



Cub Scout Leader Position-Specific Training



Cub Leader Training Agenda
9:00am-12:30pm

1: Opening

- Welcome (5 Minutes)
- Aims and Methods of Cub Scouting (10 Minutes)
- Childhood Development (10 Minutes)
- Cub Scout Uniforms (5 Minutes)

Break

2: Den Leaders

- Advancement (25 Minutes)
- Conducting a Cub Scout Den Meeting (10 Minutes)
- Den Leader Resources (10 Minutes)
- Den Management (10 Minutes)
- Denners and Den Chiefs (10 Minutes)

Break

3: Cubmasters

- Pack Structure (10 Minutes)
- Conducting a Cub Scout Pack Meeting (15 Minutes)

Break

4: Pack Committee

- Pack Finance (10 Minutes)
- Annual Program Planning for Cub Scouting (15 Minutes)
- Annual Charter Renewal (10 Minutes)
- Journey to Excellence (10 Minutes)

Break

5: Making the Pack Go

- Preparing Families for Outdoor Adventures (10 Minutes)
- Keeping Cub Scouting Safe (5 Minutes)
- Involving Adults in Cub Scouting (10 Minutes)
- Continue the Journey (5 Minutes)

6: Closing

- Questions
- Closing Ceremony (5 minutes)

What is Cub Scouting?

Cub Scouting is fun. A quality Cub Scout program is fun not only for the children, but for parents, legal guardians, and adult leaders as well. Before something can be fun everyone must first feel safe. A culture of keeping everyone safe will help ensure everyone is able to have fun.

Cub Scouting Is Simple. The overall aims or purpose of the Cub Scout program is centered on character, citizenship, personal fitness, and leadership. There is also a focus on the outdoors, personal safety, family and reverence. This is achieved when Cub Scouts work toward a badge of rank that is specific for their grade. Every badge of rank has six required Adventures that are focused on these aims and focus areas. The goal is for a Cub Scout to earn their badge of rank each year.

Cub Scouting is Easy. Delivering the Cub Scout program is flexible to meet families where they are. At the center of the Cub Scout program are Cub Scout Adventures. Cub Scout Adventures are theme-based activities with, on average, five requirements. Resources are easy to access through the Cub Scout handbooks and at www.scouting.org/programs/cub-scouts/adventures. Adventures can be completed in meetings or at home.

The Purpose of Cub Scouting

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 Cub Scout ideals are found in the Scout Oath, the Scout Law, and the Cub Scout Motto. They are principles children learn and incorporate into their everyday lives. Take every opportunity to point out how an activity your Cub Scouts are doing connects with the Scouting ideals. Help them see that living the ideals of Scouting is a good way to live.

The 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.

The Scout Law

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

The Cub Scout Motto

Do Your Best.

The Aims of Cub Scouting

Character Development
Citizenship Training
Personal Fitness Development
Leadership Development

The Methods of Cub Scouting

To accomplish its purposes and achieve the overall goals of building character, learning citizenship, and developing personal fitness, Cub Scouting uses seven methods. These methods bring Cub Scouting to life for families.

Living the Ideals. Cub Scouting's values are embedded in the Scout Oath, the Scout Law, the Cub Scout motto, and the Cub Scout sign, handshake, and salute. These practices help establish and reinforce the program's values in Cub Scouts and the leaders who guide them.

Belonging to a Den. A den is a small group of youth—an ideal size is eight, but you may have more or less. The ideal den is formed with Cub Scouts of the same school grade.

Using Advancement. Recognition is important to everyone. The advancement plan provides fun for Cub Scouts and gives them a sense of personal achievement as they earn their badge of rank. It also strengthens family understanding as the den leader and adult family members work with the Scouts on advancement projects.

Involving Family and Home. Whether a Cub Scout lives with two parents or one, a foster family, or other relatives, the family is an important part of Cub Scouting. Parents and legal guardians provide leadership and support for Cub Scouting and help ensure that children have a good experience in the program.

Participating in Activities. Cub Scouts participate in a huge array of activities, including games, projects, 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 youth strengthen connections to their local communities, which in turn will support their growth and development.

Wearing the Uniform. Cub Scout uniforms serve a dual purpose, demonstrating membership in the group (everyone is dressed alike) and individual achievement (they wear the badges they've earned). Wearing the uniform to meetings and activities also encourages a neat appearance, a sense of belonging, and good behavior. It provides a level playing ground; the only thing you can tell about a Cub Scout when they wear their uniform is what they have achieved as an individual regardless of their economic or social background.

Childhood Development

Understanding Cub Scout–Age Children

The Cub Scout years are a time of rapid development for children, falling between the total dependence of early childhood and the relative independence of early adolescence. Cub Scout–age children are becoming more competent, and they need to be able to demonstrate what they can do. Eager to prove themselves to their friends, themselves, and their parent(s) or other caring adults, they show off what they can do, sometimes forgetting to plan ahead and forgoing safety. Cub Scouting activities are designed for children who are in the normal range of development, but the program is flexible enough to adapt to the needs of those who are developing faster or slower than their peers or who face physical, mental, or emotional challenges. Cub Scout leaders who understand and recognize the developmental changes of these years will have a much better Cub Scouting experience. Although typical behavior patterns exist for any age group, every child is unique. For example, some 10-year-olds are already experiencing the growth spurts associated with puberty, while others still resemble 8-year-olds. It's important not to confuse physical size with psychological maturity. Minds and bodies often develop at different rates.

Physical Development

Children are full of energy. They need a way to burn it off, especially if they've been sitting in a classroom for a long time. They can be noisy and boisterous, and they need to romp and play.

Children are steadily growing. Young children are often quite thin and lack muscle mass. Second graders are losing baby teeth and tend to have an "all teeth and ears" look. By fifth grade, they are taller and gaining muscle mass, have more stamina, and are capable of more sustained effort.

Children are becoming better coordinated. Children at this age may be clumsy and accident prone, but they gradually become more coordinated. By fifth grade, most children have achieved much better control and increased their mastery of large-muscle activities.

Children are impatient with aspects of personal hygiene. Tasks like brushing their teeth and combing their hair seem unimportant. Self-care routines can be a source of conflict. Not all children of Cub Scout age appreciate the importance of cleanliness.

Mental Development

Children are concrete thinkers and take things very literally. Subtleties and humor frequently escape them, and they often interpret "what if" and "maybe" as promises to be kept. However, they are beginning to build concepts out of their concrete experiences and can use these ideas to imagine possibilities and solve problems.

Children are beginning to understand that behavior involves motivation and consequences. By first and second grade, they are likely to try to explain away bad outcomes by saying, "I didn't mean it." Fifth-graders are better at planning ahead to predict possible consequences. They are better at communicating with others because they can begin to see others' points of view.

Children enjoy activities that are distinct from their school-day experiences. By second grade, some children have begun to read on their own with varying success and interest. Cub Scouting often stimulates interest in reading and learning because the activities create a desire to know more. Cub Scouting activities don't have the association with failure that formal schoolwork has for some children; those who have problems at school might turn out remarkable Cub Scout projects.

Children have different learning styles. Some of them learn best visually, and some learn best by listening. Children and adults learn best when lessons are fun and hands-on. Cub Scouting's emphasis on learning by doing gives everyone a chance to shine.

Children are curious and adventurous. For Cub Scouts, the world is still new and waiting to be discovered. First- and second-graders are eager to meet life head-on—often with a willingness to take risks that may outrun their abilities.

Children can be highly imaginative. Children are ready to picture themselves in all kinds of roles and situations. Their ability to pretend lets them explore new ideas and feelings and their relationships with other people. Cub Scouting plays an important role in keeping curiosity alive by letting children do and learn things that interest them.

Children are collectors. Cub Scouts seem to accumulate things indiscriminately, and they're more concerned with quantity than quality. Fifth-graders retain their interest in collecting but often settle down to a more serious focus on one or two kinds of items. They are likely to spend more time counting, sorting, and arranging collections.

Children have short attention spans. First- and second-graders throw themselves into activities with great enthusiasm but might be ready to move on to something else in a remarkably short time. However, when something really interests them, Cub Scouts can stick with it longer. They also like to return again and again to favorite activities.

Children are still developing a sense of time. Many first- and second-graders can tell time with a clock, but they might have little sense of what time means. They express interest in planning and particularly like to know what is coming next. By age 10, most children have improved their time-management skills. They enjoy making rather elaborate plans and can generally get to where they want to be pretty much on schedule.

Building Relationships

Children have a strong need for adult/family support. Although they may be willing to try new things on their own or with peers, children still need family members and adults they look up to whom they can trust and with whom they can share their experiences. By fifth grade, they are ready for greater independence and responsibility. They resent being treated like "little kids," although they still want their parents to be there for them.

Children are learning to interact within groups. Generally, they understand the importance of friends, and many appear anxious about whether others approve of them. Still immature, they often view life mainly from their own perspective.

Children are becoming genuinely devoted and committed to their friends. They usually engage with enthusiasm in group activities. Many youngsters of this age also form spontaneous clubs and other fluid, though often short-lived, peer groups.

Children prefer dynamic group games. Young Cub Scouts love to succeed, and they have a great desire to win every time. They have difficulty understanding and mastering intricate rules of games and may lay blame on their opponents. Fifth-graders, on the other hand, usually have a sharp sense of rules. They can make a distinction between intentional and accidental rule violation.

Children need acknowledgment for their performance. Sometimes children avoid trying innovative endeavors because they are afraid that others might see them perform inadequately. Fifth-graders thrive on praise, too, but they prefer not to be singled out in front of others.

Learning Values

Children are developing ideas about right and wrong. By second grade, many of them do what is right because they've progressed in their moral development and learned important values. Others may do what is right primarily to avoid punishment.

Children are beginning to see the value of trying to get along with others. By age 10, most children have begun to relate conformity to rules with self-interest. They are interested in the benefits they receive when they follow the rules. This age is also a time of much bargaining. They are beginning to understand that others have rights, too.

Children have a growing appreciation for fairness. Some psychologists believe that sensitivity to the feelings of others is the beginning of a moral sense. The young Cub Scout takes a fairly rigid stand on issues of fairness.

Children are beginning to see that values are important. Some of them begin to realize that the ideas expressed in the Scout Oath and Scout Law are values that American society feels are important. Modern American culture requires children to be able to experience moral issues in terms of obedience to rules and to explore them within networks of relationships.

Children like being helpful. At this age they are not too young to do things for others. Children enjoy helping others, especially if they can see that their service actually meets a need. At the end of a service project, it's important to have time for discussion so that your Cub Scouts can understand their experience, learn from it, and grow.

The Cub Scout Uniform

Leaders and youth members wear a Scouting America uniform because it is a means of identifying openly with the principles and aims to which they are committed: character, leadership, citizenship, and personal fitness. The fact that youth and adult members of Scouting wear a uniform doesn't mean that they are all alike. They come from different backgrounds, with different religious beliefs and political views. They are each individuals, with their own family traditions and loyalties. The uniform is not intended to hide their individuality, rather, it is a way to give each other strength and support. When wearing the uniform by all members of the pack is implemented, it covers up all differences of social and economic background. Cub Scouts and adult leaders should wear their uniforms to all Scouting events.



Lion - Kindergarten

The Lion Cub Scout uniform has the following parts:

1. **Shirt:** The official Lion t-shirt.
2. **Belt:** Official navy-blue web belt with metal buckle.
3. **Cap:** Official navy-blue Lion cap.
4. **Neckerchief:** Optional Lion neckerchief. The Lion den decides if they will wear the neckerchief.
5. **Neckerchief Slide:** Optional Lion neckerchief slide.

Official uniform pants, shorts, or skorts, and Cub Scout socks are optional. Use of these items for Lions is decided by the den leader and families in the den. There is no uniform inspection sheet for Lions.



Tiger - First Grade

The Tiger Cub Scout uniform has the following parts:

1. **Shirt:** The official blue uniform shirt is available with long or short sleeves and has button-flap pockets.
2. **Pants:** Shorts, long pants, skorts, and roll up pants all are in official blue.
3. **Belt:** Official navy-blue web belt with metal buckle.
4. **Socks:** Official socks are available in three lengths: ankle, crew, and knee. Tiger socks have an orange band on the top.
5. **Hat:** Official blue hat with orange front and Tiger emblem.
6. **Neckerchief:** Orange triangular neckerchief with Tiger logo. Official BSA neckerchiefs are the only neckerchiefs that are part of the uniform.
7. **Neckerchief slide:** Official gold-tone metal slide with orange Tiger emblem. Cub Scouts may wear handmade neckerchief slides.





Wolf - Second Grade

The Wolf Cub Scout uniform has the following parts:

1. **Shirt:** The official blue uniform shirt is available with long or short sleeves and has button-flap pockets.
2. **Pants:** Shorts, long pants, skorts, and roll up pants all are in official blue.
3. **Belt:** Official navy-blue web belt with metal buckle.
4. **Socks:** Official socks are available in three lengths: ankle, crew, and knee. Wolf socks have a yellow band on the top.
5. **Hat:** Official hat red front and Wolf emblem.
6. **Neckerchief:** Red triangular neckerchief with Wolf logo. Official BSA neckerchiefs are the only neckerchiefs that are part of the uniform.
7. **Neckerchief slide:** Official gold-tone metal slide with red Wolf emblem. Cub Scouts may wear handmade neckerchief slides.



Bear - Third Grade

The Bear Cub Scout uniform has the following parts:

1. **Shirt:** The official blue uniform shirt is available with long or short sleeves and has button-flap pockets.
2. **Pants:** Shorts, long pants, skorts, and roll up pants all are in official blue.
3. **Belt:** Official navy-blue web belt with metal buckle.
4. **Socks:** Official socks are available in three lengths: ankle, crew, and knee. Bear socks have a yellow band on the top.
5. **Hat:** Official blue hat with light blue front and Bear emblem.
6. **Neckerchief:** Light blue triangular neckerchief with Bear logo. Official BSA neckerchiefs are the only neckerchiefs that are part of the uniform.
7. **Neckerchief Slide:** Official gold-tone metal slide with light blue Bear emblem. Cub Scouts may wear handmade neckerchief slides.





Webelos - Fourth Grade

The Webelos Cub Scout uniform has the following parts:

1. **Shirt:** The official blue uniform shirt is available with long or short sleeves and has button-flap pockets.
2. **Pants:** Shorts, long pants, skorts, and roll up pants all are in official blue.
3. **Belt:** Official navy-blue web belt with metal buckle.
4. **Socks:** Official socks are available in three lengths: ankle, crew, and knee. Bear socks have a yellow band on the top.
5. **Hat:** Official green hat with Webelos plaid front and Webelos emblem.
6. **Neckerchief:** Webelos plaid triangular neckerchief with Webelos logo.
7. **Neckerchief Slide:** Official gold-tone metal slide with Webelos emblem.
8. **Adventures Colors:** The Adventure Colors are worn on the right sleeve to display the Webelos Adventure Pins that have been earned.



Arrow of Light- Fifth Grade

The Arrow of Light Cub Scout uniform has the following parts:

1. **Shirt:** The official tan uniform shirt is available with long or short sleeves and has button-flap pockets.
2. **Pants:** The official green shorts, long pants, skorts, and roll up pants.
3. **Belt:** Official green web belt with BSA buckle.
4. **Socks:** Official green socks are available in three lengths: ankle, crew, and knee.
5. **Hat:** Optional – Arrow of Light Scouts may wear any official BSA hat.
6. **Neckerchief:** Optional – Arrow of Light Scouts may wear any official BSA neckerchief.
7. **Neckerchief Slide:** Official Scouts BSA slide with BSA emblem.
8. **Adventures Colors:** The Adventure Colors are worn on the right sleeve to display the Arrow of Light Adventure Pins that have been earned.
9. **Loops:** Official Cub Scouts blue loops are worn on the shoulders of the shirt.



Adult Leader Uniforms

As adults set the example for youth, they should be careful that the uniform example is proper. All Cub Scout and Scouts BSA leaders wear the same uniform with colored shoulder loops to identify their participation in different Scouting programs. Blue loops indicate affiliation with a Cub Scout pack.

Leader uniforms have the following parts:

1. **Shirt:** The official tan uniform shirt is available with long or short sleeves and has buttonflap pockets. Leaders wear blue shoulder loops. The Cub Scout leader position patch is placed on the left sleeve.
2. **Pants:** The official green shorts, long pants, skorts, or roll-up pants.
3. **Belt:** Official green web belt with metal buckle, plain leather belt, or Scout leather belt with Scout belt buckle.
4. **Socks:** Official green socks are available in three lengths: ankle, crew, and knee.
5. **Hat:** Optional; if an adult chooses they may wear any official adult hat.
6. **Neckerchief:** Optional; any official neckerchief. Adults do not wear youth neckerchiefs.
7. **Neckerchief slide:** Optional; any official slide or handmade slide.



Cub Scout Advancement

Ranks

Badges of rank are grade specific and age appropriate. Cub Scouts must work on the badge of rank and the Adventures associated with the badge of rank that is associated with their grade. If a child is in a non-traditional educational system, they are to work on the badge of rank and related Adventures that is appropriate for their age. In these cases, pay close attention to the joining requirements for Scouts BSA to prevent the Cub Scout from earning their Arrow of Light badge of rank before meeting the age requirement for Scouts BSA.

At the end of each school year, a Cub Scout automatically moves to the next badge of rank of Cub Scouting, even if they did not complete the badge of rank of the previous year. This movement from one badge of rank to the next is referred to as “bridging.” Once a Cub Scout has completed the grade level for a badge of rank, they start working on the next grade-level badge of rank; they may not go back to earn a lower grade-level badge of rank, nor may they skip ahead to the next rank until they have completed the appropriate grade level.

Mark each bridging with a meaningful ceremony during a pack meeting. The pack might celebrate this by presenting the next-rank neckerchief and/or handbooks. Cub Scouts often complete the requirements for their badge of rank before the end of the school year. Earning the badge of rank is ideally recognized with a ceremony at a pack meeting or special event that is not the same as when they bridge from one rank to the next. Once a Cub Scout earns their badge of rank they continue earning elective Adventures for their appropriate rank.



Lions is for children who are attending kindergarten. If kindergarten is not part of the local school system then they join in the fall prior to their first grade year. Lions join with an adult partner, who is a parent, guardian, or other caring adult approved by the parent or guardian. The basic element of Lions is the Lion–adult partner team. Lion adult partners are required to attend all Cub Scout meetings and activities with their Cub Scout.



Tigers is for children who are in the first grade. Tigers join with an adult partner, who is a parent, guardian or other caring adult approved by the parent or guardian. The basic element of Tigers is the Tiger–adult partner team, like Lions. Tiger adult partners are required to attend all Cub Scout meetings and activities with their Cub Scout.



Wolves are children who are in the second grade, Bears are in the third grade, and Webelos are in the fourth grade. The programs focus on age-appropriate activities. The parents and other caring adults continue to support each Cub Scout as they work on their rank requirements.



Arrow of Light Scouts are children who have completed fourth grade and are under 11 years old. The Arrow of Light badge of rank is focused on preparing Cub Scouts to join a Scouts BSA troop. This ideally should be done in January or February of their fifth-grade year.

Adventures

Each rank, Lion through Arrow of Light, is earned by completing the six required Adventures and any two elective Adventures for that badge of rank. Required Adventures are based on the aims of Scouting and the areas of importance. The aims of Scouting are character and leadership, personal fitness, and citizenship. The areas of importance are the outdoors, personal safety, and family and reverence. The den leader decides which Adventures will be worked on and in what order. When deciding the order of Adventures, it is recommended that the den leader seek input from other leaders in the pack, the parents in their den, and in some cases the Cub Scouts themselves. It is recommended that required Adventures are worked on first.

Adventures, required and elective, may be earned in any order. However, based on available resources during different times of the year, it may be beneficial to work on an elective Adventure before all the required Adventures are completed. Cub Scouts may also work on multiple Adventures simultaneously. Even after all six of the required Adventures and two elective Adventures are completed for Cub Scouts to earn their badge of rank, the den continues to work on additional elective Adventures.

2024-2025 Cub Scout Badges of Rank Requirements

The Bobcat Adventure is designed to be the first required Adventure.
Each badge of rank is earned by completing six required and two elective Adventures.
The six required Adventures are focused on the aims and focus areas of the BSA.

 LION Kindergarten	 TIGER 1 st Grade	 WOLF 2 ND Grade	 BEAR 3 RD Grade	 WEBELOS 4 TH Grade	 ARROW OF LIGHT 5 TH Grade
 BOBCAT Character/Leadership	 BOBCAT Character/Leadership	 BOBCAT Character/Leadership	 BOBCAT Character/Leadership	 BOBCAT Character/Leadership	 BOBCAT Character/Leadership
 MOUNTAIN LION Outdoors	 TIGERS IN THE WILD Outdoors	 PAWS ON THE PATH Outdoors	 BEAR HABITAT Outdoors	 WEBELOS WALKABOUT Outdoors	 OUTDOOR ADVENTURER Outdoors
 FUN ON THE RUN Personal Fitness	 TIGER BITES Personal Fitness	 RUNNING WITH THE PACK Personal Fitness	 BEAR STRONG Personal Fitness	 STRONGER, FASTER, HIGHER Personal Fitness	 PERSONAL FITNESS Personal Fitness
 KING OF THE JUNGLE Citizenship	 TEAM TIGER Citizenship	 COUNCIL FIRE Citizenship	 PAWS FOR ACTION Citizenship	 MY COMMUNITY Citizenship	 CITIZENSHIP Citizenship
 LION ROAR Personal Safety	 TIGER ROAR Personal Safety	 SAFETY IN NUMBERS Personal Safety	 STANDING TALL Personal Safety	 MY SAFETY Safety/First Aid	 FIRST AID Safety/First Aid
 LION'S PRIDE Family/Reverence	 TIGER CIRCLES Family/Reverence	 FOOTSTEPS Family/Reverence	 FELLOWSHIP Family/Reverence	 MY FAMILY Family/Reverence	 DUTY TO GOD Family/Reverence
 2 Elective Adventures	 2 Elective Adventures	 2 Elective Adventures	 2 Elective Adventures	 2 Elective Adventures	 2 Elective Adventures

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Each Adventure for Lion through Bear has a metal Adventure loop that is designed to be worn on the Cub Scout's belt. Adventure loops do not require an advancement report to be purchased at the Scout shop. This allows for the den leader or other pack leadership to purchase Adventure loops ahead of time and have them ready to present once a Cub Scout has completed the Adventure. Adventure loops are color coded to each rank. Required Adventure loops have their logo in full color and elective Adventure loops have their logo in a single color.

Adventure pins, instead of loops, are presented for the required and elective Adventure for Webelos and Arrow of Light Scouts. Just like Adventure loops, Adventure pins do not require advancement reports and are designed to be given to the Cub Scout once they have completed the Adventure. Adventure pins are worn on an item called the Adventure colors—a metal pin that has the word Adventures on it with gold, red, and green ribbons attached or on the Webelos hat. If pins are placed on the Adventure colors, they may be placed in any order on any of the attached ribbons.

Conducting a Den Meeting

The Den Meeting is the most important part of Cub Scouting. It is where Cub Scouts build friendships, work together to learn new things, and progress towards earning their common badge of rank. Serving as a Den Leader is providing an opportunity to make a positive life long impact on your child and others in the den.

Den meetings are conducted at a date, time, and location that is best for families that are in the den. How often and for how long a den meets is also up to each den. The den should meet as frequently as necessary to ensure that, at minimum, each Cub Scout in the den has the opportunity to earn their badge of rank.

Preparing for a Den Meeting

To prepare for a den meeting simply identify a Cub Scout Adventure that you want to complete. Adventures are found in each of the grade-specific handbooks. It is recommended that you focus on the required Adventures first. If this is your first den meeting for the year with new and returning Cub Scouts, the Bobcat Adventure is designed to be done as your first required Adventure. Once you have chosen the Adventure to work on for your den meeting, review the webpage for that Adventure. You can get to it by scanning the QR code in the Cub Scout handbook.

Parts of a Den Meeting

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

Before the Meeting

Identify which Cub Scout Adventure you want to work on.

- Review the webpage for the Adventure which includes the Safety Moment, the Safety Moment highlights the key items you need to know to conduct the Adventure safely, the requirements for the Adventure, and recommended activities to complete each requirement.
- Identify the activities you will do during your den meeting.
- Gather the necessary supplies and complete the “Before the Meeting” action items.

During the Meeting

Opening – Conduct an opening ceremony that includes the pledge of allegiance, the Scout Oath, and Scout Law.

- Activities – Complete the activities you chose to complete the requirements for the Adventure.
- Recognition – If the requirements for an Adventure are completed, recognize each Cub Scout with the Adventure Loop or Pin as instant recognition.
- Closing – Conduct a formal closing using the living circle, make any announcements or reminders, and the den leader may close with a reflection that focuses on a value of the Scout Oath or Scout Law.

After the Meeting

Review – The den leader, assistant den leader, and other adults who helped with the meeting review how the meeting went and take any notes for improvement for the next meeting.

- Thank You – The den leader sends thank you notes to those adults who helped with the meeting
- Record – The den leader records the requirements that were completed at the meeting in Scoutbook.

Den Management

If you have children or have worked with them, you understand that some tend to be active, full of energy, and at times rambunctious. You can manage your Cub Scouts and their rambunctiousness with proper program planning and some time-proven techniques. The first step is to keep in mind that Cub Scouts joined for adventure and to be active. Some program activities require physical activity and some activities generate a higher level of noise than others. The ideal meeting location is one where that's not an issue. Beyond that, effective discipline is 90 percent preparation.

Part of that preparation is the awareness of what children are like at various ages. The other element of preparation is planning appropriate activities and having enough physical and human resources on hand to keep the group going for the entire meeting. Some people think that the best kind of control is inner control, but children of Cub Scout age are a long way from reaching such a goal. This does not mean that they are too young to try. You can put fairness to work to create some operating rules that the group members agree to follow.

You can encourage positive behavior in many ways, including

- Expressing clear expectations of good behavior
- Developing a den code of conduct
- Encouraging parental participation at all meetings and having two-deep leadership
- Having trained den chiefs help with den activities
- Deliver the program as designed.
- Using positive recognition or reinforcement aids such as good conduct candles, marble jars, and stickers

Den Code of Conduct

The den leader and the Cub Scouts in the den should develop a den code of conduct—or set of group rules. A poster set of the Scout Oath and Scout Law, and a poster to help create and display the den code of conduct, are available at the Scout shop. Introduce the subject of a den code of conduct during an open discussion of how friends act toward one another. Children will often contribute proposals that relate to safety, to respect for property, and to relationships with others. You can make suggestions along these lines if the Cub Scouts don't bring them up.

A few rules are enough for a start, but the Cub Scouts might need to add others from time to time. They also might want to write out their den rules and sign on a line at the end of the list. This is a way of sharing with parents and guardians the expectations of their Cub Scouts. to try to live up to rules that they helped develop themselves. This is an opportunity for them to learn about caring, too. Just as they can make up rules, they can decide on some of the caring values that they want to represent their den.

Guidance Using Values

The ideas of trustworthiness, helpfulness, and being kind are all found in the Scout Oath and Scout Law. These important values can be a good start for discussions about conduct. With guidance, even young Cub Scouts can discuss their actions and decide how they fit with the Scout Oath or Scout Law. Such exchanges not only reinforce these values but also help the children develop critical thinking skills.

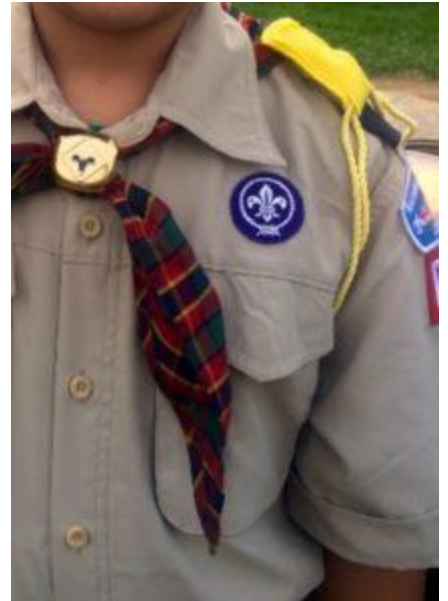
Webelos and Arrow of Light Scouts are much more adept at developing rules and can generally be depended on to adopt reasonable ones for their group. They might want to change rules from time to time as circumstances change. By age 10, children are beginning to understand that even public laws are made by people and that people can change them. They are ready to discuss rules in a fairly businesslike manner and will engage in a lot of bargaining with peers and adults. Give Cub Scouts responsibility to help them think more deeply about positive attitudes, beliefs, values, norms, and actions. Teach them how to learn from experience and how to gain some mastery over the events in their lives. This approach will take effort at the beginning but will soon begin to take hold as the Cub Scouts learn to discipline themselves.

Denners and Den Chiefs

Denner

Wolf, Bear, and Webelos Den Leaders select a Scout to serve as a denner on a rotational basis so each Scout gets the opportunity to serve at least once. The responsibilities of the denner should be simple and appropriate for the age of the Cub Scout. This may be the honor of holding the U.S. flag during the opening ceremony or leading the pledge of allegiance. The denner is identified by wearing a yellow cord on the left shoulder.

NOTE: In Arrow of Light, dens are called patrols to help with the transition to a Scouts BSA troop. Instead of a denner, those AOL patrols elect a youth patrol leader.



Den Chief

Den chiefs are Scouts who assist a Cub Scout den leader or Webelos den leader. They are selected by the Scouts BSA troop senior patrol leader and Scoutmaster, and approved by the Cubmaster and the pack committee for recommendation to the den leader. Den chiefs help Cub Scouts advance through Cub Scout ranks and encourage Cub Scouts to join a troop upon graduation.

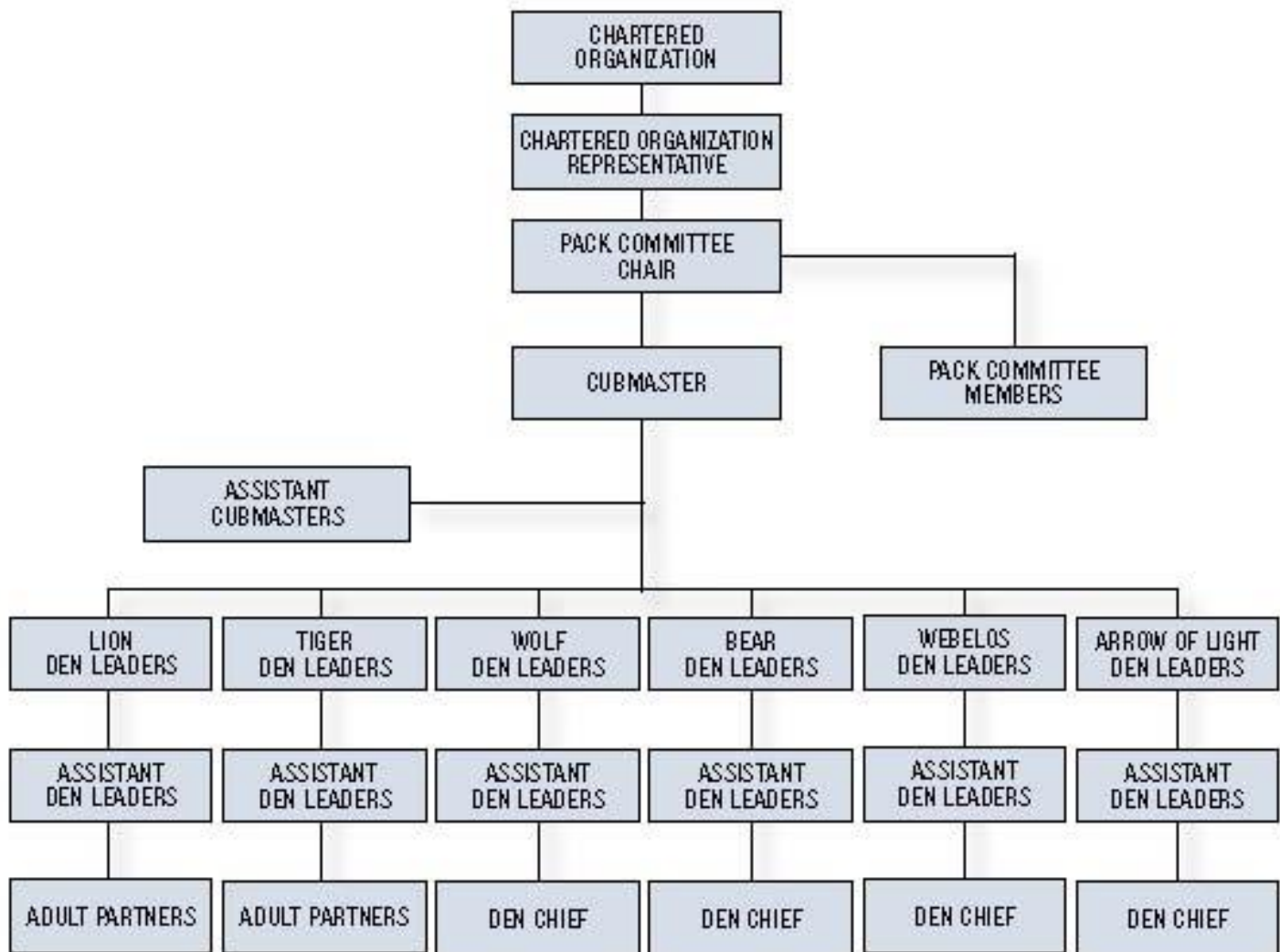
Responsibilities

- knows the purposes of Cub Scouting
- helps Cub Scouts achieve the purposes of Cub Scouting
- serves as the activities assistant at den meetings
- sets a good example through attitude and uniforming
- is a friend to the members of the den
- helps lead weekly den meetings
- helps the den in its part of the monthly pack meeting.
- knows the importance of the monthly theme and pack meeting plans
- meets regularly with the den leader to review den and pack meeting plans
- meets as needed with adult members of the den, pack, and troop
- receives training from the den leader (and cubmaster or assistant cubmaster)
- takes Den Chief Training
- encourages Cub Scouts to become Webelos Scouts when they are eligible
- encourages Webelos Scouts to join a Scout troop upon graduation
- helps the denner and assistant denner to be leaders.
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

Pack Structure

The pack is the Scouting unit that conducts the Cub Scout program with the chartered organization. It is led by a pack committee, which oversees administrative functions, and a Cubmaster, who oversees program activities. The pack includes all children, leaders, and parents involved. Most packs meet once a month, but the frequency of pack meetings is up to pack leadership. The pack meeting is led by the Cubmaster with the help of other adults. It's the pinnacle of the month's activities and is attended by all family members. In addition to regular pack meetings, the pack may take field trips, go camping, and conduct service projects or money-earning activities. During the summer, the pack might conduct outdoor activities such as a swimming party, pack overnighter, or family picnic.

Pack Organization Chart



No single person, no matter how talented, can make Cub Scouting work on their own. Instead, it takes a team made up of Cub Scout parents or guardians and other caring qualified adults who agree to take on roles that best fit their individual talents. These positions include the Cubmaster, assistant Cubmasters, pack committee chair and members of the committee, chartered organization representatives, den leaders and assistant den leaders, and more. Each leader has a specific role to play, while all share responsibility for recruiting, training, and planning. In this chapter, we'll introduce the details of each role to help you identify the positions that you may feel best match your talents. Not all leadership positions require wearing a uniform or meeting with youth. Just about everyone has a skill or talent that can help the pack.

Chartered Organization Representative

The chartered organization representative is the direct contact between the pack and the chartered organization. This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council. If the chartered organization has more than one unit, one representative serves them all.

Qualifications: Is at least 21 years old, is a member of the chartered organization, and is not the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative, is registered as an adult leader of Scouting America, and is current with Youth Protection training.

Responsibilities: The chartered organization representative's responsibilities are to

- Help select the right leadership for the unit.
- Promote well-planned, quality unit programs, including outdoor programs, advancement, and recognition.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest service projects to benefit the organization.
- Encourage the unit committee to hold meetings.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.

Cubmaster

Everything that the Cubmaster does is aimed at helping the individual Cub Scout.

Qualifications: Is at least 21 years old and is registered as an adult leader of Scouting America. Should be a leader who is able to communicate well with adults as well as youth. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform.

Responsibilities: The Cubmaster's responsibilities are to:

- Complete Cubmaster position-specific training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack according to the policies of Scouting America including the use of the Scouting America SAFE Checklist for all activities at www.scouting.org/health-and-safety/safe and adherence to the policies in the *Guide to Safe Scouting*.
- Support the policies of Scouting America.
- With the pack committee, develop and execute a plan for recruiting new families into Cub Scouting.
- Ensure that all leaders and parents are aware and follow Youth Protection Guidelines.
- With assistance from the pack committee and den leaders plan fun and engaging pack meetings and pack activities.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and Scouting America.
- Work with the pack committee on program ideas, planning and delivering Cub Scout Adventures that are available for all Cub Scout ranks; selecting and recruiting adult leaders; and establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.

- Help organize and encourage graduation into a troop by establishing and maintaining good relationships with one or more local troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- See that Cub Scouts receive a quality, year-round program filled with fun and activities that provide an opportunity for Cub Scouts to earn the Summertime Fun Adventure.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Arrow of Light ceremonies, involve Scoutmasters and other troop leaders.
- Meet with the unit commissioner, Arrow of Light den leader, and Scoutmaster to establish plans for the Arrow of Light Scouts' transition to a troop.

Assistant Cubmaster

The Cubmaster has a big role. Having assistant Cubmasters allows them to share responsibilities. Every pack should have at least one assistant Cubmaster, but some packs have two or three.

Qualifications: Is at least 21 years old. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, is registered as an adult leader of Scouting America, and is current with Youth Protection training.

Responsibilities: An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster position-specific training. Attend monthly roundtables.
- Participate in pack meetings including the use of the Scouting America SAFE Checklist for all activities at www.scouting.org/health-and-safety/safe and adherence to the policies in the *Guide to Safe Scouting*.
- Support the policies of Scouting America.

Cub Scout Den Leaders

Cub Scout den leaders work directly with Cub Scouts and their parents/guardians to execute the Cub Scouting program in the den. Dens may have a den leader and assistant den leader or two co-den leaders. When serving female youth, there must be at least one female registered adult leader present for all den meetings and activities.

Qualifications: Is at least 21 years old, and should be an experienced leader and is usually a parent or guardian of a child in the den. Recommended by the Cubmaster after consultation with the parents and guardians of the Cub Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of Scouting America and current with Youth Protection training.

Lion and Tiger Den Leader Responsibilities:

- Register as a Cub Scout Leader.
- Complete Youth Protection training.
- Complete all of the online training modules for Den Leader training.

- Plan, prepare for, and conduct den meetings with the assistant den leader and a different family each month.
- Attend the pack leaders' meetings.
- Ensure Cub Scouts earn their badge of rank and continue in Cub Scouting.
- Coordinate shared leadership among the families in the den.
- Rotate responsibilities monthly to ensure that each family has the opportunity to be the host team, planning and executing the den meeting and activities.

Wolf, Bear, and Webelos Den Leader Responsibilities:

- Register as a Cub Scout Leader.
- Complete Youth Protection training.
- Complete all of the online training modules for Den Leader training.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.
- Attend the pack leaders' meetings.
- Ensure Cub Scouts earn their badge of rank and continue in Cub Scouting.
- Help train and guide the den chief in working with Cub Scouts and see that they receive recognition for their efforts at den and pack meetings.
- Provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts.

Arrow of Light Den Leader Responsibilities:

- Register as a Cub Scout Leader.
- Complete Youth Protection training.
- Complete all of the online training modules for Den Leader training.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.
- Attend the pack leaders' meetings.
- Make contact with a Scouts BSA troop to visit as soon as possible. This is a requirement for the Bobcat Adventure.
- Ensure Cub Scouts earn their Arrow of Light badge of rank and cross over into a Scouts BSA troop.
- Help train and guide the den chief in working with Cub Scouts and see that they receive recognition for their efforts at den and pack meetings.
- Provide meaningful responsibilities for the Arrow of Light patrol leader so that they can learn responsibility and gain satisfaction from their efforts.
- Plan and conduct, along with the Scoutmaster and assistant Scoutmaster, meaningful joint activities.
- Plan and carry out overnight campouts and other outdoor activities including the use of the Scouting America SAFE Checklist for all activities and adherence to the policies in the *Guide to Safe Scouting*.

Assistant Cub Scout Den Leaders

The assistant Cub Scout den leader shares the responsibilities of the Cub Scout den leader and may be called upon to serve as a family contact or record keeper, or to handle other details of den operation. Each den should have at least one assistant den leader, and more if needed.

Qualifications: Is at least 21 years old, and is recommended by the Cubmaster after consultation with the den leader, parents, and guardians of the Cub Scouts involved, and approved by the pack committee and chartered organization. Is registered as an adult leader of Scouting America and current with Youth Protection training.

The Pack Committee

Pack Committee Chair

The pack committee chair leads the pack committee and thus is responsible for the administration, oversight, and support of the pack program. The pack committee chair's role is to

- Support the policies of Scouting America.
- Complete position-specific training for pack committee chair.
- Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
 - Calling and presiding at monthly pack committee or parent meetings.
 - Assigning duties to committee members.
 - Planning for pack charter review, recruitment, and reregistration.
 - Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
- Recognize the need for more dens, and see that they are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Develop and maintain strong pack–troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.

Secretary

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- Complete position-specific training for pack committee member.
- Keep informed of all Cub Scouting resources available online. Help new den leaders access needed tools.
- Acquaint den leaders with Scoutbook so that they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in Scoutbook.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders and parents of pack leaders' meetings and other activities.

Treasurer

The treasurer ensures the pack's finances are sound. Specifically, the treasurer will:

- Complete position-specific training for pack committee member and the module "Pack Finances" found in the Pack Committee Chair training track.
- Help the pack committee and Cubmaster establish a sound financial program for the pack by using the guide "Planning Your Annual Pack Budget" and the pack budget worksheet.
- Maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from parents.
- Keep up-to-date financial records. Enter all income and expenditures using an agreed upon system. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated recordkeeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each family so that Cub Scouts will accept responsibility for paying dues and each family will be alert to opportunities for other ways the pack generates income to pay for expenses and what is expected of each family.
- On the request of den leaders, sympathetically counsel with those who do not pay dues, determine the reason, and encourage regular payment. If they are unable to pay, work out a plan with the Cubmaster and pack committee so that the family can contribute in an agreeable manner.
- Report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.
- Make the pack budget available to all families in the pack to ensure transparency.

Advancement Chair

The advancement chair helps den leaders and parents understand the advancement program and helps den leaders plan a program that makes it possible for Cub Scouts to earn their badge of rank and transition into a Scouts BSA troop. The advancement chair will:

- Complete position-specific training for pack committee member.
- Have a working knowledge of the Cub Scout advancement plan.
- Help plan and conduct induction and advancement recognition ceremonies.
- Coordinate with the Arrow of Light den leader and Scoutmaster for meaningful crossover ceremonies from Cub Scouting to a troop.
- Ensure that Cub Scouts get instant recognition for Adventures when they are earned and that badges of rank are presented in a timely manner.
- Purchase the necessary Adventure belt loops, pins, pocket certificates and badges of rank to present to Cub Scouts.
- Promote *Scout Life magazine* (subscribe.scoutlife.org/subscribe) as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

Public Relations Chair

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- Complete position-specific training for pack committee member.
- Identify and promote pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events.
- Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Cub Scout recruiting fliers and brochures to invite families to join. Along with the pack committee, promote new membership. Let the people in your community know that a Cub Scout pack is available.
- Develop the pack communication plan on how parents and leaders receive information for events and activities and how parents can communicate with other parents and leaders.
- Provide pack announcements for regular release in the official bulletins, newsletters, websites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

Outdoor Activity Chair

This position helps the Cub Scouts develop a love for the outdoors. Specifically, the outdoor activity chair will:

- Help the Cubmaster plan and arrange for outdoor activities and ensure that leaders are properly trained and prepared for outdoor activities including use of the Scouting America SAFE Checklist.
- Know and carry out Scouting America outdoor program policy related to Cub Scouting.
- Review all activities to ensure that unit leaders comply with Scouting America policies in the *Guide to Safe Scouting*.
- Make camping reservations for pack camping trips.
- Complete position-specific training for pack committee member and complete Basic Adult Leader Outdoor Orientation (BALOO).
- Help Webelos and Arrow of Light den leaders plan overnight campouts. Help arrange for equipment as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Arrange for Safety Afloat implementation for all outings involving boating.
- Plan outings to help Cub Scouts earn the Let's Camp and Summertime Fun Adventures.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) and is present for any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of Scouting America health and safety requirements, and see that they are implemented.

Membership and Registration Chair

This position is essential to the health of the pack. The chair will:

- Complete position-specific training for pack committee member.
- Along with the Cubmaster and pack committee, develop and carry out a plan for membership growth.
 - Work with pack committee members to promote recruitment plans.
 - Follow up on Cub Scout who left the pack to help return them to full, active membership.
- Provide coaching and assistance to families when it is time for them to renew their membership.
 - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
 - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
- Along with the Cubmaster and pack committee, see that eligible Cub Scouts transition to the next rank's den at the appropriate time, and that Arrow of Light Scouts and parents/guardians have a smooth transition into a Scouts BSA troop.

Friends of Scouting Chair

Scouting requires local resources to support the program. Friends of Scouting is an annual program to educate families on how Scouting is financially supported by various sources, including the families that directly benefit from the program.

- Complete position-specific training for pack committee member.
- Be the point of contact for the local council on how funds are raised locally for Scouting and what the expectations are for local packs to participate.
- Give a financial gift to the local council to support their fund raising efforts.
- Based on your local council's fund raising methods encourage all families in your pack to give a financial gift to support the local council.
- Communicate the financial needs of the local council to families in the pack and how they can participate in supporting those needs.

New Member Coordinator

Sustaining strong membership in a unit depends not only on having new members join the unit, but also on engaging youth and their families in the unit experiences so that they feel welcomed and want to stay. More than one person can serve as a new member coordinator. The role of the New Member Coordinator is to ensure that both keys to success take place.

- Complete position-specific training for pack committee member and review the information about New Member Coordinators at scoutingwire.org.
- Serve as welcoming ambassadors for the unit.
- Work with the unit committee in developing and implementing the Unit Membership Plan.
- Participate in New Member Coordinator training and collaborate with the district membership team.

Conducting a Pack Meeting

Pack Meeting Plans

Solicit additional adult help for activities and tasks. Shared leadership of the pack benefits everyone by getting other parents involved and creating opportunities for adults to share their skills and interests with the Cub Scouts. Pack meetings are time to bring all the dens and families in the pack together. Pack meetings should be engaging and fun not only for Cub Scouts but for parents, too. Pack meetings may be special events like a Pinewood Derby or preparing for a pack campout with a tent-set-up party. Pack meetings can also be focused on an Adventure that is available to all Cub Scout ranks. Make the pack meeting something that both Cub Scouts and parents want to come to.

Planning for den involvement in pack meetings is most important. Each den should schedule participation in advance. The meeting chronology should be shared with the den as well; for instance, if a den needs props for the activity or event, knowing when the den will appear in the agenda will give the members time to get ready. At the pack leaders' meeting, coordinate all skits and contributions so events are approved in advance and are not duplicated. It is best to keep recognition of Adventures in den meetings. Cub Scouts should receive their Adventure loop or pin at the den meeting. At a pack meeting recognition for Adventures should be brief and should not dominate the meeting. Special pack meetings should be conducted for when Cub Scouts earn their badge of rank and when Arrow of Light Scouts are crossing over into Scouts BSA. The pack meeting is one of the best opportunities to interest and involve families. A well-attended pack meeting shows families that they belong to a successful organization. It helps build active and enthusiastic family involvement, which is vital to the success of Cub Scouting.

Who Is Responsible?

The pack committee, Cubmaster, and den leaders are responsible for planning the pack meeting. The Cubmaster is responsible for leading the pack meeting, and they plan and conduct it with the help of other leaders. All dens share the responsibility by doing their assigned parts. The den leader, assistant den leader, and den chief are in charge of the dens during pack meetings. The den leader acts as host or hostess for den families. The Cubmaster's challenge is to conduct a brisk, fast-moving meeting that holds the interest of both Cub Scouts and family members. The secret to a good pack meeting is careful planning, which includes a balance of seriousness and fun, the involvement of many people, and a lively pace. When it's over, the families should feel good about attending the meeting. The meeting should be fun for everyone involved.

Who Attends Pack Meetings?

Cub Scouting is a family program, and pack meetings are for families—the Cub Scouts, parents or guardians, brothers, sisters, and other family members—as well as all den and pack leaders and den chiefs. The unit commissioner should be invited to attend. From time to time it may also be appropriate to invite leaders from local Scouts BSA troops to assist or come as special guests. The Cubmaster and pack committee are responsible for inviting other special guests to pack meetings. Den leaders are responsible for seeing that den families know about the pack meeting and for encouraging them to attend. Some packs send out a monthly newsletter with an announcement about the pack meeting activities, along with other information.

Pack Meeting Place

Pack meetings are usually held at the chartered organization's facility or a place provided by the chartered organization. The pack committee should work with the chartered organization to find a suitable meeting place. Because families attend pack meetings, the room should be large, with movable chairs if possible. Pack meetings are generally held in the same place and at the same time, except when they involve outdoor activities. Blue and gold banquets may also require a different meeting place or date.

Seven Parts of a Pack Meeting

1. Before the Meeting

Room Arrangement

Check to see that doors are unlocked, lights are working, restrooms are open, and ventilation is good.

Prepare the room setup. Put the chairs in place, with the dens marked in sections.

Properly display the U.S. and pack flags.

Prepare for any recognitions.

Materials and Equipment

Prepare badges and Adventure pocket certificates for presentation.

Be ready with the equipment and materials for the preopening activity.

Set up equipment and props for ceremonies.

Be prepared with equipment needed for the program portion of the meeting and prizes for games.

Provide a written agenda for everyone who is on the program.

2. Gathering

As with den meetings, it's important to give people something to do while they're waiting for the pack meeting to start. Elements during the gathering time can include:

- **Greeters.** New member coordinators could welcome people as they arrive and make them feel at ease. Have hosts who introduce new people and see that everyone knows where to sit.
- **Preopening Activity.** A preopening game helps people feel welcome and keeps the Cub Scouts occupied until the meeting begins. See the *Den Chief Handbook*, *Group Meeting Sparklers*, and *Scout Life* magazine for ideas on preopening activities.

This is also a good time for den leaders to meet briefly with their dens to cover last-minute details of their part in the pack meeting.

3. Opening

While brief and energetic, the opening should include several elements:

- **Opening Ceremony.** The Cubmaster or other pack leader can lead the opening ceremony, or a den might be assigned this responsibility. It should include a flag ceremony, patriotic song, or the Pledge of Allegiance, and the Scout Oath and Scout Law.
- **Prayer or Moment of Reverence.** A brief prayer or moment of reverence may also be included, but be sensitive to the diverse religious beliefs that may be represented in your pack.
- **Welcome and Introductions.** The Cubmaster introduces and recognizes visitors and makes them feel welcome. This would include new families, the head of the chartered organization, the unit commissioner, a Scoutmaster, or other visitors. Pack leaders can also be introduced at this time.

4. Program

The program period is the most fun and energetic part of the meeting. It can include these elements:

- **Cub Scout Adventure.** The pack can work on required or elective Adventures that have the same theme and is available for all ranks. For example, a bike rodeo where everyone works toward their respective cycling Adventure or fishing activities that prepare for an upcoming pack fishing day.
- **Den Skits.** Skits are always popular. Cub Scouts will have been preparing for this activity during the month, so families will have a hint of what's to come. All den contributions to the pack meeting should be prescreened by the Cubmaster for appropriateness.

- **Games.** Games provide most of the action in pack meetings. Relay races between dens, parent–child competitions, or skill competitions make ideal activities for pack meetings. Cub Scouts usually enjoy games in which their family members participate. If desired, award simple homemade prizes to winners. Most Cub Scout Adventures have recommended games that meet requirements for that Adventure.

5. Recognition

Special recognitions presented in pack meetings should be kept brief. If the majority of the pack meeting is spent on recognition you will see a dramatic decrease in attendance. Instant recognition for earning Adventures is best done in the den when the Cub Scout can associate the activity with the recognition.

- **Cub Scout Recognition.** Your pack may choose how you conduct ceremonies for when Cub Scouts earn their badge of rank. Some will have a pre-planned month when they want all their Scouts to earn their badge of rank so the pack meeting that month is all about recognizing the Cub Scouts for earning their badge of rank. Don't take for granted that family members will attend; alert them several days in advance that their child will be receiving an award or recognition.
- **Leader Recognition.** Recognize leaders who have earned training awards or done something special for their den or the pack, including religious emblems or community awards. This is also a chance to recognize family members who have made significant contributions to the pack. Recognitions could be certificates or informal homemade items that are appropriate for the occasion.
- **Attendance Awards.** Many packs give an attendance award to the den having the best family attendance at each pack meeting. Some use the parent attendance ribbon; others use a simple trophy such as a Cubby or other type of award. This is an incentive for other dens to get their adult family members to attend the pack meeting.

6. Closing

- **Announcements.** These should be brief, to the point, and written out, if possible; don't give any long, drawn-out talks. Mention any special events or activities and the date of the next pack meeting.
- **Closing Ceremony.** A den can be assigned the responsibility of a closing ceremony, or the Cubmaster can give a Cubmaster's Minute or other inspirational closing thought. Whatever type of closing is used, it should be short and meaningful.

7. After the Meeting

- **Refreshments.** Many packs serve refreshments, which can be furnished by a special committee or brought by assigned dens.
- **Cleanup.** It is important that sufficient help be recruited to put the meeting room back in order. Scouts always leave a place looking as good as or better than they found it.

Pack Finance

Like other things in life, Cub Scouting is not free. In order to deliver quality programming, an exciting recognition program, and leader training and support, a financial plan for the unit is critical.

WHO PAYS FOR SCOUTING?

Money for the Scouting movement comes from four general sources:

1. The Cub Scout and family pay for the uniform, insignia, annual membership fee to the national organization, the Cub Scout's handbook, and dues to cover ongoing expenses. Some packs furnish the handbooks as part of the pack budget plan. Families can also help Scouting by participating in the council's annual Friends of Scouting campaign.
2. The chartered organization selects pack leadership and provides an adequate pack meeting place along with its maintenance and utilities. The organization may also determine some funding practices for the pack.
3. The pack maintains itself through its budget plan and money-earning projects. Packs find a balance between fundraising projects and dues as the primary sources of funding for the pack budget.
4. The community contributes money and support, providing funds that enable local councils to service and guide chartered organizations and their units. In some communities, operating income comes through local community appeals. In addition, many parents and friends of Scouting make an extra financial contribution to the Friends of Scouting campaign. Funds are also made available by special bequests and other contributions. Each Cub Scout and leader pays the national registration fee each year. This money helps fund the national organization and is not part of pack or council operating expenses.

THE PACK BUDGET PLAN

Cub Scouts need to develop an appreciation for money and how to earn, spend, share, and save it responsibly. The pack budget plan offers many practical suggestions for leaders to guide Cub Scouts in this important matter, and it lets families know exactly what benefits they are receiving from the dues they pay. The budget plan teaches Cub Scouts to earn their own way, to save for future needs, and to appreciate the value of money. Even though it might seem easier for a pack to collect a yearly fee from each pack family at the beginning of the year, this practice is discouraged because it defeats the real purpose of the budget plan: to teach Cub Scouts how to handle money and to help them accept financial responsibility.

Who? Planning the pack budget is the responsibility of the pack committee, with the help of other pack leaders and families. The unit commissioner can also help develop the pack budget.

When? It is best to plan the budget before the annual pack program planning conference is complete, and review the budget during the conference as well as at the pack leaders' monthly meetings.

What? The following decisions need to be made when planning the pack budget:

- What are our program plans for the coming year, and what will these activities cost?
- What should our budget include?
- How much should dues be?
- Do we need a money-earning project to purchase special equipment?

How? After the pack leaders and committee members have developed the budget, they present it to pack families at a special business session of the pack meeting. Emphasize each Cub Scout's personal responsibility in making the plan a success by the regular payment of their share of the dues. After final approval, the pack treasurer becomes responsible for carrying out the budget plan with the help of other leaders.

Suggested Budget Items

The following budget items are recommended; the pack may agree on others. Remember any activities or expenditures not listed in the budget will require a money-earning project. Once the budget is developed, present it to the pack committee for adoption. Be sure to keep families informed.

1. Registration. When a family first joins Cub Scouting they pay their registration fee for the year. Some packs will include registration fees for youth and adult leaders for those that return the next program year and participate in fund raising activities for the pack.

2. Magazine. *Scout Life*, the official publication of Scouting America, is offered to all members at a special rate of \$15 per year. Every Cub Scout should subscribe to the magazine because of the quality reading and the articles related to the unit's monthly program. The magazine is also important to a child's growth in Scouting, and research has shown that Cub Scouts stay in Scouting longer and advance farther if they read the magazine. If the reserve funds will allow, a new Cub Scout joining during the charter year should be signed up for the magazine. When reserve funds do not pay for the subscription, then the child or the child's parent may be asked for the amount.

3. Unit Accident Insurance. Each pack should be covered by unit accident insurance to help meet the costs of medical care if accidents occur.

4. Reserve Fund. The reserve fund might be established by a gift or loan from the chartered organization or by a unit money-earning project. The reserve fund should meet unexpected expenses that occur before dues are collected or other money is earned. A new member's initial expenses may be met from the fund. A small portion of each Cub Scout's basic expenses is budgeted to maintain this fund. If the reserve fund falls below the target balance, it should be restored through a money-earning project or other means.

5. Other Basic Expenses. These basic expenses include Adventure loops and pins and rank for each Cub Scout to ensure prompt recognition as well as additional training for adults. Because service to others is fundamental in Scouting, the budget should include a goodwill project, a Good Turn, or a gift to the World Friendship Fund.

6. Program Materials. Each pack needs to provide a certain amount of program materials for dens to use to deliver the program. Money for craft supplies and other den activities should be made a priority. For example, it should have a U.S. flag, pack flag, and equipment and supplies for its regular program. Some items, such as camping equipment, can often be borrowed from a Scouts BSA troop, minimizing the pack's expenses. Some packs include the cost of handbooks, leader training, and advancement badges in this category.

7. Activities. The pack program drives the pack budget and the amount budgeted for activities. At the annual pack planning event, leaders and parents decide what activities will be covered by pack funds and what activities will be the responsibility of the Cub Scout and family. Communicate to all current families and new families, when they join, what financial responsibilities they have. What are the pack dues and how often are they collected? What fundraising activities will there be and what is the expected participation? What activities are covered by dues? What activities are not covered? It is best to provide this information in writing.

Handling Money

While most packs don't have large budgets or handle large amounts of money, it's still important to handle money properly. Doing so makes life easier for leaders and prevents possible misuse of funds.

Pack Bank Account. The pack's bank account is established by the chartered organization and is the responsibility of the pack treasurer to maintain. The treasurer approves all budget expenditures and checks all disbursements against budget allowances. Larger amounts should not be spent without pack committee approval. Bills should be paid by check and countersigned by any two of the following: Cubmaster, committee chair, secretary, or treasurer.

Establishing a Pack Bank Account. There are two ways in which a pack bank account may be established based on the nature of the charter organization and its level of cooperation:

- **Preferred.** The preferred situation is for the chartered organization to establish a bank account associated with its organization in the name of the unit, and then grant signature rights to those in the pack as necessary. This method makes clear that the ownership of the assets is the chartered organization, but it allows pack leadership appropriate access to collected funds for and used by the pack exclusively.
- **Acceptable.** In the event the preferred approach is not possible, units may establish their own bank accounts. To do so, a unit will first need to establish a tax ID number (EIN). Most units do this by completing IRS Form SS-4. There is no fee involved. The current form and instructions are available on the IRS website (www.irs.gov). Also, the IRS now allows you to provide the information over the phone and immediately receive a unit EIN. The IRS phone number is 800-829-4933.

Petty Cash Fund. Most packs provide a petty cash fund for each den as well as for the Cubmaster. This money is used for making small cash purchases such as insignia and craft materials. When the den leader or Cubmaster has spent the amount, receipted bills are turned in to the treasurer, and another small amount of petty cash is issued. This procedure saves time.

Ownership of Assets. The unit committee is the custodian of all unit funds. However, all assets of the pack are the property of the chartered organization.

FINANCIAL RECORDS

The treasurer furnishes a brief report at each monthly pack leaders' meeting on the status of the pack treasury. An annual report that includes information on membership, activities, and finances should be submitted to the chartered organization. The treasurer should periodically review with the Cubmaster or pack committee chair all dues payments that are being recorded.

PACK MONEY-EARNING PROJECTS

Finances for the purchase of a pinewood derby track or other items or equipment not provided for by the annual pack budget may be obtained from pack money-earning projects. Before deciding on money-earning projects, the pack should have a clear understanding of Scouting America rules regarding these matters. These rules are outlined on the Unit Money Earning Application. A pack must follow certain rules when planning a money-earning project:

- Money-earning projects may be conducted only with council approval. File a Unit
- Money-Earning Application with your local council service center to obtain approval.
- Money-earning projects are pack, not den, activities and should be suited to the ages and abilities of the children. Proper adult supervision must be provided.
- The pack committee and chartered organization must approve all money-earning projects.
- The project must be implemented because there is a specific pack need for it, not merely because someone offered an attractive plan. It is best if Cub Scouts can earn their own way.
- Be sure that your plan and date do not interfere with money-earning policies and programs of the chartered organization or local council.
- The plan must be free of gambling, in harmony with local laws, and consistent with the ideals of Scouting. Units should never raise funds through the sale of raffle tickets or chances for door prizes or other items.
- The selling of any product must be done on its own merits. The official uniforms are intended primarily for use in connection with the activities of the Scouting movement, but local councils may authorize their use under conditions and for purposes consistent with the principles of Scouting and the Scouting program.

- Tickets for any event other than a Scouting function are sold by Cub Scouts as individuals, not in uniform. (Tickets can be sold by Cub Scouts in uniform for Scouting shows, pack shows or dinners, or other Scouting events.)
- People should get their money's worth from any product they purchase, function they attend, or services they receive from the pack. The sale must stand on its own merit so that the buyer is not in any way subsidizing either Scouting or a Cub Scout.
- Cub Scouts should engage in money-earning projects only in neighborhoods that are safe and familiar, and use the buddy system.
- Train Cub Scouts never to enter the home of a stranger and to know whom to contact in the event of an emergency. Also teach them to observe safe pedestrian practices.
- Activities should be conducted only during daylight hours.
- Be sure that people who need work or business will not suffer a loss as a result of your money-earning project. You should not sell products or offer services that are in direct conflict with established merchants or workers.
- Your pack's money-earning plan must protect the name and goodwill of Scouting America and prevent it from being exploited by promoters of shows, benefits, or sales campaigns.
- If your pack signs any contracts, they must be signed by an individual without reference to Scouting America or Cub Scouting. Contracts must not bind Scouting America or Cub Scouting to any agreement of financial responsibility.

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.



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: _____
		Committee chairperson: _____	
		Treasurer: _____	
Projected No. of Cub Scouts:	50	Popcorn chairperson: _____	Projected No. of Cub Scouts: _____
Projected No. of registered adults:	10		Projected No. of registered adults: _____

* 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.

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FISCAL POLICIES AND PROCEDURES FOR BSA UNITS

Frequently Asked Questions

Current Unit Registration Options

- **Charter Organization Units:** Assets of the unit generally belong to the Charter Organization and are managed by the unit.
- **Council Registered Units:** Assets of the unit generally belong to the Council and are managed by the unit.
- **Parents of/Groups of Citizen Units:** Assets of the unit generally belong to the unit and are managed by the unit.

Tax Exempt Status

- **Charter Organization Units:** Charter organizations vary widely, but the tax status of your unit is usually the same as that of your charter organization.
- **Council Registered Units:** Units properly registered, and using the council EIN for banking purposes, are generally tax exempt. Consult your local council for instructions and policies.
- **Parents of/Groups of Citizen Units:** Many units have their own EIN, but this does not equate to tax exempt status. Units should not incorporate or seek tax exempt status due to the myriad of state registration and fundraising registration requirements, and potential sales tax, income tax, gift tax, and property tax liability. BSA policy prohibits units from incorporating or seeking tax exempt status.
- **Group Exemption:** Units cannot be included on BSA's group exemption. Only local councils and local council trusts are permitted by the IRS. Units are not separately identified on the Group Exemption. Council Registered Units are an extension of the Local Council and operate under the local council's tax exempt status. Local Councils derive their tax exempt status from the BSA's Group Exemption and are listed individually. For tax purposes, local councils are subordinate organizations of the Boy Scouts of America and covered under the Boy Scouts of America's group exemption ruling. Though local councils are separate entities, the BSA exemption ruling extends the same recognition of tax- exempt status to the local councils as to the Boy Scouts of America National Council.
- **State Sales Tax Exemption:** Consult with your own state as this varies widely across the country.

Unit Banking

- **Checking Accounts:** Unit funds should be deposited in a checking account that requires two signatures, typically the Treasurer and the Committee Chair.
 - o **Charter Organization Units:** Contact your charter organization for permission to use their EIN and direction on who to use as the responsible party. In the alternative, many councils allow units to deposit funds in custodial accounts in the council service center.
 - o **Council Registered Units:** Contact your council for permission to use their EIN and direction on who to use as the responsible party. Council Registered Units previously using separate bank accounts through a Charter Organization should close those accounts and follow the local council policies for a new account. Council Registered Units should not apply for their own EIN, but rather open a bank account at a council approved bank under the Council EIN with the unit name as the account holder. Council registered units should not use custodial accounts. CRUs should report financial activity annually to the Local Council using the provided template by January 15 each year. Insert LINK here – Unit Finance Report template and Bank account open/close letters.
 - o **Parents of/Groups of Citizens Units:** Units should consult a tax advisor prior to applying for an EIN (for banking purposes only) or opening up a bank account. A

“responsible party” must be designated on the application, and that person’s social security number must be provided. Units applying as Community or Volunteer Groups should not check the box for Tax Exempt Organizations.

- **PayPal/Venmo:** PayPal can be used to accept unit payments. PayPal account instructions are available here:

<https://help.scoutbook.scouting.org/knowledge-base/paypal-payment-utility-sb/>

The IRS introduced new reporting requirements for payments received for goods and services, lowering the threshold to \$600. Third party settlement organizations, such as PayPal and Venmo, will be required to provide customers with a 1099-K form if they receive \$600 or more in goods and services transactions during the 2023 tax year. Charter Organization Units and Council Registered Units utilizing PayPal or Venmo should ensure they are using appropriate EINs and following all policies and procedures. Parents of/Groups of Citizens Units should consult their own tax advisors.

Equipment Insurance

All equipment should be insured with appropriate liability, casualty, and property coverage. The charter organization or local council may assess a fee to the unit for providing insurance coverage and should, in compliance with the Guide to Safe Scouting materials, regularly inspect all vehicles and trailers.

Dissolution of Unit

The unit committee shall apply unit funds and property to the payment of unit obligations.

- **Charter Organization Units:** Surplus funds should be turned over to the charter organization to be used for Scouting purposes.
- **Council Registered Units:** Surplus funds should be turned over to the council.
- **Parents of/Groups of Citizen Units:** Surplus funds should be turned over to the council.

Fundraising

- **BSA Unit Money-Earning Applications:** Approval must be given by the charter organization and the council for all unit fundraising.
- **Soliciting Gifts:** As gifts to units are generally not tax deductible, units should not solicit gifts. Anyone can contribute to a unit, but the donor would not receive a charitable deduction. Gifts made to councils or Charter Organizations cannot be passed through to the unit.
- **Scout Accounts:** Scouts can credit a reasonable amount of funds earned toward their Scouting expenses. Scouts cannot use funds earned for any non-Scouting purposes and cannot take the money with them if they leave Scouting.

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.

(Local council stamp)

☐ 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 _____



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.



Annual Program Planning

A leader's prime objective is to deliver high-quality Cub Scouting. A well-rounded, year-long program will meet the needs and desires of each Cub Scout—the sports-minded child, the outdoor adventurer, the arts enthusiast, or the avid reader. Planning provides direction for the program, a sense of satisfaction for those participating, and a feeling of accomplishment in seeing Cub Scouts grow in knowledge, skills, and expanded interests. Planning also helps make the best use of the time and resources available.

Six Elements of Planning

When planning the Cub Scouting program, include the following elements:

- 1. Objective.** Program activities should meet the aims of Cub Scouting and provide opportunities for physical, spiritual, mental/emotional, and social growth. Activities should center primarily around earning Cub Scout Adventures.
- 2. Fun.** Cub Scouting must be fun, not only for the children, but for adult family members, too. If the program is fun for everyone, everyone will continue to attend.
- 3. Variety.** A variety of activities is used to achieve the purposes of Cub Scouting. Include games, crafts, skits, songs, ceremonies, trips, and outdoor activities for a well-rounded program.
- 4. Action.** Activities that require action and participation help the Cub Scouts enjoy the experience. Children need to do, not just watch. Action does not necessarily mean running around. It means being engaged in an activity versus passively receiving information.
- 5. Resources.** Make good use of all people, facilities, materials, and equipment available. Use the talents and skills of leaders, families, youth, and neighborhood friends.
- 6. Flexibility.** Have a backup plan for unexpected changes or surprises. Be prepared to change the program for special circumstances that affect the local community or area.

Program Planning Steps

Program planning is designed to be done as a team. Adult volunteer leaders and parents work together to create a great program for their Cub Scouts.

Cub Scout program planning involves two main steps:

1. Conducting an annual pack program planning conference
2. Conducting monthly pack leaders' planning meetings or adult family meetings

Annual Pack Program Planning Conference

The annual pack program planning conference brings together all pack leaders to establish the year's program. The conference provides an opportunity to build enthusiasm and interest among leaders and families. Enthusiasm is essential. Without it, the program might fail. Everyone must be supportive of the activities selected for the pack. The pack committee chair and Cubmaster are jointly responsible, and the pack committee chair conducts the meeting. All den and pack leaders and interested parents or guardians attend. Assuming the program year begins in September, the annual pack program planning conference should be scheduled in June or July, allowing leaders time to gather ideas and resources and giving families time to incorporate Cub Scouting activities into their schedules. For units running a year-round program, timing in the late fall or early spring is sometimes chosen. Either way, allow time to gather Scouting and community calendars, Cub Scout and family ideas, and needed resources.

Preparing for the Annual Program Planning Conference

What happens before the conference will guide what happens at the conference. A month or two before the scheduled face-to-face annual pack conference, the committee chair and Cubmaster should gather the following information:

- Key school dates
- Community event dates
- Your chartered organization's dates
- Personal dates that may affect your pack's activities
- Ask the unit commissioner or district executive for a copy of the district and council calendar for the coming year so that dates can be included in the pack's calendar.
- Family Talent Survey Sheet collected from all parents
- The Cubmaster should review annual planning for den leaders and obtain a copy of the den meeting advancement work planned for the upcoming year.
- Last year's pack annual plan if you have one Review the pack budget with the pack treasurer. Update the pack budget with the help of Planning Your Pack's Annual Program Budget and the Pack Operating Budget Worksheet with the pack treasurer in preparation to share with the pack committee and unit leaders.
- Review the requirements for Journey to Excellence and the performance of the pack during the last year.

How Den Leaders Prepare for the Annual Program Planning Conference

- Each den leader should determine the likes and dislikes of the den. What Adventures and activities did Cub Scouts enjoy the most during the previous year? What would they like to do during the coming year?
- The Arrow of Light den leaders should meet with an assistant Scoutmaster, assistant Arrow of Light den leaders, and others to map out an annual plan for the Arrow of Light dens. This plan should include joint den-troop activities as well as Arrow of Light overnight campouts and day hikes.
- Den leaders should identify individuals who can help in den advancement for the year. These might include pack family members or your pack leaders, plus other adults with skills that relate to the Cub Scout Adventures.
- Den leaders should outline an annual plan for their den advancement work and be prepared to share this plan with the Cubmaster. This can be as simple as what Adventures the den leaders plan to do at which meetings. This plan for Lion and Tiger dens should reflect the shared leadership of the adult partner.
- All den leaders should complete the position-specific training for den leader to ensure they are up to date on how to deliver the program.
- Some requirements benefit from pack meeting coordination. Identify those requirements you would like to be done at pack meetings.

Conducting the Conference

The pack committee chair should begin the conference by explaining to the group in attendance the importance of annual program planning. Explain why they are creating an annual plan and the rules for the process during this meeting. Review the aims of Scouting and the methods of the Cub Scout program.

The Steps of the Annual Pack Planning Conference

Step 1: Master Calendar

Use a flip chart, whiteboard, or chalkboard so everyone can visualize the calendar. Take the dates you have collected in preparing for the conference and put them into your pack's master calendar—either on a hard copy or by plugging the information into an electronic calendar on a computer. Include dates such as:

- Dates of den meetings and den outings
- Dates of pack meetings
- Dates of pack leaders' meetings
- District and council activities and training events
- Joint pack/troop activities
- Joint den–troop activities for Arrow of Light Scouts and Scouts BSA members
- Arrow of Light overnight campouts or day hikes
- Uniform inspections

Step 2: Review

- Review what the pack did last year.
- Ask yourself questions such as: What activities and events went well? What activities and events did not go well?
- Did your unit earn the Journey to Excellence Award? How did you do with den and pack attendance? Did you participate in Cub Scout day camp or family camp? Was your fundraising successful? Did you schedule pack family camping opportunities?
- Evaluate past den and pack meetings and special activities. Discuss strong and weak points.
- Decide which activities your unit will repeat during the coming year. This could be things such as a blue and gold banquet, pinewood derby, pack campouts, and Scout Sunday services.
- Identify dens with leadership vacancies and make plans to select leadership to fill these positions.
- Review your unit's plan for recruiting new Cub Scouts.

Step 3: Budget Review

- The pack treasurer should give a report of the pack's finances.
- Review the pack budget and expenses of events and activities traditionally held in your unit.
- The financial status of the pack will help in planning new events and activities for the upcoming year.

Step 4: Planning the Year

- The Cubmaster and den leaders should review advancement requirements that can benefit from coordination between the den and the pack. Schedule into the master calendar for pack meetings.
- Make a schedule of recruiting dates/events to recruit new Cub Scouts.
- Make a schedule of the dates of activities/events your unit wants to repeat during the upcoming year.
- Brainstorm new activities your pack might want to do in addition to den and pack meetings, and when during the year these activities might take place.
- Remember the brainstorming rule: Anybody can suggest anything without critique or criticism. Feedback and analysis come later, after all the ideas have been captured.
- You might ask if this particular activity is something for dens or the pack as a whole. Could the activity be incorporated into a den or pack meeting?
- Once you have a list of additional things your dens and pack might want to do, start prioritizing the list. Take a vote on which activities to include, and add the activities to your calendar.

Step 5: Responsibilities

The next step is to assign responsibilities.

- The Cubmaster should assign den responsibilities for pack meetings. Assign dens on a rotating basis for setup, cleanup, opening and closing ceremonies, and refreshments.
- Identify parents who are willing to assist with Cub Scout Adventures based on topics they are familiar with. These might include pack family members or leaders in attendance, plus other adults with skills that relate to Adventures.
- Make assignments for the person(s) responsible for each planned event (such as “Bob Smith” being the chair for the blue and gold banquet). Share the load. Appoint special committees as needed for each pack meeting and special event to manage program, decorations, physical arrangements, food, and other required tasks. The committee chairs may be members of the pack committee, qualified parents, or other adults. Try to assign every parent or guardian to at least one special committee.

Step 6: Finalize

The final step is to review your annual plan to ensure you have captured everything you and your families want to do in the upcoming year. Once finalized, publish and share the pack’s annual plan (calendar and budget) with each of the families in the pack. Thank everyone for their help in the unit’s annual planning and enjoy a period of fellowship and refreshments.

Step 7: Ongoing Process

Annual program planning is an ongoing process. Review the plan each month at your pack leaders’ meeting to make sure you are still on track to recruit chairs and other help, participate in important meetings, or make assignments or changes as needed.

Fun, Simple, and Easy

Keep in mind these three words when planning. Make it **FUN** for parents, leaders, and Cub Scouts. Keep it **SIMPLE**, so communicating plans can be understood by all. Make it **EASY** for families to participate and for adults to be involved.



Pack Committee Meeting/Parent's Meeting

At the monthly pack leaders' planning meeting, you'll flesh out the plans outlined at the annual pack program planning conference. All adults attend this planning meeting; you may find that calling this a "Parent's Meeting" increases involvement and sends the message that all parents and guardians are expected and welcomed. The pack committee chair leads it. The unit commissioner may also be invited to attend periodically. The meeting should be held a week or two before the current month's pack meeting. There are five parts to a pack leaders' planning meeting.

Part 1: Evaluating the Previous Month

The pack committee chair calls the meeting to order.

Conduct a brief Safety Moment. You can find ready-to-deliver Safety Moments at www.scouting.org/health-and-safety/safety-moments/. This is a time to reflect on your pack's program and ensuring you are delivering a safe program. The Cubmaster reviews the previous month's den and pack meeting activities and asks for comments and suggestions. This evaluation will help with planning for the upcoming month.

Part 2: Finalizing the Current Month

The Cubmaster confirms assignments for the current month's pack meeting. Special committees report on plans for the current month's pack meeting or special event. Den leaders confirm that all advancement has been entered into Scoutbook.

Part 3: Planning Ahead

The pack committee chair leads a general discussion about the upcoming month's den and pack meetings. The Cubmaster comments on next month's den and pack meetings and confirms assignments concerning den participation in next month's pack meeting. Special committees report on plans for the upcoming pack meeting or special events for the upcoming month. Den leaders report on their den meeting plans for the upcoming month. The pack committee chair reports on pack needs, problems, and progress. The pack committee completes plans such as organization of new dens, pack–troop relations, financial matters, improving family participation, etc.

Part 4: Safety Review

A review of the past activities and meetings is conducted to identify what was done well to keep the program safe, what things could have gone wrong, and what safety measures were in place to prevent anything from going wrong and is something did go wrong what failed and how will that be prevented in the future. Review upcoming activities and meetings and apply the SAFE checklist to identify opportunities to deliver a safe program.

Part 5: Social Time and Fellowship

At the end of the pack leaders' meeting, allow time for leaders to enjoy refreshments and fellowship. Of course, anyone who needs to leave should feel free to do so.

Annual Charter Renewal

Since 1916, when Congress granted a charter to the Boy Scouts of America, Scouting has granted charters to organizations. Scouting renews its federal charter annually by reporting to Congress. Likewise, chartered organizations report to Scouting once a year to renew their local charters. Your chartered organization was issued a charter, effective for one year, to operate a Cub Scout pack. The charter year is not necessarily the same as the calendar or program year. Your current pack charter will show the charter expiration date. The district executive and unit commissioner will play an important role in helping your pack renew its charter each year.

There are four steps to renewing a pack's charter.

1. Four months (120 days) before the charter expiration date, the district executive visits the head of the chartered organization to discuss charter renewal and to determine the name of the key person in the pack who will be responsible. This person is usually a member of the pack committee.
2. At least 90 days before the charter expiration date, the district executive or commissioner meets with the key person in the pack to discuss the charter renewal. A charter renewal kit is given to the pack. The following items are covered in this meeting. Unit strengths and weaknesses are analyzed, and plans are made to strengthen any weaknesses. The pack's status in measuring up to the Journey to Excellence unit award is discussed. Will the pack meet the Journey to Excellence award standards? Plans are made to solve any leadership problems (including ensuring current Youth Protection training for all adult leaders) so that the pack will reregister on time. The date is set for the charter renewal meeting.
3. Thirty days before the charter expiration date, the charter renewal meeting is held.
4. The date is set for the charter presentation. This is usually about two months after the pack is reregistered in the local council service center.

Annual Membership Inventory

Packs conduct an annual membership inventory to find out whether each child

- Is active or inactive
- Participated in the pack's outdoor program
- Advanced in rank during the previous year

The results of the membership inventory are reviewed, and less active members are contacted to identify ways to get them more active.

Charter Renewal Meeting

The charter renewal meeting is an important meeting in the life of the pack. It is a time for review, a time for long-term planning, and a time for growth.

Who Attends? The following people should be invited to the charter renewal meeting: the unit commissioner, chartered organization head, chartered organization representative, pack committee chair and members, and all other pack leaders.

Who Is Responsible? Either the chartered organization representative or pack committee chair presides unless the head of the chartered organization prefers to chair the meeting. The unit commissioner and pack committee members all have important parts in the meeting.

What Happens? The charter renewal materials explain the details of what should be included in the charter renewal meeting. Here is a general idea of what to expect:


- The membership is reviewed.
- Unit operation—including membership, program, advancement, outdoor activities, training status of leaders, and pack budget plan—will be reviewed.
- Pack needs will be identified. Individual committee members may report on their specific areas of responsibility and make recommendations for improvement.
- Requirements for the current and the coming year's Journey to Excellence unit award will be reviewed. Did the pack qualify?
- The application for charter renewal will be completed.
- The charter presentation ceremony will be planned.

Charter Renewal Online Application

The pack's annual charter renewal includes information concerning the chartered organization and pack leadership. Approval from the executive officer of the chartered organization and the council representative is done electronically. Forward the application to the local council service center with the necessary fees. Make additions to the pack roster simply by attaching registration applications for each new member.

Charter Presentation Ceremony

The unit commissioner works with the pack committee and chartered organization representative to plan and conduct the annual charter presentation ceremony. The ceremony should be held at a meeting or activity of the chartered organization. All pack leaders and Cub Scout families should be invited to attend. This is an opportunity for the members of the chartered organization to learn more about Cub Scouting and recognize pack leaders for their work. The charter is presented to the head of the chartered organization



Prepared, For Life.®

Charter

Granted to

FIRST METHODIST CHURCH OF DOUGLASVILLE

Upon application through authorized representatives to carry on the Scouting program for character development, citizenship training, leadership, and mental and physical fitness. Subject to the provisions of the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America for the period ending


December 31, 2024

Pack 0030 F


Douglasville GA

Serving youth for 24 years

In testimony whereof the Boy Scouts of America has caused this charter to be issued and its corporate seal to be affixed.



Chief Scout Executive/President & CEO



BOY SCOUTS OF AMERICA
Incorporated February 8, 1910
Chartered by Congress June 15, 1916
092 18

524-407
2022 Revision

Journey to Excellence

Scouting's Journey to Excellence is Scouting America's planning, performance, and recognition program designed to encourage and reward the success of units. It is meant to encourage excellence in providing a quality program at all levels of Scouting America.

Using this performance guide in your annual program planning will ensure a quality program that is continuously improved. Each year the measurements for Journey to Excellence are evaluated and in some cases quantitative measurements may change to help all units challenge themselves to improve their performance.

Journey to Excellence is a balanced scorecard that gives more points for items that are known indicators to a quality program. Based on the number of points a unit earns, there are three levels of recognition: bronze, silver, and gold. There are patches available for Cub Scouts and adult leaders that are worn on the right sleeve.



Pack _____ of _____ District
2024 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

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

✂ **Bronze:** Earn at least 525 points by earning points in at least 7 objectives.

✂ **Silver:** Earn at least 800 points by earning points in at least 8 objectives.

✂ **Gold:** Earn at least 1,050 points by earning points in at least 8 objectives and at least bronze in #6.

Total points earned: _____

No. of objectives with points: _____

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

☐ We certify that these requirements have been completed:

Cubmaster _____ Date _____

Committee chair _____ Date _____

Commissioner _____ Date _____

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

Scouting's Journey to Excellence

2024 Pack Planning, Performance, and Recognition

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

Planning and Budget Measures	
1	Program Plans and budget are reviewed with den leaders and parents at the start of the program year. Families are connected through Scoutbook. The Pack's program plan should be shared with your Commissioner. In-person meetings are a better way to accomplish the mission, but virtual meetings can be counted.
Membership Measures	
2	A recruitment is conducted by October 31, 2024. A "new" den has newly recruited members. A den of Tigers which last year was a Lion den is not a "new" den.
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) plus new members recruited during the year (C) minus any age-outs (D). Total = (A) / (B+C-D). Age-outs are youth who are too old to reregister as Cub Scouts. For (A) use the 2024 recharter membership and for (B) use the 2023 recharter membership. For more information, see Frequently Asked Question (FAQ) for Unit JTE.
4	Hold at least two joint activities with a troop or troops. Arrow of Light Scouts join a Troop. If the Pack has no Arrow of Light Scouts, this requirement is met at the Bronze level.
Program Measures	
5	All Cub Scouts earn Bobcat Adventure as their first required adventure. Den leaders and Pack leaders plan a program to ensure that all Cub Scouts have the opportunity to earn their badge of rank.
6	Pack has activities for members and families. Special activities (Pinewood Derby or raingutter regatta) are particularly effective program.
7	Cub Scouts attend council activity or Pack overnighter. Total different Cub Scouts attending (A) divided by total Cub Scouts registered as of 6/30/24. Total = (A)/(B). Ratio of 1:20: with 21 Cub Scouts, 2 adults; with 41 Cub Scouts, 3 adults, etc.
8	The Pack participates in a service project during the year and enters it through Scoutbook. Time averages adults and youth. Average = total time contributed by all participants (adults and youth) divided by number of participants. Participants do not need to be members.
Volunteer Leadership Measures	
9	Develop a list of tasks for the Pack that families can choose. For Gold, ideally, the "new" leader has never been registered. At least, the "new" leader must not have been registered for the past three years.
10	All leaders have completed youth protection training. <i>Bronze:</i> Cubmaster, Committee Chair, 2 Committee members completed position specific training. <i>Silver:</i> Bronze, plus <i>all</i> den leaders have completed "Before Your First Den Meeting" by 10/31 or within 30 days of joining. <i>Gold:</i> Silver, plus <i>all</i> den leaders have completed position specific training by 12/31 or within 30 days of joining.

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

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

Preparing Families for Outdoor Adventures

Outdoor Adventures

Each rank in Cub Scouting has Adventures that take Cub Scouts outdoors. The outdoors can be urban or rural it does not need to be a remote location. From a one foot hike to a five mile hike Cub Scouts learn about their natural surroundings.

Pack Overnighter

Packs can conduct overnight campouts. A pack overnight campout can be a great way to get to know the families in the pack and to work on outdoor adventures. Packs may not conduct campouts longer than overnight. The location is a site that is approved by the local council using the Pack Overnight Campout Appraisal Form. In order to conduct a pack overnight campout at least one registered adult leader who is attending the campout must complete Basic Adult Leader Outdoor Orientation (BALOO) training.

Council Organized Family Camp

Cub Scout families may participate in Council Organized Family Camp. These events may be called something less formal such as Parent and Pal or Cub Family Camp. The program is provided by the local council and the event may last two nights. The Atlanta Area Council offers many events throughout the year.

Cub Scout Day Camp

Offered as a three or five day event day camp provides opportunities to make new friends, earn new adventures, and participate in special activities.

Cub Scout Resident Camp

A long term overnight camping experience for cub scouts and their parent or guardian. Resident camps are three to five days usually held at a local scout camping facility.

Prepare Families for the Outdoors

Preparing the Cub Scouts goes beyond just telling them that an overnighiter has been planned. The period of preparation for the overnighiter offers many opportunities to introduce new materials and help them develop useful skills. Preparing adults is as important as preparing children. For most adults this will be their first time camping too. This can be an intimidating activity for some participants, and the more you inform the adults about what to expect and how to properly prepare, the greater confidence they will gain. Information about the trip can best be communicated at a pre-overnighiter meeting with the parents. Make this a plan-sharing meeting. The basic plan is developed, but let parents get involved in planning the details. Enhance the program using their talents and abilities. It's a good time to assist those who have new tents or are setting up a tent for the first time; this can be done after or before the planning session. This meeting should be at least two weeks before the overnighiter; this is close enough to the overnighiter date so that last-minute changes in plans can be avoided. If some parents can't attend, be sure they receive as much information as possible.

The meeting agenda should include the following.

1. Date, location, and starting and ending times of the overnighiter. Cover this information in detail. Provide maps if necessary. Decide whether transportation will be on an individual basis or through some other method. Carpooling will save on gasoline costs and parking fees.

2. A complete list of "dos and don'ts" for the overnighiter. It's important to communicate very clearly, in writing, to parents the critical Health and Safety and Youth Protection policies that must be followed during an overnighiter activity. All adults attending should be encouraged to take Youth Protection training. Include information on potential hazards at the location, and review safety procedures regarding tools, fires and fire-starting, use of gas stoves and lanterns, and unauthorized behaviors and activities. Many parents are new to Scouting, which makes it important to include even the most basic policies so that everyone is equally informed. Questions that come up during the planning meeting may help you determine what are the most

common areas parents have questions about.

3. Schedule of events. The overnighiter's success depends on having a planned program of activities. Involve the parents in deciding what type of activities will be included in the campout. Consider the following: nature hike, fishing, swimming, games, conservation activities and projects, a campfire program, or a service project. For weekend overnighiters, an interfaith worship service is appropriate and recommended. It should be simple and brief. If swimming is included, be sure to follow Safe Swim Defense guidelines. If boating is included, follow Safety Afloat guidelines. Remember that shooting sports are not an approved part of Cub Scouting except at a council-approved and -operated Cub Scout day camp, Cub Scout resident camp, or council-organized Cub Scout family camp.

4. Menu. Keep the menu simple, remembering that in most cases the families attending the overnighiter will cook, eat, and clean up together. It's a good idea to suggest that similar (although not necessarily identical) meals be planned for all involved. Packwide meals are also recommended and can be very simple. For example, if the overnighiter begins on Saturday morning, it should start after breakfast, and everyone should bring a sack lunch. Dinner Saturday evening could be a family barbecue, and breakfast Sunday morning could be a packwide pancake feed. Again, simplicity is the key. Special foods that focus on the theme of the overnighiter are an easy way to make the campout fun. Examples include a Wild West chili cookout for lunch, where families prepare and share a pot of chili, complemented by a hot dog feed in the evening. Be creative, but also remember KISMIF (Keep It Simple, Make It Fun).

5. Equipment. Each parent or guardian should have a personal equipment checklist. It's similar to the one given to the Cub Scouts but would include specific things that adults will find handy, such as cooking equipment, lawn chairs, cots, tents or other shelter, and items for program activities. It always helps to include items that should not be brought as well, such as firearms, alcohol, fireworks, and illegal drugs.

6. Health and safety. Using the *Guide to Safe Scouting* as a resource, review Scouting America guidelines. Secure an Annual Health and Medical Record, No. 680-001, for all youth and adults who will attend the campout.

Cub Scout 6 Essentials

Be sure Scouts have the six essentials: first-aid kit, filled water bottle, flashlight, trail food, sun protection, and whistle while participating in outdoor activities.



PACK OVERNIGHTER FOR NEW CUB SCOUTS

When families join Cub Scouting, they're ready for action. Once you have them recruited, your pack needs to do everything in its power to provide that action if you want to keep them. Cub Scout packs that conduct an event or pack overnighter for new Cub Scouts routinely experience better newcomer retention; research shows that over half of children who join Cub Scouting expect to go camping right away.

Purpose

Get new pack members, including parents or guardians, off to a great start in Cub Scouting by giving them an outdoor experience that satisfies their expectations in a simple, safe way. Overnighters can be planned to follow both spring and fall recruiting events.

A new family outdoor event is immediate, it is simple, and it makes a new Cub Scout and their parent(s) or guardian happy that they have joined an active pack. It shows that your pack cares when you give them what they want: an immediate activity.

Remember, Cub Scouts are still children. Most of them will not have ever camped before. In fact, their parents/guardians may never have camped before either. Accordingly, this overnighter should be simple and easy—now is not the time for an “extreme” camping experience. Assume that the Cub Scouts and their parents know nothing at all about the equipment necessary for comfortable camping. Particularly for new-family event camping, have plenty of gear on hand to lend and have experts present to advise new campers

in its use. A BALOO-trained (Basic Adult Leader Outdoor Orientation) leader from the pack must be on-site and responsible for the planning and execution of the event. Keep an eye on the weather forecast; cancel the event if the weather will not be pleasant.

It will be exciting (and probably run more smoothly) if you have a large encampment already set up. Most new Cub Scouts won't have tents at home, so imagine the size of a new Cub Scout's eyes when they arrive and are a part of that scene!

A local Scouts BSA troop could help run stations, run a campfire program, serve as campsite guides, and help new Cub Scouts and their parents or guardians set up their camp.

Benefits

A new-family outdoor event offers several benefits for new Cub Scouts and their parents or guardians, including the following:

- New pack members and their families quickly gain a sense of belonging, which builds pack cohesion.
- The event delivers on Cub Scouting's promise of fun from day one, which makes the new Cub Scouts and their families look forward to more.
- By choosing an easy, simple outdoor event for the new members, the pack allows them an immediate taste of success as Cub Scouts.



BOY SCOUTS OF AMERICA®

Sample Pack Camping Agenda

This is a sample. Remember to keep it simple—make it fun!

DAY 1

9:00 a.m.	Arrive at campsite; set up tents and bedding.						
10:00 a.m.	Raise U.S. flag with ceremony. Welcome families and review ground rules.						
10:15 a.m.	<p>If new Cub Scouts have not completed their Bobcat badge, have experienced Cub Scouts and their parents work with the new Cub Scout and parent(s) to work on the requirements together.</p> <p>If new Cub Scouts have already earned their Bobcat badge, consider doing activities in the following required adventures that have outdoor elements.</p> <table> <tr> <td>Lion—Mountain Lion Adventure</td><td>Tiger—My Tiger Jungle</td></tr> <tr> <td>Wolf—Call of the Wild</td><td>Bear—Bear Necessities</td></tr> <tr> <td>Webelos—Webelos Walk About</td><td>Arrow of Light—Outdoor Adventurer</td></tr> </table>	Lion—Mountain Lion Adventure	Tiger—My Tiger Jungle	Wolf—Call of the Wild	Bear—Bear Necessities	Webelos—Webelos Walk About	Arrow of Light—Outdoor Adventurer
Lion—Mountain Lion Adventure	Tiger—My Tiger Jungle						
Wolf—Call of the Wild	Bear—Bear Necessities						
Webelos—Webelos Walk About	Arrow of Light—Outdoor Adventurer						
11:30 a.m.	Cub Scouts and parents prepare and eat lunch; clean up.						
12:30 p.m.	Free time.						
1:00 p.m.	Play large group games.						
2:30 p.m.	Go swimming, using the Safe Swim Defense, or go on a hike, possibly using a theme to the hike. Keep in mind the ages and abilities of the Scouts and their family members.						
3:30 p.m.	Free time.						
4:00 p.m.	Cub Scout-adult teams begin preparations for dinner; dens eat as groups.						
5:30 p.m.	Wash dishes and clean up.						
6:30 p.m.	Free time.						
7:00 p.m.	Lower U.S. flag with ceremony.						
7:30 p.m.	Prepare for campfire.						
8:30 p.m.	Campfire program.						
9:30 p.m.	Bedtime.						
10:00 p.m.	Lights out.						

DAY 2

7:00 a.m.	Reveille.
7:30 a.m.	Clean up campsite.
8:30 a.m.	Cub Scout-adult teams prepare and eat breakfast.
9:00 a.m.	Wash dishes and clean up.
9:30 a.m.	Interfaith service.
10:00 a.m.	Strike camp, leaving it in better condition than you found it.

This schedule assumes that each family is preparing meals separately. Group meals are also appropriate. Meals should be simple and easy; avoid meals that require large amounts of cleanup. This is an ideal event to use tin foil dinners.

Keeping Cub Scouts Safe



Scouting's Barriers to Abuse

The BSA has adopted the following policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders. All parents and caregivers should understand that our leaders are to abide by these safeguards. Parents and youth are strongly encouraged to use these safeguards outside the Scouting program. Registered leaders must follow these guidelines with all Scouting youth outside of Scouting activities.

Registration Requirements

The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of the unit's adult leaders.

Registration includes:

- Completion of application including criminal background check and mandatory Youth Protection training
- Volunteer Screening Database check

Current Youth Protection training is required for leaders when renewing their registration or at unit charter renewal.

Adult Supervision

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including all meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth or female adult program participants.

Notwithstanding the minimum leader requirements, age and program-appropriate supervision must always be provided.

All adults staying overnight in connection with a Scouting activity must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position does not meet this requirement. *Limited exception below for Cub Scout overnight Programs.*

Cub Scout Programs – Overnight Exception: Cub Scout parents or legal guardians taking part in an overnight Cub Scout program with their own child or legal ward are not required to register as leaders. All adults must review the “How to Protect your Children from Child Abuse: A Parent’s Guide” that can be found in the front of each Cub Scout Handbook. In addition, the parent or legal guardian must be accompanied by a registered leader at any time they are with youth members other than their own child/ward. All other overnight adults must be currently registered in an adult fee required position.

One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

- In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.
- Private online communications (texting, phone calls, chat, IM, etc.) must include another registered leader or parent.
- Communication by way of social media (Facebook, Snapchat, etc.) must include another registered leader or parent.

Discipline must be constructive.

- Discipline must reflect Scouting’s values.
- Corporal punishment is never permitted.
- Disciplinary activities involving isolation, humiliation, or ridicule are also prohibited.

Responsibility

Leaders must ensure that all participating in Scouting activities abide by the Scout Oath and Scout Law. Adult leaders and youth members share the responsibility for the safety of all participants in the program, including adherence to Youth Protection and health and safety policies.

- Adult leaders are responsible for monitoring behavior and intervening when necessary.
- Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership.

All leaders are required to adhere to the Scouter Code of Conduct.

Accommodations

Separate accommodations for adult males and females and youth males and females are required.

Tenting

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- Spouses may share tents.

Lodging/Cabin Accommodations

Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

- If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained.
- Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.
- These modifications are limited to single-gender accommodations.

Restrooms

Separate shower and latrine facilities should be provided for male and female adults as well as for male and female youth. If separate facilities are not available, separate times should be scheduled and posted.

Privacy of youth is respected.

- Adults and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp.
- Adult leaders should closely monitor these areas but only enter as needed for youth protection or health and safety reasons.

Program Requirements

- The buddy system should be used.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- All aspects of the Scouting program are open to observation by parents and leaders.
- The BSA does not recognize any secret organizations as part of its program.
- Hazing and initiations are prohibited and have no part during any Scouting activity.
- All forms of bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Inappropriate public displays of affection are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required for all activities.

Reporting Requirements

Adult leaders and youth members have a responsibility to recognize, respond to, and report Youth Protection violations and abuse.

Reporting

Youth Protection Policy Violations

- Serious Youth Protection policy violations or behaviors that put a youth's safety at risk must be reported to the Scout executive.
- Online reporting is also available at [Incident Reporting](#).

Mandatory Reporting of Child Abuse

- All persons participating in Scouting programs are mandated reporters of child abuse.
- Reports must be made to local law enforcement and child protective services. State law may require additional reporting.
- This reporting duty cannot be delegated to any other person.
- Reporting to the Scout executive or Scouts First Helpline ensures that follow-up can occur for the safety of our youth. Scout executives and Scouts First coordinate follow-up actions.

Scouts First Helpline

- As part of its "Scouts First" approach to the protection and safety of youth, the BSA has established a dedicated 24-hour helpline to receive reports of known or suspected abuse or behavior that might put a youth at risk.
1-844-SCOUTS1 (1-844-726-8871)
- If immediate assistance is needed in the handling of a sexual abuse allegation, contact Scouts First Helpline (1-844-SCOUTS1).

If someone is at immediate risk of harm, always call 911.

Guide to Safe Scouting

All participants in official Scouting activities should become familiar with the *Guide to Safe Scouting* and applicable program literature or manuals, and be aware of state or local government regulations that supersede Scouting America practices, policies, and guidelines. The *Guide to Safe Scouting* is an overview of Scouting policies and procedures gleaned from a variety of sources. For some items, the policy statements are complete. Unit leaders are expected to review the additional reference material cited prior to conducting such activities.

In situations not specifically covered in this guide, activity planners should evaluate the risk or potential risk of harm, and respond with action plans based on common sense, community standards, the Scout motto, and safety policies and practices commonly prescribed for the activity by experienced providers and practitioners.

Perhaps this quote by Sir Robert Baden-Powell from his 1914 book *Quick Training for War* is appropriate to include here: “... *The books lay down definite principles and examples which serve to guide the leaders when applying their common sense to the situation before them. No two situations are ever precisely the same, and it is therefore impossible to lay down exact rules that should guide in every case, but a man who carries precedents and principles in his head has no difficulty in applying their teaching in supreme moments of sudden emergency ...*”

Saving the link to the online guide is a recommended best practice: <https://www.scouting.org/health-and-safety/gss/toc/>

Reporting Incidents

Timely, clear, concise, and complete incident reports allow for an appropriate response and an opportunity for analysis while promoting continuous improvement of our programs.

You can now report accidents, near misses, and membership infraction incidents to your local council or enter them yourself at www.scouting.org/health-and-safety/incident-report.

Incident Reporting Tool

General Incident Details

***Required Fields**

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

*Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

*Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? ☐ Yes ☐ No Which one(s): _____

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address: _____

Claimant City: _____ *Claimant State: _____ Claimant Zip Code: _____

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Claimant Email: _____

Claimant Date of Birth: _____ Age of Claimant: _____

*General Classification (Cub Scout/Registered Leader/etc.): _____

Chartered Organization: _____

*Property Damage? ☐ Yes ☐ No Describe: _____

*Adventure/Program/Event: _____

Cause/Nature/Injury Detail: _____

*If medical treatment was provided, please describe: _____

If transported by air/ambulance, please describe: _____

*Are Accident and Sickness forms provided or filed? ☐ Yes ☐ No ☐ Unknown

If certificate of insurance has been provided, please describe: _____

If there is/was a contract for this event, please describe: _____

Did the event occur while transporting to/from activity? ☐ Yes ☐ No ☐ Unknown

Vehicle Involved (Duplicate if needed)

*Owner of vehicle: _____ VIN: _____

License State: _____ Vehicle make/model/year: _____

Description of Vehicle Damage: _____

Weather Conditions: _____

Driver Name: _____

Driver Address: _____

Driver City: _____ Driver State: _____ Driver Zip Code: _____

Driver Phone: _____ Driver Email: _____

Witnesses (Duplicate if needed)

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Witness Type: ☐ Adult ☐ Youth ☐ Unknown

*Witness Name: _____







Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Attachments such as photos, statements, and this incident report form can be added during online entry and are helpful.

Return this completed form to your council's designated user for entry, or upload into Riskconnect.

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 <small>("Older Scouts BSA" are age 13 and have completed eighth grade or 14 years old and up.)</small>

Outdoor Skills						
Hunting						Venturers Only
Mountaineering/Scrambling/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				Castaway Elective	✓	✓
Camporees				Day Visit Only	✓	✓
Fire Building				✓	✓	✓
Pioneering				✓	✓	✓
Cooking Outdoors			Bear Necessities Requirement	✓	✓	✓
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: filestore.scouting.org/filestore/healthsafety/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			Bear 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 Program
Specialty Programs—Cowboy Action Shooting						✓
.22 Rifle					✓	✓
Archery—Field					✓	✓
Muzzleloaders					✓	✓
Shotguns					✓	✓
Specialty Programs—Airsoft					✓	✓
Specialty Programs—Chalkball					✓	✓
Air Rifle (pellet guns)				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	✓	✓	✓	✓	✓	✓

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:
Is the activity appropriate for the age and for Scouting?
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 novice 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 man-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 (kitesurfing, parasails)	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 (waterskiing, knee boarding, floats)					✓	✓
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 ships)	✓	✓	✓	✓	✓	✓
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					



Scouts and their parents expect all Boy Scouts of America activities to be conducted safely. To ensure the safety of participants, the Boy Scouts of America expects leaders to use the four points of **SAFE** when delivering the Scouting program.

SUPERVISION

Youth are supervised by qualified and trustworthy adults who set the example for safety.

- Accepting responsibility for the well-being and safety of youth under their care.
- Ensuring that adults are adequately trained, experienced, and skilled to lead the activity, including the ability to prevent and respond to likely problems and potential emergencies.
- Knowing and delivering the program of the Boy Scouts of America with integrity.
- Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
- Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.

ASSESSMENT

Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity.

- Predetermining what guidance and standards are typically applied to the activity, including those specific to the Boy Scouts of America program.
- Planning for safe travel to and from the activity site.
- Validating the activity is age-appropriate for the Boy Scouts of America program level.
- Determining whether the unit has sufficient training, resources, and experience to meet the identified standards and, if not, modifying the activity accordingly.
- Developing contingency plans for changes in weather and environment and arranging for communication with participants, parents, and emergency services.

FITNESS AND SKILL

Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- Confirming the activity is right for the age, maturity, and physical abilities of participants.
- Considering as risk factors temporary or chronic health conditions of participants.
- Validating minimum skill requirements identified during planning and ensuring participants stay within the limits of their abilities.
- Providing training to participants with limited skills and assessing their skills before they attempt more advanced skills.

EQUIPMENT AND ENVIRONMENT

Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- Confirming participants' clothing is appropriate for expected temperatures, sun exposure, weather events, and terrain.
- Providing equipment that is appropriately sized for participants, is in good repair, and is used properly.
- Ensuring personal and group safety equipment is available, properly fitted, and used consistently and in accordance with training.
- Reviewing the activity area for suitability during planning and immediately before use, and monitoring the area during the activity through supervision.
- Adjusting the activity for changing conditions or ending it if safety cannot be maintained.

Part A: Informed Consent, Release Agreement, and Authorization

Full name: _____

Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____

or staff position: _____

Informed Consent, Release Agreement, and Authorization

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me or my child, I understand that efforts will be made to contact the individual listed as the emergency contact person by the medical provider and/or adult leader. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose protected health information to the adult in charge, camp medical staff, camp management, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

(If applicable) I have carefully considered the risk involved and hereby give my informed consent for my child to participate in all activities offered in the program. I further authorize the sharing of the information on this form with any BSA volunteers or professionals who need to know of medical conditions that may require special consideration in conducting Scouting activities.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA, and I specifically waive any right to any compensation I may have for any of the foregoing.

Every person who furnishes any BB device to any minor, without the express or implied permission of the parent or legal guardian of the minor, is guilty of a misdemeanor. (California Penal Code Section 19915[a]) My signature below on this form indicates my permission.

I give permission for my child to use a BB device. (Note: Not all events will include BB devices.)

☐ **Checking this box indicates you DO NOT want your child to use a BB device.**



NOTE: Due to the nature of programs and activities, the Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities below.

List participant restrictions, if any:

☐ **None**

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. If I am participating at Philmont Scout Ranch, Philmont Training Center, Northern Tier, Sea Base, or the Summit Bechtel Reserve, **I have also read and understand the supplemental risk advisories, including height and weight requirements and restrictions, and understand that the participant will not be allowed to participate in applicable high-adventure programs if those requirements are not met.** The participant has permission to engage in all high-adventure activities described, except as specifically noted by me or the health-care provider. If the participant is under the age of 18, a parent or guardian's signature is required.

Participant's signature: _____ Date: _____

Parent/guardian signature for youth: _____ Date: _____

(If participant is under the age of 18)

Complete this section for youth participants only:

Adults Authorized to Take Youth to and From Events:

You must designate at least one adult. Please include a phone number.

Name: _____

Name: _____

Phone: _____

Phone: _____

Adults **NOT** Authorized to Take Youth to and From Events:

Name: _____

Name: _____

Phone: _____

Phone: _____



Prepared. For Life.®

Part B1: General Information/Health History

Full name: _____

Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____

or staff position: _____

Age: _____ Gender: _____ Height (inches): _____ Weight (lbs.): _____

Address: _____

City: _____ State: _____ ZIP code: _____ Phone: _____

Unit leader: _____ Unit leader's mobile #: _____

Council Name/No.: _____ Unit No.: _____

Health/Accident Insurance Company: _____ Policy No.: _____



Please attach a photocopy of both sides of the insurance card. If you do not have medical insurance, enter "none" above.

In case of emergency, notify the person below:

Name: _____ Relationship: _____

Address: _____ Home phone: _____ Other phone: _____

Alternate contact name: _____ Alternate's phone: _____

Health History

Do you currently have or have you ever been treated for any of the following?

Yes	No	Condition	Explain
		Diabetes	Last HbA1c percentage and date: _____ Insulin pump: Yes <input type="checkbox"/> No <input type="checkbox"/>
		Hypertension (high blood pressure)	
		Adult or congenital heart disease/heart attack/chest pain (anginal)/heart murmur/coronary artery disease. Any heart surgery or procedure. Explain all "yes" answers.	
		Family history of heart disease or any sudden heart-related death of a family member before age 50.	
		Stroke/TIA	
		Asthma/reactive airway disease	Last attack date: _____
		Lung/respiratory disease	
		COPD	
		Ear/eyes/nose/sinus problems	
		Muscular/skeletal condition/muscle or bone issues	
		Head injury/concussion/TBI	
		Altitude sickness	
		Psychiatric/psychological or emotional difficulties	
		Neurological/behavioral disorders	
		Blood disorders/sickle cell disease	
		Fainting spells and dizziness	
		Kidney disease	
		Seizures or epilepsy	Last seizure date: _____
		Abdominal/stomach/digestive problems	
		Thyroid disease	
		Skin issues	
		Obstructive sleep apnea/sleep disorders	CPAP: Yes <input type="checkbox"/> No <input type="checkbox"/>
		List all surgeries and hospitalizations	Last surgery date: _____
		List any other medical conditions not covered above	



Part B2: General Information/Health History

Full name: _____

Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____

or staff position: _____

Allergies/Medications

DO YOU USE AN EPINEPHRINE
AUTOINJECTOR? Exp. date (if yes) _____ ☐ YES ☐ NO

DO YOU USE AN ASTHMA RESCUE
INHALER? Exp. date (if yes) _____ ☐ YES ☐ NO

Are you allergic to or do you have any adverse reaction to any of the following?

Yes	No	Allergies or Reactions	Explain
		Medication	
		Food	

Yes	No	Allergies or Reactions	Explain
		Plants	
		Insect bites/stings	

List all medications currently used, including any over-the-counter medications.

☐ Check here if no medications are routinely taken. ☐ If additional space is needed, please list on a separate sheet and attach.

Medication	Dose	Frequency	Reason

☐ YES ☐ NO Non-prescription medication administration is authorized with these exceptions: _____

Administration of the above medications is approved for youth by:

_____/_____
Parent/guardian signature MD/DO, NP, or PA signature (if your state requires signature)



Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.

Immunization

The following immunizations are recommended. Tetanus immunization is required and must have been received within the last 10 years. If you had the disease, check the disease column and list the date. If immunized, check yes and provide the year received.

Yes	No	Had Disease	Immunization	Date(s)
			Tetanus	
			Pertussis	
			Diphtheria	
			Measles/mumps/rubella	
			Polio	
			Chicken Pox	
			Hepatitis A	
			Hepatitis B	
			Meningitis	
			Influenza	
			Other (i.e., Hib)	
			Exemption to immunizations (form required)	

Please list any additional information about your medical history:

DO NOT WRITE IN THIS BOX.

Review for camp or special activity.

Reviewed by: _____

Date: _____

Further approval required: ☐ Yes ☐ No

Reason: _____

Approved by: _____

Date: _____



Scouter Code of Conduct

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - BSA Youth Protection policies and guidelines, including mandatory reporting
 - *The Guide to Safe Scouting*
 - SAFE Checklist
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to those relating to:
 - Unauthorized fundraising activities
 - Advocacy on social and political issues, including prohibited use of the BSA uniform and brand
 - Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
7. I confirm that I have fully disclosed and will disclose in the future any of the following:
 - Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
 - Any investigation or court order involving domestic violence, child abuse, or similar matter
 - Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - Alcoholic beverages or controlled substances, including marijuana
 - Concealed or unconcealed firearms, fireworks, or explosives
 - Pornography or materials containing words or images inconsistent with Scouting values
9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

Involving Adults in Cub Scouting

I. Parent Involvement at Three Levels of Commitment

- Parenting a Scout
- Contributing to Scouting
- Leading Scouts

II. Level 1: Parenting a Scout

- Leaders and fellow parents encourage parents to actively participate in their Scouts' learning and advancement
 - Lion and Tiger Adult Partner
 - Akela for all occasions
 - Merit badge buddy
- Parents engage their Scouts on Scouting-related topics at home, away from Scout meetings
 - Asking a Scout about advancement progress at seemingly random times, not the same day as a Scout meeting or event
 - Showing an active interest in the things Scouts are doing and learning at meetings and outings
 - Actively working with Scouts on specific activities such as derbies, meal preparation or shopping, and transportation

III. Level 2: Contributing to Scouting

- Parents can contribute to Scouting in ways that go beyond individual parenting but do not include the commitment of registered leadership, including completing Youth Protection Training
 - Providing financial support for specific events (derbies, banquets, outings), supporting fund-raising activities (popcorn, camp cards, unit-specific fundraisers), and contributing to annual Friends of Scouting campaigns
 - Volunteering for one-time or single-event commitments such as taking on the responsibility of coordinating a pack Blue & Gold banquet, food for a troop court of honor, organizing a program event, serving as the point-of-contact for community outreach or service, or providing transportation to and from an outing

IV. Level 3: Leading Scouts

- The vast majority of registered leaders in Scouting are parents of Scouts; many leaders started out at the previously mentioned levels of commitment.
- Current leaders often use Level 1 and Level 2 commitments to eventually recruit leaders for registered and trained leadership positions.
- Registered leadership comes in many forms
 - Direct contact leaders: Den Leaders, Cubmasters/Asst. Cubmasters, Scoutmasters/Asst. Scoutmasters, Merit Badge Counselors, Supernova Mentor, Nova Counselor
 - Administrative leaders: Pack and Troop Committee Chairs and Members, Unit Trainers, Chartered Organization Representatives, Parent Coordinator, District Member-at-Large, Commissioners

V. How to Get Parents Involved

- Ask – Do not assume showing up will equal volunteerism
- Narrow down your request – Ask for specific help with particular items; simply announcing that help is needed is too vague to yield useful results
- Pick your spots – Recognize the interests and talents of the adults in your unit; match your needs to the likeliest candidate



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.)

<input type="checkbox"/> I would be willing to help with a meeting or special event	<input type="checkbox"/> I would be willing to teach a Cub Scout skill	<input type="checkbox"/> I would be willing to lead a special event or activity	<input type="checkbox"/> I am interested in being a volunteer leader.
<input type="checkbox"/> I can come early to help set up <input type="checkbox"/> I can stay after to help clean up <input type="checkbox"/> I can help pick up craft supplies or refreshments <input type="checkbox"/> I live or work by the Scout Shop and pick up Advancements or drop off paperwork	What subject(s) or skill(s)? <input type="checkbox"/> Arts and crafts <input type="checkbox"/> Fishing <input type="checkbox"/> Cycling <input type="checkbox"/> Hiking <input type="checkbox"/> Camping <input type="checkbox"/> Conservation <input type="checkbox"/> U.S. history <input type="checkbox"/> Science <input type="checkbox"/> Technology <input type="checkbox"/> Engineering <input type="checkbox"/> Math <input type="checkbox"/> Woodworking <input type="checkbox"/> Sports <input type="checkbox"/> Health and nutrition <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	What type of events or activities? <input type="checkbox"/> Banquets or potlucks <input type="checkbox"/> Award ceremonies <input type="checkbox"/> Camping <input type="checkbox"/> Hiking <input type="checkbox"/> Aquatics <input type="checkbox"/> Cycling <input type="checkbox"/> Fishing <input type="checkbox"/> Boating <input type="checkbox"/> Service projects <input type="checkbox"/> Pinewood Derby <input type="checkbox"/> Raingutter Regatta <input type="checkbox"/> Fundraising for Scouting <input type="checkbox"/> Product sales <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	What type of leadership position would you be interested in? <input type="checkbox"/> Working with my child and other children of my child's age with another adult leader. <input type="checkbox"/> Working with the other adults to support those who are working directly with Cub Scouts. <input type="checkbox"/> 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
<input type="checkbox"/> 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. <input type="checkbox"/> Classic car for parades or special events.	<input type="checkbox"/> Space in your home to host adult meetings <input type="checkbox"/> Outdoor space to host adult meetings <input type="checkbox"/> Access to a location for adult meetings	<input type="checkbox"/> Space at your home to host small meetings of 12 or fewer Cub Scouts <input type="checkbox"/> Access to a location to host small meetings of 12 or fewer Cub Scouts	<input type="checkbox"/> Space at your home to host large events outside <input type="checkbox"/> Access to a location to host large events outside <input type="checkbox"/> Access to a location to host large events inside	<input type="checkbox"/> Extra camping gear <input type="checkbox"/> A workshop with woodworking tools <input type="checkbox"/> A/V equipment (microphone, speakers) <input type="checkbox"/> Large kitchen <input type="checkbox"/> Other: _____ _____ _____

Continue the Journey

Your completion of this position-specific training is just the beginning. As we encourage our youth to never stop learning, we should practice that ideal ourselves. Good leadership requires continual learning, and Scouting offers many opportunities for volunteers.

Adult Awards

Registered volunteers in Cub Scouting can work to earn the Den Leader Training Award, the Cubmaster's Key, and the Scouter's Training Award. These awards are represented by cloth knot patches worn above the left pocket on the adult leader uniform shirt.



Additional Training

Basic Adult Leader Outdoor Orientation (BALOO) Training – The district and council provide weekend-long overnight camping training for adult leaders to successfully and safely lead Cub outdoor events.

Roundtable – A regularly scheduled gathering of Scouting volunteers, Roundtable is a semi-monthly training opportunity combined with the ability to fellowship with other volunteers around the district.

Council Training Opportunities – The Atlanta Area Council provides events such as University of Scouting, Training Extravaganza, and Wood Badge training courses.

Additional Resources



Den leader guides can be purchased at the Scout shop. These are the most comprehensive resources for conducting den meetings.

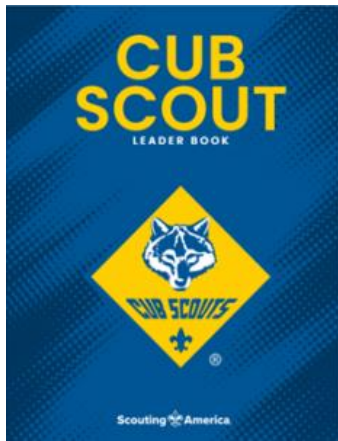
Many online resources are available from official Scouting resources as well.

National BSA Website
www.scouting.org

Atlanta Area Council Website
www.atlantabsa.org

National BSA Supply
www.scoutshop.org

Indian Springs District Facebook Page
<https://www.facebook.com/groups/indianspringsbsa>



The updated Cub Scout Leader Book provides details on how to organize and deliver the Cub Scout program and is available as a free PDF online.



Scoutbook

Once you are a registered as a Cubmaster Scoutbook is your online resource to assist you with managing the Pack. Calendars, tracking and reporting awards, and communication with parents. Scoutbook now features special Den Leader experience that helps den leaders plan and prepare for den meetings. Details on what to do before, during, and after meeting along with the resources needed to deliver the program right at their fingertips. Scoutbook is free for everyone registered in Scouting. Once you are registered, you or another leader can set up who is in your den and off you go!



Scouting App

The Scouting App provides parents the ability to see how their child is progressing, get notifications about meetings, and inform Den Leaders when a Cub Scout has completed a requirement at home. Make sure all your parents download the Scouting App for free onto their mobile device.

Scouting Magazine App

The digital magazine *Scouting* is provided free to all registered adult leaders, parents and any other interested adults. It contains articles not only about Scouting but also about youth development and parenting. Scouting magazine's website is chock full of information and resources for leaders and parents.



Cub Chat Live!

Cub Chat Live is a Facebook Live event that happens every Friday at 2 p.m. Central. Hosted by Scouting Magazine this weekly show features the National Director of Cub Scouting and/or the National Chair of Cub Scouting addressing Cub Scout program questions. All episodes are recorded and can be watched on the Scouting Magazine Facebook page.

Den Leader Training Award Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Pack No. _____ District: _____

Council Name: _____

Select One:

☐ Tiger den leader

☐ Webelos den leader

☐ Cub Scout den leader (Wolf/Bear)

Note: This award can be earned in each position, but tenure may be used only for one award.

Tenure

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

From _____ to _____
(month/year) (month/year)

Training

☐ Complete the basic training for the selected den leader position
(in person, instructor-led, or e-learning).

☐ Attend a pow wow or university of Scouting (or equivalent),
or attend at least four roundtables (or equivalent) during the
tenure used for this award.

Approved by:

Cubmaster

Date

Performance

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

- ☐ Have an assistant den leader who meets regularly with your den.
- ☐ Have a den chief who meets regularly with your den.
- ☐ Graduate at least 70 percent of your den to the next level.
- ☐ Take leadership in planning and conducting a den service project.
- ☐ Have a published den meeting/activity schedule for the den's parents.
- ☐ Participate with your den in a Cub Scout day camp or resident camp.

- ☐ Complete Basic Adult Leader Outdoor Orientation (BALOO).
- ☐ Participate with your den in at least one family camp; if your den is a Webelos den, participate with your den in at least two overnight camps.
- ☐ Take leadership in planning two den outdoor activities.
- ☐ Hold monthly den meeting and den activity planning sessions with your assistant den leaders.

Approved by:

Pack Committee Chair

Date

Training Committee Action

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

Approved by:

District or Council Training Committee Chair

Date



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Cubmaster's Key Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Pack No. _____ District: _____

Council Name: _____

Tenure

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

From _____ to _____

From _____ to _____

From _____ to _____

Training

☐ Complete basic training for Cubmasters.

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

Approved by:

Pack Committee Chair

Date

Performance

Do the following during the tenure used for this award:

☐ Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.

☐ Earn the National Summertime Pack Award at least once.

☐ Conduct an annual pack planning session and have a published pack meeting/activity schedule for the pack's parents in each year.

☐ Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Approved by:

Pack Committee Chair

Date

Training Committee Action

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

Approved by:

District or Council Training Committee Chair

Date



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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.)

Approved by:

Pack Committee Chair

Date

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.

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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Oh, just one more thing.

All Cubmasters, Assistant Cubmasters, Den Leaders, and Assistant Den Leaders **MUST** also complete the online Hazardous Weather module via the BSA Learn Center (all volunteers are encouraged to take the training regardless of registered position). Log into my.scouting.org to take this training, which must be renewed every two years just like Youth Protection Training.



Completion of Hazardous Weather online (SCO_800) is required for the above listed positions to wear the Trained strip.

