

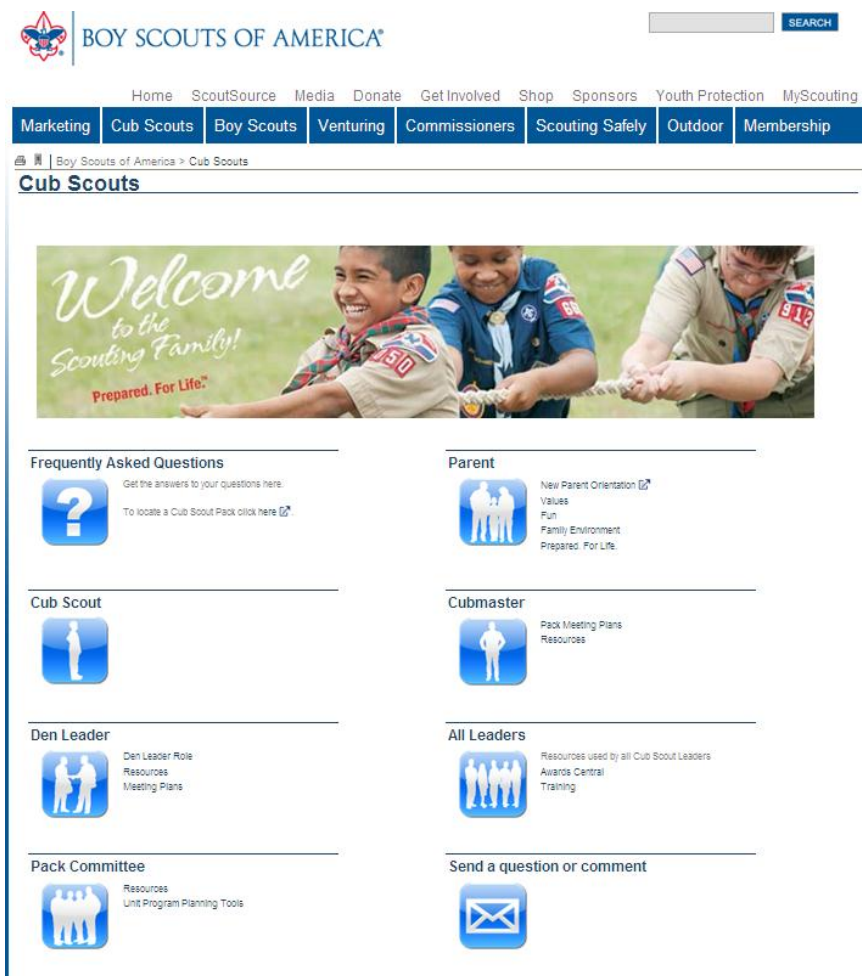
Cub Pack Leadership & Parent Toolkit

8/22/2013

Your Pack's Key 3 (Cubmaster, Committee Chair and Charter Organization representative) along with your unit Commissioner are committed to providing a quality Scouting experience to the Scouts and Scouters of your unit.

To help your unit deliver a quality program, the BSA has generated an array of useful information for the Committee and Parents which is posted on the BSA national website: <http://www.scouting.org/sitecore/content/Home/CubScouts.aspx>

This guideline provides hyperlinks to basic information about the Cub Scout program and highlights what Scouters and Parents should know to enable or maintain their Pack in being a high performing unit. We encourage the Pack's Key 3 to work closely with their Unit Commissioner to monitor and manage their performance.



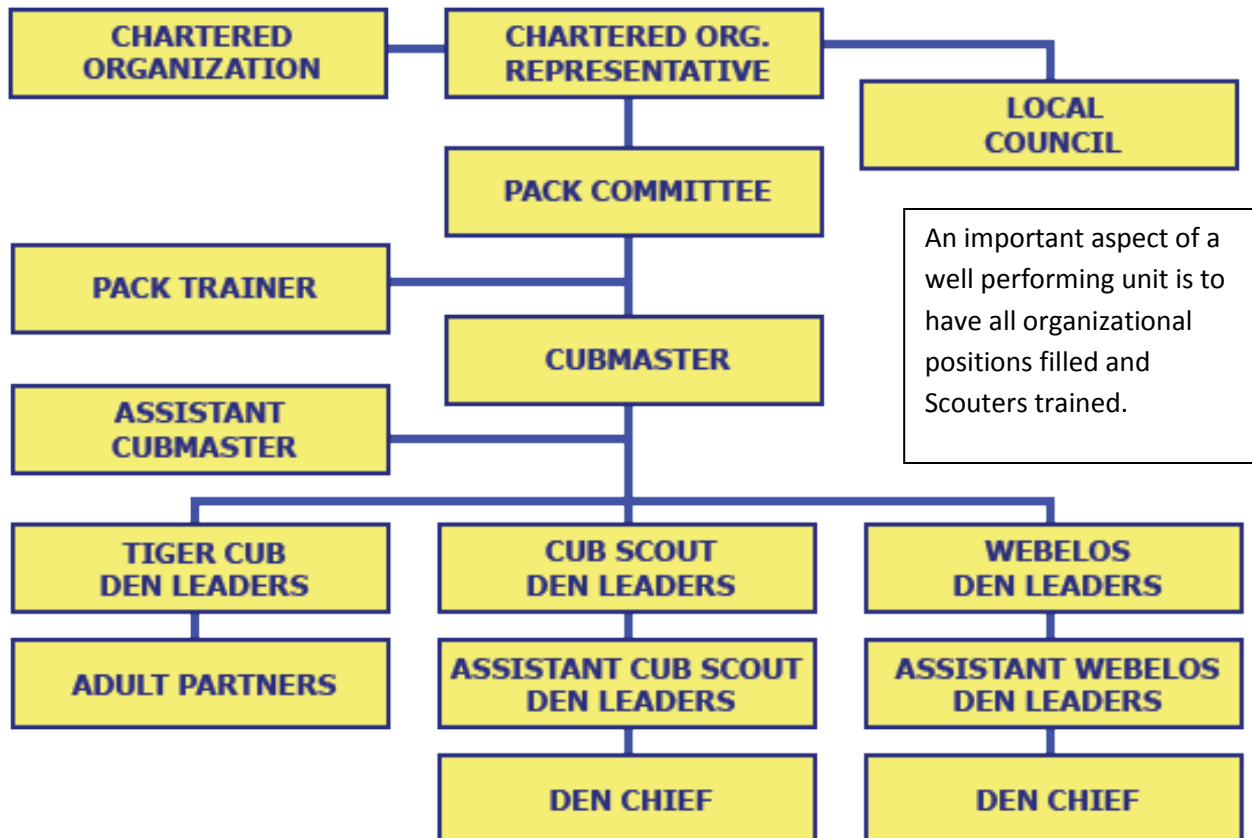
The screenshot shows the BSA website's 'Cub Scouts' page. At the top is the BSA logo and a search bar. Below is a navigation menu with links for Home, ScoutSource, Media, Donate, Get Involved, Shop, Sponsors, Youth Protection, and MyScouting. A secondary menu includes Marketing, Cub Scouts, Boy Scouts, Venturing, Commissioners, Scouting Safely, Outdoor, and Membership. The main content area features a large banner with the text 'Welcome to the Scouting Family! Prepared. For Life.' and an image of three Cub Scouts. Below the banner are several sections with icons and links: 'Frequently Asked Questions', 'Cub Scout', 'Den Leader', 'Pack Committee', 'Parent', 'Cubmaster', 'All Leaders', and 'Send a question or comment'.

This page from www.scouting.org provides key information about the Cub Scout program and Scouting in general.

We encourage you to use these resources in addition to advice from your Unit Commissioner and Council office to help your unit deliver a quality Scouting program.

Text in blue is generally a link to the BSA national website. Hyperlinks can be accessed when the document is opened using Adobe.

Pack Organization



Cubmaster: Cub Scouting's volunteer leaders work with boys and their families to improve their communities by enriching the lives of the families who live there. Cub Scout leaders support the family. They take an active part in helping to strengthen families and their boys by providing a fun-filled, worthwhile program that teaches values

[Pack Meetings](#)

[So You're A New Cubmaster, No. 510-237](#) 

[Den and Pack Meeting Resource Guide](#)

[Pack Meeting Plans](#)

Den Leader: Cub Scouting's volunteer leaders work with boys and their families to improve their communities by enriching the lives of the families who live there. Cub Scout leaders support the family. They take an active part in helping to strengthen families and their boys by providing a fun-filled, worthwhile program that teaches values.

[Cub Scouting's 12 Core Values](#)



[So You're A New Den Leader, No. 510-239](#)

[So You're A New Tiger Cub Den Leader, No. 510-233](#)

[So You're A new Webelos Leader, No. 510-247](#)

[Resources for New Leaders](#)

[Cub Scouts Academics and Sports Program](#)

[Den Meetings](#)

[Den and Pack Meeting Resource Guide](#)

Pack Committee: Cub Scouting's volunteer leaders work with boys and their families to improve their communities by enriching the lives of the families who live there. Cub Scout leaders support the family. They take an active part in helping to strengthen families and their boys by providing a fun-filled, worthwhile program that teaches values.

[The Cub Scout Pack - An Organizational Chart](#)

[The Pack Trainer](#)

[Blue and Gold Banquets](#)

[District and Council Activities](#)

[Unit Awards](#)

[Newsletter, Poster, and Calendar Templates](#)

[Planning Your Annual Pack Budget, No-510-273](#)

[Pack Operating Budget Worksheet PDF](#) | [Excel](#)

[Newsletter, Poster, and Calendar Templates](#)

[So You're a New Pack Committee Member, No. 510-240](#)

[The Trainer's EDGE](#)

[Creating a Training Culture](#)

[Staffing the District Committee](#) (Log in to MyScouting to take this course online)

[Chartered Organization Representative Fast Start](#)

[ScoutParents Unit Coordinator Fast Start](#) (Log in to MyScouting to take this course online)

[Cub Scout Parent Information Guide, No. 520-259](#)

[Selecting Cub Scout Leadership, No. 510-500](#)

[Cub Scout Pack Newsletter and Calendar Templates](#)

[Outdoor Events for New Cub Scouts, No. 510-299](#)

[National Summertime Pack Award, No. 33748A](#)

All Leaders

[Purposes and Methods of Cub Scouting](#)

[The Cub Scout Pack - An Organizational Chart](#)

[History of Cub Scouting](#)



- [Guide to Safe Scouting](#)
- [The Language of Scouting](#)
- [Brand Identity Guide](#)
- [This is Scouting, No. 511-003](#)
- [Age-Appropriate Guidelines for Scouting Activities](#)
- [Cub Scout Camping](#)
- [Outings and Field Trips](#)
- [Cub Scout Derbies](#)
- [Service Projects](#)
- [BSA Insignia Guide](#)
- [Adult Leader Awards](#)
- [Emergency Preparedness BSA](#)
- [Religious Emblems](#)
- [Scouting for Youth With Disabilities, No. 34059](#)
- [Cub Scouting's 12 Core Values](#)
- [Cub Scout Outdoor Program Guidelines, No. 510-631](#)
- [Philmont Training Center](#)
- [Philmont Promo Video](#)
- [What Makes A Trained Leader](#)
- [This is Scouting Online Course *\(Log in to MyScouting to take this course online\)*](#)
- [Youth Protection Training Online Course *\(Log in to MyScouting to take this course online\)*](#)
- [Cub Scout Leader Fast Start Training Online Course *\(Log in to MyScouting to take this course online\)*](#)
- [Generational Diversity](#)
- [Teaching Leaving No Trace](#)
- [Hazardous Weather](#) *(Log in to MyScouting to take this course online)*
- [Ideas for Connecting Core Values with Outdoor Activities, No. 510-097](#)
- [Den & Pack Meeting Resource Guide](#)
- [Scouting Magazine](#)
- [Forms and Resources](#)

These hyperlinks will take you to supporting information on leadership positions, the role of the leaders or parent's guide.

Parents

In Cub Scouting, boys and their families have fun and adventure in a program that builds character and instills values. Cub Scouting embraces the values of citizenship, compassion, cooperation, courage, faith, health and fitness, honesty, perseverance, positive attitude, resourcefulness, respect, and responsibility. These values come to boys in all parts of the Cub Scout program - all while they're having a great time with their friends and families.



Values

New Parent
Orientation [✍](#)
History of Cub
Scouting
Purposes and
Methods
Benefits of Cub
Scouting
Cub Scout Values
The Cub Scout
Uniform

Prepared. For Life.

BSA Insignia Guide
Youth Literature
Age Appropriate Guidelines for
Scouting Activities Chart
Service Projects
Den and Pack Meetings
Blue and Gold Banquets
Scouting Safely
The Advancement Trail
Academics and Sports Awards
Other Awards

Fun

Family Activities
Your Role as a Parent
Becoming a Leader
The BSA Family
Award
Boys' Life Magazine
Cub Scout Camping
Cub Scout Derbies
Outings and Field
Trips

Family Environment

The BSA Family Activity Book
Scouting Magazine

These hyperlinks
will take you to
supporting
information for
parents.

Joining Cub Scouting

How old (or young) can a boy be to join Cub Scouting?
How can I become an adult volunteer in Cub Scouting?
Is there a Cub Scout pack in my area?
Is it possible to be a Cub Scout if there is not a pack in my area?
Must I be a U.S. citizen to join Cub Scouting?

Are Cub Scouts the same as Boy Scouts?
How often do Cub Scouts meet?
May parents attend den meetings?

Uniform and Supplies

What supplies and equipment are needed to participate in Cub Scouting?
Where can I purchase BSA literature, uniforms, and other program materials?
How can I save money on the cost of uniforms and equipment?

Advancement and Awards

Open hyperlinks for answers

If a boy joins a Bear den, may he go back and earn the Tiger and Wolf badges?
If a boy completes the Wolf badge early, may he begin working on the Bear badge?
May Cub Scouts earn badges such as the 50-Miler Award or Mile Swim, BSA?
When a Cub Scout earns the Arrow of Light, may he immediately join a Boy Scout troop?



Commissioners: *Commissioners are district and council leaders who help Scout units succeed. They coach and consult with adult leaders of Cub Scout packs, Boy Scout troops, and Venturing crews. Commissioners help maintain the standards of the Boy Scouts of America. They also oversee the unit charter renewal plan so that each unit reregisters on time with an optimum number of youth and adult members.*

Roles the Commissioner Plays: A commissioner plays several roles, including friend, representative, unit "doctor," teacher, and counselor.



The commissioner is a **friend** of the unit. Of all their roles, this one is the most important. It springs from the attitude, "I care, I am here to help, what can I do for you?" Caring is the ingredient that makes commissioner service successful. He or she is an advocate of unit needs. A commissioner who makes himself known and accepted now will be called on in future times of trouble.

The commissioner is a **representative**. The average unit leader is totally occupied in working with kids. Some have little if any contact with the Boy Scouts of America other than a commissioner's visit to their meeting. To them, the commissioner may be the BSA. The commissioner helps represent the ideals, the principles, and the policies of the Scouting movement.

The commissioner is a unit "**doctor**." In their role as "doctor," they know that prevention is better than a cure, so they try to see that their units make good "health practices" a way of life. When problems arise, and they will even in the best unit, they act quickly. They observe symptoms, diagnose the real ailment, prescribe a remedy, and follow up on the patient.

The commissioner is a **teacher**. As a commissioner, they will have a wonderful opportunity to participate in the growth of unit leaders by sharing knowledge with them. They teach not just in an academic environment, but where it counts most—as an immediate response to a need to know. That is the best adult learning situation since the lesson is instantly reinforced by practical application of the new knowledge.

The commissioner is a **counselor**. As a Scouting counselor, they will help units solve their own problems. Counseling is the best role when unit leaders don't recognize a problem and where solutions are not clear-cut. Everyone needs counseling from time to time, even experienced leaders.

Annual Program Planning

<http://www.scouting.org/sitecore/content/Home/CubScouts/Leaders/PackCommitteeResources/UnitProgramPlanningTools.aspx>



Sample Calendar

Cub Scout Pack No. 2013-2014 Calendar

SEPT 2013						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	1					

OCT 2013						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOV 2013						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DEC 2013						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2013

Date _____
 _____ Pack Meeting
 _____ New Boy Recruiting

October 2013

_____ Pack Meeting

November 2013

_____ Pack Meeting

December 2013

_____ Pack Meeting

January 2014

_____ Pack Meeting

February 2014

8 BSA Anniversary Day
 _____ Blue and Gold Banquet

March 2014

_____ Pack Meeting

April 2014

_____ Pack Meeting

MAR 2014						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

APR 2014						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	1					



Sample Budget

Completed Sample	
Date budget completed:	July 15
Pack No.:	1234
District:	Susquehanna
Projected No. of Cub Scouts:	50
Projected No. of registered adults:	10

Sample Pack Budget		
Annual Cost Per Scout/Unit	No. of Scouts/Adults	Total Unit Cost
\$ 15.00	60	\$ 900.00
\$ 20.00	1	\$ 20.00
\$ 12.00	50	\$ 600.00
\$ 12.00	50	\$ 600.00
\$ 10.00	50	\$ 500.00
\$ 10.00	6	\$ 60.00
\$ 10.00	50	\$ 500.00
\$ 8.00	50	\$ 400.00
\$ 6.00	10	\$ 60.00
\$ 5.00	50	\$ 250.00
\$ 10.00	50	\$ 500.00
\$ 10.00	50	\$ 500.00
\$ 10.00	50	\$ 500.00
\$ 75.00	40	= \$ 3,000.00
\$ 145.00	15	= \$ 2,175.00
\$ 20.00	50	\$ 1,000.00
\$ 1.00	50	= \$ 50.00
\$ 0.50	50	= \$ 25.00
		\$ 18,625.00
		\$ 16,125.00

PACK OPERATING BUDGET

UNIT DETAIL:	
Cubmaster:	_____
Assistant Cubmaster:	_____
Committee chairperson:	_____
Treasurer:	_____
Popcorn chairperson:	_____

Date budget completed:	_____
Pack No.	_____
District:	_____
Projected No. of Cub Scouts:	_____
Projected No. of registered adults:	_____

PROGRAM EXPENSES:

Registration fees (1)	Total youth + adults @ \$15 ea.
Unit charter fee (2)	Yearly flat fee @ \$20
Boys' Life (3)	Total subscriptions @ \$12 ea.
Advancement (5)	Ideally, 100% of youth included in activity pins, belt loops, ranks, etc. (example @ \$12 ea.)
Recognition (5)	One for each youth @ \$10 ea.
Pack leaders	Thank-yous, veteran awards, etc.
Special events (6)	Blue and gold banquet Pinewood derby Graduation
Special activities (6)	Location
Field trip A	_____
Field trip B	_____
Field trip C	_____
Camp (7)	_____
Cub Scout day camp	_____
Webelos resident camp	_____
Program materials (8)	Ceremony supplies, bridge crossings, camping items, etc.
Reserve fund (11)	Registration scholarships
Other expenses (12)	Contingency funds
A) TOTAL UNIT BUDGETED PROGRAM EXPENSES	
\$ 20.00	

Actual Expenses

Annual Cost Per Person	No. of Cub Scouts/Adults	Total Unit Cost
\$ 15.00		
\$ 12.00		
		\$ 20.00

C) TOTAL FUNDRAISING NEED (A minus B)

REVENUE (B)	
\$ 46,071 x 35% = \$ 16,125	
Gross Sales	Commission
(+/- 35% includes qualifying for all bonus dollars)	
\$ 46,071 / 50 Cub Scouts =	\$ 921

POPCORN SALE PACK BUDGET	
(Should equal C above)	
(Check with your local council for commission percentage and bonuses.)	
Need /	Commission = Pack Goal
_____ / _____ =	_____

* Many packs include all or a portion of the Cub Scout Resident Camp or Day Camp fee in the annual budget. This helps ensure that all Cub Scouts have the opportunity to attend. Pack budgeting should include payments on time and qualifying for any discount.

Scouting's Journey to Excellence

"Scouting's Journey to Excellence" is the BSA's new council performance recognition program designed to encourage and reward success and measure the performance of our units, districts, and councils. It is replacing the Centennial Quality Awards Program as a means of encouraging excellence in providing a quality program at all levels of the BSA. □







Scorecards

- ▶ 2013
- ▶ Council Toolkit for Success

Spreadsheets

- ▶ 2013
- ▶ Instructions

Support Documents

- ▶ Definitions / Glossary 
- ▶ Implementation Timing 
- ▶ What's In It For Me? 
- ▶ Webinars with Audio
- ▶ 2013 JTE Changes 
- ▶ How to get unit training statistics for JTE 
- ▶ How to pull unit retention from MyBSA 

Frequently Asked Questions

- ▶ Unit 
- ▶ Voice of the Scout (VOS) 





PowerPoint Slide Decks

- ▶ Pack 

Dashboard Information

- ▶ Dashboard Training Slide Deck 
- ▶ Dashboard Resource Guide 
- ▶ Journey to Excellence Dashboard Training
- ▶ Journey to Excellence Tri-Fold Brochure 
- ▶ 2013 JTE Dashboard – Important Announcement





Service Projects

- ▶ Journey to Excellence Service Hours Information:
 - ➔ Service hours website 
 - ➔ New user instructions 
 - ➔ Unit Tips for Success
 - ➔ Sample Reports
 - ➔ Service Hours Worksheet 
 - ➔ Running Service Hour Reports from ScoutNET 

Voice of the Scout

- ▶ References and Resources
- ▶ Campaign Materials
- ▶ Training Videos and Presentations
- ▶ ScoutNET Email Saturation Tool 
- ▶ ScoutNET Email Saturation Tool Guide 
- ▶ Findings and Analysis
- ▶ Post Survey Action Tools

Communications

- ▶ JTE Recognitions Memo 
- ▶ JTE 2012 End of Year 
- ▶ General Overview of VOS (5-10 minute version) 
- ▶ 2012 JTE Award Form for Units 
- ▶ 2013 JTE Dashboard – Important Announcement

Strategic Planning Aligned to JTE

Strategic Planning Guides

Pack Deliverable to Council

Charter renewal, JTE summary, Honor Unit Award requests, President Award nominations and unit representatives to Council committees.



This document is available on the Housatonic Council website: www.housatonicbas.org.

The hyperlinks can be enabled by opening the document using Adobe.

Notes: (intentionally left blank)