

Cubmaster Guide to Success Handbook



Designed for Pack 831 Carnegie, PA
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Foreword

Congratulations! You have just accepted what can be the most wonderful job you've ever had. This is a chance to touch the lives of many families, to watch boys grow and learn, and to do something really good for the future. This may be how you leave a legacy. Not to put any pressure on you, but you have so much potential as the new Cubmaster of Pack 831.

It is my hope that you will find in this handbook all the questions I didn't know to ask in the beginning and the answers to go with them. I will do my best to provide you with real and useful information. I'll try to keep it simple and concise, and do my best to not completely overwhelm you on your first read. Well, ok, maybe not the first read, but I hope you'll come back for a second look and then find so much good info. at your fingertips that you will find your job very easy and all laid out for you right here in black and white.

Follow the path and you and your Pack will be a success! Best of luck. Remember, this is FUN!

How Did I Get Here & What was I thinking? Now What?

Hopefully you have been involved with the Pack for at least one year and have seen how things work from the parent or leader side. That would always be the best way to come to this job, but that isn't always the way things work. I hope you have had a great example to learn from, who will be around to train you and offer support if you need it, but if not don't worry, everything you need to keep the Pack going smoothly is right here.

Here are some basic things you'll need to know.

General Pack Organization

There are a couple ways that packs can be organized. Some look great on paper, while others actually work.

Committee Reality Check

The paper version has a Committee Chair, all the positions of the committee filled and lots of adult volunteers in place. The reality version has leader positions filled, a Cubmaster who guides the ship and one or two adults who pretty much do everything. We should always be working toward the paper version, but knowing up front that that is the ultimate goal, but not necessarily possible, does help make life as a Cubmaster bearable.

Job Descriptions

All of the official job descriptions can be found in the Cub Scout Leader Handbook published by the BSA. It's a good thing to take a look at and can come in handy when advertising for positions in your newsletter or at parent meetings. Your official job is to run the Pack Meetings and support the Den Leaders.

If only it were that simple. Really your job

is to do everything it takes to make a pack run. You will run the gamut from Pack meetings, to treasury, to emails, to day camp, to newsletters, to cutting wood for projects, to roundtable meetings to being the judge at the cake bake, to being everyone's friend and no one's buddy. Be silly, be serious, be a leader, be an example, be on top of everything and you'll be great. Share the load and you'll be happiest. Keep things simple and so will your spouse.

Two Deep Leadership

Knowing that you MUST always have 2 adults present whenever there are boys around, will keep your pack and your boys safe and happy. This is a BSA rule that must be taught to all parents and leaders up front, and you must really stress the importance of following the Youth Protection Guidelines. Be sure to take this training on line immediately if you haven't already had it. Be safe, be sure, this protects you, your leaders and the boys.

Age Appropriateness

You can reference the Scouting Health and Safety Manual to see the BSA guidelines for various age appropriate activities. The most important thing to remember here is to have things for the boys to look forward to. Don't dumb down the program, but don't get too far ahead of yourself either. Start out with rocket balloons in Cubs, let them look forward to water bottle rockets at the Webelos level and then they can blow stuff up in Boy Scouts. Age appropriateness is important to the success of your program. Follow the guidelines and make it fun for the boys.

Requirements at each level

Get familiar with each level of scouting. Go through each book and figure out what is required for boys to complete their ranks. Look for similar themes in each year. You will find them. Tigers may start out simple by helping a family member with a chore, Bears step up to helping with community service trash pick up and Webs are to do a more advanced look at recycling and a bigger service project. Everyone can participate in a Library Clean up, and it will count at all levels in some way or another.

TIGER

Motto: Search, Discover, Share

Tigers have a Totem they wear on the right pocket of their shirt. They get a bead for each Achievement they complete. Each achievement has 3 parts. One part for Family, one for Den and one for Go See It.

1. **Making My Family Special**
2. **Where I Live**
3. Keeping Myself Healthy and Safe
4. How I Tell It
5. Let's Go Outdoors

BOBCAT

Every boy must earn his Bobcat badge when he joins Cub Scouts. Tiger Cubs earn this after they earn their Tiger Badge. To earn the Bobcat badge the boy must complete these eight tracks of Akela:

1. LEARN AND SAY THE **CUB SCOUT PROMISE**
2. SAY THE LAW OF THE PACK. TELL WHAT IT MEANS.
3. TELL WHAT "WEBELOS" MEANS. "**WE**'ll **BE LO**yal **S**couts"
4. SHOW THE CUB SCOUT SIGN. TELL WHAT IT MEANS. 2 fingers look like wolf ears listening for directions.
5. SHOW THE CUB SCOUT HAND-SHAKE. Right hands, 2 fingers out.
6. SAY THE CUB SCOUT MOTTO. A MOTTO IS A RULE.. The MOTTO is: "DO YOUR BEST. "
7. GIVE THE CUB SCOUT SALUTE. TELL WHAT IT MEANS. 2 fingers right hand to hat.

8. With your parent or guardian, complete the exercises in the parent's guide, "*How to Protect Your Children from Child Abuse*".

WOLF

There are 12 Achievements for the Wolves:

1. **Feats of Skill**
2. **Your Flag**
3. **Keep Your Body Healthy**
4. **Know Your Home and Community**
5. **Tools for Fixing and Building**
6. **Start a Collection**
7. **Your Living World**
8. **Cooking and Eating**
9. **Be Safe at Home and On the Street**
10. **Family Fun**
11. **Duty to God**
12. **Making Choices**

While working on this rank the Cub Scout can wear a progress toward rank bead tracker. Worn on the right pocket and the boy earns a yellow bead for every 3 achievements he completes. After earning his rank he can then earn arrow points from the back of the book. For the first 10 he gets a gold arrow point, and then 1 silver for every 10 after that.

BEAR

The Bear program had more choices for the boys than the Wolf program. There are plenty to choose from, but they must choose a certain number in each category. Red Beads are given for every 3 achievements completed. Arrow points work the same way as the Wolf.

BEAR ACHIEVEMENT MENU

GOD (Do ONE of the following)

1. Ways We Worship
2. Emblems of Faith

COUNTRY (Do THREE of the following)

3. What Makes America Special?
4. Tall Tales
5. Sharing Your World With Wildlife
6. Take Care of Your Planet
7. Law Enforcement is a Big Job

FAMILY (Do FOUR of the following)

8. The Past is Exciting and Important
9. What's Cooking?
10. Family Fun
11. Be ready!
12. Family Outdoor Adventure
13. Saving Well, Spending Well

SELF (Do FOUR of the following)

14. Ride Right
15. Games, Games, Games!
16. Building Muscles
17. Information Please
18. Jot it Down
19. Shavings and Chips
20. Sawdust and Nails
21. Build a Model
22. Tying it All Up
23. Sports, Sports, Sports
24. Be a Leader

WEBELOS

The Webelos Program is the most involved, but has the coolest experiments and the most choices. The program basically takes 18 months to complete. In our pack the boys cross over in April so it takes 2 years. Keep them active and keep them interested.

WEBELOS REQUIREMENTS

1. Have an adult member of your family read the Webelos Scout Parent Guide that comes with this book (Webelos Handbook, Pages 1-22) and sign here.
2. Be an active member of your Webelos den for 3 months (*Active* means having good attendance, paying den dues, working on den projects).
3. Know and explain the meaning of the Webelos badge.

4. Point out the three special parts of the Webelos Scout uniform. Tell when to wear the uniform and when not to wear it.
5. Earn the Fitness and Citizen activity badges and one other activity badge from a different activity badge group.
6. Plan and lead a flag ceremony in your den that includes the U.S. flag.
7. Show that you know and understand the requirements to be a Boy Scout.
 - a. Demonstrate the Scout salute, Scout sign, and Scout handshake. Explain when you would use them.
 - b. Explain the Scout Oath, Scout Law, Scout motto, and Scout slogan
 - c. Explain and agree to follow the Outdoor Code.
8. Complete one of the choices for the Faith Requirement.

ARROW OF LIGHT

1. Be active in your Webelos den for at least 6 months since completing the fourth grade (or for at least six months since becoming 10 years old), and earn the Webelos badge.
2. Show your knowledge of the requirements to become a Boy Scout
3. Earn five more activity badges in addition to the three you already earned for the Webelos badge. These must include:
4. Fitness (already earned for the Webelos badge)
 - **Citizen** (already earned for the Webelos badge)
 - **Readyman**
 - **Outdoorsman**
 - At least one from the **Mental Skills Group**
 - At least one from the **Technology Group**
 - Two more of your choice
5. With your Webelos den, visit
 - at least one Boy Scout troop meeting,
 - one Boy Scout-oriented outdoor activity.
 - Participate in a Webelos overnight camp-out or day hike.
6. Have a conference with the Scoutmaster.
7. Complete the **Honesty Character Connection**.

Look for similarities and keep things fun and age appropriate.

Communications will make or break a Pack

The key to any Pack's success is communication. If you let people know what is expected of them, and when and where things will be happening, they are much more likely to attend and participate.

Means of communication:

- Yearly Schedule passed out at Round Up (Excel)
- Monthly Newsletter via email and hard-copy (Publisher)
- Weekly emails to remind of special events or meetings. (email)
- Leader contact at least once a month via email or in person.

It will only take a minute to send an email a day or two before an event and you will be rewarded with more attendees. Let people know what you need, and what's going on. Everyone is busy and a simple reminder will be appreciated.

INFORMED PARENTS ARE INVOLVED PARENTS

Council and District Who?

Greater Pittsburgh Council is the large entity in charge of Scouting in this area. They own and manage the four Council Camps, offer a Scout Shop for awards and supplies and handle our Registrations, Insurance and Training, as well as the annual Popcorn Fundraiser. They provide us with District Executives who are paid to oversee the various Districts in the area. The Districts host Day Camp, a District Pinewood, a Fall and Spring Event for the Cubs, as well as Boy Scout Camporees, Klondike Derbies and other Boy Scout group functions.

Charter (registration fees & Insurance)

A Chartered Organization is who sponsors

or hosts a Pack. St. John's Evangelical Lutheran Church is our Chartered Organization. Each year we must renew our charter by updating our member and leader list and paying membership fees to National BSA in Texas to remain active. At the same time we pay an insurance premium through Council to provide us with liability and medical insurance to protect the boys and leaders.

Training

District and Council level trainings are offered at various times each year. The best one to try to get all leaders to attend is University of Scouting.

All leaders must take certain trainings to earn their "Trained" patch and to help you earn the annual Quality Unit Award.

Required Trainings for each leader include:

Youth Protection (online)
Fast Start Training (online)
New Leader Essentials
Den Leader Specific Training
Committee Specific Training
Cubmaster Specific Training
Risk Zone Training

Other Trainings:

BALOO—Basic Adult Leader Outdoor Orientation (must have 1 person to camp)
Safe Swim (online)

Encourage everyone to get as much training as possible.

The boys deserve trained leaders

Resources—DE, Unit Commissioner
Council assigns a District Executive to help all Packs. They host a monthly meeting called a Roundtable, where you receive the most up to date info. of district events and monthly training and support for all packs.

Unit Commissioners are the Cubmaster's first step toward District help. Every Pack is supposed to have a Unit Commissioner to offer support and guidance. Parent problems, questions about procedure or ideas to grow or improve the Pack can come from this person.

Scout Shop

Downtown at Flag Plaza is the Scout Shop, where you can purchase awards, uniforms and some project items. It is separate from Greater Pittsburgh Council, but in the same building.

Tour Permits

For every outing you MUST file a tour permit with GPC downtown to let them know where you are going and they will approve your permit when they see that you have the properly trained leaders to travel. You must have a BALOO trained leader to camp and a Risk Zone trained leader to go anywhere.

Disregard those who say you don't need these if you are in the same town. CYA!
JUST DO IT!

National Summertime Awards

Offering a Summer program is the best way to keep boys active year round. Offer 2 outings or events each month from May to August to keep boys active and to give them a chance to make at least one each month. By rotating the schedule of events over 2-3 years, you will keep it fresh and the parents will want to go too. Every

boy who attends 1 event each month from May to August will earn the National Summertime Award. You must keep track of the attendance (Excel) and fill out an application for this award each August. The boys earn a special pin each year they earn it and the Dens and Pack can earn a special ribbon each year as well. All awards except the ribbon for the Pack are paid for by the Pack.

Quality Unit Awards

Each year the Pack wants to be a Quality Unit. At Charter renewal time there is a form to fill out to determine if you Unit has completed all requirements to be a Quality Unit. Recruiting new boys, having trained leaders, holding a pack meeting each month, and offer a summer program all count toward this award. All of these requirements should be met each year. The Pack will receive a ribbon from Council and then can decide if the Pack will purchase the patches for each boy and/or leader.

**FOLLOW THE COUNCIL
GUIDELINES & QUALITY
UNIT WILL BE SIMPLE**

What MUST I Do & When?

Yearly Program Guidelines

Each year you will want to include certain events. Some will be Council, some District and others Pack level events. It is important to pick and chose what works best for your Pack. Things change in the District and what works great now, may not always. Feel free to re-evaluate events each year and include your leaders and parents in the decision. Do not over-extend the pack though. It's ok to say no and keep things manageable. Best guideline is to plan to have one outing or event each month of the regular year and two each month in the summer.

These are the annual items to choose from at the various levels.

Checklist of yearly items to include in the Pack annual Program

Council Events

- Day Camp June
- Parent Pal Weekends
- Overnight Camp at Heritage

District Events

- Cubmobile Race April
- Fall Event October
- District Pinewood February
- Friends of Scouting

Pack Annual Events

- Popcorn Sale
- Rain Gutter Regatta
- Library Tour or Service Project
- Memorial Day Parade
- Police or Fire Dept. Tour
- Cake Bake February
- Pinewood Derby January
- Blue & Gold April
- Swim Party August
- Family Camping July, May, Oct

Planning a Great Year

In July, at camping, have a parent meeting around the campfire while the kids are playing in the creek. Have most of the calendar laid out. Get feedback and ideas about outings. Have a list of options that need decided. Then go home and put the plan together to fit your calendar. You must take into consideration the school holidays and district and council events.

Start with the "year in review planner" given in the April kick off packet at Roundtable. Fill in the monthly big events, like Pinewood and Cake Bake first, then District events and Council camps. Then add in outings that are needed for requirements like the Fire Dept or Police Dept tours, alternate these each year. Library tour, community service, Memorial Day Parade, and camping come next. Then move to a real calendar and add in holidays and school vacations.

Goal is to have at least 2 den meetings each month, 1 outing, and a pack meeting each month during the regular year. Then 2 outings or events each month in the summer.

Fill everything in and then at the July camping, just get feed back on a couple outing choices, because most things are set in stone, so you decide on the dates and put it all together after you get the feedback.

Do your best to live by the schedule. It is really good to give the schedule out in September and have it go to August of the next year. It clearly defines your year and everyone knows exactly what they are getting into. January is the only month you can't write in stone. Leave it flexible for the football playoffs with den projects and pinewood clinics being able to work around football if needed.

Successful Den Meetings

Your leaders are the front line troops of the organization. Without them, you don't have dens or boys. They need to understand that they need to set their plan in place for the year too. They should be trained and get familiar with their books. They should shoot for 2 achievements and 2-4 electives each month.

There are monthly themes put out by the BSA at the national level. These are found in the Program Helps book. You can re-order the themes or pick different ones if you like, but you should let the leaders know the themes in August so they can plan their year too.

Leaders should use a standard format for their meetings. Refer them to the Program Helps for the meeting format.

Every meeting should include the following:

- Gathering Activity
- Opening (Pledge of Allegiance)
- Business
- Activity
- Closing (Promise, Den Yell)

Leaders

Leaders are your support group. Without them you can't have a Pack. You must keep them happy and motivated. Providing them with supplies for den meetings and encouragement and thanks.

Encourage them to get the required training, and do your best to make their lives easy.

Program Helps

Number one resource for leaders. This will help your leaders with games, snacks and theme items. This is a great guide for how to run a meeting and provides all the filler to put around the achievements at each den meeting.

To Do List—When & Why? Not spicy, just the facts.

July—Put together the yearly schedule. Plan the activities and have a list of items to let parents decide on. Maybe discuss at Family Camping at the end of July.

August—Have a parent meeting either fishing or at the swim party, if couldn't do at camping. Book the swim party.
Get volunteers for Round Up

Sept.—Visit school to do Boy Talk as early as possible. Have a Round Up night or 2. Start meetings and do Popcorn Kick Off.

Oct.—Have first parent meeting for new parents especially. Answer questions and help them understand books.
Rain Gutter Regatta. Leader Training held by District. Oct. day at GUYASUTA. Have a Pack Meeting. Try to fit in trip to Police or Fire Dept.

Nov.—Need a Pack Meeting. Good month for Library tour.

Dec.—Make Pack meeting a Christmas party, maybe with Troop. Keep it simple.

Jan.—Project month to deal with football games. Work around games to fit in projects and derby clinics.
Pinewood Derby.

Feb.—District Derby. Scout Sunday. Cake Bake. Get leaders to wrap up requirements. Register all boys for Day Camp.

March—Watch out for Easter for scheduling. May not need a Pack Meeting this month, just use it for den meetings to wrap up requirements. Get leader commitments for next year. Sign up for new leader training in April. Turn in leader awards.

April—Blue & Gold. Remember to invite Charter Org. and Troop for cross-over boys. Have all boys signed up for Day Camp. File refund for Day Camp if needed. Do Spring Round Up for Siblings. All health forms done and copies turned in.

May—Start summer program. Register all new boys. Register new boys for Day Camp if they are going.

June—Pick up day camp shirts. Have a shirt distribution day in conjunction with an event. Finalize all camp schedules.
Attend Day Camp.

July—Have a Family Camping Weekend and go to a ball game at the Wild Things. Start all over.

If you build it, they will come.

Recruiting & Retention can make or break a pack. If you learn and practice good recruiting techniques, and follow the steps outlined in this handbook, you will be able to provide a program that will keep boys and families active and involved.

Recruiting should be done all year long. Promote your pack to everyone you meet with boys. Have business cards with your name, pack information and contact information to pass out wherever you go.

Regular promotion opportunities—

Each Fall you want to have someone go to the elementary school to promote scouting. If you can go yourself, that is best. Go in uniform to invite the boys to your Round Up. Just quickly tell them a little about scouting, get them excited about joining and make sure they know when and where. Offer 2 times to sign up. Pass out cards, fliers and have the school send home a reminder on Thursday.

Promote the sign up night— If you can get the local paper to do a free club listing for sign ups 2-3 weeks prior to your Round Up that's great. Take posters to the school before school starts, possibly do a display in the display case of scout items. Put signs at the video store and the Boys Club if possible.

The District will encourage you to do a Spring Round Up too. After 6 years of experience, we have decided that the only round up should be for siblings in the Spring. We have not had good luck with the Spring new recruits sticking because they get to do all of the fun stuff and then go to den meetings and are "bored". Just nod and smile at the DE and then do what's best for the Pack. We use the Memorial Day Parade to promote the Pack. Print up little cards or slips of paper with contact info. and have the parents pass those out to all the young boy families along the parade.

Use the local paper to promote the pack all year long. Send pictures and stories of the good things the boys do.

Fundraising can be Fabulous

Without successful fundraising the pack cannot function. Taking advantage of the

Council Popcorn Sale is a fantastic way to pay for the entire year of scouting. Setting a goal for each boy to sell enough to earn \$125 in profit per boy seems to be on track with what we do each year. By setting clear goals and making sure to have a great kick off, being sure to explain how everyone can pay their way and what it will pay for will make it work. Have the boys pick their prizes and be excited.

We have offered Blitzes on Sunday afternoons to help boys boost their numbers by going to neighborhoods where boys don't live or won't sell. Heidelberg is a good place to do, areas around the church, even some parts of Crafton can be great. Look for areas that are relatively flat with lots of houses. Teaching the boys how to sell is just as important as having a goal. Teach them to say "Hi, my name is, would you like to help support the Cub Scouts?" Stress that they must always say "Thank you" even if the person doesn't buy.

Using the online popcorn system is a great way to manage the sale. Find someone to handle the order collection and then make the distribution morning work for everyone by having everyone come help unload and sort.

We have offered a special Pay Your Way program for several years offering those who hit their popcorn goal the chance to not pay a second membership fee in January. They pay the \$25 in Sept. and then nothing else until day camp. With day camp if there is enough money to leave \$1000 buffer and have \$1500 for the summer after camp fees, then the goal for the Pack is to pay the whole cost of day camp for those who paid their way or at least half. Those who didn't pay their way have to pay for day camp on their own.

What are the Red Vests for anyway?

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness. One of the important methods of scouting is advancement.

Red vests fall into this area of character development. Through recognition our boys find encouragement to participate, a desire to achieve more and are rewarded for their hard work and commitment to the program.

The red vest is awarded when the boys earn their Bobcat badge. The vest is where they display all of the temporary patches they earn each year.

Temporary patches are awarded for monthly themes, pack events, district events and council events. Our pack tries to award at least one patch each month, generally for either an outing or bigger event. (Ex. Pinewood, cake bake, regatta, fire dept. etc.)

There are several other awards boys can earn. This is not the place to list all of them, but it is important that you, as Cubmaster, are at least familiar with the types of awards and where to find the info. on each.

Religious Awards—Boys can earn 2 special religious awards while in Cub Scouts. Generally there is one award for 1st-2nd graders and another for 3-5th graders. The difficulty increases with age. This is one of only 2 awards that a Cub can earn that he wears as a Boy Scout and as an adult. He'll earn a pur-

ple knot that he can continue to wear throughout his scouting career. Each religion has it's own awards and guidelines.

For specific details on many awards go to the Virtual Leader Handbook at <http://www.geocities.com/~pack215/>

Sports & Academics—A separate book with both belt loops and pins awards can be purchased at the scout shop. This is a way to recognize boys for sports that they are involved in and other areas that may interest them.

BSA Family Award—Great for scouting families that are active in the pack. Most of them are already doing the things, they just need to go through the book to give themselves credit for what they already are doing. They can earn this each year.

Leader Awards—Recognizing your leaders is very important. Encouraging them to get their training and earn their knots is part of your job. Be sure they understand the requirements at the beginning of each year. Encourage them to attend Univ. of Scouting to take care of the annual training requirement. Be sure to turn in all awards in March for leaders to be recognized for the April Leader Recognition Dinner. Again, for specifics on each award see Virtual Leader Handbook or Cub Leader handbook.

Pack Meetings that Pop!

Pack Meetings are the monthly meeting of the entire Pack and are used to provide an opportunity to recognize the boys and the leaders for their accomplishments. This is really what your job is all about. If you fill all of the committee and leadership positions then this will be your job. Good luck

with that!

Pack Meetings are your monthly “campfire”. All campfires should include the following: Opening, skits, songs, recognition, a story or something to think about (Cubmaster minute) and a closing. The most important thing is to make it fun and be silly.

Ceremony, costumes, parent involvement, kid performances and silly applause. All of these things make for a great Pack Meeting.

Great place to find info. is the Ceremonies and Pack Meetings book from the Scout Shop and the internet.

Special Events that Rock!

Each year there are certain events that MUST happen. These are the things that make Cub Scouts special for the boys. Making sure they happen and are well done will give the boys memories that will last a lifetime and help your parents to see the value of scouting.

Rain Gutter Regatta—October This is the first big event of the year. A chance for the boys to build boats and parents to meet the other parents. Arrange to use the Stone Pavillion in Carnegie Park in September. It should be free and it's ok if the water is turned off, but we need bathrooms to be open. You can pick up key or call police to open them.

Pack can usually buy hamburgers and hot dogs to grill and then have everyone bring a dish to share. Kids build the boats, then while paint dries have everyone eat and then race. Be sure to do any announcements in the

middle of eating or just before you begin the racing. Get pictures of each den with boats before the races begin too. No awards needed, just let the boys race their den, mixing up the order so they all get to race each other. Boys get a patch and their boat.

Pinewood Derby—Huge event each year. Have a committee review rules in Nov. then pass out cars with rules at end of Nov. Schedule pinewood clinics if possible to help people cut cars and weight them. Find a laptop and projector to display race software results. Race crew is needed to register cars, impound them the week before and then handle the track assembly and actual race on race day. In 2005 we bought our awesome track and timer. This was a huge expense and should last the pack forever if protected and handled properly. To follow the district and to be most fair we've decided to use average time for the races. In 2008 we did set up and adult races on Friday night. That worked very well. No alcohol allowed in church. Check notes file for annual improvements.

Cake Bake—review rules each year to update themes. Pass them out at the beginning of Feb. Watch out for church conflicts at the end of Feb. as this is the church anniversary month and has been a problem for us. Just double check to be sure. The themes go along with the day camp theme to start promoting day camp. Pick 3 judges at the beginning who you feel can be fair. Everyone gets an award at this one. Be creative, use the files to change the year and have enough for each den. Then recognize the best overall Cub Theme, Best special theme and pass out one slip per person for a vote for People's Choice Award. All awards are just

paper, but make it special and fun. After awards and recognition, then let them eat cake! No auctions, no fundraising, just enjoy.

Blue & Gold Banquet—This is our final award banquet to celebrate all of the achievements of the year. It can be catered by Boston Market with some extra chicken from KFC and sides from a couple volunteers for under \$500. Place-mats can be had for free from the Council, go with those and white table covering to keep decorations simple. Boys can make neckerchief slides or a little something for the tables or favors in March at a meeting.

Invite District Exec., Charter Representative, Unit Commissioner and church pastor and council president to attend as guests of honor. Reserve a table for them. Ask your leaders to be sure to greet them and remember to acknowledge them at the beginning of your presentation after dinner.

This is also the time to cross over the Webelos 2 den to the Troop. Arrange to have some representatives from the troop there to welcome the boys into the troop.

All boys will be promoted to the next level even if they didn't receive their badge. Trade up on the neckerchiefs will happen, so you'll need to have enough for each boy. Should have them in stock. You'll need to do a bridging ceremony to cross over the webs to boy scouts. There are many to choose from. Make it special and solemn, but also a celebration.

This is the time to really recognize the leaders and thank them. Would be good to have one parent from each den take care of getting all boys in a den to sign a card for each of their leaders. If the pack can afford a little something that's

nice too, but not necessary.

Day Camp & Family Camping—These are also so important for cubbies. See the next camping section for more on these.

Camping with Cubs-Who, What, Where & Why, Oh Why?

There are several options for camping in our area. There is a list of approved places to camp in our area. The closest and most wonderful is Camp Guyasuta. This is a Boy Scout owned and run camp in Sharpsburg, near the zoo.

We have been going there 3 times a year for the past 4 years. We tried Raccoon, but it was too primitive for cubs. Guyasuta gives us flush toilets, a pavilion, a creek to play in, a nice hike, a super fire ring and a great view of the boys at the camp site. This is an introduction to camping. We use the Piedmont Shelter just across from the parking lot. This needs to be reserved June 1st each year for the next year.

There are other places, but the convenience and cost have kept us happy at Guyasuta. Some boys may start to get a little tired of it by Webelos year, if they have gone every time, but then we add in a special Webelos Only Hike and try to mix it up a bit. Whittling from Bear's on, tends to keep them coming back too. Mix in an occasional game beltloop or some different achievement or electives for each den and that will keep them interested if the creek doesn't do it alone.

PURPOSE: Camping with Cubs is a great way to introduce the boys to camping and nature in a simple and manageable way

that parents can handle. Families are welcome to just come for the day, so they don't even need camping gear. They get to cook outside, play in the creek, go for a hike and enjoy a campfire. In the Spring and Fall it is risky to plan to camp overnight. The weather doesn't always cooperate. We started having just a day at camp in 2006 to avoid the overly cold or wet camping and to reduce the work for the camping committee.

Day at camp basically had the following schedule:

9:30 arrive and unload basic supplies
10:00 fire started, explore campsite, play in creek or on hillside
11:30 start lunch do foil cooking, stick cooking to let kids have a chance to cook
12:00-1:00 lunch and clean up
1:30 –2:30 hike to waterfall
3:00-5:00 den activities with den leaders
5:00-6:30 dinner and clean up
7:00 build up fire
7:30 –9:00 campfire, awards, s'mores
9:30 wrap it up and leave.

People can stay over if there is someone with Baloo training. Anyone staying has to provide their own camping items and breakfast food for Sat. and Sunday.

Weekend at Camp adds the following items:

Friday night set up after 5 p.m. bring your own dinner or eat first, sleep over
Friday small campfire, just hang out
Sat. 7:30-9:00 breakfast and clean up
Sat. sleep over
Sun. 7:30-9:00 breakfast and clean up
9:00-done—Tear down and pack up

Can include a Scout's Own program on Sat. night before campfire or Sunday a.m. if desired.

Who Are Those Tan Shirts & What Do They Want From Me?

All too quickly you will be wearing a tan shirt too, if you aren't already. This is the shirt of a leader in scouting. You can learn a lot about a person by the shirt they are wearing. Learn what to look for and you will quickly recognize who can help you at District events or Roundtable meetings.

You will notice some have red epaulets on the shoulders while you have blue. Red designates Troop level leadership, while Blue is for Pack level volunteers. Grey is for Council and Green is for Venture Crews.

Notice the position patch on their sleeve. Remember, many people hold multiple positions, so that may not always be your best clue, but it's a start.

Notice their Knots. Over the left shirt pocket you will see knots. Knots are the scouter way of recognizing time served. There are knots for every level of scouting as well as special awards. The most important thing to remember is "the more knots someone has, the more experience they have and the more helpful they should be to you." Be sure to learn more about knots in the Cub Leader handbook so you can earn them and so can your leaders.

One other clue on uniforms is a long piece of leather lacing with 2 wooden beads. This designates a Wood Badge trained leader. This is the highest level of training available to scout leaders. If someone earns their beads, they are truly dedicated to helping others in

scouting and being the best scout they can be. They are always good resources.

WORKING WITH A TROOP

Many Packs have a Troop that meets in the same building as they do. The Pack is supposed to help feed into the Troop to keep the Troop alive and well. In order to do this, it is important for the Pack and Troop to work together to support each other. There are ways to work together to keep each other growing and successful.

Open communications is very important. In our case, we share a meeting hall and must be considerate of each other's needs for meetings. As a Pack we provide our annual schedule to the Troop in August to let them know when we need the Social Hall so they can plan around us.

Den Chiefs are another thing the Troop can offer to help the Pack make a connection with the Troop. Having older scouts helping with den meetings or special events allows the Cubs to see Boy Scouts in uniform, and allows them to get to know some of these older boys so they will be more comfortable when they move into the Troop. The more interaction the better. Ideally the Troop will provide one Den Chief for each Den, but when den chiefs are scarce, we prefer to use them for the Webelos to help ease their transition to Boy Scouts when the time comes.

WEBELOS TRANSITION

Making the transition from the Cub Pack into a Boy Scout Troop can be a challenge for some boys and their families. Things are very different in a Troop when compared to a Pack. One major difference is that in Cubs we have adult led activities, but in a Troop things are boy led. The level of organization may be different and finances are handled very differently at the

Troop level. The key to a successful transition is EDUCATION. In our Pack we are fortunate to have a great booklet called ***Webelos to Scout Transition*** to use as a guide for our parents. Be sure the Webelos leader has a copy of this each year and that each family receives a copy as they begin their second year in Webelos.

You Want Me To Go Where?

Each year Cub Scout Packs go on many special outings and tours. Included in this booklet is a list of several area attractions that will help you when you are planning your annual calendar. Some will happen each year, and some will happen only occasionally. Keeping your program fresh is a great idea, keeping tried and true great tours or outings can make your Pack very successful. Setting some places up on a rotation will help keep your boys excited.

TOUR PERMITS

Wherever you go, remember to file a Tour Permit with your local Council. This is a simple enough form that can be found online at www.gpc-bsa.org, the purpose of this form is to be sure your Pack is covered in the event of an accident. If you are not meeting at your regular location, you need to file a tour permit. Send them in or drop them off at least 2 weeks prior to the event. Keep a file of them and your pack will always be in compliance with BSA Regulations when it comes to Tour Permits.

Cubmaster Final Minute

Congratulations, you've made it to the end of this training info. and should be much better prepared to begin this wonderful job. This can be a lot of fun, but can also be a lot of work. Get help, the more kids you recruit, the more parents you will have as resources. Use these parents to help you share the load. Remember to have fun watching the boys grow and learn. Everything you do is for the boys and the boys will not always appreciate it, but you must know that you are investing in the future. This is a great investment and the pay off will be beyond your wildest imagination.

Sell the program to the parents and you will always have help. Good luck in all you do. What you give of yourself will come back to you threefold.

The road of scouting may be not be straight and speedy like a highway, but rather it is full of curves and bumps. It should be driven slowly as you enjoy the scenery. Enjoy the ride.

Cub Scout Leader Activities/Outings Contact Info.

updated Feb. 2008

Andrew Carnegie Library Carnegie	(412) 276-3456	
Audobon Society	412-963-6100	Ed
Carnegie Museum of History Cub Day	412-622-3292	March 29, 2008 10-3 p.m.
Froggy	279-5400	Tim Miller
Meadowcroft Village	724-587-3412	
Mountainmen	412-885-8885	Ed Ackman
National Aviary	412-323-7235	
Old Economy Village	(724) 266-4500	
Pittsburgh Am. Indian Society	412-664-9390	Verna McGinley
River Rescue	412-937-3057	Larry Jones
Robert Morris Scout Over- nighters	412-262-8407	Cub overnighters
Ron Buchanan	412-242-1441	banjo, kids programs
Science Center	412-237-3400	
Scott Pool	(412) 279-0633	Mr Ellis (Do birthday party deal)
Scuba South	(412) 531-5577	Stu Sander dive@splashws.com
Southwest Ballet	412-279-8133	Virginia Nichol
Story Teller	412/429-1573	Jody King
Sword Man	412-922-9320	Shaun Rolly
Ventriloquist (warrendale)	724/452-5889	Cindy Speck
Wild Things Baseball	(724) 250-9555 x. 107	group- sales@washingtonwildthings.com
Wild World of Animals	724/239-5511	Grant
Woodville Neville House	412-221-0348	
Y108	920-9400	
Pittsburgh Zoo	412) 665-3640	

This information is for contacting and scheduling tours or entertainment for Cub Scouts. Not all of the listings have been tested, and compiler make no promises of services to be provided.

Glossary of Common Scouting Terms

As in any organization, acronyms and unfamiliar terms are often used that can be confusing. Does your son return from a scouting activity and seem to be speaking a foreign language? Do you note some strange words on a flyer or calendar? This glossary is an effort to help define some of the more frequently used terms. If someone uses a term you are not familiar with simply ask them to explain it (we too all had to learn it some where), or sneak a glance at this glossary if your bashful about asking.

Adult Patrol: When the troop goes camping, all of the adults form their own patrol for meal planning, shopping, cooking, eating, and sleeping. The adults try to set a good example of how a patrol should operate.

Annual Planning Meeting: The PLC (see below) meets to plan the next years activities with the guidance of the Scoutmaster. This plan is then present to the Troop Committee (see below) for approval to make sure the plan meets BSA guidelines and that necessary resources can be provided. This normally occurs in the spring to plan the next school years activities.

APL - Asst. Patrol Leader: See Patrol Leader below.

ASM - Asst. Scoutmaster: See Scoutmaster below.

ASPL - Asst. Senior Patrol Leader: See Senior Patrol Leader (SPL). Troops often have more than one ASPL

Baden-Powell: Lord Baden-Powell was the founder of the scouting movement.

Be Prepared: The motto of Boy Scouting.

Blue Card: In order to work with a Merit Badge Counselor the scout must first obtain a Blue Card from the Scoutmaster. Blue Cards are the record of Merit Badge progress and are turned in to receive the Merit Badge after all the requirements have been met and the counselor has signed off the card. The scout should keep his copy of the blue card until after he has reached the Rank of Eagle. The plastic baseball trading card holders work well for storing completed Blue Cards.

Board of Review - BOR: As a requirement for each rank advancement a scout must appear individually before a group of three to six adults (members of Troop Committee) to ensure that the scout has met the requirements for that rank. By policy the Scoutmaster and Assistant Scoutmasters cannot sit on a BOR. A Board of Review takes place after a Scoutmaster Conference (see below) for Rank Advancement, or when a Scout requests it or if the Troop Committee feels the Scout needs it. Eagle boards are conducted at the district level.

Boy Scout Ranks (in order of increasing rank)

Tenderfoot

Second Class

First Class

Star

Life

Eagle

Eagle Palms: Bronze, Gold, Silver

Bridging: A ceremony where Webelos Cub Scouts cross a ceremonial bridge to signify their transition from Cub Scouts to Boy Scouts. This is normally done at a Cub Scout Pack Meeting with Boy Scouts from the Webelos' new troop participating. This is NOT a graduation ceremony from Cub Scouts, it is rather an induction ceremony into Boy Scouts.

BSA Lifeguard: A 3-year certification awarded to scouts or scouters who meet prescribed requirements in aquatic skills.

Buddy System: When ever a scout needs to go somewhere at camp, hiking, Merit Badge Class, etc. it is always done in groups of at least two. A scout always takes a "buddy" scout with him. Also used as part of the "Safe Swim Defense" program.

Camporee: Campout attended by several troops within the district.. Usually there are various competitions between the patrols attending.

Chaplain: Adult member of the Troop Committee who provides guidance to scouts related to observance of the 12th point of the Scout Law - A Scout is Reverent. This adult works with the Chaplain Aide, a youth leader.

Charter Organization: The organization that is officially chartered by the Boy Scouts of America to carry out the scouting program. The main liaison between the charter organization and the troop is the Chartered Organization Representative (COR). Your COR could be a church, school, PTA/PTO, civic club or a business.

Class A or B Uniform: Different types of activities require different uniforms. Class A is a complete uniform, Class B is a scout polo shirt or T-shirt often worn for camp or for other activities.

Commissioner: Adult volunteers working at the district or council level. Unit commissioners are assigned to units and should be a friendly resource to the unit leaders.

Committee Chairperson: A registered adult appointed by the Chartered Organization to chair the Troop Committee. This person presides at Troop Committee meetings and works closely with the Chartered Organization Representative (COR) and Scoutmaster (SM) to ensure the scouting program meets BSA guidelines.

COPE: Challenging Outdoor Personal Experience. (Boy Scout activity involving heights, trust and team building).

COR: Chartered Organization Representative - A person assigned by the chartering organization to be the liaison between the troop and the charter organization.

Council: A group of Districts make up a Council.

Court of Honor – COH: An awards ceremony, usually held quarterly, at which scouts are recognized for their rank advancements, merit badges earned, and other awards.

Cracker Barrel: A scout term for a social gathering with refreshments after a meeting or activity. Often an evening activity at camp before taps.

Den Chief : A Boy Scout who helps a Den Leader direct the activities of a Cub Scout den.

District: A subdivision of a council.

Dutch Oven: A large cast iron covered pot used to bake and cook in over a wood or charcoal fire.

Fast Start Training: This online training is a quick orientation for new leaders. See www.scouting.org/boyscouts/faststart/

Fireman's Chit: A certification given to Scouts who know and understand fire safety rules.

Friends of Scouting (FOS) : Friends of Scouting - annual fund raiser for the council. The council does not get any share of your registration fee and is grateful for your donation.

Good Turn: "Do a Good Turn Daily" is the scout slogan. A good turn is something you do without being asked or expected to do it and for which you expect no reward.

Guide to Safe Scouting: This booklet is the Bible when it comes to safety related issues in scouting. Those items in **BOLD** print are rules that **MUST** be followed. Everything else in the booklet are recommendations that should be followed. Troop leaders frequently consult this to see if planned activities are being done safely and within prescribed BSA policy.

Jamboree: Scout meeting or camp out on a grand scale. There are district, regional, national and international jamborees.

Jamboree On The Air (JOTA) : Scouting and ham radio join forces to make many international contacts through the "air" waves. Traditionally the 3rd weekend in October.

JASM - Junior Asst. Scoutmaster: A youth between 16 and 18 who has already held major leadership positions within the troop. Appointed by the Scoutmaster to help in guiding the troop and youth leaders.

Junior Leader Training (JLT): A training class taught by the senior youth leaders for newly elected and appointed youth leaders generally in the fall.

Klondike Derby: A winter/snow oriented camporee. Overnight camping experience in the snow with team building games and activities.

Leadership: To advance in the more senior ranks a scout must hold a leadership position for a set period of time. The rank requirements in the Boy Scout Handbook (as revised) lists the leadership positions that qualify.

Leave No Trace (LNT) : A set of guidelines that set standards for outdoor activities that are environmentally sound and considerate to others using the same area.

Merit Badge Sash: As scouts earn Merit Badges they are sewn on a Merit Badge Sash (available at the Scout Shop). The Merit Badge Sash is normally worn only for formal occasions such as a Court-of-Honor.

NESA: National Eagle Scout Association. Open to membership to any youth or adult who attained the rank of Eagle Scout.

New Leader Essentials (NLE): An introductory training session that highlights the values, aims, history, funding, and methods of Scouting.

Northern Tier High Adventure Base: Northern Tier is a Boy Scout High Adventure Base which is focused on canoeing in the Boundary Waters area of Minnesota and Canada.

Order of the Arrow (OA): A national brotherhood of scout honor campers of the Boy Scouts of America. Members are elected by their peers after meeting basic requirements of camping knowledge and experience. Boys and adult leaders can be elected to the OA. The OA motto of "Cheerful Service" indicates their purpose. They are often found improving scout camps, running council events, and providing service to the scouting community.

OA Ordeal: The initiation ceremony experience for new OA members generally involving personal introspection, service to improve camp or trail and ceremonies based on Indian legend or lore.

Palms, Eagle: After a scout reaches the rank of Eagle, they can earn a Palm for every 5 additional Merit Badges they complete. You may wear only the proper combination of Palms for the number of merit badges you earned beyond the 21 required for the rank of Eagle. The Bronze Palm represents five merit badges, the Gold Palm 10, and the Silver Palm 15. For example a scout with 20 additional Merit Badges would wear a Silver and a Bronze Palm.

Patrol: The Patrol is the basic unit within a troop. Made up of 6-10 scouts who camp, cook and eat together. They work as a team at various activities and events. They elect their own leader.

Patrol Equipment: The Patrol Equipment consists of tents, stoves, lanterns, and cooking equipment. The Patrol is responsible for the storage and upkeep of this equipment. This equipment is stored and transported in Patrol Boxes which need to be cleaned after each outing.

Patrol Leader (PL) : The elected leader for the patrol. An Assistant Patrol Leader can be elected or appointed by the PL to help in running the patrol.

Patrol Leaders Council (PLC): Made up of the youth leadership of the troop. They meet once a month to plan the following month's activities and annually to plan the upcoming year.

Permission Slip: In order to go on any outing the scout must have a Permission Slip signed by his parent. The Permission Slip also provides details about uniform, departure time, food, etc. Many troops post Permission Slips on their web sites. It is the Scout's responsibility to make sure they have the appropriate Permission Slip signed and turned in by the due date noted on the Permission Slip.

PFD: Personal Floatation Device (PFD) otherwise known as a life vest. Those used in scouting must be U.S. Coast Guard approved.

Philmont: A high adventure Boy Scout camp located in the northeast corner of New Mexico.

Pow Wow: Pow Wow is a one-day training program for Cub Scout leaders held each November. Pow Wow provides training beyond basics with a wide variety of topics including ceremonies, games, songs, crafts, advancement ideas, Scout skills and much more.

Re-charter: Annual process of re-registering the troop, scouts and scouters. Each unit designates leaders to collect the information and present updated paperwork to the council.

Roundtable: Monthly meeting for leaders to exchange ideas, fellowship, and, a few announcements that is run by the district.

Safe Swim Defense: A eight-step plan for conducting swimming activities in a safe manner.

Safety Afloat: Guidelines for safe troop activities utilizing water craft.

Safety Circle: A safety zone around someone using a pocket knife, hatchet, ax, or other sharp tool. Basically it is an arms length plus the length of the tool in all directions. No one should be in another person's Safety Circle when a sharp tool is in use. Be sure to check the Safety Circle when your knife is closed.

Scouter: Any registered adult leader.

Scoutmaster (SM): Adult leader who trains and guides the youth leaders in carrying out the scouting program. One or more Assistant Scoutmasters (ASM) help the Scoutmaster and are often assigned specific roles and duties.

Scoutmaster Conference: A formal meeting that takes place at a Troop meeting or activity between a Scout and the Scoutmaster, or a person he designates, to review a scout's progress. A Scoutmaster Conference takes place at advancement time prior to a Board of Review, when a Scout requests it or if the Scoutmaster feels the Scout needs it.

Scoutmaster-Specific Training : The basic Adult Leader Training. Although this is sometimes called Scoutmaster Fundamentals, this is an excellent training program for any adult wanting to become more involved in the Boy Scout program, or who just wants to learn more about how the program works.

Scouting for Food: National Good Turn: Every year, Scouts collect food for the fight against hunger. The food is turned over to local food banks for distribution to needy families. Scouting for Food is a national "Good Turn" of the Boy Scouts of America.

Scout-O-Rama: Large scouting event. Cub Scout Packs and Boy Scout Troops display some of their favorite activities. The scouts help out their units and also get time to visit other units displays.

Scouts Own: Non-denominational religious observance of reflection usually conducted on camp outs. Allows each Scout the opportunity to obey the twelfth point of the Scout Law in his own way. Let your troop leaders know if you do not want your son to participate in this activity, as we wish to respect every family's religious beliefs.

Scout Spirit: The way a scout tries to live up to the Scout Oath, Law, Slogan, and motto in his everyday life.

Seabase: A high adventure Scout camp located in the Florida Keys.

Service Star: A pin worn over the left shirt pocket of the uniform to denote the number of years of service.

Silver Beaver: A recognition given by the National Court of Honor for distinguished service to youth within the council.

Senior Patrol Leader (SPL) : The senior most elected youth leader of the troop. The SPL is in charge of the troop at all functions and activities. He appoints one or more assistants (ASPL) to help him in running the troop.

Totin' Chip: A certification that enables the bearer to use knives, axes, and saws. It must be earned by the Scout through educational and hands-on safety sessions led by an adult leader or older scout appointed by the scoutmaster. Any time a Scout is observed doing something unsafe with a sharp tool, a corner is cut off his Totin' Chip card. When all four corners are gone, the card is taken away and must be re-earned.

Tour Permit: A document that must be filed with the council office before any official scouting activity can take place. Special permits are required for travel out-of-state, over 500 miles, or for flying activities.

Troop Committee: Adult committee of registered adults that provide oversight, assistance, and guidance to the Scoutmaster in carrying out the scouting program within the troop. The Troop Committee is responsible to provide the necessary resources requested by the PLC and Scoutmaster that are required to carry out the scouting program. All registered adults are part of the Troop Committee, key members include the Committee Chair, Treasurer, Secretary, Outdoor/Activities Coordinator, Advancement Coordinator, Membership Coordinator, Equipment Coordinator, and Fund Raising Coordinator.

Two Deep: Two Deep Leadership is a Boy Scout Policy. A minimum of two adults must always be present with any youth. One of these adults must be 21 years old. This is part of the BSA Youth Protection Guidelines.

Woodbadge: Advanced Training for Boy Scout adult leaders. Any adult who has taken Basic Leader Training can attend this advanced training course to expand their knowledge of the scouting program and be of more help to the troop.

Youth Protection Training: A 30-minute interactive video presentation and training program that is offered several times a year. Each unit should encourage all leaders to attend one of these sessions that provide valuable information on how to recognize child abuse, how to set up safe guards, and how to report suspected abuse. The training can also be done online.