

THE BEST PACK RESOURCE TOOLKIT



MISSISSIPPI VALLEY COUNCIL



Table of Contents

Table of Contents 2

Overview 3

Step 1 of 5: Complete a Self-Assessment 4

 TEMPLATE: Pack Self-Assessment Form 4

 GUIDANCE: Pack Self-Assessment Form 4

Step 2 of 5: Creating the BEST Pack Leadership Inventory 5

 TEMPLATE: Leadership Position Inventory 5

 GUIDANCE: Leadership Position Inventory 7

Step 3 of 5: Creating the BEST Pack Calendar/Program 8

 TEMPLATE: Pack Calendar 8

 GUIDANCE: Pack Calendar 9

 EXAMPLE: Pack Calendar 10

 RESOURCE: 2020/2021 Scout Year Calendar (12 month) 11

 RESOURCE: 2020/2021 Mississippi Valley Council Calendar of KEY Cub Events 11

Step 4 of 5: Creating the BEST Pack Budget..... 12

 TEMPLATE: Pack Budget 12

 Exhibit 1: Popcorn-O-Matic 3000 Calculator 13

 GUIDANCE: Pack Budget 13

 EXAMPLE: Pack Budget 14

Step 5 of 5: Creating the BEST Fall Recruitment Plan 15

 TEMPLATE: Recruitment Night Promotion Plan 15

 TEMPLATE: Recruitment Night 15

 GUIDANCE: Fall Recruitment Night..... 18

Appendix 1: Online Resources 19

Appendix 2: Additional Program / Calendar Planning Resources..... 20

 Traits of Highly Successful Cubmasters..... 20

 Journey to Excellence (JTE) 2020 Criteria 21

 Sample Den Calendar 22

 Sample Plan: First Pack Meeting after Recruitment Night for New Scouts..... 23

Appendix 3: Recruitment Night Forms 25

 Recruitment Night Information Sheet 25

 Recruitment Night Final Report 26

 Recruitment Night Sign In Sheet..... 27





Overview

The 5 Steps

This toolkit was developed by the Mississippi Valley Council BSA. It is designed to be used in conjunction with the BEST Pack Training program presentation delivered in a group setting and accompanied by a trained volunteer or staff.

This packet is designed to help a pack complete the following FIVE items for a pack's annual plan:

1. A **self-assessment** of the pack's strengths and weaknesses (10 minute exercise)
2. A **leadership position inventory** for the pack and/or prospects to fill open positions (15 minute exercise)
3. A draft **calendar** for the pack for the whole YEAR (25 minute exercise)
4. A draft **budget** for the pack (25 minute exercise)
5. A **fall recruitment plan** for the Fall (25 minute exercise)

Beyond the 5 Steps...

Several online and printable resources are outlined in the Appendix found at the end of this document and supplement the five steps.

Credits

The following Mississippi Valley Council BSA individuals were part of a team that compiled this material (in alphabetical order):

- Rick Atwood
- Donna Buss
- J. David Gilbert
- Todd Haverstock
- Scott Thiessen
- Carolyn Weyer

Reviewed and Updated by

- Travis Cooper
- Christine Tracy





Step 1 of 5: Complete a Self-Assessment

TEMPLATE: Pack Self-Assessment Form

Pack Number: _____ District: _____

Date Completed: _____ Completed by: _____

	YES	NO	NOT SURE	Comments if NO/NOT SURE
Leadership Criteria				
100% Youth Protection (YPT) trained				
Cubmaster, Lion Leader, Tiger Leader, Wolf Leader, Bear Leader, Webelos Leader and Committee Chair assigned and ready for upcoming year				
Leaders above have COMPLETED position-specific training				
Unit has a BALOO trained adult and outdoor activity is incorporated into the pack program				
Has 8 or more adults registered				
Program				
Have an annual budget and use it to plan program/events/camp				
Planning meetings (also called leader meetings, committee meetings) held <u>minimum</u> 6 times/year				
85% of scouts already earned advancement this year				
6 month calendar planned (minimum)				
BONUS: Have a summer program				
Membership				
All dens have at least FOUR registered scouts				
Have a fall recruitment plan				
Crossed over more than 50% of 2 nd year Webelos to Scouts BSA this year				
Maintained the same number of Scouts from prior year's recharter				

GUIDANCE: Pack Self-Assessment Form

The BEST pack:

- ✓ Is honest about their strengths and weaknesses
- ✓ Is willing to accept help and ideas from other leaders, packs and community members
- ✓ Completes a self-assessment every six months, minimally once per year
- ✓ Uses the BSA Journey to Excellence as a yardstick in their self-assessment (see Appendix)





Step 2 of 5: Creating the BEST Pack Leadership Inventory

TEMPLATE: Leadership Position Inventory

Required Positions

Position	Description	Leader/ Prospect/ Comment
Cubmaster	Plans the monthly pack meeting, attends Roundtable or finds someone to attend, brings information to the pack regarding events and training. Pack meeting advancement ceremonies, recognize leadership, encourage showmanship among all dens.	
Lion Leader	Welcomes new Lion (Kindergarten) families and guides them for 2-3 months until a Lion Leader is named; helps find the right parent in a Lion den to be the leader. Checks on the Lion group monthly afterwards and encourages the volunteer becoming the Tiger Leader to get trained as Den Leaders.	
Tiger Leader	A parent from the Tiger den (1 st grade) that leads the den meeting activities and encourages parental involvement in planning and implementing meetings, sends reminders of meetings.	
Wolf Den Leader	A parent from the Wolf den (2 nd grade) that leads the den meeting activities and encourages parental involvement in planning and implementing meetings, sends reminders of meetings.	
Bear Den Leader	A parent from the Bear den (3 rd grade) that leads the den meeting activities and encourages parental involvement in planning and implementing meetings, sends reminders of meetings.	
Webelos Leader	A parent from the Webelos den(s) that leads the den meeting activities and encourages parental involvement in planning and implementing meetings, sends reminders of meetings.	
Committee Chair	Leads the monthly planning meetings and annual planning meeting. Recruits help as needed for the pack. Makes sure the pack re-charters on time! Invites the Charter Organization rep to attend all planning meetings and special pack meetings.	
Committee Member/ Treasurer	With the help of the committee and leaders, plans an annual budget which is shared with all families in the pack and reports monthly on income, expenses and balance. Pays bills. Deposits funds. Makes sure the pack account(s) in the scout office has necessary funds.	
Committee Member/ Secretary	Keeps notes on meetings, sends out the pack calendar to all families; reminds families of upcoming events, meetings, and activities.	





Recommended Positions

Position		Leader/ Prospect/ Comment
Assistant Cubmaster	Serves in Cubmaster's absence (requires communication between the two), may have special assignment on the committee (see below)	
Assistant Den Leader	Keeps track of attendance, advancement and awards and reports them monthly to the Advancement Chair.	
Advancement Coordinator	Keeps records of advancements for all scouts as reported by the leaders/assistant leaders. Completes monthly advancement forms which are turned in to the Scout Service Center or via Scoutbook in order to get rank badges, parent pins, adventure belt loops, and other awards. (May be the one who plans advancement ceremonies or works with the Cubmaster to do this.)	
Membership Coordinator	Coordinates all pack leadership & den leaders for spring/fall/winter recruitment. Plans (with the help of leaders) the school night plans, makes sure all Bobcats are ready for their Bobcat badge within 30 days of joining and that the Advancement chair has the information. Helps recruit more adult volunteers as needed in the pack with the help of the committee/leaders.	
Training Coordinator	Encourages all leaders to be trained (online or at training sessions) within 30 days of registering as a leader. Calls on district training team to do training or get the information. Promotes training and development programs outside of the pack area such as University of Scouting, etc. Helps all new registered adults complete YP training within 30 days; holds an annual Youth Protection training for all leaders, committee members and parents (usually in March). See training link in Appendix	
Popcorn Kernel/ Coordinator	(Sept-Dec) Attends the district popcorn kick-off, order popcorn for the unit, keeps track of individual sales, orders popcorn prizes, plans a pack popcorn kick-off, plans any store sales, collects sales and money, keeps popcorn records. (An assistant can be useful)	
Blue and Gold Coordinator	Decorates and sets up for Blue and Gold (traditionally in February to celebrate the anniversary of Scouting), works with leaders and other committee members on ceremony set ups needed, agendas, etc.	
Service Project Coordinator	Encourages the pack to do 5 service projects per year and helps organize/implement service projects. Includes Scouting for Food in March, a service project coordinated with the school, a service project for or with the charter organization. Records service projects and hours on the online service site.	





Recommended Positions (Cont.)

Outdoor Event Coordinator	Is BALOO (Basic Adult Leader Outdoor Orientation) trained and encourages others to get BALOO trained. Helps organize any pack campouts. Promotes Cub and Webelos Summer Camp and any other council/district camping opportunities. Encourages outdoor activities being scheduled for the pack and dens.	
Pinewood Derby Coordinator	Plans and coordinates the pack Pinewood derby. Promotes the district Pinewood Derby to the Cubs in the Pack.	
Roundtable Chair	Someone who is able to attend roundtable monthly and bring information back to the pack.	

GUIDANCE: Leadership Position Inventory

The BEST Pack:

- ✓ Identifies the skills of volunteers and helps fit the right people into the right jobs
- ✓ Does not have one or two leaders “run the program.” Many hands make light work!
- ✓ Is realistic about what positions are mandatory vs. ideal for the BEST pack (don’t get overwhelmed)
- ✓ Asks for volunteers at recruitment night, pack meetings and as-needed
- ✓ Will consider parents/adults of non-active scouts for positions where appropriate
- ✓ Will post/communicate position job descriptions to solicit qualified and reliable volunteers
- ✓ Ensures volunteers are trained both 1:1 and through use of the BSA training web site





Step 3 of 5: Creating the BEST Pack Calendar/Program

TEMPLATE: Pack Calendar

August 20

- _____
- _____
- _____
- _____
- _____

September

- _____
- _____
- _____
- _____
- _____

October

- _____
- _____
- _____
- _____
- _____

November

- _____
- _____
- _____
- _____
- _____

December

- _____
- _____
- _____
- _____
- _____

January 20

- _____
- _____
- _____
- _____
- _____

IMPORTANT PACK DUE DATES/DEADLINES

- _____
- _____

IMPORTANT CALENDAR NOTES

- _____
- _____

February

- _____
- _____
- _____
- _____
- _____

March

- _____
- _____
- _____
- _____
- _____

April

- _____
- _____
- _____
- _____
- _____

May

- _____
- _____
- _____
- _____
- _____

June

- _____
- _____
- _____
- _____
- _____

July

- _____
- _____
- _____
- _____
- _____





GUIDANCE: Pack Calendar

The BEST Pack:

- ✓ Makes the program FUN first and foremost and keeps the OUTING in Scouting
- ✓ Plans age-appropriate activities (ie plan outdoor cooking for older Cub Scouts)
- ✓ Realizes that a little extra work up front in pack planning will reduce long-term stress
- ✓ Meets once per month for program committee/leaders to plan details upcoming activities
- ✓ Recaps the pack calendar at each Pack Meeting, ideally with a one page or less reminder sheet
- ✓ Plans ahead to participate in Fall Camps and Summer Camp
- ✓ Conducts at least 2 service projects per year (including Scouting for Food)
- ✓ Conducts at least 9 pack meetings/Pack activities per year
- ✓ Builds in time (or a deadline) during the first months of the scout year to train leaders
- ✓ Uses the Journey to Excellence (JTE) form as an important tool in creating the Pack Calendar
- ✓ Plans the Pinewood Derby for January
- ✓ Plans the Blue and Gold Banquet with advancements for February to follow tradition of celebrating Scouting's anniversary
- ✓ Plans a 12-month calendar with 1-2 activities per month in the summer. The Summertime Pack Award is given for having 1 activity per month
- ✓ Includes due-dates for camp forms, dues, etc. on the Pack Calendar
- ✓ Plans for participation in the Popcorn fundraiser and schedules kick-off meetings, etc.
- ✓ Plans for participation in the Camp Card fundraiser and schedules kick-off meetings, etc.
- ✓ Includes CUB SCOUT feedback into the program/ calendar. Consider surveying parents through an electronic tool such as surveymonkey.com or informally speaking with Scouts
- ✓ Builds the calendar around the school calendar and with input from the school principal and chartering organization (especially important for those packs meeting at schools)

- ✓ Participates in district-led events to ease the burden of work on the pack and maximize fun. READ the district calendar

Other Planning Tips:

- Separates Den and Pack Meetings to make the big gatherings of the whole pack special
- Consider having meetings at the same night/time (ie Pack Meetings are every 3rd Monday 6:30pm; Den Meetings are every other Tuesday at 6:00pm) to make it easy for parents to remember
- A sample DEN calendar can be found in the **Appendix**

Program ideas include:

- Pack hike
- Pack campout
- Service project
- Movie night
- Build a Cubmobile
- Space Derby
- Raingutter Regatta
- Hot dog roast
- Night hike
- Ice cream sundae party
- Bicycle rodeo
- Cub Scout Track and Field day events (Invite a couple packs to join in on the fun)
- Field Trips to a museum, farm, firehouse, construction site, restaurant, local thresher's events, county fairs, etc.
- Paper Airplane contests
- Lego building contest
- Conservation Project
- Roller Skating
- Bowling
- Pack fishing
- Photography
- Weather
- Wildlife conservation
- Video games
- Swimming (at a local Y or public pool—not in the backyard unless you meet *Guide to Safe Scouting* requirements)
- Adult/son kickball game
- Astronomy night





EXAMPLE: Pack Calendar

Cub Scout Pack 999 Calendar – August 2013 through July 2014**August 2013**

- Tue 13th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Wed 28th Organizational/New Scout Year Kick-off Meeting @ School Cafeteria
 - Returning parents: 5:30-6:00pm
 - New parents interested in joining: 6:30-7:00pm

September – Flags by Webelos II

- Fri 13th – Sun 15th – Webelos Woods camp @ Camp Saukanauk; 4th and 5th graders only; check-in 5:00p Fri
- Tue 17th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Wed 18th 6:00pm – Popcorn Kickoff / Service Project (meet at South Park large shelter) [P]
- Mon 23rd – 6:30pm – Fitness Night – Adams School Playground
- Wed 25th – 6:30pm Organizational *Mtg* - New parents interested in joining who missed 8/28 meeting: 6:30-7:00pm @ School Cafeteria
- Fri 27th – 1st through 3rd graders meet at Johnson Park shelter to construct *Cubanapolis* cars for Sat 9/28 camp
- Sat 28th – New Cub Camp @ Camp *Eastman*; 1st through 3rd graders only; check-in 8:00am

October – Flags by Webelos I

- Tue 1st – Popcorn sales begin
- Sun 6th 4:30-7:30p – Popcorn Kickoff Party at Scotties Fun Spot [P]
- Mon 7th 6:30pm – Den Meeting
- Sat 12th – **TENTATIVE**: Popcorn sale at Walmart (East entrance)
- Tue 15th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Mon 9th 6:30pm – Den meeting
- Mon 28th Time TBD – Pack Meeting at JWCC Nature Trail (meet at Southeast rear of building) [P]

November – Flags by Bear

- Mon 4th 6:30pm – Den Meeting
- Mon 18th 6:00–8:00pm – Pack Meeting / *Raingutter* Regatta [P]
- Tue 19th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Fri 22nd 6:00-9:00pm – Pack 999 Family Swim Night @ *Chaddock* pool (Gymnasium bldg) [P]
- Mon 25th 6:30pm – Den Meeting

December – Flags by Wolf

- Mon 2nd 6:30pm – Den Meeting
- Sat 7th 1:00pm – 2:00pm – Pickup Popcorn at Mr. Haverstock's house 2710 Carnoustie (near 28th & Monroe) [P]
- Mon 9th 6:30pm – Den Meeting
- Mon 16th 6:00pm – Pack Xmas Party & Popcorn Awards [P]
- Tue 17th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*

January 2014 – Flags by Tiger

- Mon 6th 6:30pm – Den Meeting
- Mon 13th 6:30pm – Den Meeting
- Mon 27th 6:30pm – Pinewood Derby Clinic

February – Flags by Webelos I & II

- Mon 3rd 6:30pm – Den Meeting
- Mon 10th 6:30pm – Den Meeting
- Tue 18th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Mon 24th 6:00–8:00pm – Pinewood Derby – Adams Gym [P]

March – Flags by Bear

- Mon 10th 6:30pm – Den Meeting
- Sat 15th 9:00am – Scouting for Food Service Project – *drop off*
- Tue 18th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Sat 22nd 9:00am – Scouting for Food Service Project – *pickup*
- Mon 24th 6:30pm – Den Meeting
- Sat 29th 10:00am – TBD CAMP CARD sales @County *Mkt* 24th
- Mon 31st 6:00 – 8:00pm – Blue and Gold Banquet at Madison Park Christian Church (Fellowship Hall) 4700 Broadway [P]

April – Flags by Wolf

- Mon 7th 6:30pm – Pack Meeting / Model Rocket Clinic [P]
- Mon 14th 6:30pm – Den Meeting
- Tue 15th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Sat 19th 1pm – Pack Meeting / Model Rocket Launch at JWCC Soccer Field [P]

May

- Mon 5th 6:30pm – Service Project TBD
- Mon 12th Time TBD – Archery Outing @ *GameMasters* [P]
- Tue 13th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*

June

- Sat 7th 11:30a to 1:30p – Pack 999 Picnic at Upper Moorman Park *Lrg.* Shelter
- Fri 20th – Sun 22nd Camp (@CE) Going into **Wolf & Bear**

July

- Sat 12th 11:00am – Bicycling and Popsicles @ South Park
- Tue 15th 6:30pm – Pack 999 Monthly Leader *Mtg – O'Griffs*
- Sat 7/26 – GEMS Baseball Game (no camping)
- Wed 7/30 – Sat 8/2: Camp (@CE) Going into **Webelos I & II**

IMPORTANT PACK 999 DUE DATES/DEADLINES

Fri 9/6/13: Webelos Woods (4th/5th Grader) Camp forms and \$ due
 Wed 9/18/13: 1st-3rd Grader September Campout forms and \$ due
 Mon 9/23/13: Annual dues due (see Pack Handbook p. 3)
 Mon 10/28/13: Webelos scouts in tan uniform shirts
 Mon 11/11/13: Popcorn order forms due
 Mon 12/16/13: Popcorn money due
 Mon 4/7/14: Campership applications (for Summer Resident Camp) due
 Mon 4/14/14: All Summer Camp \$ due (Camp Card money and addt \$ due)

IMPORTANT CALENDAR NOTES

- Calendar as of 8/19/2013 – program subject to change
- [P] denotes parents are required at meeting; siblings welcome. *Parents are otherwise required for meetings not held at Adams and to help us supervise their children*
- Leader planning meetings in *italics* – Parents are welcome to join!
- Den meeting program schedule on reverse side





RESOURCE: 2020/2021 Scout Year Calendar (12 month)

2020			2021		
<i>January</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>February</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<i>March</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>January</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>February</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<i>March</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<i>April</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>May</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>June</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>April</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>May</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>June</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<i>July</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>August</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>September</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>July</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>August</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>September</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<i>October</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>November</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>December</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>October</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>November</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>December</i> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

RESOURCE: 2020/2021 Mississippi Valley Council Calendar of KEY Cub Events

Due to the COVID-19 pandemic and Shelter-in-Place orders throughout our communities we are finding that our schedule is changing on a weekly basis. Our objective is to continue to provide the **full** Scouting experience in a **safe** environment for our Scouts. Please find our most up-to-date listing of events here:

<https://www.mississippivalleybsa.org/calendar/>



**Step 4 of 5: Creating the BEST Pack Budget****TEMPLATE: Pack Budget***Expenses*

	Description	Est Qty Needed	Unit Cost	Total Cost
	Program Activities			
1.	Pinewood Derby (cars are \$4.49 per registered scout; add other event costs also)		\$4.49	\$
2.	Christmas Party		\$	\$
3.	Advancements: patches, pins, etc. (estimate approx. \$20/scout)		\$20.00	\$
4.	Blue and Gold Banquet		\$	\$
5.	Den and pack meeting supplies		\$	\$
6.	Trophies and awards (trophies average \$10/per)		\$	\$
7.	Activity 1 -		\$	\$
8.	Activity 2 -		\$	\$
9.	Activity 3 -		\$	\$
10.	Webelos II Graduation gift (ie Scouts BSA Handbook est \$17.99/scout)		\$17.99	\$
11.			\$	\$
12.			\$	\$
13.			\$	\$
14.			\$	\$
	Pack Administration			
15.	Boys Life (\$12/scout/year X # of registered scout families)		\$12	\$
16.	Registration Fees \$66/year per Scout starting Aug 1, 2020 \$72/year per Scout starting Jan 1, 2021 (affects Recharter)		\$66	\$
17.	New Member Joining Fee for all new youth		\$25	\$
18.	Leader Registration Fees (\$42/year per registered leader)		\$42	\$
19.	Scholarships for scouts in need (partial funding of uniforms, books, camp fees, etc)		\$	\$
20.			\$	\$
21.			\$	\$
22.			\$	\$
	TOTAL EXPENSES		\$	\$

Income

23.	Registration Fees Collected	\$
24.	Popcorn Fundraiser (write down net profit desired, not gross popcorn sales) <i>See "Popcorn-O-Matic 3000 Calculator" on following page. Enter line 1 from the calculator into this budget worksheet. Save all other numbers for your Popcorn kick-off and parent handouts.</i>	\$
25.	Other income (specify)	\$
26.		\$
27.		\$
	TOTAL INCOME	\$

The total of all expenses must be equal to or less than the total of all income!





Exhibit 1: Popcorn-O-Matic 3000 Calculator

		<i>Example</i>
1. Enter money desired for your Pack budget:	\$ _____	\$ <u>3,000</u>
2. Enter commission goal: <i>Look for the base and bonus commission objectives in the Popcorn Guide that is published annually and distributed at the Popcorn Orientations. A copy may also be acquired from the council website or your District Executive</i>	_____ %	<u>24</u> %
3. Determine amount of popcorn your pack needs to sell <i>Calculate line 1 ÷ line 2 (place a decimal in front of your commission %; example 3000 ÷ .25 = \$12,000)</i>	\$ _____	\$ <u>12,000</u>
4. Determine the per-scout sales goal <i>Calculate line 4 ÷ estimated scouts in your Pack</i>	\$ _____	\$ <u>417</u> (30 scouts)

GUIDANCE: Pack Budget

The BEST Pack:

- ✓ Has anticipated expenses identified well before the program year starts
- ✓ Sets a goal for popcorn sales (and any additional fundraiser if desired) to meet expenses
- ✓ Establishes an individual scout account and sets aside a portion of popcorn proceeds to be used towards camp fees, etc for that scout
- ✓ Creates additional incentives participation in the fundraisers, *Boys' Life* participation, etc. by discounting or paying for scout registration fees for selling over a certain amount of popcorn (ie \$300)
- ✓ Significantly minimizes out-of-pocket for parents by earning enough money from fundraising
- ✓ Follows the 9th rule of the Scout Law: a scout is thrifty
- ✓ Has someone assigned to oversee finances
- ✓ Shows the budget and account balances at each monthly committee meeting
- ✓ Has a no-fee checking account

- ✓ Participates in the Camp Card program to minimize/eliminate out of pocket costs for parents for Summer Camp (and starts planning in October on Camp Cards)
- ✓ Requires two signatures on checks to prevent improper spending
- ✓ Separates duties for treasurer (reconciles checking accounts) and person writing checks (typically Cubmaster)
- ✓ Budgets to pay for Scouts' *Boys' Life* magazine subscriptions

Other Budgeting Tips:

- Use the Popcorn Calculator in this packet!
- For a pack with active dens in all age groups, budget approximately \$20 per scout per year for advancements.
- We're here to spend money on the SCOUTS. Do not store up vast bank accounts – the money is to be spent on the program. SPEND-SPEND-SPEND!



**EXAMPLE: Pack Budget**

Pack 999 estimates 20 registered scouts in the following balanced budget.

Expenses

	Description	Est Qty Needed	Unit Cost	Total Cost
Program Activities				
1.	Pinewood Derby (cars are \$4.49 per registered scout; add other event costs also)	20	\$4.49	\$90
2.	Christmas Party		\$	\$75
3.	Advancements: patches, pins, etc (estimate approx. \$11/scout)	20	\$20	\$400
4.	Blue and Gold Banquet		\$	\$150
5.	Den and pack meeting supplies		\$	\$125
6.	Trophies and awards (trophies average \$10/per scout/race)		\$	\$60
7.	Pizza and soda for family swim night		\$	\$50
8.	Archery outing at Gamemasters	20	\$2	\$40
9.	Late Spring Pack campout		\$	\$75
10.	Pack T-shirts	20	\$8	\$160
11.	Soda bottle rocket activity		\$	\$50
12.	Webelos II Graduation/crossover gift	5	\$10	\$50
Pack Administration				
13.	Boys Life (\$12/scout/year X # of registered scout families)	20	\$12	\$240
14.	Registration Fees (\$66/year per registered scout)	20	\$66	\$1,320
15.	Leader Registration Fees (\$42/year per registered leader) <i>Note: The BSA Recharter form requires a min of NN registered leaders per pack</i>	8	\$42	\$336
16.	Scholarships for scouts in need (partial funding of uniforms, books, camp fees, etc)		\$	\$50
17.			\$	\$
	TOTAL EXPENSES		\$	\$3,271

Income

18.	Registration Fees Collected	\$1,656
19.	Popcorn Fundraiser (write down net profit desired, not gross popcorn sales) <i>See "Popcorn-O-Matic 3000 Calculator" on following page. Enter line 1 from the calculator into this budget worksheet. <u>Save all other numbers for your Popcorn kick-off and parent handouts.</u></i>	\$2,100 net profit (requires \$8,400 in popcorn sales; \$420 / scout in sales)
20.	Other income (specify)	\$0
	TOTAL INCOME	\$3,756

The total of all expenses must be equal or less the total of all income!





Step 5 of 5: Creating the BEST Fall Recruitment Plan

TEMPLATE: Recruitment Night Promotion Plan

Check off the methods you will use for your recruitment

✓	Active Recruitment Method	Recommended Timeline	Assigned To	Due Date
✓	Full Color Flyers	7 Days Before	District Executive	
✓	Reminder Flyer	During School Talk	District Executive	
✓	It's Not Too Late Flyer	7 Days After	District Executive	
✓	In School Presentations	2-3 Days Before	District Executive	
✓	Customized Labels/Stickers	At School Talk	District Executive	
	Registration/School Open House Display	As Scheduled		
	Personal Phone Calls	1 Week Before		
	Talks at After School Programs	2-3 Days Before		
	Parent in Uniform at Lunch	Week Of		
	School Carnival/Parish Picnic	As Scheduled		
	Parent Teacher Conference Info Table	As Scheduled		
	Customized Invitations to all homes	2 Weeks Before		

✓	Passive Recruitment Method	Recommended Timeline	Assigned To	Due Date
✓	Facebook Event	3 Weeks Before	District Executive	8/1/20
✓	www.BeAScout.org	June/July	District Executive & CM	7/1/20
	Yard Signs	10 Days Before		
	Posters	10 Days Before		
	Bookmarks in Library or Book Fair	As Desired		
	<i>Boys' Life</i> in School Library	As Desired		
	School Calendar Date	3 Weeks Before		
	Community Calendar Posting	3 Weeks Before		
	School/Chartered Org Website	3 Weeks Before		
	Church Bulletin Inserts	2 Weeks Before		
	School Newsletter	3 Weeks Before		
	Press Release	10 Days Before		
	Community Notice Boards	2-3 Weeks Before		

Units will be provided with a promotions kit that will include:

- 5 Yard Signs
- 30 Post Cards
- 100 Peer to Peer Recruitment Cards
- 100 Door Hangers
- 6 Posters (3 large and 3 small)

Extra supplies are available and may be ordered free of charge through your District Executive

TEMPLATE: Recruitment Night





<p>Advance Preparation</p> <p>1. Establish two dates to conduct your Recruitment Nights</p>	List date(s):
<p>2. Utilize tools from the district such as yard signs, handouts, school talks, etc. to communicate your meeting</p>	Complete Recruitment Night Information Sheet (See Appendix)
<p>3. Make sure leaders and any available parents are coming for the entire time</p>	List who will attend:
<p>4. Have a handout available that lists the costs, leaders/contact information and pack calendar (or at least the next pack meeting which should be within 7-10 days of the recruitment night</p>	List who is responsible and/or ideas for what this will contain:
<p>5. Put out a Cub Scout display: uniform, handbooks, some scout handicraft, sample Boys' Life magazines, a picture board of activities from the last year, pinewood derby cars, your Pack flag, anything that you think may be of interest to a new family and get their attention</p>	List who is responsible:
<p>6. Put out a sign in sheet with several pens and have official Youth and Adult applications. Maybe bring some change for those that pay in cash</p>	<p>Printout several copies of the Sign-in Sheet (See Appendix)</p> <p>Document who is responsible:</p>
<p>7. Have printed descriptions of jobs you are seeking to fill (see Step 2 of this resource toolkit) including Lion Guide, Tiger Leader, and any others where new talent may become available</p>	List who is responsible (hint: use the job descriptions found in this packet in step #2):
<p>8. Have cookies, popsicles or some kind of treat</p>	List who is bringing what:
<p>9. Assign one or two parents to be at the door as "host/hostess" to welcome all new faces and have visitors sign in on the sign in sheet (all visitors sign in regardless of whether they are registering that night or not). <i>This gives you contact information to follow up if they do not register by completing an official application that night</i></p>	List who is responsible:
<p>10. The Cubmaster then welcomes them and asks what grade their child is in. The Cubmaster will then invite the parent (and child) to visit with the person who will be their den leader. If a leader is not available for the evening or one has not yet been identified for that age group, any leader or parent may conclude the speech.</p>	List who is responsible:
<p>Information</p> <p>11. The leader explains that Cub Scouts meet on _____ days; _____ times a month. The leader for the group is _____ (or will be identified at a later date). Give several examples of some of the fun activities scouts in the unit have done in the last year. They are given the pack handout and an official Youth application and Adult application. The parent is invited to get</p>	List who is responsible for speaking:





<p>their son started on the scouting trail from that moment and complete the application right there. Also, encourage the parent to join his/her child on the journey and register as a scout volunteer to help their child and their friends throughout the year. Explain that membership fees (or your unit dues) are traditionally turned in with the application and tell them how much they are. <u>Keep the speech under 15 minutes and ensure everything is written down.</u> Think about the best recruitment/sign up nights that you’ve been to for other organizations. Utilize their best practices</p>	
<p>Accept application</p> <p>12. If they don’t have the fees with them, ask them to bring them “next week” to the meeting. The unit should keep the Scout application if at all possible. Some parents may want to think about it and will take the applications with them. They can do this, but it becomes less likely they will join if they don’t complete the application right there. Maybe they heard something that makes them think they won’t fit in. Maybe they aren’t available the day your unit meets. Is there another unit in the area they can join that meets a different night? Maybe they will have to miss a few weeks of meetings due to a sports schedule—explain that will not be an issue with scouting.</p> <p>Try to close the deal by getting an application, which may mean that you have to chat with them to find out what they aren’t sure about. Collect completed application/s and fees and remind them of the date of the next meeting. Thank them sincerely for coming and tell them how much you look forward to their family joining the Pack. Each family should be called and texted as reminders before the next meeting—whether they completed an application or not.</p>	<p>List which people are responsible for helping accept applications:</p>
<p>Post Meeting Wrap-up</p> <p>13. Complete Recruitment Night Final Report (See Appendix) and submit to council office within 3 days of event with all applications.</p>	<p>List who is responsible:</p>





GUIDANCE: Fall Recruitment Night

The BEST Pack:

- ✓ Has their first pack or den meeting within 7 days of the recruitment event to keep interest high
- ✓ Participates in a CAMPING outing within 45 days of the recruitment event
- ✓ Separates kick-off meetings for new and returning scouts into separate meetings
- ✓ Hands out a “Pack Handbook” or frequently-asked-questions information sheet to parents with all information written down in simple terms (including leader contact info)
- ✓ Has several den leaders on hand at recruitment night
- ✓ Is in good standing with the chartered organization for scheduling recruitment meetings and/or Boy Talks
- ✓ Engages the district executive to help conduct “School Talks” to get prospective Scouts excited about Scouting
- ✓ Keeps the speaking to under 15 minutes at recruitment events and references handouts to avoid “information overload” for new parents
- ✓ Hands out a light and inexpensive snack such as popsicles to leave the boys with a positive memory of the event
- ✓ Has an engaging scouting-related activity or game to occupy boys during talks with parents (2-deep leadership required)
- ✓ Sets a goal to award BOBCAT badges for all new scouts within 30 days of joining
- ✓ Utilizes district resources such as flyer production, yard signs, posters, press release templates, church
- ✓ Keeps the speaking to under 15 minutes at recruitment events and references handouts to avoid “information overload” for new parents
- ✓ Encourages parents to sign up for Boy’s Life magazine. The cost is \$1/month or \$12/year and this is a proven tool to keep scouts engaged in the program
- ✓ Solicits a Lion Guide on/soon after recruitment night and has most/all Lion materials ready for that new leader to make volunteering VERY EASY





Appendix 1: Online Resources

Local/District/Council links:

Mississippi Valley Council website - links to forms, event information, training	http://www.mississippivalleybsa.org
Council Facebook	https://www.facebook.com/MississippiValleyCouncil
Saukenauk Scout Reservation Facebook	https://www.facebook.com/Saukenauk
Camp Eastman Facebook	https://www.facebook.com/CampEastman
<i>The Current</i> Newsletter Sign Up	https://www.mississippivalleybsa.org/connect/

BSA/National links:

Guide to Safe Scouting	https://www.scouting.org/health-and-safety/gss/
Age Appropriate Guidelines	https://filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf
Scoutbook Help	https://help.scoutbook.com/wp-content/uploads/2019/02/1b.-Getting-a-Unit-Started-in-Scoutbook.pdf
Cubmaster Resources	https://www.scouting.org/programs/cub-scouts/pack-meeting-resources/
Den Leader Resources & Sample Den Meetings	https://www.scouting.org/programs/cub-scouts/den-meeting-resources/
Pack Committee Resources	https://www.scouting.org/programs/cub-scouts/pack-committee-resources/
Family Talent Survey	https://filestore.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf
<i>Boy's Life</i> Magazine	http://boyslife.org/
<i>Scouting</i> Magazine	http://scoutingmagazine.org/
Adult Awards & Recognition	https://www.scouting.org/programs/cub-scouts/what-cub-scouts-earn/adult-awards-and-recognition/
Scout Awards & Recognition	https://www.scouting.org/programs/cub-scouts/what-cub-scouts-earn/other-youth-awards/
Cub Hub (the official Cub Scout idea page)	https://www.scouting.org/cubhub/
Glossary of Scouting Terms	https://filestore.scouting.org/filestore/pdf/Glossary.pdf
BSA Training	http://www.scouting.org/Training/adult.aspx http://www.my.scouting.org





Appendix 2: Additional Program / Calendar Planning Resources

Traits of Highly Successful Cubmasters

Mike Palecek from the Three Harbors Council (headquartered in Milwaukee, Wisconsin) conducted a survey of Cubmasters with at least four years tenure and 30-plus Scouts in their Packs asking about their best practices, and what made their Packs successful.

Attached is the summary of the survey. Mike says “There is nothing magical about these practices. The more you can implement these traits, the better chance your Pack has of success and the more fun you and your Cub Scouts will have.”

Mike identified twelve traits for Cubmaster success:

1. Proper planning
2. Keep things fun
3. Involve parents
4. Have an active committee
5. Communicate
6. Fundraise wisely
7. Have a summer program
8. Recruit
9. Advance with ceremony
10. Do the unusual
11. Network with other Scouters
12. Crossover to Boy Scouting

Ken King from the Three Fires Council (headquartered in St. Charles, Illinois) is a National Committee member for the design and launch of the new Cub Scout Adventure Program to be discussed at the National Meeting in May in Nashville and to be implemented in 2015. Ken added these comments about successful Packs:

Are Scout-focused

Effective Cubmasters keep in mind through their deeds and actions that Cub Scouting is by, for, and about the boys in the pack. Cubmasters should make certain that each boy is made to feel special at least once during every pack meeting. Investment in their satisfaction and sense of participation keeps the boys involved and builds good will with parents and family members.

Coach Den Leaders

Effective Cubmasters work with the den leaders in the pack to ensure that the planned program is delivered with skill and enthusiasm. Coaching ranges from modeling desired behaviors (attending training with new leaders) to regularly scheduled planning meetings, to individual work to ensure that new and experienced den leaders start out and remain successful.

Understands and uses the Cub Scout program

Effective Cubmasters understand that Scouting is a program that helps young people from age 7 through 20 and that his or her role is to ensure that the first step in Scouting – Cub Scouting – is a sound foundation for ongoing involvement in the movement. The effective leader takes training, makes use of program resources, and consults with others in order to help design and deliver a program that is attractive to boys and their families.

The effective Cub Scout leader thinks creatively, and can always recognize if a new idea is appropriate for a Cub Scout program feature.





Journey to Excellence (JTE) 2020 Criteria

Scouting's Journey to Excellence is the BSA's council performance recognition program designed to encourage and reward success and measure the performance of our units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA. Packs that meet bronze, silver or gold points and submit a completed, signed sheet are presented with this prestigious award each Spring.

Pack _____ of _____ District
2020 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

Table with 8 columns: Item, Objective, Bronze Level, Silver Level, Gold Level, Bronze Points, Silver Points, Gold Points. Rows include Planning and Budget, Membership, Program, and Volunteer Leadership categories.

- Bronze: Earn at least 325 points by earning points in at least 7 objectives.
Silver: Earn at least 600 points by earning points in at least 8 objectives.
Gold: Earn at least 1,000 points by earning points in at least 8 objectives and at least Bronze in #6.
Our pack has completed online rechartering by the deadline in order to maintain continuity of our program.
We certify that these requirements have been completed.

Cubmaster _____ Date _____
Committee Chair _____ Date _____
Commissioner _____ Date _____

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



Download at www.scouting.org/jte





Sample Den Calendar

Cub Scout Pack 21 – Den Meeting Program 2013 – 2014

October 2013Mon 7th 6:30pm – Den meetings

- (1) Tiger: Bobcat badge; 5D, Assign 5F
- (2) Wolf: Bobcat trail, #2 “Your Flag”, and #1 “Feats of Skill”
- (3) Bear: BRING BICYCLE TO SCOUTS: 14a, d, c, f
- (4) Webelos I: Work on Boy Scout Oath/Promise; Webels 3, 4, 6, 7
- (5) Webelos II: *See Webelos I + Arrow of Lt 2*

Mon 21st 6:30pm – Den meetings

- (1) Tiger: Construct Regatta boats
- (2) Wolf: #8 “Cooking and Eating” (Wear your Halloween costumes! We will be grilling dinner together at school!)
- (3) Bear: Environment 6d, 6f, 6g
- (4) Webelos I: Craftsman pin pt. 1 of 3 (#1, 2, make a lamp)
- (5) Webelos II: *See Webelos I*

NovemberMon 4th 6:30pm – Den Meetings

- (1) Tiger: 1D, Assign 1F
- (2) Wolf: #7 “Your Living World” (We will be on-site volunteering in the community, location TBD)
- (3) Bear: God/Religion 1a, 1b; homework 10a&b due by Feb 3
- (4) Webelos I: Craftsman pin pt. 2 of 3 (make a clock)
- (5) Webelos II: *See Webelos I*

Mon 28th 6:30pm – Den Meetings

- (1) Tiger: Go-See-It - 1G Quincy Museum
- (2) Wolf: #4 “Know Your Home and Community”
- (3) Bear: Cooking 9b, 9d, 9e, 9g
- (4) Webelos I: Citizen pin pt 1 of 2 regs 1-8

DecemberMon 2nd 6:30pm – Den Meetings

- (1) Tiger: 3D, Assign 3F, Healthysnacks
- (2) Wolf: #11 “Duty to God” (Join Webelos at MPCC)
- (3) Bear: Citizenship 3a, 3e, 3h, 3j
- (4) Webelos I: Citizen pin pt 1 of 2 regs 1-8
- (5) Webelos II: *See Webelos I*

Mon 9th 6:30pm – Den Meetings

- (1) Tiger: Go-See-It 3G = Local sports game TBD
- (2) Wolf: #3 “Keep Your Body Healthy”
- (3) Bear: Preparedness: 11a, b, c, d, e, g
- (4) Webelos I: #8 Faith (p. 50) – Keith Ehresman; meet at Madison Park Christian Church 4700 Broadway
- (5) Webelos II: Traveler pin 1, 3, 5, 7, 11 (Eric/Joe)

January 2014Mon 6th 6:30pm – Den Meetings

- (1) Tiger: 4D, Assign 4F
- (2) Wolf: #9 “Be Safe at Home and on the Street”
- (3) Bear: Models 21b, g, (21a at home is optional/ recommended)
- (4) Webelos I: Citizen pin pt 2 of 2 regs 8, 9, 14, 17
- (5) Webelos II: Advancement pin TBD (Eric/Joe)

Mon 13th 6:30pm – Den Meetings

- (1) Tiger: Go See It 4G = Visit KHQA 6pm newscast
- (2) Wolf: #10 “Family Fun” (Scouts and parents going bowling!)
- (3) Bear: Carving 19a, b, c, d
- (4) Webelos I: Readyman pin #1-6
- (5) Webelos II: *See Webelos I*

FebruaryMon 3rd 6:30pm – Den Meetings

- (1) Tiger: 2D practice flag ceremony, Assign 2F
- (2) Wolf: #7 “Living World”
- (3) Bear: Wood construction 20a, 20b, 20c
- (4) Webelos I: Craftsman pin pt. 3 of 3 (car stand, leather items)
- (5) Webelos II: *See Webelos I*

Mon 10th 6:30pm – Den Meetings

- (1) Tiger: Go See It 2G = Visit police station
- (2) Wolf: #5 “Tools for Fixing and Building”
- (3) Bear: Law enforcement 7b (outing; visit Police with Tigers)
- (4) Webelos I: Readyman #7, 8, 13, 14; Make up work
- (5) Webelos II: Make up work, Arrow of Lt 2, 7 (Eric/Joe)

MarchMon 10th 6:30pm – Den Meetings

- (1) Tiger: Leather craft project, make-up work
- (2) Wolf: #12 “Making Choices” (Guest speaker TBD)
- (3) Bear: Parents read to attend: Saving/Spending 13a d, f, g; MEET AT HYVEE AT 12th & HARRISON 6:30P
- (4) Webelos I: Fitness pin pt 2 of 2
- (5) Webelos II: No meeting at Adams; visit Troop 91 meeting
- (1) Tiger: Elective TBD
- (2) Wolf: #6 “Start a Collection” / Elective TBD
- (3) Bear: Law enforcement 7a, c, d, e, f; make-up
- (4) Webelos I: Fitness pin pt 2 of 2
- (5) Webelos II: No meeting at Adams; visit Troop 91 meeting

AprilMon 14th 6:30pm – Den Meetings

- (1) Tiger: Elective/outing TBD
- (2) Wolf: Elective/outing TBD
- (3) Bear: Elective/outing TBD
- (4) Webelos I: Bowling outing at Tangerine Bowl 6:30p (no cost)
- (5) Webelos II: *See Webelos*

Program is subject to adjustment/change. Parents are expected to work with their scouts at home on the achievements where appropriate/when requested. Any dates missed by scouts need to be made up with their parents. Scouts may also earn elective gold and silver arrow points (back of book grades 1-3) AFTER all grade-specific badge requirements are met.





Sample Plan: First Pack Meeting after Recruitment Night for New Scouts

Gathering: Have all families complete medical forms for the new year for scouts and adults who may participate. Have plenty of pens available. You won't need to have a sign in for this meeting because all attending will complete medical forms.

Opening: Oldest Cub Scouts present colors and lead the Pledge of Allegiance. (Wearing the Cub Scout uniform introduces the best in scouting!)

Cubmaster: Welcome everyone to the pack meeting; induction ceremony for new scouts and parents. You can use the one below or other one of your choosing.

Tonight we welcome to our Pack (#) family the following scouts and their adult partners: Call each new scout forward with their parent/adult partner. After all have come forward say, "By presenting yourselves in front of the Pack tonight, you have indicated your desire to join the ranks of many young men and women, who began their adventure in Scouting as a Cub Scout years ago." Ask them to give the scout sign and (you demonstrate) and repeat the Cub Scout Promise after you: **I _____ promise to do my best To do my duty to God and my country, To help other people, and To obey the Law of the Pack.** No matter how old you are, when you join Cub Scouts you must earn your Bobcat badge. Tonight you will learn many of your Bobcat requirements and your parents will review the youth protection folder in the front of your handbook before the next meeting so that the next time we meet, we will have the honor of bestowing upon you the first rank in Cub Scouts--Bobcat. [Hold up a Bobcat badge or picture of one.] My friends, you have answered the call of Cub Scouting and we are pleased to welcome you to our family, Pack # _____. Give each scout and parent the Cub Scout handshake.

SUMMER AWARDS: Many of your scouts may have earned patches, adventure loops, summertime pack award pins, etc during the summer. Award these as you usually do in a pack meeting.

INTRODUCE all leaders/committee (prior to meeting give each person you will be introducing a Bobcat requirement to state as they give their name and position/s—Scout sign, Scout Salute, Meaning of Webelos, scout handshake, Cub Scout Motto.) Several leaders may have the same thing—repetition is good. Example: I am Joe Jones and I am on the Pack Committee and usually do the Pinewood Derby. The Scout Salute: demonstrate.

GAME FOR ALL SCOUTS AND ADULTS: "Akela Says" is played like Simon Says but throwing in scout sign, scout salute, handshake, motto, meaning of Webelos. All stand in place. The leader says Akela says, touch your knees, Akela says do the scout sign, Akela says do the scout salute. At some point just give a command without saying Akela says. Do this multiple times to learn the Bobcat requirements, refresh returning scouts on scout stuff.

BREAKOUTS & TREATS: Breakout by dens to share information on the upcoming den meetings. If you operate a pack under the alternative delivery system with all age groups together, you can just proceed to this information as a group.

As part of our family tree we will make leaves with all of our names on it and join them on this tree to unite us. Have scouts and adults use crayons on white paper to make leaf rubbings. Cut out the leaf, put their name on it in Black Sharpie pen. Put a string or yarn as a hanger on each leaf and ask everyone to become part of the family tree of pack #. Bring a large limb with multiple branches to the pack meeting. You can plant it in a bucket of sand. Other ideas: Use a potted tree and plant the tree at the next meeting (with permission) at your school, charter organization, park, nursing home, etc. Encourage creativity on the leaves. You can either bring leaves with you or send scouts out on a hike to collect a leaf. Sycamore, Tulip tree, Oak trees and Maple leaves are the biggest leaves and work best, but you can use any leaf. Optional: Laminated them in clear contact paper after finished so they can stay on the tree outside for a while.

UPCOMING EVENTS: Bring everyone up to date on events happening. Deadline dates for fees, registering, etc.





Collect completed medical forms and put them in a folder. Collect dues from all scouts and applications from new scouts that did not turn them in at your meet and greet. Confirm emails/cell phone numbers as necessary. Thank everyone for coming.

Remind new parents to review the parent –child brochure in the front of the handbook with their child by the next meeting. (You may want to print out several of these from <http://www.scouting.org/filestore/ypt/pdf/100-014.pdf> for those parents who have not yet purchased handbooks. Remind parents that the October pack meeting will present the new scouts with their Bobcat badges so they may want to bring a camera!

CLOSING: [Use whatever your pack normally does or this suggestion] All stand and repeat the Law of the Pack. Cubmaster gives a Cubmaster minute inspiration: “**Do Your Best:** One of the hardest things for anyone to do is to stick to what they know is right, while their friends are coaxing them or their enemies are threatening him/her to do just the opposite. A Cub Scout Always does their best. Thank you for coming and leave with the Spirit of Scouting in your heart.”





Appendix 3: Recruitment Night Forms

Recruitment Night Information Sheet

Instructions: Submit this to the district office by July 21, 2020. Packs who do not submit their recruitment night information will be contacted by a district volunteer or staff member. This information is critical for planning and scheduling staff and volunteer time and resources for the 50+ Packs in the Mississippi Valley Council.

1. Pack # _____
2. Contact Person _____ Phone _____
Email _____
3. Our Recruitment Night Will Be:
 - a. Date: _____ Time: _____ Place: _____
 - b. _____ (Please be as specific as possible)
4. Comments or Special announcements to help us advertise your pack on the flyers or during School Talks and to be printed on the flyer (i.e. “Pack overnight campout on September 13th at Lake Geode State Park” or “Free hotdogs for new families at this year’s round-up”, etc.)





Recruitment Night Final Report

Instructions: Submit this to the Council office within 3 days of your recruitment night with ALL membership applications, even if they are not complete.

Pack Number _____ District (circle one) Eagle Valley Shoquoquon

Meeting Location _____ Town: _____

Collect fees as listed in the chart below.

Number of NEW Youth Applications _____ @ \$ _____ = \$ _____
See Chart Below

Number of NEW Youth first-time fee _____ @ \$25.00 = \$ _____

Boys' Life Subscriptions _____ @ \$ _____ = \$ _____

*Additional Boys' Life Subscriptions _____ @ \$ _____ = \$ _____
(*youth &/or adults already registered not currently receiving the magazine) List Names Below

Number of Adult Applications _____ @ \$ _____ = \$ _____

Total Money Enclosed _____ = \$ _____

Unit Leader Signature: _____

District Representative Signature: _____

Fees to be collected (Less First-Time Joiner Fee):

Month	Youth Fees to 12/31/20	Boys' Life to 12/31/20	Adult Fees To 12/31/20	Youth fees to 12/31/21	Boys' Life to 12/31/21	Adult Fees to 12/31/21
July	\$32.50	\$6	\$18.00	\$104.50	\$18	\$63.00
August	\$27.50	\$5	\$18.34	\$99.50	\$17	\$63.34
September	\$22.00	\$4	\$14.67	\$94.00	\$16	\$59.67
October	\$16.50	\$3	\$11.00	\$88.50	\$15	\$56.00
November	\$11.00	\$2	\$7.34	\$83.00	\$14	\$52.34
December	\$5.50	n/a	\$3.67	\$77.50	\$12	\$48.67

Scouts and adults will be charged for registration through 12/31/20. You may choose to collect fees for your 2021 Recharter and include those funds with this form. Those funds will be stored in your Pack's registration account at the office. It is your responsibility to know who has paid.

Notes:



