

# CUB SCOUT

LEADER BOOK



Scouting  America

## Scouting America's Commitment to Safety

We want you to know that the safety of our youth, volunteers, staff, and employees is a crucial part of the Scouting experience. Youth develop traits of citizenship, character, fitness, and leadership during age-appropriate events when challenged to move beyond their normal comfort level, and discover their abilities. This is appropriate only when risks are identified and mitigated.

The Scouting program, as contained in our handbooks and literature, integrates many safety features. However, no policy or procedure will replace the supervision and vigilance of trusted adults and leaders at the point of program execution.

Commit yourself to creating a safe and healthy environment by:

- ▶ Knowing and executing the Scouting program as contained in our publications
- ▶ Planning tours, activities, and events with vigilance using the tools provided
- ▶ Setting the example for safe behavior and equipment use during program
- ▶ Engaging and educating all participants in discussions about hazards and risks
- ▶ Staying up to date with online and offline risks to children
- ▶ Reporting incidents in a timely manner

Thank you for being part of Scouting and creating an exciting and safe experience for every participant.



**Prepared. For Life.®**



Scouting  America.



# LEADER BOOK



# SCOUTING AMERICA

## SCOUTER CODE OF CONDUCT

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

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



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# WELCOME TO CUB SCOUTING

Cub Scouting is a fun way to spend time with your child and the whole family. The fun has a purpose; that is, to help reinforce the positive values you want your child to develop — character, leadership, personal fitness, and citizenship. These values are presented in a fun and engaging method along with outdoors experiences, learning about personal safety, and discovering your family traditions.

This *Leader Book* is designed to help you make the most of your time as a Cub Scout parent or volunteer leader. 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 give you the information you need to provide a quality Cub Scout program. That means quick introductions to some important topics, and deeper content where appropriate. Where more detailed information is necessary, we'll refer you to the official Scouting America publication, including content you can find at [scouting.org](http://scouting.org), Scouting America's website. We encourage you to seek help from other parents and volunteer leaders in your pack or other packs in your community. There are also volunteers in your community called unit commissioners, whose role in Scouting is to support you and the other parents and leaders in your pack.



WELCOME





# WHAT IS CUB SCOUTING?



## CUB SCOUTING BASICS

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

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

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

### CUB SCOUT IDEALS

The Cub Scout ideals are found in the Scout Oath, the Scout Law, and the Cub Scout Motto. They are principles children learn and incorporate into their everyday lives. Take every opportunity to point out how an activity your Cub Scouts are doing connects with the Scouting ideals.

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

#### The Scout Oath

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

### WHAT THE SCOUT OATH MEANS

This oath encompasses most of what a Scout, youth or adult, should do. It helps Cub Scouts develop a sense of spiritual awareness, loyalty, unselfishness, self-discipline, and service to others.

Cub Scout-age youth are eager to learn and are open to new ideas. You have the priceless opportunity to help them learn to live the Scout Oath. Before someone can agree to the Scout Oath they must know what it means. The way to do that is by explaining the words in simple language that Cub Scout-age youth can understand.



**“On my honor ...”** Saying “On my honor” is like saying “I promise.”

**“I will do my best ...”** This means that you will do your best to do what the Scout Oath says.

**“to do my duty ...”** A duty is something you are expected to do. At home, you might be expected to make up your bed or take out the trash. You also have duties to God and to your country.

**“to God ...”** You do your duty to God by following the teachings of your family and religious leaders.

**“and my country ...”** You do your duty to your country by being a good citizen and obeying the law.

**“and to obey the Scout Law; ...”** You also promise to live by the 12 points of the Scout Law, which are described below.

**“to help other people at all times; ...”** Many people need help. A friendly smile and a helping hand make life easier for others. By helping other people, you are doing a Good Turn and making our world a better place.

**“to keep myself physically strong; ...”** This part of the Scout Oath is about taking care of yourself. You stay physically strong when you eat the right foods and get plenty of exercise.

**“mentally awake; ...”** You stay mentally awake when you work hard in school, learn all you can, and ask questions.

**“and morally straight.”** You stay morally straight when you do the right thing and live your life with honesty.



## The Scout Law

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

### WHAT THE SCOUT LAW MEANS

The Scout Law has 12 points. Each is a goal for every Scout. Each Scout does their best to live up to the Law every day. It is not always easy to do, but a Scout always tries.

**A Scout is TRUSTWORTHY.** Tell the truth and keep your promises. People can depend on you.

**A Scout is LOYAL.** Be true to your family, friends, Scout leaders, school, and country.

**A Scout is HELPFUL.** Volunteer to help others without expecting a reward.

**A Scout is FRIENDLY.** Be a friend to everyone, even people who are very different from you.

**A Scout is COURTEOUS.** Be polite to everyone and always use good manners.

**A Scout is KIND.** Treat others as you want to be treated. Never harm or kill any living thing without good reason.

**A Scout is OBEDIENT.** Follow the rules of your family, school, and pack. Obey the laws of your community and country.

**A Scout is CHEERFUL.** Look for the bright side of life. Cheerfully do tasks that come your way. Try to help others be happy.

**A Scout is THRIFTY.** Work to pay your own way. Don't be wasteful. Use time, property, and natural resources wisely.

**A Scout is BRAVE.** Face difficult situations even when you feel afraid. Do what is right despite what others might be doing or saying.

**A Scout is CLEAN.** Keep your body and mind fit. Keep your home and community clean.

**A Scout is REVERENT.** Be reverent toward God. Be faithful in your religious duties. Respect the beliefs of others.

## The Cub Scout Motto

### Do Your Best.

Doing your best is one of the most important things Cub Scouts learn. When children 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. Encourage Cub Scouts to always try and understand that doing nothing is never one's 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. These methods bring Cub Scouting to life for families.

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

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

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

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

**Participating in Activities.** Cub Scouts participate in a huge array of activities, including games, projects, songs, outdoor activities, trips, and service projects. Besides being fun, these activities offer opportunities for growth, achievement, and family involvement.

**Serving Home and Neighborhood.** Cub Scouting focuses on the home and neighborhood. It helps youth strengthen connections to their local communities, which in turn will support their growth and development.

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





## CUB SCOUTS: A POSITIVE PLACE

One thing Cub Scouting must be is a positive place. Any Cub Scouting activity should take place in a positive atmosphere where youth 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 aims and methods of Scouting.

Many children grow up loved, respected, adequately nourished and clothed, and properly housed. Others have a different experience. The environments in which some children are raised are challenging. For all children, but especially for those who face these challenges every day, 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.

Members of a Cub Scout pack 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 a win-or-lose situation and cooperate with one another to find ways for everyone to succeed.

### 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 Scouting America and set a high standard for appropriateness in all Scouting activities.

The following are not acceptable actions by Cub Scouts or adults in Cub Scouting:

- ▶ 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
- ▶ Inappropriate references to 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

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 youth. Many of the peer group settings—the classroom, the sports team, the playground—become scenes of competition that range from subtle judgment to open hostility.

Cub Scouting strives to foster positive expression and growth for each member. 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 two extended fingers stand as a reminder to live by the Scout Oath and Scout Law. They also represent the ears of an alert wolf, reminding youth to be attentive when holding up the sign.

Leaders and Cub Scouts should give the Cub Scout sign when repeating the Scout Oath and Scout Law. The sign is also used in the Living Circle and other ceremonies.

Leaders can use the sign to get everyone's attention (Cub Scouts and other adults) or to remind them to be quiet in meetings. When a leader raises the sign, everyone should become quiet and make the sign themselves—and activities cease until everyone has responded appropriately. Reinforce the use of the sign by complimenting the first Cub Scout who reacts. You shouldn't have to say "signs up." Instead, wait patiently for the Cub Scouts to understand that activities will stop until everyone is quiet and attentive. Use of the sign helps reinforce a positive place and prevents yelling over one another.

### 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. Like the Cub Scout sign, it serves as a way of reminding each other to live by the Scout Oath and Scout Law.

### The Living Circle

The Living Circle is a ceremony used occasionally as an opening or closing at a Cub Scout meeting. It reminds youth 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 their left, making a complete Living Circle with the handclasps. The 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 Children

The Cub Scout years are a time of rapid development for children, falling between the total dependence of early childhood and the relative independence of early adolescence. Cub Scout–age children are becoming more competent, and they need to be able to demonstrate what they can do. Eager to prove themselves to their friends, themselves, and their parent(s) or other caring adults, they show off what they can do, sometimes forgetting to plan ahead and forgoing safety.

Cub Scouting activities are designed for children who are in the normal range of development, but the program is flexible enough to adapt to the needs of those who are developing faster or slower than their peers or who face physical, mental, or emotional challenges.

Cub Scout leaders who understand and recognize the developmental changes of these years will have a much better Cub Scouting experience.

### DEVELOPMENTAL CHARACTERISTICS

Although typical behavior patterns exist for any age group, every child is unique. For example, some 10-year-olds are already experiencing the growth spurts associated with puberty, while others still resemble 8-year-olds. It's important not to confuse physical size with psychological maturity. Minds and bodies often develop at different rates.

#### Physical Development

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

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

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

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

#### Mental Development

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

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

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

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

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



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

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

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

They also like to return again and again to favorite activities.

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

### Building Relationships

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

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

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

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

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

### Learning Values

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

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

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

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

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





## Working With Cub Scouts With Special Needs and Disabilities

We are all aware that every individual is different and unique in their own way. All children have different ways they learn according to their different abilities. When we read or hear the term “disability,” we think of visible forms of disability and not necessarily those that are not visible. It’s obvious that a Scout in a wheelchair may have challenges fulfilling a hiking requirement, but it might not be so obvious when it comes to the Scout with a learning disability.

Since its founding in 1910, Scouting America has had fully participating members with physical, cognitive, and emotional disabilities. The basic premise of Scouting for youth with special needs is that every child wants to participate fully and be treated and respected like every other member of the Cub Scout pack. Young people with cognitive, physical, or emotional disabilities should be encouraged to participate in Scouting to the extent their abilities will allow. Many Scouts with special needs or disabilities can accomplish the basic skills of Scouting but might require extra time to learn them. Working with youth will require patience and understanding.

Begin with the Cub Scout and the child’s parents or guardians; seek guidance from them on how best to work with Scouts with special needs. The parents or guardians can help you to understand the Scout’s history, capabilities, strengths, and weaknesses as well as how they can support you as the leader. This will help you become aware of special needs that might arise at meetings, field trips, and campouts with the parents. To the fullest extent possible, Scouts with special needs or disabilities should be given opportunities to camp, hike, and take part in all activities.

The best guide to working with Scouts who have disabilities is to use good common sense, to trust your instincts, and to focus on all the potential that Cub Scouts with disabilities do have. It’s important to try to remember that Cub Scouts are first and foremost children, whether or not they have a special need or disability.

Below are some helpful tips for working with Scouts with special needs and disabilities:

### Leadership Techniques

- ▶ Wise leaders expect challenges but do not consider them overwhelming. All children have different needs. The wise leader will recognize this and be prepared to help.
- ▶ Leaders should meet the parents and the new Scout with a disability to learn about the Scout, any physical or cognitive limitations, and their abilities and preferences. Some young people with disabilities will try to do more than they are capable of doing, just to “fit in” with others, which could result in unnecessary frustration.
- ▶ Many youth with disabilities have special physical or health needs. Parents, visiting nurses, special education teachers, physical therapists, doctors, and other agencies can help make you more familiar with the nature of a disability that a Cub Scout in your den has.
- ▶ Accept the Scout as a person, and give them the same respect that you expect from them. This will be much easier if you know the Scout, their family, their background, and their likes and dislikes. Remember, almost all behavior that presents difficulties is a force that can be redirected into more acceptable pathways.
- ▶ All Cub Scouts use the “buddy system.” For children with special needs, the buddy system can take on a whole new meaning. Some disabilities might be too extensive for one Cub Scout to assist their buddy with all the time. In those cases, provide a rotation system of buddies. Just remember that if you find a buddy system that is working and everyone is happy with, don’t feel like you have to change it for the sake of changing it. If it is appropriate for the new Cub Scout, explain the system to the den. Each week, a different den member will be responsible for helping the new Cub Scout during the meeting. Emphasize that the important factor is to “Do Your Best” and that the Cub Scout who is helping must be patient—not only because of the special needs of their buddy but because the buddy is new to Cub Scouting.
- ▶ Example is a wonderful tool. Demonstrate personal discipline with respect, punctuality, accuracy, conscientiousness, dignity, and dependability.
- ▶ Become involved with the Scouts in your care. Let them know you care. A small word of praise or a pat on the back for a job well done can mean a lot. Judge accomplishment by what the Scout can do, not by what someone says they must do or by what you think they cannot do.

### QUESTIONS FOR A PARENT-LEADER CONFERENCE

*Does the child have any special considerations?*

*What are the child’s general characteristics?*

*How does the child learn best?*

*What are the child’s personal needs?*

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





- ▶ Rewarding achievement will likely cause that behavior to be repeated. Focus rewards on proper behavior and achievement.
- ▶ Do not let the Scout or parents use the disability as an excuse for not trying. Expect Scouts to give their best effort.

#### Providing Encouragement

- ▶ Reward more than you criticize in order to build self-esteem.
- ▶ Praise immediately any and all good behavior and performance.
- ▶ Change rewards if they are not effective in motivating behavioral improvement.
- ▶ Find ways to encourage the Scout.
- ▶ Teach the Scout to reward himself or herself. This encourages a positive self-image.
- ▶ Emphasize and recognize accomplishments.

#### Giving Instruction to Youth With Disabilities

Accept the child, offering patience, understanding, and respect. Try not to overprotect or under assist, 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.

- ▶ Maintain eye contact during verbal instruction (except when the Scout's culture finds this inappropriate).
- ▶ Make directions clear and concise. Be consistent with instructions.
- ▶ Help the Scout feel comfortable with seeking assistance.
- ▶ If there is a learning disability:
  - Simplify complex directions. Give one or two steps at a time.
  - Make sure the Scout comprehends the instructions before beginning the task.
  - Repeat instructions in a calm, positive manner, if needed.

#### Providing Supervision and Discipline

- ▶ As a leader, you must be a number of things to each child: a friend, authority figure, reviewer, resource, and teacher.
- ▶ Listening is an important technique that means giving the Scout an opportunity for self-expression. Whether as a part of the group or in private conversation, be patient, be understanding, and take seriously what the Scout has to say. Keep yourself attuned to what the Scout is saying; use phrases like, “You really feel that way?” or “If I understand you correctly, ...”
- ▶ Be on the lookout for signs that a Scout may need redirection, and be ready to intervene before a situation escalates.
- ▶ Avoid ridicule and criticism. Remember, all children have difficulty staying in control.
- ▶ Remain calm, state the infraction of the rule, and avoid debating or arguing with the Scout.
- ▶ Develop a plan for appropriate and consistent consequences for particular types of misbehavior.

When a Scout is behaving in an unacceptable manner, try the “time-out” strategy or redirect the behavior.

- ▶ Administer consequences immediately, and monitor proper behavior frequently.
- ▶ Make sure the discipline fits the offense and is not unduly harsh.
- ▶ Enforce den rules consistently.
- ▶ Do not reward inappropriate behavior. Offer praise when the Scout exerts real effort, even if unsuccessful, and/or when you see improvement over a previous performance. Never praise falsely.
- ▶ Do not accept blaming others as an excuse for poor performance. Make it clear that you expect the Scout to answer for their own behavior. Behavior is a form of communication.
- ▶ Look for what the behavior implies.



## ADVANCEMENT GUIDELINES FOR CUB SCOUTS WITH SPECIAL NEEDS OR DISABILITIES

The current edition of the Guide to Advancement is the official source for administering advancement in all Scouting America programs. Section 10 deals with advancement for members with special needs. Topic 10.2.1.0 addresses issues specific to Cub Scouting.

Advancement is so flexible that, with guidance, most Cub Scouts with disabilities can complete requirements. The standard is, "Have they done their best?" It may take them longer to attempt requirements and demonstrate this, but the accomplishments will be rewarding to the Cub Scouts, their parents, and their leaders.

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

There could be times, however, when a Cub Scout's "best" isn't enough even to get a start. For example, a Cub Scout in a wheelchair cannot pass requirements calling for walking or running. In these cases, Cubmasters and pack committees may jointly determine appropriate substitutions that are consistent with Cub Scouts showing they can "do their best." For example, elective requirements could take the place of those required. Or in consultation with a parent or guardian, other minor adjustments representing similar challenges could be made.



### 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  
Website: [www.aapd.com](http://www.aapd.com)

#### **American Foundation for the Blind**

Toll-free phone: 800-232-5463  
Website: [www.afb.org](http://www.afb.org)

#### **The Arc of the United States**

Toll-free phone: 800-433-5255  
Website: [www.thearc.org](http://www.thearc.org)

#### **Autism Society of America**

Phone: 301-657-0881  
Toll-free phone: 800-328-8476  
Website: [www.autismsociety.org](http://www.autismsociety.org)

#### **Autism Speaks**

Phone: 212-252-8584  
Website: [www.autismspeaks.org](http://www.autismspeaks.org)

#### **Center for Parent Information and Resources**

Phone: 973-642-8100  
Website: [www.parentcenterhub.org](http://www.parentcenterhub.org)

#### **Easter Seals**

Toll-free phone: 800-221-6827  
Website: [www.easterseals.com](http://www.easterseals.com)

#### **Federation for Children With Special Needs**

Phone: 617-236-7210  
Website: [fcsn.org](http://fcsn.org)

#### **Guide Dogs for the Blind**

Toll-free phone: 800-295-4050  
Website: [www.guidedogs.com](http://www.guidedogs.com)

#### **International Dyslexia Association**

Phone: 410-296-0232  
Website: [dyslexiaida.org](http://dyslexiaida.org)

#### **Muscular Dystrophy Association**

Toll-free phone: 800-572-1717  
Website: [www.mda.org](http://www.mda.org)

#### **National Alliance on Mental Illness**

Phone: 703-524-7600  
Website: [www.nami.org](http://www.nami.org)

#### **National Association of the Deaf**

Phone: 301-587-1788  
TTY phone: 301-587-1789  
Website: [www.nad.org](http://www.nad.org)

#### **National Center for Learning Disabilities**

Phone: 212-545-7510  
Toll-free phone: 888-575-7373  
Website: [www.nclld.org](http://www.nclld.org)

#### **Special Olympics International**

Toll-free phone: 800-700-8585  
Website: [www.specialolympics.org](http://www.specialolympics.org)

#### **United Cerebral Palsy**

Toll-free phone: 800-872-5827  
Website: [ucp.org](http://ucp.org)

# ORGANIZATION, ROLES, RANKS, AND ADVANCEMENT



## THE CUB SCOUTING PROGRAM

Think of Scouting America as an upside-down pyramid. At the base of the pyramid — the smallest part — is the national organization of Scouting America. It is designed to support the sections above it. The **National Council** of Scouting America is led by a volunteer group called the National Executive Committee along with the chief executive officer, or the **Chief Scout Executive**. Additional volunteers and staff members make up the National Council, which includes departments such as Scout shops, program development, information technology, and safety.

The next part of the pyramid is your local council, a geographic territory that the National Council has granted permission to deliver Scouting programs within that area. The local council is also led by a volunteer group called the council executive committee, along with a chief executive officer called the **Scout executive**. On the left sleeve of the Cub Scout uniform is a patch that identifies your local council. Some councils create geographic areas called **districts**.

Districts are designed to provide service and support to local Scouting programs in the designated area. A district committee made up of volunteers does this work and is often supported by a staff member called a **district executive**. At the top of the pyramid — the largest part — are the local Scouting programs. Local councils partner with community organizations, called chartered organizations, to deliver Scouting programs.

Chartered organizations have an annual agreement with the local council to sponsor one or more Scouting programs. If a chartered organization wants to have a Cub Scout program, it organizes what is called a Cub Scout **pack**. Packs are organized to best serve the families to whom the chartered organization is looking to deliver the program. Often, this is a school, neighborhood, or community. Your Cub Scout pack is identified with a number. Put your pack number on the left sleeve of your Cub Scout uniform under the council patch.

The **chartered organization representative** is just that, the person designated to represent the organization that has an agreement with the local council to deliver the Scouting program. The chartered organization approves all those who volunteer to be leaders in the pack, usually parents of Cub Scouts.

Each pack has a pack committee made up of leaders and parents led by the **pack committee chair**. This volunteer, usually a parent, organizes the adults to plan and deliver the Cub Scouting program. The **Cubmaster** is a volunteer, usually a parent, who coordinates the delivery of the program to the youth of all ages at the pack level, with the help of **assistant Cubmaster(s)** and other parents.

A Cub Scout pack is made up of small groups called **dens**. How dens are formed is up to the pack. Packs ultimately form dens in a way that best serves the families in the pack. Ideally, a den has about eight Cub Scouts who are all in the same grade and working on the same rank together. Dens can also be formed with different grades. A Cub Scout pack with three second graders (Wolves) and two third graders (Bears) may form a multi-rank den with those five Cub Scouts. Regardless of how dens are formed, Cub Scouts earn Adventures and the badge of rank only for their grade level.

The den is led by a volunteer **den leader** and **assistant den leader**, usually a parent. The den leader coordinates meetings and activities centered around Cub Scout **Adventures**. Adventures are made up of a group of activities. When the required activities for each Adventure are completed, the Cub Scout receives an **Adventure loop** that slides onto their Cub Scout belt as recognition for completing an Adventure.



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

## **Council Relationships**

The council does not directly serve individual youth but rather offers a program to community organizations that operate Scouting units. Using the Scouting program, these chartered organizations along with adult volunteers provide Scouting directly to individuals.

### **The council helps the pack by**

- ▶ Providing a unit-serving executive (a professional Scouter) that works with a local group of volunteers to support local Cub Scout packs
- ▶ Making council facilities 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 including camping facilities
- ▶ 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 new Cub Scouts to increase membership
- ▶ Conducting the pack charter renewal every year in a timely manner
- ▶ Being supportive of the council's fundraising 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 local Scouting programs.

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 programs
- ▶ Advising volunteer officers and committees
- ▶ Staying current with Scouting's policies and ensuring volunteers follow Scouting guidelines
- ▶ Ensuring that community groups and chartered organizations have good relationships
- ▶ Serving as the liaison between the local council and the National Service Center

### **The volunteer helps Scouting by**

- ▶ Working with professionals to accomplish the aims and methods 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 Cub Scouts they serve

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 or unit-serving 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, monthly roundtable, and other supplemental training opportunities
- ▶ Maintaining training records of the pack leadership and Cub Scouts' 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 Scouting America policies

### **The pack helps the district by**

- ▶ Striving to retain families in Scouting and invite as many families as possible to join.
- ▶ 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 volunteers at the district level and the district executive. The role of these individuals 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.

## **YOUTH AND VOLUNTEER SUPPORT**

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

### **The Chartered Organization**

The council and district support participants in the Cub Scouting program through the pack, but they don't run the program. The responsibility of running units falls to the chartered organization, a local organization with interests similar to Scouting America. This organization, which might be a religious organization, school-based parents' organization, service organization, or group of interested citizens, receives a charter from Scouting America 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 Scouts BSA 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 council. The chartered organization representative is often someone responsible for all the organization's youth programs.

### **The Cub Scout Pack**

The pack is the Scouting unit that conducts the Cub Scout program with the chartered organization. It is led by a pack committee, which oversees administrative functions, and a Cubmaster, who oversees program activities. The pack includes all children, leaders, and parents involved.

Most packs meet once a month, but the frequency of pack meetings is up to pack leadership. The pack meeting is led by the Cubmaster with the help of other adults. It's the pinnacle of the month's activities and is attended by all family members.

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

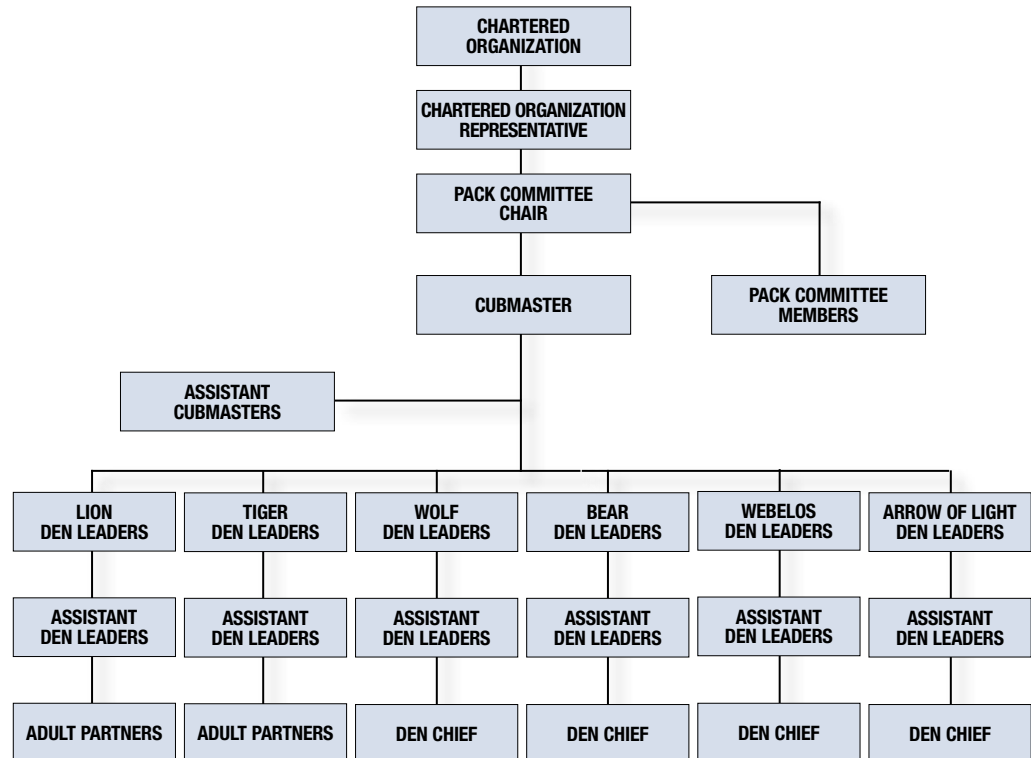




*Chartered organization, pack, and den volunteers directly support the children involved in Cub Scouting.*



## Pack Organization Chart



## The Den

Ideally a Cub Scout pack creates small groups of 6 to 8 Cub Scouts that are in the same grade. These small groups are called dens.

- ▶ Lion (kindergarten or the year prior to first grade, or age 6)
- ▶ Tiger (first grade, or 7 years old)
- ▶ Wolf (second grade, or 8 years old)
- ▶ Bear (third grade, or 9 years old)
- ▶ Webelos (fourth grade, or 10 years old)
- ▶ Arrow of Light (fifth grade, or under 11 years old)

When there are not enough Cub Scouts in a single grade to form a den, the pack may create a multi-rank den. This is a den made up of Cub Scouts in different grades. The Cub Scouts continue to work only on the badge of rank for their grade and the Adventures associated with their badge of rank.

Dens should consist of six to eight Cub Scouts. The size and structure lets Cub Scouts build relationships with each other and with leaders. It gives them leadership opportunities and the chance to do activities that would be difficult with a larger group. Dens meet several times a month. Activities vary based on age.

**Lions** (kindergarten) do activities with family members during den meetings that introduce them to the values of Cub Scouting. Lions work with adult partners—their parent or another caring adult—to complete Adventures that lead to the Lion rank. At the end of the school year, Lions in a den graduate and become a Tiger den.

Like Lions, **Tigers** (first grade) do Cub Scouting activities together and work with adult partners. The Tiger den leader gives leadership to the Tiger den, with the assistance of the adult partners. Den meeting activities focus on completing Adventures that are required to achieve the Tiger rank. At the end of the school year, Tigers graduate and become a Wolf den.

**Wolves** (second grade), **Bears** (third grade), and **Webelos** (fourth grade) attend den meetings that are planned and run by an adult den leader with the help of an assistant den leader and ideally a den chief (an older Scout in a Scouts BSA troop, Venturing crew, or Sea Scout ship). They work on the Adventures that are required for them to earn their specific badge of rank. This happens in the den meetings along with games, skits, and other activities. At the end of the second-grade school year, Wolves become a Bear den. When Bears have completed the third grade, they become Webelos Scouts.

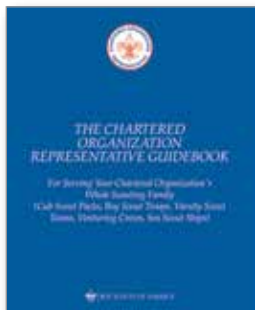
**Arrow of Light Scouts** (fifth grade) are also run by an adult den leader, assistant den leader or other registered leader, and ideally a den chief. A den chief for Arrow of Light dens can provide an excellent connection with a Scouts BSA troop. The required Arrow of Light Adventures have requirements that help prepare Arrow of Light Scouts to join a Scouts BSA troop. As part of this preparation the Arrow of Light den learns about the patrol method by forming an Arrow of Light patrol, though they are still technically a den.

## PACK RELATIONSHIPS

Open communication and warm relationships are important to the successful operation of any pack. In addition to the leaders' relationships with the Cub Scouts 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 Scouting America publication *The Chartered Organization Representative Guidebook*, No. 511-421.



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

### 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 Scouting 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 a Cub Scout to recognize responsibility to God, to country, to other people, and to self
- ▶ Cooperating with the council in fundraising through Friends of Scouting and other fundraising 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.



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



## **SCOUTING AMERICA POLICY: Religious Principles**

In its Charter and Bylaws, Scouting America 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 Scouting America recognizes the religious element in the training of a member, it is absolutely nonsectarian in its attitude toward that religious training.

Scouting America does not define what constitutes a belief in God or the practice of religion.

Scouting America 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.

Scouting America 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. Scouting America 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. Families that do not belong to an organized religious body are fully welcome in Scouting.

Scouting supports the spiritual view of life that underlies the teaching of all denominations and faiths. This is reflected in the required Cub Scout Adventures that are focused on Family and Reverence.

Scouting encourages youth 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 youth 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. The commissioner 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, they 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 encourages 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 with the pack's annual charter renewal
- ▶ Helping the pack to plan a balanced program
- ▶ 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 council-organized family camps, council-supported unit fundraisers such as 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

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.

### Pack–Troop Relationships

Many chartered organizations charter both Cub Scout packs and Scouts BSA troops, so the relationship between the units can be very natural, promoting crossover from the pack to the troop. 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 Arrow of Light Scout den–troop activities
- ▶ Assisting with leadership for Arrow of Light 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 Arrow of Light Scout den leader
- ▶ Conducting a parent orientation conference for Arrow of Light Scouts and parents in the fall of each year

#### The pack helps the troop by

- ▶ Graduating Arrow of Light Scouts into the troop
- ▶ Maintaining advancement standards so that graduating Arrow of Light Scouts are knowledgeable of the Scout rank requirements
- ▶ Inviting the Scoutmaster to attend a Arrow of Light den meeting to get acquainted with the youth
- ▶ Inviting the Scoutmaster and the troop's youth leaders to take part in pack graduation ceremonies
- ▶ Using Arrow of Light den chiefs as recruiters, giving them an opportunity to tell Arrow of Light 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 Arrow of Light Scouts into the troop. A unit commissioner can also help establish a good pack–troop relationship.



## The Lion, Tiger, Wolf, Bear, Webelos, and Arrow of Light badges of rank

### WHAT ARE BADGES OF RANK?

Badges of rank are grade specific and age appropriate. Cub Scouts must work on the badge of rank and the Adventures associated with the badge of rank that is associated with their grade.

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

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

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

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

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



- ▶ **Lions**—children who are attending kindergarten



- ▶ **Tiger Scouts**—children who are in first grade



- ▶ **Wolf Scouts**—children who are in second grade



- ▶ **Bear Scouts**—children who are in third grade



- ▶ **Webelos Scouts**—children who are in fourth grade



- ▶ **Arrow of Light Scouts**—children who have completed fourth grade and are not yet 11.



### SCOUTING AMERICA 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:

It is the philosophy of Scouting to welcome all eligible youth, regardless of race, ethnic background, or sexual orientation, who are willing to accept Scouting's values and meet any other requirements of membership. Young people of all religious backgrounds are welcome in Scouting, with some participating in units for youths of a particular religion and the greater majority participating in units open to members of various religious backgrounds. (See Article V, Individual Registration, of the Rules and Regulations of Scouting America.)

### DEN SIZE AND STRUCTURE

A den is a small group of youth—an ideal size is eight, but you may have more or less. The ideal den is formed with Cub Scouts of the same school grade. A smaller pack might combine dens such as Lions and Tigers or Wolves and Bears; these are referred to as multi-rank dens. The youth in multi-rank dens still work on their grade-specific badge of rank requirements and Cub Scout Adventures.

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.

### DEN LEADERSHIP

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

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

Each den is led by an adult den leader and an assistant den leader, or a den may have two co-den leaders. They plan and carry out a year-round program of activities for the den. Lion and Tiger dens use a shared-leadership model, which means that the den leaders work with a different Lion/Tiger adult partner each month to plan the den’s program. This team hosts that month’s den meetings 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 and, potentially, a den chief (an older Scout from a Scouts BSA troop, Venturing crew, or Sea Scout ship). The den may also elect a denner and an assistant denner, who are Cub Scouts in the den, to work with the den leader and den chief.

Arrow of Light dens also have adult den leaders and assistant den leaders but may also include adult leaders in a Scouts BSA troop who coordinate the use of troop resources to help prepare the Arrow of Light Scouts and their parents or guardians for joining the troop. Having a den chief for an Arrow of Light den is another way to have strong relationships with the Scouts BSA troop.



### The Denner and Assistant Denner

The denner position is for Wolf, Bear, and Webelos dens. Arrow of Light dens elect an Arrow of Light Patrol Leader who has the same responsibilities as a denner. The denner is a den member selected to be a youth leader for a short 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 all Cub Scouts have the opportunity to experience the leadership position. The den leader determines the denner’s responsibilities, which might include leading the opening flag ceremony; 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. Denners should be given meaningful responsibilities and recognition to help them learn how to be leaders. 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. At no time is a denner or assistant denner to be put in charge of supervision other Cub Scouts or be responsible for disciplinary actions.

### The Den Chief

The den chief is an older Scout from a Scouts BSA troop, a Venturer, or a Sea Scout who serves as an activities assistant at Wolf, Bear, Webelos, or Arrow of Light den meetings. The den chief can serve as a positive role model for Cub Scouts as they look toward the continuation of their Scouting experience. The Scoutmaster from a local troop, the Advisor from a Venturing crew, or the Skipper from a Sea Scout ship may be able to help identify a den chief. A den chief does not count as qualified supervision and is at no time to be put in charge of supervision of Cub Scouts or responsible for disciplinary actions.

## BRIDGING

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



Mark each bridging with a meaningful ceremony during a pack meeting. The pack might celebrate this by presenting the next-rank neckerchief and/or handbooks.

Cub Scouts often complete the requirements for their badge of rank before the end of the school year. Earning the badge of rank is ideally recognized with a ceremony at a pack meeting or special event that is not the same as when they bridge from one rank to the next. Once a Cub Scout earns their badge of rank they continue earning elective Adventures for their appropriate rank.

When fifth graders bridge into a Scouts BSA troop it is referred to as “crossover,” as they are crossing over from Cub Scouting into Scouts BSA. This ceremony should be especially impressive and memorable; it might involve the crossing of a bridge or perhaps an outdoor campfire. Members of Scouting’s honor society, the Order of the Arrow, might be able to assist with a special ceremony.



Work with local Scouts BSA troops to determine the best date for fifth graders to crossover into the troops upon completing of the Arrow of Light rank. Crossover from a pack into a Scouts BSA troop should take place in January or February. This allows the fifth graders who are joining a Scouts BSA troop to become familiar with the troop and attend a couple of weekend campouts before attending Scouts BSA summer resident camp.

If the Arrow of Light rank ceremony is 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.

## Arrow of Light-to-Scouts BSA Transition

Make contact with local Scouts BSA troop(s) as soon as possible. Keep in mind that not all Arrow of Light Scouts may join the same Scouts BSA troop. Early connection with local Scouts BSA troops will make the transition for Arrow of Light Scouts and their parents into Scouts BSA smooth. If there is not a local Scouts BSA troop for Arrow of Light Scouts to join, start the conversation early with your chartered partner and other leaders about starting a new Scouts BSA troop for your Cub Scouts to join.

Like all good relationships, this one takes time to develop. That's why the Arrow of Light-to-Scout transition begins at the start starts with the required Bobcat Adventure where Arrow of Light Scouts must visit a Scouts BSA troop and continues until the youth is firmly established in a Scouts BSA troop.

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 pack and the troop(s) the youth are transitioning to are focused on making the transition special and inviting, they can lose focus and end up not joining the troop. Also, keep in mind that youth may choose to join different troops than the one at your chartered organization. Continuing in a unit sponsored by the same chartered organization is not required.

A carefully planned Arrow of Light-to-Scout transition program helps Arrow of Light Scouts in several ways:

- ▶ 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 joining.

The plan also benefits the adults involved:

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

## MOVING INTO A SCOUTS BSA TROOP

Many Arrow of Light Scouts graduate together with their denmates and form a new-Scout patrol in a troop. Others join troops individually. Arrow of Light Scouts are encouraged to join a Scouts BSA troop by January or February of the fifth-grade year. An Arrow of Light Scout who has not yet earned the Arrow of Light rank may remain in the den and continue to work on the Arrow of Light rank until they have earned it or they have turned 11 years old and completed the fifth grade. To join a troop, a youth must fulfill one of these requirements:

Youth can join Scouts BSA if they are at least 10 years old, currently in the fifth grade and register on or after March 1st; OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18.



## Joining a Scouts BSA Troop

1. Parents or guardians of Arrow of Light Scouts attend a parent orientation meeting sponsored by the troop at the beginning of the fifth-grade year. Parents or guardians should be encouraged to accompany their Scouts on the troop visit. Visiting a Scouts BSA troop is a requirement for the Arrow of Light Bobcat Adventure.
2. Arrow of Light Scouts, with their parents or guardians, should visit one or more troop meetings before they earn the Arrow of Light rank or complete fifth grade. Some Arrow of Light Scouts and parents visit several troops before they decide which one they want to join.
3. Each Arrow of Light Scout lets the den leader know which troop they want to join. This gives the den leader the opportunity to invite the troop leadership of the individual Scout's troop choice to be present at the Scout's crossover ceremony.
4. The den leader notifies the Scoutmaster of the troop the youth has chosen to join. The Scoutmaster will schedule a Scoutmaster conference with the Scout as part of joining the troop.
5. The Arrow of Light Scout and parents complete an Application for Youth Membership and submit it to the troop the youth wishes to join. Or, the pack may transfer their membership in Scoutbook.
6. When the Arrow of Light Scout is ready to move membership to the troop, the pack leadership conducts a crossover ceremony at the pack meeting. All of the youth who are crossing over should be recognized at the ceremony. This is often held in conjunction with the Arrow of Light ceremony. The parents or guardians, Scoutmasters, and troop youth leaders are invited to participate.

## Pack Responsibilities

- ▶ Develop a relationship with the Scoutmaster or Scoutmasters of a troop or troops in the community. Most troops should have either an assistant Scoutmaster or a committee member assigned to Arrow of Light-to-Scout transition. Your unit commissioner can help put you in contact with troop leaders. You can also find troops in your area by searching on [BeAScout.org](http://BeAScout.org).
- ▶ 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 Arrow of Light den.
- ▶ Coordinate with troop leaders to plan and conduct Arrow of Light Scout overnight activities. These overnight activities for Arrow of Light Scouts are conducted in accordance to Cub Scout camping policies, not Scouts BSA camping policies.
- ▶ Invite the Scoutmaster and troop youth leaders to special pack activities. This will help create familiarity and a level of comfort for the Arrow of Light Scouts and their parents or guardians as they ease into the troop.
- ▶ Plan a meaningful graduation/crossover ceremony (ceremony could be part of a pack's blue and gold banquet or can be held at any pack meeting) where troop leaders (both Scouts and adults) welcome the Arrow of Light Scouts into their troops. There is no requirement that the crossover/graduation take place during a blue and gold banquet; readiness of the Arrow of Light Scouts to join the troop is the essential step.
- ▶ 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 Arrow of Light den can form the nucleus of a new Scouts BSA troop.

## Arrow of Light Den Leader Responsibilities

- ▶ Develop a den relationship with one or more Scouts BSA troops and coordinate a visit to a Scouts BSA troop as soon as possible to meet the required Bobcat Adventure requirement, which will be helpful for youth and their parents who may consider joining that troop.
- ▶ Plan and prepare for the camping trip that is part of the requirement for the required Outdoor Adventurer Adventure.
- ▶ Ensure that Arrow of Light Scouts have ample opportunities to complete the Adventures needed to earn the Arrow of Light badge of rank.
- ▶ Plan joint events with the troop by coordinating with the troop resource person.
- ▶ Along with the Scoutmaster or troop resource person, plan a meaningful crossover ceremony. This ceremony probably will take place at the pack's blue and gold banquet in February. It is the final highlight for Arrow of Light Scouts and their entry into continuing adventures in Scouting.
- ▶ Consider moving into the troop with the youth, 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 SCOUTS BSA TROOP LEADER

*Parents and adult leaders in Cub Scouting who move into a troop should understand that, despite some similarities, the two levels of program are quite different. In particular, troop adults serve more as advisors to youth leaders and not as direct leaders of youth.*



*At least one adult leader at an Arrow of Light Scout campout is required to have Basic Adult Leader Outdoor Orientation (BALOO).*

### **Scouts BSA Troop Partnership**

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. You can also find local troops by visiting [BeAScout.org](http://BeAScout.org). Make sure to identify Scouts BSA troops that your Arrow of Light Scouts are eligible to join.

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

Develop a plan for regular communication among key leaders to keep everyone informed of graduations, joint activities, needs, and opportunities.

Set up a tentative calendar of joint of den–troop activities. During the program planning meeting, incorporate the requirements for all of the required Arrow of Light Adventures and identify elective Adventures the troop is willing to assist with, as well as other joint activities into the annual plan. Share the transition plan with the chartered organization representative and chartered organization, and let them know how they can help.

### **Arrow of Light Parent–Scouts BSA Campout or Daytime Event**

The troop should host a Arrow of Light parent–Scouts BSA campout or daytime event. 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 Arrow of Light Scouts, their parents, and the Scouts and adults in the Scouts BSA troop. When the time comes for Arrow of Light Scouts to move into a Scouts BSA 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 Scout Parent Orientation**

An orientation should be held in the fall of the fifth-grade year. This conference reinforces the Scouts BSA troop partnership and provides information to Arrow of Light Scouts and their parents on upcoming troop programs, including summer camp, and preparation for crossover.

### **Den–Troop Campout or Troop Service Project**

A joint fall campout between the Arrow of Light den and the Scouts BSA troops will further strengthen the relationship among the Arrow of Light Scouts, their parents, and the older Scouts and adult leaders in the troop. This one-night outing will help Arrow of Light 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 Arrow of Light Scout can participate.

The Arrow of Light Outdoor Adventurer requires that the den go camping; they may choose to do this with a Scouts BSA troop. Arrow of Light Scouts are learning about the patrol method and skills and how to apply that knowledge while on the outing with the troop. Ideally, Arrow of Light Scouts will attend an overnight with a Scouts BSA troop they can join.

## A New-Scout Conference for Arrow of Light Scouts

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

Visit [scouting.org](https://www.scouting.org) for more information on Scouting America Youth Protection policies.

This new-Scout conference is a chance to better understand each individual Scout. The Arrow of Light Scout should be encouraged to set both short- and long-term goals. A short-term goal might be to attain the rank of Tenderfoot; a long-term goal could be to serve as patrol leader. If they have earned the Arrow of Light, they are already aware of the troops program.

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 child'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 child's Scouting success.

### Discussion Topics for the New-Scout Conference

- ▶ Review of the meaning of the Scout Oath and Scout Law
- ▶ The Scout advancement program
- ▶ Troop camping
- ▶ Review of the patrol method
- ▶ Summer camp
- ▶ Connect what was learned while earning the required Adventures for the Arrow of Light badge of rank with how a Scouts BSA troop operates

### Joint Arrow of Light Scout and Troop Activities

It's a good idea to plan quarterly joint den-troop activities. Here are some suggestions.

- ▶ The Arrow of Light den visits a Scouts BSA troop court of honor.
- ▶ The Scouts BSA troop and Arrow of Light den go on an overnight campout. (Fulfills requirement in the required Outdoor Adventurer. See "Cub Scout Camping" for more information.)
- ▶ The Scoutmaster and youth leaders of the troop help Cub Scouts with requirements for Adventures.
- ▶ The Arrow of Light den and troop share an evening campfire.
- ▶ The Arrow of Light den and troop attend Scout Sunday or Sabbath services in February.
- ▶ The pack and troop join in a community Good Turn or a Good Turn for the chartered organization. (Fulfills requirement in the required Citizenship Adventure.)
- ▶ The Arrow of Light den takes a day hike with the troop.
- ▶ The Arrow of Light den and troop hold a field day.
- ▶ The troop leadership helps during a Arrow of Light den overnight campout.



*Youth Protection training is required for all Scouting America registered volunteers, regardless of their position. For more information about Scouting America Youth Protection policies, select "Youth Protection" and "Guide to Safe Scouting" in the site menu at [scouting.org](https://www.scouting.org).*



## Advancement and Awards

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

### WHAT IS ADVANCEMENT?

**Advancement is when a Cub Scout earns a badge of rank or makes progress toward a badge of rank by earning Cub Scout Adventures.** The advancement program is designed to encourage the natural interests of a child. To earn each badge of rank a Cub Scout must complete six required Adventures and two elective Adventures for that rank. The six required Adventures are based on the aims and areas of importance to Scouting. The aims are character development, leadership, personal fitness, and citizenship. The areas of importance are the outdoors, personal safety, family and reverence. Each badge of rank has been specially designed for a specific grade level and has been verified by professional educators to be age appropriate.

**Advancement is based on the Cub Scout Motto "Do Your Best."** Cub Scouts learn skills based on a standard that Cub Scouting provides. Credit is given to the Cub Scout for each requirement when the Scout has done their best. The Cub Scout Motto is "Do Your Best," and Cub Scouts should always be encouraged to do just that, keeping in mind that doing nothing is never one's best. For requirements that are completed at home, the Cub Scout's parent, guardian, or adult partner informs the den leader when the requirement has been completed.

**Advancement teaches Cub Scouts how to accomplish big goals by achieving smaller goals.** The goal for a Cub Scout each year is to earn their badge of rank. To achieve this they accomplish smaller goals by earning Adventures. Tracking progress towards their badge of rank on a chart or in their handbooks helps to instill this valuable skill of accomplishing smaller goals that lead to a larger goal. Presenting awards to them in meaningful ceremonies to recognize their accomplishments is a principle of advancement.

**Advancement is not competition.** Each Cub Scout is encouraged to advance steadily and purposefully, setting their own goals with guidance from their family and leaders. Measurement for satisfying requirements is "do your best," and that level can be different for each child.

### 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 Cub Scouts.

### Goals of the Advancement Program

When implemented correctly, the advancement program will

- ▶ Accomplish the aims of Scouting by instilling character, developing leadership, participatory citizenship, and personal fitness.
- ▶ Instill an appreciation of the outdoors, learn personal safety skills, and reinforce the Cub Scout's family values.
- ▶ Learn how to achieve large goals by achieving smaller goals.
- ▶ Develop a lifelong love of learning through hands on activities and exploration.

### The Den Leader

The den leader has the following responsibilities related to advancement.

1. Plan meetings that support the advancement program. Other parents with specific skills, the den chief, or local Scouts BSA troop leaders can help.
2. Help parents and adult partners understand the advancement program and their role in helping their Cub Scout with advancement.





3. Keep accurate records of requirements that Cub Scouts complete. Promptly provide the pack leadership with the advancement records so Scouts can be recognized at the next pack meeting.
4. With advancement being completed in the den meeting, a Scout's absence should be the only reason a Cub Scout does not advance. Work with the Scout and their family to complete activities missed due to absence. Parents can approve their Cub Scout's completion of a requirement done outside of a den meeting.
5. Provide reinforcement for and recognition of advancement at den meetings. These can include advancement charts, den doodles, and immediate recognition items.
6. Make sure that impressive advancement ceremonies and bridging ceremonies are conducted at the pack meeting.

### **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 the Cub Scouts and their families. See that den and pack activities are planned so that completing required and elective Adventures for all levels is a natural outcome.
2. Guide den leaders in the use of official resources to help organize and deliver each meeting's program for each level of programming.
3. Provide advancement reinforcement at the pack meeting, such as colorful and exciting induction, advancement, and bridging ceremonies. Encourage displays of den advancement charts and den doodles at pack meetings.
4. Ensure that Cub Scouts who have earned an Adventure or badge of rank are recognized immediately. Don't let them get discouraged by having to wait for recognition.
5. Make sure that den leaders are trained.
6. See that advancement standards are maintained. Every Cub Scout should do their best to complete the requirements as presented in the program.

### **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. Ensure that den leaders have program resource materials.
3. Purchase Adventure loops and pins and badges of rank from the local council service center. See that badges are presented as soon as possible to ensure instant recognition. Use of Scoutbook and the Scouting mobile app makes each of these responsibilities easy to manage with an online tool that reduces the use of paper reporting.
4. Help plan advancement and graduation ceremonies for the pack meeting.
5. Help build and/or secure equipment for use in meaningful advancement ceremonies.

### **How Fast Should a Den Advance?**

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

- ▶ Their own motivation for learning new skills, the encouragement and help they get from family, and their need for recognition
- ▶ The den leader's preparation for and presentation of advancement activities in the den meetings

Den meeting resources accessed through the Cub Scout handbooks or at [www.scouting.org/programs/cub-scouts/adventures](http://www.scouting.org/programs/cub-scouts/adventures) provide activities that meet the requirements for all Adventures. Adventures are designed to be completed in about one meeting, some Adventures may take longer based on the size of the den and the activities chosen to complete the requirements. A year-round program is composed of required Adventures (that will lead to rank advancement) and elective Adventures (which contribute to rank advancement and provide program enrichment). The length of time it takes for the den to earn their rank is completely up to the den leader and the families in the den. Dens meet as frequently as they like.

If a Cub Scout cannot attend all meetings, the den leader should help the Cub Scout and their family complete the missed activities.



## Advancement Checklist

- Are the aims of Scouting kept at the forefront of advancement? (Character, leadership, citizenship, and personal fitness).
- Is there a focus on the areas of importance: the outdoors, personal safety, family, and reverence?
- Do den leaders talk to parents about children who are missing den meetings and therefore missing opportunities to advance?
- Do den leaders have the resources necessary to deliver quality den meetings including access to program supplies, time to plan, and access to equipment?
- Are accurate advancement records kept?
- Do Cub Scouts receive instant 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?

## CUB SCOUT ADVANCEMENT—ADVENTURES

Each rank, Lion through Arrow of Light, is earned by completing the six required Adventures and any two elective Adventures for that badge of rank.

Required Adventures are based on the aims of Scouting and the areas of importance. The aims of Scouting are character and leadership, personal fitness, and citizenship. The areas of importance are the outdoors, personal safety, and family and reverence.

The den leader decides which Adventures will be worked on and in what order. When deciding the order of Adventures it is recommended that the den leader seek input from other leaders in the pack, the parents in their den, and in some cases the Cub Scouts themselves. It is recommended that required Adventures are worked on first.

The required Adventure for each rank that is focused on character and leadership is the Bobcat Adventure. The Bobcat Adventure is designed to be the first required Adventure since it has requirements such as get to know the members of your den and creating a den code of conduct, which are best done when the den is ready to start their program year. However, the Bobcat Adventure does not need to be the first Adventure earned. Adventures, required and elective, may be earned in any order. However, based on available resources during different times of the year, it may be beneficial to work on an elective Adventure before all the required Adventures are completed. Cub Scouts may also work on multiple Adventures simultaneously.

Even after all six of the required Adventures and two elective Adventures are completed for Cub Scouts to earn their badge of rank, the den continues to work on additional elective Adventures. The six required and two elective Adventures to earn a badge of rank is only the minimum number of Adventures a Cub Scout earns.

## CUB SCOUT INSTANT RECOGNITION

### Adventure Loops—Lion Through Bear

No Cub Scout wants to wait several months to be recognized for their hard work. Each Adventure for Lion through Bear has a metal Adventure loop that is designed to be worn on the Cub Scout's belt. Adventure loops do not require an advancement report to be purchased at the Scout shop. This allows for the den leader or other pack leadership to purchase Adventure loops ahead of time and have them ready to present once a Cub Scout has completed the Adventure.

Adventure loops are color coded to each rank. Required Adventure loops have their logo in full color and elective Adventure loops have their logo in a single color.

### Adventure Pins—Webelos and Arrow of Light

Adventure pins, instead of loops, are presented for the required and elective Adventure for Webelos and Arrow of Light Scouts. Just like Adventure loops, Adventure pins do not require advancement reports and are designed to be given to the Cub Scout once they have completed the Adventure.



*Adventure loops go on the official Cub Scout belt*



*Adventure pins go on Adventures colors*

Adventure pins are worn on an item called the Adventure colors—a metal pin that has the word *Adventures* on it with gold, red, and green ribbons attached or on the Webelos hat. If pins are placed on the Adventure colors, they may be placed in any order on any of the attached ribbons.

## LION ADVANCEMENT

Lion Scouts work toward their Lion badge of rank. Although participation with an adult partner is required for all Lion awards, recognition items are for the Cub Scouts only.

To earn the Lion rank badge, a Cub Scout must complete the following Adventures, working with an adult partner:



**BOBCAT**  
(Character & Leadership)



**MOUNTAIN LION**  
(Outdoors)



**FUN ON THE RUN**  
(Personal Fitness)



**KING OF THE JUNGLE**  
(Citizenship)



**LION ROAR**  
(Personal Safety)



**LION'S PRIDE**  
(Family & Reverence)

Lion Scouts also complete any two of the 16 Lion elective Adventures.

## TIGER ADVANCEMENT

Tiger Scouts work toward the Tiger badge of rank. Although participation with an adult partner is required for all Tiger awards, recognition items are for the Cub Scouts only.

To earn the Tiger rank badge, a Cub Scout must complete the following Adventures, working with an adult partner:



**BOBCAT**  
(Character & Leadership)



**TIGERS IN THE WILD**  
(Outdoors)



**TIGER BITES**  
(Personal Fitness)



**TEAM TIGER**  
(Citizenship)



**TIGER ROAR**  
(Personal Safety)



**TIGER CIRCLES**  
(Family & Reverence)

Tiger Scouts also complete any two of the 20 Tiger elective Adventures.

## WOLF ADVANCEMENT

Wolf Scouts work toward the Wolf badge of rank.



**BOBCAT**  
(Character & Leadership)



**PAWS ON THE PATH**  
(Outdoors)



**RUNNING WITH THE PACK**  
(Personal Fitness)



**COUNCIL FIRE**  
(Citizenship)



**SAFETY IN NUMBERS**  
(Personal Safety)



**FOOTSTEPS**  
(Family & Reverence)

Wolf Scouts also complete any two of the 20 Wolf elective Adventures.

## BEAR ADVANCEMENT

Bear Scouts work toward the Bear badge of rank.



**BOBCAT**  
(Character & Leadership)



**BEAR HABITAT**  
(Outdoors)



**BEAR STRONG**  
(Personal Fitness)



**PAWS FOR ACTION**  
(Citizenship)



**STANDING TALL**  
(Personal Safety)



**FELLOWSHIP**  
(Family & Reverence)

Bear Scouts also complete any two of the 20 Bear elective Adventures.



*Kindergarten*



*First Grade*



*Second Grade*



*Third Grade*



*Webelos (fourth grade) badge of rank*



*Arrow of Light (fifth grade) badge of rank*

## WEBELOS ADVANCEMENT

Webelos work toward the Webelos badge of rank.



**BOBCAT**  
(Character & Leadership)



**WEBELOS WALKABOUT**  
(Outdoors)



**STRONGER, FASTER, HIGHER**  
(Personal Fitness)



**MY COMMUNITY**  
(Citizenship)



**MY SAFETY**  
(Personal Safety)



**MY FAMILY**  
(Family & Reverence)

Webelos also complete any two of the 20 Webelos elective Adventures.

## ARROW OF LIGHT ADVANCEMENT

Cub Scouting's highest rank is the Arrow of Light. It is the only Cub Scout rank that will stay with the Scout when they join a Scouts BSA troop and later if they decide to become an adult leader.

When a Cub Scout has completed all the Arrow of Light badge of rank requirements, the award is presented to the Cub Scout during an impressive pack ceremony called the Arrow of Light ceremony. The local troop is encouraged to take part in this ceremony to facilitate the process of "bridging" the recipient to the troop. Arrow of Light Scouts should join a Scouts BSA troop in January and February.

Arrow of Light Scouts work toward the Arrow of Light badge of rank.



**BOBCAT**  
(Character & Leadership)



**OUTDOOR ADVENTURER**  
(Outdoors)



**PERSONAL FITNESS**  
(Personal Fitness)



**CITIZENSHIP**  
(Citizenship)



**FIRST AID**  
(Personal Safety)



**DUTY TO GOD**  
(Family & Reverence)

Arrow of Light Scouts also complete any two of the 16 Arrow of Light elective Adventures.

## Advancement Details

- ▶ If a Cub Scout completes a project or craft as a requirement for one Adventure, it may not be used to complete a requirement for a different Adventure unless specifically stated in that Adventure.
- ▶ If a physician certifies that a Cub Scout's condition for an indefinite amount of time won't permit completion of a requirement, the Cubmaster and pack committee may authorize a substitution.
- ▶ At the end of the school year and once a Cub Scout moves to the next Cub Scouting rank, only Adventures from that rank may be earned. Cub Scouts may not earn Adventures that are not part of their current rank/grade level.

## SPECIAL RECOGNITIONS FOR CUB SCOUTS, LEADERS, AND PACKS

In addition to badges of rank and Adventures, Cub Scouts may earn special recognitions as individuals, as part of their den, or for participation in their pack. There are also special recognitions for adult leaders. Below is a listing of these awards by category followed by a brief description of the award. The requirements for these awards can be found [online](#).

- ▶ Special Recognitions Cub Scouts earn as individuals:
  - Interpreter Strip
  - Messengers of Peace Award
  - Recruiter Strip Award
  - Religious Emblem
  - Service Stars
- ▶ Special Recognitions Cub Scouts earn as part of their den or pack:
  - Journey to Excellence Unit Award
- ▶ Special Recognitions adult leaders earn:
  - Adult Religious Emblem
  - Den Leader Award
  - Interpreter Strip
  - James E. West Fellowship Award
  - Scouter’s Training Award
  - Scouter’s Key
  - Service Stars
- ▶ Special Recognitions for adult leaders for exceptional service:
  - District Award of Merit
  - George Meany Award
  - ¡Scouting! ... Vale la Pena! Service Award
  - Silver Beaver
  - Whitney M. Young Jr. Service Award
  - Woods Service Award
  - William D. Boyce Award



## SPECIAL RECOGNITIONS CUB SCOUTS EARN AS INDIVIDUALS

### Interpreter Strip

Scouting is a worldwide organization and encourages youth and adults to share their culture and heritage with others. The interpreter strip informs others that you can communicate in a foreign language, American sign language, or Morse code. Youth and adults may wear this strip if they show their knowledge of a foreign language or the sign language for the hearing impaired by:

- Carrying on a five-minute conversation in this language
- Translating a two-minute speech or address
- Writing a letter in the language (does not apply for sign language)
- Translating 200 words from the written word

### Messengers of Peace

Today, Scouts in dozens of countries are working for peace by solving conflicts in their schools, building links between divided communities, teaching their peers about health and wellness, and repairing environmental damage. To recognize their efforts—and to inspire more young men and women to help Scouting create a better world—the World Scout Committee has launched the Messengers of Peace initiative.

To participate all Cub Scouts have to do is go online and register the Messengers of Peace related community service projects they undertake. Doing so adds pins to a global Messengers of Peace map, which Scouts from around the world can click on to learn how their fellow Scouts are making a difference.

The World Crest Emblem is the round purple patch with a white fleur-de-lis and a white rope around it tied in a square knot. The World Crest is worn by all Scouting youth and Scouters around the world to show that they are part of the World Scout Organization.

Any Scout or Scouter who participates in a qualifying project is eligible to wear a Messengers of Peace ring patch around the World Crest on their uniform.





## Religious Emblems Program

- For the required Adventures that focus on family and reverence, for all ranks, Cub Scouts may earn the religious emblem of their choosing instead of completing the requirements for the Adventure.
- 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 youth through the religious organization and Scouting.
- The religious emblems are not Scouting awards; however, they may be worn on the upper left pocket of the Cub Scout uniform. See [Duty to God](#) or go to [scouting.org/awards/religious-awards](https://scouting.org/awards/religious-awards) for more information.

### Recruiter Strip

When Scouts are having a great time they naturally want to invite friends who are not involved to join. To recognize those Cub Scouts who recruit a friend to join the pack, there is the recruiter strip. This patch is worn on the bottom left pocket of the uniform. When a Cub Scout invites friends to join the pack, once one of those friends has joined, they earn the patch.

### Service Stars

Service stars are a great way to encourage and recognize Cub Scouts for staying in Scouting. After being in the pack for one year, a Cub Scout is eligible to wear the one-year service star. There are stars for each year following. Service stars continue throughout the various programs and adult volunteer service. Special recognition pins are available for benchmark periods such as each five and 10 years.

### SPECIAL RECOGNITION CUB SCOUTS EARN AS A DEN OR PACK

#### Journey to Excellence

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

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

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

## SPECIAL RECOGNITIONS ADULT LEADERS EARN

### Adult Religious Emblem

To encourage members to grow stronger in their faith, religious groups have developed the religious emblems programs. Scouting America has approved of these programs and allows the emblems to be worn on the official uniform. The various religious groups administer the programs.

Adult recognitions are given to adults for outstanding service to youth through both their place of worship and Scouting America. Adult awards are not earned like youth awards: An outside party must nominate an adult to receive an award by submitting the required applications, letter of recommendation, and resume of activities. Self and spouse nominations will not be accepted. For details visit [www.praypub.org](http://www.praypub.org). In addition to a medal, adults will receive a purple square knot with a silver border to wear on their uniform.

### Den Leader Training Award

This award recognizes den leaders who have completed training, tenure, and performance requirements. It is available for Lion, Tiger, Wolf, Bear, and Webelos den leaders and can be earned in each position, but tenure may be used only for one award. In addition to a certificate and a medal, a yellow square knot on a blue background is available to wear on the uniform.

### Interpreter Strip

See page 35.

### James E. West Fellowship Award

Like many community organizations, Scouting requires financial support today and into the future. This award is presented to recognize those who have given at a particular level to local council endowment funds. To learn more about this and other awards associated with financial gifts to Scouting, contact your local council service center.

### Scouter's Training Award

This award can be presented to registered Cub Scout adult leaders who have two years' tenure in the pack and have completed position-specific training and other performance requirements designed to encourage and recognize those who give of their resources to make the pack successful. Tenure does not need to be in the same position. In addition to a certificate and medal, a green square knot on a khaki background is available to wear on the uniform.

### Scouter's Key/Cubmaster's Key

This award is for Cub Scout adult leaders with three years' tenure—including at least two years as Cubmaster—who have completed training and other performance requirements. The Cubmaster's Key is also a great way to incorporate a succession plan for Cubmaster. In addition to a certificate and medal, a green-and-white square knot on a khaki background is available to wear on the uniform.

### Service Stars

Just as you recognize Cub Scouts with service stars, adult leaders are also eligible to receive these pins. After one year of service an adult may be presented with a one-year service star. An adult who has been involved in Scouting as a youth or has been involved for more than five years is also eligible for the Veteran Award (see next page).

### Veteran Award

After five years of registered service in Scouting America, an adult may, upon application, receive the designation of "Veteran." There are additional veteran awards for every five years. Applications are submitted to the local council service center.

### William D. Boyce Award

As local communities grow, the opportunity to start a new pack increases. For those adults who establish a new pack, troop, crew, or ship with a chartered organization, a special silver knot on a yellow, green, and red background is available to wear on the uniform. If you are interested in starting a new pack, troop, crew, or ship, contact your local council service center.



*Adult Religious Emblem*



*Den Leader Training Award*



*James E. West Fellowship Award*



*Scouter's Training Award*



*Scouter's Key/Cubmaster's Key*



*William D. Boyce Award*



## RECOGNITION FOR ADULT LEADERS FOR EXCEPTIONAL SERVICE

### Community Organization Award

Community Organization Award is a generic term used by Scouting America to identify a category of awards used by secular, national, and community organizations to recognize their members for voluntary service and achievement. The organization must also be a Scouting America national chartered organization. The recognition piece, the concept of the award, and the criteria for awarding and presenting it are developed and owned by the national community organization, which is also a chartered organization with Scouting America. More than 20 different national chartered organizations have this award.



*Community Organization Award*



*District Award of Merit*



*iScouting ... Vale la Pena!  
Service Award*



*Silver Beaver Award*



*Silver Antelope Award*



*Silver Buffalo Award*



*Whitney M. Young Jr.  
Service Award*

### District Award of Merit

This is the highest honor a local district can bestow upon a volunteer. The award is presented to Scouters who render service of an outstanding nature at the district level. How districts accept nominations and present this award may vary. In addition to a plaque, certificate, and medal, a silver overhand knot on a blue background is presented to be worn on the uniform.

### iScouting ... Vale la Pena! Service Award

This award is designed to recognize outstanding service by an adult or organization involved in development and implementation of Scouting opportunities for Hispanic/Latino youth. It is presented by the local council, which also sets the qualifications. In addition to a certificate and desk trophy, a blue-and-yellow square knot on a red background is presented to individuals to be worn on the uniform.

### Silver Beaver

The highest honor a council can bestow on a volunteer is the Silver Beaver. Recipients of this award are registered Scouters who have made an impact on the lives of youth through service given at the council level. How councils accept nominations and present this award may vary. In addition to a certificate and medal, a white-and-blue square knot on a khaki background is presented to be worn on the uniform.

### Silver Antelope and Silver Buffalo

Beyond service to the local council, the Silver Antelope is given at the regional level and the Silver Buffalo is given at the national level. These are presented at the National Annual Meeting of Scouting America. In addition to certificates and medals, the Silver Antelope has a yellow-and-white square knot and the Silver Buffalo has a red-and-white square knot to be worn on the uniform.

### Whitney M. Young Jr. Service Award

The Whitney M. Young Jr. Service Award recognizes outstanding service by an adult or an organization involved in development and implementation of Scouting opportunities for youth from rural or low-income urban backgrounds. In addition to a certificate and medal, a bronze-and-white square knot on a black background and gold border is presented to be worn on the uniform.

### Other Recognition and Awards

There are other adult leader recognitions and awards. Some are presented by the pack, and others are presented by the local district or council. Having someone in the pack who is aware of all the awards and recognitions that youth and adults may earn is essential to a strong program. Although many adults don't seek recognition, it is always important to show appreciation and support to those who give of their talents.



# LEADER AND FAMILY ROLES AND RESPONSIBILITIES

Adult leaders are made up mostly of the parents and guardians of Cub Scouts. When the pack makes things fun for Cub Scouts and for parents and leaders the more likely the pack will grow and deliver the best possible program.

The pack should always consider activities and games that parents and leaders can participate in along with the Cub Scouts. A pack that creates social time with parents and leaders develops a pack community in which parents feel connected and are more likely to stay involved and to volunteer.

Adult leaders who work directly with youth are known as “direct contact leaders.” These include the Cubmaster, assistant Cubmaster, den leader, and assistant den leader. These adult volunteers wear a uniform and deliver the program directly to the Cub Scouts.

There are other positions that don’t work directly with youth. These adults focus on supporting the direct contact leaders. Each parent or guardian has a talent they can give to support the program. When everyone gives of their talents, every Cub Scout benefits.

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



To become a trained leader and wear the “Trained” patch, complete:

- ▶ Youth Protection training
- ▶ Leader position-specific training

Youth Protection training is required for all Scouting America registered volunteers. For more information about Scouting America Youth Protection policies, go to [scouting.org](http://scouting.org).

## Leaders

No single person, no matter how talented, can make Cub Scouting work on their own. Instead, it takes a team made up of Cub Scout parents or guardians and other caring qualified adults who agree to take on roles that best fit their individual talents. These positions include the Cubmaster, assistant Cubmasters, pack committee chair and members of the committee, chartered organization representatives, den leaders and assistant den leaders, and more.

Each leader has a specific role to play, while all share responsibility for recruiting, training, and planning. In this chapter, we’ll introduce the details of each role to help you identify the positions that you may feel best match your talents. Not all leadership positions require wearing a uniform or meeting with youth. Just about everyone has a skill or talent that can help the pack.

### LEADERSHIP BASICS

Successful leaders share some common traits:

- ▶ Character
- ▶ Honesty
- ▶ Ability to guide and influence youth
- ▶ 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. Den leaders spend more than an hour in preparation for some den meetings. Planning meetings, training courses, and monthly roundtables also take time, but they are critical to delivering a quality program. This is why attention to making things fun for parents and leaders is so important. All of these things can build up, and if there is no fun in being a leader you will have a difficult time attracting and retaining quality leaders.

Lastly, successful leaders share a good attitude. Showing confidence and enthusiasm inspires children 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 Cub Scouts you’ve committed to lead. Remember, the Cub Scout Motto is not just for Cub Scouts — it is for everyone in Cub Scouting. “Do Your Best!”

### RESPONSIBILITIES TO THE CUB SCOUTS

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

- ▶ Respect the children’s rights as individuals and treat them as such. In addition to using common-sense approaches, this means that all parents and guardians have reviewed *How to Protect Your Children From Child Abuse: A Parent’s Guide*. This is a requirement for all Bobcat Adventures in each rank. All youth leaders must be current with Scouting America’s Youth Protection training.
- ▶ Conduct activities and meetings in a safe manner using the Scouting America SAFE Checklist and following all Youth Protection policies and the *Guide to Safe Scouting*.
- ▶ See that Cub Scouts find the excitement, fun, and adventure they expected when they joined Cub Scouting.
- ▶ Provide enthusiasm, encouragement, and praise for their efforts and achievements.
- ▶ Complete Position Specific Training for their role and seek continuous education and training.

## SETTING A GOOD EXAMPLE

Scout leaders naturally become role models for youth in the program. Here are some suggestions to help leaders set a good example.

- ▶ Live by the Scout Oath and Scout Law and—like a good Cub Scout—always do your best.
- ▶ Be fair and honest to earn 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. Children respect honesty and learn from it.
- ▶ Be punctual. Start meetings on time; everyone will be encouraged to arrive on time to not miss any of the fun.
- ▶ Appearance is important because it shows self respect. Fully uniformed dens and packs have fewer behavior problems and operate more efficiently than dens and packs in which Cub Scouts and leaders don't dress in the full uniform.
- ▶ Be dependable. Keep your word. Let the Cub Scouts know that they can count on you to do what you say.

## Solving Problems Among Leaders

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

- ▶ Care about the people involved and seek to understand their point of view and take into consideration challenges that they may be going through.
- ▶ Identify the problem. Make sure you have the facts. Never make personal attacks on others and don't allow others to do so either.
- ▶ 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 prevent a repeat of the issue.



## SCOUTING AMERICA POLICY: Drug, Alcohol, and Tobacco Use

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

Scouting America 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 Scouting America activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.

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



## RESOURCES A LEADER NEEDS

Scouting America has resources designed to support our volunteer leaders. Understanding what you need is as simple as “painting by numbers.” Each program level has a corresponding color to identify resource materials for that level. Lion is yellow-gold, Tiger is orange, Wolf is red, Bear is light blue, Webelos is olive green, and Arrow of Light is brown. Program items that are meant for all levels—such as this guidebook—use blue and gold.

	Before your first meeting as a den leader	As you advance
Available on <a href="https://www.scouting.org">Scouting.org</a>	Den Meeting Resources	<i>Cub Scout Leader Book</i>
Trainings to Attend	Youth Protection training and position-specific training (both done online)	Roundtable, Wood Badge, and local University of Scouting

Youth Protection training is required for all Scouting America registered volunteers. For more information about Scouting America Youth Protection policies, select “Youth Protection” and “Guide to Safe Scouting” from the site menu at [scouting.org](https://www.scouting.org), and see the Parent’s Guide in any of the Cub Scout or Scouts BSA handbooks.

### 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

- ▶ Agree to the [Scouter Code of Conduct](#).
- ▶ Assure that a well-rounded, quality program that is compatible with the aims and areas of importance 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 and the Scout Law.
- ▶ Be a registered member of Scouting America in good standing.



## SCOUTING AMERICA POLICY: Declaration of Religious Principle

“Scouting 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 Scouting 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 Scouting America, and is current with Youth Protection training.

**Responsibilities:** The chartered organization representative’s responsibilities are to

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

### Pack Committee Member

Every pack is under the supervision of a pack committee, which consists of the parents and guardians of the Cub Scouts and leaders of the pack with at least three specific positions: committee 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.

Experience has shown that more parents participating in monthly committee meetings, or “parent meetings,” leads to a stronger, more stable pack that is better able to perform all the required functions to ensure a successful pack program. This is an opportunity to make things fun for parents and leaders by keeping it casual and perhaps conducting the meeting at a fun location.

**Qualifications:** Is at least 21 years old, is selected by the chartered organization, is registered as an adult leader of Scouting America, 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 den leaders, the Cubmaster, and one or more assistant Cubmasters, with the chartered organization’s approval.





### THE KEY 3

*Each pack is guided by a Key 3, a group that consists of the chartered organization representative, the pack committee chair, and the Cubmaster. Respectively, these leaders are responsible for serving as a liaison with the chartered organization, the unit leadership, and the local council; providing support for the unit program; and implementing the unit program. The qualifications and responsibilities for each Key 3 member are described below.*

*The unit Key 3 should meet regularly to assess the quality of the unit's program and to design strategies for building its success. The Key 3 addresses unit challenges and opportunities, reviews Journey to Excellence status, and adjusts program and administrative elements to ensure a strong and engaging unit program. The unit Key 3, along with the unit commissioner, reviews Voice of the Scout feedback and makes recommendations to the unit committee to strengthen unit service to youth.*

- ▶ 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 and den leaders.
- ▶ Complete pack committee training for the position.

A strong pack committee will have individual members assigned to such areas as record keeping and correspondence, finances, advancement, new member coordinator, training, public relations, and membership and registration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments. 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

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

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

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



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

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

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

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



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

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

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

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

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

- ▶ Complete position-specific training for pack committee member.
- ▶ Along with the Cubmaster and pack committee, develop and carry out a plan for membership growth.
  - Work with pack committee members to promote recruitment plans.
  - Follow up on Cub Scout who left the pack to help return them to full, active membership.
- ▶ Provide coaching and assistance to families when it is time for them to renew their membership.
  - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
  - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.



- ▶ Along with the Cubmaster and pack committee, see that eligible Cub Scouts transition to the next rank's den at the appropriate time, and that Arrow of Light Scouts and parents/guardians have a smooth transition into a Scouts BSA troop.

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

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

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

- ▶ Complete position-specific training for pack committee member and review the information about New Member Coordinators at [scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator/](http://scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator/).
- ▶ Serve as welcoming ambassadors for the unit.
- ▶ Work with the unit committee in developing and implementing the Unit Membership Plan.
- ▶ Participate in New Member Coordinator training and collaborate with the district membership team.

More than one person can serve as a new member coordinator.

## Cubmaster

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

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

**Responsibilities:** The Cubmaster's responsibilities are to:

- ▶ Complete Cubmaster position-specific training. Attend monthly roundtables.
- ▶ Plan and help carry out the Cub Scout program in the pack according to the policies of Scouting America including the use of the Scouting America SAFE Checklist for all activities at [www.scouting.org/health-and-safety/safe](http://www.scouting.org/health-and-safety/safe) and adherence to the policies in the *Guide to Safe Scouting* at [www.scouting.org/health-and-safety/gss/](http://www.scouting.org/health-and-safety/gss/).
- ▶ Support the policies of Scouting America.
 

With the pack committee, develop and execute a plan for recruiting new families into Cub Scouting.
- ▶ Ensure that all leaders and parents are aware and follow Youth Protection Guidelines at [www.scouting.org/training/youth-protection/](http://www.scouting.org/training/youth-protection/).
- ▶ With assistance from the pack committee and den leaders plan fun and engaging pack meetings and pack activities.
- ▶ See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and Scouting America.
- ▶ Work with the pack committee on program ideas, planning and delivering Cub Scout Adventures that are available for all Cub Scout ranks; selecting and recruiting adult leaders; and establishing a budget plan.
- ▶ Guide and support den leaders. See that they receive the required training for their positions.
- ▶ Help organize and encourage graduation into a troop by establishing and maintaining good relationships with one or more local troops.
- ▶ Maintain good relationships with parents and guardians. Seek their support and include them in activities.





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

### Assistant Cubmaster

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

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

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

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

### Cub Scout Den Leaders

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

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



### Lion and Tiger Den Leader Responsibilities:

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

### Wolf, Bear, and Webelos Den Leader Responsibilities:

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

### Arrow of Light Den Leader Responsibilities:

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

### Assistant Cub Scout Den Leaders

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

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





## OTHER LEADERS IN THE DEN

### Scouts BSA Troop Resource Person

The Scouts BSA troop resource person is an adult leader in a Scouts BSA troop who may have personal knowledge about areas that would assist with work in Arrow of Light Adventure pins. This leader may become a valuable resource person to the Arrow of Light den leaders as he or she may know people, skills, and other resources related to the Arrow of Light Adventures. The Scouts BSA troop resource person is appointed by the troop to serve as the liaison between the troop and Arrow of Light 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 Scouting skills but, equally importantly, should know where to secure resource people to help with Arrow of Light Adventure pins and other projects. Is appointed by the Scouts BSA troop to serve as the liaison between the troop and Arrow of Light den or dens.

**Responsibilities:** The Scouts BSA troop resource person's responsibilities are to:

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

### Den Chief

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

**Qualifications:** Be an experienced older Scout, ideally First Class rank or above, or a Venturer or Sea Scout. Selected by the senior patrol leader and Scoutmaster, Venturing Advisor, or Sea Scout Skipper 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 or crew.

**Responsibilities:** The den chief's responsibilities are to:

- ▶ Attend Den Chief training, with the den leader if possible.
- ▶ 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.
- ▶ 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.
- ▶ At no time is a den chief to be responsible for supervision of Cub Scouts or responsible for disciplinary actions.



## HOW LEADERS CAN HELP DEN CHIEFS

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

When a den chief is appointed to a den, the den leader should meet with them to talk about Cub Scouting, the den, and what is expected in their position.



### 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. Some packs include this expense as part of the pack budget.

After each den meeting, the den leader and assistant den leader should review with the den chief the plans for the next den meeting. The den chief should be encouraged to become a resource in helping deliver activities designed to complete requirements for Adventures or be able to fill time with a song or game.

Another important step is Den Chief Training, a training event that the district or council conducts. Den chiefs and the den leaders should attend together. This training may also be accessed online at [my.scouting.org](http://my.scouting.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 chiefs' limitations as well as their 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 in the den by leading, not pushing, the Cub Scouts.
- ▶ 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 youth available for the position.

1. The Wolf, Bear, Webelos, or Arrow of Light den leader lets the Cubmaster know that the den needs a den chief to help with den activities. (Lion and Tiger dens don't have den chiefs.)
2. The Cubmaster explores den chief opportunities with a Scoutmaster, Venturing Advisor, or Sea Scout Skipper, discussing how the troop, crew, or ship might be able to fill this leadership need within the pack.
3. The Scoutmaster, Advisor, or Skipper explains the importance of the den chief's leadership role to the young people in the troop, crew, or ship.
4. The Scoutmaster, Advisor, or Skipper selects those who are best able to serve as den chiefs and coaches them in leadership skills as other unit youth leaders are coached.
5. The Scoutmaster, Advisor, or Skipper presents the den chief badge of office.
6. The 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 den leader visits with the den chief's parent or guardian and explains the importance of their Scout's new responsibilities.
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, Advisor, or Skipper 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 Scouts transitioning from the pack into a Scouts BSA troop.

## ADULT LEADERS

Most leaders are involved in the pack because their child wanted to join. It is almost inevitable that when their Scouts graduate from the pack, many leaders will, too. This process will leave gaps in the pack leadership, 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 needs to 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 Cub Scouts 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. Some great Cub Scout leaders never had a child in the program, and many senior citizens and retirees would be glad to help. Consider all possibilities.

The flier [Selecting Cub Scout Leadership](#) 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 formal recruitment event to evaluate potential leadership. Consider parents of children who are potential Cub Scouts and approach them to be leaders before you hold a formal recruitment event. Let them know that you have chosen them for the special qualities they have to offer the youth of the community through Cub Scouting. Having leadership already in place when you conduct a formal recruitment event will serve to increase your membership.

If additional leadership needs arise as a result of a formal recruitment event, 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.



## SELECTING LEADERS

- 1. Chartered organization.** Encourage the chartered organization representative to help identify and meet with prospective volunteers for the pack.
- 2. Personal visit.** The personal visit is the best way to ask someone to take on a position, either a formal leadership position or just to help out. This gives the visitors an opportunity to get acquainted with the family and perhaps even interest a spouse or other family members in Cub Scouting. Personal contact is always the best method for encouraging potential leadership.
- 3. Tell it like it is.** Share with the prospect why the pack committee has selected them for the position. Have a written position description that outlines the tasks and responsibilities of the position. Use the [Welcome New Cubmaster](#), [Welcome New Pack Committee Member](#), [Welcome New Lion/Tiger Den Leader](#), [Welcome New Wolf/Bear/Webelos Den Leader](#), or the [Welcome New Arrow of Light Den Leader](#) brochures to help describe the position and responsibilities. Be honest about how much time is involved, have dates of the meetings that the leader is expected to attend, and describe the resources available to help the leader with the position. Be prepared to discuss any tasks or responsibilities of the position the person may not feel comfortable with and will need or want assistance with.
- 4. Value of leadership.** Emphasize that leadership is a worthwhile, satisfying role and is an opportunity to help their child and other youth in the community to 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 complete. Also let them know that other pack leaders and parents 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 them 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.** Don't ask for an answer right away. 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 follow up. 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 they say 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 for the position you are asking them to fill. Discuss whether there is another area in which they would prefer to help. Keep in mind some people do not like titles or formal positions but are more than willing to do the work behind the scenes to support someone else with the formal position.
- 9. Have a succession plan.** Think ahead a year or two at a time. The most successful packs know who the next Cubmaster or committee chair is going to be. They may have someone in an assistant Cubmaster position who is going to be the next Cubmaster. The person serving as assistant Cubmaster accepted the position knowing that they might be the next Cubmaster—this allows for a smooth transition and helps keep the pack going strong.

## 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.



*Youth Protection training is required for all Scouting America registered volunteers, regardless of their position. For more information about Scouting America Youth Protection policies, select “Youth Protection” and “Guide to Safe Scouting” from the site menu at [scouting.org](http://scouting.org).*



All training for Cub Scout leadership positions is available online. There are also supplemental, in-person training opportunities such as a local University of Scouting. Basic Adult Leader Outdoor Orientation (BALOO) is required for packs or Webelos or Arrow of Light dens to conduct overnight activities including camping.

The 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**

Scouting America’s training plan not only provides training for new leaders to help them get started in the right direction, but also provides continuing education for all leaders. In this way, leaders continue to learn through experiences and from additional learning opportunities.

For a Cub Scout leader to be considered fully trained, the leader must take Youth Protection training before they start working with youth, and the position-specific training for the role they plan on serving in.

All position specific-training is available online at [my.scouting.org](http://my.scouting.org). The first time you log on to the website, you will create a profile. If you don’t yet have a Scouting America membership ID, you can update your profile later to sync with the ID once you have one.

### **Youth Protection Training**

Every leader in Cub Scouting must complete Youth Protection training prior to their first meeting with Cub Scouts. Youth Protection training may be taken via e-learning by creating and logging in to your personal My.Scouting account at [my.scouting.org](http://my.scouting.org) and browsing to the e-learning page.

Alternatively, the district or council may provide a facilitated, live training session. Scouting America policy requires volunteers to renew their Youth Protection certification every two years; however, some states require the course be taken annually or be taken in person. Check with your council for your state’s policy.

### **Position-Specific Training**

Position-specific training offers advanced basic and explains the skills needed for specific volunteer positions. The online training has been segmented into small learning modules. Based on the position you are training for, different modules are required. This allows for you to take it all at once or a little at a time.

Each module covers one topic at a time and can always be viewed again after it is completed. This allows for leaders to easily reference a topic again or take a refresher course later in the year. Once all the required modules for the position are completed, your record is automatically updated with the pack and council service center.

## **Trained Leader Emblem**

Once a leader has completed Youth Protection and position-specific training for his or her position, 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 for which the training was completed.



## Additional Training Opportunities

A variety of training courses are offered on a district, council, and national basis. They are designed to provide Cub Scout leaders with additional information on specialized areas of Cub Scouting. Skills touched on only briefly in leader-specific training are covered in greater depth in these 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 or through [my.scouting.org](http://my.scouting.org). Consult your district or council for local, in-person training opportunities.

**Roundtable.** Cub Scout leader roundtables are usually held monthly on the district level. Den and pack leaders join for fun and fellowship while learning how to deliver a quality program and about events and activities that are going on in the district or council. Check with the unit commissioner to find out the time and location of the district's monthly roundtable.

**Virtual Roundtable.** Timely Cub Scouting information in brief 7- to 15-minute segments. Topics are not specific to a month and can be used as appropriate. New videos are updated every 3 to 4 months. Available on [www.scouting.org/commissioners/roundtable-support/roundtable-planning-resources/](http://www.scouting.org/commissioners/roundtable-support/roundtable-planning-resources/).

**Cub Chat Live!** Every Friday at 2 p.m. Central, *Scouting Magazine* hosts a live show on Facebook featuring a wide variety of topics and guests. Past shows include how to use Scoutbook, creating effective communication channels, running a Pinewood Derby, tools to get everyone volunteering, and recruiting methods. Shows are 30 minutes and are posted to the Cub Chat Live Facebook playlist after the show. A list of past shows by topic can be found at [blog.scoutingmagazine.org/cubchatlive/](http://blog.scoutingmagazine.org/cubchatlive/).

**University of Scouting.** A University of Scouting 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 activities for Adventures. It's a time for parents and leaders of all experience levels to share ideas and see what other packs are doing. The local council may combine the fun and excitement of Scouting with a variety of training activities for leaders in all Scouting programs, and possibly commissioners or other district Scouters.

**Basic Adult Leader Outdoor Orientation (BALOO).** This training introduces parents and leaders to the skills needed to plan and conduct pack outdoor activities, particularly pack camping and Webelos or Arrow of Light den overnights. 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. A BALOO trained leader must be present at pack overnights or Webelos or Arrow of Light den overnights.

BALOO is a blended learning course that combines online and hands-on training. The first section is a series of online modules taken prior to participating in the overnight portion of the course, which provides hands-on experience.

**Wood Badge.** Wood Badge is training in leadership skills for adults in all phases of the Scouting America program. Completion of position-specific training is required for Cub Scout leaders to be eligible to participate in Wood Badge training.

This training is presented in two parts:

- ▶ A 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.



## E-LEARNING CENTER

*Scouting America's e-learning system, available at [my.scouting.org](http://my.scouting.org), offers these courses:*

- ▶ *Youth Protection training*
- ▶ *Leader Position-Specific training*
- ▶ *Supplemental training*





## DEFINING FAMILY

*Families today come in many varieties. Cub Scouting considers a child's family to be the people with whom the child lives.*

## Parents and Families

The family is the place children learn and practice the values of Cub Scouting such as cooperation, faith, honesty, and responsibility. Scouting works best when it works with parents to reinforce these values and to strengthen relationships among family members.

In general, parents should be given the chance to become familiar with the Scouting program and the local unit before being asked to take on major leadership responsibility.

Families have much to offer the pack. They are the primary source of pack leaders. Some family members feel comfortable putting on a uniform and delivering the program directly to the Cub Scouts. Others may not feel that comfortable about being up front or holding an official title but are more than happy to give of their talents.

### PARENT RESPONSIBILITIES

On the Youth Application, parents or guardians are asked to commit to participate in meetings and activities, help their children grow as Cub Scouts, and assist pack leaders as needed.

Here are some examples of family involvement.

- ▶ Working with their Cub Scout on requirements for Adventures outside of den meetings when needed
- ▶ Attending pack meetings with their Cub Scout and supporting recognition ceremonies
- ▶ Providing ways for their Cub Scout to earn money needed for dues
- ▶ Helping at an occasional den meeting on a specific project or Adventure
- ▶ Providing refreshments and transportation
- ▶ Communicating via phone calls, text, email, social media, etc.
- ▶ 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 children do not live in a two-parent family, so beginning notes with “Dear Parents” or telling each Cub Scout to be sure to “bring your parents” may be inappropriate. Children can be hurt by references to parents who may not be a part of their lives. This is why it is important for pack leadership to know the family dynamic of each Cub Scout.

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. It may not be that they don't want to. 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, 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 child's progress and on any issues that arise. Parents appreciate being informed about what was accomplished at each den meeting.

Be sure to not just talk to parents—listen. Families sometimes have special reasons for encouraging their child 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 new member coordinator can fill that role.

## INCREASING FAMILY ATTENDANCE AT PACK MEETINGS

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

A great way to get parents to attend is for their child's den leader to inform them when their child is going to be recognized for earning an Adventure, rank, or other recognition. This pack meeting is an opportunity to show their pride in their child.

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 phone calls, text and email messages, and newsletters to remind them of pack meetings. Asking family members which method of communication they prefer is important if you want your messages to be seen.

## FAMILY TALENT SURVEY

When a family joins, they should be provided with one [Family Talent Survey](#) per adult in that family. It will also give each adult the chance to tell you about the talents and resources they are willing to share with the pack and den.

Using the Family Talent Survey can help enormously in recruitment for leadership positions. You are more likely to get a positive response from someone when you ask them to do something they like to do.

You may discover someone who has a woodshop and might be willing to host a pinewood derby building day or other woodworking activities. Or you may learn that someone has camping equipment or a large truck that could be used to carry equipment or boxes of popcorn.

The new member coordinator can be assigned to ensure you get a filled-out survey for every adult in the pack. The pack leadership should review the surveys annually to identify new talents or resources adults have to offer; this will also make them aware when some talents or resources are no longer available.



### Family Talent Survey

You are a unique person with special talents, abilities, and resources that can help build our Cub Scout community. We want to tap into everyone's special talents. When we do this we will be able to provide the best possible experience for our Cub Scouts.

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

Please provide the best contact information for you. We understand that you may have multiple emails and phone numbers, and we want to assure you that the information you provide is only used by our local Cub Scout pack. Your information is not shared with anyone else.

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Hobbies/Talents:** \_\_\_\_\_

At this time, what is your willingness and ability to participate? (Check all that apply.)

I would be willing to help with a meeting or special event	I would be willing to teach a Cub Scout skill	I would be willing to lead a special event or activity	I am interested in being a volunteer leader.
<input type="checkbox"/> I can come early to help set up <input type="checkbox"/> I can stay after to help clean up <input type="checkbox"/> I can help pick up craft supplies or refreshments <input type="checkbox"/> I live or work by the Scout Shop and pick up Advancements or drop off paperwork.	What subject(s) or skill(s)? <input type="checkbox"/> Arts and crafts <input type="checkbox"/> Fishing <input type="checkbox"/> Cycling <input type="checkbox"/> Hiking <input type="checkbox"/> Camping <input type="checkbox"/> Conservation <input type="checkbox"/> U.S. history <input type="checkbox"/> Science <input type="checkbox"/> Technology <input type="checkbox"/> Engineering <input type="checkbox"/> Math <input type="checkbox"/> Woodworking <input type="checkbox"/> Sports <input type="checkbox"/> Health and nutrition <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	What type of events or activities? <input type="checkbox"/> Banquets or potlucks <input type="checkbox"/> Award ceremonies <input type="checkbox"/> Camping <input type="checkbox"/> Hiking <input type="checkbox"/> Aquatics <input type="checkbox"/> Cycling <input type="checkbox"/> Fishing <input type="checkbox"/> Boating <input type="checkbox"/> Service projects <input type="checkbox"/> Pinewood Derby <input type="checkbox"/> Raingutter Regatta <input type="checkbox"/> Fundraising for Scouting <input type="checkbox"/> Product sales <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	What type of leadership position would you be interested in? <input type="checkbox"/> Working with my child and other children of my child's age with another adult leader. <input type="checkbox"/> Working with the other adults to support those who are working directly with Cub Scouts. <input type="checkbox"/> Working on administrative tasks such as record-keeping or communications.

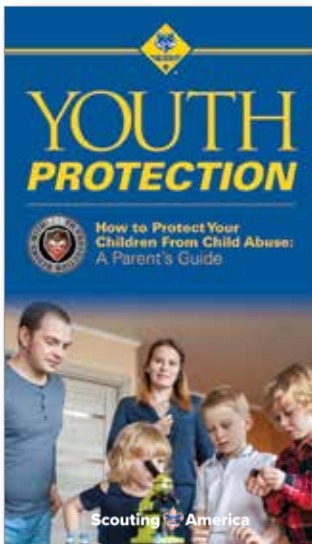
What resources would you be willing to provide, when needed, for the Cub Scout pack? (Check all that apply.)

Vehicles	Adult meeting locations	Den meeting locations	Pack events locations	Other resources
<input type="checkbox"/> Truck or large SUV <small>The pack might need a truck to pick up inventory for product sales, haul equipment, pull a trailer of equipment, or float in a parade.</small> <input type="checkbox"/> Classic car for parades or special events.	<input type="checkbox"/> Space in your home to host adult meetings <input type="checkbox"/> Outdoor space to host adult meetings <input type="checkbox"/> Access to a location for adult meetings	<input type="checkbox"/> Space at your home to host small meetings of 12 or fewer Cub Scouts <input type="checkbox"/> Access to a location to host small meetings of 12 or fewer Cub Scouts	<input type="checkbox"/> Space at your home to host large events outside <input type="checkbox"/> Access to a location to host large events outside <input type="checkbox"/> Access to a location to host large events inside	<input type="checkbox"/> Extra camping gear <input type="checkbox"/> A workshop with woodworking tools <input type="checkbox"/> AV equipment (microphone, speakers) <input type="checkbox"/> Large kitchen <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____

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*Youth Protection training is required for all Scouting America registered volunteers. For more information about Scouting America Youth Protection policies, go to [scouting.org](http://scouting.org) and select “Youth Protection” from the site menu.*



## 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. Scouting 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. 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.
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 Cub Scouts have completed and discussed with their child the information in *How to Protect Your Children From Child Abuse: A Parent’s Guide*.
3. Enforce and review the Youth Protection policies and procedures of Scouting America within your unit. Scouting America will not tolerate any form of child abuse in its program.

### Scouting America Youth Protection Policies

Scouting America Youth Protection policies are based on strengthening the principles of Scouting and avoiding situations that could lead to abuse. Adherence to Scouting America 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 Scouting America 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

Scouting America has a tradition of recruiting quality volunteer leaders. Being a registered leader in Scouting America 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 Scouting America 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 Scouting America leadership standards. All applicants for membership must pass a criminal background check, must complete Youth Protection training, and must follow Scouting America Youth Protection policies.



## Reporting Suspected Abuse

Scouting America has implemented procedures for two types of youth protection-related reporting.

1. When you witness or suspect any child has been abused or neglected, follow the “Mandatory Report of Child Abuse” below.
2. When you witness a violation of Scouting America’s Youth Protection policies, follow “Reporting Violations of Youth Protection Policies” below.

### Mandatory Report of Child Abuse

All persons involved in Scouting shall report to local law enforcement any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person. For more information, please see your state’s reporting statutes on the Child Welfare Information Gateway website at [www.childwelfare.gov/topics/systemwide/laws-policies/state/](http://www.childwelfare.gov/topics/systemwide/laws-policies/state/).

To report child abuse:\*

1. Ensure the child is in a safe environment.
2. In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the Scout’s home or family, you are required to contact the local child protective services office.
3. Notify the Scout executive, or the executive’s designee during his or her absence. (Contact names and telephone numbers can be found using the Scouting America local council locator at [scouting.org/discover/local-council-locator/](http://scouting.org/discover/local-council-locator/).)

\*State laws may vary.

### Reporting Violations of Youth Protection Policies

If you have reason to believe any of Scouting America’s Youth Protection policies have been violated, including mandatory reporting of abuse of a child, contact Scouts First Helpline at 844-726-8871 or [scouts1st@scouting.org](mailto:scouts1st@scouting.org) to report the violation.

## Creating Barriers to Abuse

After selection of the best possible leaders, additional protection for children is built into the program. Scouting America has adopted the following policies to provide security for youth in Scouting. Policies in this guide are subject to change. For the most current Barriers to Abuse policies, go to [www.scouting.org/health-and-safety/gss/gss01/#a](http://www.scouting.org/health-and-safety/gss/gss01/#a).

**Registration Requirements.** The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of all unit’s adult leaders. Scouting uses a Volunteer Screening Database which prohibits known or suspected abusers from registering. Additionally, youth protection training and criminal background checks are mandatory for all registered volunteers and staff.

**Adult Supervision.** One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting, either in person, online, over the phone, or via text. Two registered adult leaders 21 years of age or over are required at all Scouting activities, including all meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth or female adult program participants.

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

**Responsibility.** Adult leaders and youth members share the responsibility for the safety of all participants in the program, including adherence to Youth Protection and health and safety policies. In addition, adult leaders are required to adhere to the [Scouter Code of Conduct](#).



**Accommodations.** Separate accommodations for adult males and females and youth males and females are required for tenting, lodging, and restroom facilities. Youth sharing tents must be no more than two years apart in age. In the Cub Scout program, Cub Scouts may sleep in the same tents as their parent(s) or legal guardians and siblings.

**Program Requirements.** Adult leaders emphasize the buddy system in unit planning, and training activities. Buddies must stay together during activities. Scouting is a transparent program with parental involvement.

**Reporting Requirements.** Adult leaders and youth members have a responsibility to recognize, respond to, and report All Youth Protection violations and abuse including, mandatory reporting to law enforcement.

## Youth Protection Training for Adults

Youth Protection training is mandatory prior to an adult leader application being processed. This training expands on the material contained in this chapter and reviews the Youth Protection policies of Scouting America. Youth Protection training is available in the classroom and through [my.scouting.org](http://my.scouting.org).

## Youth Protection Training for Youth

Parents are a critical element in educating Cub Scouts about child abuse. Scouting America 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 their parent or guardian as part of the Bobcat requirements. The exercises are designed to open the lines of communication between the child and the parent or guardian so that the child will be more likely to report any abuse or attempted abuse.

In partnership with the Barbara Sinatra Children's Foundation, Cub Scouting has content in each of the safety related required Cub Scout Adventures called the "Protect Yourself Rules."

## Scouting America's Youth Protection Training Policies

The purpose of Scouting America Youth Protection policies is to increase awareness of this societal problem and to create even greater barriers to abuse than already exist today in Scouting.

### **Youth Protection training is mandatory for all registered volunteers.**

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

We encourage all adults, including all parents, to take Scouting America's Youth Protection training.

To find out more about the Youth Protection policies of Scouting America and how to help Scouting keep your family safe, see the *How to Protect Your Children From Child Abuse: A Parent's Guide* in any of the Cub Scouting or Scouts BSA handbooks, or go to [scouting.org](http://scouting.org) and select "Youth Protection" from the site menu.

# KEEPING CUB SCOUTS TOGETHER AND GROWING

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

### RECRUITING YOUTH MEMBERS

Membership in Cub Scouting is accomplished through registration in local packs. Pack leaders reach out to families that have eligible children 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 Cub Scouts are always being invited to join.

Adding new members to a pack can benefit youth, families, and leaders. The more families that are involved, the more opportunities there are for the Cub Scouts 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. Among them:

1. **Grade.** A child may join as young as when they are attending kindergarten (or 6 years old) through the fifth grade.
2. **Application form.** A child and the child's parent or guardian complete the Youth Application. They agree to attend den and pack meetings regularly, and the child promises to "do my best" to be a good Cub Scout.



## Recruiting Cub Scouts

Children 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 formal recruitment event, or they might be contacted directly by the den or pack when they become eligible. In addition, parents can learn about Cub Scouting by visiting [BeAScout.org](http://BeAScout.org).

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

## Transfers

When a Cub Scout moves away, the pack should do what it can to help the child continue in Cub Scouting at their new location. Direct the parent or guardian to [BeAScout.org](http://BeAScout.org) to identify packs that will be near their new home. Using Scoutbook they can transfer to the new pack.

When a child who has been a Cub Scout elsewhere joins the pack, leaders should ask for the child's membership ID so they can transfer the Cub Scout's records in Scoutbook. Adults who transfer from one pack to another will need approval from their chartered partner.

## The Lone Cub Scout

In extreme situations where children cannot take part in the regular program because they live in isolated rural areas or because of severe disabilities, they 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. Lone Cub Scouts register directly with their local council, using the standard Youth Application. The registration will require Scout executive approval. Adult Lone Cub Scout friends and counselors use the Adult Application. Whenever possible, the Lone Cub Scout and family may enjoy attending meetings of the nearest pack. They should also be invited to district and council activities.

## Pack Leadership and Membership Inventory Plan

In early spring, work with the unit membership chair to 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 has begun.

Also in early spring, take an inventory of pack membership to determine the number of new Cub Scouts, 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 membership chair, unit commissioner, and other pack leaders. Discuss plans to continue to enroll more Cub Scouts in fall membership campaigns.



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



**ONLINE  
RESOURCE HINT**

*Scoutbook is Scouting America's online advancement and pack record-keeping program. It syncs with national records, eliminating the need for advancement reports, transfer reports, and many other paper forms.*

**PACK LEADERSHIP AND MEMBERSHIP INVENTORY**

<b>Current number of den leaders</b>		<b>Number of additional dens desired</b>	
<i>Lion</i>	_____	<i>Lion</i>	_____
<i>Tiger</i>	_____	<i>Tiger</i>	_____
<i>Wolf</i>	_____	<i>Wolf</i>	_____
<i>Bear</i>	_____	<i>Bear</i>	_____
<i>Webelos</i>	_____	<i>Webelos</i>	_____
<i>Arrow of Light</i>	_____	<i>Arrow of Light</i>	_____
<b>Current number of dens</b>		<b>Total number of Cub Scouts to be recruited</b>	
<i>Lion</i>	_____	<i>Lion</i>	_____
<i>Tiger</i>	_____	<i>Tiger</i>	_____
<i>Wolf</i>	_____	<i>Wolf</i>	_____
<i>Bear</i>	_____	<i>Bear</i>	_____
<i>Webelos</i>	_____	<i>Webelos</i>	_____
<i>Arrow of Light</i>	_____	<i>Arrow of Light</i>	_____
<b>Current number of Cub Scouts</b>		<b>Number of pack leaders to be selected</b>	
<i>Lion</i>	_____	<i>Lion</i>	_____
<i>Tiger</i>	_____	<i>Tiger</i>	_____
<i>Wolf</i>	_____	<i>Wolf</i>	_____
<i>Bear</i>	_____	<i>Bear</i>	_____
<i>Webelos</i>	_____	<i>Webelos</i>	_____
<i>Arrow of Light</i>	_____	<i>Arrow of Light</i>	_____
<b>Number of Cub Scouts needed to bring dens up to full strength</b>		<i>Cubmasters</i>	
<i>Lion</i>	_____	<i>Assistant Cubmasters</i>	_____
<i>Tiger</i>	_____	<i>Pack committee members</i>	_____
<i>Wolf</i>	_____	<i>New member coordinator</i>	_____
<i>Bear</i>	_____	<i>Den chiefs</i>	_____
<i>Webelos</i>	_____		
<i>Arrow of Light</i>	_____		

**Formal Recruitment Events**

The local council and district leadership develop formal recruitment events to create awareness about joining Cub Scouting in the local community. These efforts help to fill existing packs, usually at the beginning of the school year.

These formal recruitment events are a concerted effort to recruit members. One evening is designated for all potential new Cub Scouts and parents or guardians to gather at the appointed location to learn about and join Cub Scouting.

Local councils may call these formal recruitment events by different names such as Rally Night for Cub Scouting, Cub Scout Roundup, or Open House Night. Regardless of the name, the best results come when the council and pack work together. The council, through district leadership—volunteer and professional—have knowledge and experience with multiple markets. Publicity for the recruitment event is important to assure good attendance.

Details about formal recruitment events are usually provided at roundtable or at a special meeting for local pack leaders. The Cubmaster, committee chair, and other pack leaders should make every effort to attend to learn about the support the council is providing and best methods for recruitment of youth and leaders.

## SAMPLE FORMAL RECRUITMENT EVENT

We place a strong emphasis on fall recruiting when school starts. We gain the majority of our new Cub Scouts during the fall recruiting period. What do we want to accomplish during that time?

- Ensure that every child receives an invitation to join Cub Scouting.
- Enroll prospective Cub Scouts into existing packs.
- Enlist parent participation as unit leaders and helpers.
- Organize new packs to serve youth in areas we are not currently serving.

Most councils have detailed plans for formal recruitment events in the fall. It is recommended that you follow your local council's plan. Below is a sample of a formal recruitment event to give you an idea of what your local council event may look like. Usually, the basic parts of a fall recruitment plan are

- Review of local markets and membership needs of local packs.
- Development of a recruitment campaign to address membership needs and to provide youth with the best opportunity to join.
- Training of pack leadership for the recruitment campaign and scheduling of school promotions.
- A community awareness campaign: billboards, radio PSA, TV, social media, and other media
- School promotions, which may include classroom visits, distribution of fliers, yard signs, and other promotional opportunities.
- Sign-up night. This is a brief event designed to give very basic information and sign up new Cub Scouts. Perhaps have a fun activity that each new Cub Scout and their parent or guardian can do together.
- A separate adult family meeting is scheduled seven to 10 days after the sign-up night. This event is for adult family members and goes through the details of pack and organization, program delivery, and adult leadership needs. Ideally this meeting is the same day, time, and location as the pack committee meeting.
- The pack leadership follows up with those who could not attend either the sign-up night or the adult family meeting and invites those families to the next pack meeting.
- Having a second promotion plan with the school to invite those who missed the sign-up night will ensure a greater number of children have an opportunity to join.
- Membership applications are accepted, and adult leader applications are approved by the chartered organization. Use of online registration can help make this process easier.

When planning your formal recruitment event, remember that most parents expect the sign-up process not to take a long time. Save the details for later at the adult family meeting, where you may have more of their attention. Separating children from their parent or guardian to play a game with existing pack leaders creates anxiety for both the child and adult. Providing activities that the parent or guardian does with their child is a much better way to introduce families to Cub Scouting.

Conducting a separate adult family meeting where parents and guardians attend to learn the details about Cub Scouting is a good way to effectively get to know each adult and identify ways that they could volunteer their talents. These meetings should be free from distraction for the adults. If an adult has no alternative but to bring their Cub Scout or other children, be sure to secure additional help to watch over the children during the meeting.

Most parents want and are expecting to help with activities their children are involved in. Generation X and millennial parents, especially, have said they want activities for their children that they can also participate in. Although these generations may want to participate, they may not necessarily jump right into being a volunteer leader. Give these parents an opportunity to participate with their child and experience Cub Scouting before asking them to volunteer. Remember, some people don't like titles or formal positions but are more than happy to give of their time and talents.

Avoid asking someone to be a volunteer leader when you first meet them. Just explain briefly that Cub Scouting works best when all adult family members participate and that there are several ways to do that.



*For more information on formal recruitment events, contact your unit commissioner or local service center.*



*The location for the adult family meeting following the formal recruitment event should be free of hazards. The pack committee should use the Meeting Place Inspection Checklist (see [scouting.org/cub-scouts](http://scouting.org/cub-scouts)) to ensure meeting room safety.*

## **ORGANIZING DENS**

Previously selected den leaders frequently organize dens after sign-up events. When den leadership is not yet in place, the pack leadership must divide Cub Scouts into dens. Organize as many dens for each grade level as is necessary to serve the children attending, remembering to leave room for growth within each den.

Den objectives can best be accomplished when a den has six to eight Cub Scouts. 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 children 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, their child can usually be placed in an existing den. When the number of Cub Scouts in a den reaches around eight, consider organizing another den for that grade level.

It is preferable for the dens to be made up of children in the same grade level. However, circumstances may sometimes dictate that a den have members in more than one grade level. Also, in a rural community, a neighborhood den is often made up of children living several miles apart from each other.

## **REVITALIZING AN EXISTING PACK**

If the pack has gone into a slump, 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 several ways, including:

1. Hold an afternoon or evening reorganization picnic or conduct a Cub Scout parent–leader orientation meeting.
2. Have each den leader invite parents and adult partners to a den adults' meeting to review the "Parent's Guide" found in the Cub Scouts' handbooks.
3. Hold monthly adult family meetings and talk about the tasks that need to be done instead of focusing on positions. This will help cultivate potential leaders.
4. Develop new pack policies together during adult family meetings. If you already have pack policies, review them and discuss making changes. This will help develop a sense that everyone shares in ownership of the pack.

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 Cub Scout—the sports-minded child, the outdoor adventurer, the arts enthusiast, or the avid reader.

Planning provides direction for the program, a sense of satisfaction for those participating, and a feeling of accomplishment in seeing Cub Scouts grow in knowledge, skills, and expanded interests. Planning also helps make the best use of the time and resources available.



### SIX ELEMENTS OF PLANNING

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

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

### PROGRAM PLANNING STEPS

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

Cub Scout program planning involves two main steps:

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

#### Annual Pack Program Planning Conference

The annual pack program planning conference brings together all pack leaders to establish the year's program. The conference provides an opportunity to build enthusiasm and interest among leaders and families. Enthusiasm is essential. Without it, the program might fail. Everyone must be supportive of the activities selected for the pack.

The pack committee chair and Cubmaster are jointly responsible, and the pack committee chair conducts the meeting. All den and pack leaders and interested parents or guardians attend.

Assuming the program year begins in September, the annual pack program planning conference should be scheduled in June or July, allowing leaders time to gather ideas and resources and giving families time to incorporate Cub Scouting activities into their schedules. For units running a year-round program, timing in the late fall or early spring is sometimes chosen. Either way, allow time to gather Scouting and community calendars, Cub Scout and family ideas, and needed resources.



### ***Preparing for the Annual Program Planning Conference***

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

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

### ***How Den Leaders Prepare for the Annual Program Planning Conference***

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

## Conducting the Conference

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

### *The Steps of the Annual Pack Planning Conference*

#### **Step 1: Master Calendar**

- ▶ Use a flip chart, whiteboard, or chalkboard so everyone can visualize the calendar.
- ▶ Take the dates you have collected in preparing for the conference and put them into your pack's master calendar—either on a hard copy or by plugging the information into an electronic calendar on a computer. Include dates such as:
  - ▶ Dates of den meetings and den outings
  - ▶ Dates of pack meetings
  - ▶ Dates of pack leaders' meetings
  - ▶ District and council activities and training events
  - ▶ Joint pack/troop activities
  - ▶ Joint den–troop activities for Arrow of Light Scouts and Scouts BSA members
  - ▶ Arrow of Light overnight campouts or day hikes
  - ▶ Uniform inspections

#### **Step 2: Review**

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

#### **Step 3: Budget Review**

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

#### **Step 4: Planning the Year**

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





### ***Step 5: Responsibilities***

The next step is to assign responsibilities.

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

### ***Step 6: Finalize***

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

### ***Step 7: Ongoing Process***

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

## **FUN, SIMPLE, and EASY**

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

### **Pack Committee Meeting/Parent’s Meeting**

At the monthly pack leaders’ planning meeting, you’ll flesh out the plans outlined at the annual pack program planning conference. All adults attend this planning meeting; you may find that calling this a “Parent’s Meeting” increases involvement and sends the message that all parents and guardians are expected and welcomed. The pack committee chair leads it. The unit commissioner may also be invited to attend periodically.

The meeting should be held a week or two before the current month’s pack meeting.

There are five parts to a pack leaders’ planning meeting.

#### **Part 1: Evaluating the Previous Month**

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

#### **Part 2: Finalizing the Current Month**

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

#### **Part 3: Planning Ahead**

- ▶ The pack committee chair leads a general discussion about the upcoming month’s den and pack meetings.
- ▶ The Cubmaster comments on next month’s den and pack meetings and confirms assignments concerning den participation in next month’s pack meeting.



- ▶ Special committees report on plans for the upcoming pack meeting or special events for the upcoming month.
- ▶ Den leaders report on their den meeting plans for the upcoming month.
- ▶ The pack committee chair reports on pack needs, problems, and progress.
- ▶ The pack committee completes plans such as organization of new dens, pack–troop relations, financial matters, improving family participation, etc.

#### **Part 4: Safety Review**

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

#### **Part 5: Social Time and Fellowship**

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

### **THE PACK MEETING**

#### **Pack Meeting Plans**

Solicit additional adult help for activities and tasks. Shared leadership of the pack benefits everyone by getting other parents involved and creating opportunities for adults to share their skills and interests with the Cub Scouts.

Pack meetings are time to bring all the dens and families in the pack together. Pack meetings should be engaging and fun not only for Cub Scouts but for parents, too. Pack meetings may be special events like a Pinewood Derby or preparing for a pack campout with a tent-set-up party. Pack meetings can also be focused on an Adventure that is available to all Cub Scout ranks. Make the pack meeting something that both Cub Scouts and parents want to come to.

Planning for den involvement in pack meetings is most important. Each den should schedule participation in advance. The meeting chronology should be shared with the den as well; for instance, if a den needs props for the activity or event, knowing when the den will appear in the agenda will give the members time to get ready. At the pack leaders’ meeting, coordinate all skits and contributions so events are approved in advance and are not duplicated.

It is best to keep recognition of Adventures in den meetings. Cub Scouts should receive their Adventure loop or pin at the den meeting. At a pack meeting recognition for Adventures should be brief and should not dominate the meeting. Special pack meetings should be conducted for when Cub Scouts earn their badge of rank and when Arrow of Light Scouts are crossing over into Scouts BSA.

The pack meeting is one of the best opportunities to interest and involve families. A well-attended pack meeting shows families that they belong to a successful organization. It helps build active and enthusiastic family involvement, which is vital to the success of Cub Scouting.

#### **Who Is Responsible?**

The pack committee, Cubmaster, and den leaders are responsible for planning the pack meeting. The Cubmaster is responsible for leading the pack meeting, and they plan and conduct it with the help of other leaders. All dens share the responsibility by doing their assigned parts.

The den leader, assistant den leader, and den chief are in charge of the dens during pack meetings. The den leader acts as host or hostess for den families.

The Cubmaster’s challenge is to conduct a brisk, fast-moving meeting that holds the interest of both Cub Scouts and family members. The secret to a good pack meeting is careful planning, which includes a balance of seriousness and fun, the involvement of many people, and a lively pace. When it’s over, the families should feel good about attending the meeting. The meeting should be fun for everyone involved.



### **KISMIF**

*In planning a Cub Scout program or activity, remember:*

*KISMIF—Keep It Simple, Make It Fun!*

### **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*



## Who Attends Pack Meetings?

Cub Scouting is a family program, and pack meetings are for families—the Cub Scouts, parents or guardians, brothers, sisters, and other family members—as well as all den and pack leaders and den chiefs. The unit commissioner should be invited to attend. From time to time it may also be appropriate to invite leaders from local Scouts BSA troops to assist or come as special guests. The Cubmaster and pack committee are responsible for inviting other special guests to pack meetings.

Den leaders are responsible for seeing that den families know about the pack meeting and for encouraging them to attend. Some packs send out a monthly newsletter with an announcement about the pack meeting activities, along with other information.

## Pack Meeting Place

Pack meetings are usually held at the chartered organization's facility or a place provided by the chartered organization. The pack committee should work with the chartered organization to find a suitable meeting place. Because families attend pack meetings, the room should be large, with movable chairs if possible.

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

The meeting place should be free of hazards. The pack committee should use the Meeting Place Inspection Checklist to ensure meeting room safety (see [scouting.org/cub-scouts](https://scouting.org/cub-scouts)).

## Room Arrangement

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

It's a good idea to have den flags or den doodles posted to mark each den section so that den families know where to sit. 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. Below is an example of how a pack may arrange the room by den.



## Pack Meeting Date and Time

Pack meetings are held on average about once a month; your pack might not meet every month. A pack meeting schedule should meet the needs of the families in the pack. A regularly scheduled pack meeting day (such as the fourth Tuesday or Saturday) will result in better attendance. Where possible, pack meetings should not be scheduled on the same night as the district roundtable, other meetings, or community activities. The meeting should be fairly short—no more than an hour and a half—so that the children 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 Cub Scouts in the pack are involved in other activities 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 children the opportunity to do both rather than require them to make a choice.

## 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. Provide each leader with a written agenda, showing what happens when, how much time is available, and who is responsible for each item.



## 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 six elements of program planning.
- ▶ It is conducted by the Cubmaster, with responsibilities delegated to other leaders.
- ▶ The new member coordinator(s) should be on hand to greet people as they arrive.
- ▶ A good seating arrangement is provided.
- ▶ Is fun and engaging for everyone, adults and Cub Scouts.
- ▶ All awards and recognitions do not dominate the meeting.
- ▶ 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.
- ▶ Announcements and speeches are brief, with details provided in handouts.



## SEVEN PARTS OF A PACK MEETING

### 1. Before the Meeting

#### Room Arrangement

- ▶ Check to see that doors are unlocked, lights are working, restrooms are open, and ventilation is good.
- ▶ Prepare the room setup. Put the chairs in place, with the dens marked in sections.
- ▶ Properly display the U.S. and pack flags.
- ▶ Prepare for any recognitions.

#### Materials and Equipment

- ▶ Prepare badges and Adventure pocket certificates for presentation.
- ▶ Be ready with the equipment and materials for the preopening activity.
- ▶ Set up equipment and props for ceremonies.
- ▶ Be prepared with equipment needed for the program portion of the meeting and prizes for games.
- ▶ Provide a written agenda for everyone who is on the program.

### 2. Gathering

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

**Greeters.** New member coordinators could welcome people as they arrive and make them feel at ease. Have hosts who introduce new people and see that everyone knows where to sit.

**Preopening Activity.** A preopening game helps people feel welcome and keeps the Cub Scouts occupied until the meeting begins. See the *Den Chief Handbook*, *Group Meeting Sparklers*, and [Scout Life magazine](#) for ideas on preopening activities.

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

### 3. Opening

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

**Opening Ceremony.** The Cubmaster or other pack leader can lead the opening ceremony, or a den might be assigned this responsibility. It should include a flag ceremony, patriotic song, or the Pledge of Allegiance, and the Scout Oath and Scout Law.

**Prayer or Moment of Reverence.** A brief prayer or moment of reverence may also be included, but be sensitive to the diverse religious beliefs that may be represented in your pack.

**Welcome and Introductions.** The Cubmaster introduces and recognizes visitors and makes them feel welcome. This would include new families, the head of the chartered organization, the unit commissioner, a Scoutmaster, or other visitors. Pack leaders can also be introduced at this time.

### 4. Program

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

**Cub Scout Adventure.** The pack can work on required or elective Adventures that have the same theme and is available for all ranks. For example, a bike rodeo where everyone works toward their respective cycling Adventure or fishing activities that prepare for an upcoming pack fishing day.

**Den Skits.** Skits are always popular. Cub Scouts will have been preparing for this activity during the month, so families will have a hint of what's to come. All den contributions to the pack meeting should be prescreened by the Cubmaster for appropriateness.

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

## 5. Recognition

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

**Cub Scout Recognition.** Your pack may choose how you conduct ceremonies for when Cub Scouts earn their badge of rank. Some will have a pre-planned month when they want all their Scouts to earn their badge of rank so the pack meeting that month is all about recognizing the Cub Scouts for earning their badge of rank. Don't take for granted that family members will attend; alert them several days in advance that their child will be receiving an award or recognition.

**Leader Recognition.** Recognize leaders who have earned training awards or done something special for their den or the pack, including religious emblems or community awards. This is also a chance to recognize family members who have made significant contributions to the pack. Recognitions could be certificates or informal homemade items that are appropriate for the occasion.

**Attendance Awards.** Many packs give an attendance award to the den having the best family attendance at each pack meeting. Some use the parent attendance ribbon; others use a simple trophy such as a Cubby or other type of award. This is an incentive for other dens to get their adult family members to attend the pack meeting.

## 6. Closing

**Announcements.** These should be brief, to the point, and written out, if possible; don't give any long, drawn-out talks. Mention any special events or activities and the date of the next pack meeting.

**Closing Ceremony.** A den can be assigned the responsibility of a closing ceremony, or the Cubmaster can give a Cubmaster's Minute or other inspirational closing thought. Whatever type of closing is used, it should be short and meaningful.

## 7. After the Meeting

**Refreshments.** Many packs serve refreshments, which can be furnished by a special committee or brought by assigned dens.

**Cleanup.** It is important that sufficient help be recruited to put the meeting room back in order. Scouts always leave a place looking as good as or better than they found it.

## THE PACK ADULT FAMILY MEETING

In most packs, an annual pack adults' meeting is held, usually in the fall after a formal recruitment event, 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 new member coordinator 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.



## SEVEN PARTS OF A PACK MEETING

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

*Consider an interesting local presenter whose presentation may also help with the Cub Scouts' advancement.*



### ***Before the Meeting***

- ▶ Set up tables and chairs as needed.
- ▶ 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 Cub Scouts and siblings are attending, an assistant Cubmaster and other adults and den chiefs take them into another room or outdoors for planned games and activities.

#### **2. Adults' Meeting (about 30 minutes)**

- ▶ Welcome and thank everyone for attending.
- ▶ Briefly review family responsibilities.
- ▶ Review the pack plans and budget 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 Cub Scouts and siblings return and join the group. Spend the remaining time with an activity that parents can do together with their Cub Scout.

#### **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

- ▶ Was it fun for Cub Scouts and parents/adults?
- ▶ Does it include the elements of program planning mentioned?
- ▶ Are we meeting the aims and using the methods of Cub Scouting and focusing on the Scout Oath and Scout Law?
- ▶ Does it help strengthen the den or pack?
- ▶ Does it help strengthen families?

### EVALUATING FROM THE CUB SCOUT'S POINT OF VIEW

- ▶ Do the Cub Scouts have a good time at den meetings?
- ▶ Do all of them take part in the activities?
- ▶ Do all Cub Scouts feel welcomed?
- ▶ Would a Cub Scout be willing to invite their friend(s) to the next meeting?
- ▶ Are they given responsibility for doing things in the den?
- ▶ Do all Cub Scouts have a part in the monthly pack meeting?

### EVALUATING PROGRAM

- ▶ Are all families made to feel welcomed?
- ▶ Do parents, guardians, and other family members take part in pack meetings, outings, and special activities?
- ▶ Does the pack have an effective Arrow of Light-to-Scouts BSA transition plan?
- ▶ Do the den meetings focus on Adventures and use fun and engaging activities to meet requirements?
- ▶ 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?
- ▶ 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

- ▶ Are there enough den leaders and are they trained?
- ▶ Does the pack have a plan when current leaders leave to identify and recruit new leaders?
- ▶ Are all pack leaders trained in their positions?
- ▶ Do leaders participate in monthly roundtables?
- ▶ Is your pack administered by the pack committee? Do leaders share all work?
- ▶ Is every Lion and Tiger den working under the concept of shared leadership, with each adult partner taking a turn helping the den leader plan the den program?
- ▶ Does every Wolf, Bear, Webelos, and Arrow of Light 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 Cub Scouts earn their badge of rank each year?
- ▶ Do you use instant recognition by presenting Adventure loops or pins at den meetings?
- ▶ Do parents, adult partners, or other family members take an active part in and work on Adventure requirements with their Cub Scout?
- ▶ Do you hold impressive advancement and crossover ceremonies?

## EVALUATING MANAGEMENT

- ▶ Does the pack use the new member coordinator program to welcome new families?
- ▶ Does the pack have an ongoing recruiting plan for maintaining or building membership?
- ▶ Does the pack have an ongoing plan for selection and succession of adult leadership?
- ▶ Does the pack have a plan for training parents and guardians?
- ▶ Does the pack have a high percentage of Cub Scouts who join and continue the next year?
- ▶ Does the pack use the pack budget plan?
- ▶ Do the Cub Scouts and leaders wear their uniforms and insignia properly?
- ▶ Does the pack renew its charter on time?
- ▶ Are all leaders registered?
- ▶ Are all dens meeting on a regular basis?
- ▶ 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 children 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 Cub Scouts 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. Creating a set of bylaws is not necessary.

Pack procedures are not to conflict with national or local council policies or with policies of the chartered organization.



## 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. Scouting America has developed a special online program called Scoutbook that assists with most record keeping necessary for a quality program and eliminates the need for paper forms such as advancement reports.

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.

### Den Records

**Advancement Reports.** Scoutbook is used to record advancement; advancements recorded in Scoutbook are synced directly to each Cub Scouts official Scouting record and will update council records and create a “shopping list” of badges and awards.

**Den Records.** 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 help den leaders stay in contact with the Cub Scouts’ families.

### Pack Records

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

**Youth Application.** Newly registered Cub Scouts and their parents or guardians complete this form. It includes personal information about the child 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.** 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.** 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 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 Cub Scouts and adults will enjoy it.

**Den Doodles.** A den doodle is a clever way to record advancement progress and other accomplishments of the Cub Scouts as well as a colorful decoration for the den meeting place. It can be something as simple as a chart, or it can be a handmade structure consisting of a cutout mounted on a stand.



## SUBMIT ADVANCEMENT REPORTS ONLINE

*Advancement records kept in Scoutbook automatically sync with the council service center records, eliminating the need for paper advancement reports.*



## Insurance and Unit Assets

### COMPREHENSIVE GENERAL LIABILITY INSURANCE

This coverage provides primary general liability coverage for registered volunteer Scouters with respect to claims arising out of an official Scouting activity, which is defined in the insurance policy as consistent with the values, Charter and Bylaws, Rules and Regulations, the operations manuals, and applicable literature of the Boy Scouts of America. This coverage responds to allegations of negligent actions by third parties that result in personal injury or property damage claims being made, and it provides protection for Scouting units and chartered organizations.

The BSA general liability insurance program provides volunteers with additional excess coverage for automobiles above a local council's automobile liability policy or a volunteer's watercraft liability policy. The owner's vehicle or watercraft liability insurance is primary. The excess insurance, whether it is the local council auto or BSA general liability, is available only while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose.

The insurance provided to unregistered Scouting volunteers through the general liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, vehicle, or watercraft policy.

The general liability policy does not provide indemnification or defense coverage to those individuals who commit intentional and/or criminal acts. The Boy Scouts of America does not have an insurance policy that provides defense for situations involving allegations of intentional and/or criminal acts.

### AUTOMOBILE LIABILITY INSURANCE

All vehicles, whether owned or non-owned, **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers should have limits of \$1,000,000 single limit. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

**Effective September 1, 2015, the use of 15-passenger vans manufactured before 2005 was no longer allowed in connection with Scouting programs and activities. Any 2005 or later 15-passenger vans may be used if equipped with electronic stability control and seat belts for all passengers as well as the driver. This applies to all vehicles, regardless of ownership.**

### ACCIDENT AND SICKNESS COVERAGE (Optional Coverage for Council or Units)

Accident and sickness insurance (also known as accident and health insurance) coverage for Scouts and Scouters furnishes medical reimbursement in case of death, accident, or sickness within the policy amounts. Information regarding unit accident coverage is available through the local council. **Most local councils maintain the Local Council Plan so Unit coverage is not necessary. Check with the local council for the coverage.**

Coverage is excess of all other insurance or health care plans in force. This policy is excess to any and all other available sources of medical insurance or other health care benefits.

**All registered youth and seasonal staff are eligible, as well as registered leaders and volunteer leaders.**

**The coverage provided has maximum limits it pays, and a maximum benefit period, usually 52 weeks from the date of the incident.** The plans do not "take care of everything." Claims should be filed with the accident and sickness carrier as soon as possible along with any other source of medical insurance or other health care benefits.

## 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 Cub Scouts. 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, Scout Show presentation materials, derby tracks, and other activity-related materials. All of these items should become part of the pack inventory.

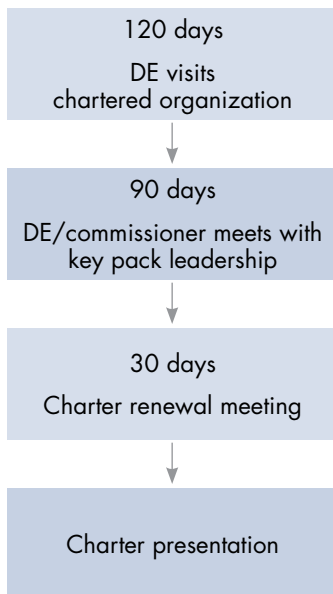
The pack committee is the custodian of pack equipment and supplies, but all inventory is the property of the chartered organization.

Scouting America does not provide property insurance for the pack equipment and supplies. The property insurance should be obtained by the chartered organization.





## CHARTER RENEWAL PROCESS



## 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 Journey to Excellence unit award is discussed. Will the pack meet the Journey to Excellence award standards?
  - ▶ Plans are made to solve any leadership problems (including ensuring current Youth Protection training for all adult leaders) so that the pack will reregister on time.
  - ▶ The date is set for the charter renewal meeting.
3. Thirty days before the charter expiration date, the charter renewal meeting is held.
4. The date is set for the charter presentation. This is usually about two months after the pack is reregistered in the local council service center.

### Annual Membership Inventory

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

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

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

## Charter Renewal Meeting

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

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

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

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

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

## Charter Renewal Online Application

The pack’s annual charter renewal includes information concerning the chartered organization and pack leadership.

Approval from the executive officer of the chartered organization and the council representative is done electronically.

Forward the application to the local council service center with the necessary fees. Make additions to the pack roster simply by attaching registration applications for each new member.

## Charter Presentation Ceremony

The unit commissioner works with the pack committee and chartered organization representative to plan and conduct the annual charter presentation ceremony.

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





## PACK BUDGETING

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

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

### THE PACK BUDGET PLAN

Cub Scouts need to develop an appreciation for money and how to earn, spend, share, and save it responsibly. The pack budget plan offers many practical suggestions for leaders to guide Cub Scouts in this important matter, and it lets families know exactly what benefits they are receiving from the dues they pay.

The budget plan teaches Cub Scouts to earn their own way, to save for future needs, and to appreciate the value of money. Even though it might seem easier for a pack to collect a yearly fee from each pack family at the beginning of the year, this practice is discouraged because it defeats the real purpose of the budget plan: to teach Cub Scouts how to handle money and to help them accept financial responsibility.

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

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

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

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

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

## Suggested Budget Items

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

- 1. Registration.** When a family first joins Cub Scouting they pay their registration fee for the year. Some packs will include registration fees for youth and adult leaders for those that return the next program year and participate in fund raising activities for the pack.
- 2. Magazine.** *Scout Life*, the official publication of Scouting America, is offered to all members at a special rate of \$15 per year. Every Cub Scout should subscribe to the magazine because of the quality reading and the articles related to the unit's monthly program. The magazine is also important to a child's growth in Scouting, and research has shown that Cub Scouts stay in Scouting longer and advance farther if they read the magazine.

If the reserve funds will allow, a new Cub Scout joining during the charter year should be signed up for the magazine. When reserve funds do not pay for the subscription, then the child or the child's parent may be asked for the amount.

- 3. Unit Accident Insurance.** Each pack should be covered by unit accident insurance to help meet the costs of medical care if accidents occur.
- 4. Reserve Fund.** The reserve fund might be established by a gift or loan from the chartered organization or by a unit money-earning project. The reserve fund should meet unexpected expenses that occur before dues are collected or other money is earned. A new member's initial expenses may be met from the fund. A small portion of each Cub Scout's basic expenses is budgeted to maintain this fund. If the reserve fund falls below the target balance, it should be restored through a money-earning project or other means.
- 5. Other Basic Expenses.** These basic expenses include Adventure loops and pins and rank for each Cub Scout to ensure prompt recognition as well as additional training for adults. Because service to others is fundamental in Scouting, the budget should include a goodwill project, a Good Turn, or a gift to the World Friendship Fund.
- 6. Program Materials.** Each pack needs to provide a certain amount of program materials for dens to use to deliver the program. Money for craft supplies and other den activities should be made a priority. For example, it should have a U.S. flag, pack flag, and equipment and supplies for its regular program. Some items, such as camping equipment, can often be borrowed from a Scouts BSA troop, minimizing the pack's expenses. Some packs include the cost of handbooks, leader training, and advancement badges in this category.
- 7. Activities.** The pack program drives the pack budget and the amount budgeted for activities. At the annual pack planning event, leaders and parents decide what activities will be covered by pack funds and what activities will be the responsibility of the Cub Scout and family. Communicate to all current families and new families, when they join, what financial responsibilities they have. What are the pack dues and how often are they collected? What fundraising activities will there be and what is the expected participation? What activities are covered by dues? What activities are not covered? It is best to provide this information in writing.

## Handling Money

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

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

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

**Preferred.** The preferred situation is for the chartered organization to establish a bank account associated with its organization in the name of the unit, and then grant signature rights to those in the pack as necessary. This method makes clear that the ownership of the assets is the chartered organization, but it allows pack leadership appropriate access to collected funds for and used by the pack exclusively.



*Cub Scouts should be encouraged to earn the money for their weekly dues.*

- ▶ *Paying dues regularly helps develop character.*
- ▶ *It gives the Cub Scout experience with handling money.*
- ▶ *It teaches financial responsibility.*
- ▶ *It gives each Cub Scout a positive attitude toward earning their own way.*



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

**Acceptable.** In the event the preferred approach is not possible, units may establish their own bank accounts. To do so, a unit will first need to establish a tax ID number (EIN). Most units do this by completing IRS Form SS-4. There is no fee involved. The current form and instructions are available on the IRS website ([www.irs.gov](http://www.irs.gov)). Also, the IRS now allows you to provide the information over the phone and immediately receive a unit EIN. The IRS phone number is 800-829-4933.

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

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



### **SCOUTING AMERICA POLICY: Commercialism**

No Scouting America member, unit, or local council may enter into a contract or relationship of a commercial nature involving Scouting America 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 youth earning money for their own Scouting equipment or for their unit, provided that the money is earned through service actually rendered and not through the exploitation of the name or goodwill of Scouting America.

### **FINANCIAL RECORDS**

The treasurer furnishes a brief report at each monthly pack leaders' meeting on the status of the pack treasury. An annual report that includes information on membership, activities, and finances should be submitted to the chartered organization.

The treasurer should periodically review with the Cubmaster or pack committee chair all dues payments that are being recorded.



### **SCOUTING AMERICA 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 Scouting America 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.

Individuals and units should not, under the name of Scouting 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 a pinewood derby track or other items or equipment not provided for by the annual pack budget may be obtained from pack money-earning projects. Before deciding on money-earning projects, the pack should have a clear understanding of Scouting America rules regarding these matters. These rules are outlined on the [Unit Money Earning Application](#).

A pack must follow certain rules when planning a money-earning project:

- ▶ Money-earning projects may be conducted only with council approval. File a Unit Money-Earning Application with your local council service center to obtain approval.
- ▶ Money-earning projects are pack, not den, activities and should be suited to the ages and abilities of the children. Proper adult supervision must be provided.
- ▶ The pack committee and chartered organization must approve all money-earning projects. The project must be implemented because there is a specific pack need for it, not merely because someone offered an attractive plan. It is best if Cub Scouts can earn their own way.
- ▶ Be sure that your plan and date do not interfere with money-earning policies and programs of the chartered organization or local council.
- ▶ The plan must be free of gambling, in harmony with local laws, and consistent with the ideals of Scouting. Units should never raise funds through the sale of raffle tickets or chances for door prizes or other items.
- ▶ The selling of any product must be done on its own merits. The official uniforms are intended primarily for use in connection with the activities of the Scouting movement, but local councils may authorize their use under conditions and for purposes consistent with the principles of Scouting and the Scouting program.
- ▶ Tickets for any event other than a Scouting function are sold by Cub Scouts as individuals, not in uniform. (Tickets can be sold by Cub Scouts in uniform for Scouting shows, pack shows or dinners, or other Scouting events.)
- ▶ People should get their money's worth from any product they purchase, function they attend, or services they receive from the pack. The sale must stand on its own merit so that the buyer is not in any way subsidizing either Scouting or a Cub Scout.
- ▶ Cub Scouts should engage in money-earning projects only in neighborhoods that are safe and familiar, and use the buddy system.
- ▶ Train Cub Scouts never to enter the home of a stranger and to know whom to contact in the event of an emergency. Also teach them to observe safe pedestrian practices.
- ▶ Activities should be conducted only during daylight hours.
- ▶ Be sure that people who need work or business will not suffer a loss as a result of your money-earning project. You should not sell products or offer services that are in direct conflict with established merchants or workers.
- ▶ Your pack's money-earning plan must protect the name and goodwill of Scouting America and prevent it from being exploited by promoters of shows, benefits, or sales campaigns.
- ▶ If your pack signs any contracts, they must be signed by an individual without reference to Scouting America or Cub Scouting. Contracts must not bind Scouting America or Cub Scouting to any agreement of financial responsibility.



### SCOUTING AMERICA 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.

(From Article XI, section 1, clause 2, of the *Charter and Bylaws of Scouting America*)

## CONTRIBUTIONS AND DONATIONS



*A free kit of World Friendship Fund materials is available by writing to World Friendship Fund, International Department, Scouting America, P.O. Box 152079, Irving, TX 75015-2079.*

Scouting units are not tax-exempt units by virtue of their affiliation with Scouting America. 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.

### **WORLD FRIENDSHIP FUND**

Scouting America administers the World Friendship Fund to help Scouting associations around the world. Once a year, Scouting America 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 in underdeveloped countries
- ▶ 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 children and adults to be part of a worldwide Good Turn.
- ▶ It helps Cub Scouts 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 Scouting movement.

### **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 youth. Just as a pack raises funds for pack operation through den dues and money-earning projects, the council raises funds for council operation through fundraising events, direct contributions, grants, product sales, camping and activity fees, and 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, 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 Scouting America uniform because it is a means of identifying openly with the principles and aims to which they are committed: character, leadership, citizenship, and personal fitness. The fact that youth and adult members of Scouting wear a uniform doesn't mean that they are all alike. They come from different backgrounds, with different religious beliefs and political views. They are each individuals, with their own family traditions and loyalties. The uniform is not intended to hide their individuality, rather, it is a way to give each other strength and support. When wearing the uniform by all members of the pack is implemented, it covers up all differences of social and economic background.

Cub Scouts and adult leaders should wear their uniforms to all Scouting events.

### 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 Scouting America
- ▶ Participating in demonstrations not authorized by Scouting America



### SCOUTING AMERICA POLICY: Uniform Rules and Regulations

All uniforms, badges, and insignia may be used only by members of Scouting America 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 Scouting America and *Guide to Awards and Insignia* for additional information on uniform rules and regulations. The *Guide to Awards and Insignia* is available online at [scouting.org](http://scouting.org).



*Active participation in politics and social causes is encouraged among Scouts and leaders as individuals, but they are not authorized to represent or create the perception that Scouting America is supporting a political or social cause. Scouting is a non-partisan and non-sectarian organization.*



## 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 Cub Scouts.

### Benefits for Cub Scouts

1. A uniform gives them a sense of belonging.
  - ▶ Children want to belong to a group.
  - ▶ Cub Scouts dress the same and feel unity. They are not categorized or judged by who is or isn't wearing designer labels and brand name clothes. This is especially important for children who live in underserved urban and rural communities.
  - ▶ Children with disabilities feel included and part of the team.
2. A uniform gives a sense of pride.
  - ▶ Uniforms can strengthen unit spirit.
  - ▶ Uniforms are a reminder of the commitment to the purpose and aims of Scouting America.
  - ▶ 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 us to live up to the Scout Oath and Scout Law.
  - ▶ As Cub Scouts 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 the youth they are serving.
  - ▶ The leader's attitude toward complete uniforming influences the attitude of the Cub Scouts toward wearing their uniforms.
  - ▶ When a leader's uniform shows that he or she has earned awards, Cub Scouts are inspired to earn awards too.
  - ▶ Leaders in uniform, with insignia placed correctly, set a good example.
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 ARROW OF LIGHT SCOUT UNIFORM

For more details and images on Cub Scout uniforms visit [www.scouting.org/programs/cub-scouts/cub-scout-uniform/](http://www.scouting.org/programs/cub-scouts/cub-scout-uniform/).

### The Lion (kindergarten) Cub Scout uniform has the following parts:

- ▶ **Shirt:** The official Lion T-shirt.
- ▶ **Belt:** Official navy blue web belt with metal buckle.
- ▶ **Cap:** Official navy blue Lion cap.
- ▶ **Neckerchief:** Optional Lion neckerchief. The Lion den decides if they will wear the neckerchief.
- ▶ **Neckerchief slide:** Optional Lion neckerchief slide.
- ▶ Official uniform pants, shorts, or skorts, and Cub Scout socks are optional and decided by the den leader and families in the den. There is no uniform inspection sheet for Lions.

Official Scouting America neckerchiefs are the only neckerchiefs that Cub Scouts may wear. Packs may not make their own pack neckerchiefs for Cub Scouts to wear.



### The Tiger (first grade) Cub Scout uniform has the following parts:

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

### The Wolf (second grade) Cub Scout uniform has the following parts:

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

### The Bear (third grade) Cub Scout uniform has the following parts:

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

### The Webelos (fourth grade) Cub Scout uniform has the following parts:

- ▶ **Shirt:** The official blue uniform shirt is available with long or short sleeves and has button-flap pockets.
- ▶ **Pants:** Shorts, long pants, skorts, and roll up pants all are in official blue.
- ▶ **Belt:** Official navy-blue web belt with metal buckle.
- ▶ **Socks:** Official socks are available in three lengths: ankle, crew, and knee.
- ▶ **Hat:** Official green hat with Webelos plaid front and Webelos emblem.



- ▶ **Neckerchief:** Webelos plaid triangular neckerchief with Webelos logo.
- ▶ **Neckerchief slide:** Official gold-tone metal slide with Webelos emblem.
- ▶ **Adventure colors:** The Adventure colors are worn on the right sleeve to display the Adventure pins that have been earned.

#### **The Arrow of Light (fifth grade) Cub Scout uniform has the following parts:**

- ▶ **Shirt:** The official tan uniform shirt is available with long or short sleeves and has button-flap pockets.
- ▶ **Pants:** The official green shorts, long pants, skorts, and roll up pants.
- ▶ **Belt:** Official green web belt with buckle.
- ▶ **Socks:** Official green socks are available in three lengths: ankle, crew, and knee.
- ▶ **Hat:** Optional; any official Scouts BSA hat.
- ▶ **Neckerchief:** Optional; any official Scouts BSA neckerchief.
- ▶ **Neckerchief slide:** Optional; any official slide or handmade slide.
- ▶ **Adventure colors:** The Adventure colors are worn on the right sleeve to display Adventure pins that have been earned
- ▶ **Loops:** Official Cub Scouts blue loops are worn on the shoulders of the shirt.

Various other types of Cub Scout garments are available, such as official activity Cub Scout 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 other clothing.

### **ADULT LEADER UNIFORMS**

As adults set the example for youth, they should be careful that the uniform example is proper.

All Cub Scout and Scouts BSA leaders wear the same uniform with colored shoulder loops to identify their participation in different Scouting programs. Blue loops indicate affiliation with a Cub Scout pack.

#### **Den leader and assistant den leader uniforms have the following parts:**

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

## The Cubmaster and assistant Cubmaster uniforms have the following parts:

- ▶ **Shirt:** The official tan uniform shirt is available with long or short sleeves and has button-flap pockets.
- ▶ **Pants:** The official green shorts, long pants, skorts, or roll-up pants.
- ▶ **Belt:** Green web belt or any official belt with metal buckle.
- ▶ **Socks:** Official green socks are available in three lengths: ankle, crew, and knee.
- ▶ **Hat:** Optional; if an adult chooses they may wear any official adult hat.
- ▶ **Neckerchief:** Optional; any official neckerchief.
- ▶ **Neckerchief slide:** Optional; any official slide or handmade slide.

## The optional uniform for the pack committee chair and pack committee members:

- ▶ **Shirt:** The official tan uniform shirt is available with long or short sleeves and has button-flap pockets.
- ▶ **Pants:** The official green shorts, long pants, skorts, or roll-up pants.
- ▶ **Belt:** Green web belt or any official belt with metal buckle.
- ▶ **Socks:** Official green socks are available in three lengths: ankle, crew, and knee.
- ▶ **Hat:** Optional; if an adult chooses they may wear any official adult hat.
- ▶ **Neckerchief:** Optional; any official neckerchief.
- ▶ **Neckerchief slide:** Optional; any official slide or handmade slide.

## 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 youth advancement or awards, but adults may wear square knots representing the **Arrow of Light rank**, the **Eagle Scout Award**, the **Sea Scout Quartermaster rank**, **Venturing Silver Award**, **Venturing Summit Award**, and **religious emblems** they earned as youth.

To set a good example for the Cub Scouts, leaders should make sure that they wear their insignia correctly. Insignia should be worn only as described in the *Guide to Awards and Insignia* 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 other 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 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.

**Temporary insignia.** Adults and youth may wear only one temporary badge at a time. Temporary insignia are not required for correct uniforming. Additional temporary badges can be displayed on patch blankets, the Scouting America red patch vest, etc.



*Arrow of Light knot*



*Eagle Scout knot*



*Quartermaster knot*



*Silver/Summit Award knot*



*Youth religious knot*



## HOW TO UNIFORM THE PACK

The uniform helps achieve the purposes of Cub Scouting, so make sure that all of the Cub Scouts and adult leaders in the pack are completely and correctly uniformed. Leader attitudes toward uniforming are important because leaders influence the attitudes of the youth they serve. When leaders are in uniform, Cub Scouts will know that uniforms are important and necessary. When leaders wear badges and insignia incorrectly, it gives the impression that proper uniforming isn't required or necessary.

When a child joins the pack, be sure to impress on the family the importance of the uniform. Suggest that the child begin the Cub Scout experience by helping to earn part of the cost of the uniform.

The pack committee should set the goal of 100 percent Cub Scout and adult leader uniforming. This can be accomplished several ways.

1. Establish a pack uniform exchange. Youth 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."
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. Encourage families and friends to give uniforms as gifts on holidays and birthdays.
4. Some packs encourage proper uniforming by giving each new Cub Scout their pack and den numerals. These can be bought with funds from the pack treasury.



# OH, THE THINGS YOU CAN DO IN CUB SCOUTING!

Cub Scouting offers a wide world of experiences for everyone. To maximize the fun and adventure, this section outlines the ins and outs of working with children, as well as planning and conducting Cub Scout activities, including:

- ▶ Working with children and maintaining discipline
- ▶ Conducting great ceremonies, games, songs, and skits
- ▶ Planning and executing service projects
- ▶ Policies and practices for field trips, transportation, and multiunit activities
- ▶ Health and safety considerations and Scouting America policies



## CUB SCOUT ACTIVITIES



## Managing Cub Scouts

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety, and they need guidance and direction. Adults who work with them need to have patience and understanding.

### UNIT RESPONSIBILITIES

Misbehavior by a single member in a Scouting unit may become an unreasonable burden on that unit and constitute a threat to the safety of those who misbehave as well as to other unit members.

Adult leaders of Scouting units are responsible for monitoring the behavior of the youth members and interceding when necessary. Parents of youth members who misbehave should be informed of the problem and asked for assistance in dealing with it.

Scouting America does not permit the use of corporal punishment by unit leaders when disciplining youth members.

The pack committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action, including possible removal of the child's membership in the pack.

### DEN MANAGEMENT

If you have children or have worked with them, you understand that some tend to be active, full of energy, and at times rambunctious. You can manage your Cub Scouts and their rambunctiousness with proper program planning and some time-proven techniques.

The first step is to keep in mind that Cub Scouts joined for adventure and to be active. Some program activities require physical activity and some activities generate a higher level of noise than others. The ideal meeting location is one where that's not an issue. Beyond that, effective discipline is 90 percent preparation.

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

You can encourage positive behavior in many ways, including

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

### DEN CODE OF CONDUCT

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

A few rules are enough for a start, but the Cub Scouts might need to add others from time to time. They also might want to write out their den rules and sign on a line at the end of the list. This is a way of sharing with parents and guardians the expectations of their Cub Scouts.

Although groups of children of this age will have their good days and bad days, they are most likely to try to live up to rules that they helped develop themselves. This is an opportunity for them to learn about caring, too. Just as they can make up rules, they can decide on some of the caring values that they want to represent their den.

## GUIDANCE USING VALUES

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

Webelos and Arrow of Light Scouts are much more adept at developing rules and can generally be depended on to adopt reasonable ones for their group. They might want to change rules from time to time as circumstances change. By age 10, children are beginning to understand that even public laws are made by people and that people can change them. They are ready to discuss rules in a fairly businesslike manner and will engage in a lot of bargaining with peers and adults.

Give Cub Scouts responsibility to help them think more deeply about positive attitudes, beliefs, values, norms, and actions. Teach them how to learn from experience and how to gain some mastery over the events in their lives. This approach will take effort at the beginning but will soon begin to take hold as the Cub Scouts learn to discipline themselves.

## HELPFUL HINTS FOR DEN DISCIPLINE

- 1. Use the Cub Scout sign to get attention.** When Cub Scouts and adults see the sign, each should stop talking and raise their arm in the sign. Eventually, the room will be quiet. Don't shout or yell for attention or say "signs up." Wait until everyone is quiet before speaking. Practice this at the first meeting, allowing the Cub Scouts to make as much noise they want until you raise the Cub Scout sign. Doing it two or three times to see how quick they can respond turns a discipline tool into a game. If you find yourself trying to talk over them, it is time to use the Cub Scout sign. Getting louder because the Cub Scouts are getting louder only increases the noise level.
- 2. Keep den and pack meetings fast-paced, and have many interesting activities.** Have activities for early arrivals, and alternate boisterous and more quiet activities. Keep in mind that you don't have to crowd everything into a single meeting. There's always the next meeting.
- 3. Try to get to know each Cub Scout.** Find out their likes and dislikes. Don't be afraid to let them know something about yourself. Stay in contact with their families and be responsive to what might be going on in other aspects of their lives. Children at this age often look up to adults in positions of leadership. Along with their adult family members, school teachers, and religious teachers, you are becoming an important adult figure in their lives.
- 4. Listen attentively and try to understand what a child has written or spoken.** If you have trouble understanding, ask the child to clarify. If possible, try to look at the situation from their point of view. Encourage children to tell how they feel, but resist the temptation to tell them how they should feel. Remember that they do not yet have the maturity of an adult.
- 5. Don't criticize.** Coaching a child about negative behavior should not be done in front of others. Wait until you can talk with them privately out of earshot of other Cub Scouts with another adult or in view of other adults, in accordance with Youth Protection policies. Get them to tell you what went wrong from their perspective, and then explain how you interpret the situation. Make an effort to find some common ground and begin once more. Children expect fair treatment, and the example of all leaders becomes their model.
- 6. Focus on the positives and minimize the negatives.** Help children to look for good in every situation. Remember to give praise when it is earned and even when it's not expected. Robert Baden-Powell, the founder of Scouting, said, "A pat on the back is a stronger stimulus than a prick with a pin. Expect a great deal ... and you will generally get it."
- 7. Give opportunities to make choices.** Provide real options and involve the Cub Scouts in the planning of group activities. Sharing the power as well as the fun gives everyone a feeling of ownership of the group's success and responsibility for things that do not go well.





**8. Provide appropriate challenges.** What is exciting to a 7-year-old might bore a 10-year-old. What is exciting to a 10-year-old might frighten a younger child. Focus on the strengths of each developmental stage, and deliver the program as designed. Remember that the youngster who tests your patience the most might need Cub Scouting the most.

**9. Take some extra time to reflect on each meeting and learn from your own experience.** Start with what went particularly well. What made it go? What part did you play? What parts did the Cub Scouts and/or other adults play? How can this combination work again? Also focus on what didn't work well. What aspects of the meeting needed more planning, resources, and leadership? What could have been done to prevent problems? Could these ideas be put into action earlier the next time a problem comes up?

Not all areas of behavior can be treated as subjects for discussion, particularly when dangerous, intentionally hurtful, or offensive behaviors are involved. On some occasions, leaders must insist on obedience and save the dialogue for later. Children sense when some behaviors or events are getting out of control. In these instances, they expect adult leaders to protect them and to restore order.

The best time to confront a crisis is when it occurs. Don't wait for it to resolve by itself. Afterward, the entire group might need time to calm down. If only one or two Cub Scouts are involved, take them aside and talk to them tactfully. Recognize that some children have difficulties that are too great to be solved in a Cub Scout den. Share your concerns with and seek assistance from the parent(s) or guardian and your pack committee.

## SOLUTIONS TO PROBLEMS

Be positive. Figure out what is not working quite right. Is it the meeting? Is it the meeting place? Is it the activity? Is it the Cub Scouts, or a particular Cub Scout? Now is a good time to work with the Cub Scouts on building group responsibilities and leadership skills.

Use group problem-solving skills, which could help the Cub Scout throughout life. Some children have difficulty learning positive group skills. Try to support them by guiding them through some simple group decisions. If a plan or activity is not working, guide the Cub Scouts to use their ingenuity to create a different plan. As the Cub Scouts become more accustomed to making group plans, they will also become better able to handle conflict with others.

### Steps for Solving Problems

1. Define the problem.
2. Determine the difficulties the problem is causing.
3. Determine the kinds of solutions that could fix the problem or make it better.
4. Try a solution. If it didn't work go back to step one and find another solution.
5. Evaluate the solution. How did it work?

Having a defined way of working out difficulties or changes is a good skill to build in any child. This method also allows development of leadership skills through discussion and decision-making among the Cub Scouts.

## Den and Pack Activities

Cub Scout fun begins in the den and pack meeting, but it certainly doesn't end there. In addition to these meetings, Cub Scouts enjoy other types of activities, from pinewood derbies to service projects to family campouts. A well-rounded, yearlong program will keep Cub Scouts growing strong in mind and body and having fun at the same time.

The most successful packs in the country have three things in common that allow them to provide the highest quality program year after year. These three items were identified as a result of a nationwide study.

The first thing they have in common is a foundation of safety. Cub Scouts, parents, adult leaders, and family members feel safe in these packs. This is accomplished by focusing on everyone being Youth Protection trained and leaders being familiar with the *Guide to Safe Scouting* so that the health and safety of the pack is never jeopardized. Pack leadership should care for all family members and have a relationship with each family of trust and mutual respect.

Secondly, these packs provide the program as designed. The Cub Scout program is flexible in delivery but the content is not. Two questions every leader should be able to answer are "What book are you in?" and "What page are you on?" These are not rhetorical questions. Delivering the program as designed ensures the mission of the program is accomplished. It also reinforces the foundation of providing a safe space.

Lastly, these successful packs make the experience special for everyone. Making things special is a hard accomplishment to measure but it has been identified as an important part of success. Everything from weekly den meetings to the blue and gold banquet will have special elements that reinforce the values of Scouting.

### CEREMONIES

#### Den Ceremonies

Use simple ceremonies to open and close den meetings and to mark important events in the lives of the Cub Scouts and the den. Den ceremonies should be short—no longer than two or three minutes—and varied.

Typical den ceremonies include:

- ▶ Opening ceremonies, often flag ceremonies, which signal the beginning of the den meeting
- ▶ Adventure ceremonies. When Cub Scouts complete an Adventure, the Adventure loop or pin should be presented immediately to have the greatest impact.
- ▶ Denner installation ceremonies, which recognize these young leaders and the importance of their position in the den
- ▶ Special recognition ceremonies, which mark special events such as birthdays and holidays
- ▶ Closing ceremonies, which emphasize Cub Scouting's ideals and bring a quiet, inspirational end to the den meeting

#### Pack Ceremonies

Ceremonies are also an important part of pack meetings and can be used to emphasize Cub Scouting's ideals. Use pack ceremonies to open and close meetings, promote advancement, and recognize Cub Scouts, leaders, and family members for special achievements.

Typical pack ceremonies include:

- ▶ Opening ceremonies, which set the stage for the pack meeting
- ▶ Flag ceremonies, which teach how to handle and present the U.S. flag in a special way
- ▶ Induction ceremonies, which welcome new Cub Scouts and their families into the pack
- ▶ Bobcat ceremonies that recognize the completion of the required Bobcat Adventure for each rank.
- ▶ Advancement ceremonies, which celebrate the completion of requirements for the Lion, Tiger, Wolf, Bear, Webelos, and Arrow of Light ranks
- ▶ Bridging ceremonies when Cub Scouts change grades and begin the next rank
- ▶ Crossover ceremonies when Arrow of Light Scouts join a Scouts BSA troop
- ▶ Recognition ceremonies, which recognize leaders, den chiefs, or family members for special service, activities, or tenure





*Remember that Cub Scouts come from a variety of family backgrounds; plan ceremonies that reflect a broad interpretation of family.*

- ▶ Closing ceremonies, which bring the meeting to a close and send everyone home with inspirational ideas to remember

### **Advancement Ceremonies**

When Cub Scouts receive badges in an exciting advancement ceremony, it will be even more meaningful to them. Ceremonies that are colorful and realistic and recognize a real achievement can be satisfying and memorable for every member of the pack. Advancement ceremonies may also serve as an incentive for those who are not advancing.

Advancement ceremonies should be well-planned and related to the purposes of Cub Scouting. Each person involved should know what is expected, and parents or other family members should always be included. Badges are presented to them, and they in turn present the badges to their Cub Scouts.

Advancement ceremonies, like all other Cub Scout activities, should be positive and meaningful experiences that reflect the values and aims of Scouting.

- ▶ Take care that all cultures and ethnic groups are portrayed in a positive manner.
- ▶ Show proper respect for religious beliefs.
- ▶ Do not employ hazing or ceremonies that are presented as challenges—such as walking on hot coals, branding, or any use or reference to real or fake blood. Use of chemical fires is prohibited. Fire should be contained to candles or appropriate outdoor campfires.

### **Bobcat Adventure Ceremony**

The Bobcat badge required Adventure might be the first Adventure many Cub Scouts earn, so if the pack chooses to do a ceremony it should be especially exciting and memorable. Some packs have a special ceremony complete with artificial campfire. The parents or guardians should have an important role in this presentation.

### **TIPS FOR CEREMONIES**

Remember these points when planning ceremonies.

**Weather.** If the ceremony is outside, check the weather and have a backup plan for bad weather. It's difficult to keep candles lit in winds or light rain. Have a backup plan, with some type of protection.

**Lighting.** If using candles make sure they are away from combustibles and that fire extinguishers are charged and available. Consider using LED candles.

**Acoustics.** Make arrangements for a microphone and speakers so everyone speaking can easily be heard. The wind sometimes carries voices in the wrong direction. Make sure speakers can be heard.

**Surroundings.** Backdrops add an opportunity to make the event special and give visual cues to the purpose of the ceremony. Make the most of the surroundings to furnish background. Lakefronts or open areas in the woods make good ceremony sites.

**Length.** Make ceremonies short.

**Flag.** Be certain that the U.S. flag and other flags are adequately anchored. A flag holder will usually require extra security on a windy day. Insist on respect for the U.S. flag, indoors or outdoors.

### **Ceremonial Equipment**

Ceremonial equipment such as awards boards and other props add color and interest to ceremonies. Most packs use ceremony boards, cutouts of badges, artificial campfires, recognition charts, advancement ladders, candles, and spotlights to make ceremonies more exciting for the Cub Scouts.

Before using candles for indoor ceremonies, be sure their use is permissible, and take any necessary safety precautions. Some areas have laws restricting the use of open flames in public buildings. LED candles or small pen-type flashlights can be used as substitutes for lighted candles.

## MEETING ACTIVITIES

What goes on in den and pack meetings, combined with outdoor activities, is the reason that people join Cub Scouting and stay in the program. Making these activities fun is paramount to the program's success.

### Crafts

Crafts are an important part of Cub Scouting because they help Cub Scouts:

- ▶ Learn new skills.
- ▶ Follow directions.
- ▶ Work with their hands.
- ▶ Appreciate and value materials.
- ▶ Use and care for tools.

Crafts and projects in Cub Scouting may relate to required Adventures or elective Adventures. Completed craft projects may be displayed at the pack meeting for all to see.

Teach Cub Scouts the proper use and care of tools and provide a suitable working area. Inadequate tools and dull tools are dangerous. Use only simple hand tools that are properly sized. In Cub Scouting, only adults may use power tools or equipment.

Children need freedom to create individual designs. This generally rules out the use of kits and preformed materials. At times, each Cub Scout may choose those things that interest them most. There will be other times when all in the den are working on the same project, each in their own way.

### Den Yells

Den yells, created by the Cub Scouts and their leaders, help develop and maintain den spirit. The yells provide a way for everyone in the den to be united and express themselves at a pack meeting or pack activity.

When making up a den yell, remember to make it simple and rhythmic. Yells should end in a word or phrase that the Cub Scouts can shout. Many high school and college cheers can be adapted to den yells. Here are two examples:

Two, four, six, eight,  
Who do we appreciate?  
Den One! Den One! Den One!

One, two, three, four,  
What den do you cheer for?  
Which den can you hear more?  
Den Four! Den Four! Den Four!

### Games

Mention the word *game* to most children, and their eyes light up with anticipation. Games are an important part of Cub Scouting because they help children:

- ▶ Develop skills, body control, and coordination.
- ▶ Learn good sportsmanship, self-confidence, and patience.
- ▶ Develop consideration for others.
- ▶ Learn to follow rules, to wait their turn, and to respect the rights of others.
- ▶ Play fair.





Den chiefs can be a big help leading games in both den and pack meetings. They will have some good ideas to help stimulate the imaginations of the younger Cub Scouts. Remember that when teaching and leading games, rules should be followed so that everyone will enjoy the game more.

The choice of games is determined by the number of players, the space available, and the desired outcome. Some games, with a small number of players, are best for den meetings. Other games, with larger numbers of players, are more suitable for pack meetings. Cub Scouts enjoy seeing their families involved in pack games.

Some games require plenty of room and are best played outdoors. Some games are physical and allow everyone to use excess energy. Others are quiet games that require concentration.

### ***The Den Game Chest***

Some dens have a den game chest that holds equipment for a variety of different games. Begin accumulating odds and ends for the den game chest if you don't have one. As you try new games, Cub Scouts can bring scrap items from home to be used in the game and then stored in the game chest for future use.

Keep game instructions on 3-by-5-inch index cards for easy reference and store them in the game chest, too. To keep the cards clean and in good condition, laminate them, punch a hole in one corner, and store them on a split-ring or key chain.

### **Suggested Items for a Den Game Chest**

- |                       |                     |                      |                    |
|-----------------------|---------------------|----------------------|--------------------|
| ▶ Ball of string      | ▶ Curtain rod rings | ▶ Pie pans           | ▶ Tin cans         |
| ▶ Balloons            | ▶ Playing cards     | ▶ Foil               | ▶ Toothpicks       |
| ▶ Beanbags            | ▶ Craft feathers    | ▶ Plastic spoons     | ▶ Tossing boards   |
| ▶ Blue painter's tape | ▶ Golf tees         | ▶ Rope               | ▶ Umbrella         |
| ▶ Chalk               | ▶ Marbles           | ▶ Rubber balls       | ▶ Washers          |
| ▶ Checkers            | ▶ Muffin tin        | ▶ Rubber jar rings   | ▶ Whistles         |
| ▶ Clothesline         | ▶ Paper cups        | ▶ Straws             | ▶ Wide-mouthed jar |
| ▶ Clothespins         | ▶ Paper sacks       | ▶ Table-tennis balls | ▶ Work gloves      |

### **Skits**

Dens may be asked to present skits or demonstrations at the pack meeting. These presentations can be pantomimes, sketches, or short plays. The main purpose of skits is for the Cub Scouts—and the audience—to have fun; however, as Cub Scouts practice performing in these informal skits, their confidence and leadership skills begin to develop as well.

Skits are usually appealing to children of Cub Scout age because they help channel their imagination and allow the “let's pretend” part of their character to appear. Skits also help build self-confidence and poise.

Some skits are purely for fun, while others demonstrate skills Cub Scouts have learned. Everyone will have the chance to plan, rehearse, and make props and costumes during den meetings. The final presentation can be made at the pack meeting.

Some Cub Scouts may want to just observe rather than take part in the skit; ask them to handle the lights or offstage sound effects or to watch the time. Sometimes, playing a character who wears a mask or uses puppets helps lessen a child's self-consciousness.





Here are a few simple rules to remember when using skits with Cub Scouts.

- ▶ Keep skits short—usually no more than two minutes.
- ▶ Avoid long dialogue and memorized lines. Pantomimes are best for younger Cub Scouts.
- ▶ Use simple costumes and props.
- ▶ Give each Cub Scout in the den something to do so that everyone participates.
- ▶ Be sure the audience can hear. The children should be coached to speak slowly, clearly, and loudly and to pause during applause or laughter from the audience.
- ▶ The content of all skits should be positive in nature and reflect the values and purposes of Cub Scouting. Humor is welcome, but it should never be at the expense of someone's self-esteem.

## Songs

Group singing at a den or pack meeting creates a feeling of togetherness. You can also use songs to help set whatever mood you want—serious, patriotic, inspirational, or purely fun.

Most children enjoy opportunities to sing. They especially like action songs that give them a chance to move around. And they love seeing their families taking part in action songs at pack meetings.

You don't have to be an expert singer or conductor to lead songs. You only have to be able to start a song on the right pitch and keep time. When you are teaching new songs, write the words on a large sheet of paper that everyone can see. It also helps if the new song has a familiar tune so everyone can join in immediately.

The Cub Scout songbook is free online to use at den meetings, and the songs can be downloaded from [soundcloud.com/user-973700341](https://soundcloud.com/user-973700341). When the group knows the song or has the words, they will be more inclined to join the fun. Also, pack meeting singing is greatly improved if the dens know in advance which songs will be sung and can practice them in den meetings.

This is an opportunity to have Cub Scouts make a songbook with copies of their favorite songs to bring with them to den and pack meetings or pack overnights.

## Hints for Song Leaders

- ▶ Choose songs to fit the occasion: rousing action songs, quiet songs, patriotic songs, etc.
- ▶ Always start with a rousing, well-known song that everyone can sing out confidently.
- ▶ Smile at the group and relax. Show enthusiasm and confidence.
- ▶ Give the pitch by humming, singing, or playing a few bars.
- ▶ Use simple hand motions to start the group singing. Keep time with simple up-and-down or back-and-forth hand motions.
- ▶ Don't stand fixed in one spot. Move around a little to create some pep and personality.
- ▶ If the group makes a bad start, stop and start over. It will go better the next time.

## Storytelling

Storytelling is a good way for a den leader to introduce a topic the den will be focusing on. The Scout Oath, the Scout Law, and the Cub Scout motto all can be explained and illustrated by stories. A story can set the scene for a special outing or trip. It can address a special need, such as a behavior problem, allowing you to get a point across without singling out a particular child.



One of the best reasons for telling stories is because they are fun and children enjoy them. They are sometimes just the right thing to change the pace of a meeting from noisy to quiet, or to put a finishing touch on a pack campfire.

You can get materials for stories in many places: from the local library, from personal experience, and from magazines including those published by Scouting America. Use your imagination!

## Hints for Storytellers

- ▶ Choose a story that appeals to you and is suitable for the occasion.
- ▶ Create a catchy line for a beginning and to get everyone's attention: "Did you know that the first Akela was a wolf?"
- ▶ Decide when and how to end your story. Don't make it too long.
- ▶ Practice the story in front of your family or record it to hear how it sounds before you tell it.
- ▶ Before you begin telling the story, be sure the audience is comfortable and hasn't been sitting for too long.
- ▶ Live your story. Don't be afraid to "g-r-r-o-w-w-l," to speak in a whiny voice, or to use hand or body gestures for emphasis.
- ▶ Speak clearly and naturally. Use simple language.
- ▶ When you have finished, stop talking. This will be the time the Cub Scouts want to talk. You'll need to listen, particularly if you're trying to get across a message. A few simple questions may help start a discussion about your topic or message.

## Tricks and Puzzles

Cub Scout-age children enjoy tricks and puzzles, especially if magic and mystery are involved. Either the den leader or den chief will want to show a new trick or puzzle at almost every den meeting; this is a good gathering activity. Later, the Cub Scouts will enjoy showing the trick to someone else at home or school. Remember, the trick or puzzle must be simple enough for the Cub Scouts to do on their own.

For stunts, tricks, and puzzles, see the *Cub Scout Magic* book available at [ScoutShop.org](http://ScoutShop.org).

## SERVICE PROJECTS

The foundation for helping children become good citizens is to teach them the value of service to others. Individual, den, and pack service activities all help Cub Scouts grow into caring, responsible citizens.

When planning service activities for Cub Scouts, use the Scouting America [SAFE Checklist](http://www.scouting.org/health-and-safety/safe/) available at [www.scouting.org/health-and-safety/safe/](http://www.scouting.org/health-and-safety/safe/). Service projects for Cub Scouting also include:

- ▶ Should be genuinely useful
- ▶ Should get young people directly involved with the people they're helping
- ▶ May be challenging but must be appropriate for the developmental level of the Cub Scouts
- ▶ Should include a clear explanation about what needs to be done
- ▶ Require good supervision from caring, well-informed adults
- ▶ Should end with a time for reflection so Cub Scouts can evaluate the positive effect of what they have experienced

Service projects related to conservation will help with several Adventure requirements. Conservation service projects conducted by the den or pack are also a requirement for the Champions for Nature Adventure.

Service activities may help the natural world, the community, or the chartered organization. Here are suggestions of some service activities appropriate for Cub Scouts:

### 1. Helping the natural world

- ▶ Pick up litter around the community.
- ▶ Clean up debris by a stream.
- ▶ Plant seedlings or flowers.
- ▶ Recycle glass, paper, aluminum, or plastic, depending on the needs and recycling program of your community.
- ▶ Make bird feeders.

### 2. Helping the community

- ▶ Provide a flag ceremony for a school.
- ▶ Collect food for food banks.
- ▶ Make cards for a care center.
- ▶ Clean up a church parking lot.
- ▶ Shovel snow or rake leaves for seniors.
- ▶ Distribute voting reminders.
- ▶ Distribute emergency procedure brochures.
- ▶ Recycle family newspapers.

### 3. Helping the chartered organization

- ▶ Conduct a cleanup project.
- ▶ Plant and care for trees.
- ▶ Provide a flag ceremony.
- ▶ Help set up for a special event.
- ▶ Distribute programs or bulletins at a meeting of the organization.

These are only a few ideas for service projects. Ask your chartered organization or other local organizations where your Cub Scouts can help out in the community.

## STAYING SAFE

Organized service activities for Cub Scouts not only benefit their development, but these activities meet some real needs of people in the local community. The activities also help the Cub Scouts' adult family members increase their awareness of the community.

Many of the projects take place outdoors. Recycling, picking up litter, sweeping and shoveling, weeding, and planting are the most fun in an outdoors environment. Take extra care with these types of projects, especially those involving the cleanup of litter and debris. Conduct projects during daylight hours, and avoid projects at dusk or early daylight. Everyone should wear work gloves, reflective vests, or other appropriate safety equipment to avoid injury. Also, arrange for adequate adult supervision for the activity. Refer to Service Project Planning Guidelines, No. 680-027, and Age Guidelines for Tool Use and Work at Elevations or Excavations, No. 680-028, at [scouting.org/health-and-safety/guidelines-policies/](https://scouting.org/health-and-safety/guidelines-policies/).

## TRIPS AND OUTINGS

- ▶ Two-deep leadership is required. At minimum, two registered adult leaders must be present for all Scouting events and activities, including meetings. For details on two-deep leadership requirements, go to [scouting.org](https://scouting.org).
- ▶ Lions and Tiger Scouts must be accompanied by their adult partners on outings.
- ▶ The chartered organization is responsible for informing the committee and leadership of the pack that sufficient adult leadership must be provided on all trips and outings.
- ▶ Obtain a signed [Activity Consent Form](#) from the parent or guardian of each Cub Scout.
- ▶ Read the *Guide to Safe Scouting* and have the most current edition of this publication on all trips and outings. (The *Guide to Safe Scouting* is available on Scouting America's website at [scouting.org/health-and-safety/gss](https://scouting.org/health-and-safety/gss)).
- ▶ Use the Scouting America [SAFE Checklist](#) for all activities and meetings.
- ▶ Adequate, safe, and responsible transportation must be used for all Scouting activities.



*Three types of service projects:*

- *Helping the natural world*
- *Helping the community*
- *Helping the chartered organization*



- ▶ Passenger cars, vans, or station wagons may be used for transporting passengers. Trucks are approved for transporting equipment only—no passengers, except in the cab.
- ▶ Individual seat belts are required for, and must be used by, each passenger and the driver. Passengers should not ride on the rear deck of station wagons or on the floor of vans.
- ▶ All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 people including the driver (in California, more than 10 people including the driver), the driver must have a commercial driver's license (CDL).
- ▶ Cub Scout trips are normally one-day excursions. On occasion, one-night stopovers are permitted, although they are not encouraged. When overnight stops are necessary, participants will stay in private homes, hotels, or motels. Overnight camping on such trips is not permitted.
- ▶ The local council may approve lock-ins or overnight programming at local museums or other education-based locations.
- ▶ Cub Scout packs are encouraged to visit military installations for one-day trips only.
- ▶ You should inform the pack committee and Cubmaster of all den trips.
- ▶ Den families should be notified any time that the den is away from the regular meeting place. Use the Activity Consent Form for all den trips.

### FIELD TRIPS

Children enjoy visiting museums, business establishments, parks, and other attractions. These field trips can help bring a topic to life by allowing everyone to experience firsthand the things they have been learning about.

Before embarking on any trip, follow the appropriate procedures to ensure the safety of everyone involved.

Cub Scouts go on field trips and outings to satisfy Adventure requirements. Through these outings, Cub Scouts can learn about places where adults work, community services (fire, police, hospital, etc.), nature centers, animal care facilities, and other places of interest.

A well-planned outing will benefit everyone involved, providing an opportunity for children and adults to

- ▶ Acquire new interests and knowledge.
- ▶ Develop a deeper understanding of and respect for other people.
- ▶ Reinforce attitudes of good citizenship, such as courtesy and kindness.
- ▶ Have fun.

### TIPS FOR OUTINGS

- ▶ Determine the distance to the destination and how much time will be involved.
- ▶ Make needed arrangements and reservations in advance.
- ▶ Arrange for transportation that will ensure comfort, safety, and compliance with insurance requirements. If traveling by car or van, individual seat belts must be used by all children and adults, including the driver.
- ▶ If not already on file, obtain a completed Annual Scouting America Health and Medical Record, No. 680-001, for all Cub Scouts and adults who are participating.
- ▶ Be sure that all adult leaders, adult partners, and other adult family members know where and when to meet.
- ▶ Be on time.
- ▶ Consider designating as a contact person a family member who is staying at home. In case of delay, this contact person could inform other families of the delay.
- ▶ Provide all drivers with maps, including parking lots to use, doors to enter, phone numbers for the adult who is charge for the trip and the site being visited, and other pertinent information.
- ▶ Don't try to travel in a caravan or convoy.

- ▶ Let everyone know in advance that Cub Scouts and their leaders are to be in uniform.
- ▶ Use the buddy system for Cub Scouts. Each Lion and Tiger must be accompanied by their adult partner at all times.
- ▶ Know how many people are in the group. Make a list and take it on the trip.
- ▶ Coach everyone in advance to be attentive and courteous and to obey all rules.
- ▶ Locate the restrooms immediately on arrival.



## SPECIAL PACK ACTIVITIES

Your pack will occasionally want to plan some special activities other than your monthly pack meetings. These might include family picnics, or a pack field day.

When planning special pack activities (other than pack meetings), you can follow some general guidelines to help ensure your success.

1. **Objective.** Why are we having the activity? Does it help to achieve the purposes of Cub Scouting?
2. **Leadership.** Adequate adult leadership is needed to ensure safety and supervision. For major activities, such as the blue and gold banquet, the pack committee usually appoints a chair and a committee is recruited to carry out various responsibilities. This is a good time to involve adult family members.
3. **Facility.** What type of facility is needed? Can it be held at the regular pack meeting place? Is it an outdoor activity? Are reservations necessary? Will there be a charge for using the facility?
4. **Physical Arrangements.** What type of seating arrangement is needed? If it is outdoors, what is available and what needs to be provided?
5. **Schedule.** When will the event be held? What time will it begin? Who does what and when? What time will it end? A written schedule or program will be helpful.
6. **Alternative.** Plan for backup leadership to fill in for emergencies. Also, if you are planning an outdoor activity, have a backup plan in case of bad weather.
7. **Materials and Equipment.** What materials and equipment are needed? Who will bring them?
8. **Registration or Check-in Procedure.** Most competitive events require some type of check-in procedure. Who will be responsible?
9. **Finances.** Estimate the cost of the activity, if any. Does the pack budget cover this expense? If not, how will the cost be covered?
10. **Public Relations.** Be sure that all pack families are informed about the activity. Could this event be publicized in local newspapers or other media? Encourage families to invite other families with Cub Scout-age children to join the activity.
11. **Health and Safety.** Include in the plan all necessary measures to ensure the health and safety of everyone attending. Refer to the *Guide to Safe Scouting* for current policies and procedures for safe activities.
12. **Permits.** Have necessary permission slips and/or medical forms been obtained?
13. **Transportation.** Will transportation be needed? Will each family provide its own? If not, what arrangements need to be made?
14. **Countdown.** Does everyone know what is expected? Always keep in mind the nine elements of program planning.
15. **Training.** Have all training policies been followed for this particular activity?



## Anniversary Week

Scouting's anniversary, the date that Scouting America was incorporated in the United States, is February 8. Scouting Anniversary Week begins with Scout Sunday, observed on the Sunday of the week that includes February 8, and concludes with Scout Sabbath on Saturday.

Observe Scouting Anniversary Week as a den or pack with one or more special activities:

- ▶ Hold a blue and gold banquet to highlight Scouting's birthday.
- ▶ Provide a demonstration of Cub Scout games, crafts, skits, fitness skills, etc., at a shopping center or other public location.
- ▶ Provide a store-window display about Cub Scouting.
- ▶ Provide a service project for the chartered organization, a school, or a place of worship.
- ▶ Wear their uniforms to school during the week.
- ▶ Attend a religious service together, in uniform, on Scout Sunday or Scout Sabbath.

## Blue and Gold Banquet

During February, the month of Scouting's anniversary, packs across the country hold blue and gold banquets. Blue and gold banquets were started by local packs as a way to include all family members in an activity. In nearly all packs, the banquet is a highlight of the program year. It brings families together for a meal and an evening of fun and inspiration. Packs often invite former members, representatives of the chartered organization, and other Scouting or community leaders to take part. The banquet is usually held during the February pack meeting and is an event that everyone looks forward to with excitement.

Careful planning is necessary for the banquet to be successful. Most packs begin planning at least two months in advance. The pack committee usually recruits a banquet chair who in turn selects helpers to carry out specific responsibilities. Try to involve as many people as possible but avoid giving den leaders too many additional responsibilities because they will be busy working with their dens.

## Cub Scout Derbies

Each year, most packs hold one or more events where Cub Scouts race model vehicles they've made themselves. For guidelines and ideas, see the *Cub Scout Grand Prix Pinewood Derby Guidebook*, No. 33721, which also covers the raingutter regatta. Conducting a Pinewood Derby or raingutter regatta is a requirement for the elective Adventure Race Time for all ranks.

### *Pinewood Derby*

Pinewood Derby cars are small wooden models that Cub Scouts make with help from their families and then race in competition. The cars are powered by gravity and run down a regulation track. The pinewood Derby is an annual event in most packs. Many districts and councils also hold larger-scale derbies.

Pinewood Derby car kits are available from your local Scout shop, along with pinewood derby ribbons, medals, and trophies.

### *Raingutter Regatta*

The raingutter regatta is a boat race using boats that Cub Scouts make with help from their families. The boats are propelled by the children's own wind power—that is, they blow into the sails—along a water-filled raingutter that is supported at each end by a sawhorse.

Regatta kits are available from your local Scouting distributor, along with regatta ribbons, medals, and trophies.



# Health, Safety, and First Aid

## SCOUTING AMERICA'S COMMITMENT TO SAFETY

We want you to know that the safety of our youth, volunteers, staff, and employees cannot be compromised. Health and safety must be integrated into everything we do to the point that no injuries are acceptable beyond those that are readily treatable by Scout-rendered first aid.

The Scouting program itself, activities Scouts participate in on a regular basis, and the outdoor classroom used in Scouting have inherent risks. A challenging program and activities help attract youth and retain them in Scouting. Perceived risk during such ventures heightens awareness and builds confidence and discipline vital to building tomorrow's leaders.

There is a place in Scouting for age-appropriate events that push youth beyond their normal comfort level and stretch their abilities. This is appropriate when risks are identified and mitigated. One does not participate in or promote activities when risks are unknown or ignored. We must protect our youth as part of our program. In a sense, safety is our license to operate.

In particular, Scout leaders are responsible for the physical and mental well-being of everyone under their supervision. Parents who entrust Scout leaders with their children justifiably expect them to return uninjured.

To achieve that goal, everyone must work together to do the following:

- ▶ Know, understand, and comply with all rules, policies, and procedures.
- ▶ Model safe behaviors when participating in Scouting events.
- ▶ Encourage staff, volunteer leaders, and youth members to share in the management of risk.
- ▶ Promote, provide, and, when appropriate, require health and safety training.
- ▶ Communicate the importance of incident and near-miss reporting and hold staff members accountable for implementing reporting procedures at unit, district, and council levels.
- ▶ Study incidents that do occur to learn from them, and modify risks where appropriate.
- ▶ Support enterprise risk management concepts.



## Guide to Safe Scouting

Information on conducting safe Cub Scouting activities is summarized in the *Guide to Safe Scouting* and other program materials. Every leader should have a current edition of this publication and be familiar with its contents. The guide also is available online at [scouting.org/health-and-safety/gss/toc/](https://scouting.org/health-and-safety/gss/toc/). The online version is always the most current one.

## ANNUAL HEALTH AND MEDICAL RECORD

The Scouting adventure, camping trips, high-adventure excursions, and having fun are important to everyone in Scouting—and so are your safety and well-being. Completing the Annual Health and Medical Record, found at [scouting.org/health-and-safety/ahmr/](https://scouting.org/health-and-safety/ahmr/), is the first step in making sure you have a great Scouting experience. So what do you need?

### All Scouting Events

All participants in all Scouting activities complete Part A and Part B. Give the completed forms to your unit leader. This applies to all activities, day camps, local tours, and weekend camping trips less than 72 hours. Update at least annually.

**Part A** is an informed consent, release agreement, and authorization that needs to be signed by every participant (or a parent and/or legal guardian for all youth under 18).

**Part B** is general information and a health history.



## Going to Camp?

A pre-participation physical is needed for resident, tour, or trek camps or for a Scouting event of more than 72 hours. The exam needs to be completed by a certified and licensed physician (MD, DO), nurse practitioner, or physician assistant. If your camp has provided you with any supplemental risk information, share the venue's risk advisory with your medical provider when you are having your physical exam.

**Part C** is your pre-participation physical certification.

## Prescription Medication

Taking prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but Scouting America does not mandate or necessarily encourage the leader to do so. Standards and policies regarding administration of medication may be in place at Scouting America camps. If state laws are more limiting than camp policies, they must be followed. The AHMR also allows for a parent or guardian to authorize the administration of nonprescription medication to a youth by a camp health officer or unit leader, including any noted exceptions.

Why does Scouting America require all participants to have an Annual Health and Medical Record? It serves many purposes. Completing a health history promotes health awareness, collects necessary data, and provides medical professionals critical information needed to treat a patient in the event of an illness or injury. It also provides emergency contact information.

## TEACHING HEALTH AND FITNESS

1. Encourage Cub Scouts to learn and practice good health habits, including proper diet, exercise, rest, and personal hygiene. A Scout is clean.
2. Teach games, contests, and physical tests that will help Cub Scouts grow strong and healthy. The Cub Scout Adventures will help in this area.
3. Invite special guests, such as a dentist or an emergency medical technician, to talk briefly at a pack meeting about health issues.

## Teaching Safety Awareness

Ensure that everyone follows all safety rules at all times during den and pack meetings and activities.

1. Using the Cub Scout Adventures, teach the rules about home, fire, and water safety.
2. Use the Meeting Place Inspection Checklist in the *Guide to Safe Scouting* to check for accident hazards at the meeting place.
3. Use a few minutes of a den or pack parents' meeting to discuss the value of teaching children to cope with the everyday hazards of living. Focus on how to be prepared for these hazards in addition to how to avoid them. For example:
  - ▶ Instead of asking children to stay off the streets, teach them the proper precautions for street safety.
  - ▶ Instead of keeping children indoors in cold weather, teach them how to dress to protect themselves from the cold.
4. Invite local experts to visit with the den or pack. These visits will almost always fit into the Cub Scouts' advancement requirements.
  - ▶ A firefighter could talk about fire hazards in the home.
  - ▶ A police officer could talk about simple traffic rules and the importance of wearing seat belts.
  - ▶ An authority on swimming and boating could tell what to do if a boat tips over during a family outing.



## EMERGENCY PROCEDURES

Always have a plan of action in the event of a change in conditions (tornado, fire, flash flood, or serious accident). It should include answers to these questions.

1. Who is in charge?
2. What steps are necessary to protect the group?
3. What steps are necessary to care for the injured?
4. Who needs to be notified?
  - ▶ Local authorities (police, fire, emergency preparedness, power company)
  - ▶ Emergency medical services (rescue squad or ambulance)
  - ▶ District executive or council Scout executive
  - ▶ Parent, guardian, or next of kin
  - ▶ Religious leader
  - ▶ Cub Scout pack leadership



Whenever an emergency occurs in which a person needs medical care beyond simple first aid (this means going to a medical clinic or emergency room at a hospital), notify the parent or next of kin immediately. Complete an incident report.

## FIRST AID

All Cub Scout leaders should know how to perform simple first aid. The children will learn basic first aid as Cub Scouts, and they will learn even more when they are part of a troop.

Your local American Red Cross chapter training committee, American Heart Association affiliate, or poison control center can provide information, literature, and training courses that will be helpful to you. Basic first-aid classes for youth are also offered through the American Red Cross. Additional information can be found in the *Boy Scout Handbook*, *Fieldbook*, and the *First Aid* merit badge pamphlet.

## TIPS FOR TRANSPORTATION SAFETY

Most accidents occur within a short distance of home, so safety precautions are necessary even on short trips.

- ▶ Determine the distance to the destination and how much time will be involved.
- ▶ Provide all drivers with maps, including parking lots to use, doors to enter, phone numbers for the host adult and the site being visited, and other pertinent information.
- ▶ Adequate, safe, and responsible transportation must be used for all Scouting activities.
- ▶ Passenger cars, vans, or station wagons may be used for transporting passengers. Trucks are approved for transporting equipment only—no passengers, except in the cab.
- ▶ Individual seat belts are required for, and must be used by, each passenger and the driver. Passengers should not ride on the rear deck of station wagons or on the floor of vans.

## Parade Floats and Hayrides

The Scouting America rule prohibiting the transportation of passengers in the backs of trucks or on trailers may be tempered for parade floats or hayrides, provided that the following points are strictly followed to prevent injuries.

- ▶ Transportation to and from the parade or hayride site is not allowed on the truck or trailer.
- ▶ All people riding, whether seated or standing, must be able to hold on to something stationary.
- ▶ Legs should not hang over the side of the vehicle or trailer.
- ▶ Flashing lights must illuminate a vehicle used for a hayride after dark, or the vehicle must be followed by one that has flashing lights.



## TIPS FOR WEATHER SAFETY

The American Academy of Dermatology advises the following protection tips against damaging rays.

- ▶ Limit exposure to sun between 10 A.M. and 4 P.M.
- ▶ Generously apply sunscreen with a sun protection factor (SPF) of at least 30.
- ▶ Wear protective, tightly woven clothing.
- ▶ Wear a 4-inch-wide broad-brimmed hat and sunglasses with ultraviolet (UV) protective lenses.
- ▶ Stay in the shade whenever possible.
- ▶ Avoid reflective surfaces, which can reflect up to 85 percent of the sun's damaging rays.
- ▶ Always be prepared for changing weather conditions by taking Hazardous Weather training at [my.scouting.org](http://my.scouting.org).

## TIPS FOR HIKING SAFETY

Hikes are simple and informal activities that don't require a lot of preparation. Certain safety precautions, however, need to be followed whenever Cub Scouts are in the outdoors.

- ▶ Avoid highways.
- ▶ When walking along any road, walk single file as far to the left as possible, facing oncoming traffic. The den leader should be the first in line, with the den chief or an adult at the end.
- ▶ Keep the hike speed consistent with the short steps of the Cub Scouts. It can help to put the slowest hiker near the front.
- ▶ Exhaustion is a common complaint. Some Cub Scouts can go on endlessly whereas others tire quickly. Stop to rest frequently. Use the time to talk about nature, play quiet games, or eat snacks.
- ▶ Never drink untested water. The safest water supply is a supply of water brought from home.
- ▶ Stay off private property unless you have permission.
- ▶ Stay away from railroad tracks.
- ▶ Avoid natural hazards such as fast-moving streams, steep cliffs, caves, and areas with loose rocks.
- ▶ Plan all hikes to start and finish during daylight hours. Any Cub Scout hike should be a day trip only. Overnight backpacking is not an appropriate activity for Cub Scouts or Webelos.

## TIPS FOR WATER SAFETY

Water activities can make good den or pack activities, but safety rules are very important any time a pack is holding an event around water. Some of the Cub Scouts are probably nonswimmers, and it is likely that some who think of themselves as swimmers can't swim very far or safely in deep water.

To ensure safe aquatics activities, Scouting America requires implementation of Safe Swim Defense and Safety Afloat plans whenever Scouting units engage in swimming or boating activities. Swimming or boating activities must be supervised by at least one adult with current training in the appropriate program. That training may be obtained online at [my.scouting.org](http://my.scouting.org) or at various other Scouting venues. (However, training not done online is valid only if the participants are shown the same video viewed online.)

Safe Swim Defense and Safety Afloat provide awareness training of the procedures and skills needed to keep youth safe in and on the water. A conscientious adult who completes the training should learn enough to decide if he or she is sufficiently experienced and well-informed to make appropriate decisions to prevent incidents and to plan for and respond appropriately during emergencies. Additional information to make that assessment is found in the Scouting America publication *Aquatics Supervision*, No. 34346.

*Aquatics Supervision* (No. 34346) also serves as the text for Aquatics Supervision: Swimming and Water Rescue, and Aquatics Supervision: Paddle Craft Safety training. Those two adult training courses teach the skills needed to implement Safe Swim Defense and Safety Afloat procedures in various settings. Each course takes approximately eight hours. Check with your council service center for course offerings.

Leaders may also obtain skilled help to plan and conduct safe aquatics activities by consulting with the local council aquatics committee. Check with your council service center for contact information.

## Safe Swim Defense

Scouting America groups shall use Safe Swim Defense for all swimming activities. Go to [scouting.org/health-and-safety/gss/toc/](https://www.scouting.org/health-and-safety/gss/toc/) for detailed information about the eight principles.

1. Qualified supervision
2. Personal health review
3. Safe area
4. Response personnel (lifeguards)
5. Lookout
6. Ability groups
7. Buddy system
8. Discipline

## Home Swimming Pool Safety for Unit Events

All elements of Safe Swim Defense apply at backyard pools even though they may be small, shallow, and familiar. The biggest danger is probably complacency. Adult supervision must be continuous while the pool is in use. A child who can't swim can drown silently within 20 seconds of entering water over their head.

*Aquatics Supervision* contains safety information specific to both in-ground and above-ground backyard pools. That includes:

- ▶ Most such pools are too shallow for diving. Diving prohibition should be discussed at a tailgate review for all participants prior to the activity.
- ▶ Beginner and swimmer areas may be combined in small, relatively shallow pools.
- ▶ Make sure to control access. Many backyard pools are too small to accommodate an entire pack at once. If other activities are also taking place, it may be best to allow only one den into the water at a time rather than allowing Scouts to move at will in and out of the water. Many states require pool fencing, which may help with supervision.
- ▶ If the uniform depth of an in-ground pool is too deep for short nonswimmers, they may need properly fitted life jackets.
- ▶ Rescues, if needed, should be simple. Provide reaching and throwing devices for active victims. A wading assist may be feasible for passive victims.
- ▶ For above-ground pools without decks, have a plan to remove large unresponsive adults who suffer a heart attack or other debilitating condition.

## Guarded Public Pools With Lifeguards on Duty

*Aquatics Supervision* also covers swimming at public pools, waterparks, and guarded beaches. Important items include:

- ▶ Dens and packs do not need to assign and equip rescue personnel. Professionally trained lifeguards provided by the venue satisfy that need.
- ▶ Unit leaders are still responsible for medical screening, ability groups, the buddy system, discipline, and supervision.
- ▶ Many public pools will have a safety line at the 5-foot mark separating shallow and deep water that can be used to help designate appropriate areas for the different ability groups. Otherwise, appoint adult lookouts to make sure nonswimmers and beginners stay in their assigned areas.
- ▶ Studies show that more than half of victims at public pools are spotted first by others rather than lifeguards. The buddy system is still very important for safety as well as instilling responsibility.
- ▶ It is likely awkward to conduct frequent buddy checks. Therefore arrange a time for everyone to leave the water and meet at a given location. Then do a head count. Otherwise rely on unit lookouts, buddies, and lifeguards to maintain vigilance.
- ▶ At large waterparks, leaders should accompany dens moving from one feature to another after everyone in the group is accounted for.



## SAFE SWIM DEFENSE

1. *Qualified Supervision*
2. *Personal Health Review*
3. *Safe Area*
4. *Response Personnel (Lifeguards)*
5. *Lookout*
6. *Ability Groups*
7. *Buddy System*
8. *Discipline*



## SAFETY AFLOAT

1. *Qualified Supervision*
2. *Personal Health Review*
3. *Swimming Ability*
4. *Life Jackets*
5. *Buddy System*
6. *Skill Proficiency*
7. *Planning*
8. *Equipment*
9. *Discipline*

## WATER RESCUE STEPS

- ▶ *Reach.*
- ▶ *Throw.*
- ▶ *Go for help.*

## Safety Afloat (Boating Safety)

Scouting America groups shall use the nine principles of Safety Afloat for all boating activities. Go to [scouting.org/health-and-safety/gss/toc/](http://scouting.org/health-and-safety/gss/toc/) for more information on the principles.

1. Qualified supervision
2. Personal health review
3. Swimming ability
4. Life jackets
5. Buddy system
6. Skill proficiency
7. Planning
8. Equipment
9. Discipline

### Water Rescue

Water rescue training for the lay rescuer often uses a *reach, throw, row, go* mnemonic to establish a safe, effective sequence for responding to water emergencies. That sequence is important to Cub Scout leaders for two distinct reasons. First it establishes the procedure that response personnel under Safe Swim Defense should follow. If professionally trained lifeguards are not available at a swimming location, then the qualified supervisor has to provide personnel and equipment suitable for likely emergencies. Fortunately, that is often not as difficult as it might first appear. For that reason, a review of the reach, throw, row, and go sequence is appropriate. Important detail can be found in *Aquatics Supervision*.

The other reason for reviewing the sequence is for age-appropriate training of youth. Drowning is the second-leading cause of accidental death for those of Cub Scout age. Therefore, there is a chance that Cub Scouts will be faced with seeing someone in trouble. Cub Scouts have saved people from drowning.

However, there are also double drownings that occur yearly in the United States when well-meaning people of all ages attempt to save drowning victims. Those are often frantic friends and relatives whose swimming skills are no better than those of the person in trouble. Since Cub Scouts often lack swimming skills and the maturity to realize their limitations, it is important to modify the rescue sequence for Cub Scout training to reach, throw, and go for help.

**Reach:** This technique is appropriate to teach Cub Scouts, parents who are nonswimmers, and rescue personnel who are skilled in the water. People who can't swim often begin to struggle immediately after they step into or fall into water over their heads. That is likely to be very close to safety. If so, the rescuer should lie down, reach out, and grab the person. Lying down is necessary since the person in the water will likely stop all effort to remain afloat, and that sudden increase in weight can topple an unprepared rescuer into the water. If the victim is a bit farther out, an extension device such as a pole, paddle, or noodle can be used. Those should be swept to the person from the side, not used like a spear. Victims often cannot reach for an extended item, even if it is just a foot away. Rescuers should therefore be told to place the item under the person's arm or within their grasp. Rescuers should also be told to provide loud, clear, simple instructions to the victim, for example "GRAB THIS!"

**Throw:** The second procedure in the sequence, used when the person is too far out to reach, is to throw the person an aid. A throwing rescue is also appropriate to teach to rescuers of any age and swimming ability. A float with a line attached is best, but any light floating item or a rope by itself may be used. An accurate first toss is required if a line is not attached, but throwing a line takes practice. Ring buoys are often found at hotel and apartment pools and are good devices for Cub Scout practice. Leaders may also fashion throwing devices from light floating line and a plastic jug with just a bit of water in it for weight. A throwing rescue is best suited to poor swimmers in trouble. Drowning nonswimmers will not be able to reach for the object unless it lands within their grasp, nor will passive victims floating face down or on the bottom.

**Go:** For Cub Scout training, this item should be interpreted as "go for help." That is, they should first shout for help, and if no one responds, seek out a responsible person such as a parent, lifeguard, or park ranger. Poor swimmers should not enter the water to attempt a rescue.

On the other hand, a unit swim cannot rely on reaching or throwing rescues for emergency planning. An in-water assist will be needed for a parent suffering cardiac arrest in the water. At guarded swims, *GO* also means going with equipment since lifeguards or response personnel should never be without appropriate rescue aids.

## CLIMBING/RAPPELLING SAFETY

Cub Scouts may engage in climbing/rappelling in a controlled environment with close supervision by trained instructors who are knowledgeable about instructing this age group. Normally this means going to a climbing gym where the degree of difficulty is age-appropriate and the harnesses are size-appropriate for Cub Scouts. It is not recommended that Cub Scouts use climbing towers and walls in camp that have been designed for use by older Scouts.

Cub Scouts, Webelos Scouts, and Arrow of Light Scouts can:

- ▶ Participate in bouldering (climbing on boulders or other steep faces without going more than a few feet off the ground) no higher than the climber's shoulder height with trained adult spotters.
- ▶ Climb in a climbing gym or using a portable wall or other age-appropriate facility with close supervision and age-appropriate instruction and equipment.

Webelos Scouts and Arrow of Light Scouts can:

- ▶ Rappel with a trained adult belayer and backup.

For specific safety regulations, refer to *Climb On Safely*, No. 430-099, and *Belay On*, No. 430-500, which are available at [scouting.org/outdoor-programs/cope/](https://scouting.org/outdoor-programs/cope/). Remember, at least one leader present must complete the Climb On Safely training on [my.scouting.org](https://my.scouting.org).

## KNIFE SAFETY

There are three knife safety Adventures in Cub Scouting. The Whittling Adventure for Bears teaches knife safety for pocketknives; the Chef's Knife Adventure for Webelos teaches knife safety for kitchen knives; and the Knife Safety Adventure for Arrow of Light teaches both pocket- and kitchen-knife safety.

Only Bears (third grade), Webelos (fourth grade), and Arrow of Light (fifth grade) may earn the privilege to use a knife in Cub Scouting by earning their rank-specific knife safety Adventure.

Cub Scouts who earn the knife safety Adventure for their rank/grade may use a knife as part of the Cub Scout program for that program year. Cub Scouts must re-certify this privilege each year by earning their rank/grade specific knife safety Adventure. For example, a Bear Cub Scout who earns the Whittling Adventure may use a knife for that program year that they are a Bear (in third grade); once they have graduated from third grade and are now a Webelos, they must earn the Chef's Knife Adventure in order to use a knife.

Cub Scout leaders are to watch the Cub Scout knife safety video before they work with their Cub Scouts on any of the knife safety Adventures. Go to [vimeo.com/948326811](https://vimeo.com/948326811).

## BICYCLE SAFETY

The following guidelines and procedures apply to all Scouting America units, councils, and national program activities involving bicycling.

**Physical Fitness.** Biking is strenuous. Don't make long treks or climb hills unless everyone is trained and prepared. For Scouting activities, all participants must present evidence of fitness assured by a complete health history from a physician, parent, or legal guardian. The adult supervisor should adjust supervision, discipline, and protection to anticipate any risks associated with individual health conditions. In the event of any significant health conditions, the adult leader should require proof of any examination by a physician.

**Helmets and Clothing.** All cyclists must wear a properly sized and fitted helmet whenever they are riding a bicycle. Layer clothing for warmth on cool days to prevent chilling or overheating. Always cover up for protection from the sun.

**Buddy Up.** Always use the buddy system for bicycling activities. When the program activity emphasizes individual performance skills, one buddy observes while the other takes a turn. In competitive activity where the buddy concept can't be practically applied, an adult supervisor must directly observe all activity. Children should be taught that biking with a buddy is best. When



## CUB SCOUT KNIFE SAFETY RULES

- ▶ **STOP:** Make sure no one else is within arm's reach by making a knife safety circle.
- ▶ **AWAY:** always cut away from your finger or other body parts.
- ▶ **SHARP:** A sharp, clean knife is a safe knife
- ▶ **STORE:** Store knives closed, in a sheath or knife block.



biking alone, apart from Scouting activities, Cub Scouts should be encouraged to tell someone their route, schedule, and destination.

**Keep Right.** Ride with the traffic flow as far to the right as possible. Look out for and avoid curbs, storm drains, soft or loose gravel on shoulders, and other hazards.

**Be Smart.** Obey all traffic laws, signs, signals, and street markings. Watch for changes in road conditions. Ride only one to a bike. Don't ride after dark. Don't do stunts. Yield to motor vehicles even if you think you have the right of way. Never hitch a ride on another vehicle. Stay alert and listen to everything around you; don't wear headphones while riding.

**Turns and Intersections.** Look left, right, back, and ahead before turning. Stop and search all directions when entering a street from a driveway, a parking area, a sidewalk, or an alley. Signal all turns using universal hand signals. Walk the bike through or across busy intersections.

**Right Bike.** Ride only a bike that is the proper size (consult a knowledgeable person at a bike shop). The handgrips should be no higher than the shoulder nor lower than the seat.

**Accessories.** Every bike needs a horn or bell and reflectors (front, back, and wheels). Items should be carried only in baskets or saddlebags or on a rear carrier rack. If riding in traffic is unavoidable, a bike- or helmet-mounted mirror is recommended. A bike-mounted container for drinking water is also recommended.

**Maintenance.** Keep the bike clean and well-maintained—especially the brakes, chain, and gears.

**Race Right.** Open-street racing is dangerous. Race only with supervision on marked courses that have been set up with clearly defined “start” and “finish” points, that exclude other vehicle or pedestrian traffic, and that eliminate all hazards and minimize collision risks.

**Planning.** Plan both the route and timing of bike trips to avoid heavy traffic and hazardous conditions. Biking is unsafe on wet pavement and on windy days. Plan for frequent stops.

**Discipline.** All participants should know, understand, and follow the rules and procedures for safe biking, and all participants should conscientiously and carefully follow all directions given by the adult supervisor.

## SKATING SAFETY

Skateboarding and roller-skating (including in-line skating) present safety concerns, primarily risks of falls and collisions. Data show that injuries are largely the results of collisions—especially with moving vehicles. These guidelines emphasize prevention and are meant to cover all Scouting America skating programs. Cub Scouts should always practice safety and courtesy and obey all local or rink rules.

- ▶ Scouting America skating at any level shall be supervised by an adult at least 21 years of age who is experienced in the use of skates and skateboards, willing to conscientiously accept responsibility for the safety of all participants, and committed to compliance with Scouting America safety guidelines and local laws.
- ▶ In-line skating, hockey, racing, or similar activities are to be held only in areas free of pedestrian and vehicular traffic and hazardous fixed objects. No skating activity is authorized on streets that have not been blocked off to traffic.
- ▶ Pathways and skating surfaces must be free of defects or features unsuited to skating. The supervisor should evaluate the area before any Scouting America activities.
- ▶ Before permitting equipment to be used in a Scouting America activity, the supervisor should determine that all skates and skateboards are well-maintained and in good repair consistent with the manufacturer's recommendations. Actual maintenance and repair are the responsibility of the owner.
- ▶ For all street or pavement skating activities, participants should wear padded gloves, wrist supports, elbow and knee pads, and properly fitted helmets that meet Consumer Product Safety Commission standards for all bicycling and skating helmets. No street or pavement skating is authorized without helmets.
- ▶ Skaters must NEVER “hitch a ride” on any vehicle.

- ▶ Parents or legal guardians must be informed of and must consent to youth participation in a Scouting America skating activity.
- ▶ The adult supervisor must be sure that all participants understand and agree that skating is allowed only with proper supervision and in compliance with the safety guidelines. Youth members should respect and follow all directions and rules of the adult supervisor. When people know the reasons for rules and procedures, they are more likely to follow them. Supervisors should be strict and fair, showing no favoritism.



## UNAUTHORIZED AND RESTRICTED ACTIVITIES

See the *Guide to Safe Scouting* for additional information on unauthorized and restricted activities. Don't view limitations on certain activities as stumbling blocks; rather, see policies and guidelines as stepping stones toward safe and enjoyable adventures. Please do not put youth at risk.

## CUB SCOUT RANGE AND TARGET ACTIVITIES

BB gun shooting and archery must be conducted at day camp, resident camp, a council-managed family camping program, or at council activities where there are properly trained supervisors and all standards for Scouting America target and range sports are enforced.

Target and range sports are not permitted as den and pack activities, but leaders can help parents understand the importance of training and encourage attendance of children at Cub Scout camps that offer this training. For additional information, refer to Scouting America *National Shooting Sports Manual*, No. 30931. Visit [scouting.org/outdoor-programs/shooting-sports/](http://scouting.org/outdoor-programs/shooting-sports/).

### BB Gun Safety

Some Cub Scouts have BB guns or air rifles at home, and some will be exposed to a type of firearm while growing up. Parents should understand that safety is as necessary with BB guns and air rifles as it is with any other aspect of shooting. Training is essential to learning how to shoot well, and safe shooting habits that are developed early help provide the appropriate and safe atmosphere necessary for learning these skills.

At camp, Cub Scouts might have an opportunity to take part in a BB gun (rifle) safety and marksmanship program under the direction of a trained and certified BB gun range officer. These range officers must attend a two-hour training program conducted by a National Camping School-trained field sports director or National Rifle Association instructor. Cub Scouts are not permitted to use any other type of firearm.

### Archery Safety

At camp, Cub Scouts might have an opportunity to take part in an archery safety program under the direction of a trained and certified archery range officer. To be a qualified and trained archery range supervisor, adults must take part in a two-hour archery supervisor training program conducted by the local council with the help of a National Camping School-trained shooting sports director or a National Archery Association instructor.

### Slingshot Safety

At camp, Cub Scouts might have an opportunity to take part in a slingshot safety program under the direction of a trained and certified range officer. To be a qualified and trained range supervisor, adults must take part in a two-hour archery supervisor training program conducted by the local council with the help of a National Camping School-trained shooting sports director or a National Archery Association instructor.



## Outdoor Activities

Going outdoors is one of the most exciting parts of Scouting. Cub Scouts enjoy a wealth of outdoor activities, including field trips, hikes, nature and conservation experiences, service projects, and campouts.

Cub Scouts are explorers by nature, but the outdoor program helps open up the world around them even more. As they hike, explore, run, and romp, they learn about our beautiful world and the importance of conserving natural resources. As they take part in outdoor sports and games, they learn the values of physical fitness and good sportsmanship. So while they are having fun in the outdoors, they learn important human values and grow strong in mind and body.

This chapter will introduce some of the many outdoor activities your Cub Scouts can enjoy. In the next chapter, we'll look specifically at Cub Scout camping.

### PRINCIPLES OF CUB SCOUT OUTDOOR ACTIVITIES

From what is appropriate for Cub Scout-age children to teaching Cub Scouts how to tread lightly on the land, the principles of outdoor activities for Cub Scouts cover a lot of land!

#### Age-Appropriate Outdoor Activities

Although outdoor activities are important at every level of Scouting, the specific activities change with age and progress through Scouting. Over the years, Scouting America has developed definitions of which activities are age-appropriate and which provide just a little too much challenge.

**Lion, Tiger, Wolf, and Bear Scouts** are introduced to the outdoors through den and pack activities and Adventure requirements. They learn proper methods and safety procedures for hikes, cookouts, and conservation projects. They enjoy Cub Scout day camps, Cub Scout resident camps (excluding Lions and Tigers), council-organized family camps, and pack overnights (excluding Lions).

**Webelos and Arrow of Light Scouts** have more challenging outdoor experiences. Webelos and Arrow of Light den overnight camping introduces Scouts and their parents or guardians to more camping opportunities. Arrow of Light Scouts are introduced to the patrol method of camping. Joint den-troop campouts for Arrow of Light Scouts and adult family members build strong relationships for everyone and strengthen ties between the pack and troop.

Each step in the outdoor program is a foundation for the next. The outdoor experience in Cub Scouting determines to a large degree how much youth will enjoy their later experience in Scouting. Your opportunity as a Cub Scout leader is to set the stage in the proper way.

#### Den and Pack Trips and Excursions

Den and pack trips are a welcome change from the routine of pack and den meetings during the school year. They make good outing experiences that teach the Cub Scouts something about their community and environment. Get parents' permission in advance, and remember that a minimum of two adults must be present on all field trips.

Here are some suggestions.

**How Things Are Made.** Visit manufacturing plants such as aircraft, automotive, appliance, or electronic firms; chemical, paper, plastic, paint, furniture, or toy plants; and handicrafts or other small-craft industries.

**How the City Runs.** Visit power, water, and sewage plants; a gas company; police and fire stations; city hall; municipal buildings; the county jail; a telephone company; the post office; the Red Cross; hospitals; newspaper plants; and radio, television, and weather stations.

**How the City Travels.** Visit boat, bus, truck, railroad, subway, airplane, ferry, and shipping terminals and facilities. Take a ride.

**How the City Is Fed.** Visit truck and dairy farms, flour mills, and bakeries; food processing, canning, or bottling plants; stockyards and meat or poultry packing houses; a fish hatchery; beverage, candy, and ice-cream companies; markets; and food distributors.

**Learn About Your Heritage.** Visit art galleries, museums, and memorials; celebrated old homes, monuments, and other historic sites; places of worship; civic centers; important local buildings; summer theaters and band concerts; and local historical celebrations.



## Outdoor Program Activities

Cub Scouts enjoy many different activities in the outdoors. The following pages give some information about and ideas for some of these activities.

### *Nature Activities*

Nature activities can include projects that are part of earning the Cub Scout World Conservation Award, and many of the advancement and elective Adventure requirements. Projects that emphasize conservation and the appreciation of nature can be fun and exciting. Consider activities such as making bird feeders, collecting nature items, planting seeds, and building terrariums.

### *Games and Sports*

Outdoor games and sports combine fun and fitness. They provide the opportunity for every Cub Scout to learn the basic skills of a sport, game, or competition while learning good sportsmanship and habits of personal fitness. Remember that participation and doing one's best are more important than winning.

### *Ceremonies*

Ceremonies are always important, including in the outdoors. Outdoor pack activities usually call for an opening and closing ceremony (or closing campfire). Outdoor pack activities that take the place of regular pack meetings should also include advancement ceremonies so that awards can be presented promptly. If weather permits, the outdoors is a good place to hold Webelos-to-Scout transition ceremonies.

### *Campfires*

Campfires can be an exciting and inspirational part of the Cub Scout outdoor program. There is no better way to end an evening pack outdoor activity than with a well-planned campfire.

The campfire program should have lots of pep as the fire leaps high, and then quietness and inspiration as the embers die. Use the [Campfire Program Planner](#) as a guide for planning the campfire program.

Successful campfires have four important ingredients.

**Songs**—fun, action, patriotic, inspirational

**Stunts and ceremonies**—fire-lighting, opening and closing ceremonies, advancement ceremony, stunts, and skits

**Stories**—providing fun, adventure, teaching, action mystery

**Showmanship**—a good setting, enthusiasm, and the involvement of everyone



## Flammability Warning: Camping Safety Rules

No tent material is fireproof, and it can burn when exposed to heat or fire. Follow these rules:

- ▶ Only flashlights and battery-powered lanterns are permitted in tents. No flames in tents is a rule that must be enforced.
- ▶ Stoves, heaters, lanterns, lighted candles, matches, or other flame sources are never to be used in or near tents.
- ▶ Do not pitch tents near open fire.
- ▶ Do not use flammable/combustible chemicals near tents or open flames: hand sanitizer, bug killer or repellent, or spray cans of paint, deodorant, or hair spray.
- ▶ Use a ground-fault circuit interrupter (GFCI) when using outlets or extension cords to supply electrical power to tents.
- ▶ Always extinguish cooking and campfires properly.
- ▶ Obey all fire laws, ordinances, and regulations.
- ▶ Keep campers informed on a daily basis of your camp's fire danger.

All Scouts should immediately seek adult help, sound the alarm by yelling "Fire!", and not attempt to fight any fire. If adult help is not readily available, the Scout(s) should continue to sound the alarm, send a runner for help, and/or dial the camp office or 911.



## OUTDOOR ETHICS

Outdoor ethics guide Scouts in making good choices about how they experience the outdoors. Guided by the Outdoor Code and Leave No Trace, Cub Scouts and their leaders learn to make decisions that help to preserve the outdoors for other people and for the future.

### Leave No Trace Principles for Kids\*

1. **Know Before You Go.** Find out about the place you're going to camp ahead of time. Are there rules you need to know about? Are any activities against the rules? Is water available? Do you need to bring anything special?
2. **Choose the Right Path.** Always walk on trails, even if that means getting your boots muddy. Don't take shortcuts. Set up tents in marked camping areas.
3. **Trash Your Trash.** Use bathroom facilities when available. Follow campground rules for handling dishwater. Pack out all your trash unless the campground has trash pickup.
4. **Leave What You Find.** Leave any natural treasures where you find them so other campers can enjoy them, too. If you want a souvenir of your campout, take a picture. A good saying to remember is "Leave nothing but footprints, take nothing but pictures, kill nothing but time."
5. **Be Careful With Fire.** Cook on a camp stove or grill whenever possible. It's easier and less messy than cooking over an open fire. Only build fires in designated fire rings. Always have someone keep an eye on your fire until it is dead out.
6. **Respect Wildlife.** Travel quietly and give animals enough space that you don't disturb them. Getting too close to an animal can potentially hurt the animal and you. Take pictures from a safe distance. You're visiting the animal's home, so be considerate.
7. **Be Kind to Other Visitors.** Be respectful of other visitors by keeping noise down and not entering other groups' campsites without permission. Be polite to other people you meet. Give them the respect you expect from them.

\*The member-driven Leave No Trace Center for Outdoor Ethics teaches people how to enjoy the outdoors responsibly. This copyrighted information has been reprinted with permission from the Leave No Trace Center for Outdoor Ethics: [www.LNT.org](http://www.LNT.org).

## Outdoor Ethics

Scouts leave no trace of fire scars or litter when they leave a campfire. Enlist the help of den chiefs in laying, lighting, and putting out campfires.

## Cub Scout Camping

Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth. Camping offers many benefits.

- ▶ It contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
- ▶ It helps campers develop self-reliance and resourcefulness by providing learning experiences in which they acquire knowledge, skills, and attitudes essential to their well-being.
- ▶ It enhances spiritual growth by helping campers recognize and appreciate nature and the handiwork of God in nature.
- ▶ It contributes to social development by providing experiences in which campers learn to deal practically and effectively with living situations.
- ▶ It is an experience in citizenship training, providing campers with opportunities to make decisions and plan and carry out activities at their own level, while improving understanding within the family.



### CUB SCOUT OUTDOOR PROGRAM OPTIONS

Type of Camp	Who Attends*	Site Approval By	Reference	Primary Leaders	Training Required
Pack Overnights	Lions and Tigers with adult partners, Wolf, Bear, Webelos, and Arrow of Light Scouts, parents (siblings, if there is a separate program for them)	Local council; An established campground should be used.	BALOO (No. 34162), Pack Overnighter Site Approval Form through local council service center	Pack leaders and parents	Pack leader or parent must be trained in BALOO (Basic Adult Leader Outdoor Orientation) held by the district or council training team, plus Youth Protection and Weather Hazards training
Webelos and Arrow of Light Dens Overnight Campouts	Webelos and Arrow of Light Scouts and parent(s)	Local council	BALOO (No. 34162), Pack Overnighter Site Approval Form through local council service center	Den leaders and parents	Den leaders trained in BALOO conducted by the district or council training team
Cub Scout Day Camp	Tigers and adult partners, Wolf, Bear, Webelos, and Arrow of Light Scouts	Local council	Cub Scout Day Camp Administration Guide (No. 430-338); National Camp Standards (No. 430-056)	Camp director and program director	Camp director and program director must be trained in National Camping School Cub Scout Day Camp Administration, plus Youth Protection and Weather Hazards training
Cub Scout Resident Camp	Wolf, Bear, Webelos, and Arrow of Light Scouts	Local council	National Camp Standards (No. 430-056)	Camp director and program director	Camp director trained in National Camping School Resident Camping Management; Program Director trained in National Camping School Cub Scout Resident Camping Program
Council or District Organized Family Camp	Entire families or parent(s)/children (More than one pack attends.)	Local council	Council Family Camping Staff Training Guide (No. 13-468); National Camp Standards (No. 430-056)	Council or district on-site family camp director (could be the council family camp administrator)	Family camp administrator trained in National Camping School Resident Camp Management; on-site family camp director trained by family camp administrator

\*Parents and pack leaders are included in all Cub Scouting activities and should be invited to participate in all Cub Scout camping programs.



## THE OUTDOOR CODE

*As an American,  
I will do my best to—  
be clean in my  
outdoor manners,  
be careful with fire,  
be considerate in  
the outdoors, and  
be conservation-minded.*

At the Cub Scout level, it introduces children to the knowledge and skills that they will learn and apply more thoroughly as they progress in Scouting and as adults.

Cub Scout camping provides experiences that are age appropriate for Cub Scouts and their families. The ideal method of camping for Cub Scouts involves parents/guardians and the pack by dens.

As with other outdoor activities, it's important that camping trips be age appropriate. It's also important to understand who can lead certain types of camping experiences, where they can be held, and what training is required.

Some chartered organizations do not allow camping as part of the Cub Scouting program. For Cub Scouts in packs chartered by those organizations, the activities in adventures such as Bear Necessities can take place during a family camping trip or during a day-long den or pack outing.

## CAMPING HEALTH AND SAFETY

### Where to Camp

Cub Scout pack camping should be conducted **only at sites approved by the local council**. This might include federal, state, or local parks, in addition to Scouting America property. Check with the local council service center for locally approved sites before planning your trip. Obtain any reservations or licenses required by the site and the local council.

### Water

Use only tested water for drinking. Packs will camp in approved council sites that have good facilities and tested water. If the water at the camping site hasn't been tested, bring water from home in plastic jugs or other closed-top containers. If in doubt, bring water to a full rolling boil for at least a minute.

Allow enough for drinking water, cooking, and cleanup and have some extra for fire protection.

### Sanitation

Pack overnights should be held at a site that has toilet facilities.

Dishwashing is often a problem when camping. For a short overnight campout, solve the problem by using paper plates and cups and plastic utensils, leaving only the cooking utensils to be cleaned. If a trash receptacle isn't available, carry out the used dinnerware for disposal at home.

Use the three-pot method for cleaning pots, pans, and utensils.

### Campsite Cleanliness

Trash, including food scraps and paper products, should be disposed of properly in a trash receptacle and not burned. Don't put plastic or plastic foam in a fire; burning plastic can release toxic gases. Don't bury leftovers or scatter food in the woods. Animals will find it, and it is not healthy for them to eat. If the campsite has garbage disposal facilities, use them. If not, pack it out. Wash bottles and flatten tin cans for recycling.

Always take plastic garbage bags on a campout. They serve many purposes, especially if you must carry out trash.

## Accident and Sickness Insurance Protection

For questions about current camper accident and sickness insurance, refer to the *Guide to Safe Scouting* or your council for the latest material.

## Privacy Standards on Trips and Outings

To support Scouting America policy of two-deep leadership on all trips and outings, sleeping arrangements of male and female leaders need to be addressed. All leaders are expected to reflect high moral standards established by customs, traditional values, and religious teachings.

- ▶ Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- ▶ Male and female youth participants must not share the same sleeping facility.
- ▶ When tents are used, no youth will stay in the tent of an adult other than their own parent or guardian.
- ▶ When housing other than tents is used, separate housing must be provided for both male and female participants. Adult male leaders must be responsible for the male participants; adult female leaders must be responsible for the female participants.
- ▶ Adult leaders need to respect the privacy of youth members in situations in which the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.

Ideally, your camping site will have separate shower and latrine facilities for adult males, adult females, youth males, and youth females. If that's not the case, separate shower schedules for males and females should be posted. Exercise the buddy system for latrine use by having one person wait outside the entrance, or use "Occupied" and "Unoccupied" signs on door latches. For more guidelines on camping and supervision for Cub Scouts, see the *Guide to Safe Scouting*.

## CUB SCOUT CAMPING OPPORTUNITIES

Cub Scouting offers several different camping opportunities for Cub Scouts through day camps, resident camps, Webelos den overnight campouts, council-organized family camps, and pack overnights.

### Cub Scout Day Camp

Day camp is an organized one- to five-day program for Cub Scouts conducted by the council under certified leadership at an approved site. Day camps are conducted during daylight or early evening hours.

Day camps do not include any overnight activities. Check with council and district leaders for day camp opportunities available in your area.

### Cub Scout/Webelos Scout Resident Camp

Cub Scout and Webelos Scout resident camping is a council-organized, theme-oriented overnight camping program. It operates for at least two nights and is conducted under certified leadership at a camp approved by the council. Check with the council and district leaders for resident camp opportunities available in your area.

### Council-Organized Family Camp

Council-organized family camps are overnight camping activities involving more than one pack. The local council or district provides the elements of the outdoor experience, such as staffing, food service, housing, and program. These overnights often are referred to as Parent-Pal or Adventure Weekends. In most cases, each youth participant will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.





## PACK OVERNIGHTERS

Pack overnights are pack-organized overnight events involving more than one family from a single pack, focused on age-appropriate Cub Scout activities and conducted at council-approved locations. If siblings who are not Scouts participate, the event must be structured to accommodate them. Scouting America Health and Safety and Youth Protection policies apply. In most cases, each youth participant will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.

Adults giving leadership to a pack overnighiter must complete Basic Adult Leader Outdoor Orientation (BALOO); and must be current with Youth Protection training (within the past two years). Check with your district leaders for information about BALOO training in your area.

### Purpose

A quality pack overnighiter helps strengthen the relationship between a child and family and delivers the promise of adventure that children expect when they join Scouting. Well-planned overnights offer a variety of activities to keep everyone excited and involved in an ever-increasing challenge of outdoor adventure. They should always be age appropriate for those participating. Many Cub Scouts will have their first overnighiter as a member of your pack. It is critical that you make every effort to help this be the most positive experience it can be. If someone has a negative experience, they may choose never to go camping again; this includes parents who are not yet comfortable in the outdoors.

### How Often Are They Held?

Overnights organized by the pack are supplemental to participation in council- and district-organized camping opportunities. Some packs choose to organize one or two additional overnighiter opportunities during the year, perhaps one in the fall and one in the spring. Wintertime camping activities or outings during potentially inclement weather are discouraged.

### Who Attends?

The spirit and premise behind all Cub Scout overnight camping is that the activity is a parent-child event. Plans should always be made to have as many adults as youth participants at the event.

### Where Are They Held?

Pack overnights may be held only at locations approved by the local council. In selecting these locations, your council used the Pack Overnighiter Site Approval Form, No. 13-508, to identify good locations that are safe and accessible and have adequate facilities for a pack overnighiter. Check with your local council for a list of approved pack overnighiter locations.

### How Do We Get There?

Because a family member or other adult will accompany each Cub Scout, transportation should not be a problem. Cars are best for transportation to the overnighiter. Transporting children in trucks is unsafe and forbidden except in the cab. Individual seat belts are required for each person.

### What Equipment Do We Need?

An overnighiter requires protection from the weather, equipment for food preparation, and program items to suit the area and activities where the overnighiter is being held. Tents, cabins, campers, or camp trailers will be required for shelter. Some camps make tents or sleeping areas available to Cub Scout packs. If not, the responsibility for shelter may be assigned to parents.

Many families will make their first tent purchase during this time. Educating parents on what to look for in a tent will increase the chances that they will enjoy the experience. Conducting a special meeting where families bring their tents and put them up together before the campout helps increase the confidence of parents who will be camping for the first time. If they don't have tents of their own that they use for family camping, they may borrow one from another family or neighbor. Often, a nearby troop will loan tents and other camping equipment. Dens or packs should not be required to purchase camping equipment. Each parent/guardian and child will also need some personal equipment.

The type of meal program selected for the overnighiter will determine the kind of food preparation equipment that will be necessary. In some cases, each family may choose to bring and prepare its own meals. In other circumstances, the pack may choose to share the load and have the entire group prepare meals together. Minimize the amount of cooking responsibility delegated to Cub Scouts. The number-one goal of these first camping experiences is to make them positive events for everyone. Enjoying fun and simple picnic or family-style meals together is a great start.

## Pack Overnighter Preparation

### Leader Preparation

1. Take Basic Adult Leader Outdoor Orientation (BALOO), which is required for the pack adult leader planning and leading the overnighter.
2. Select the date and location for the overnighter several months in advance. A pack overnighter should never be a last-minute event. It should be scheduled during the annual pack program planning conference.
3. Make reservations well in advance of the overnighter. Make sure that the local council has approved the selected location.
4. Check on local regulations regarding the use of fires for cooking and campfire programs.
5. Enlist the help of others in planning the details of the campout. If you aren't a seasoned camper, be sure to take along someone who has camping experience. More than likely, some of the parents will be campers. If not, ask a local troop for help.
6. Communicate. Most problems occur because of a lack of planning or communication. Make a great plan and share it with everyone involved.

### Preparation for the Cub Scouts

Preparing the Cub Scouts goes beyond just telling them that an overnighter has been planned. The period of preparation for the overnighter offers many opportunities to introduce new materials and help them develop useful skills. Here are some examples:

1. Teach the rules of fire safety.
2. Review the Outdoor Code to help Cub Scouts prepare to be responsible campers.
3. Plan ahead for campfire program activities. Ask dens or families in advance to prepare fun, appropriate material to share around the campfire.
4. Have Cub Scouts of all ranks work on the Let's Camp Adventure.

### Adult Preparation

Preparing adults is as important as preparing children. For most adults this will be their first time camping too. This can be an intimidating activity for some participants, and the more you inform the adults about what to expect and how to properly prepare, the greater confidence they will gain. Information about the trip can best be communicated at a pre-overnighter meeting with the parents. Make this a plan-sharing meeting. The basic plan is developed, but let parents get involved in planning the details. Enhance the program using their talents and abilities. It's a good time to assist those who have new tents or are setting up a tent for the first time; this can be done after or before the planning session.

This meeting should be at least two weeks before the overnighter; this is close enough to the overnighter date so that last-minute changes in plans can be avoided. If some parents can't attend, be sure they receive as much information as possible.

The meeting agenda should include the following.

1. **Date, location, and starting and ending times of the overnighter.** Cover this information in detail. Provide maps if necessary. Decide whether transportation will be on an individual basis or through some other method. Carpooling will save on gasoline costs and parking fees.
2. **A complete list of "dos and don'ts" for the overnighter.** It's important to communicate very clearly, in writing, to parents the critical Health and Safety and Youth Protection policies that must be followed during an overnighter activity. All adults attending should be encouraged to take Youth Protection training. Include information on potential hazards at the location, and review safety procedures regarding tools, fires and fire-starting, use of gas stoves and lanterns, and unauthorized behaviors and activities. Many parents are new to Scouting, which makes it important to include even the most basic policies so that everyone is equally informed. Questions that come up during the planning meeting may help you determine what are the most common areas parents have questions about.





- Schedule of events.** The overnighiter's success depends on having a planned program of activities. Involve the parents in deciding what type of activities will be included in the campout. Consider the following: nature hike, fishing, swimming, games, conservation activities and projects, a campfire program, or a service project. For weekend overnighiters, an interfaith worship service is appropriate and recommended. It should be simple and brief.

If swimming is included, be sure to follow Safe Swim Defense guidelines. If boating is included, follow Safety Afloat guidelines.

Remember that shooting sports are not an approved part of Cub Scouting except at a council-approved and -operated Cub Scout day camp, Cub Scout resident camp, or council-organized Cub Scout family camp.

- Menu.** Keep the menu simple, remembering that in most cases the families attending the overnighiter will cook, eat, and clean up together. It's a good idea to suggest that similar (although not necessarily identical) meals be planned for all involved.

Packwide meals are also recommended and can be very simple. For example, if the overnighiter begins on Saturday morning, it should start after breakfast, and everyone should bring a sack lunch. Dinner Saturday evening could be a family barbecue, and breakfast Sunday morning could be a packwide pancake feed. Again, simplicity is the key.

Special foods that focus on the theme of the overnighiter are an easy way to make the campout fun. Examples include a Wild West chili cookout for lunch, where families prepare and share a pot of chili, complemented by a hot dog feed in the evening. Be creative, but also remember KISMIF (Keep It Simple, Make It Fun).

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

- Health and safety.** Using the *Guide to Safe Scouting* as a resource, review Scouting America guidelines on

- ▶ Drug, alcohol, and tobacco use
- ▶ Chemical fuel and equipment policy
- ▶ Water safety

Secure an Annual Health and Medical Record, No. 680-001, for all youth and adults who will attend the campout.

## WEBELOS AND ARROW OF LIGHT OVERNIGHT CAMPOUTS

Webelos and Arrow of Light den overnight campouts provide opportunities for Scouts to enjoy the increasing camping challenges offered by Scouting America's progressive outdoor program, but still within the family environment of Cub Scouting. Webelos camping experiences should help prepare Webelos Scouts for the camping adventures they will have in a troop with the understanding that they are still in Cub Scouting. Arrow of Light den camping should focus on use of the patrol method and if possible in conjunction with a Scouts BSA troop.

### How Often Are They Held and Who Attends?

Webelos and Arrow of Light den overnight campouts are parent-child events, under the direction of the den leader. It is required that at least one leader be trained in Basic Adult Leader Outdoor Orientation (BALOO), which is in addition to basic training. At the den overnight campout, the den leader may be assisted by the assistant den leader. Sometimes, additional leadership from a troop may join you.

In most cases, each Scout is under the supervision of their own father, mother, or guardian. If a parent or guardian cannot attend, the Scout may be supervised by a registered adult leader who's own child is attending and is not providing supervision for another child that is not their own.

Arrow of Light dens are encouraged to participate in joint overnight campouts with a troop. However, a parent or guardian of each Scout should still attend.



## Location

Webelos and Arrow of Light Scouts should camp at locations that have a tested water supply, toilets, cooking facilities, space for pitching tents, and an area for indoor activity. (Note that if toilet facilities are not available, proper disposal of solid waste is necessary.) The best option is a local Scout camp.

A site that it would involve traveling a considerable distance would not be suitable for a Webelos and Arrow of Light den overnight campout. The campsite should be located near a parking area because the family-type equipment that will be used probably will be heavy and difficult to carry any distance.

## Transportation

As a family member or other adult will accompany each Webelos and Arrow of Light Scout, transportation should not be a problem. Cars are best for transportation to the campsite. Transporting children in trucks is unsafe and forbidden except in the cab. Individual seat belts are required for each person. Passengers should not ride in the rear deck of station wagons or on the floor of vans.

## Equipment

An overnight campout requires protection from the weather, equipment for food preparation, and program items to suit the area where the campout is being held. Tents, cabins, campers, or camp trailers will be required for shelter.

Many families will make their first tent purchase during this time. Educating parents on what to look for in a tent will increase the chances that they will enjoy the experience. Conducting a special meeting where families bring their tents and put them up together before the campout helps increase the confidence of parents who will be camping for the first time. If they don't have tents of their own that they use for family camping, they may borrow one from another family or neighbor. Often, a nearby troop will loan tents and other camping equipment. Dens or packs should not be required to purchase camping equipment. Each parent/guardian and child will also need some personal equipment.

When tents are used, no youth will stay in the tent of an adult other than their own parent or legal guardian. When housing other than tents is used, separate housing must be provided for male and female participants.

Each parent and child will need some personal equipment. See the requirements for the Let's Camp and Outdoor Adventurer Adventures. Each family unit should bring its own cooking equipment, food, and utensils. Each Webelos Scout works with their accompanying adult to prepare and eat meals together.

## Webelos and Arrow of Light Campout Preparation

### *Leader Preparation*

1. Complete Basic Adult Leader Outdoor Orientation (BALOO) to get a good foundation for the overnight experience. When you go camping, if you are not a seasoned camper, be sure to take along an adult or older Scout who is experienced. More than likely, some of the parents will be campers. If not, many Scouters will be willing to help.
2. Select the date and the camping location several weeks in advance. If it is a joint Arrow of Light den–troop campout, meet with the Scoutmaster to work out the details.
3. Make reservations. Regardless of whether your den plans to use a privately owned campsite, public campground, or local council camp, you will need to make reservations.
4. Check local regulations regarding the use of fires for cooking and campfire programs.
5. Enlist the help of others, such as the assistant den leader, assistant Scoutmaster, and parents, in planning the details of the campout.





### ***Webelos and Arrow of Light Scout Preparation***

Preparing the Scouts goes beyond just telling them that a campout has been planned. Preparation for the campout offers many opportunities for them to develop skills that will be helpful in earning their Webelos and Arrow of Light ranks.

1. Work on the Let's Camp Adventure for Webelos and the Outdoor Adventurer Adventure for Arrow of Light Scouts.
2. Consider working on related outdoor Adventures such as cooking, knife safety, ecology, fishing, and aquatics.
3. Review the Outdoor Code to help prepare Scouts to be good campers.
4. Teach basic first aid.
5. Plan ahead for campfire program activities. If the den is taking part in a campout where other dens will be attending or is camping with a troop, you probably will be called upon to participate in the campfire program.

### ***Adult Preparation***

Preparing the adults for the overnight campout is as important as preparing children. For most adults this will be their first time camping too. This can be an intimidating activity for some participants, and the more you inform the adults about what to expect and how to properly prepare, the greater confidence they will gain. Information about the trip can best be communicated at a pre-overnighter meeting with the parents. Make this a plan-sharing meeting. The basic plan is developed, but let parents get involved in planning the details. Enhance the program using their talents and abilities. It's a good time to assist those who have new tents or are setting up a tent for the first time; this can be done after or before the planning session.

This meeting should be at least two weeks before the overnighiter; this is close enough to the overnighiter date so that last-minute changes in plans can be avoided. If some parents can't attend, be sure they receive as much information as possible.

The meeting agenda should include the following:

1. Date, location, and starting and ending times of the overnighiter. Cover this information in detail. Provide maps if necessary. Decide whether transportation will be on an individual basis or through some other method. Carpooling will save on gasoline costs and parking fees.
2. A complete list of "do's and don'ts" for the overnighiter. It's important to communicate very clearly to parent, in writing, the critical Health and Safety and Youth Protection policies that must be followed during an overnighiter activity. All adults attending should be encouraged to take Youth Protection training. Include information on potential hazards at the location, and review safety procedures regarding tools, fires and fire-starting, use of gas stoves and lanterns, and unauthorized behaviors and activities.
3. Schedule of events. The overnighiter's success depends on having a planned program of activities. Involve the parents in deciding what type of activities will be included in the campout. For weekend overnighiters, an interfaith worship service is appropriate and recommended. It should be simple and brief.
4. Menu. Keep the menu simple, remembering that in most cases the families attending the overnighiter will cook, eat, and clean up together. It's a good idea to suggest that similar (although not necessarily identical) meals be planned for all involved.
5. Equipment. Each parent or guardian should have a personal equipment checklist. It's similar to the one given to the Webelos Scouts but would include specific things that adults will find handy, such as cooking equipment, lawn chairs, cots, tents or other shelter, and items for program activities. It always helps to include items that should not be brought as well, such as firearms, alcohol, fireworks, and illegal drugs.
6. Health and safety. Review items in the *Guide to Safe Scouting* that pertain to the overnighiter. Secure an Annual Health and Medical Record, No. 680-001, for each youth and adult who will attend the campout.

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# SCOUT OATH

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

# SCOUT LAW

Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
Reverent



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