

Journey to Excellence

"The BSA method for annual planning and continuous improvement"



JTE Guidebook for Cub Scout Packs A Tool to Help Your Pack and You Thrive 2022 Program Year

This guidebook was prepared as an assist to Cub Scout pack leaders and others in using Journey to Excellence tools to plan and deliver excellent Cub Scouting through Cub Scout packs and dens. More material is available on the National Council JTE Resources webpage.

Strategic Development Office-National Council-Boy Scouts of America
Questions? Call Your Local Council.

Revised 10-12-2022

JTE Guidebook for Cub Scout Packs-A Tool to Help your Pack and You Thrive

How to use this Guidebook?

This guidebook was created with busy Cub Scout pack leadership in mind. It is intended to help the pack key 3, the committee chair, the Cubmaster and the chartered organization representative in using the **Journey to Excellence (JTE)** concept as a unit planning tool and year-round checklist of fun activities for the Cub Scouts. This guidebook was made from various publications and documents available from the National Council website and includes instructions on how to use them. Journey to Excellence uses and blends many existing BSA programs, some of which the unit leadership may not be familiar with. The material in this guidebook should answer what these programs are. The information in the guidebook should enable the Cub Scout pack committee to conduct a pack planning session that prepares the pack for a very successful year of fun.

This Guidebook consists of (in order)

- A summary sheet used to show a responsible adult for each of the 10 JTE objectives
- The 2022 JTE Scorecards that show JTE measures and levels
- The 2022 JTE Tracking Workbook/Spreadsheet to use as a planning checklist
- Instructions, provided in a suggested planning order, to use in building pack activities that provide great Cub Scouting connected to the JTE objectives. Also listed, in smaller fonts, are a few Cub Scouting on-line training modules providing further information on the what and how of each JTE objective. See Objective #11, *Trained Leadership*.

Planning the program year	Module SCO_227-Annual Program Planning
Pack and den meetings	Module SCO_226-Leading Pack Meetings and other modules
Leadership recruitment	Module SCO_218-Selecting Leaders
Trained leadership	Module SCO_209-Effective Leadership and other modules
-Cub Scout Pack Leader Position Trained Requirements table-latest revision	
Day/resident/family camp	Module SCO_201-Year-Round Fun
Outdoor activities	Module SCO_224-Working with Boys Overview and other modules
Service projects	Module SCO_204-The Methods of Cub Scouting
Membership	Module SCO_217-Core Resources for Leaders
Webelos to Scouts	Module SCO_220-Scouting Organizational Structure and other modules
Budget	Module SCO_229-Building the Pack Budget and other modules
Advancement	Module SCO_214-Cub Scout Advancement and other modules
Retention	Module SCO_215-Other Awards Cub Scouts can earn and other modules

- Progress Record Sheets for:
 - Scouter's Training Award for Cub Scouting-latest revision
 - Den Leader Training Award-latest revision
 - Cubmaster Key-latest revision
- Instructions for the Unit Leader Award of Merit
- Pack budgeting information
- Unit Money-Earning Application
- National Summertime Pack Award form-latest revision

Leader Training

Leader training and recognition is extensively discussed in this guidebook and mentioned here. Providing leadership for Journey to Excellence objectives is an important part of earning adult recognitions. Please use the following summary sheet as a tool to guide the Cub Scout pack adults in helping the pack be the best pack it can be.

Cub Scout Pack Journey to Excellence Planning 2022 Summary Sheet

Pack _____

District _____

JTE Overall Goal

- Bronze
- Silver
- Gold

This table lists all 11 JTE objectives in the order presented in the guidebook. For each objective list the responsible adult, the date they started working on their **Scouter's Training Award for Cub Scouting** and circle the JTE goal the Scouter is helping the Pack achieve.

JTE Scoresheet Objective	#	Responsible Adult	Scouter's Training Award for Cub Scouting-Start date	Goal
Planning and budget (*planning)	1			B S G
Leadership planning	10			B S G
Trained leadership	11			B S G
Day / resident/ family camp	7			B S G
Outdoor activities	6			B S G
Service projects	8			B S G
Membership	2			B S G
Webelos to Scouts	4			B S G
Planning and budget (*budget)	1			B S G
Advancement	5			B S G
Retention	3			B S G




Reviewed by the pack committee on _____

Committee Chair

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Pack _____ of _____ District
2022 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning: Conduct an Annual Program Planning event to develop a pack calendar following the steps outlined in the training module Annual Program Planning for Cub Scouting. Use the Planning Your Annual Pack Budget and Pack Budget Worksheet (or similar) to develop a budget that supports your annual program plan. Virtual meetings are acceptable for 2022.	Create a pack program calendar and budget that is adopted by the pack committee and distributed to all families in the pack.	Achieve Bronze, plus pack conducts an Annual Program Planning event for the following program year.	Achieve Silver, plus conduct an annual family orientation. 80% of families are connected to their Scout in Scoutbook	50	100	200
Membership					Total Points: 500		
#2	Building Cub Scouting: Recruit new youth into the pack in order to grow membership.	Conduct at least one event that includes prospective families by October 31st. Pin on beascout.org shows current Pack information.	Achieve Bronze, plus start at least one new den of Lions (Kindergarten) or a new den of Tigers (1st grade). Each new den must have a dedicated den leader and at least five youth.	Will achieve Bronze, plus will start at least two new Lion dens, or two new Tiger dens, or one of each. Each new den must have a dedicated den leader and at least five youth.	50	100	200
#3	Retention: Will retain a significant percentage of youth members.	Will reregister 62% of eligible members.	Will reregister 70% of eligible members and will conduct a pack activity that features programming for parents and other family members.	Will achieve Silver, plus 50% of families will volunteer for at least one task.	50	100	200
#4	Webelos-to-Scout transition: Will have a plan to transition 5th grade Arrow of Light Webelos into a Scouts BSA troop.	With a troop, will hold two joint activities (live or virtual) or 75% of second year Webelos will earn the Arrow of Light	60% of eligible Webelos will register with a troop.	80% of eligible Webelos will register with a troop.	25	50	100
Program					Total Points: 800		
#5	Advancement: Will achieve a high percentage of Cub Scouts earning rank advancements.	90% of new Cub Scouts will earn their Bobcat Badge by December 31st.	Will earn Bronze, plus 80% of active Cub Scouts will earn at least six adventures during the program year.	Will earn Silver, plus 75% of active Cub Scouts will earn their badge of rank by May 31.	100	200	300
#6	Activities: Will conduct special activities and outings.	Pack will organize one special event, or activity, for all families outside of a regular pack meeting	Pack will organize two special events, or activities, for families outside of a regular pack meeting. At least one of these events, or activities, will be conducted outside.	Will achieve Silver, plus will conduct pack derby (pinewood, space, or rain gutter regatta) and a pack Blue and Gold celebration.	50	100	200
#7	Outdoor Activities: Cub Scouts will attend day camp, family camp, and/or resident camp. (Includes council-offered alternatives)	A minimum of one registered adult leader in the pack will have completed Basic Adult Leader Outdoor Orientation training, and 51% of Cub Scouts in a pack will participate in either a council organized Cub Scout activity or pack overnighter.	Will attain a ratio of 1:20 registered adults who are Basic Adult Leader Outdoor Orientation trained to Cub Scouts registered and 60% of Cub Scouts in the pack will participate in either a council organized Cub Scout activity or pack overnighter.	Will achieve Silver, plus 60% of Cub Scouts in a pack will participate in an overnight camping experience OR 50% will participate with an improvement over the previous year.	50	100	200
#8	Service projects: Will participate in service projects. (Includes home engagements serving others)	Will participate in one service project and will enter the hours in Scoutbook or Internet Advancement.	Will achieve Bronze, plus an average of 30 minutes per participant during the service project.	Will achieve Silver, plus 50% of pack will participate at the service project. (Family members of Cub Scouts count for but not against %.)	25	50	100
#9	This criterion is deleted						
Volunteer Leadership					Total Points: 400		
#10	Volunteer Opportunities: The pack will be proactive in providing volunteer opportunities and recruiting leadership.	Will develop a list of tasks to fulfill your pack program for the year based on the Annual Program Planning event and will provide families an opportunity to select volunteer tasks.	Will achieve Bronze, plus prior to new program year, returning dens will have den leaders recruited and new dens will have den leaders recruited by Oct 31 or within 30 days of den establishment.	Will achieve Silver, plus will develop a succession plan for Cubmaster and Committee Chair using the <i>Recruiting Cub Scout Leaders</i> brochure. Will register at least one "new" leader.	50	100	200
#11	Trained leadership: Will have trained and engaged leaders at all levels. All leaders are required to have youth protection training. (Online/remote training is acceptable.)	Cubmaster and Pack Committee Chair and 2 members of the committee will have completed position specific training for their positions.	Will achieve Bronze, plus all den leaders will have completed the <i>Before Your First Meeting</i> online training modules by October 31st or within 30 days of registration.	Will achieve Silver, plus all den leaders will have completed position specific training by December 31st or within 30 days of registration.	50	100	200

-  **Bronze:** Earn at least 525 points by earning points in at least 7 objectives.
-  **Silver:** Earn at least 800 points by earning points in at least 8 objectives.
-  **Gold:** Earn at least 1,050 points by earning points in at least 8 objectives and at least bronze in #6.

Total points earned: _____

No. of objectives with points: _____

Our pack has completed online rechartering by the deadline in order to maintain continuity of our program.

We certify that these requirements have been completed:

Cubmaster _____ Date _____

Committee chair _____ Date _____

Commissioner _____ Date _____

This form should be turned in to your unit commissioner or the Scout service center as directed by your council.

Scouting's Journey to Excellence

2022 Pack Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	Program Plans and budget are reviewed with den leaders and parents at the start of the program year. Families are connected through Scoutbook. The Pack's program plan should be shared with your Commissioner
Membership Measures	
2	A recruitment is conducted by October 31, 2022. A "new" den has newly recruited members. A den of Tigers which last year was a Lion den is not a "new" den.
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) plus new members recruited during the year (C) minus any age-outs (D). Total = (A) / (B+C-D). Age-outs are youth who are too old to reregister as Cub Scouts. For (A) use the 2022 recharter membership and for (B) use the 2021 recharter membership. For December charter expiration, use Jan, 2023 and Jan.2022 recharter. For more information, see Frequently Asked Question (FAQ) for Unit JTE.
4	Hold at least two joint activities with a troop or troops. Arrow of Light Scouts join a Troop. If the Pack has no second-year Webelos Scouts, this requirement is met at the Bronze level.
Program Measures	
5	New Cub Scouts earn Bobcat badge quickly. Pack Members earn Adventures and earn their new Rank.
6	Pack has activities for members and families. Some can be indoors, but preferably outdoors. Special activities (Pinewood Derby, space or raingutter regatta) are particularly effective program.
7	Cub Scouts attend council activity or Pack overnighter. Total different Cub Scouts attending (A) divided by total Cub Scouts registered as of 6/30/22. Total = (A)/(B). Ratio of 1:20: with 21 Cub Scouts, 2 adults; with 41 Cub Scouts, 3 adults, etc.
8	The Pack participates in a service project during the year and enters it through Scoutbook. Time averages adults and youth. Average = total time contributed by all participants (adults and youth) divided by number of participants. Participants do not need to be members.
9	Deleted
Volunteer Leadership Measures	
10	Develop a list of tasks for the Pack that families can choose. For Gold, ideally, the "new" leader has never been registered. At least, the "new" leader must not have been registered for the past three years.
11	All leaders have completed youth protection training. <i>Bronze:</i> Cubmaster, Committee Chair, 2 Committee members completed position specific training. <i>Silver:</i> Bronze, plus all den leaders have completed "Before Your First Den Meeting" by 10/31 or within 30 days of joining. <i>Gold:</i> Silver, plus all den leaders have completed position specific training by 12/31 or within 30 days of joining.

Scoring the pack's performance: To determine the pack's performance level, you will use the above information to determine the points earned for each of the 10 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 525 points in at least 7 criteria, Silver level requires earning points in at least 8 criteria and 800 points, and Gold level requires earning points in at least 8 criteria and 1,050 points.

For more resources including workbooks and planning guides: www.Scouting.org/jte

2022 Cub Scout Pack Journey to Excellence Tracking Workbook/Spreadsheet
<https://www.scouting.org/wp-content/uploads/2022/09/2022-JTE-Pack-Spreadsheet-Protected-Rev-2022-07-30.xlsx>

Item	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
Planning and Budget							
1	Planning: Conduct Annual Program Planning event to develop a pack calendar. Use the Planning Your Annual Pack Budget and Pack Budget Worksheet (or similar) to develop a budget that supports your annual program plan. Virtual meetings are acceptable for 2022.	<i>Date:</i> Pack committee adopted annual program plan & budget Adopted annual program plan & budget distributed to families <i>Date:</i> Conduct Annual Program Planning event for the following program year <i>Date:</i> Conduct annual Family Orientation <i>Percent:</i> 80% of families are connected to their Scout in Scoutbook	_____ <input type="checkbox"/> _____ <input type="checkbox"/>				
Membership							
2	Building Cub Scouting: Recruit new youth into the pack in order to grow membership.	<i>Date:</i> Recruitment event before October 31 that included prospective families BeAScout Pin is Current Number of new Lions dens with 5 or more members and a dedicated leader Number of new Tiger dens with 5 or more members and a dedicated leader	_____ <input type="checkbox"/> Yes _____ _____				
3	Retention*: Retain a significant percentage of youth members. (*Read backside instructions)	<i>Count:</i> Number of Scouts on the most recent charter renewal (2022/2023) <i>Count:</i> Number of Scouts on the prior charter renewal (2021/2022) <i>Count:</i> New members recruited during the year <i>Count:</i> Age outs <i>Percent:</i> Retention rate <i>Percent:</i> Will conduct a pack activity that features programing for parents and other family members. <i>Percent:</i> 50% of families will volunteer for at least one task	_____ A _____ B _____ C _____ D <input type="checkbox"/> Yes _____ FALSE	_____ 0.0% _____			
4	Webelos-to-Scout transition: Have an effective plan to graduate Webelos Scouts into Boy Scout troop(s).	<i>Count:</i> Number of second year Webelos at start of year <i>Count:</i> Number of second year Webelos earning the Arrow of Light <i>Percent:</i> Webelos II earning Arrow of Light rank <i>Date:</i> Joint activity with a troop #1 (Live or virtual) <i>Date:</i> Joint activity with a troop #2 (Live or virtual) <i>Count:</i> Webelos registering with troops during the year <i>Percent:</i> Webelos graduation rate	_____ _____ _____ _____ _____ _____	_____ 0.0% _____ 0.0%			
Program							
5	Advancement: Achieve a high percentage of Cub Scouts earning ranks.	<i>Count:</i> Number of new Scouts since 12/31/2021 <i>Count:</i> Current number of Lions as of 12/31/2022 <i>Count:</i> Number of new Scouts (Tiger through Webelos II) since 12/31/2021 who will earn Bobcat by 12/31/2022 <i>Percent:</i> Bobcat rate <i>Percent:</i> At least 80% of Cub Scouts will earned 12 adventures during the program year (June 1 to May 31) <i>Percent:</i> At least 75% of Cub Scouts will earn thir badge of rank by May 31	_____ _____ _____ <input type="checkbox"/> Yes <input type="checkbox"/> Yes	_____ 0.0% _____			
6	Activities: Will conduct special activities and outings	<i>Date:</i> Special family event or activity #1 outside of regular meetings <i>Date:</i> Special family event or activity #2 outside of regular meetings <i>Yes/No:</i> At least one of the family events / activities will be conducted outdoors <i>Yes/No:</i> Will conduct a pack derby (pinewood, space rain gutter regatta) <i>Yes/No:</i> Will conduct a Blue and Gold celebration	_____ <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes				
7	Outdoor activities: Cub Scouts will attend day camp, family camp, and/or resident camp. (Includes council-offered alternatives)	<i>Count:</i> Number of BALOO trained adults <i>Count:</i> Number of Cub Scouts registered on June 30 <i>Count:</i> Minimum number BALOO adults to achieve 1:20 <i>Count:</i> Number of Scouts who will participate in either a council organized Cub Scout activity or pack overnighther <i>Percent:</i> Of Scouts who will participate in either a council organized Cub Scout activity or pack overnighther <i>Count:</i> Number of Cub Scouts participating in overnight camping experieince <i>Percent:</i> Prior year percentage of Cub Scouts participating in overnight camping experieince <i>Percent:</i> Overnight camping experieince rate <i>Percentage:</i> Overnight camping experieince rate change from prior year	_____ _____ _____ _____ _____ _____ _____ _____	_____ 0 _____ 0.0% _____ 0.0% _____ 0.0%			
8	Service projects: Participate in service projects. (Includes home engagements serving others)	<i>Yes/No:</i> Will participate in one service project and will enter the hours in Scoutbook or Internet Advancement <i>Value:</i> Average amount of time worked per participant <i>Count:</i> Number of Cub Scouts registered at time of service project <i>Count:</i> Number of Cub Scout participants <i>Count:</i> Number of additional participants <i>Percent:</i> Service Project participation rate	<input type="checkbox"/> Yes _____ Minutes _____ Hours _____ _____ _____	_____ _____ _____ 0%			
9	This criterion is deleted						
Volunteer Leadership							

2022 Cub Scout Pack Journey to Excellence Tracking Workbook/Spreadsheet
<https://www.scouting.org/wp-content/uploads/2022/09/2022-JTE-Pack-Spreadsheet-Protected-Rev-2022-07-30.xlsx>

Item	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
10	Leadership recruitment: The pack is proactive in recruiting sufficient leaders.	<i>Yes/No:</i> Will develop a list of tasks to fulfill pack program for the program year based on the Annual Program Planning event <i>Yes/No:</i> Will provide families an opportunity to select volunteer tasks <i>Percent:</i> 50% of families will volunteer for at least one task <i>Yes/No:</i> Prior to new program year, returning dens will have den leaders recruited and new dens will have den leaders recruited by Oct 31 or within 30 days of den establishment. <i>Yes/No:</i> Will develop a succession plan for Cubmaster and Committee Chair using the <i>Recruiting Cub Scout Leaders</i> brochure. <i>Yes/No:</i> Will register at least one "new" leader.	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes				
11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training. (Online/remote training is acceptable)	<i>Yes/No:</i> Cubmaster will complete position-specific training <i>Yes/No:</i> Committee Chair will complete position-specific training <i>Count:</i> Number committee members that will have completed position specific training <i>Count:</i> Number of den leaders <i>Count:</i> Number of den leaders that will have completed the <i>Before Your First Meeting</i> online training modules by October 31st or within 30 days of registration. <i>Count:</i> Number of den leaders that will have completed position specific training by December 31st or within 30 days of registration.	<input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____ _____				

Bronze: Earn at least 525 points by earning points in at least 7 objectives.
Silver: Earn at least 800 points by earning points in at least 8 objectives.
Gold: Earn at least 1,050 points by earning points in at least 8 objectives and at least bronze in #6.

Total points earned: 0
No. of objectives with points: 0

Journey to Excellence

A Tool to Help Your Pack and You Thrive!

What is *Journey to Excellence*?

Would you like a tool to help you figure out what activities your unit, your pack committee and you can do to give the best scouting experience to your registered youth?

If so, then using and reviewing the BSA's Journey to Excellence is **just the tool for you!** Journey to Excellence, abbreviated as **JTE**, is a roadmap or a guide or benchmark to show and indicate what a Cub Scout pack can and should be doing. JTE can help answer questions like how trained should our adults be? What outdoor activities should we do? How should we budget?

Read on and discover how JTE can HELP!

First of all, any scout unit should have a regular **planning process**. There must be a way for your pack to make future plans for meetings, activities and fundraisers. There are many ways to do this. An entire Scouting U on-line module, # SCO 227 (Annual Program Planning), of the Cub Scout leader training program provides a guide for the annual program planning meeting. Take this course or review it if done previously. You can use a big calendar that you provide or download one from the National Council Scouting.org website (select *Programs*, then *Cub Scouts*, then *Pack Committee* and select "Unit Program Planning Tools"). You can also use a big sheet of paper showing the entire program year or a single sheet per month. It is up to you. The important pack leadership adults must be involved, certainly, the pack leadership key 3, the Cubmaster, the pack committee chair and the chartered organization representative. The pack treasurer and the pack trainer as well as the parents responsible for advancement, membership, popcorn sales, summertime activities and the others that provide time and resources for the pack should also be involved. It is up to you how to make a plan for the pack program year; however, every unit needs a way to do so. National Council BSA provides a suggested method to plan which can be found as described above.

You should also involve your **unit commissioner**, an experienced Scouter dedicated to helping your pack succeed. Let the unit commissioner know when you are going to have your planning session and invite him or her to participate. Helping is their job! Every commissioner should be in contact with unit leadership and ask what they can do to help. Ask at the next roundtable (a district-wide monthly adult-leaders meeting), who your unit commissioner is and get the correct contact information on where to send an invitation to attend your annual planning session.

You will need a My.Scouting.org account to have full access to the information available to you as a pack leader and resource. Gaining access is simple. Most importantly you need your official National Scouting ID number. It can be found on your annual membership card or from your unit roster provided with your charter kit. Most information is available without an account however there are additional planning benefits if you do.

Some Scouters might have ended up with two or more ID numbers over time. Your district executive can help you combine your IDs if that is the case. Take a few moments, write down the numbers, if you know them, and provide them to your district executive or unit commissioner.

Planning Guidance from JTE

With just a few minutes of reading you can learn about the planning assistance that JTE can provide. However, first you need the appropriate **JTE Scorecard**, there is one for every program, Cub Scout **packs**, Scouts BSA **troops**, Venturing **crews** and Sea Scout **ships**. You will find all the scorecards on the Journey to Excellence Resources web page which you can access from My.Scouting.org (*Menu-Legacy Web Tools-Journey to Excellence Resources*). The scorecards are located in a section titled “**Scorecards**”. Selected the appropriate year, **2022**, and a list of available scorecards will appear. Select the one you want, the **Pack Scorecard**. The scorecard will appear and can be downloaded as a PDF. Alternatively, you should be able to get a scorecard paper copy from your unit commissioner, pick one up at roundtable, at the council office or from your district executive. One is included in the unit recharter package however you should have one long before recharter time if you are going to use it to help plan.

However, to help your pack planning session, the **Pack Scorecard** was at the beginning of this guidebook. Take a look at the scorecard. It is two sided and page one lists 11 areas, called **objectives**, where three measurement levels, Bronze, Silver and Gold, are shown. These three levels help you and the pack planning team assign the importance of each objective. You might find that the activities associated with a particular objective are more important than others to you, your chartered organization and your pack’s youth and so you will make plans accordingly. Ultimately, as the unit grows, you will be able to make plans to accomplish a level in all 11 objectives. Points are assigned for each level obtained and unit point totals provide an overall unit measure of **Bronze**, **Silver** or **Gold**. Every Cub Scout pack should strive to be a **Gold** pack. Note Objective # 9 is blank

Each objective is explained in a short summary on the first page of the scorecard and further information is on the back side or second page. There are objectives for youth membership, advancement, outdoor activities, adult leaders, service projects and unit activities which are further explained in this guidebook.

This guidebook also contains a paper printout of a fill-in-the-blanks spreadsheet style workbook that automatically calculates JTE objective levels and points to help the pack planner determine what activities the pack needs to do to achieve the desired medal level. Download the actual spreadsheet from the *Journey to Excellence Resources* webpage.

Read through all the objectives and get a feel for the intent and the difference among the three quality levels where **Bronze** means a unit is *effective*, **Silver** means *excellent*, and **Gold** is the standard for an *exceptional* unit. Please note that most objectives have a high-end ceiling or target instead of a more traditional yearly goal consisting of a percentage improvement, regardless of the measure. This allows for being at the top, **Gold**, and not needing to improve every year to stay **Gold**. This way you can focus on working on other objectives. There is also a minimum standard a pack must meet to be **Bronze**. Additionally, yearly improvement in an objective, before achieving the **Gold** level, of a fixed percentage (generally 2%) and being above a **Bronze** or **Silver** measure qualifies the pack as the **Silver** and **Gold**. None of these objectives should surprise any Cub Scouter with experience because all the objectives are woven into the operation of a Cub Scout pack.

Before the Planning Session Starts

There are a few items to know, collect or do before the pack planning session. Know where the pack is going to meet, obtain school vacation schedules, know the federal and state holiday schedule, discuss with the Pack Key 3 who to invite, peruse the various Cub Scouting themed web pages for useful documents (some listed in this guidebook), determine how the pack schedule is going to be shown while it is being planned and have a room big enough for the session itself.

Where to Start? With a Yearly Plan, of course—Objective # 1

A written plan is an excellent tool to create to have an active and fun pack. **Objective # 1, Planning: Conduct an Annual Program Planning event to develop a pack calendar** provides a road map on what to do. Let's do the program plan first and then the budget later once the full plan is put together.

Many planning resources exist on the various National Council websites and should be reviewed as suggested above. These tools are well thought out and will greatly assist the program plan. Having an annual program calendar (and budget) adopted by the pack committee and distributed to all families in the pack is required for the **Bronze** measure. If the pack conducts an Annual Program Planning event for the following year, 2023, the pack qualifies as **Silver**. **Gold** is the measure if the pack conducts an annual family orientation and 80% of the families are connected to their Scout in Scout Book.

Download and use the JTE pack tracking workbook/spreadsheet, pages 5 and 6 of this guidebook, as a method to plan and guide the pack to the desired JTE goal. As a start enter the date the committee adopted the pack program plan and budget, place a mark in the small box and learn how this tracking workbook/spreadsheet calculates the year end JTE measure, Bronze, Silver, or Gold.

Leadership-Recruitment and Leader Training-Objectives # 10 and # 11

Develop a strong pack plan for the next year by identifying new adult leadership **before** it is needed. **Objective #10, Volunteer Opportunities: The pack will be proactive in providing volunteer opportunities and recruiting leadership** helps explain this. If the pack develops a list of tasks to fulfill the pack program developed in Objective # 1 and provides families an opportunity to select volunteer tasks the pack is at **Bronze** level. If returning dens have leadership prior to the start of the next program year (for school year 2022-23) and new dens have leaders recruited before October 31, 2022 (or within 30 days of den establishment) the pack is at **Silver** level. If the pack has a succession plan for Cubmaster and Committee Chair using the **Recruiting Cub Scout Leaders** brochure the pack is **Gold**. Place October 31 for recruiting new den Den Leaders and the date of the volunteer task selection event on the pack planning calendar.

Now is a good time to look at **Objective # 11, Trained leadership: Will have trained and engaged leaders at all levels**. Virtually all pack leader training can be accomplished via Scouting U using courses accessed through a Cub Scouter's dashboard on My.Scouting.org. However, first and extremely important, is that **all** adults interacting with the youth of your pack must have **Youth Protection training, YPT**. This is a must and a rock-solid requirement and **non-negotiable**. This can also be done via the Dashboard on My.Scouting.org and **must be the first training** done by any adult who wants to register.

Having the Cubmaster, Pack Committee Chair **and** 2 members of the Pack Committee complete position-specific and mandatory Youth Protection training is the minimum threshold for **Bronze level**. Having all Den Leaders complete all the **Before Your First Meeting** modules on-line by October 31st or within 30 days of adult registration, qualifies as the **Silver level**. Having all Den Leaders complete position specific training by December 31st or within 30 days of registration is the **Gold level**.

All Cub Scout leader training can be completed by using the **Scouting U** website on-line training. The on-line modules cover all necessary topics and is equivalent to the former classroom training system. Each leader registered position and assistant (Tiger, Den, Webelos, Cubmaster, Committee Chair and Committee Member) have a "My Learning" set of appropriate modules that **must** be

taken to be considered **TRAINED**. The modules are accessed from My.Scouting.org via “My Dashboard” then “My Training” and then “Training Center”. Select Cub Scouting and then choose the title that best fits the registered position, either “Den Leader”, “Cubmaster” or “Pack Committee”. This will take a Scouter to the “Scouting U” website. Initially select Cub Scouting (again) to access the correct menu.

Select the appropriate **Registered Position** for the training desired. Each registered position has three module groupings that have been established, in a suggested order to be taken. These groupings are titled “*Before the First Meeting*”, “*First 30 Days*” and “*Positioned Trained*”. Select each grouping individually to **add** them to “My Learning” by selecting the green plus sign. Each module subset may be taken in the time frame suggested or at a more rapid pace. However, **all** modules in the three groups are required to be completed before a Scouter is considered completely **TRAINED**. After selecting the grouping(s) for your position then go to the “**My Learning**” menu button on the top of the Scouting U site to access the selected modules. The Scouting U website is improved constantly which means the steps described above might be slightly different over time.

Put the dates on the planning calendar when any new leaders need to complete their training. All new leaders registered in September must complete their training by the end of December. Put the district and council training dates for instructor led courses on the calendar. Recruit a **pack trainer** to encourage, follow up and track training. The pack trainer is considered **TRAINED** if they complete Pack Committee training plus BSA course D-70, The Fundamentals of Training. See the attached chart titled *Cub Scout Pack Leader Position Trained Requirements* for more information.



CS19 CUB SCOUT POSITION TRAINED REQUIREMENTS

CUBMASTER & ASSISTANT CUBMASTER	
BEFORE FIRST MEETING	
SCO_450 WELCOME	2:02
SCO_451 AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_453 ADVANCEMENT	10:25
SCO_454 CUB SCOUT UNIFORMS	4:49
SCO_457 DEN MANAGEMENT	5:27
SCO_458 CONDUCTING A CUB SCOUT PACK MEETING	12:05
SCO_462 INVOLVING ADULTS IN CUB SCOUTING	8:46
TOTAL TIME: 49 MIN	
BEFORE FIRST OUTDOOR ACTIVITY	
SCO_460 PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461 KEEPING CUB SCOUTING SAFE	4:35
SCO_800 HAZARDOUS WEATHER TRAINING	31:00
TOTAL TIME: 41 MIN	
EARNING YOUR TRAINING STRIP	
SCO_463 PACK STRUCTURE	8:02
SCO_464 DENNERS AND DEN CHIEFS	7:54
SCO_465 CHILDHOOD DEVELOPMENT	7:28
SCO_466 CONTINUE THE JOURNEY	4:09
TOTAL TIME: 28 MIN	
PACK COMMITTEE MEMBER	
BEFORE FIRST MEETING	
SCO_450 WELCOME	2:02
SCO_451 AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_454 CUB SCOUT UNIFORMS	4:49
SCO_459 CONDUCTING A PACK COMMITTEE MEETING	9:00
SCO_462 INVOLVING ADULTS IN CUB SCOUTING	8:46
SCO_463 PACK STRUCTURE	8:02
TOTAL TIME: 39 MIN	
BEFORE FIRST OUTDOOR ACTIVITY	
SCO_460 PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461 KEEPING CUB SCOUTING SAFE	4:35
TOTAL TIME: 9:54 MIN	
EARNING YOUR TRAINING STRIP	
SCO_466 CONTINUE THE JOURNEY	4:09
TOTAL TIME: 4:09 MIN	

THE ONLINE TRAINING PLANS LISTED BELOW ARE ALSO AVAILABLE IN A CLASSROOM FORMAT:

Cubmaster & Assistant Cubmaster: C40 Cubmaster & Asst. Cubmaster
 Position Specific Training Den Leader: C42 Cub Scout Den Leader & Asst. Den Leader Position Specific Training Committee Chair & Pack Committee: C60 Pack Committee Challenge

DEN LEADER & ASSISTANT DEN LEADER	
BEFORE FIRST MEETING	
SCO_450 WELCOME	2:02
SCO_451 AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_452 BOBCAT	7:08
SCO_453 ADVANCEMENT	10:25
SCO_454 CUB SCOUT UNIFORMS	4:49
SCO_455 CONDUCTING A CUB SCOUT DEN MEETING	8:14
SCO_456 RESOURCES	5:14
SCO_457 DEN MANAGEMENT	5:27
TOTAL TIME: 49 MIN	
BEFORE FIRST OUTDOOR ACTIVITY	
SCO_460 PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461 KEEPING CUB SCOUTING SAFE	4:35
SCO_800 HAZARDOUS WEATHER TRAINING	31:00
TOTAL TIME: 41 MIN	
EARNING YOUR TRAINING STRIP	
SCO_462 INVOLVING ADULTS IN CUB SCOUTING	8:46
SCO_463 PACK STRUCTURE	8:02
SCO_464 DENNERS AND DEN CHIEFS	7:54
SCO_465 CHILDHOOD DEVELOPMENT	7:28
SCO_466 CONTINUE THE JOURNEY	4:09
TOTAL TIME: 37 MIN	
PACK COMMITTEE CHAIR	
BEFORE FIRST MEETING	
SCO_450 WELCOME	2:02
SCO_451 AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_454 CUB SCOUT UNIFORMS	4:49
SCO_459 CONDUCTING A PACK COMMITTEE MEETING	9:00
SCO_462 INVOLVING ADULTS IN CUB SCOUTING	8:46
SCO_463 PACK STRUCTURE	8:02
TOTAL TIME: 39 MIN	
BEFORE FIRST OUTDOOR ACTIVITY	
SCO_460 PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461 KEEPING CUB SCOUTING SAFE	4:35
TOTAL TIME: 9:54 MIN	
EARNING YOUR TRAINING STRIP	
SCO_453 ADVANCEMENT	10:25
SCO_465 CHILDHOOD DEVELOPMENT	7:28
SCO_467 PACK FINANCE	7:46
SCO_468 ANNUAL PROGRAM PLANNING	17:34
SCO_469 ANNUAL CHARTER RENEWAL	6:36
SCO_530 JOURNEY TO EXCELLENCE	12:46
SCO_466 CONTINUE THE JOURNEY	4:09
TOTAL TIME: 1 HOUR 6:45 MIN	

NOTE: DEN LEADER TRAINING INCLUDES LIONS THROUGH WEBELOS.

PACK TRAINER POSITION REQUIRED COURSES-Fnd of Training & Comm Chal

Continued Training

Encourage the pack leadership, those in the positions listed above, to continue their individual training. Work with your recruited pack trainer. Schedule the dates of the regular district roundtable on the pack planning calendar. Find the dates for district and council training events and place them on the schedule as well. List also the Council *University of Scouting* event, a source of excellent advanced training. Other advanced leader position-specific training occurs year-round. Encourage the pack trainer to get involved with the district training team.

Encourage the pack leadership, Cubmaster, all den leaders, the committee chair, pack trainer and all committee members to work on and earn their **Scouter's Training Award for Cub Scouting** (green square knot on tan background). This award (511-057_WB) requires, among other items, participation in the pack planning session and giving primary leadership in meeting one pack JTE objective goal. The objective goals are established in the pack planning session and the adult provides the leadership to achieve the goal. These objectives are explained further in this guidebook and could be leadership in advancement, membership, service projects, outdoor activities, budget and recharter process. Assign these objectives to individuals and ask them to work on their training awards. Put on the planning calendar any training dates that apply and show their assigned responsibilities on the calendar next to the items.

Additionally, all den leaders (Tiger, Wolf, Bear and Webelos) can qualify for the **Den Leader Training Award** (gold square knot on blue background). This award (511-52_WB) requires, among other things, one year of tenure as a den leader, attendance at specific training sessions and leadership in selectable pack and den activities.

The Cubmaster can continue in service and training and also be recognized. At 18 months of service there is the **Unit Leader Award of Merit-Cubmaster** (512-003_WB) and at 3 years of service there is the **Cubmaster's Key** (green and white square knot on tan). The **Cubmaster's Key** (511-53_WB) requires, among other things, conducting a pack planning session for each year and having the pack qualify as a Silver pack for 2 of the 3 years of tenure.

Be sure and have a pack plan that will have the pack earn at least the Silver JTE Recognition.

Progress records for each of these four awards are attached at the back of this unit guide.

Cub Scout Leader Outdoor Skills Training

If your pack plan contains outdoor activities, including camping, your pack must have adult pack leaders attend outdoor skill and camping training courses offered by the council.

An introductory course is **BALOO** or **Basic Adult Leader Outdoor Orientation** training. Webelos den leaders should additionally take **OWL** or **Outdoor Leader Skills for Webelos Leaders** training which can be taken as part of or combined with **IOLS** or Introduction to **Outdoor Leader Skills**. The highly regarded advanced adult leadership training is called **Woodbadge**. Find the training dates for all these courses on the council training calendar and place them on the pack planning calendar.

You now have a plan for fun pack activities and for getting the pack leaders trained. What's next?

Scouter's Training Award for Cub Scout Leaders

Progress Record & Application



Candidate's Information

Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Pack#: _____ District: _____ Council Name: _____

Tenure

Complete at least two years of tenure as a registered adult leader in a Cub Scout pack.

From _____ To _____

From _____ To _____
(Month/Year) (Month/Year)

Training

Complete Cub Scout Leader Position Specific Training for your registered position(s)

Online Or Facilitated Training

Participate in at least one additional supplemental* or advanced training event at the council, area, region, or national level during the two years.

**Contact your local council for supplemental training availability.*

Attend a pow wow or university of Scouting, or attend at least four roundtables during each year of the tenure used for this award.

Performance

Do the following during the tenure used for this award:

Participate in an annual pack planning meeting in each year.

Serve as a registered adult leader in a pack that achieves at least the Bronze level of Journey to Excellence in each year.

Give primary leadership in meeting at least one pack Journey to Excellence objective in each year.

Approved by:

Pack Committee Chair

Date

District/Council Training Committee Action

The applicant has met all the requirements for the Scouter's Training Award for Cub Scouting.

Approved by:

District or Council Training Committee Chair

Date

Next steps:

- Submit this original document to your local District/ Council Service Center to be processed.
- Return a copy of this approved document to the unit so they can purchase the award at the local Scout Shop.



BOY SCOUTS OF AMERICA®

Den Leader Training Award Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Pack No. _____ District: _____

Council Name: _____

Select One:

- Lion den leader
- Tiger den leader
- Wolf/Bear den leader
- Webelos den leader
- Note:* This award can be earned in each position, but tenure may be used only for one award.

Tenure

Complete one year as a registered den leader in the position selected. Lion den leader's tenure can be the program year as long as it is greater than eight months.

From _____ to _____
(Month and Year) (Month and Year)

Training

- Complete the basic training for the selected den leader position (in person, instructor-led, or e-learning).
- Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent as determined by the council) during the tenure used for this award.

Approved by:

Cubmaster

Date

Performance

Do five of the following during the tenure used for this award:

- Have an assistant den leader who meets regularly with your den.
- Have a den chief who meets regularly with your den.
- Graduate at least 70 percent of your den to the next level.
- Take leadership in planning and conducting a den service project.
- Have a published den meeting/activity schedule for the den's parents.
- Participate with your den in a Cub Scout day camp or resident camp.
- Complete Basic Adult Leader Outdoor Orientation (BALOO).
- Participate with your den in at least one family camp; if your den is a Webelos den, participate with your den in at least two overnight camps.
- Take leadership in planning two den outdoor activities.
- Hold monthly den meeting and den activity planning sessions with your assistant den leaders.

Approved by:

Pack Committee Chair

Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Den Leader Training Award is approved.

Approved by:

District or Council Training Committee Chair

Date

- Next steps:
- Submit this original document to your local District/ Council Service Center to be processed.
 - Return a copy of this approved document to the unit so they can purchase the award at the local Scout Shop.



Cubmaster's Key Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Pack No. _____ District: _____

Council Name: _____

Tenure

Within a five-year period, complete at least three years of registered tenure as a Cubmaster or one year as a registered assistant Cubmaster plus two years as a registered Cubmaster. (This can include the tenure used to earn the Scouter's Training Award.)

From _____ to _____

From _____ to _____

From _____ to _____

Training

- Complete basic training for Cubmasters.
- Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

Pack Committee Chair

Date

Performance

Do the following during the tenure used for this award:

- Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- Earn the National Summertime Pack Award at least once.
- Conduct an annual pack planning session and have a published pack meeting/activity schedule for the pack's parents in each year.
- Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Approved by:

Pack Committee Chair

Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Cubmaster's Key is approved.

Approved by:

District or Council Training Committee Chair

Date



Unit Leader Award of Merit

Background

Quality unit leadership is the key to a quality unit program—and it leads to better Scout retention. Statistics show that if young people stay engaged in the program for at least five years, the BSA's influence likely will stay with them for the rest of their lives. A quality Scouting experience will help keep Scouts in the program, and the Boy Scouts of America created the Unit Leader Award of Merit to recognize the quality unit leaders who make that happen.

The Unit Leader Award of Merit replaces the Scoutmaster and Venturing Crew Advisor award of merit programs. This new recognition has revised requirements, and Cubmasters and Skippers are also eligible for this recognition.

Requirements

The nominee must

1. Be a currently registered Cubmaster, Scoutmaster, Advisor, or Skipper who has served in that position at least 18 continuous months.
2. Meet the training requirements for the registered position.
3. Distribute a printed or electronic annual unit program plan and calendar to each family in the unit.
4. Have a leader succession plan in place.
5. Effectively use the advancement method so that at least 60 percent of the unit's youth have advanced at least once during the last 12 months.
6. Cultivate a positive relationship with the chartered organization.
7. Project a positive image of Scouting in the community.

Nomination Procedure

1. The unit committee chair completes the Unit Leader Award of Merit Nomination Form on behalf of the unit committee. For Boy Scout troops, Venturing crews, and Sea Scout ships, the nomination must include endorsement by the senior patrol leader, crew president, or ship's boatswain, respectively.
2. The unit or district commissioner certifies that the form is complete.
3. The unit submits the nomination form to the council for approval by the Scout executive and council commissioner or president. **The council is responsible for processing the award.**

The Award

Upon receipt of the approved nomination form, the council may present the Unit Leader Award of Merit, which includes a certificate, square knot with the appropriate device, and a special unit leader emblem. Recognition of this achievement may be presented at appropriate district or council events, such as district or council leader recognition dinners, training events, and board meetings.

The award may be presented to the unit leader for each program, Cub Scouts, Boy Scouts, Venturers, and Sea Scouts, if the individual meets the requirements in each program. Only one knot is worn with the devices of each program that the award was earned in.

Unit Leader Award of Merit certificate, No. 512004

Cubmaster emblem, No. 610094

Unit Leader Award of Merit square knot, No. 610091

Venturing Advisor emblem, No. 610095

Scoutmaster emblem, No. 610093

Skipper emblem, No. 635892



Unit Leader Award of Merit Nomination Form

Submit to your local council service center.

Nominee's name as it is to appear on the certificate: _____

Address _____

City _____ State _____ Zip _____

Select one:

- | | | |
|--------------------------------------|-----------------|------------------------------|
| <input type="checkbox"/> Cubmaster | Pack No. _____ | Chartered organization _____ |
| <input type="checkbox"/> Scoutmaster | Troop No. _____ | Chartered organization _____ |
| <input type="checkbox"/> Advisor | Crew No. _____ | Chartered organization _____ |
| <input type="checkbox"/> Skipper | Ship No. _____ | Chartered organization _____ |

Service

Inclusive dates for the service in the above-selected position (include month and year; must be at least 18 continuous months of service in this position).

From _____ to _____ Number months of service _____

Training

Date nominee completed training requirements for this position (month and year) _____

Unit Program Plan

- Yes, this nominee's unit has an annual unit program plan and calendar, and it is shared with all families in the unit.

Unit committee chair initial _____

Succession Plan

- Yes, the unit has a replacement recruited and committed to take over the nominee's position as unit leader if necessary.

Replacement's name _____ Unit committee chair initial _____

Advancement

- Yes, at least 60 percent of the members of the nominee's unit have advanced at least once during the past 12 months.

Unit committee chair initial _____

Chartered Organization Relationship

- Yes, this nominee has a good relationship with the chartered organization.

Unit committee chair initial _____

Community Image

- Yes, this nominee has a positive image in our community.

Unit committee chair initial _____

Please attach a statement by the unit committee chair on behalf of the unit committee attesting to the nominee's performance as unit leader. For Scoutmaster nominations, also attach a statement by the troop's senior patrol leader. For crew Advisor nominations, also attach a statement by the crew president. For Skipper nominations, also attach a statement by the ship's boatswain.

Nominated by _____ Certified by _____
Unit committee chair Unit or district commissioner

Date of nomination _____

Approved by _____ Date _____ and _____ Date _____
Scout executive Council commissioner or president



Outdoor Fun! —Objectives # 7, 6 & 8

One more activity that needs to be planned for with a date established comes from **Objective # 7: Outdoor Activities: Cub Scouts will attend day camp, family camp and/or resident camp.** The dates of these different local district and council-wide events must be placed on the planning calendar. Find the days from the council website which will include both council and all district dates or get the dates at roundtable or from your unit commissioner. All of these camps are fun, fun, fun! If you want more information about them, talk to other adults in your unit or ask at roundtable. You should plan on your unit attending one or more of these.

If you have at least one registered adult leader who has attended Basic Adult Leader Outdoor Orientation (BALOO) training and at least 51% of the Cub Scouts attend a council organized Cub Scout activity or pack overnigher, the unit is measured as **Bronze**. If a ratio of 1:20 registered adult leaders have taken BALOO training and 80% of the Cub Scouts attend a council organized Cub Scout activity or pack overnigher, the unit is **Silver** then if 60% participate in an overnight camping experience or at least 50% participate with an increase over last year, the unit is **Gold**.

Continue Cub Scout outdoor fun by planning to earn the **Outside Activity Award**. Review the requirements and schedule those events on the pack planning calendar. Cub Scout outdoor activities are well explained in publication Cub Scout outdoor program guidelines publication 510-631 available for download as a PDF on the Cub Scout Leaders Resource webpage.

What other activities also need to be planned? Let's look at **Objective # 6 Activities: Will conduct special activities and outings.** During the pack planning session decide what these activities will be and where. Having one special event or activity for all families, outside of regular pack meetings, qualifies as **Bronze**, having 2 with one outside qualifies as **Silver** then having a pack derby (pinewood, space, or rain gutter regatta) and a Blue and Gold celebration qualifies as **Gold**.

Interested in Community Service then look at **Objective # 8, Service projects: Will participate in service projects.** Plan the dates for service projects during the planning session. They can be outdoors satisfying item # 6 above. Participate in Scouting for food, a Veteran's Day parade, a flag ceremony, the possibilities are nearly endless. Before the planning meeting contact your chartered organization and ask about any service projects. All projects must be entered into Scoutbook. Just 1 service project entered into Scoutbook rates as **Bronze**, having an average of 30 minutes per participant at the service project ranks as **Silver** and if 50% of the pack participates in the service project the unit is **Gold**.

Appoint a pack committee member to coordinate den and pack service projects. That person should have the responsibility to enter the project data into Scoutbook and that adult can be working on their **Scouter's Training Award for Cub Scouting** while achieving this pack JTE objective.

Service projects can be any activity that benefits another individual, the pack's chartered organization, scouting or any cause of choice. Suggestions include:

Scouting for food	Book and magazine drives
Assist with council and district activities	Assist the elderly
Remember others during the holidays	Pet shelters
Litter cleanup and beautification	Serving food
Safety related projects	Assist (not participation) local youth sports groups
Repair and maintenance of homes, buildings and offices of worthy causes including Scouting	
Assisting medical information distribution and drives (such as blood donations)	



Cub Scout Outdoor Activity Award

Cub Scout's name _____ Unit No. _____

Submitted by _____ Date _____

The patch, BSA No. 14235, is available at your local Scout Shop or online at www.scoutshop.org.

The Award

Tiger, Wolf, Bear, and Webelos Scouts may earn the Cub Scout Outdoor Activity Award by meeting the following requirements and activities. The Cub Scout will receive the pocket flap award, which is to be worn on the right pocket flap of the uniform shirt.

Requirements

All Ranks

Attend Cub Scout day camp or Cub Scout/Webelos Scout resident camp.

Date completed _____

Additionally, complete the rank-specific requirements as follows:

Tiger Scouts: Complete the Backyard Jungle adventure, and complete four of the outdoor activities listed below.

Date completed _____

Wolf Scouts: Complete the Paws on the Path adventure, and complete five of the outdoor activities listed below.

Date completed _____

Bear Scouts: Complete the Bear Necessities adventure, and complete six of the outdoor activities listed below.

Date completed _____

Webelos Scouts: Complete the Webelos Walkabout adventure, and complete seven of the outdoor activities listed below.

Date completed _____

Outdoor Activities

These activities must be in addition to any similar activities counted toward rank advancement and can be accomplished as a family, den, or pack.

Participate in a nature hike in your local area. This can be on an organized, marked trail, or just a hike to observe nature in your area.

Date completed _____

Participate in an outdoor activity such as a picnic or a fun day in a park.

Date completed _____

Explain the buddy system, and tell what to do if lost. Explain the importance of cooperation.

Date completed _____

Attend a pack overnigher. Be responsible by being prepared for the event.

Date completed _____

Complete an outdoor service project in your community.

Date completed _____

Complete a nature/conservation project in your area. This project should involve improving, beautifying, or supporting natural habitats. Discuss how this project helped you to respect nature.

Date completed _____

Participate in activities with your pack to earn the Summertime Pack Award.

Date completed _____

Participate in a nature observation activity. Describe or illustrate and display your observations at a den or pack meeting.

Date completed _____

Participate in an outdoor aquatics activity. This can be an organized swim meet or just a den, pack, or family swim.

Date completed _____

Participate in an outdoor campfire program. Perform in a skit, sing a song, or take part in a ceremony.

Date completed _____

Participate in an outdoor sporting event.

Date completed _____

Participate in an outdoor interfaith or other worship service.

Date completed _____

Explore a local city, county, state, or national park. Discuss with your den how a good citizen obeys the park rules.

Date completed _____

Invent an outside game, and play it outside with friends for 30 minutes.

Date completed _____

Recruiting new Cub Scouts, creating new Dens—Objective # 2

What other dates need to be on the planning calendar? Some very important dates are associated with recruiting new cubs. Your unit should have a series of recruiting events, activities like school nights, a signup table at events at your sponsor's location (if applicable) or a community recruiting roundup. Place these dates on your planning calendar. One of the pack committee members should be the pack membership chair and, while working on their **Training Award**, provides leadership for membership. Look at **Objective # 2, Building Cub Scouting: Recruit new youth into the pack in order to grow membership** provides recruiting goals to consider. A pack can create entire new dens through recruiting. Decide if your pack will create a Lion and a Tiger Cub den and make plans on how to recruit that age group. Boys can be added to existing dens and if sufficient new cubs are signed up new dens at any age group can be started. Be sure to invite the parents of all new cubs to the pack task selection event where the task list is shared, and they select the tasks they will do.

Conduct at least one event that includes prospective families by October 31 and have the pack pin on beascout.org with current information qualifies as **Bronze level**. Start one new Lion **or** Tiger den with a minimum of 5 youth and a dedicated Den Leader qualifies as the **Silver level**. Start two new Lion **or** Tiger dens, or one of each, with a minimum of 5 youth and a dedicated Den Leader qualifies as the **Gold level**.

Creating a membership growth plan, thought not required for a JTE measure is an excellent method to gain new cubs. This plan should list where and how recruiting is to be done and who is responsible. The membership plan needs to address the number of new Cub Scouts expected so the unit is prepared.

An important pack committee position is the membership chair. That person leads the recruiting activities for the pack while working on their **Scouter's Training Award for Cub Scouting**.

Help Your Cub Scouts become Boy Scouts—Objective # 4

After Webelos your cubs move on to a Boy Scout troop and continue the Scouting fun. **Objective # 4, Webelos-to-Scout transition: Will have a plan to transition 5th grade Arrow of Light Webelos into a Scouts BSA troop** helps explain how to get your cubs moved up to scouts. There may be several Scouts BSA troops in your area and one may be sponsored by the same chartered organization. Make contact with the leaders of the troops of interest and have a combined transition plan. Each Boy Scout troop should be planning on a transition for Webelos as a part of their JTE Planning process. Ask at roundtable if you need more information about local Scouts BSA troops. Your pack is at the **Bronze level** if you hold two joint activities with a troop or troops **or** 75% of the second year Webelos have earned the Arrow of Light. Place these event dates on your planning calendar. The pack will be at the **Silver level** if 60% of the eligible Webelos join a troop and **Gold** if 80% join. One of the proudest moments of a Webelos Scout is the bridging ceremony conducted when joining a Scouts BSA troop.

The Pack Plan and Budget—Objective # 1

All successful organizations need a financing plan. National BSA provides excellent material to accomplish all this. **Objective # 1, Planning and budget: Have a program plan and budget that is regularly reviewed by the pack committee and follows BSA policies relating to fundraising.** Information about how to prepare a Cub Scout pack budget and a sample budget are attached at the end of this guidebook. Important fiscal and fundraising policies are explained on the Unit Money-Earning Application.

To be **Bronze** the pack must follow these policies and have an annual program plan and budget that are each adopted by the pack committee. Having the pack committee meet six times during the year to review these program plans and finances is **Silver level** and having the next year's program planning session involve den leaders is the **Gold level**. Place the six committee meetings on your pack plan.

The schedule you have prepared will help determine your budget. How much money will you spend per Cub Scout. Read and fill in the pack budget material based on your expenses and fund raising activities. Purchase Boy Life Magazine for each family and be sure to schedule the dates for the council popcorn and camp card sales activities. Recruit parents to be your unit Popcorn Kernal and camp card coordinator.

Advancement happens in the Den and at Home—Objective # 5

Advancement activities do not necessarily happen during a pack meeting. However, awarding earned badges at your pack meetings is the best way to motivate Cub Scouts and parents to work on and earn badges. Encourage the den leaders and parents to help the Cubs Scouts on advancement. **Objective # 5: Will achieve a high percentage of Cub Scouts earning rank advancement** is very important. When 90% of new Cub Scouts earn their Bobcat Badge by December 31, 2022, the unit qualifies as **Bronze** level, if 80% of active Cub Scouts earn at least six adventures the unit qualifies as **Silver** level and if 75% of active Cub Scouts earn their badge by May 31 the unit is **Gold** level. Use all the techniques explained in leader training to encourage advancement.

Have a parent be the advancement coordinator and work on their **Scouter's Training Award for Cub Scouting**.

A Measure of How Well the Unit is Doing—Objective # 3

The best measure of how well the pack is doing Scouting is the measure of how many Cub Scouts come back for another year. This is shown by **Objective # 3, Retention: Will Retain a significant percentage of youth members.** This item measures the number of youth members who were age eligible to reregister for the next year. Retention does not count the 10-year old Webelos who transition to a Scouts BSA troop. If 62% of the cubs reregister the unit is at the **Bronze** Level, reregister 70 % and conduct a pack activity that features programing for parents and other family members is the **Silver** level. If at silver and at least 50% of families volunteer for a least one of the tasks listed during the pack planning process the pack is at the **Gold** level. Retention is a measure of many things, the fun of pack and den meetings and the excitement of the other activities planned and done during the year. A solid year long schedule with well planned and put on events will build strong units and the Cub Scouts will keep coming back because it is fun.

Summary Sheet

Attached to this guidebook is a summary sheet to show the planning order of JTE Objectives as explain in the guidebook. The sheet is to be used to show the responsible committee member for each JTE objective, the goal adopted by the committee and progress towards the **Scouter's Training award for Cub Scouting**

Cub Scouting resources found on various National BSA websites (best to a search on these titles)

Cub Scout Leaders Book SKU 646725

Selecting Cub Scout Leadership # 510-500

Den and Pack Meeting Resource Guide, an entire section on the Webpage

Cub Scout Den Meeting Program, numerous worksheets and aids

Family Talent Survey, publication #220-110

Planning Your Annual Pack Budget, publication #510-273

National Summertime Pack Award, publication # 512-049

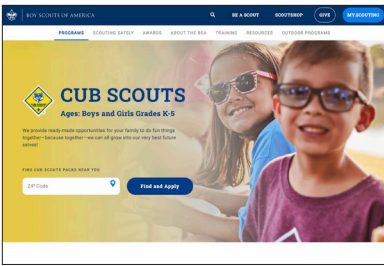
Cub Scout Outdoor Activity Award, publication # 33748

ScoutStrong PALA, publication 210-041

Scouting U website

And many, many others

CUB SCOUT LEADER RESOURCE OVERVIEW



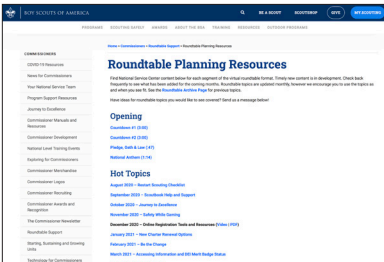
National Cub Scout Program Website

Landing page for all things Cub Scouts including where to find a pack, welcoming new families including a video with the top 5 questions new families ask, and leader resources.



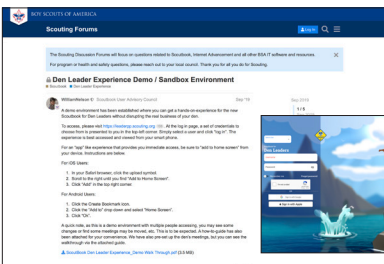
Cub Chat Live

Every Friday at 2 pm Central, *Scouting Magazine* hosts a live show on Facebook featuring a wide variety of topics and guests. Past shows include how to use Scoutbook, creating effective communication channels, running a Pinewood Derby, tools to get everyone volunteering, and recruiting methods. Shows are 30 minutes and automatically posted to the Cub Chat Live Facebook Playlist after the show. A list of past shows by topic can be found at On Scouting.



Virtual Roundtable

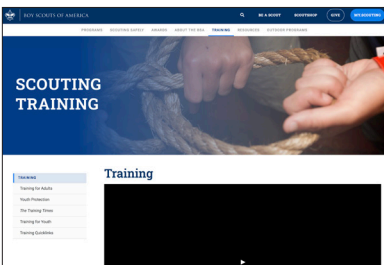
Timely Cub Scouting information in brief 7 to 15 minute segments. Topics are not specific to a month and can be used as appropriate. New videos are updated every 3 to 4 months.



Den Leader Experience Sandbox

The Den Leader Experience (DLE) is Scoutbook for den leaders. DLE was initially developed to help brand new den leaders but can be beneficial for anyone. DLE helps to deliver the program by aiding with planning, providing videos on how to accomplish some activities and assisting with advancement tracking.

To see how DLE works, check out the sandbox! The sandbox is where testing of future updates happens and also allows for those who are not den leaders to learn about the app.



Training for Cub Scout Leaders

Cub Scout leader training is available online at any time of the day or night to make needed information easily accessible. Modules are in "bite sized pieces" of 5 to 7 minutes and can be viewed from any smart device or computer. Den leader curriculum is divided into 3 parts: before the first den meeting, first 30 days and 90 days.

For more information about training at all levels of the program, visit the Training webpage.



Smart Device Apps A number of web-based apps are available for both Apple and Android:



Access personal My.Scouting information. Take YPT. Tool access for Commissioners.



Allows youth members and their parents to view and track advancement within Cub Scouting, Scouts BSA and Venturing.



Timely information on program, gear, health & safety, outdoors and more. For adults in all BSA programs.

Scouting Magazine (BSA)
Boy Scouts of America
★★★★☆ 4.7 • 280 Ratings
Free • Offers In-App Purchases

Planning Your Pack's Annual Program Budget

What is the unit budget plan? Like all budgets it is a guide on how the Pack plans to fund its program year. It is a conversation before the program year begins on what expenses the Pack is going to pay for and how income will be earned to pay for those expenses. The result is a well-managed, well-financed unit.

The steps to planning your pack's annual budget are:

1. Plan the pack's annual program calendar.
2. Develop a budget that includes enough income to deliver the program as planned.
3. Identify all sources of income dues and fund-raisers and then determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
4. Share the budget with everyone to gain commitments from parents, leaders, and all Cub Scouts.

A healthy pack develops an annual budget and creates its financial policies before the program year begins. They keep to the plan for the entire program year. Following these steps will not only produce a pack budget it will also help your pack determine some important financial policies.

BASIC EXPENSES

1 Registration Fees. When a child joins a pack normally the pack collects the national registration fee*. If the Cub Scout joined using on-line registration the family pays their national registration fees directly.

The national registration fee is \$75 for an annual membership for youth and \$45 for adults. New members when they first join pay a one-time \$25 joining fee.

Based on when they join registration fees may be pro-rated. Check with your local council on how they handle registration fees for new Cub Scouts in the fall and how it impacts re-charter. Local councils may also have additional activity fees they collect.

2 Unit Recharter Fee. Packs annually pay a unit liability insurance fee of \$100. This fee may be covered by your chartered partner. This fee is submitted with the pack's annual charter application and helps to defray the expenses for their general liability insurance.

3 Scout Life. *Scout Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$15, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every Scout should subscribe to *Scout Life* because of the quality reading and the articles related to your unit's monthly program. It is part of a child's growth in Scouting and provides a monthly connection to Scouting.

4 Unit Accident Insurance. Protecting leaders and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

5 Advancement and Recognition. Every Cub Scout should earn and advance a rank and receive the patch for that rank each year. Cub Scouts will earn Adventure Loops and Pins in addition to other awards. Dens and leaders may also qualify for awards and recognition.

6 Activities. Well-conceived and well-planned activities are critical to a successful annual program plan. Special pack activities like Pinewood Derby, Blue and Gold Banquet, and holiday parties should be built into the budget to avoid asking families to pay to participate.

7 Cub Scout Day Camp, Cub Scout Resident Camp, Council Organized Family Camps.

Cub Scouting provides great opportunities for families to camp. Your pack may plan to cover all or some of the expenses for families to attend a council organized Cub Scout camping experience in addition to Pack Overnights.

8 Program Materials. Each pack should provide certain program materials. Depending on the type of unit program, these could include den meeting supplies, craft tools and supplies, U.S. flag, pack and den flags, pine wood derby track, videos and books, or ceremonial props.

9 Training Expenses. Trained leaders are key to delivering a quality and safe program. Adult and youth leader training should be considered an integral annual pack expense. Providing the cost for adult leaders to attend training removes a potential barrier for adult leaders to continue their learning journey in Scouting.

* The same rate applies for registered adult Scouters.



10 Scout Assistance. Traditionally, the individual pays for the cost of scouting like the uniform. Your pack may have families that find the costs of Scouting beyond their financial means. Consider funds to assist these families.

11 Reserve Fund. The reserve fund should be intended for unexpected expenses. At times items in the budget may cost more than expected, a well planned budget has room for these situations.

12] Other Expenses. A gift to the the World Friendship Fund, snacks, or other expenses your pack may have.

SOURCES OF INCOME

Well planned fund-raisers will help prevent having to ask families for extra money every week. It is better to figure the total cost for the complete year up front. How your pack generates income is an important discussion topic with the pack committee and families in your pack. Most find a balance of dues and fund-raisers.

Some Important Points:

Paying your own way. This is a fundamental principle of the Boy Scouts of America. It is one of the reasons why no solicitations (requests for contributions from individuals or the community) are permitted by Cub Scout packs. Young people in Scouting are taught early on that if they

wantsomething in life, they need to earn it. The finance plan of any pack should include participation of the Cub Scouts.

An annual pack participation fee if completely contributed by parents, does little to teach a Cub Scout responsibility.

Except for council-sponsored product sales, all other money-earning projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting

standards on money earning, leaders should be familiar with the eight guides listed on the back of

the application, on the last page of this planning guide, and in the financial record books.

OTHER HELPS

Additional information concerning pack budget plans, the treasurer's responsibility, and records can be found in the the *Cub Scout Leader Book*.

The Pack Operating Budget Worksheet

To develop the pack budget, complete the worksheet with the unit leader and committee at the pack's annual program planning conference, and then share it with the Cub Scouts' parents. Be sure to keep parents involved and informed. The pack's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year. By sharing the pack's program plans and budgetary needs, you can help newly recruited Cub Scouts and their parents gain a greater understanding of just what fun is waiting for them during the pack's entire program year.



UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

Please submit this application to your council service center at least two weeks in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.

Pack
 Troop No. _____ Chartered Organization _____

Team
 Crew
Community _____ District _____

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? _____

About how much does your unit expect to earn from this project? _____ How will this money be used? _____

Does your chartered organization give full approval for this plan? _____

What are the proposed dates? _____

Are tickets or a product to be sold? Please specify. _____

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) _____

Have you checked with neighboring units to avoid any overlapping of territory while working? _____

Is your product or service in direct conflict with that offered by local merchants? _____

Are any contracts to be signed? _____ If so, by whom? _____

Give details. _____

Is your unit on the budget plan? _____ How much are the dues? _____

How much does your unit have in its treasury? _____

Signed _____ Signed _____
(Chartered Organization Representative) (Unit Leader)

Signed _____ Signed _____
(Chairman, Unit Committee) (Address of Chairman)

FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE: Telephone _____

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

1. *Do you really need a fund-raising project?*

There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

2. *If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?*

Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

3. *Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?*

Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

4. *Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?*

Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. *If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?*

All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

6. *If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?*

The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

7. *Will the fund-raising project avoid soliciting money or gifts?*

The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. **At no time are units permitted to solicit contributions for unit programs.**

8. *Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?*

Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.

#34427





FAMILY TALENT SURVEY



Each adult family member is invited to fill out a separate sheet.

Pack _____

Date _____

Welcome to our Cub Scout pack. Cub Scouting is for adult family members as well as youth. We have a fine group of families who have indicated a willingness to help. We invite you to add your talents and interests so that the best possible program can be developed for your child. We hope that you will enjoy being part of our pack's team and want you to know that whatever you can do to help will be appreciated.

- My interests/pastimes include: Social Media Music Sports (please specify): _____
 Health & Fitness STEM Travel Other Parent Groups (please specify): _____
 Family Activities Gardening Cooking Crafts Video Games DIY Projects Writing Art
 Other Volunteer Work (please specify): _____ Other (please specify): _____
- A topic I would enjoy teaching youth is: _____
- My job, business, or profession might be of interest to Cub Scouts: _____
- I have training or experience that might be helpful.
 First Aid or Safety-Related Training or Credentials (please specify): _____
 Teaching, Coaching, or Mentoring (please specify): _____
 Previous Scouting Experience (please specify): _____
 Other: _____
- I am willing to help my child and the pack by providing behind-the-scene support such as:
 posting on social media helping to welcome other new parents making contacts for trips and activities
 providing transportation serving as a pack committee member being part of a New Member Coordinator team
- I would be willing to help my child and the pack by assisting to present the program, perhaps serving as:
 an occasional presenter part of a team helping a Cub Scout den Den Leader or Assistant Cubmaster or Assistant
- I can help in these areas (please check applicable boxes for all ranks):

General Activities

- Carpentry
- Swimming/watercraft safety
- Games
- Nature
- Sports
- Outdoor activities
- Crafts
- Music/songs
- Citizenship/flag etiquette
- Bookkeeping

- Computer skills
- Drawing/art
- Radio/electricity
- Dramatics/skits
- Cooking/banquets
- Sewing
- Transportation
- Hiking
- Other _____

Special Program Resources

- I have a van SUV or truck
- I have a workshop.
- I have family camping gear.
- I have camping gear that others could use.
- I have access to a cottage, camping property or boat.
- I can help Webelos Scouts with Boy Scout skills.
- I can give other help. _____

Tiger Activity Areas

- Nutrition/health
- Magic
- Biking
- Astronomy
- First aid

Wolf Activity Areas

- Knots
- Sign language
- Coin collecting
- Physics
- Math/codes
- Collections
- Disabilities awareness
- Dinosaurs
- Compass use
- Health
- Gardening
- Civil service/military

Bear Activity Areas

- Pocketknives/wood carving
- Camping
- Computers/technology
- Citizenship/flag etiquette
- Fishing
- American Indian culture
- Animal care
- Forensics
- Physics
- Marbles
- Robotics
- General science

Webelos Activity Areas

- Outdoor cooking
- First aid
- Camping
- General science
- Disabilities awareness
- Survival skills
- Geocaching
- Geology
- Engineering
- Home repair
- Game design
- Wildlife
- Plant life
- Moviemaking

Adult Name _____

E-Mail address _____

[The best way to reach me is via email text cell phone

Street address _____

Youth Name _____

Phone(s) H- _____ C- _____ B- _____

home phone business phone.]

City _____ State _____ ZIP _____