

FACILITATORS GUIDE



CUB SCOUT LEADER POSITION-SPECIFIC TRAINING



SCOUTING U
Learn. Challenge. Lead.™

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Introduction

Why We Train Leaders

Every young person in the Scouting program needs and deserves a leader who understands the aims of the program and knows how to deliver it with enthusiasm and fun—in short, a trained leader. Because they understand their role, trained leaders have a positive influence on the lives of youth. How well we influence the lives of these youth depends on their leaders' understanding of the program and their responsibilities.

Cub Scout Leader Position-Specific Training

Cub Scout Leader Position-Specific Training has been developed to give new leaders the knowledge and skills, as well as to generate the enthusiasm, that they need to be successful. The course is designed to provide Cub Scout leaders with the basic information they need to successfully carry out the duties of their position. The course is intended to be conducted in a group setting with space available to break out the group into the different leader positions.

The Cub Scout Leader Position-Specific Training course brings together all the basics of Cub Scout leadership into one course, with separate mini-modules to deal with position-specific topics (den leader, Cubmaster, and pack committee and chair). It is made up of three modules.

The first module is a 90-minute introduction to Cub Scouting. All new leaders learn about the aims and methods of Cub Scouting, the pack structure, childhood development, uniforms, and advancement.

The second module consists of separate hour to hour and a half breakout sessions where den leaders, Cubmaster, and pack committee members and chairs will break into separate groups to focus on their specific positions. Den leaders will focus on the Bobcat Adventure, conducting a Cub Scout den meeting, resources they can use to help them conduct their meetings, den management, denners, den chiefs, and Arrow of Light patrol leaders. Cubmasters will focus on conducting a Cub Scout pack meeting, den management, denners, den chiefs, and Arrow of Light patrol leaders. And committee members will focus on conducting a Cub Scout pack

committee meeting, pack finance, annual program planning, and annual unit charter renewal.

The third module is an hour-long session that brings all the groups back together to learn about preparing families for outdoor programs, keeping Cub Scouting safe, involving adults in Cub Scouting, and continuing their learning journey.

The course should take about three and a half to four hours to deliver. It may be offered in a single morning or evening session with a minimum of preparation necessary. It can be facilitated by unit, district, or council trainers.

The Syllabus

This syllabus provides the detailed information that trainers need to deliver the course, either through group sessions (including small groups) or by personal coaching. The syllabus is not meant to be read verbatim. Trainers should be familiar with the content and be able to present it without reading. Experienced trainers can use their own words but must be sure to cover the content and meet all the learning objectives of each session. Key to the success of this training is the interaction among participants. It is important for trainers to observe participants throughout the training (especially during the hands-on activities) to be sure they have learned the topic.

When the course is complete, training code C42 should be entered into the training record for den leaders and assistant den leaders, training code C40 should be entered into the training record for Cubmasters and assistant Cubmasters, and training code C60 should be entered into the training record for pack committee members and chairs. Den leaders who complete this course and have current Youth Protection training are considered “trained” as a Lion, Tiger, Wolf, Bear, Webelos, or Arrow of Light den leader. Den leader training is the same regardless of the type of den the den leader is serving.

Youth Protection training is a joining requirement for all Scouting America volunteers and should be completed before this course whenever possible. It is recommended that you contact participants before the course and ask them to bring their completion certificate with them to the training. You may want to make Youth Protection training available to participants who have not completed

the training either online or face to face. A handout is provided in the appendix that can be emailed or distributed during this course. Urge the participants to take Youth Protection training as soon as possible if they have not done so already.

Planning the Training

Who Trains?

Delivery of Cub Scout Leader Position-Specific Training is the responsibility of the district training committee, with guidance from the council training committee. District training committees schedule group training sessions and develop plans for personal coaching. Cub Scout packs, through their pack committee, may also conduct group sessions and personal coaching within their packs.

The pack committee delivery model is not intended to replace group training done by districts and councils but to provide an additional way to make training available to all leaders. The objective for all trainers is to train as many leaders as possible, because every Scout in our program should have a trained leader. The pack committee helps accomplish that goal.

Before delivering training, all trainers should participate in The Trainer's EDGE course, usually conducted by the council.

Staff Development

The first staff development session for a group training course should be held approximately two months before the course begins. Additional staff development meetings may be held as needed, depending on the experience level of the training staff. Be careful not to meet more often than needed.

Each staff member should have a copy of this training manual and should study it carefully. This will help prevent unintentional duplication or repetition of material during the course. Each trainer needs to be aware of what others are presenting and when.

Staff Assignments

For group training, the course director should assign session topics to staff members based on their level of knowledge and experience in that subject. Backup presenters should be assigned for all sessions. Teaming two staff members to each session is another way to ensure a backup in case of a last-minute emergency and is a good technique for building experience in newer trainers.

Preparation

The material in this training manual should not be read to the participants. This means that trainers will need to prepare their presentations carefully, practice them, time them, and be thoroughly familiar with their content.

It is best for the training staff to meet at the location where the training will be conducted before the course to practice their presentations with their training aids and to be familiar with the facility. This meeting should occur early enough to allow time for changes to be made as needed.

Attention should be given to how participants will find the location. The use of directional yard signs and posters to guide participants help start the course on a positive and welcoming note. Consider all possible routes to and entry into the location.

Lettering on charts, posters, and computer-generated visuals should be checked for size and color combinations to be sure that it can be seen easily. The sound system and acoustics should also be checked. The timing of presentations may need to be adjusted to make sure the schedule is maintained.

Trainers should understand that the primary aim of each session is to meet the learning objectives. If the objectives of the session have been met, the session should be concluded, even if the time allotted has not been used. The times listed for each session are maximum times.

Adding Pizzazz

Morale features are vital in making training fun. An adult's attention span on a single subject is usually about 30 minutes. After that time, boredom and fatigue may set in. A song, skit, or game may be just what is needed for a change of pace. Icebreakers and other morale-building activities can be found in Group Meeting Sparklers. The Cub Scout Songbook is a great source for songs (which is free where you can listen to the songs at <https://soundcloud.com/user-973700341/sets/cub-scout-song-book>).

Scouting Is Like a Pie

Just about everyone enjoys pie. Some like pumpkin, others like cherry, and we can't leave out apple. Pie tastes great but imagine eating a whole pie in one sitting. More than likely, you wouldn't feel good, the taste of the pie would no longer be enjoyable, and you may even get sick. Usually when we have pie, we share it with friends and family. Serving each person, a small piece gives them a taste and leaves them wanting more. That's what you want as a trainer—leave them wanting more. Scouting is like a pie: If you overload new volunteers with information, they will leave with a bad taste in their mouth. Give them just enough so they have a taste, and they will leave satisfied. When they are ready for more, they will come back for seconds.

Position-specific training is the first step for new leaders; it is not an advanced course. Not every topic is covered in detail. While new leaders should be aware of these topics, the leaders may not have any direct responsibility for them. For these topics, we provide links to source documents or point leaders to the resource that has the details so they can look them up on their own if they are interested.

Scouting has a culture of continual learning. We want to encourage all volunteers to attend roundtable, University of Scouting, and other programs that provide opportunities to learn. The goal is to train leaders, not to conduct training courses. We know that time is valuable for everyone, both participants and trainers. However, avoid rushing through presentations. This training will more than likely be our first contact with a new leader and is Scouting's opportunity to make a first impression—let's make it a great one.

Presentations

To provide leader resources at no cost to volunteers requires resources to be digital assets. This allows for more resources to be given to leaders and the ability to keep the program current without adding additional costs to delivering the program.

Make sure that participants come prepared with a smart phone or other device that can connect to Scouting.org to access den meeting resources.

For those who do not have access due to extenuating circumstances create screen shots for PowerPoint presentations or printed handouts.

Trainer Resources and Display Materials

Gather the following materials for your sessions, depending on what you are teaching:

- Several different types of tents for the participants to set up in an open space.
- *Guide to Safe Scouting** - www.scouting.org/health-and-safety/gss/toc
- A poster board with:
 - The four methods of Scouting associated with wearing the uniform.
 - Identification
 - Achievement
 - Personal commitment
 - Personal equality
- Copies of:
 - Cub Scout adventure loops (samples)
 - Cub Scout badges of rank (samples)
 - Webelos and Arrow of Light adventure pins (samples)
 - Adventures colors (sample)
- *Scout Life*, current issue— <https://scoutlife.org/>
- *Scouting* magazine— <https://blog.scoutingmagazine.org/>
- Council and district training schedules and fliers
- *Scout Life* subscription forms - https://subscribe.scoutlife.org/subscribe/?_gl=1*o8swyk*_ga*MTA5MTYyMjgyMjI4xNzlwNDYwOTE0*_ga_X2RNHJNZKL*MTcyMDQ2MDkxNC4xLjEuMTcyMDQ2MTEwMC4wLjAuMA..
- Handouts from appendix

- The Cub Scout Six Essentials
 - Filled water bottle.
 - First-a Aid kit
 - Sun protection
 - Trail food
 - A Flashlight
 - A whistle
- Sample parents meeting agenda:
 - Welcome and introductions.
 - Chartered organization welcome—chartered organization representative or institutional head
 - Pack structure—what is a den?/what is a pack?
 - What Cub Scouts do—introduce Cub Scout badges of rank and Adventures.
 - Where to get your handbook and uniform—directions to local Scout shop.
 - Pack calendar—have the next six to nine months planned out.
 - Pack finances—review the pack budget including how the pack generates income and how it spends it on programs.
 - Pack communications—email, text, social media, etc.
 - Adult participation in the pack
 - Adult applications
 - Welcome new den leaders and others who agree to take on a leadership position.
 - Adjourn
- Pack flag
- U.S. flag
- Markers, pens, pencils
- Flip chart or whiteboard

Den Leader Training

- Cub Scout handbooks - <https://www.scoutshop.org/literature.html>
 - Lion, 660356
 - Tiger, No. 660353
 - Wolf, No. 646428
 - Bear, No. 646429
 - Webelos, No. 646430
- Candle and matches for conduct candle—Small candle with a burn time of two hours or less.
- A marble jar—Small mason jar and enough marbles to fill the jar.
- A talking stick or talking feather—Make your own or build the talking feather kit. - <https://www.scoutshop.org/catalog/product/view/id/910>
- Cub Scout Leader Book, No. 646725 - <https://filestore.scouting.org/filestore/cubscouts/pdf/33221%2824%29%20Cub%20Scout%20Leader%20Book.pdf>
- Cub Scout Songbook, No. 33222 - <https://www.scoutshop.org/catalogsearch/result/?q=cub+scout+songbook>
- Cub Scout training posters: Cub Scout Oath/Law/Code Posters – 3-pack, No. 646894 - <https://www.scoutshop.org/catalog/product/view/id/7409>
- Code of conduct prizes (if desired)
- Family Talent Survey, No. 34362 - filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf
- Sample den doodle
- Local resource lists
- Age-Appropriate Guidelines for Scouting Activities, No. 680-685 - filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf
- Den Leader Training Award Progress Record, No. 511-052 - <https://www.scouting.org/wp-content/uploads/2024/06/Den-Leader-Training-Award-24.pdf>
- Den Chief Handbook, No. 647787 - www.scoutshop.org/catalog/product/view/id/7936
- A set of den chief cords - <https://www.scoutshop.org/catalogsearch/result/?q=den+chief+cords>
- A set of denner and assistant denner cords - <https://www.scoutshop.org/catalogsearch/result/?q=denner+cords>
- Poster boards with:

- A sample code of conduct
- Scout Oath
 - On my honor I will do my best
 - To do my duty to God and my country and to obey the Scout Law;
 - To help other people at all times;
 - To keep myself physically strong, mentally awake, and morally straight.
- Scout Law
 - A Scout is:
 - Trustworthy,
 - Loyal,
 - Helpful,
 - Friendly,
 - Courteous,
 - Kind,
 - Obedient,
 - Cheerful,
 - Thrifty,
 - Brave,
 - Clean,
 - and Reverent.
- The seven methods used in Cub Scouting:
 - Living the Ideals
 - Belonging to a Den
 - Using Advancement
 - Involving Family and Home
 - Participating in Activities
 - Serving Home and Neighborhood
 - Wearing the Uniform

- Parts of a Den Meeting
 - Preparation and Materials Needed
 - Gathering
 - Opening
 - Activities
 - Closing
 - After the Meeting
- Markers, pens, pencils
- Flip chart or whiteboard

Cubmaster Training

- Code of Conduct
- Candle and matches for conduct candle—Small candle with a burn time of two hours or less.
- A marble jar—Small mason jar and enough marbles to fill the jar.
- A talking stick or talking feather—Make your own or build the talking feather kit.
www.scoutshop.org/catalog/product/view/id/910
- Sample annual pack program calendar
- Planning Your Pack's Annual Program Budget, No. 510-273
<https://www.scouting.org/wp-content/uploads/2022/07/Planning-Your-Annual-Pack-Budget-510-27322.pdf>
- Pack Meeting Planning Sheet, No. 511-815
filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/511-815.pdf
- Pack Operating Budget worksheet, No. 510-278 (Excel)
<https://www.scouting.org/wp-content/uploads/2022/07/Pack-budget-worksheet-August-2022.xls>
- Pack Program Planning Chart, No. 331-017
www.scouting.org/programs/cub-scouts/pack-committee-resources/
- Cubmaster's Key Progress Record, No. 511-053
<https://www.scouting.org/wp-content/uploads/2023/05/Scouters-Training-Award-for-Cub-Scout-Leaders-23.pdf>
- Unit Money-Earning Application, No. 34427
filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/34427.pdf
- Markers, pens, pencils
- Flip chart or whiteboard

Pack Committee Training

- Cub Scout Leader Book - <https://filestore.scouting.org/filestore/cubscouts/pdf/33221%2824%29%20Cub%20Scout%20Leader%20Book.pdf>
- Unit Money-Earning Application, No. 34427 filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/34427.pdf
- Pack Operating Budget worksheet, No. 510-278 (Excel) <https://www.scouting.org/wp-content/uploads/2022/07/Pack-budget-worksheet-August-2022.xls>
- Planning Your Pack's Annual Program Budget, No. 510-273 <https://www.scouting.org/wp-content/uploads/2022/07/Planning-Your-Annual-Pack-Budget-510-27322.pdf>
- Pack Program Planning Chart, No.331-017
- Sample pack calendar* - www.mac-bsa.org/Post/sections/28/Files/2009-2010_SamplePackCalendar.pdf
- Scouter's Training Award for Cub Scouting Progress Record, No. 511-057 <https://www.scouting.org/wp-content/uploads/2023/05/Scouters-Training-Award-for-Cub-Scout-Leaders-23.pdf>
- A council and/or district calendar
- The Annual Unit Charter Agreement - 41zfam1pstr03my3b22ztkze-wpengine.netdna-ssl.com/wp-content/uploads/2016/07/524182-Annual-Unit-Charter-Agreement-ENG.pdf
- Markers, pens, pencils
- Flip chart or whiteboard
- Poster boards with:
 - Parts of a pack committee meeting bulleted:
 - Before the Meeting
 - Welcome and Call to Order
 - Evaluating the Previous Month
 - Finalizing the Current Month
 - Planning Ahead
 - Safety Moment
 - Social Time and Fellowship

Presentation Equipment and Supplies

- Chalkboard or dry-erase board (if needed)
- Flip chart and easel(s) or whiteboard
- Markers, pens, pencils
- Scissors, tape, stapler, paper punch, poster board as desired
- Notebook paper
- Computer and projector/projector screen or monitor (if using computer presentation)
- One 5-by-7-inch index card with a dime-sized hole cut in it for each table.
- One penny for each table
- One 3-by-3-inch adhesive notepad and pens for each table

For Participants

- Copies of the *Scout Life* subscription forms
- Handouts from appendix

Course Objective

The purpose of this course is to introduce Scouters to the skills needed to effectively carry out their Scouting roles. In most cases, completing the course will make a Scouter “trained” for the role(s) covered in the course.

Target Audience

This course is targeted for all Scouters who serve in a Cub Scout leadership role:

- Cubmaster/ Assistant Cubmaster
- Den Leader/ Assistant Den Leader
- Pack Committee Chair
- Pack Committee

Class Timeline

The course is designed to be delivered with Module 2 as breakout sessions for specific positions and all other sessions to be done as a group. The entire course duration is 4.5 hours for scheduling and planning purposes.

Gathering Activity – 30 minutes:

Module 1: Group Session – 90 minutes:

- Welcome: 5 minutes
- Aims and Methods of Cub Scouting: 20 minutes.
- Pack Structure: 20 minutes
- Childhood Development: 15 minutes
- Cub Scout Uniforms: 15 minutes
- Advancement: 15 minutes

Break: 10 minutes

Module 2: Den Leaders – 70 minutes

- Bobcat: 15 minutes
- Conducting a Cub Scout Den Meeting: 15 minutes
- Resources: 15 minutes
- Den Management: 15 minutes
- Denners and Den Chiefs: 15 minutes

Module 2: Cubmasters – 70 minutes

- Den Management: 15 minutes
- Conducting a Cub Scout Pack Meeting: 30 minutes
- Denners and Den Chiefs: 15 minutes

Module 2: Pack Committee – 70 minutes

- Conducting a Cub Scout Pack Committee Meeting: 15 minutes
- Pack Finance: 15 minutes
- Annual Program Planning for Cub Scouting: 25 minutes
- Annual Charter Renewal: 15 minutes

Break: 10 minutes

Module 3: Group Session – 60 minutes

- Preparing Families for Outdoor Adventures: 20 minutes
- Keeping Cub Scouting Safe: 20 minutes
- Involving Adults in Cub Scouting: 10 minutes
- Continue the Journey: 10 minutes

Preparation Checklist

Physical Arrangements

- Prepare a gathering activity. Have it available for the participants during check-in. This is important because it is fun, and it models part of the instruction presented later in the training.
- Prepare an outside area or location for setting up tents. This will be used for the tent setup party demonstration midcourse.
- If possible, decorate the room with Cub Scouting posters. These posters will provide additional information for the participants to read.
- Create a typical den code of conduct poster to display. You will need to refer to this poster during the session on den management.
- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
 - Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure the room can be darkened as needed. Focus projectors and cue computer presentations.
- Check the PA system, if used. Set up training aids such as flip chart easels, chalkboards, whiteboards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.
- *Confirm internet connection and any needed logins or passwords.*

Exhibits

- Set up displays related to presentations.
 - Put up training posters as indicated on the materials list.
 - Set up a literature display, including the items on the materials list.
 - Set up a den doodle with a den advancement chart.

Trading Post

- Contact your local Scout shop to see if they would be willing to set up a trading post with essential items for Cub Scout leaders.

Time: 30 min	Gathering Activity
	It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience. Every trainer should have a name tag. For Registration • Furnish each participant with a name tag. Have marking pens available for their use. • Assign each participant to a training den based on their position (unless this has already been done). This will keep the dens together as they move into their role-specific training. Be sure, however, that the den size does not exceed the number of chairs at each table. • Direct them to their training den table for the gathering activity. The purpose of this activity is to: • Record attendance. • Welcome participants and make them feel at ease. • Form training dens (if not done previously). • Model an effective gathering activity. • Demonstrate ways to keep the youth active before a Cub Scouting event. • Build excitement among the participants for their role as future den leaders. Materials Needed: • A penny for each table



- An index card with a hole smaller than a penny cut in the middle. You can use a dime to draw the hole.

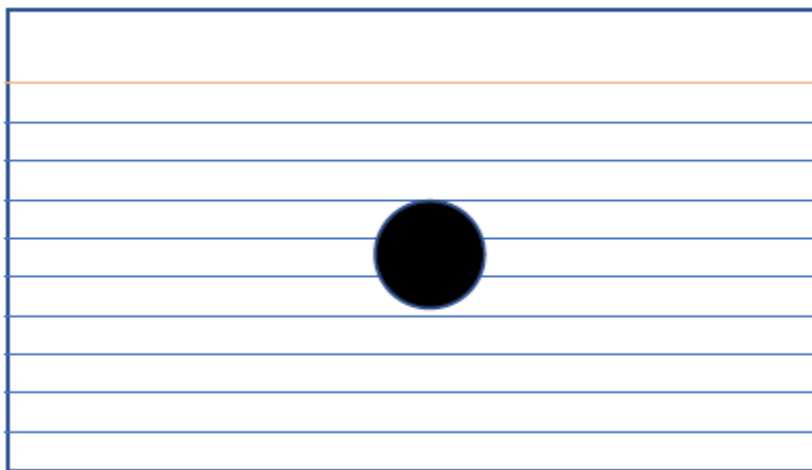
Push the Penny

Challenge the Scouters to pass the penny through an index card with a dime-sized hole in it without tearing the index card!

Possible solutions include the following:

1. Stick your finger through the hole, pushing the penny.
2. Fold the card in half and drop the penny into the hole so that it's sticking partially through the hole. Bend the card so that the outside corners come toward each other, making the hole wider. The penny will pass through the hole without tearing the card.

(Source: <https://www.goodtricks.net/easy-coin-trick-coin-melt.html>)





- Identify what it takes to become trained.
- Identify and define each of the aims and methods of Cub Scouting
- List the required leadership positions for a pack.
- Explain the role of the chartered organization.
- Identify the relationship between the chartered organization, pack committee, Cubmaster, and den leaders.
- Describe the different pack and den models.
- Identify three characteristics of children of these ages:
 - Kindergarten and first grade
 - Second and third grade
 - Fourth and fifth grade
- Identify the four ideals of Scouting that are accomplished by wearing the uniform.
- Identify the proper uniform for each rank.
- Explain the purpose of rank advancement.
- Identify which rank belongs to what grade.
- Identify what Cub Scout adventures are and how they relate to earning rank.
- Identify who can approve rank advancement.
- Recall how to record, report, and present rank



Poster Boards/ Flip Charts with:

- Scouting America Mission Statement
 - The mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

- The Pledge of Allegiance
 - I pledge allegiance to the Flag. of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.
- Scout Oath
 - On my honor I will do my best to do my duty to God and my country and to obey the Scout Law. To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.
- Scout Law
 - A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.
- The seven methods used in Cub Scouting:
 - Living the Ideals
 - Belonging to a Den
 - Using Advancement
 - Involving Family and Home
 - Participating in Activities
 - Serving Home and Neighborhood
 - Wearing the Uniform
- The four methods of Scouting associated with wearing the uniform.
 - Identification
 - Achievement
 - Personal commitment
 - Personal equality
- Copies of:
 - Annual Unit Charter Agreement (appendix)
 - Family Pack Structure organizational chart (appendix)
 - Single Gender Pack Structure organizational chart (appendix)
 - Pack Structure with Multi-aged Dens organizational chart (appendix)
 - Large Pack Structure Organizational Chart (appendix)
 - Characteristics of Cub Scouts (appendix)
 - Cub Scout advancement charts

- Markers, pens, pencils
- Flip chart or whiteboard
- Laptop with internet access (if possible)

Welcome (5 minutes)



SAY: Welcome to Cub Scout leader training. We are so glad you have started your journey on the path to becoming the best leader you can be. I want to share with you some insights about the training you are taking. Your learning is a journey, with scenic stops along the way. We'll start with the basics today, but just know that there is additional training you can take later once you have some experience under your belt.

Today we're going to complete a series of three modules, incorporating as many hands-on experiences as time will allow.

We'll start the first module together talking about some of the basics of Cub Scouting. In the second module we will break you up into groups based on your position and focus on role-specific skills, and in the third module we will come back together and discuss how to involve Scout parents or adult volunteers and what to focus on moving forward.

The second module is designed to help prepare you to complete the tasks specific to your role. For den leaders, we'll focus on your first den meeting; for Cubmasters, we'll focus on your first pack meeting; and for committee members, we'll focus on committee meetings and the planning conference.

Once you have completed the training today, you will have earned the Trained Leader patch to wear on your uniform. We appreciate you being here today and your commitment to the youth you will be working with. Remember, the Cub Scout motto is Do Your Best, and if you do your best as a leader, you will do great!

Aims and Methods of Cub Scouting (20 Minutes)



SAY: The mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Adult leaders keep the mission of Scouting America at the core of their planning and delivery of the program.

We reinforce this by making the Pledge of Allegiance, the Scout Oath, and the Scout Law a part of every den, pack, and committee meeting.

We use the Cub Scout salute each time we say the Pledge of Allegiance when we are in uniform.

The Cub Scout salute is made by placing the index and middle fingers of the right hand together and placing them just above the brow. If you are wearing a hat, you place your fingers at the front of the bill of the hat.

Demonstrate how to make the Cub Scout salute.

Print the Pledge of Allegiance on a flip chart prior to the course and have it posted where participants can see it.

SAY: Please stand with me as we face the flag and say the Pledge of Allegiance. If you are in uniform, salute the flag; if not, place your hand over your heart. For veterans, please give the hand salute.

SAY: We use the Cub Scout sign each time we say the Scout Oath and Scout Law.

The Cub Scout sign is made with the right arm held high and straight up above the shoulder, with the index and middle fingers forming a V. The other fingers are held down by the thumb. It's the sign of Cub Scouts all over the world.

The two raised fingers stand for the Scout Oath and the Scout Law.

The fingers look like the sharp ears of the wolf ready to listen. Leaders and Scouts should give the Cub Scout sign when saying the Scout Oath or the Scout Law. The sign is also used in the Living Circle and other ceremonies.

Demonstrate how to make the Cub Scout sign.

Print the Scout Oath on a flip chart prior to the course and have it posted where participants can see it.





SAY: Now we will say the Scout Oath. Let's raise our hands in the Cub Scout sign.

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Print the Scout Law on a flip chart prior to the course and have it posted where participants can see it.



SAY: And finally, the Scout Law. Let's raise our hands in the Cub Scout sign.

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.



SAY: Let's be seated.

By beginning all our meetings with these three things, we help Cub Scouts learn them and begin to understand what they really mean. Just as we have here, you'll want to post them so that your Cub Scouts can see them. As a part of their advancement, they are required to recite the Scout Oath and Scout Law.

The mission serves as the foundation of the organization, and to fulfill the mission there are specific goals called aims and ways to deliver the program called methods.



ASK: Who can tell me what the aims of Scouting America are?



When someone names an aim, write it on a flip chart.

The aims are:

- Character development
- Citizenship training
- Personal fitness
- Leadership development



SAY: To accomplish these aims, Cub Scouting uses seven methods.

The methods are:

- Living the Ideals
- Belonging to a Den
- Using Advancement
- Involving Family and Home
- Participating in Activities
- Serving Home and Neighborhood
- Wearing the Uniform

Have a prepared flip chart with the seven methods used in Cub Scouting written out prior to the course and have it posted where participants can see it.



SAY: Let's do an exercise to explore these methods.



Depending on the number of participants, assign one or two methods to each group.

Give the groups five minutes to prepare an explanation of the methods they have been assigned. They can use the leader guides, the internet, and each other as resources.

After five minutes, have them present their explanations to the larger group.

Descriptions should include:

- Living the Ideals
 - The Scout Oath and Scout Law are the ideals the program instills in youth and are ideals adult leaders strive to live by. The Cub Scout sign, salute, handshake, and slogan serve as physical reminders of the ideals.

- Belonging to a Den
 - The den—a group of six to eight Cub Scouts who are ideally in the same grade—is the place where Cub Scouting starts. In the den, Cub Scouts develop new skills and interests; they practice sportsmanship and good citizenship; and they learn to do their best, not just for themselves but for the den as well.
- Using Advancement
 - Recognition is important to everyone. The advancement plan provides is how Cub Scouting meets the aims of Scouting. It gives Cub Scouts a sense of personal achievement as they earn rank badges and strengthens family understanding as adult family members and the den leader works with members on advancement projects.
- Involving Family and Home
 - Whether a Cub Scout lives with two parents or one, other relatives, or a foster family, his or her family is an important part of Cub Scouting. Parents and adult family members provide leadership and support to ensure that Cub Scouts have a good experience in the program.
- Participating in Activities
 - Cub Scouts participate in a huge array of activities, including games, projects, skits, songs, outdoor activities, trips, and service projects. Besides being fun, these activities offer opportunities for growth, achievement, and family involvement.
- Serving Home and Neighborhood
 - Cub Scouting focuses on the home and neighborhood. It helps Cub Scouts strengthen connections to their local communities, which in turn supports their growth and development.
- Wearing the Uniform
 - Cub Scout uniforms serve several purposes. They demonstrate membership in the group by having everyone dress alike, and they identify individual achievement, with Scouts wearing the badges and pins they've earned. Wearing the uniform to meetings and activities also encourages a neat appearance, a sense of belonging, and good behavior.



- The uniform represents a democratic idea of equality, bringing people of different backgrounds together. When universally adopted, it covers up all differences of social or economic background.

SAY: These seven methods used in Cub Scouting help accomplish the overall goals of building character, learning citizenship, developing personal fitness, and developing leadership and bring Cub Scouting to life for children and their families.

Pack Structure (20 Minutes)



SAY: Each Cub Scout pack has its own unique characteristics. Location, whether urban, rural, or suburban; size; family pack or single-gender pack; and type of chartered organization can all be differences among each individual pack.

One of the many characteristics that all packs have in common is the goal to deliver the Cub Scouting program to youth and their families.



ASK: What kinds of packs do you currently belong to?

Allow a minute or two for sharing.

Answers could include:

- All girls/all boys
- Family pack
- Mixed grades
- Single grades
- Small/large pack
- Family dens



SAY: In a Cub Scout pack, there are several volunteer leadership positions that are required and others that are optional. Let's talk about these volunteer positions and the roles they play in the pack. Let's also look at several common pack and den structures.

Cub Scout activities take place primarily within the den setting, although some take place with the pack. Requirements for completion of adventures, which lead to the badge of rank, are usually completed in the den meetings, but some Adventures can be completed as a pack. The pack consists of all the dens in the pack, which come together as one for recognition and special activities. The pack exists to support these dens and it serves as the official entity, or unit, of Cub Scouting.

The Cub Scout pack requires a variety of leaders who work together to make Cub Scouting work. This group includes the chartered organization representative, a pack committee chair, pack committee members, a Cubmaster, and den leaders. All these positions are required, and these people perform as a team.

Let's start with the chartered organization.

An organization that partners with Scouting America to provide the Scouting program is called a chartered organization. Each Cub Scout pack, as well as all other Scouting America units, are required to have one.



ASK: Who is your chartered organization? How does it help you?

Allow a minute or two for sharing.

Answers could include:

- Church
- Business
- Organization

Helps with:

- Leaders
- Place to meet
- Support



SAY: The chartered organization adopts the Scouting program and provides a meeting place or assists in securing one in addition to other resources. Examples of chartered organizations are churches or other religious institutions, civic groups, or community organizations. In all cases a qualified chartered organization must share the values of Scouting and may not use Scouting for political or special interest purposes.

This partnership is often mutually beneficial when it is the goal of the chartered organization to serve its own youth membership or the youth in the community. The chartered organization may choose to serve both its own youth members and youth in the community.



Hand out copies of the Annual Unit Charter Agreement (appendix).



SAY: An annual agreement, called a charter, exists between the unit and the chartered organization.

The charter contains actions that the chartered organization agrees to perform and support that Scouting America agrees to provide through the local council. The chartered organization helps to select and approve the volunteer adult leaders in its units.

A representative is selected by the head of the chartered organization to serve as the point of contact for the pack and provide direct support to the pack from the chartered organization. This person is known as the chartered organization representative. This is a required position in the pack.

Every pack is required to have a pack committee. At a minimum is three people, a pack committee has a committee chair and two members of that committee - it is recommended that those positions be a pack treasurer, and secretary. Successful packs actively recruit as many parents as possible to serve on the pack committee.

The new member coordinator, outdoor activities chair, and advancement chair are official positions on the committee, and you can find position descriptions for these and other positions in the Cub Scout Leader Book. Other positions you may include on your pack committee include a pinewood derby coordinator, fundraising coordinator, blue and gold banquet coordinator, and others as needed.

The Cubmaster, any assistant Cubmasters, and den leaders or other representatives of each Cub Scout den also serve on the committee. Their inclusion ensures excellent communication and planning between all leaders and committee members.

The pack committee supports the activities of the pack, including recruitment of new members. It provides an administrative infrastructure to handle tasks such as managing registration for youth and adults, purchasing program supplies and recognition items, and coordinating camp or other pack activity attendance.

The pack committee provides financial support for the den leaders to purchase program supplies and materials. Each pack will have its own unique way of managing pack finances under the direction of the chartered organization. The pack committee is also responsible for identifying and recruiting the adult volunteers who serve the pack.

The next required position for a pack is the Cubmaster. The Cubmaster's main responsibility is to conduct pack meetings and serve as the master of ceremonies. Larger packs may have assistant Cubmasters who help organize pack meetings or who may be preparing to serve as the next Cubmaster.

The final and most important required position in the Cub Scout pack is that of den leader. Den leaders are the adults who have direct interaction with the youth, delivering the Cub Scouting program as it is presented in the handbooks.

Ideally, a pack has a den for each grade and has its own den leader and assistant den leader. Give thoughtful consideration to selecting each den leader. A strong den leader will attract families to the den and retain the Cub Scouts.

While two-deep leadership and other Youth Protection standards must always be used, a den can fulfill these requirements by having an assistant den leader or co-den leaders, or by having each parent or guardian register as a leader with the pack.

The schedule of meetings for each den is determined by the den leader and the families of the Cub Scouts in the den. This includes frequency of meetings, day of the week, and time of day. Typically, two den meetings per month will enable the members of the den to complete the adventures and requirements for their badge of rank in time for the blue and gold banquet in February. After that, the den continues to meet for the duration of the program year, which typically parallels the school year.

It is fine if dens earn their badge of rank somewhat later than the blue and gold banquet in February, if it is before the end of the school year when the Cub Scouts are now in the next grade and begin working on the next rank.



Hand out copies of the Family Pack Structure, Single-Gender Pack Structure, Pack Structure with Multi-aged Dens, and Large Pack Structure organizational charts (appendix).



SAY: Now that we have covered the required positions, let's look at some examples of pack organizational charts.

These are just examples; your pack may be a little different. Each of these models has the required positions but have different optional positions to meet the needs of their pack.

Most Cub Scout Packs are family pack serves both girls and boys.

The organizational chart for a single-gender pack is much like the family pack.

The organizational chart for multi-aged dens is often used by small packs that may have dens with multiple ages in each den. Cub Scouts in these dens still work on their grade-specific ranks from their handbooks, but they may share common activities as they work on similar adventures.

A large pack that has multiple dens for each grade level may resemble the Large Pack Structure chart. Remember that dens should have from six to eight youth. Additional positions are added to the pack committee to delegate responsibilities.

If your pack has family dens with girls and boys remember that at 5th grade dens are to be single gender to prepare those Cub Scouts to join a single gender Scouts BSA troop.

When there is not a Scouts BSA troop for your 5th grade Webelos to join start the conversation early about forming a new troop.



ASK: How are your packs organized?

Allow a minute or two for sharing. Looking for:
One of the kinds just discussed.



SAY: As you can see, a Cub Scout pack may choose the structure that best meets its needs, always using two-deep leadership and adhering to Youth Protection standards and practices.

These varying pack structures allow for flexibility in delivering the Cub Scouting program to maximize the quality of the program and engage as many families as possible.

There are many different structures that a Cub Scout pack can adopt, but they all have the same required leadership positions and work toward the same goal of delivering the Cub Scouting program to youth and their families.

Childhood Development (15 Minutes)



SAY: While all youth mature at their own pace—cognitively, physically, emotionally, and socially— there are some characteristics that we can identify among the different grade levels. Having a basic understanding of normal childhood development will give you a bit of insight into how to best work with the Cub Scouts in your den or pack.



Middle childhood comprises the period from ages 4 to 8. Late childhood is the period roughly from ages 9 to 12. Cub Scouts fall within these age groups. Let's take some time to talk about kindergartners and first-graders, second- and third graders, and fourth- and fifth graders and some of their general characteristics.

Hand out copies of the Characteristics of Cub Scouts (appendix).

SAY: Let's start with kindergartners and first-graders, who are Lions and Tigers.

They are just starting to refine their large motor skills. They may be riding tricycles or bicycles with training wheels.

However, their attention spans are short, and they may become easily bored.

They tire easily but love to be active. At times they may appear clumsy and accident-prone and need good supervision.

Socially, they are developing friendships and learning to play cooperatively.

They look for comfort and reassurance from their primary caregivers and teachers, including their den leader.

They are eager to share and enjoy boasting about accomplishments and are quite enthusiastic about learning new skills.

They may cry easily when embarrassed or hurt. Sometimes children of this age will throw tantrums when things don't go their way.

Emotional regulation is difficult, and they need adults to help them express feelings appropriately.

For these reasons, and others, having an adult partner with the Lion or Tiger at all Cub Scout den and pack meetings and activities is a requirement.

Second- and third graders, who are Wolves and Bears, are growing in their physical strength and endurance.

They are curious about the way things work and have vivid imaginations.

At this age they can understand the difference between right and wrong.

They have a keen sense of rules and will protest if they think someone is cheating.

They may be highly critical of themselves and often need some encouragement from caring adults.

They are eager to please and demonstrate this by wanting to help.

Although Cub Scouts of this age can tell time, they have little understanding of what time means and cannot tell how much time has passed or how to manage their time on a project.

Having mastered the ability to play cooperatively, they enjoy having a close circle of same-gender friends.

However, they are more susceptible to peer pressure, which can be positive or negative.

Wanting to play on the same sports teams or wanting to play together outside of school signals the importance of having close friends.

Children of this age still need help managing and expressing their emotions, but they are also showing a greater sense of empathy for one another.

Fourth- and fifth graders, who are Webelos and Arrow of Light, have well-developed eye-hand coordination and can better think through an action before performing it.

Their physical stamina is also growing. Their fine motor skills are becoming refined, and they are more willing and able to take on more tedious tasks and crafts.

Their sense of time has improved, and they can better manage their time to complete a project, with the help of their den leaders and perhaps den chief.

They now like to be part of the planning process for projects, campouts, and pack meetings etc., as they are now more organized in their thinking skills.

They are growing in confidence and may be devoted to one or several sports or extracurricular activities.

Their attention spans are increasing, and they can sit and discuss issues of importance; they may bring up topics other than the topics presented in their adventures.

They understand rules better than younger Cub Scouts, and they now understand the difference between intentional and accidental rule breaking.

They may ask many questions and appear more sensitive and curious about the feelings of others, including adults.

Webelos and Arrow of Light Scouts are very devoted to their friends and may have a best friend.

In all children of Cubage Scout, you may see a great difference in physical size and appearance even among those who are the same age. These differences in size can sometimes lead an adult to mistake physical size for social maturity. Some children develop socially and emotionally earlier than they do physically. For other children, it is the opposite.

Boy Behavior and Girl Behavior



SAY: We know that each child develops at his or her own pace, but girls and boys can behave differently and express themselves differently. Research has shown that there are some differences we should be aware of. Let's see where you think differences are.



ASK: Who do you think is more likely to express themselves more with their actions?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is boys. On average, most young boys tend to be physically active.



ASK: Who do you think is more likely to show more social aggression, such as name-calling or excluding others?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is girls.



ASK: Who do you think is more likely to show more physical aggression, such as hitting and kicking?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is boys. One of the reasons that adult partners are required to be with each Lion and Tiger is to aid in managing behaviors.



ASK: Who do you think is more likely to be better at talking about their emotions?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is girls. Be alert for Cub Scouts who might have trouble joining in group activities or who seem to be isolating themselves.



ASK: Who do you think is more likely to show signs of more physical and emotional maturity and may be entering puberty at 9 to 10 years of age?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is girls. Girls might tend to be taller than boys of the same age and therefore look older.



ASK: Who do you think is more likely to find it hard to talk about their emotions?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is boys. You can help them by asking simple questions such as “How do you feel about that?” or “How do you think someone else might feel if that happened to them?”

Be alert for Cub Scouts who might have trouble joining in group activities or who seem to be isolating themselves.



ASK: Who do you think is less likely to show signs of physical and emotional maturity early?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is boys. Boys of this age may not be showing any signs of entering puberty.



ASK: Who do you think is more likely to be comfortable using words to express themselves?



SAY: Raise your hand for boys. **(Pause and count.)**

Raise your hand for girls. **(Pause and count.)**

It is girls. You may find that girls in a den can sit for longer periods of time and have lengthier attention spans.



SAY: Well done! As an adult leader in Cub Scouting, you are serving as a role model and mentor for the youth in your den and pack.

Maintaining patience and a positive attitude as you work with children of any age can have a profound influence on those children.

Your actions will speak louder than words. Children may not remember your words, but they will remember how you treated them and how they felt being in your presence. Having a basic understanding of normal childhood development will give you a bit of insight into how to best work with the Cub Scouts in your den or pack. Being aware of these characteristics can help you plan for and work with each grade level in the best way possible.

Cub Scout Uniforms (15 Minutes)



SAY: Wearing uniforms has been a method of Scouting from the beginning, and decades of experience show uniforming to have many benefits. The Scout uniform is one of the seven methods of Cub Scouting used to support the values embodied in the Scout Oath and Scout Law. There are also four ideals associated with wearing the Scout uniform.



Write the four ideals of Scouting that wearing the uniform supports on a flip chart prior to the course and have it posted where participants can see it.

- **Identification**
- **Achievement**
- **Personal commitment**
- **Personal equality**



SAY: The uniform is a sign of identification. Youth and adult members who wear the uniform can be identified as members of Scouting America. The uniform is a visible reminder that Scouting is a positive force for good in the community and for the character development of all its members. When the uniform is properly worn and cared for by both youth and adult leaders, the uniform builds a good den and pack spirit.



ASK: Think about when you wear your uniform.

Does the uniform help you identify other Scouters?

When you arrived here today, did the uniform help you realize you were in the right place?

Allow a minute or two to discuss.

Answers could include:

- **At meetings and outings**
- **Special functions**
- **Camp**
- **Helps identify other Scouters**



SAY: The uniform is a sign of achievement. The uniform shows the wearer's activity, responsibility, and achievement. The accomplishments of every youth and adult member can be recognized by the insignia worn on the uniform. The only thing you can tell about someone in uniform is where they are from and what they have accomplished as an individual.

The uniform is a constant reminder to all members of their commitment to the ideals and purpose of Scouting. It is a way of making visible members' commitment to the Scout Oath and Scout Law.

The uniform is a sign of personal equality. The uniform represents a democratic idea of equality, bringing people of different backgrounds together. When universally adopted, it covers up all differences of social or economic background.

Now let's look at each of the specific uniforms for the different ranks.

Each rank in Cub Scouting has its own badge of rank and a specific color associated with it: kindergarten/ Lion is gold, first grade/Tiger is orange, second grade/Wolf is red, third grade/Bear is light blue, fourth grade/Webelos is green. Other than that, the uniforms are very similar.

Kindergartners in the Lion program wear the official Lion T-shirt and hat. If the den chooses, Lions may wear the blue Cub Scout uniform shirt with the Cub Scout socks or official Cub Scout shorts, pants, or skort with a Cub Scout belt to wear their adventure loops on. The den may also choose to wear an optional Lion neckerchief and neckerchief slide that can be worn with the T-shirt.

First-grade Tigers, second-grade Wolves, third-grade Bears wear the official Cub Scout blue uniform top, and official bottoms along with a Cub Scout belt, socks, and a rank-specific hat, neckerchief, and neckerchief slide.

Fifth grade Arrow of Light Scouts wear the official tan Scouts BSA shirt with blue shoulder loops and official green bottoms along with a Scout belt and green socks.

They may choose to wear an official Scouts BSA neckerchief or hat, there is no Arrow of Light neckerchief, hat, or neckerchief slide as Arrow of Light Scouts are transitioning into Scouts BSA.

The Webelos and Arrow of Light Scouts use the Webelos colors to display their adventure pins.

Adult leaders in Cub Scouting wear the official tan Scouts BSA shirt with blue shoulder loops and official Scouts BSA pants, shorts, or skort along with a Scout belt, green socks, any official BSA hat, any official BSA neckerchief, and any neckerchief slide.

Details for youth and adult uniforms can be found in the Guide to Awards and Insignia in addition to the uniform chapter in each of the Cub Scout handbooks.

A printed copy of the Guide to Awards and Insignia may be purchased at www.scoutshop.org or through your local Scout shop or may be downloaded from <https://www.scouting.org/resources/insignia-guide/>.

Set the expectation early on that everyone, including adult leaders, will make every effort to have a full uniform and wear it properly. Communicate with parents and other leaders that the uniform is a method that reinforces four important ideals in Scouting.

Advancement (15 Minutes)



SAY: Cub Scout advancement is the process by which Cub Scouts earn their badges of rank or make progress toward their rank by earning adventures. On the advancement trail, Cub Scouts progress from rank to rank, learning new skills as they go.

As they advance through the ranks, the requirements get more challenging to match the new skills and abilities they learn as they get older.

Cub Scout advancement includes a wide range of group and individual activities kids enjoy. More importantly, the activities are carefully selected to encourage moral, physical, and intellectual development.

Advancement is one of the methods used to achieve Scouting's aims and desired outcomes. Each level of the program from Lions to Arrow of Light is designed to achieve these goals through a series of developmentally appropriate and fun adventures.

As Cub Scouts complete adventures and earn the ranks of Lion, Tiger, Wolf, Bear, Webelos, and Arrow of Light, the advancement program is how Cub Scouting accomplishes the aims of Scouting; character, leadership, personal fitness, and citizenship it is also how we deliver on areas of importance which are the outdoor program, personal safety, family, and reverence.

A rank in Cub Scouting refers to one of the six badges that are designed for each grade from kindergarten through fifth grade.



ASK: Can anyone identify all six ranks and the grade they are associated with? Write them on the flip chart.



Allow a minute or two to discuss. Write responses on the flip chart.

They are:

- **Kindergartners work on their Lion rank.**
- **First-graders work on the Tiger rank.**
- **Second graders work on the Wolf rank.**
- **Third graders work on the Bear rank.**
- **Fourth graders work on the Webelos rank.**
- **Fifth graders work toward the Arrow of Light.**



SAY: To earn a rank, a Cub Scout earns smaller awards known as adventures.

To earn a rank a Cub Scout earns smaller awards known as Cub Scout Adventures. To earn each badge of rank a Cub Scout must earn the six required Adventures and two elective Adventures. Each Adventure focuses on a specific topic. Three of the six required Adventures for each rank focus on the aims of Scouting America: character, leadership, citizenship, and personal fitness. The other three required Adventures focus on areas of importance in Scouting America: outdoors, personal safety awareness, family and reverence. The required Adventures for each specific topic have a common activity that is shared across all the ranks making it easier to deliver the program to all types of dens and packs.

Each rank features The Bobcat required Adventure which focuses on character and leadership which are two aims of Scouting America. The common activity is getting to know the members of their den and completing the activities in the booklet “How to Protect Your Children from Child Abuse: A Parent’s Guide.”

The outdoor required Adventures are designed to get Cub Scouts outside, learn about the Cub Scout Six Essentials, and understand their local environment. The common activity is to take a walk outside.

The personal fitness required Adventures are designed to get Cub Scouts active and to develop good eating habits, and proper rest. Personal fitness is an aim of Scouting America and being physically strong is part of the Scout Oath. The common activity is to be active for 20 minutes or more.

The citizenship required Adventures all have a requirement to participate in a community service project teaching Cub Scouts to be active citizens. Citizenship is another aim of Scouting America.

The personal safety awareness required Adventures include a video series developed by the Barbara Sinatra Children’s Center Foundation called the Protect Yourself Rules.



A foundational method of Cub Scouting is family involvement. The family and reverence required Adventures are designed for families to explore their family faith traditions together. Reverence is the twelfth point of the Scout Law.

The requirements for all adventures are in the Cub Scout handbooks.

SAY: Den leaders are responsible for planning enough den meetings and outings to ensure that the Cub Scouts in their den can earn their rank by the end of the school year at the latest.

Dens that meet more frequently will earn their rank sooner than a den that meets less often.

Those who earn their rank early should continue to meet through the end of the school year and earn additional elective adventures.

Fifth graders ideally should earn their rank by February, so they can join a troop in time to prepare for summer camp.

There are some adventure requirements that are done at home, with the family, and cannot be done in a den meeting. Each handbook has a chapter called Cub Scout Family Activities which highlights what activities for the required Adventures are designed to be done at home.

There are also times when a Cub Scout may miss a den meeting. A Cub Scout's parent, guardian, or other caring adult may complete requirements with their Cub Scout, and then inform the den leader when the requirements have been completed.

Keeping track of each Cub Scout's advancement is the responsibility of the den leader.



If you have a laptop with internet access, bring up Scoutbook:

<https://www.scoutbook.com/>

SAY: Recording and tracking each Cub Scout's progress is done with Scoutbook. Scoutbook is the official Scouting America tool that allows leaders to record, approve, and report advancement.

Scoutbook will create a digital report that can be used to purchase badges of rank at the local Scout shop. It can also create a shopping list to ensure you don't miss purchasing a Scout's recognition.

Scoutbook allows parents and guardians to access their Cub Scout's advancement so they can stay connected to their Cub Scout's progress. Scoutbook can also track and record adventures.

To learn more about Scoutbook, visit <https://scoutbook.scouting.org/>, login, click Help and review the Frequently Asked Questions.

Adventures are designed to be instant recognition. Once a Cub Scout starts working on an adventure, the den leader may purchase the adventure loops or pins so that once all the requirements of the adventure are completed, the Cub Scout receives the recognition instantly.

At the next pack meeting, they may receive their adventure pocket card or other recognition for their completion.

Your pack may choose to present adventure loops or adventure pins at a pack meeting. Either way, make sure that Cub Scouts are recognized for their achievement in a timely manner. When Cub Scouts earn their rank, it should be presented at a well-prepared pack meeting.

	Advancement is one of the most important methods used in Scouting and is certainly the most visible. Each rank is designed to be grade specific and age appropriate. Earning the different ranks helps instill the values of the Scout Oath and Scout Law and fulfills the mission of Scouting America, which is to help young people make moral and ethical choices over the course of their lifetime. Summary (1 Minute) SAY: We've covered the aims and methods of Scouting, the pack structure, some basics on child development, the Cub Scout uniform, and how advancement works. These are things that apply to all of us no matter our position. Let's stop here and take a 10-minute break. When we come back, we'll split up into groups by positions and work on things specific to your role.
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Time: 70 min	Module 2: Den Leaders
	After this session participants will be able to: • Define Bobcat. • Define the core values of Cub Scouting • Identify the parts of a den meeting. • Recall scouting.org and the youth handbook as the primary resource for den meetings. • Explain how valuable other adults are as a resource. • Identify the Family Talent Survey as the way to determine specific resources. • Identify how to approach and ask others for help. • Locate resources. • Describe four proactive methods used to positively manage den behavior. • Identify the roles of the denner, den chief, and Arrow of Light Patrol Leader. Materials Needed: • Cub Scout Lion kit • Cub Scout handbooks ○ Tiger ○ Wolf ○ Bear ○ Webelos ○ Arrow of Light • Candle and matches for conduct candle—Small candle with a burn time of about four hours. • A marble jar—Small mason jar and enough marbles to fill the jar. • A talking stick or talking feather—Make your own or build the talking feather kit. • Cub Scout Leader Book • Cub Scout training posters: Cub Scout Oath/Law/Code Posters – 3-pack, No. 646894 • Code of conduct prizes (if desired) • Family Talen Survey, No. 34362
	

- Sample den meeting plan
- Sample den doodle
- Local resource lists
- Age-Appropriate Guidelines for Scouting Activities, No. 680-685
- Den Leader Training Award Progress Record, No. 511-052
- Den Chief Handbook, No. 647787
- A set of den chief cords
- A set of denner and assistant denner cords
- Poster boards with:
 - A sample code of conduct
 - Scout Oath
 - On my honor I will do my best
 - To do my duty to God and my country and to obey the Scout Law.
 - To help other people at all times;
 - To keep myself physically strong, mentally awake, and morally straight.
 - Scout Law
 - A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.
- The seven methods used in Cub Scouting:
 - Living the Ideals
 - Belonging to a Den
 - Using Advancement
 - Involving Family and Home
 - Participating in Activities
 - Serving Home and Neighborhood
 - Wearing the Uniform
- Parts of a Den Meeting
 - Before the Meeting
 - During the Meeting
 - After the Meeting
- Markers, pens, pencils
- Flip chart or whiteboard

Bobcat (15 Minutes)



SAY: The Bobcat Adventure is designed to be the first required Adventure that a den does together. It doesn't have to be the first Adventure earned. The requirements are designed to help build the den, to develop character, and leadership.

The requirements for each of the rank specific Bobcat required Adventures are designed to be age appropriate. At the Lion, kindergarten, and Tiger, first grade, ranks the Bobcat introduces youth to the basic concepts of Cub Scouting such as the Cub Scout motto.

In second grade concepts of the Scout Oath and Law are introduced in addition to the meaning and purpose of the Cub Scout sign and salute.

In the third-grade leadership concepts are introduced and carried into the Webelos and Arrow of Light Bobcat Adventures.

There is one requirement that every rank's Bobcat Adventure has and that is to get to know the members of your den.



ASK: What are some activities you could do to help Cub Scouts to get to know the members of their den?



Allow a minute or two to discuss. Write responses on the flip chart. Make sure that suggestions are in accordance to the Guide to Safe Scouting and are age appropriate.



SAY: You can find suggested activities with complete instructions for the Bobcat Adventure along with all the Adventures on Scouting.org. Requirements for Adventures were written to give you flexibility and creatively to conduct an activity that best meets your skills and resources by providing on-line options and the ability to be creative.



Show the Bobcat rank requirements in each of the Cub Scout handbooks. Make sure participants review the requirements for Bobcat for their den type in the appropriate handbook and scan the QR code to review the recommended activities for each requirement. Remind them that you only need to do one activity to complete the requirement.



SAY: In addition, parents and guardians will find important information in the handbooks that will help them better understand the values of the Cub Scouting program to help reinforce them at home.

There is a chapter in each Cub Scout handbook that is designed for parents called the Cub Scout Parent Guide. Make sure to point this out to each parent. Parents of Lions and Tigers have separate Adult Partner Guides that come with their Cub Scout's handbook.

Most Cub Scouts will be able to complete the requirements for Bobcat within one meeting.

Be sure to communicate to each parent or guardian of your Cub Scouts that to complete the activities in the "How to protect your children from child abuse a parent's guide" is to be done at home and to let the den leader know once they have completed it.

Now let's look at the key concepts of Cub Scouting that are used to help reinforce character and leadership skills.

The Scout Oath is a promise that everyone in Scouting makes. It is a promise that has three parts to it: duty to God and country, duty to others, and duty to self. These are known as the three points of the Scout Oath.

In each Cub Scout handbook and Adult Partner Guide and in the Cub Scout Leader Book, there is a detailed explanation of the Scout Oath written for Cub Scout-age youth.

The Scout Law contains 12 values that everyone in Scouting strives to live by and use as a moral compass. These values give everyone involved in Scouting common ground. Scouting defines the meaning of each of these values as it relates to the Scouting program.

As with the Scout Oath, in each Cub Scout handbook and den leader guide and in the Cub Scout Leader Book, you will find how Scouting defines each of the 12 points of the Scout Law in a way that Cub Scout– age youth can best understand.

The Scout Oath and Scout Law are ideals and are not always easy to live up to. In Cub Scouting we introduce the concept of having values to live up to.

Memorization of the Scout Oath and Scout Law is not a requirement.

For Arrow of Light Scouts, the Bobcat Adventure focuses on Scouts BSA concepts such as the patrol method, the Scouts BSA sign, salute, and handshake. If you are an Arrow of Light den leader, use these concepts instead of Cub Scout concepts to help prepare Arrow of Lights Scouts for Scouts BSA.

Earlier we used the Cub Scout sign when we started our meeting. The Cub Scout sign is a method used to give Cub Scouts a sense of belonging and to draw Cub Scouts' attention to prepare them to listen. The sign is made simply by raising your right arm and extending your index and middle fingers with the two forming a V.



ASK: Does anyone remember what the two fingers represent?

Allow a minute or two to discuss. Looking for:

The fingers represent the sharp ears of the wolf ready to listen.



SAY: That's right. The fingers represent the sharp ears of the wolf ready to listen.

The Cub Scout sign is used when either the Scout Oath or Scout Law is recited and to get everyone's attention. Shouting or yelling is not the best way to get anyone's attention, especially Cub Scout-age children.

Cub Scout leaders used the Cub Scout sign to help redirect and refocus their Cub Scouts.

When explaining the Cub Scout sign for the first time, tell Cub Scouts that the two fingers are the ears of a wolf and when they see someone raise the sign, they too should raise their sign to show that they are ready to listen. Ask the Cub Scouts when someone is listening what are they not doing? Usually a Cub Scout will say "not talking."

After you explain how the Cub Scout sign works, have them practice. Tell the Cub Scouts that on the count of three you want them to make a lot of noise, but once they see the sign go up, they are to put their sign up and listen.

Let's practice the Cub Scout sign.



Demonstrate the Cub Scout sign and observe how the participants are making it. Redirect as needed.

SAY: When greeting another Cub Scout, use your right hand to shake but extend your first two fingers like the Cub Scout sign. This is to encourage each other to live up to the Scout Oath and Scout Law.

Let's practice the Cub Scout handshake. Turn to a den mate and shake hands.

The Cub Scout salute is a method used to show respect and duty to country. The Cub Scout salute is made by placing the index and middle fingers of the right hand together and placing them just above the brow. If you are wearing a hat, you place your fingers at the front of the bill of the hat.

The salute is used when reciting the Pledge of Allegiance, when the U.S. flag is being raised or lowered, or when the U.S. flag is on parade.

We do not use the Cub Scout salute to salute individuals.

Let's practice the Cub Scout salute. Demonstrate the Cub Scout salute and observe how the participants are making it. Redirect as needed.



SAY: The last requirement for Bobcat is done at home and deals with an important topic. The BSA has established important barriers to abuse.

Methods for creating barriers to abuse include educating parents, leaders, and Cub Scouts themselves on the different types of abuse, how to spot them, and what to do if you suspect abuse. Once this requirement has been completed by the parent or guardian with the Cub Scout, they notify the den leader, and the requirement is checked off as completed.

The Bobcat Adventure will more than likely be a Cub Scout's first accomplishment in Scouting. Presenting the Bobcat Adventure should be done at a well-prepared pack meeting.

Make the ceremony meaningful.



Conducting a Cub Scout Den Meeting (15 Minutes)

SAY: Once you have the basics of Cub Scouting down, it's time to bring everyone together for a den meeting.

The den is the most important group in Cub Scouting. A den that focuses on having quality den meetings and outings and provides opportunities for the family to be involved will have the most impact on the members of the den.

Let's talk about the parts of the den meeting and what each part includes.

Make sure each participant has their smart phone or digital device to access the den meeting resources on [Scouting.org](https://www.scouting.org).

Den Meetings are centered around doing fun activities that meet the requirements to earn an Adventure. You can complete most Adventures in one meeting. Some Adventures may take longer based on the size of the den or due to the activities chosen to complete requirements.

There are three parts to a den meeting. Before the meeting, during the meeting, and after the meeting.

Let's discuss what to do before the meeting.

The first step to planning a den meeting is to confirm the date, time, and location of your den meeting.

Once you have done that make sure to remind all the families in your den.

Always send meeting reminders out, especially if you are meeting somewhere different for a den outing than your normal meeting location.

You also want to remind people when you don't have a meeting.

You may use one or several ways to communicate such as text messages, phone calls, or social media. The best method is one that works for all the families in your den.

Make getting each parent to connect with their Scout in ScoutBook a priority to take advantage of all the tools available in ScoutBook.

 	Use the meeting place inspection sheet to review your meeting location. What type of activities will you be doing and is there enough room? Den meetings can be held just about anywhere including a parent’s home, at school, at the chartered partner, or at a local park. Make sure that the location meets the needs of the activities you have planned and is free of hazards. The next step is to identify what Adventure you want to work on for the den meeting. Display Flip Chart/Poster with the parts of a den meeting: SAY: Before the Meeting • Confirm date, time, and location • Communicate to families in the den • Identify the Adventure to work on • Review the information on the Adventure website • Pick the activities to do in the den meeting to complete the requirements for the Adventure • Gather the needed supplies • Complete the Before the Meeting items on each activity webpage A good den meeting has a gathering activity, an opening, activities, and a closing. A gathering activity is something that is ready for Cub Scouts and parents to do when they first arrive. The gathering activity should start 5 to 10 minutes before the formal start of the meeting. A gathering activity will help encourage everyone to come on time, so they don’t miss out on any fun. The gathering activity is a good way to involve another parent or Den Chief by asking them to come early and help conduct the gathering activity. Opening is a method of promoting good citizenship and duty to country.
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On Scouting.org there are quick videos that demonstrate parts of the opening ceremony.

A good opening includes the pledge of allegiance, a simple flag ceremony, and reciting the Scout Oath and Scout Law.

For younger Cub Scouts you may want to have posters of the pledge of allegiance, scout oath and scout law.

Encourage parents to participate in the opening as well.

The activity section of the den meeting is following the During the meeting instructions for the activities you chose for the meeting.

By completing the activities, you chose for each requirement for the Adventure, as written, your Cub Scouts will complete the adventure.

Before the closing give reminders to details for the next den meeting and any special instructions based on what activities will be done at the next den meeting or if the den will be conducting a den outing.

These reminders are mostly for parents so encourage parents to be part of this too.

Bringing the meeting to a formal closing can include a time to reflect on the meeting with members of the den and prepare them for the next meeting.

When they have completed all the requirements for the adventure this is the time to present them their adventure loop or pin.

Some packs present adventure loops or pins at Pack Meetings. If this is true in your pack, consider presenting the pocket certificate to your Cub Scouts at the Den Meeting. This provides instant recognition which is an important part of advancement.

Now for After the Meeting. This is a place to review the success of the meeting, to note the need to follow up with additional parts of the meeting, and to communicate with parents.



Divide the participants into groups.

Divide participants based on the rank they are a den leader for. You may also just pick one or two ranks and have den leaders choose the one that is close to their rank.

Give the groups ten to fifteen minutes to prepare a den meeting agenda for the Bobcat Adventure for that rank by using the den meeting resources and activities found on the Bobcat Adventure page for their rank.

After time has expired or everyone is finished, bring the groups back together to present their den meeting agenda to the larger group.

SAY: Your den meetings should match the personalities and abilities of your den. You can adjust these plans so that they best meet the needs of the members of your den.

Den meeting resources and activities are designed to make it easier for you as a den leader to plan but to also as for parents to help by asking them to take on an activity. You can simply email them the link to the activity you would like them to do, and they have everything they need to conduct the activity.

Be sure to review and prepare for these meetings prior to conducting the den meeting.

Resources (15 Minutes)

SAY: As a Cub Scout leader, you are never alone. You are surrounded by other leaders who have been exactly where you are now and can be a big help.

In addition, each Cub Scout brings with them at least one adult who may have just the skills you are looking for.

Other adults are going to be your greatest asset, but you also have access to some other resources.

Good Cub Scout leaders use their resources effectively. The first step involves identifying what resources are available to you.



ASK: What's a good way to identify the skills and resources available to you through the den and pack?

Allow a minute or two to discuss.

Looking for:

The Family Talent Survey



SAY: If your pack has not already done so, you should have each parent, guardian, and adult partner complete the Family Talent Survey.

This form identifies what resources, talents, and interests each parent, guardian, or adult partner can potentially contribute to the den and pack.

Certain skills, training, and professional experience that adults have may not be listed on the Family Talent Survey, but one should be alert for how each parent could assist.

For example, you may discover an adult who is an expert on web design or has an IT background; this individual may be the ideal candidate for setting up communication methods for the den and perhaps the entire pack.

A parent who works near the local Scout shop may be willing to become the advancement chair or at least assist with the purchase of recognition items needed for den and pack meetings.

Once you have identified specific talents possessed by pack parents and guardians, you can approach a particular adult for help. Asking an entire group of adults for help all at once does not work effectively.

Asking an individual for help in a particular area, on a time-limited basis, is likely to be more successful.



ASK: Why do you think that asking an entire group all at once does not work well?

Allow a minute or two to discuss.



Answers could include:

- **Too overwhelming**
- **Folks are hesitant to volunteer in front of others.**
- **Everyone feels like someone else will volunteer.**
- **People like to feel like you picked them for a specific task.**

SAY: To illustrate how you might approach pack adults for help, let's give the example of a successful pinewood derby.

The pinewood derby is an activity that involves Cub Scouts using a block of wood and other supplies from their pinewood derby car kit to make a small racing car. This usually requires tools that not every Cub Scout has access to at home.

The Family Talent Survey will enable you to identify one or more families who have woodworking tools and space to work on pinewood derby cars.

You may approach these adults about hosting a pinewood derby building day in their garage or workshop to allow those in the den or pack who do not have woodworking tools to make their pinewood derby cars.

Another example to illustrate this would be to learn which parents in your den have special skills in science, technology, engineering, or math, or cooking, or outdoor skills, or other areas.

Ask them to come to a den meeting and help the Cub Scouts in your den complete requirements for a specific adventure where those skills would be helpful.

Remember, you are not alone, and your best resources are the adults who are part of your den and your pack. Keep in mind that people are more likely to say yes to a request for help when they know their help will benefit their Cub Scout directly and it's a task they know how to do or can easily learn.

Another excellent resource is the other leaders in your pack. If they are experienced, they may be able to answer many of your questions and provide guidance in how to conduct a den meeting, how to complete a specific adventure and its requirements, and how the pack functions.



The pack committee chair, pack committee members, Cubmaster, and new member coordinator(s) in your pack may have many of these answers, too.

ASK: What are some resources available to you that we've already looked at today?

Allow a minute or two to discuss.

Looking for:

Leader guides and other printed materials



SAY: In addition to the Cub Scout Leader Book and den leader guides, scouting.org has all the resources you need.

Just remember that you have other leaders, other adults, and volumes of available written materials to turn to.

Find out where your talent lies and ask for help when you need it.

Den Management (15 Minutes)



SAY: Cub Scouting is fun, but sometimes the fun can get interrupted by behavioral problems in the den.

Scouting has a long and successful history of developing simple and easy-to-use methods to provide a quality program while maintaining the necessary level of positive discipline and structure.

The first method, the Cub Scout sign, you have already learned is used to get everyone's attention without yelling or raising your voice or even using any words.

By making your Cub Scouts aware of how the sign works early on, you have set a standard that they will be able to meet.

By setting expectations, modeling behavior, and setting up incentives, you will be able to manage positive behavior rather than deal with negative behavior.

Let's talk about four more things you can use to manage your den.



ASK: Can someone tell me what the Cub Scout motto is?

Allow a minute or two to discuss.

Looking for:

“Do Your Best”



ASK: Can someone tell me what the Scout motto is?

Allow a minute or two to discuss.

Looking for: “Be Prepared”



SAY: Even though you are a Cub Scout den leader, the Scout motto “Be Prepared” is the way to think. Being prepared is being proactive and thinking ahead.

Preventing behavioral problems is the first step but being prepared with a plan of action when behavioral problems arise will keep situations from escalating and disrupting the flow of the meeting.

Your first den meeting should include the development of a den code of conduct. Children are more likely to behave when they have some ownership of the rules and consequences of their actions.

Display poster board / flip chart prepared with a sample den code of conduct.

You can use a poster board or the official Den Code of Conduct poster available at your local Scout shop or online at www.scoutshop.org.

You should introduce the subject of a den code of conduct during Talk Time with a discussion of how friends should act toward one another.

Cub Scouts will often contribute rules that relate to safety, respect for property, and relationships with others. You can make suggestions along these lines if they do not bring them up.

In addition to rules, the Cub Scouts can decide on some of the caring values and behaviors that they would want to display within their den.



The “conduct candle” is another effective method of providing positive reinforcement for behavior you want to encourage.

Prior to the course, get a 6- or 7-inch tapered candle that should last for about four hours.

SAY: A “conduct candle” should be a candle that will burn for about four hours. If you use a candle that lasts longer than that, you run the risk of the Cub Scouts losing sight of its purpose.

At the beginning of the den meeting, light the candle. If someone misbehaves (violates the den code of conduct), the candle is blown out and is lit again at the next meeting.

Choose a reward such as a pizza or ice cream party that the den can earn when the candle burns all the way down.

For this method to work, the Cub Scouts need to see the candle burning down steadily. If the candle is too big, the reward will seem unattainable, and they may give up. Ideally, they should be able to earn the reward within three to four meetings of good behavior.

The marble jar method is like the conduct candle.

Prior to the course, prepare a small mason jar with marbles.



SAY: At the beginning of each meeting, each Cub Scout gets three marbles. You don’t have to physically give out the marbles but set them out so that they are visible during the meeting. If a Scout misbehaves, he or she must give up a marble.

At the end of the meeting, everyone puts their marbles in a jar. When the jar is filled, the den receives a reward.

As with the candle, make sure that the reward can be earned within three to four meetings of good behavior, so choose a jar that can be filled in three to four meetings.

Note that the rewards are focused on positive reinforcement for the entire den; individuals are not singled out or punished.

	The talking stick or talking feather is a method used to teach good manners and develop listening skills. Prior to the course, prepare a talking stick or talking feather. You can find examples on YouTube and Pinterest, and the Scout shop sells a kit you can use to make a talking feather: https://www.scoutshop.org/ SAY: The talking stick is simply a stick or other object that gives the person holding it the opportunity to speak without others talking or interrupting. This is an excellent tool to use during Talk Time. Naturally the den leader or another adult controls who has the talking stick and for how long it is held by any Cub Scout. Using these techniques should help you feel prepared to run your first den meeting and, with each positive den experience, you will gain confidence in your den leadership skills. Remember, by setting clear expectations, modeling positive behavior, and creating incentives and positive reinforcement for meeting those expectations you will be able to manage positive behavior rather than deal with negative behavior within your den. Denners, Den Chiefs, and Arrow of Light Patrol Leaders (15 Minutes) SAY: One of the key purposes of the Scouting program is to develop the leadership skills of youth who are in the program. These skills are often developed through hands-on experiences. For Wolf, Bear, and Webelos this is reflected in the denner position. For Arrow of Light Scouts this is reflected in the Arrow of Light patrol leader position. For Bear and Webelos Bobcat Adventures the requirement is to learn about the denner position. For Arrow of Light Bobcat Adventure, it is to elect a patrol leader. The Arrow of Light patrol leader has the same responsibility as the denner. The position descriptions are the same. The only difference is the title reflects Scouts BSA methods. An Arrow of Light patrol leader is NOT the same as a patrol leader in the Scouts BSA program. Youth serve in a variety of leadership positions during their time in Scouting and they are mentored and coached by caring adult leaders along the way.
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Cub Scouts can begin developing their leadership skills, starting with Wolves in second grade and continuing through Webelos in the fifth grade. At this age, they do so by serving as a denner or assistant denner for their Cub Scout den.

ASK: Does anyone have any ideas on how to choose the denner in a den?

Allow a minute or two to discuss.

Answers could include:

- Height
- Last name
- Age
- Birthday



SAY: A good practice is for the den leader to have each Cub Scout take a turn as denner, rotating the Scouts in some manner, either den meeting by den meeting or monthly.

At this age, conducting an election for the position of denner can inadvertently create a popularity contest, with some Scouts feeling bad if they are not chosen. Since we want every Cub Scout to have an opportunity for this experience, the rotation system works best.

By the time a Cub Scout is in fifth grade conducting an election for Arrow of Light patrol leader is appropriate for that age and the den leader decides on the length of service and frequency of elections.

Children at this age have a keen sense of feeling they are being treated fairly or unfairly. Never favor one child over another, especially the den leader's child. Also, do not force a child to serve as denner if he or she declines the position. Being an assistant denner first may help encourage the reluctant Cub Scout to eventually step into the position of denner.



ASK: What does it mean to be a denner or Arrow of Light Patrol Leader and what do they do?

Allow a minute or two to discuss.

Answers could include:

- **Cub Scout leadership role**
- **First Cub Scout leadership role**
- **Assists the den leader.**
- **Helps during den meetings.**



SAY: The denner or Arrow of Light Patrol Leader is a special person and helper at the den meeting. They may have the privilege of carrying the U.S. flag during the opening ceremony at the den meeting. If your den happens to be leading the opening flag ceremony at the pack meeting, they may carry the U.S. flag or call the commands.

It is best to give the denner or Arrow of Light Patrol Leader the choice to carry the U.S. flag or to call the commands. Some Cub Scouts, especially older Scouts, are very eager and willing to learn to call the commands.

If you are conducting an activity in a den meeting that allows someone to “go first,” it should be the denner.

At now time should the denner or Arrow of Light Patrol Leader be put in charge of other Cub Scouts.

Show the group a set of denner and assistant denner cords.



SAY: The denner wears special denner cords on the left shoulder of the uniform. These are two gold cords that can be pinned on for the duration of the meeting. An Arrow of Light patrol leader may wear a patrol leader position patch as an option but only during the time they are serving in that position.

Your den may also have an assistant denner. The assistant denner wears a single gold cord that is pinned on as well.

The den can own one set of denner and assistant denner cords and rotate them as needed. The den leader should bring them to each meeting and collect them at the end. If you allow Cub Scouts to take them home, they may forget to bring them back!

The assistant denner may carry the den flag during the opening ceremony for the den and the pack flag at pack meetings when the den is in charge of leading the flag ceremony.

The assistant denner can advance to the denner position after the current denner finishes his or her term of service.

The denner and assistant denner or Arrow of Light patrol leader can also help pass out snacks at den meetings and lead the rest of the den in picking up trash and putting the meeting room back in order. To an adult, these may seem like small tasks, but most youth relish the opportunity to lead and serve.



ASK: Does anyone know what a den chief is?

Allow a minute or two to discuss.

Answers could include:

- **A Scouts BSA member**
- **Older Scout**
- **Helps den leader.**
- **Models behavior for Cub Scouts**
- **Encourages Cub Scouts to stay in Scouting.**



SAY: Den chiefs help the den in a different way by providing leadership and service. Den chiefs are older youth from a Scouts BSA troop, a Venturing crew, or a Sea Scout ship who are approved by their adult leader to assist a Cub Scout den.

They may be an older sibling of a Cub Scout or the den leader's child. This helps the den chief to maintain regular attendance because they will have dependable transportation to den meetings.

Now is the time for a Den Chief to be put in charge of Cub Scouts.

Share a copy of the Den Chief Handbook and a set of den chief cords with the participants.



SAY: They have completed Den Chief Training and wear special den chief cords; blue and gold cords mean they are a den chief for a Wolf or Bear den and the tri-color cords of red, green, and gold signal their service to a Webelos den.

They are active in their own unit and develop their leadership skills by coming to den meetings and pack meetings to assist the den with which they are working and perhaps the entire pack.

They may teach a particular skill that fulfills an adventure requirement for the Cub Scouts, lead or teach a song or game, and help in other ways, as directed by the den leader. They can be of great help at pack campouts and the pinewood derby, and in demonstrating camping equipment to assist a den or pack in preparing to camp.

Most importantly, a den chief serves as a role model for the Cub Scouts. Den leaders should involve the den chief in planning. Den leaders also need to keep in mind that the den chief is still a young person who may need guidance and should be mentored along the way.



ASK: Does anyone remember having a den chief when they were in Cub Scouting? What do you remember about them?

Allow a minute or two to discuss. Answers will vary.



SAY: The den chief is never to be left alone with the Cub Scout den and never to be put in a position of providing discipline.

It is rewarding to watch a den chief grow in leadership skills and confidence over an extended period of time. Den chiefs need not be the same gender as the youth in the den they are serving.

They will have a Den Chief Handbook that contains information they learned during Den Chief Training.

This handbook is a useful resource and provides examples of songs, games, and activities.

The den chief may earn the Den Chief Service Award after a year of service to a den. The den chief's progress toward the award can be tracked and recorded in the back of the Den Chief Handbook. The Cubmaster and den leader sign off completion of requirements and then the den chief gives the

	form to his or her unit leader who will order the award and set a date for its presentation. The honor cord is red, white, and blue and may be worn for the duration of the den chief's time as a Scout. A den chief can serve to inspire Cub Scouts and help ease the transition to a Scouts BSA troop. As you can see, Scouts of all ages can develop leadership skills by serving as a denner or a den chief. Youth serve in a variety of leadership positions throughout their time in Scouting and can use these skills to mentor other Scouts. We're going to take a five-minute break and come back gathered around the tent setup area. Have your tent set-up area prepped and ready to go before the start of the day so that participants can gather there right after their break. 10-minute break.
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ASK: Can someone tell me what the Cub Scout motto is?

Allow a minute or two to discuss.

Looking for:

"Do Your Best"



ASK: Can someone tell me what the Scout motto is?

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Looking for: "Be Prepared"



SAY: Even though you are a Cub Scout den leader, the Scout motto "Be Prepared" is the way to think. Being prepared is being proactive and thinking ahead.

Preventing behavioral problems is the first step but being prepared with a plan of action when behavioral problems arise will keep situations from escalating and disrupting the flow of the meeting.



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In addition to rules, the Cub Scouts can decide on some of the caring values and behaviors that they would want to display within their den.

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SAY: The talking stick is simply a stick or other object that gives the person holding it the opportunity to speak without others talking or interrupting. This is an excellent tool to use during Talk Time.

Naturally the den leader or another adult controls who has the talking stick and for how long it is held by any Cub Scout.

Using these techniques should help you feel prepared to run your first den meeting and, with each positive den experience, you will gain confidence in your den leadership skills. Remember, by setting clear expectations, modeling positive behavior, and creating incentives and positive reinforcement for meeting those expectations you will be able to manage positive behavior rather than deal with negative behavior within your den.



Conducting a Cub Scout Pack Meeting (30 Minutes)

SAY: Once you understand the basics of Cub Scouting, you're ready to start learning what a pack meeting is and how it is conducted.

The pack meeting brings all the dens in the pack together for the purposes of recognizing the achievements of the Cub Scouts, communicating information about upcoming events, and providing a program that enriches the Cub Scouting experience.

Attending pack meetings helps Cub Scouts realize their den is part of a larger organization.

A good pack meeting is well planned and well organized. Although there is not a required number of pack meetings, most packs meet several times during the year. Some packs meet monthly, others less often. As you determine how many meetings to schedule and when, please keep their purpose in mind.

Events such as the pinewood derby or an event focused on an Adventure that is available to all the ranks like fishing or bike safety can be considered pack meetings, especially if brief announcements and some achievements or rank advancements are included.

You can find detailed information about pack meetings in the Cub Scout Leader Book. Remember that the Cub Scout Leader Book is your go-to source of Cub Scout leader information.

Share copies of the Cub Scout Leader Book.



SAY: Avoid pack meetings that are passive where Cub Scouts and parents are not involved in some type of activity. Keep in mind the attention span of your youngest Cub Scout and that parents want to have fun too.

When the fifth grade Cub Scouts are ready to join a Scouts BSA Troop and have earned their Arrow of Light badge of rank it is important to conduct an Arrow of Light ceremony with the Scouts BSA Troops that the Cub Scouts will be joining.



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ASK: Why might using activities as a focus for a meeting be a good idea?

Allow a minute or two to discuss.

Looking for:

- Parents want to have fun too
- Cub Scouts want to be active
- Chance to conduct games or activities that are better done in large groups
- Chance to get high quality quest speakers or someone special to teach a skill
- Help Cub Scouts earn Adventures



Show prepared flip chart/poster board with the parts of a pack meeting bulleted:

- Before the Meeting
- Gathering
- Opening, which includes a Welcome and Introductions
- Program, which could include a presentation by a special guest and include skits or songs.
- Recognition and Rank Advancement
- Cubmaster's Minute
- Closing
- After the Meeting



SAY: The parts of a pack meeting are:

- Before the Meeting
- Gathering
- Opening, which includes a Welcome and Introductions
- Program, which could include a presentation by a special guest and include activities.
- Recognition and Rank Advancement
- Cubmaster's Minute

- Closing
- After the Meeting

These are a part of most pack meetings and are very similar to the parts of a den meeting.

Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing as a Cubmaster during that part of the meeting and think of some specific ideas for each part of the meeting.



Divide the participants into groups.

Depending on the number of participants, assign one or two sections to each group.

Give the groups three to five minutes to prepare an explanation of the parts of a pack meeting they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a pack meeting.

Explanations should include:

Before the Meeting

Pack meetings should be simple, fun, and on average an hour and a half. Special events like the blue and gold banquet and pinewood derby will likely take longer. Good planning in advance is essential.

Remember that den meetings are the most important activity in Cub Scouting, so make sure dens are running well and don't let planning and resources for a pack meeting take priority over planning and conducting den meetings.

Planning and preparation are the key to any successful Scouting activity. The pack committee plans the year of pack meetings in July or August to be ready for the entire upcoming year and to schedule special guests and presenters. If not, the program planning for pack meetings should occur at minimum several months in advance to procure any presenters and any materials needed.

Preparation for a pack meeting begins at the pack committee meeting. Some of the preparation for the pack meeting may be handled by the Pack Committee Chair or other members of the Pack Committee.

Each den leader ensures each Cub Scout's record in Scoutbook is up to date or provides a den advancement report, allowing adequate time for the pack advancement chair to obtain and prepare the badges and recognitions, along with the pocket cards, prior to the pack meeting.

Plan for use of the place where your pack will meet. Make certain it is large enough to accommodate all the Cub Scouts in your pack and their family members. Typically, these arrangements are made at the beginning of the program year for the full year. If you have a challenge with your meeting location, your chartered organization is there to help identify and secure an appropriate meeting space.

Arrange for a sound system, if one will be needed. Arrange for any program materials or other resources that will be needed well in advance. Be prepared to adjust and have a plan B and a plan C if your original plans do not work out. The pack advancement chair is responsible for bringing all badges, awards, and pocket cards to the pack meeting; these should be filled out and organized for easy presentation.

Communicate with the parents and guardians of the Cub Scouts in your pack regarding the date, time, and location of every meeting. You may use several ways to communicate including text messages, email, phone calls, social media, or the pack's website. The best method is one that works for all the families, but several methods may still need to be used simultaneously.

It's a good idea to distribute a pack calendar for the full program year at the beginning of the school year. It's also helpful to have den leaders remind the families in their den about each pack meeting as the date approaches. Make sure that family members and other caring adults of a Cub Scout are informed when their Cub Scout is going to be presented an award or recognition at a pack meeting. This can be communicated through the dens. They may want to invite additional friends and family to help celebrate.

Assign the families in one den to be responsible for setting up the meeting space. Rotate this by den during the year. The advancement chair, Cubmaster, assistant Cubmaster, den leaders, and den chiefs may meet briefly for last-minute preparations and any needed changes to the program and agenda. The Cubmaster and/or pack committee chair may distribute an agenda to the other pack leaders and den leaders at this time.

Gathering

Some Cub Scouts and their families may arrive for the pack meeting earlier than others. That's why it's a good idea to have a gathering activity. A gathering activity is something that is ready for Cub Scouts and parents to do when they first arrive, before the meeting begins.

Den leaders may guide the gathering activity, or you may find that this is a good way to involve the assistant den leaders, parents, or the den chiefs by asking them to come early and help conduct the gathering activity.

Conclude the gathering activity promptly when it is time for the meeting to begin. It is important that the meeting always begins on time. The gathering activity is optional, depending on the needs of your pack.

Opening, which includes a Welcome and Introductions

The opening is a method of promoting good citizenship and duty to God and country. A good opening includes conducting a simple flag ceremony, saying the Pledge of Allegiance, and reciting the Scout Oath and Scout Law. You may want to have posters of the Pledge of Allegiance and Scout Oath and Scout Law available.

The opening may also include a prayer, moment of reflection, or inspirational quote. Keep in mind that a Scout is reverent: Be reverent toward God. Be faithful in your religious duties. Respect the belief of others.

Encourage parents to participate in the opening as well. They are a part of the pack too. The Cubmaster is the master of ceremonies for a pack meeting. It is a good idea to have dens take turns being responsible for the opening ceremony. For some dens, this will fulfill a requirement for one of the adventures in their handbook. Start with older Cub Scouts or ones who have experience so that good flag etiquette can be modeled for younger dens that can then take this on at later pack meetings.

Always welcome new families or special guests. At the beginning of the program year, you may want to have name tags available for everyone until they have a chance to get to know one another.

This part of the pack meeting is perfect for the new member coordinators to organize.

This is a good time to recognize and thank parents who have helped the pack in some way since the last pack meeting, such as the den popcorn sale chairs, Scouting for Food drivers, and those who helped set up for this meeting. Make brief announcements about upcoming pack meetings and activities. Have fliers or other means of communication that provide details of these events.

Program, which could include working on an Adventure that is available across all the ranks, a presentation by a special guest and include skits or songs.

The program is the main body of the meeting and is what keeps a pack meeting exciting.

Some great ideas for the program portion of your pack meeting include:

- The blue and gold banquet
- Bridging ceremony
- The Race Time Adventures
- Holidays events
- Cycling Adventures / Bike Rodeo
- A performer
- An outdoor expert
- A vet or dog trainer
- A zookeeper
- A scientist

These are just a few ideas. You can probably think of many more. Make certain the program enriches the Cub Scouting experience. It may expand upon an adventure or prepare families for a special pack event.

When making arrangements with any presenters, be sure to give them a time limit so that the pack meeting will conclude on time.

Recognition and Rank Advancement

Recognition and advancement during a pack meeting. This is where each Cub Scout is recognized for his or her accomplishments. How you do this is up to the pack committee.

At pack meetings, you will present recognition or rank advancements to Cub Scouts individually. Other achievements, such as Nova Awards, the Cub Scout Outdoor Activity Award, or the National Den Award, are also presented to Scouts.

Adult leaders who have completed training should also be recognized at this time.

It is important that this portion of the meeting be very well organized. For example, you may have each den come to the front of the room, one at a time, and then present recognition to each member of the den.

If Cub Scouts are receiving more than one recognition at the meeting, consider placing all the recognition items into a small plastic zip-top sandwich bag and presenting the bag to the Cub Scout.

It helps if the Adventures have been arranged alphabetically by Cub Scout name. With a large pack, it is important to keep this part of the meeting moving while still recognizing each Cub Scout. Depending on the size of your pack, you may wish to involve the parent or guardian of each Cub Scout.

Cubmaster's Minute

To start bringing the meeting to a close, the Cubmaster shares an inspirational story, typically one that highlights the Scout Oath or Scout Law.

It could be a personal experience, or the Cubmaster may highlight one of the Cub Scouts who demonstrated their commitment to live by the Scout Oath and Scout Law with an uncommon action. This is an opportunity for everyone to reflect on the values of Scouting.

Closing

A closing ceremony will typically include retiring the colors, a closing flag ceremony, and dismissal. This sets a definite ending to the pack meeting. If you do not retire the colors, make certain the flags are taken down and put away in a respectful manner following the meeting.

After the Meeting

In Scouting we say that we “leave things better than we found them,” so it is important to put the room back in order, throw away any trash, and pack away materials and flags.

Designate which leaders and perhaps den chiefs can take the lead on putting the meeting space back in order. Maintaining respect for rooms that are utilized helps to keep the relationship with the meeting location and chartered organization strong.



SAY: Just like den meetings, pack meetings should match the personalities and abilities of your pack. Make sure you have programs that the entire pack will enjoy and learn from and involve as many people as possible.

Denners, Den Chiefs, and Arrow of Light Patrol Leaders (15 Minutes)



SAY: One of the key purposes of the Scouting program is to develop the leadership skills of youth who are in the program. These skills are often developed through hands-on experiences.

For Wolf, Bear, and Webelos this is reflected in the denner position. For Arrow of Light Scouts this is reflected in the Arrow of Light patrol leader position. For Bear and Webelos Bobcat Adventures the requirement is to learn about the denner position. For Arrow of Light Bobcat Adventure, it is to elect a patrol leader.

The Arrow of Light patrol leader has the same responsibility as the denner. The position descriptions are the same. The only difference is the title reflects Scouts BSA methods. An Arrow of Light patrol leader is NOT the same as a patrol leader in the Scouts BSA program.

Youth serve in a variety of leadership positions during their time in Scouting and they are mentored and coached by caring adult leaders along the way.

Cub Scouts can begin developing their leadership skills, starting with Wolves in second grade and continuing through Webelos in the fifth grade. At this age, they do so by serving as a denner or assistant denner for their Cub Scout den.



ASK: Does anyone have any ideas on how to choose the denner in a den?

Allow a minute or two to discuss.

Answers could include:

- Height
- Last name
- Age
- Birthday



SAY: A good practice is for the den leader to have each Cub Scout take a turn as denner, rotating the Scouts in some manner, either den meeting by den meeting or monthly.

At this age, conducting an election for the position of denner can inadvertently create a popularity contest, with some Scouts feeling bad if they are not chosen. Since we want every Cub Scout to have an opportunity for this experience, the rotation system works best.

By the time a Cub Scout is in fifth grade conducting an election for Arrow of Light patrol leader is appropriate for that age and the den leader decides on the length of service and frequency of elections.

Children at this age have a keen sense of feeling they are being treated fairly or unfairly. Never favor one child over another, especially the den leader's child. Also, do not force a child to serve as denner if he or she declines the position. Being an assistant denner first may help encourage the reluctant Cub Scout to eventually step into the position of denner.



ASK: What does it mean to be a denner or Arrow of Light Patrol Leader and what do they do?

Allow a minute or two to discuss.

Answers could include:

- **Cub Scout leadership role**
- **First Cub Scout leadership role**
- **Assists the den leader.**
- **Helps during den meetings.**



SAY: The denner or Arrow of Light Patrol Leader is a special person and helper at the den meeting. They may have the privilege of carrying the U.S. flag during the opening ceremony at the den meeting. If your den happens to be leading the opening flag ceremony at the pack meeting, they may carry the U.S. flag or call the commands.

It is best to give the denner or Arrow of Light Patrol Leader the choice to carry the U.S. flag or to call the commands. Some Cub Scouts, especially older Scouts, are very eager and willing to learn to call the commands.

If you are conducting an activity in a den meeting that allows someone to "go first," it should be the denner.



At now time should the denner or Arrow of Light Patrol Leader be put in charge of other Cub Scouts.

Show the group a set of denner and assistant denner cords.

SAY: The denner wears special denner cords on the left shoulder of the uniform. These are two gold cords that can be pinned on for the duration of the meeting. An Arrow of Light patrol leader may wear a patrol leader position patch as an option but only during the time they are serving in that position.

Your den may also have an assistant denner. The assistant denner wears a single gold cord that is pinned on as well.

The den can own one set of denner and assistant denner cords and rotate them as needed. The den leader should bring them to each meeting and collect them at the end. If you allow Cub Scouts to take them home, they may forget to bring them back!

The assistant denner may carry the den flag during the opening ceremony for the den and the pack flag at pack meetings when the den is in charge of leading the flag ceremony.

The assistant denner can advance to the denner position after the current denner finishes his or her term of service.

The denner and assistant denner or Arrow of Light patrol leader can also help pass out snacks at den meetings and lead the rest of the den in picking up trash and putting the meeting room back in order. To an adult, these may seem like small tasks, but most youth relish the opportunity to lead and serve.



ASK: Does anyone know what a den chief is?

Allow a minute or two to discuss.

Answers could include:

- **A Scouts BSA member**
- **Older Scout**
- **Helps den leader.**
- **Models behavior for Cub Scouts**
- **Encourages Cub Scouts to stay in Scouting.**



SAY: Den chiefs help the den in a different way by providing leadership and service. Den chiefs are older youth from a Scouts BSA troop, a Venturing crew, or a Sea Scout ship who are approved by their adult leader to assist a Cub Scout den.

They may be an older sibling of a Cub Scout or the den leader's child. This helps the den chief to maintain regular attendance because they will have dependable transportation to den meetings.

Now is the time for a Den Chief to be put in charge of Cub Scouts.

Share a copy of the Den Chief Handbook and a set of den chief cords with the participants.



SAY: They have completed Den Chief Training and wear special den chief cords; blue and gold cords mean they are a den chief for a Wolf or Bear den and the tri-color cords of red, green, and gold signal their service to a Webelos den.

They are active in their own unit and develop their leadership skills by coming to den meetings and pack meetings to assist the den with which they are working and perhaps the entire pack.

They may teach a particular skill that fulfills an adventure requirement for the Cub Scouts, lead or teach a song or game, and help in other ways, as directed by the den leader. They can be of great help at pack campouts and the pinewood derby, and in demonstrating camping equipment to assist a den or pack in preparing to camp.



Most importantly, a den chief serves as a role model for the Cub Scouts. Den leaders should involve the den chief in planning. Den leaders also need to keep in mind that the den chief is still a young person who may need guidance and should be mentored along the way.

ASK: Does anyone remember having a den chief when they were in Cub Scouting? What do you remember about them?

Allow a minute or two to discuss. Answers will vary.

SAY: The den chief is never to be left alone with the Cub Scout den and never to be put in a position of providing discipline.

It is rewarding to watch a den chief grow in leadership skills and confidence over an extended period of time. Den chiefs need not be the same gender as the youth in the den they are serving.

They will have a Den Chief Handbook that contains information they learned during Den Chief Training.

This handbook is a useful resource and provides examples of songs, games, and activities.

The den chief may earn the Den Chief Service Award after a year of service to a den. The den chief's progress toward the award can be tracked and recorded in the back of the Den Chief Handbook. The Cubmaster and den leader sign off completion of requirements and then the den chief gives the form to his or her unit leader who will order the award and set a date for its presentation. The honor cord is red, white, and blue and may be worn for the duration of the den chief's time as a Scout.

A den chief can serve to inspire Cub Scouts and help ease the transition to a Scouts BSA troop.

As you can see, Scouts of all ages can develop leadership skills by serving as a denner or a den chief.

Youth serve in a variety of leadership positions throughout their time in Scouting and can use these skills to mentor other Scouts.

We're going to take a five-minute break and come back gathered around the tent setup area.

	Have your tent set-up area prepped and ready to go before the start of the day so that participants can gather there right after their break. 10-minute break.
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- Social Time and Fellowship

- Copies of:
 - Cub Scout Leader Book
 - Unit Money-Earning Application, No. 34427
 - Planning Your Pack's Annual Program Budget, No. 510-273
 - Pack Operating Budget worksheet, No. 510-278 (PDF)
 - Pack Operating Budget worksheet, No. 510-278 (Excel)
 - Pack Program Planning Chart, No. 331-017
 - Sample pack calendar
 - A council and/or district calendar
- Markers, pens, pencils
- Flip chart or whiteboard

Conducting a Cub Scout Pack Committee Meeting (15 Minutes)



SAY: Effective pack committee meetings are essential to running a Cub Scout pack and providing adequate support to the den leaders, assistant den leaders, and families in the pack.

The Cub Scout pack committee exists to plan and manage pack meetings, pack events and activities, and finances and to support the den leaders.

The committee manages the pack work so that the den leaders can concentrate on managing the activities in their own dens. Most Cub Scout activities and advancement occur in the den meetings, but sometimes a pack activity fulfills an adventure requirement, such as a pack service project in the community or a den presentation at a pack meeting.

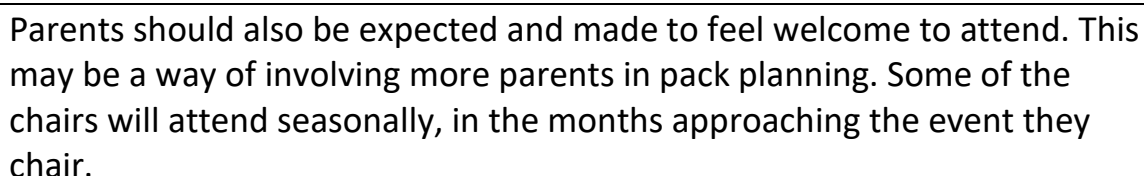
You can find detailed information about the pack committee in the Cub Scout Leader Book.

Share copies of the Cub Scout Leader Book.



SAY: Pack committee meetings are usually held monthly and usually on the same day and at the same time each month. The committee may meet less frequently.

   	Meetings may be held at the home of the pack committee chair, your pack meeting place, a room at the chartered organization, the public library, or some other convenient location that can accommodate the number of people who will attend, and the time needed. ASK: Where does your pack committee usually meet? How long? How often? Allow a minute or two to discuss. Answers could include: • Chartered organization • Someone's home. • School ASK: Who makes up the pack committee? Allow a minute or two to discuss. Write responses on a flip chart. • Pack committee members are: • Pack committee chair • Cubmaster and assistant Cubmasters • Chartered organization representative • Den leaders and assistant den leaders • New member coordinator • Treasurer • Advancement chair • Pack secretary • Any other position you may have on your pack committee. SAY: Members of the pack committee include the pack committee chair, the Cubmaster and assistant Cubmasters, the chartered organization representative, the den leaders and assistant den leaders, the new member coordinator, the treasurer, the advancement chair, the pack secretary, and any other position you may have on your pack committee.
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- SAY:** Each pack committee meeting consists of:

- Before the Meeting
- Welcome and Call to Order
- Evaluating the Previous Month
- Finalizing the Current Month
- Planning Ahead
- Safety Moment
- Social Time and Fellowship

These are suggested parts of a pack committee meeting.

Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing during that part of the meeting.



Depending on the number of participants, assign one or two sections to each group.

Give the groups three to five minutes to prepare an explanation of the parts of a pack committee meeting they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a pack committee meeting.

Explanations should include:

Before the Meeting

The first part of the pack committee meeting is “Before the Meeting” preparation.

Preparing for a pack committee meeting begins with developing an agenda with specific items to be reported on and discussed at the committee meeting.

This could start with the pack Key 3, which is the pack committee chair, the chartered organization representative, and the Cubmaster. This does not have to be done in person. It could be done through email.

The pack committee chair is responsible for creating the agenda. Some of these items are on each meeting’s agenda, such as the treasurer’s report and membership recruitment efforts.

Other items appear on the agenda seasonally, such as the pinewood derby, blue and gold Banquet, Arrow of Light crossover to a troop, the annual popcorn sale, etc.

The person responsible for each agenda topic gives the report or leads the discussion at the committee meeting, sometimes with guidance from the pack committee chair. The agenda should be distributed electronically by the pack committee chair to the members of the committee prior to the meeting.

A reminder of the meeting date, time, and location should be sent to all the committee members and parents.

Welcome and Call to Order

“Welcome and Call to Order” is how you begin the pack committee meeting.

Starting the meeting on time is one way to be respectful of everyone’s time.

The pack committee chair calls the meeting to order and welcomes everyone. All in attendance introduce themselves.

Nametags are a good way to help everyone feel welcome and help them get to know one another.

Use the form of communication that is best for your pack—social media, email, text, pack website, etc. You may need to use several forms of communication as not everyone prefers or uses the same form of communication regularly.

Evaluate the Previous Month

Next is “Evaluate the Previous Month

During this part of the meeting, reports are presented, and discussions take place using the agenda as the guide.

These usually begin with the pack treasurer’s report.

The other reports should include an evaluation of the most recent pack meeting and recent activities or events, by topic.

For example, if you have recently completed the pack’s annual popcorn sale or other fundraiser, the chair of that event would give a report on results and then lead a discussion of those results and ideas for future improvement.

Finalize the Current Month

Next is to “Finalize the Current Month.”

If a pack meeting will be held in the coming weeks, plans are reviewed, and final details arranged.

Remember that a pack meeting does not need to be conducted every month, although busy packs will need a monthly pack meeting to cover all the activities they wish to conduct during the year, such as pinewood derby, raingutter regatta, space derby, etc. Confirm which den will set up for the pack meeting and which den will lead the flag ceremony at the meeting; have back-up dens designated as well.

Reports by those who are chairing upcoming activities or events should be given.

For example, if there is an upcoming pack campout, blue and gold banquet, pinewood derby, or other event, reports on those events would be given, with an opportunity for questions to be answered and details to be nailed down.

Den leaders make sure the Scouts in their dens have their advancements recorded in Scoutbook,

If your pack wishes to participate in a district or council event, that should be discussed at the meeting and ideally firm decisions made about participation, planning, and budgeting.

The pack committee chair is responsible for keeping the meeting on topic and respecting the time of everyone in attendance.

Sometimes this means a topic will need to be tabled for further discussion by a subcommittee or at a subsequent committee meeting.

Typically, the pack committee meeting lasts one hour.

Plan Ahead

Next is “Plan Ahead.”

During this part of the meeting, plans for the next Pack meeting and other special events are developed and assignments made. The Pack Committee Chair leads a discussion about any other pending topics.

Safety Moment

During this part of the meeting a review of the last activity is conducted to identify any safety concerns and how they were handled and if there were any opportunities for improvement.

Then looking ahead at the next activity confirming that the SAFE Checklist is being used. This can be found on Scouting.org at <https://www.scouting.org/health-and-safety/safe/>

Social Time and Fellowship

The last part of a committee pack meeting is the “Social Time and Fellowship” portion.

Following the committee meeting, you may wish to allow time for leaders to enjoy refreshments and fellowship.

Anyone who needs to leave, however, should feel free to do so.

Always be respectful of the time of those who have attended. If you aren’t, you may find that they won’t return to future meetings.

SAY: This is just one way that your pack committee meeting may operate.

Some packs follow Robert’s Rules of Order, which is another way to conduct meetings.

What is most important is to cover the basic elements of the pack committee meeting:

- Prepare before the meeting.
- Conduct a welcoming and call to order.
- Evaluate the Previous Month
- Finalize the Current Month
- Planning Ahead
- Safety Moment
- Social Time and Fellowship





Pack Finance (15 Minutes)

SAY: Keeping a Cub Scouting program strong and effective requires good funding and financial management.

The following are rules that must be followed. The first rule is that the chartered organization is the entity that owns the charter to operate the pack.

We covered information about the chartered organization and the pack when we talked about the Cub Scout pack structure.

This means that the pack is required to involve the chartered organization in how it chooses to conduct its finances.

The chartered organization may choose to let the pack conduct its finances independently, or the pack's finances may be a part of the chartered organization's overall finances.

A pack that opens a bank account would open it under the chartered organization, and any tax-exempt benefits that the chartered organization has may be shared with the pack.

If the pack is chartered by an organization that does not have any tax-exempt status, the pack will not have tax-exempt status.

The local council cannot provide its tax-exempt status for the pack to use. This is a law and not a policy of Scouting America.

Serving as a pack treasurer requires the utmost in honesty, integrity, and transparency.

It is recommended that the pack treasurer have a basic understanding of generally accepted accounting principles, or GAAP. The treasurer need not be an accountant, but some level of bookkeeping experience is ideal.

The pack treasurer should be someone who everyone agrees is trustworthy and capable of fulfilling these financial duties.

Remember that the pack treasurer is selected by the pack committee chair and approved by the chartered organization. This is a requirement.

	There are policies we recommend you establish in your pack to remove any temptation to mismanage or embezzle the pack funds. Your Cub Scout pack should establish a checking account at an FDIC-insured institution, if such an account does not already exist. Ensure that spending any of the pack's money, including taking funds out of the pack bank account, requires two signatures or two approvers before the funds are withdrawn. The two signers/approvers can be the pack treasurer and the pack committee chair or Cubmaster. Requiring two people to approve withdrawals from the account greatly reduces mismanagement of funds and protects the treasurer from false accusations. Taking funds out of the account includes such procedures as writing checks drawn from the account; paying any bills, invoices, or charter renewal fees; reimbursing an adult who has made advance payment for something that has been approved; and making any cash withdrawals or expenditures. All transactions of the pack funds should have a clear paper trail and be trackable to an individual. The pack treasurer should provide monthly financial statements to the pack committee, including funds received and disbursed by the pack. The statements should be reviewed for reasonableness by the members of the pack committee and discussed, as necessary, at the pack committee meeting. Another recommended practice is for an additional member of the pack committee and/or the chartered organization to review the bank statements on a quarterly basis. Developing a pack budget is essential to ensure that the pack manages its finances responsibly. This includes identifying all the budgeted expenses for the year and determining the needed income for the year to meet the budgeted expenses.
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Once the budget is established, ideally while the pack calendar is being created, it will serve as a plan for the spending and income required for the year.

Remember that your pack cannot spend more money than it takes in.

Just because you included it in the budget does not mean you have the money to pay for it.

Pay attention to when you have expenses and when you plan to have income.

As part of the budgeting process, the pack must decide what items will be covered by the pack funds and how much to charge each Cub Scout for annual dues.



ASK: What are some of the things your pack pays for?

Allow a minute or two to discuss. Write responses on a flip chart.

Answers could include:

- **Badges of rank and other advancement or recognition items**
- **Handbooks**
- **Neckerchiefs when Scouts advance to the next rank**
- **Adult volunteer leadership course registration fees**
- **Supplies and materials for the den activities**



SAY: It is important to establish these policies well in advance of any recruiting efforts, so that new families joining can be accurately told what they will be financially responsible for and what the pack will cover.

A money-earning project is one way that your pack may generate the needed income for your budget.

Packs may not solicit individuals or companies for direct contributions.

Details about money-earning projects and fundraising are found on the Unit Money-Earning Application.



Hand out copies of the Unit Money-Earning Application.



SAY: In addition, there is a Pack Operating Budget worksheet.



Hand out copies of the Pack Operating Budget worksheet.



SAY: When the budget is developed, it is approved by the pack committee.

Once approved, share it and make it available for members of the pack to review. How money is earned and spent should not be a secret.

Good funding and financial management are essential in keeping a Cub Scouting program strong and effective.

It is important to take steps to ensure pack finances are handled responsibly so all pack members get the most out of their Scouting experience.

Annual Program Planning for Cub Scouting (15 Minutes)



SAY: A fun and successful year for your Cub Scout pack involves annual program planning.

It is here you'll decide what will happen during the coming year. You'll set your calendar, decide how to fund everything, and determine who will be responsible for each activity and event.

The annual pack program planning conference brings together all pack leaders to establish the year's program, to plan for a full calendar year for your Cub Scout pack, and to be ready for new families to join in the fall.

The conference provides an opportunity to build enthusiasm and interest among leaders and families. Enthusiasm is essential. With it, the program grows. It provides everyone with an opportunity to be part of the planning, which leads to greater ownership and participation.

Program planning for your Cub Scout pack should be done in June or July so that your pack has a full calendar and is ready for new families to join in the fall. If your program year has already started, it's never too late to follow these steps to develop your program for the remaining program year. It is recommended that the annual planning conference be on the pack calendar a year in advance. This year's planning conference date should have been scheduled at last year's planning conference. Promotion and formal invitations to the planning conference should be made at least two months prior to the event.

The annual program planning conference is led by the pack committee chair and Cubmaster. It is attended by the pack treasurer, pack secretary, and den leaders, all of whom have a critical role to play during the planning. Packs should also invite all other adult leaders and parents to the conference, as it can serve as a perfect opportunity to identify new leaders and increase parent involvement.

The pack committee chair is responsible for setting the date, time, and location of the meeting. The chair will work with the Cubmaster to develop the agenda, the pack treasurer to ensure all necessary financial records are ready, and the pack secretary to prepare calendars and promote the conference. It is also the chair's responsibility to have copies of the Family Talent Survey from each family to help identify valuable resources in the pack.

The Cubmaster is responsible for ensuring each den leader attends the conference. The Cubmaster coordinates with the pack committee chair to develop the agenda. Prior to the meeting, the Cubmaster creates a proposed calendar of pack meeting dates and special activities. The Cubmaster should bring to the meeting notes from last year's meetings to use to make improvements for the coming year.

Den leaders are responsible for having their own proposed calendar of their den meeting dates and special activities. They should bring with them a list of adventures they plan to do and in what order they plan to do them in. They should consider having their Cub Scouts give input on what they enjoyed over the past year during den meetings. This allows Cub Scouts to have a say in what the program includes. Den leaders should also have a list of their Cub Scouts returning for the next program year.

The pack treasurer is responsible for having last year's annual pack budget with actuals for income and expenses. The treasurer should also prepare a draft of next year's proposed budget prior to attending the conference.

The pack secretary is responsible for having a copy of last year's pack calendar to use to start the planning for the coming year. The secretary will take all the notes during the pack planning conference and make sure they are shared with everyone. As a follow-up, the secretary will post the new pack calendar after the conference is over.

The location of the conference can be a formal meeting room, a local park, or someone's home. The location will help set the tone of the meeting.

Make sure that the location has enough space where everyone can sit down, feel part of the group, and take notes. You may want to check on the availability of internet access.



ASK: Why is the program planning conference so important and why should all these people be involved?



Allow a minute or two to discuss. Write responses on a flip chart.

Answers could include:

- Sets the tone for the coming year.
- Builds excitement.
- Everyone has a say so there is buy-in
- These are the folks who will carry out the program.
- Knowing what you'll be doing dictates the budget.
- Everyone has a say in what should be spent and how.



SAY: We want you to be successful not only in your annual pack program planning conference but also in all that you do to deliver the Scouting program.

Internal research has been conducted on Cub Scout packs across the country that have high participation, retention, and recruitment.

  	Year after year, these packs are providing a quality program. What we know is that these packs do three things, they do them well, and they know which ones are more important than the others. We know that it is important to take care of basic needs in our lives before we focus on other things. It is difficult for a child to be successful in school if the basic needs of food and shelter are not being taken care of. This theory holds true for successful Scouting programs. There are some things that must be taken care of before you can move forward. We call this the secret sauce. ASK: Has anyone heard of the secret sauce? What do you know about the secret sauce? Allow a minute or two to discuss. Write responses on a flip chart. Answers will vary. SAY: The first ingredient in the secret sauce is making sure we Keep It Safe. Cub Scouts, parents, other family members, and leaders need to be in a safe space, have their basic needs satisfied, and feel no harm can come to them. This goes beyond physical safety. We must widen our view to recognize that social and emotional safety are also incredibly important. Without this safe space, little can be accomplished. When challenges to safe space occur, all attention must be focused on reestablishing a feeling of safety. The safe space provides the foundation to deliver the promise of Scouting. So, how do you know if you have a safe space? In general, a safe space has a lot to do with having and following a plan. The following questions assess whether you have a space that is physically, emotionally, and socially safe. Have we talked about the real risks? Are there activities where some risks are involved or activities that might require additional support or modifications? This could include something like discussing how a new family may have challenges getting involved with the group.
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Are we all able to do this?

All Scouts and leaders come to the table with varying ability levels and corresponding needs. Evaluate how an activity fits with the capabilities of all members of the group.

This could be reflected in considering the fitness levels of the participants before heading out for a hike or giving extra support to a Cub Scout with special needs when plans are changing with little notice.

Do we know how to proceed safely?

Proper planning prevents poor program and protecting participants must be primary to the plan.

This plan must use or develop the skills necessary to move forward in predictable ways so that all members are aware of the steps and are working in concert to execute.

Do we trust each other to execute the plan?

Roadblocks occur in groups without a firm foundation of trust.

To have a safe space, members of the group must be confident everyone will do their best in the role they've been given.

For example, the pack committee chair delegates responsibilities to those committee members he or she trusts to accomplish their tasks while working with others to establish trust so that all may be effective in their roles.

Do you have a safe space or not?

After going through these questions, you have a decision to make:

Do you have a safe space or not? If you answer no to any questions, stop and address the problem before continuing.

If you can answer yes to all these questions, then you most likely have a safe environment and should proceed.

Getting used to this process of constantly evaluating the experience of Scouts will allow you to have meaningful discussions and create the largest impact every day.

 	When the program is delivered as designed in a safe environment, then not only do we see character, citizenship, fitness, and leadership emerge, but we also produce an additional element that is unique and essential for creating and maintaining lifelong Scouts: deep personal meaning. With this process of keeping it safe, doing the program, and making it meaningful, you can now use this as a tool when discussing your current program during your annual program planning conference. ASK: Why do you think safety is so important? Are there any other questions we could ask to help evaluate how safe our program is? Allow a minute or two to discuss. Answers will vary. SAY: The second ingredient in the secret sauce is making sure we Do the Program. The vehicle for delivering Scouting is the program, and we know that our program works. It works because the curriculum and the methods contain key factors that have been shown to have a long-term positive impact on youth. To assess whether you are doing the program correctly, ask: What book are you in? What page are you on? This applies to all aspects of Scouting, from the Cub Scout Leader Book on how to run a pack to the Cub Scout handbooks. All elements offered in Scouting America-authorized and -produced materials have been deeply considered and tested for appropriateness. The activities have also been sequenced in a way to provide an experience that unfolds for the Scout over the years and as ability levels increase. If it's not in one of our books, it's not the program—it's really that simple. If you can cite your Scouting America source and are following the program, then proceed.
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ASK: Why do you think it is so important to follow the program? What happens if you don't follow the program?

Allow a minute or two to discuss. Answers could include:

- Safety
- Supported by research.
- Tried and true
- Keep people from getting hurt.
- Deliver the mission of the program.



SAY: Finally, the third ingredient in the secret sauce is Make It Meaningful. These are the things that make you feel important and that you are part of something unique and unparalleled.

Everyone in your pack should feel a constant level of meaning in their Scouting experience and that they have lots of opportunities to feel special.

Sometimes this is achieved in simple ways like having a customized pack T-shirt. At other times we may feel connected because of the strong relationships that we develop through Scouting like having a parent who was in Cub Scouting. And other times, it takes the awe- inspiring effects of an awesome pack overnigher.

Personal connection mostly occurs as a combination of all these opportunities that exist in Scouting. The art comes in bringing it out in every youth.



ASK: What are some things that your pack does that make you feel special or part of something special? What things have you seen other packs do that are special and build an identity for the pack?

Allow a minute or two to discuss. Answers could include:

- Pack T-shirts
- A great blue and gold banquet or pinewood derby
- Special recognition for volunteer leadership



Hand out copies of a sample pack calendar and a council and/or district calendar.

You need to keep all these things in mind as you are planning and implementing your program as well as throughout the planning process.

- Master Calendar,
- Review,
- Budget Review,
- Planning the Year,
- Responsibilities,
- Finalize, and the
- Ongoing Process.



- Master Calendar
- Review
- Budget Review
- Planning the Year
- Responsibilities
- Finalize
- Ongoing Process

SAY: These are a part of most program planning conferences.



Let's see what you already know about these meeting parts. We're going to break up into groups and come up with a description for each part of the meeting.

As you come up with your descriptions, think about what specifically you might be doing during that part of the conference and why and think of some specific ideas for each part of the meeting.

Divide the participants into groups.

Depending on the number of participants, assign one or two sections to each group.

Give the groups three to five minutes to prepare an explanation of the parts of a program planning conference they have been assigned.

After five minutes, bring the groups back together to present their explanation to the larger group. Redirect as needed so that everyone has a clear understanding of each of the parts of a planning conference.

Explanations should include:

Master Calendar

Step one is developing a master calendar.

You may find using the following items helpful:

- Dry-erase board
- Calendar
- Wall chart

This creates a visual focal point at the meeting so that everyone in attendance can visualize the calendar and follow along. This step requires getting all key dates for non-Scouting events, activities, and holidays. The school calendar is essential.

Then get the calendar for your local Scouting district and/or council, which has official Cub Scout events like council-organized family campouts, Basic Adult Leader Outdoor Orientation training, roundtable, product sales such as popcorn, and other events the pack may want to participate in.

Other calendars to consult may include a community calendar of special events, religious calendars, and the calendar of your chartered organization. These calendars can help you not only avoid conflicts but also provide an opportunity for the pack to plan in advance to participate in a community event or an event that supports your chartered organization or school.

On your master calendar, add important dates such as when school is out, holidays, community events, and district and/or council events.

Add to the calendar your pack meetings, den meetings, pack committee meetings, special events such as pinewood derby and blue and gold banquet, and district or council events your pack plans to participate in.

Review

Most packs have an established date and time when they conduct pack meetings, den meetings, and pack committee meetings. Review these details to make sure they still work for everyone involved and make any necessary adjustments.

Take time to look at major events like the pinewood derby, the blue and gold banquet, fundraisers, and crossover ceremonies. Are they being held at a time and day of the week that allows for maximum participation? Review month by month what you have on the calendar and compare it to what you did last year.

Did you hold an event or activity that conflicted with a school event or community event? Was there an event your pack did not participate in last year that you want to this year?

During this step you should also look at the leadership in each den and the pack. What is the succession plan for each position? Start with your den leaders and make sure dens have den leaders.

This may not be the best time to recruit someone to serve as a leader, but it is a good time to identify leadership vacancies. After this meeting, the pack committee chair and Cubmaster should get together to discuss vacancies and develop a plan to fill them.

Budget Review

The program planning conference is the driving factor behind developing your pack budget.

The pack treasurer should give a financial report to those in attendance and review last year's budget.

A discussion and agreement on what expenses the pack will cover for the next program year will help identify how much income the pack will need to generate through either dues or fundraising to cover those expenses.

Details on building a pack budget can be found in the Cub Scout Leader Book. There is also the Planning Your Pack's Annual Program Budget.

When everyone understands and knows how pack finances are used, they are more likely to support the pack's fundraising efforts.

Planning the Year

With all the information from steps one through three, review the calendar, month by month, and confirm each meeting and activity date, time, and location.

This is the time to add any new dates or remove any dates from the calendar. After this step, you will have a calendar you can share with your families and the new families that join in the fall.

Responsibilities

The Cubmaster assigns different dens responsibilities for pack meetings such as setup, cleanup, and opening and closing ceremonies.

Special event chairs such as pinewood derby or blue and gold chairs are identified. Parents and guardians who could help with these special events are also identified.

Finalize

Decide how your pack is going to distribute and maintain the pack calendar.

Consider having your calendar online and have a three-month calendar printed for formal recruitment events.

In addition to the pack calendar, this is also a good time to distribute the pack operating budget for the coming program year.

Make sure every family member has easy access to the calendar and that there is a good communication plan in place to inform family members of changes.

Ongoing Process

Each month at the pack committee meeting, the pack calendar should be reviewed, and adjustments made as needed.

The pack committee should ensure that there are plenty of adults helping with each event and activity.

An update on each event or activity for the next three months should be a regular part of the pack committee meeting.

Share copies of the Cub Scout Leader Book.

SAY: You can find more details on conducting an annual pack program planning conference in the Cub Scout Leader Book.

Scouting magazine, Scout Life magazine, Cub Chat Live! and RoundTable videos can all provide inspiration and ideas to continually improve your Cub Scouting program, as can discussing ideas with other Cub Scout leaders in your community by attending roundtable.

You may find that providing activities at your planning conference for Cub

Scouts and other family members may increase your overall attendance and participation. This allows parents and guardians to attend the conference without having to worry about making childcare arrangements.

The more families you have involved in the planning process, the smoother your program year will go and the more likely it is you will get additional help from them.





Annual Charter Renewal (15 Minutes)

SAY: Every Cub Scout pack has a chartered organization.

A chartered organization is an organization that enters into an agreement with the Scouting America local council to provide the Cub Scouting program to the local community.

A chartered organization may be a church, synagogue, temple, or other place of worship. It may also be a civic organization or another organization that holds the same interests as Scouting America.

The charter agreement with the Scouting America local council and the chartered organization for your pack is renewed on an annual basis. This ensures that the quality of the program is at its best.

In this agreement, the chartered organization:

- Agrees to use the Scouting program consistent with Scouting America rules, regulations, and policies.
- Appoints a chartered organization representative and approves the adults in your pack as volunteer leaders.
- Ensures the pack has a place to meet.
- Encourages adult leaders to take training.



ASK: Are there any of these things that your chartered organization does not do?

Are there any other things that you have found that chartered organizations do for their units?

Allow a minute or two to discuss. Answers will vary.



SAY: The local council agrees to:

- Respect the aims and objectives of the chartered organization.
- Make program training and resources available.
- Make training available for the chartered organization Representative and require all adult leaders to attend Scouting America Youth Protection training.
- Conduct criminal background checks on adult leaders.
- Provide camping opportunities, administrative support, and professional support to assist the chartered organization in developing a successful Scouting program.
- Provide general liability insurance.



Hand out copies of the Annual Unit Charter Agreement.

SAY: The local council

While there is a manual, paper-based renewal process, the process for annual charter renewal is best done online.

Your unit commissioner can assist you by identifying the resources available to you in completing the annual charter renewal.

You can also find details of the charter renewal process at www.scouting.org/commissioners/internet-rechartering/.

There are additional steps to the charter renewal process, including a formal meeting between the chartered organization and the district executive, and the annual signing or approval of the charter by the chartered organization. Depending on the chartered organization, your unit may be asked to complete other steps.

For additional details, be sure to review the information available at <https://www.scouting.org/commissioners/internet-rechartering/>.

As well as the Internet Charter Renewal portal: <https://scoutnet.scouting.org/UCRS/ui/home/default.aspx>

 	The time of year of the annual charter renewal is determined by your local council. Keep in mind that if your pack misses the annual charter renewal deadline set by your council, your pack is no longer associated with Scouting America, which will prevent you from delivering the Cub Scouting program. ASK: Is there anyone who has gone through the annual charter renewal process in one of their other positions? Would you like to share anything about that experience? Allow a minute or two to discuss. Answers will vary. SAY: There is a group of volunteers, known as commissioners, who are available to assist you with the annual charter renewal process. Local staff members, your district executive, and the council registrar can also assist you. Have your tent set-up area prepped and ready to go before the start of the day so that participants can gather there right after their break. 10-minute break.
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Time: 60 min	Module 3: Group Session
	After this session participants will be able to: • Identify the Cub Scout Six Essentials • List activities to make parents comfortable for their first outdoor adventure. • State what activities require a BALOO trained leader. • Identify the Guide to Safe Scouting as the primary resource for safety rules and regulations. • Know how to report an incident and locate the incident reporting tool and training. • State the purpose of having a parents meeting. • List the steps to properly making an ask. • Explain the difference between assigning tasks and filling positions. • Identify the requirements to earn your training award knot. Materials Needed:  • Two or three different types of tents unpacked and ready to be put up in an open space outdoors. • The Cub Scout Six Essentials ○ Filled water bottle. ○ First-aid kit ○ Sun protection ○ Trail food ○ Flashlight ○ Whistle • Copies of: ○ All the Cub Scout handbooks ○ Lion ○ Tiger ○ Wolf ○ Bear ○ Webelos • Guide to Safe Scouting • Age-Appropriate Guidelines for Scouting Activities • Participant Course Assessment (appendix)

- Markers, pens, pencils
- Flip chart or whiteboard
- Laptop with internet access (if possible)
- A handout with local information on upcoming University of Scouting events
 - If your training course has people from other councils, provide them with information about events in those councils.
 - Include dates, times, and places as well as how and when to register.
- Prepared Agenda Flip Chart:
 - Welcome and introductions.
 - Chartered organization welcome—chartered organization representative or institutional head
 - Pack structure—what is a den?/what is a pack?
 - What Cub Scouts do—introduce adventures, ranks, and Bobcat.
 - Where to get your handbook and uniform—directions to local Scout shop
 - Pack calendar—have the next six to nine months planned out.
 - Pack finances—review the pack budget including how the pack generates income and how it spends it on programs.
 - Pack communications—email, text, social media, etc.
 - Adult participation in the pack
 - Adult applications
 - Welcome new den leaders and others who agree to take on a leadership position.
 - Adjourn

Preparing Families for Outdoor Adventures (15 Minutes)



SAY: Now let's take some time to talk about campouts and preparing your families for fun in the great outdoors.

We'll start by putting up our tent.

Prior to the training, gather several different types of tents and prepare an outside area for setting up the tents.

Begin by doing a brief demonstration on how to set up one of the tents and provide some helpful tips specific to the tents you have gathered.



Have the participants work in their dens to set up a tent. Allow about five minutes for the activity.

Walk around and provide guidance as the dens work.

ASK: Can you guess what the six essentials are?

Allow a minute or two to discuss. Write responses on a flip chart.

The six essentials are:

- **Filled water bottle.**
- **First-aid kit**
- **Sun protection**
- **Trail food**
- **Flashlight**
- **Whistle**

Show them examples you have prepared.

SAY: Remember that safety is always the most important thing, and these things are all designed to keep a Cub Scout safe.

Having parents and guardians read the adventure in the Cub Scout handbook with their children before the activity will help them understand the purpose of the adventure and what to expect.

For Arrow of Light Scouts they learn about the Scout Essentials which are 10 items. These are the Cub Scout six essentials plus four additional items; fire starter, pocketknife, map and compass, and additional clothing.

It is important to know that Cub Scouts must earn the knife safety Adventure for their rank before they can use a pocketknife in Cub Scouts. The knife safety Adventures are only available for Bear, Webelos, and Arrow of Light Scouts. Cub Scouts must re certify each year by earning the knife safety Adventure for their current rank, even if they earned it in a previous rank.

Arrow of Light Scouts may earn the Firem'n Chit if they are going to use or carry matches as part of the Scout Essentials. This is completely optional as there is not a requirement for Arrow of Light Scouts to use or carry matches on their own.



Pass the different Cub Scout handbooks around so that participants have a chance to look through them if they have not already seen them.

SAY: For all outdoor activities, planning ahead is the key to a fun and safe time for everyone.

The first step is to make arrangements for the activity.

Many nature preserves, nature centers, and state and national parks have special programs for Cub Scouts and can give you information to assist with planning your visit.

If at all possible, you should go to the location ahead of time.

Take notes that may be helpful and give them to the parents in your den, such as directions to the location, parking information, and a good spot for everyone to meet.

If your outdoor activity is an overnight campout that is being conducted by the local council or district, or if it is a pack campout, here are some tips for you and the parents in your den.

If the overnight campout is with the Cub Scout pack, make sure that at least one registered leader who has completed Basic Adult Leader Outdoor Orientation training, also called BALOO training, attends.

Be sure to discuss with the Scouts and parents what kind of gear to bring, including tarps and rain gear. Remind them that, even if the weather during the day is warm, they may need jackets or other apparel for cooler evenings and nights. Close-toed shoes or boots should be worn for safety. And remind everyone to bring the six essentials.

Make plans for meals and snacks for the outing. If a meal is planned, will any parts of it need to be cooked? What will the cooking arrangements be? Will you cook as a pack, by dens, or as individual families? Will some foods need to be kept chilled? How will that be done?

Starting with a simple outing, such as a hike, before advancing to something more challenging, like a pack campout, can build the skills and confidence of the Scouts and parents.

These tips, along with resources found in the Cub Scout handbooks and Cub Scout Leader Book, should help you and the families in your pack enjoy the great outdoors.

Keeping Cub Scouting Safe (15 Minutes)



SAY: A big part of Cub Scouting is providing Cub Scouts with opportunities to learn about and interact in the outdoors.

But just like in any environment, many things can happen, and our first priority is always to keep Scouts safe.

To do that, leaders need to know some basic outdoor skills. In fact, overnight activities require there be a leader in attendance who is trained in Basic Adult Leader Outdoor Orientation, often referred to as BALOO.

Scouting America is continually looking for ways to keep Scouts safe. The Guide to Safe Scouting is the primary resource for safety rules and regulations, and we'll look at where you can find that resource.

Even when every precaution is taken, sometimes accidents still happen. We'll finish this training by looking at how you can learn to report an incident.

Keeping Cub Scouting safe is the top priority of everyone involved in the program.

Involving parents and legal guardians in Cub Scout activities adds an additional layer of safety. More sets of eyes and hands can come in handy.

To maintain the highest levels of safety, Scouting America has worked hard to make sure all the activities in the Cub Scouting program are safe and age appropriate.

As a leader, it's important to know that there are some activities that are allowed and some activities that are not allowed in Cub Scouting.

The best way to maintain safety is to present the program as it is written in the Cub Scout handbooks; safety is already built into the program.

When activities that are not part of the program are conducted, the risk of someone getting hurt increases significantly.

The Guide to Safe Scouting is available online at:

<https://www.scouting.org/health-and-safety/gss/toc>

It provides rules and guidelines for Scouting activities.



If you have internet access, bring up the Guide to Safe Scouting available online at:

<https://www.scouting.org/health-and-safety/gss/>



SAY: Please become familiar with this resource and read it thoroughly. You should bookmark the page on your computer or mobile device. The online site has the most current policies.

You can also purchase a hard copy at your local Scout shop or at www.scoutshop.org for use as a reference. If you have a hard copy, we suggest you make written notes in it when there is a change in policy. If there is a difference between a print version you have and the online version, note that the online version is the correct policy.

As a part of the Guide to Safe Scouting, there is a chart that shows age-appropriate activities.



Hand out copies of the Age-Appropriate Guidelines for Scouting Activities.



SAY: For example, there are activities that first-grade Tigers are not allowed to do, but third-grade Bears are allowed to do, such as learning to use a pocketknife.

Cub Scout packs may conduct overnight campouts as a pack. Only Webelos Scouts may conduct overnight campouts as a den. In either situation, a registered adult leader who has completed Basic Adult Leader Outdoor

Orientation, known as BALOO, must help plan and execute the overnight campout and be present at the event.

Parents expect leaders in Cub Scouting to take safety seriously. When you show that you take safety seriously by planning activities as well as educating parents and guardians, it builds trust and respect between you as the leader and the parents and members of your den.

Even when everything is well planned and safety guidelines are followed, there are times when unforeseen circumstances can result in an accident. When this happens during a Scouting activity, Scouting volunteers are asked to report the incident.

To learn how to report an incident, visit the Incident Reporting portal located here.



If you have internet access, bring up the Incident Reporting portal available online at:

<https://www.scouting.org/health-and-safety/incident-report/>



SAY: Incident reporting is required for injuries beyond Scout-rendered first aid, allegations of abuse, or violations of BSA policies. Near misses can also be reported.

Following the activities in the Cub Scout Leader Book, providing the program as written, referring to the Guide to Safe Scouting, and using good judgment and common sense are the best ways to keep activities enjoyable and safe.

Involving Adults in Cub Scouting (10 Minutes)



SAY: Some of your best resources as a Cub Scout leader are the parents, guardians, and adult partners in your den and pack. It is very important to get to know how these adults can assist by having each adult complete the Family Talent Survey.

Let's talk about how to get as many adults involved as possible, how to plan ahead, and how to recruit for key leadership positions in the den and pack.



Hand out copies of the Family Talent Survey.

ASK: Why is it important to get other adults involved?

Allow a minute or two for sharing. Answers could include:

- **Sharing the load, work, responsibility**
- **Making sure everyone is involved and feels like they are a part of Scouting.**
- **Parent involvement increases youth involvement.**



SAY: Getting more adults involved starts the very moment a family joins your pack. Have your friendliest parents greet everyone, not just the first night they join but for several meetings afterward. A warm and welcoming atmosphere is as simple as keeping three points of the Scout Law in mind: friendly, courteous, and kind.

Traditionally families join Cub Scouting at a formal joining event. Scheduling a parent meeting within 10 days after your formal pack joining event is the first step. The date, time, and location, including physical address, of this parents meeting should be on a sheet of paper that every new family gets when they join.

New families are not familiar with Scouting terminology, so help them feel more welcomed by avoiding the use of acronyms and Scouting terms. Send a personalized text or email two days prior to the parents meeting to let them know you are looking forward to their attendance.

This first parents meeting is for all parents, guardians, and other caring adults involved in the pack and needs to be welcoming to new parents.

Prior to this meeting, the pack leadership should discuss the expectations they have for parent involvement.

For returning families, most of the information will be a refresher. Returning family members who attend the first parents meeting provides lots of information for new families and show that Cub Scouting involves

 	everyone. More adults will volunteer and help if they know there are others who are doing the same. Make arrangements so adults can focus on the business at hand and not be distracted. This may mean organizing activities or assigning adults to watch children during the meeting. This first parents meeting is designed to do two things: welcome new families and provide them with an opportunity to participate. This is a perfect meeting for the new member coordinator to plan or your most friendly and social parent to lead. This should be a non-uniformed meeting. Have name tags available for everyone. Preprinted ones are a nice touch to make new families feel welcomed. This also allows you to visually see who is missing so you can follow up with those family members later. ASK: What are some things you think might be worth discussing with new parents and volunteers during this first meeting? Allow a minute or two for sharing. Answers will vary. Show and review prepared chart with the sample agenda: • Welcome and introductions. • Chartered organization welcome—chartered organization representative or institutional head • Pack structure—what is a den?/what is a pack? • What Cub Scouts do—introduce adventures, ranks, and Bobcat. • Where to get your handbook and uniform—directions to local Scout shop • Pack calendar—have the next six to nine months planned out. • Pack finances—review the pack budget including how the pack generates income and how it spends it on programs. • Pack communications—email, text, social media, etc. • Adult participation in the pack • Adult applications • Welcome new den leaders and others who agree to take on a leadership position. • Adjourn
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SAY: Make this meeting a tradition in your pack—something that you and everyone else can look forward to. You can do this by making the location special, providing refreshments, and making it fun for everyone.



ASK: What are some things you can have parents and other adults do to help the den or pack?

Allow a minute or two for sharing. Answers could include:

- **Prepare snacks.**
- **Bring supplies.**
- **Call members to remind them of meetings.**



SAY: Keep in mind that not everyone likes a title or official position, but they may be willing and ready to do all the work that is associated with a specific position. The most important part is that the tasks that need to get done actually get done and not that someone agrees to hold a title.

Adults who do not want to wear a uniform and provide direct service to youth can be helpful to your den or pack in other ways, such as record keeping or communications.



ASK: What things should you keep in mind or do when you are trying to fill a specific position?

Allow a minute or two for sharing. Answers could include:

- **Skills needed.**
- **Skills the volunteer has**
- **Commitment**



SAY: When you have a position to fill, the first step is to ask other adults in the pack, including the chartered organization representative, what you need in that position and what skill sets are necessary to be successful. Different positions in Scouting require different skill sets. For example, being a good den leader may not mean you would be a good pack treasurer, so focus on the skill sets for the position first. Then look at the people you have in your den and pack and find a match for those identified skill sets.

Once you have someone in mind, make an appointment to meet with that person. This should be done face to face. At this meeting you should have two things with you: another adult volunteer and a written position description.

Having a written position description allows you to detail specifically what you are asking them to do. You can use a position description found in the Cub Scout Leader Book or in one of the welcome brochures for new leaders or you can use those as a resource to make your own. When you meet, tell the prospective volunteer that they have been identified as a top prospect to serve in this position. Review the position description that details what you are asking them to do. Then ask if they will serve in the position. Be prepared for them not being able to do everything listed in the position description. They may be able to do most of them. Perhaps another person could be identified to assist with the remaining responsibilities.

Be flexible and remember that what is most important is getting the tasks completed, not the title or position. Encourage the prospective volunteer to take time to decide whether they can take on this responsibility. They may want or need to discuss it with others.

Taking time to consider a position is a good sign, because it means that they understand the seriousness of taking on the obligation.

When someone says “no,” this response is also a commitment. A “no” is better than someone saying “yes” and then failing to carry out the responsibilities. If they decline, ask why and ask what tasks they would be willing to assist with. This will help when talking to the next prospect; you can say that you already have others willing to assist.

No task or position is too small.

Do not assume that someone must have extensive experience before they can accept a volunteer position. When listing skill sets for positions in Scouting, tenure is less important than skills such as being a strong communicator, working well with other adults, being well organized, and being a good role model for youth and adults.



Now that you have earned your Trained Leader patch, we want you to look beyond this initial training and consider how you will continue your learning journey with Scouting.



Part of that journey includes the opportunity to earn a training award knot and we want to make sure you know how to accomplish that. This training was designed to give you a high-level perspective, but there are numerous ways you can learn more and continue to develop yourself as a Scouting volunteer.

Hand out prepared local training information handout.

If your course has people from other councils, ask those councils to provide you with this information.

Events can include:

- **University of Scouting**
- **Roundtables**
- **Wood Badge courses**

Include dates, times, and places as well as how and when to register.



SAY: Your local council may hold an event called University of Scouting. The event is usually conducted as a series of short sessions.

These are opportunities to learn from local leaders who have extensive experience and knowledge to share with you.

Encourage other adults in your Cub Scout pack to attend with you. Attending as a group generates new ideas and ways of doing things for the entire pack.

Roundtables are events where all the local Cub Scout leaders get together, usually monthly. Here you can meet other Cub Scout leaders, share ideas, and get the latest information about local events.

Wood Badge is another excellent development opportunity. It is THE premier training event in Scouting. It is usually conducted over the course of two weekends or it may be conducted as a weeklong course.

Wood Badge is all about learning leadership skills and developing yourself as a leader. It draws upon the most current leadership models used by

corporate America, academic circles, and successful outdoors organizations throughout the country.

You will learn about the stages of team development, have leadership experiences, learn effective methods of communication, and gain conflict management abilities that will benefit you both in Scouting and in your personal, family, and professional life. You will also develop a close network of Scouting friends you might not otherwise ever meet!

Scouting is for the whole family, so consider taking the whole family to an iconic Scouting location and learn from some of the top volunteers and professionals in the country. Annually, the Philmont Training Center hosts weeklong training sessions on a variety of topics.

While you are participating in your session, your family members will have the benefit of taking part in activities designed just for them, including hiking, horseback riding, games, crafts, and more. You'll come together as a family throughout the week. Located in New Mexico, Philmont Training Center is located adjacent to Philmont Scout Ranch on 137,000 acres



Hand out copies of the

- **Den Leader Training Award Progress Record**
- **Cubmaster's Key Progress Record**
- **Scouter's Training Award for Cub Scouting Progress Record**

<https://www.scouting.org/training/training-awards-and-recognition/>



SAY: Your next step is to work toward earning your specific adult leader training award. These awards are presented to leaders who complete the training for their position, serve in their position for a specified period, and complete other requirements.

These progress records will help you plan your future training and keep track of everything you've completed.

Once again, we thank you for your leadership and service to the youth of America.



We also encourage you to pursue additional training opportunities that are right for you as you grow with Scouting.

Hand out copies of the Participant Course Assessment found in the appendix.



SAY: Now if you will take a few moments to complete the Participant Course Assessment. These help us to improve, so please give us your honest assessment of the course. If you have concerns, suggestions, or things that you really liked, please provide specific details.

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Glossary of Scouting Terms

chartered organization. A community organization that has been granted an annual charter by the Boy Scouts of America to use the program of the Boy Scouts of America. Responsible for the selection of leaders in the organization's Scouting programs.

commissioner. A volunteer Scouter, representing the district or council, who works as a friend and mentor to Scouting units to help them succeed.

council. A geographically defined administrative organization, tasked with delivering the programs of the Boy Scouts of America to the community organizations within its borders.

Cubmaster. The top volunteer position in every Cub Scout pack. Responsible for planning the monthly pack meetings and working with the pack committee to make sure the pack is moving together and in the right direction.

den. This is the name given to smaller, working groups of Cub Scouts (typically six to eight boys or girls). Dens are single-gender and are organized by age and/or grade. In large packs, there may be more than one same-age and/or -grade den. Dens usually have a number (Den 1, Den 2, etc.).

den chief. A Scouts BSA member, Venturer, or Sea Scout selected by the Cubmaster to help the den leader lead the activities of a Cub Scout den.

denner. A Cub Scout or Webelos Scout who is elected or selected to be the temporary youth leader of the den. Denners can change every few weeks, monthly, or other term so every Scout gets leadership experience.

district. A geographic administrative committee of volunteers within a council, organized to serve the Scouting units within its borders.

district executive. A career Scouting professional who works as a staff member for the local council. District executives are assigned to specific communities within the council.

pack. The larger group a Cub Scout belongs to beyond the den. All packs have numbers that identify them ("Pack 125," for example). Packs usually consist of more than one den and are commonly referred to as a Scouting unit.

Youth Protection Training

Scouting America places the greatest importance on providing the most secure environment possible for our youth members. To maintain a safe environment for them, Scouting America has developed numerous procedural and leadership selection policies; reinforces the youth protection message with regular, high-quality training; and provides parents and leaders with numerous online and print resources aimed at the different youth protection needs of the Cub Scouting, Scouts BSA, and Venturing programs.

Scouting America requires Youth Protection training for all registered volunteers.

All new leaders are required to complete Youth Protection training. To take the training online, go to [My.Scouting.org](https://www.scouting.org) and establish an account using the member number you received when you registered for BSA membership.

If you take the training online before you obtain a member number, be sure to return to [My.Scouting.org](https://www.scouting.org) and enter your membership number to receive training record credit.

Your Scouting America local council may also provide training on a regular basis if you cannot take it online. For more information, refer to the back of the Scouting America adult membership application.

Youth Protection training must be taken every two years. If a volunteer does not meet Scouting America's Youth Protection training requirement at the time of charter renewal, the volunteer will not be reregistered. We encourage all adults, including all parents, to take Scouting America's Youth Protection training.

To find out more about the Youth Protection policies of Scouting America and how to help Scouting keep families safe, see the parent's guide in any of the Cub Scouting or Scouts BSA handbooks, or go to <https://www.scouting.org/training/youth-protection/> and click on the Youth Protection link.

Family Talent Survey



Family Talent Survey

You are a unique person with special talents, abilities, and resources that can help build our Cub Scout community. We want to tap into everyone's special talents. When we do this we will be able to provide the best possible experience for our Cub Scouts.

First Name: _____ Last Name: _____

Please provide the best contact information for you. We understand that you may have multiple emails and phone numbers, and we want to assure you that the information you provide is only used by our local Cub Scout pack. Your information is not shared with anyone else.

Email Address: _____ Phone: _____

Occupation: _____ Job Title: _____

Hobbies/Talents: _____

At this time, what is your willingness and ability to participate? (Check all that apply.)

☐ I would be willing to help with a meeting or special event	☐ I would be willing to teach a Cub Scout skill	☐ I would be willing to lead a special event or activity	☐ I am interested in being a volunteer leader.
☐ I can come early to help set up ☐ I can stay after to help clean up ☐ I can help pick up craft supplies or refreshments ☐ I live or work by the Scout Shop and pick up Advancements or drop off paperwork	What subject(s) or skill(s)? ☐ Arts and crafts ☐ Fishing ☐ Cycling ☐ Hiking ☐ Camping ☐ Conservation ☐ U.S. history ☐ Science ☐ Technology ☐ Engineering ☐ Math ☐ Woodworking ☐ Sports ☐ Health and nutrition ☐ Other: _____ ☐ Other: _____	What type of events or activities? ☐ Banquets or potlucks ☐ Award ceremonies ☐ Camping ☐ Hiking ☐ Aquatics ☐ Cycling ☐ Fishing ☐ Boating ☐ Service projects ☐ Pinewood Derby ☐ Raingutter Regatta ☐ Fundraising for Scouting ☐ Product sales ☐ Other: _____ ☐ Other: _____ ☐ Other: _____	What type of leadership position would you be interested in? ☐ Working with my child and other children of my child's age with another adult leader. ☐ Working with the other adults to support those who are working directly with Cub Scouts. ☐ Working on administrative tasks such as record-keeping or communications.

What resources would you be willing to provide, when needed, for the Cub Scout pack? (Check all that apply.)

Vehicles	Adult meeting locations	Den meeting locations	Pack events locations	Other resources
☐ Truck or large SUV The pack might need a truck to pick up inventory for product sales, haul equipment, pull a trailer of equipment, or float in a parade. ☐ Classic car for parades or special events.	☐ Space in your home to host adult meetings ☐ Outdoor space to host adult meetings ☐ Access to a location for adult meetings	☐ Space at your home to host small meetings of 12 or fewer Cub Scouts ☐ Access to a location to host small meetings of 12 or fewer Cub Scouts	☐ Space at your home to host large events outside ☐ Access to a location to host large events outside ☐ Access to a location to host large events inside	☐ Extra camping gear ☐ A workshop with woodworking tools ☐ A/V equipment (microphone, speakers) ☐ Large kitchen ☐ Other: _____ _____ _____ _____

220-110
2024 Revision

Age-Appropriate Guidelines for Scouting Activities

AGE APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: <i>Is the activity appropriate for the age and for Scouting?</i> Not every activity needs to be conducted.		 LIONS (WITH ADULT PARTNER)	 TIGERS (WITH ADULT PARTNER)	 WOLF/BEAR SCOUTS	 WEBELOS SCOUTS	 SCOUTS BSA	 OLDER SCOUTS BSA, SEA SCOUTS, VENTURERS (*Older Scouts BSA are age 13 and have completed eighth grade or 14 years old and up.)
 Outdoor Skills							
Hunting							Venturers Only
Mountaineering/Sorreling/Cross-Country Travel							✓
Search and Rescue Missions							✓
Search and Rescue Practice						✓	✓
Fueled Devices (Stoves and Lanterns)						✓	✓
Hiking—Multiple Day						✓	✓
Mountain Boards						✓	✓
Orienteering						✓	✓
Wilderness Survival Training					Counselor/Executive	✓	✓
Campfires					Day Visit Only	✓	✓
Fire Building					✓	✓	✓
Pioneering					✓	✓	✓
Cooking Outdoors				See Requirements	✓	✓	✓
Horseback Riding				✓	✓	✓	✓
Map and Compass			Map Only	✓	✓	✓	✓
Pioneering Towers (Check requirements for height restrictions.)			Council/District Events Only	✓	✓	✓	✓
Rope Bridges (Check requirements for height restrictions.)			Council/District Events Only	✓	✓	✓	✓
Conservation Projects	✓	✓	✓	✓	✓	✓	✓
Fishing	✓	✓	✓	✓	✓	✓	✓
Hiking—Day	✓	✓	✓	✓	✓	✓	✓
 Tools (See SAFE Project Tool Use Guidelines: filesstore.a.scouting.org/filesstore/healthandsafety/pdf/680-028.pdf)							
Power Tools—Chain Saws, Log Splitters, Wood Chippers, Power Saws					Adult Use Only		
Power Tools							See Age Guidelines for Tool Use
Axes						✓	✓
Bow Saws					✓	✓	✓
Pocketknife				See Only	✓	✓	✓
Hand Tools			✓	✓	✓	✓	✓
 Trekking							
Horse Treks							✓
Backpacking—Overnight, Backcountry						✓	✓
Bike Treks—Multiple Overnights						✓	✓
Ski Touring—Multiple Days and Nights Carrying Gear						✓	✓
Day Hikes	✓	✓	✓	✓	✓	✓	✓
 Shooting (See shooting sports guides at www.scouting.org . Note: Shooting at each other is prohibited.)							
Centerfire/Large-Bore Rifles							Venturers and Sea Scouts
Pistols							Venturers and Sea Scouts
Pistol Safety and Marksmanship Programs							Council-Run Programs
Specialty Programs—Cowboy Action Shooting							✓
.22 Rifle						✓	✓
Archery—Field						✓	✓
Muzzleloaders						✓	✓
Shotguns						✓	✓
Specialty Programs—Aircraft						✓	✓
Specialty Programs—Chalkball						✓	✓
Air Rifle (pellet gun)					Webelos Long-Term Camp Only	✓	✓
BB Guns					Council/District Outdoor Programs Only	✓	✓
Archery—Target, Action (moving targets)					Council/District Outdoor Programs Only	✓	✓
Slingshots/Wrist Rockets					Council/District Outdoor Programs Only	✓	✓
Catapults/Trebuchets							Projectiles must be soft and small (no larger than a tennis ball).
 Camping (See Guide to Safe Scouting: www.scouting.org/health-and-safety/gss)							
Unit-Coordinated Camping		Camping as a Pack at Council's Designated Locations			Camping as a Den or Pack at Council's Designated Locations	✓	✓
Council-Coordinated Camping	✓	✓	✓	✓	✓	✓	✓

680-685
08/21 Revision

AGE APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: <i>Is the activity appropriate for the age and for Scouting?</i> Not every activity needs to be conducted.		 LIONS (WITH ADULT PARTNER)	 TIGERS (WITH ADULT PARTNER)	 WOLF/BEAR SCOUTS	 WEBELOS SCOUTS	 SCOUTS BSA	 OLDER SCOUTS BSA, SEA SCOUTS, VENTURERS ("Older Scouts BSA" are age 13 and have completed eighth grade or 14 years old and up.)
 Vehicles							
All-Terrain Vehicles (ATV)						Approved Council Use Only; No Unit Use	
Personal Watercraft (PWC)						Approved Council Use Only; No Unit Use	
BMX Biking				✓	✓	✓	✓
Mountain Biking				✓	✓	✓	✓
Bike—Day Trip	✓	✓	✓	✓	✓	✓	✓
 Cope and Climbing							
Caving (other than simple rock activities)							✓
Lead Climbing							✓
Snow and Ice Climbing							✓
Belaying						✓	✓
Rock Climbing						✓	✓
Amusements—Aerial Adventure Parks						✓	✓
Amusements—Canopy Tours						✓	✓
Amusements—Zip Lines						✓	✓
Rappelling					✓	✓	✓
COPE		Age-Appropriate Initiative Games				✓	✓
Bouldering	✓	✓	✓	✓	✓	✓	✓
Climbing (age-appropriate non-made facility)	✓	✓	✓	✓	✓	✓	✓
 Aquatics (See Safe Swim Defense, and Safety Afloat for restrictions based on skills, such as swimming ability, rather than age.)							
Aerial Towed Activities (parasailing, parasail)		Not Authorized					
Cliff Jumping, High Dives		Not Authorized					
Triathlon: Swim Races in Open Water							Sanctioned Events
Paddle Sports: Youth Operated on Class III or Above Whitewater							✓
Personal Water Craft (PWC)						Approved Council Programs Only	
Paddle Sports: Whitewater With Professional Guide on Board						✓	✓
Paddle Sports: Youth Operated on Class I or II Whitewater						✓	✓
Motorboats: Youth Operated (check state regulations)						✓	✓
Overnight Cruise on Live-Aboard Vessel						✓	✓
Sailboats and Sailboards: Youth Operated						✓	✓
Snorkeling in Open Water						✓	✓
Scuba						✓	✓
Surfing						✓	✓
Towed Activities (parasailing, knee boarding, boat)						✓	✓
Tubing (floating in gently flowing water)				✓	✓	✓	✓
Paddle Sports: Youth Operated on Calm or Gently Flowing Water		Passengers Only		Paddle Sports Include Canoes, Kayaks, Pedal Boats, Rafts, Rowboats, SUP			
Commercial Marine Transport (ferries, excursion trips)	✓	✓	✓	✓	✓	✓	✓
Day Rides on Large Private Craft With Trained Adult Operator	✓	✓	✓	✓	✓	✓	✓
Swimming	✓	✓	✓	✓	✓	✓	✓
Snorkeling in Confined Water	✓	✓	✓	✓	✓	✓	✓
Water Parks, Slides, and Floating Attractions		Appropriate Age Varies by Feature					

Training Progress Awards

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 den leader

- ☐ Bear den leader
☐ Webelos den leader
☐ Arrow of Light den leader

Note: This award may be earned in each year of tenure.

Tenure

Complete one year as a registered den leader in the position selected. Lion or Arrow of Light 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 supplemental training as determined by the council), or attend at least four roundtables 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/patrol.
☐ Have a den chief who meets regularly with your den/patrol.
☐ Have at least 70% of your active den/patrol Cub Scouts renew their BSA registration, or cross over to a Scouts BSA troop.
☐ Take leadership in planning and conducting a den/patrol service project.
☐ Have a published meeting/activity schedule for the den/patrol's parents.

- ☐ Participate with your den/patrol in a Cub Scout day camp or resident camp.
☐ Complete Basic Adult Leader Outdoor Orientation (BALOO).
☐ Participate with your den in at least one pack camping activity. For Arrow of Light patrols, at least two pack or patrol camping activities.
☐ Take leadership in planning two den/patrol outdoor activities.
☐ Hold monthly 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.



511-052
2024 Printing

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 Position Specific Training for Cubmasters.
- ☐ Attend a Pow Wow or University of Scouting, or attend at least four Roundtables, or an equivalent as determined by the council, 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:

- ☐ Serve in a pack that achieves council assigned performance objectives, for at least two years.
- ☐ Participate in at least one additional supplemental or advanced training event at the council, territory, or national level.
- ☐ Conduct an annual pack planning session and have a published pack meeting/activity schedule for the pack's parents in each year.

Approved by:

Pack Committee Chair Date

District/Council Training Committee Action

The applicant has met all the requirements for the Cubmaster's Key.

Approved by:

District or Council Training Committee Chair Date



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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 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, territory, 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. (Or equivalent approved by the council training chair in advance.)

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 council assigned performance objectives, in each year

☐ Give primary leadership to at least one of the performance objectives, 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.



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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 \$85 for an annual membership for youth and \$65 for adults.

Registration fees are **not** prorated. 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 charter 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

want something 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.



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510-273
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Pack Operating Budget

Completed Sample			PACK OPERATING BUDGET				
Date budget completed:		July 15	UNIT DETAIL:		Date budget completed:		
Pack No.:		1234	Cubmaster:		Pack No.		
District:		Lakeview	Assistant Cubmaster:		District:		
Projected No. of Cub Scouts:		50	Committee chairperson:		Projected No. of Cub Scouts:		
Projected No. of registered adults:		10	Treasurer:		Projected No. of registered adults:		
			Popcorn chairperson:				
Sample Pack Budget			Actual Budget				
Annual Cost Per Scout/Unit	No. of Scouts/ Adults	Total Unit Cost	PROGRAM EXPENSES:	Annual Cost Per Person	No. of Cub Scouts/ Adults	Total Unit Cost	
\$ 85.00	50	\$ 4,250.00	Registration fees (1)*	\$ 85.00	0	\$ -	
\$ 65.00	10	\$ 650.00	Registration fees (1)*	\$ 65.00	0	\$ -	
\$ 100.00	1	\$ 100.00	Annual Unit Charter Fee (2)*			\$ 100.00	
\$ 7.00	60	\$ 420.00	Local Council Activity Fees*				
\$ 15.00	50	\$ 750.00	Scout Life Magazine (3)*	\$ 15.00			
\$ 1.00	60	\$ 60.00	*All fees are subject to change				
			Accident insurance fees (4)				
			Advancement (5)				
\$ 20.00	50	\$ 1,000.00	7 adventures(loops/pins) + 1 rank + misc. award = \$20.00				
\$ 45.00	50	\$ 2,250.00	Bridging & Cross Over (5)				
\$ 10.00	6	\$ 60.00	Handbook, neckerchief, & neckerchief slide				
\$ 10.00	50	\$ 500.00	Pack leaders				
\$ 8.00	50	\$ 400.00	Special events (6)				
\$ 6.00	10	\$ 60.00	Blue and gold banquet				
\$ 5.00	50	\$ 250.00	Pinewood derby				
			Holiday party				
\$ 10.00	50	\$ 500.00	Special activities (6)				
\$ 10.00	50	\$ 500.00	Den Outing				
\$ 10.00	50	\$ 500.00	Den Outing				
			Den Outing				
\$ 75.00 x 40 =		\$ 3,000.00	Camp (7)				
\$ 130.00 x 30 =		\$ 3,900.00	Cub Scout day camp				
\$ 145.00 x 15 =		\$ 2,175.00	Cub Scout resident camp				
\$ 40.00 x 30 =		\$ 1,200.00	Webelos resident camp				
\$ 60.00 x 20 =		\$ 1,200.00	Council Organized Family Carr				
			Leader's fees				
\$ 20.00	50	\$ 1,000.00	Program materials (8)				
\$ 5.00	5	\$ 25.00	Ceremony supplies, bridge crossings, camping items, etc.				
\$ 30.00 x 20 =		\$ 600.00	Leader basic training (9)				
\$ 1.00 x 50 =		\$ 50.00	Scout Assistance (10)				
\$ 0.50 x 50 =		\$ 25.00	Reserve fund (11)				
			Other expenses (12)				
		\$ 25,425.00	A) TOTAL UNIT BUDGETED PROGRAM EXPENSES			\$ 100.00	
\$ 40.00	50	\$ 2,000.00	INCOME:				
\$ 500.00	1	\$ 500.00	Annual dues (monthly amount x 10 or 12 months)				
		\$ 2,500.00	Surplus from prior year (beginning fund balance)				
		\$ 2,500.00	Other income source (parent payments, etc.)				
		\$ 22,925.00	B) INCOME SUBTOTAL				
			C) TOTAL FUNDRAISING NEED (A minus B)				
\$ 65,500 x 35% =		\$ 22,925	FUNDRAISING PACK BUDGET (Should equal C above)				
Gross Sales	Commission	Need	(Check with your local council for commission percentage and bonuses.)				
\$ 65,500 / 50 Cub Scouts =		\$ 1,310	FUNDRAISING GOAL PER CUB SCOUT				

* Many packs include all or a portion of the Cub Scout Resident Camp or Day Camp fee in the annual budget. This helps ensure that all Cub Scouts have the opportunity to attend. Pack budgeting should include payments on time and qualifying for any discounts offered for early and/or on-time payments.

Pack Meeting Planning Sheet

<https://www.scouting.org/programs/cub-scouts/pack-meeting-resources/pack-meeting-plans/>

Unit Money Earning Application

BOY SCOUTS OF AMERICA

DATE _____

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 prior to committing to your money-earning project. Read the eight guidelines on the other side of this form. They will assist you in answering the questions below.

☐ Pack

☐ Troop

☐ Crew

☐ Ship

No. _____ Chartered Organization _____

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? _____

Does your unit participate in the council product sale? ☐ Yes ☐ No Family Friends of Scouting? ☐ Yes ☐ No

How much does your unit have in its treasury? _____

Signed _____ Signed _____

(Chartered Organization Representative)

(Unit Leader)

Signed _____

(Chairman, Unit Committee)

(Address of Chairman)

FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE:

Approved by _____ Date _____ Phone _____

Approved subject to the following conditions _____



BOY SCOUTS OF AMERICA®

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

3. Will your fundraiser 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 fundraising 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 fundraising 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 fundraising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fundraisers.

7. Will the fundraising 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 fundraising 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 fundraiser.

The local council is responsible for upholding the Charter and Bylaws and the Rules and Regulations of the BSA. To ensure compliance, all unit fundraisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before committing to the fundraising activity.



BOY SCOUTS OF AMERICA
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, Texas 75015-2079
<http://www.scouting.org>

34427 / 510-274
April 2023 Revision

Annual Charter Agreement



THE ANNUAL UNIT CHARTER AGREEMENT AMONG:

(the "Organization"),
Boy Scouts of America ("BSA"), the Council (the "Local Council"),
BSA Pack No. Troop No. Crew No. Ship No. (the "Scouting Unit")
(Please identify those units chartered by the Charter Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Charter Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Charter Organization succeed in its use of Scouting. This Annual Unit Charter Agreement is entered into as of (date) by and among the Charter Organization, BSA, Local Council and the Scouting Unit for a term of one year, beginning 202, and ending 202.

I. The Local Council agrees to:

A. Scouting Resources

1. Provide commercial general liability insurance, described on page 3, to cover the Charter Organization, its board, officers, Charter Organization Representative (COR), employees, and adult volunteers for authorized Scouting activities.
2. Provide program training, program resources, recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.
3. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a successful Scouting program.
4. Provide and facilitate unit-level money-earning (i.e., fundraising) opportunities to support the Unit's activities.

B. Adult Leadership

1. Submit criminal background checks in accordance with BSA policies and procedures, on all adult leaders and volunteers prior to approving any application to serve. The background check shall comply with all applicable federal and state laws and further comply with any standards that may be developed in accordance with any applicable court order. The Local Council's final Registration of the adult leader or volunteer (a) cannot be accomplished until the requisite background check is completed, and (b) will constitute the Local Council's confirmation that the requisite background check has been completed, by indication of the council designees' signature.
2. Require and track all unit leaders to complete BSA Youth Protection Training.

II. The Charter Organization agrees to:

A. Generally

1. Conduct the Scouting program consistent with BSA rules, regulations, and policies located on the My.Scouting website and online at: www.scouting.org/about/membership-standards/.
2. Coordinate with the Local Council to provide annual recruitment opportunities to grow the BSA movement as well as publicize BSA through in-house publications.
3. Refrain from using the Scouting brand as a means to imply BSA's endorsement of the objectives of the Charter Organization, except with respect to youth development, consistent with the goals and objectives of the Scouting program. Refrain from soliciting financial support except as authorized for the benefit of the Unit or the Local Council.
4. Select a Charter Organization Representative (COR) to serve as a voting member of the council.

B. Management and Leadership

1. Reasonably support the Scouting Unit Committee, comprised of at least three members for each Unit.
2. Review and select all adult leaders, subject to the approval of the Local Council, and ensure they are willing to accept Scouting's values and meet all other requirements of membership.
3. Administer the assets of the Unit, including all funds, real property, and personal property (e.g., trailers) that are acquired by the Unit either for the benefit of Scouting or in the name of Scouting and administer the assets for the benefit of the Unit.
4. Authorize the unit to open a separate bank account for the Unit using the Charter Organization EIN and provide the Unit with policies and procedures for financial reporting and asset management.
5. Follow all Guide to Safe Scouting requirements to ensure the adequate review and inspection of trailers, and other assets.

C. Use of Facilities

1. Work with the Unit to secure safe facilities for regular meetings.

III. The Scouting Unit agrees to:

A. Registration and Administration

1. Organize and maintain an active Unit Committee comprised of at least three members for each Unit. Ensure that the Unit has two deep leadership at all times.
2. Ensure all adult leaders have an approved criminal background check and have completed BSA Youth Protection Training prior to participation in any Scouting activity.
3. Encourage adult leaders to receive position-specific or other appropriate training made available by the local council or BSA.
4. Ensure timely registration of all youth and adult members. Use BSA's online registration tools, such as membership leads, online applications, and online re-charter.
5. Coordinate with the Local Council to provide annual joining opportunities to grow the BSA Movement.

B. Program

1. Conduct the Scouting program consistent with BSA Bylaws, Rules & Regulations, handbooks, policies, brand guidelines, etc. See www.scouting.org/about/membership-standards/.
2. Abstain from using the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action, or controversial legal, political, or social issues or causes.

C. Use of Facilities

1. Return facilities to their original condition, subject to reasonable wear and tear, at the end of all Scouting Activities, which includes placing any garbage/waste in appropriate receptacles, returning any items stored on premises to the designated storage area, and removing all other personal belongings.

D. Assets and Equipment

1. Be a good steward of the Unit's resources and comply with the BSA's Fiscal Policies and Procedures.
2. Apply for and undertake Unit Money Earning Projects in accordance with BSA's and the Local Council's guidelines.
3. Actively participate in the Local Council's annual giving campaign and product sales fundraisers (e.g., Friends of Scouting campaign, popcorn, and Camp Card sales).
4. Follow all Charter Organization policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit reporting as prescribed by the Charter Organization.

IV. The BSA agrees to:

A. Insurance:

The Boy Scouts of America agrees to provide Commercial General Liability (GL) and Excess Commercial Automobile Liability (AL) to cover losses or claims asserted or sustained by any Scout, Scouting Unit, member, visitor, volunteer, or any other person, arising out of or in any way connected, directly or indirectly, with Scouting. This insurance covers the Charter Organization, along with its Officers, Directors, Trustees, Employees, or Charter Organization Representatives (collectively, "Protected Parties"). At a minimum, such insurance:

1. GL coverage shall be written on an occurrence basis, with limits of \$7,500,000 each occurrence and \$20,000,000 annual aggregate for the policy year ending March 1, 2025. BSA provides additional excess GL coverage above the primary and first excess policies. GL coverage limits are subject to change upon renewal.
2. AL shall be written on a per occurrence basis, with a \$5,000,000 limit per occurrence as excess of the Charter Organization's primary AL insurance and any other excess insurance available from other sources; provided however, that the underlying primary AL insurance, and other excess (if any), shall be no less than \$1,000,000.
3. As set forth in the GL policy, shall provide coverage for:
 - a. Bodily injury, sickness or disease including illness or death of any person.
 - b. Bodily injury, with no exclusion for physical or sexual abuse, misconduct, or molestation.
 - c. Personal or advertising injury.
 - d. Damages caused by physical damage or destruction of tangible property.
 - e. Contractual liability covering the BSA's obligation to defend, indemnify, and hold harmless the Protected Parties.
 - f. Punitive or Exemplary Damages coverage equal to that which is provided to BSA entities.
4. Shall name the Protected Parties as Additional Insureds on all primary and excess policies.
5. Shall include a Waiver of Subrogation in favor of the Protected Parties.

B. Trademark License:

BSA grants together to the Organization and the Scouting Unit a non-exclusive, royalty-free license to use the trademarks, logos, seals, insignia, words, phrases, and other designations, descriptive marks, and pictorial representations relating to BSA's Scouting programs (collectively the "BSA Marks") solely in connection with (i) marketing and operation of the Scouting Unit, (ii) promotion of BSA's Scouting programs in the geographic market that the Organization serves, and (iii) other purposes consistent with this Agreement. Each the Organization and the Scouting Unit agree to (a) refrain from using the BSA Marks for any commercial purpose without the express written authorization from BSA and (b) comply with such guidelines and specifications that BSA may promulgate from time to time, including, but not limited to, those set forth in the BSA Brand Guidelines and Guide to Awards and Insignia documents regarding the style, appearance, and usage of any BSA Marks.

Charter Organization

Charter Organization Representative

Unit Committee Chair

Local BSA Council

Title

Title

Title

Title

Date

Date

Date

Date

Roger Krone^{**}

President & Chief Executive Officer
Boy Scouts of America

Resources

Charter organizations must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website located at www.scouting.org/about/membership-standards/

- The Charter and Bylaws of the Boy Scouts of America
- The Mission of the Boy Scouts of America
- The Rules and Regulations of the Boy Scouts of America
- The Scout Oath and the Scout Law, including Duty to God
- BSA youth protection policies and guidelines, including mandatory reporting
- The Guide to Safe Scouting
- The SAFE Checklist
- Scouter Code of Conduct
- Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>

*** BSA's endorsement of this Agreement relates solely to the Insurance and Trademark License provisions set forth in §IV of this Agreement.*

**** This is a BSA-approved form as of the month and year reflected in the bottom margin of this Agreement. Once signed by all other parties to this Agreement, and provided no more recent form agreement has been approved by BSA as of the date those signatures are applied, Mr. Krone's pre-printed electronic signature on this Agreement will be recognized as valid and binding on BSA as of the same date with respect to the Indemnification and Insurance provisions and to the Trademark License provisions.*

Scout Mission:

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Scout Oath:

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law:

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Characteristics of Cub Scouts

(Compiled from various child development sources)

Kindergartners and First-Graders/Lions and Tigers

- Just starting to refine their large motor skills. They may be riding tricycles or bicycles with training wheels.
- Short attention spans
- Easily bored.
- Tire easily
- Love to be active.
- May appear clumsy and accident-prone.
- Need good supervision.
- Socially, developing friendships and learning to play cooperatively.
- Look for comfort and reassurance from their primary care givers and teachers, including their den leader.
- Eager to share.
- Enjoy boasting about accomplishments.
- Enthusiastic about learning new skills.
- May cry easily when embarrassed or hurt.
- Sometimes throw tantrums when things don't go their way.
- Emotional regulation is difficult.
- Need adults to help them express feelings appropriately.
- For these reasons, and others, having an adult partner with the Lion or Tiger at all Cub Scout den and pack meetings and activities is a requirement.

Second- and Third Graders/Wolves and Bears

- Growing in their physical strength and endurance
- Curious about the way things work and have vivid imaginations.
- Understand the difference between right and wrong.
- Have a keen sense of rules and will protest if they think someone is cheating.
- May be highly critical of themselves and need some encouragement from caring adults.
- Eager to please and demonstrate this by wanting to help.
- Can tell time but have little understanding of what time means.
- Cannot tell how much time has passed or how to manage their time on a project.
- Have mastered the ability to play cooperatively.
- Enjoy having a close circle of same gender friends.
- More susceptible to peer pressure, which can be positive or negative.
- Wanting to play on the same sports teams or wanting to play together outside of school signals the importance of having close friends.
- Still need help managing and expressing their emotions but may show more empathy for one another.

Fourth-and Fifth Graders/ Webelos/ Arrow of Light

- Fine motor skills are becoming refined and have well-developed eye-hand coordination.
- Can better think through an action before performing it.
- Physical stamina is growing.
- More willing and able to take on more tedious tasks and crafts.
- Sense of time has improved.
- Can better manage their time to complete a project with help.
- Like to be part of the planning process for projects, campouts, and pack meetings.
- More organized in their thinking skills
- Growing in confidence and may be devoted to one or several sports or extracurricular activities.
- Increasing attention spans allow them to sit and discuss issues of importance.
- May ask many questions and bring up topics other than what's in their adventures.
- Understand rules better than younger Cub Scouts
- Understand the difference between intentional and accidental rule-breaking.
- Appear more sensitive and curious about the feelings of others, including adults.
- Very devoted to their friends and may have a best friend.

Den Annual Adventure Plan

Month	Adventure
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	

Large Pack Structure

Pack committee positions are added to support the greater number of families in the pack.

```

graph TD
    A[Charter Organization Representative] --> B[Pack Committee Chair]
    B --> C[Cubmaster]
    B --> D[Pack Treasurer]
    B --> E[Pack Secretary]
    B --> F[New Member Coordinator]
    B --> G[Advancement Chair]
    B --> H[Activities Chair]
    C --> I[Assistant Cubmaster]
    C --> J[Fundraising Chair]
    C --> K[Friends of Scouting Chair]
    I --> L[Wolf Second grade]
    L --> M[Den Leader for Wolf Den 10]
    L --> N[Den Leader for Wolf Den 11]
    L --> O[Den Leader for Wolf Den 12]
    M --> P[Den Leader for Lion Den 1]
    M --> Q[Den Leader for Lion Den 2]
    M --> R[Den Leader for Tiger Den 5]
    M --> S[Den Leader for Tiger Den 6]
    N --> T[Den Leader for Tiger Den 7]
    J --> U[Lion Kindergarten]
    J --> V[Tiger First Grade]
    J --> W[Wolf Second grade]
    J --> X[Bear Third grade]
    J --> Y[Webelos Fourth grade]
    J --> Z[Arrow of Light Fifth grade]
    J --> AA[Pack Overnighter Chair]
    J --> AB[Pinewood Derby Chair]
    J --> AC[Blue and Gold Banquet Chair]
    J --> AD[Den Leader for Fifth Grade Arrow of Light]
    J --> AE[Den Leader for Fifth Grade Arrow of Light]
    
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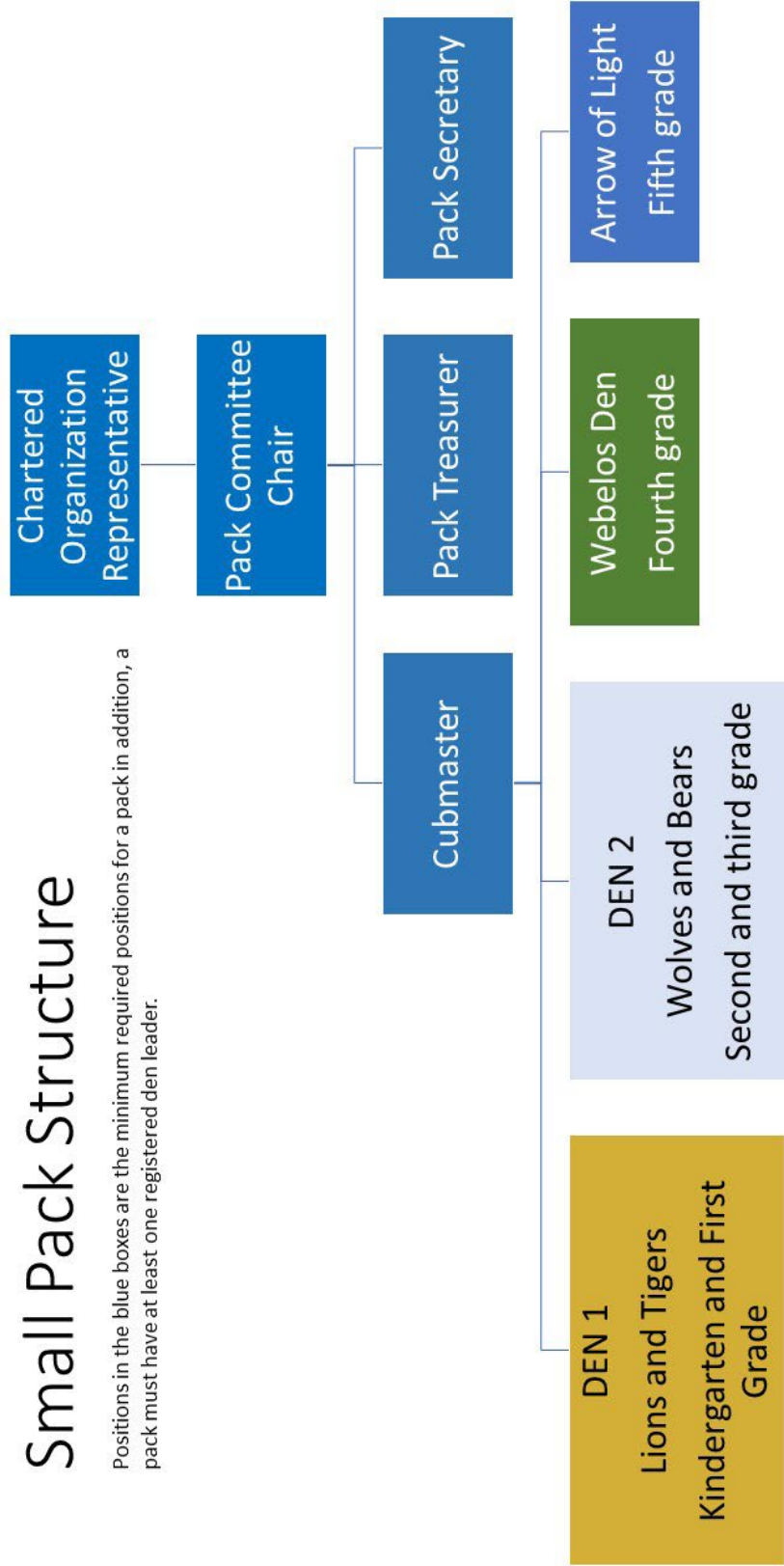
Positions in the blue boxes are the minimum required positions for a pack in addition, a pack must have at least one registered den leader.

With multiple dens per grade, packs use den numbers to identify dens in a way that works best for them.

added to support the greater number of families in the pack.

Small Pack Structure

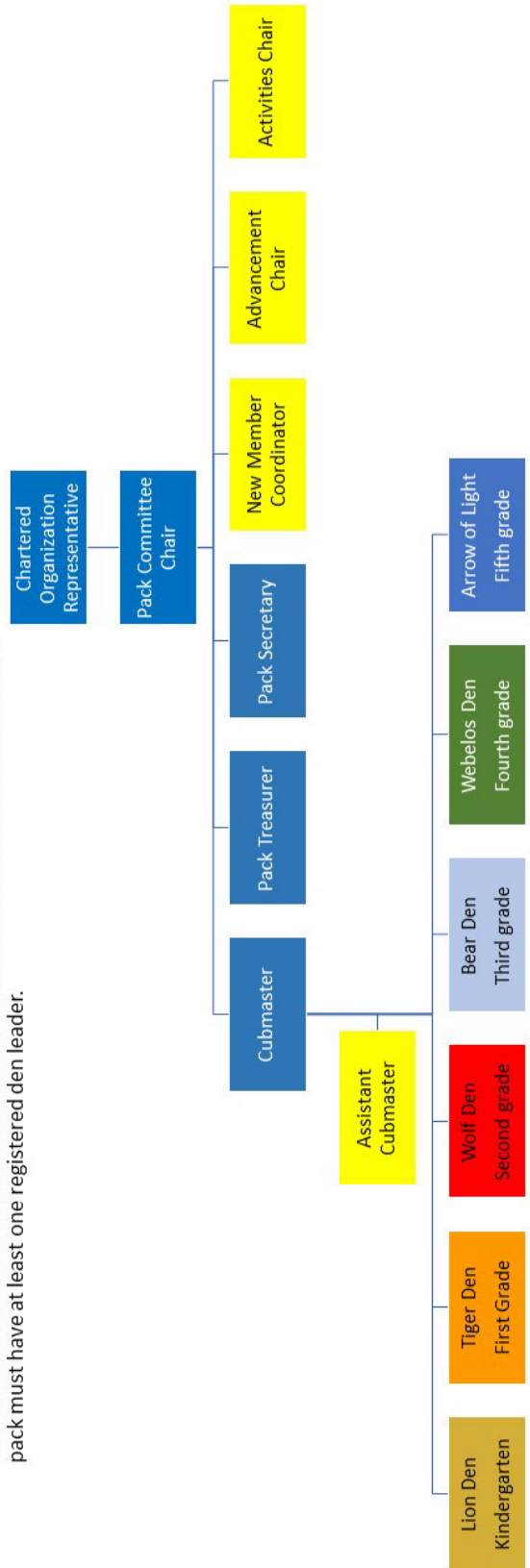
Positions in the blue boxes are the minimum required positions for a pack in addition, a pack must have at least one registered den leader.



Small Pack Structure

Pack Structure

Positions in the blue boxes are the minimum required positions for a pack in addition, a pack must have at least one registered den leader.



Pack Structure

Participant Course Assessment

The purpose of this course assessment is for the faculty to learn from your evaluation of the training program. We are committed to continually improving the effectiveness of our training and value your feedback. Please rate the following:

Course Promotion

How helpful was the information you received about the course content, location, timing, and point of contact?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Effectiveness of the Faculty

Was the faculty effective at helping you understand the materials and achieve the learning objectives?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Recommendation

Would you recommend this course to other Scouters?

☐ Yes! ☐ Maybe ☐ Probably Not ☐ No!

If your rating was Probably Not or No!, please let us know how we could have done more to help you.

Course Content

Did the lessons and training methods provide you with the fundamentals of BSA training?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Facilities

Did the facilities support delivery of the course?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Overall

Is there anything else you feel we need to know?

☐ Yes ☐ No

If you said yes, please let us know how we could have done more to help you.

Thank you for taking the time to give us your
feedback. The training team.