

CUB

Leader Book



SCOUTS



BOY SCOUTS OF AMERICA®





THANKS TO YOU, MILLIONS OF BOYS ...

- ... Become More Confident
- ... Grow Spiritually
- ... Are Better Citizens
- ... Learn Life Skills
- ... and Have Fun!!

You have our eternal thanks for helping
make this an everyday reality!

The Boy Scouts of America welcomes your comments and suggestions
on how to improve this resource.

Please e-mail your thoughts to CS.Leader@scouting.org.



LEADER BOOK



A Word About Youth Protection

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The Boy Scouts of America places the greatest importance on providing the most secure environment possible for its youth members. To maintain such an environment, the BSA has developed numerous procedural and leadership selection policies, and provides parents and leaders with numerous online and print resources for the Cub Scout, Boy Scout, and Venturing programs.

Effective June 1, 2010, the BSA implemented mandatory Youth Protection training for all registered volunteers.

New leaders are required to take Youth Protection training before submitting an application for registration. The certificate of completion for this training must be submitted at the time the application is made and before volunteer service with youth begins.

Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of recharter, the volunteer will not be reregistered.

We encourage all adults to take the BSA's Youth Protection training.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the *Parent's Guide* in any of the Cub Scouting or Boy Scouting handbooks, or go to <http://www.scouting.org/Training/YouthProtection.aspx>.

Preface	5
Welcome to Cub Scouting	5
Cub Scouting Basics	7
What Is Cub Scouting?	9
Understanding Cub Scout–Age Boys	21
Cub Scouts With Disabilities	23
The Cub Scouting Program	27
How Cub Scouting Is Organized	29
The Tiger Cub, Cub Scouting, and Webelos Scouting Programs	36
Webelos-to-Scout Transition	38
Advancement and Awards	42
Leaders and Family	53
Leaders	55
Parents and Families	71
Youth Protection	73
Administration	77
Membership	79
Program Planning	85
Evaluating Den and Pack Programs	94
Den and Pack Management	96
Insurance and Unit Assets	98
Charter Renewal	99
Financing the Pack	101
Uniforms and Insignia	107
Cub Scout Activities	113
Managing Boys	115
Den and Pack Activities	118
Health, Safety, and First Aid	130
Outdoor Activities	143
Cub Scout Camping	150
Cub Scout Academics and Sports	159
Appendix	161
Cub Scouting Resources	161
Resources, Forms, and Applications	163
Unit Leadership Enhancements	167
Glossary/Index	177



CONTENTS





WELCOME TO CUB SCOUTING

Welcome to Cub Scouting! Since 1930, Cub Scouting has offered fun with a purpose to millions of American boys. Thanks to volunteers like you, these boys have developed values, learned skills, made friends, strengthened family relationships—and had a great time in the process.

This *Leader Book* is designed to help you make the most of your time as a Scouting volunteer. Whether you are a den leader, a Cubmaster, a committee member, or you take on some other leadership role, you'll find the resources here to make your Cub Scouting experience the best it can be.

Our goal is to help you get started quickly; that means quick introductions to some important topics and deeper content where appropriate. Where more detailed information is necessary, we'll refer you to other Boy Scouts of America publications, including content you can find at www.scouting.org, the BSA's Web site. We also encourage you to seek help from experienced leaders in your pack, as well as commissioners—volunteers in your Scouting district whose sole purpose is to support people like you.



PREFACE





WHAT IS THIS CUB SCOUTING THING?

What are Cub Scouting's foundational aims, beliefs, and values?

How do we go about achieving these aims?

What about boys?

All this and more



CUB SCOUTING BASICS





What Is Cub Scouting?

Cub Scouting is a program of the Boy Scouts of America (BSA), whose overall mission is to help young people build character, learn citizenship, and develop personal fitness. While the BSA serves boys from ages 7 through 20 and girls from ages 14 through 20, Cub Scouting focuses on boys in the first through fifth grades (or from ages 7 through 10).

Cub Scouting Is for All Boys. Cub Scouting is for boys of all sizes, shapes, colors, and backgrounds. Some are gifted students or talented athletes; others struggle in these areas. Some have strong, stable families; others face social and economic challenges. Some live in cities, some live in suburban areas, and some live in rural communities. Some have physical, mental, or emotional disabilities that make ordinary activities difficult. Because of its flexibility and its emphasis on doing one's best, Cub Scouting easily adapts to all these situations.

Cub Scouting Is for Families. The family is the most important influence on boys' development. Cub Scouting seeks to support the family—whatever it looks like—and to involve families in Scouting activities. Cub Scouting is sensitive to the needs of today's families, and it provides opportunities for family members to work and play together, to have fun together, and to get to know each other better.

Cub Scouting Is Fun. Boys join Cub Scouting because they want to have fun, but they instinctively understand that fun means more than just having a good time. It also means getting satisfaction from meeting challenges, having friends, and feeling they are important to other people. When Cub Scouts are having fun, they are also learning new things, discovering and mastering new skills, gaining self-confidence, and developing strong friendships.

Cub Scouting Has Ideals. In an age when values sometimes seem passé, Cub Scouting maintains its ideals of character development, citizenship training, and personal fitness. The Cub Scout Promise is a pledge of duty to God and other people. The Law of the Pack is a simple formula for good citizenship. The Cub Scout motto is a code of excellence.

Cub Scouting Provides Adventure. Cub Scouting helps fulfill a boy's desire for adventure and allows him to use his vivid imagination while taking part in skits, games, field trips, service projects, and more. Boys find adventure in exploring the outdoors, learning about nature, and gaining a greater appreciation for our beautiful world.

Cub Scouting Helps Boys Develop Skills and Interests. Cub Scouts learn many useful and varied skills. They develop ability and dexterity, and they learn to use tools and to follow instructions. Badges and awards encourage them to learn about a variety of subjects, including conservation, safety, physical fitness, community awareness, sports, and religious activities. The skills they learn and interests they develop could lead them to careers or lifelong hobbies.

Cub Scouting Has an Advancement Plan. The Cub Scout advancement plan recognizes boys' individual efforts and achievements, teaches them to do their best, and strengthens family ties as leaders and family members work with them on requirements. Boys enjoy receiving badges for their achievements, but the real benefit comes from the skills, knowledge, and self-esteem they develop along the way.

Cub Scouts Belong. Belonging is important to boys; they like to be accepted as part of a group. In Cub Scouting, boys take part in interesting and meaningful activities with their friends, learning sportsmanship, citizenship, and loyalty. The Cub Scout uniform, symbols like the Cub Scout sign, and being a member of a den help boys feel part of a distinct group that shares a common purpose.

Cub Scouting Teaches Boys to Reach Out. Cub Scouting provides opportunities for boys to reach out into the wider community while maintaining a link with secure foundations at home, school, and religious organizations. Through field trips, boys get to know their community better. Through service projects and other community activities, they learn what it means to be a good citizen.

Cub Scouting Teaches Duty to God and Country. Through interfaith activities and the religious emblems program, Cub Scouting helps boys fulfill their duty to God. Through flag ceremonies, service projects, and other activities, Cub Scouting helps boys become useful and participating citizens.



SCOUTING'S PROGRAMS



Cub Scouting



Boy Scouting



Venturing

*For more information,
visit www.scouting.org.*





AKELA WHO?

Many Cub Scout traditions come from Rudyard Kipling's The Jungle Book. See "The Story of Akela and Mowgli" in the Wolf Cub Scout Handbook.

Cub Scouting Provides a Year-round Program. When school ends, Cub Scouting continues. Boys have more free time during the summer, so summer is a great time for Cub Scouting. Den and pack activities take on a more informal feel and are often held outdoors. Day camp and resident camp programs run by Scouting districts and councils are often the highlight of the Cub Scout year, offering activities that local packs couldn't easily provide.

Cub Scouting Helps Organizations. A Cub Scout pack is chartered by an organization in your community—a school-based parents' organization, a religious organization, or a service club or organization. Cub Scouting is a resource that organization uses to further its outreach and achieve its goals for serving young people.

PURPOSES OF CUB SCOUTING

The Cub Scouting program has 10 purposes related to the overall mission of the Boy Scouts of America—to build character, learn citizenship, and develop personal fitness:

- ▶ Character Development
- ▶ Spiritual Growth
- ▶ Good Citizenship
- ▶ Sportsmanship and Fitness
- ▶ Family Understanding
- ▶ Respectful Relationships
- ▶ Personal Achievement
- ▶ Friendly Service
- ▶ Fun and Adventure
- ▶ Preparation for Boy Scouts

Every Cub Scouting activity should help fulfill one of these purposes. When considering a new activity, ask which purpose or purposes it supports. Not everything in Cub Scouting has to be serious—far from it! Silly songs, energetic games, and yummy snacks all have their place in the program.

CUB SCOUT IDEALS

The Cub Scout ideals are practices that bring the program's values to life. They are principles boys learn and incorporate into their everyday lives. Take every opportunity to point out how an activity or service project your Cub Scouts are doing connects with the Cub Scout ideals:

- ▶ The Cub Scout Promise
- ▶ The Law of the Pack
- ▶ The Cub Scout motto

Help them see that living the ideals of Cub Scouting is a good way to live.



The Cub Scout Promise

I, (name), promise to do my best
To do my duty to God and my country,
To help other people, and
To obey the Law of the Pack.

The Cub Scout Promise

This simple promise encompasses most of what a Cub Scout (and a Cub Scout leader, for that matter) should do. It helps Cub Scouts develop a sense of spiritual awareness, loyalty, unselfishness, self-discipline, and service to others. With some changes in wording, it will follow Cub Scouts into Boy Scouting.

Cub Scout-age boys are eager to learn and are open to new ideas. You have the priceless opportunity to help boys learn to live the Cub Scout Promise. The way to do that is by explaining the words in simple language that boys can understand.

“I promise ...” Making—and keeping—a promise is a very grown-up thing to do. When a boy makes the Cub Scout sign and says, “I promise,” he’s taking an important step on the road to adulthood.

“To do my best ...” Our society often emphasizes being the best; Cub Scouting emphasizes doing your best. That’s an important distinction. Everybody is good at different things, so one person’s best is not the same as someone else’s. The Cub Scouting program encourages boys to give their best possible effort rather than just try to do better than someone else. When boys try their hardest, they feel good about themselves and often find they can do even better than they thought they could.

“To do my duty to God ...” The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God, although it is absolutely nonsectarian in its attitude toward religious training. Cub Scouts are encouraged to thank God for their blessings, to be faithful in their religious duties, and to respect other people’s religious beliefs even when those beliefs differ from their own.

“And my country ...” Cub Scouts are too young to vote, to serve in the military, or to worry about obeying most laws. However, they can live their duty to country by showing respect for the U.S. flag, by standing at attention when the national anthem is played, by caring for people in their community, and by using our country’s resources wisely.

“To help other people ...” For a Cub Scout, helping people can include all sorts of things: taking out the garbage, making his bed without grumbling, being friends with new kids at school, raking leaves for elderly neighbors, and collecting food for people who don’t have enough to eat. It means thinking about other people before ourselves and treating other people like we would want them to treat us.

“And to obey the Law of the Pack.” The Law of the Pack guides the Cub Scout’s actions in Cub Scouting and in his everyday life. It helps develop a law-abiding attitude that can carry over to home, school, and other settings.

The Law of the Pack

The Cub Scout follows Akela.

The Cub Scout helps the pack go.

The pack helps the Cub Scout grow.

The Cub Scout gives goodwill.

The Law of the Pack

Young boys have lots of rules to follow at home and at school, but Cub Scouts need to follow only the four rules found in the Law of the Pack.

“The Cub Scout follows Akela.” In Cub Scouting, Akela (pronounced *ah-KAY-la*) means “good leader.” To a Cub Scout, Akela is a parent, teacher, religious leader, or Cub Scout leader. Akela is anyone who has shown ability and willingness to be a good leader for Cub Scouts to follow.

The key word in this phrase of the Law of the Pack is **follows**. When following, a Cub Scout should choose a good leader to emulate. By being a good follower, he takes the first steps toward being a good leader.

“The Cub Scout helps the pack go.” Cub Scouts help the pack go by being loyal members, attending as many meetings as possible, following the leaders, and making the pack better through their active participation. The key word in this phrase is **helps**. It means doing one’s share. By helping the pack, Cub Scouts have more fun and feel satisfied.

“The pack helps the Cub Scout grow.” Cub Scouting helps boys grow into better people. They learn how to do new things and to reach out to others. The key word in this phrase is **grow**.

“The Cub Scout gives goodwill.” It’s a good feeling for a boy to do what he is expected to do. It’s an even better feeling when he does more than expected. Help boys look for ways to make other people happy. Anything that makes life a little easier or more pleasant for someone else is goodwill. The key word in this phrase is **gives**.



BLUE AND GOLD

Blue and gold are the colors of Cub Scouting, and they have special meaning.

Blue stands for truth and spirituality, steadfast loyalty, and the sky above.

Gold stands for good cheer, happiness, and warm sunlight.





The Cub Scout Motto

Do Your Best.

The Cub Scout Motto

Doing your best is one of the most important things Cub Scouts learn. When boys compare themselves to other people, they can become complacent (if they're high achievers) or discouraged (if they have to work harder to accomplish the same goals). Focusing on doing their personal best helps them feel good about themselves and see their potential for doing even better. Help boys see that no one can find fault with them if they always do their best.

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:

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

The methods bring Cub Scouting to life for boys and their families.

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

Belonging to a Den. The den—a group of six to eight boys who are about the same age—is the place where Cub Scouting starts. In the den, Cub Scouts develop new skills and interests, they practice sportsmanship and good citizenship, and they learn to do their best, not just for themselves but for the den as well.

Using Advancement. Recognition is important to boys. The advancement plan provides fun for the boys, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members and their den leader work with boys on advancement projects.

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

Participating in Activities. Cub Scouts participate in a huge array of activities, including games, projects, skits, stunts, 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 boys strengthen connections to their local communities, which in turn support the boys' 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 (boys 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.



DEFINING CHARACTER

Character is a collection of core values a person possesses that lead to principled, moral commitment and action. It defines why we do what we do when we're faced with a moral or ethical decision.

People have long debated how to develop character. Some say it is done by *telling* kids what is right and good. Others say kids develop character by *practicing* what is right and good. Still others say kids develop character by learning to *reason* about what is right and good.

The Scouting program takes all three aspects of character development into account. Consider the value of compassion. Cub Scouting tells boys that compassion is important by teaching them the Cub Scout Promise, which includes the phrase "to help other people." They practice compassion when they participate in a service project. And they reason about compassion when asked to reflect on the service they've done or to think about a thorny ethical dilemma.

PRINCIPLES OF CHARACTER DEVELOPMENT

Three principles underlie character development: a set of core values; an understanding that character includes thought, commitment, and practice; and an emphasis on character in all aspects of life.

Character Has a Set of Core Values

Cub Scouting promotes 12 core values in helping boys develop character:

- ▶ Citizenship
- ▶ Compassion
- ▶ Cooperation
- ▶ Courage
- ▶ Faith
- ▶ Health and fitness
- ▶ Honesty
- ▶ Perseverance
- ▶ Positive attitude
- ▶ Resourcefulness
- ▶ Respect
- ▶ Responsibility

These values are at the core of what it means to be involved in Scouting. If Cub Scouts are to be honest, responsible, courageous, and all the rest, leaders must be as diligent and skilled about teaching these values as they are about teaching the other aspects of the program. The 12 core values must be an active part of the Cub Scouting language and culture.

Character Includes Knowledge, Commitment, and Practice

It's not enough to memorize words and slogans. Cub Scouts must learn to reason when evaluating competing values. They must be committed and have the skills necessary to act on their convictions despite peer and worldly pressures. Not every Scouting activity will be designed to develop each of these three areas, but those that have the greatest effect on character involve thought, commitment, and practice.

For example, a service project is just an activity until Cub Scouts reflect on the experience, how it made them feel, or how to fix the underlying problem.

Character Should Be Promoted in All Phases of Life

Just as it isn't enough to develop any one area of character to the exclusion of another, it isn't enough to focus on character development in only one area of a Cub Scout's life. Character development must be promoted throughout all phases of life, whether in the den, at home, at school, at a place of worship, or in the community.

Character development should not be viewed as something done occasionally as part of a separate program or as part of only one area of life. It should be a part of everything a Scout does.

With a little thought, leaders can draw character lessons from every aspect of the Scouting experience. Service projects, ceremonies, games, skits, songs, crafts, and other den and pack activities can all promote the 12 core values. Take advantage of opportunities to encourage boys that character is important to the individual, to the family, to the community, to our country, to the world, and ultimately to God.

Since character development should happen in all areas of life, Scouting seeks to work in concert with the family and other institutions. We honor the home, religious institutions, schools, and communities as critical influences on the character development of youth.





DEFINING THE 12 CORE VALUES

While most of Cub Scouting's 12 core values are self-explanatory, it's important to start with common definitions and some examples of practical application. No one value is more important than another; they're presented here in alphabetical order.

- 1. Citizenship:** Contributing service and showing responsibility to local, state, and national communities.
 - ▶ Know the names of the president and vice president of the United States.
 - ▶ Know the names of your state governor and heads of local government.
 - ▶ Respect the flag of the United States.
 - ▶ Know and understand the Pledge of Allegiance.
 - ▶ Know and understand our national anthem, "The Star-Spangled Banner."
 - ▶ Be a good neighbor.
 - ▶ Obey laws and rules, and respect people in authority.
 - ▶ Respect people in authority.
 - ▶ Protect the environment and our natural resources.
 - ▶ Be helpful. Do a Good Turn for your family, school, or community.
- 2. Compassion:** Being kind and considerate, and showing concern for the well-being of others.
 - ▶ Be friendly. Smile. Be interested in and sensitive to the feelings of others.
 - ▶ Show kindness. Be kind to those less fortunate than yourself.
 - ▶ Help those in need.
 - ▶ Consider the feelings and needs of others when playing, talking, or working together.
 - ▶ Help someone who is being treated unfairly.
 - ▶ Look for ways to include others in the group.
 - ▶ Be willing to forgive others.
- 3. Cooperation:** Being helpful and working together with others toward a common goal.
 - ▶ Be helpful to others, and work together.
 - ▶ Do your part in a project.
 - ▶ Listen to and consider the ideas of others.
 - ▶ Be unselfish.
 - ▶ Be cheerful.
 - ▶ Share things with others.
 - ▶ Be happy for the good fortune of others on the team.
 - ▶ Use everyone's special talents.
 - ▶ Be friendly.
 - ▶ Be willing to share the credit.
- 4. Courage:** Being brave and doing what is right regardless of our fears, the difficulties, or the consequences.
 - ▶ Tell the truth despite the consequences.
 - ▶ Admit mistakes when you make them.
 - ▶ Apologize for mistakes and wrongdoing.
 - ▶ Accept the consequences of your actions.
 - ▶ Stand up for people who are less fortunate than you.
 - ▶ Stand up for the beliefs of your faith or religion.
 - ▶ Resist peer pressure to do the wrong thing.
 - ▶ Stand up for your beliefs about what is right and wrong.



5. Faith: Having inner strength or confidence based on our trust in God.

- ▶ Define your duty to God as it is taught in your family.
- ▶ Understand and practice your religious tradition.
- ▶ Be cheerful about your religious duties.
- ▶ Remain confident in difficult situations.
- ▶ Show reverence for churches, holy places, and religious or spiritual objects and practices that are meaningful to the faiths of others.

6. Health and Fitness: Being personally committed to keeping our minds and bodies clean and fit.

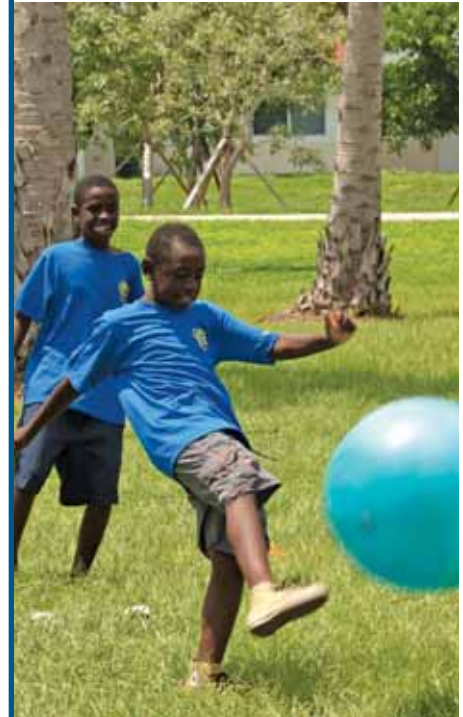
- ▶ Eat and drink things that are good for you.
- ▶ Limit the amount of junk food in your diet.
- ▶ Maintain personal cleanliness.
- ▶ Make exercise a regular part of your life.
- ▶ Don't smoke cigarettes or drink alcohol.
- ▶ Never use illegal drugs.
- ▶ Go on a hike.
- ▶ Learn about mental fitness. Discuss how personal habits and media influences can affect mental alertness.

7. Honesty: Telling the truth and being worthy of trust.

- ▶ Always tell the whole truth, regardless of the consequences.
- ▶ Live and play according to the rules.
- ▶ Give credit where credit is due.
- ▶ Ask to borrow the personal property others before taking it, and always return it when you say you will.
- ▶ Be trustworthy, and always do what you say you will do.
- ▶ Be loyal to your family, friends, religion, and country.
- ▶ Practice doing the right thing, and encourage others to do the same.

8. Perseverance: Sticking with something and not giving up, even if it is difficult.

- ▶ Finish what you start.
- ▶ Never give up.
- ▶ Continue to work hard even if you're not successful at first.
- ▶ Work to get better at things you aren't very good at.
- ▶ Set personal goals for improvement.
- ▶ Always do your best.





9. Positive Attitude: Being cheerful and setting our minds to look for and find the best in all situations.

- ▶ Be positive in your thoughts and words. Be cheerful. Look for the bright side of all situations.
- ▶ Keep a good sense of humor.
- ▶ Be optimistic.
- ▶ Think good thoughts.
- ▶ Believe in yourself.
- ▶ Trust your friends, family, and teammates.

10. Resourcefulness: Using human resources and other resources to their fullest.

- ▶ Think about how you can, rather than why you can't.
- ▶ Focus on what you do have, not on what you don't have.
- ▶ Identify personal strengths.
- ▶ Use the talents of those in your group.
- ▶ Conserve Earth's natural resources.
- ▶ Recycle household waste.
- ▶ Compost kitchen waste for use in gardens.
- ▶ Fix up an old bicycle rather than buy a new one.
- ▶ Clean up an old playground.

11. Respect: Showing regard for the worth of someone or something.

- ▶ Treat other people as you would like to be treated.
- ▶ Be kind and courteous to people who are different from you.
- ▶ Use good manners and good language.
- ▶ Take care of the property of others.
- ▶ Honor our country's flag, laws, and public officials.
- ▶ Obey the rules and instructions of adults.
- ▶ Treat the environment (trees, rivers, land, air) with care.
- ▶ Keep yourself neat, clean, and physically fit.

12. Responsibility: Fulfilling our duty to God, country, other people, and ourselves.

- ▶ Be dependable; do what you say you will do.
- ▶ Finish your homework.
- ▶ Take care of chores at home.
- ▶ Be helpful.
- ▶ Accept the consequences for your actions.
- ▶ Take care of your personal possessions.

CHARACTER CONNECTIONS®

In Cub Scouting, we refer to using the critical areas of knowledge, commitment, and practice and relating them to values as *Character Connections*.

To make character development an integral part of Cub Scouting, the 12 core values are integrated throughout the boys' handbooks and advancement programs and are incorporated into the den and pack meeting plans found in the *Den & Pack Meeting Resource Guide*, encouraging boys to reflect on the three dimensions of character.

Character Connections try to help in the development of the complete moral person across a broad range. They should be viewed as an integral part of Cub Scouting, not as an add-on. Character development is taking place regardless of whether it is intended; therefore, grasp every opportunity—den and pack activities, ceremonies, and program—to guide that development in a thoughtful and constructive way.

How Character Connections Work

Know: Character development includes developing moral knowledge and moral reasoning. Children must understand what values mean—and how to understand and interpret a situation where they must apply those values. Character Connections ask boys questions like these about knowledge: *What do I think or know about the core value? How does the context of this situation affect this core value? What are some historical, literary, or religious examples representing the core value?*

Commit: Character development also includes attention to moral motivation. Children must be committed to doing what they feel is right, taking into account the perspective of others. Character Connections ask boys questions like these about commitment: *Why is this core value important? What makes living out this core value difficult? What will it take to live out this core value?*

Practice: Character development also includes attention to the development of moral habits through guided practice. Children need opportunities to practice what is good, to do what is right but difficult, and to experience the core values as they live in the world. Character Connections ask boys questions like these about practice: *How can I act according to this core value? How do I live out this core value? How can I practice this value at school, at home, and with my friends?*

Make a Character Connection With Any Activity

While going on a hike, cooking an outdoor meal, or working on a project, values can easily be connected using a three-step method: plan it, do it, review it.

1. Plan it.

Before the activity, gather the group and have a short discussion. Planning the Character Connection takes only a couple of minutes. Highlight one or two values that the youth can learn by doing this activity.

- ▶ How will they need to show respect?
- ▶ How will they need to be honest?
- ▶ How will they need to cooperate?
- ▶ How will they need a positive attitude?



When you see this icon, you will know that a core value is being taught as part of a Cub Scouting activity.



2. Do it.

During the activity, highlight both positive and negative experiences as teachable moments. Some teachable moments must be captured as they happen because the impact is lost if discussed at a later time. Others can be emphasized effectively during the review at the end of the activity. Be sure to make mental or written notes of these opportunities.

3. Review it.

After the activity, gather the group together and have a discussion involving all members. Celebrate positive examples of where the values were demonstrated in the activity and highlight areas for improvement.

- ▶ What part of the value does the group need to practice?
- ▶ What did the group learn about using the value?
- ▶ Discuss the experience and determine ways the value could be used at home, at school, etc.

CUB SCOUTING IS A POSITIVE PLACE

Cub Scouting can be many things. One thing it must be is a positive place. Any Cub Scouting activity should take place in a positive atmosphere where boys can feel emotionally secure and find support, not ridicule, from their peers and leaders. Activities should be positive and meaningful and should help support the purposes of the BSA.

Many boys grow up loved, respected, adequately nourished and clothed, and properly housed. Others have a different experience. The environments in which some boys are reared are challenging—for a variety of economic, social, or cultural reasons. For all boys, but especially for these boys, the Cub Scout den and pack should be positive places, free of name-calling, bullying, racial and cultural put-downs, and all forms of violence.

A Cub Scout pack is a group of boys who can differ in many ways—racially, ethnically, socially, and culturally. Cub Scouting can be a positive place where they learn to accept and respect those differences, both within Cub Scouting and in the broader community, nation, and world. It also can be a place where they abandon thoughts that every outcome is win-or-lose situation and cooperate with one another to find ways for everyone to succeed. Through Cub Scouting, boys can come to understand that they can meet more of their goals and realize more success through joint effort and finding the middle ground.



Guidelines for a Positive Place

Fun is an important element of Scouting, but we must remember that everything we do with our Scouts should be positive and meaningful. Activities should build self-esteem, be age-appropriate, and not offend participants or the audience. Adult leaders have the responsibility to model the values of the BSA and set a high standard for appropriateness in all Scouting activities.

- ▶ Name-calling, put-downs, or hazing
- ▶ References to undergarments, nudity, or bodily functions
- ▶ Cross-gender impersonation that is in any way derogatory, rude, insulting, or lewd (This is not to suggest that boys cannot dress for and play female roles when needed in a skit or play, as long as good taste prevails.)
- ▶ Derogatory references to or stereotyping of ethnic or cultural backgrounds, economic situations, or disabilities
- ▶ Sensitive social issues such as alcohol, drugs, gangs, guns, suicide, etc.
- ▶ Wasteful, ill-mannered, or improper use of food or water
- ▶ "Inside jokes" that exclude some of those present
- ▶ Cultural exclusion—emphasis on the culture or faith of part of the group while ignoring that of the rest of the group
- ▶ Changing lyrics to patriotic songs or to hymns and other spiritual songs

A PLACE FOR GROWTH

The den and pack should offer Cub Scouts a place where they can talk intelligently about their differences and learn to respect and appreciate them. When sensitive situations arise, parents and other adults who are competent to deal with such situations should be invited to attend the meetings. Often, they can shed light on such issues and encourage understanding.

During the Cub Scout years, peer groups become increasingly important to boys. Many of the peer-group settings in which boys operate—the classroom, the sports team, the playground—become scenes of competition that range from subtle judgment to open hostility. It is no wonder that many boys come to believe that honest expression of true feelings can leave them open to attack.

Cub Scouting strives to foster positive expression and growth for each member, but boys learn to guard their feelings well. Cub Scouting tries to provide new models for growing up. It inspires youngsters to try to do their best and encourages cooperative efforts and mutual support that can grow into self-respect and genuine caring for others.





OTHER CUB SCOUT PRACTICES

The Cub Scout Sign

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

The two extended fingers stand for the parts of the Cub Scout Promise: "to help other people" and "to obey." They also represent the ears of an alert wolf, reminding boys to be attentive.

Leaders and boys should give the Cub Scout sign when repeating the Cub Scout Promise or the Law of the Pack. The sign is also used in the Living Circle and other ceremonies.

Leaders can use the sign to get the boys' attention or to remind them to be quiet in meetings. When a leader raises the sign, the boys should become quiet and make the sign themselves—and activities cease until each boy has responded appropriately. Reinforce this use of the sign by complimenting the first Cub Scout who reacts. Avoid saying "signs up" to get their attention; let the sign do the work.



The Cub Scout Salute

The Cub Scout salute is made by joining the index and middle fingers of the right hand (holding the other fingers with the thumb) and touching them to the cap visor or forehead above the right eyebrow. The hand is held the same as for the Cub Scout sign, except the index and middle fingers are together.

The salute is used to salute the flag when in uniform—otherwise hold your right hand over your heart—and to show respect to Cub Scout leaders. It can also be used when greeting other Scouts.

The Cub Scout Handshake

The Cub Scout handshake is made by putting the index and middle fingers of the right hand against the other person's wrist when shaking hands. It signifies that those who use it help other people and obey the Law of the Pack.

The Living Circle

The Living Circle is a ceremony that is used occasionally as an opening or closing at a Cub Scout meeting. It reminds boys of the friendships they are making that link them together with other Cub Scouts.

To form a Living Circle, Cub Scouts and leaders stand in a close circle, facing inward and slightly to the right. With their right hands, they make the Cub Scout sign. With their left hands, they reach into the center of the circle. Each thumb is pointed to the right, and each person grasps the thumb of the person on his left, making a complete Living Circle handclasps. The Cub Scout Promise, Law of the Pack, or Cub Scout motto can then be repeated.

The Living Circle can also be used by moving all the left hands up and down in a pumping motion while the members say, "A-ke-la! We-e-e-ll do-o-o- ou-r-r best," snapping into a circle of individual salutes (with right hands) at the word "best."



Understanding Cub Scout–Age Boys

Scouting is designed to meet the ever-changing needs of boys and to help them develop character, citizenship, and personal fitness. To understand where we want them to go, we need to understand where they are.

The Cub Scout years are a time of rapid development for young boys, falling between the total dependence of early childhood and the relative independence of early adolescence. Cub Scout–age boys are becoming more competent, and they need to be able to demonstrate what they can do—whether it’s climbing fences, performing stunts on their bikes or skateboards, or taking dares. Eager to prove themselves to their friends (and themselves), they show off what they can do, sometimes forgetting to plan ahead and forgoing safety.

Cub Scouting activities are designed for boys who are in the normal range of development, but the program is flexible enough to adapt to the needs of boys 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. So will the boys.

DEVELOPMENTAL CHARACTERISTICS

Although typical behavior patterns exist for any age group, every boy is unique. Racial, ethnic, social, and cultural environments influence development, as does biology. 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

Boys 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.

Boys are steadily growing. Young boys 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, boys are taller and heavier, have more stamina, and are capable of more sustained effort.

Boys are becoming better coordinated. Boys who are clumsy and accident-prone gradually become more coordinated. By fifth grade, most boys have achieved much better control and increased their mastery of large-muscle activities.

Boys 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. Few boys of Cub Scout age appreciate the importance of cleanliness.

Mental Development

Boys 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.

Boys are beginning to understand that behavior involves motivation and consequences. By first and second grade, boys 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.

Boys enjoy activities that are distinct from their school-day experiences. By second grade, most boys 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 boys; boys having problems at school might turn out remarkable Cub Scout projects.

Boys have different learning styles. Some boys learn best visually, some learn best by listening, and some learn best through a hands-on approach. Cub Scouting’s emphasis on learning by doing gives these boys a chance to shine.





Boys 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 outruns their abilities.

Boys can be highly imaginative. Boys 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 boys do and learn things that interest them.

Boys 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.

Boys 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.

Boys 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 boys 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

Boys have a strong need for adult/family support. Although they may be willing to try new things on their own or with peers, boys 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, boys 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.

Boys are learning to interact within groups. Generally, boys 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.

Boys 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.

Boys prefer dynamic group games. Young Cub Scout-age boys 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.

Boys need acknowledgment for their performance. Sometimes boys 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

Boys are developing ideas about right and wrong. By second grade, many boys 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.

Boys are beginning to see the value of trying to get along with others. By age 10, most boys 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.

Boys 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.

Boys are beginning to see that values are important. Some boys begin to realize that the ideas expressed in the Cub Scout Promise and the Law of the Pack are values that American society feels are important. Modern American culture requires both boys and girls to be able to experience moral issues in terms of obedience to rules and to explore them within networks of relationships.

Boys like being helpful. Boys are not too young to do things for others. Boys 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 boys can understand their experience, learn from it, and grow.

Cub Scouts With Disabilities

Since Cub Scouting challenges each boy to do his best—not to be the best—it’s a great place for boys with disabilities. The program is easily adaptable to every boy, and the sheer variety of activities means that just about every Cub Scout will discover something he excels at.

ABILITIES AND DISABILITIES

The first thing to realize is that boys can’t be lumped into two categories: disabled and nondisabled. They must be seen as individuals instead, each with his own strengths and weaknesses. Consider these questions for each boy.

- ▶ What are his characteristics (physical, emotional, developmental, spiritual, favored learning methods, interest areas)?
- ▶ What are his challenges? How could they be turned into strengths? Challenges often provide a chance for a boy to add new skills or build strengths.
- ▶ What are his abilities? How can his abilities be strengthened? We know that boys in this age group are continuously growing physically, mentally, socially, emotionally, and spiritually.

The second thing to realize is that the boys are members of a cooperative group working together with shared responsibilities. In the den, boys with and without identified disabilities benefit from working together. Cooperative learning helps boys develop group skills, while shared responsibilities and a shared decision-making process promote leadership skills in all boys.

CATEGORIES OF DISABILITIES

Disabilities may affect a boy’s ability to adjust to general problems, stresses, social maturity, ability to learn, and situations of daily life, as well as his ability to be with others and to cope with new situations.

Disabilities may be seen in broad categories, but not all disabilities are visible.

- ▶ Physical disabilities hamper physical activities. Examples may include any degree of sight or hearing loss, mobility issues requiring assistance such as crutches or a wheelchair, or communication disorders that adversely affect a child’s speech or language.
- ▶ Developmental disabilities refer most commonly to disabilities affecting daily functioning. Examples include attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), epilepsy, cerebral palsy, autism, Down syndrome, Asperger’s syndrome, and Fragile X syndrome.
- ▶ Learning disabilities can affect understanding, listening, thinking, speaking, reading, writing, spelling, or doing mathematical functions.

In the case of candidates for membership who have developmental or emotional disabilities, their conditions must be certified by a statement signed by a licensed psychologist or psychiatrist.

UNDERSTANDING DISABILITIES

To effectively serve a boy with disabilities, understand his situation. The best way to do that is to talk with the boy and his parents or guardians, who will be a great resource and his best advocates. Schedule a parent-leader conference in person, on the telephone, or by written questionnaire to ask them how best to work with him—and what they know doesn’t work.

You can also learn a lot through simple observation. Watching a boy as he participates in den or pack activities and interacts with other Cub Scouts will give you some insights into his abilities. When working with a new group, playing “get-acquainted” games can reveal information about the boys and reveal some of the group dynamics.

Lastly, accept the boy, offering patience, understanding, and respect. Try not to overprotect or underassist him, but rather encourage independence and self-advocacy. Self-advocacy—the process of knowing and being able to communicate personal needs and abilities—is important for any youth to learn.



QUESTIONS FOR A PARENT-LEADER CONFERENCE

Does the boy have any special considerations?

What are his general characteristics?

How does he learn best?

What are his personal needs?

What emergency procedures and emergency names and phone numbers might be needed?



GENERAL GUIDELINES

When leaders treat each boy as unique and strive to meet his individual needs, they create a more enriching environment for every boy in the den. Here are some general guidelines that work with boys who have disabilities—and with every boy in your den and pack.

1. Follow the Cub Scout motto, “Do Your Best.”
2. Use available resources, including people, materials, the pack committee, other organizations, the boy’s parents, and the other boys in the den.
3. Preplan all activities, especially outdoor activities and field trips. Is the site accessible for everyone in the group? Are the activities accessible for everyone in the group? What special accommodations are needed? Are any special health or safety issues involved for any person in the group?
4. Plan activities to include all ability levels, because each boy develops at his own rate.
5. Emphasize individual abilities while making necessary allowances for areas of need.
6. Simplify instructions and activities.
7. Use a variety of instructions for each activity. Verbal instructions with a demonstration may help teach the boys. Sometimes, it is good for boys to figure out how to do something on their own.
8. Keep a good supply of “filler” activities on hand for times when an activity ends early or you need a short activity to fill time.
9. Keep quiet activities quiet, but not inactive. A discussion will hold boys’ attention for only a short time.
10. When working with a new group of boys, start with simple, easier activities until each boy’s abilities are apparent.
11. Include ethical decision-making activities to help build a cooperative and understanding spirit in the den.
12. Promote awareness and acceptance of diversity in the group.
13. Practice new skills, such as ceremonies, skits, and songs, in the den before using them at a pack meeting. Boys need the opportunity to build their self-confidence in a small cooperative group before using the skill in a large group.



OLDER BOYS

Pack leadership should be aware of special situations associated with older boys in the pack and those with certain medical conditions.

Boys older than age 10 who are either developmentally or physically disabled, including boys with visual, hearing, and emotional disabilities, are permitted to register and maintain membership in Cub Scouting. The chartered organization should determine, with approval of appropriate medical authorities, whether a youth member is qualified to register as Cub Scout beyond the normal registration age. The unit committee leader's signature on the boy's application or on the unit's charter renewal application certifies the approval of the chartered organization.

The local council approves the registration on an individual basis.

The medical condition of all candidates for membership beyond the normal registration age must be certified by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator. Use the Annual Health and Medical Record form, No. 34414. Any corrective measures, restrictions, limitations, or abnormalities must be noted.

Current health, medical, or certification records of all youth members beyond the normal registration age who have disabilities are to be retained in the unit file at the council service center.

Adaptations

Adapt your activities as needed to meet the needs and ability range of all of your Cub Scouts. Use the least amount of change necessary to make the activity successful for all boys. Allow adaptations in advancement requirements for boys who have special needs. Parents can help you determine the need for adaptations and what kinds of adaptations would be the most useful. Here are some examples:

Materials Adaptation

Example: A Cub Scout has little hand strength and is trying to carve.

Solution: Substitute a bar of soap for balsa wood.

Rules Adaptation

Example: A Cub Scout is unable to throw horseshoes the standard distance.

Solution: Let the boy move closer to the horseshoe pit.

Architectural Adaptation

Example: A Cub Scout in a wheelchair is unable to go bowling because the bowling alley is not wheelchair accessible.

Solution: In advance, find an alley that can accommodate wheelchairs and offers adaptive equipment.

Leisure Companion Adaptation

Example: A Cub Scout cannot stay on task and runs around.

Solution: An adult or older youth can become a buddy for the Cub Scout.

Cooperative Group Adaptation

Example: A Cub Scout has difficulty remembering the sequence of steps in a project.

Solution: Cub Scouts can work in cooperative groups to ensure success and completion of activities for everyone.

Behavioral Adaptation

Example: A Cub Scout is unable to participate during a meeting because of low concentration levels.

Solution: Talk with parents/guardians about a behavioral plan.





Advancement

The Cub Scout advancement program is so flexible that, with guidance, most boys can do the skills. It might take longer for a boy who is disabled to earn his awards, but he will appreciate them more when he knows that he has made the effort. Remember that the standard for every boy is, "Has he done his best?"

Include parents to help determine what "best" means for each boy. Develop the potential of each Cub Scout to the fullest of his ability through the advancement program. Adaptations are permitted in teaching the skills or activities for the advancement requirements.

The Cubmaster and pack committee may give permission to a Cub Scout who has special needs to substitute electives for achievements that are beyond his abilities. It is best to include parents in this process of determining substitutions because they are most familiar with their son's abilities.

Resources and Support

For additional information on membership and advancement of Cub Scouts with disabilities, check with the local council service center. The following are additional helpful resources.

American Association of People With Disabilities

Toll-free phone: 800-840-8844
Web site: <http://www.aapd.com>

American Foundation for the Blind

Toll-free phone: 800-232-5463
Web site: <http://www.afb.org>

The Arc of the United States

Phone: 301-565-3842
Toll-free phone: 800-433-5255
Web site: <http://www.thearc.org>

Autism Society of America

Phone: 301-657-0881
Toll-free phone: 800-328-8476
Web site: <http://www.autism-society.org>

Autism Speaks

Phone: 212-252-8584
Web site: <http://www.autismspeaks.org>

Easter Seals

Toll-free phone: 800-221-6827
Web site: <http://www.easterseals.com>

Federation for Children With Special Needs

Phone: 617-236-7210
Web site: <http://www.fcsn.org>

Guide Dogs for the Blind

Toll-free phone: 800-295-4050
Web site: <http://www.guidedogs.com>

International Dyslexia Association

Phone: 410-296-0232
Web site: <http://www.interdys.org>

Muscular Dystrophy Association

Toll-free phone: 800-572-1717
Web site: <http://www.mda.org>

National Alliance on Mental Illness

Phone: 703-524-7600
Web site: <http://www.nami.org>

National Association of the Deaf

Phone: 301-587-1788
TTY phone: 301-587-1789
Web site: <http://www.nad.org>

National Center for Learning Disabilities

Phone: 212-545-7510
Toll-free phone: 888-575-7373
Web site: <http://www.ncld.org>

National Dissemination Center for Children With Disabilities

Toll-free phone: 800-695-0285
Web site: <http://www.nichcy.org>

Special Olympics International

Toll-free phone: 800-700-8585
Web site: <http://www.specialolympics.org>

United Cerebral Palsy

Toll-free phone: 800-872-5827
Web site: <http://www.ucp.org>

ORGANIZATION, ROLES, RANKS, AND ADVANCEMENT

Chartered whats?

Who are all these people, and what do they do?

Tigers and Wolves and Bears? Oh, my!

Webelos?

So many patches!

This section will help take the question marks out of the structure, ranks, and advancement program of Cub Scouting. You will learn:

- ▶ The administrative and program organization of Cub Scouting
- ▶ Who the major players are
- ▶ How Cub Scout rank advancement works
- ▶ The importance of the Webelos Scout program to Boy Scout transition
- ▶ Unit, boy, and leader awards



THE CUB SCOUTING PROGRAM





How Cub Scouting Is Organized

It has been said that it takes a village to raise a child. In Cub Scouting, it also takes an organization—or, rather, several organizations and millions of volunteers working together to achieve Cub Scouting’s purpose.

There are two related organizations that support the Boy Scouts of America’s mission. One focuses on program development and administration. The second is related to supporting the boys and the volunteers who work with them.

PROGRAM DEVELOPMENT AND ADMINISTRATION ORGANIZATION

Certain parts of the BSA organization are focused on defining the Scouting program, making sure the volunteers presenting the program are properly supported, and raising the money necessary to run the program. The National Council, local councils, and districts serve these functions.

The Boy Scouts of America

Headquartered in Irving, Texas, the Boy Scouts of America is a national, nonprofit organization that operates under a federal charter to “promote, through organization and cooperation with other agencies, the ability of boys to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues.”

At the national level, the BSA develops programs like Cub Scouting, publishes such resources as this *Leader Book* and *Scouting and Boys’ Life* magazines, develops leader training, and makes available for purchase uniforms and insignia, equipment, and other program materials.

The Council and District

The Boy Scouts of America charters approximately 300 local councils, which oversee the Scouting program in specific geographic areas. Depending on population, a council might take in a single city, several counties, or a large part of several states.

The local council is the administrative body for all Scouting units (Cub Scout packs, Boy Scout troops, Varsity Scout teams, Venturing crews, and Sea Scout ships) in its territory. It provides unit service, membership support, leader training, and activities like Cub Scout day camps and Scouting shows. The council is a voluntary association of citizens who function with guidance from a group of professional Scouters led by the Scout executive.

Council Relationships

The council does not give service directly to individual boys but rather offers a program to community organizations that operate Scouting units. Using the Scouting program, these community organizations can provide Scouting directly to individuals.

The council helps the pack by

- ▶ Providing a district executive (a professional Scouter) to see that packs get the advice and help they need regarding pack operation
- ▶ Making council facilities and program aids available
- ▶ Providing, through the local council service center, uniforms, equipment, literature, and other materials that packs can purchase
- ▶ Raising funds for the operation of the council’s Scouting program
- ▶ Keeping records of training of pack leadership and advancement of pack membership
- ▶ Working with the chartered organization to offer Scouting to the greatest possible number of youth and families
- ▶ Providing council training opportunities and awards and recognition for adult leaders
- ▶ Providing large council activities to enhance the pack program, such as Scouting shows, Cub Scout day camp, and Cub Scout resident camp
- ▶ Being a direct communications link between packs and the national office

The pack helps the council by

- ▶ Assisting with the recruitment of boys to increase membership
- ▶ Conducting the pack charter renewal every year in a timely manner





Council and district professionals and volunteers support the administrative, training, and fundraising needs of Cub Scouting.

- ▶ Helping with the council's fund-raising campaigns, such as Friends of Scouting
- ▶ Participating in council activities and training events
- ▶ Participating in service projects sponsored by the council, such as Scouting for Food

Volunteer and Professional Relationships

Scouting's special partnership between volunteers and professionals is the core of its success. When this partnership thrives, Scouting thrives.

The practice of maintaining Scouting as a volunteer movement finds full expression in the organization and operation of the local council. Scouting prospers in proportion to the team effort between professional Scouters and volunteers in terms of the stature, vision, and enthusiasm to plan and carry out the local Scouting program.

At the same time, the Scout executive and other professional Scouters provide the administrative guidance that shapes the thinking and efforts of many volunteers into a coordinated, efficient endeavor designed to reap the greatest dividends from the volunteers' investment of time and effort.

Neither the volunteer nor the professional has a monopoly on wisdom, judgment, or experience. When the two work together, the combination is a winning team.

The professional helps Scouting by

- ▶ Devoting themselves full-time to the Scouting program
- ▶ Recruiting, training, and guiding capable and dedicated volunteers to carry out various programs
- ▶ Advising volunteer officers and committees
- ▶ Staying current with Scouting's policies and ensuring that volunteers follow BSA guidelines
- ▶ Ensuring that community groups and chartered organizations have good relationships
- ▶ Serving as the liaison between the local council and the national office

The volunteer helps Scouting by

- ▶ Working with professionals to accomplish the goals of Cub Scouting
- ▶ Formulating and executing plans that promote Scouting
- ▶ Helping to determine membership goals, budgets, training programs, and other details
- ▶ Helping to recruit other volunteers
- ▶ Assisting with community relationships
- ▶ Delivering the program to the boys

Much of the council's work is done through districts, which are administrative units of the council. Depending on your council's size, it may include many districts or just a few. The district's work is carried out by a volunteer district committee and commissioner staff, both of which are supported by a professional Scouter called a district executive.

District Relationships

Each district contains several units, many of which are Cub Scout packs.

The district helps the pack by

- ▶ Providing a unit commissioner to be a friend to the pack
- ▶ Providing assistance with the annual charter renewal process
- ▶ Providing training opportunities for den and pack leaders, including position-specific training, Youth Protection training (required), monthly roundtable, and other supplemental training opportunities
- ▶ Maintaining training records of the pack leadership and boys' advancement records
- ▶ Providing information on and help with membership and recruiting programs
- ▶ Providing information on council activities and programs
- ▶ Informing packs of new resources, program materials, and BSA policies

The pack helps the district by

- ▶ Striving to reach membership goals through an effective recruiting program
- ▶ Participating in district activities

- ▶ Providing a year-round quality program for Cub Scout families
- ▶ Taking part in training courses, including the monthly roundtable

Pack leaders should establish a good relationship with the district executive. Part of this individual's role is to help packs and leaders succeed.

One of the district's most important functions is unit service. The commissioner staff is made up of experienced Scouting volunteers whose role is to support units like yours.

BOY AND VOLUNTEER SUPPORT

The second, equally important part of the BSA is made up of organizations, individuals, and Scouting units focused on delivering the Scouting program to the boys and to training and supporting the volunteer leaders who oversee the program. This is the part of the BSA organization that actually delivers the Cub Scouting program to the boys we serve.

The Chartered Organization

The council and district support the boys in the Cub Scouting program through the pack, but they don't run it. The responsibility of running units falls to the chartered organization, a local organization with interests similar to the BSA. This organization, which might be a religious organization, school-based parents' organization, service organization, or group of interested citizens, receives a charter from the BSA to use the Scouting program as part of its service to young people. Some chartered organizations operate a single Scouting unit, while others operate several, perhaps a Cub Scout pack, a Boy Scout troop, and a Venturing crew.

The chartered organization agrees to provide a suitable meeting place, adult leadership, and supervision for each of its units. Some provide financial support, but that's not required.

A member of the organization, the chartered organization representative, acts as a liaison between the organization and its Scouting units and serves as a voting member of the local council. The chartered organization representative is often someone who's been involved in Scouting in the past or who is responsible for all of the organization's youth programs.

The Cub Scout Pack

The pack is the Scouting unit that conducts the Cub Scout program for 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 the boys, leaders, and parents involved in Cub Scouting at the chartered organization.

Most packs meet once a month, usually in a room provided by the chartered organization, although summer meetings and activities are often held outdoors. 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 boys and their parents and other family members.

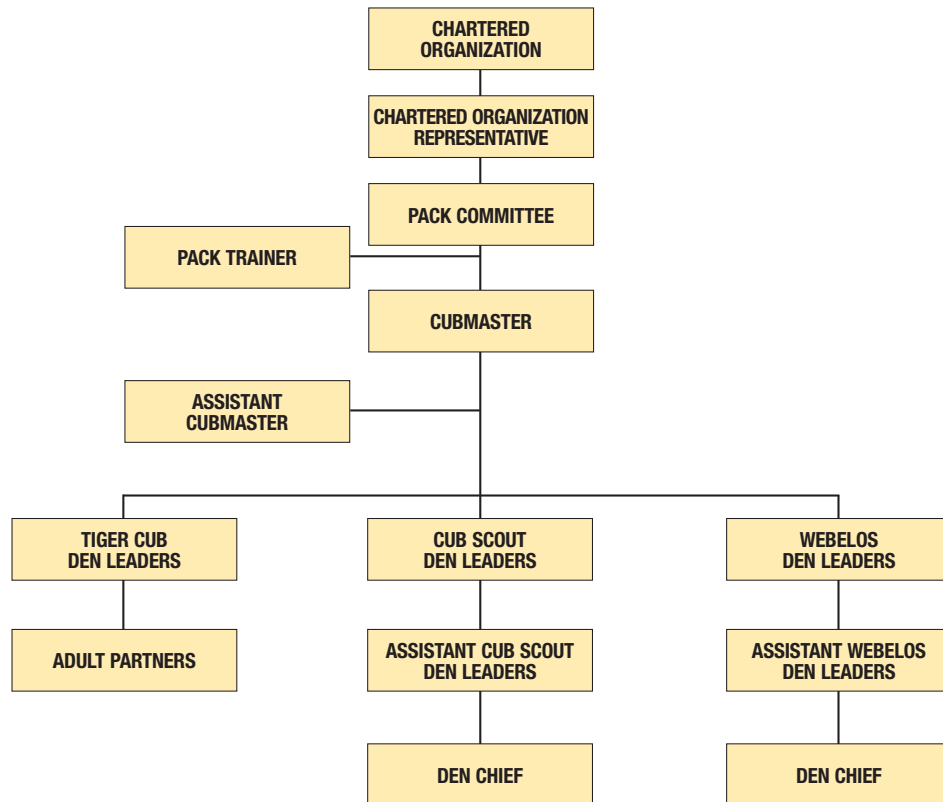
In addition to regular pack meetings, the pack may take field trips, go camping, and conduct service projects or money-earning activities. During the summer, the pack might conduct outdoor activities such as a swimming party, pack overnigher, family picnic, or sports tournament.





Chartered organization, den, and pack volunteers directly support the boys involved in Cub Scouting.

Pack Organization Chart



The Den

The Cub Scout pack is divided by age groups into several smaller groups, called dens.

- ▶ Tiger Cubs (first grade, or 7 years old)
- ▶ Wolf Cub Scouts (second grade, or 8 years old)
- ▶ Bear Cub Scouts (third grade, or 9 years old)
- ▶ Webelos Scouts (fourth and fifth grades, or 10 years old)

Most packs have a den for each grade level, while some have more than one—two Wolf dens, for example. Smaller packs may combine fourth- and fifth-graders into a single Webelos Scout den, while larger packs might have separate first- and second-year Webelos Scout dens.

Dens typically consist of six to eight boys. The size and structure lets boys build relationships with each other and with leaders. It gives boys leadership opportunities and the chance to do activities that would be difficult with a larger group.

Dens meet several times a month in between pack meetings. Activities vary based on age.

Tiger Cubs do family activities with their adult partners, who may be parents or other adults. Tiger Cub-age boys join Cub Scouting together with their adult partners, and they do Cub Scouting activities together, too. The Tiger Cub den leader gives leadership to the Tiger Cub den, with the assistance of the adult partners. Den meeting activities, which include working on the activities necessary to achieve the Tiger Cub rank, games, skits, etc. At the end of the school year, usually in May or June, Tiger Cubs graduate and become part of a Wolf Cub Scout den.

Wolf Cub Scouts and **Bear Cub Scouts** attend den meetings that are planned and run by an adult den leader, with the help of an assistant den leader and often a den chief (a Boy Scout). Work on advancement happens in the den meetings, along with games, skits, and other activities. When Bear Cub Scouts have completed the third grade, they may become Webelos Scouts.

Webelos Scouts have a different program from their younger counterparts. At each of their den meetings, they work on activity badges in one of 20 different interest areas. Den meetings also include games, sports, stunts, and preparation for the den's part in the pack meeting. One of the purposes of the Webelos program is to prepare boys for Boy Scouting and to help them graduate into a Boy Scout troop, so Webelos Scouts have opportunities for overnight campouts and joint activities with Boy Scout troops.

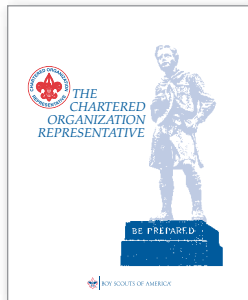


PACK RELATIONSHIPS

Open communication and warm relationships are important to the successful operation of any pack. In addition to the leaders' relationships with the boys and their families, the pack maintains many relationships with other important groups.

Chartered Organization Relationships

The chartered organization representative, as liaison between the pack and chartered organization, helps to bring the two groups together and establish and maintain a good relationship. Maintaining the relationship is the responsibility of members of the organization as well as all pack leaders.



For more information on the chartered organization's relationship to the pack, see the BSA publication *The Chartered Organization Representative*, No. 33118C.

The chartered organization helps the pack by

- ▶ Providing the Scouting program as an integral part of its program for youth and families
- ▶ Ensuring that the Scouting program is conducted according to the policies and regulations of the organization and the Boy Scouts of America
- ▶ Selecting a chartered organization representative to serve as liaison with the pack
- ▶ Appointing a pack committee
- ▶ Providing adequate and safe facilities for the monthly pack meeting
- ▶ Providing opportunities for boys to recognize responsibility to God, to country, to other people, and to self
- ▶ Cooperating with the council in fund-raising through Friends of Scouting and other fund raising initiatives so the Scouting program can operate

The pack helps the chartered organization by

- ▶ Being responsible for the sound operation of the pack
- ▶ Showing interest in and rendering service to the chartered organization
- ▶ Keeping the chartered organization informed of the pack's accomplishments through an annual report from the pack committee and regular reports on pack activities given by the chartered organization representative
- ▶ Inviting members of the chartered organization to participate in pack activities
- ▶ Keeping the chartered organization representative informed of pack needs that should be brought to the attention of the district or council
- ▶ Seeing that the chartered organization receives recognition for operating the pack

If these things are not happening between your chartered organization and pack, then a closer relationship needs to be developed. Ask for help from the unit commissioner and chartered organization representative.



*Each time a boy moves up a level, his uniform changes slightly. For more information, see the *Uniforms and Insignia* chapter.*

Ceremonies for Dens and Packs, No. 33212, is full of ideas for appropriate and meaningful ceremonies.



The BSA believes the best model of citizenship includes recognizing an obligation to God, but it is nonsectarian in its attitude toward religions.



BSA POLICY: Religious Principles

In its Charter and Bylaws, the BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. No matter what the religious faith of a member might be, this fundamental need of good citizenship must be kept before the member. Although the BSA recognizes the religious element in the training of a member, it is absolutely nonsectarian in its attitude toward that religious training.

The BSA does not define what constitutes a belief in God or the practice of religion.

The BSA does not require membership in a religious organization or association in order to join Scouting but strongly encourages membership and participation in the religious program and activities of a church, synagogue, or other religious association.

The BSA respects the convictions of those who exercise their constitutional freedom to practice religion as individuals without formal membership in religious organizations.

When a Scouting unit is associated with a church or other distinctly religious organization, no members of other denominations or faiths shall be required, because of membership in the unit, to take part in or observe a religious ceremony distinctly unique to that organization or church. Only people willing to subscribe to these declarations of principles shall be entitled to certificates of leadership in carrying out the Scouting program.

Scouting and Religious Organizations

More than half of all Scouting units are operated by religious organizations. Through the annual charter, these organizations are able to use the Scouting program in conjunction with their other programs for youth. The BSA is dedicated to serving and contributing to the quality of the Scouting programs of these organizations, but it does not endorse the belief structure of any particular religious organization.

Scouting supports the spiritual view of life that underlies the teaching of all denominations and faiths. Any boy or leader who would be a member must profess a belief in God and promise to do his or her best to fulfill the spiritual ideals of Scouting.

Scouting encourages boys and leaders, according to their own convictions, to participate in the program of their church, synagogue, or religious organization. Scouts are expected to fulfill their religious obligations and respect the beliefs of others.

Scouting helps boys put into practice some of the basic truths their families and religious leaders teach them. They learn by experience to give, to share, to help others, to assume responsibility, and to understand the values of personal integrity.

Commissioner Relationships

The unit commissioner is a volunteer from the district whose main responsibility is to give service to the pack. He or she is not involved in administration or pack planning, but is ready and willing to help when asked. Whenever the commissioner spots signs of trouble in your pack, he or she will help you solve your problems and will act as your constant quality control arm.

The commissioner helps the pack by

- ▶ Being a friend who helps the pack to be successful
- ▶ Helping to solve problems and offering suggestions
- ▶ Working with the pack committee and leaders of the chartered organization to maintain a close relationship
- ▶ Helping to establish and maintain a good pack-troop relationship
- ▶ Assisting at pack meetings with uniform inspections and other pack activities
- ▶ Assisting with the pack's annual charter renewal
- ▶ Helping the pack earn the Centennial Quality Unit Award
- ▶ Providing practical support, such as people, equipment, and materials
- ▶ Visiting pack leaders' meetings when invited, and helping however possible
- ▶ Encouraging the pack to participate in district/council activities, such as Scout-o-rama, council popcorn sales, etc.

The pack helps the commissioner by

- ▶ Asking for help before a problem becomes too large to manage effectively
- ▶ Inviting the commissioner to pack meetings and activities and, occasionally, to pack leaders' meetings
- ▶ Inviting the commissioner to help with the pack's annual membership inventory and uniform inspection

Pack leaders should get to know the unit commissioner well, and they should feel comfortable asking for help. Leaders should not look only for praise of the pack's efficiency but should listen to the commissioner for the helpful observations that can strengthen the pack program.

If your pack does not have a unit commissioner, tell your district executive, district commissioner, or district chair that you need one and would welcome this help.

Boy Scout Troop Relationships

Many chartered organizations charter both Cub Scout packs and Boy Scout troops, so the relationship between the units can be very natural, promoting crossover from Cub Scouting to Boy Scouting. While this is not always the case, troops can always help support packs and packs can always help troops thrive.

The troop helps the pack by

- ▶ Providing qualified den chiefs
- ▶ Helping to plan and conduct joint pack-troop or Webelos Scout den-troop activities
- ▶ Assisting with leadership for Webelos Scout campouts and den activities, including, pack graduation ceremonies
- ▶ Providing an assistant Scoutmaster who acts as liaison between the troop and the pack and who meets regularly with the Webelos Scout den leader
- ▶ Conducting a parent orientation conference for Webelos Scouts and parents in the fall of each year

The pack helps the troop by

- ▶ Graduating Webelos Scouts into the troop
- ▶ Maintaining advancement standards so that graduating Webelos Scouts are knowledgeable of Boy Scout requirements
- ▶ Inviting the Scoutmaster to attend a Webelos den meeting to get acquainted with the boys
- ▶ Inviting the Scoutmaster and the troop's youth leaders to take part in pack graduation ceremonies
- ▶ Using the Webelos den chief as a recruiter, giving him an opportunity to tell Webelos Scouts about exciting activities in the troop
- ▶ Providing a good experience and training for families so that they will be interested in becoming involved in troop activities or leadership positions in the troop

A good working relationship between the pack and the troop is vital to the graduation of Webelos Scouts into the troop. A unit commissioner can also help establish a good pack-troop relationship.





- ▶ **Tiger Cubs**—boys who are in first grade and/or age 7
- ▶ **Wolf Cub Scouts**—boys who are in second grade or age 8
- ▶ **Bear Cub Scouts**—boys who are in third grade or age 9
- ▶ **Webelos Scouts**—boys who have completed third grade or are age 10



The Tiger Cub, Cub Scouting, and Webelos Scouting Programs

Tiger Cub, Wolf, Bear, and Webelos Scout dens share many features in common, but each has unique characteristics.

WHO CAN JOIN EACH DEN?

Tiger Cubs is for boys who are in the first grade and/or are age 7 and their adult partners. The basic element of Tiger Cubs is the Tiger Cub–adult partner team. The adult may be a parent, brother, sister, aunt, uncle, or even a neighbor, provided that he or she is at least 18 years old, cares about the boy, and is strongly committed to his well-being. The boy and his adult partner join Tiger Cubs together and do all activities together.

Wolf Cub Scouts are boys who are in the second grade (or who are 8 years old), while **Bear Cub Scouts** are in the third grade (or 9 years old). The programs have similar structures but focus on different age-appropriate activities. In each case, parents and other adult partners continue to support the boy. Their den meeting attendance is encouraged but not required.

Webelos Scouts are boys who have completed third grade (or who are 10 years old). While part of Cub Scouting, the program for the Webelos Scout den is different from that of the Wolf and Bear Cub Scouts. It lasts for two years, includes more camping activities, and focuses on preparing the boys to become Boy Scouts. Instead of being built around achievements, the advancement plan is based on a series of 20 Webelos Scout activity badges.



BSA POLICY: Unit Membership

A Scouting unit has the authority to determine its own youth membership on the basis of considerations such as group size or youth behavior as long as it is faithful to Scouting's membership philosophy set forth below:

Scouting welcomes all boys and young people regardless of race or ethnic background who are willing to accept Scouting's values and meet other requirements of membership.

Young people of all religious backgrounds are welcomed in Scouting, some participating in units for youth of a particular religious faith and the greater majority participating in units open to members of various religious backgrounds. (See Article XI, section 3, clause 8, of the Rules and Regulations of the Boy Scouts of America.)

DEN SIZE AND STRUCTURE

Regardless of age level, a den usually consists of six to eight boys. In many packs, there will be one or more dens for each grade level: Tiger Cubs, Wolves, Bears, first-year Webelos Scouts, and second-year Webelos Scouts. A smaller pack might combine first- and second-year Webelos Scouts. Tiger Cubs always have their own den because of their unique program structure.

The pack supports each den by offering pack meetings and activities throughout the year. Pack leaders also smooth the transition from one level of Cub Scouting to the next (or, in the case of second-year Webelos Scouts, to Boy Scouting).

DEN LEADERSHIP

Each den is led by an adult den leader, who plans and carries out a year-round program of activities for the den. Tiger Cubs uses a shared-leadership model, which means that the Tiger Cub den leader works with a different Tiger Cub adult partner each month to plan the den's program. This team hosts that month's den meetings and Go See It (field trip), as well as the den's part in the pack meeting.

In Wolf, Bear, and Webelos Scout dens, the den leader works with an assistant den leader (another adult) and, potentially, a den chief (a Boy Scout). The den may also elect a denner and an assistant denner, boy members of the den, to work with the den leader and den chief.

Also involved in Webelos Scout dens are activity badge counselors—adults who counsel the boys on one or more activity badges—and troop resource persons—adult leaders in a Boy Scout troop who coordinate the use of troop resources to help prepare Webelos Scouts and their parents or guardians for Boy Scouting.

The Denner and Assistant Denner

The denner is a den member selected to be a boy leader for a short period of time—anywhere from one week to several months. It is a good practice for the den leader to rotate the position of denner throughout the den so that all boys have the opportunity to experience the leadership position. The den leader and den chief determine his responsibilities, which might include helping to set up and clean up the den meeting place; helping with games, ceremonies, tricks, and puzzles; leading a song; or acting as den cheerleader. The denner should be given meaningful responsibilities and recognition to help him learn how to be a leader. The denner wears a shoulder cord on the left shoulder. Some dens also have assistant denners who assist the denner and may move up to the denner position after his rotation.

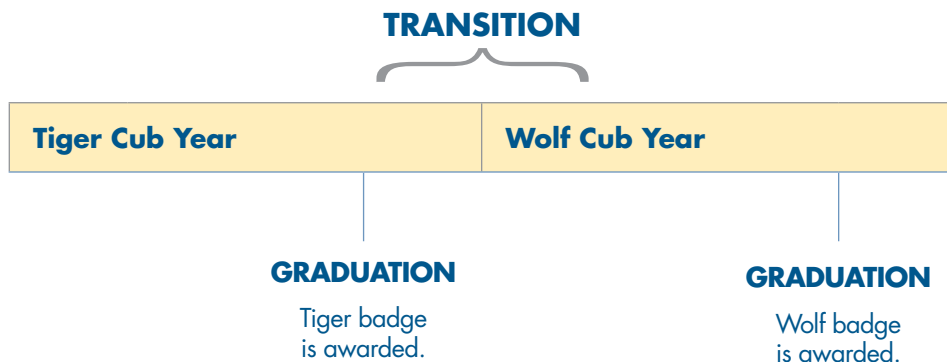
The Den Chief

The den chief is a Boy Scout, Varsity Scout, or Venturer who serves as an activities assistant at Wolf, Bear, or Webelos Scout den meetings. He can serve as positive role model for Cub Scouts as they look toward joining the Boy Scout program. The Scoutmaster from a local troop may be able to help identify a den chief.

TRANSITIONS AND GRADUATIONS

Transitions

At the end of each school year (or when he reaches the required age), a boy is eligible to move up to the next level of Cub Scouting. This movement from one den level to the next is referred to as “transition.” Transition is different from the time when a boy is awarded a badge of rank, which is sometimes called “graduation.” In many packs, awarding badges of rank happens in February at the blue and gold banquet, while transition happens at the end of the school year. The cycle is demonstrated here.



To ensure that each boy’s transition is smooth and that he moves directly from one den to the next (or from the Webelos Scout den to a Boy Scout troop) without any problems, boys do not need to fill out new applications except when moving into Boy Scouting. Tiger Cub adult partners who wish to become registered leaders must complete an Adult Application, No. 524-501, and pay the appropriate adult fee.

Mark each transition with a meaningful ceremony during a pack meeting. The new den leader or Boy Scout leader could welcome the boys with either their new neckerchiefs or new handbooks. The other Cub Scouts might even offer up a congratulatory cheer. For graduation into Boy Scouting, the ceremony should be especially impressive and memorable; it might involve candles and ceremonial boards, the crossing of a bridge, or perhaps an outdoor campfire.

Graduations

The graduation ceremony is often held in February at the pack’s blue and gold banquet. The pack should extend invitations to Scoutmasters of troops that will be receiving Webelos Scouts, as well as several youth leaders (Boy Scouts), especially the Webelos den chief who has worked with the Webelos Scouts.

If the Arrow of Light Award ceremony is also taking place at the blue and gold banquet, hold it early in the program. The Arrow of Light is the highest award a Cub Scout can earn and should have a meaningful ceremony of its own.

For more information on ceremonies, see Ceremonies for Dens and Packs.





Webelos-to-Scout Transition

The most challenging transition in Scouting is the one between Cub Scouting and Boy Scouting, between the Webelos Scout den and the Boy Scout troop. However, if there's a good relationship between Cub Scout and Boy Scout leaders, this transition can be as smooth as the transition between one age level and the next within a pack.

Like all good relationships, this one takes time to develop. That's why the Webelos-to-Scout transition begins at the start of a boy's fourth-grade year and continues until he's firmly established in a Boy Scout troop at the end of his fifth-grade-year. Further, these transitional steps are part of a Webelos Scout's advancement requirements. (See the *Webelos Handbook*, No. 33452.)

If the pack's chartered organization also charters a troop, the transition from pack to troop may feel seamless, but don't become complacent. Unless the leadership of the boys' pack and the troop(s) they are transitioning to are focused on making the transition special and inviting, boys can lose focus and end up not joining the troop. Also, keep in mind that boys may choose to join different troops than the one at your chartered organization.

A carefully planned Webelos-to-Scout transition program helps Webelos Scouts in several ways:

- ▶ It introduces them to Boy Scouting skills and future advancement experiences.
- ▶ It gives them the opportunity to see youth leadership at work in the troop and sense their own potential as youth leaders.
- ▶ It allows them to become more confident and enthusiastic about the patrol method.
- ▶ It gives them the desire for troop membership as the result of this gradual exposure to troop-oriented activities.
- ▶ It lets them make friends in the troop before becoming Boy Scouts.

The plan also benefits the adults involved:

- ▶ The Webelos Scout leader receives help from Boy Scout leaders on advancement activities and Webelos Scout overnight campouts. He or she also has the satisfaction of watching boys continue their Scouting journey.
- ▶ The Cubmaster has the assurance of stable Webelos Scout dens, more graduations, better ceremonies, easy access to den chiefs, and pack meetings that feature lively Webelos Scout dens with guests from the Boy Scout troop.
- ▶ The troop leaders gain new members who are excited about Boy Scouting, who have been trained in the Boy Scout joining requirements, and who have supportive families.

MOVING INTO BOY SCOUTING

Many Webelos Scouts graduate together with their denmates and form a new-Scout patrol in a troop. Others join Boy Scout troops individually. Grade-based Webelos Scout dens are encouraged to graduate by February of the fifth-grade year. If a Webelos Scout has not earned the Arrow of Light Award, he may remain in the den until he turns 11 years old or completes the fifth grade.

To be a Boy Scout, a boy must fulfill one of these requirements:

- ▶ Have completed the fifth grade and be at least 10 years old.
- ▶ Be age 11.
- ▶ Have earned the Arrow of Light Award and be at least 10 years old.



Steps in Joining a Boy Scout Troop

1. Parents or guardians of Webelos Scouts attend a parent orientation meeting sponsored by the troop at the beginning of the fourth- and fifth-grade years.
2. Webelos Scouts, with their parent or guardian, visit one or more troop meetings before they earn the Arrow of Light Award or complete fifth grade. Some Webelos Scouts visit several troops before they decide which one they want to join.
3. The Webelos Scout lets the Webelos den leader know which Boy Scout troop he wants to join.
4. The Webelos den leader notifies the Scoutmaster. The Scoutmaster or designated troop leader makes arrangements for a Scoutmaster conference with the Webelos Scout and his parents or guardians.
5. The Webelos Scout and his parents complete an Application for Youth Membership, No. 524-406, and submit it to the troop he wishes to join, along with the transfer fee.
6. When the Webelos Scout is ready to move his membership to the troop, the pack leadership conducts a graduation ceremony at the pack meeting. The parents or guardians, Scoutmaster, and troop youth leaders are invited to participate.

Pack Responsibilities

- ▶ Develop a relationship with the leadership of a Boy Scout troop or troops in the community. Most troops should have either an assistant Scoutmaster or a committee member assigned to Webelos-to-Scout transition. Your unit commissioner can help put you in contact with troop leaders.
- ▶ Coordinate troop and pack activity calendars. Community events can be done together, and planning can help prevent conflicts in the use of equipment and facilities.
- ▶ Coordinate with troop leaders to secure den chiefs for each Webelos and Cub Scout den.
- ▶ Coordinate with troop leaders to plan and conduct Webelos Scout overnight activities.
- ▶ Plan visits to troop meetings. Never attend without calling the troop leaders in advance.
- ▶ Invite the Scoutmaster and troop youth leaders to special pack activities. This will help create familiarity and a level of comfort for the Webelos Scouts and their parents or guardians as they ease into the troop.
- ▶ Plan a meaningful graduation ceremony at the pack's blue and gold banquet where troop leaders (both Scouts and adults) welcome the Webelos Scouts into Boy Scouting.
- ▶ If a troop doesn't exist in your neighborhood or community, discuss the possibility of organizing a troop with the pack's chartered organization representative.
A graduating Webelos den can form the nucleus of a new troop.

Webelos Den Leader Responsibilities

- ▶ Develop a den relationship with one or more Boy Scout troops. Troops should appoint a troop resource person who serves a liaison between the troop and the den. He or she can help the Webelos den leader with special den events, secure equipment for campouts, plan the graduation ceremony with the Webelos den leader, and provide information about the troop calendar of events and summer plans.
- ▶ Ensure that Webelos Scouts have ample opportunities to complete requirements for the Webelos Scout badge and the Arrow of Light Award.
- ▶ Plan joint events with the troop by coordinating with the troop resource person.
- ▶ Along with the Scoutmaster or troop resource person, plan a meaningful graduation ceremony. This ceremony will probably take place at the pack's blue and gold banquet in February. It is the final highlight for Webelos Scouts and their entry into the adventures of Boy Scouting.
- ▶ Consider moving into the troop with the boys, either as an assistant Scoutmaster or a troop committee member. Doing so will give the new Scouts a familiar face at troop meetings.



BECOMING A BOY SCOUT LEADER

Webelos den leaders who move into Boy Scouting should understand that, despite some similarities, the two programs are quite different. In particular, troop adults serve more as advisers to youth leaders than as direct leaders.



At least one adult leader at a Webelos Scout campout or daytime event should have Outdoor Leader Skills for Webelos Leaders training.



Milestones in the Webelos-to-Scout Transition

As mentioned earlier, the Webelos-to-Scout transition process extends throughout the two years of the Webelos Scout program. While adult leaders will have many interactions over that time, several milestones are especially important.

Den-Troop Partnership

The first step is to develop a partnership with one or more troops. The unit commissioner or district executive should be able to provide a list of nearby troops, along with contact information.

Schedule a get-acquainted meeting with the Webelos den leader, Cubmaster, and Scoutmaster as early as possible, perhaps during the summer before the den begins meeting, to define responsibilities in the Webelos-to-Scout transition plan, discuss leadership needs, and make plans to recruit the necessary leaders. It's also a time to talk about opportunities for joint Webelos Scout den–Boy Scout troop activities.

Develop a plan for regular communication among key leaders in the Webelos-to-Scout transition plan to keep everyone informed of graduations, joint activities, needs, and opportunities.

Set up a tentative calendar of joint Webelos Scout den–Boy Scout troop activities. During the Webelos Scout annual program planning meeting, incorporating the joint activities into the annual plan. Share the Webelos-to-Scout transition plan with the chartered organization representative and chartered organization, and let them know how they can help.

Fourth-Grade Webelos Scout Parent Orientation

This orientation for Webelos Scouts and their parents or guardians should be held at the beginning of the Webelos Scouts' fourth-grade year. It is presented by the Webelos Scout den leader, the Scoutmaster, and the assistant Scoutmaster assigned to the boys' Webelos den. The troop leaders are introduced and future joint activities are announced.

The goal of the orientation is to let the boys and their parents know how Webelos Scouting is different from Cub Scouting, and how Webelos Scouting will prepare boys for the adventures of Boy Scouting. It sets the stage for a continuation of boys moving toward the Boy Scout troop.

Webelos Parent-Son Campout or Daytime Event

The Scout troop should host a Webelos parent-son campout or daytime event in the spring for fourth-grade Webelos Scouts. The troop can best be of service by providing a few knowledgeable Scouts and leaders to give logistical and teaching support at the event.

This joint activity will build a level of comfort among the Webelos Scouts, their parents, and the Scouts and adults in the troop. When the time comes for boys to move into a Boy Scout troop, it won't be a leap into the unknown for them but instead an easy passage into a familiar and friendly situation.

Fifth-Grade Webelos Scout Parent Orientation

A second orientation should be held in the fall of the fifth-grade year. This conference reinforces the den-troop partnership and provides further information to Webelos Scouts and their parents on upcoming troop programs, including summer camp, and preparation for graduation.

Webelos Scout Den–Boy Scout Troop Campout

A joint fall campout between the fifth-grade Webelos den and the troop will further strengthen the relationship among the Webelos Scouts, their parents, and the Boy Scouts and adult leaders in the troop. This one-night outing will help Webelos Scouts and their parents see what to expect in future camping experiences. The troop should cook and camp by patrol, using patrol skills and activities in which each Webelos Scout can participate.

A New-Scout Conference for Webelos Scouts

The new-Scout conference for a Webelos Scout should be held a month or two before the boy receives his Arrow of Light Award. The conference is conducted by the Scoutmaster or the assistant Scoutmaster assigned to the new-Scout patrol. It should be informal and, following BSA Youth Protection policies, be in view of at least one other adult.

See the Youth Protection chapter for more information on BSA Youth Protection policies.

This new-Scout conference is one of the requirements for earning the Arrow of Light Award. The Webelos Scout should be encouraged to set both short- and long-term goals for himself. A short-term goal might be to attain the rank of Tenderfoot; a long-term goal could be to serve as patrol leader.

The second part of the new-Scout conference should include the parents or guardian. This meeting gives family members an opportunity to ask questions and express any concerns about their son's future involvement in Scouting. They can also learn about ways they can be involved in the troop and continue to be partners in their son's Scouting success.

Discussion Topics for the New-Scout Conference

- ▶ The meaning of the Scout Oath and Scout Law
- ▶ The Boy Scout advancement program
- ▶ Troop camping
- ▶ The patrol method
- ▶ Summer camp

Joint Webelos Scout and Boy Scout Activities

It's a good idea to plan quarterly joint Webelos Scout den–Boy Scout troop activities. Here are some suggestions.

- ▶ The Webelos den visits a troop court of honor.
- ▶ The troop and Webelos den go on an overnight campout. (See the Cub Scout Camping chapter for more information.)
- ▶ The Scoutmaster and junior leaders join in a Webelos den meeting or activity.
- ▶ The Webelos den and troop share an evening campfire.
- ▶ The Webelos den and troop attend Scout Sunday or Sabbath services together in February.
- ▶ The pack and troop join in a community Good Turn or a Good Turn for the chartered organization.
- ▶ The Webelos den takes a day hike with the troop.
- ▶ The Webelos den and troop hold a field day.
- ▶ The troop leaders help during a Webelos den overnight campout.



*Effective June 1, 2010,
Youth Protection training
is required for all BSA
registered volunteers,
regardless of their position.
For more information about
BSA Youth Protection
policies, go to [http://www.
scouting.org/Training/
YouthProtection.aspx](http://www.scouting.org/Training/YouthProtection.aspx).*



Advancement and Awards

Advancement is one of the methods used to achieve Scouting's aims—character development, citizenship training, and personal fitness. The advancement program is designed to help the Cub Scout achieve these aims and aid in his personal growth.

WHAT IS ADVANCEMENT?

Advancement is the process by which a boy progresses from badge to badge, learning new skills as he goes. The Cub Scout advancement program is designed to encourage the natural interests of a boy. Each of the ranks and awards in Cub Scouting (Bobcat, Tiger Cub, Wolf Cub Scout, Bear Cub Scout, Webelos Scout, and Arrow of Light Award) has its own requirements. As a boy advances through the ranks, requirements get progressively more challenging, matching the increased skills and abilities of a boy as he grows older.

Advancement gives boys a means of measuring their progress. They learn skills based on a standard that Cub Scouting provides. Credit is given to the Tiger Cub or Cub Scout for each requirement when the adult partner (Tiger Cubs), den leader, and/or Webelos activity badge counselor is satisfied that the boy has done his best.

Advancement provides a satisfying means of recognizing boys for their progress. Boys have a ladder to climb, with recognition at each step. Presenting awards to boys in meaningful ceremonies to recognize their accomplishments is a principle of advancement.

Advancement is not competition among boys. Each Cub Scout is encouraged to advance steadily and purposefully, setting his own goals with guidance from his family and leaders. Measurement for satisfying requirements is “do your best,” and that level can be different for each boy.

HOW THE ADVANCEMENT PROGRAM WORKS

The success of the advancement program depends entirely on how Cub Scout leaders and parents apply it. Careful research has gone into developing the advancement program, but den and pack leaders and families make advancement really work in the dens, in the home, and, most importantly, in the lives of boys.

Goals of the Advancement Program

When implemented correctly, the advancement program will

- ▶ Help build a boy's self-esteem.
- ▶ Help build his self-reliance as he discovers that he is now old enough to assume certain responsibilities toward other people.
- ▶ Give a boy the positive recognition that he needs.
- ▶ Bring a boy and his family closer through the advancement activities that family members enjoy together.

The Den Leader

The den leader has the following responsibilities related to advancement.

1. Stimulate interest in advancement by providing opportunities for boys to work on advancement requirements in den meetings.
2. Plan meetings (with the host adult partner in Tiger Cubs) that support the advancement program. The den chief or Webelos den chief can help.
3. Help parents and adult partners understand the advancement plan and their role in promoting advancement. Make sure returning parents understand how the advancement plan changes at each age level.

4. Keep accurate records of requirements that boys complete. Promptly provide the pack leadership with the Tiger Cub Den Advancement Report or Den Advancement Report so boys can be recognized at the next pack meeting.
5. Notice boys who are not advancing and find out why. This could indicate a weakness in the den or pack program.
6. Provide reinforcement for and recognition of advancement at den meetings. These can include advancement charts, den doodles, and immediate recognition items.
7. Make sure that impressive advancement ceremonies and graduation ceremonies are conducted at the pack meeting. For the Arrow of Light Award, involve the Scoutmaster and the troop's youth leaders.



The Cubmaster

The Cubmaster has these responsibilities related to advancement.

1. Provide a quality year-round program full of action and fun that appeals to boys. See that den and pack activities are planned so that completing achievements and electives and earning activity badges is a natural outcome of the month of fun.
2. Provide advancement reinforcement at the pack meeting, such as colorful and exciting induction, advancement, and graduation ceremonies. Encourage displays of den advancement charts and den doodles at pack meetings.
3. Ensure that boys who have earned awards receive them at the next pack meeting. Don't let boys get discouraged by having to wait for recognition.
4. Make sure that den leaders are trained and know how to use the advancement program effectively.
5. See that advancement standards are maintained. Every boy should do his best to complete the requirements as presented in the program.
6. Coordinate with the pack committee to ensure that accurate advancement records are kept. Follow up on boys who are not advancing and find out why.

The Pack Committee

Pack committee members have these responsibilities related to advancement.

1. Help train leaders and adult partners or family members in the proper use of the advancement program.
2. Collect den advancement reports at each monthly pack leaders' meeting. Complete the multi-part Advancement Report to purchase awards from the local council service center. See that badges are presented at the next pack meeting.
3. Help plan advancement and graduation ceremonies for the pack meeting.
4. Help build and/or secure equipment for use in meaningful advancement ceremonies.

How Fast Should a Boy Advance?

A boy's approach to advancement progress will depend on two factors:

- ▶ His own motivation for learning new skills, the encouragement and help he gets from his family, and his need for recognition
- ▶ The den leader's preparation for and presentation of advancement activities in the den meetings

The den meeting plans outlined in the *Den & Pack Meeting Resource Guide* are structured so that a den that begins meeting at the start of the school year and meets as a den twice per month will advance its boys around the time of the blue and gold banquet, assuming the boy attends all meetings. If a boy cannot attend all meetings, the den leader should help that boy and his family make up the missed activities.



Advancement Checklist

- Do the Cubmaster and pack committee give den leaders and families guidance in using the advancement program effectively?
- Do family members understand their part in the advancement program? Are they using achievements, electives, and activity badges to suggest activities for the boy's free time?
- Do den leaders talk to parents about boys who are not advancing?
- Do den leaders implement the core den meeting plans leading to advancement as outlined in the *Den & Pack Meeting Resource Guide* and, when necessary, have advancement work completed at home?
- Are accurate advancement records kept in the dens and the pack?
- Do boys receive prompt recognition?
- Do pack advancement ceremonies create an incentive for advancement?
- Are wall charts and den doodles used in den and pack meetings?
- Does the pack have an advancement ladder or chart?



BOBCAT ADVANCEMENT

Regardless of what age or grade a Cub Scout is in, he must earn the Bobcat rank before earning any other rank. The Bobcat requirements focus on the fundamentals of Cub Scouting that every Cub Scout must know. The Bobcat requirements are:

1. Learn and say the Cub Scout Promise and complete the Honesty Character Connection.
2. Say the Law of the Pack. Tell what it means.
3. Tell what Webelos means.
4. Show the Cub Scout sign. Tell what it means.
5. Show the Cub Scout handshake. Tell what it means.
6. Say the Cub Scout motto. A motto is a guiding principle.
7. Give the Cub Scout salute. Tell what it means.
8. With your adult partner, complete "A Bobcat Requirement" in front of the contents pages of your handbook.

TIGER CUB ADVANCEMENT

Tiger Cubs work toward the Tiger Cub badge and Tiger Tracks, which are earned for completing electives. Although participation with an adult partner is required for all Tiger Cub awards, recognition items are for boys only.

The Tiger Cub Badge

To earn the Tiger Cub badge, a boy and his adult partner must complete five achievements:

- ▶ Let's Go Outdoors
- ▶ Where I Live
- ▶ How I Tell It
- ▶ Making My Family Special
- ▶ Keeping Myself Healthy and Safe

For each achievement, the Tiger Cub–adult partner team must complete a den activity, a family activity, and a Go See It. Thus, there are 15 total achievement parts.

The adult partner acknowledges the completion of each achievement part by signing the boy's handbook. The den leader also signs each boy's handbook and records progress in the den's advancement records. The Tiger Cub, under the guidance of the den leader, can also keep a record of his individual progress on the Tiger Cub Den Advancement Chart and den doodle.



Tiger Cub Immediate Recognition Emblem

No boy wants to wait several months to be recognized for his hard work. The Tiger Cub Immediate Recognition emblem lets him receive recognition each time he completes part of an achievement.

The emblem is a tiger paw with four lanyards, which the boy wears on his right pocket. He receives the emblem at a pack meeting as soon as he has learned the Cub Scout motto, sign, and salute.

After that, each time the boy completes an achievement, he receives a bead:

- ▶ An orange bead for the first lanyard for each required den activity part he completes
- ▶ A white bead for the second lanyard for each required family activity part he completes
- ▶ A black bead for the third lanyard for each required Go See It part he completes

Beads should be presented promptly with a simple ceremony in the den. For example, at the den meeting after a Go See It, the den leader should present black beads to all the boys who participated.

Note that a boy can earn only one bead for each of the 15 achievement parts, regardless of how many times he may repeat that particular part. Once he's completed all 15 parts, he's ready for the Tiger Cub badge.

At the next pack meeting after a boy has completed all 15 requirements, he should receive the Tiger Cub badge from his adult partner. This is an important milestone, so the ceremony should be suitably impressive. The Tiger Cub badge is sewn on the left pocket of the uniform shirt in the bottom position.

Tiger Tracks

The Tiger Cub badge isn't the last thing a boy can earn. The *Tiger Cub Handbook* includes 50 electives he can work on. Each time he completes 10 electives, he earns a Tiger Track bead. These flat, yellow beads are worn on the fourth lanyard of the Tiger Cub Immediate Recognition emblem. There is no limit to the number of Tiger Track beads a boy can earn, and he can repeat electives at the discretion of the den leader and his adult partner. A boy may work on electives at the same time as achievements, but he can't receive Tiger Track beads until he has earned the Tiger Cub badge.

The electives are designed to spark boys' interest in new hobbies, activities, or skills. They also give boys advancement and recognition opportunities until they are eligible to begin working on the Wolf rank.

The den leader marks the Tiger Cub Den Advancement Report to show Tiger Track beads earned and gives the report to the pack committee at the monthly pack leaders' meeting. The Tiger Track beads are presented to the adult partners at the next pack meeting, who in turn present them to their boys during a pack advancement ceremony.

WOLF AND BEAR ADVANCEMENT

To reach the Wolf and Bear Cub Scout ranks, boys must complete achievements in a number of categories. The activities are completed in both den and home settings. The den leader signs off on the completion of all achievements.

Wolf Badge

To become a Wolf Cub Scout, a boy must complete 12 achievements involving simple physical and mental skills as described in the *Wolf Cub Scout Handbook*. The den leader approves each achievement by signing the boy's handbook, keeps a record of the boy's progress on the Cub Scout Den Advancement Chart, and recognizes the boy at a den meeting for completing each milestone.

After the boy earns the Wolf badge, he will continue to meet with the den, working the 23 Wolf electives until he completes second grade (or turns 9 years old) and becomes a Bear Cub Scout. By working on electives, the boy can earn Arrow Points.





Bear Badge

There are 24 Bear achievements in four categories: God, Country, Family, and Self. These requirements are more challenging than those for the Wolf badge. To become a Bear Cub Scout, boys must complete 12 of these as defined in the *Den & Pack Meeting Resource Guide*.

After the boy earns the Bear badge, he will continue to meet with the den, working on electives for credit toward Arrow Points.

When a boy and his den have completed the requirements for the Wolf Cub Scout or the Bear Cub Scout rank, the den leader indicates this on the Den Advancement Report and gives it to the pack committee so awards can be purchased. The badge is presented at the next pack meeting in an impressive advancement ceremony. The Wolf badge is sewn on the left pocket of the uniform shirt in the left position. The Bear badge is sewn on the left pocket in the right position.

Immediate Recognition

The Progress Toward Ranks emblem rewards Wolf and Bear Cub Scouts as they advance toward their ranks. Much like the Tiger Cub Scout Immediate Recognition emblem, it hangs on the right pocket of the uniform shirt. The emblem features a lanyard that's divided in two—one side represents the Wolf rank, the other the Bear rank.

When a Cub Scout completes three of the 12 Wolf achievements, he receives an immediate recognition emblem with a yellow bead attached to it. This presentation can be made at a den meeting. He earns an additional yellow bead each time he completes three more achievements. When he has earned four beads, he will be eligible to receive the Wolf badge in a pack ceremony.

The same procedure is used for recognizing Bear achievements, except red beads are used. The beads are attached to the second thong on the Progress Toward Ranks emblem. Boys may wear this emblem along with the Wolf and Bear badges when they are earned. Webelos Scouts do not wear the Progress Toward Ranks emblem.



Arrow Points

The Wolf and Bear electives are aimed at kindling the Cub Scout's interest in new hobbies, as well as teaching him skills that will be useful during his Boy Scout years. The elective plan provides advancement and recognition opportunities for boys until they transition to the next rank and begin working on those requirements.

Boys and their dens may work on elective projects concurrently with achievement projects; however, they can't receive Arrow Points until they have earned the badge for the grade level.

A Cub Scout earns one Arrow Point for each 10 elective projects he completes. (Note that each elective includes multiple projects.) The first Arrow Point earned is gold; the rest of the Arrow Points earned that year are silver. There is no limit to the number of Arrow Points a boy may earn.

Boys can do several Wolf and Bear electives more than once, exploring in more detail an area in which they may be especially interested. For example, a Wolf Cub Scout may make as many kites or model boats as he wishes (Wolf Elective 5). However, electives are designed to broaden a boy's horizons, not to encourage him to earn a shirt full of Arrow Points. When a boy repeats an elective project, he should get credit only when he has improved his skills on the new project over the previous project.

Mark the Den Advancement Report to show the Arrow Points a boy has earned. These are presented during a pack advancement ceremony.



Wolf and Bear Advancement Tips

- ▶ Unused parts of achievements that were used for the Bear badge may not be counted toward Arrow Points. Achievements or parts of achievements that were not used to earn the Bear badge may be used as electives.
- ▶ If a boy completes a project as an achievement requirement to earn the Wolf or Bear badge, he may not use it again to earn Arrow Points.
- ▶ Only designated elective requirements may be repeated to earn Arrow Points.
- ▶ If a boy earns all the requirements for a particular achievement, requirements not used for the achievement can be used as elective requirements.
- ▶ For Wolf Achievement 1 (Feats of Skill), if a physician certifies that a Cub Scout's condition for an indefinite amount of time won't permit him to do three of the requirements, the Cubmaster and pack committee may authorize substitution of any three Arrow Point projects.
- ▶ At the end of the school year and once a boy moves to the next Cub Scouting level, he may not earn Arrow Points from the earlier rank.



Webelos Advancement

The Webelos Scout advancement plans has two main components: Webelos and Arrow of Light. The same set of 20 activity badges are used to complete both parts, but each has different requirements.

A big part of the Webelos program is preparing boys to become Boy Scouts. The Webelos badge and the Arrow of Light Award both include requirements related to Boy Scouting.

Activity Badges

Activity badges are the building blocks of the Webelos Scout advancement program. They cover hobby and career fields ranging from science to sports, as well as core Scouting skills like first aid and camping. Boys must earn three activity badges to earn the Webelos badge and five more for the Arrow of Light Award. Many boys may go on to earn all 20 over the course of the 18-month Webelos Scouting program.

The activity badges fall into five groups of four, as shown here:

Physical Skills Group: Aquanaut, Athlete, Fitness, Sportsman

Mental Skills Group: Artist, Scholar, Showman, Traveler

Community Group: Citizen, Communicator, Family Member, Readyman

Technology Group: Craftsman, Engineer, Handyman, Scientist

Outdoor Group: Forester, Geologist, Naturalist, Outdoorsman

A full description of the 20 Webelos activity badges can be found in the *Webelos Leader Guide*, No. 33853, and the *Webelos Handbook*, No. 33452.

Webelos Badge

A boy may begin working on the Webelos badge as soon as he joins a Webelos Scout den. The badge requires him to earn three activity badges (Fitness, Citizen, and one badge from a third group) and complete several other requirements as listed in the *Webelos Scout Handbook*.

In most cases, the Webelos den leader or an activity badge counselor teaches the skills and approves the badge. Other adults with expertise in specific topics can make for good activity badge counselors, and the troop resource person can help recruit the counselors. The activity badges will be more meaningful to boys if a qualified person coaches them.





While a boy may earn any activity badge during any month, the *Den & Pack Meeting Resource Guide* defines the order in which activity badges should be worked on in the den setting. Having all den members working on the same badge at the same time helps ensure resources and qualified help are available.

When boys complete activity badges, indicate it on the Den Advancement Report. The activity badges are presented at the pack meeting. Activity badges are worn on the front of the Webelos hat or on the Webelos colors, a medal consisting of three ribbons that's worn on the right sleeve of the uniform.

After the boy has completed all requirements, the Webelos den leader turns in the Den Advancement Report. The Webelos badge is presented at the next pack meeting in an impressive advancement ceremony. If pack size allows, the parent/guardian may present the badge to the boy. The Webelos badge is worn on the left pocket of the uniform.

Compass Points

Compass points represent progress after the Webelos badge is awarded. They offer intermediate recognition leading up to the Arrow of Light Award.

The compass points emblem is presented to each boy who has earned seven activity badges—four in addition to those required for the Webelos badge. A metal compass point, to be pinned to the emblem, is awarded for each additional four activity badges that the boy earns. There's room for three compass points on the emblem. To earn the emblem and all three compass points, a boy has to earn 19 activity badges. The compass points emblem is worn on the right pocket of the uniform shirt.

Arrow of Light Award

Cub Scouting's highest rank is the Arrow of Light. It is the only Cub Scout badge authorized to be worn on the Boy Scout uniform when a boy graduates into a troop.

After he has earned the Webelos badge, the Webelos Scout should begin focusing on the requirements for this award (Readyman, Outdoorsman, a badge from the Mental Skills group, a badge from the Technology group, and a badge of the boy's choice, as well as other requirements listed in the *Webelos Scout Handbook*). Working on these requirements gives him a chance to practice some Scouting skills that he has already learned, earn more activity badges, and learn more about Boy Scouting. The Webelos den leader approves completion of the requirements.

When a boy has completed all the Arrow of Light Award requirements, indicate it on the Den Advancement Report and turn it in to the pack leadership. The award is presented to the boy during an impressive pack ceremony called the Arrow of Light Ceremony. The local Boy Scout troop is encouraged to take part in this ceremony to facilitate the process of "bridging" the recipient to the Boy Scout troop.

The Boy Scout Badge

Webelos Scouts who have earned the Arrow of Light Award have also completed all requirements for the Boy Scout badge (also called the Boy Scout joining requirements). This helps ensure a seamless transition to a Boy Scout troop.

The badge would not, however, be presented to the Webelos Scout until he has joined his new troop and his Scoutmaster has initialed his joining requirements in the boy's *Boy Scout Handbook*.

AWARDS FOR CUB SCOUTS, DENS, AND PACKS

In addition to badges of rank and recognition for electives, boys may earn other awards as individuals, as part of their den, or for participation in their pack. These include:

- ▶ Awards boys earn as individuals
 - Cub Scouting's Leave No Trace Awareness Award
 - Cub Scout World Conservation Award
 - Cub Scout Outdoor Activity Award
 - BSA Family Award

- ▶ Awards boys earn as part of their den or pack
 - Conservation Good Turn Award
- ▶ Awards dens and packs earn
 - Centennial Quality Unit Award
 - National Den Award
 - National Summertime Pack Award
- ▶ Awards and recognitions adult leaders earn
 - Cub Scouting's Leave No Trace Awareness Award
 - Cubmaster Award
 - Cub Scouter Award
 - Tiger Cub Den Leader Award
 - Cub Scout Den Leader Award
 - Webelos Den Leader Award
 - Pack Trainer Award

Descriptions of each of these awards follow.

Cub Scouting's Leave No Trace Awareness Award

The Leave No Trace Awareness Award recognizes Cub Scouts and Cub Scout leaders who understand and practice Leave No Trace frontcountry guidelines, participate in a Leave No Trace–related service project, and complete certain other requirements. (These vary for boys and adults.) Recipients of the award can wear a special patch on the right pocket of their uniform.

Requirements

Tiger Cubs, Cub Scouts, Webelos Scouts

1. Discuss with your leader or parent/guardian the importance of the Leave No Trace frontcountry guidelines.
2. On three separate outings, practice the frontcountry guidelines of Leave No Trace.
3. Boys in a Tiger Cub den complete the activities for Achievement 5, Let's Go Outdoors; boys in a Wolf den complete Requirement 7, Your Living World; boys in a Bear den complete Requirement 12, Family Outdoor Adventures; boys in a Webelos den earn the Outdoorsman activity badge.
4. Participate in a Leave No Trace-related service project.
5. Promise to practice the Leave No Trace frontcountry guidelines by signing the Cub Scout Leave No Trace Pledge.
6. Draw a poster to illustrate the Leave No Trace frontcountry guidelines and display it at a pack meeting.

Cub Scout Adult Leader

1. Discuss with your den's Cub Scouts or your pack's leaders the importance of the Leave No Trace frontcountry guidelines.
2. On three separate outings demonstrate and practice the frontcountry guidelines of Leave No Trace.
3. Participate in presenting a den, pack, district, or council awareness session on Leave No Trace frontcountry guidelines.
4. Participate in a Leave No Trace-related service project.
5. Commit yourself to the Leave No Trace frontcountry guidelines by signing the Cub Scout Leave No Trace Pledge.
6. Assist at least three boys in earning Cub Scouting's Leave No Trace Awareness Award.





Cub Scout World Conservation Award

Wolf and Bear Cub Scouts and Webelos Scouts who have participated in either a den or pack conservation project and have completed certain requirements can earn the World Conservation Award. This international award also can be earned by Boy Scouts and Venturers who complete different requirements. The colorful temporary patch is worn centered on the right shirt pocket of the uniform.

Requirements

Wolf Cub Scouts

1. Complete the Your Living World achievement.
2. Complete all Arrow Points in two of the following electives.
 - ▶ Birds
 - ▶ Grow Something
 - ▶ Fishing
3. Participate in a den or pack conservation project.

Bear Cub Scouts

1. Complete the Sharing Your World With Wildlife achievement.
2. Complete all requirements in two of the following electives.
 - ▶ Weather
 - ▶ Nature Crafts
 - ▶ Water and Soil Conservation
3. Participate in a den or pack conservation project.

Webelos Scouts

1. Earn the Forester activity badge.
2. Earn the Naturalist activity badge.
3. Earn the Outdoorsman activity badge.
4. Participate in a den or pack conservation project.

Tiger Cubs do not earn the World Conservation Award.

Cub Scout Outdoor Activity Award

Cub Scouts can earn the Cub Scout Outdoor Activity Award in each of the program years as long as the requirements are completed each year. The first time the award is earned, the boy will receive the pocket flap award, which is to be worn on the right pocket flap of the uniform shirt. Each successive time the award is earned, a Wolf Track pin may be added to the flap. Leaders should encourage boys to build on skills and experiences from previous years when working on the award for a successive year.

Requirements

All Ranks

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

Tiger Cubs

Complete one requirement in Achievement 5, "Let's Go Outdoors," and complete three of the outdoor activities listed with your den or pack.

Wolf Cub Scouts

Assemble the Six Essentials for Going Outdoors (*Wolf Handbook*, Elective 23b) and discuss their purpose, and complete four of the outdoor activities listed with your den or pack.

Bear Cub Scouts

Earn the Cub Scout Leave No Trace Awareness Award and compete five of the outdoor activities listed with your den or pack.

Webelos Scouts

Earn the Outdoorsman Activity Badge and complete six of the outdoor activities listed with your den or pack.

The BSA Family Award

The BSA Family Award program helps families accomplish worthy goals while building and strengthening relationships among family members. All family members are encouraged to participate and may earn the award.

Some packs designate a family program chairman to promote the award, but families may participate on their own without pack support. The *BSA Family Activity Book*, No. 33012, gives all the requirements as well as step-by-step instructions for earning the BSA Family Award. When a family has completed the requirements, all family members are eligible to receive an award certificate, patches for uniform wear, and/or pins for non-uniform wear.

Conservation Good Turn Award

The Conservation Good Turn Award encourages Cub Scout packs to join with conservation or environmental organizations (local, state, federal, or private) to carry out a conservation Good Turn in their communities.

The Cub Scout pack contacts a conservation agency and offers to carry out a Good Turn project. The agency identifies a worthwhile and needed project that the unit can accomplish. Together, the unit and agency plan the details and establish the date, time, and location for carrying out the project.

Cub Scout conservation projects for this award should involve the entire Cub Scout pack—each den, adult leaders, and family members. The award application may be found at www.scouting.org. Cub Scouts participating in the Good Turn may receive a patch, which can be worn on the right pocket of the uniform shirt.

Centennial Quality Unit Award

The Centennial Quality Unit Award recognizes outstanding packs that conduct quality programs for their youth. Recognition for achieving the Centennial Quality Unit Award is an embroidered cloth strip in a unique color for the year in which your pack earned the award. Only the most recent award may be worn. The pack also receives a streamer for the pack flag. More information about the Centennial Quality Unit Award may be found at <http://www.scouting.org/commissioners>.

National Den Award

The National Den Award recognizes dens that conduct a quality, year-round program. It can be earned only once in any 12 months. The 12-month period (charter year, calendar year, etc.) is determined by the pack committee.

Service projects, Cub Scout Academics and Sports, field trips, character development, and Cub Scout camping are areas that are emphasized. Dens earn the award as a team, not as individual den members. The recognition is a ribbon for the den flag or den doodle.

Requirements

- A. Have at least 50 percent of the den's Tiger Cubs, Cub Scouts, or Webelos Scouts attend two den meetings and one pack meeting or activity each month of the year.
- B. Complete six of the following during the year:
 1. Use the denner system within the den.
 2. In a Tiger Cub den, use shared leadership and rotate the boy/adult host team.
 3. Have 50 percent of the den go on three field trips per year. A field trip may be used in place of a den meeting.





Cubmaster Award



Cub Scouter Award



Tiger Cub Den Leader Award



Cub Scout Den Leader Award



Webelos Den Leader Award



Pack Trainer Award

4. As a den, attend a Cub Scout day camp, Cub Scout or Webelos Scout resident camp, or a council family camping event with at least 50 percent of the den membership.
5. Conduct three den projects or activities leading to a Character Connections discussion.
6. As a den, participate in at least one of the Cub Scout Sports programs.
7. As a den, participate in at least one of the Cub Scout Academics programs.
8. Have 50 percent of the den participate in a den conservation/resource project.
9. Have 50 percent of the den participate in at least one den service project.

National Summertime Pack Award

The pack can qualify for the National Summertime Pack Award certificate and streamer by planning and conducting three pack activities—one each in June, July, and August (or during other school vacations if your pack is in a year-round school).

Dens with an average attendance of at least half their members at the three summer pack events are eligible for a colorful den participation ribbon. Boys who participate in all three pack events are eligible to receive the National Summertime Pack Award pin, which they can wear on the right pocket flap of their uniform. This is an individual recognition for boys, not adults. The award application may be found at www.scouting.org.

Religious Emblems Program

Most of the major religious bodies in the United States have programs to recognize Cub Scouts who demonstrate faith, observe their creeds or principles, and give service. Some also present religious emblems to adult Scouters for exceptional service to boys through the religious organization and Scouting.

The religious emblems are not Scouting awards; however, they may be worn on the Scout uniform. See *Duty to God*, No. 5-879, or go to <http://www.scouting.org/scoutsource/Awards/ReligiousAwards.aspx> for more information.

CUB SCOUT LEADER RECOGNITION AWARDS

Special awards are available for Cub Scout leaders who complete training, tenure, and performance requirements. All of the awards, which are presented by the local council, require the completion of:

- ▶ Fast Start Training
- ▶ Position-Specific Leader Training for the position
- ▶ This Is Scouting training
- ▶ Youth Protection training

Effective June 1, 2010, Youth Protection training is required for all BSA registered volunteers. For more information about BSA Youth Protection policies, go to <http://www.scouting.org/Training/YouthProtection.aspx>.

Councils may also require participation in roundtables or a pow wow or University of Scouting. Some require additional supplemental training.

One or two years of registered service in the designated position is a requirement for each award, and tenure used for one award may not be used for another.

For complete award requirements, see the publication *Leadership Training Committee Guide*, No. 34169. At www.scouting.org/cubscouts, you can download charts to help you keep track of your progress.

LEADER AND FAMILY ROLES AND RESPONSIBILITIES

Adult leaders and the boys' parents/guardians are critical to the success of the Cub Scout program. However, it can seem like there are a lot of leaders with a lot of different roles or titles.

This section of the *Leader Book* will:

- ▶ Outline the overall responsibilities and expectations for all Cub Scout leaders.
- ▶ Describe the titles, qualifications, and roles of the key leadership positions within Cub Scouting.
- ▶ Discuss the ins and outs of recruiting and training a strong unit leadership team.
- ▶ Describe the role of family in the program and how family members can be involved.
- ▶ Outline the Youth Protection policies and practices within Cub Scouting.



LEADERS AND FAMILY





Leaders

No single person, no matter how talented, can make Cub Scouting work. Instead, it takes a pack leadership team that includes the Cubmaster, assistant Cubmasters, pack committee chair and members, pack trainer, Cub Scout den leaders and assistants, den chiefs, ScoutParents unit coordinators, and parents.

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 your role—and the roles of all the other members of the leadership team.

LEADERSHIP BASICS

Like the boys they lead, Cub Scout leaders come in all shapes, sizes, and colors and from all sorts of backgrounds. However successful leaders share some common traits:

- ▶ Character
- ▶ Honesty
- ▶ Ability to guide and influence boys
- ▶ Energy
- ▶ Patience and tact
- ▶ A sense of humor
- ▶ A sense of purpose and direction

Successful leaders also share commitment. Being a Cub Scout leader means more than an hour a week at a den meeting or an hour a month at a pack meeting. You'll probably spend an hour of preparation time for each hour of program. Planning meetings, training courses, and monthly roundtables also take time, but they are critical to delivering a quality program.

Lastly, successful leaders share a good attitude. Showing confidence and enthusiasm inspires boys to believe and follow. Be optimistic and perform your Cub Scouting responsibilities wholeheartedly. Plan your work, and then work your plan. You'll be successful, and you'll make a difference in the lives of the boys you've committed to lead.

RESPONSIBILITIES TO THE BOYS

All Cub Scout leaders have certain responsibilities to the boys in Cub Scouts. Each leader should:

- ▶ Respect boys' rights as individuals and treat them as such. In addition to using common-sense approaches, this means that all parents/guardians should have reviewed *How to Protect Your Children From Child Abuse: A Parent's Guide*. All youth leaders must be current with BSA's Youth Protection training (within the past two years).
- ▶ See that boys find the excitement, fun, and adventure they expected when they joined Cub Scouting.
- ▶ Provide enthusiasm, encouragement, and praise for the boys' efforts and achievements.
- ▶ Develop among the boys a feeling of togetherness and team spirit that gives them security and pride.
- ▶ Provide opportunities for boys to experience new dimensions in their world.
- ▶ Become a fully trained Cub Scout leader.

SETTING A GOOD EXAMPLE

Scout leaders naturally become role models for boys. Here are some suggestions to help leaders set a good example.

- ▶ Be fair and honest to earn the boys' respect. No amount of ability, knowledge, or wisdom can make up for a lack of respect.
- ▶ Don't hesitate to admit when you don't know something. Offer to help find the answer, and then do it. Boys respect honesty and learn from it.



To become a Trained leader and wear the "Trained" patch, complete:

- ▶ *Youth Protection training*
- ▶ *Fast Start training*
- ▶ *This Is Scouting training*
- ▶ *Leader Position-Specific training*

Effective June 1, 2010, Youth Protection training is required for all BSA registered volunteers. For more information about BSA Youth Protection policies, go to <http://www.scouting.org/Training/YouthProtection.aspx>.





- ▶ Be on your best behavior at all times. Act like an adult. Follow the Golden Rule.
- ▶ Be courteous. Good manners never go out of date. Good manners show that you care.
- ▶ Be punctual. Start meetings on time; the boys will be encouraged to arrive on time to not miss any of the fun.
- ▶ Be well-groomed. Appearance is important because the way we dress influences our feelings and actions. Smartly uniformed dens and packs have fewer behavior problems and operate more efficiently than dens and packs in which boys and leaders are dressed sloppily.
- ▶ Be dependable. Keep your word. Let the boys know that they can count on you to do what you say.
- ▶ Live by the Cub Scout Promise and Law of the Pack. Do your duty to God and country. Be faithful in your religious duties, obey the law, be appreciative, and—like a good Cub Scout—always do your best.

Solving Problems Among Leaders

Sometimes problems occur among adult leaders as they try to communicate and manage the program. If that happens, here are some tips to help unify the team.

- ▶ Remember that the boys are the most important part of the program.
- ▶ Care about the people involved and seek their best interests.
- ▶ Identify the problem. Make sure you have the facts.
- ▶ Face the problem. Don't ignore it in hopes that it will disappear.
- ▶ Recognize the real source of the problem.
- ▶ Be willing to listen to all sides and viewpoints.
- ▶ Be tolerant and forgiving. Seek to strengthen rather than to weaken relationships.
- ▶ Decide what can be done to solve the problem and act on the decision.
- ▶ Learn from the problem and see how that knowledge can help your program.



BSA POLICY: Drug, Alcohol, and Tobacco Use

The BSA prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA.

The BSA prohibits the use of alcoholic beverages and controlled substances at any activity involving the participation of youth members.

As an adult leader, you should support the attitude that youth members are much better off without tobacco, and you may not allow the use of tobacco products at any BSA activity involving youth participants.

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas for adults located away from all participants.

WHAT RESOURCES A LEADER NEEDS

The Boy Scouts of America provides a deep assortment of resources designed to support our volunteer leaders. There are so many to choose from that it sometimes seems difficult to know what one needs when.

The following will provide guidance on how a new leader should interact with BSA resources during the first year.

	Immediately— Before First Meeting With Youth	As You Advance (Within 2 to 3 Months)	As You Need Additional Help
Buy	<i>Den & Pack Meeting Resource Guide</i>	<i>Leader Book</i>	<i>Leader How-To Book</i> <i>Academics and Sports Guide</i> <i>Ceremonies for Dens and Packs</i>
Take	Fast Start training for your role Youth Protection training	This Is Scouting Leader Position-Specific training	BALOO Outdoor Leader Skills

Effective June 1, 2010, Youth Protection training is required for all BSA registered volunteers. For more information about BSA Youth Protection policies, go to <http://www.scouting.org/Training/YouthProtection.aspx>.

Cub Scout Leader Position Descriptions

This section will outline the many leadership positions that are necessary for a Cub Scout pack to function properly.

While each leadership position in Cub Scouting requires different skills and abilities, all Cub Scout leaders must

- ▶ Accept and live by the purpose and aims of Scouting.
- ▶ Do their best to model the ideals of Scouting by personal example.
- ▶ Assure that a well-rounded, quality program that is compatible with the purposes of Cub Scouting is presented.
- ▶ Learn as much as possible about Cub Scouting and their responsibilities as leaders.
- ▶ Wear the official uniform to show support for the aims and methods of Scouting.
- ▶ Subscribe to the Declaration of Religious Principle.
- ▶ Agree to abide by the Scout Oath or Promise and the Scout Law.



BSA POLICY: Citizenship Requirement

The citizenship requirement listed in the leadership positions is understood as follows:

"For citizens of the United States, individuals serving in any official relationship with the Boy Scouts of America shall subscribe to the statement of religious principles, and the Scout Oath and Scout Law.

"Adults who are not citizens of the United States, but who reside within the country, may register with the Boy Scouts of America in any capacity if they agree to abide by the Scout Oath and Scout Law, to respect and obey the laws of the United States of America, and to subscribe to the statement of religious principle."

(Article VIII, Section 2, Clause 1 of the Rules and Regulations of the Boy Scouts of America)





BSA POLICY: Declaration of Religious Principle

® "The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts of the Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of membership."

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 the BSA, 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.
- ▶ See that boys transition from unit to unit.
- ▶ Help with the charter renewal.
- ▶ Suggest Good Turns 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.

Pack Committee Member

Every pack is under the supervision of a pack committee, which consists of at least three members (chair, secretary, and treasurer). By handling administrative and support tasks, the pack committee allows the Cubmaster, den leaders, and their assistants to focus on working directly with the Cub Scouts.

With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more. Although packs can and do operate with a minimum of three committee members, experience has shown that a larger committee generally ensures a stronger, more stable pack and is better able to perform all the required functions to ensure a successful pack program. It is also a way of involving more pack families in meaningful service to the pack.

Qualifications: Is at least 21 years old, is selected by the chartered organization, is registered as an adult leader of the BSA, and is current with Youth Protection training. One member is designated as pack committee chair.

Responsibilities: Regardless of the size of the pack committee, these responsibilities must be performed.

- ▶ Make recommendations regarding pack leadership to the chartered organization for final approval of pack leadership.
- ▶ Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- ▶ Coordinate the pack's program and the chartered organization's program through the chartered organization representative.



- ▶ Help with pack charter renewal.
- ▶ Help stimulate the interest of adult family members through proper programming.
- ▶ Supervise finances and equipment.
- ▶ Vigorously assist the Cubmaster.
- ▶ Ensure that all Cub Scouts receive a year-round, quality program.
- ▶ Complete pack committee Fast Start training and Basic Leader Training for the position.
- ▶ Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- ▶ Cooperate with other Scouting units.

A strong pack committee will have individual members assigned to such areas as record keeping and correspondence, finances, advancement, training, public relations, and membership and registration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments. Here are details of the various pack committee functions:

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

- ▶ 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 pack leaders' meetings.
 - Assigning duties to committee members.
 - Planning for pack charter review, roundup, 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.
- ▶ Support the policies of the BSA.

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

- ▶ Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- ▶ Acquaint den leaders with the contents of the Pack Record Book 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 the Pack Record Book or special software.
- ▶ 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 of pack leaders' meetings and other activities.
- ▶ Provide den leaders with records and forms for meetings.





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

- ▶ Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- ▶ Open or 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 den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
- ▶ Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. 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 boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- ▶ On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- ▶ Periodically 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.

Advancement Chair: The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

- ▶ Have a working knowledge of the Cub Scout advancement plan.
- ▶ Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
- ▶ Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
- ▶ Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
- ▶ Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- ▶ Promote *Boys' Life* magazine 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:

- ▶ 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 boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.

- ▶ Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- ▶ Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- ▶ Make use of the news media in publicizing pack events.

Outdoor Activity Chair: This position helps the boys develop a love for the outdoors. Specifically, the outdoor activity chair will:

- ▶ Help the Cubmaster plan and arrange for outdoor activities.
- ▶ Arrange for property, fire, and tour permits when required.
- ▶ Arrange for safe transportation when needed.
- ▶ Plan first aid for emergencies.
- ▶ Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
- ▶ Arrange for Safe Swim Defense implementation for all outings involving swimming.
- ▶ Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- ▶ Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- ▶ Help promote day camp and resident camp opportunities.
- ▶ Be aware of BSA health and safety requirements, and see that they are implemented.
- ▶ Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

Membership and Registration Chair: This position is essential to the health of the pack. The chair will:

- ▶ Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
 - Conduct an annual census of boys in the chartered organization for systematic recruitment.
 - Work with pack committee members to promote recruitment plans.
 - Visit new families in their homes to facilitate recruitment.
 - Follow up on Cub Scout dropouts to help return them to full, active membership.
- ▶ Plan, coordinate, and lead the annual rechartering process.
 - Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
 - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
 - 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 boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- ▶ Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- ▶ Arrange for periodic uniform inspections with the unit commissioner.

Friends of Scouting Chair: Some councils rely heavily on units to raise Friends of Scouting (FOS) funds. The following functions are the responsibility of the FOS chair in cooperation with the treasurer.

- ▶ Build an organization to enroll family members and Cub Scout leaders in FOS.
- ▶ Enroll as a Friend of Scouting.
- ▶ For every five families in the pack, recruit one person as an enroller.
- ▶ Attend an FOS kickoff meeting.
- ▶ Enroll each enroller as a Friend of Scouting.
- ▶ Train enrollers.





- ▶ Conduct report meetings.
- ▶ Follow up until all FOS cards have been accounted for.
- ▶ Give recognition to contributors and enrollers.
- ▶ Along with the pack committee, provide public relations for FOS.

Pack Trainer: New leaders and adult family members should receive orientation within one week of joining the pack, and leaders should be encouraged to receive position-specific training within 30 days. The goal of the pack trainer is to get 100 percent of the pack leadership trained in their position responsibilities.

Qualifications: Is at least 21 years old, is registered with the BSA as a pack trainer, and is current with Youth Protection training. It is recommended that the pack trainer have at least one year of experience in a leadership position in Cub Scouting, preferably as a den leader.

Pack trainers should be trained at a district or council trainer development conference. The pack committee selects the pack trainer with the approval of the chartered organization. For new packs and those lacking experienced leaders, an experienced leader from the district training team or another pack may be appointed as pack trainer until the new leaders gain experience.

Responsibilities: The pack trainer is responsible for:

- ▶ Conducting orientation of new families and pack leaders.
- ▶ Reminding all volunteers that Youth Protection training is required, regardless of their position. New leaders must take this training before submitting an application for registration. Existing leaders must have a current certificate of completion, which is good for two years.
- ▶ Encouraging pack leaders to attend Fast Start training, Position-Specific leader training, and This Is Scouting.
- ▶ Conducting Unit Leadership Enhancements training modules during pack leaders' meetings.
- ▶ Encouraging pack leaders to attend ongoing training such as roundtable, pow wow, BALOO, Outdoor Leader Skills for Webelos Leaders, and Wood Badge for the 21st Century.
- ▶ Remaining current with training material and program updates.
- ▶ Keeping track of pack training records.
- ▶ Ensure that all den chiefs have the opportunity to attend Den Chief Training.

ScoutParents Unit Coordinator: The *ScoutParents* unit coordinator welcomes all parents to the unit and keeps them informed by:

1. Assigning parents to help with at least one specific task, assignment, or project annually.
2. Providing an orientation for all parents about how the unit works and the benefits to their family.
3. Keeping parents updated on the unit's program and their child's involvement.

All units are encouraged to appoint at least one *ScoutParents* unit coordinator who will serve as a registered member of the unit's committee or as one of its assistant unit leaders.

This position will help involve more adults with the unit's program, thus creating a better informed group of parents connected to their child's Scouting experience. The support and commitment of parents directly affects the quality of the unit's program and provides a more meaningful experience for everyone, especially the Scouts.

Fast Start training is available for all *ScoutParents* unit coordinators at www.scoutparents.org. This training will assist them in understanding their position and with learning how to work closer with the parents in their unit.

Cubmaster

Everything that the Cubmaster does is aimed at helping the individual boy.

Qualifications: Is at least 21 years old and is registered as an adult leader of the BSA. Should be a leader who is able to communicate well with adults as well as boys. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Preferably a member of the chartered organization.

Responsibilities: The Cubmaster's responsibilities are to:

- ▶ Complete Cubmaster Fast Start training and leader position-specific training. Attend monthly roundtables.

- ▶ Plan and help carry out the Cub Scout program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting, with the help of other leaders.
- ▶ With the pack committee, develop and execute a year-round recruitment plan for recruiting boys into Cub Scouting.
- ▶ Know about and use the appropriate and available literature, including the *Den & Pack Meeting Resource Guide*, the *Webelos Leader Guide*, and this resource.
- ▶ See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- ▶ Work with the pack committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- ▶ Guide and support den leaders. See that they receive the required training for their positions.
- ▶ Help organize and encourage graduation into a Boy Scout troop by establishing and maintaining good relationships with Boy Scout 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 qualify the dens and pack for the National Summertime Pack Award.
- ▶ 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 Webelos ceremonies, involve Scoutmasters and other Boy Scout leaders.
- ▶ Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- ▶ Encourage high advancement standards from all Cub Scouts.
- ▶ Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- ▶ Support the policies of the BSA.

Assistant Cubmaster

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

Qualifications: Is at least 18 years old. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. If a pack has only one assistant Cubmaster, he or she must be at least 21 years old. In packs with more than one assistant Cubmaster, one must be at least 21 and the additional one may be at least age 18. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, is registered as an adult leader of the BSA, 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 Fast Start training and position-specific Basic Leader Training. Attend monthly roundtables.
- ▶ Participate in pack meetings.
- ▶ Supervise den chiefs and see that they are trained.
- ▶ Conduct the monthly den chief planning meeting for all den leaders, assistant den leaders, and den chiefs to plan and coordinate weekly den meetings and pack meeting participation.
- ▶ Work with neighborhood troops that supply den chiefs and into which Webelos Scouts may graduate.





- ▶ Along with the pack committee, develop and promote an ongoing plan for recruiting new boys.
- ▶ Along with the Cubmaster and pack committee, assist with pack reregistration.
- ▶ Help with pack activities, such as dinners, derbies, bike safety workshops, and service projects.
- ▶ Along with the pack committee, coordinate outings to see that the pack and dens qualify for the National Summertime Pack Award.
- ▶ Participate in the annual pack program planning conference and pack leaders' meetings.
- ▶ Support the policies of the BSA.

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.

Qualifications: Is at least 21 years old, and should be an experienced leader, but may be a parent or guardian of a boy 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 BSA and current with Youth Protection training.

Responsibilities:

- ▶ Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
- ▶ Plan, prepare for, and conduct den meetings with the assistant den leader and den chief (if Wolf, Bear, or Webelos den leaders) or adult partners (if Tiger Cub den leaders).
- ▶ Attend the pack leaders' meetings.
- ▶ Lead the den at the monthly pack activity.
- ▶ Ensure the transition of Cub Scouts to a den of the next rank (or to a Boy Scout troop if Webelos Scouts) at the end of the year.

Tiger Cub den leaders should do the following.

- ▶ Coordinate shared leadership among the Tiger Cub adult partners in the den.
- ▶ Ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.

Cub Scout den leaders should keep in mind these responsibilities.

- ▶ Help train the den chief and guide him in working with Cub Scouts. See that he receives recognition for his 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.

The Webelos den leader should remember these responsibilities.

- ▶ Help train the Webelos den chief and guide him in leading Webelos Scouts. Attend Den Chief Training with him. See that he receives recognition for his efforts at den and pack meetings.
- ▶ Provide worthwhile tasks for the Webelos denner so that he can assume some responsibility and gain satisfaction from his efforts.
- ▶ Along with the Scoutmaster and assistant Scoutmaster, plan and conduct meaningful joint activities.
- ▶ Plan and carry out overnight campouts and other outdoor activities.

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 18 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 the BSA and current with Youth Protection training.



OTHER LEADERS IN THE DEN

Activity Badge Counselor

The activity badge counselor helps Webelos Scouts learn about and earn activity badges.

Qualifications: The activity badge counselor may be an adult family member of a pack leader, a teacher, a coach, or another adult qualified to teach one or more activity badges to Webelos Scouts. This is usually a temporary position; needs not be a registered BSA member.

Responsibilities: The activity badge counselor's responsibilities are to:

- ▶ Provide activity badge instruction at Webelos den meetings, as requested by the Webelos den leader.
- ▶ Be familiar with the *Webelos Scout Handbook* in presenting activity badge information and approving requirements.
- ▶ Help Webelos Scouts gain self-confidence in completing projects and in dealing with adults.

Troop Webelos Resource Person

The troop Webelos resource person is an adult leader in a Boy Scout troop who may have personal knowledge about areas that would assist with work in Webelos activity badges. This leader may become a valuable resource person to the Webelos den leaders as he or she may know people, skills, and other resources related to the badges. The troop Webelos resource person is appointed by the Boy Scout troop to serve as the liaison between the troop and Webelos dens.

Qualifications: Be a registered adult in the troop and current with Youth Protection training; usually the assistant Scoutmaster for new Scouts. May have personal knowledge in teaching Boy Scouting skills but, equally importantly, should know where to secure resource people to help with Webelos activity badges and other projects. Is appointed by the Boy Scout troop to serve as the liaison between the troop and Webelos den or dens.

Responsibilities: The troop Webelos resource person's responsibilities are to:

- ▶ Along with the Webelos den leader, use the supportive talents, equipment, and know-how of the troop to help prepare Webelos Scouts and their families for a good Boy Scouting experience.
- ▶ Help schedule, plan, and conduct joint activities each quarter for Webelos dens (or packs) and Boy Scout troops.
- ▶ Help recruit, train, and inspire a qualified Webelos den chief.
- ▶ Arrange for the loan of troop equipment for Webelos overnight campouts, as needed.
- ▶ Help establish and maintain a good relationship between the troop and pack.
- ▶ Help ensure the smooth transition of Webelos Scouts into the Boy Scout troop.

Den Chief

The den chief supports the Cub Scout den leader, serving as a helper, role model, and friend to the Wolf and Bear Cub Scouts and to the Webelos Scouts.

Qualifications: Be an experienced Boy Scout, ideally First Class rank or above Varsity Scout, or Venturer. Selected by the senior patrol leader and Scoutmaster, Varsity Scout Coach, or Venturing Advisor at the request of the Cubmaster. Approved by the Cubmaster and pack committee for recommendation to the den leader. Registered as a youth member of a troop, team, or crew.

Responsibilities: The den chief's responsibilities are to:

- ▶ Know and help Cub Scouts achieve the purposes of Cub Scouting.
- ▶ Serve as the activities assistant at den meetings.
- ▶ Set a good example through attitude and uniforming.
- ▶ Help lead weekly den meetings and pack meetings.
- ▶ Meet regularly with the den leader to review den and pack meeting plans. Meet as needed with adult members of the den, pack, and troop.
- ▶ Help den leaders as requested.
- ▶ Receive training from the den leader (and Cubmaster or assistant Cubmaster) and attend Den Chief Training.





HOW LEADERS CAN HELP DEN CHIEFS

Like most people, a den chief will rise—or fall—to the level of behavior you expect of him. If you treat him like a colleague, he'll probably become a trusted member of the den leadership team. If you treat him like the Cub Scouts, he'll probably act like one of them.

When a den chief is appointed to a den, the den leader should meet with him to talk about Cub Scouting, the den, and what is expected of him.

The Den Chief Handbook

Every den chief should have a copy of the *Den Chief Handbook*, which explains the duties and tells how the den chief can best work with Cub Scouts or Webelos Scouts. Some packs include this expense as part of the pack budget.

Den leaders should coordinate plans with their den chiefs once each month at the monthly den chief planning meeting. This meeting, conducted by the assistant Cubmaster, should be held soon after the pack leaders' meeting so that pack plans can be shared. Carefully review the planned program and give the den chief assignments that he can easily understand and handle.

After each den meeting, the den leader and assistant den leader should review with the den chief the plans for the next den meeting. He should be encouraged to become a resource and research person for new ideas for stunts, tricks, and puzzles.

Another important step is Den Chief Training, a four-hour training event that the district or council conducts. Cub Scout and Webelos den chiefs and the Cubmaster and/or den leaders should attend together. This training may also be accessed online at www.myscouting.org.

Help den chiefs to understand that the den and its leaders depend on them. Remember that den chiefs are busy, so don't expect more of them than they are able to give, and don't be disturbed if they are late to an occasional meeting or are forgetful. Den chiefs should feel that when you give them a responsibility, you are confident that it will be done.

More Tips on Helping Den Chiefs

- ▶ Develop a friendly relationship of trust. Understand the den chief's limitations as well as his abilities.
- ▶ Treat den chiefs with respect.
- ▶ Be patient and help den chiefs learn the position.
- ▶ Provide the resources and materials den chiefs need to be successful.
- ▶ Take time to discuss den chiefs' ideas.
- ▶ Teach den chiefs how to obtain good behavior from Cub Scouts by leading, not pushing, the younger boys.
- ▶ Praise and show appreciation to den chiefs at den and pack meetings.
- ▶ Coach den chiefs in skills and matters that will help them be more effective.
- ▶ Let the Scoutmaster know when den chiefs are doing well.

SECURING DEN CHIEFS

Following certain steps when recruiting den chiefs will help packs obtain the best boys available for the position.

1. The Cub Scout or Webelos Scout den leader lets the Cubmaster know that the den needs a den chief to help with den activities. (Tiger Cub dens don't have den chiefs.)
2. The Cubmaster explores den chief opportunities with a Scoutmaster, Varsity Scout Coach, or Venturing Advisor, discussing how the troop, team, or crew might be able to fill this leadership need within the pack.

3. The Scoutmaster, Varsity Scout Coach, or Venturing Advisor explains the importance of the den chief's leadership role to the young people in the troop, team, or crew.
4. The Scoutmaster, Varsity Scout Coach, or Venturing Advisor selects those young men who are best able to serve and coaches them in leadership skills as other unit youth leaders are coached.
5. The Scoutmaster, Varsity Scout Coach, or Venturing Advisor presents the den chief badge of office.
6. The Cubmaster and den leader share in training the den chief. They arrange for the den chief to complete further training at a district- or council-sponsored Den Chief Training course.
7. The Cubmaster visits the den chief's home and explains to his family the importance of their son's new responsibilities. Invite the den chief's family to a pack meeting so that they can see him in action.
8. The den chief is introduced and properly recognized at the next pack meeting through presentation of the den chief shoulder cord.

As the Scoutmaster, Coach, or Advisor is the leader who knows the most about the youth in the troop or crew, that adult leader plays an important part in the selection of the den chief. This selection also helps bring about a good unit-to-unit relationship, which is important for graduating boys from the pack into the troop.

SELECTING LEADERS

Most leaders are involved in the pack because their sons are members. It is almost inevitable that when their sons graduate from the pack, many leaders will, too. This process will leave gaps in the pack leadership, and making recruitment necessary.

The first responsibility of the pack committee is to select the best person available for Cubmaster and provide that person with one or more assistants. Each den should have a den leader as well as an assistant den leader, who should be trained and ready to step in when a vacancy occurs.

When looking for people to fill leadership roles, always emphasize selecting rather than recruiting. Cub Scouts deserve the best program possible, and they will receive it from qualified and enthusiastic leaders. These leaders should be selected because of their qualifications and not merely recruited because no one else would do the task.

When selecting leaders, expand your search to other adults as well as to parents of boys in the pack. Many times a former leader, a member of the National Eagle Scout Association, or a member of the chartered organization may be willing to help. Grandparents or other relatives make good leaders. Many Cub Scout leaders don't have sons, and many senior citizens and retirees would be glad to help. Consider all possibilities.

Within your pack, former Tiger Cub partners are an excellent source of leadership because they are already familiar with the benefits that Cub Scouting has to offer boys and their families.

The flier *Selecting Cub Scout Leadership*, No. 522-500, is available to help you with leader recruitment and selection. Before actual recruitment, it's important that the chartered organization approve the candidate. If the potential leader has already completed an adult leader application and has taken Youth Protection training, the pack committee should also check references before making personal contact.

The pack committee is responsible for checking references supplied by the prospect on the Adult Application. The chartered organization must give final approval on the selection of all leaders.

Cub Scout packs don't need to wait until a Rally Night for Cub Scouting to evaluate potential leadership. Consider parents of boys who are potential Cub Scouts and approach them to be leaders before you hold your Rally Night. Let them know that you have chosen them for the special qualities they have to offer boys through Cub Scouting. Having leadership already in place when you conduct your Rally Night for Cub Scouting will serve to increase your membership.

If additional leadership needs arise as a result of Rally Night for Cub Scouting, pack leadership should determine who is the best candidate to serve. Names of potential candidates should then be submitted to the pack committee and chartered organization for approval.





*Effective June 1, 2010,
Youth Protection training
is required for all BSA
registered volunteers,
regardless of their position.
For more information about
BSA Youth Protection
policies, go to [http://www.
scouting.org/Training/
YouthProtection.aspx](http://www.scouting.org/Training/YouthProtection.aspx).*

RECRUITING LEADERS

The following information should help you recruit leaders who have been selected and approved by your pack committee.

- 1. Chartered organization.** Encourage the chartered organization representative to help identify and recruit perspective volunteers for the pack.
- 2. Personal visit.** The personal visit is the best way to recruit the leaders selected by your pack committee because it gives the visitors an opportunity to get acquainted with the family and perhaps even interest a spouse in Cub Scouting at the same time. Personal contact is always the best method for encouraging potential leadership.
- 3. Tell it like it is.** Explain the responsibilities of the position. Share with the prospect why the pack committee has selected him or her for the position. Be honest about how much time is involved, the meetings that the leader is expected to attend, how the program is financed, and the resources available to help the leader with the position. It is important to prevent misunderstandings.
- 4. Value of leadership.** Emphasize that leadership is a worthwhile, satisfying role and is an opportunity to help boys grow. Tell what the benefits are to the prospect as well as to the program. Talk about your own commitment to Cub Scouting.
- 5. Training.** Let the prospect know that training is available and that leaders are expected to attend. Also let him or her know that other pack leaders, especially the pack trainer and unit commissioner, are willing to help and that Cub Scouting is a team effort.
- 6. Recruit for one year at a time.** Let the prospect know that you are asking him or her for a specific time commitment. This knowledge gives the person a chance to move on gracefully when the year is completed; it also gives the Cubmaster and pack committee a chance to tactfully release leaders who are not adequately fulfilling their responsibilities. You will want to enlist many leaders for more than one year, but do so one year at a time.
- 7. Allow some time.** Give the prospect a few days to think about the decision and discuss it with family members, but set a definite time when you will expect a response. This time factor lends a note of seriousness to the commitment and lets the prospect know that the decision is important to the pack. It also allows you to move on to your next prospect quickly if he or she says no.
- 8. Persevere.** Let the prospect be free to say no. Don't pressure. A leader who joins under pressure might not be the right person.
- 9. Utilize the ScoutParents program.** This is a way to cultivate future leadership in your pack by slowly getting each parent involved in completing simple tasks for each den or the entire pack. More information on this program can be found at www.scoutparents.org.

CUB SCOUT LEADER TRAINING

Every Cub Scout deserves trained leaders because those leaders are best able to provide a quality Scouting experience—and because training makes the leader's role easier and more enjoyable.

Scouting offers a full range of training opportunities. Some cover a wealth of topics; others are very specific. Some apply to all leaders; others target particular positions. Training is offered in a variety of settings. Pack trainers or district training teams offer most basic courses, while courses that require more resources are held at the council or national level. The Online Learning Center, <http://olc.scouting.org>, offers training that conveniently fits the leader's schedule.

The pack trainer, unit commissioner, or district executive can provide information on scheduled district training courses and put you in touch with the district training chair.

The Training Continuum

The BSA's training plan not only provides training for new leaders to help them get started in the right direction, but it also provides continuing training for all leaders. In this way, leaders continue to learn through experiences and from additional training opportunities. They stay up-to-date on Cub Scouting and acquire new skills that help them succeed with the boys.

For a Cub Scout leader to be considered fully trained, the leader must take the following courses.

1. Youth Protection training (**required before service with youth can begin**)
2. Fast Start training
3. This Is Scouting
4. Leader position-specific training

Youth Protection Training

Every leader in Cub Scouting must complete Youth Protection training before registering, prior to their first meeting with Cub Scouts. Youth Protection training may be taken through the Online Learning Center by logging into your MyScouting account at www.scouting.org and browsing to the E-Learning Web page. Alternatively, the district or council provides a facilitated, live training session. BSA policy states volunteers must renew their Youth Protection training every two years.

Fast Start Training

Fast Start outlines the specifics for conducting den and pack meetings for den leaders and Cubmasters respectively, while providing a brief overview of responsibilities for those volunteer positions. The Cub Scout Leader Fast Start Viewer Guide enhances learning as a companion piece to the training and provides an additional resource for the leader. Log into your MyScouting account at scouting.org and navigate to the E-Learning Web page to undergo Fast Start training in the Online Learning Center. **All new leaders should complete Fast Start as soon as they agree to serve and before their first meeting with the boys.**

This Is Scouting

This Is Scouting highlights the values, aims, history, funding, and methods of the Scouting program. New volunteers should complete the module in the first two to three months of service either via the Online Learning Center or in a video session viewing the This Is Scouting DVD. Leaders moving to a different position or program level need not repeat taking This Is Scouting.

Position-Specific Training

Position-specific training offers advanced knowledge and explains the skills needed for specific volunteer positions, including the following:

- ▶ Cub Scout den leaders (all ranks)
- ▶ Cubmaster
- ▶ Pack committee members (all positions)
- ▶ Pack trainer

This training goes into greater detail on program planning, advancement, uniforms, activities, and the purposes of the program.

Trained Leader Emblem

Once a leader has completed Youth Protection, Fast Start, This Is Scouting, and leader position-specific training, he or she is eligible to wear the trained leader emblem. The trained emblem is worn on the left sleeve of the uniform, immediately below and touching the badge of office.



Additional Training Opportunities

A variety of additional training courses are offered on a district, council, and national basis. They are designed to provide Cub Scout leaders with additional information on specific areas of Cub Scouting. Skills touched on only briefly in leader-specific training are covered in greater depth in supplemental training courses.

Some supplemental training courses are held regularly as sources of continuing information. Other supplemental courses are offered on a periodic, scheduled basis and through the Online Learning Center. Consult your district or council for training schedules.



ONLINE LEARNING CENTER

The BSA's Online Learning Center, <http://olc.scouting.org>, offers these courses:

Youth Protection training

Fast-Start training

This Is Scouting

Leader position-specific training (Cubmasters and Den Leaders)

Supplemental training modules

Den Chief training





Unit Leadership Enhancements. Unit Leadership Enhancement training takes place within the pack, usually as part of the monthly pack leaders' meeting. These are short training discussions intended to help leaders be better prepared to deliver a quality Cub Scouting program to their boys. Pack leaders can choose from among 15 topics, which are presented in the appendix.

Roundtable. Cub Scout leader roundtables are held monthly on the district level. Den and pack leaders join for fun and fellowship while learning about the core value theme of the next month and alternatives for how the pack meeting for that month can be brought to life and connected to the core value. There are also opportunities for sharing ideas and activities with leaders from other packs.

Check with the pack trainer or unit commissioner to find out the time and location of the district's monthly roundtable.

Pow Wow/University of Scouting. A pow wow is an annual district or council training conference that takes place in a festive atmosphere. There are typically classes on games, crafts, skits and puppets, ceremonies, administration, and the Webelos den. It's a time for parents and leaders of all experience levels to share ideas and see what the other packs are doing.

The local council may combine the fun and excitement of pow wow with a variety of training activities for leaders in Boy Scouting, Venturing, and even commissioners or other district Scouters. This super-sized training event is known as a University of Scouting and may take the place of a Cub Scout leader pow wow.

Outdoor Leader Skills for Webelos Leaders. Designed specifically for Webelos den leaders and their assistants, this course teaches outdoor-related skills through demonstration and hands-on practice. Webelos den leaders should attend this training before conducting Webelos overnight camping with the boys and parents of the den. In addition to covering basic camping skills, this training features planning campouts and finding resources.

Basic Adult Leader Outdoor Orientation (BALOO). Basic Adult Leader Outdoor Orientation is a one-day training event that introduces parents and leaders to the skills needed to plan and conduct pack outdoor activities, particularly pack camping. BALOO includes information on preparation, site selection, parent involvement, health and safety, equipment, food, and outdoor skills. This training is required for any adult who is in charge of planning a pack campout.

Trainer Development Conference. The trainer development conference is designed to provide all trainers with enhanced skills for delivering quality training in their areas of responsibility. The council usually offers it as a one-day conference. Most of the sessions in the conference not only demonstrate good training methods but give participants an opportunity to interact and, in many cases, actually practice what they have learned.

National Cub Scouting Conferences. Cub Scout leader training conferences are held at Philmont Training Center near Cimarron, New Mexico, and at Florida National High Adventure Sea Base in the Florida Keys. At Philmont, the leader takes part in training sessions while family members may enjoy a special program of activities. The weeklong conferences combine a family vacation with the opportunity to participate in a quality training experience and association with Scouters from across the country. For more information, check with the district executive or local council service center or visit www.philmonttrainingcenter.org.

Wood Badge for the 21st Century. Wood Badge for the 21st Century is advanced training in leadership skills for all adults in BSA programs. In addition to Cub Scouters, leaders in Boy Scouting, Varsity Scouting, Venturing, and commissioner service participate in Wood Badge. Completion of Basic Leader Training is required for Cub Scout leaders to be eligible for an invitation to participate in Wood Badge training.

This advanced training is presented in two parts:

- ▶ An advanced learning experience presented over two long (three-day) weekends or as a weeklong course
- ▶ An application phase of several months during which you apply the specific skills you've learned at Wood Badge in your Scouting position

The Wood Badge beads, woggle slide, and neckerchief are presented as recognition to those leaders who successfully complete both parts of the training.

Parents and Families

Families play a central role in Cub Scouting, a role that goes far beyond just getting boys to and from meetings and sewing on patches. At its heart, Cub Scouting is a family program, involving parents and often other siblings in most activities. The family is the place boys learn and practice the core values of Cub Scouting, like cooperation, faith, honesty, and responsibility. Scouting works best when it works with parents to reinforce these values and to strengthen relationships among family members.

At the same time, families have much to offer the pack. They are the primary source of pack leaders, of course, but even those who never sign on as leaders can support the pack, den leaders, and Cubmasters in critical ways.

PARENT RESPONSIBILITIES

Scouting makes no secret about how parents should be involved. On the Youth Application is a short parent agreement, where parents or guardians commit to participate in meetings and activities, help their sons grow as Cub Scouts, and assist pack leaders as needed.

Here are some examples of family involvement.

- ▶ Working with their Cub Scout on advancement projects and activities outside of den meetings as needed
- ▶ Attending pack meetings with their Cub Scout and supporting recognition ceremonies
- ▶ Becoming a leader
- ▶ Providing ways for their Cub Scout to earn money he needs for den dues
- ▶ Helping at an occasional den meeting on a specific project or activity badge
- ▶ Providing refreshments and transportation
- ▶ Telephoning
- ▶ Attending a council-organized family campout with their Cub Scout
- ▶ Attending a pack overnigher

UNDERSTANDING FAMILIES

Cub Scout leaders must be sensitive to family structures and dynamics. Many boys do not live in a traditional two-parent family, so beginning notes with “Dear family” or telling each boy to be sure to “bring your family” may be inappropriate. Children can be hurt by references to parents who may not be a part of their lives.

Cub Scout leaders need to be creative and understanding in helping all types of families participate as fully as possible in the program. Leaders must recognize that not all families can participate in the same way or amount. Be considerate of economic, health, and other factors that can affect a family’s participation. Although the costs involved in Cub Scouting are not excessive, some families have limited budgets. Take care not to embarrass any Cub Scout because of a lack of funds required for uniforming or den or pack activities.

DEVELOPING FAMILY COOPERATION

The best way to keep families involved is to keep them informed. Although some families instinctively understand Scouting’s aims—certainly more than their sons do—be sure they understand how the program works and how all activities support the purposes of Cub Scouting. Update them throughout the year on their boys’ progress and on any issues that arise.

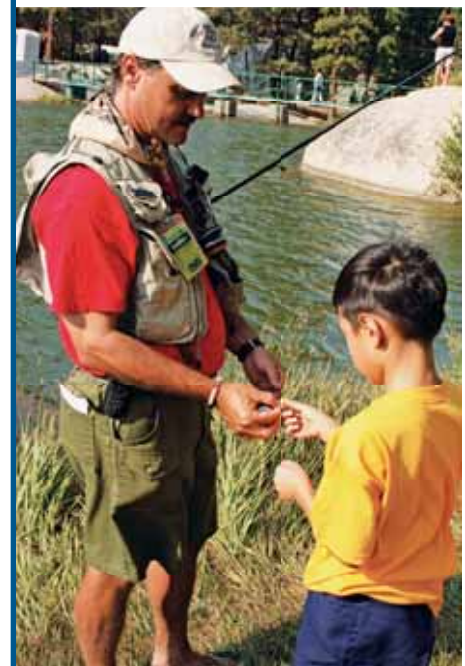
Be sure to not just talk to parents—listen. Families sometimes have special reasons for encouraging their son to join a Cub Scout pack. Get to know the family and discuss how Cub Scouting can help address those reasons.

Cub Scout leaders need to keep family members informed and involved. The *ScoutParents* unit coordinator can fill that role.



DEFINING FAMILY

Families today come in many varieties. Cub Scouting considers a boy’s family to be the people with whom he lives.





SCOUTPARENTS

*A national initiative to
increase parent involvement*
(www.scoutparents.org)

INCREASING FAMILY ATTENDANCE AT PACK MEETINGS

One of the best things you can do to involve families in your pack is to get them to pack meetings. These high-energy meetings show off the pack at its best and give families fun, easy, and rewarding ways to participate.

Each pack has its own way of building family attendance. Some packs have a simple trophy or a homemade “Cubby” that is presented to the den with the best adult attendance at each pack meeting. The winning den keeps the trophy in its meeting place until the next pack meeting, when it is passed to the den with the most attendance.

Other packs present a family attendance ribbon to the den with the best attendance or to every den that reaches a certain percentage in attendance. The den keeps this ribbon and attaches it to the den flag.

Don’t assume that families know to attend. Use telephone calls, e-mail messages, and newsletters to remind them of pack meetings.

THE SCOUTPARENTS PROGRAM

In 2006, the BSA announced a national initiative to better engage parents at all levels in Scouting. Out of this initiative grew the *ScoutParents* program.

The BSA Youth Application encourages adults to check a box that says “I commit to be an active ScoutParent.” By checking this box, they simply commit to enthusiastically participate with their Scout and help other volunteers to provide the best quality program experience to the Scouts in the pack.

ScoutParents can fulfill their commitment by doing all sorts of things, including

- ▶ Performing an occasional task to assist the unit’s program
- ▶ Participating directly with their Scout
- ▶ Going to and observing Scout meetings
- ▶ Assisting with outings
- ▶ Supporting the program financially
- ▶ Coaching their Scout’s advancement and the earning of recognitions
- ▶ Influencing their Scout’s continued participation

ScoutParents Resources

You can find more information about *ScoutParents*, including an e-book called *Growing Up Right, Growing Up Strong: Parents, Kids, and Scouting*, at www.scoutparents.org. Training for the ScoutParents unit coordinator is available through the Online Learning Center, <http://olc.scouting.org>.

Youth Protection

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is Scouting's No. 1 concern.

Nearly 3 million cases of child abuse are reported each year in the United States, and many more go unreported. The Boy Scouts of America has developed comprehensive Youth Protection policies and training to prepare leaders to prevent child abuse and help children who have been, or are being, abused. Youth Protection policies also protect leaders from false accusations of abuse. These policies focus on leadership selection and on placing even greater barriers to abuse than already exist in Scouting.

The Leader's Role in Youth Protection

As Cub Scout leader, you can help make the world safer for children in at least three ways:

1. Increase your knowledge about child abuse so that you will be in a better position to help protect the children in your life—your own sons and daughters, and children in your neighborhood, place of worship, and community. The best way to begin is by maintaining your Youth Protection training, available at olc.scouting.org.
2. Help others learn the steps that help them to protect themselves. You can have a direct effect on the members of your pack and den by helping them learn ways to protect themselves. This includes making sure that the parents/guardians of all boys have completed and discussed with their boys the information in *How to Protect Your Children From Child Abuse: A Parent's Guide*.
3. Implement the Youth Protection policies and procedures of the BSA within your unit. By implementing these safety policies, you will help the Scouting program continue to be a safe environment for children. The Boy Scouts of America will not tolerate any form of child abuse in its program and will take all necessary steps to remove any offenders from membership in the BSA.

BSA Youth Protection Policies

The BSA Youth Protection policies are based on strengthening the principles of Scouting and avoiding situations that could lead to abuse. Adherence to BSA Youth Protection policies not only strengthens the protection of our membership, but also ensures that the basic values of Scouting are preserved.

If your Cub Scout pack discovers conduct that violates the BSA standards of membership by an applicant, the chartered organization should reject the application. Any questions about membership standards should be discussed with the Scout executive. When an applicant is rejected by the chartered organization, the application should be sent to the Scout executive with a memo explaining the reason for the rejection.

Leadership

The BSA has a tradition of recruiting quality volunteer leaders. Being a registered leader in the BSA is a privilege, not a right. The quality of the program and the safety of our youth members require that selection of our leaders be taken seriously.

There is no sure way to detect a child molester—or any kind of abuser—in advance of attempted or actual abuse. We can minimize the risk by learning all we can about the adult applicant's experiences with children. The adult membership application is an important tool for helping to maintain BSA leadership standards. Learn why the applicant wants to be a Cub Scout leader and how the person would handle a discipline situation.

The adult membership application process is an important tool for helping to maintain BSA leadership standards. This process includes the written application, interviews by the committee, personal reference checks, and approval by the head of the chartered organization. Also, all applicants for membership must pass a criminal background check, must complete Youth Protection training, and must follow BSA Youth Protection policies.



Effective June 1, 2010, Youth Protection training is required for all BSA registered volunteers. For more information about BSA Youth Protection policies, go to <http://www.scouting.org/Training/YouthProtection.aspx>.





Reporting Suspected Abuse

A leader's primary responsibility is to assure the safety of the youth in Cub Scouting. Allegations by a Scout concerning abuse in the program must be reported to the Scout executive and the proper local authorities, such as child protective services or the police. Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Scout executive, the police, or the child protective services agency about allegations of abuse so that they can properly address the situation.

Youth Protection training at the Online Training Center includes a lookup feature for local authorities. Quicker, however, would be a call to your local 211 (information) or 911 (emergency response) number to identify the proper authorities in your location.

Creating Barriers to Abuse

After selection of the best possible leaders, additional protection for children is built into the program. The BSA has adopted the following policies to provide security for youth in Scouting. The policies also provide protection for adult leaders against false allegations of abuse.

Two-Deep Leadership. Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be at least 21 years of age, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

No One-on-One Contact. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of other adults.

Respect of Privacy. Adult leaders must respect the privacy of youth members in situations such as changing clothes or taking showers at camp. Adults should intrude only to the extent that health and safety require. Adults should also protect their own privacy in similar situations.

Cameras, Imaging, and Digital Devices. While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

Separate Accommodations. When camping, no youth should be permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.

Proper Preparation for Activities. All activities should consider the capabilities of the participating Cub Scouts. No activity should be undertaken without the proper preparation, equipment, clothing, supervision, and safety measures.

No Secret Organizations. The BSA does not recognize any secret organizations as part of its program. All activities are open to observation by parents and leaders.

Appropriate Attire. Proper clothing for activities is required.

Constructive Discipline. Discipline used in Cub Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

Hazing Prohibited. Physical hazing and initiations are prohibited and should not be included as part of any Scouting activity.

Youth Leadership Training and Supervision. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that BSA policies are followed.

Background Checks. Background checks are required for all new leaders, and the adult application form requires that the applicant provide a Social Security number.

Youth Protection Training for Adults

Youth Protection training is a part of every Cub Scout leader's basic training program and must be completed prior to a leader's first youth leadership experience (before the first den meeting, for example). This training expands on the material contained in this chapter and reviews the Youth Protection policies of the BSA. Youth Protection training is available in the classroom and through the Online Learning Center, <http://olc.scouting.org>. Certificates of training are valid for two years.

Youth Protection Training for Boys

Parents are a critical element in educating Cub Scouts about child abuse. The BSA publishes a booklet, *How to Protect Your Children From Child Abuse: A Parent's Guide*, that is inserted in the front of all Cub Scout handbooks. This guide has exercises to be completed by the Cub Scout and his parent or guardian as part of the Bobcat requirements. The exercises are designed to open the lines of communication between the boy and his parent or guardian so that he will be more likely to report any abuse or attempted abuse.

The BSA also has an award-winning video, *It Happened to Me*, for use by Cub Scout packs and dens. This DVD about child sexual abuse is available from your local council service center, and Cub Scout units should view it annually.

Important Changes to the Boy Scouts of America's Youth Protection Training Policies

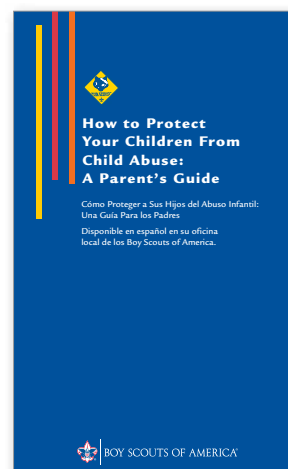
Recently, the Boy Scouts of America announced important changes to its Youth Protection policies. The purpose of these changes is to increase awareness of this societal problem and to create even greater barriers to abuse than already exist today in Scouting.

Effective June 1, 2010, the BSA implemented mandatory Youth Protection training for all registered volunteers.

New leaders are required to take Youth Protection training before submitting an application for registration. The certificate of completion for this training must be submitted at the time the application is made and before volunteer service with youth begins.

Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of recharter, the volunteer will not be reregistered.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the *Parent's Guide* in any of the Cub Scouting or Boy Scouting handbooks, or go to <http://www.scouting.org/Training/YouthProtection.aspx>.





KEEPING CUB SCOUTS TOGETHER AND GROWING

It might not sound like much fun, but good administration is critically important to building and maintaining a healthy, fun pack and supporting dens. You have potential volunteers in your units who want to help the pack and dens work in an organized and planned manner. Take advantage of their talents in the areas of:

- ▶ Membership
- ▶ Program planning
- ▶ Den and pack management
- ▶ Finances

Also included in this chapter are the ins and outs of the Cub Scout uniform.



ADMINISTRATION





Membership

Good membership is a sign of a healthy pack and a quality pack program. A good membership program

- ▶ Provides Cub Scouting to many boys and their families
- ▶ Serves an increasing number of boys and retains those recruited at high levels
- ▶ Has a year-round growth plan to recruit new boys and families every year
- ▶ Has a plan to select quality leadership as the pack grows
- ▶ Graduates boys into Boy Scouting

RECRUITING YOUTH MEMBERS

Membership in Cub Scouting is accomplished through registration in local packs. Pack leaders reach out to families who have eligible boys and invite them to join. Pack leaders organize new dens and select qualified leadership for those dens.

The pack should have a systematic approach to year-round growth that ensures that new boys are always being recruited to build the packs. Also, the pack charter needs to be renewed annually and in a timely manner to make sure boys do not lose the opportunities that come with being registered Cub Scouts.

Adding boys to a pack can benefit boys, families, and leaders. The more families that are involved, the more opportunities there are for boys to do exciting things and make friends. New families can bring more leaders and resources to the pack, as well as bring more support to the chartered organization. Increased leadership can mean more hands to help and more personal satisfaction.

Joining Requirements

The joining requirements can be found on the Youth Application. They include four elements:

- 1. Grade.** A boy must be in the first through fifth grade (or be 7, 8, 9, or 10 years old).
- 2. Parental consent.** A boy must have the written consent of his parent or guardian.
- 3. Registration.** A boy may register with the pack of his choice by paying the national registration fee.
- 4. Application form.** A boy and his parent or guardian complete the Youth Application. They agree to attend den and pack meetings regularly and the boy promises to do his best to be a good Cub Scout.

The parent signs an agreement to

- ▶ Help with advancement.
- ▶ Attend monthly pack meetings.
- ▶ Take part in other den and pack activities.
- ▶ Assist den and pack leaders.

When a boy completes these joining requirements, he and his family are inducted into the pack and he is assigned to a den.

Registration

The following steps outline the simple registration procedure:

1. The new boy and his parent fill out the Youth Application and present it to the Cubmaster with the registration fee.
2. The Cubmaster completes the Temporary Membership Certificate, which is good for 60 days, and presents it to the new Cub Scout.
3. The Cubmaster signs the form and retains the pack record copy. The health history on the back side of the pack copy should be shared with the boy's new den leader.
4. The Cubmaster forwards the Youth Application, with the registration fees, to the local council service center.



For specific joining requirements for boys with disabilities, see the Cub Scouts With Disabilities section in the Cub Scouting Basics chapter.





ONLINE RESOURCE HINT

The Transfer Form and Leadership Transfer Notice are available at www.scouting.org/cubscouts.



Recruiting Boys

Boys learn about Cub Scouting in several different ways. They might have a friend who is a Cub Scout, they might be invited to attend a Rally Night for Cub Scouting or other recruitment meeting, or they might be contacted directly by the den or pack when they become eligible.

One of the most important functions of the pack committee is to set up and carry out a systematic, year-round recruiting plan to make sure every boy has a chance to become a Cub Scout. Studies have shown that the majority of boys who are not Cub Scouts have never been asked to join. The unit commissioner can be a big help in assisting the pack with a recruiting plan.

Transfers

When a Cub Scout moves away, the pack should do what it can to help him continue in Cub Scouting at his new location. Give him a copy of the Transfer Form, which lists advancement, offices held (applicable to Boy Scouts, Varsity Scouts, and Venturers), and registration dates.

If a boy is moving to a different city, use the pack locator at www.scouting.org to find a list of packs in his new community, along with contact information for the council that serves that area.

When a boy who has been a Cub Scout elsewhere joins the pack, leaders should ask for his Transfer Form (or write for it) to bring the den and pack records up-to-date. Similarly, leaders who have moved into a pack from another unit should bring with them a copy of the Leadership Transfer Notice. This form will help leaders who move to new locations continue their service in Scouting.

The Lone Cub Scout

In many councils, some boys cannot take part in the regular program because they live in isolated rural areas or because of severe disabilities. These boys may register as Lone Cub Scouts.

Lone Cub Scouts work with a parent, neighbor, friend, or other adult who is known as a Lone Cub Scout friend and counselor. This adult is responsible for encouraging and helping the boy's development in learning the program, earning badges, and getting the most out of Cub Scouting. The boy's parent or guardian helps him with the advancement program. Lone Cub Scouts register directly with their local council, using the standard Youth Application. Adult Lone Cub Scout friends and counselors use the Adult Application. Whenever possible, the Lone Cub Scout and his family may enjoy attending meetings of the nearest pack. They should also be invited to district and council activities.

In early spring, take an inventory of pack membership to determine the number of new boys, leaders, and dens needed. Collect, at a minimum, the information below. Discuss membership goals with the unit commissioner and other pack leaders.

Pack Leadership and Membership Inventory Plan

In early spring, take an inventory of pack leadership to determine the number of quality leaders needed for the number of dens. Discuss leadership goals with the unit commissioner and other pack leaders. Plan to have new leadership in place before establishing any new dens. New leaders should be selected, recruited, and trained before any recruitment campaign is begun.

Also in early spring, take an inventory of pack membership to determine the number of new boys, leaders, and dens needed. The information shown on the chart that follows will be useful in developing membership goals and plans. Discuss membership goals with the unit commissioner and other pack leaders. Plan spring recruitment activities when the pack may enroll graduating kindergarten boys into Tiger Cubs. Recruiting boys at this time will afford new Cub Scouts the opportunity to participate in summertime outdoor experiences such as day camp, resident camp, and pack summertime activities. Discuss plans to continue to enroll more Cub Scouts in fall membership campaigns.

PACK LEADERSHIP AND MEMBERSHIP INVENTORY

Current number of leaders

Tiger Cub _____
Cub Scout _____
Webelos Scout _____

Number of additional dens desired

Tiger Cub _____
Cub Scout _____
Webelos Scout _____

Current number of dens

Tiger Cub _____
Cub Scout _____
Webelos Scout _____

Total number of boys to be recruited

Tiger Cubs _____
Cub Scouts _____
Webelos Scouts _____

Current number of boys

Tiger Cubs _____
Cub Scouts _____
Webelos Scouts _____

Number of pack leaders to be selected

Tiger Cub den leaders _____
Cub Scout den leaders _____
Webelos den leaders _____
Cubmasters _____
Assistant Cubmasters _____
Pack committee members _____
Pack trainer _____
Den chiefs _____

Number of boys needed to bring dens up to full strength

Tiger Cubs _____
Cub Scouts _____
Webelos Scouts _____



More information for both Rally Night for Cub Scouting and roundup are available from the unit commissioner or local service center.

Census

Conduct a census of the chartered organization and neighborhood to locate eligible boys. Ask Cub Scouts to invite these eligible boys and other prospects to visit a den meeting. Invite families to the next pack meeting or invite them to attend a Rally Night for Cub Scouting or a roundup.

If the pack is in the position of having too many new prospective members, ask the membership chair and unit commissioner to help start a new pack. There is no limit to the size of a pack; however, if a pack grows to seven or eight dens of eight boys each, there might not be time in pack meetings for each boy to participate in all activities. When a pack has grown to 60 or 70 boys, it's time to start thinking about a second pack.

Ongoing Recruitment

Using the information from the census, keep a list of prospects by grade level. Invite boys who are not Cub Scouts and their families to a pack meeting. Keep a recruitment poster on the bulletin board at school and/or at the chartered organization's meeting place.

As a boy becomes eligible, someone should visit his family in their home if possible and tell them about Cub Scouting. Invite them to the pack meeting. This type of recruitment occurs all year and ensures that no boy is overlooked and that the pack maintains a stable membership.

Rally Night for Cub Scouting and Roundup

The Cub Scout roundup is an annual community program for filling existing packs, troops, teams, and crews. Special incentives are offered to boys and leaders for recruiting new members during the roundup.

The Rally Night for Cub Scouting is a concerted effort to recruit members. It is usually led by the council membership committee in May, September, or October each year through school systems (private, parochial, and public), religious institutions, or other community organizations. One evening is designated for all parents to gather at the appointed location to learn about and join Cub Scouting.

Rally Night for Cub Scouting and roundup are usually conducted with the help of district personnel, but they can be conducted at the den or pack level. Personnel included in the program are usually the Cubmaster, committee chair and/or members, pack trainer, den leaders, and unit commissioner. Publicity for the Rally Night for Cub Scouting and roundup is important to assure good attendance. Since they are for new families only, a recruitment meeting is normally held on a night other than the regular pack meeting.

Find out when the local council will hold a Rally Night for Cub Scouting. Many councils hold these recruitment nights during the spring or fall to explain Cub Scouting to prospective members and their parents. If one isn't scheduled, ask the unit commissioner for help to set one up.



The meeting place should be free of hazards. The pack committee should use the Meeting Place Inspection Checklist (see www.scouting.org/cubscouts) to ensure meeting room safety.

Suggested Roundup Agenda

Before the Meeting (20 to 30 minutes)

1. Set up tables and chairs as needed.
2. Set up exhibits of Cub Scout projects.
3. Make sure all materials and equipment are on hand.
 - ▶ Name tags, registration sheet, pens
 - ▶ Preopening game materials
 - ▶ Youth and adult registration applications
 - ▶ Ceremony and games equipment

Preopening Period (15 minutes)

1. The welcoming committee greets families as they arrive.
2. Register attendance.
3. Provide name tags for boys and adults.
4. Start a preopening get-acquainted game.
5. Direct visitors to the exhibit area and to their seats.

First Half of the Main Meeting (48 minutes)

1. Opening period (5 minutes)
 - ▶ Lead the Pledge of Allegiance.
 - ▶ Teach the Cub Scout salute.
 - ▶ Lead a Cub Scout action song.
2. Welcome and introductions (3 minutes)
 - ▶ The Cubmaster or recruitment chair introduces pack leaders and guests.
 - ▶ An assistant Cubmaster or other adult takes boys to another room or outdoors for games and stories during the main part of the meeting.
3. Explain Cub Scouting (5 minutes).
 - ▶ Include the purpose of Scouting and the 10 purposes of Cub Scouting.
4. Explain the benefits of Cub Scouting for families (5 minutes).
5. Explain how Cub Scouting is organized (5 minutes).
6. Review the joining requirements listed above. (5 minutes).
7. Explain the advancement program. (10 minutes).
 - ▶ Discuss the advancement program, beginning with Bobcat requirements and ending with Webelos graduation into a troop. Explain that this will be reviewed in more detail at the den adults' meetings.
8. Explain how parents help their Cub Scout (10 minutes).
 - ▶ Review the "Parent Guide" in the boys' handbooks. (These will be covered in more detail at the den adults' meetings.)
 - ▶ Discuss family responsibilities.
 - ▶ Review the family's financial commitment upon joining the pack. Discuss registration fees, den dues, and money-earning projects of the pack.
 - ▶ Emphasize the importance of the uniform.
 - ▶ Have parents complete the Youth Application, going over it with them step by step. Emphasize the parental agreement on the application.
 - ▶ Ask all parents or adult family members to fill out the Family Talent Survey Sheet (see www.scouting.org/cubscouts).
 - ▶ Discuss *Boys' Life* magazine and its value and cost.

Program Groups Period (15 minutes)

At this point in the meeting, the boys can be brought back in to join the group. Have families participate in a song or game, and then divide them into three groups: one for boys of Tiger Cub age, one for boys of Wolf and Bear age, and one for boys of Webelos Scout age.

Previously selected den leaders are furnished with each program's appropriate materials and literature. During this period, den leaders collect the boy applications and fees from each family and make a list of boys in the den. The den leader and families should decide on a suitable den meeting day and set a date for the first den adults' meeting.

Den leaders meet separately with their respective groups of boys and their families to explain how the den is organized, including the adults' roles. Wolf and Bear Cub Scout den leaders explain the Wolf and Bear badges, respectively, and the Webelos Scout den leader reviews the requirements for the Arrow of Light Award.

If a new den needs to be formed, pack leadership should determine the best candidate to serve as a den leader and submit the names of potential candidates to the pack committee and chartered organization for approval. Tiger Cub den leaders should be selected from the pack's experienced leadership or from one of the new adult partners.

These short group meetings do not take the place of the den adults' meetings or parents' meetings that will be held at another time with the den leaders.

Second Half of the Main Meeting (20 minutes)

Bring the groups back together to discuss the following:

1. Leadership (10 minutes)
 - ▶ Announce the date and place of each den meeting if that has been determined.
 - ▶ Discuss the adult registration fee and adult uniforms.
 - ▶ Have the pack trainer talk briefly about helping new den leaders get started—monthly pack leaders' meetings, Youth Protection training, Fast Start training, basic training, roundtables, and pow wow or University of Scouting.
 - ▶ Invite the pack committee chair to talk briefly about the pack's plans for the future, mentioning some of the more exciting activities.
 - ▶ Discuss other pack leadership vacancies. Pack leadership should determine the best candidates to serve in these positions and then submit the names of the potential candidates to the pack committee and chartered organization for approval.
2. Registration (5 minutes)
 - ▶ Review the purpose of registration and answer any questions.
 - ▶ Collect all applications and fees. (Den leaders may have already collected the boys' registrations and fees during the program group period.)
3. Closing (5 minutes)
 - ▶ Provide information about the following training opportunities and meetings:
 - Youth Protection training
 - Fast Start training
 - Leader position-specific training
 - The next pack leaders' meeting
 - The next pack meeting
 - District roundtable
 - ▶ Thank everyone for coming.
 - ▶ Close with an inspirational thought emphasizing the importance of family involvement.

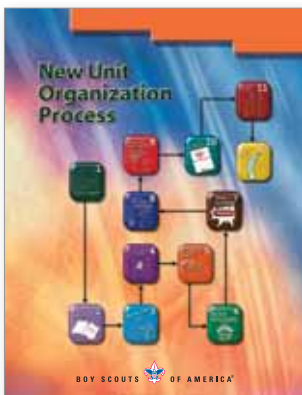
After the Meeting

1. Enjoy fellowship and refreshments.
2. Check to make sure that the room is clean and returned to its original order.
3. Verify money and registration applications.
4. Calculate and prorate fees if necessary.





When starting or revitalizing a pack, use New Unit Organization Process, No. 34196.



5. Keep the pack copy of the boy applications; turn in the other copies and fees to the local council service center as soon as possible.
6. Forward the adult applications with Youth Protection certificates of completion and fees to the local council service center as soon as they have been approved by the chartered organization, keeping the pack copy.

Check with the local council for additional information and available resources on recruiting new boys and leaders.

ORGANIZING DENS

Previously selected den leaders frequently organize dens at recruitment meetings. When den leadership is not yet in place, the pack leadership must divide the boys into dens by grade level. Organize as many dens for each grade level as is necessary to serve the boys attending, remembering to leave room for growth within each den.

Den objectives can best be accomplished when a den has six to eight boys. A group of six to eight boys usually allows for everyone to participate effectively. Sometimes, dens with fewer members find it hard to play some types of games and participate in some activities. On the other hand, too many boys can be stressful for the den leader and may reduce the opportunities for individuals to fully participate in activities.

When one new family joins a pack, the boy usually can be placed in an existing den. When the number of boys in a den reaches around eight, consider organizing another den for that grade level.

There are several ways to determine who will be members of a Cub Scout den. Often, a den is a natural play group of boys living in the same neighborhood. Other times, dens are made up of boys from widely scattered parts of the community who have met through school or another organization where boys meet and become friends.

If the pack's chartered organization is a religious or other community organization, it naturally will be interested in reaching at least some of its own boys. Sometimes, a new den starts with two or three boys from families who are members of the organization. These boys might invite their friends to join with them. In this way, it is possible to take a group of boys who are not a natural neighborhood group and help them become a natural group through the pull of the program.

Although it is preferable for Cub Scout dens to be made up of boys in the same grade level, circumstances sometimes dictate that a den have boys in more than one grade level. In a rural community a neighborhood den is often made up of boys living several miles apart from each other. To solve transportation problems, their weekly den meeting might take place at school during lunch time or before the school bus leaves. Dens might also be organized along school bus routes. The boys of a den may get off the bus at the den leader's house on the afternoon of the den meeting.

REVITALIZING AN EXISTING PACK

If your pack needs to be strengthened or revitalized, it's best to start at the beginning unless it's obvious that some of the steps have already been fully understood or completed. Call on your district for help. When carefully applied as described in New Unit Organization Process, No. 34196, the organization plan will uncover any weakness that needs to be corrected.

If the pack has gone into a slump because of poor parental participation, it is possible that new parents haven't been advised of their responsibilities to Cub Scouting and to the pack. This situation can be remedied in three ways.

1. Call a meeting of all parents and adult family members to review family responsibilities in Cub Scouting. Review the information on the Youth Application, which they signed when their sons joined.
2. Hold an afternoon or evening reorganization picnic or conduct a Cub Scout parent-leader orientation meeting.
3. Have each den leader invite parents and adult partners to a den adults' meeting to review the "Parent's Guide" found in the boys' handbooks.

These methods have been successful in helping to strengthen packs. An extra push might be necessary to get parents to attend additional meetings.

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 boy—the sports-minded boy, the outdoorsman, 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 boys grow in knowledge, skills, and expanded interests. Planning also helps make the best use of the time and resources available.

NINE ELEMENTS OF PLANNING

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

- 1. Objective.** Program activities should meet the purposes of Cub Scouting and provide opportunities for physical, spiritual, mental/ emotional, and social growth.
- 2. Fun.** Cub Scouting must be fun, not only for the boys, but for the whole family. If the program is fun, boys will continue to attend.
- 3. Variety.** A variety of activities is used to achieve the purposes of Cub Scouting. Include games, crafts, skits, songs, stunts, ceremonies, trips, and outdoor activities for a well-rounded program.
- 4. Action.** Activities that require action and participation help boys enjoy the experience. Boys need to do, not just watch. Action does not necessarily mean running around (although boys love to do so). It means being engaged in an activity versus passively receiving information.
- 5. Boy Appeal.** Plan activities that are appropriate for Cub Scout–age boys, such as those that include action, experimenting, mystery, and excitement.
- 6. Family Appeal.** Cub Scouting is a family program, with families working and playing together. Activities should help strengthen and enrich families.
- 7. Achievement.** Boys need recognition so that they will feel a sense of achievement while they are having fun.
- 8. Resources.** Make good use of all people, facilities, materials, and equipment available. Use the talents and skills of leaders, families, boys, and neighborhood friends.
- 9. 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

Planning a Cub Scout program can seem daunting at first, but don't be intimidated. By working as a team and breaking planning down into steps, leaders can create a great program for 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

Annual Pack Program Planning Conference

The annual pack program planning conference brings together all pack leaders to establish the year's program. The pack committee chair and Cubmaster are jointly responsible, and the pack committee chair conducts the meeting. All den and pack leaders, den chiefs, and interested parents or guardians attend. The unit commissioner also should be invited.

Assuming the program year begins in September, the annual pack program planning conference should be scheduled for July or August, allowing leaders time to gather ideas and resources and families time to incorporate Cub Scouting activities into their schedules.





KISMIF

In planning a Cub Scout program or activity, remember:

KISMIF—Keep It Simple, Make It Fun!

Preparing for the Conference

What happens before the conference will guide what happens at the conference. The following steps can be helpful:

1. Each den leader determines the likes and dislikes of the den. What events did boys enjoy the most during the previous year? What would they like to do during the coming year?
2. The Webelos den leaders meet with an assistant Scoutmaster, assistant Webelos den leaders, and others to lay out an annual plan for the Webelos dens. This plan should include joint Webelos Scout den–Boy Scout troop activities as well as Webelos overnight campouts, day hikes, or other troop-den activities.
3. If Tiger Cub dens were formed during the summer, the Tiger Cub den leaders and adult partners outline an annual plan for the Tiger Cub den. This plan should reflect a program of shared leadership, which was scheduled at the parent orientation or den adults' meeting.
4. All den leaders should have a copy of the *Den & Pack Meeting Resource Guide* for review before the conference. Webelos den leaders may also need the *Webelos Leader Guide*.
5. All leaders should review the requirements for the National Summertime Pack Award and the Centennial Quality Unit Award. The pack should incorporate into their annual plan the necessary elements for earning both of these awards.
6. 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.

Conducting the Conference

1. Post the Pack Program Planning Chart, No. 26-004B, on the wall.
2. Briefly review the purposes of Cub Scouting so they will be fresh on leaders' minds.
3. Evaluate past meetings and special activities. Discuss strong and weak points. Decide which activities, if any, will be repeated during the coming year.
4. Review the recommended meeting plans found in the *Den & Pack Meeting Resource Guide*, and decide how you will follow them. Remember that program resources and support are available on the recommended meeting plans through the current Cub Scout literature and monthly roundtable meetings.
5. List highlights of meeting plans on the Pack Program Planning Chart.
6. Plan special activities as needed throughout the year to meet requirements for the National Summertime Pack Award and the Centennial Quality Unit Award.
7. 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 or qualified parents or other adults. Try to assign every parent or guardian to at least one special committee.
8. Identify activity badge counselors. These might include pack family members or leaders in attendance, plus other adults with skills that relate to activity badges.
9. List the pertinent information on the Pack Program Planning Chart:
 - ▶ Pack overnights
 - ▶ Any special activities
 - ▶ Names of key resource people
 - ▶ Dates of pack meetings
 - ▶ Dates of pack leaders' meetings
 - ▶ District and council activities and training events
 - ▶ Joint pack-troop activities
 - ▶ Webelos Scout den–Boy Scout troop activities
 - ▶ Webelos overnight campouts or day hikes
 - ▶ Uniform inspections (at least four times during the year)

10. Assign dens on a rotating basis for setup, cleanup, opening and closing ceremonies, refreshments, etc., for the pack meetings.
11. 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.
12. After program plans have been outlined for the next 12 months, identify dens with leadership vacancies and make plans to select leadership to fill these positions.
13. Make plans to recruit new Cub Scouts.
14. Thank everyone for their help. Enjoy a period of fellowship and refreshments.

Monthly Pack Leaders' Planning Meeting

At the monthly pack leaders' planning meeting, you'll flesh out the plans outlined at the annual pack program planning conference. All adult den and pack leaders attend this planning meeting; den chiefs do not attend. 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.
- ▶ 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 turn in den advancement reports to the person responsible for obtaining awards for the next pack meeting.
- ▶ Den leaders turn over den dues to the pack treasurer and receive a receipt.

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.
- ▶ Activity badge counselors report on projects planned for next month's activity badges.
- ▶ 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: Unit Leadership Enhancements

As part of the regular new business items at one or more monthly pack leaders' meetings, include one of the Unit Leadership Enhancement topics.

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.



MONTHLY PACK LEADERS' PLANNING MEETING

*Part 1: Evaluating the
Previous Month*

*Part 2: Finalizing the
Current Month*

Part 3: Planning Ahead

*Part 4: Unit Leadership
Enhancements*

*Part 5: Social Time and
Fellowship*



THE PACK MEETING

The pack meeting provides an opportunity for boys to receive recognition, attention, and applause. It provides a purpose for their den meetings since boys and leaders know that each month there will be a grand climax for all they are doing in the den. The pack meeting builds interest throughout the month and gives boys a definite target and deadline. It gives them a larger experience beyond their own den.

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 monthly pack meeting. Overall plans for pack meetings are provided in the *Den & Pack Meeting Resource Guide*, and additional suggestions for pack meeting content is available at district roundtable meetings. The Cubmaster is responsible for leading the pack meeting, and he or she plans and conducts 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 boys 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—boys, 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. When pack meetings include Webelos Scout graduation ceremonies, the Scoutmaster and troop youth leaders should be invited to take part in the ceremonies. 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. There should be space for exhibits of den projects and a place where boys can perform den skits and stunts.

Pack meetings are generally held in the same place and at the same time each month, except when they involve outdoor activities. Blue and gold banquets may also require a different meeting place or date.

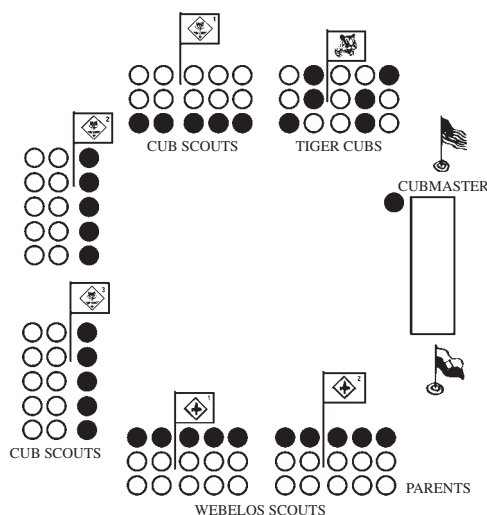
The meeting place should be free of hazards. The pack committee should use the Meeting Place Inspection Checklist to ensure meeting room safety (see www.scouting.org/cubscouts).



Room Arrangement

Most packs arrange chairs in a semicircle or open square. Each den has its own section of chairs for boys and their family members. Tiger Cubs sit with their adult partners. Family members of Wolf Cub Scouts, Bear Cub Scouts, and Webelos Scouts are seated behind their boys.

It's a good idea to have den number signs posted to mark each den section so that den families know where to sit. As the den members arrive, the den flags can then be used to mark the sections. This helps develop den spirit and gives den families a chance to become better acquainted. Pack committee members may sit with the den of their Cub Scout.



Den Exhibits

Each den should have a table to display items boys made during the month. Den exhibits should be located where people will walk by them naturally and view each display. There should be enough space around each of the tables for demonstrations of the exhibits, and each table should be identified with a den number.

The den leader should share the responsibility for collecting the exhibit, getting it to the pack meeting, and setting it up. Each family can be asked to see that their boy brings his own items, and the den chief or denner can help set up the exhibit.

Arrange the projects on exhibit tables in an orderly fashion, with each item separated from the others and labeled with the boy's name. Items can include seasonal projects, activity badge projects, and advancement projects. Den leaders will also want to display den advancement charts and den doodles.



Pack Meeting Date and Time

Pack meetings are held once a month—near the end of the month, as they are a culmination of the month's den meetings. A regularly scheduled pack meeting day (such as the fourth Tuesday or Thursday) will result in better attendance. Where possible, pack meetings should not be scheduled on the same night as the roundtable, other meetings, or community activities. Most packs schedule pack meetings for the early evening because this is usually a time that the entire family can attend. The meeting should be fairly short—no more than an hour and a half—so that the boys can get home and to bed at their usual times.

All pack families should be informed about the regular pack meeting date and reminded periodically so that they will be able to attend.

If, by chance, many boys in the pack are involved in other activities, such as sports, that conflict with the regular pack meeting day at certain times of the year, make every effort to adjust meeting times or dates to meet their needs. It is better to give boys the opportunity to do both rather than require them to make a choice. If necessary, set the meeting time 30 minutes later than usual and encourage boys to come, even if they need to wear sports uniforms to a couple of pack meetings.

Pack Meeting Planning Tips

Each meeting must be planned individually, keeping in mind the business items that need to be covered, which ceremonies are to be held, and what is necessary for balance in the way of games, songs, and other fun. Use the Pack Meeting Planning Sheet when developing the written plan at the pack leaders' meeting. Provide each leader with a written agenda, showing what happens when, how much time is available, and who is responsible for each item.

One of the most important things to remember when planning pack meetings is to make good use of all available resources. Use the *Den & Pack Meeting Resource Guide*, the *Webelos Leader Guide*, and other Cub Scouting literature, along with information gained at roundtable meetings.



SEVEN PARTS OF A PACK MEETING

1. *Before the Meeting*
2. *Gathering*
3. *Opening*
4. *Program*
5. *Recognition*
6. *Closing*
7. *After the Meeting*



Elements of a Good Pack Meeting

- ▶ The meeting place is safe, clean, and large enough.
- ▶ The meeting starts on time and lasts no longer than an hour and a half.
- ▶ It includes the nine elements of program planning.
- ▶ It is conducted by the Cubmaster, with responsibilities delegated to other leaders.
- ▶ A welcoming committee is on hand to greet people as they arrive.
- ▶ A good seating arrangement is provided.
- ▶ Den exhibits and displays are in full view.
- ▶ All equipment and materials are on hand before the meeting begins.
- ▶ Cub Scouts and leaders are dressed in clean, neat uniforms with proper insignia.
- ▶ A detailed, well-planned, written program is conducted without delays. Copies of the agenda are handed out to all people on the program.
- ▶ The meeting is planned such that it serves as a climax to den preparation and includes every den participating in some way.
- ▶ Impressive recognition, advancement, and graduation ceremonies are included.
- ▶ Families are involved in the meeting's activities, including advancement presentations.
- ▶ Announcements and speeches are not excessively long.

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 an awards table for awards and recognitions. Set up and mark den tables for den exhibits and demonstrations.

Materials and Equipment

- ▶ Prepare badges, pins, and other awards for presentation.
- ▶ Be ready with the equipment and materials for the preopening activity.
- ▶ Set up equipment and props for ceremonies.
- ▶ Be prepared with equipment 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. Leaders or dens could welcome people as they arrive. Den leaders act as den hosts or hostesses in welcoming den families and making them feel at ease. They introduce new people and see that everyone knows where to sit. They encourage family members to browse the exhibits.

Den Exhibits. Tables are set up for den exhibits and demonstrations. As Tiger Cubs, Wolf and Bear Cub Scouts, and Webelos Scouts arrive at the pack meeting, they take their exhibits to the den chief, assistant den leader, or whoever is setting up the exhibit table.

Preopening Activity. A preopening game, stunt, or trick helps people feel welcome and keeps the boys occupied until the meeting begins. See the *Den & Pack Meeting Resource Guide*, the *Den Chief Handbook*, the *Leader How-To Book*, *Group Meeting Sparklers*, and *Boys' 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 should focus on the ideals of Cub Scouting.

Prayer. A brief prayer may also be included, but be sensitive to the diverse religious beliefs that may be represented in your pack. See the *Den & Pack Meeting Resource Guide*, *Ceremonies for Dens and Packs*, and monthly roundtables for ideas.

Song. If a song isn't used in the opening ceremony, now is a good time for a Cub Scout song. See the Cub Scout Activities chapter for song-leading tips.

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:

Audience Participation Stunt. An icebreaker or stunt involving the entire audience will help get the meeting into high gear. The Cubmaster can lead this stunt, or the responsibility may be assigned to another leader or a parent or guardian.

Den Stunts and Skits. Stunts and skits are always popular. Boys 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.

Webelos Den Demonstrations. Each Webelos den demonstrates things they learned during the month for their activity badge area. Be sure that the demonstrations are conducted where everyone can see and hear.

Games. Games provide most of the action in pack meetings. Relay races between dens, parent-son competitions, or skill competitions make ideal activities for pack meetings. Boys usually enjoy games in which their family members participate. If desired, award simple homemade prizes to winners.

5. Recognition

Awards and recognitions presented in pack meetings are important. Each one represents a great amount of time and effort on the part of the boys, family, and leaders and should be presented in a special ceremony. The presentation should be worthy of the award and the work that went into it.

Boy Recognition. Most pack meetings will have Bobcat, Tiger Cub, Wolf, Bear, and Webelos badges; Arrow Points and Tiger Track beads; Webelos activity badges; and compass points to be presented. At some pack meetings, there may be new-family inductions, Arrow of Light Award presentations, transitions to the next program level, graduations into a Boy Scout troop, and other recognitions for boys and families. If time allows, a parent or guardian, adult partner, or other family member can be called forward with the boy and receive the recognition to then give to the boy. If too many boys are being recognized to allow for this approach, it is acceptable to present the recognition to the boy directly. Don't take for granted that family members will attend; alert them several days in advance.

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.



Consider an interesting local presenter whose presentation may also help with the boys' advancement.





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.

THE PACK ADULTS' MEETING

In most packs, an annual pack adults' meeting is held, usually in the fall after a Rally Night for Cub Scouting, to discuss family responsibilities and the pack's plans for the future. By this time, any new families will have received the basic information, and this meeting can be devoted to dealing with specific pack needs. This can be a meeting for adults only, or it can be incorporated as a part of the September or October pack meeting as a special adult part of the program.

The Cubmaster plans and conducts the adults' meeting with the help of the pack trainer and pack committee. Other leaders may also be involved. The unit commissioner and chartered organization representative could also be invited.

The following agenda is for a pack adults' meeting held in conjunction with a regular pack meeting. If a lot of business needs to be covered, it would be best to hold the adults' meeting on a different night from the regular pack meeting.

Before the Meeting

- ▶ Set up tables and chairs as needed.
- ▶ Set up exhibits of den projects.
- ▶ Have all materials and equipment ready.

Gathering Period

- ▶ A welcoming committee greets the pack families as they arrive.
- ▶ Register attendance and distribute name tags.
- ▶ Hold a preopening activity or game.

Main Part of the Meeting

1. Opening (about 5 minutes)

- ▶ Lead the Pledge of Allegiance or another opening ceremony.
- ▶ Welcome everyone and make introductions.
- ▶ If boys are attending, an assistant Cubmaster and other adults and den chiefs take the boys into another room or outdoors for planned games and activities.

2. Adults' Meeting (about 30 minutes)

- ▶ If parents or guardians haven't seen it during an earlier orientation or meeting, show the video Cub Scout Orientation, No. AV-01V012.
- ▶ Briefly review family responsibilities.
- ▶ Review the pack plans for the year.
- ▶ Discuss leadership needs.
- ▶ Invite the chartered organization representative to briefly discuss how the chartered organization will help the pack.
- ▶ Discuss other pack needs and ways that families can help (budget, dues, uniforms, equipment, etc.).
- ▶ Hold a question-and-answer session.

3. Joint Meeting (about 30 minutes)

The boys return and join the group. Spend the remaining time with regular pack meeting activities, such as advancement ceremonies, games, and skits.

4. Closing (3 to 5 minutes)

- ▶ Make announcements.
- ▶ Conduct a closing ceremony or give a brief inspirational closing thought.

5. After the Meeting

- ▶ Enjoy refreshments and fellowship.
- ▶ Clean up the meeting place.





Evaluating Den and Pack Programs

A successful Cub Scout program relies on planning, but it also relies on evaluation: discussing a meeting or activity with other leaders and family members, thinking about it yourself, and deciding where it was strong and where it was weak. Evaluation makes planning future meetings and activities more effective, which is why it's an integral part of the monthly pack leader's planning meeting.

GENERAL EVALUATION PRINCIPLES

- ▶ Does the meeting or activity satisfy the boys who took part in it? Did they enjoy it?
- ▶ Does it include all nine elements of program planning mentioned?
- ▶ Are we meeting each one of Cub Scouting's purposes?
- ▶ Does it help strengthen the den or pack?
- ▶ Does it help strengthen families?

EVALUATING FROM THE BOYS' POINT OF VIEW

- ▶ Do the boys have a good time at den meetings?
- ▶ Do all of them take part in the activities?
- ▶ Does each boy get to do something he enjoys?
- ▶ Do they all look forward to attending every meeting?
- ▶ Do they feel they are accomplishing something?
- ▶ Are they learning about things in which they are avidly interested?
- ▶ Is there continuity from one meeting to the next?
- ▶ Are they introduced to new ideas and interests?
- ▶ Are they given a chance to talk about their likes and dislikes? Do you listen?
- ▶ Are they free to make choices and suggestions?
- ▶ Are they given responsibility for doing things in the den and pack?
- ▶ Do all boys have a part in the monthly pack meeting?
- ▶ Does being in Cub Scouting help satisfy each boy's desire to be useful and helpful to others?
- ▶ Is the Cub Scout Promise a part of the boys' way of life? Do they know what it means and try to live by it?
- ▶ Are they encouraged to help at home?
- ▶ Do they gain a better idea of community organizations, activities, and facilities and their proper use?

EVALUATING PROGRAM

- ▶ Are the Cub Scouts and families all having fun?
- ▶ Are the purposes of Cub Scouting being realized in the pack?
- ▶ Do parents, guardians, and other family members take part in pack meetings, outings, and special activities?
- ▶ Does the pack have an effective Webelos-to-Scout transition plan?
- ▶ Does the pack carry out at least one service project for the chartered organization or community each year?
- ▶ Do the den meetings prepare each den for the monthly pack meeting?
- ▶ Does the pack earn the National Summertime Pack Award and/or the Centennial Quality Unit Award?
- ▶ Do all families in the pack receive *Boys' Life* magazine?
- ▶ Does the pack participate in the district or council day camp and/or resident camp?
- ▶ Does the pack conduct at least one organized pack overnighter?
- ▶ Do the dens earn the National Den Award?



- ▶ Does the pack have an annual program planning conference?
- ▶ Are regular pack leaders' meetings held?
- ▶ Do den leaders meet regularly with den chiefs?

EVALUATING LEADERSHIP

- ▶ Does the pack have a pack trainer?
- ▶ Are all pack leaders trained in their positions and in Youth Protection?
- ▶ Do leaders participate in monthly roundtables?
- ▶ Are all leaders working toward recognition awards?
- ▶ Is your pack administered by the pack committee? Do leaders share all work?
- ▶ Is every Tiger Cub den working under the concept of shared leadership, with each adult partner taking a turn helping the den leader plan the Tiger Cub den program?
- ▶ Does every Wolf, Bear, and Webelos den have a den chief?
- ▶ Does your pack have an assistant Cubmaster? Assistant den leaders for all dens?
- ▶ Has at least one parent, guardian, or pack leader taken Basic Adult Leader Outdoor Orientation (BALOO)?

EVALUATING ADVANCEMENT

- ▶ Does a high percentage of boys advance one rank each year?
- ▶ Are boys recognized promptly and properly for advancement?
- ▶ Do parents, adult partners, or other family members take an active part in and work on achievements with their boys?
- ▶ Do your Webelos dens have activity badge counselors?
- ▶ Do you hold impressive advancement and graduation ceremonies?

EVALUATING MANAGEMENT

- ▶ Has every youth-serving leader completed Youth Protection training?
- ▶ Does the pack have one or more Tiger Cub dens?
- ▶ Does the pack have one or more Wolf Cub Scout dens? Bear Cub Scout dens?
- ▶ Does the pack have one or more Webelos Scout dens?
- ▶ Does the pack have impressive family induction ceremonies?
- ▶ Does the pack have an ongoing recruiting plan for maintaining or building membership?
- ▶ Does the pack have a Rally Night for Cub Scouting at least twice a year (spring and fall)?
- ▶ Does the pack have an ongoing plan for selection of adult leadership?
- ▶ Does the pack have a plan for training parents and guardians?
- ▶ Do all pack families receive *Boys' Life* magazine?
- ▶ Does a high percentage of boys who join in first or second grade remain and graduate into a Boy Scout troop?
- ▶ Does the pack use the pack budget plan?
- ▶ Do the boys and leaders wear their uniforms and insignia properly?
- ▶ Does the pack renew its charter on time?
- ▶ Are all leaders registered?
- ▶ Do all of the dens meet at least twice monthly?
- ▶ Does the pack committee make an annual report to the chartered organization?
- ▶ Are pack leaders familiar with the resources available to them in working with Cub Scouts with disabilities?





Den and Pack Management

Cub Scouting works best when it's well-organized and well-administered. While most boys and parents will be only vaguely aware of how the pack is managed, effective management makes possible the program they enjoy and benefit from.

PACK PROCEDURES

The successful management of the pack requires the cooperative efforts of all den and pack leaders. The pack committee runs the pack, the Cubmaster directs the pack program, and the den leaders manage the dens. Each individual leader has specific responsibilities that, when carried out effectively, will result in a successful pack with a fun-filled quality program for the boys and their families.

A pack may operate more efficiently with some written procedures related to issues such as den dues, recruiting methods, parental participation, travel arrangements, permission slips, and safety procedures. Once these have been developed and approved by the pack committee, copies should be made available to all pack families.

Pack procedures should not conflict with national or local council policies or with policies of the chartered organization. For example, packs do not have any options when it comes to how the official uniform should be worn, how money-earning projects should be approved, or other policies described in this book, such as joining requirements or tour permits.

DEN AND PACK RECORDS

Pack and den leaders must keep accurate records. Questions on the status of advancement, finances, and membership can easily be answered if a good record-keeping system is in place. The BSA has developed several forms and charts to help a pack keep good records; many of them are available on the BSA Web site, www.scouting.org, or at your local council service center or Scout shop.

Records need to be maintained at both the den and pack levels. Den leaders are responsible for keeping accurate, up-to-date den records. The pack treasurer is responsible for keeping financial records. An assistant Cubmaster or pack secretary could be given the task of keeping the Pack Record Book up-to-date. The Pack Record Book contains a special financial section for the pack treasurer.

Den Records

Advancement Reports, No. 34403. Den leaders use these forms to report advancement of the boys in the den so that recognition items can be obtained and presented at the pack meeting. Advancement reports can be sent directly to the council service center through a program on their Web site; this will update council records and create a “shopping list” of badges and awards. The pack committee chair is encouraged to contact the local council to find out about Internet advancement.

Den Advancement Charts, No. 34192. These wall charts are used to record advancement and serve as an incentive for boys in the den.

Den Records, No. 33850. These forms are used for keeping track of advancement, attendance, and dues. Cub Scout den leaders complete the record weekly. Phone numbers and addresses as well as other information on this form helps den leaders stay in contact with the boys' families.

Individual Cub Scout Records, No. 33827. These forms provide more detail than the general den record forms. The Cub Scout den leader keeps a record for each boy in the den. Space is provided for a record of attendance and dues, personal and family data, and a detailed advancement record. Whenever a boy transitions to the next rank of Cub Scouting (or to Boy Scouting), the record should go with him and be given to his new leader.

Monthly Den Dues Envelope, No. 34209. Den leaders use this envelope to collect den dues. Tiger Cub dens may collect dues if so warranted by the pack committee.

Pack Records

Contact the local council service center for many of the following forms and publications that are used in pack record keeping.

Pack Record Book, No. 33819, contains the pack's most complete record of necessary information concerning the pack, including a special financial section for the pack treasurer.

Space is included for

- ▶ Details of advancement
- ▶ Attendance at den meetings
- ▶ Boy and family member attendance at pack meetings and special events
- ▶ A record of den dues

At the end of the charter year, the Pack Record Book becomes a part of the permanent pack record.

Youth Application, No. 524-406. Newly registered boys and their parents or guardians complete this form. It includes personal information about the boy and requires the signature of a parent or guardian. The pack copy of this application provides the Cubmaster and pack committee with a record of the registration transaction.

Adult Application, No. 524-401. An adult registering as a leader completes this application. The pack retains a copy. Following reference checks by the unit, all adult applications must be approved by the chartered organization and be accompanied by a copy of the individual's Youth Protection certificate of completion.

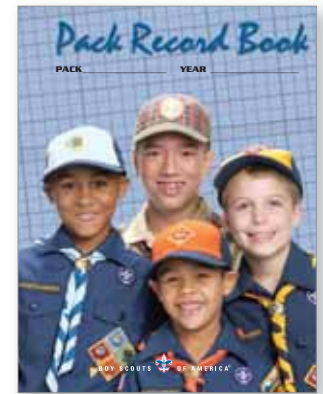
Advancement Report—Unit, No. 34403. Packs use this multiple-page form to obtain badges and awards from the local council service center for presentation at pack meetings. Internet advancement is another option available to leaders.

Pack History. Many packs have a historian who prepares and maintains a pack history. This history will be an interesting and valuable record for future Cub Scouts and leaders. Some packs already have a chronological list of leaders, names of the first registered Cub Scouts, names of former Cub Scouts, meetings, activities and events, and pictures. Information can be found in the chartered organization's records, local council service center records, old charter papers, local newspaper files, libraries, and personal accounts described by senior citizens and former members.

Once you have developed a pack history, maintain it and keep it up-to-date. Save copies of programs, scorecards, menus, and other items from special events. Develop a scrapbook, including things such as snapshots of members and activities and newspaper clippings. Display the scrapbook at pack meetings where both boys and adults will enjoy it.

Computerized Advancement Records. Computer software may help leaders keep track of boys' advancements accurately and simply. A variety of electronic record-keeping software is available. Be sure that you use a version that is current with correct information and is compatible with your council's guidelines.

Den Doodles. A den doodle is a clever way to record advancement progress and other accomplishments of the boys as well as a colorful decoration for the den meeting place. It can be something as simple as a chart, much like the Den Advancement Chart, or it can be a handmade structure consisting of a cutout mounted on a stand. See the *Leader How-To Book*, No. 33832A, for more information and ideas.



SUBMIT ADVANCEMENT REPORTS ONLINE

You may be able to submit advancement reports online instead of submitting paper copies. Contact your council service center for more information.



Insurance and Unit Assets

VEHICLE INSURANCE

All personal or corporate vehicles used to transport Cub Scouts must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. Coverage limits of at least \$50,000/\$100,000/\$50,000 are recommended. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000. For more information, see the *Guide to Safe Scouting*.

PACK INSURANCE

If the council has not purchased accident and sickness coverage on a councilwide basis, the pack should consider purchasing a unit accident and sickness policy.

Unit Accident Insurance Plan (Health Special Risk)

Some councils purchase accident and sickness insurance for all units registered through the council. If your council has not, your unit may purchase accident insurance through the council. Information is sent to units each year in their charter renewal kits, and the unit must apply for coverage. This plan provides coverage for accident medical expenses and accidental death and dismemberment while participating in an official Scouting activity and while traveling to and from an official Scouting activity. New members are automatically covered under the plan until the renewal date.

Non-Scouts attending scheduled activities for the purpose of being encouraged to participate in Scouting are also automatically covered; however, the plan does not cover parents, siblings, or other guests.

Health Special Risk can be contacted directly at 1-866-726-8870 or boyscouts@hsri.com.



Den and pack flags can be obtained from a local Scouting distributor or local council service center.

DEN AND PACK EQUIPMENT

The pack will begin to accumulate supplies, literature, uniforms, and equipment as the den and pack leaders provide the program to the boys. The pack secretary or another committee member is responsible for making a regular inventory of pack property such as den and pack flags, literature, handicraft equipment, pinewood derby tracks, and ceremonial equipment.

Packs often make their own portable exhibit panels, advancement ceremony equipment, Scouting show presentation materials, derby tracks, and other activity-related materials. All of these items should become part of the pack inventory. The Pack Record Book has a form that can be used for a complete listing. The pack secretary or pack membership chair can maintain this form.

The pack committee is the custodian of pack equipment and supplies, but all inventory is the property of the chartered organization.

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 five 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 Centennial Quality Unit Award is discussed. Will the pack meet the Centennial Quality Unit 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 and preparations are made for the membership inventory and uniform inspection.
 - ▶ The date is set for the charter renewal meeting.
3. Sixty days before the charter expiration date, the pack conducts a membership inventory and uniform inspection with the help of the unit commissioner. The following items should occur.
 - ▶ The local council service center provides two copies of a list of all Cub Scouts and adults registered during the previous year.
 - ▶ Three or four weeks before the membership inventory, the unit commissioner meets with pack leaders to determine how to gather the information on unit operation (including membership, outdoor program, advancement, etc.) to be reviewed at the charter renewal meeting.
 - ▶ Approximately two weeks before the annual membership inventory and uniform inspection, uniform inspection forms are furnished to each Cub Scout and registered adult.
 - ▶ Members take these forms home so that they can check all details of their uniform and insignia. Often, den leaders will schedule a den uniform inspection just before pack inspection to be certain that uniforms are correct.
 - ▶ A uniform inspection team is organized in advance. The unit commissioner should be a part of this team. Secure one inspector for every eight members to be inspected.
4. Thirty days before the charter expiration date, the charter renewal meeting is held.
5. 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

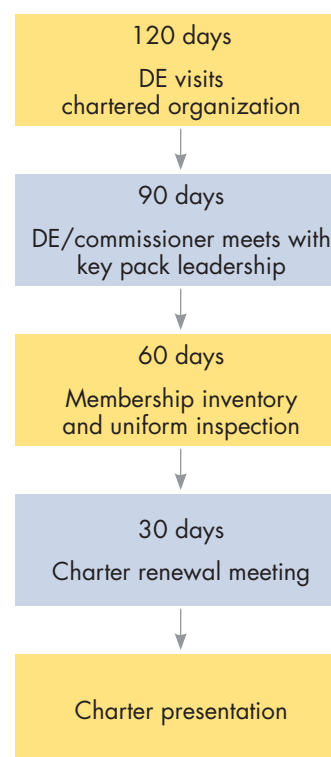
Packs conduct an annual membership inventory and uniform inspection as part of the charter renewal process. This activity is done about two months before the charter expiration date to find out whether each boy

- ▶ 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 at the charter renewal meeting, and less active members are contacted to determine whether they will reregister.



CHARTER RENEWAL PROCESS





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 inventory and inspection will be 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 Centennial Quality 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 Application

The local council service center provides a computer printout for the pack's annual charter renewal. It includes information concerning the chartered organization, pack committee, leaders, and boy roster (including Tiger Cubs and their adult partners). The charter renewal application requires that the names of individuals not reregistering be crossed out and any incorrect information be corrected in writing on the form.

Secure the signatures of the executive officer of the chartered organization and the council representative.

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. This person presents individual membership certificates to the pack committee chair, who then presents the certificates to each committee member and the leaders. The Cubmaster may present the boys' membership cards directly to the Cub Scouts or have them presented through the den leader.

Financing the Pack

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 boy and his family pay for the uniform, insignia, annual membership fee to the national organization, subscription to *Boys' Life* magazine (which is part of the pack budget plan), the boy's handbook, and weekly 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. The boys' weekly dues are the primary source of funds 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 United Ways or 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 boy 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 boys 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 boys 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 after the annual pack program planning conference is complete, usually at one of the first monthly pack leaders' 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 weekly dues be? How much can we expect each boy to earn, save, and pay each week?
- ▶ Do we need a money-earning project to supplement the income from weekly dues?

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 for discussion and final approval. Emphasize each boy's personal responsibility in making the plan a success by the regular payment of his share of the dues. After final approval, the pack treasurer becomes responsible for carrying out the budget plan with the help of other leaders.



PACK BUDGETING

- ▶ *Lead by the pack committee*
- ▶ *Annually developed*
- ▶ *Defines what the pack will do*
- ▶ *Outlines how funds will be raised*





Suggested Budget Items

The following budget items are recommended; however, the pack may agree on others. Remember that any activities or expenditures not listed in the budget will require a money-earning project. The detailed budget plan and summary for the year may be worked out using the Our Pack Budget worksheet found in the Pack Record Book, No. 33819. Once the budget is developed, present it to the pack committee for adoption. Be sure to keep families informed.

1. **Registration.** When a boy joins Cub Scouting, the pack usually asks him to pay the full national registration fee regardless of the number of months remaining in the pack's charter year. The unit sends to the council the prorated amount for those remaining months. The balance of the boy's fee is kept in the pack treasury to supplement his dues in paying the next full year's fee. This procedure ensures prompt registration at charter renewal time.

Prorated Registration Fees

1 month.....	\$1.25	7 months.....	\$8.75
2 months.....	\$2.50	8 months.....	\$10.00
3 months.....	\$3.75	9 months.....	\$11.25
4 months.....	\$5.00	10 months.....	\$12.50
5 months.....	\$6.25	11 months.....	\$13.75
6 months.....	\$7.50	12 months.....	\$15.00

2. **Boys' Life Magazine.** This official publication of the Boy Scouts of America is provided to all members at \$12 per year (half the regular rate). Every boy should subscribe to *Boys' Life* because of the quality reading and the articles related to the unit's monthly program. The magazine is also important to a boy's growth in Scouting, and research has shown that he will stay in Scouting longer and advance farther if he reads *Boys' Life*.

If the reserve funds will allow, a new boy joining during the charter year should be signed up for *Boys' Life* on a prorated basis. When reserve funds do not pay for the subscription, then the boy or his parents 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 boy'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 insignia of membership and rank for each boy to ensure prompt recognition as well as literature required by pack adult and boy leaders. 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 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 Boy Scout troop, minimizing the pack's expenses. Some packs include the cost of handbooks, leader publications/materials, and advancement badges in this category.
7. **Activities.** The size of the budgeted amount for activities depends on the pack program. Usually, activities such as Cub Scout pinewood derbies are financed by the boy and his family over and above the dues program. Also, refreshments at parties or parents' meetings can be homemade or met by using a donation jar at the event. Regular unit funds should not be used for this purpose.



COLLECTING DEN DUES

Once the budget plan is put into operation, every effort should be made to collect dues regularly. Den leaders are responsible for following through on this plan. A careful explanation to families as to how the dues are being spent will help emphasize the importance of their paying dues regularly.

The following procedure may be used to collect den dues:

1. The pack treasurer gives a Monthly Den Dues Envelope to each den leader at the monthly pack leaders' meeting.
2. Den leaders collect the dues from the boys at each weekly den meeting. They put the money in the envelope and mark the names and amounts on the outside. They also mark the amount paid on the Individual Cub Scout Record, Tiger Cub Den Record, Cub Scout Den Record, or Webelos Den Record. The dues envelope is sealed and given to the pack treasurer at the pack leaders' meeting.
3. The treasurer opens the envelope in the presence of the den leader or other pack leader and returns the tear-off receipt from each envelope showing the total amount received.
4. The pack treasurer makes the appropriate entries in the financial section of the Pack Record Book from the information on the envelopes.
5. The treasurer deposits the money in the pack's bank account.
6. The empty dues envelopes can be given to the Cubmaster, pack secretary, or a committee member so that the dues record in the Pack Record Book can be completed.

If a boy falls behind in his dues, adult leaders should find out why. It might be necessary to help provide a solution, such as individual work projects.

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 the responsibility of the pack treasurer, who makes deposits and pays all bills. 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.

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, with supervision and advisement from the chartered organization and local council.



BSA POLICY: Commercialism

No BSA member, unit, or local council may enter into a contract or relationship of a commercial nature involving the BSA unless duly authorized to do so by the National Executive Board.

No local council or unit may enter into a contract or business relationship with a business, corporation, commercial agency, or individual that could be construed as using the Scouting movement to conduct business, sell, or give endorsement for commercial purposes.

This policy does not interfere with any boy earning money for his own Scouting equipment or for his unit, provided that the money is earned through service actually rendered and not through the exploitation of the name or goodwill of the BSA.



Boys should be encouraged to earn the money for their weekly dues.

- ▶ *Paying dues regularly helps develop character in each boy.*
- ▶ *It gives him experience with handling money.*
- ▶ *It teaches him financial responsibility.*
- ▶ *It gives him a positive attitude toward earning his own way.*





The basis of any pack money-earning project should be “value received for money spent.” No direct solicitation of funds by boys or adults is permitted.



FINANCIAL RECORDS

The Monthly Den Dues Envelope is a handy means for the den leader to keep track of boys who pay regularly or pay in advance. It is also a reminder of those boys who need to catch up on back dues.

The Finance section of the Pack Record Book should be pulled out and maintained by the pack treasurer. This is a complete financial record of income and expenditures and also has information on the pack budget plan and the treasurer’s responsibilities.

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 pack treasurer gives leadership to the den leaders in maintaining a coordinated record-keeping system. The Tiger Cub Den Record, Cub Scout Den Record, Webelos Den Record, and the Individual Cub Scout Records, which are maintained by the den, should reflect the same information as the Finance section of the Pack Record Book. This method will show at a glance who is current and who is behind in paying dues.

The treasurer should periodically review the finance section with the Cubmaster or pack committee chair, comparing the finance section records against the dues payments recorded in the front part of the Pack Record Book.



BSA POLICY: Unit Money-Earning Projects

Units may conduct money-earning projects only when the chartered organization and local council have approved the project and it is consistent with BSA policies. This approval is obtained by submitting a Unit Money-Earning Application to the council service center well in advance of the proposed date of the money-earning project.

The official Scout uniform is intended to be worn primarily in connection with Scouting activities; however, the executive board of the local council may authorize wearing of the uniform in connection with council-sponsored product sales programs. (See Article X, section 4, clause 6, of the Rules and Regulations of the Boy Scouts of America.)

Individuals and units should not, under the name of the Boy Scouts of America, engage in raising funds for other organizations (including bikeathons, walkathons, etc.) unless specifically approved by the local council to do so.

PACK MONEY-EARNING PROJECTS

Finances for the purchase of den and pack flags or other items or equipment not provided for by the pack budget may be obtained from pack money-earning projects. Before deciding on money-earning projects, the pack should have a clear understanding of BSA rules regarding these matters.

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 boys. 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 real Scouting 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 boys as individuals, not in uniform. (Tickets can be sold by boys 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 the boy.
- ▶ Boys should engage in money-earning projects only in neighborhoods that are safe and familiar, and they should use the buddy system.
- ▶ Train boys 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 the BSA 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 the BSA. Contracts must not bind the BSA to any agreement of financial responsibility.



BSA POLICY: Contributions

Contributions may be solicited only by the National Council, local councils, or districts on behalf of the local council (Friends of Scouting).

Youth members shall not be permitted to serve as solicitors of money for the pack or the council or in support of any other organizations.

Adult and youth members shall not be permitted to solicit contributions in order to participate in local, national, or international events.

Youth members are permitted to secure sponsors only for council or district activities approved by the executive board.

(From Article XI, section 1, clause 2, of the Charter and Bylaws of the Boy Scouts of America)

CONTRIBUTIONS AND DONATIONS

Scouting units are not tax-exempt units by virtue of their affiliation with the BSA. The tax-exempt status of an individual Scouting unit depends on the tax-exempt status of the chartered organization. Chartered organizations vary—from schools, religious organizations, civic clubs, neighborhood groups, businesses, industry, and others—and each has a different tax status. Some are tax-exempt under IRS Code section 501(c)(3), and others are not.

Contact your local council service center for information on tax-exempt status as it applies in your state.



*A free kit of World
Friendship Fund materials
is available by writing to
World Friendship Fund,
International Department,
S221, Boy Scouts of
America, P.O. Box 152079,
Irving, TX 75015-2079.*

WORLD FRIENDSHIP FUND

The BSA administers the World Friendship Fund to help Scouting associations around the world. Once a year, the BSA asks packs to contribute to this fund. When the pack makes a donation, it receives a special certificate recognizing its support of Scouting around the world.

The contributions are used

- ▶ To provide uniforms and equipment for Scouts
- ▶ To furnish literature and training materials
- ▶ To give scholarships to Scout leaders to come to the United States for training

Participating in the World Friendship Fund can lead to the following benefits.

- ▶ It is an opportunity for both boys and adults to be part of a worldwide Good Turn.
- ▶ It helps boys and leaders become more aware of the Scouting needs of others.
- ▶ It helps Scouting grow in other countries.
- ▶ It increases an understanding of the meaning of belonging to the worldwide brotherhood of Scouting.

FRIENDS OF SCOUTING

Each year, the local council establishes a budget to provide unit service, administration, training, outdoor and camping facilities, and quality program activities in the continuing effort to serve more boys. Just as a pack raises funds for pack operation through den dues and money-earning projects, the council raises funds for council operation through the United Way and/or other methods.

Many councils conduct an annual Friends of Scouting campaign to provide opportunities for parents, Scouters, and friends of Scouting to financially support the growth of the Scouting program. By enrolling as a Friend of Scouting and supporting your local United Way or community appeal, you can be helpful in providing financial resources for your local council. It is also helpful to explain to parents why the council conducts an FOS campaign.

Uniforms and Insignia

Leaders and youth members wear a BSA uniform because it is a means of identifying openly with the principles and aims to which they are committed: character development, citizenship training, and physical and mental 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. It is a bond that ties them together in making visible their commitments to a belief in God, to being loyal to country, and to helping other people.

Cub Scouts and adult leaders should wear their uniforms to all den and pack events.

Times When Uniforms MAY Be Worn

Uniforms may also be worn

- ▶ To school, at a place of worship, or any family function
- ▶ During a councilwide product sale or event authorized by the local council's executive board

Times When Uniforms MAY NOT Be Worn

Cub Scouts or adult leaders may not wear uniforms when

- ▶ Advertising any commercial product or business
- ▶ Involved in any distinctly political endeavor
- ▶ Appearing on the stage professionally without special approval from the National Executive Board
- ▶ Taking part in parades, except when rendering service as a Cub Scout or leader or when officially representing the BSA
- ▶ Participating in demonstrations not authorized by the BSA



BSA POLICY: Uniform Rules and Regulations

All uniforms, badges, and insignia may be used only by members of the BSA who are registered and in good standing. No alteration of or addition to the official uniform, badges, or insignia—or the rules and regulations concerning the wearing of the uniform—may be authorized by anyone except the National Executive Board.

Badges awarded by other organizations may not be worn on the official uniform, with the exceptions of the Historic Trails Award and religious emblems.

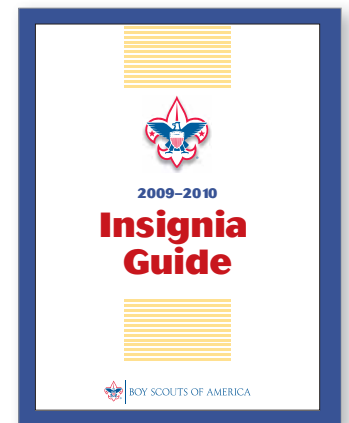
See the Rules and Regulations of the Boy Scouts of America and *Insignia Guide* for additional information on uniform rules and regulations. The *Insignia Guide* is available online at www.scouting.org.

BENEFITS OF COMPLETE UNIFORMING

All Cub Scout leaders should become familiar with the rules and regulations on uniforming so that they can set a good example for the boys.

Benefits for Boys

1. A uniform gives boys a sense of belonging.
 - ▶ Boys need to belong to a group.
 - ▶ Boys dress the same and feel unity.
 - ▶ Boys dress the same and are not categorized or judged by who is or isn't wearing designer labels and brand name clothes. This is especially important for boys who live in underserved urban and rural communities.
 - ▶ Boys with disabilities feel included and part of the team.





2. A uniform gives boys a sense of pride.
 - ▶ Uniforms can strengthen unit spirit.
 - ▶ Uniforms are a reminder of the commitment to the purpose and aims of the BSA.
 - ▶ Uniforms promote advancement by providing the proper place for wearing badges and awards.
 - ▶ Uniforms can attract new members.
3. A uniform encourages proper behavior.
 - ▶ Uniforms can remind boys to live up to the Cub Scout Promise, Law of the Pack, and Cub Scout motto.
 - ▶ As boys learn to respect the uniform and what it represents, their behavior improves.

Benefits for Leaders

1. A uniform gives leaders a sense of belonging.
2. A uniform gives leaders a sense of pride.
3. A uniform affects the attitudes of boys.
 - ▶ The leader's attitude toward complete uniforming influences the attitude of the boys toward wearing their uniforms.
 - ▶ When a leader's uniform shows that he or she has earned awards, boys are inspired to earn awards, too.
 - ▶ Leaders in uniform, with insignia placed correctly, set a good example for boys.
4. A uniform improves tenure.
 - ▶ Leaders who regularly wear their uniform tend to stay in Scouting longer.
 - ▶ Uniformed leaders tend to participate more in activities and training than leaders who are not in uniform.

THE CUB SCOUT AND WEBELOS SCOUT UNIFORM

The complete Cub Scout uniform consists of the following parts:

Official trousers or shorts. Blue for Tiger, Wolf, and Bear Cub Scouts. Blue or olive for Webelos Scouts.

Official shirt. Official long- or short-sleeved shirt with button-flap pockets. "Boy Scouts of America" lettering on the right shirt front, World Scouting Association patch sewn above left chest pocket. Shirt is blue for Tiger, Wolf, and Bear Cub Scouts. Blue or olive for Webelos Scouts.

Official neckerchief. Tiger Cub neckerchief is triangular, orange with navy blue trim); Wolf neckerchief is gold with navy blue trim; Bear neckerchief is light blue with navy blue trim; Webelos neckerchief is blue, green, gold, and red plaid with the Webelos emblem.

Official BSA neckerchiefs are the only neckerchiefs that boys should wear. Packs should not make their own pack neckerchiefs for boys to wear.

Neckerchief slide. Official gold-colored metal slide with emblem of rank. Boys may also wear handmade neckerchief slides.

Cap. Official cap with distinctive color and insignia for the appropriate rank: Tiger Cub cap is blue with orange front panel; Wolf cap is blue with gold front panel; Bear cap is blue with light blue front panel; Webelos cap is olive green with plaid front panel.

Belt. Official navy blue web belt with metal buckle and emblem appropriate for the rank. Webelos Scouts may wear the olive Boy Scout belt.

Note that belt loop recognitions for the Cub Scout Academics and Sports program fit only on the blue web belt.

Socks. Official navy blue with contrasting color at top: orange for Tiger Cubs; gold for Wolf, Bear, and Webelos Scouts. Webelos Scouts may wear olive BSA socks with the Boy Scout uniform.

Various other types of Cub Scout garments are available, such as official activity Tiger Cub T-shirts, sweatshirts, and red patch vests. These items are for casual wear and are not considered part of the official uniform. Please note that individual uniform parts may not be worn with civilian clothing.



ADULT LEADER UNIFORMS

As adults set the example for boys, they should be careful that the uniform example is proper.

All Cub Scout and Boy Scout 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. Female Cub Scout leaders have additional options, described below. See the Male and Female Leader Uniform Inspection Sheet at www.scouting.org/cubscouts.

Trousers or shorts. *Official olive color. Female leader option:* Official blue trousers, shorts, or culottes, to be worn only with yellow blouse.

Shirt. Official tan, with long or short sleeves, button-down pockets, and blue shoulder epaulets, with “Boy Scouts of America” stitched in red over pocket. *Female leader option:* Official yellow blouse, to be worn only with blue trousers, shorts, or culottes.

Socks. Olive with red top are worn with shorts. Official olive socks are worn with trousers.

Belt. Official blue or olive web belt or official leather belt may be worn.

Tie. Men’s uniform shirt may be worn with or without tan dress tie or Cub Scout leader bolo tie.

Den leader neckerchief (optional). Official navy blue den leader neckerchief of the appropriate program.

Cap (optional). Leaders either wear the blue and gold leaders’ cap, or they wear the same visored cap as the youth they serve.

Dress Uniforms for Leaders

The Cub Scout leader dress uniform—a navy blazer with gray slacks for men and gray slacks or skirt for women—with appropriate blazer emblem may be worn on formal occasions. Women may wear the dress uniform scarf. Men wear the red/blue/silver tie.

Insignia

Most adult leader insignia are the same as for Cub Scouts, with the exception of badges for advancement. Adults should neither seek nor wear advancement awards, but adult males may wear square knots representing the Arrow of Light Award, the Eagle Scout Award, and religious emblems they earned as youth.

To set a good example for the boys, leaders should make sure that they wear their insignia correctly. Insignia should be worn only as described in the *Insignia Guide* or on official uniform inspection sheets.





HOW TO WEAR THE UNIFORM

The Cub Scout and adult leader uniforms are suitable for Scouting functions and should be worn at all Scouting meetings and activities. Uniform parts should not be worn separately or with civilian clothing. The entire uniform should be worn or not at all. The pack does not have the authority to make changes to the uniform.

Caps. Uniform caps may be worn indoors while the individual, den, or pack is participating in formal ceremonies or service projects such as flag ceremonies, uniform inspections, orderly duty, and ushering (except in religious institutions where custom forbids). In any informal indoor activity where no official ceremony is involved, the cap should be removed.

Neckerchiefs are worn only with the official uniform and never with T-shirts or civilian clothing.

Temporary insignia. Adults may wear only one temporary badge at a time. Cub Scouts may wear one temporary insignia in addition to the immediate recognition patch or compass points emblem. Temporary insignia are not required for correct uniforming. Additional temporary badges can be displayed on trophy skins, wall plaques, patch blankets, the BSA red patch vest, etc.

HOW TO UNIFORM THE PACK

The uniform helps achieve the purposes of Cub Scouting, so make sure that all of the boys and adult leaders in the pack are completely and correctly uniformed. Leader attitudes toward uniforming are important because leaders influence the attitudes of boys. When leaders are in uniform, boys will know that uniforms are important and necessary. When leaders wear badges and insignia incorrectly, boys get the impression that proper uniforming isn't required or necessary.

When a boy joins the pack, be sure to impress on his family the importance of the uniform. Suggest that the boy begin his Cub Scout experience by helping to earn part of the cost of his uniform.

The pack committee should set the goal of 100 percent boy and adult leader uniforming. This can be accomplished several ways.

1. Establish a pack uniform exchange. Boys graduating from Cub Scouting donate their "experienced" uniforms to the pack, and they are distributed as needed. Emphasize the fact that these uniforms are "experienced" rather than "used." This adds some appeal from the boys' point of view.
2. Make arrangements with agencies such as Goodwill Industries, The Salvation Army, and Volunteers of America to get Cub Scout and leader uniforms that might be donated to them. Some packs help these agencies collect used clothing and furniture in return for the uniforms. Your council might also have contacts with such agencies through which you can obtain uniforms. Watch for garage sales, rummage sales, tag sales, and yard sales. You might also find experienced uniform items in a consignment shop.
3. Schedule pack money-earning projects to earn funds for uniforms.
4. Encourage families and friends to give uniforms as gifts on holidays and birthdays.
5. Some packs encourage proper uniforming by giving a new Cub Scout his pack and den numerals. These can be bought with funds from the pack treasury.



UNIFORM INSPECTIONS

Den and pack uniform inspections have both group and individual benefits. They improve the pack's appearance at the same time as they help develop in the boys—and leaders—a feeling of pride in wearing their uniforms and insignia correctly. Uniform inspections are morale features rather than major parts of a den or pack meeting, so keep them short and snappy.

Den Uniform Inspection

Hold den uniform inspections several times each year. The den chief can help check the boys' uniforms using the official inspection sheet.

1. Two or three weeks before the pack's uniform inspection, give boys copies of the Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet to take home.
2. With help from their families, the boys make sure that their uniforms are correct, with insignia properly placed.
3. About a week before the pack inspection, hold the den uniform inspection to make certain that everything is in order.
4. Remind boys to bring their inspection sheets to the pack meeting so the person in charge of the pack inspection can mark them.

Pack Uniform Inspection

A pack membership inventory and uniform inspection is part of the annual charter renewal process and is held about two months before the charter expiration date. The unit commissioner usually conducts the pack inspection with the help of other leaders. Den leaders and den chiefs may help inspect the uniforms of their own dens. During a pack uniform inspection, both boys' and adults' uniforms are checked.

1. Set a date for the inspection and choose someone to be in charge (usually the unit commissioner).
2. Two or three weeks before the inspection, give each boy and adult leader a copy of the proper uniform inspection sheet. Ask them to check their uniforms at home and bring the sheets to the pack inspection. Tiger Cubs are reminded of proper uniforming for their program.
3. The inspector obtains additional help—usually one person for every eight members to be inspected. The inspection team goes over the rules ahead of time and agrees on points, etc.
4. On membership inventory and inspection night, the Cubmaster assembles the pack in den groups and introduces the inspection team.
5. The inspection team moves through the group, checking each item on the inspection sheet and recognizing those members who pass the inspection.



Uniform Inspection Sheet,
No. 34282

