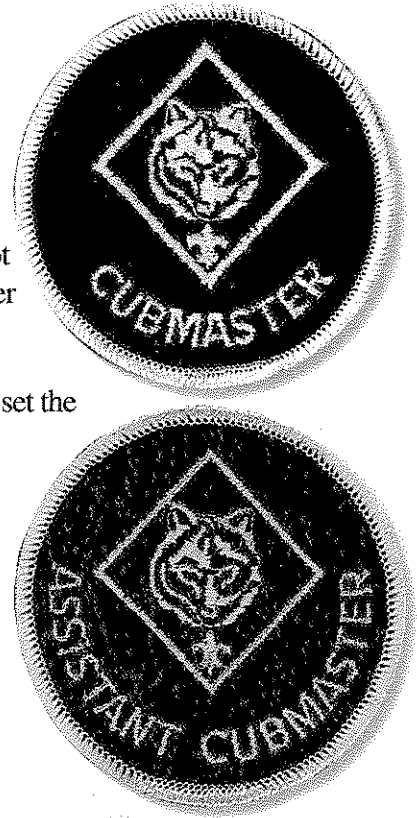


CUBMASTER TRAINING

This is the last of three sessions each Cubmaster will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete "Introduction to Cub Scouting" and "How We Have Fun."

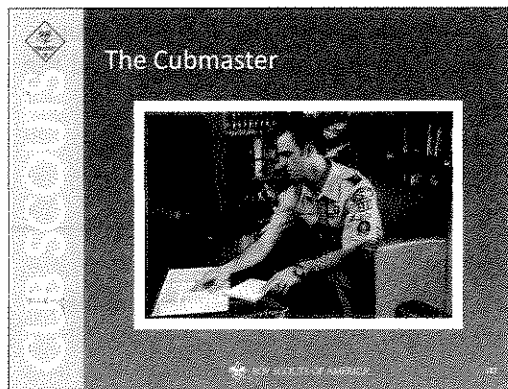
The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Cubmaster training should be an extremely-high energy session to set the example for the new Cubmaster on how pack meetings should be run. This may be hard to accomplish in small training groups, and Cubmaster Training is likely to have the smallest training group. One way to spark energy and interest is to have each participant lead a morale feature at some point in the training, to get them into the spirit of Cub Scouting.



Cubmaster Training

See (slide 127):



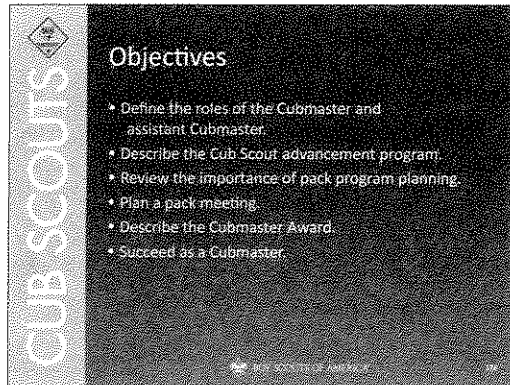
Say (in your own words):

Welcome to Cubmaster Training. My name is _____. The other trainers are _____. We are here to help you learn about your role in the pack and how that will affect the lives of boys.

Do:

Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See (slide 128):



Say (in your own words):

This session will show you what it takes to be a Cubmaster.

Most of the Fast Start session was devoted to planning your first pack meeting. Today's session will go into more details about planning and conducting those meetings. You will have an opportunity to plan a pack meeting.

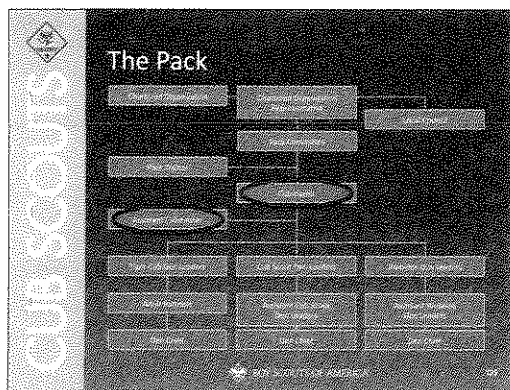
Do:

Briefly discuss each objective. Reassure participants that when they have completed this training, they will be ready to function as a Cubmaster and lead pack meetings and other pack activities.

Show the *Cub Scout Leader Book* and tell the participants that most of their questions are answered in the book.

Resource: *Cub Scout Leader Book, Den & Pack Meeting Resource Guide*

See (slide 129):



Say (in your own words):

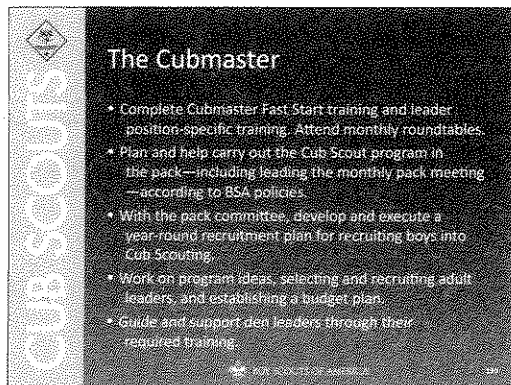
As Cubmaster and assistant Cubmaster, you are the leaders of the pack.

Do:

Discuss the position of the Cubmaster in the organization chart. The Cubmaster leads the pack with the assistance and approval of the pack committee and the chartered organization.

Resource: *Cub Scout Leader Book*

See (slide 130):



Say (in your own words):

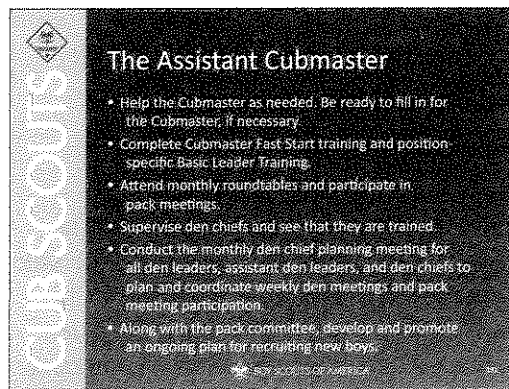
The Cubmaster provides these services to the pack.

Do:

Review the requirements for the position with participants. Show the *Cub Scout Leader Book* and the Cubmaster Position Summary handout in the back of this book.

Resources: *Cub Scout Leader Book, Cubmaster Position Summary handout*

See (slide 131):



Say (in your own words):

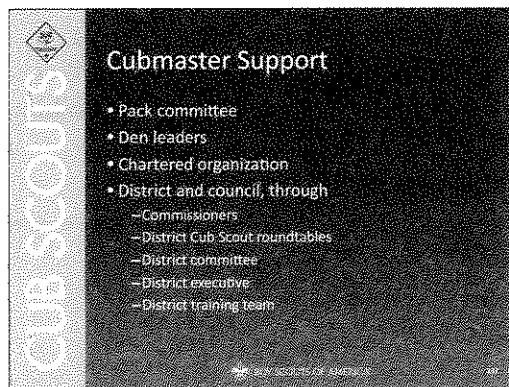
Assistant Cubmasters hold an important role. They help Cubmasters plan and conduct pack meetings and assist at outings and other pack activities.

Do:

Review the requirements for the position with the participants. See the *Cub Scout Leader Book*.

Resource: *Cub Scout Leader Book*

See (slide 132):



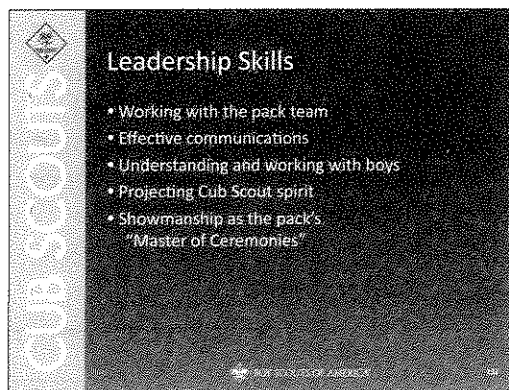
Say (in your own words):

The Cubmaster and assistant Cubmaster do not work alone; they are supported by many other people.

Do:

Describe how the Cubmaster is helped by the people listed in the slide.

See (slide 133):



Say (in your own words):

Effective Cubmasters have great leadership skills.

Do:

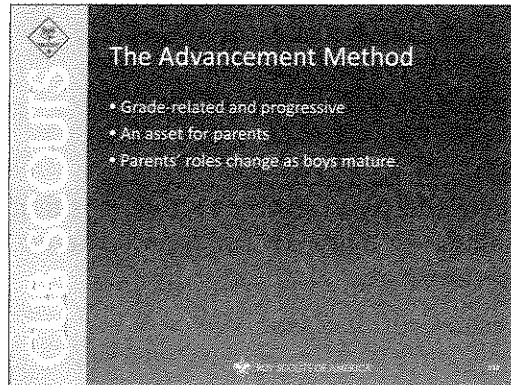
Briefly discuss the importance of each of the listed skills.

Explain that since the Cubmaster is the leader of the pack, showing good Cub Scout spirit is essential in helping the leaders and boys know what is expected of good Cub Scouts!

At this point, ask the participants how a Cubmaster can demonstrate these skills. Give plenty of time for discussion. You may also wish to give a few good examples from your local packs.

Resource: *Cub Scout Leader Book*

See (slide 134):



Say (in your own words):
We have discussed advancement before, but now we'll discuss it from a Cubmaster's perspective.

Do:
Explain the advancement method as shown in the slide, and point out that as boys get older, they are expected to be able to do more but that from the Tiger Cub's adult partner to the Webelos Scout's den leader, adults are necessary to the process and the result is not only advancement, but a boy who has good, strong relationships with the adults in his life.

Emphasize that Cub Scout activities, even those that lead to advancement, are meant to be fun and should never be like homework or similar activities.

Resource: *Cub Scout Leader Book*

See (slide 135):



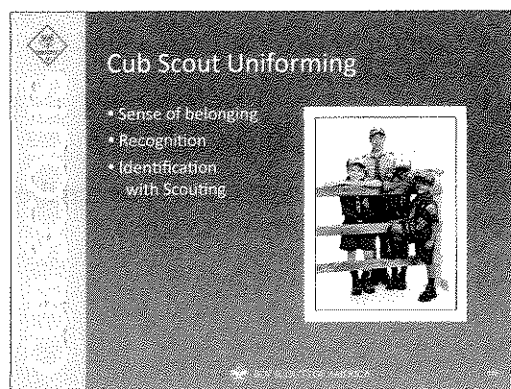
Say (in your own words):
Remember the sequence of advancement?

Do:
Highlight the sequence: All boys earn the Bobcat badge first and then the rank for their age and grade level.

Remind participants that boys cannot earn badges for earlier ages, and tell them that the Cubmaster has particular responsibility for ensuring, for instance, that third graders earn the Bear Cub Scout badge, not the Tiger Cub badge.

Resource: *Cub Scout Leader Book*

See (slide 136):



Say (in your own words):

The uniform lets the boys show that they are part of Cub Scouting.

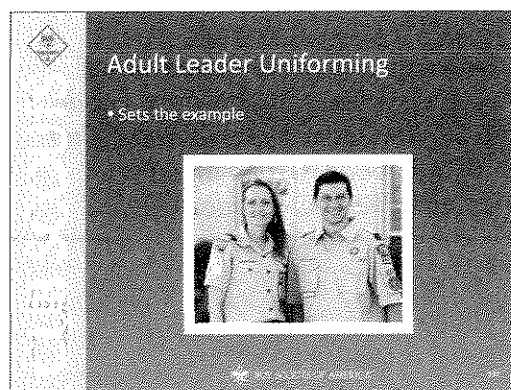
Do:

Discuss the importance of uniforming. Show the Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet and recommend that it be used at a pack meeting several times a year to encourage proper uniforming.

Talk about how to get boys into uniforms. Suggest second-hand clothing stores and pack uniform exchanges for those who have financial difficulties. Explain the value of an “experienced” uniform in making new boys feel that they are truly part of the pack.

Resources: *Cub Scout Leader Book*; Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet; and the *Insignia Guide*

See (slide 137):



Say (in your own words):

Adults, particularly the Cubmaster and assistant Cubmaster, set the example for the boys in Cub Scouting.

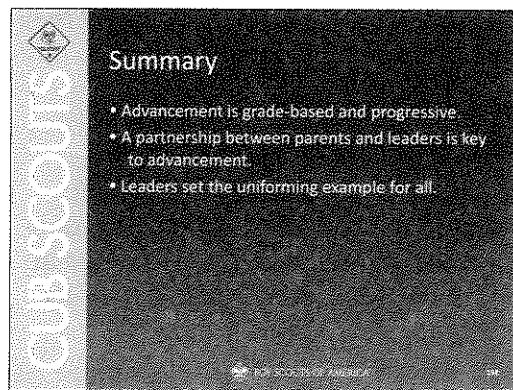
Do:

Remind participants that the Cubmaster and assistant Cubmaster need to be properly uniformed to present the best possible image for the boys to follow.

Conduct a uniform inspection with the participants. Tell them it is their responsibility to encourage all pack leaders, including committee members and trainers, to be properly uniformed at all Cub Scouting events. Note that non-official and extraneous pins and badges, while interesting, are not part of the uniform standard and should not be worn with the uniform. Show the *Insignia Guide* and explain how it can help.

Resources: *Cub Scout Leader Book*, Adult Leader Uniform Inspection Sheet, and the *Insignia Guide*

See (slide 138):



Say (in your own words):

We have discussed what it means to be a Cubmaster and covered these items.

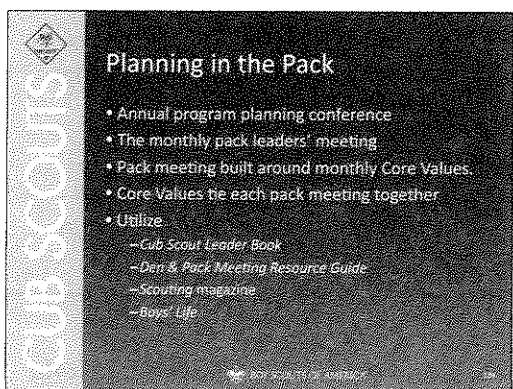
Do:

Briefly discuss the slide content.

Conduct a morale feature to enhance the participants' learning experience.

Announce a short break.

See (slide 139):



Say (in your own words):

Planning is essential to pack success. As the Cubmaster, you will be a key in planning for the pack program and meetings.

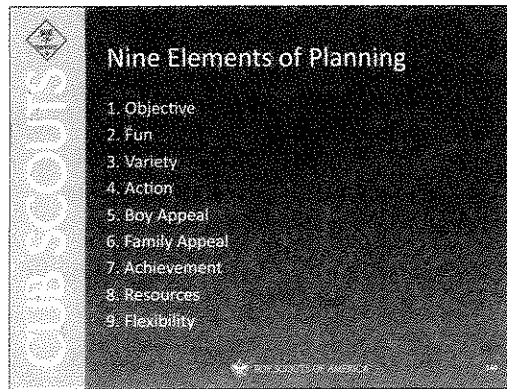
Do:

Show the resources that are used in planning the pack program and meetings.

Discuss monthly Core Values. The participants have already been introduced to the Core Value idea, so this should be a brief discussion.

Resources: *Cub Scout Leader Book, Den & Pack Meeting Resource Guide, Cub Scout Leader How-To Book, Cub Scout Songbook, Group Meeting Sparklers, Webelos Leader Guide*

See (slide 140):

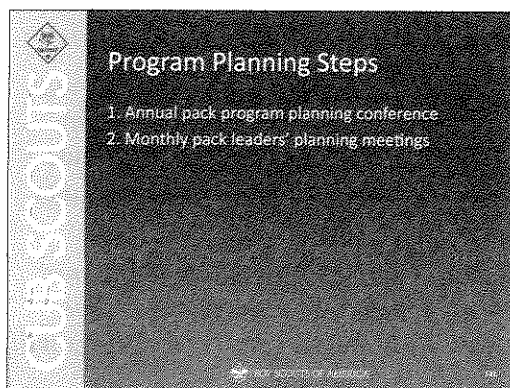


Say (in your own words):

When planning the Cub Scouting program, include the following elements:

1. **Objective.** Program activities should meet the purposes of Cub Scouting and provide opportunities for physical, spiritual, mental/emotional, and social growth.
2. **Fun.** Cub Scouting must be fun, not only for the boys, but for the whole family. If the program is fun, boys will continue to attend.
3. **Variety.** A variety of activities is used to achieve the purposes of Cub Scouting. Include games, crafts, skits, songs, stunts, ceremonies, trips, and outdoor activities for a well-rounded program.
4. **Action.** Activities that require action and participation help boys enjoy the experience. Boys need to do, not just watch. Action does not necessarily mean running around (although boys love to do that). It means being engaged in an activity versus passively receiving information.
5. **Boy Appeal.** Plan activities that are appropriate for Cub Scout-age boys, such as those that include action, experimenting, mystery, and excitement.
6. **Family Appeal.** Cub Scouting is a family program, with families working and playing together. Activities should help strengthen and enrich families.
7. **Achievement.** Boys need recognition so that they will feel a sense of achievement while they are having fun.
8. **Resources.** Make good use of all people, facilities, materials, and equipment available. Use the talents and skills of leaders, families, boys, and neighborhood friends.
9. **Flexibility.** Have a backup plan for unexpected changes or surprises. Be prepared to change the program for special circumstances that affect the local community or area.

See (slide 141):

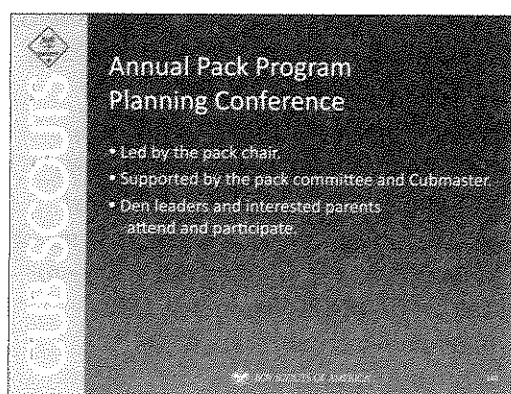


Say (in your own words):

Planning a Cub Scout program can seem daunting at first, but don't be intimidated. By working as a team and breaking planning down into steps, leaders can create a great program for Cub Scouts. Cub Scout program planning involves two main steps:

1. Conducting an annual pack program planning conference.
2. Conducting monthly pack leaders' planning meetings.

See (slide 142):



Say (in your own words):

The annual pack planning conference is probably the most important Scouting meeting each year as it sets the direction and calendar for the year. And parents are waiting for the calendar.

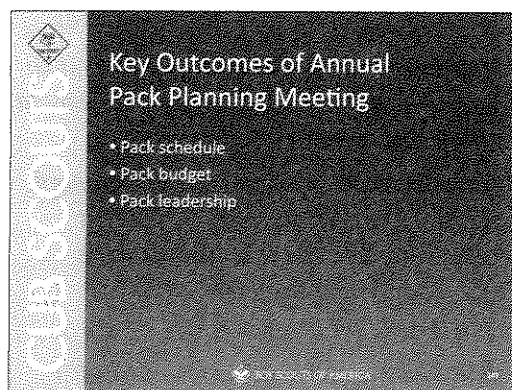
Do:

Reinforce that the meeting is led by the committee chair but is the joint responsibility of the committee and the Cubmaster.

Tell leaders about the pack program planning chart and how it can be used build the pack's program for the year.

Let attendees know that the annual meeting will cover program, financial, and membership goals and plans.

See (slide 143):



Say (in your own words):

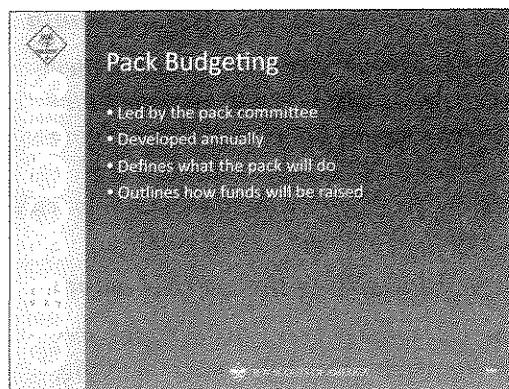
The annual planning meeting is the time to set the direction of the pack for the upcoming Scouting year.

Do:

Discuss the importance of planning the pack's calendar, budget, and leadership, and communicating the outcome early to the pack family.

Resources: *Cub Scout Leader Book*

See (slide 144):



Say (in your own words):

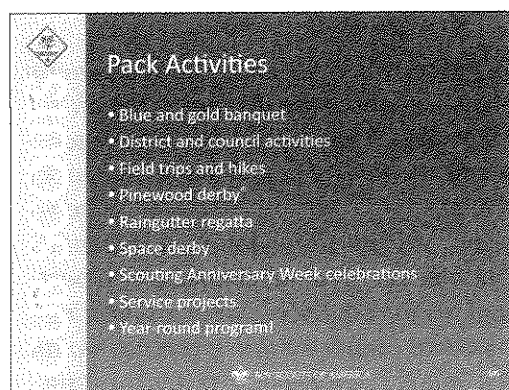
Cub Scouts need to develop an appreciation for money and how to earn, spend, share, and save it responsibly. The Pack Budget Plan offers suggestions for leaders to guide Cub Scouts in this important matter, and it lets families know exactly what benefits they are receiving from the dues they pay.

Do:

Explain that planning the pack budget is the responsibility of the pack committee—with the help of other pack leaders and families—and that it is best to plan the budget after the annual pack program planning conference is complete.

Resources: *Cub Scout Leader Book*

See (slide 145):



Say (in your own words):

These are some common pack activities.

Do:

Describe each of the activities.

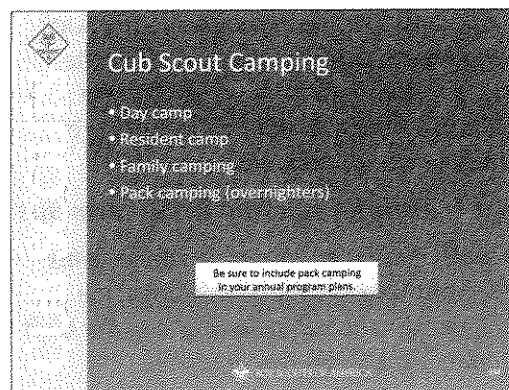
Show pinewood derby® cars and other derby props.

Discuss the importance of service projects.

Show the *Cub Scout Leader How-To Book* as a resource for planning many of these events.

Resources: *Cub Scout Leader Book*,
Cub Scout Leader How-To Book

See (slide 146):



Say (in your own words):

Remember to include camping in your pack program.

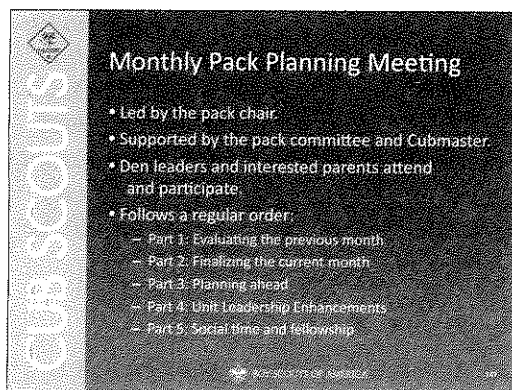
Do:

Discuss the difference between family camping and pack overnights.

Note that packs may camp only in council-approved locations under the supervision of a BALOO-trained individual.

Resource: *Cub Scout Leader Book*

See (slide 147):



Say (in your own words):

Part 1: Evaluating the previous month

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

Part 2: Finalizing the current month

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

Part 3: Planning ahead

The pack committee chair leads a general discussion about the upcoming month's den and pack meetings. The Cubmaster comments on next month's den and pack meetings and confirms assignments concerning den participation in next month's pack meeting. Special committees report on plans for the upcoming pack meeting or special events for the upcoming month. Den leaders report on their den meeting plans for the upcoming month. Activity badge counselors report on projects planned for next month's activity badges.

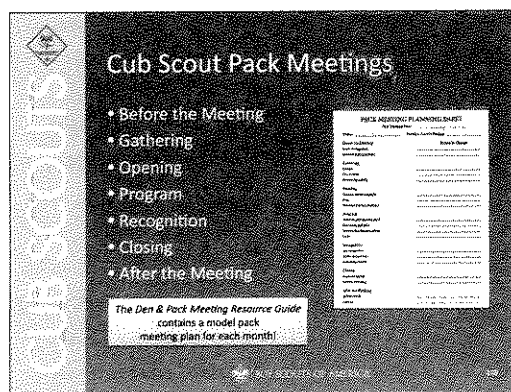
The pack committee chair reports on pack needs, problems, and progress. The pack committee completes plans such as the organization of new dens, pack-troop relations, financial matters, improving family participation, etc.

Part 4: Unit Leadership Enhancements

As part of the regular new business items at monthly pack leaders' meetings, the pack trainer should include one of the Unit Leadership Enhancement topics.

Part 5: Social time and fellowship

See (slide 148):



Say (in your own words):

As the Cubmaster, you are responsible for planning and conducting the pack meeting. Your first leader training activity was conducted as a pack meeting. Lots of fun, activity, and recognition are all part of a successful meeting.

Do:

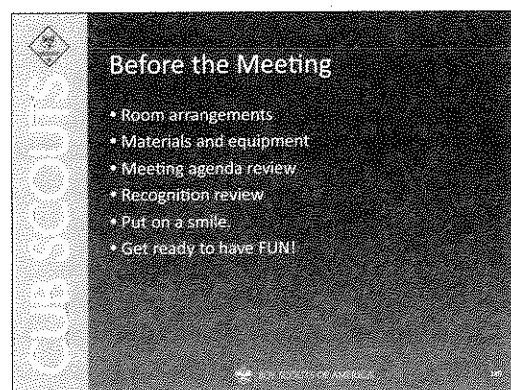
Show the Pack Meeting Planning Sheet. Note that a written agenda is extremely important for success, and it is important that everyone knows who is responsible for each agenda item.

Review and discuss the *Den & Pack Meeting Resource Guide* and its preplanned pack meeting.

Tell participants that they will not be alone in conducting the pack meeting; other adults will be there as support.

Resource: *Cub Scout Leader Book, Den & Pack Meeting Resource Guide*

See (slide 149):



Say (in your own words):

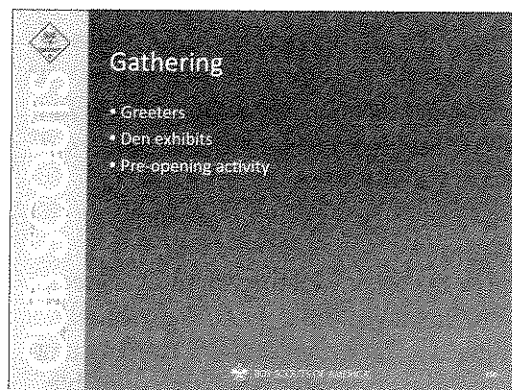
The Cubmaster and other participating leaders complete preparations just before the pack meeting. They make sure the room is in order and that all needed materials are ready, and they review the agenda together to be sure nothing has been forgotten.

Do:

Discuss the remaining points on the slide. Explain that the Cubmaster sets the tone for the meeting—that excitement and leadership in others come from the positive attitude the Cubmaster shows.

Resource: *Cub Scout Leader Book*

See (slide 150):



Say (in your own words):

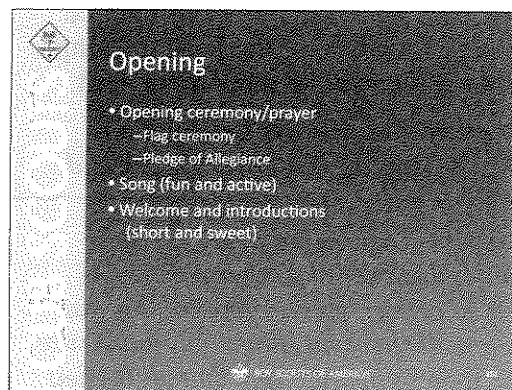
A den should be assigned to greet the people attending each pack meeting; adult assistance will be necessary. A sign-in sheet can also be used to keep track of who is there for an attendance award.

Do:

Explain the importance of the pre-opening activity: It is to keep arriving boys busy. If you don't find something for them to do, they will find it themselves—and it may not be what you want them to do!

Resource: *Cub Scout Leader Book*

See (slide 151):



Say (in your own words):

A good opening ceremony marks the start of the meeting. A flag ceremony is often used. It can be followed by a non-denominational or interfaith prayer.

Then the fun begins!

Do:

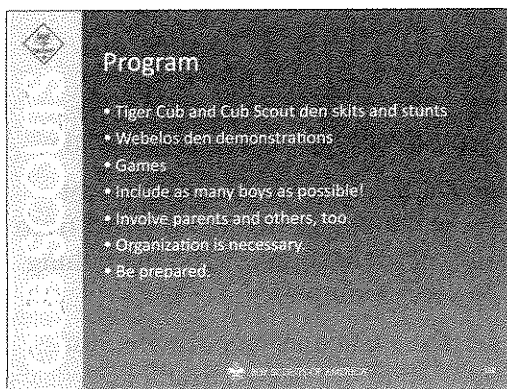
Emphasize that it's important to include everyone: Select songs that everyone knows, use an opening ceremony that is appropriate to the event and the den conducting the ceremony, use a prayer that includes all faiths represented in the pack.

Tell the participants that the Cubmaster welcomes Cub Scouts and families, and introduces any special guests, recognizes the committees for their efforts and success in setting up the meeting place, and keeps remarks brief to hold everyone's attention.

Show the *Den & Pack Meeting Resource Guide*, the *Cub Scout Leader How-To Book*, the *Cub Scout Songbook*, and *Group Meeting Sparklers* as good resources for planning a pack meeting.

Resources: *Den & Pack Meeting Resource Guide*, *Cub Scout Leader How-To Book*, *Cub Scout Songbook*, and *Group Meeting Sparklers*

See (slide 152):



Say (in your own words):

In this part of the meeting, we give the boys a chance to shine. Various skits and stunts can be done. Cheers are always used to recognize the work the boys do!

Do:

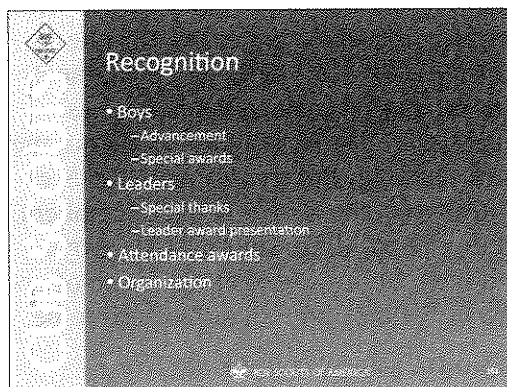
Remind the participants that the boys need a chance to show what they are doing in the dens. This part of the program is for that purpose.

Say that this helps inactive boys get active quickly. If you focus them on activities in this part of the program, they will be active in ways you want them to be.

Tell the Cubmasters that they need to be prepared for things to go wrong or for dens that are not ready for their part of the program, and that it helps to have extra activities ready to use.

Resource: *Den & Pack Meeting Resource Guide, Cub Scout Leader How-To Book, Cub Scout Songbook, and Group Meeting Sparklers*

See (slide 153):



Say (in your own words):

The recognition part of the meeting is important to the boys, to their parents and other family members, and to the den leaders.

Do:

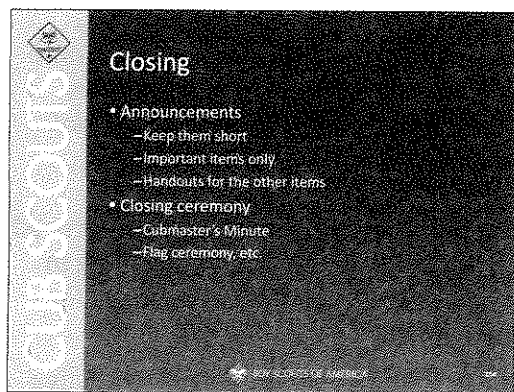
Remind participants that the advancement chair of the pack committee is responsible for obtaining the advancement badges and awards before the pack meeting. Before the pack meeting starts, the awards should be organized by den or by activity. Large packs need a lot of preparation in this area to keep the pack meeting flowing.

An award should always be given to the adult family member, who then gives it to the boy. Don't take for granted that family members will attend; make sure they have been alerted several days in advance.

Attendance awards can be given to recognize dens with the highest percentage of members present.

Resources: *Cub Scout Leader Book*

See (slide 154):



Say (in your own words):

The meeting is nearly over. It's time to end.

Do:

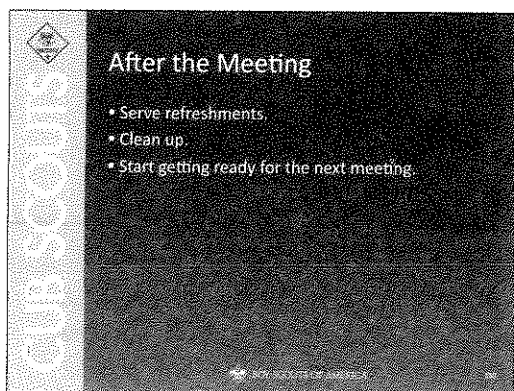
Briefly discuss the points on the slide.

Say that the closing ceremony might involve the flag or may be selected from many different sources. The main thing is to keep it simple.

Describe a Cubmaster's Minute. You may wish to provide an example.

Resources: *Den & Pack Meeting Resource Guide, Cub Scout Leader How-To Book, Cub Scout Songbook, and Group Meeting Sparklers*

See (slide 155):



Say (in your own words):

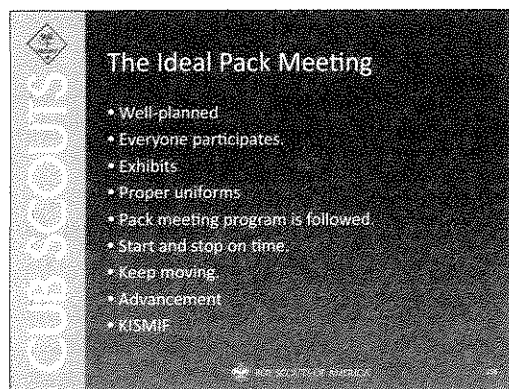
Some packs provide refreshments after the meeting. Others may choose not to. Consider your facility in making the decision. After the meeting, get plenty of help in cleaning up the facility and leave it as you found it, or better.

Do:

Suggest that the pack's relationship with the provider of the facilities must be considered when you hold a pack meeting. Be sure you leave the facility as clean as or cleaner than it was before the pack meeting. Put things back in place. Throughout the time any pack members are in the building, supervise the boys and their siblings to keep them out of areas where they are not authorized to be.

Resource: *Cub Scout Leader Book*

See (slide 156):



Say (in your own words):

Here's what makes a pack meeting great.

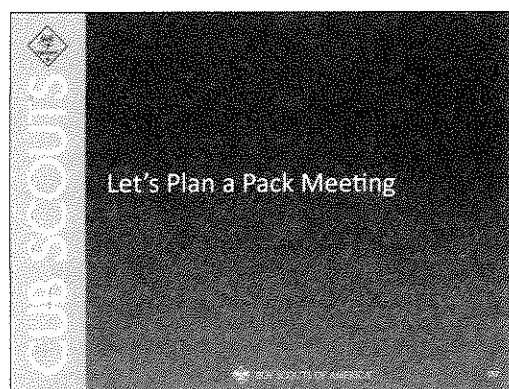
Do:

Discuss the importance of each item.

Explain that properly planned pack meetings move along at a good pace, keep everyone involved, include something for everyone, and have a limited amount of "adult stuff."

Introduce the term KISMIF: Keep It Simple, Make It FUN!

See (slide 157):



Say (in your own words):

Now it's your turn to plan a good pack meeting.

Do:

Divide the participants into groups of three.

Distribute a Pack Meeting Planning Sheet to each group.

Show *Den & Pack Meeting Resource Guide*, the *Cub Scout Leader How-To Book*, the *Cub Scout Songbook*, and *Group Meeting Sparklers* as resources.

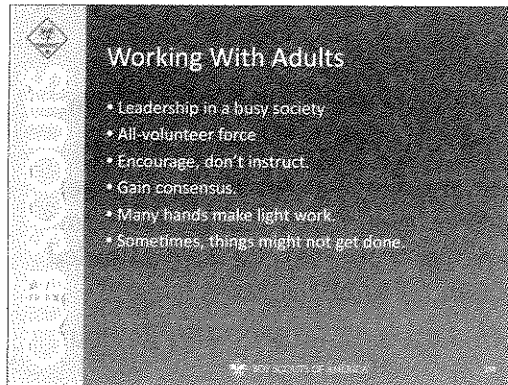
Suggest that the pack meeting for the next month in *Den & Pack Meeting Resource Guide* be used as a model. Each group should use the available resources to replace two elements of the model pack meeting.

Have the groups write down their pack meeting plan. Assume that there is one Tiger Cub den, one Wolf Cub Scout den, and one Webelos den.

After 15 minutes, have the groups share their pack meeting plans. Be sure they highlight the elements they selected from resources other than *Den & Pack Meeting Resource Guide*.

Resources: Pack Meeting Planning Sheet, *Den & Pack Meeting Resource Guide*, *Cub Scout Leader How-To Book*, *Cub Scout Songbook*, and *Group Meeting Sparklers*

See (slide 158):



Say (in your own words):

Cub Scouting today exists in a very busy society. All of us—boys, adult family members, and pack leaders—are involved in many activities besides Cub Scouting.

Do:

Highlight the remaining points on the slide.

Suggest that since we are all volunteers, it is best to ask for assistance and to encourage other adults to participate. If the Cubmaster asks each one to do one job a year, and makes sure they understand the commitment, no one will be overburdened, but the needed tasks will be completed. Stress that it's important to state the requirements of each task clearly.

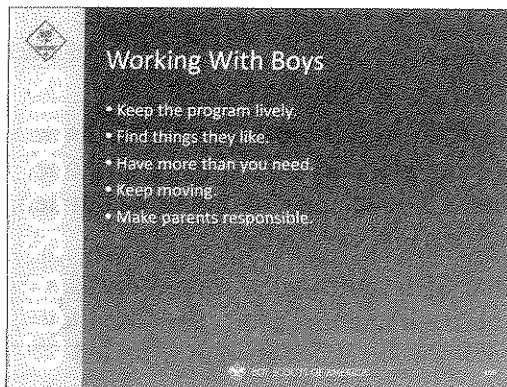
Review the *Cub Scout Leader Book*.

Suggest that the participants look to this section for guidance on how to work with families and adults in the pack.

Explain that not all planned activities may get done, and that it often is necessary to coax people to help by suggesting that without their help, the activity will not happen.

Resource: *Cub Scout Leader Book*

See (slide 159):



Say (in your own words):

As the Cubmaster, you represent Cub Scouting to the boys. If you understand the boys in your pack, you can find things they like to do in the pack meetings.

Do:

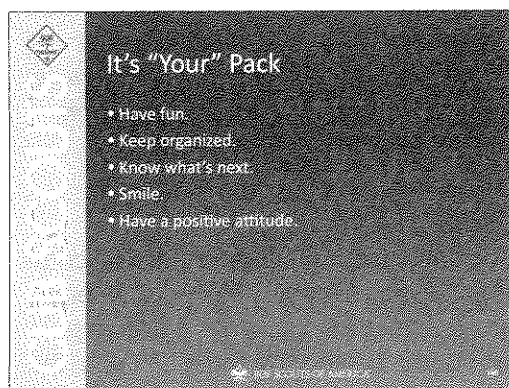
Suggest that these points on the slide are just the starting point.

Point out that the *Cub Scout Leader Book* is related to the boys in the program and how to work with them. The Cubmaster should encourage all pack and den leaders to be familiar with this section.

Stress that adult family members should always be responsible for the actions of their boys. It is appropriate to provide general reminders to the pack about that responsibility.

Resource: *Cub Scout Leader Book*

See (slide 160):



Say (in your own words):

So you volunteered to be a Cubmaster or assistant Cubmaster! Some people say that this is the best job in Cub Scouting. You are the role model and you can have the most fun by making the pack meetings and pack activities fun for all the boys and families.

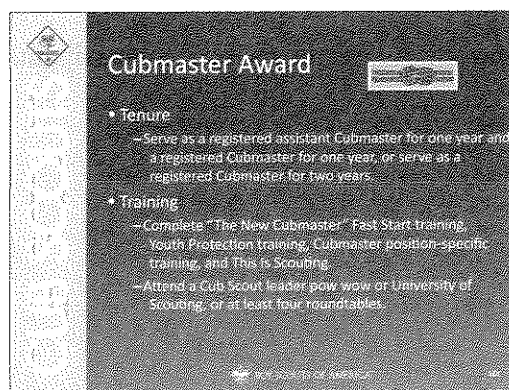
Do:

Briefly discuss the contents of the slide.

Suggest that it is necessary to follow an agenda in order to know what's next and keep the pack meeting from deteriorating into confusion. Every pack meeting and every outdoor activity needs an agenda.

Remind participants that the most important advice you can give is to smile and have fun.

See (slide 161):



Say (in your own words):

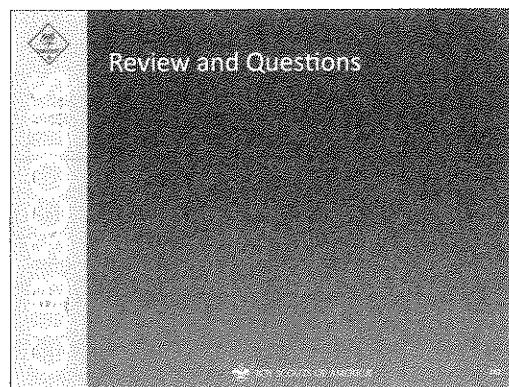
Thanks for your hard work in creating the pack meeting plan. As you continue as Cubmaster, you will become eligible for the Cubmaster Award.

Do:

Discuss the requirements for the award.

Resource: *Cub Scout Leader Book*

See (slide 162):



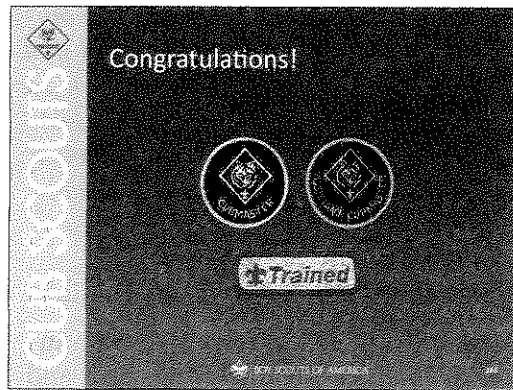
Say (in your own words):

Do you have any questions?

Do:

Answer questions as time allows.

See (slide 163):



Say (in your own words):

Congratulations—you have completed Cubmaster Training and earned the Trained Leader emblem for completing training appropriate to your position. Now go have fun with your pack!

Do:

Award the participants their training completion cards. You may also wish to present a completion certificate. Make sure that all participants are furnished with the dates, times, and locations of their district roundtable before they leave. Encourage them to attend roundtable regularly.

Confirm completion of all elements of the Trained Leader requirements before authorizing the “Trained” status.

After This Module

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.

PACK COMMITTEE CHAIR AND MEMBER TRAINING

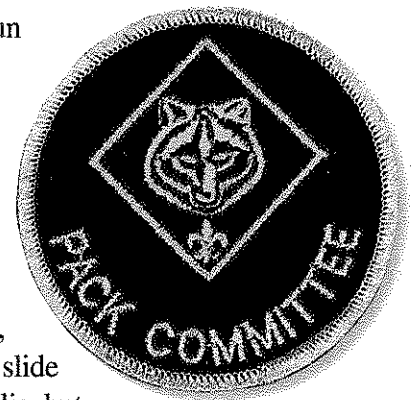
This is the last of three sessions each pack committee chair and member will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete “Introduction to Cub Scouting” and “How We Have Fun.” The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in *italic*, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. **Please do not read the “Say” content to the participants.** The “Do” part contains information about what you should show the participants or explains how to present the slide.

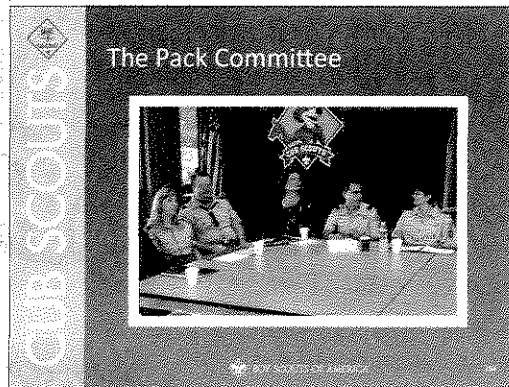
Before the Training

The pack committee training is to be run in a pack committee meeting format. The lead trainer will be the pack committee chair and will run the meeting. Other trainers may fill the roles of each committee position or may share the committee roles as necessary. When each position description is presented, the trainer assigned to the position will explain the role to the participants. After the break, explain that you are still in a committee meeting but are providing a leadership enhancement to help the leaders better understand their role in the pack.



Pack Committee Training

See (slide 164):



Say (in your own words):

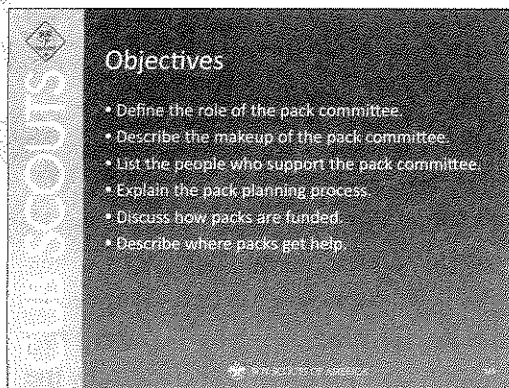
Welcome to the pack committee training.

Do:

Introduce yourself and the other trainers.

Make sure you use a lot of energy.

See (slide 165):



Say (in your own words):

This session will show you what it takes to be a member of a Cub Scout pack committee.

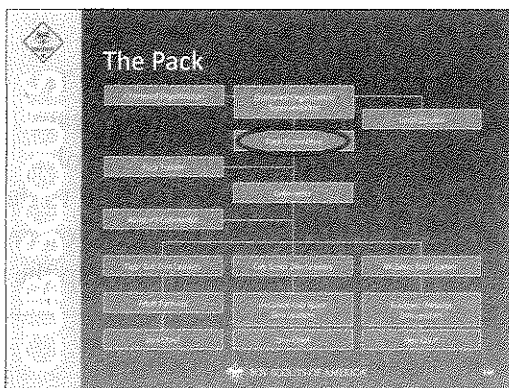
DOI:

Briefly discuss each objective.

Call the committee meeting to order.

You may wish to lead a brief interfaith prayer or thought for the day as part of your meeting opening.

See (slide 166):



Say (in your own words):

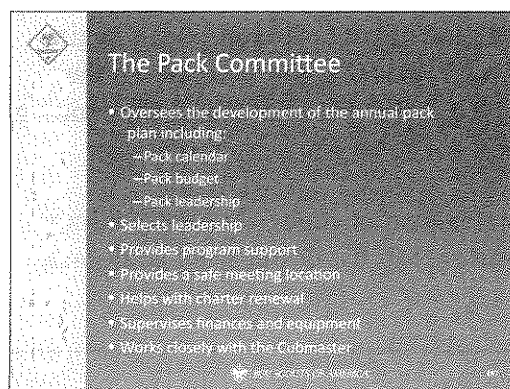
The pack committee is the administrative part of the pack structure. The committee chair is like a CEO. The committee members are key to the success of the pack in many different ways.

Do:

Briefly discuss the location of the pack committee in the pack structure.

Resource: *Cub Scout Leader Book*

See (slide 167):



Say (in your own words):

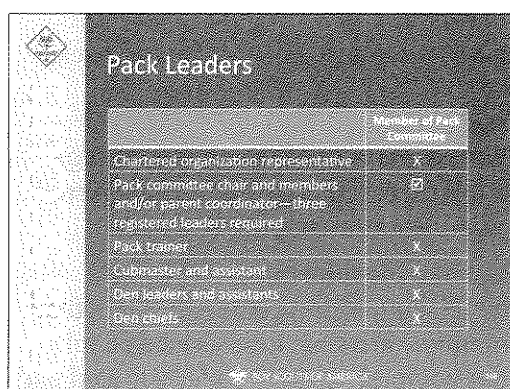
The pack committee is responsible for these activities.

Do:

Briefly discuss the roles on the slide. Add that this is just an overview.

Resource: *Cub Scout Leader Book*, Responsibilities of the Pack Committee handout in the back of this book

See (slide 168):



Say (in your own words):

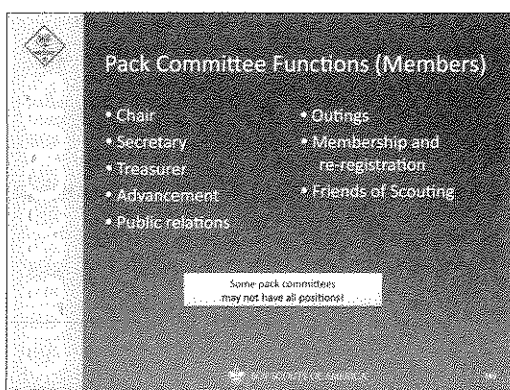
The pack functions because of the various adult leaders who have volunteered to help the boys.

Do:

Briefly discuss the qualifications and required positions. Since the committee is responsible for selecting and approving leaders, it is important for them to hear and understand this information.

Resource: *Cub Scout Leader Book*, Responsibilities of the Pack Committee handout in the back of this book

See (slide 169):



Say (in your own words):

Not all pack committees are the same. Some packs have many volunteers and can have each of these positions filled with a different person. Other packs have fewer volunteers and may have one person supporting for more than one position.

Do:

Hand out position responsibilities and explain the responsibilities of each of these committee positions and why they are necessary for the pack to succeed.

Explain that these roles represent the voting members of the pack committee. The Cubmaster is not a voting committee member unless he or she also holds one of these roles.

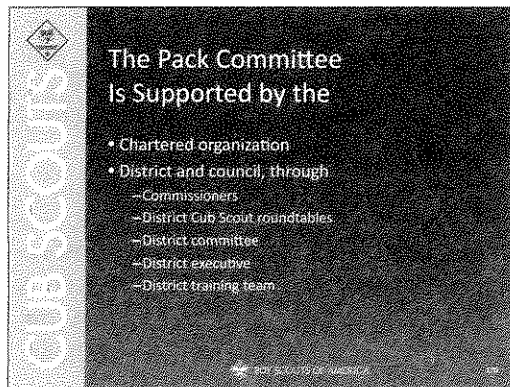
Resource: *Cub Scout Leader Book*, Responsibilities of the Pack Committee handout in the back of this book

Trainer Note

Since this training is being run as a committee meeting, it is appropriate to begin asking for reports from the committee. Since there are no reports, explain to the participants that reports would normally be given at this time but that in the training you will discuss the function of each position.

Before each committee “report,” ask the participants if anyone is currently filling this position in a pack. At the end of each position, ask the if they need additional information about the position.

See (slide 170):



Say (in your own words):

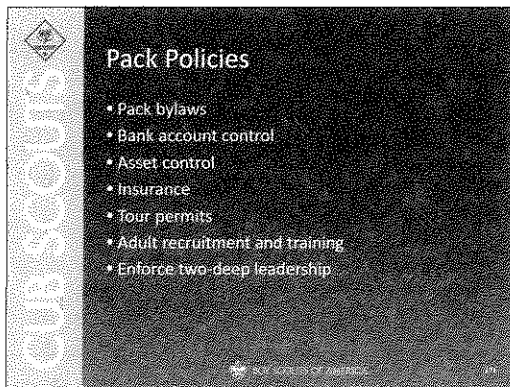
Thank you for your committee reports. I want to assure you that the pack does not function in a vacuum. There are many sources of support for the pack.

Do:

Discuss the role of the chartered organization representative and the chartered organization in helping the pack.

Describe the remaining district and council supporting people. Explain that commissioners are unit service people who volunteer to help packs succeed and that not all units have a commissioner.

See (slide 171):



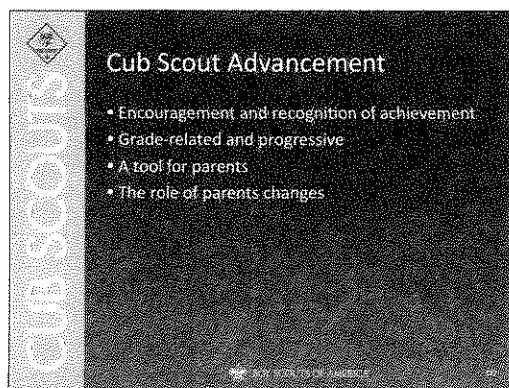
Say (in your own words):

Packs need to develop policies to clarify how the pack operates and to avoid problems. Pack bylaws cover many different aspects of pack operation.

Do:

Describe why having policies is important.

See (slide 172):



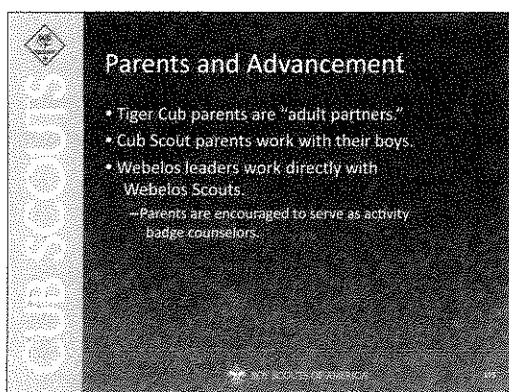
Say (in your own words):

The boys join Cub Scouting to have fun. The adults support that by helping them achieve something while having fun. Lord Baden-Powell, the founder of Scouting, said, "Scouting is a game with a purpose."

Do:

Review the reason for advancement in Cub Scouting. Suggest that the pack committee plays a big role in the advancement success of the boys through the development of an active and exciting program.

See (slide 173):



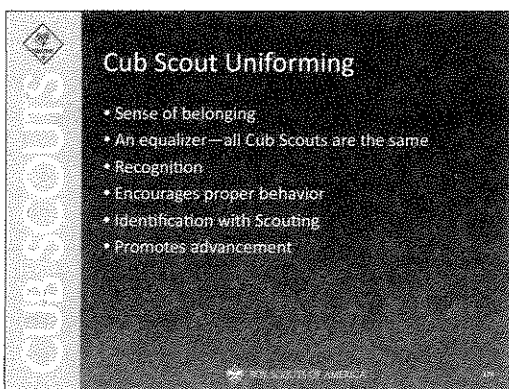
Say (in your own words):

Remember that boys will advance with the help of adults. Tiger Cubs rely on their adult partners. Cub Scouts have family adults as their advancement helpers. Webelos Scouts advance with the help of their den leaders.

Do:

Explain that while parent involvement in advancement changes as the boys get older, parent involvement in the pack should increase. Parents will have more time to help the pack succeed since they are spending less time helping their boys to advance.

See (slide 174):



Say (in your own words):

We have discussed uniforms before, but I want to remind you that uniforms are important.

Do:

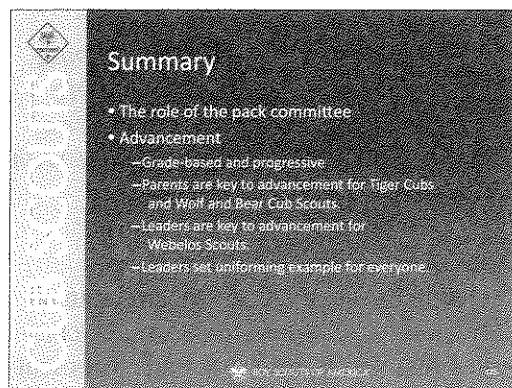
List the points on the slide.

Talk about local resources for uniforms, which may be a local council Scout shop or store. Suggest the use of a uniform "chest" at the pack level—a pack uniform exchange, where graduating Tiger Cubs, Cub Scouts, and Webelos Scouts can donate "experienced" uniforms for younger boys.

Adults should be properly uniformed to set the example for the boys.

Resource: *Cub Scout Leader Book*

See (slide 175):



Say (in your own words):

We have discussed what the committee does, reviewed advancement, and talked about uniforming.

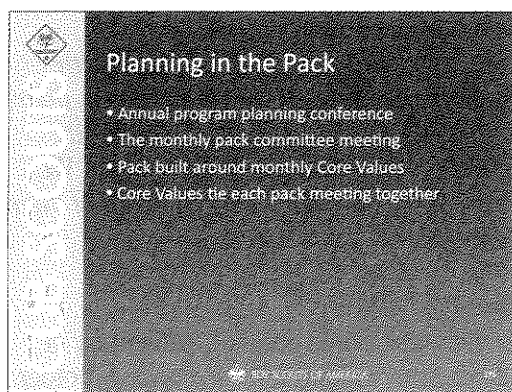
In the next section, you will be learning about how to plan a pack program and prepare a pack budget.

Do:

Take a break at this time.

You may wish to include a morale feature to enhance the training experience.

See (slide 176):



Say (in your own words):

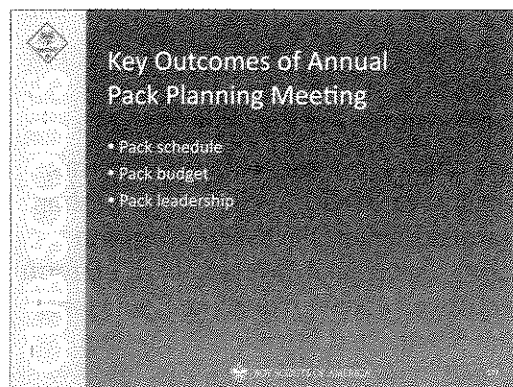
Planning is another part of pack success. On a yearly basis, the pack will plan various activities to meet the needs of the boys. Planning for pack meetings is also essential. While the Cubmaster plans each pack meeting, the pack committee assists by planning the overall year.

Do:

Suggest that two different types of planning meetings are necessary: the annual pack planning conference in late spring or early summer to plan the next year's activities, and the monthly pack planning meeting to look at the next month's activities and planning needs.

Resource: *Cub Scout Leader Book*

See (slide 177):



Say (in your own words):

The annual planning meeting is the time to set the direction of the pack for the upcoming Scouting year. It is the most important Scouting meeting.

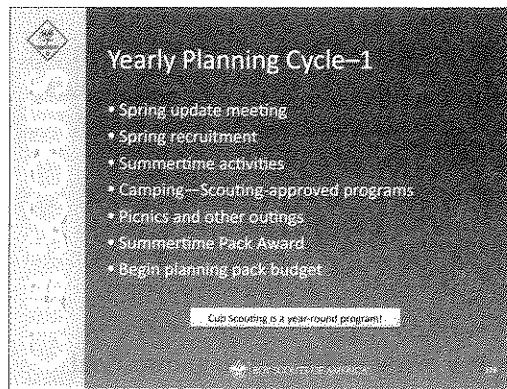
Do:

Discuss the importance of planning the pack's calendar, budget, and leadership, and communicating the outcome early to the pack family.

Tell leaders about the pack program planning chart and how it can be used to build the pack's program for the year.

Resource: *Cub Scout Leader Book*

See (slide 178):



Say (in your own words):

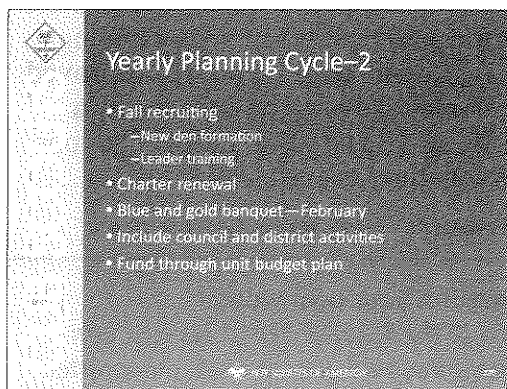
The Cub Scout Leader Book is the guide for pack program planning. Here is a partial list of activities to plan.

Do:

Discuss things that have to be accomplished on a yearly basis, including summertime activities. More information is on the next slide.

Resource: *Cub Scout Leader Book*

See (slide 179):



Say (in your own words):

And here are some more pack planning requirements.

Do:

Introduce the additional activities. Highlight that these represent activities that require planning for a successful pack. Others may be added as the pack committee develops the yearly plan.

Resource: *Cub Scout Leader Book*

See (slide 180):



Say (in your own words):

The pack committee supports the den leaders by planning many different types of activities to interest the boys. Varying activities throughout the year and from year to year keeps the boys enthusiastic about the program.

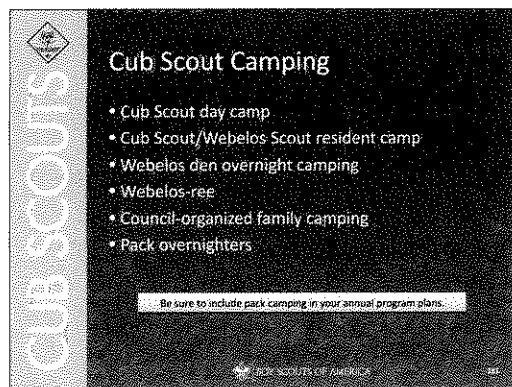
Do:

Reinforce that Scouting is a year-round program. Planning events to occur throughout the summer keeps the boys and their families active and motivated. Even though summer family schedules can become difficult, the pack should still plan and conduct events.

If possible, show a calendar of district and council events that the packs may attend.

Show a completed pinewood derby car or raingutter regatta boat.

See (slide 181):



Say (in your own words):

Most boys join Scouting to camp. Cub Scouting offers several different camping opportunities for Cub Scouts through day camps, resident camps, Webelos den overnight campouts, council-organized family camps, and pack overnights.

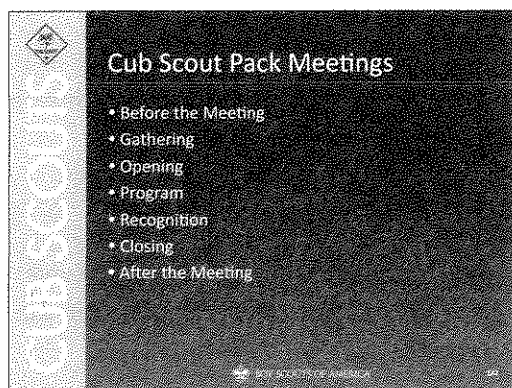
Do:

Describe local day camp programs and provide information about local camping opportunities.

Explain the difference between family camping and pack camping. Emphasize to the participants that pack camping may be done only at **council-approved** locations and must be attended by a BALOO (Basic Adult Leader Outdoor Orientation)-trained leader.

Resource: *Cub Scout Leader Book*

See (slide 182):



Say (in your own words):

While the Cubmaster plans and conducts the pack meeting, the committee plays an important part in its execution.

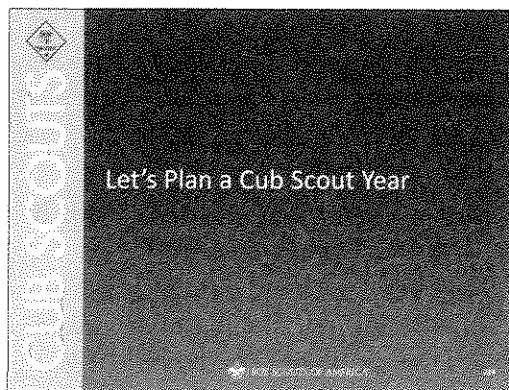
Do:

Discuss how the committee helps make the pack meeting a success:

1. Planning activities based on Core Values
2. Finding a location
3. Selecting the pack leadership
4. Providing money for snacks
5. Creating fliers for upcoming events
6. Conducting uniform inspections (prior to re-registration)
7. Planning a summer outdoor pack meeting
8. Securing advancement awards

Ask which committee member would be responsible for each of the tasks above.

See (slide 183):



Say (in your own words):

It's time to plan a year for your pack. Once your plan is put together, it must be supported by the pack budget. We will talk about that next.

Do:

Using the Pack Program Planning Chart, explain each of the rows and columns.

Point out that the *Den & Pack Meeting Resource Guide* has pre-planned den and pack meetings. Packs are encouraged to use this successful resource or they must develop their own monthly programs.

Den-home projects: Projects may be planned to help the pack minimize cost. If all dens use the same project, buying in bulk can reduce cost.

Pack Activities: Record the dates of the pack meetings and pack leader meetings. Consider various activities to make the boys' experience a lot more exciting. Pinewood derby, pack camping, and other activities should be considered. Remember summertime activities as well.

Show a council and district calendar and highlight a few planned activities that are available.

Webelos den leaders may choose to rearrange the order of the activity badges their dens complete. The pack committee can provide support for the dens by locating special resource people to help the boys complete their activity badges. Record the days that the Webelos dens will be camping.

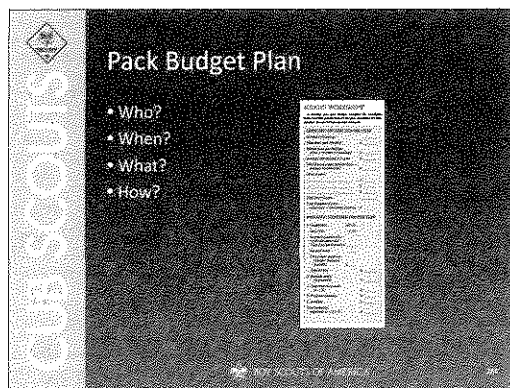
Here is where you record the pack service projects and other similar activities. In this area, you also need to record the dates of registration, the blue and gold banquet, and membership rallies.

Create small groups of up to five. Have them plan a pack year. Provide each group with a copy of the *Den & Pack Meeting Resource Guide*, the local council and district calendar, and the Pack Program Planning Chart.

At the end of 15 minutes, have one or two of the groups share their chart.

Resources: *Cub Scout Leader Book*, *Den & Pack Meeting Resource Guide*, Pack Program Planning Chart, council and district calendars

See (slide 184):



Say (in your own words):

We need to provide money for the pack program. Our pack budget plan will help us do that.

Do:

Prepare for this section by carefully reviewing the *Cub Scout Leader Book*. It describes how things should work.

Explain who pays for Scouting: the boys and their families, the chartered organization, the pack, and the community.

The Pack Budget Plan helps the pack raise and manage the money need to keep the pack functioning.

Discuss the following:

Who is responsible? The pack committee must plan for both income and expenses.

When? At the annual pack program planning conference.

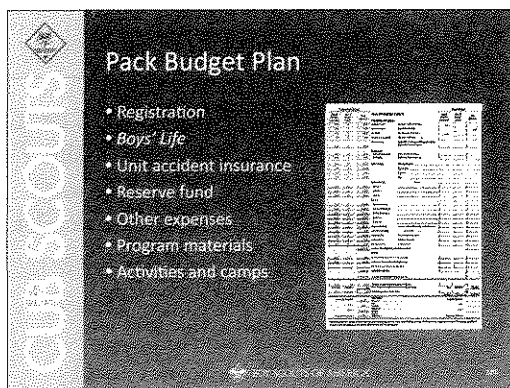
What? The planned activities, the amount of money needed, and how to raise it.

How? Explain the budget to the pack and pack parents. Get approval.

Pack Budget Plan is available at www.scouting.org/cubscouts/resources/packbudget; it may also be available through your local council service center. It contains a four-page pack budget plan, complete with instructions and an easy-to-use form.

Resources: *Cub Scout Leader Book*, Pack Budget Plan

See (slide 185):



Say (in your own words):

Expenses will determine how much money needs to be raised each year.

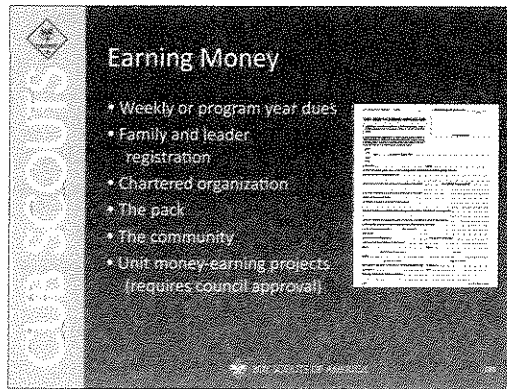
Do:

Discuss the suggested expense categories listed in the slide.

(The form on this slide is from the Pack Budget Plan.)

Resources: *Cub Scout Leader Book*, Pack Budget Plan

See (slide 186):



Say (in your own words):

Money for Cub Scouting comes from many different sources.

Do:

Explain that family and leader registration fees come from the individuals. It's important to include registration fees and *Boys' Life* subscription costs in the registration fee income of the pack.

Say that some chartered organizations provide funding for their packs while others provide facilities only; each situation is different.

Discuss that the pack can do a fund-raising activity. Some local councils provide a councilwide fund-raising project, and in some cases, packs can get sufficient funding from this to pay for all pack activities and registrations.

Discuss community support: The community supports Scouting through donations to the BSA local council.

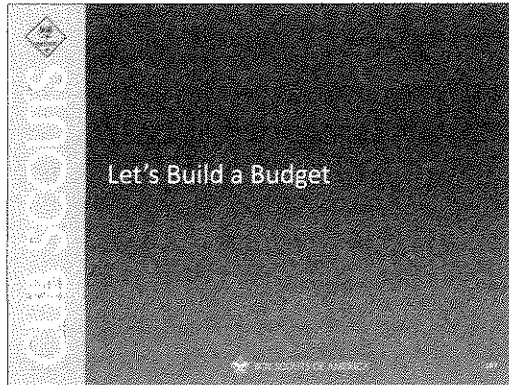
Note that Cub Scout packs may not solicit monetary donations from individuals or businesses in the community, or seek sponsorships of the pack.

Point out that fund-raising must represent the best of Scouting. Products must be of high quality, yet not substantially compete with local merchants. Emphasize that the uniform may not be worn during any fund-raising activity unless approved by the local council.

Remind participants that all money-earning activities must be approved by the local council in advance. This is accomplished by filing a Unit Money-Earning Application with the council well before you plan to begin the activity.

Resources: *Cub Scout Leader Book*,
Unit Money-Earning Application

See (slide 187):



Say (in your own words):

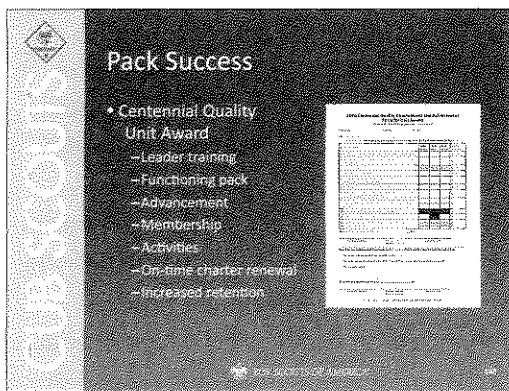
It's time to look at the budget process.

Do:

Assist the participants in completing a budget. Using the same groups as before. After 10 minutes, have two of the groups discuss their budgets.

Resource: Sample Unit Budget handout

See (slide 188):



Say (in your own words):

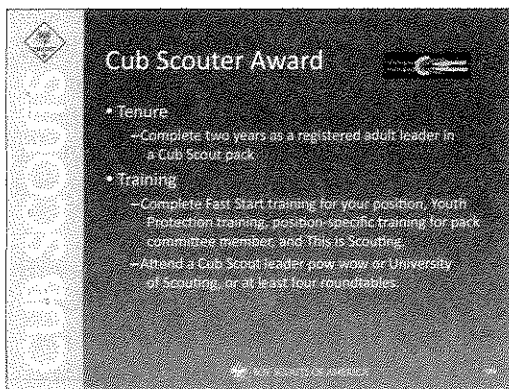
With proper planning and funding, a pack is ready to succeed. You can evaluate the success of your pack through the Centennial Quality Unit Award.

Do:

Discuss what makes a unit a quality unit. Use the slide.

Show the Centennial Quality Unit Award form from www.scouting.org or a local council service center.

See (slide 189):



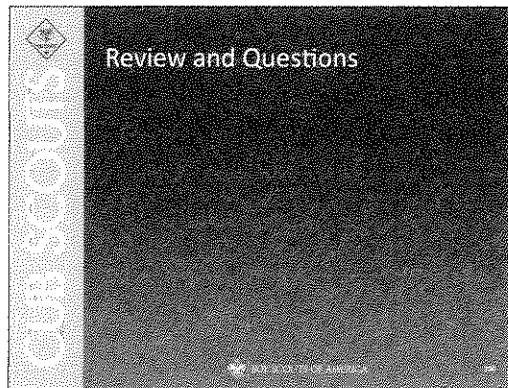
Say (in your own words):

After all of this hard work, it is time for a reward for committee members.

Do:

Discuss the requirements for the Cub Scouter Award.

See (slide 190):



Say (in your own words):
Do you have any questions?

Do:
Solicit questions and supply answers.

See (slide 191):



Say (in your own words):
Thank you for attending this important training session.

Do:
Present the participants with their training cards. Training certificates may also be presented. Do this with enthusiasm.
Conduct a closing activity to adjourn the pack committee meeting.
Confirm completion of all elements of the Trained Leader requirements before authorizing the "Trained" status.

After This Module

Award the participants their training cards. You may also wish to present a completion certificate. Make sure that the participants are furnished with the dates, times, and locations of their district roundtable before they leave.

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.



TRAINING FOR THE PACK TRAINER



The Training

This is the last of three sessions each pack trainer will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete “Introduction to Cub Scouting” and “How We Have Fun.” Since pack trainers are to be experienced Cub Scout leaders, they will already understand the program and will need information about how to be a pack trainer.

A suggested format for this module would be to offer it as an informal training workshop. It is important that the pack trainers have an opportunity to ask plenty of questions and to get clarification on the role. If you, as a trainer, are not familiar with the role of the pack trainer, read the *Cub Scout Leader Book* explanations. Get familiar with the various training syllabi for the training that Cub Scout leaders take so that you can support the pack trainers effectively.

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

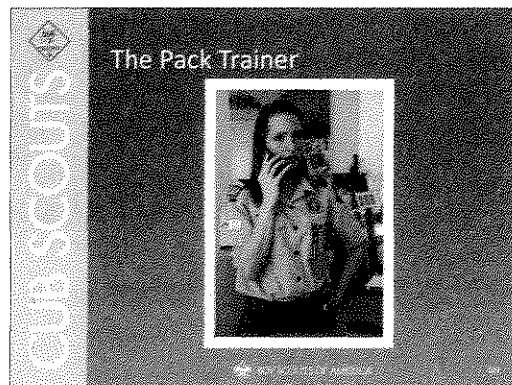
Pack trainer training should be an extremely high-energy session to set the example for the new pack trainer on how training sessions should be run. This may be hard to accomplish in small training groups, and pack trainer training is likely to have the smallest training group. One way to spark energy and interest is to have each participant lead a morale feature at some point in the training, to get them into the spirit of Cub Scouting.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in *italic*, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. **Please do not read the “Say” content to the participants.** The “Do” part contains information about what you should show the participants or explains how to present the slide.

Training for the Pack Trainer

See (slide 192):



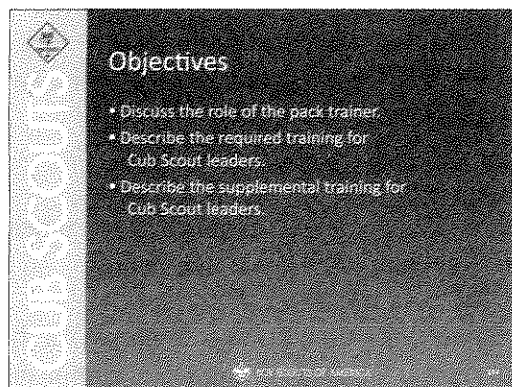
Say (in your own words):

Welcome to Training for the Pack Trainer. My name is _____. The other trainers are _____. We are here to help you learn about your role in the pack and how that will affect the lives of boys.

Do:

Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See (slide 193):



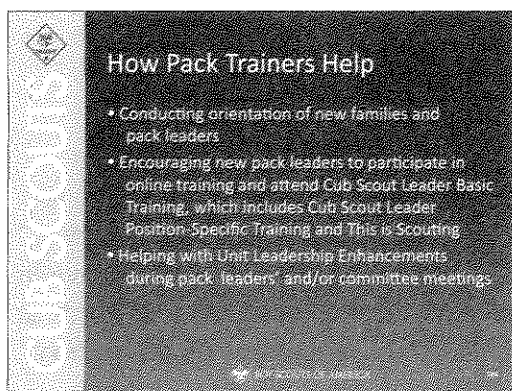
Say (in your own words):

This session will show you what it takes to be a pack trainer.

Do:

Briefly discuss each objective.

See (slide 194):



Say (in your own words):

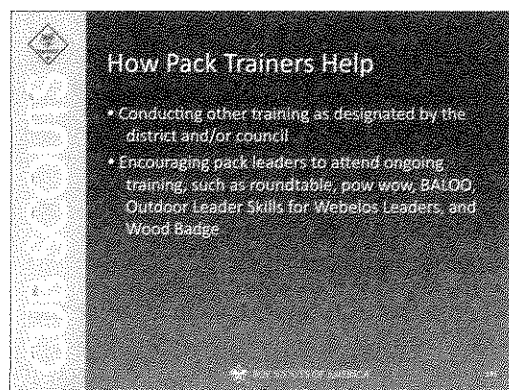
The pack trainer is an important contributor to the success of the pack. This individual is an experienced Cub Scout leader who helps the other pack leaders learn about their responsibilities and provides training for them as needed.

Do:

Reinforce the pack trainer responsibilities listed on the slide. Refer to the *Cub Scout Leader Book* and the Pack Trainer Position Summary handout for additional information.

Resources: *Cub Scout Leader Book*, Pack Trainer Position Summary handout in the back of this book

See (slide 195):



Say (in your own words):

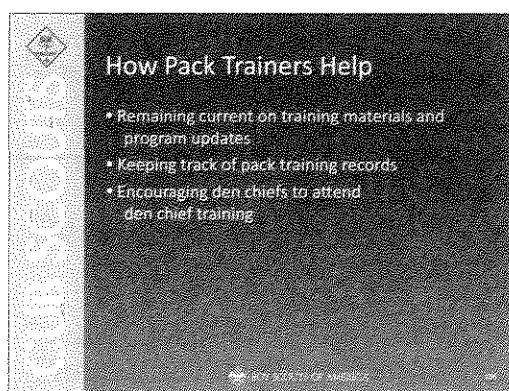
Pack trainers may also be asked to help with district and council training activities.

Do:

Suggest that by doing additional training, the pack trainer becomes more qualified to help the pack. That example encourages pack leaders to attend other training events to improve their own skills.

Resource: *Cub Scout Leader Book*

See (slide 196):



Say (in your own words):

The pack trainer is also a valuable resource person. As an experienced leader, the pack trainer knows where to look for new training materials and how to recognize program changes.

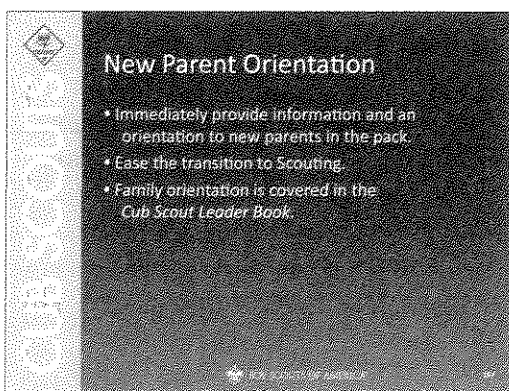
Do:

Discuss sources for new information such as district roundtables, *Scouting* magazine, the district executive, the district committee, and other similar sources.

Ensure that the pack trainers understand that they are responsible for preparing and submitting training reports for those events that they host.

Resource: Pack Trainer Position Summary handout in the back of this book

See (slide 197):



Say (in your own words):

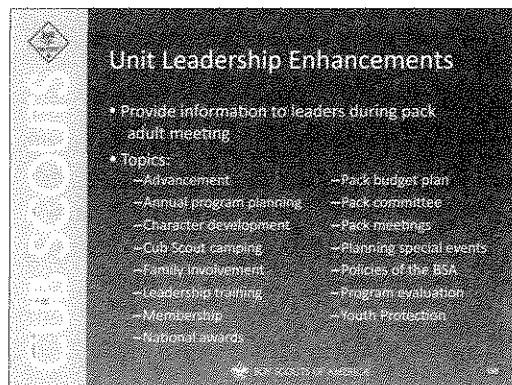
One of the most important duties of the pack trainer is to provide an orientation meeting for new parents in the pack.

Do:

Discuss how the orientation can help the parents and boys move successfully into the pack family. Suggest that the participants review the *Cub Scout Leader Book*.

Resource: *Cub Scout Leader Book*

See (slide 198):



Say (in your own words):

Another duty of the pack trainer is to conduct Unit Leadership Enhancements. These sessions are conducted during pack leaders' and/or committee meetings.

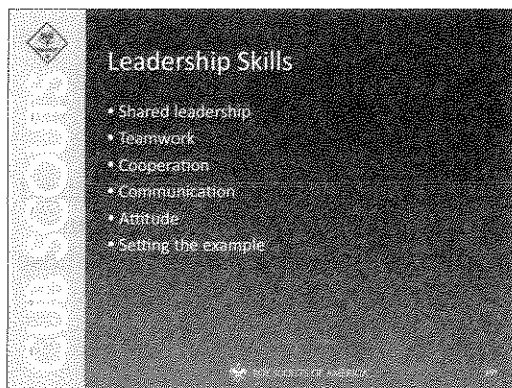
Do:

Review the listed Unit Leadership Enhancements.

Suggest that the pack trainer review the pack meeting plans from the *Den & Pack Meeting Resource Guide* for the scheduled Unit Leadership Enhancements and arrange with the pack committee chair to include this training in monthly pack planning meetings. Presentations must be prepared in advance.

Resource: *Cub Scout Leader Book*

See (slide 199):



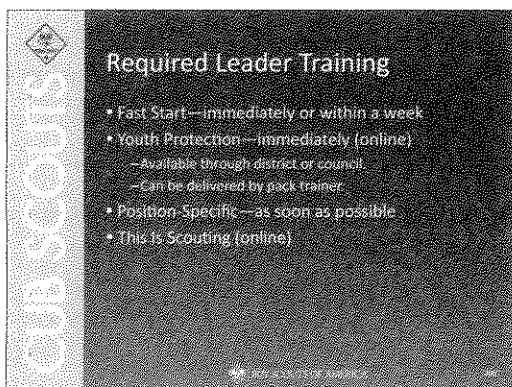
Say (in your own words):

The pack trainer must possess these skills.

Do:

Ask the participants why each of these skills is necessary for the pack trainer. Evaluate their responses and provide additional ideas when necessary.

See (slide 200):



Say (in your own words):

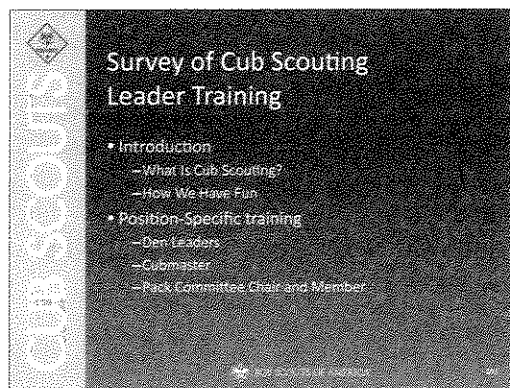
The training continuum includes the courses listed. Fast Start gets the leaders ready to begin. The position-specific courses give the leaders a hands-on overview of their jobs and provides more details on the whys and hows of the Boy Scouts of America. Youth Protection Training is required for all leaders to be "trained."

Do:

Discuss how Youth Protection Training is presented in your council and/or district. It is available online.

Resource: *Cub Scout Leader Book*

See (slide 201):



Say (in your own words):

Cub Scout leader position-specific training has recently been rewritten to focus on the needs of the new leaders in the positions listed.

The first two sessions, What Is Cub Scouting? and How We Have Fun, explain the Cub Scout program and should be attended as soon as possible after volunteering.

Training for specific positions should be done soon after that.

Do:

Tell participants that position-specific training is taken after Fast Start. Note that pack trainer is not included, since the participants are attending that course now.

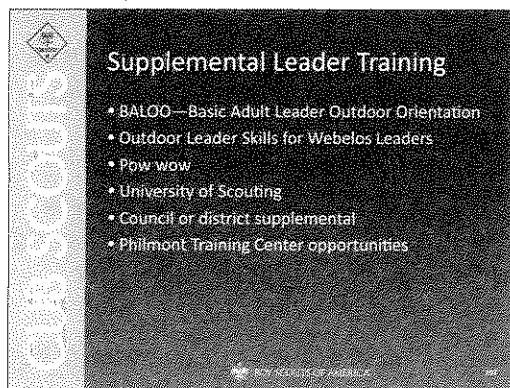
Reinforce that position-specific training is a hands-on, interactive approach to put tools in the hands of the new leaders as soon as possible after they volunteer.

Make sure that the participants understand that once the new leader has completed the first two sessions, there is no need to repeat them. For example, if a Cub Scout den leader has completed the necessary training and then moves to Webelos den leader, the only training needed would be Webelos Den Leader Training. This could be delivered by the pack trainer in the pack setting at the end of the pack year or before the boys move to the Webelos den.

Position-specific training may also be delivered by the district or council.

Resource: *Cub Scout Leader Position-Specific Training*, No. 34875

See (slide 202):



Say (in your own words):

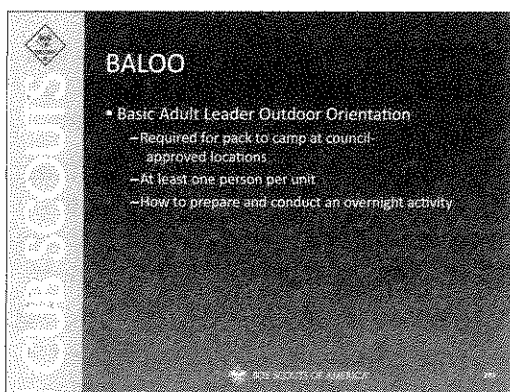
Once the new leaders have completed their “basic training,” other opportunities to learn new skills are available. These training opportunities are offered by the district or council in most cases.

Do:

Briefly list the courses and explain that more details will be available later.

Resource: *Cub Scout Leader Book*

See (slide 203):



Say (in your own words):

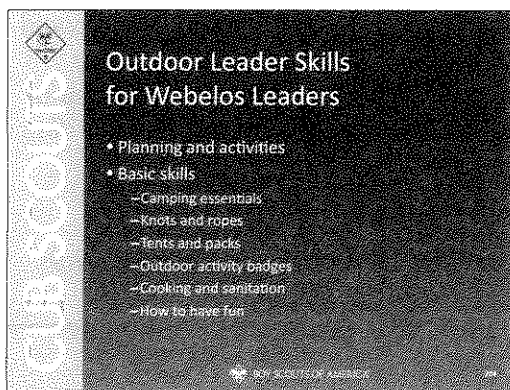
Boys love to camp, and this training course prepares pack leaders for conducting a pack overnight camping experience at a council-approved facility.

Do:

Discuss the purpose of training. BALOO is required training for one member of a pack who organizes and conducts an authorized pack camping activity.

Resource: Basic Adult Leader Outdoor Orientation (BALOO)

See (slide 204):



Say (in your own words):

Outdoor Leader Skills for Webelos Leaders is a day-long event that helps the leaders be able to prepare and conduct Webelos overnight campouts.

Do:

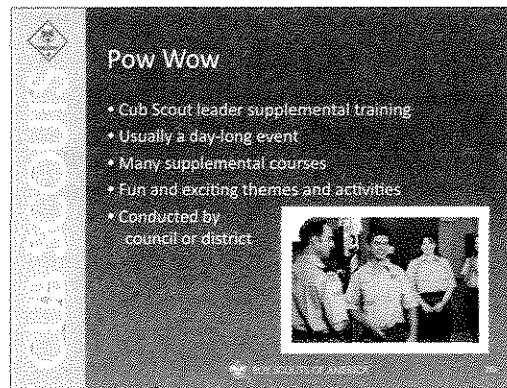
List the skills taught in the course.

Discuss the requirement for and purpose of Outdoor Leader Skills for Webelos Leaders.

Note that this training must be completed to earn the Webelos Den Leader Recognition Award (knot).


Resource: Outdoor Leader Skills for Webelos Leader

See (slide 205):



Pow Wow

- Cub Scout leader supplemental training
- Usually a day-long event
- Many supplemental courses
- Fun and exciting themes and activities
- Conducted by council or district



Say (in your own words):

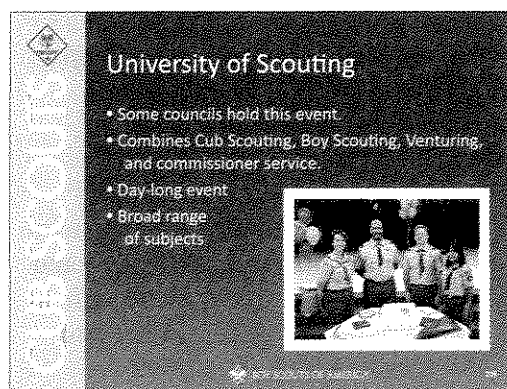
Fun and learning in one location with your fellow Cub Scout leaders: This is pow wow.

Do:

Explain pow wow. Pow wow is a day-long training experience that provides all kinds of information about Cub Scouting. (Pow wow may or may not be available in your council.)


Resource: *Cub Scout Leader Book*

See (slide 206):



University of Scouting

- Some councils hold this event.
- Combines Cub Scouting, Boy Scouting, Venturing, and commissioner service.
- Day-long event
- Broad range of subjects



Say (in your own words):

All types of leaders in one location, learning together: That's the University of Scouting.

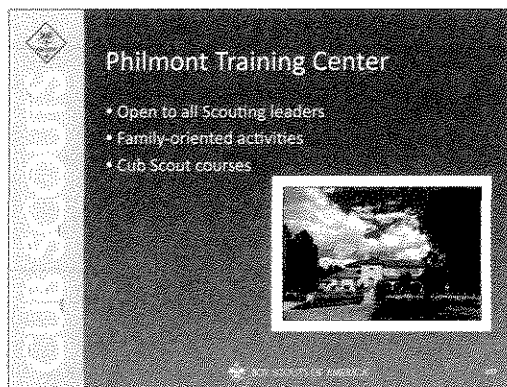
Do:

Discuss that some councils will also offer a larger training event called a University of Scouting that includes not only Cub Scout leaders but leaders in all other programs as well.

Other supplemental training may be offered at local option with locally determined content.


Resource: *Cub Scout Leader Book*

See (slide 207):



Philmont Training Center

- Open to all Scouting leaders
- Family-oriented activities
- Cub Scout courses



Say (in your own words):

The Philmont Training Center at Philmont Scout Ranch provides additional training opportunities.

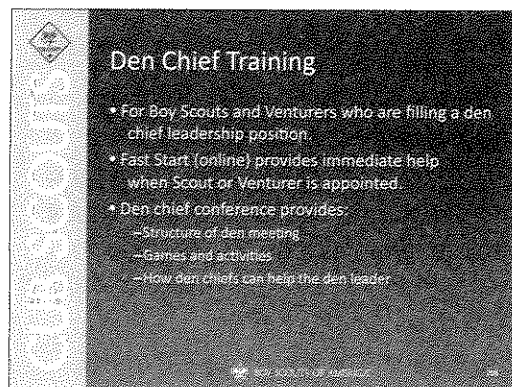
Do:

Explain that Philmont Scout Ranch in northern New Mexico is a Scouting paradise. Most people know of Philmont because of the backpacking adventures for the boys. Philmont also provides adult leader training opportunities and family programs for Scouting leaders who want just a little bit more in a training experience.

Note: Review the upcoming Philmont training schedule before this session so that you can provide current information to the participants.

Resource: www.scouting.org/philmont

See (slide 208):



Say (in your own words):

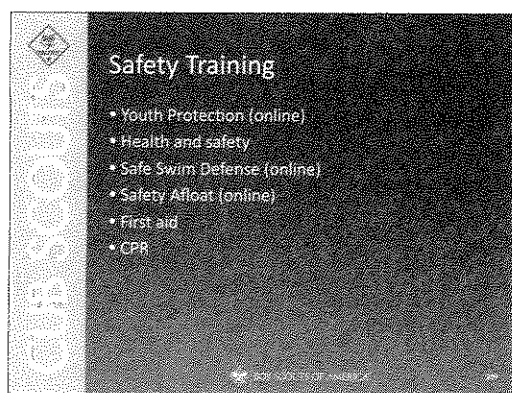
The den chief is a Boy Scout or Venturer who helps the den leader.

Do:

Provide information about the upcoming den chief training sessions in your council or district.

Resources: *Cub Scout Leader Book*, Den Chief Training

See (slide 209):



Say (in your own words):

Safety of all boys and adults is an important part of any Scouting activity. Safety training is available for these areas.

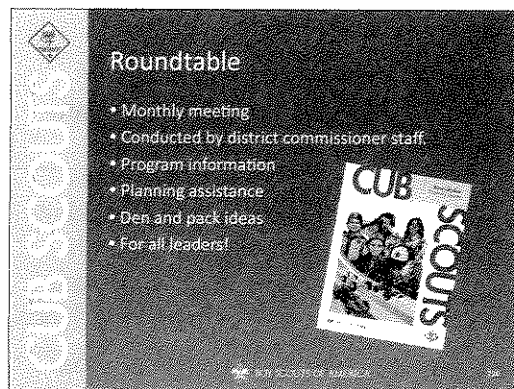
Do:

Discuss that training is available online for Youth Protection, Safe Swim Defense, and Safety Afloat. Health and Safety training are available through the local council or district. First Aid and CPR training is available from local resources such as the Red Cross or the American Heart Association.

Provide local resources to the participants for non-BSA courses.

Resources: *Cub Scout Leader Book*, www.ole.scouting.org

See (slide 210):



Say (in your own words):

The Cub Scout roundtable provides leaders with monthly updates on program and activities.

Do:

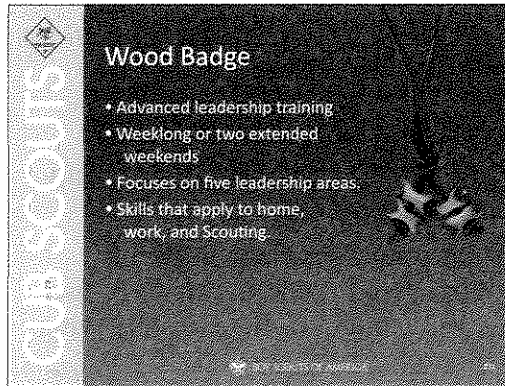
Ask the participants why they think roundtable is important.

Discuss the importance of roundtables in making sure that leaders have current information and program ideas.

Reinforce that roundtable is for all leaders, not just Cubmasters and committee chairs.

Resource: *Cub Scout Leader Book*

See (slide 211):



Say (in your own words):

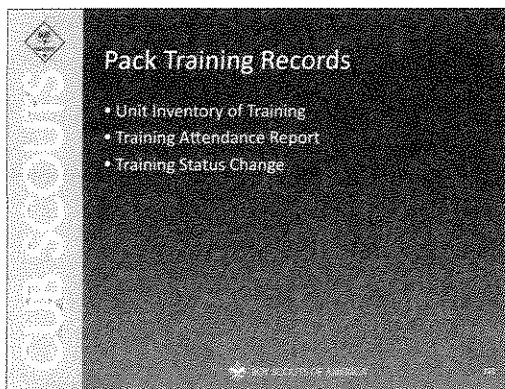
Earning your beads and learning leadership skills at the same time: This is Wood Badge.

Do:

Explain the Wood Badge program. Highlight the points on the slide. Remind the participants that all trained leaders are eligible to attend Wood Badge.

Resource: *Cub Scout Leader Book*

See (slide 212):



Say (in your own words):

Successful pack training depends on accurate records. Three training records are available to help keep track of who was trained, what they were trained in, and when the training occurred.

Another reason to keep track of training records is to assure that the leaders receive the recognition they deserve.

Do:

Refer the attendees to the *Leadership Training Committee Guide*.

Distribute a copy of the Unit Inventory of Training form. Explain the different areas of the form and how it can be used to keep track of training activity.

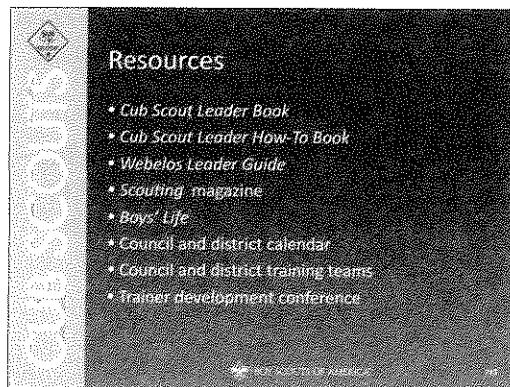
Distribute a copy of the Training Attendance Report. Explain that this form is used to send to the district or council registrar to update the training completion for each individual attending the course. This form should be submitted as soon as practical after the completion of the course.

An additional form, the Training Status Change, may be used by the district or council.

Show the different “score cards” for the leadership recognition awards in the *Leadership Training Committee Guide*. Tell the participants that changes to the requirements are found in this book as it is revised.

Resource: *Leadership Training Committee Guide*

See (slide 213):



Say (in your own words):

Pack and den leaders need to know where to find answers to their questions. These resources provide the answers.

Do:

Discuss how these resources can help the leaders succeed.

Ask the participants to tell about additional resources that could be useful. These might include the following:

Den & Pack Meeting Resource Guide

Webelos Den Leader Guide

Scouting magazine

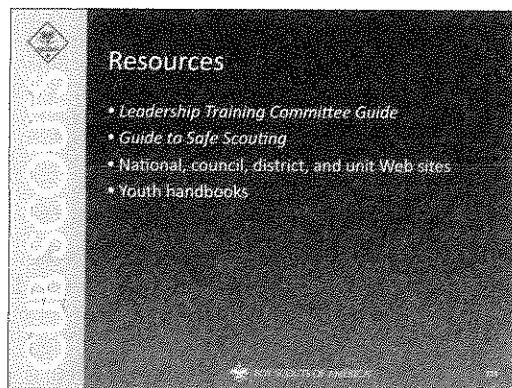
Local council newsletter and Web site

Cub Scout roundtable

www.scouting.org

The Internet

See (slide 214):



Say (in your own words):

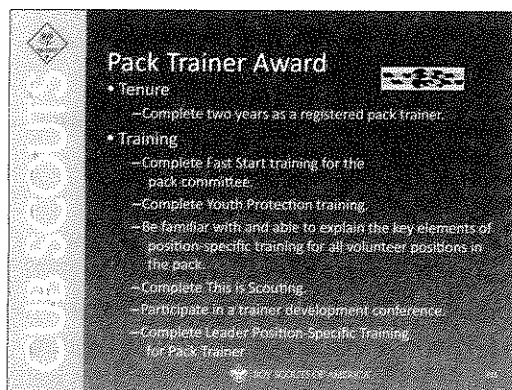
How can these items help the pack trainer?

Do:

Explain that the more the pack trainer knows, the more help the trainer can provide to other leaders.

Ask how the youth handbooks can be helpful to the pack trainer. One answer might be that they help the pack trainer remember what the den leaders are hoping to accomplish with the boys.

See (slide 215):



Say (in your own words):

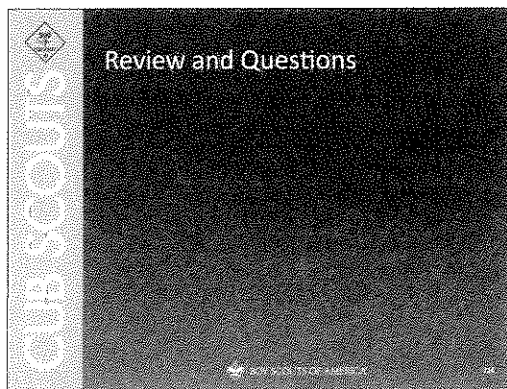
Remember to get recognition for the important job that you do.

Do:

Review the requirements for the Pack Trainer Award.

Resource: *Leadership Training Committee Guide, the Cub Scout Leader Book*

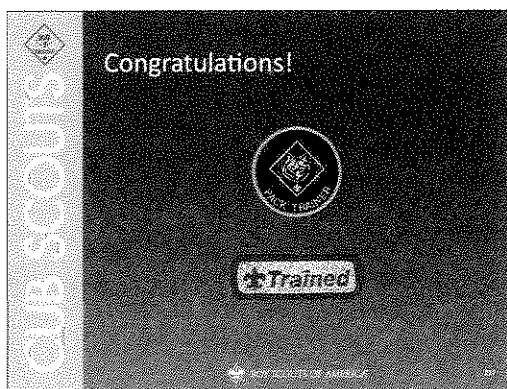
See (slide 216):



Say (in your own words):
Any question or comments?

Do:
Answer any questions asked.

See (slide 217):



Say (in your own words):
Thanks for attending Training for the Pack Trainer.

Do:
Use an inspirational phrase or presentation to give the participants a boost in moving forward. Here is one possibility:
Someone once said, "Everyone needs a child to teach. It's the way adults learn." By teaching adults, you reach down to every boy and learn more yourself.

After This Module

Award the participants their training cards. You may also wish to present a completion certificate. Make sure that the participants are furnished with the dates, times, and locations of their district roundtable before leaving the training location.

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.

HANDOUTS

Handouts From *www.scouting.org/cubscouts/resources*

- Webelos Den Record, No. 33850
- Webelos Attendance and Dues
- Tiger Cub Den Advancement Report
- Den Advancement Report, No. 33847
- Individual Tiger Cub Record
- Tiger Cub Individual Advancement Record
- Individual Cub Scout Record, No. 33827
- Advancement Record
- Pack Meeting Planning Sheet
- Tour Planning Checklist, No. 680-014
- Unit Money-Earning Application, No. 34427
- Webelos Scout Overnight Checklist
- Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet, No. 34282
- Progress Record for the Cubmaster Award
- Progress Record for the Cub Scout Den Leader Award
- Progress Record for the Cub Scouter Award
- Progress Record for the Tiger Cub Den Leader Award
- Progress Record for the Webelos Den Leader Award
- Progress Record for the Pack Trainer Award

Handouts From the *Leadership Training Committee Guide*, No. 34169

- Unit Inventory of Training
- Training Attendance Report
- Training Status Change

Other Handouts

- Adult Leader Uniform Inspection Sheet, No. 34048
- Pack Budget Plan, No. 13-273
- Pack Program Planning Chart, No. 26-004
- Pack Organization Chart, No. 13-065
- National Summertime Pack Award, No. 33748
- Centennial Quality Unit Award Application (available from local council)

FOUNDATIONS OF CUB SCOUTING AND THE BSA

The Mission

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 Scout Law.

The 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.

The Scout Law

A Scout is:

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

The Vision

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

The Aims of Boy Scouting

- Character development
- Participating citizenship
- Personal fitness

The Purposes of Cub Scouting

- Character Development
- Spiritual Growth
- Good Citizenship
- Sportsmanship and Fitness
- Family Understanding
- Respectful Relationships
- Personal Achievement
- Friendly Service
- Fun and Adventure
- Preparation for Boy Scouts

The Methods of Cub Scouting

- Ideals
- Den
- Advancement
- Family involvement
- Activities
- Home and neighborhood centered
- Uniform

12 Core Values of Cub Scouting

- Citizenship
- Compassion
- Cooperation
- Courage
- Faith
- Health and fitness
- Honesty
- Perseverance
- Positive attitude
- Resourcefulness
- Respect
- Responsibility

BOBCAT BADGE SCORE CARD

☐ The Cub Scout Promise

I, [name], promise to do my best
To do my duty to God and my country,
To help other people, and
To obey the Law of the Pack.

☐ The Law of the Pack

The Cub Scout follows Akela.
The Cub Scout helps the pack go.
The pack helps the Cub Scout grow.
The Cub Scout gives goodwill.

☐ The Cub Scout Motto

Do Your Best.

☐ The Blue and Gold Colors

The blue stands for truth and spirituality, steadfast loyalty, and the sky above.
The gold stands for warm sunlight, good cheer, and happiness.

☐ Honesty Character Connection

Telling the truth and being a person worthy of trust.
Know
Commit
Practice

☐ **Tell What WEBELOS Means**

We'll Be Loyal Scouts

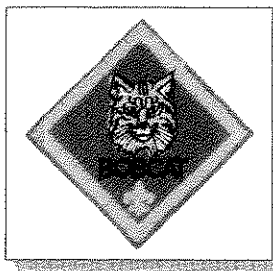
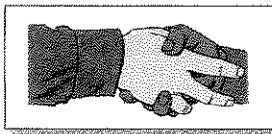
☐ **The Cub Scout Sign**



☐ **The Cub Scout Salute**



☐ **The Cub Scout Handshake**



When you have shown and discussed each item on this list, you have covered everything it takes for boys to earn their Bobcat badge.

Congratulations from your training team!

DEN LEADER RESPONSIBILITIES

- Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief (if Wolf, Bear, or Webelos den leaders) or adult partners (if Tiger Cub den leaders).
- Attend the pack leaders' meetings.
- Lead the den at the monthly pack activity.
- Ensure the transition of Cub Scouts to a den of the next rank (or to a Boy Scout troop if Webelos Scouts) at the end of the year.

For Tiger Cub den leaders:

- Coordinate shared leadership among the Tiger Cub adult partners in the den.
- Ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.

For Cub Scout den leaders:

- Help train the den chief and guide him in working with Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts.

For Webelos den leaders:

- Help train the Webelos den chief and guide him in leading Webelos Scouts. Attend Den Chief Training with him. See that he receives recognition for his efforts at den and pack meetings.
- Provide worthwhile tasks for the Webelos denner so that he can assume some responsibility and gain satisfaction from his efforts.
- Along with the Scoutmaster and assistant Scoutmaster, plan and conduct meaningful joint activities.
- Plan and carry out overnight campouts and other outdoor activities.

ELEMENTS OF A GOOD CUB SCOUT DEN MEETING

1. The meeting lasts no longer than an hour and 15 minutes.
The meeting begins and ends on time.
2. The meeting program includes all seven parts of a Cub Scout den meeting.
3. A trained den leader* conducts the meeting with help from the trained assistant den leader and the trained den chief.
4. The Cub Scouts and leaders* are properly uniformed.
5. Before the meeting begins, equipment and materials are ready for use.
6. A well-planned written program is conducted.
7. Activities are related to handbook achievements, Core Values, and pack activities.
8. Projects are started, to be finished at home with help from family members.
9. Opportunities for self-expression are provided through ceremonies, songs, skits, games, stunts, puzzles, and crafts.
10. The meeting program allows for a change in pace, alternating loud and quiet activities.
11. Boy behavior is managed by leaders.* The boys show proper respect for the leaders and the den chief.
12. The boys bring their handbooks to each meeting.
13. Den records are accurate and kept up-to-date.
14. The Cub Scout ideals, including the Cub Scout Promise and the Law of the Pack, are emphasized.
15. The Cub Scouts* have fun.

*For Tiger Cubs; and adult partners

CUBMASTER RESPONSIBILITIES

- Complete Cubmaster Fast Start training and leader position-specific training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting, with the help of other leaders.
- With the pack committee, develop and execute a year-round recruitment plan for recruiting boys into Cub Scouting.
- Know about and use the appropriate and available literature, including the *Den & Pack Meeting Resource Guide*, the *Cub Scout Leader Book*, and the *Webelos Leader Guide*.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize and encourage graduation into a Boy Scout troop by establishing and maintaining good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- See that Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained.
- Recognize the den chiefs at pack meetings.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other Boy Scout leaders.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Encourage high advancement standards from all Cub Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

PACK COMMITTEE RESPONSIBILITIES

Chair

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

PACK COMMITTEE RESPONSIBILITIES

Secretary

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

PACK COMMITTEE RESPONSIBILITIES

Treasurer

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

PACK COMMITTEE RESPONSIBILITIES

Advancement Chair

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

Public Relations Chair

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

PACK COMMITTEE RESPONSIBILITIES

Outings Chair

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

PACK COMMITTEE RESPONSIBILITIES

Membership and Re-registration Chair

- Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
 - Conduct an annual census of boys in the chartered organization for systematic recruitment.
 - Work with pack committee members to promote recruitment plans.
 - Visit new families in their homes to facilitate recruitment.
 - Follow up on Cub Scout dropouts to help return them to full, active membership.
- Plan, coordinate, and lead the annual rechartering process.
 - Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
 - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
 - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
 - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
- Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- Arrange for periodic uniform inspections with the unit commissioner.

Friends of Scouting Chair

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

PACK TRAINER RESPONSIBILITIES

- Conduct orientation of new families and pack leaders.
- Encourage pack leaders to attend Fast Start training, Position-Specific leader training, This Is Scouting, and Youth Protection training.
- Conduct Unit Leadership Enhancements training modules during pack leaders' meetings.
- Encourage pack leaders to attend ongoing training such as roundtable, pow wow, BALOO, Outdoor Leader Skills for Webelos Leaders, and Wood Badge for the 21st Century.
- Remain current with training material and program updates.
- Keep track of pack training records.
- Ensure that all den chiefs have the opportunity to attend Den Chief Training.