

WELCOME! NEW CUBMASTER



BOY SCOUTS OF AMERICA®

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 the Boy Scouts of America (BSA) adult application and attach your Youth Protection completion certificate. (See no. 2.) This form will register you with the BSA and give the BSA 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 the BSA'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 CS19 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. Obtain a copy of the *Cub Scout Leader Book*.** This resource will describe your role as a Cubmaster and will give you more information about the following steps. Your pack may have a pack library, or another leader may let you borrow a copy of this resource to allow you to get started right away. The most recent version is from 2018.
- 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. There are also suggested pack meeting plans that focus on the points of the



Scout Law at www.scouting.org. 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 CS19 Cubmaster training.** Once you have attended leader position-specific training in person or have completed all online training modules for CS19 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. Attend the monthly district Cub Scout leaders' roundtable.** You will receive program ideas and become acquainted with Cubmasters from other packs. They will share ideas and experiences with you. Your unit commissioner or unit-serving executive can tell you when and where the roundtable meets.
- 4. As soon as possible, establish a working relationship with a neighborhood Scout troop and Scoutmaster.** You will need their help in obtaining den chiefs (older Scouts) and in graduating Webelos Scouts into Scouts.

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. As a registered Cub Scout volunteer, you will also receive *Scouting* magazine, which includes information to assist you as a leader. 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 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 new families into Cub Scouting.
- 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 troop by establishing and maintaining good relationships with one or more local troops. The Webelos den leader has this as a primary responsibility.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- 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. The pack committee chair has this as a primary responsibility.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs from local Scouts BSA troops, Venturing crews, or Sea Scout ships at pack meetings.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other troop leaders.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos 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 begin to arrive, they join in an informal activity or game, often conducted by a den chief, assistant Cubmaster, or den leader, to keep everyone interested and active until the entire group has arrived. The gathering activity must be done prior to the formal start of the meeting as it encourages everyone to arrive on time so the meeting can start on time. A gathering activity is optional.
- 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.



WHAT DO YOU RECEIVE IN RETURN?

- 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. This part of the pack meeting is reserved for dens who have requirements for adventures to share or demonstrate something they have learned. This can also be used as a time for a song or skit.
- 5. Recognition.** Awards and recognitions presented in pack meetings are important. Each one represents a great amount of time and effort on the part of the Cub Scout, family, and leaders and should be presented in a special ceremony. The presentation should be worthy of the award and the work that went into it. 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 space derby, physical fitness competitions, and bicycle safety programs.

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.

- 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 as you do your duty to God and our country.
- 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!

