

CUB SCOUT



Roundtable Planning Guide

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WHAT IS CUB SCOUT ROUNDTABLE?

Roundtable is a form of training to supplement the position-specific training taken by Cub Scout den and pack leaders. It is delivered by commissioners and is usually presented at the district level. The objectives are to provide leaders with ideas for program delivery and to distribute information on events, additional training opportunities, and policies. Roundtable is intended to meet the local needs and availability of the audience.

The *Cub Scout Roundtable Planning Guide* is designed to help the Cub Scout roundtable commissioner plan and conduct a successful roundtable program for the district. In this guide, you will find a series of Cub Scout roundtable sessions that can be used flexibly to meet the needs of your leaders.



BOY SCOUTS OF AMERICA®

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Roundtable Overview

ROUNDTABLE LEADERSHIP

Roundtables are held under the direction of the assistant council commissioner for roundtables (council roundtable commissioner).

They are conducted by the assistant district commissioner for roundtables (district roundtable commissioner). He or she reports to the district commissioner and works within the district structure. The assistant district commissioner also needs to be responsive to and work with the assistant council commissioner for roundtables.

Program-specific roundtable commissioners for Cub Scouting, Boy Scouting, and Venturing are responsible for coordinating and conducting the program level-specific portions (breakout sessions) of the roundtable meetings.

Assistant roundtable commissioners conduct tasks directly for the program level-specific roundtable commissioners to assist in the development and delivery of the meetings.

Position descriptions are available online at www.scouting.org/Commissioners/roundtable/RoundtableChanges.aspx.

All are expected to adhere to BSA policies.

FORMAT AND LENGTH OF ROUNDTABLE

Although roundtable meetings for each of Scouting's programs (Cub Scouting, Boy Scouting, and Venturing) can be conducted separately, a greater benefit is derived from the fellowship and unity that comes from holding these meetings at the same time and in the same location.

The session begins jointly, then separates participants into breakout groups by program—Boy Scouting, Cub Scouting, and Venturing.

Depending on the needs of the participants, more than one session topic may be presented at a roundtable meeting. Sixty minutes of meeting length is recommended, as participants will have transit time to and from the meeting.

Roundtable Mechanics

Publicity and Promotion

Tools that can help with promotion include:

Fliers. Informational fliers that detail what roundtable is about should be distributed to new leaders and at basic leader training courses.

Meeting invitations. Computer-generated invitations are easily created and should be sent to the leaders.

District or council websites. Many districts and councils maintain websites. Keep up-to-date information on these sites about plans for upcoming roundtable events. Be sure the location information, start time, and contact information is current and accurate.

Email/social media messages. Establish a roundtable email directory of volunteers in every Cub Scout pack as well as district volunteers. Reminders of meetings and special events can be sent efficiently to people through email or social media.

Roundtable Program Evaluation

Please complete this evaluation of the roundtable session. Be honest! Tell us what you liked and did not like. The goal of your roundtable team is to conduct a session that meets your needs.

Did you feel welcome and warmly received? Yes No

Why or why not? _____

Was the subject of this roundtable session of value to you? Yes No

Why or why not? _____

What suggestions do you have for improvement? _____

Do you plan on attending the next roundtable? Yes No

Why or why not? _____

Would you encourage other leaders to attend? Yes No

Why or why not? _____

Would you like to leave your name and email address for one of the roundtable commissioners to contact you regarding roundtable program?

Internet and Mobile Resources

Cub Scouting—cubscouts.org

This website is the best place to start for all things Cub Scouting. Resources for leaders, parents, and those who are thinking about joining can be found on the site. The learning library is designed for den leaders, Cubmasters, committee chairs, chartered organizations, and parents.

CubCast (and podcast app)—www.scouting.org/Scoutcast/Cubcast.aspx

Learn from experienced volunteers and experts in their fields. CubCast, the monthly official podcast of Cub Scouting, is produced to help Cub Scout leaders provide a quality Scouting experience.

Scoutbook—www.scoutbook.com

The newest resource for Cub Scout leaders and participants, Scoutbook allows individuals to track their Scout's advancement free of charge. Packs can use it as an administrative tool at a cost of only \$1 per Scout. Scoutbook is owned and operated by the Boy Scouts of America and syncs directly to official Scouting records.

My.Scouting (and iTunes mobile app)—my.scouting.org

My.Scouting is a one-stop resource where Cub Scout leaders and district leaders can find online training, online registration, reports, and other administrative tools. In addition, the Commissioner Toolbox is offered as a resource for commissioners. My.Scouting is also available as a mobile app found in the iTunes store. Not yet available for Android.

Guide to Safe Scouting—www.scouting.org/filestore/pdf/34416.pdf

The purpose of the *Guide to Safe Scouting* is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner. The policies and guidelines have been established because of the real need to protect members from known hazards that have been identified through 90-plus years of experience. Limitations on certain activities should not be viewed as stumbling blocks; rather, policies and guidelines are best described as stepping-stones toward safe and enjoyable adventures.

Social Media—www.scoutingnewsroom.org/social/

Visit the link above to see all the official social media sites and platforms you can follow and "like."

Bryan on Scouting—blog.scoutingmagazine.org

The official blog of *Scouting* magazine, Bryan on Scouting gives great insight into delivering the Scouting program with almost daily postings about what's going on across the country.

Boys' Life magazine (and iTunes or Android mobile app)—boyslife.org

The app itself costs nothing, and anyone can browse a preview of any *Boys' Life* issue for free. Print subscribers get free access to the digital edition of each issue.

Scouting magazine—scoutingmagazine.org

Like *Boys' Life*, you can find *Scouting* magazine on the Web or download the app in iTunes or Android. Once inside the free app, you can enjoy a free, two-minute preview of any issue and purchase single issues for \$3.99 each. The best deal, though, is the all-access subscription: unlimited access to every issue for \$4.99 a year. You can subscribe in the app.

Parts of a Roundtable

DISPLAYS AND INFORMATION TABLES

Registration Table

- Sign-in sheet
- Pens
- Name tags
- Markers

Parking Lot

There will be time later in the roundtable to answer any questions your participants may have. Make it easy for them to share their thoughts by creating a “parking lot”—a container, a bulletin board, or any method of collecting written suggestions or questions. Be sure to have plenty of blank cards or sticky notes and pens available and provide an explanation of how the “parking lot” is used.

Information Table

Place announcements and materials regarding district, council, and national events and activities, and local service opportunities here. Ask the people representing the activities to be present and available to answer questions. This should avoid lengthy announcements.

Show and Tell

Roundtables are most successful when Scout leaders have the opportunity to share information and ideas with one another. For example, ask pack leaders to bring examples of their pack newsletters and things they may use for meetings and ceremonies. A special area may be set up for display of these items before and during the meeting.

Other Displays

If the resources are available, set out displays that give leaders ideas for completing Cub Scout adventure requirements in their den meetings.

Displays might include:

- Adventure requirement/activity ideas

- Outing destinations with pictures of Scouts having fun
- BSA program materials such as World Friendship Fund, Messengers of Peace, Nova, Adopt-a-School, religious emblems, and Family Talent Surveys

Supplies

Keep a supply of commonly used forms and literature on hand, including youth and adult BSA application forms.

GENERAL OPENING

Welcome

Start on time. The assistant district commissioner for roundtables (district roundtable commissioner) calls the meeting to order, introduces himself or herself, and welcomes all participants. Extend a special welcome to newcomers.

Opening Ceremony

Use a simple opening flag ceremony that leaders will be able to replicate in their units. This can be delegated to a particular pack or group, if appropriate.

Announcements

Briefly outline the agenda for the meeting. Take care of housekeeping items such as the location of restrooms and any policies specific to the building in which you are meeting.

Next, the chairs or committee members responsible for upcoming events give brief promotional announcements. Limit each announcement to a short introductory statement about the event and where more information can be found, such as fliers and websites.

Commissioner's Minute

This is the chance for the assistant district commissioner for roundtables, or others as appropriate, to give a meaningful thought regarding a point of the Scout Law, or other significant and uplifting message. The Commissioner's Minute helps bring the general session to a close and transition to the breakout sessions. Explain that the next session will begin immediately, and point out the locations.

Cub Scout Roundtable Sessions

These sessions may be conducted in any order, based on local needs. If desired, more than one session topic may be presented at a roundtable meeting. Adjust the length of the discussions to fit the time available. For example, the session on Leader Recruitment and Succession Planning could be presented during the same roundtable meeting as the session on Leader Appreciation.

Session: Joining Night

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team	<p>Have the room set up as a mock Joining Night (see Resources section). Arrange in advance to have samples of council, district, and pack promotion fliers, etc., on hand. Before the meeting, set up an exhibit of these samples along with other recruiting ideas.</p> <p>Discuss the importance of having a Joining Night or other fall recruitment activity for every Cub Scout pack. Conduct an overview of the district's or council's Joining Night routine. Discuss how to recruit new Scouts to your pack.</p> <p>Review the Outline for School Talks in Resources, and allow time for unit volunteers to practice giving school talks if they're the people who will be giving them in the community.</p> <p>Share and discuss any roadblocks to successful recruiting and some possible solutions.</p> <p>Review the checklist for unit leaders (see Resources) and discuss their duties for Joining Night.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions.
5 minutes	Closing	Cub Scout roundtable commissioner	Present the Recipe for Cub Scouting closing (see Resources).

Topic: Joining Nights

Takeaway: Pack leaders should know and understand what every unit needs to do for a successful recruiting season, including working with district and council volunteers and professional Scouters.

GENERAL SESSION

Introduction

We place a strong emphasis on fall recruiting when school starts, but our program allows a Scout to join at any time and begin the adventure right then. At their age, a lot of other activities don't allow that flexibility. So it's important that we educate everyone about year-round recruiting.

Cub Scout Fall Youth Recruiting Overview

We gain the majority of our new Scouts during the fall recruiting period. What do we want to accomplish during that time?

- Ensure that every youth 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.

Sample Recruiting Plan Overview

For recruiting to be successful, there are several things to think about:

- Your district may have a plan in place for where and when recruiting events occur. Your unit should work with the district executive to make these events happen.
- Each Cub Scout pack in your district may conduct its own recruitment event.
- Unit and district volunteers can work together to conduct the events using a recruitment packet.
- Ensure all new members learn at the recruiting event when their first meeting will be held (ideally within two weeks of their recruitment).
- Packs may want to schedule a time for orienting parents and recruiting adult leaders. This can be part of the first pack meeting of the school year or a separate meeting.
- Distribute fliers to every grade in every school to extend an invitation to all children. If each pack conducts its own recruitment event, make certain the correct fliers go to the children in each school.
- Provide information to religious organizations to extend an invitation to youth. Coordinate with the schools and religious organizations to avoid any confusion for families.

- Encourage chartered organizations to assist in the recruitment of youth for the units they sponsor.
- Provide simple resources for Scouts and their parents to promote their pack's program and the Joining Night event.
- Attend open houses and "meet the teacher" events at schools to provide Scouting information.
- Contact schools to arrange school talk visits in classrooms, lunch rooms, or playgrounds.

Sample Timeline for Cub Scout Recruitment Efforts

May

- Attend a district program kickoff meeting, where you may get some information to use in your promotional materials.

June

- Packs promote Scouting through local events (parades, festivals, etc.)
- Designate a unit membership/recruitment chair and new member coordinator(s).
- Hold a unit planning meeting.
- Schedule your pack's school talks and Joining Night for dates in September.

August

- Have your pack's entire recruitment team attend a district orientation/training for fall recruitment.
- Attend the August roundtable to learn any additional recruiting information or to get recruiting supplies.
- School talks and school open houses begin.
- Place yard signs and posters in high traffic sections of each community.
- Promote Scouting through local events (e.g., parades, festivals, service projects).
- Districts and packs send out news releases to local media outlets to promote recruiting events.
- Enlist parents to help by inviting families in their neighborhoods to the Joining Night.
- Confirm all pack recruiting and school talk dates.
- Deliver promotional posters to every school, place of worship, community center, library, etc., in the pack's recruiting area.
- Post the information via social media.

September

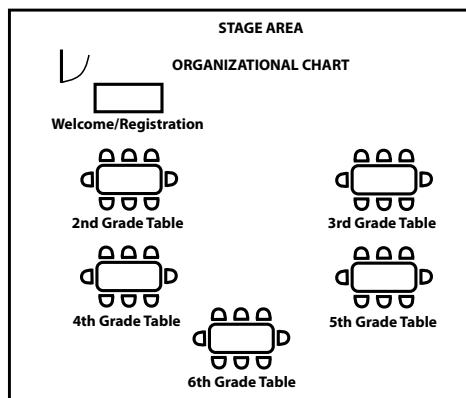
- Continue school visits and school talks by pack and district leaders.

- Distribute fliers to schools, places of worship, community centers, libraries, etc.
- Districts and packs send out more news releases to local media (see above) to promote joining events.
- Conduct a parent orientation meeting and recruit new leaders.
- Conduct Joining Night or other recruitment event.
- Preparations for Joining Night

Preparations for Joining Night

Display Table Checklist

- Pack poster with fee information
- Cash box to make change
- Youth AND adult applications
- Boys' Life* mini-magazines
- Pack photos/albums
- Welcome to the adventures of Cub Scouting and Boy Scouting
- Pinewood derby cars and trophies
- Handouts about the next meeting with a pack calendar
- Tiger, Wolf, Bear, and Webelos handbooks



Above is a sample layout of a Joining Night setting. As parents and youth enter the room, ask them to sign an attendance roster. **Hand out applications** and direct people to the registration tables. Have unit volunteers help with filling out the applications and answering questions one on one. The idea is to make registration quick and easy for everyone, and to ensure they all leave with the information on the next meeting date, time, and location.

If online registration is available, use it.

Checklist for Unit Leaders

- Wear your uniform.
- Make sure arrangements are in place for table displays.
- Make copies of your pack calendar for the year.
- Make copies of your pack information sheet (info about the first pack meeting, pack contacts, etc.)
- Communicate leadership needs to unit membership chair.
- Ensure participation from all leadership, including the new member coordinator.
- Have the pack checkbook on hand at the event.
- Arrive at the event site at least 30 minutes before registration will start.
- Set up the den/pack displays.
- Welcome guests as they arrive.

After the meeting:

- Clean up the room.
- Sign all youth and adult applications. Write one check to cover registration cost.
- Review youth applications for adult information that may suggest possible leaders to invite to the orientation.
- Print a copy of the attendance roster. Follow up with all unregistered youth on the roster, and all youth who expressed interest in Scouting.
- Be sure all information collected is submitted to the council.

Parent Orientation Meeting

Note: This meeting should be separate from the first pack meeting, as it is for new families only.

- Follow the suggested script for this meeting.
- Orient new parents, and recruit new leaders and helpers.
- Ensure the pack trainer (or designee) coordinates **Youth Protection** for all adults, and ideally New Leader and position specific training as quickly as possible.

October

- Conduct follow-up youth recruiting as needed.
- Follow up with parents who said they “might be able” to serve as new leaders.

Age-appropriate activities for the Joining Night can be found in the handbooks for each Cub Scout rank. Examples include Tigers learning magic tricks, Wolves making paper airplanes, Bears playing a game of marbles, Webelos/Arrow of Light Scouts creating electrical circuits with lightbulbs and batteries. Other great activities can be taken from the STEM/NOVA information at <http://www.scouting.org/stem.aspx>.

RESOURCES

Outline for School Talks

Setting and timing—It is important that school talks happen class to class in small groups. Often a school principal will suggest that it would be easier to bring all the students together in the school and we talk to all of them at once. The reality is that the rally is less impactful that way and it actually takes more time away from the classroom. The best method is for the school talk presenter to take the time to go classroom to classroom and spend no more than three minutes in each room. Since it would take a lot longer than a few minutes to put an assembly together, this method reduces non-instructional time. Coordinate with school personnel on the best time to meet each class of students. Some schools allow this to be done only at the end of recess or the lunch period. Get a map of the school so that you can easily find the classrooms.

Enthusiasm—This is the key ingredient, not the design of the flier or the sticker. Nothing can take the place of the level of enthusiasm displayed by the school talk presenter during the presentation. The presenter should practice the presentation prior to giving it.

Appearance—Look your best. Remember that you are the face of the BSA during this presentation. Wearing a Scout uniform may be appealing to younger children. If your school talk is for older students, the uniform may not be appealing, but a Scout T-shirt may be. Look like you’re ready for fun and adventure. A good-looking day bag or backpack that contains fliers, stickers, and props is ideal. Fliers should include the date, time, and location of the open house, joining night, or parent meeting, along with contact information for the local pack. Stickers can show the date and time and the words, “I want to be a Scout.” Fun props might include a pinewood derby car or a bug sucker. If your council gives a premium item upon joining (rocket, fishing pole, coupon for a free movie, etc.), bring an sample of that. Also bring a thank you card for each teacher.

Announcements—See if you can be included in the school news. An announcement about your presence at the school will ensure the teachers know you are coming.

The Element of a Good Talk

Start by entering the room and saying, “Hi! Is now a good time to talk to the class about Scouts?” Be prepared in case a teacher says “Not now.” Ask when you can come back,

and mark the classroom on your school map to make a note of when to return. Once you have permission to enter, get your fliers ready.

Ask the teacher if there is a class helper for the day. This will reinforce any current class structure and avoid disappointing a child who looks forward to serving as the class helper and/or you picking someone the teacher doesn't want.

If the teacher does not have a helper for the day, pick someone at random. Do not ask if someone wants to help; it will cause disruption and waste time. Once you have identified a student to help, hand the fliers to that student. Avoid giving the teacher the opportunity to take the fliers and hand them out later. This often never happens, and the fliers don't go home.

As the fliers are being handed out, start your presentation:

Element One: The Introduction—BIG, LOUD, and full of ENERGY! Introduce yourself by name, and tell them you are with the Boy Scouts of America. Here is a sample introduction: "Hi, boys and girls, my name is Anthony and I am with the Boy Scouts of America, and I am here to invite your parents to a very special night."

Element Two: Time, Date, and Location—Repeat, repeat, repeat. "Thursday night in the cafeteria at 7:00 is going to be your chance to join the Cub Scouts! The cool thing about Cub Scouts is that we have a special club just for you second graders. It's called Wolf Scouts! Who here can howl like a wolf?"

Element Three: Responses—Children at this age take direction well when it's presented at the beginning. To avoid yelling, cheering, and too much disruption, inform the class how you want them to respond to your questions. "So what do Wolf Scouts do? Let me ask you what you like to do. Raise your hand if you like to ..."

Element Four: Program and Activities—This is where you should have a list of activities and events that are specific to the pack, district, and council and that are fun and exciting. Use animated hand movements whenever possible, but the tone you use and the energy level need to be high. Try elevating it with each new activity.

"... Go camping?... Shoot bows and arrows? ... Build a campfire and roast marshmallows? Raise your hand if you like to build things. ... Raise your hand if you would like to build a car just like this one." This is where you would pull out the pinewood derby car out from your bag like a magician pulling a rabbit out of a hat.

"In Cub Scouts you will get a chance to design and build your own car just like this one. Everyone gets together and we race them down a track to see who has the fastest car. Who thinks they can build the fastest car in the school?"

"Raise your hand if you would like to build your own rocket, just like this one!" This is where you would pull out your rocket.

"If you join Cub Scouts Thursday night in the cafeteria at 7 o'clock, we're going to give you your own free rocket to build, and then we are going to launch those rockets at our next campout!"

Stick to about five things to highlight in total—too much of this, and the group loses interest.

Element Five: Date, Time, Location—Repeat!

Element Six: The Flier Needs to Go Home Tonight—

Some will do this as a game and ask the kids to fold up the flier and put it in their pocket. The key is to make sure the students know that the flier has all the information Mom or Dad needs to know to sign them up so it is important that they get it. My favorite is to say, "Everyone has their flier. On the front of the flier is the cool stuff you get to do in Scouts, but on the back of the flier is all the information that Mom or Dad needs to know to sign you up so it is important that when you get home tonight that you show it to them. So, when you get home (start talking really fast) I want you to show this to everyone; your mom, your dad, your brother, your sister, your aunt, your uncle, your dog, your cat, your pet goldfish!" This usually gets a good laugh.

Element Seven: Date, Time and Location (Stickers)—

Repeat! Get your stickers out and get ready to walk the room. Gather your pinewood derby car and rocket. As you are talking, you are putting things away and getting your stickers out. Work your way from the front to the back toward the door.

"So remember Thursday night. What time? Where? Great! Now if you want to join Cub Scouts, stand up next to your desk and I have a special sticker for you that will help remind you and your parents about the meeting. Once I give you your sticker, sit down so I know that you got yours." Walk around quickly and place stickers on those standing up. Only put stickers on those students who are standing. By them standing, they are giving you permission to place the sticker on them.

When you are done, all the students are at their desks ready for the teacher.

Element Eight: Thank You—The best situation is to have handwritten thank you notes that you give the teacher as you leave. Teachers can be very helpful to remind everyone on Thursday about the meeting. Be careful not to get the class too crazy, as you don't want it to be a challenge for the teacher to regain control. You want to be welcomed back next year.

Session: New Member Coordinator

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team assisted by district committee members	Review the Tufts University study on the impact of Scouting on youth character (www.tuftscampstudy.com). Then provide an overview of the role of a new member coordinator and discuss the content in the General Session section below.
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Announcements and Closing	Cub Scout roundtable commissioner	Closing flag ceremony

Topic: 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.

GENERAL SESSION

Remember when your family joined Scouting? Were you excited? Confused? What makes Scouting a great experience in those first few weeks and months? How does a Scouting experience make a difference for a child in the long term?

Would you like to give others the opportunity to experience Scouting? Would you like to decrease the number of those who leave soon after joining? Would you like to have more volunteers to help you? If so, a new member coordinator is for you.

A new member coordinator:

- Coordinates unit recruitment
- Guides joining and welcoming
- Makes sure families feel welcome and get their questions answered
- Is easily identifiable. (Units can decide how the new member coordinator will be identified.)

Multiple individuals can serve in the position of new member coordinator. If your unit selects this approach, each new member coordinator may choose their area of focus.

Who in your pack might be just right for this position? Look for someone who is outgoing, friendly, always has a smile, and is helpful, available, responsive, tech savvy, and good at follow-up. Select the best person for the role, and when you “make the ask,” have it be a personal invitation.

Present the New Member Coordinator Welcome module, available through the BSA LearnCenter at my.Scouting.org. It explains the role of the new member coordinator, and may be an effective “sales” tool for you.

What resources are there to help the new member coordinator get started? Besides the Welcome module, three “Parts of the Job” training modules will also be available soon through the LearnCenter:

- Sharing the Benefits of Scouting
- Coordinating Recruiting
- Guiding the Joining and Welcoming

In addition, council support is available, including printed materials, social media campaigns, and other recruitment assistance. The district committee and district membership chair can assist.

What a wonderful sense of community you’ll create in your pack!

Session: Webelos/Arrow of Light Transition to Boy Scouts

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable and participants	<p>This session will provide an overview of the Webelos/AOL to Boy Scout transition process and what steps need to be taken to ensure a smooth transition for each Scout. This is also important to the ongoing relationship between the pack and the troop.</p> <p>“Tiger Scout to Venturing,” located in the General Session section, may also be shared during this session. Encourage the pack to participate in occasional activities with a local Boy Scout troop. Invite the troop to participate in pack activities as well. Share ideas for joint pack/troop activities, such as pinewood derbies, raingutter regattas, bicycle rodeos, or using a den chief.</p> <p>Share some best practices for retention and transitioning from one rank to the next in the Cub Scouting program. Also provide a quick overview of the Webelos Scout program.</p> <p>Discuss the role of adult leaders in the Webelos/AOL to Boy Scout transition process, including a review of the timeline involved (see General Session section).</p> <p>Discuss the Cubmaster’s role in the transition process. From the Resources section of this interest topic, review the transition timetable, pack responsibilities, and the duties of a district Webelos transition chair.</p> <p>Discuss the committee’s role in the transition process, including a review of the timeline involved, pack responsibilities, and the duties of a district Webelos transition chair (all in General Session section).</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioner	Perform the Cub Scout Trail ceremony located in the Resources section.

Topic: Webelos/Arrow of Light to Boy Scout Transition

Takeaway: Transition time (crossing over) is important to the Scout, as it is the next big step in a Scouting career. It is also important to the health of the Boy Scout troop. Having a transition plan that includes the Scout, the family, the pack, and the troop is the key to successful transition. Smooth and effective transition through the ranks and into a troop will be helpful in retention of the Scout.

Transition from Arrow of Light (Cub Scouting) to Boy Scouting may occur at any time of year, but ideally it occurs sometime in the months of November through February. The local pack(s) and troop(s) should work together. The transition may or may not be a part of a pack meeting. If it is, the pack meeting agenda will need to include the crossover ceremony, and the time necessary for it.

GENERAL SESSION

Explain that although this roundtable session is focused on Webelos/AOL to Boy Scout transition, it is important that the leaders remember there is a transition period between each rank, and, as leaders, each of us is responsible for doing all we can to ensure that the transition happens: Tiger to Wolf, Wolf to Bear, and Bear to Webelos.

Keeping the Webelos program front and center of the pack—along with the crossover ceremony—will create a visual enticement for the Tiger, Wolf, and Bear Scout to continue to work hard. Seeing the age-appropriate activities and camping opportunities as well as troop interaction will make them aspire to the Eagle rank.

Discuss the Webelos leader’s role in the Webelos to Scout transition process. Provide a discussion on the timeline involved (see Resources section) so that the transition

happens and the Cub Scout goes from the pack to the troop without missing any meetings or events with the troop.

- Troop visits—When the Cub Scout transitions into a Boy Scout troop, there should be a feeling of comfort and familiarity with the troop being joined. If you are in a large area with many units, how do you share contact information for all of the packs and troops?
- Timeline—Review the Webelos to Scout transition timeline found in the Webelos to Scout Transition Plan below. Discussion may include visiting troop meetings, participating in troop activities, and getting to know the members of the troop. All of these things happening in a timely manner will enable each Scout to have a smooth transition.
- Discuss the Cubmaster's role in the transition process. Review the pack responsibilities in the Webelos to Scout Transition Plan. Discussion may include having den chiefs from the troop and planning Webelos overnight activities.
- Discuss the committee's role in the transition process. Review the Webelos to Scout Transition Plan. Discussions could include involving the unit commissioner, involving the district Webelos to Scout transition chair, and comparing calendars with the troop and pack to coordinate activities.

Tiger Scout to Venturing

It should be the goal of the Cubmaster and Webelos den leaders to graduate every Webelos Scout into a Boy Scout troop. The key to accomplishing this is to begin promoting Boy Scouting when Cub Scouts are still in their Tiger, Wolf, and Bear dens, and to "sell the sizzle" of the great outdoors. Scouting should be viewed as an ongoing adventure, and the progression should be as normal as moving from elementary school to middle school.

- Develop a working relationship with the leadership of a Boy Scout troop or troops in the community. Most troops should have either an assistant Scoutmaster or a committee member assigned to new Scouts. Your unit commissioner can help put you in contact with troop leaders.
- Compare troop and pack calendars to coordinate activities. Community events can be done together.
- Work with troop leaders to secure den chiefs for each Cub Scout den.
- Work with troop leaders to plan and conduct Webelos overnight activities.
- Work with troop leaders to plan visits to troop meetings. Never show up without making arrangements in advance.

- Invite the Scoutmaster and troop youth leaders to special pack activities. This will help create familiarity and a level of comfort for the Webelos Scouts and their parents as they ease into the troop.
- Plan a meaningful crossover ceremony at the pack's blue and gold banquet. Have troop leadership present to accept the Webelos Scouts as they graduate to Boy Scouting.
- Webelos leaders should be strongly encouraged to move into the troop with the Scouts, either as assistant Scoutmasters or troop committee members. This will give the new Scouts a familiar face at troop meetings and a connecting link to Boy Scouting.
- If a troop does not exist in your community, discuss with the head of the pack's chartered organization the possibility of organizing a troop. A graduating Webelos Scout den can form the nucleus of a new troop.

Webelos to Scout Transition Timetable

August

- Get names, addresses, and telephone numbers of second-year Webelos Scouts.
- Plan a joint Boy Scout troop/Webelos den camping trip for October or earlier.
- Plan a Boy Scout presentation at a Webelos den meeting to be held two months prior to the crossover to explain to the Webelos Scouts how the Boy Scout troop works.
- Select a den chief for each Webelos den.
- Have den chiefs attend a local council or district training course.

September

- Mail a letter of introduction from the Boy Scout troop to second-year Webelos Scouts to introduce them to the troop. The letter should include an invitation to join the troop.
- Put second-year Webelos Scouts on the mailing list to receive the troop newsletter electronically.
- Continue planning the joint camping trip.
- Set a date for Webelos Scouts and their parents to visit a Boy Scout troop meeting.

October

- Conduct the joint camping trip with the Webelos Scouts, if you have not already done so.
- Conduct the Boy Scout presentation during the Webelos den meeting visit two months prior to the crossover to explain to the Webelos Scouts how the troop works.

- Have the Webelos Scouts and their parents visit a troop meeting. Conduct a recruitment meeting/orientation for the parents of the prospective Boy Scouts. Discuss summer camp.
- Plan an Arrow of Light ceremony and bridging to be conducted at the blue and gold banquet in February (or another time) to welcome graduating Webelos Scouts to their new troop.

November–February

- Conduct the Arrow of Light ceremony and bridging. Include Boy Scouts from the troop and the Scoutmaster.
- Get new Scouts actively involved with the troop through troop activities.
- Recruit parents of new Scouts to become assistant Scoutmasters or troop committee members.

November–May

- Work closely with new Scouts and parents during their transition to the Boy Scout troop, ensuring their needs are met and that their move has been smooth and fun.

December–May

- Work on rank advancement with new Scouts.
- Prepare the new Boy Scouts for summer camp. Conduct a camp orientation for the parents.

January

- Attend a meeting for first-year Webelos Scouts to introduce them to Boy Scouting.

March–April

- Invite Boy Scouts to assist the pack with its pinewood derby.

April

- Attend a meeting of Bear Scouts to introduce them to Boy Scouting.

May

- Continue to prepare the new Boy Scouts for summer camp.

June–August

- Ensure that all new Boy Scouts attend summer camp.
- Work on rank advancement with new Boy Scouts.

Duties of the District Webelos Transition Chair

- Contact all packs in early fall to update a list of all fifth-grade Webelos Scouts.
- Coach Cubmasters and Webelos den leaders in the transition process at roundtables and training courses, and through personal contact.

- Report to the membership committee chair, and keep the district committee informed.
- Track and maintain records of Webelos graduation by using a wall chart that lists the transition record of each pack.
- Work with unit commissioners to follow up on Webelos Scouts who have not joined a troop.
- Work toward 100 percent Webelos to Scout transition.

Note: A helpful hint is to set up a wall chart (or similar monitoring method) of the months your district units intend to transition to a troop. This will be the guide for activity planning, ceremony arrangements, etc.

RESOURCES

Closing: Cub Scout Trail

Preparation: A leader holds a Bobcat badge; a Tiger Scout holds a Tiger badge; a Wolf Scout holds a Wolf badge; a Bear Scout holds a Bear badge; a Webelos Scout leader holds a Webelos badge, a den chief holds an Arrow of Light award, and a Scoutmaster or senior patrol leader holds a Boy Scout badge. (Enlarged color print outs may be used as well.) Space the badges apart so that they form a trail.

Narrator: Tonight, we are honoring some Webelos Scouts who are moving forward along the Scouting trail. Will the following Scouts please come forward? (Call the names.) You are taking a giant step—from Cub Scouting to Boy Scouting. We would like to think back on some of the steps you have taken along the way.

(Walk with the Scouts to the Bobcat station.) Remember when you joined Cub Scouts? The Cub Scout motto, the Scout Law, and the Scout Oath were new to you then. It seemed hard at first, but now you know them well.

(Walk with the Scouts to the Tiger station.) At this stop, you worked on adventures that included exploring the world around you, and learning to be part of a team.

(Walk with the Scouts to the Wolf station.) At this stop, you worked on adventures that taught you how to howl at the moon and how to help your community.

(Walk with the Scouts to the Bear station.) While working on the Bear badge, your adventures were becoming full of responsibility as you earned your Whittling Chip card and learned how to take care of yourself on a campout.

(Walk with the Scouts to the Webelos station.) As Webelos Scouts, your adventures continued, becoming more difficult as your skills grew. You explored how to be strong in body and spirit and how to help others in need.

(Walk with the Scouts to the Arrow of Light station.) As you reached for the highest award in Cub Scouting, you learned

how you can build a better world and experienced outdoor activities in your Scouting Adventure. All you have learned during your Cub Scout trail has made you better, stronger, and wiser.

(Walk with the Scouts to the Boy Scout station.) And now you have reached the beginning of a new trail. I would like to introduce your new Scoutmaster and senior patrol leader. (The Scoutmaster and senior patrol leader take a few moments to welcome the new Boy Scouts.)

Session: Den and Pack Behavior and Discipline

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Have a discussion on different ways to explain den and pack behavioral expectations to Scouts and parents. Share ideas and best practices.</p> <p>Discuss conducting a parent orientation meeting where the pack's expectations for den and pack behavior can be discussed with parents. This discussion is in addition to other information presented at the parent orientation meeting.</p> <p>Discuss distributing the den and pack expectations in handouts to parents and on the pack's website or social media.</p> <p>Discuss what age-appropriate behaviors are. What is the best way to establish those behaviors in a den, and when?</p> <p>What is the den code of conduct?</p> <p>What is the best way to maintain control in a den meeting?</p> <p>What is the best way to maintain control in a pack meeting?</p> <p>Discuss the importance of leaders modeling appropriate behavior for everyone else attending the meetings. If the leaders are talking among themselves while the Cubmaster or someone else has the floor, what kind of example does that give to others?</p> <p>For Webelos Scouts, discuss beginning the patrol method of running the den to help prepare for transition to a troop.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable team or participants	Conduct the Leadership Ceremony located in the Resources section.

Topic: Den and Pack Behavior and Discipline

Takeaway: 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.

GENERAL SESSION

Every parent starts somewhere when joining the Cub Scout pack. Sometimes they have no idea what Scouting is or what is expected of them and their child. Units will find that it helps both parents and the unit to hold a parent orientation meeting so everyone can share a common understanding. Choose a date for this at the beginning of the program year, soon after recruitment night and preferably before the first den or pack meeting. Parents find it helpful to receive an orientation handout or booklet at this meeting. It may include the topics listed below and parents can keep it for future reference. Be sure to distribute the

handout to any parents who are unable to attend the meeting.

Plan to cover the following topics:

- Introduce the pack leaders and have the parents introduce themselves.
- Describe the Scouting program.
- Explain what a den meeting is and what a pack meeting is.
- Discuss expectations, including participation expectations and behavioral expectations for Scouts and parents.
- Discuss any rules set by the chartered organization.
- Discuss any rules set by the meeting place.

Show the parents what handbook, uniform, and insignia will be needed. Have a sample uniform and handbook at the meeting.

- Explain the registration processes and fees.
- Provide a pack calendar for the full program year.
- Allow time for questions and answers.
- Provide the leaders' contact information to the parents. Try to keep the meeting as brief as possible, in consideration of the busy schedules of both parents and volunteers. You can also provide all of this online through a pack website or social media page where parents can easily reference information and communicate with pack leadership.

Den Code of Conduct

The den leader and the Scouts in the den should develop a den code of conduct. Introduce this concept during an open discussion of how friends act toward one another. The Scouts may contribute rules for the code of conduct that relate to safety, respect for property, and relationships with others. Ask each Scout to contribute a rule. By creating the rules, the Scouts take ownership of them. You can make suggestions, too, if the Scouts need help creating the list. Some suggestions are:

- Do not interrupt when others are speaking
- No bad language
- No running, unless running is part of our activity
- Help with cleanup

They also need to learn about caring. Just as they can make up rules, they can decide on some of the caring values that they want to represent in their den. The ideas of fairness, helpfulness, and cooperation 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 den's chosen values. Such exchanges not only reinforce these values but also help Scouts develop critical thinking skills. Some dens have the members sign on a line at the end of the code.

Praise and positive reinforcement of good behavior will lead to more good behavior. When someone in the den behaves well, tell the den they are the best behaved den you have ever seen and then watch what happens. (The Scouts all become even better behaved!) Other ways of encouraging positive behavior include using positive recognition or reinforcement aids such as good conduct candles, marble jars, and stickers. This can be shared with parents and guardians.

Young Scouts tend to be noisy, active, and full of energy, but you can keep your Cub Scouts under control and handle the noise they create. Be sure to have a meeting

location where some noise is not an issue. Be thoroughly prepared for every den and pack meeting. Make certain the planned activities are appropriate for the group. Lack of preparation can lead to some confusion or even chaos. When that happens, it is difficult for the Scouts to maintain good behavior.

Webelos 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.

Webelos Scouts also need active encouragement if they are to continue developing a caring orientation in their lives. They are ready to begin exploring the meaning of responsibility for the welfare of others. You can use their growing ability to see the perspective of others as a tool in your guidance. For example, encourage them to talk about the "whys" of the Scouting for Food drive in terms of real human needs in their communities.

Give the Scouts responsibility to help them think more deeply about positive attitudes, beliefs, values, norms, and actions. Teach the Scouts 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 Scouts learn to discipline themselves.

Helpful Hints for Den Discipline

Use the Cub Scout sign to get attention. When Scouts and adults see the sign, each should stop talking and raise his or her arm in the sign. Eventually, the room will be quiet. Don't shout or yell for attention. Don't speak while you are using the Cub Scout sign. Wait until everyone is quiet before speaking.

Keep den and pack meetings well-paced, and have many interesting activities. Have activities for early arrivals, and alternate active and quieter parts of the meeting. Plan the meeting well so that you can accomplish everything you planned without being too rushed or having down time.

Try to get to know each Scout. Find out what the Scout likes and dislikes. Stay in contact with the Scouts' families and be responsive to what might be going on in other aspects of their lives.

Behave toward the Scouts impartially, regardless of race, social class, religion, personal friendship, and any other difference. Children expect fair treatment, and the example of all leaders becomes their model. If you make promises as a leader, you must make every attempt

to keep them. At the same time, point out that at times, promises may need to be modified for good reasons. Knowing that young Scouts don't have a clear idea of "maybe," you need to offer as much guidance as possible.

Listen attentively and try to understand what is written or spoken. If you have trouble understanding a Scout, ask to clarify. If possible, try to look at the situation from the Scout's point of view. Remember that they do not yet have the maturity of an adult.

Don't criticize a Scout in front of his den or pack. Doing so will make the child feel betrayed and humiliated.

Wait until you can talk with the Scout alone (yet in view of other adults, in accordance with Youth Protection policies). Get the Scout 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.

Focus on the positives and minimize the negatives.

Help Scouts 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 from Scouts and you will generally get it."

Give Scouts opportunities to make choices. Provide real options and involve them in the planning of group activities. Sharing the power as well as the fun gives Scouts a feeling of ownership of the group's success and responsibility for things that do not go well.

Provide Scouts with 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 develop the program with the Scouts. Remember that the youngster who tests your patience the most might need Cub Scouting the most.

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 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 arises?

Are there best practices that can be shared?

With Tigers, bring a definite set of rules. Explain to the Scouts how they are expected to behave at den meetings and activities as well as pack meetings and events. As the Scouts get older, give them a say on what the rules are so they feel they have a stake in how the den works. This could also start a discussion on what happens if a member constantly breaks the rules.

Discuss using the denner system as a way to let the Scouts help run the den. Remember, with younger ages, start with smaller tasks and as the Scouts get older give them more responsibility.

When they are Webelos Scouts and will soon move on to Boy Scouts, it may be time to start running the den as a patrol. Have the Scouts discuss roles of responsibility, and give them ownership of their patrol. The roles can be switched out several times over the course of the year to give everyone a chance. This will be a stepping stone to the boy-led model they will experience in a troop. Encouraging them to set rules that are age-appropriate will give them a "buy-in" to maintaining order and morale during a den meeting.

Session: Derbies

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Explain different types of derbies and competitions you can offer at a pack level. Discuss derby events offered at the district or council level.</p> <p>Have an example of a pinewood derby car, a raingutter regatta boat, and a space derby rocket. If possible, have a track, a rain gutter, and a rocket launcher on hand to demonstrate how each will work. Create a display or handout using examples of racing brackets and schedules from several pack sizes.</p> <p>Consider showing short videos of derbies.</p> <p>Guide a discussion with the packs on which derbies they do and how they conduct them. Exchange ideas for what works in one pack and might be the idea another pack needs. Discuss how racing derbies supplement the Cub Scout program and how to conduct a successful event. Share a list of packs that are willing to lend derby track or other equipment.</p> <p>Choose one of the activities in the Resources section that leaders could offer at their pack and/or den meetings leading up to a packwide derby.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable team	Present the “Pinewood Derby Conclusion” closing.

Topic: Derbies

Takeaway: Racing in a Cub Scout derby is great fun. Each Scout gets to design a racing vehicle, work with a parent or other adult to build it, and see it perform on race day. Win or lose, Scouts can take pride in having done their best. Participants learn craft skills, the rules of fair play, and good sportsmanship—things they will remember all their lives.

GENERAL SESSION

Why a derby? Derbies are a great way for Cub Scouts to create a vehicle and race against their peers. They help the Scouts show creativity, learn new skills, and show they can “take the high road” when things don’t go their way. Derbies are a great tradition for packs to revisit each year. But where do you start?

Encourage Scouts to actually build their own vehicle. Whether building a pinewood derby car, a regatta boat, or a space derby rocket, the task is a bonding experience for parent and Scout. The Cub Scout isn’t—and shouldn’t be—expected to do it all alone. But what about when Mom or Dad takes on a little too much of the work? Make the task age-appropriate, and let the parents know what level of effort and skill their Cub Scout should be able to do. Tigers

might need more of a helping hand designing and making their derby vehicle, while most Webelos Scouts know the science and the skills needed to make a race winner.

Check the rule book. Whether it’s cars, boats, or rockets, does your local council or district have special derby rules and regulations? If so, you should adopt those same rules for your pack’s derby. Following the council’s rule book makes your winners eligible for district- and council-level derbies. And it ensures a level race for all Scouts.

Plan a workshop for building the vehicles. How do you ensure the Scouts have a hand in making their car, boat, or rocket? What do you do for parents who don’t have a wood shop at home? Bring them all under one roof! Host a building workshop where parents and Scouts build their project together and parents bring tools to share. It’s fun, and it’s a great way for the less mechanically inclined to learn a thing or two. Some of the best workshops use the assembly line approach. Parents and Scouts go from station to station working on their project. When they’re done, they have a near-finished product ready for painting.

For more tips on planning one of these workshops, check out past articles in *Scouting* magazine.

Hold side races for parents. Try as you might to encourage a Scout-built project, there are still some ultra-competitive dads and moms out there. Harness that competitiveness into a race just for parents (and/or siblings). Some packs call these “outlaw races.” In other packs, the outlaw name is reserved for Scout-built cars that don’t meet the regular race requirements.

In some packs, these parents-only races are used as pack fundraisers. The entry fee—maybe \$5 a race—goes into a pot where the winners get a nice prize and the pack keeps the rest to help offset pack expenses. In other words, everyone wins.

Schedule wisely. Create a tournament bracket that gives each Scout several races, even if he loses them all. Try ideas like double elimination, lane rotation, and other formats. Scheduling is a decision for you and other Scouters, but you have several options at your disposal. Elimination-style races, where the first racer across the finish line wins, are the most exciting for live viewers. But these may favor the racers assigned to “fast lanes”—flaws in some tracks or rain gutters where one lane is faster than others. Round-robin formats, where every car or boat races in every lane, are great for those with high-tech timing equipment to determine the first through fourth place winners. Otherwise, it’s hard to tell who’s winning that way. The size of your pack may also influence how you set up your racing schedule. Refer back to previous years to find a system that works best for your unit.

Stagger arrival times. If you know the Webelos Scout race won’t start until 5 p.m., do the Webelos Scouts and their parents really need to show up at 3:30 with everyone else? Give parents specific, staggered arrival times to minimize waiting around. Also, think about whether the order of races should go from older to younger, or younger to older. Think about how long you can keep a Tiger occupied while he waits versus a Webelos Scout. This comes in handy when determining if you will award trophies per rank. You could even hold several awards ceremonies—one after each division is finished—so that families can leave when their Scout’s racing category has concluded. Finally, do you want to plan a race where a winner takes all—where a Tiger might beat a Webelos Scout?

Giving siblings plenty to do. Families who have other children often bring siblings to the event. To avoid chaos, it’s best to have something to help keep the siblings occupied. Set out a big container of Legos for the siblings of racers to enjoy during the derby. Distribute racing-themed coloring pages and colored pencils. Set up a game room with board games or maybe a TV with a video game system. Invite someone to run a face-painting station or make balloon animals. Whatever you do, be sure to offer something to keep those non-racers occupied.

Make an event out of it. A maximum of four Scouts will be racing at any one time. So what will Scouts and parents do between races? They can cheer on their fellow Scouts. They can purchase food at a concession stand operated, perhaps, by a local Boy Scout troop or Venturing crew. They can race their cars on a designated secondary track for practice and fun. If your event does not allow the car or boat to be touched once checked in, a secondary track could be used to allow participants who are not advancing to another round to continue the fun.

Make memories, take pictures. A derby will be over in a couple of hours, but the memories will last forever. That’s especially true if you take official race day photos of Scouts and their families. First, create a fun backdrop. It should include your pack flag, some racing imagery, and the current year. Next, assign a volunteer to take the photos of the Cub Scouts with their racers and parents. You could even do close-ups of each Scout’s racer. You can make the photos available on a website like Flickr for parents to download and post to Facebook for all the world to see. However, be mindful of the BSA guidelines regarding social media, posted at www.scouting.org/Home/Marketing/Resources/SocialMedia.aspx.

RESOURCES

Cub Scout Derbies: www.scouting.org/CubScouts/Activities/Adults/derbies.aspx

Cub Scout Grand Prix Pinewood Derby Guidebook, No. 33721

Clothespin Racer Neckerchief

Slide Materials

- Spring-type clothes pins
- PVC pipe cut into $\frac{3}{8}$ -inch lengths, or chenille stems; if using PVC pipe, $\frac{3}{4}$ -inch diameter pipe works well
- Small black beads (smaller than the normal bead size)
- Markers
- Hot glue gun

Directions

- Take apart the spring-type clothespin.
- If using a chenille stem, fold it in half and insert it between the two halves, where the spring was. Both ends of the chenille stem should be equal length and should come out of the back side of the car. No chenille stem should show on the front side of the car. Glue the stem in place. Glue the flat sides of the clothes pin together. The stem can be wound around the neckerchief to form a slide.
- Use small black beads as the wheels and glue them on one side of the car, toward front and back.

- Glue on a colored round bead for a helmeted driver's head.
- If using the PVC pipe instead of the chenille stem, attach the ring on the back of the car to form the neckerchief slide.
- Use markers to decorate the car.

Pinewood Derby Racing Song

Tune: "Take Me Out To The Ball Game"

Take me out to the pinewood,
Take me out to the crowd.
Buy me some graphite and a sanding block,
I don't care if I ever get back.

We will root, root, root for my racer.
If I don't win, you can say
That I cut, sanded, and designed it myself
in the Cub Scout way!

B'gosh, they're starting the race now.
I see my friend's in the heat.
He's standing there biting his fingernails,
But I am sure that he'll never be beat!

For, we'll root, root, root for my den mate.
If he doesn't win, we can say
That he cut, sanded, and designed it himself
In the Cub Scout way!

The Scouts have declared a winner.
And I am proud to say
My racer, it got to the end of the track.
And my den leader let me bring it back.

For a second heat in consolation
Was my decision today.
But I cut, sanded, and designed it myself
in the Cub Scout way!

Race Day Jokes

Scout #1: What words would you write on an old jalopy's headstone?

Scout #2: Rust in peace!

Scout #1: Did you hear about the wooden car with the wooden wheels and the wooden engine?

Scout #2: No, I didn't hear. What happened?

Scout #1: It wooden go!

Scout #1: I've come to buy a car, but I don't remember the name. It starts with a "T."

Scout #2: Sorry, we don't have any cars that start with tea. All our cars run on gasoline.

Scout #1: Son, here are the keys to my magic car.

Scout #2: Is it really magic?

Scout #1: Yes, one speeding ticket and it will disappear!

Scout #1: This is a ticket for speeding.

Scout #2: Wonderful! When do I get to use it?

Scout #1: What kind of shot do you give a sick car?

Scout #2: A fuel injection.

Closing: Pinewood Derby Conclusion

Cubmaster: At the conclusion of our pinewood derby, I would like to point out that we were all winners here tonight.

- Dad has more respect for his Scout, whether a humble winner or a graceful loser.
- Mom was proud of her Scout, whether she gave a hug of congratulations or comfort.
- The Scouts gained a better knowledge of competition: how to win, how to lose, how to be happy for a friend who is taking home the trophy that we might have wanted for ourselves.
- The leaders, in the pride they feel knowing that all of their Scouts have done their best.
- Building the car helped bring parent and Scout closer together.

Yes, there are only winners here tonight. Thank you all for helping to make the pack go and the Cub Scouts grow. Good night, and congratulations to all of us winners!

Session: Blue and Gold Banquet

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team	Set the meeting room up as a mock blue and gold banquet to demonstrate table arrangement, decorations, etc. Conduct the session by addressing all the questions included in the General Session section below, and share best practices among the group. Print out and share the sample blue and gold banquet planning timeline below.
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioner	Closing flag ceremony

Topic: Blue and Gold Banquet

Takeaway: The blue and gold banquet is a celebration of the birthday of Scouting. The anniversary of that date is February 8, so these banquets are usually held in February. Working together and including everyone in the pack will make the event fun for everyone. Many hands make light work. It's a good idea to include Tiger, Wolf, Bear, and Webelos parents in the planning and preparations. This develops a plan of succession for future years by giving parents of younger Scouts an opportunity to learn. This event is also an ideal time to conduct the Arrow of Light Ceremony, crossing those Scouts over to a Boy Scout troop.

GENERAL SESSION

Blue and Gold Banquets

Most Cub Scouts celebrate Scouting Anniversary Week in February with a "birthday party" called the blue and gold banquet. In nearly all packs, the blue and gold banquet is the highlight of the year. It brings families together for an evening of fun and friendship. It's often the pack meeting for February. The purpose of the blue and gold banquet is to celebrate the date of the founding of Scouting, February 8, 1910. It is also a time to thank pack leaders and other adults who have helped the pack, and inspire the leaders, Scouts, and parents. Packs often like to invite former members and other Scouting or community leaders to take part in their blue and gold banquet.

By awarding the badges of rank to the Cub Scouts in the pack and including the Arrow of Light ceremony, the event will draw a large crowd of parents who will be pleased to see their children receive awards. You could have a video or slide show of what the pack did over the past year. You might consider having your annual Friends of Scouting appeal at this event, since the crowd will be large.

The following are points to address during this roundtable session:

- What is a blue and gold banquet?
- Why do we celebrate it?
- How can we make it successful?
- What are some important aspects of the dinner?
- Length of the event is important. Try to keep the entire event (banquet and Arrow of Light ceremony) to less than two hours. Consider families with young children.
- Will the banquet be held on a week night or a weekend?
- Will it be potluck? Catered?
- Discuss types of table decorations (if desired), invitations, etc., that the pack may wish to create.
- If the Arrow of Light ceremony is part of the event, who is planning that? Have the Boy Scout troop(s) and their leader(s) been invited?
- Prior to the Arrow of Light ceremony, will Tigers, Wolves, Bears, and Webelos Scouts be presented with their badge of rank?
- Plan to recognize the graduating Webelos leaders.
- Do you want to recognize the other den leaders? Anyone else?
- Are there any special guests to be invited (school principal, school superintendent, mayor)?
- Will the Friends of Scouting appeal be conducted at the banquet or at the ceremony following?
- How will the banquet be financed?
- Who needs to help to make it successful?

- Share resources (Oriental Trading, Pinterest, various Cub Scout pack websites).
- Share best practices among the group.
- Share the sample blue and gold banquet planning timeline below.

Blue and Gold Banquet Planning Timeline

A good banquet needs lots of planning. Most packs begin to plan at least two months ahead of time. The timeline here is a suggestion and may be changed to fit your event.

Two to three months before the blue and gold banquet

Review last year—Review evaluations of last year’s banquet if available. If not, ask several parents and leaders to share something from the event that was positive and something that could use improvement. This will enable you to avoid past mistakes.

Date and time—Confirm the date and time of the banquet with the pack committee. Was the date set by the committee at the annual planning meeting? You may use the date that corresponds with your monthly pack meeting, or choose Friday night, Saturday night, or a Sunday afternoon.

Location—Use your regular pack meeting place if possible. Make certain the date is on the calendar of the site you will use for the banquet (school gym, place of worship fellowship hall, community center, etc.). This reservation may need to be placed many months in advance of the event. Check with those who manage the location.

Budgeting for the dinner/event—Check with your pack committee to see what type of money has been set aside for the banquet. You may see if the committee will set money aside from the pack fundraisers to pay for expenses or you may decide to charge each family a small fee to cover the cost of the meal.

Decide on the menu—What has worked well in the past? What hasn’t? Some ideas might include

- Covered dish dinner
- Desserts-only event
- Spaghetti dinner
- Catering

Program

- Badge of rank for Tigers, Wolves, Bears, and Webelos
- Other awards and/or recognitions
- Arrow of Light ceremony and crossover into Boy Scouts

Four to six weeks before the banquet

- Send out event fliers. Include the date, time, cost, location, and contact information. (Always include a date when RSVPs need to be turned in.)
- Plan decorations. Be sure to involve all the dens in the pack. Decorations may be simple or elaborate, but remember this point of the Scout Law: A Scout Is Thrifty.
- Invite the Scoutmaster(s) or assistant(s) and some Boy Scouts from the local troop(s) to participate in the Arrow of Light/crossover ceremony. Invite them to be guests of the pack for the dinner itself.
- Work with the Cubmaster to establish the program for the banquet, award ceremony, and Arrow of Light ceremony so nothing will be forgotten.
- Plan for setup and cleanup at the event.

One to two weeks before the banquet

- Reconfirm location, food, and any speaker, special guests, etc., that you have previously booked.
- Reconfirm that the Scoutmaster(s) or assistant(s) and some of the Boy Scouts from the local troop(s) will participate in the Arrow of Light crossover ceremony. Remind them to join the pack for the dinner preceding the ceremony.
- Send reminder notices via social media and email.
- Reconfirm plans for setup of the banquet site and cleanup afterward.

On the day of the banquet

- Arrive in plenty of time and with plenty of people to complete setup.
- Have fun!

One week AFTER the banquet

- Evaluate the event and make notes of challenges and successes for next year’s planning.

Session: Planning Safely

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Discuss the BSA Safety Moments—online resources that provide help in preparing an activity, reviewing safety measures, and reporting incidents correctly.</p> <p>Using information shared on Scouting.org or in the YouTube video, “Using a Safety Moment in Scouting Activities,” present the BSA Safety Moment on Family Camping. Provide copies of the downloadable fact sheet to all participants (see Resource section for link).</p> <p>Review the Sweet Sixteen of BSA Safety, Safety PAUSE, and safety checklists (see Resources section for links).</p>
10 minutes	Q&A	Cub Scout roundtable team and participants	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable team or participants	Present the “Be Prepared” closing (see Resources).

Topic: Planning Safely

Takeaway: In Cub Scouting, we need to protect our youth and our volunteer leaders by planning safely. Learn about BSA Safety Moments, how to present them, and how to incorporate them into meetings. Also learn how the Sweet Sixteen of BSA Safety, Safety PAUSE, and safety checklists can help in planning safely.

GENERAL SESSION

Proper planning for all Scouting activities is important. Planning safely will help ensure a fun, exciting, and safe activity for everyone participating.

The BSA has a series entitled Safety Moments, which allows leaders to choose a topic and learn about it. A different Safety Moment topic can be shared each month using a pack newsletter, social media, and/or a hands-on activity at a pack meeting or pack committee meeting. Topics in the series include incident reporting helps, safe use of medication in Scouting, weather-related safety, winter activity, and winter sports.

Notes to Presenter

Using the information shared in the YouTube video “Using a Safety Moment in Scouting Activities” (see links in Resources), present the BSA Safety Moment on Family Camping and give a copy of the Family Camping Safety Moment fact sheet to each participant. Also review the Sweet Sixteen of BSA Safety, Safety PAUSE, and safety checklists (see links above), and give copies of each resource to all participants.

Ask a volunteer to share with the group an upcoming camping event or outdoor activity. Depending on the size of your group, you may:

- Have the volunteer tell about his or her event and then use the Sweet Sixteen of BSA Safety to review and see if they considered safety or planned safely when planning their event; or
- Have members of the group raise their hands each time they hear something from the Sweet Sixteen of BSA Safety while listening to the volunteer tell about the activity.

In closing, remind the leaders that there are many resources and tools available to them to make a plan. Being attentive to safety concerns when planning their activities will ensure fun and safety for those attending.

RESOURCES

- The Sweet Sixteen of BSA Safety, www.scouting.org/HealthandSafety/Resources/sweet16.aspx
- Safety Moments, www.scouting.org/HealthandSafety/Safety_Moments.aspx
- Using a Safety Moment in Scouting Activities, www.youtube.com/watch?v=kl9VTXA91DY
- Safety PAUSE, www.scouting.org/filestore/healthsafety/pdf/680-046.pdf
- *Guide to Safe Scouting*, www.scouting.org/HealthandSafety/GSS.aspx

- Safety Moments, www.scouting.org/HealthandSafety/Safety_Moments.aspx
- Checklists, www.scouting.org/HealthandSafety/GSS/gssax.aspx
 - Event Safety Checklist, www.scouting.org/filestore/HealthSafety/pdf/event_checklist.pdf
 - Campout Safety Checklist, www.scouting.org/filestore/HealthSafety/pdf/campout_checklist.pdf
- Health and Safety newsletters, www.scouting.org/HealthandSafety.aspx

Tips for Pack Activity

Using a BSA Safety Moment in Scouting Activities

What do nuclear power plants, construction sites, aircraft carriers, and many hospitals have in common with Scouting? All constantly look for ways to eliminate hazards that could be life-altering or fatal. One tool used by many safety-conscious groups is the safety moment or safety briefing that starts each meeting or activity with a pause to discuss a hazard or risk that can be prevented. The safety moment focuses the attention of the group on safety and how to achieve it.

Who can deliver a safety moment? Anyone who is willing to be prepared and to step up. Ideally, each Scout or Scouter (with some preparation) could step up and make a difference within his or her unit or group.

When and where should a safety briefing be delivered? At the beginning of a meeting or just before an activity—especially one that has some risk such as shooting, climbing, or aquatic activities.

What makes a great safety moment? Almost anything that focuses or educates the audience on a safety topic. The BSA publishes several safety moments, and new topics are being developed on a regular basis. Other topics can include the use of checklists or safety tools such as PAUSE or focus on something such as hydration, safe driving, or simply the location of fire extinguishers or evacuation routes. The *Guide to Safe Scouting*, the Scouting Safely website, and the Health and Safety newsletters are also great sources of ideas. If you have information that's accurate, don't shy away from discussing injuries or other incidents that occurred during a recent outing as long as the focus is on learning and prevention. Make it simple and easy to understand, and help the learners know how to apply the message.

How should the message be delivered? All messages should be delivered using facts and simple language and should be appropriate to the audience. Using a handout, slides, or a demonstration will help assure that those who hear the message understand it and know how to apply it. The message should be delivered in just a few minutes. Don't belabor the point or make it difficult.

Closing: Be Prepared

One Cub Scout walks to center of the stage, stands to attention, salutes, and says, "BE PREPARED!" This is repeated by three other Cub Scouts. When they are all standing side by side, a loud motor horn or explosion is let off behind the audience. The Scouts then all say, "We told you to be prepared!"

Session: Flag Ceremonies

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	Demonstrate how to conduct an opening flag ceremony. Then have groups of participants practice conducting one themselves. Remind them that the Scout Oath and Law are printed on the back cover of the Cub Scout handbooks, for easy reference during a flag ceremony. Demonstrate how to conduct a closing flag ceremony. Demonstrate how to fold the American flag. Lead a discussion on different ways to use the flag in den and pack meetings. In which activities is flag use appropriate? How can units work with their school and others in the community to conduct flag ceremonies?
10 minutes	Q&A	Cub Scout roundtable team and participants	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioner and team	Conduct a closing flag ceremony.

Topic: Flag Ceremonies

Takeaway: Civic duty is an important part of Scouting. The American flag is a symbol of our country. The flag represents us as a people and as a nation. Working with Scouts and showing respect to a flag, whether it's saying the pledge, presenting a flag at a ceremony or parade, or learning to properly retire an old, tattered flag, is how we help Scouts develop pride in their country.

GENERAL SESSION

The American flag is a symbol of this country, a symbol of all the people who live here. In the Scouting program we embrace the flag and teach how to properly use it. From den and pack meetings to special events like parades, we as leaders are responsible for showing our Cub Scouts how to respect and use the flag.

Questions for the group:

- Do you conduct a flag opening at all meetings, both den and pack?
 - When you have the Scouts conduct a flag ceremony at each of their den meetings, they will be comfortable conducting the pack meeting flag ceremony.
- Do you have the Scouts set up the flag?
- Do you regularly say the Pledge of Allegiance?

- When you do outdoor events do you bring the American flag with you?
- In what other settings can a flag be used or a flag ceremony conducted?
 - At school assemblies and functions
 - At high school sporting events
 - At community parades and functions
 - At village or city council meetings
 - In cemeteries as gravestone markers
- How can units work with others in the community to conduct flag ceremonies?

Discuss flag etiquette and demonstrate how to conduct a flag ceremony. Have roundtable participants practice conducting a flag ceremony, giving each participant an opportunity to play different roles in the ceremony.

Demonstrate how to fold the flag and how to properly carry a folded flag. Have the participants practice each.

Explain the Pledge of Allegiance (see Resources).

Discuss the use of a den flag. Bring samples of den flags to show the participants.

Discuss the history of the American flag, and discuss the history and symbolism of your state flag.

RESOURCES

- American flag set, www.scoutstuff.org/american-flag-set.html
- *Your Flag*, No. 33188: www.scoutstuff.org/your-flag-book.html

What the Pledge of Allegiance Means

When you pledge allegiance to the flag, you promise loyalty and devotion to your nation.

I pledge allegiance ...

You promise to be true

... to the flag ...

to the emblem of our country,

... of the United States of America ...

a nation made up of 50 states and several territories, each with certain rights of its own;

... and to the republic ...

a country where the people elect representatives from among themselves to make laws for them.

... for which it stands ...

The flag represents the United States of America,

... one nation under God, ...

a country whose people are free to believe in God.

... indivisible, ...

The nation cannot be split into parts,

... with liberty and justice ...

and freedom and fairness

...for all.

for every person in the country—you and every other American.

The Colors of the Flag

Setting: An American flag, three candles (red, white, and blue), a narrator, and three Cub Scouts. This can be done at an outdoor summer meeting. If you are meeting indoors, be sure to check fire codes for the location in advance, or use electric candles.

Narrator: Have you noticed the strong bond between our flag and our oath? Let me show you.

Cub Scout #1 (lights the blue candle): Blue is the color of faith. Believing in yourself, your country, and your religion. This is like the first part of the Scout Oath—doing our best—and our duty to God and our country.

Cub Scout #2 (lights the red candle): The color red in our flag means sacrifice and courage, the qualities of the founders of our country. Red symbolizes the second part of the Oath: “to help other people at all times,” which often requires acts of courage to help anyone in trouble and self-sacrifice as we put others first.

Cub Scout #3 (lights the white candle): The last color of the flag is white. It is the symbol of purity and perfection. It represents keeping ourselves strong and having strong morals.

Narrator: Let us rise and say the Pledge of Allegiance to the flag.

Flag Etiquette

Flag ceremonies should be respectful and tailored to the Scouts participating. All Scout flag ceremonies should be solemn events, but they shouldn't all be the same. For younger Cub Scouts, plan a flag ceremony that's short and simple. For older Cub Scouts, add a few more lines. For Boy Scouts, suggest the Scouts plan something more elaborate and deeper in meaning, perhaps with additional comments by an adult or a more senior Scout.

As a sign of respect, don't ever let the flag touch anything beneath it—such as the ground, the floor, or water. However, contrary to legend, the U.S. Flag Code does not state that a flag that touches the ground should be burned or retired.

Never add anything to an American flag. The American flag is great enough as it is. That's why the flag “should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature” (U.S. Code, Title 36, Chapter 10, paragraph 176g).

The flag isn't to be worn as a costume. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firefighters, police officers, and members of patriotic organizations like the BSA.

The flag occupies a position of honor.

- In a procession, the American flag is carried to the marching right of other flags, or in front of other flags.
- When displayed, the American flag should be to the flag's own right (also described as “the speaker's right” or “the audience's left”).
- When grouped with other flags (e.g., state, Scout, council), the American flag should be at the center, in front of or higher than the other flags.
- When with another flag on crossed staffs, it should be on the flag's own right, and its staff should be in front of the staff of the other flag(s).
- When the flags of two or more nations are flown, the American flag should be flown from a separate staff of the same height. International use forbids the display of the flag of one nation above that of another nation in times of peace.

When it's time to retire a flag, do so in a dignified way.

The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. Be sure to take into account such things as local fire codes, and the fabric from which the flag is made. Some fabrics such as nylon should not be burned.

The flag may be burned as a whole or separated into pieces. Separation is appropriate when the flag is large, or when you have only a few flags and a large number of Scouts who wish to take a substantive part in the ceremony.

The flag should be lowered daily. Unless the flag pole is lighted, it should be lowered at dusk. Again, special care should be taken that no part of the flag touches the ground.

Fold the American flag properly. In this country, we have a special way we fold our flag. Only the American flag is folded into a triangle.

A folded flag is carried against the chest. A properly folded flag should show only a triangular blue field of stars. The flag, when folded, may then be held against the chest with the arms crossed and folded, with the triangle point up, or other ways that demonstrate respect and honor for the flag.

Session: Leader Appreciation

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team	Discuss ways to show appreciation to den leaders, the pack's top leadership, and parents and guardians who have helped the den or pack. Review recognition awards that are appropriate for volunteers in the pack. Share best practices for recognition ceremonies at pack meetings.
10 minutes	Q&A	Cub Scout roundtable team and district committee	Opportunity to answer any additional questions.
5 minutes	Closing	Cub Scout roundtable commissioner	Do the "Thank You" closing ceremony (see Resources section) to recognize your roundtable attendees.

Topic: Leader Appreciation

The people who volunteer their time and resources to help our packs function are precious, and it's important to thank them. Whether this is done via an award or presentation at a pack meeting, or you show your appreciation with kind words or a small gift, the right gesture can mean a lot to others.

GENERAL SESSION

With the group, guide a discussion on how units recognize and hand out awards to the adults. These can be training knots, appreciation awards, or awards from outside organizations. Also discuss awards that might be available at the district and the council level.

Discuss ways to show appreciation to den leaders, the pack's top leadership, parents and guardians who have helped the den or pack, and chartered organizations if appropriate.

Den Leaders

- Den leader training awards
- Flowers given to den leaders at the blue and gold banquet (yellow potted daffodils in a container covered in blue foil)
- Certificates of appreciation
- A thank you card given to the den leader created and signed by all of the Scouts in the den
- A gift card from a restaurant or other merchant purchased by the parents to give to the den leader
- A den scrapbook with photos
- A handwritten thank you note presented by the Cubmaster

- Consider special ways to recognize longtime and graduating den leaders

Pack leaders

- Pack photo with a card signed by all of the Scouts and parents in the pack
- Gift card
- Certificate of appreciation
- Flowers
- Consider special ways to recognize those who are especially important "behind the scenes," such as the pack treasurer.
- It's good to recognize graduating volunteers at the blue and gold banquet. Recognize the other volunteers, many of whom may be continuing in their current roles, at the end of the program year; this could be the pack meeting held in the month of May.

Parents and Guardians

- For those who have chaired a big event such as the pine-wood derby or the blue and gold banquet, recognize them publicly at the event itself with a certificate, gift card, or other token of appreciation. Recognize them again at the pack's main recognition event of the year.
- For those who have helped in a smaller way (e.g., Scouting for Food driver, event planning committee member, popcorn sale parent), recognize them at the pack meeting immediately following their volunteerism. Ask them to stand and give them applause. Recognize them again at the pack's main recognition event of the year.

Review BSA training knots (see below) that are appropriate for the volunteers in your pack and could be presented when they are earned or at the blue and gold banquet or year-end pack meeting.

How might the pack show appreciation to the chartered organization, if appropriate?

Have the group share some best practices for a recognition ceremony held at a pack meeting.

Training and Award Knots

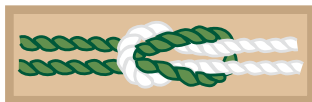
The BSA offers a variety of awards for leaders and Scouters that can be added to their uniforms to reflect the service and commitment they have given to your pack. The training and award knots are patches that are awarded based on the training that a BSA volunteer has completed. These are awarded at the unit level and are a great way for volunteers to show their experience.



Den Leader Award



Scouter's Training Award



Cubmaster's Key



Unit Leader Award of Merit

Each knot is a rectangular, embroidered patch with a square knot on it. The patch is displayed on the uniform to denote that the wearer has received the corresponding award. The award is usually in the form of a certificate, and many awards also include a medallion or other memento.

- Den Leader Award
- Scouter's Training Award for Cub Scouting
- Cubmaster's Key
- Unit Leader Award of Merit

The committee chair or Cubmaster can download the requirements from the BSA website, www.scouting.org. Once the

volunteer has completed the required tasks, the pack can bring the requirements form to a Scout shop and purchase the patch for the volunteer.

Service Stars

The BSA offers an award called a service star. These awards may be awarded by the pack or troop. The service star is a small medal which denotes the length of time the person has been involved in Scouting. To explain this program, here are some questions and answers:

What are service stars? Small pins that indicate how many years of tenure a Scout or Scouter has in the BSA. Each star is worn on a circular backing colored according to the phase of Scouting it represents.

What do the colors indicate? Four colors represent youth service: gold for Cub Scouting (including Webelos Scouts),

green for Boy Scouting, brown for Varsity Scouting, and red for Venturing and Sea Scouts. Adult service is shown with a blue backing. Adults may combine their youth and adult tenure and just wear stars with blue backing.

How do the stars show the number of years of service?

Each star displays a number. The youth or adult member combines stars to show his or her years of service. For example, someone who was a Cub Scout for four years and a Boy Scout for six years would wear a four-year service star on a gold backing and a six-year service star on a green backing. An adult with 27 years of service would wear two stars on blue backing: a 20-year service star and a seven-year service star.

What service stars are available? Stars are available in one-year increments from one to 10. After that, they are in five- or 10-year increments up to 90. Pins and backing may be purchased at local Scout shops.

Where are service stars worn? Above the left pocket of the uniform shirt. If a medal or an embroidered knot is worn, service stars are worn a quarter inch above the medal or knot.

Who is eligible to wear service stars? Any youth or adult member with at least one year of tenure.

Must a person's tenure be continuous? No. Someone who was a Scout as a youth and returned years later as an adult could wear stars representing both periods of tenure.

RESOURCES

Leader Recognition Ceremony

Cubmaster: Tonight, I would like to recognize one of our den leaders who has completed the requirements for the Den Leader Award. Will _____ please come forward? We want you to know that we appreciate all the time and effort that you put forth. You are helping shape these Scouts' lives and building leaders of tomorrow. I would like to present to you the Den Leader's Award Certificate and the Square Knot that you can wear on your uniform.

Scouting Is a Candle

Materials: Long taper candles OR small birthday cake candles. Mount each candle on a piece of wood or plywood. Write in black marker: "Thank you for shining your light in our pack." Have the Cubmaster or committee chair read this poem:

Scouting is a candle that will light your way.
It's trying on your honor, and helping every day.
Exploring worlds around you, and looking wider still.
Pitching tents out in the woods and hiking up a hill.

Music and voices blended under God's majestic sky,
Helping those around you, kindness in great supply.

The meaning in a moment, in a smile, or in a tear,
Makes you a little taller with each new Scouting year.

A promise to your God, and to your country too,
Makes you a part of your world, and your world a part
of you.

It's something that you carry wherever you may go,
A secret deep inside you that only Scouts would know.

But it's the kind of secret that you want the world to know,
You can't hide all the happiness; you can't hide all the glow.
A candle glows together, it shines externally. Make it shine
on everyone, that's the way the world should be.

Cubmaster: Tonight we would like to say thank you to
some leaders and parents who have lit up our pack
meeting with their helping hands. *(Call adults forward and
give them thanks and the memento.)*

And Then Some

These three little words are the secret to success.

They are the difference between average people and top
people in most organizations.

The top people always do what is expected ...
and then some.

They are thoughtful of others, they are considerate and
kind ... and then some.

They meet their obligations and responsibilities fairly and
squarely ... and then some.

They are good friends and helpful neighbors ...
and then some.

They can be counted on in an emergency ...
and then some.

I am thankful for people like this for they make the
world more livable.

Their spirit is summed up in these three little words:
and then some.

Lighting the Path

Materials: Candle or a small flashlight mounted on a
display that reads, "Thank you for lighting our path."

Cubmaster: There are some leaders and parents with us
tonight who have shared the bright light of their enthu-
siasm with us all year, and we need to thank them for their
time and their dedication to our pack program. They lit our
path with the energy they put into this event, and I would
like them to come forward so we can show them our
appreciation. *(Call adults forward and present award.)*

Closing: "Thank You"

A den brings a banner or poster to the front of the room
that reads, "Thank You for Having Faith in Me." Then the
den members say the following:

Cub Scout #1: Thank you, parents, for helping us earn
our ranks.

Cub Scout #2: Thank you, den leaders, for showing us
new things.

Cub Scout #3: Thank you, Cubmaster, for leading us
each month.

Cub Scout #4: Thank you, pack committee, for helping
us to grow.

Cub Scout #5: Thank you, Cub Scouts, for giving
us goodwill.

All: Thank you, and good night!

Session: Leader Recruitment and Succession Planning

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Leader recruitment is the responsibility of the chartered organization. However, unit leaders are probably the most valuable resource the chartered organization has to help identify new leaders. Current leaders are often very familiar with the parents of current Scouts and parents of prospective Scouts.</p> <p>Where does a unit begin? When should leader recruiting happen? Have the group discuss how to identify leaders. Share the brochure “Selecting Cub Scout Leadership” (available online; see links in the Resources section) and the Family Talent Survey Sheet (in Resources). Share best practices on how the information can be used to recruit new pack leadership.</p> <p>Share and review the position specific new leader brochures, also available online (links in Resources). Share best practices for vetting prospective den leaders and pack leadership.</p> <p>Discuss orientation and training, and their impact on leader retention. Discuss other ways to support the leader. Who can teach him or her how to plan and conduct den meetings and how to communicate effectively with the parents?</p> <p>Discuss how a unit can recover if the wrong selection was made.</p> <p>Discuss succession planning (see Resources).</p> <p>Share your local council/district training chair information as well as how to learn about training events in your council.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioners	Leader appreciation ceremony (see Resources section).

Topic: Leader Recruitment and Succession Planning

Takeaway: Leader recruitment is an ongoing process for every unit. The den leader is one of the most important volunteer roles we have, since the den leader will determine the quality of the experience each Cub Scout has. Sometimes it is a challenge to find the right person for the job, to find enough people to fill the positions, and to retain them.

GENERAL SESSION

Note to presenter: Explain that every leader is a recruiter of another leader so that the pack will continue to grow and remain healthy. Give each participant a copy of “Selecting

Cub Scout Leadership” (see link in Resources), and tell them: “This BSA publication offers steps to success, lists the qualities of unit leadership, and includes ideas on selecting leaders. All of this information will be helpful to you in the process of recruiting leaders.”

Provide multiple copies of the six “So You’re a New ...” publications (see links in Resources) for participants to take home. Explain: “Once a leader has been recruited, how can we keep that leader? The process begins with orientation, then moves immediately to training and support. These additional BSA publications will acquaint a new leader with the job for which they have been recruited. Some units may also have positions such as “unit popcorn kernel,” “recruiting night coordinator,” and so on. For those

positions, a pack will need to create a position description or list of responsibilities to help each leader in his or her new position.

Succession Planning

Change of leadership is to be expected in a Scouting unit. Often, leaders move up in the program with their child. It is extremely important that every unit have a succession plan. Succession planning is an ongoing process of systematically identifying, assessing, and developing talent to ensure the leadership continuity for all key positions in an organization.

For every unit position there should be someone preparing to take over that position at a later date. The newest members can observe and help. Experienced parents and leaders act as co-chairs and co-leaders.

Almost everyone has something to contribute, and may only be waiting for you to ask. A good place to begin is by asking a parent to help in a small way. If they do well, they can be asked to take on a larger responsibility in the future.

Create a culture of volunteering in your unit! When you sign up new Scouts, be sure the parents understand that once their child is registered, they are encouraged to help, even if it is a small responsibility.

You can give future leaders a head start by speaking with them early about the possibility of them taking on a volunteer role with the unit. This will give them time to observe what is currently being done in that role and begin to get training.

Sample Succession Planning

What are your leadership roles? Every unit has leaders (Cubmaster and pack committee chair), assistant leaders, and key committee people such as the treasurer and coordinators for pinewood derby, the blue and gold banquet, etc. Assess the likelihood that those people may be leaving over the next year or two. Determine which den leaders will need to be replaced.

Evaluate your resources. List the adults in your pack who are not currently in a leadership role, including new parents. Try to determine their talents and abilities, and the job for which they would be best suited. Make certain that the parents of the youngest members of your unit are tapped early for small jobs that can lead to positions of greater responsibility. Vet your prospects so that you are selecting the very best person for each job.

Approach the prospects. Once you have confirmed an established leader's intent to depart at some future date, invite your prospects to consider the first steps toward taking over. If you plan ahead, the new leader could shadow the current leader for several months, receiving on-the-job training in the position.

Set a final date for the transition. If the parent of a second-year Webelos Scout is moving with her child to a troop, her position (as blue and gold banquet coordinator, for example) will likely open up sometime in late winter or spring. Agree with all parties on a transition date. Don't forget to have all your new leaders complete Youth Protection Training and ask them to complete basic training for the position.

RESOURCES

Selecting Cub Scout Leadership

Have a copy of this four-page publication to give each roundtable participant: www.scouting.org/filestore/pdf/13-500.pdf

Family Talent Survey Sheet

Have all parents in the unit complete the Family Talent Survey Sheet shown on the next page. Explain why this document can be very helpful to a den leader and to pack leadership. The document is available for downloading at www.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf.

New Leader Orientation

Information contained in the BSA publications listed below will acquaint new leaders with the job for which they have been recruited:

- So You're a New Tiger Cub Den Leader, www.scouting.org/filestore/pdf/510-233.pdf
- So You're a New Cub Scout Den Leader, www.scouting.org/filestore/pdf/510-239.pdf
- So You're a New Webelos Den Leader, www.scouting.org/filestore/pdf/510-247.pdf
- So You're a New Cubmaster, www.scouting.org/filestore/pdf/510-237.pdf
- So You're a New Pack Committee Member, www.scouting.org/filestore/pdf/510-240.pdf
- So You're a New Den Leader (English/Spanish), www.scouting.org/filestore/pdf/510-239.pdf

Closing: Leader Appreciation Ceremony

Materials: Four candles

The Cub Scout roundtable commissioner says the following:

Scouting is made up of many things, people, and ideas. Tonight we are going to take a few minutes to reflect on some of the more pertinent aspects of Scouting.

(Lights the first candle.) First, Scouting is a program. As depicted by our first candle, it is a program dedicated to

the development of character, citizenship, and the mental and physical fitness of our youth.

(Lights the second candle.) Second, Scouting is for the youth of our community. Young people who are learning expect to gain recognition by advancement. But, most of all, they expect to have fun with others their own age.

(Lights the third candle.) Third, Scouting is for the parents of our Scouts. Without parents taking an interest in the activities of their children, taking them to meetings, and fulfilling their part of the Scouting program, we could not have Scouts.

But, as you can see, this leaves one lone candle. This candle represents the leaders of Scouting. As I call your name, would you please come forward? (Calls each of the leaders receiving appreciation.)

(Lights the fourth candle.) Leaders, I light this candle for you, for you have been a faithful leader to us and we want you to know that your work, dedication, and tireless effort are greatly appreciated. Without your leadership and the leadership of ALL Cub Scout leaders, the first three candles—program, youth, and parents—would be meaningless. Thank you!



CUB SCOUTING AND YOUR FAMILY

The Cub Scout program helps to meet your child's developmental needs, such as:

- 1 To learn new physical skills.** This can be done through games, sports, and projects. As coordination is developed, a child gains a sense of worthiness and acceptance by his peers.
- 2 To learn to get along with others of the same age.** Your child needs to form friendships with other children and learn how to balance giving and receiving in order to relate well to peers. Your child needs to belong to a group of others of the same age. Being a part of a Cub Scout den helps fulfill these needs.
- 3 To develop mental processes.** Your child can develop mental processes by reading, writing, and calculating. Children need opportunities to use language to express ideas and to influence others. They must move from a preoccupation with self to understanding how and what others think of them. Opportunities for observation and experimentation will help your child learn self-reliance. Den activities and meetings help your child develop mentally.
- 4 To develop a value system.** Your child is developing a sense of what is right and wrong and what is fair and unfair. Children will do this by cooperating with others, by being taught, by examples of adults, and from positive reinforcement.
- 5 To develop personal independence.** Your child is becoming less dependent on adults. Same-age friends become important to your child. In a Cub Scout den, and in the pack, your child exercises independence while learning to get along with others.

Your child also needs to belong to a group of the same age. This group is a key component of the Cub Scout program. A den is like a neighborhood group of six or eight youth in which your child will achieve status and recognition.

As you learn more about how Cub Scouting works and what goes on in a den and a pack, you will see that the program helps your child in these five important developmental needs. The uniqueness of Cub Scouting is that you, as family, participate in the program with your child. You will help all along the way.

To find out how you can support your child by becoming a Cub Scout family, please turn the page and complete the Family Talent Survey Sheet. **Please turn it in at this meeting. Your cooperation and help are appreciated.**



FAMILY TALENT SURVEY



Pack _____

Each adult family member is invited to fill out a separate sheet.

Date _____

Welcome to our Cub Scout pack. Cub Scouting is for adult family members as well as youth. We have a fine group of families who have indicated a willingness to help. We invite you to add your talents and interests so that the best possible program can be developed for your child. We hope that you will enjoy being part of our pack's team and want you to know that whatever you can do to help will be appreciated.

- My interests/pastimes include: Social Media Music Sports (please specify): _____
 Health & Fitness STEM Travel Other Parent Groups (please specify): _____
 Family Activities Gardening Cooking Crafts Video Games DIY Projects Writing Art
 Other Volunteer Work (please specify): _____ Other (please specify): _____
- A topic I would enjoy teaching youth is: _____
- My job, business, or profession might be of interest to Cub Scouts: _____
- I have training or experience that might be helpful.
 First Aid or Safety-Related Training or Credentials (please specify): _____
 Teaching, Coaching, or Mentoring (please specify): _____
 Previous Scouting Experience (please specify): _____
 Other: _____
- I am willing to help my child and the pack by providing behind-the-scene support such as:
 posting on social media helping to welcome other new parents making contacts for trips and activities
 providing transportation serving as a pack committee member being part of a New Member Coordinator team
- I would be willing to help my child and the pack by assisting to present the program, perhaps serving as:
 an occasional presenter part of a team helping a Cub Scout den Den Leader or Assistant Cubmaster or Assistant
- I can help in these areas (please check applicable boxes for all ranks):

General Activities

- Carpentry
- Swimming/watercraft safety
- Games
- Nature
- Sports
- Outdoor activities
- Crafts
- Music/songs
- Citizenship/flag etiquette
- Bookkeeping

- Computer skills
- Drawing/art
- Radio/electricity
- Dramatics/skits
- Cooking/banquets
- Sewing
- Transportation
- Hiking
- Other _____

Special Program Resources

- I have a van SUV or truck
- I have a workshop.
- I have family camping gear.
- I have camping gear that others could use.
- I have access to a cottage, camping property or boat.
- I can help Webelos Scouts with Boy Scout skills.
- I can give other help. _____

Tiger Activity Areas

- Nutrition/health
- Magic
- Biking
- Astronomy
- First aid

Wolf Activity Areas

- Knots
- Sign language
- Coin collecting
- Physics
- Math/codes
- Collections
- Disabilities awareness
- Dinosaurs
- Compass use
- Health
- Gardening
- Civil service/military

Bear Activity Areas

- Pocketknives/wood carving
- Camping
- Computers/technology
- Citizenship/flag etiquette
- Fishing
- American Indian culture
- Animal care
- Forensics
- Physics
- Marbles
- Robotics
- General science

Webelos Activity Areas

- Outdoor cooking
- First aid
- Camping
- General science
- Disabilities awareness
- Survival skills
- Geocaching
- Geology
- Engineering
- Home repair
- Game design
- Wildlife
- Plant life
- Moviemaking

Adult Name _____

E-Mail address _____

[The best way to reach me is via email text cell phone

Street address _____

Youth Name _____

Phone(s) H- _____ C- _____ B- _____

home phone business phone.]

City _____ State _____ ZIP _____

Training

Once a leader has been recruited and has received some orientation, the best way to help them become successful is training. Training is conducted by local district training volunteers. Using the nationally approved materials ensures our leaders are trained across the country using the same information.

It's important to know and understand what training is needed for the various positions.

EVERY leader must have Youth Protection Training. Other training requirements will be based on the program level of the volunteer (Cub Scouting, Boy Scouting, Venturing) and position of the volunteer (den leader, Webelos leader, committee member, Cubmaster, etc.)

Cub Scout Adult Leader Requirements by Position

Cubmaster (CM) and Assistant Cubmaster (CA)

Y01 Youth Protection Training

C40: Cubmaster and Assistant Position-Specific Training, OR

Online: Cubmaster Position-Specific Training
Cubmaster – Before the First Meeting
Cubmaster – First 30 Days

Pack Committee Chairman (CC) and Pack Committee Member (MC)

Y01 Youth Protection Training

C60 Pack Committee Challenge, OR

Online: Pack Committee Position-Specific Training
Pack Committee – Before the First Meeting
Pack Committee – First 30 Days

Cub Scout Den Leader, including Tiger (TL), Cub Scout (DL), Cub Scout Assistant (DA), and Webelos (WL)

Y01 Youth Protection Training

C42 Cub Scout Den Leader and Assistant Position-Specific Training, OR

Online: Den Leader Position-Specific Training
Den Leader – Before the First Meeting
Den Leader – First 30 Days

Chartered Organization Representative (CR)

Y01 Youth Protection Training

D72 Training the Chartered Organization Representative

Adult leaders in units are considered trained—and are eligible to wear the official “trained” emblem—once they

- Have completed Youth Protection Training and the training courses outlined above, OR
- Have completed Youth Protection Training and a previous basic training course when it was current.

Note to presenter: If time permits and internet access is available, present a quick tutorial on the online modules from the e-learning portal at my.Scouting.org.

Session: Unit Commissioner

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team, district and unit commissioners, and participants	<p>At the beginning of the session, pass out slips of paper for attendees to write down a problem they have experienced in the den or pack, or a question they have.</p> <p>Share an overview of the unit commissioner's responsibilities and role for unit service (see Resources section).</p> <p>How does a unit commissioner benefit the unit (see Resources section)?</p> <p>Describe what a unit visit by a commissioner is. Explain what the unit commissioner is looking for during a visit.</p> <p>Have the commissioners in attendance review the slips of paper from the group and respond to the problems, concerns, or questions.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioner	Model the unit commissioner induction ceremony.

Topic: Unit Commissioner

Takeaway: Den and pack leaders should know and understand the role a unit commissioner plays in helping the unit be successful in delivering Scouting.

Note to roundtable commissioner: Consider asking all unit commissioners to attend this meeting in support of the units with which they work.

GENERAL SESSION

What Is a Commissioner?

Commissioners are district and council volunteer leaders who help Scout units succeed. They coach and consult with adult leaders of Cub Scout packs, Boy Scout troops, and Venturing crews. Commissioners help maintain the standards of the Boy Scouts of America.

Unit commissioners will focus on the following four primary areas:

- Supporting unit growth through the Journey to Excellence.
- Contacting units and capturing their strengths and needs in Commissioner Tools.
- Linking unit needs to district operating committee resources.
- Supporting timely charter renewal.

Unit Commissioner Responsibilities

- Promote communication by scheduling a meeting of key volunteers.

- Help plan a Webelos den visit to a troop meeting and other joint activities.
- Keep the pack and troop on schedule as plans develop for the crossover ceremony at the blue and gold banquet.
- Attend the crossover ceremony.
- Be sure new Scouts have completed a Boy Scout application, that they have a copy of the troop's activities calendar, and that they know when and where the troop meets.
- Work with the pack and troop in their charter renewal process to help ensure Webelos Scouts are moved from pack rosters to troop rosters.
- Work with the Webelos transition chair to follow up on Scouts who have not yet joined a troop. Make sure they are invited to join a troop.
- Be a catalyst in developing good relationships between troop and pack leaders.
- Be sure Webelos Scouts join a troop in time to prepare for Boy Scout summer camp.

The unit commissioner is the connecting link in the chain between the troop and the pack. Often, the same unit commissioner will serve both a pack and troop in the same community.

Roles the Commissioner Plays and How They Can Help a Unit

A commissioner plays several roles, including friend, representative, unit "doctor," teacher, and counselor.

The commissioner is a friend of the unit. Of all the roles, this one is the most important. It springs from the attitude, "I care, I am here to help, what can I do for you?" Caring is the ingredient that makes commissioner service successful. He or she is an advocate of unit needs.

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

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

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

The commissioner is a counselor. As a Scouting counselor, they will help units solve their own problems. Counseling is the best role in situations when unit leaders don't recognize a problem exists and where solutions are not clear-cut.

Unit Visitations

What does the unit commissioner do during a unit visitation?

- Review how well the Scouts in the dens are earning their rank advancement.
- Review how the unit is progressing toward achieving the (JTE) Unit Award.
- Review the unit's goals, successes, and vision for the coming year.
- Identify any areas of improvement—leadership, program, and membership.
- Determine any specific actions needed to assist with unit improvements, and determine who will follow up on those actions.
- Review the unit's advancement, outdoor program participation, trained leader status, Youth Protection Training, participation in district and council events, and roundtable attendance.

The unit commissioner may schedule any necessary follow-up:

- To review strengths and areas of improvement to help provide direction for needed support, preferably six months prior to the annual charter renewal
- As needed when a problem arises
- When unit leadership changes

RESOURCES

Commissioning Ceremony

Administrative commissioner (faces audience):

A commission to provide effective service to Scouting units is one of the most important obligations that can be accepted by a volunteer in the Boy Scouts of America. The issuance of a commission represents formal empowerment by the Boy Scouts of America to perform the duties and undertake the responsibilities of a designated commissioner position, and the acceptance of that obligation by the commissioner. We are privileged today to present commissions to volunteers who will undertake that obligation.

(Faces candidates.) You have been duly selected, oriented, and trained to serve as a unit commissioner in the Boy Scouts of America. You have undertaken a leadership role in your district to help units better serve more youth through Scouting. You will succeed only when the units you serve succeed. Let me now ask you three questions. Please raise your hands in the Scout sign.

Do you promise, by example in your daily life, to make the Scout Oath and Scout Law a vital force in the lives of the youth and adults you serve? If so, say, "I do." (Candidates respond.)

Do you promise to help make the program of the units you serve the best that can be given, with an emphasis on completion of the Cub Scout adventure requirements? If so, say, "I do." (Candidates respond.)

Will you commit yourself to supporting unit growth through the Journey to Excellence, contacting units and capturing their strengths and needs in Commissioner Tools, linking unit needs to district operating committee resources, and supporting timely charter renewal? If so, say, "I will." (Candidates respond.)

It is now my privilege and honor, on behalf of the Boy Scouts of America, to present your commissions.

Session: BSA Structure

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team assisted by district committee members	Overview of district positions and a recruitment opportunity
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Announcements and Closing	Cub Scout roundtable commissioner	Closing flag ceremony

Topic: BSA Structure

Takeaway: Pack leaders will understand how the pack fits into the district and how they can support the district, which in turn helps keep the units in the district strong. Provide an overview of district, council, and national structure; an overview of the Friends of Scouting (FOS) appeal; and council, district, and national opportunities.

GENERAL SESSION

Overview of Council, District, and Pack Structure and Relationship

Every good organization has structure and levels of management. This includes the Boy Scouts of America. To keep the wheels of Scouting turning and provide great program in a safe environment, many people are involved. It all begins at joining night when the parent attends the meeting with their child. Once they join, they are part of a pack, which is part of a district, which is part of a council, which is part of an area, which is part of a region, which is part of the national organization of the Boy Scouts of America.

As a unit Scouter, you may work with district volunteers and council professionals. It is important to understand the part each of these people plays in delivering the promise of Scouting.

The Unit's Purpose

Unit is another name for a pack, troop, crew, team, or ship. The volunteers of a unit (Cub Scout pack) provide the den and pack activities and meetings, applying the mission statement and the aims and methods of Scouting.

The District's Purpose

A Scouting district is a geographical area of the BSA local council. Districts are determined by the council executive board. District leaders are responsible for the growth and success of Scouting units within the district's territory. Unlike a council, a district is not a governing body and does not have a board of directors. The district chairman, the

district commissioner, and the district executive—together known as the District Key 3—are at the head of the district.

The purpose of the district is to work through chartered organizations, community groups, and the units themselves to organize and support successful units. The end result of effective district support is a growing number of youth members receiving a better program.

The operating committees of the district are responsible for carrying out the functions of membership, finance, and program. The chair of each district operating committee may be a member of the related council-level committee.

All districts are responsible for carrying out four standard functions:

District Membership Committee

This committee serves to increase membership through:

- Organizing Scouting units. It schedules units to be organized or reorganized each year, and carries out the schedule.
- Recruiting new members and adult volunteers to join existing units. The district may assist a unit in conducting a roundup night or other recruitment event.
- Cultivating relationships with community organizations and businesses in the district.
- Helping to establish and maintain healthy relationships with schools and religious organizations.

District Finance Committee

This committee encourages the members of the district to provide their financial support to the total council operating budget.

District Program Committee

This committee concentrates on youth advancement and recognition, helping Scouting units with camp promotion, training adult volunteers, and special activities including community service. It often conducts Cub Scout day camps or twilight camps. Quality program has a positive impact on membership retention.

Unit Service

The unit service function provides direct coaching and consultation by district volunteers (commissioners) to unit volunteers to help ensure the success of every Scouting unit.

The membership, finance, and program functions are carried out by members of the district committee. The unit service function is carried out by the district commissioner staff.

The Council's Purpose

The next level in BSA structure is the council. You wear your council's name on the left shoulder of your uniform, signifying you are part of that team. The purpose of the council is to carry out the programs of the Boy Scouts of America within the council jurisdiction. Councils are chartered by the BSA for that purpose. Councils deal with personnel issues, budgets, properties, and more. The council guides and supports its districts for the achievement of the movement's purpose. The council is the corporate legal entity and can be considered a small or sometimes large non-profit business. Major council decisions are made by the council executive board. The council Key 3 consists of the council president, council commissioner, and council Scout executive (CEO).

Friends of Scouting (FOS) Overview

One of the ways the council raises money is through the annual Friends of Scouting campaign. (Note to presenter: Your council will be able to share information with you regarding the amount of FOS funds it raises each year and how that amount contributes to the council's budget.)

With this income, the council operates, maintains, and improves its camps. It also employs the professional staff needed for the support and guidance of volunteers. There is training to provide, activities to plan and implement, and a service center to build or rent and operate.

While the council's income will come from many sources, one of the most important is the annual Friends of Scouting campaign. Under the campaign, people who support Scouting enroll as Friends of Scouting through their financial contributions. This is usually the major source of income raised by volunteers within the council. The Friends of Scouting campaign has three parts:

District/division enrollment. These are district committee members, commissioner staff members, and others who are demonstrating their support by serving Scouting and enrolling.

Family enrollment. All parents of Cub Scouts, Boy Scouts, and Venturers are encouraged to enroll. Though most families welcome the opportunity to give, this is entirely voluntary and not a condition for membership in Scouting. It is important to communicate that money contributed to

Friends of Scouting enables the council to support and build Scouting throughout the communities served. An ideal time to conduct the family enrollment is during the Cub Scout pack's blue and gold banquet and Arrow of Light ceremony, when a large number of parents will be in attendance.

Community enrollment. All prospects not included in the district or family enrollments are enrolled here. This includes former youth and adult members, community businesses, and previous contributors.

District, Council, and National Training Opportunities

Training is an important feature of the district committee. This group keeps up to date on changes in training and makes sure that there are many opportunities for leaders to receive training. Every Scout deserves a trained leader, and a trained leader helps improve retention of youth in the program.

Training is important for other reasons as well:

- It builds the confidence of leaders.
- It improves the experience of the Scouts.
- It increases the tenure of leaders because they derive greater satisfaction from their position.
- It gives leaders the chance to become acquainted with and network with other leaders.

For all unit leaders, several levels of training are available: Youth Protection Training, New Leader Essentials, position-specific training, BALOO, University of Scouting, and many more. Many training courses are offered online or in person and may be taken either way. In addition there is Wood Badge training as well as training for trainers and commissioners, and your council may have a University of Scouting. Volunteers can also benefit from national training opportunities offered at Philmont Training Center, Sea Base, and the Summit Bechtel Reserve.

Session: Duty, Respect, and Honor

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Ask the group to share best practices for activities that reinforce the Scout Oath and Scout Law for a Cub Scout.</p> <p>Examples may include</p> <ul style="list-style-type: none"> • Inviting those in uniform to your den or special pack meetings • Assembling care packages for people who are homeless in your area • Cheering people on when they are doing something challenging (e.g., running a race) <p>Lead a discussion on ways the Scouting program and its activities can be used to reinforce a sense of duty in the youth and adults in our program.</p> <p>Review Cub Scout adventure requirements that relate to duty, respect, and honor (see Resources section).</p> <p>Share best practices from the units.</p> <p>What types of activities can the units participate in? Community events often provide opportunities for demonstrating the values, mission, and vision of the program.</p> <p>How can the pack committee support the dens and pack with activities?</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions.
5 minutes	Closing	Cub Scout roundtable commissioner	"I Made a Promise" closing (see Resources section)

Topic: Duty, Respect, and Honor

Takeaway: This meeting is an opportunity to involve all leaders as they share best practices for ways that units can reinforce the Scout Oath and Scout Law in their activities. Doing our duty, being respectful, and honoring others are all important parts of being a Cub Scout.

GENERAL SESSION

Lead a discussion on ways the Scouting program and its activities can be used to reinforce a sense of duty in the youth and adults in our program.

Questions for Discussion

- What does it mean to do our duty?
- How do we help our Cub Scouts do their duty?
- What does it mean to show respect? How can we help our Cub Scouts to be respectful?
- What does it mean to honor others? How can we help our Cub Scouts to honor others?
- What can we take away from this session?
- What can we do within our community to show that we are good Cub Scout leaders and Cub Scouts?

- Participate in Scouting for Food.
- Participate in flag ceremonies.
- Participate in parades.
- Participate in conservation projects.
- Participate in community service projects.
- Send thank you cards to service men and women, police officers, first responders, nurses, and doctors.
- Visit veterans' homes and nursing facilities.
- Be kind to and help others.
- Smile.
- Say thank you.
- Volunteer within your community (races, Special Olympics, other community events).

Share best practices from the units.

How can the pack committee support the dens and pack with activities? Some ideas include:

- Communicating about upcoming community events
- Budgeting pack funds to assist with service projects
- Working with the chartered organization to discover needs within the community

RESOURCES

Closing: I Made a Promise

Cub Scout #1: I made a promise. I said that whatever I did, I would do the best I could.

Cub Scout #2: I made a promise to serve my God and my country the best I could.

Cub Scout #3: I made a promise to help other people the best I could.

Cub Scout #4: I made a promise to obey the Scout Oath and Scout Law the best I could.

Cub Scout #5: I have done my best. I will do my best, because I am the best. I am a Cub Scout.

Related Adventure Requirements

- Tiger—Earning Your Stripes, requirement 2: Demonstrate loyalty over the next week at school or in your community. Share at your next den meeting how you were loyal to others.
- Wolf—Hometown Heroes, requirement 4a: As a den or family, honor a serviceman or servicewoman by sending a care package along with a note thanking them for their service.
- Wolf—Cubs Who Care, requirement 8: Attend an event where people with disabilities are participants or where accommodations for people with disabilities are made a part of the event.
- Bear—Paws for Action, requirement 4a: Do a cleanup project that benefits your community.
- Webelos/Arrow of Light—Aware and Care, requirement 4a: Do a Good Turn for residents at a skilled nursing facility or retirement community; requirement 4g: Participate in a service project that focuses on a specific disability; requirement 4h: Participate in an activity with an organization whose members are disabled.
- Webelos/Arrow of Light—Build My Own Hero, requirement 3: Recognize a hero in your community by presenting him or her with a “My Hero Award.”



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1325 West Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079
<http://www.scouting.org>

510-714
2017 Printing