



# Invention Convention Participant's Guide Cub Fun Day 2025

## Bighorn District



## Table of Contents

Contact Us.....	2
Objectives.....	3
Mission Statement.....	3
Registration.....	5
How to Register.....	6
What To Expect.....	8
Health Information.....	11
Emergency Information.....	12



## **Contact Us**

Jen Weatherwax, Alex Shinn, Sarah Sifrit Cub Fun Day Event Planners <a href="mailto:Bighorn.Activities.Chair@awbsa.org">Bighorn.Activities.Chair@awbsa.org</a>
Luz Guidry Director of Field Service <a href="mailto:Luz.Guidry@scouting.org">Luz.Guidry@scouting.org</a>

More information about Adventure West Council:  
<https://awbsa.org/>



## Objectives

The Cub Fun Day benefits our area scouts and children looking to join scouting. Our program operates in a safe and clean manner for the enjoyment of all participants. Available programs support the aims of scouting, family, scouts, and community bonding, and individual character building.

For the safety of all, we adhere strictly to Scouting America's YPT standards. Each person, regardless of age, should start and end their day feeling capable, supported, heard, and understood.

Concerns, problems, or questions about the program, safety, program policies, activities, inclement weather, etc. should be addressed with the Cub Fun Day event planner, program activity chair, program director, or district executive.

## Mission Statement

Our Cub Fun Day is designed to be fun, dynamic, and appealing to our youth. We want all participants to be challenged, learn, and have fun in a safe and supportive environment.

## Program

We have designed a variety of planned program areas packed full of fun activities including nature exploration and education, scouting skills, competitions, games, STEM, and arts & crafts. Our staff often wear costumes related to the theme and play in character.

We begin and end the program day with a patriotic and meaningful Cub Scout ceremony or activity. We also offer break times including quiet time, lunchtime, and supervised free time

## Program Dens

Cub Fun Day uses the methods of Cub Scouting to achieve our goals. Each participant is grouped into a program Den with other members of their pack and often neighboring packs. As they participate in activities, they perform skills that could be used as rank adventure achievements. The dens remain together throughout the program and mix with other dens during large group ceremonies and activities.



## Location

Date	Location	Contact
Saturday, June 7th, 8:30 am check-in, 9 am-4 pm	<b>Bighorn District</b> Westminster Presbyterian Church 1709 W Elizabeth St Fort Collins, CO 80521	Alex Shinn <a href="mailto:Bighorn.Activities.Chair@awcbsa.org">Bighorn.Activities.Chair@awcbsa.org</a>

Packs and individuals may attend the program date of their choosing.

Most Fun Day attendees will attend as a group, and the driver will stay. Please park in the main parking lot or nearby. If you are dropping off a scout or youth who is attending with a pack or other adult, please park temporarily. All children should be accompanied from the parking lot and drop-off area to the program.



## Registration

### Date

Saturday, June 7, 2025

### Who Can Attend

All children, any gender, attending Kindergarten through 5th grades in the fall following the program are eligible to attend Cub Fun Day at all of the districts.

- All Lions (rising Kindergarten) and Tigers (rising 1st grade) aged kids should plan to attend with a parent/guardian for the full day. If there is more than one youth in kindergarten or 1st grade, there needs to be additional adults.
- All Wolves (rising 2nd grade) through AOLs (rising 5th grade) must have 1-4 adults per pack to volunteer for the day to help with the stations and to help with being a walk-around leader with the groups going from station to station.
- Not attending with a pack? Bring your parent and have some fun with us!

**Lion scouts and Tiger scouts, or children entering Kindergarten or 1st grade, must be accompanied by an adult attending with them, or they cannot attend.** The required adult can be any relative or child caregiver, but they must be at least 18 years of age and responsible for the participant. Similarly, any **youth attending as an individual must have any relative or caregiver who is 18+** on the premises at all times. Scouts who are part of a pack can attend without a relative or caregiver if there are 2 registered adults from the Pack attending all of the events with that scout and assuming responsibility for the scout as outlined in YPT, Scout Safety, and designated on the Health Form.

### Participants with Special Needs

All children, boys and girls, attending K through 5th grade in the fall, are eligible to attend Cub Fun Day. Some children have needs that give them extra challenges in an outdoor day program setting. If a participant has an aide at school, the participant needs to provide their own aide or personal assistant at the program. Please contact your Cub Fun Day Event Planner for more information.



## How to Register

Please register online for Bighorn District Cub Fun Day at <https://scoutingevent.com/062-96036>

Payments should be made during online registration. A computer will be available for participants who need to register on the day of the event. Cash and checks cannot be accepted on-site. For other payment options, call Adventure West Council at 970-330-6305.

There is no charge for parents to attend Cub Fun Day. You may register as individuals and will be automatically grouped with others from your pack. Please be sure to indicate in your registration your pack's unit number for proper assignment to a program den. If you are an individual who would like to participate with an existing pack but have not joined yet, you can still specify the pack unit number during the registration process.

### Funding Assistance

We want to provide all youth with an awesome Cub Fun Day experience. If you need help funding your scout's participation in this program, please email the contact, and we will send you the assistance form.

### Volunteer Info Session

There will be an online training session prior to this event. Volunteers, parents, and leaders may attend one of these meetings to get information and ask questions.



## Roles at the program

These are the ways we encourage you to participate!

We also have event organizer roles not listed, such as setup and clean-up, medical officer, registration host, etc.

### Lions, Tigers, and Individual Youth Participants

Children entering or completing kindergarten may attend Cub Fun Day with their Parent/Guardian. Individual youth who are not associated with a scout pack or are the only ones from their pack attending also need to attend with their Parent/Guardian.

### Walk-Around Leaders - Pack Leader/Den Leader/Den Guide

They help carry out a constructive adventure day program for their pack members. An adult 18+ will accompany the group to each station during the day. They will keep the medical forms and program information with them during the day. They also help the pack with housekeeping, sanitation, participants' health, and safety.

### A Parent's Role in Program

Parents of 2nd through 5th grade scouts are not required to attend Cub Fun Day with their scout(s) but are highly encouraged to do so. Each pack must have at least 2 adults who are Youth Protection Trained to help the participants have fun and stay safe, and additional parents are welcome, whether they have completed YPT or not.

### Station Leaders

They stay at a station for the morning or afternoon and guide Dens in helping complete the activity at that station. They may adapt the station to the den's needs. They help educate and encourage participation and safety. Adults and registered scouts ages 13+ may help as Station Leaders. We always want more volunteers to join in on the fun!



## What To Expect

### Code of Conduct

- Each participant must follow the Scout Oath & Law
- Everyone - participants, parents, & volunteers - must sign in & out. The sign-in & sign-out list is located at the Registration Table
- Any participant or volunteer who is a minor must be signed out by a parent/legal guardian or individual designated on the Medical Form A/B, to leave the program. Parents/designees must have a photo ID to verify their identity & to take a minor off the property.
- Closed-toed and closed-heeled shoes & socks must always be worn.
- Don't climb over or on fences, landscaping, buildings or equipment except for playground equipment. Respect program boundaries.
- Don't tamper with smoke detectors, fire extinguishers, lights, outlets, cords, or other electrical, functional, emergency, or lifesaving equipment.
- Alcoholic beverages, smoking/vaping, illegal drugs, fireworks, or firearms aren't permitted in the program.
- Vandalism, theft, personal injury, or other illegal actions won't be tolerated. Local authorities will be called, & damages will be assessed.
- Pets are not permitted, service animals are welcome (please see scouting's service animal policy).
- Personal firearms may NOT be brought to the program.
- Vehicles must be kept in legal parking areas & only enter and exit on the designated roadway.
- Any damage or breakage of school property, animals, equipment, or others, must be reported to the organizers as soon as possible. This includes but is not limited to, hitting/damaging trees & vegetation, buildings, permanent structures & fences, horses & wildlife, & actions like throwing rocks or sticks.
- Report all injuries on program property to the Health Officer immediately.
- Any action that violates these rules, or causes harm to themselves to other participants, volunteers, wildlife, or property, will cause the person(s) to be asked to leave the program immediately.



## Check-In & Check-Out

All participants must check in and out. The medical form must list adults authorized for pickup and drop-off. Some participants may need to arrive late, or leave early, or leave temporarily. You must check in or out whenever you arrive or leave. We need to know who is present at all times. Please help us keep everyone safe!

## Cancelation

If a participant is going to miss a day of adventure, registration can be adjusted through the day of the event. We are purchasing materials based on registrations, so there are normally no refunds for missing the program. Contact the Cub Fun Day Event Planner if there are other circumstances.

## Buddy System

We strictly enforce the Buddy System in this program. No scout is allowed to go anywhere without another Scout or buddy, this includes the restrooms. Please discuss the Buddy System with your Scouts and all Walking Leaders before attending. This will help keep our group together and safe.

## Water

Participants can access water jugs or fountains. However, they are responsible for bringing their own water bottles to use at each station. Make sure the bottles are marked with their name and pack number. Keeping participants well-hydrated is a priority for both staff and participants, as it keeps everyone happy and healthy.

## Facilities

We ask everyone to wash their hands before and after lunch to prevent germs or possible allergic reactions between participants. There are bathrooms or "Port-a-potties" and hand washing stations available. Portable toilets have locks that can be unlocked from the outside for emergency access. Participants should never lock or unlock a toilet from the outside. Please discuss privacy and appropriate bathroom behavior with your child prior to the program.



## What To Bring To the Program

### Adults

- ☐ Health Forms (parts A & B)  
(<https://www.scouting.org/health-and-safety/ahmr/>)
  - ☐ Be sure to bring PROOF OF COMPLETED YPT
- ☐ Cooler with ice for lunches/ snacks, and a wagon to transport them (optional)
- ☐ Hand sanitizer
- ☐ Wet wipes to clean hands
- ☐ Insect repellent (40% DEET recommended)
- ☐ Sunscreen
- ☐ Rain gear
- ☐ Hat
- ☐ Comfortable Shoes (No open toes, sandals, or heels)

- ☐ An attitude of FUN!

### Youth

- ☐ Health Forms (part A & B) for all participants  
(<https://www.scouting.org/health-and-safety/ahmr/>)
- ☐ Hand sanitizer (optional)
- ☐ Lunch & snack(s)
- ☐ Water bottle- FULL OF H<sub>2</sub>O!!
- ☐ Insect repellent
- ☐ Hat
- ☐ Sunscreen
- ☐ Rain gear
- ☐ Comfortable enclosed shoes (no open toes or sandals, please)

Please label all items with first and last names. DO NOT bring any video games, toys, media players, computers, or valuables to the program areas. Youth should not bring cell phones, as they are often very distracting. Inappropriate possessions may be confiscated and returned to the participant's parent/ or guardian at check-out

*Alcoholic beverages, pets, controlled substances, fireworks, tobacco products, and firearms. are prohibited. Anyone found with these items will be asked to leave immediately, and the appropriate authorities will be notified.*



## Health Information

A trained Health officer will be on-site at all times during the program. All injuries, regardless of how big or small, must be reported to the Health Officer to ensure proper documentation and treatment. The Health Officer will need to report on name, age, parent info, area where the injury occurred, the time it occurred, and initial treatment. Emergency numbers are required in your online registration to help expedite your location in an emergency.

### Annual Scouting America Health & Medical Record (Parts A & B)

This form must be completed by EVERY person attending the program. However, only parts A and B need to be completed for this program.

The newest version of this form must be used.

<http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>

The Health Officer will check the forms and note anything that the organizing staff needs to watch for. After check-in, these forms may be kept with the walk-around leader or with the Health Officer. The walk-around leader should be aware of any potential issues, including severe allergies, health conditions that restrict participation, or any required medications. The purpose of these forms is so the adults can prevent issues before they happen or at least know about a condition if there is an emergency situation. Forms are returned to participants or can be shredded at the conclusion of Cub Fun Day.

### Health Accommodation

We can accommodate participants with health or behavior concerns that may limit their full participation or present safety issues. **Please reach out to your Cub Fun Day Event Planner before the program so we can provide appropriate accommodations.** An example would be if a child has a severe peanut allergy and requires special accommodations, or if a child has a sensory issue, and the parent/ guardian would like to discuss their needs. Any child who has the assistance of an aide at school is required to provide their own additional adult support at the program.

### Medication

The health officer must log any medication brought to the program. The medication must be in the original labeled container with clear dosage instructions. After the health officer logs in the medication, allergies, EpiPens, inhalers, and other instant self-administered medications will remain in the participant's possession. Any other medications must remain with the walk-around leader. Clearly label all medications with the participant's name and pack number and keep them with you at the program. Health Officers will not take any medications into their possession!



## Emergency Information

At the beginning of the program, staff, attending parents, and participants will review emergency procedures. In an emergency, a signal will alert staff to follow guidelines and practice procedures.

### Lost participant

If a participant is lost, the program staff will signal an emergency. At this point, everyone should stop what they are doing, gather in a seated circle, and perform a name check on every person in the group, including adults. Once attendance is taken, participants can sing a song or play a game, but we ask that they continue to stay seated until the Cub Fun Day Event Planner gives the all-clear signal. (This may vary between dates.)

### Weather

Every effort will be made to offer a full outdoor program consistent with Scouting America's Guide to Safe Scouting guidelines, please make sure participants are dressed appropriately for the weather. They should wear layers to either keep them warm or cool off. Please be sure to label jackets and sweatshirts clearly, as participants are often chilled in the morning and discard their jackets as the day warms up, and sometimes jackets get left behind.

\*Tip: Check at pick-up time for jackets, water bottles, lunch bags, and other items from the day.

In the event of rain, some or all activities will be relocated indoors and may be modified or swapped out with other activities. If the weather is severe, we will shelter in place. If there is an evacuation emergency, all participants will leave with their designated parent or guardian and check out per standard emergency procedure.

Contact information will be posted during staff check-in, and walk-around leaders and station leaders will have cell phones with loud ringers on to facilitate quick communication.

Thank you for reading and keeping our participants safe!



**Schedule** (times may differ slightly during the event day)

7:00 am	Volunteers arrive. Set-up begins.
8:30 am	Check-in & Gathering activities
9:00 am	Flags & Opening Ceremony
9:15-9:45 am	Station 1
9:45-10:15 am	Station 2
10:15-10:25 am	Snack & Restroom break
10:25-10:55 am	Station 3
10:55-11:25 am	Station 4
11:25 am -12:45 pm	Lunch. Ice cream-in-a-bag & open activities.
12:45-1:15 pm	Station 5
1:15-1:45 pm	Station 6
1:45-1:55 pm	Snack & Restroom break
1:55-2:25 pm	Station 7
2:25-2:55 pm	Station 8
2:55-3:15 pm	Closing & Awards
3:15 pm	Check-out begins
3:15-4:00 pm	Tear down & Clean up

**Activities and Stations** (actual activities may be different during the event day)

- Super Static
- Whatever Floats Your Boat
- Take Flight
- Rube Goldberg Machines
- Ice cream-in-a-bag
- Spy School
- Backyard Band
- Critter Bots
- Art Lab - Sun Prints, Pendulum Art, Spin Art, Flexangles