

WELCOME! NEW CUBMASTER



Welcome to your new adventure!

With the proper training, resources, and excitement, you have the ability to make a positive difference in the life of the Cub Scouts you will work with.

The steps below will get you started.

BEFORE THE FIRST MEETING

- 1. Register your position with the pack.** Fill out an adult application and attach your Youth Protection completion certificate. (See no. 2.) This form will register you with Scouting America and give Scouting America permission to initiate a background check for approving you as a leader. If you are already a registered leader in the pack, you still need to complete this step so your position can be approved by the pack committee and chartered organization representative.
- 2. Complete Youth Protection training and print the certificate of completion.** Youth Protection training, found online at my.Scouting.org, will teach you Scouting America's policies for safely and appropriately interacting with youth. If you are already registered and have completed Youth Protection training within the past two years, you do not need to take the training again.
- 3. Attend leader position-specific training in person or complete the online training modules for Cubmaster training "Before Your First Meeting."** The online training, found at my.Scouting.org, will begin building the foundation you need to become an effective and successful leader.
- 4. Review the Cub Scout Leader Book at www.scouting.org.** This resource will describe your role as a Cubmaster and will give you more information about the following steps.
- 5. Become acquainted with the other leaders in your pack.** You will need their assistance in carrying out a successful pack program. You will work closely with the pack committee chair.
- 6. Obtain and begin wearing the Cub Scout leader uniform if you do not already have one.** The uniform is for all Cub Scout meetings. Wearing the uniform properly is important in setting a good example. You can purchase a uniform through a local Scout shop or through www.scoutshop.org.
- 7. Plan your first pack meeting.** The Cub Scout Leader Book describes the parts of a pack meeting. Look at the Cub Scout Adventures that are available for all ranks and consider having a pack meeting focused on a topic that everyone can earn



an Adventure for. Review the pack calendar with the pack committee, as several pack meetings throughout the year may already have a designated program focus.

WITHIN THE FIRST MONTH

- 1. Attend leader position-specific training in person, or complete all of the online training modules for Cubmaster training.** Once you have attended leader position-specific training in person or have completed all online training modules for Cubmaster training at my.Scouting.org, you are considered trained and eligible to wear the Trained patch, worn below the Cubmaster position patch.
- 2. Attend the monthly pack committee meetings held by your pack committee chair.** You will assist the pack committee chair with these meetings, which are where pack plans are made.
- 3. Stay informed.** Attend monthly Roundtable meetings; they might be conducted in person or virtually where you live. There are national Cub Scout Roundtable videos at www.scouting.org/commissioners/roundtable-support/roundtable-planning-resources/. And tune into *Scouting* magazine's weekly [Cub Chat Live!](#) weekly.
- 4. As soon as possible, establish a working relationship with a neighborhood Scouts BSA troop and Scoutmaster.** You will need their help in obtaining den chiefs (older Scouts) and in graduating Arrow of Light Scouts into Scouts BSA.

Don't hesitate to ask for help. There are many people who want to help you provide the finest possible Cub Scout experience for the families in your pack. A good source of information is www.scouting.org/programs/cub-scouts/. By the time you have completed the steps outlined here, you will be well on your way to becoming a successful Cubmaster.

YOU, THE CUBMASTER

You were selected as a Cubmaster and approved by the pack committee because of your character and abilities. It is your pack's responsibility to coordinate the efforts of all the leaders in the pack to deliver the Cub Scouting program the way it is designed.

- Complete Cubmaster position-specific training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack according to the policies of Scouting America. Including the use of the SAFE Checklist for all activities (www.scouting.org/health-and-safety/safe) and adherence to the policies in the Guide to Safe Scouting (www.scouting.org/health-and-safety/gss)
- Support the policies of Scouting America.
- With the pack committee, develop and execute a recruitment plan for recruiting new families into Cub Scouting.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and Scouting America.
- With assistance from the pack committee and den leaders, plan fun and engaging pack meetings and pack activities.
- Work with the pack committee on program ideas including planning and delivering Cub Scout Adventures that are available for all Cub Scout ranks, 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 troop by establishing and maintaining good relationships with one or more local 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 provide an opportunity for Cub Scouts to earn the Summertime Fun Adventure.
- 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 crossover ceremonies. For Arrow of Light ceremonies, involve Scoutmasters and other troop leaders.
- Meet with the unit commissioner, Arrow of Light den leader, and Scoutmaster to establish plans for the Arrow of Light Scouts' transition to a troop.

Your unit commissioner will be glad to explain any of these responsibilities that you do not understand.

THE PACK MEETING

The pack meeting is the most important and most fun responsibility of the Cubmaster. Pack meetings are usually held in a location provided by the chartered organization. Most packs meet once a month. The meeting day and time are set by the pack committee and should be the same each month to prevent confusion. Pack meetings are led by the Cubmaster and last approximately one hour. All dens and their families attend the pack meeting.

The pack meeting program includes the following:

1. **Preparation.** There are two major parts to preparation:
 - Room arrangement and preparation of materials and equipment and anyone presenting a special program.
 - Confirmation of the details of the room setup along with awards and recognition that will be presented.



2. **Gathering.** As the Cub Scouts, parents, and other family members begin to arrive, they join in an informal activity or game. This gives both adults and Cub Scouts something fun to do before the meeting officially begins. The gathering activity is done prior to the formal start of the meeting, as it encourages everyone to arrive on time so the meeting can start on time.
3. **Opening.** The opening is the official start of the pack meeting. It consists of a formal ceremony, usually including a flag ceremony and a group recitation of the Scout Oath and Law.
4. **Program.** This is the main body of the meeting and should be an engaging and participatory program related to the aims of Cub Scouting. Program may include a working on a Cub Scout Adventure topic that is available for all ranks. Make sure to include games and activities that involves parents and legal guardians and Adult Partners. A good program is fun for Cub Scouts and adults.
5. **Recognition.** Awards and recognitions presented in pack meetings are important. A special recognition should be made at pack meeting for when a Cub Scout earns their badge of rank. Cub Scout Adventures should also be acknowledged. Recognition of adults is also appropriate during this time.
6. **Closing.** The closing draws the meeting to an end. It's usually serious and quiet. The Cubmaster could present a thought for the day or give reminders about coming events.
7. **After the Meeting.** The leaders review the events of the meeting, finalize plans for the next pack meeting, and review their progress toward the upcoming pack meeting. This is usually done at the next pack committee meeting.

Other common pack activities include a blue and gold banquet in February, Pinewood Derby® and/or Raingutter Regatta, and bicycle safety competitions.

WHAT DO YOU INVEST IN CUB SCOUTING?

- One meeting each month for the pack meeting
- One meeting each month for the pack committee meeting
- One meeting each month for the Cub Scout roundtable

- Time spent in Cub Scout leader basic training
- Time spent communicating with den leaders
- Cost of the Cub Scout leader uniform
- The registration fee

This adds up to a small investment, compared to the dividends you and your Cub Scout will receive. And, of course, the more you invest, the more you can expect to receive in return.

WHAT DO YOU RECEIVE IN RETURN?

- The opportunity to create the foundation for a lifelong bond with your child.
- A monthly gathering of fun and fellowship with pack families, including your own, sharing their pride in their child's accomplishments.
- The privilege of helping to enrich and strengthen families.
- An opportunity to share your ideas and experiences with other adults and put your talents into action at pack meetings.
- A chance to help children learn good citizenship and help shape them into adults with strength of character who are sensitive to the needs of others.
- A code to live by that will set a worthwhile example for the families in the pack.
- The satisfaction of being a member of a worldwide organization and pride in being publicly identified as a part of this organization by wearing the uniform, which is a visible means of showing that you believe in and stand for its ideals and objectives.

You will discover many other dividends that will enrich your life as you dedicate your time, talent, and enthusiasm to Cub Scouting.

All leaders bring to Cub Scouting their own talents, skills, backgrounds, and interests. Your key to becoming an effective leader is to use your own abilities and interests, along with what you learn about Cub Scouting, to plan and conduct the best possible program. What happens in the life of each child during the formative years will determine to a great extent the kind of adult they will become. What a tremendous opportunity and challenge for you, the Cubmaster!

