheerful,
 - Thrifty,
 - Brave,
 - Clean,
 - and Reverent.
 - The seven methods used in Cub Scouting:



- Living the Ideals
- Belonging to a Den
- Using Advancement
- Involving Family and Home
- Participating in Activities
- Serving Home and Neighborhood
- Wearing the Uniform
- Parts of a Den Meeting
 - Preparation and Materials Needed
 - Gathering
 - Opening
 - Talk Time
 - Activities
 - Closing
 - After the Meeting
- Markers, pens, pencils
- Flip chart or whiteboard





Bobcat (15 Minutes)



SAY: The Bobcat rank is the first thing a Cub Scout earns unless he or she is a kindergartner participating as a Lion. Let's talk about what the Bobcat rank is and what its requirements are.

The Bobcat rank is designed to introduce a Cub Scout to Scouting and some of its methods.

There are seven requirements for the Bobcat badge.



Ask: Can anyone name the seven requirements?



Instructor Note:

Allow a minute or two to discuss.

Write responses on the flip chart.

They are:

1. Learn and say the Scout Oath, with help if needed.
2. Learn and say the Scout Law, with help if needed.
3. Show the Cub Scout sign. Tell what it means.
4. Show the Cub Scout handshake. Tell what it means.
5. Say the Cub Scout motto. Tell what it means.
6. Show the Cub Scout salute. Tell what it means.
7. With your parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children From Child Abuse: A Parent's Guide*.





SAY: These requirements for the Bobcat rank are found near the front of each Cub Scout handbook.



Instructor Note:

Show the Bobcat rank requirements in one of the Cub Scout handbooks.



SAY: In addition, parents and guardians will find important information in the handbooks that will help them better understand the values of the Cub Scouting program to help reinforce them at home.

Most Cub Scouts will be able to complete the requirements for Bobcat within one or two meetings.

Be sure to communicate to each parent or guardian of your Cub Scouts that the last requirement is to be done at home and to let the den leader know once they have completed it.

Now let's take a look at each requirement.

The Scout Oath is a promise that everyone in Scouting makes. It is a promise that has three parts to it: duty to God and country, duty to others, and duty to self. These are known as the three points of the Scout Oath.

In each Cub Scout handbook and den leader guide and in the *Cub Scout Leader Book*, there is a detailed explanation of the Scout Oath written for Cub Scout-age youth.

The Scout Law contains 12 values that everyone in Scouting strives to live by and use as a moral compass. These values give everyone involved in Scouting common ground. Scouting defines the meaning of each of these values as it relates to the Scouting program.

As with the Scout Oath, in each Cub Scout handbook and den leader guide and in the *Cub Scout Leader Book*, you will find how Scouting defines each of the 12 points of the Scout Law in a way that Cub Scout-age youth can best understand.

The Scout Oath and Scout Law are ideals and are not always easy to live up to. In Cub Scouting we introduce the concept of having values to live



up to.

The Bobcat requirement is to learn and say the Scout Oath and Scout Law, with help if needed. Memorization of the Scout Oath and Scout Law is not the requirement.

Cub Scouts may complete this requirement by learning the meanings of the Scout Oath and Scout Law and then saying the Oath and Law, even if it means they are reading them.

Earlier we used the Cub Scout sign when we started our meeting. The Cub Scout sign is a method used to give Cub Scouts a sense of belonging and to draw Cub Scouts' attention to prepare them to listen. The sign is made simply by raising your right arm and extending your index and middle fingers with the two forming a V.



Ask: Does anyone remember what the two fingers represent?



Instructor Note:

Allow a minute or two to discuss.

Looking for:

The fingers represent the sharp ears of the wolf ready to listen.



SAY: That's right. The fingers represent the sharp ears of the wolf ready to listen.

The Cub Scout sign is used when either the Scout Oath or Scout Law is recited and to get everyone's attention. Shouting or yelling is not the best way to get anyone's attention, especially Cub Scout-age children.

Cub Scout leaders used the Cub Scout sign to help redirect and refocus their Cub Scouts.

When explaining the Cub Scout sign for the first time, tell Cub Scouts that the two fingers are the ears of a wolf and when they see someone raise the sign, they too should raise their sign to show that they are ready to listen. Ask the Cub Scouts when someone is listening what are they not doing? Usually a Cub Scout will say "not talking."



After you explain how the Cub Scout sign works, have them practice. Tell the Cub Scouts that on the count of three you want them to make a lot of noise, but once they see the sign go up, they are to put their sign up and listen.

Let's practice the Cub Scout sign.



Instructor Note:

Demonstrate the Cub Scout sign and observe how the participants are making it. Redirect as needed.



SAY: When greeting another Cub Scout, use your right hand to shake but extend your first two fingers like the Cub Scout sign. This is to encourage each other to live up to the Scout Oath and Scout Law.

Let's practice the Cub Scout handshake. Turn to a den mate and shake hands.



Instructor Note:

Demonstrate the Cub Scout handshake and observe how the participants are making it. Redirect as needed.



SAY: The Cub Scout motto is simply "Do Your Best." This is the standard for a Cub Scout's participation. This should also be your standard as a leader.

When you are doing your best, you and your Cub Scouts will have a great experience.

The Cub Scout salute is a method used to show respect and duty to country. The Cub Scout salute is made by placing the index and middle fingers of the right hand together and placing them just above the brow. If you are wearing a hat, you place your fingers at the front of the bill of the hat.

The salute is used when reciting the Pledge of Allegiance, when the U.S. flag is being raised or lowered, or when the U.S. flag is on parade.

We do not use the Cub Scout salute to salute individuals.

Let's practice the Cub Scout salute.





Instructor Note:

Demonstrate the Cub Scout salute and observe how the participants are making it. Redirect as needed.



SAY: The last requirement for Bobcat is done at home and deals with an important topic. The BSA has established important barriers to abuse.

Methods for creating barriers to abuse include educating parents, leaders, and Cub Scouts themselves on the different types of abuse, how to spot them, and what to do if you suspect abuse. Once this requirement has been completed by the parent or guardian with the Cub Scout, they notify the den leader and the requirement is checked off as completed.

The Bobcat badge will more than likely be a Cub Scout's first accomplishment in Scouting. Presenting the Bobcat badge should be done at a well-prepared pack meeting.

Make the ceremony meaningful and look to *Cub Scout Ceremonies for Dens and Packs* for ways to present the Bobcat badge.





Conducting a Cub Scout Den Meeting (15 Minutes)



SAY: Once you have the basics of Cub Scouting down, it's time to bring everyone together for a den meeting.

The den is the most important group in Cub Scouting. A den that focuses on having quality den meetings and outings and provides opportunities for the family to be involved will have the most impact on the members of the den.

Let's talk about the parts of the den meeting and what each part includes. Then we'll look at some of the resources that are available to you.

There's a den leader guide for each specific grade or rank.



Instructor Note:

Pass the different den leader guides around so that participants have a chance to look through them if they have not already seen them.

Some of the participants may have brought their own leader guides.



SAY:

The Lions program has a guide that comes with your kit.

The rest of the dens have a separate guide, one each for Tiger (first grade), Wolf (second grade), Bear (third grade), and Webelos (fourth and fifth grades) that includes the Arrow of Light.

Each den leader guide contains den meeting plans for each of the required and elective adventures for your den.

At the front of the den leader guide is an overall explanation of the Cub Scouting program along with helpful tools to use when planning activities with your Cub Scouts.

The first page of each adventure includes the rationale for the adventure, which explains the adventure and the desired accomplishment.



The takeaways for Cub Scouts section is designed to help the den leader visualize what Cub Scouts should learn from the adventure.

There is a list of the adventure requirements and things to consider before planning the adventure.

Clear and concise meeting plans follow the introduction; there are two to four den meetings for each adventure.



Instructor Note:

Prior to the course, prepare a flip chart with the parts of a den meeting bulleted:

- Preparation and Materials Needed
- Gathering
- Opening
- Talk Time
- Activities
- Closing
- After the Meeting



SAY: Each den meeting consists of:
Preparation and Materials Needed
Gathering
Opening
Talk Time
Activities
Closing
and
After the Meeting

These are a part of every den meeting.

Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing as a den leader during that part of the meeting.

Divide the participants into groups.

Depending on the number of participants, assign one or two sections to each group.



Give the groups three to five minutes to prepare an explanation of the parts of a den meeting they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a den meeting.

Explanations should include:

Preparation and Materials Needed

To prepare for each meeting you should read through the adventure in the Cub Scout handbook and then read each of the den meeting plans for the adventure.

Look at the list of materials needed for the meeting. Plan to get the needed supplies. Most supplies used in the den meeting plans are household items; however, you may find another craft or activity that meets the requirement for the adventure but may require purchasing additional items. Check with your Cubmaster on how your pack provides support to den leaders for purchasing any needed supplies.

Review your meeting location. What type of activities will you be doing and is there enough room? Den meetings can be held just about anywhere including a leader's home, a school, the chartered organization location, or a local park. Make sure that the location meets the needs for the activities you have planned and is free of hazards.

Part of preparation includes communicating with the parents and guardians of the Cub Scouts in your den of time, date, and location of every meeting. You may use one or several ways to communicate such as text messages, phone calls, or social media. The best method is one that works for all the families in your den.



Gathering

A gathering activity is something that is ready for Cub Scouts and parents to do when they first arrive.

Cub Scouts have plenty of time in school-based settings, but Scouting is active and hands-on. The gathering activity is a good way to involve another parent or den chief by asking them to come early and help conduct the gathering activity.

Opening

The opening is a method of promoting good citizenship and duty to country. A good opening includes the Pledge of Allegiance, a simple flag ceremony, and reciting the Scout Oath and Scout Law.

For younger Cub Scouts, you may want to have posters of the Pledge of Allegiance, Scout Oath, and Scout Law. Encourage parents to participate in the opening as well.

Talk Time

Explain the adventure the den will be working on; discuss the upcoming den activities, plans, and do-at-home projects; and make announcements. Talk Time may also include the opportunity for the Cub Scouts to discuss their experiences with advancement activities accomplished at home. Keep this part of the meeting brief and to the point.

This is also a good time to discuss any assignments, if any, for the next pack meeting. Your den may be asked to come early to set up the room for the pack meeting or to lead the opening ceremony or to clean up after the meeting. Check with your Cubmaster to see what your den assignment is for the next pack meeting.

Activities

Activities in the den meeting plans include requirements for the adventure. By completing the activities as written in the den meeting plans, your Cub Scouts will complete the adventure.



Closing

Bringing the meeting to a formal close can include a time to reflect on the meeting with members of the den and prepare them for the next meeting. If they have completed all the requirements for the adventure, this is the time to present them their adventure loop or pin.

Some packs present adventure loops or pins at pack meetings. If this is the case in your pack, consider presenting the pocket card to your Cub Scouts at the den meeting. This provides instant recognition, which is an important part of advancement.

Communicate with parents ahead of time when presenting adventure loops or pins so they can be part of the recognition by presenting their Cub Scout with the achievement.

After the Meeting

This is a time to review the success of the meeting, to note the need to follow up with additional parts of the meeting, to communicate with parents, and to record what was completed during the den meeting.

Many dens enjoy refreshments or snacks at the close of the den meeting. If you do serve a snack, set an example of healthy eating and offer a nutritious snack of fruits or vegetables. And good Scouts always tidy up at the close of the meeting.



SAY: Your den meetings should match the personalities and abilities of your den. You have the ability to make adjustments to these plans so that they best meet the needs of the members of your den.

The den leader guide has everything you need to lead den meetings for each specific grade or rank. These den meeting plans cover both the required and elective adventures and can be tailored to meet the needs of the members of your den.

Be sure to review and prepare for these meetings prior to conducting the den meeting.





Resources (15 Minutes)



SAY: As a Cub Scout leader, you are never alone. You are surrounded by other leaders who have been exactly where you are now and can be a big help.

In addition, each Cub Scout brings with them at least one adult who may have just the skills you are looking for.

Other adults are going to be your greatest asset, but you also have access to some great literature, training, and program guides.

Good Cub Scout leaders use their resources effectively. The first step involves identifying what resources are available to you.



Ask: What's a good way to identify the skills and resources available to you through the den and pack?



Instructor Note:

Allow a minute or two to discuss.

Looking for:
The Family Talent Survey



SAY: If your pack has not already done so, you should have each parent, guardian, and adult partner complete the Family Talent Survey.

This form identifies what resources, talents, and interests each parent, guardian, or adult partner can potentially contribute to the den and pack.

Certain skills, training, and professional experience that adults have may not be listed on the Family Talent Survey, but one should be alert for how each parent could assist.

For example, you may discover an adult who is an expert on web design or has an IT background; this individual may be the ideal



candidate for setting up communication methods for the den and perhaps the entire pack.

A parent who works near the local Scout shop may be willing to become the advancement chair or at least assist with the purchase of recognition items needed for den and pack meetings.

Once you have identified specific talents possessed by pack parents and guardians, you can approach a particular adult for help. Asking an entire group of adults for help all at once does not work effectively. Asking an individual for help in a particular area, on a time-limited basis, is likely to be more successful.



Ask: Why do you think that asking an entire group all at once does not work well?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Too overwhelming
- Folks are hesitant to volunteer in front of others
- Everyone feels like someone else will volunteer
- People like to feel like you picked them for a specific task



SAY: To illustrate how you might approach pack adults for help, let's give the example of a successful pinewood derby.

The pinewood derby is an activity that involves Cub Scouts using a block of wood and other supplies from their pinewood derby car kit to make a small racing car. This usually requires tools that not every Cub Scout has access to at home.

The Family Talent Survey will enable you to identify one or more families who have woodworking tools and space to work on pinewood derby cars.

You may approach these adults about hosting a pinewood derby building day in their garage or workshop to allow those in the den or pack who do not have woodworking tools to make their pinewood derby cars.



Another example to illustrate this would be to learn which parents in your den have special skills in science, technology, engineering, or math, or cooking, or outdoor skills, or other areas.

Ask them to come to a den meeting and help the Cub Scouts in your den complete requirements for a specific adventure where those skills would be helpful.

Remember, you are not alone, and your best resources are the adults who are part of your den and your pack. Keep in mind that people are more likely to say yes to a request for help when they know their help will benefit their Cub Scout directly and it's a task they know how to do or can easily learn.

Another excellent resource is the other leaders in your pack. If they are experienced, they may be able to answer many of your questions and provide guidance in how to conduct a den meeting, how to complete a specific adventure and its requirements, and how the pack functions.

The pack committee chair, pack committee members, Cubmaster, and new member coordinator(s) in your pack may have many of these answers, too.



Ask: What are some resources available to you that we've already looked at today?



Instructor Note:

Allow a minute or two to discuss.

Looking for:

Leader guides and other printed materials



SAY: In addition to the *Cub Scout Leader Book* and den leader guides, the Boy Scouts of America has published other literature including *Cub Scout Ceremonies for Dens and Packs*, the *Cub Scout Songbook*, *Cub Scout Magic*, *Group Meeting Sparklers*, and other items found at your local Scout shop or online at www.scoutshop.org.



Just remember that you have other leaders, other adults, and volumes of available written materials to turn to.

Find out where your talent lies and ask for help when you need it.





Den Management (15 Minutes)



SAY: Cub Scouting is fun, but sometimes the fun can get interrupted by behavioral problems in the den.

Scouting has a long and successful history of developing simple and easy-to-use methods to provide a quality program while maintaining the necessary level of positive discipline and structure.

The first method, the Cub Scout sign, you have already learned is used as a way to get everyone's attention without yelling or raising your voice or even using any words.

By making your Cub Scouts aware of how the sign works early on, you have set a standard that they will be able to meet.

By setting expectations, modeling behavior, and setting up incentives, you will be able to manage positive behavior rather than deal with negative behavior.

Let's talk about four more things you can use to manage your den.



Ask: Can someone tell me what the Cub Scout motto is?



Instructor Note:

Allow a minute or two to discuss.

Looking for:
"Do Your Best"



SAY: Exactly.





Ask: Can someone tell me what the Scout motto is?



Instructor Note:

Allow a minute or two to discuss.

Looking for: “Be Prepared”



Even though you are a Cub Scout den leader, the Scout motto “Be Prepared” is the way to think. Being prepared is being proactive and thinking ahead.

Preventing behavioral problems is the first step but being prepared with a plan of action when behavioral problems arise will keep situations from escalating and disrupting the flow of the meeting.

Your first den meeting should include development of a den code of conduct. Children are more likely to behave when they have some ownership of the rules and consequences of their actions.



Instructor Note:

Prior to the course, have a poster board prepared with a sample den code of conduct.



SAY: You can use a poster board or the official Den Code of Conduct poster available at your local Scout shop or online at www.scoutshop.org.

You should introduce the subject of a den code of conduct during Talk Time with a discussion of how friends should act toward one another.

Cub Scouts will often contribute rules that relate to safety, respect for property, and relationships with others. You can make suggestions along these lines if they do not bring them up.

In addition to rules, the Cub Scouts can decide on some of the caring values and behaviors that they would want to display within their den.

The “conduct candle” is another effective method of providing positive reinforcement for behavior you want to encourage.





Instructor Note:

Prior to the course, get a 6- or 7-inch tapered candle that should last for about four hours.



SAY: A “conduct candle” should be a candle that will burn for about four hours. If you use a candle that lasts longer than that, you run the risk of the Cub Scouts losing sight of its purpose.

At the beginning of the den meeting, light the candle. If someone misbehaves (violates the den code of conduct), the candle is blown out and is lit again at the next meeting.

Choose a reward such as a pizza or ice cream party that the den can earn when the candle burns all the way down.

In order for this method to work, the Cub Scouts need to see the candle burning down steadily. If the candle is too big, the reward will seem unattainable and they may give up. Ideally, they should be able to earn the reward within three to four meetings of good behavior.

The marble jar method is similar to the conduct candle.



Instructor Note:

Prior to the course, prepare a small mason jar with marbles.



SAY: At the beginning of each meeting, each Cub Scout gets three marbles. You don’t have to physically give out the marbles but set them out so that they are visible during the meeting. If a Scout misbehaves, he or she has to give up a marble.

At the end of the meeting, everyone puts their marbles in a jar. When the jar is filled, the den receives a reward.

As with the candle, make sure that the reward can be earned within three to four meetings of good behavior, so choose a jar that can be filled in three to four meetings.

Note that the rewards are focused on positive reinforcement for the entire den; individuals are not singled out or punished.

The talking stick or talking feather is a method used to teach good manners and develop listening skills.





Instructor Note:

Prior to the course, prepare a talking stick or talking feather. You can find examples on YouTube and Pinterest, and the Scout shop sells a kit you can use to make a talking feather:

<https://www.scoutshop.org/talking-feather-kit-7354.html>.



The talking stick is simply a stick or other object that gives the person holding it the opportunity to speak without others talking or interrupting. This is an excellent tool to use during Talk Time.

Naturally the den leader or another adult controls who has the talking stick and for how long it is held by any Cub Scout.

Using these techniques should help you feel prepared to run your first den meeting and, with each positive den experience, you will gain confidence in your den leadership skills. Remember, by setting clear expectations, modeling positive behavior, and creating incentives and positive reinforcement for meeting those expectations you will be able to manage positive behavior rather than deal with negative behavior within your den.





Denners and Den Chiefs (15 Minutes)



SAY: One of the key purposes of the Scouting program is to develop the leadership skills of youth who are in the program. These skills are often developed through hands-on experiences.

Youth serve in a variety of leadership positions during their time in Scouting and they are mentored and coached by caring adult leaders along the way.

Cub Scouts have the opportunity to begin developing their leadership skills, starting with Wolves in second grade and continuing through Webelos in the fifth grade. At this age, they do so by serving as a denner or assistant denner for their Cub Scout den.



Ask: Does anyone have any ideas on how to choose the denner in a den?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Height
- Last name
- Age
- Birthday



SAY: A good practice is for the den leader to have each Cub Scout take a turn as denner, rotating the Scouts in some manner, either den meeting by den meeting or on a monthly basis.

At this age, conducting an election for the position of denner can inadvertently create a popularity contest, with some Scouts feeling bad if they are not chosen. Since we want every Cub Scout to have an opportunity for this experience, the rotation system works best.

Children at this age have a keen sense of feeling they are being treated fairly or unfairly. Never favor one child over another, especially the den



leader's child. Also, do not force a child to serve as denner if he or she declines the position. Being an assistant denner first may help encourage the reluctant Cub Scout to eventually step into the position of denner.



Ask: What does it mean to be a denner and what does a denner do?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Cub Scout leadership role
- First Cub Scout leadership role
- Assists the den leader
- Helps during den meetings



SAY: The denner is a special person and helper at the den meeting. The denner may have the privilege of carrying the U.S. flag during the opening ceremony at the den meeting. If your den happens to be leading the opening flag ceremony at the pack meeting, the denner may carry the U.S. flag or call the commands.

It is best to give the denner the choice to carry the U.S. flag or to call the commands. Some Cub Scouts, especially Bear and Webelos Scouts, are very eager and willing to learn to call the commands.

If you are conducting an activity in a den meeting that allows someone to “go first,” it should be the denner.



Instructor Note:

Prior to the course, get a set of denner and assistant denner cords to show the participants.



SAY: The denner wears special denner cords on the left shoulder of the uniform. These are two gold cords that can be pinned on for the duration of the meeting.

Your den may also have an assistant denner. The assistant denner



wears a single gold cord that is pinned on as well.

The den can own one set of denner and assistant denner cords and rotate them as needed. The den leader should bring them to each meeting and collect them at the end. If you allow Cub Scouts to take them home, they may forget to bring them back!

The assistant denner may carry the den flag during the opening ceremony for the den and the pack flag at pack meetings when the den is in charge of leading the flag ceremony.

The assistant denner can advance to the denner position after the current denner finishes his or her term of service.

The denner and assistant denner can also help pass out snacks at den meetings and lead the rest of the den in picking up trash and putting the meeting room back in order. To an adult, these may seem like small tasks, but most youth relish the opportunity to lead and serve.



Ask: Does anyone know what a den chief is?



Instructor Note:

Allow one or two minutes to discuss.

Answers could include:

- A Scouts BSA member
- Older Scout
- Helps den leader
- Models behavior for Cub Scouts
- Encourages Cub Scouts to stay in Scouting



SAY: Den chiefs help the den in a different way by providing leadership and service. Den chiefs are older youth from a Scouts BSA troop, a Venturing crew, or a Sea Scout ship who are approved by their adult leader to assist a Cub Scout den.

They may be an older sibling of a Cub Scout or the den leader's child. This helps the den chief to maintain regular attendance because they



will have dependable transportation to den meetings.

Share a copy of the *Den Chief Handbook*.



Prior to the course, get a set of den chief cords to share with the participants.



SAY: They have completed Den Chief Training and wear special den chief cords; blue and gold cords mean they are a den chief for a Wolf or Bear den and the tri-color cords of red, green, and gold signal their service to a Webelos den.

They are active in their own unit and develop their leadership skills by coming to den meetings and pack meetings to assist the den with which they are working and perhaps the entire pack.

They may teach a particular skill that fulfills an adventure requirement for the Cub Scouts, lead or teach a song or game, and help in other ways, as directed by the den leader. They can be of great help at pack campouts and the pinewood derby, and in demonstrating camping equipment to assist a den or pack in preparing to camp.

Most importantly, a den chief serves as a role model for the Cub Scouts. Den leaders should involve the den chief in planning. Den leaders also need to keep in mind that the den chief is still a young person who may need guidance and should be mentored.



Ask: Does anyone remember having a den chief when they were in Cub Scouting? What do you remember about them?



Instructor Note:

Allow a minute or two to discuss.
Answers will vary.



SAY: The den chief is never to be left alone with the Cub Scout den and never to be put in a position of providing discipline.

It is rewarding to watch a den chief grow in leadership skills and confidence over an extended period of time. Den chiefs need not be the same gender as the youth in the den they are serving.



They will have a *Den Chief Handbook* that contains information they learned during Den Chief Training. This handbook is a useful resource and provides examples of songs, games, and activities.

The den chief may earn the Den Chief Service Award after a year of service to a den. The den chief's progress toward the award can be tracked and recorded in the back of the *Den Chief Handbook*. The Cubmaster and den leader sign off completion of requirements and then the den chief gives the form to his or her unit leader who will order the award and set a date for its presentation. The honor cord is red, white, and blue and may be worn for the duration of the den chief's time as a Scout.

A den chief can serve to inspire Cub Scouts and help ease the transition to a Scouts BSA troop.

As you can see, Scouts of all ages can develop leadership skills by serving as a denner or a den chief.

Youth serve in a variety of leadership positions throughout their time in Scouting and can use these skills to mentor other Scouts.

We're going to take a five-minute break and come back gathered around the tent setup area.



Instructor Note:

Have your tent setup area prepped and ready to go before the start of the day so that participants can gather there right after the break.



Break

10 Minutes



Module 2: Cubmasters

Cubmasters

MODULE OVERVIEW:



Content Time: 70 minutes

- Den Management: 15 minutes
- Conducting a Cub Scout Pack Meeting: 30 minutes
- Denners and Den Chiefs: 15 minutes



Objectives:

After this session participants will be able to:

- Describe four proactive methods used to positively manage den behavior
- Identify the parts of a pack meeting
- Describe four proactive methods used to positively manage den behavior
- Explain the purpose of pack meetings
- Describe the flexibility of pack meetings
- Identify the roles of the denner and den chief



Materials Needed:

- A sample code of conduct
- Candle and matches for conduct candle, small candle with about four hours burn time
- A marble jar— – Small mason jar and enough marbles to fill the jar
- A talking stick or talking feather— – Make your own or build the talking feather kit
- *Cub Scout Leader Book*
- *Cub Scout Ceremonies for Dens and Packs*
- Sample monthly pack meeting plans
- Planning Your Pack's Annual Program Budget, No. 510-273
- Pack Operating Budget worksheet, No. 510-278
- Pack Meeting Planning Sheet, No. 511-815
- Pack Program Planning Chart, No. 331-017
- Cubmaster's Key Progress Record, No. 511-053



- Unit Money-Earning Application, No. 34427
- From one of the den leader's guides, select and print one copy of the next month's pack meeting plans for each participant.
- Markers, pens, pencils
- Flip chart or whiteboard





Den Management (15 Minutes)



SAY: Cub Scouting is fun but sometimes the fun can get interrupted by behavioral problems in the den.

Scouting has a long and successful history of developing simple and easy-to-use methods to provide a quality program while maintaining the necessary level of positive discipline and structure.

The first method, the Cub Scout sign, you have already learned is used as a way to get everyone's attention without yelling or raising your voice or even using any words.

By making your Cub Scouts aware of how the sign works early on, you have set a standard that they will be able to meet.

By setting expectations, modeling behavior, and setting up incentives, you will be able to manage positive behavior rather than deal with negative behavior.

Let's talk about four more things you can use to manage your den.



Ask: Can someone tell me what the Cub Scout motto is?



Instructor Note:

Allow a minute or two to discuss.

Looking for:
"Do Your Best"



SAY: Exactly.





Ask: Can someone tell me what the Scout motto is?



Instructor Note:

Allow a minute or two to discuss.

Looking for: “Be Prepared”



SAY: Even though you are a Cub Scout den leader, the Scout motto “Be Prepared” is the way to think. Being prepared is being proactive and thinking ahead.

Preventing behavioral problems is the first step but being prepared with a plan of action when behavioral problems arise will keep situations from escalating and disrupting the flow of the meeting.

Your first den meeting should include development of a den code of conduct. Children are more likely to behave when they have some ownership of the rules and consequences of their actions.



Instructor Note:

Prior to the course, have a poster board prepared with a sample den code of conduct.



SAY: You can use a poster board or the official Den Code of Conduct poster available at your local Scout shop or online at www.scoutshop.org.

You should introduce the subject of a den code of conduct during Talk Time with a discussion of how friends should act toward one another.

Cub Scouts will often contribute rules that relate to safety, respect for property, and relationships with others. You can make suggestions along these lines if they do not bring them up.

In addition to rules, the Cub Scouts can decide on some of the caring values and behaviors that they would want to display within their den.

The “conduct candle” is another effective method of providing positive reinforcement for behavior you want to encourage.





Instructor Note:

Prior to the course, get a 6- or 7-inch tapered candle that should last for about four hours.



SAY: A “conduct candle” should be a candle that will burn for about four hours . If you use a candle that lasts longer than that, you run the risk of the Cub Scouts losing sight of its purpose.

At the beginning of the den meeting, light the candle.

If someone misbehaves (violates the den code of conduct), the candle is blown out and is lit again at the next meeting.

Choose a reward such as a pizza or ice cream party that the den can earn when the candle burns all the way down.

In order for this method to work, the Cub Scouts need to see the candle burning down steadily.

If the candle is too big, the reward will seem unattainable and they may give up. Ideally, they should be able to earn the reward within three to four meetings of good behavior.

The marble jar method is similar to the conduct candle.



Instructor Note:

Prior to the course, prepare a small mason jar with marbles.



SAY: At the beginning of each meeting, each Cub Scout gets three marbles. You don’t have to physically give out the marbles but set them out so that they are visible during the meeting. If a Scout misbehaves, he or she has to give up a marble.

At the end of the meeting, everyone puts their marbles in a jar.

When the jar is filled, the den receives a reward.

As with the candle, make sure that the reward can be earned within three to four meetings of good behavior, so choose a jar that can be filled in three to four meetings.

Note that the rewards are focused on positive reinforcement for the



entire den; individuals are not singled out or punished.

The talking stick or talking feather is a method used to teach good manners and develop listening skills.



Instructor Note:

Prior to the course, prepare a talking stick or talking feather. You can find examples on YouTube and Pinterest, and the Scout shop sells a kit you can use to make a talking feather:

<https://www.scoutshop.org/talking-feather-kit-7354.html>.



SAY: The talking stick is simply a stick or other object that gives the person holding it the opportunity to speak without others talking or interrupting. This is an excellent tool to use during Talk Time.

Naturally the den leader or another adult controls who has the talking stick and for how long it is held by any Cub Scout.

Using these techniques should help you feel prepared to run your first den meeting and, with each positive den experience, you will gain confidence in your den leadership skills. Remember, by setting clear expectations, modeling positive behavior and creating incentives and positive reinforcement for meeting those expectations you will be able to manage positive behavior rather than deal with negative behavior within your den.





Conducting a Cub Scout Pack Meeting (30 Minutes)



SAY: Once you understand the basics of Cub Scouting, you're ready to start learning what a pack meeting is and how it is conducted.

The pack meeting brings all of the dens in the pack together for the purposes of recognizing the achievements of the Cub Scouts, communicating information about upcoming events, and providing a program that enriches the Cub Scouting experience.

Attending pack meetings helps Cub Scouts realize their den is part of a larger organization.

A good pack meeting is well planned and well organized. Although there is not a required number of pack meetings, most packs meet several times during the year. Some packs meet monthly; others less often. As you determine how many meetings to schedule and when, please keep their purpose in mind.

Events such as the pinewood derby or blue and gold banquet can be considered pack meetings, especially if brief announcements and some achievements or rank advancements are included.

You can find detailed information about pack meetings in the *Cub Scout Leader Book*. Remember that the *Cub Scout Leader Book* is your go-to source of Cub Scout leader information.



Instructor Note:

Share copies of the *Cub Scout Leader Book*.



SAY: Since an important part of a pack meeting is Cub Scout recognition, use *Cub Scout Ceremonies for Dens and Packs* as a resource when planning a pack meeting that includes a Bobcat ceremony or a ceremony recognizing other rank advancement.





Share copies of *Cub Scout Ceremonies for Dens and Packs*.



SAY: The Arrow of Light ceremony can be included as part of a pack's blue and gold banquet, or it can be done whenever the Webelos Scouts have completed the requirements for it and are ready to join a Scout troop.



Ask: Why might using ceremonies as a focus for a meeting be a good idea?



Instructor Note:

Allow a minute or two to discuss.

Looking for:

Using these ceremonies as the focus of a pack meeting usually draws good attendance from the Cub Scouts' families and serves as a way for the younger Cub Scouts to see the wonderful things that await them as they remain in Scouting.



Instructor Note:

Prior to the course, prepare a flip chart with the parts of a pack meeting bulleted:

- Before the Meeting
- Gathering
- Opening, which includes a Welcome and Introductions
- Program, which could include a presentation by a special guest and include skits or songs
- Recognition and Rank Advancement
- Cubmaster's Minute
- Closing
- After the Meeting





SAY: The parts of a pack meeting are:

- Before the Meeting
- Gathering
- Opening, which includes a Welcome and Introductions
- Program, which could include a presentation by a special guest and include skits or songs
- Recognition and Rank Advancement
- Cubmaster's Minute
- Closing
- After the Meeting

These are a part of most pack meetings and are very similar to the parts of a den meeting.

Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing as a Cubmaster during that part of the meeting and think of some specific ideas for each part of the meeting.



Divide the participants into groups.

Depending on the number of participants, assign one or two sections to each group.

Give the groups three to five minutes to prepare an explanation of the parts of a pack meeting they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a pack meeting.

Explanations should include:

Before the Meeting

Pack meetings should be simple, fun, and on average an hour and a half. Special events like the blue and gold banquet and pinewood derby will likely take longer. Good planning in advance is essential.

Remember that den meetings are the most important activity in Cub Scouting, so make sure dens are running well and don't let planning



and resources for a pack meeting take priority over planning and conducting den meetings.

Planning and preparation are the key to any successful Scouting activity. The pack committee plans the year of pack meetings in July or August to be ready for the entire upcoming year and to schedule special guests and presenters. If not, the program planning for pack meetings should occur at minimum several months in advance in order to procure any presenters and any materials needed.

Preparation for a pack meeting begins at the pack committee meeting. Some of the preparation for the pack meeting may be handled by the Pack Committee Chair or other members of the Pack Committee.

Each den leader ensures each Cub Scout's record in Scoutbook is up to date or provides a den advancement report, allowing adequate time for the pack advancement chair to obtain and prepare the badges and recognitions, along with the pocket cards, prior to the pack meeting.

Make arrangements for use of the place where your pack will meet. Make certain it is large enough to accommodate all of the Cub Scouts in your pack and their family members. Typically, these arrangements are made at the beginning of the program year for the full year. If you have a challenge with your meeting location, your chartered organization is there to help identify and secure an appropriate meeting space.

Arrange for a sound system, if one will be needed. Arrange for any program materials or other resources that will be needed well in advance. Be prepared to make adjustments and have a plan B and a plan C if your original plans do not work out. The pack advancement chair is responsible for bringing all badges, awards, and pocket cards to the pack meeting; these should be filled out and organized for easy presentation.

Communicate with the parents and guardians of the Cub Scouts in your pack regarding the date, time, and location of every meeting. You may use several ways to communicate including text messages, email, phone calls, social media, or the pack's website. The best method is one that works for all the families, but several methods may still need to be used simultaneously.

It's a good idea to distribute a pack calendar for the full program year at the beginning of the school year. It's also helpful to have den leaders remind the families in their den about each pack meeting as the date



approaches. Make sure that family members and other caring adults of a Cub Scout are informed when their Cub Scout is going to be presented an award or recognition at a pack meeting. This can be communicated through the dens. They may want to invite additional friends and family to help celebrate.

Assign the families in one den to be responsible for setting up the meeting space. Rotate this by den during the year. The advancement chair, Cubmaster, assistant Cubmaster, den leaders, and den chiefs may meet briefly for last-minute preparations and any needed changes to the program and agenda. The Cubmaster and/or pack committee chair may distribute an agenda to the other pack leaders and den leaders at this time.

Gathering

Some Cub Scouts and their families may arrive for the pack meeting earlier than others. That's why it's a good idea to have a gathering activity. A gathering activity is something that is ready for Cub Scouts and parents to do when they first arrive, before the meeting begins.

Den leaders may guide the gathering activity, or you may find that this is a good way to involve the assistant den leaders, parents, or the den chiefs by asking them to come early and help conduct the gathering activity.

Conclude the gathering activity promptly when it is time for the meeting to begin. It is important that the meeting always begin on time. The gathering activity is optional, depending on the needs of your pack.



Opening, which includes a Welcome and Introductions

The opening is a method of promoting good citizenship and duty to God and country. A good opening includes conducting a simple flag ceremony, saying the Pledge of Allegiance, and reciting the Scout Oath and Scout Law.

You may want to have posters of the Pledge of Allegiance and Scout Oath and Scout Law available.

The opening may also include a prayer, moment of reflection, or inspirational quote. Keep in mind that a Scout is reverent: Be reverent toward God. Be faithful in your religious duties. Respect the belief of others.

Encourage parents to participate in the opening as well. They are a part of the pack too. The Cubmaster is the master of ceremonies for a pack meeting.

It is a good idea to have dens take turns being responsible for the opening ceremony. For some dens, this will fulfill a requirement for one of the adventures in their handbook. Start with older Cub Scouts or ones who have experience so that good flag etiquette can be modeled for younger dens that can then take this on at later pack meetings.

Always welcome new families or special guests. At the beginning of the program year, you may want to have name tags available for everyone until they have a chance to get to know one another.

This part of the pack meeting is perfect for the new member coordinators to organize.

This is a good time to recognize and thank parents who have helped the pack in some way since the last pack meeting, such as the den popcorn sale chairs, Scouting for Food drivers, and those who helped set up for this meeting.

Make brief announcements about upcoming pack meetings and activities. Have fliers or other means of communication that provide details of these events.



Program, which could include a presentation by a special guest and include skits or songs

The program is the main body of the meeting and is what keeps a pack meeting exciting.

Some great ideas for the program portion of your pack meeting include:

- The blue and gold banquet
- Bridging ceremony
- Den presentations
- Derbies
- Holidays events
- Public safety events
- A performer
- An outdoor expert
- A bike expert
- A naturalist
- A vet or dog trainer
- A zookeeper
- A scientist

These are just a few ideas. You can probably think of many more. Make certain the program enriches the Cub Scouting experience. It may expand upon an adventure or prepare families for a special pack event.

When making arrangements with any presenters, be sure to give them a time limit so that the pack meeting will conclude on time.



Recognition and Rank Advancement

Recognition and advancement are the highlight of the pack meeting. This is where each Cub Scout is recognized for his or her accomplishments. How you do this is up to the pack committee. There are some great examples in the book *Cub Scout Ceremonies for Dens and Packs*.

At pack meetings, you will present recognition or rank advancements to Cub Scouts individually. Other achievements, such as Nova Awards, the Cub Scout Outdoor Activity Award, or the National Den Award, are also presented to Scouts.

Adult leaders who have completed training should also be recognized at this time.

It is important that this portion of the meeting be very well organized. For example, you may have each den come to the front of the room, one at a time, and then present recognition to each member of the den.

If Cub Scouts are receiving more than one recognition at the meeting, consider placing all of the recognition items into a small plastic zip-top sandwich bag and presenting the bag to the Cub Scout.

It helps if the badges and awards have been arranged alphabetically by Cub Scout name. With a large pack, it is important to keep this part of the meeting moving while still recognizing each Cub Scout. Depending on the size of your pack, you may wish to involve the parent or guardian of each Cub Scout.

Cubmaster's Minute

To start bringing the meeting to a close, the Cubmaster shares an inspirational story, typically one that highlights the Scout Oath or Scout Law.

It could be a personal experience, or the Cubmaster may highlight one of the Cub Scouts who demonstrated their commitment to live by the Scout Oath and Scout Law with an uncommon action. This is an opportunity for everyone to reflect on the values of Scouting.



Closing

A closing ceremony will typically include retiring the colors, a closing flag ceremony, and dismissal. This sets a definite ending to the pack meeting.

If you do not retire the colors, make certain the flags are taken down and put away in a respectful manner following the meeting.

After the Meeting

In Scouting we say that we “leave things better than we found them,” so it is important to put the room back in order, throw away any trash, and pack away materials and flags.

Designate which leaders and perhaps den chiefs can take the lead on putting the meeting space back in order. Maintaining respect for rooms that are utilized helps to keep the relationship with the meeting location and chartered organization strong.



SAY: Just like den meetings, pack meetings should match the personalities and abilities of your pack. Make sure you have programs that the entire pack will enjoy and learn from and involve as many people as possible.





Denners and Den Chiefs (15 Minutes)



SAY: One of the key purposes of the Scouting program is to develop the leadership skills of youth who are in the program. These skills are often developed through hands-on experiences.

Youth serve in a variety of leadership positions during their time in Scouting and they are mentored and coached by caring adult leaders along the way.

Cub Scouts have the opportunity to begin developing their leadership skills, starting with Wolves in second grade and continuing through Webelos in the fifth grade. At this age, they do so by serving as a denner or assistant denner for their Cub Scout den.



Ask: Does anyone have any ideas on how to choose the denner in a den?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Height
- Last name
- Age
- Birthday



SAY: A good practice is for the den leader to have each Cub Scout take a turn as denner, rotating the Scouts in some manner, either den meeting by den meeting or on a monthly basis.

At this age, conducting an election for the position of denner can inadvertently create a popularity contest, with some Scouts feeling bad if they are not chosen. Since we want every Cub Scout to have an opportunity for this experience, the rotation system works best.

Children at this age have a keen sense of feeling they are being treated fairly or unfairly. Never favor one child over another, especially the den



leader's child. Also, do not force a child to serve as denner if he or she declines the position. Being an assistant denner first may help encourage the reluctant Cub Scout to eventually step into the position of denner.



Ask: What does it mean to be a denner and what does a denner do?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Cub Scout leadership role
- First Cub Scout leadership role
- Assists the den leader
- Helps during den meetings



SAY: The denner is a special person and helper at the den meeting. The denner may have the privilege of carrying the U.S. flag during the opening ceremony at the den meeting. If your den happens to be leading the opening flag ceremony at the pack meeting, the denner may carry the U.S. flag or call the commands.

It is best to give the denner the choice to carry the U.S. flag or to call the commands. Some Cub Scouts, especially Bear and Webelos Scouts are very eager and willing to learn to call the commands.

If you are conducting an activity in a den meeting that allows someone to “go first,” it should be the denner.



Instructor Note:

Prior to the course, get a set of denner and assistant denner cords to show the participants.



SAY: The denner wears special denner cords on the left shoulder of the uniform. These are two gold cords that can be pinned on for the duration of the meeting.

Your den may also have an assistant denner. The assistant denner wears a single gold cord that is pinned on as well.



The den can own one set of denner and assistant denner cords and rotate them as needed. The den leader should bring them to each meeting and collect them at the end. If you allow Cub Scouts to take them home, they may forget to bring them back!

The assistant denner may carry the den flag during the opening ceremony for the den and the pack flag at pack meetings when the den is in charge of leading the flag ceremony.

The assistant denner can advance to the denner position after the current denner finishes his or her term of service.

The denner and assistant denner can also help pass out snacks at den meetings and lead the rest of the den in picking up trash and putting the meeting room back in order. To an adult, these may seem like small tasks, but most youth relish the opportunity to lead and serve.



Ask: Does anyone know what a den chief is?



Instructor Note:

Allow one or two minutes to discuss.

Answers could include:

- A Scouts BSA member
- Older Scout
- Helps den leader
- Models behavior for Cub Scouts
- Encourages Cub Scouts to stay in Scouting



SAY: Den chiefs help the den in a different way by providing leadership and service. Den chiefs are older youth from a Scouts BSA troop, a Venturing crew, or a Sea Scout ship who are approved by their adult leader to assist a Cub Scout Den.

They may be an older sibling of a Cub Scout or the den leader's child. This helps the den chief to maintain regular attendance because they will have dependable transportation to den meetings.





Share a copy of the *Den Chief Handbook*.



Prior to the course, get a set of den chief cords to show the participants.

SAY: They have completed Den Chief Training and wear special den chief cords; blue and gold cords mean they are a den chief for a Wolf or Bear den and the tri-color cords of red, green, and gold signal their service to a Webelos den.

They are active in their own unit and develop their leadership skills by coming to den meetings and pack meetings to assist the den with which they are working and perhaps the entire pack.

They may teach a particular skill that fulfills an adventure requirement for the Cub Scouts, lead or teach a song or game, and help in other ways, as directed by the den leader. They can be of great help at pack campouts and the pinewood derby, and in demonstrating camping equipment to assist a den or pack in preparing to camp.

Most importantly, a den chief serves as a role model for the Cub Scouts. Den leaders should involve the den chief in planning. Den leaders also need to keep in mind that the den chief is still a young person who may need guidance and should be mentored along the way.



Ask: Does anyone remember having a den chief when they were in Cub Scouting? What do you remember about them?



Instructor Note:

Allow a minute or two to discuss.

Answers will vary.



SAY: The den chief is never to be left alone with the Cub Scout den and never to be put in a position of providing discipline.

It is rewarding to watch a den chief grow in leadership skills and confidence over an extended period of time. Den chiefs need not be the same gender as the youth in the den they are serving.



They will have a *Den Chief Handbook* that contains information they learned during Den Chief Training.

This handbook is a useful resource and provides examples of songs, games, and activities.

The den chief may earn the Den Chief Service Award after a year of service to a den. The den chief's progress toward the award can be tracked and recorded in the back of the *Den Chief Handbook*. The Cubmaster and den leader sign off completion of requirements and then the den chief gives the form to his or her unit leader who will order the award and set a date for its presentation. The honor cord is red, white, and blue and may be worn for the duration of the den chief's time as a Scout.

A den chief can serve to inspire Cub Scouts and help ease the transition to a Scouts BSA troop.

As you can see, Scouts of all ages can develop leadership skills by serving as a denner or a den chief.

Youth serve in a variety of leadership positions throughout their time in Scouting and can use these skills to mentor other Scouts.

We're going to take a five-minute break and come back gathered around the tent setup area.



Instructor Note:

Have your tent set-up area prepped and ready to go before the start of the day so that participants can gather there right after their break.



Break

10 Minutes



Module 2: Pack Committee

MODULE OVERVIEW:



Content Time: 70 minutes

- Conducting a Cub Scout Pack Committee Meeting: 15 minutes
- Pack Finance: 15 minutes
- Annual Program Planning for Cub Scouting: 25 minutes
- Annual Charter Renewal: 15 minutes



Objectives:

After this session participants will be able to:

- Explain the purpose of the pack committee meeting
- List the parts of a pack committee meeting
- Identify the *Cub Scout Leader Book* as the pack committee's main resource"
- Describe the flexibility of pack committee meetings
- Recall the rules about pack finances
- Identify controls for establishing sound financial practices
- List the steps to building a pack budget
- Define the annual program planning conference
- Identify the purpose of the annual program planning conference
- List who attends the annual program planning conference
- Identify when the annual program planning conference should be held
- Summarize the responsibilities of the committee chairs, Cubmasters, den leaders, and other committee chairs in preparation for the annual program planning conference
- Explain the "secret sauce" of Cub Scouting
- Outline the steps of the annual program planning conference
- Identify resources to help you through the annual program planning conference
- Identify what the chartered organization and the local council agree to do
- Outline the charter renewal process
- Identify resources available to help with charter renewal





Materials Needed:

- Poster boards with:
 - Parts of a pack committee meeting bulleted:
 - Before the Meeting
 - Welcome and Call to Order
 - Evaluating the Previous Month
 - Finalizing the Current Month
 - Planning Ahead
 - Unit Leadership Enhancements
 - Social Time and Fellowship
- Copies of:
 - *Cub Scout Leader Book*
 - Unit Money-Earning Application, No. 34427
 - Planning Your Pack's Annual Program Budget, No. 510-273
 - Pack Operating Budget worksheet, No. 510-278 (PDF)
 - Pack Operating Budget worksheet, No. 510-278 (Excel)
 - Pack Program Planning Chart, No. 331-017
 - Sample pack calendar
 - A council and/or district calendar
- Markers, pens, pencils
- Flip chart or whiteboard





Conducting a Cub Scout Pack Committee Meeting (15 Minutes)



SAY: Effective pack committee meetings are essential to running a Cub Scout pack and providing adequate support to the den leaders, assistant den leaders, and families in the pack.

The Cub Scout pack committee exists to plan and manage pack meetings, pack events and activities, and finances and to support the den leaders.

The committee manages the pack work so that the den leaders can concentrate on managing the activities in their own dens. Most Cub Scout activities and advancement occur in the den meetings, but sometimes a pack activity fulfills an adventure requirement, such as a pack service project in the community or a den presentation at a pack meeting.

You can find detailed information about the pack committee in the *Cub Scout Leader Book*.



Instructor Note:

Share copies of the *Cub Scout Leader Book*.



SAY: Pack committee meetings are usually held monthly and usually on the same day and at the same time each month. The committee may meet less frequently.

Meetings may be held at the home of the pack committee chair, your pack meeting place, a room at the chartered organization, the public library, or some other convenient location that can accommodate the number of people who will attend, and the time needed.



Ask: Where does your pack committee usually meet? How long? How often?



**Instructor Note:**

Allow a minute or two to discuss.

Answers could include:

- Chartered organization
- Someone's home
- School



Ask: Who makes up the pack committee?

**Instructor Note:**

Allow a minute or two to discuss.

Write responses on a flip chart.

Pack committee members are:

- Pack committee chair
- Cubmaster and assistant Cubmasters
- Chartered organization representative
- Den leaders and assistant den leaders
- New member coordinator
- Treasurer
- Advancement chair
- Pack secretary
- Any other position you may have on your pack committee



SAY: Members of the pack committee include the pack committee chair, the Cubmaster and assistant Cubmasters, the chartered organization representative, the den leaders and assistant den leaders, the new member coordinator, the treasurer, the advancement chair, the pack secretary, and any other position you may have on your pack committee.

Parents should also be expected and made to feel welcome to attend. This may be a way of involving more parents in pack planning. Some of the chairs will attend seasonally, in the months approaching the event they chair.





Instructor Note:

Prior to the course, prepare a flip chart with the parts of a pack committee meeting bulleted:

- Before the Meeting
- Welcome and Call to Order
- Evaluating the Previous Month
- Finalizing the Current Month
- Planning Ahead
- Unit Leadership Enhancements
- Social Time and Fellowship



SAY: Each pack committee meeting consists of:

- Before the Meeting
- Welcome and Call to Order
- Evaluating the Previous Month
- Finalizing the Current Month
- Planning Ahead
- Unit Leadership Enhancements
- Social Time and Fellowship

These are suggested parts of a pack committee meeting.

Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing during that part of the meeting.



Divide the participants into groups.

Depending on the number of participants, assign one or two sections to each group.

Give the groups three to five minutes to prepare an explanation of the parts of a pack committee meeting they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a pack committee meeting.



Explanations should include:

Before the Meeting

The first part of the pack committee meeting is “Before the Meeting” preparation.

Preparing for a pack committee meeting begins with developing an agenda with specific items to be reported on and discussed at the committee meeting.

This could start with the pack Key 3, which is the pack committee chair, the chartered organization representative, and the Cubmaster. This does not have to be done in person. It could be done through email.

The pack committee chair is responsible for creating the agenda. Some of these items are on each meeting’s agenda, such as the treasurer’s report and membership recruitment efforts.

Other items appear on the agenda seasonally, such as the pinewood derby, blue and gold Banquet, Webelos crossover to a troop, the annual popcorn sale, etc.

The person responsible for each agenda topic gives the report or leads the discussion at the committee meeting, sometimes with guidance from the pack committee chair. The agenda should be distributed electronically by the pack committee chair to the members of the committee prior to the meeting.

A reminder of the meeting date, time, and location should be sent to all of the committee members and parents.

Use the form of communication that is best for your pack—social media, email, text, pack website, etc. You may need to use several forms of communication as not everyone prefers or uses the same form of communication regularly.



Welcome and Call to Order

“Welcome and Call to Order” is how you begin the pack committee meeting.

Starting the meeting on time is one way to be respectful of everyone’s time.

The pack committee chair calls the meeting to order and welcomes everyone. All in attendance introduce themselves.

Nametags are a good way to help everyone feel welcome and help them get to know one another.

Evaluate the Previous Month

Next is “Evaluate the Previous Month

During this part of the meeting, reports are presented, and discussions take place using the agenda as the guide.

These usually begin with the pack treasurer’s report.

The other reports should include an evaluation of the most recent pack meeting and recent activities or events, by topic.

For example, if you have recently completed the pack’s annual popcorn sale or other fundraiser, the chair of that event would give a report on results and then lead a discussion of those results and ideas for future improvement.



Finalize the Current Month

Next is to “Finalize the Current Month.”

If a pack meeting will be held in the coming weeks, plans are reviewed, and final details arranged.

Remember that a pack meeting does not need to be conducted every month, although busy packs will need a monthly pack meeting to cover all the activities they wish to conduct during the year, such as pinewood derby, raingutter regatta, space derby, etc. Confirm which den will set up for the pack meeting and which den will lead the flag ceremony at the meeting; have back-up dens designated as well.

Reports by those who are chairing upcoming activities or events should be given.

For example, if there is an upcoming pack campout, blue and gold banquet, pinewood derby, or other event, reports on those events would be given, with an opportunity for questions to be answered and details to be nailed down.

Den leaders make sure the Scouts in their dens have their advancements recorded in Scoutbook, the free tracking and reporting tool provided by the BSA.

If not using Scoutbook, den Leaders turn in their paper den advancement reports to the advancement chair.

If your pack wishes to participate in a district or council event, that should be discussed at the meeting and ideally firm decisions made about participation, planning, and budgeting.

The pack committee chair is responsible for keeping the meeting on topic and respecting the time of everyone in attendance.

Sometimes this means a topic will need to be tabled for further discussion by a subcommittee or at a subsequent committee meeting.

Typically, the pack committee meeting lasts one hour.



Plan Ahead

Next is “Plan Ahead.”

During this part of the meeting, plans for the next Pack meeting and other special events are developed and assignments made. The Pack Committee Chair leads a discussion about any other pending topics.

Unit Leadership Enhancement

Next, you will engage in “Unit Leadership Enhancements.”

To do so, you may wish to include one of the unit leadership enhancement topics found in the back of the *Cub Scout Leader Book*.

These are quick sessions designed to inform and spark conversations on anything from Cub Scout camping to getting and keeping parents involved. This is optional.

This is also a good time to discuss other training opportunities available and to ensure training requirements such as Youth Protection training and required outdoor training have been or will be completed.

Social Time and Fellowship

The last part of a committee pack meeting is the “Social Time and Fellowship” portion.

Following the committee meeting, you may wish to allow time for leaders to enjoy refreshments and fellowship.

Anyone who needs to leave, however, should feel free to do so.

Always be respectful of the time of those who have attended. If you aren’t, you may find that they won’t return to future meetings.





SAY: This is just one way that your pack committee meeting may operate.

Some packs follow Robert's Rules of Order, which is another way to conduct meetings.

What is most important is to cover the basic elements of the pack committee meeting:

- Prepare before the meeting
- Conduct a welcoming and call to order
- Evaluate the Previous Month
- Finalize the Current Month
- Planning Ahead
- Unit Leadership Enhancements
- Social Time and Fellowship





Pack Finance (15 Minutes)



SAY: Keeping a Cub Scouting program strong and effective requires good funding and financial management.

The following are rules that must be followed. The first rule is that the chartered organization is the entity that owns the charter to operate the pack.

We covered information about the chartered organization and the pack when we talked about the Cub Scout pack structure.

This means that the pack is required to involve the chartered organization on how it chooses to conduct its finances.

The chartered organization may choose to let the pack conduct its finances independently, or the pack's finances may be a part of the chartered organization's overall finances.

A pack that opens a bank account would open it under the chartered organization, and any tax-exempt benefits that the chartered organization has may be shared with the pack.

If the pack is chartered by an organization that does not have any tax-exempt status, the pack will not have tax-exempt status.

The local council cannot provide its tax-exempt status for the pack to use. This is a law and not a policy of the Boy Scouts of America.

Serving as a pack treasurer requires the utmost in honesty, integrity, and transparency.

It is recommended that the pack treasurer have a basic understanding of generally accepted accounting principles, or GAAP. The treasurer need not be an accountant, but some level of bookkeeping experience is ideal.

The pack treasurer should be someone who everyone agrees is trustworthy and capable of fulfilling these financial duties.

Remember that the pack treasurer is selected by the pack committee



chair and approved by the chartered organization. This is a requirement.

There are policies we recommend you establish in your pack to remove any temptation to mismanage or embezzle the pack funds.

Your Cub Scout pack should establish a checking account at an FDIC-insured institution, if such an account does not already exist.

Ensure that spending any of the pack's money, including taking funds out of the pack bank account, requires two signatures or two approvers before the funds are withdrawn.

The two signers/approvers can be the pack treasurer and the pack committee chair or Cubmaster. Requiring two people to approve withdrawals from the account greatly reduces mismanagement of funds and protects the treasurer from false accusations.

Taking funds out of the account includes such procedures as writing checks drawn from the account; paying any bills, invoices, or charter renewal fees; reimbursing an adult who has made advance payment for something that has been approved; and making any cash withdrawals or expenditures. All transactions of the pack funds should have a clear paper trail and be trackable to an individual.

The pack treasurer should provide monthly financial statements to the pack committee, including funds received and disbursed by the pack.

The statements should be reviewed for reasonableness by the members of the pack committee and discussed, as necessary, at the pack committee meeting.

Another recommended practice is for an additional member of the pack committee and/or the chartered organization to review the bank statements on a quarterly basis.

Developing a pack budget is essential to ensure that the pack manages its finances responsibly.

This includes identifying all the budgeted expenses for the year and determining the needed income for the year to meet the budgeted expenses.

Once the budget is established, ideally at the same time that the pack



calendar is being created, it will serve as a plan for the spending and income required for the year.

Remember that your pack cannot spend more money than it takes in.

Just because you included it in the budget does not mean you have the money to pay for it.

Pay attention to when you have expenses and when you plan to have income.

As part of the budgeting process, the pack must decide what items will be covered by the pack funds and how much to charge each Cub Scout for annual dues.



Ask: What are some of the things your pack pays for?



Instructor Note:

Allow a minute or two to discuss.

Write responses on a flip chart.

Answers could include:

- Badges of rank and other advancement or recognition items
- Handbooks
- Neckerchiefs when Scouts advance to the next rank
- Adult volunteer leadership course registration fees
- Supplies and materials for the den activities



SAY: It is important to establish these policies well in advance of any recruiting efforts, so that new families joining can be accurately told what they will be financially responsible for and what the pack will cover.

A money-earning project is one way that your pack may generate the needed income for your budget.

Packs may not solicit individuals or companies for direct contributions.



Details about money-earning projects and fundraising are found on the Unit Money-Earning Application.



Hand out copies of the Unit Money-Earning Application.



SAY: Money-earning projects for your pack that are supported by the local council, such as product sales like popcorn, do not require unit money-earning applications.

You may want to communicate to the families in your pack that registration fees are a national fee and that neither the pack nor the local council receives monies from these registration fees.

Use the Planning Your Pack's Annual Program Budget for details on building your pack's budget.



Hand out copies of Planning Your Pack's Annual Program Budget.



SAY: In addition, there is a Pack Operating Budget worksheet.



Hand out copies of the Pack Operating Budget worksheet.



SAY: When the budget is developed, it is approved by the pack committee.

Once approved, share it and make it available for members of the pack to review. How money is earned and spent should not be a secret.

Good funding and financial management are essential in keeping a Cub Scouting program strong and effective.



It is important to take steps to ensure pack finances are handled responsibly so all pack members get the most out of their Scouting experience.





Annual Program Planning for Cub Scouting (25 Minutes)



SAY: A fun and successful year for your Cub Scout pack involves annual program planning.

It is here you'll decide what will happen during the coming year. You'll set your calendar, decide how to fund everything, and determine who will be responsible for each activity and event.

The annual pack program planning conference brings together all pack leaders to establish the year's program, to plan for a full calendar year for your Cub Scout pack, and to be ready for new families to join in the fall.

The conference provides an opportunity to build enthusiasm and interest among leaders and families. Enthusiasm is essential. With it, the program grows. It provides everyone an opportunity to be part of the planning, which leads to greater ownership and participation.

Program planning for your Cub Scout pack should be done in June or July so that your pack has a full calendar and is ready for new families to join in the fall. If your program year has already started, it's never too late to follow these steps to develop your program for the remaining program year. It is recommended that the annual planning conference be on the pack calendar a year in advance. This year's planning conference date should have been scheduled at last year's planning conference. Promotion and formal invitations to the planning conference should be made at least two months prior to the event.

The annual program planning conference is led by the pack committee chair and Cubmaster. It is attended by the pack treasurer, pack secretary, and den leaders, all of whom have a critical role to play during the planning. Packs should also invite all other adult leaders and parents to the conference, as it can serve as a perfect opportunity to identify new leaders and increase parent involvement.

The pack committee chair is responsible for setting the date, time, and location of the meeting. The chair will work with the Cubmaster to develop the agenda, the pack treasurer to ensure all necessary financial records are ready, and the pack secretary to prepare calendars and promote the conference. It is also the chair's responsibility to have



copies of the Family Talent Survey from each family to help identify valuable resources in the pack.

The Cubmaster is responsible for ensuring each den leader attends the conference. The Cubmaster coordinates with the pack committee chair to develop the agenda. Prior to the meeting, the Cubmaster creates a proposed calendar of pack meeting dates and special activities. The Cubmaster should bring to the meeting notes from last year's meetings to use to make improvements for the coming year.

Den leaders are responsible for having their own proposed calendar of their den meeting dates and special activities. They should bring with them a list of adventures they plan to do and in what order they plan to do them in. They should consider having their Cub Scouts give input on what they enjoyed over the past year during den meetings. This allows Cub Scouts to have a say in what the program includes. Den leaders should also have a list of their Cub Scouts returning for the next program year.

The pack treasurer is responsible for having last year's annual pack budget with actuals for income and expenses. The treasurer should also prepare a draft of next year's proposed budget prior to attending the conference.

The pack secretary is responsible for having a copy of last year's pack calendar to use to start the planning for the coming year. The secretary will take all of the notes during the pack planning conference and make sure they are shared with everyone. As a follow-up, the secretary will post the new pack calendar after the conference is over.

The location of the conference can be a formal meeting room, a local park, or someone's home. The location will help set the tone of the meeting.

Make sure that the location has enough space where everyone can sit down, feel part of the group, and take notes. You may want to check on the availability of internet access.



Ask: Why is the program planning conference so important and why should all of these people be involved?





Instructor Note:

Allow a minute or two to discuss.

Write responses on a flip chart.

Answers could include:

- Sets the tone for the coming year
- Builds excitement
- Everyone has a say so there is buy-in
- These are the folks who will carry out the program
- Knowing what you'll be doing dictates the budget
- Everyone has a say in what should be spent and how



SAY: We want you to be successful not only in your annual pack program planning conference but also in all that you do to deliver the Scouting program.

Internal research has been conducted on Cub Scout packs across the country that have high participation, retention, and recruitment. Year after year, these packs are providing a quality program. What we know is that these packs do three things, they do them really well, and they know which ones are more important than the others. We know that it is important to take care of basic needs in our lives before we focus on other things. It is difficult for a child to be successful in school if basic needs of food and shelter are not being taken care of.

This theory holds true for successful Scouting programs. There are some things that have to be taken care of before you can move forward. We call this the secret sauce.



Ask: Has anyone heard of the secret sauce? What do you know about the secret sauce?



Instructor Note:

Allow a minute or two to discuss.

Write responses on a flip chart.

Answers will vary.





SAY: The first ingredient in the secret sauce is making sure we Keep It Safe. Cub Scouts, parents, other family members, and leaders need to be in a safe space, have their basic needs satisfied, and feel no harm can come to them. This goes beyond physical safety.

We must widen our view to recognize that social and emotional safety are also incredibly important. Without this safe space, little can be accomplished. When challenges to the safe space occur, all attention must be focused on reestablishing a feeling of safety. The safe space provides the foundation to deliver the promise of Scouting.

So, how do you know if you have a safe space? In general, a safe space has a lot to do with having and following a plan. The following questions assess whether you have a space that is physically, emotionally, and socially safe.

Have we talked about the real risks?

Are there activities where some risks are involved or activities that might require additional support or modifications?

This could include something like discussing how a new family may have challenges getting involved with the group.

Are we all able to do this?

All Scouts and leaders come to the table with varying ability levels and corresponding needs. Evaluate how an activity fits with the capabilities of all members of the group.

This could be reflected in taking into account the fitness levels of the participants before heading out for a hike or giving extra support to a Cub Scout with special needs when plans are changing with little notice.

Do we know how to proceed safely?

Proper planning prevents poor program and protecting participants must be primary to the plan.

This plan must use or develop the skills necessary to move forward in predictable ways so that all members are aware of the steps and are working in concert to execute.

Do we trust each other to execute the plan?

Roadblocks occur in groups without a firm foundation of trust.



To have a safe space, members of the group must be confident everyone will do their best in the role they've been given.

For example, the pack committee chair delegates responsibilities to those committee members he or she trusts to accomplish their tasks while working with others to establish trust so that all may be effective in their roles.

Do you have a safe space or not?

After going through these questions, you have a decision to make:

Do you have a safe space or not? If you answer no to any questions, stop and address the problem before continuing.

If you can answer yes to all of these questions, then you most likely have a safe environment and should proceed.

Getting used to this process of constantly evaluating the experience of Scouts will allow you to have meaningful discussions and create the largest impact every day.

When the program is delivered as designed in a safe environment, then not only do we see character, citizenship, fitness, and leadership emerge, but we also produce an additional element that is unique and essential for creating and maintaining lifelong Scouts: deep personal meaning.

With this process of keeping it safe, doing the program, and making it meaningful, you can now use this as a tool when discussing your current program during your annual program planning conference.



Ask: Why do you think safety is so important? Are there any other questions we could ask to help evaluate how safe our program is?



Instructor Note:

Allow a minute or two to discuss.

Answers will vary.





SAY:

The second ingredient in the secret sauce is making sure we Do the Program.

The vehicle for delivering Scouting is the program, and we know that our program works. It works because the curriculum and the methods contain key factors that have been shown to have a long-term positive impact on youth.

To assess whether you are doing the program correctly, ask:
What book are you in?
What page are you on?

This applies to all aspects of Scouting, from the *Cub Scout Leader Book* on how to run a pack to the Cub Scout handbooks.

All elements offered in BSA-authorized and -produced materials have been deeply considered and tested for appropriateness.

The activities have also been sequenced in a way to provide an experience that unfolds for the Scout over years and as ability levels increase. If it's not in one of our books, it's not the program—it's really that simple.

If you can cite your BSA source and are following the program, then proceed.



Ask: Why do you think it is so important to follow the program? What happens if you don't follow the program?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Safety
- Supported by research
- Tried and true
- Keep people from getting hurt
- Deliver the mission of the program





SAY: Finally, the third ingredient in the secret sauce is Make It Meaningful. These are the things that make you feel important and that you are part of something unique and unparalleled.

Everyone in your pack should feel a constant level of meaning in their Scouting experience and that they have lots of opportunities to feel special.

Sometimes this is achieved in simple ways like having a customized pack T-shirt. Other times we may feel connected because of the strong relationships that we develop through Scouting like having a parent who was in Cub Scouting. And other times, it takes the awe- inspiring effects of an awesome pack overnighter.

Personal connection mostly occurs as a combination of all these opportunities that exist in Scouting. The art comes in bringing it out in every youth.



Ask: What are some things that your pack does that makes you feel special or part of something special? What things have you seen other packs do that are special and build an identity for the pack?



Instructor Note:

Allow a minute or two to discuss.

Answers could include:

- Pack T-shirts
- A great blue and gold banquet or pinewood derby
- Special recognition for volunteer leadership

Feel free to take some of these ideas back to your pack. Keep in mind, however, that most of these work because the majority of parents and Cub Scouts like it. What works for one pack may not work for another. This part of the secret sauce is about your pack having an identity where all the members feel like they are part of something special.



Hand out copies of a sample pack calendar and a council and/or district calendar.





Say: Now that you understand what the annual planning conference is, why we do it, who's involved, and what the secret to keeping the program going is, you're ready to conduct your conference.

You need to keep all these things in mind as you are planning and implementing your program as well as throughout the planning process.

There are seven steps to conducting an annual program planning conference for your pack:

- Master Calendar,
- Review,
- Budget Review,
- Planning the Year,
- Responsibilities,
- Finalize,
- and the
- Ongoing Process.



Instructor Note:

Prior to the course, prepare a flip chart with the parts of a pack meeting bulleted:

- Master Calendar
- Review
- Budget Review
- Planning the Year
- Responsibilities
- Finalize
- Ongoing Process



SAY: These are a part of most program planning conferences.

Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing during that part of the conference and why and think of some specific ideas for each part of the meeting.





Divide the participants into groups.

Depending on the number of participants, assign one or two sections to each group.

Give the groups three to five minutes to prepare an explanation of the parts of a program planning conference they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a planning conference.

Explanations should include:

Master Calendar

Step one is developing a master calendar.

You may find using the following items helpful:

- Dry-erase board
- Calendar
- Wall chart

This creates a visual focal point at the meeting so that everyone in attendance can visualize the calendar and follow along. This step requires getting all key dates for non-Scouting events, activities, and holidays. The school calendar is essential.

Then get the calendar for your local Scouting district and/or council, which has official Cub Scout events like council-organized family campouts, Basic Adult Leader Outdoor Orientation training, roundtable, product sales such as popcorn, and other events the pack may want to participate in.

Other calendars to consult may include a community calendar of special events, religious calendars, and the calendar of your chartered organization. These calendars can help you not only avoid conflicts but also provide an opportunity for the pack to plan in advance to participate in a community event or an event that supports your chartered organization or school.

On your master calendar, add important dates such as when school is out, holidays, community events, and district and/or council events.

Add to the calendar your pack meetings, den meetings, pack



committee meetings, special events such as pinewood derby and blue and gold banquet, and district or council events your pack plans to participant in.

Review

Most packs have an established date and time when they conduct pack meetings, den meetings, and pack committee meetings. Review these details to make sure they still work for everyone involved and make any necessary adjustments.

Take time to look at major events like the pinewood derby, the blue and gold banquet, fundraisers, and crossover ceremonies. Are they being held at a time and day of the week that allows for maximum participation? Review month by month what you have on the calendar and compare it to what you did last year.

Did you hold an event or activity that was in conflict with a school event or community event? Was there an event your pack did not participate in last year that you want to this year?

During this step you should also look at the leadership in each den and the pack. What is the succession plan for each position? Start with your den leaders and make sure dens have den leaders.

This may not be the best time to recruit someone to serve as a leader, but it is a good time to identify leadership vacancies. After this meeting, the pack committee chair and Cubmaster should get together to discuss vacancies and develop a plan to fill them.

Budget Review

The program planning conference is the driving factor behind developing your pack budget.

The pack treasurer should give a financial report to those in attendance and review last year's budget.

A discussion and agreement on what expenses the pack will cover for the next program year will help identify how much income the pack will need to generate through either dues or fundraising to cover those expenses.

Details on building a pack budget can be found in the *Cub Scout Leader*



Book. There is also the Planning Your Pack's Annual Program Budget.

When everyone understands and knows how pack finances are used, they are more likely to support the pack's fundraising efforts.

Planning the Year

With all the information from steps one through three, review the calendar, month by month, and confirm each meeting and activity date, time, and location.

This is the time to add any new dates or remove any dates from the calendar. After this step, you will have a calendar you can share with your families and the new families that join in the fall.

Responsibilities

The Cubmaster assigns different dens responsibilities for pack meetings such as setup, cleanup, and opening and closing ceremonies.

Special event chairs such as pinewood derby or blue and gold chairs are identified. Parents and guardians who could help with these special events are also identified.

Finalize

Decide how your pack is going to distribute and maintain the pack calendar.

Consider having your calendar online and have a three-month calendar printed for formal recruitment events.

In addition to the pack calendar, this is also a good time to distribute the pack operating budget for the coming program year.

Make sure every family member has easy access to the calendar and that there is a good communication plan in place to inform family members of changes.



Ongoing Process

Each month at the pack committee meeting, the pack calendar should be reviewed, and adjustments made as needed.

The pack committee should ensure that there are plenty of adults helping with each event and activity.

An update on each event or activity for the next three months should be a regular part of the pack committee meeting.

Share copies of the *Cub Scout Leader Book*.



SAY: You can find more details on conducting an annual pack program planning conference in the *Cub Scout Leader Book*.

Scouting magazine, *Boys' Life* magazine, and Cubcast can all provide inspiration and ideas to continually improve your Cub Scouting program, as can discussing ideas with other Cub Scout leaders in your community by attending roundtable.

You may find that providing activities at your planning conference for Cub Scouts and other family members may increase your overall attendance and participation. This allows parents and guardians to attend the conference without having to worry about making childcare arrangements.

The more families you have involved in the planning process, the smoother your program year will go and the more likely it is you will get additional help from them.





Annual Charter Renewal (15 Minutes)



SAY: Every Cub Scout pack has a chartered organization.

A chartered organization is an organization that enters into an agreement with the BSA local council to provide the Cub Scouting program to the local community.

A chartered organization may be a church, synagogue, temple, or other place of worship. It may also be a civic organization or another organization that holds the same interests as the BSA.

The charter agreement with the BSA local council and the chartered organization for your pack is renewed on an annual basis. This ensures that the quality of the program is at its best.

In this agreement, the chartered organization:

- Agrees to use the Scouting program consistent with BSA rules, regulations, and policies.
- Appoints a chartered organization representative and approve the adults in your pack as volunteer leaders.
- Ensures the pack has a place to meet.
- Encourages adult leaders to take training.



Ask: Are there any of these things that your chartered organization does not do?

Are there any other things that you have found that chartered organizations do for their units?



Instructor Note:

Allow a minute or two to discuss.

Answers will vary.





SAY: The local council agrees to:

- Respect the aims and objectives of the chartered organization.
- Make program training and resources available.
- Make training available for the chartered organization Representative and require all adult leaders to attend BSA Youth Protection training.
- Conduct criminal background checks on adult leaders.
- Provide camping opportunities, administrative support, and professional support to assist the chartered organization in developing a successful Scouting program.
- Provide general liability insurance.



Hand out copies of the Annual Unit Charter Agreement.



SAY: While there is a manual, paper-based renewal process, the process for annual charter renewal is best done online.

Your unit commissioner can assist you by identifying the resources available to you in completing the annual charter renewal.

You can also find details of the charter renewal process at www.scouting.org/commissioners/internet-rechartering/.

Regardless of how you submit your annual charter renewal, the steps the pack takes are the same.

The first step is to confirm those who are active in your pack, both youth and adults. Looking at your current roster, determine who is still attending meetings.

If you or the other leaders in your pack have not seen a family attend for several weeks, have someone from the pack give the family a call. This could be your new member coordinator, the den leader, or anyone from the pack.

Be sure to get confirmation from a family that they no longer want to participate in Cub Scouting before removing them from your pack roster. A phone call can make all the difference between a family getting more involved or leaving.



When you get confirmation that a family no longer wants to participate, please take note as to why they are leaving. This information is useful during annual planning to find ways to improve your pack program. There also may be an opportunity to connect that family with a different pack.

The second step is to update information on each member of the pack.

Confirm that information such as email address, phone numbers, birthday, grade, and ranks is all up to date.

This is also when you can change and update adult leadership positions without having to complete an additional adult application. Normally, an adult application is used to verify an adult's leadership position since it requires the chartered organization representative to approve and sign.

During annual charter renewal, however, the chartered organization will approve the charter after the information is updated, giving their approval of all adult leaders at once.

Any youth or adults who are not on your roster will require an application to be submitted with the annual charter renewal.

You may find it easier to register those who are not on your roster by asking them to register online at [BeAScout.org](https://www.beadscout.org).

The third and final step is to calculate the registration fees, including *Boys' Life* magazine for your Cub Scouts. *Scouting* magazine for adult leaders is included in their registration fee.

The pack collects the fees from the families and submits payment to the local council.

There are additional steps to the charter renewal process, including a formal meeting between the chartered organization and the district executive, and the annual signing or approval of the charter by the chartered organization. Depending on the chartered organization, your unit may be asked to complete other steps.

For additional details, be sure to review the information available at <https://www.scouting.org/commissioners/internet-rechartering/>.



As well as the Internet Charter Renewal portal:

<https://scoutnet.scouting.org/UCRS/ui/home/default.aspx>

The time of year of the annual charter renewal is determined by your local council.

Keep in mind that if your pack misses the annual charter renewal deadline set by your council, your pack is no longer associated with the BSA, which will prevent you from delivering the Cub Scouting program.



Ask: Is there anyone who has gone through the annual charter renewal process in one of their other positions? Would you like to share anything about that experience?



Instructor Note:

Allow a minute or two to discuss.

Answers will vary.



SAY: There is a group of volunteers, known as commissioners, who are available to assist you with the annual charter renewal process.

Local staff members, your district executive, and the council registrar can also assist you.

Be sure to bookmark the links for the Annual Unit Charter Agreement and Internet Charter Renewal pages.

The annual charter renewal is easy if you keep records of your pack up to date and plan for the process in your annual program planning conference.



Break

10 Minutes



Module 3: Group Session

MODULE OVERVIEW:



Content Time: 60 minutes

- **Preparing Families for Outdoor Adventures: 20 minutes**
- **Keeping Cub Scouting Safe: 20 minutes**
- **Journey to Excellence: 5 minutes**
- **Involving Adults in Cub Scouting: 10 minutes**
- **Continue the Journey: 5 minutes**



Objectives:

After this session participants will be able to:

- Identify the Cub Scout Six Essentials
- List activities to get parents comfortable for their first outdoor adventure
- State what activities require a BALOO trained leader
- Identify the *Guide to Safe Scouting* as the primary resource for safety rules and regulations
- Know how to report an incident and locate the incident reporting tool and training
- Explain Journey to Excellence as a process
- Locate the Journey to Excellence scorecards
- State the purpose of having a parents meeting
- List the steps to properly making an ask
- Explain the difference between assigning tasks and filling positions
- Identify the requirements to earn your training award knot



Materials Needed:

- Two or three different types of tents unpacked and ready to be put up in an open space outdoors
- The Cub Scout Six Essentials
 - Filled water bottle
 - First-aid kit
 - Sun protection
 - Trail food



- Flashlight
- Whistle
- Poster boards with:
 - Scout Oath
 - On my honor I will do my best
To do my duty to God and my country and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.
 - Scout Law
 - A Scout is:
 - Trustworthy,
 - Loyal,
 - Helpful,
 - Friendly,
 - Courteous,
 - Kind,
 - Obedient,
 - Cheerful,
 - Thrifty,
 - Brave,
 - Clean,
 - and Reverent.
 - Sample parents meeting agenda:
 - Welcome and introductions
 - Chartered organization welcome—chartered organization representative or institutional head
 - Pack structure—what is a den?/what is a pack?
 - What Cub Scouts do—introduce adventures, ranks, and Bobcat
 - Where to get your handbook and uniform—directions to local Scout shop
 - Pack calendar—have the next six to nine months planned out
 - Pack finances—review the pack budget including how the pack generates income and how it spends it on programs
 - Pack communications—email, text, social media, etc.
 - Adult participation in the pack
 - Adult applications
 - Welcome new den leaders and others who agree to take on a leadership position
 - Adjourn
 - A handout with local information on upcoming pow wows or



University of Scouting events

- If your training course has people from other councils, provide them with information about events in those councils.
- Include dates, times, and places as well as how and when to register.
- Copies of:
 - All of the Cub Scout handbooks
 - Tiger, No. 646427
 - Wolf, No. 646428
 - Bear, No. 646429
 - Webelos, No. 646430
 - All of the den leader guides
 - Tiger, No. 646721
 - Wolf, No. 646722
 - Bear, No. 646723
 - Webelos, No. 646724
 - *Guide to Safe Scouting*
 - Age-Appropriate Guidelines for Scouting Activities
 - Current Journey to Excellence Scorecards for the pack
 - Participant Course Assessment (appendix)
- Markers, pens, pencils
- Flip chart or whiteboard
- Laptop with internet access(if possible)





Preparing Families for Outdoor Adventures (15 Minutes)



SAY: Now let's take some time to talk about campouts and preparing your families for fun in the great outdoors.

We'll start by putting up our tent.



Instructor Note:

Prior to the training, gather several different types of tents and prepare an outside area for setting up the tents.

Begin by doing a brief demonstration on how to set up one of the tents and provide some helpful tips specific to the tents you have gathered.

Have the participants work in their dens to set up a tent.

Allow about five minutes for the activity.

Walk around and provide guidance as the dens work.



SAY: Sleeping in a tent may be exciting for a Cub Scout, but some parents may be doing it for the first time and have concerns.

Plan several weeks in advance and check with each family to see if they have a tent of their own, if they will be borrowing one, or if they are planning on purchasing a new one.

Schedule a "tent setup party" where everyone brings their tent and practices setting it up with their Cub Scout and taking it down—nothing more. This can be done indoors in a large space or outdoors.

Doing this may fulfill a requirement for the Cub Scout, and it also prevents adults and Scouts from getting frustrated at the campout trying to set up a tent for the first time.

If the location of the overnight campout is nearby, you may be able to conduct the tent setup party at the campsite location. This will let everyone know how



to get there and will also allow everyone to see what facilities are available at the location.

Providing opportunities like these prior to taking your Cub Scouts and their families on a campout will help everyone prepare and be more at ease on the campout.

Cub Scouts and their families will spend time outdoors in the Cub Scouting program. It's important that you prepare everyone ahead of time to keep adults and youth safe. Let's talk about the Cub Scout Six Essentials that Cub Scouts should bring on any outdoor activity.

Adventures that are done in the out-of-doors introduce the Cub Scout to the use of the six essentials.

These are items that are considered essential for every individual to have with them when they plan to spend time in the out-of-doors.



ASK: Can you guess what the six essentials are?



Instructor Note:

Allow a minute or two to discuss.

Write responses on a flip chart.

The six essentials are:

1. Filled water bottle
2. First-aid kit
3. Sun protection
4. Trail food
5. Flashlight
6. Whistle





Instructor Note:

Show them examples you have prepared.



SAY: Remember that safety is always the most important thing and these things are all designed to keep a Cub Scout safe.

Having parents and guardians read the adventure in the Cub Scout handbook with their children before the activity will help them understand the purpose of the adventure and what to expect.



Instructor Note:

Pass the different Cub Scout handbooks around so that participants have a chance to look through them if they have not already seen them.



SAY: For all outdoor activities, planning ahead is the key to a fun and safe time for everyone.

The first step is to make arrangements for the activity.

Many nature preserves, nature centers, and state and national parks have special programs for Cub Scouts and can give you information to assist with planning your visit.

If at all possible, you should go to the location ahead of time.

Take notes that may be helpful and give them to the parents in your den, such as directions to the location, parking information, and a good spot for everyone to meet.

If your outdoor activity is an overnight campout that is being conducted by the local council or district, or if it is a pack campout, here are some tips for you and the parents in your den.

If the overnight campout is with the Cub Scout pack, make sure that at least one registered leader who has completed Basic Adult Leader Outdoor Orientation training, also called BALOO training, attends.

Be sure to discuss with the Scouts and parents what kind of gear to bring, including tarps and rain gear. Remind them that, even if the weather during the day is warm, they may need jackets or other apparel for cooler evenings and



nights. Close-toed shoes or boots should be worn for safety. And remind everyone to bring the six essentials.

Make plans for meals and snacks for the outing. If a meal is planned, will any parts of it need to be cooked? What will the cooking arrangements be? Will you cook as a pack, by dens, or as individual families? Will some foods need to be kept chilled? How will that be done?

Starting with a simple outing, such as a hike, before advancing to something more challenging, like a pack campout, can build the skills and confidence of the Scouts and parents.

These tips, along with resources found in the den leader guides, Cub Scout handbooks, and *Cub Scout Leader Book*, should help you and the families in your pack enjoy the great outdoors.





Keeping Cub Scouting Safe (15 Minutes)



SAY: A big part of Cub Scouting is providing Cub Scouts with opportunities to learn about and interact in the outdoors.

But just like in any environment, many things can happen, and our first priority is always to keep Scouts safe.

In order to do that, leaders need to know some basic outdoor skills. In fact, overnight activities require there be a leader in attendance who is trained in Basic Adult Leader Outdoor Orientation, often referred to as BALOO.

The Boy Scouts of America is continually looking for ways to keep Scouts safe. The *Guide to Safe Scouting* is the primary resource for safety rules and regulations, and we'll look at where you can find that resource.

Even when every precaution is taken, sometimes accidents still happen. We'll finish this training by looking at how you can learn to report an incident.

Keeping Cub Scouting safe is the top priority of everyone involved in the program.

Involving parents and legal guardians in Cub Scout activities adds an additional layer of safety. More sets of eyes and hands can come in handy.

In order to maintain the highest levels of safety, the Boy Scouts of American has worked hard to make sure all of the activities in the Cub Scouting program are safe and age appropriate.

As a leader, it's important to know that there are some activities that are allowed and some activities that are not allowed in Cub Scouting.

The best way to maintain safety is to present the program as it is written in the Cub Scout handbooks; the safety is already built into the program.

When activities that are not part of the program are conducted, the risk of someone getting hurt increases significantly.





Instructor Note:

Pass the different den leader guides around so that participants have a chance to look through them if they have not already seen them.

Some of the participants may have brought their own leader guides.



SAY: The *Guide to Safe Scouting* is available online at:

<https://www.scouting.org/health-and-safety/gss/toc>

It provides rules and guidelines for Scouting activities.



Instructor Note:

If you have internet access, bring up the *Guide to Safe Scouting* available online at:

<https://www.scouting.org/health-and-safety/gss/>



SAY: Please become familiar with this resource and read it thoroughly.

You should bookmark the page on your computer or mobile device. The online site has the most current policies.

You can also purchase a hard copy at your local Scout shop or at www.scoutshop.org for use as a reference. If you have a hard copy, we suggest you make written notes in it when there is a change in policy. If there is a difference between a print version you have and the online version, note that the online version is the correct policy.

As a part of the *Guide to Safe Scouting*, there is a chart that shows age-appropriate activities.

Hand out copies of the Age-Appropriate Guidelines for Scouting Activities located at:



<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf>





SAY: For example, there are activities that first-grade Tigers are not allowed to do, but third-grade Bears are allowed to do, such as learning to use a pocketknife.

Cub Scout packs may conduct overnight campouts as a pack. Only Webelos Scouts may conduct overnight campouts as a den. In either situation, a registered adult leader who has completed Basic Adult Leader Outdoor Orientation, known as BALOO, must help plan and execute the overnight camp out and be present at the event.

Parents expect leaders in Cub Scouting to take safety seriously. When you show that you take safety seriously by planning activities as well as educating parents and guardians, it builds trust and respect between you as the leader and the parents and members of your den.

Even when everything is well planned and safety guidelines are followed, there are times when unforeseen circumstances can result in an accident. When this happens during a Scouting activity, Scouting volunteers are asked to report the incident.

To learn how report an incident, visit the Incident Reporting portal located here.



Instructor Note:

If you have internet access, bring up the Incident Reporting portal available online at:

<https://www.scouting.org/health-and-safety/incident-report/>



SAY: Incident reporting is required for injuries beyond Scout-rendered first aid, allegations of abuse, or violations of BSA policies.

Near misses can also be reported.

Following the activities in the *Cub Scout Leader Book*, providing the program as written, referring to the *Guide to Safe Scouting*, and using good judgment and common sense are the best ways to keep activities enjoyable and safe.





Journey to Excellence (5 Minutes)



Say: Scouting doesn't just happen. It takes many people, working together, to provide positive experiences for youth involved in Scouting programs.

Journey to Excellence, or JTE, is a performance and recognition program for units, districts, and councils. It is designed to encourage excellence by outlining what a quality program is at all levels of Scouting.

JTE should be used during program planning to help units identify and plan activities that have been proven to help units become successful. Then, during the year, activities and achievements are monitored to track performance and progress toward the goals set during planning so that when you get to the end of the year, you're ready to complete your JTE scorecard to measure your program's success and plan for the next year.

JTE scorecards for every program are available through the Journey to Excellence website.



Hand out copies of the current pack scorecard located at:

<https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2018/09/2019-JTE-Pack-Scorecard.pdf>



Instructor Note:

If you have internet access, show the participants the Journey to Excellence portal located at: <https://www.scouting.org/awards/journey-to-excellence/>





Say: Scorecards are grouped by year and language.

Using the various measures on the scorecard, you can determine the pack's performance level using a composite score.

Additional training and support documents are available at:

<https://www.scouting.org/awards/journey-to-excellence/>

and

through the BSA Learn Center accessed through:

<https://my.scouting.org>.



Instructor Note:

If you have internet access, show the participants the Journey to Excellence page at <https://www.scouting.org/awards/journey-to-excellence/>

and

the BSA Learn Center, accessible through <https://my.scouting.org>.





Involving Adults in Cub Scouting (10 Minutes)



Say: Some of your best resources as a Cub Scout leader are the parents, guardians, and adult partners in your den and pack. It is very important to get to know how these adults can assist by having each adult complete the Family Talent Survey.

Let's talk about how to get as many adults involved as possible, how to plan ahead, and how to recruit for key leadership positions in the den and pack.



Hand out copies of the Family Talent Survey found at:

<https://filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf>



ASK: Why is it important to get other adults involved?



Instructor Note:

Allow a minute or two for sharing.

Answers could include:

- Sharing the load, work, responsibility
- Making sure everyone is involved and feels like they are a part of Scouting
- Parent involvement increases youth involvement



Say: Getting more adults involved starts the very moment a family joins your pack. Have your friendliest parent greet everyone, not just the first night they join but for several meetings afterward. A warm and welcoming atmosphere is as simple as keeping three points of the Scout Law in mind: friendly, courteous, and kind.

Traditionally families join Cub Scouting at a formal joining event. Scheduling a parents meeting within 10 days after your formal pack joining event is the first step. The date, time, and location, including physical address, of this parents meeting should be on a sheet of paper that every new family gets when they



join.

New families are not familiar with Scouting terminology, so help them feel more welcomed by avoiding the use of acronyms and Scouting terms. Send a personalized text or email two days prior to the parents meeting to let them know you are looking forward to their attendance.

This first parents meeting is for all parents, guardians, and other caring adults involved in the pack and needs to be welcoming to new parents. Prior to this meeting, the pack leadership should discuss the expectations they have for parent involvement.

For returning families, most of the information will be a refresher. Returning family members who attend the first parents meeting provide lots of information for new families and show that Cub Scouting involves everyone. More adults will volunteer and help if they know there are others who are doing the same.

Make arrangements so adults can focus on the business at hand and not be distracted. This may mean organizing activities or assigning adults to watch children during the meeting.

This first parents meeting is designed to do two things: welcome new families and provide them an opportunity to participate. This is a perfect meeting for the new member coordinator to plan or your most friendly and social parent to lead. This should be a non-uniformed meeting.

Have name tags available for everyone. Preprinted ones are a nice touch to make new families feel welcomed. This also allows you to visually see who is missing so you can follow up with those family members later.



ASK: What are some things you think might be worth discussing with new parents and volunteers during this first meeting?



Instructor Note:

Allow a minute or two for sharing.

Answers will vary.





SAY: Here is a sample agenda for the meeting:



Instructor Note:

Have a flip chart prepared ahead of time with the sample agenda:

- Welcome and introductions
- Chartered organization welcome—chartered organization representative or institutional head
- Pack structure—what is a den?/what is a pack?
- What Cub Scouts do—introduce adventures, ranks, and Bobcat
- Where to get your handbook and uniform—directions to local Scout shop
- Pack calendar—have the next six to nine months planned out
- Pack finances—review the pack budget including how the pack generates income and how it spends it on programs
- Pack communications—email, text, social media, etc.
- Adult participation in the pack
- Adult applications
- Welcome new den leaders and others who agree to take on a leadership position
- Adjourn



SAY:

- Welcome and introductions
- Chartered organization welcome—chartered organization representative or institutional head
- Pack structure—what is a den?/what is a pack?
- What Cub Scouts do—introduce adventures, ranks, and Bobcat
- Where to get your handbook and uniform—directions to local Scout shop
- Pack calendar—have the next six to nine months planned out
- Pack finances—review the pack budget including how the pack generates income and how it spends it on programs
- Pack communications—email, text, social media, etc.
- Adult participation in the pack
- Adult applications
- Welcome new den leaders and others who agree to take on a leadership position
- Adjourn



Make this meeting a tradition in your pack—something that you and everyone else can look forward to. You can do this by making the location special, providing refreshments, and making it fun for everyone.



ASK: What are some things you can have parents and other adults do to help the den or pack?



Instructor Note:

Allow a minute or two for sharing.

Answers could include:

- Prepare snacks
- Bring supplies
- Call members to remind them of meetings



SAY: Keep in mind that not everyone likes a title or official position, but they may be willing and ready to do all the work that is associated with a specific position. The most important part is that the tasks that need to get done actually get done and not that someone agrees to hold a title.

Adults who do not want to wear a uniform and provide direct service to youth can be helpful to your den or pack in other ways, such as record keeping or communications.



ASK: What things should you keep in mind or do when you are trying to fill a specific position?



Instructor Note:

Allow a minute or two for sharing.

Answers could include:

- Skills needed
- Skills the volunteer has
- Commitment





SAY: When you have a position to fill, the first step is to ask other adults in the pack, including the chartered organization representative, what you need in that position and what skill sets are necessary to be successful.

Different positions in Scouting require different skill sets. For example, being a good den leader may not mean you would be a good pack treasurer, so focus on the skill sets for the position first. Then look at the people you have in your den and pack and find a match for those identified skill sets.

Once you have someone in mind, make an appointment to meet with that person. This should be done face to face. At this meeting you should have two things with you: another adult volunteer and a written position description.

Having a written position description allows you to detail specifically what you are asking them to do. You can use a position description found in the *Cub Scout Leader Book* or in one of the welcome brochures for new leaders or you can use those as a resource to make your own. When you meet, tell the prospective volunteer that they have been identified as a top prospect to serve in this position. Review the position description that details what you are asking them to do. Then ask if they will serve in the position.

Be prepared for them not being able to do everything listed in the position description. They may be able to do most of them. Perhaps another person could be identified to assist with the remaining responsibilities.

Be flexible and remember that what is most important is getting the tasks completed, not the title or position. Encourage the prospective volunteer to take time to decide whether or not they can take on this responsibility. They may want or need to discuss it with others.

Taking time to consider a position is a good sign, because it means that they understand the seriousness of taking on the obligation.

When someone says “no,” this response is also a commitment. A “no” is better than someone saying “yes” and then failing to carry out the responsibilities. If they decline, ask why and ask what tasks they would be willing to assist with. This will help when talking to the next prospect; you can say that you already have others willing to assist.

No task or position is too small.

Do not assume that someone must have extensive experience before they can accept a volunteer position. When listing skill sets for positions in Scouting, tenure is less important than skills such as being a strong communicator,



working well with other adults, being well organized, and being a good role model for youth and adults.

Keep a positive frame of mind as you strive to involve other adults in Cub Scouting. Make sure others can see by your actions and attitude that being a Cub Scout volunteer is one of the greatest experiences in the world.

Even if a person does not accept the original position you had in mind, you may be successful in getting them involved in some other way. They may accept a larger role at some point in the future.

It is possible that they may say “no” for the time being for a certain position, but their life circumstances may change within the space of a year and their “no” could later become a “yes.”



ASK: Does anyone know the number one reason adults don’t volunteer?



Instructor Note:

Allow a minute or two for sharing.

Looking for:
Was never asked.



SAY: The number one reason adults do not volunteer is that they were never asked.

Scouting is a volunteer-driven organization. The more people you have involved, the better the program will be.

The process of getting those parents and other adults involved begins as soon as they join your pack. People want to help. Getting the right people doing the right things will make the experience better for everyone.





Continue the Journey (5 Minutes)



SAY: What you do for Cub Scouting is truly incredible and we cannot thank you enough for completing this part of your leader training. This is not the end of your journey though. There are more ways to continue to learn and grow as a leader.

Now that you have earned your Trained Leader patch, we want you to look beyond this initial training and consider how you will continue your learning journey with Scouting.

Part of that journey includes the opportunity to earn a training award knot and we want to make sure you know how to accomplish that. This training was designed to give you a high-level perspective, but there are numerous ways you can learn more and continue to develop yourself as a Scouting volunteer.



Hand out local training information handout.

Prior to the course, prepare a handout with local information on upcoming training opportunities. If your course has people from other councils, ask those councils to provide you with this information.

Events can include:

- Pow wows
- University of Scouting
- Roundtables
- Wood Badge courses
- High-adventure conferences

Include dates, times, and places as well as how and when to register.



Your local council may hold an event, called a pow wow or University of Scouting. The event is usually conducted as a series of short sessions.

These are opportunities to learn from local leaders who have extensive experience and knowledge to share with you.

Encourage other adults in your Cub Scout pack to attend with you. Attending as a group generates new ideas and ways of doing things for the entire pack.



Roundtables are events where all the local Cub Scout leaders get together, usually monthly. Here you can meet other Cub Scout leaders, share ideas, and get the latest information about local events.

Wood Badge is another excellent development opportunity. It is THE premier training event in Scouting. It is usually conducted over the course of two weekends or it may be conducted as a weeklong course.

Wood Badge is all about learning leadership skills and developing yourself as a leader. It draws upon the most current leadership models used by corporate America, academic circles, and successful outdoors organizations throughout the country.

You will learn about the stages of team development, have leadership experiences, learn effective methods of communication, and gain conflict management abilities that will benefit you both in Scouting and in your personal, family, and professional life. You will also develop a close network of Scouting friends you might not otherwise ever meet!

Scouting is for the whole family, so consider taking the whole family to an iconic Scouting location and learn from some of the top volunteers and professionals in the country. Annually, the Philmont Training Center hosts weeklong training sessions on a variety of topics.

While you are participating in your session, your family members will have the benefit of taking part in activities designed just for them, including hiking, horseback riding, games, crafts, and more. You'll come together as a family throughout the week. Located in New Mexico, Philmont Training Center is located adjacent to Philmont Scout Ranch on 137,000 acres.



Hand out copies of the

Den Leader Training Award Progress Record:

https://www.scouting.org/wp-content/uploads/2018/11/Den-Leader-Training-Award-511-052_WB.pdf

Cubmaster's Key Progress Record:

https://www.scouting.org/wp-content/uploads/2018/11/Cubmasters-Key-511-053_WB.pdf

Scouter's Training Award for Cub Scouting Progress Record:

https://www.scouting.org/wp-content/uploads/2018/11/Scouters-Training-Award-for-Cub-Scouting-511-057_WB.pdf





SAY: Your next step is to work toward earning your specific adult leader training award. These awards are presented to leaders who complete the training for their position, serve in their position for a specified period of time, and complete other requirements.

Den Leader Training Award Progress Record: https://www.scouting.org/wp-content/uploads/2018/11/Den-Leader-Training-Award-511-052_WB.pdf

Cubmaster's Key Progress Record: https://www.scouting.org/wp-content/uploads/2018/11/Cubmasters-Key-511-053_WB.pdf

Scouter's Training Award for Cub Scouting Progress Record: https://www.scouting.org/wp-content/uploads/2018/11/Scouters-Training-Award-for-Cub-Scouting-511-057_WB.pdf

These progress records will help you plan your future trainings and keep track of everything you've completed.

Once again, we thank you for your leadership and service to the youth of America.

We also encourage you to pursue additional training opportunities that are right for you as you grow with Scouting.



Hand out copies of the Participant Course Assessment found in the appendix.



SAY: Now if you will take a few moments to complete the Participant Course Assessment. These help us to improve, so please give us your honest assessment of the course. If you have concerns, suggestions, or things that you really liked, please provide specific details.



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Glossary of Scouting Terms

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

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

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

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

den. This is the name given to smaller, working groups of Cub Scouts (typically six to eight boys or girls). Dens are single--gender and are organized by age and/or grade. In large packs, there may be more than one same-age and/or -grade den. Dens usually have a number (Den 1, Den 2, etc.).

den chief. A Scouts BSA member, Venturer, or Sea Scout selected by the Cubmaster to help the den leader lead the activities of a Cub Scout den.

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

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

district executive. A career Scouting professional who works as a staff member for the local council. District executives are assigned specific communities within the council.

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



Youth Protection Training

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

The BSA requires Youth Protection training for all registered volunteers.

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

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

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

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

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep families safe, see the parent's guide in any of the Cub Scouting or Scouts BSA handbooks, or go to <https://www.scouting.org/training/youth-protection/>, and click on the Youth Protection link.



Tiger Scout, Wolf Scout, and Bear Scout Uniform Inspection Sheet

Tiger Scout, Wolf Scout, and Bear Scout

Uniform Inspection Sheet

Uniform Inspection.

Conducting a uniform inspection reinforces a key method of delivering the Cub Scouting program. Use this as a positive reinforcement.

General Appearance. Allow 4 points for each.

- 20 pts.
- ☐ Good posture
 - ☐ Clean face and hands
 - ☐ Combed hair
 - ☐ Neatly dressed
 - ☐ Clean fingernails

Notes _____

Headgear. Tiger Scout cap, Wolf Scout cap, or Bear Scout cap, according to den.

5 pts. Notes _____

Neckerchief and Slide. Triangular. Orange with blue border for Tigers. Red with blue border for Wolf Scouts. Light blue with dark blue border for Bear Scouts. Each is secured by a slide for that rank.

5 pts. Notes _____

Shirt. Official long- or short-sleeve, navy blue. Wear with either official navy blue pants or shorts.

15 pts. Notes _____

Pants/Shorts/Skort. Official navy blue pants or shorts, no cuffs, or skort. To be worn with official long- or short-sleeve navy blue shirt.

15 pts. Notes _____

Belt. Official navy blue web belt cut to proper length with insignia on buckle.

5 pts. Notes _____

Socks. Dark blue official socks with orange tops for Tiger and gold tops for Wolf and Bear Scouts.

3 pts. Notes _____

Shoes. Neat and clean.

5 pts. Notes _____

Registration. Current membership card or temporary certificate on person.

5 pts. Notes _____

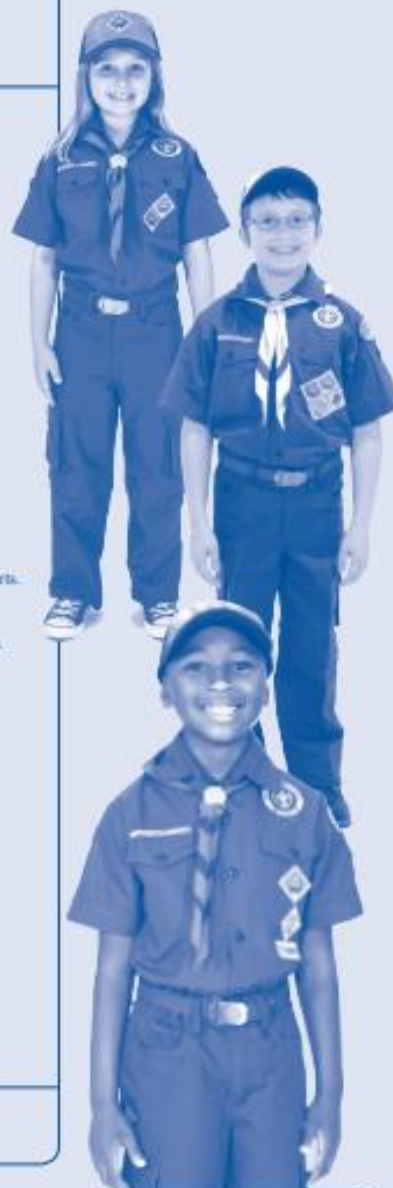
Insignia.* Correct placement; left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points.

20 pts. Notes _____

Total Uniform Inspection Score

A perfect score is 100 points.

*Use only to illustrate correct insignia, not the Guide or Scout and Insignia, No. 35888.



Total Uniform Inspection Score ▶

Name _____

Pack No. _____

Den _____

Our unit inspection
will be held on _____

Bring this form with you.



Tiger, Wolf, and Bear Uniform Inspection Sheet

Official Placement of Insignia

Right Sleeve

- 5 pts. ☐ Wear the U.S. flag, den numeral, and Journey to Excellence Award (if earned) as shown. Only the most recently earned award may be worn.
Notes _____

Left Sleeve

- 5 pts. ☐ Wear the council shoulder emblem and pack numeral as shown.
☐ The veteran unit insignia bar (25, 50, 55, or 60 years), if worn, is centered and touching the council shoulder emblem (above) and unit numeral (below).
☐ Denner cord or assistant denner cord is worn over left shoulder.
Notes _____

Right Pocket.

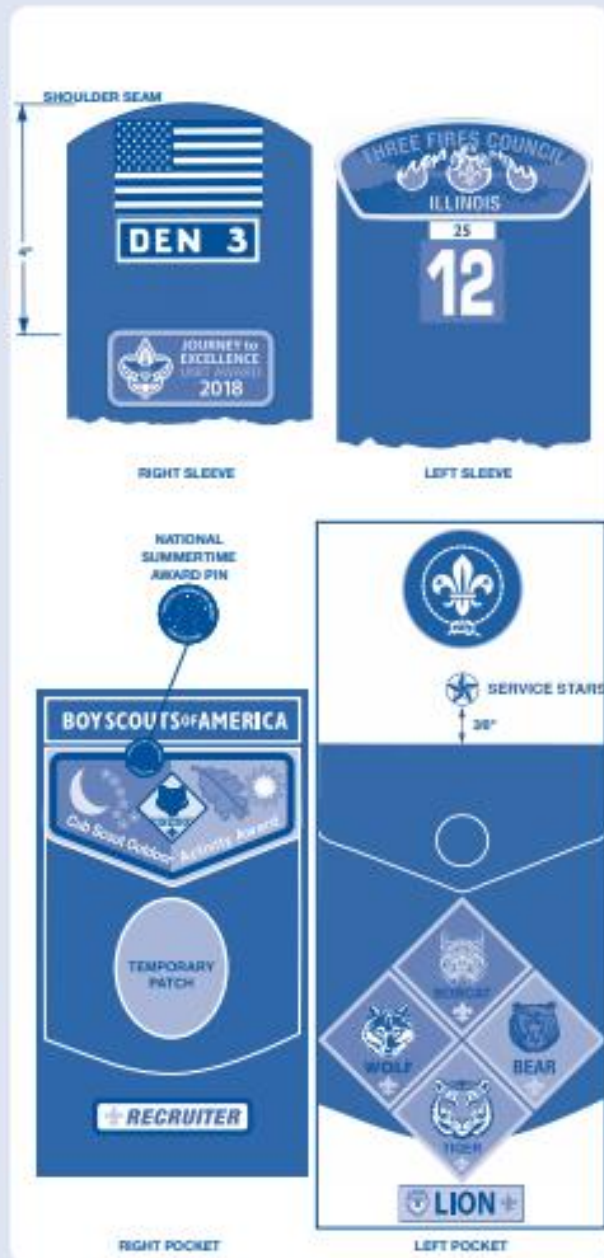
- 5 pts. ☐ Temporary insignia are not necessary in uniform inspection, but if worn, must be centered on the pocket, or hung from the button.
☐ The National Summertime Award is pinned centered on the right pocket flap.
☐ The Cub Scout Outdoor Activity Award is worn on the right pocket flap. Each successive time the award is earned, a wolf track pin may be added to the flap.
Notes _____

Left Pocket.

- 5 pts. ☐ Cub Scouts wear badges of rank as shown: Lion, Bobcat, Tiger, Wolf, and Bear.
☐ Wear medals just above the pocket seam, and service stars centered just above medals or knots, or $\frac{1}{8}$ inch above seam if no medals are worn.
☐ Gold background disks are worn with service stars for Cub Scouting service.
☐ Not more than five medals may be worn.
☐ Wearing sequence for medals or knots is at the wearer's discretion.
☐ The only knots worn by Cub Scouts are the religious emblem knot and a lifesaving or meritorious award knot.
☐ The World Crest is worn centered between the left shoulder seam and the top of the left pocket.
Notes _____

Total Insignia Score (transfer to other side)

20 pts.



BOY SCOUTS OF AMERICA
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, Texas 75015-2079
www.scouting.org

510-751
Rev. 5/18



Webelos Scout Uniform Inspection Sheet

Webelos Scout

Uniform Inspection Sheet

Uniform Inspection.
Conduct the uniform inspection with common sense; the basic rule is neatness.

▶ **General Appearance.** Allow 4 points for each:

20 pts. ☐ Good posture
☐ Clean face and hands
☐ Combed hair
☐ Neatly dressed
☐ Clean fingernails

Notes _____

▶ **Headgear.** Webelos cap. Webelos adventure pins are worn on the plaid front panel of the Webelos cap or on the optional Webelos collets, if selected by the pack.

5 pts. Notes _____

▶ **Shirt.** Webelos Scouts wear the long- or short-sleeve tan shirt with blue shoulder loops on the epaulets.

15 pts. Notes _____

▶ **Neckwear.** Triangular, plaid neckerchief secured by the Webelos rank slide.

5 pts. Notes _____

▶ **Pants/Shorts.** Webelos Scouts wear the official convertible Boy Scout pants or the official Boy Scout pants or shorts.

15 pts. Notes _____

▶ **Belt.** Official navy blue web belt cut to proper length with the Webelos insignia on the buckle. Cub Scout adventure loops are worn only on this belt.

5 pts. Notes _____

▶ **Socks.** Official green socks.

5 pts. Notes _____

▶ **Shoes.** Neat and clean.

5 pts. Notes _____

▶ **Registration.** Current membership card or temporary certificate on person.

5 pts. Notes _____

▶ **Insignia.*** Correct placement: left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points.

20 pts. Notes _____

▶ **Total Uniform Inspection Score**
A perfect score is 100 points.

*For more information about insignia, see the Guide to Insignia and Emblems, No. 10088.


Total Uniform Inspection Score ▶

Name _____ Pack No. _____

Den _____

Our unit inspection
will be held on _____

Bring this form with you.




Webelos Scout Uniform Inspection Sheet

Official Placement of Insignia

Conduct the uniform inspection with common sense; the basic rule is neatness.

Right Sleeve

- 5 pts.
- ☐ Wear the U.S. flag, den numeral, and Journey to Excellence Award (if earned) as shown. Only the most recently earned award may be worn.
 - ☐ Webelos Scouts may wear the den emblem in place of the den numeral.
 - ☐ If the pack elects, Webelos Scouts may wear the Webelos colors.
 - ☐ Wear the Webelos colors immediately below and touching the U.S. flag if no den numeral is worn.
 - ☐ If the den numeral is worn, wear colors below and touching the numeral (as shown).
 - ☐ Wear adventure pins on the colors if this option is elected.
- Notes _____

Left Sleeve

- 5 pts.
- ☐ Wear the council shoulder emblem and pack numeral as shown.
 - ☐ The veteran unit bar (25, 50, 55, or 60 years), if worn, is centered and touching the council shoulder emblem (above) and unit numeral (below).
 - ☐ The denner cord or assistant denner cord is worn over the left shoulder.
- Notes _____

Right Pocket

- 5 pts.
- ☐ Temporary insignia are not necessary in uniform inspection, but if worn, the insignia must be centered on the pocket or hang from the button.
 - ☐ The National Summertime Award is pinned centered on the right pocket flap. If you have earned the Cub Scout Outdoor Activity Award, the pin is placed to the right of the Cub Scout logo (as shown).
 - ☐ The Cub Scout Outdoor Activity Award is worn on the right pocket flap. Each successive time the award is earned, a wolf track pin may be added to the flap.
 - ☐ The recruiter strip is worn centered below the right pocket.
- Notes _____

Left Pocket

- 5 pts.
- ☐ Webelos Scouts wear the oval-shaped Webelos badge by itself.
 - ☐ The Arrow of Light rank is worn centered below the pocket.
 - ☐ Wear medals just above the pocket seam.
 - ☐ Wear service stars centered just above the medals or knots, or centered $\frac{1}{8}$ inch above the seam if no medals are worn.
 - ☐ Gold background disks are worn with service stars for Cub Scouting service, including Tiger service.
 - ☐ Not more than five medals may be worn.
 - ☐ Wearing sequence for medals or knots is at the wearer's discretion.
 - ☐ The only knots worn by Cub Scouts are the religious emblem knot and a lifesaving or meritorious award knot.
 - ☐ The World Crest is worn centered between the left shoulder seam and the top of the left pocket, as shown.
- Notes _____

Total Insignia Score (transfer to other side)

20 pts.

OPTIONS FOR RIGHT SLEEVE



WITH DEN NUMERAL



WITH DEN EMBLEM



WITH DEN NUMERAL



WITH DEN EMBLEM

OPTION FOR LEFT SLEEVE



LEFT SLEEVE

OPTIONS FOR POCKETS



RIGHT POCKET



NATIONAL SUMMERTIME AWARD PIN



LEFT POCKET



BOY SCOUTS OF AMERICA
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www.scouting.org

510-750

Rev 4/18



Scout Leader Uniform Inspection Sheet

Scout Leader

Uniform Inspection Sheet

Uniform Inspection.
Conduct the uniform inspection with common sense; the basic rule is common sense.

④ **Attendance.** Presence at inspection earns 15 points.

15 pts. Name _____

④ **Headgear.** Headgear is optional.

5 pts. ☐ Boy Scout leaders wear the olive visor cap, campaign hat, or troop-approved headgear.
☐ Merit Scout leaders wear the blue visor cap.
☐ Cub Scout pack leaders wear the olive visor cap.
☐ Den leaders wear the same visored cap as the youth they serve.

Name _____

④ **Shirt/Blouse and Neckwear.** New long- or short-sleeved, or official long- or short-sleeved with appropriate loops on epaulets. Neckwear is optional but must be worn according to specifications in the Scout Guide.

20 pts. ☐ Male Cub Scout and Boy Scout leaders wear the long- or short-sleeved uniform or official shirt.
☐ Female Cub Scout leaders wear either the official long- or short-sleeved yellow blouse, official long- or short-sleeved shirt, or the official long- or short-sleeved uniform blouse.
☐ Female Boy Scout leaders wear the official shirt or official long- or short-sleeved uniform blouse.

Name _____

④ **Pants/Shorts.** Units have no option to change.

20 pts. ☐ Male Cub Scout and Boy Scout leaders wear the official pants or the official uniform shorts or pants with no cuffs.
☐ Female Cub Scout leaders wear the pants or the official navy blue shorts, skirt, or pants with the yellow blouse, or the official pants or official uniform shorts or pants with the official shirt or blouse.

Name _____

④ **Belt.**

5 pts. ☐ Male leaders wear the official web belt or official leather belt with the buckle of their choice.
☐ Female leaders wear the official navy blue Cub Scout or BSA Scout buckle with navy blue pants, or the official web belt or official leather belt with the buckle of their choice with official pants or official uniform shorts or pants.

Name _____

④ **Socks.**

5 pts. ☐ Male Cub Scout and Boy Scout leaders wear olive socks with official pants or official uniform shorts or pants.
☐ Female leaders wear the blue socks with the blue shorts or pants, or the olive socks with official pants or official uniform shorts or pants.

④ **Shoes.**

5 pts. ☐ Must be neat and clean.

Name _____

④ **Uniform points. Total points from above (75 possible):** _____

④ **Insignia.*** Correct epaulets, 3 points. Correct placement on left sleeve, 3 points; right sleeve, 5 points; left pocket, 5 points; right pocket, 5 points. Use the checklist on the reverse of this form to help determine score.

Insignia points from reverse (25 possible) _____

④ **Total Uniform Inspection Score**
Uniform and insignia points combined. A perfect score is 100 points.

Total Uniform Inspection Score _____

*See Scout Guide for details regarding uniform insignia. By 10/1/00.

Total Uniform Inspection Score ▶ _____


Name _____ Unit No. _____

Address _____ District _____

Office or position in unit _____

Our unit inspection will be held on _____

Bring this form with you.




Scout Leader Uniform Inspection Sheet

Official Placement of Insignia

Conduct the uniform inspection with common sense; the basic rule is neatness.

Shoulder Epaulets

- 2 pts. ☐ Scouters wear the color shoulder loop of the program in which they are serving: blue, Cub Scouting; green, Boy Scouting; blue (or orange), Varsity Scouting; green, Venturing; silver, arctic and district; gold, regional and national.

Name _____

Right Sleeve

- 2 pts. ☐ U.S. flag emblem centered directly below shoulder seam.
☐ Den or emblem numeral, if applicable, below and touching the flag.
☐ Centennial Quality Unit Award (new recent only), if applicable, 4 inches below the shoulder seam.

Name _____

Left Sleeve

- 4 pts. ☐ Council shoulder patch is directly below the shoulder seam.
☐ Veteran unit bar, if worn, is centered and touching the council shoulder patch (above) and unit numeral (below).
☐ Unit numeral, if worn, is centered directly underneath and touching the council patch or veteran unit bar.
☐ On the official shirt, the badge of office is centered on the pocket, as shown. On the official uniform shirt, the badge of office is centered and touching the unit numeral or centered 4 inches below the shoulder seam.
☐ When earned, the Trained leader strip is centered at the top of the pocket flap on the official shirt. On the official uniform shirt, it is centered as shown, touching the badge of office.

Name _____



Right Pocket

- 4 pts. ☐ Boy Scouts of America strip is centered above the pocket.
☐ Order of the Arrow lodge insignia is worn on the pocket flap.
☐ Current national Scout jamboree insignia is centered above the BSA strip and any other items above the pocket.
☐ Optional insignia, if worn, is placed in the following order from the BSA strip upward: venturer strip, lifetime or Varsity strip, name plate. The name plate may be worn on the pocket flap if no lodge insignia is worn.
☐ Temporary insignia, including one current world Scout jamboree patch, centered on pocket. Only one temporary insignia may be worn at a time, and they are not required for correct uniforming. Cub Scout leaders and female leaders wearing the official uniform shirt or blouse may wear one temporary insignia centered above the Boy Scouts of America strip.

Name _____

Left Pocket

- 4 pts. ☐ World Quest emblem is centered between the left shoulder seam and the top of the left pocket.
☐ Embroidered square knots are centered above the pocket in rows of three.
☐ Service stars are centered above the pocket, 1 inch from top point to top point and 1/2 inch from side of the pocket or embroidered knots.

Name _____

Total insignia score (transfer to other side)

25 pts.



BOY SCOUTS OF AMERICA
 1200 West Market Hill Lane
 P.O. Box 168279
 Irving, Texas 75016-0279
<http://www.scouting.org>



34048 2010 Printing



Family Talent Survey

No. 220-110



FAMILY TALENT SURVEY

Each adult family member is invited to fill out a separate sheet.

Pack _____

Date _____

Welcome to our Cub Scout pack. Cub Scouting is for adult family members as well as youth. We have a fine group of families who have indicated a willingness to help. We invite you to add your talents and interests so that the best possible program can be developed for your child. We hope that you will enjoy being part of our pack's team and want you to know that whatever you can do to help will be appreciated.

- My interests/pastimes include: ☐ Social Media ☐ Music ☐ Sports (please specify): _____
☐ Health & Fitness ☐ STEM ☐ Travel ☐ Other Parent Groups (please specify): _____
☐ Family Activities ☐ Gardening ☐ Cooking ☐ Crafts ☐ Video Games ☐ DIY Projects ☐ Writing ☐ Art
☐ Other Volunteer Work (please specify): _____ Other (please specify): _____
- A topic I would enjoy teaching youth is: _____
- My job, business, or profession might be of interest to Cub Scouts: _____
- I have training or experience that might be helpful.
First Aid or Safety-Related Training or Credentials (please specify): _____
Teaching, Coaching, or Mentoring (please specify): _____
Previous Scouting Experience (please specify): _____
Other: _____
- I am willing to help my child and the pack by providing behind-the-scenes support such as:
☐ posting on social media ☐ helping to welcome other new parents ☐ making contacts for trips and activities
☐ providing transportation ☐ serving as a pack committee member ☐ being part of a New Member Coordinator team
- I would be willing to help my child and the pack by assisting to present the program, perhaps serving as:
☐ an occasional presenter ☐ part of a team helping a Cub Scout den ☐ Den Leader or Assistant ☐ Cubmaster or Assistant
- I can help in these areas (please check applicable boxes for all ranks):

General Activities

- ☐ Carpentry
- ☐ Swimming/watercraft safety
- ☐ Games
- ☐ Nature
- ☐ Sports
- ☐ Outdoor activities
- ☐ Crafts
- ☐ Music/songs
- ☐ Citizenship/tag etiquette
- ☐ Bookkeeping

- ☐ Computer skills
- ☐ Drawing/art
- ☐ Radio/electricity
- ☐ Dramatics/skits
- ☐ Cooking/banquets
- ☐ Sewing
- ☐ Transportation
- ☐ Hiking
- ☐ Other _____

Special Program Resources

- ☐ I have a van ☐ SUV ☐ or truck ☐
- ☐ I have a workshop.
- ☐ I have family camping gear.
- ☐ I have camping gear that others could use.
- ☐ I have access to a cottage, camping property or boat.
- ☐ I can help Webelos Scouts with Boy Scout skills.
- ☐ I can give other help. _____

Tiger Activity Areas

- ☐ Nutrition/health
- ☐ Magic
- ☐ Biking
- ☐ Astronomy
- ☐ First aid

Wolf Activity Areas

- ☐ Knots
- ☐ Sign language
- ☐ Coin collecting
- ☐ Physics
- ☐ Math/codes
- ☐ Collections
- ☐ Disabilities awareness
- ☐ Dinosaurs
- ☐ Compass use
- ☐ Health
- ☐ Gardening
- ☐ Civil service/military

Bear Activity Areas

- ☐ Pocketknives/wood carving
- ☐ Camping
- ☐ Computers/technology
- ☐ Citizenship/tag etiquette
- ☐ Fishing
- ☐ American Indian culture
- ☐ Animal care
- ☐ Forensics
- ☐ Physics
- ☐ Marbles
- ☐ Robotics
- ☐ General science

Webelos Activity Areas

- ☐ Outdoor cooking
- ☐ First aid
- ☐ Camping
- ☐ General science
- ☐ Disabilities awareness
- ☐ Survival skills
- ☐ Geocaching
- ☐ Geology
- ☐ Engineering
- ☐ Home repair
- ☐ Game design
- ☐ Wildlife
- ☐ Plant life
- ☐ Moviemaking

Adult Name _____
E-Mail address _____
(The best way to reach me is via ☐ email ☐ text ☐ cell phone ☐ home phone ☐ business phone.)
Street address _____

Youth Name _____
Phone(s) H- _____ C- _____ B- _____
City _____ State _____ ZIP _____



Age-Appropriate Guidelines for Scouting Activities

No. 680-685

AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES						
	LIONS (WITH ADULT PARTNER)	TIGERS (WITH ADULT PARTNER)	WOLF/BEAR SCOUTS	WEBELES SCOUTS	SCOUTS BSA	OLDER SCOUTS BSA, SEA SCOUTS, VENTURERS <small>(*Older Scouts BSA are age 15 and have completed eighth grade or 14 years old and up.)</small>
OUTDOOR SKILLS						
Hunting						Scouts BSA Only
Mountaineering/Climbing/Cross-Country Travel						✓
Search and Rescue Missions						✓
Search and Rescue Practice					✓	✓
Furled Devices (practice and training)					✓	✓
Hiking—Multiple Day					✓	✓
Mountain Boulders					✓	✓
Orienteering					✓	✓
Wilderness Survival Training				Cademy Exercise	✓	✓
Campfires				Day Visit Only	✓	✓
Fire Building				✓	✓	✓
Pioneering				✓	✓	✓
Cooking Outdoors			See Recreational Requirement	✓	✓	✓
Horseback Riding			✓	✓	✓	✓
Map and Compass		Map Only	✓	✓	✓	✓
Pioneering Troops (Check requirements for height restrictions.)			Council/District Events Only	✓	✓	✓
Rope Bridges (Check requirements for height restrictions.)			Council/District Events Only	✓	✓	✓
Conservation Projects	✓	✓	✓	✓	✓	✓
Fishing	✓	✓	✓	✓	✓	✓
Hiking—Day	✓	✓	✓	✓	✓	✓
TOOLS (See handbook requirements, merit badge pamphlets, and Age Guidelines for Tool Use, No. 680-686, for additional limits.)						
Power Tools—Chain Saw, Log Splitter, Wood Chipper, Power Saw				Adult Use Only		
Power Tools						See Age Guidelines for Tool Use
Axes					✓	✓
Bow Saws				✓	✓	✓
Pocketknife			Beaver Only	✓	✓	✓
Hand Tools	✓	✓	✓	✓	✓	✓
TREKKING (See Tool Safety, 420-115.)						
Horse Treks						✓
Backpacking—Overnight, Backcountry					✓	✓
Bike Treks—Multiple Overnights					✓	✓
Ski Touring—Multiple Days and Nights Carrying Gear					✓	✓
Day Hikes	✓	✓	✓	✓	✓	✓
SHOOTING (See shooting sports guides at www.scouting.org . Note: Shooting at each other is prohibited.)						
Centerfire/Long-Barrel Rifles						Venturers and Sea Scouts
Pistols						Venturers and Sea Scouts
Firearm Safety and Marksmanship Programs						Council/Sea Program
Specialty Programs—Cowboy Action Shooting						✓
.22 Rifle					✓	✓
Archery—Field					✓	✓
Muzzleloaders					✓	✓
Shotguns					✓	✓
Specialty Programs—Airsoft					✓	✓
Specialty Programs—Chalkball					✓	✓
Air Rifle (piston pump)				Whisper, Spudgun, Lamp Only	✓	✓
BB Guns				Council/District Outdoor Programs Only	✓	✓
Archery—Target, Action (piston pump)				Council/District Outdoor Programs Only	✓	✓
Slingshots/Wind Rockets				Council/District Outdoor Programs Only	✓	✓
Catapults/Trebuchets						Projectiles must be soft and small (no larger than a tennis ball).



AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES

Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: Is the activity appropriate for the age and for Scouting? Not every activity needs to be conducted.



LIONS
(WITH ADULT
FOR TIGERS)



TIGERS
(WITH ADULT
FOR TIGERS)



**WOLF/BEAR
SCOUTS**



**WEBELOS
SCOUTS**



SCOUTS BSA



**OLDER SCOUTS BSA,
SEA SCOUTS,
VENTURERS**

(*Older Scouts BSA are age 13 and have completed night grade or 14 years old and up.)



VEHICLES

Driving	Drivers must be correctly licensed and at least 18 years of age.					
Snowmobiles						Seasons Only
All-Terrain Vehicles (ATV)						Approved Council Use Only. No Unit Use
Personal Watercraft (PWC)						Approved Council Use Only. No Unit Use
BMX Biking			✓	✓	✓	✓
Mountain Biking			✓	✓	✓	✓
Bike—Day Trip	✓	✓	✓	✓	✓	✓



COPE AND CLIMBING (See Climb on Safety training and Safety On, No. 430-588.)

Caving (other than simple rescue activities)						✓
Lead Climbing						✓
Snow and Ice Climbing						✓
Belaying					✓	✓
Rock Climbing					✓	✓
Amusements—Aerial Adventure Parks					✓	✓
Amusements—Canopy Tours					✓	✓
Amusements—Zip Lines					✓	✓
Rappelling				✓	✓	✓
COPE					✓	✓
Bouldering	✓	✓	✓	✓	✓	✓
Climbing (age-appropriate rock, rope, bouldering)	✓	✓	✓	✓	✓	✓



AQUATICS (See handbooks, Safe Swim Defense, and Safety Afloat for restrictions based on skills, such as swimming ability, rather than age.)

Aerial Towed Activities (parascending, parasailing)	Not Authorized					
Cliff Jumping, High Dives	Not Authorized					
Triathlon: Swim Races in Open Water						Seasoned Swimmers
Paddle Sports: Youth Operated on Class II or Above Whitewater						✓
Personal Water Craft (PWC)						Approved Council Programs Only
Paddle Sports: Whitewater With Professional Guide on Board					✓	✓
Paddle Sports: Youth Operated on Class I or II Whitewater					✓	✓
Motorboats: Youth Operated (private water registration)					✓	✓
Overnight Cruise on Live-Aboard Vessel					✓	✓
Sailboats and Sailboards: Youth Operated					✓	✓
Snorkeling in Open Water					✓	✓
Scuba (see www.scouting.org/health-and-safety/gear/guide/)					✓	✓
Surfing					✓	✓
Towed Activities (parascending, inner tubing, water)					✓	✓
Tubing (floating on gently flowing water)			✓	✓	✓	✓
Paddle Sports: Youth Operated on Calm or Gently Flowing Water						Paddle Sports Include Canoes, Kayaks, Pedal Boats, Rafts, Rowboats, SUP
Commercial Marine Transport (private, noncommercial trips)	✓	✓	✓	✓	✓	✓
Day Rides on Large Private Craft With Trained Adult Operator	✓	✓	✓	✓	✓	✓
Swimming	✓	✓	✓	✓	✓	✓
Snorkeling in Confined Water	✓	✓	✓	✓	✓	✓
Water Parks, Slides, and Floating Attractions						Appropriate Age Varies by Feature



AIRCRAFT (Complete and follow Rigging Plan Checklist, No. 680-672.)

Soaring (nonmotor flight only)			✓	✓	✓	✓
Hot-Air Balloons (see former restrictions and risks at www.scouting.org)	✓	✓	✓	✓	✓	✓
Orientation Flight	✓	✓	✓	✓	✓	✓

680-683
2019 Printing
Plan 1.178



Lion Den Advancement Report

No. 510-248

LION DEN ADVANCEMENT REPORT

DEN NUMBER

DEN LEADER NAME

DEN LEADER CONTACT NUMBER

DATE SUBMITTED

Den leader: Use this form when Cub Scout(s) in your den earn the Bobcat or an adventure loop or their rank patch. Fill out the top with your name and contact information. List the name(s) of the Cub Scout(s) and place an "X" in the appropriate box. On the bottom, list the date of the pack meeting at which you would like the advancement to be presented and sign. Submit this form to your pack advancement chair.



LIONS' NAMES	LION REQUIRED ADVENTURES				ELECTIVE ADVENTURES						RANK		
	Lion's Honor	Animal Kingdom	Fun on the Run!	King of the Jungle	Mountain Lion	Build It Up, Knock It Down	Glitzos and Gadgets	I'll Do It Myself	On Your Mark	Pick My Path		Ready, Set, Grow	Fumble in the Jungle
1.													LION
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

Pack meeting date to be presented

Lion den leader signature

510-248
2019 Printing



Tiger Den Advancement Report

No. 511-811

TIGER DEN ADVANCEMENT REPORT

DEN NUMBER

DEN LEADER NAME

DEN LEADER CONTACT NUMBER

DATE SUBMITTED



Den leader. Use this form when Cub Scout(s) in your den earn the Bobcat or an adventure loop or their rank patch. Fill out the top with your name and contact information. List the name(s) of the Cub Scouts, and place an "X" in the appropriate box. On the bottom, list the date of the pack meeting at which you would like the advancement to be presented and sign. Submit this form to your pack advancement chair.

TIGERS' NAMES	RANK	ELECTIVE ADVENTURES										RANK									
	BOBCAT	Games Tigers Play	My Family's Duty to God	My Tiger Jungle	Team Tiger	Tiger Blues	Tigers in the Wild	Curiosity, Intrigue, and Magical Mysteries	Earning Your Stripes	Family Stories	Floats and Boats	Good Knights	Rolling Tigers	Sky Is the Limit	Stories in Shapes	Tiger Hitch!	Tiger Safe and Smart	Tiger Tag	Tiger Tales	Tiger Theater	TIGER
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					
8.																					
9.																					
10.																					

Pack meeting date to be presented

Tiger den leader signature

511-811
2019 Printing



Wolf Den Advancement Report

No. 220-103

WOLF DEN ADVANCEMENT REPORT

DEN NUMBER

DEN LEADER NAME

DEN LEADER CONTACT NUMBER

DATE SUBMITTED

Den leader: Use this form when Cub Scout(s) in your den earn the Bobcat or an adventure loop or their rank patch. Fill out the top with your name and contact information. List the name(s) of the Cub Scouts, and place an "x" in the appropriate box. On the bottom, list the date of the pack meeting at which you would like the advancement to be presented and sign. Submit this form to your pack advancement chair.



WOLVES' NAMES	RANK	WOLF REQUIRED ADVENTURES												ELECTIVE ADVENTURES												RANK
		Call of the Wild	Council Fire	Duty to God Footsteps	Howling at the Moon	Paws on the Path	Running With the Pack	Adventures in Coins	Air of the Wolf	Code of the Wolf	Collections and Hobbies	Cubs Who Care	Digging in the Past	Finding Your Way	Games Alive!	Grow Something	Hometown Heroes	Motor Away	Paws of Skill	Spirit of the Water						
1.																										
2.																										
3.																										
4.																										
5.																										
6.																										
7.																										
8.																										
9.																										
10.																										

Pack meeting date to be presented

Wolf den leader signature

220-103
2019 Printing



Bear Den Advancement Report

No. 220-104

BEAR DEN ADVANCEMENT REPORT

Den leader. Use this form when Cub Scout(s) in your den earn the Bobcat or an adventure loop or their rank patch. Fill out the top with your name and contact information. List the name(s) of the Cub Scouts, and place an "X" in the appropriate box. On the bottom, list the date of the pack meeting at which you would like the advancement to be presented and sign. Submit this form to your pack advancement chair.



DEN NUMBER _____

DEN LEADER NAME _____

DEN LEADER CONTACT NUMBER _____

DATE SUBMITTED _____

BEARS' NAMES	RANK	BEAR REQUIRED ADVENTURES	ELECTIVE ADVENTURES*	RANK
	BOBCAT	Baloo the Builder	A Bear Goes Fishing	BEAR
		Bear Claws	Bear Picnic Basket	
		Bear Necessities	Beat of the Drum	
		Fellowship and Duty to God	Cutter Care	
		Fur, Feathers, and Ferns	Forensics	
		Paws for Action	Gin and Bear It	
			Make it Move	
			Marble Madness	
			Roaring Laugh-ter	
			Robotics	
			Salmon Run	
			Super Science	
			A World of Sound	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*In addition to all required adventures, one elective adventure is required for earning the Bear rank.

Pack meeting date to be presented _____

Bear den leader signature _____

220-104
2019 Printing



Webelos Den Advancement Report

No. 220-105



Den leader: Use this form when Cub Scout(s) in your den earn the Bobcat or an adventure loop or their rank patch. Fill out the top with your name and contact information. List the name(s) of the Cub Scouts, and place an "X" in the appropriate box. On the bottom, list the date of the pack meeting at which you would like the advancement to be presented and sign. Submit this form to your pack advancement chair.

WEBELOS DEN _____ **ADVANCEMENT REPORT**

DEN NUMBER _____

DEN LEADER NAME _____

DEN LEADER CONTACT NUMBER _____

DATE SUBMITTED _____

WEBELOS SCOUTS' NAMES	RANK	WEBELOS REQUIRED ADVENTURES				ARROW OF LIGHT ADVENTURES				SHARED ELECTIVE ADVENTURES														RANK						
		Cast Iron Chef	Duty to God and You	First Responder	Stronger, Faster, Higher	Webelos Walkabout	Building a Better World	Duty to God in Action	Outdoor Adventure	Scouting Adventure	Adventures in Science	Aquatics	Art Explosion	Aware and Care	Build It	Build My Own Hero	Gateway	Earth Rocks!	Engineer	Fix It	Game Design	Into the Wild	Into the Woods		Looking Back	Mixed!	Moviemaking	Project Family	Sports	WEBELOS
1.																														
2.																														
3.																														
4.																														
5.																														
6.																														
7.																														
8.																														
9.																														
10.																														

Pack meeting date to be presented _____

Webelos den leader signature _____

220-105
2019 Printing



Den Leader Training Award Progress Record

No. 511-052

Den Leader Training Award Progress Record



Candidate's Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Pack No. _____ District: _____

Council Name: _____

Select One:

☐ Tiger den leader ☐ Webelos den leader

☐ Cub Scout den leader (Wolf/Bear)

Note: This award can be earned in each position, but tenure may be used only for one award.

Tenure

Complete one year as a registered den leader in the position selected. Tiger den leader's tenure can be the program year as long as it is greater than eight months.

From _____ to _____

(month/year) (month/year)

Training

- ☐ Complete the basic training for the selected den leader position (in person, instructor-led, or e-learning).
- ☐ Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during the tenure used for this award.

Approved by:

Cubmaster Date

Performance

Do five of the following during the tenure used for this award:

- ☐ Have an assistant den leader who meets regularly with your den.
- ☐ Have a den chief who meets regularly with your den.
- ☐ Graduate at least 70 percent of your den to the next level.
- ☐ Take leadership in planning and conducting a den service project.
- ☐ Have a published den meeting/activity schedule for the den's parents.
- ☐ Participate with your den in a Cub Scout day camp or resident camp.
- ☐ Complete Basic Adult Leader Outdoor Orientation (BALOO).
- ☐ Participate with your den in at least one family camp; if your den is a Webelos den, participate with your den in at least two overnight camps.
- ☐ Take leadership in planning two den outdoor activities.
- ☐ Hold monthly den meeting and den activity planning sessions with your assistant den leaders.

Approved by:

Pack Committee Chair Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Den Leader Training Award is approved.

Approved by:

District or Council Training Committee Chair Date



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511-052
2016 Printing



Planning Your Pack's Annual Program Budget

No. 510-273

Planning Your Pack's Annual Program Budget

What is the unit budget plan? Like all budgets it is a guide on how the Pack plans to fund its program year. It is a conversation before the program year begins on what expenses the Pack is going to pay for and how income will be earned to pay for those expenses. The result is a well-managed, well-financed unit.

The steps to planning your pack's annual budget are:

1. Plan the pack's annual program calendar.
2. Develop a budget that includes enough income to deliver the program as planned.
3. Identify all sources of income dues and fund-raisers and then determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
4. Share the budget with everyone to gain commitments from parents, leaders, and all Cub Scouts.

A healthy pack develops an annual budget and creates its financial policies before the program year begins. They keep to the plan for the entire program year. Following these steps will not only produce a pack budget it will also help your pack determine some important financial policies.

BASIC EXPENSES

1] Registration Fees. When a child joins a pack normally the pack collects the national registration fee*. If the Cub Scout joined using on-line registration the family pays their national registration fees directly.

The national registration fee is \$33 for an annual membership. Based on when your pack re-charters, new members when they first join your pack may pay a pro-rated fee.

Check with your local council on how they handle registration fees for new Cub Scouts in the fall and how it impacts re-charter.

2] Unit Liability Insurance Fee. Packs annually pay a unit liability insurance fee of \$40. This fee may be covered by your chartered partner. This fee is submitted with the pack's annual charter application and helps to defray the expenses for their general liability insurance.

3] Boys' Life. *Boys' Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every Scout should subscribe to *Boys' Life* because of the quality reading and the articles related to your unit's monthly program. It is part of a child's growth in Scouting and provides a monthly connection to Scouting.

4] Unit Accident Insurance. Protecting leaders and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

5] Advancement and Recognition. Every Cub Scout should earn and advance a rank and receive the patch for that rank each year. Cub Scouts will earn Adventure Loops and Pins in addition to other awards. Dens and leaders may also qualify for awards and recognition.

6] Activities. Well-conceived and well-planned activities are critical to a successful annual program plan. Special pack activities like Pinewood Derby, Blue and Gold Banquet, and holiday parties should be built into the budget to avoid asking families to pay to participate.

7] Cub Scout Day Camp, Cub Scout Resident Camp, Council Organized Family Camps.

Cub Scouting provides great opportunities for families to camp. Your pack may plan to cover all or some of the expenses for families to attend a council organized Cub Scout camping experience in addition to Pack Overnights.

8] Program Materials. Each pack should provide certain program materials. Depending on the type of unit program, these could include den meeting supplies, craft tools and supplies, U.S. flag, pack and den flags, pine wood derby track, videos and books, or ceremonial props.

9] Training Expenses. Trained leaders are key to delivering a quality and safe program. Adult and youth leader training should be considered an integral annual pack expense. Providing the cost for adult leaders to attend training removes a potential barrier for adult leaders to continue their learning journey in Scouting.

* The same rate applies for registered adult Scouters.



BOY SCOUTS OF AMERICA



10] Scout Assistance. Traditionally, the individual pays for the cost of scouting like the uniform. Your pack may have families that find the costs of Scouting beyond their financial means. Consider funds to assist these families.

11] Reserve Fund. The reserve fund should be intended for unexpected expenses. At times items in the budget may cost more than expected, a well planned budget has room for these situations.

12] Other Expenses. These could include a gift to the World Friendship Fund, snacks, or other expenses your pack may have.

SOURCES OF INCOME

Well planned fund-raisers will help prevent having to ask families for extra money every week. It is better to figure the total cost for the complete year up front. How your pack generates income is an important discussion topic with the pack committee and families in your pack. Most find a balance of dues and fund-raisers.

Some Important Points:

Paying your own way. This is a fundamental principle of the Boy Scouts of America. It is one of the reasons why no solicitations (requests for contributions from individuals or the community) are permitted by Cub Scout packs. Young people in Scouting are taught early on that if they

want something in life, they need to earn it. The finance plan of any pack should include participation of the Cub Scouts.

An annual pack participation fee if completely contributed by parents, does little to teach a Cub Scout responsibility.

Except for council-sponsored product sales, all other money-earning projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting standards on money earning, leaders should be familiar with the eight guides listed on the back of the application, on the last page of this planning guide, and in the financial record books.

OTHER HELPS

Additional information concerning pack budget plans, the treasurer's responsibility, and records can be found in the *Cub Scout Leader Book*.

The Pack Operating Budget Worksheet

To develop the pack budget, complete the worksheet with the unit leader and committee at the pack's annual program planning conference, and then share it with the Cub Scouts' parents. Be sure to keep parents involved and informed. The pack's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year. By sharing the pack's program plans and budgetary needs, you can help newly recruited Cub Scouts and their parents gain a greater understanding of just what fun is waiting for them during the pack's entire program year.



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510-273
2018 Printing



Pack Operating Budget

No. 510-278

Completed Sample			PACK OPERATING BUDGET		
Date budget completed: <u>July 15</u>			Date budget completed: _____		
Pack No.: <u>1234</u>			Pack No. _____		
District: <u>Susquehanna</u>			District: _____		
Projected No. of Cub Scouts: <u>50</u>			Projected No. of Cub Scouts: _____		
Projected No. of registered adults: <u>10</u>			Projected No. of registered adults: _____		

Sample Pack Budget			Actual Budget		
Annual Cost Per Scout/Unit	No. of Scouts/Adults	Total Unit Cost	Annual Cost Per Person	No. of Cub Scouts/Adults	Total Unit Cost
\$ 33.00	60	\$ 1,980.00	\$ 33.00		
\$ 40.00	1	\$ 40.00			\$ 40.00
\$ 12.00	50	\$ 600.00	\$ 12.00		
\$ 1.00	60	\$ 60.00			
\$ 17.00	50	\$ 850.00			
\$ 48.00	50	\$ 2,400.00			
\$ 10.00	6	\$ 60.00			
\$ 10.00	50	\$ 500.00			
\$ 8.00	50	\$ 400.00			
\$ 6.00	10	\$ 60.00			
\$ 5.00	50	\$ 250.00			
\$ 10.00	50	\$ 500.00			
\$ 10.00	50	\$ 500.00			
\$ 10.00	50	\$ 500.00			
\$ 75.00 x 40 =		\$ 3,000.00			
\$ 130.00 x 30 =		\$ 3,900.00			
\$ 145.00 x 15 =		\$ 2,175.00			
\$ 40.00 x 30 =		\$ 1,200.00			
\$ 60.00 x 20 =		\$ 1,200.00			
\$ 20.00	50	\$ 1,000.00			
\$ 5.00	5	\$ 25.00			
\$ 30.00 x 20 =		\$ 600.00			
\$ 1.00 x 50 =		\$ 50.00			
\$ 0.50 x 50 =		\$ 25.00			
		\$ 21,875.00			
\$ 40.00	50	\$ 2,000.00			
\$ 500.00	1	\$ 500.00			
		\$ 2,500.00			
		\$ 19,375.00			
\$ 55,357 x 35% =		\$ 19,375			
Gross Sales Commission Need					
(4-35% includes qualifying for all bonus dollars)					
\$ 55,357 / 50 Cub Scouts =		\$ 1,107			

PROGRAM EXPENSES:		
Registration fees (1)	Total youth + adults @ \$33 ea.	
Unit Liability Insurance fee (2)	Yearly flat fee @ \$40	\$ 40.00
Boys' Life (3)	Total subscriptions @ \$12 ea.	\$ 12.00
Accident insurance fees (4)	Total youth + adults @ \$____ ea.	
Advancement (5)	Adventure Loops/Pins \$1.49 ea. Rank patches \$2.20 ea. 7 adventures/loops/pins + 1 rank + misc. award = \$17.00	
Bridging & Cross Over (5)	Handbook, hat, neckerchief, & neckerchief slide	
Pack leaders	Thank-yous, veteran awards, etc.	
Special events (6)	Blue and gold banquet Pinewood derby Holiday party	
Special activities (6)	Location	
Den Outing		
Den Outing		
Den Outing		
Camp (7)		
Cub Scout day camp		
Cub Scout resident camp		
Webelos resident camp		
Council Organized Family Cam		
Leader's fees		
Program materials (8)	Ceremony supplies, bridge crossings, camping items, etc.	
Leader basic training (9)	____ leaders @ \$____ ea.	
Scout Assistance (10)	For families in need	
Reserve fund (11)	Registration scholarships	
Other expenses (12)	Contingency funds	
A) TOTAL UNIT BUDGETED PROGRAM EXPENSES		\$ 40.00
INCOME:		
Annual dues (monthly amount x 10 or 12 months)		
Surplus from prior year (beginning fund balance)		
Other income source (parent payments, etc.)		
B) INCOME SUBTOTAL		
C) TOTAL FUNDRAISING NEED (A minus B)		
FUNDRAISING PACK BUDGET (Should equal C above)		
(Check with your local council for commission percentage and bonuses.)		
Need	/	Commission = Pack Goal
Pack Goal	/	No. Cub Scouts = Cub Scout Goal
FUNDRAISING GOAL PER CUB SCOUT		

* Many packs include all or a portion of the Cub Scout Resident Camp or Day Camp fee in the annual budget. This helps ensure that all Cub Scouts have the opportunity to attend. Pack budgeting should include payments on time and qualifying for any discounts offered for early and/or on-time payments.

510-278
2018 Printing



Pack Meeting Planning Sheet

No. 511-815

Pack Meeting Planning Sheet

Pack Meeting Date: _____

Theme _____ Webelos Adventure Pins: _____

Before the Meeting

Person in Charge

Room arrangement

Materials and equipment

Gathering

Greeters

Den exhibits

Preopening activity

Opening

Opening ceremony/prayer

Song

Welcome and introductions

Program

Audience participation stunt

Den stunts and skits

Webelos den demonstrations

Game

Recognition

Youth recognition

Leader recognition

Attendance award

Closing

Announcements

Closing ceremony

After the Meeting

Refreshments

Cleanup

No. 511-815



Cubmaster's Key Progress Record

No. 511-053

Cubmaster's Key Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Pack No. _____ District: _____

Council Name: _____

Tenure

Within a five-year period, complete at least three years of registered tenure as a Cubmaster or one year as a registered assistant Cubmaster plus two years as a registered Cubmaster. (This can include the tenure used to earn the Scouter's Training Award.)

From _____ to _____

From _____ to _____

From _____ to _____

Training

- ☐ Complete basic training for Cubmasters.
- ☐ Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

Pack Committee Chair Date

Performance

Do the following during the tenure used for this award:

- ☐ Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- ☐ Earn the National Summertime Pack Award at least once.
- ☐ Conduct an annual pack planning session and have a published pack meeting/activity schedule for the pack's parents in each year.
- ☐ Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Approved by:

Pack Committee Chair Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Cubmaster's Key is approved.

Approved by:

District or Council Training Committee Chair Date



BOY SCOUTS OF AMERICA®

511-053
2012 Printing



Unit Money-Earning Application

No. 34427

BOY SCOUTS OF AMERICA DATE _____

Received in council service center _____
(Date)

UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

Please submit this application to your council service center at least two weeks prior to committing to your money-earning project. Read the eight guidelines on the other side of this form. They will assist you in answering the questions below.

(Local council stamp)

☐ Pack
☐ Troop No. _____ Chartered Organization _____
☐ Team
☐ Crew

Community _____ District _____

Submit the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? _____

About how much does your unit expect to earn from this project? _____ How will this money be used? _____

Does your chartered organization give full approval for this plan? _____

What are the proposed dates? _____

Are tickets or a product to be sold? Please specify. _____

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) _____

Have you checked with neighboring units to avoid any overlapping of territory while working? _____

Is your product or service in direct conflict with that offered by local merchants? _____

Are any contracts to be signed? _____ If so, by whom? _____

Give details. _____

Is your unit on the budget plan? _____ How much are the dues? _____

Does your unit participate in the council product sale? ☐ Yes ☐ No Family Friends of Scouting? ☐ Yes ☐ No

How much does your unit have in its treasury? _____

Signed _____ Signed _____
(Chartered Organization Representative) (Unit Leader)

Signed _____
(Chairman, Unit Committee) (Address of Chairman)

FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE: Telephone _____

Approved by _____ Date _____

Approved subject to the following conditions _____



GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

1. Do you really need a fundraising project?

There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

2. If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?

Before any person in your unit signs a contract, he/she must make sure the venture is legitimate and worthy. ~~If a contract is signed, he/she is personally responsible.~~ He/she may not sign on behalf of the local council or the Boy Scouts of America, nor may he/she bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

3. Will your fundraiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?

Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

4. Will the fundraising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?

Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?

All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fundraising activity comply with BSA policy on wearing the uniform?

The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fundraising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fundraisers.

7. Will the fundraising project avoid soliciting money or gifts?

The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. At no time are units permitted to solicit contributions for unit programs.

8. Does the fundraising activity avoid competition with other units, your chartered organization, your local council, and the United Way?

Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fundraiser.

The local council is responsible for upholding the Charter and Bylaws and the Rules and Regulations of the BSA. To ensure compliance, all unit fundraisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before committing to the fundraising activity.

For additional details, please reference the *Product Sales and Policy Issues Manual* on www.scouting.org/finance/impact.



Scouter's Training Award for Cub Scouting Progress Record

No. 511-057

Scouter's Training Award for Cub Scouting Progress Record



Candidate's Personal Information

Name:

Address:
City State Zip

Email:

Pack No. District:

Council Name:

Tenure

Complete at least two years of tenure as a registered adult leader in a Cub Scout pack.

From to

From to

Training

- ☐ Complete basic training for any Cub Scout leader position.
- ☐ Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

Pack Committee Chair Date

Performance

Do the following during the tenure used for this award:

- ☐ Participate in an annual pack planning meeting in each year.
- ☐ Give primary leadership in meeting at least one pack Journey to Excellence objective in each year.
- ☐ Serve as an adult leader in a pack that achieves at least the Bronze level of Journey to Excellence in each year. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- ☐ Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level during the two years.

Approved by:

Pack Committee Chair Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Scouter's Training Award is approved.

Approved by:

District or Council Training Committee Chair Date



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511-057
2012 Printing

Journey to Excellence Pack Scorecard

Pack _____ of _____ District

2019 Scouting's Journey to Excellence

"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and Budget: Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the pack committee.	Achieve Bronze, plus pack conducts a planning meeting involving den leaders for the following program year.	Achieve Silver, plus pack committee meets at least six times during the year to review program plans and finances.	50	100	200
Membership					Total Points: 500		
#2	Building Cub Scouting: Recruit new youth into the pack in order to grow membership.	Conduct a formal recruitment program by October 31 and register new members in the pack.	Achieve Bronze, and either increase youth members by 15% or have at least 40 members.	Achieve Silver, and either increase youth members by 10% or have at least 60 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Renew 80% of eligible members.	Renew 85% of eligible members.	Renew 90% of eligible members.	50	100	200
#4	Webelos-to-B Scout transition: Have an effective plan to graduate Webelos Scouts into troops.	With a troop, hold two joint activities or 75% of second year Webelos have completed "The Scouting Adventure."	80% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop.	25	50	100
Programs					Total Points: 300		
#5	Advancement: Achieve a high percentage of Cub Scouts earning rank advancements.	80% of Cub Scouts advance one rank during the year.	80% of Cub Scouts advance one rank during the year.	90% of Cub Scouts advance one rank during the year.	100	200	300
#6	Outdoor activities: Conduct outdoor activities and field trips.	Each den has the opportunity to participate in three outdoor activities or field trips during the year.	Each den has the opportunity to participate in four outdoor activities or field trips during the year.	Each den has the opportunity to participate in five outdoor activities or field trips during the year.	50	100	200
#7	Day/weekend/family camp: Cub Scouts attend day camp, family camp, and/or resident camp.	33% of Cub Scouts participate in a camping experience or have improvement over the prior year.	50%, or 33% and have improvement over the prior year.	75%, or 50% and have improvement over the prior year.	50	100	200
#8	Service projects: Participate in service projects.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Achieve Silver, plus at least one of the service projects is conservation-oriented.	25	50	100
#9	Pack and den meetings and activities: Dens and the pack have regular meetings and activities.	Hold eight pack meetings a year. Den or pack meetings have started by October 31.	Achieve Bronze, plus dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
Volunteer Leadership					Total Points: 400		
#10	Leadership recruitment: The pack is proactive in recruiting sufficient leaders.	Have a registered assistant Cubmaster.	Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.	Achieve Silver, plus every den has a registered leader by October 31.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.	Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of committee members have completed position-specific training.	50	100	200

☐ **Bronze:** Earn at least 125 points by earning points in at least 7 objectives.

Total points earned: _____

☐ **Silver:** Earn at least 200 points by earning points in at least 8 objectives.

☐ **Gold:** Earn at least 350 points by earning points in at least 9 objectives and at least Bronze in #6.

No. of objectives with points: _____

☐ Our pack has completed online rechartering by the deadline in order to maintain continuity of our program.

☐ We certify that these requirements have been completed:

Cubmaster _____ Date _____

Committee chair _____ Date _____

Commissioner _____ Date _____

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.



Scouting's Journey to Excellence

2019 Pack Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The pack has a program plan and budget that is reviewed at all pack committee meetings, and the pack follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. Program plans and budget are reviewed with den leaders and parents at the start of the program year. The pack's program plan should be shared with the unit commissioner.
Membership Measures	
2	A formal recruitment event is conducted and new members are registered by October 31, 2019. On December 31, 2019, the pack has an increase in the number of youth members as compared to the number registered on December 31, 2018. A membership growth plan template can be found at www.scouting.org/membership . The pack has an up-to-date pin on the "Be a Scout" website.
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Cub Scouts. If the pack has a December charter, use the one expiring on December 31, 2018; otherwise use the one expiring during 2019.
4	Hold at least two joint activities with a troop or troops, and have graduating boys or girls register with a troop. "The Scouting Adventure" for second-year Webelos is described in the Webelos Scout Handbook. If the pack has no second-year Webelos Scouts, this requirement is met at the Bronze level.
Program Measures	
5	Total number of Cub Scouts advancing at least one rank (Bobcat, Lion, Tiger, Wolf, Bear, Webelos, Arrow of Light) during the calendar year (A), divided by the number of youth registered at the end of the year (B). Advancement = (A) / (B). The pack is encouraged to use Scoutbook to track each individual's advancements.
6	The pack has activities and field trips in the outdoors, which could include outdoor pack meetings, hikes, family campouts, parades, outdoor service projects, etc. All dens have the opportunity to participate.
7	Cub Scouts attend an in-council or out-of-council Cub Scout day camp, family camp, and/or Cub Scout resident camp in 2019. STEM programs either as a day camp or resident camp are also included. All levels are total number of different Cub Scouts attending (A) divided by total number of Cub Scouts registered in the pack as of June 30, 2019 (B). Total = (A) / (B).
8	The pack participates in at least two service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
9	Have at least eight pack meetings or activities within the past 12 months, with one of those meetings being to review the pack's program plans and asking for parental involvement in the pack. Den meetings start by October 31, 2019, and all dens meet at least twice each month within the past year. Pack earns the Summertime Pack Award.
Volunteer Leadership Measures	
10	The pack has a Cubmaster, an assistant, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The pack identifies persons for next year's leadership for existing dens, including Cubmaster, Den Leaders, and Webelos Den Leaders prior to the start of the program year. All dens have a registered leader by October 31, 2019. Program plans are shared with parents at pack meetings.
11	All leaders have completed youth protection training. Bronze: Cubmaster, an assistant, or pack trainer has completed position-specific training. Silver: Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining. Gold: Silver, plus 2/3 of committee members (including chartered organization representative) have completed training.

Scoring the pack's performance: To determine the pack's performance level, you will use the above information to determine the points earned for each of the 11 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 525 points in at least 7 criteria, Silver level requires earning points in at least 8 criteria and 800 points, and Gold level requires earning points in at least 8 criteria, meeting at least bronze standards in outdoor activities, and earning at least 1,050 total points.

For more resources including workbooks and planning guides: www.Scouting.org/jte



Annual Unit Charter Agreement

_____ and the _____ Council, BSA
Chartered Organization Local Council

Pack No. _____ Troop No. _____ Team No. _____ Crew No. _____ Ship No. _____

(Please identify those units chartered by the Chartered Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

The Chartered Organization agrees to:

- Use Scouting to further the Chartered Organization's aims and values for youth.
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: www.scouting.org/Membership/Charter_Orgs/resources.aspx.
- Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves; and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
- Support unit committee(s) made up of at least three persons for each unit.
- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
- Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
- Encourage adult leaders to receive additional applicable training made available by the council.

The Local Council agrees to:

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed _____ Title _____ Date _____
For the chartered organization

Signed _____ Title _____ Date _____
For the BSA local council

Signed _____ Title _____ Date _____
Chartered Organization Representative



Annual Meeting With Chartered Organization

The annual meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting must be a face-to-face discussion, as the concept of working together is central to mutual long-term success. Be prepared by reviewing Scouting: It Works for Your Youth. The video can be downloaded from www.scouting.org/Membership/Charter_Orgs.aspx.

Agenda

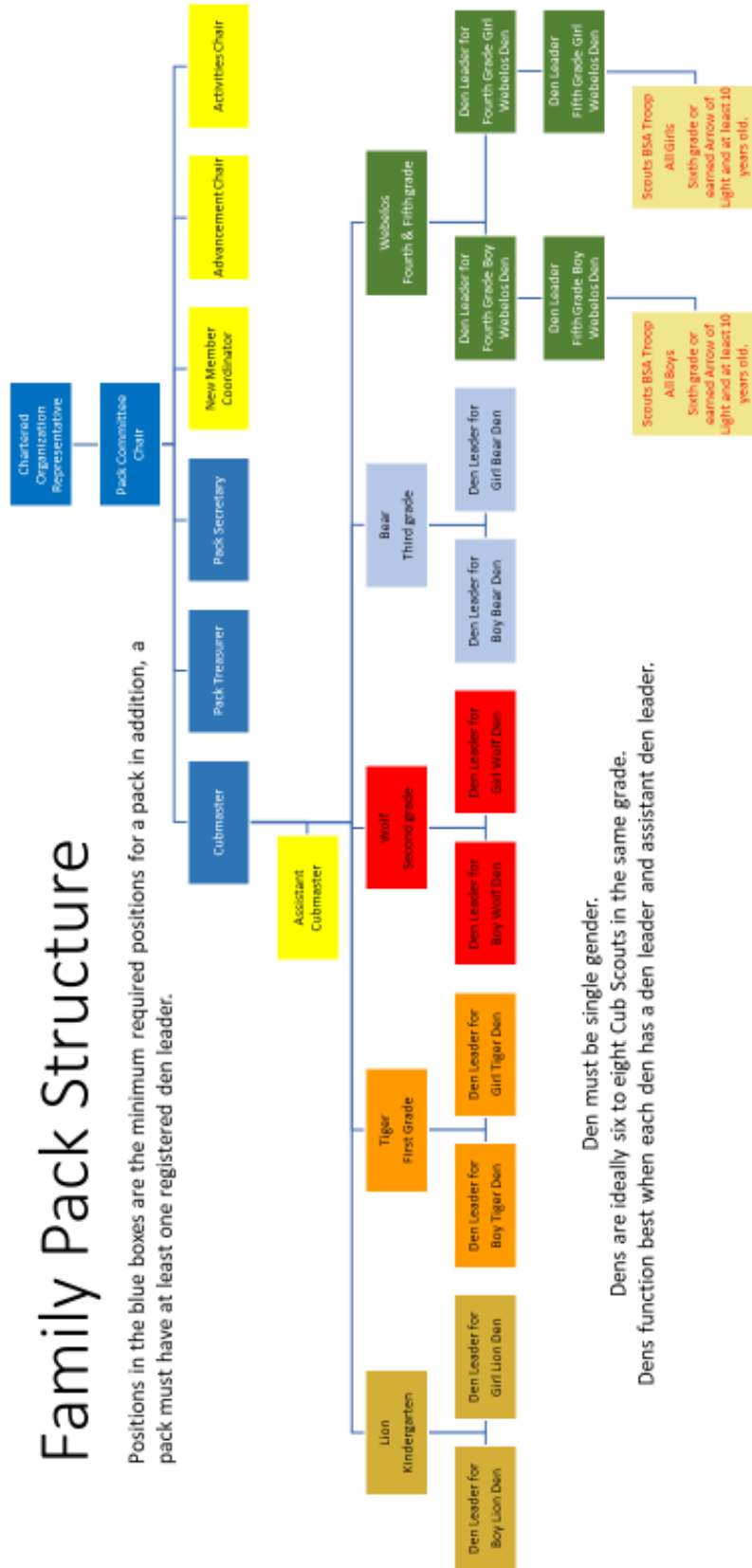
1. Review Scouting: It Works for Your Youth together. Discuss how the chartered organization and the local council are working together.
2. Review highlights or concerns.
 - a. The chartered organization representative
 - Is the chartered organization representative carrying out his or her function well?
 - b. Quality unit leadership
 - What is the training status of the unit leaders?
 - Is two-deep leadership in place?
 - If there are vacancies, the head of the chartered organization will need to approve quality leadership to fill them, including the verification of references.
 - c. Unit committee
 - Is it meeting regularly?
 - Is the committee functioning well?
 - d. Unit program
 - What level of Journey to Excellence award has the unit achieved and is more progress expected?
 - Discuss advancement, membership, summer activities, and Boys' Life magazine subscriptions.
 - e. Chartered organization's mission
 - How does the unit support the aims and mission of the chartered organization?
 - Is there an opportunity for an additional new unit in the chartered organization?
 - f. Charter review process
 - Review charter renewal meeting agenda and charter presentation ceremony and set tentative dates.
3. Develop an action plan to address concerns.

See other side for charter agreement.





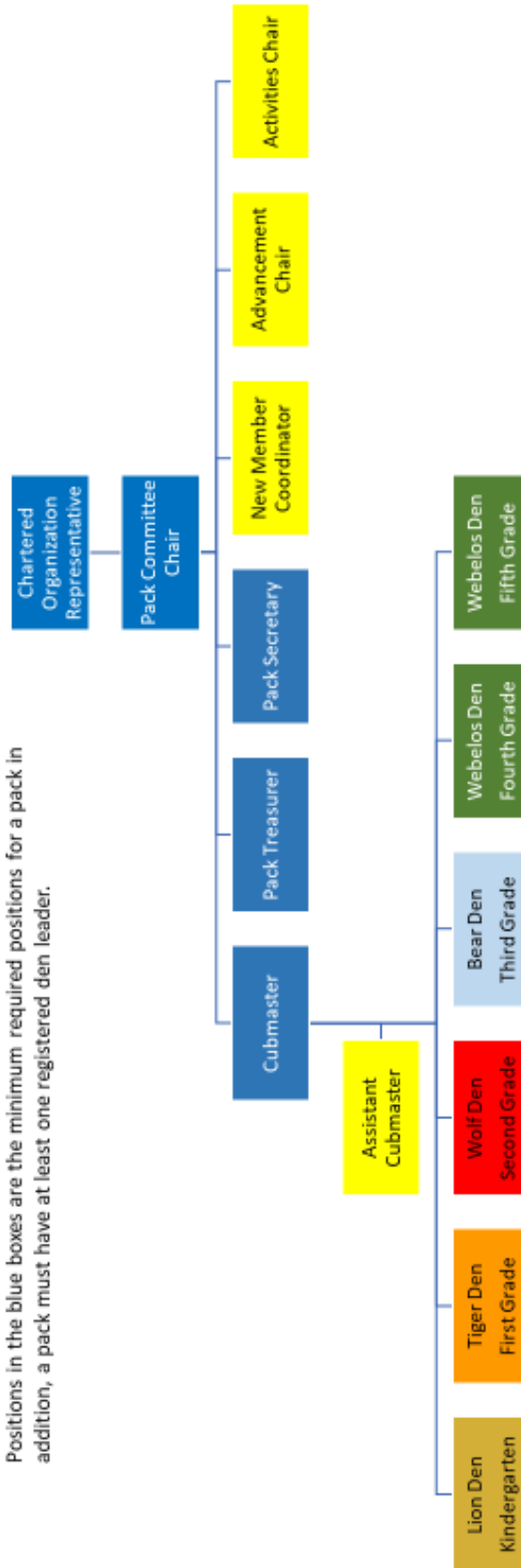
Family Pack Structure



Single-Gender Pack Structure

Single-Gender Pack

Positions in the blue boxes are the minimum required positions for a pack in addition, a pack must have at least one registered den leader.



Den must be single gender.
 Dens are ideally six to eight Cub Scouts in the same grade.
 Dens function best when each den has a den leader and assistant den leader.



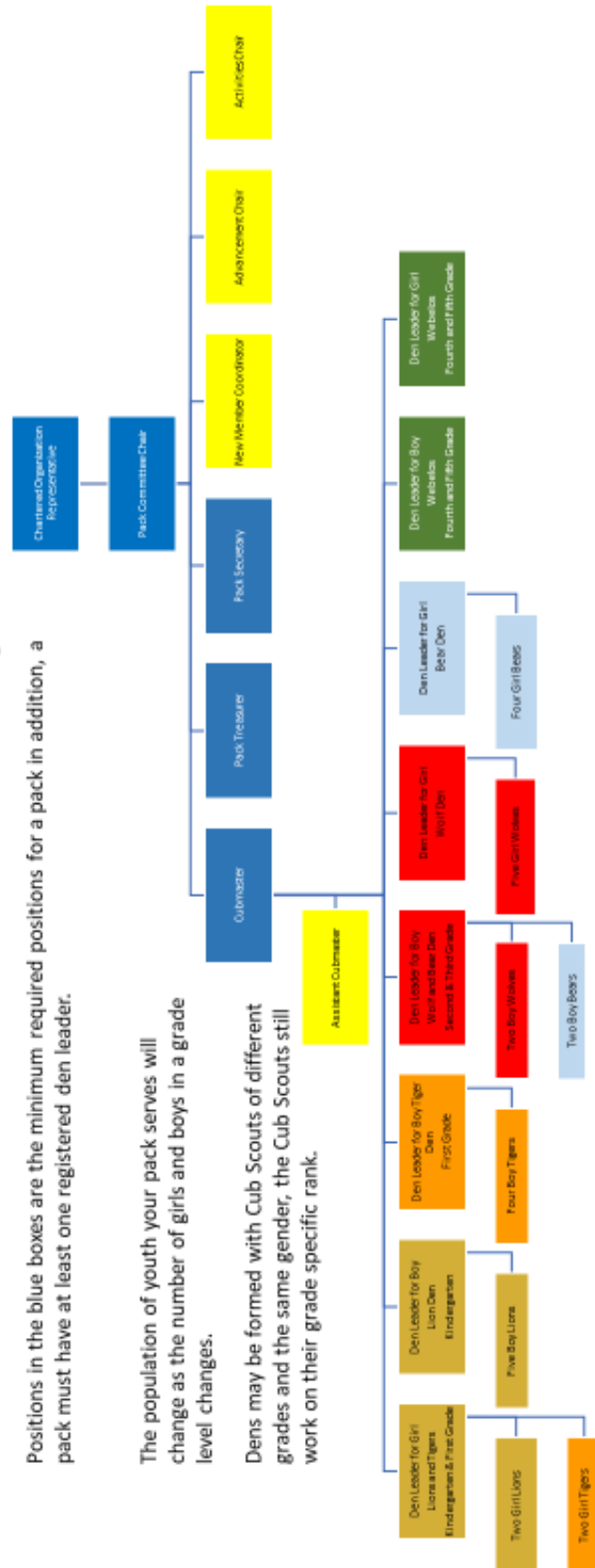
Pack Structure With Multi-aged Dens

Pack Structure with Multit-aged Dens

Positions in the blue boxes are the minimum required positions for a pack in addition, a pack must have at least one registered den leader.

The population of youth your pack serves will change as the number of girls and boys in a grade level changes.

Dens may be formed with Cub Scouts of different grades and the same gender, the Cub Scouts still work on their grade specific rank.



Den must be single gender.

Dens are ideally six to eight Cub Scouts in the same grade.

Dens function best when each den has a den leader and assistant den leader.



Characteristics of Cub Scouts

(Compiled from various child development sources)

Kindergartners and First-Graders/Lions and Tigers

- Just starting to refine their large motor skills. They may be riding tricycles or bicycles with training wheels.
- **Short** attention spans
- Easily bored
- Tire easily
- Love to be active
- May appear clumsy and accident-prone
- Need good supervision
- Socially, developing friendships and learning to play cooperatively
- Look for comfort and reassurance from their primary care givers and teachers, including their den leader
- Eager to share
- Enjoy boasting about accomplishments
- Enthusiastic about learning new skills
- May cry easily when embarrassed or hurt
- Sometimes throw tantrums when things don't go their way.
- Emotional regulation is difficult.
- Need adults to help them express feelings appropriately
- For these reasons, and others, having an adult partner with the Lion or Tiger at all Cub Scout den and pack meetings and activities is a requirement.



Second- and Third-Graders/Wolves and Bears

- Growing in their physical strength and endurance
- Curious about the way things work and have vivid imaginations
- Understand the difference between right and wrong
- Have a keen sense of rules and will protest if they think someone is cheating
- May be highly critical of themselves and need some encouragement from caring adults
- Eager to please and demonstrate this by wanting to help
- Can tell time but have little understanding of what time means
- Cannot tell how much time has passed or how to manage their time on a project
- Have mastered the ability to play cooperatively
- Enjoy having a close circle of same-gender friends
- More susceptible to peer pressure, which can be positive or negative
- Wanting to play on the same sports teams or wanting to play together outside of school signals the importance of having close friends.
- Still need help managing and expressing their emotions but may show more empathy for one another

Fourth-and Fifth-Graders/ Webelos

- Fine motor skills are becoming refined and have well-developed eye-hand coordination
- Can better think through an action before performing it
- Physical stamina is growing.
- More willing and able to take on more tedious tasks and crafts
- Sense of time has improved
- Can better manage their time to complete a project with help
- Like to be part of the planning process for projects, campouts, and pack meetings
- More organized in their thinking skills
- Growing in confidence and may be devoted to one or several sports or extracurricular activities
- Increasing attention spans allow them to sit and discuss issues of importance.
- May ask many questions and bring up topics other than what's in their adventures
- Understand rules better than younger Cub Scouts
- Understand the difference between intentional and accidental rule-breaking
- Appear more sensitive and curious about the feelings of others, including adults
- Very devoted to their friends and may have a best friend



Den Annual Adventure Plan

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



Participant Course Assessment

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

Course Promotion

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

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

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

Effectiveness of the Faculty

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

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

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

Recommendation

Would you recommend this course to other Scouters?

☐ Yes! ☐ Maybe ☐ Probably Not ☐ No!

If your rating was Probably Not or No!, please let us know how we could have done more to help you.

Course Content



Did the lessons and training methods provide you the fundamentals of BSA training?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

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

Facilities

Did the facilities support delivery of the course?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

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

Overall

Is there anything else you feel we need to know?

☐ Yes ☐ No

If you said yes, please let us know how we could have done more to help you.

Thank you for taking the time to give us your feedback.

The training team

