



PLANNING FOR SUCCESS

Resources To Create The Ideal Year of Cub Scouts

Excellent Cub Scout packs know that a great program doesn't just happen: packs must take the time to plan and organize for the year ahead. Planning helps prevent conflict and last-minute problems, and ensures a safe, successful program.

The following pages contain resources to help your pack create a plan for the best possible year of Cub Scouts. If you have questions or get stuck along the way, don't worry... we're here to help! This guide and additional resources are available at www.samoset.org/resources/pack-program-planning/. You can also call us at (715) 355-1450 and we'll connect you with a Scouting professional who can help you plan your ideal year of Cub Scouts.

Table of Contents

- How To Conduct A Program Planning Meeting _____ 1
- Sample Program Planning Invitation _____ 2
- Sample Pack Calendar _____ 3
- Pack Planning Checklist _____ 4
- Cub Scout Outdoor Adventures _____ 5
- Super Trip Ideas _____ 6
- Cub Scout Camping Awards _____ 7
- Pack Meeting Assignment Plan _____ 8
- Pack Budget Example _____ 9
- Pack Leadership Plan _____ 10
- Leader Training Opportunities _____ 11



Conduct a Program Planning Meeting

Before the Meeting

GATHER THE PEOPLE

Invite all pack committee members, den leaders, and parents to a meeting to plan your pack's program calendar. Ideally, meetings should take place in May, June, or July. See page 2 for a sample invitation letter.

GATHER THE INFORMATION

Collect dates for the upcoming year (holidays, school events, district activities, leader trainings, and community activities) and put into a master calendar to be reviewed and discussed at the meeting. See pages 5 and 11 for important council dates to include on your calendar.

During the Meeting

EVALUATE LAST YEAR

Review what the pack did last year, month-by-month. Do you want to do those activities again? What events went well? Did we go to camp? Did we sell popcorn? Use this research to help guide what you might want to keep, replace, or improve.

CREATE AN ACTIVITY WISH LIST

Brainstorm activities your pack might want to do this year. Think of new and exciting things to do. See page 6 for great trip ideas.

PRIORITIZE & CALENDAR ACTIVITIES

Is a particular activity something for an individual den or the pack as a whole? Could the activity be incorporated into a meeting? And so on. Take a vote on which activities to include on the meeting schedule, and then add the activities to your calendar. See page 3 for a sample pack calendar.

MAKE ASSIGNMENTS

Ask for volunteers and record who will be responsible for each event. This would include names, like "Bob Smith" will be in charge of the Blue & Gold Banquet. This is also a good chance to assign responsibilities at pack meetings to dens. See page 8 for a pack meeting assignment worksheet.

After the Meeting

FUND YOUR PROGRAM

Set a budget based on the activities planned, number of boys who are likely to advance, and the number of youth and adult members in the pack. Determine your approximate yearly expenses and plan enough fund-raising activities to cover these expenses. See page 9 for an example budget.

COMMUNICATE THE PLAN

Provide your annual plan to every family. Parents will feel much more a part of the pack and be able to plan for Scouting with the pack's calendar in hand.

CONTINUE

Annual program planning is an ongoing process. Review the plan each month at your parent's meeting to make sure you are still on track, to recruit chairs and other help, or to make assignments or changes as needed. See pages 10-11 for more information about the pack/parent committee.



Research conducted by Eli Lilly in Indianapolis, Indiana, showed that a common element of strong packs is they all have a good annual program planned a year in advance that is shared with all families in the form of a calendar. The important result of a shared annual program calendar is that your pack will attract more families and Cub Scouts will stay involved longer.

Sample Program Planning Invitation

Encourage all parents and leaders to attend the planning meeting to help design a fun and exciting year for their families. Parents who are involved in the planning process will feel ownership of the pack's calendar and be more engaged in the program.

From: [Sue Leader](#)
To: [Cub Scout Parents](#)
Subject: Pack 700 Planning Meeting
Received: Today at 10:00 AM

Dear Cub Scout parents:

We need your input as we plan another fun-filled year of Cub Scouts!

Please join us on DATE at TIME at LOCATION to help choose dates for important events like the Pinewood Derby and our Blue & Gold Banquet.

We will also be deciding which new activities to add to the calendar. Some of the activities we will be choosing from include Milwaukee Brewer's Scout Day, a sleepover at the Mall of America aquarium, a rain gutter regatta, and Bay Beach amusement park in Green Bay. Please bring suggestions for new activities and your family calendar to the meeting.

We know that this is a busy time of year for families so we will start promptly at TIME and end by TIME. Don't worry about finding a sitter, Boy Scouts from the local troop will be coordinating games outside for any Cub Scouts and siblings that attend. Let me know if you have any questions before the meeting! See you soon!

- Sue Leader

Suggestions From Experienced Cub Scout Leaders:

"Parents will want to attend the meeting if it is fun: hold it at a restaurant, or host a potluck meal."

"Remove barriers and make it easier for parents to attend by allowing them to bring their children. Ask an experienced Boy Scout or other parent to provide fun activities for kids during the meeting."

Sample Pack Calendar

This is an example of a typical one-page pack calendar that would result from a planning meeting. Completed calendars should be ready for distribution to new families at recruitment in September.

Pack 700 Calendar	
August	September
6 Summer fun day	4 Labor Day parade
8 Parent/committee meeting	14 Cub Scout Join Night
30 School open house	12 Parent/committee meeting
	15 Pack meeting
	❖ Den meetings
October	November
3 Parent/committee meeting	7 Parent/committee meeting
20 Pack meeting	17 Pack meeting
❖ Den meetings	❖ Den meetings
December	January
3 Sledding party	7 Pinewood Derby
5 Parent/committee meeting	9 Parent/committee meeting
15 Pack meeting	19 Pack meeting
❖ Den meetings	❖ Den meetings
February	March
6 Parent/committee meeting	6 Parent/committee meeting
7 Blue & Gold Banquet	16 Pack meeting (crossover)
16 Pack meeting	❖ Den meetings
27-29 Polar Cubs	17 University of Scouting
❖ Den meetings	
April	May
3 Parent/committee meeting	5-6 Discovery World Super Trip
14 Scouting for Food drop off	8 Parent/committee meeting
20 Pack meeting	18 Pack meeting
21 Scouting for Food pick up	25 Tiger join night
❖ Den meetings	❖ Den meetings
June	July
3 Pack picnic	3 Parent/committee meeting
5 Pack planning meeting	7-9 Akela's World

Blue & Gold Banquets are usually held in February to celebrate Scouting Anniversary Week.

Pinewood Derbies are typically held in January, February, or March.

Attend Polar Cubs in January or February.

Attend Akela's World in June, July, or August.

❖ Den meeting dates vary, check with your den leader for more information.
 Pack meetings are at 6:00 PM at St. John's (unless otherwise noted).
 Parent/committee meetings are at 6:00 PM at St. John's. All are encouraged to attend!

Cubmaster Sue: sue_leader@cubscouts.com (715) 123-4567
 Committee Chair Bob: bob_scout@cubscouts.com (715) 987-6543

Pack Planning Checklist

PROGRAM PLAN

- Our pack has created a 2018-2019 calendar. We have included the following important events:
 - Blue and Gold Banquet.
 - Pinewood Derby.
 - Akela's World summer camp.
 - At least one activity in June, July, and August (to qualify for the National Summertime Pack Award).
 - Service projects to benefit the community, including Scouting for Food.

MEMBERSHIP

We hope to grow our pack by _____ new Scouts this year!

Our school open house date is _____ and the leaders who will attend to promote our pack are _____.

LEADERSHIP

- We have a Cubmaster.
 - We have a committee of at least three adults.
 - We have a den leader for each den.
 - We have a popcorn sale coordinator ("popcorn kernel").
- Our leaders will be trained in their position by _____.
- The leader in charge of coordinating training is _____.

FUNDRAISING

- Our pack has created a budget based on our program. Our popcorn sale goal is \$_____.
 - We have a pack treasurer.
- Our Friends of Scouting presentation will be held on _____.
- Our popcorn kickoff is scheduled for _____.

Cub Scout Outdoor Adventures

Outdoor adventure has always been a core part of Scouting, especially in Samoset Council. The outdoor classroom is both an enjoyable experience and a learning one, so be sure to include these fun council and district activities on your calendar!

Council Wide Programs



2018 Samoset Council Fall Jamboree

October 12-14, 2018

Don't miss the fun and excitement of the 2018 Council Camporee, held at the Hodag Festival Grounds in Rhinelander, WI. It will be jam-packed with challenging activities, super shows, and awesome exhibits; so start planning now to enjoy this most excellent adventure.



Family Adventure Weekends

June 2-3, 2018 | September 1-2, 2018 | June 1-2, 2019

Share the thrill of the outdoors with your entire family! We will provide some of your favorite camp activities such as climbing and archery, and there will also be plenty of open time for hiking, fishing, and boating.



Webelos Fall Adventure

September 21-22, 2018 | September 20-21, 2019

This overnight camping adventure is designed to introduce Webelos Scouts and their parents to the adventures ahead and to help create excitement for the transition into Boy Scouts. The weekend is filled with fun activities, demonstrations, and plenty of outdoor excitement.



Fall Cub Camp

October 6, 2018

Cubs will enjoy a sponge fight at Fort Akela, shooting sports at Crockett's Glen, and games and other activities at the Lost Ship, BALOO's Cave and the sports field. Open to all Cub Scouts and their families, this is a great first outdoor experience for new boys.



Polar Cubs Winter Camp 2019

January 18-20, January 26, February 1-3, 15-17

Got cabin fever? Cool it down with our unique Cub Scout winter event for boys and their families. Campers group into dens, then rotate through fun-filled winter activities. Overnight and day sessions available.



Super Trip Ideas

A super trip is a chance for your pack to try something even more exciting than all the other activities you normally do! Listed below are some unique experiences to consider as you plan your year. Use the unit budgeting sheet on page 9 to help determine how much popcorn will need to be sold per boy to pay for your super trip and all other activities during the year.

Wisconsin Trips

USS Cobia Overnight Program at the Wisconsin Maritime Museum (Manitowoc)

A once-in-a-lifetime opportunity to experience submarine life first-hand by sleeping overnight in the USS Cobia submarine.

www.wisconsinmaritime.org

Lumberjack Steam Train Trip (Laona)

Take a trip back in time with a ride on a vintage steam train into the late 1800's. Sit in a rare cupola caboose as the vintage steam engine takes you to an actual site of a Northwoods logging camp.

www.camp5museum.org

Exploratory Overnight at Eagle Cave (Blue River)

Be a real spelunker for a weekend! Explore and sleep in Wisconsin's largest onyx cave!

www.eaglecave.net

Hall of Fame Scout Sleepover at Lambeau Field (Green Bay)

Includes a guided stadium tour, snacks, a Packers souvenir patch, certificate of completion and a future admission ticket to the Hall of Fame.

www.packers.com/lambeau-field/hall-of-fame/scout-sleepover-program.html

Night Flight at the EAA Museum (Oshkosh)

Sleep among the aircraft during this unique overnight experience! Your time will be spent exploring the museum and its exciting galleries. The museum also offers a Scout specific program.

www.eaa.org/en/eaamuseum

Out of State Adventures

Sleep Under the Sea at the SEA LIFE Aquarium in Mall of America (Bloomington, MN)

Spend the night underneath the ocean during this one of a kind adventure - perfect for any group!

www.visitsealife.com/minnesota/

Overnight at the Shedd Aquarium (Chicago, IL)

Before snuggling into your sleeping bag, immerse yourself in the underwater world with special experiences, games and hands-on activities.

www.sheddaquarium.org/Learning-Experiences/Youth-Programs/Overnights/

Dozin' With the Dinos at the Chicago Field Museum (Chicago, IL)

A night of workshops, self-guided tours, and fun activities amid the most popular exhibits.

www.fieldmuseum.org/happening/programs/overnights

Cub Scout Camping Awards

The awards below are designed to encourage packs to include enough outdoor activities throughout the year to keep boys interested and having fun. Visit www.scouting.org/cubscouts to learn more about each individual award and to find current requirements.

National Summertime Pack Award



The purpose of the National Summertime Pack Award is to encourage packs to provide a year-round program by continuing to meet during the time periods when school is out of session. For the pack, the possibility of earning the award can be an incentive for more participation at summertime pack events.

Recognition can be earned by:

- **Packs** who plan and conduct three pack activities (one each in June, July, and August).
- **Dens** with an average attendance of at least half their members at the three summer pack events.
- **Boys** who participate in all three summertime pack events.

Cub Scout Outdoor Activity Award



All Cub Scouts have the opportunity to earn the Cub Scout Outdoor Activity Award, and Scouts may earn the award in each of the program years as long as the requirements are completed that year. This award recognizes the Scout's participation in outdoor recreation and conservation projects, and can often be earned in conjunction with other Scouting activities.

National Den Award

The National Den Award recognizes dens that conduct a quality, year-round program. It can be earned only once in any 12 months. Service projects, field trips, character development, and Cub Scout camping are areas that are emphasized. Dens earn the award as a team, not as individual den members.

Pack Meeting Assignment Plan

While the Cubmaster is responsible for leading the pack meeting, he or she plans and conducts it with the help of other leaders. Every den shares the responsibility by doing its assigned parts. The challenge is to conduct a brisk, fast-moving meeting that will hold the interest of Scouts and family members. The secret to a good pack meeting is planning carefully to include a balance of seriousness and fun, the involvement of many people, and a lively pace. The assignment worksheet below will help plan pack meetings and divide responsibilities amongst the dens.

	Set Up	Gathering Activity	Opening Ceremony	Skit/Song	Pack Activity	Clean Up	Other
Example	<i>AoL Den</i>	<i>Webelos Den</i>	<i>Lion Den</i>	<i>Wolf Den</i>	<i>Tiger Den</i>	<i>Bear Den</i>	<i>N/A</i>
September							
October							
November							
December							
January							
February							
March							
April							
May							

Pack Budget Example

Below is an example of a simple pack program budget to help your pack determine how much money will need to be raised per boy to cover ALL activities for the program year. Budgeting worksheets, including a fillable version of the example below, can be found at www.samoset.org/resources/pack-program-planning/.

PACK 700
Program Budget

Projected Number of Cub Scouts	
Boys in Tiger Den	6
Boys in Wolf Den	6
Boys in Bear Den	6
Boys in Webelos Den	6
Boys in Arrow of Light Den	6
Total Number of Cub Scouts	30

This example is based on 30 boys

Estimated Program Expenses	Cost Per Boy	# of Boys	Pack Cost
Youth registration fees	\$ 24.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 720.00
Charter renewal fee			\$ 40.00
<i>Boys' Life</i> for all youth	\$ 12.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 360.00
Tiger belt loops & rank badge	\$ 11.82 <i>(Boys in Tiger Den)</i>	6	\$ 70.92
Wolf belt loops & rank badge	\$ 11.72 <i>(Boys in Wolf Den)</i>	6	\$ 70.32
Bear belt loops & rank badge	\$ 11.72 <i>(Boys in Bear Den)</i>	6	\$ 70.32
Webelos pins & rank badge	\$ 16.72 <i>(Boys in Webelos Den)</i>	6	\$ 100.32
Arrow of Light pins & rank badge	\$ 16.72 <i>(Boys in Arrow of Light Den)</i>	6	\$ 100.32
Bobcat badges	\$ 1.99 <i>(Boys in Tiger Den)</i>	6	\$ 11.94
Summer fun day supplies	\$ 2.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 60.00
Sledding party supplies	\$ 1.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 30.00
Pinewood derby cars	\$ 3.99 <i>(Total Number of Cub Scouts)</i>	30	\$ 119.70
Pinewood derby supplies & awards			\$ 50.00
Blue and Gold Banquet supplies			\$ 100.00
Polar Cubs youth fees	\$ 38.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 1,140.00
Discovery World sleepover	\$ 35.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 1,050.00
Pack picnic supplies	\$ 2.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 60.00
Akela's World youth fees	\$ 135.00 <i>(Total Number of Cub Scouts)</i>	30	\$ 4,050.00
Total Program Expenses			\$ 8,203.84
Cost Per Boy			\$ 273.46

Den costs estimated based on 7 adventures and 1 rank per boy

*30% - prizes
34% - no prizes*

Popcorn Goal For A Fully Funded Program

Unit Popcorn Commission %	30%
Unit Popcorn Goal	\$ 27,346.13
Popcorn Sales Goal Per Boy	\$ 911.54

To FULLY fund all activities (no out-of-pocket expenses) each boy will need to sell this amount of popcorn

Please note: this example is intended to serve as a guide to assist your pack in setting fund-raising goals. This example does not include other income that may be generated, such as monthly pack dues. Each pack operates differently and items paid for with pack funds may or may not include the expenses listed in the example above.

The financial practices of your pack should be clearly spelled out in your written bylaws and shared with all families in your pack. Many packs have new Cub Scout families "sign-off" on bylaws, acknowledging they understand the rules. Having a written policy ensures that every Scouting family is treated fairly.

Pack Leadership Plan

Use this spreadsheet as a starting point to plan for the future success of your pack. Identify at least two future leaders for every leadership role, and get those leaders trained and prepared to lead when the time comes (see page 11 for training dates).

Suggestions for Recruiting Parents

Cub Scouts is a team sport, and everyone has a role in supporting the team. Here are some suggestions for how to identify and guide parents towards a pack leadership role:

Lion / Tiger Parents: Kindergarten and First-grade parents should not be asked to take on too large of a role in the pack to start with, but it is important to let them know that they must help in order for the pack to run smoothly. Simple, short and fun jobs will involve these parents and keep them engaged. Suggested roles: check in table at the Pinewood Derby, running games before the pack meeting.

Wolf Parents: Second-grade parents have seen the program in action for a year and not only know how much fun Cub Scouts is, but they understand that parent involvement is key to a successful pack. These parents should be asked to take on roles that support larger functions. Suggested roles: assistant Cubmaster, Popcorn Kernel.

Bear & Webelos Parents: These are the parents with experience in the program and knowledge of the way things have been done in the past so they can improve on them if needed. This group must do the heavy lifting. Suggested roles: Cubmaster, Committee Chair.

Arrow of Light Parents: It is time for this group of parents to step out of key positions and move into a mentor role for the pack. Their experience will allow them to help support and coach the new leaders.

Leadership Position	Current Leader	Next Leader	Next Leader
Committee Chair			
Secretary/Treasurer			
Membership/Registration			
Advancement			
Cubmaster			
Assistant Cubmaster			
Lion Den Leader			
Tiger Den Leader			
Wolf Den Leader			
Bear Den Leader			
Webelos Den Leader			
Arrow of Light Den Leader			

Leader Training Opportunities

Cub Scout leader training provides the skills and knowledge necessary to be successful in one's role. The Boy Scouts of America and the Samoset Council offer a wide variety of training courses to help volunteers be the best possible leaders for youth.

Required Training

Den Leaders / Assistant Den Leaders

Youth Protection Training _____ Available online
Den Leader Position-Specific Training _____ Available online or in-person

Cubmaster / Assistant Cubmasters

Youth Protection Training _____ Available online
Cubmaster Position-Specific Training _____ Available online or in-person

Pack Committee Chair / Committee Members

Youth Protection Training _____ Available online
Pack Committee Challenge Training _____ Available online or in-person

Online training is available at www.my.scouting.org.
Visit www.samoset.org/training/cub-scout-leaders to find local training dates.

Advanced Training

A variety of supplemental and advanced courses are available to help leaders provide the best possible Cub Scout program.

BALOO - Basic Adult Leader Outdoor Orientation

This one day course is designed as an introduction to the Cub Scout outdoor program for those leaders who are interested in adding a camping component to their pack activities. Completion of this course is mandatory for at least one adult on a pack over-nighter.

Cub Scout Outdoor Leader Training | April 26-27, 2019

This course is designed to help Cub Scout leaders enhance the outdoor program for the Scouts in their den by teaching basic outdoor skills including the skills needed to complete many of the Cub Scout adventures.

University of Scouting | March 16, 2019

The University of Scouting is a supplemental training opportunity for all adult Scout leaders. Whether you are new to the program or a veteran of many years, the University provides interesting courses in a wide variety of topics, from pack administration to planning an outdoor program.