Cub Scout Leader
Position-Specific Training
Providing Simple, Practical Skills for All Leadership Positions in Cub Scouting

Boy Scouts of America®
CUB SCOUT LEADER

Position-Specific Training

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BOY SCOUTS OF AMERICA®
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INTRODUCTION

Why We Train Leaders

Every young person in the Scouting program needs and deserves a leader who understands the aims of the program and knows how to deliver it with enthusiasm and fun—in short, a trained leader. Because they understand their role, trained leaders have a positive influence on the lives of youth. Research shows that Cub Scouts, Boy Scouts, and Venturers with trained leaders enjoy the program more and stay in it longer. How well we influence the lives of these youth depends on their leaders’ understanding of the program and their responsibilities.

Cub Scout Leader Position-Specific Training

Cub Scout Leader Position-Specific Training has been developed to give new leaders the knowledge and skills, as well as generate the enthusiasm, that they need to be successful. It is made up of three parts. The first part is a 45-minute introduction to Scouting and to the Cub Scout pack. New leaders learn about Cub Scouting organization and the essential elements of the Cub Scout program. The second part is a 45-minute module on how Cub Scouts have fun in the pack and den. In this unit the Cub Scout leader will learn about the different things that make Cub Scouting fun for all. The third part is specific training for each of the major Cub Scout leader positions in the pack. Each position-specific module is meant to last no longer than an hour and a half.

Modular Training

Cub Scout Leader Position-Specific Training features a number of specific elements to help new Cub Scout leaders adjust to this environment. The first important element is to provide a model for them to follow for the position they will fill.

The first two modules are to be conducted in a Cub Scout pack meeting format. The first module includes an opening ceremony and several morale features to reinforce the fun of Cub Scouting. At the end of the first module, the new leaders will complete the requirements of the Bobcat badge. They will be presented a paper Bobcat badge at the end of the training sessions.

The second module includes more learning and morale features along with a recognition ceremony, closing, and an after-the-meeting segment.
Cub Scout Leader Position-Specific Training

Six different courses related to specific Cub Scouting positions are included. Each leader and assistant leader completes the course for his or her own position in the program. These courses are:

1. Cubmaster Training
2. Tiger Cub Den Leader Training
3. Cub Scout Den Leader Training
4. Webelos Den Leader Training
5. Pack Committee Chair and Member Training
6. Training for the Pack Trainer

This book provides the detailed information that trainers need to deliver these six courses, either through group sessions (including small groups) or by personal coaching.
Scheduling Options

Cub Scout Leader Position-Specific Training has been designed to allow maximum flexibility in scheduling. Here are some ways that it might be scheduled:

One Big, Happy Family!
Group training can be scheduled for leaders in Cub Scouting, Boy Scouting, and Venturing held on the same day at the same location. Cub Scout leaders will begin with the Introduction to Cub Scouting, followed by How We Have Fun. Once the two sessions are completed, the group then splits into six separate sessions of Cub Scout position-specific training in different rooms.

Two (or More) Evenings
Introduction to Cub Scouting, followed by How We Have Fun, may be conducted in one night and then be followed by Cub Scout position-specific training scheduled for another evening or evenings either in the same or separate locations. Since not all of the “specific” sessions take the same amount of time, the number of additional evenings will vary depending on what training sessions are being delivered.

District and Pack Combinations
All new leaders from one Cub Scout pack could participate in Introduction to Cub Scouting, followed by How We Have Fun conducted by the district training team. Position-specific training may then be delivered by their pack trainer. The modules may also be presented at roundtables with the permission of the district roundtable staff.

Personal Coaching
This could be all of Basic Leader Training or any part of it delivered in a one-on-one (or perhaps one-on-two or -three) setting, usually by the pack trainer in a Cub Scout pack.

Other
There may be other combinations that successfully deliver training to leaders.
PLANNING THE TRAINING

Who Trains?

Delivery of Cub Scout Leader Position-Specific Training is the responsibility of the district training committee, with guidance from the council training committee. District training committees schedule group training sessions and develop plans for personal coaching. For Cub Scout leaders, pack trainers also conduct group sessions and personal coaching within their packs.

The pack trainer's work is not intended to replace group training done by districts and councils, but to provide an additional way to make training available to all leaders. The objective for all trainers is to train as many leaders as possible, because every boy in our program should have a trained leader. The pack trainer helps accomplish that goal.

Before delivering training, all trainers (including pack trainers) should participate in a Trainer Development Conference, usually conducted by the council.

Staff Development

The first staff development session for a group training course should be held approximately two months before the course begins. Additional staff development meetings may be held as needed, depending on the experience level of the training staff. Be careful not to meet more often than needed.

Each staff member should have a copy of this training manual and should study it carefully. This will help prevent unintentional duplication or repetition of material during the course. Each trainer needs to be aware of what others are presenting and when.

Staff Assignments

For group training, the course director should assign session topics to staff members based on their level of knowledge and experience in that particular subject. Backup presenters should be assigned for all sessions. Teaming two staff members to each session is another way to assure a backup in case of a last-minute emergency, and is a good technique for building experience in newer trainers.

Preparation

The material in this training manual should not be read to the participants. This means that trainers will need to prepare their presentations carefully, practice them, time them, and be thoroughly familiar with their content.
It will be helpful if the training staff can meet at the training location before the course dates to practice their presentations with their training aids. Lettering on charts, posters, overhead transparencies, and computer-generated visuals should be checked for size and color combinations to be sure that it can be seen easily. The sound system and acoustics should also be checked. Timing of presentations may need to be adjusted to make sure the schedule is maintained. This meeting should occur early enough to allow time for changes to be made as needed.

Trainers should understand that the primary aim of each session is to meet the learning objectives. If the objectives of the session have been met, the session should be concluded, even if the time allotted has not been used. The times listed for each session are maximum times.

**Adding Pizzazz**

Morale features are vital in making training fun. An adult's attention span on a single subject is usually about 30 minutes. After that time, boredom and fatigue may set in. A song, stunt, or game may be just what is needed for a change of pace. Stunts, icebreakers, and other morale-building activities can be found in *Group Meeting Sparklers*. *The Cub Scout Songbooks* is a great source for songs. *The Cub Scout Leader How-To Book* is the place to go for games.

**How Do We Train?**

Every young person in Scouting deserves a trained leader, and every leader deserves the opportunity to learn how to be successful in delivering the best program possible. The only truly acceptable goal is that every leader completes basic training for his or her position.

To accomplish this goal, trainers need to be prepared to use a variety of methods to deliver training to leaders. These methods might include:

- Group training sessions for large groups
- Group training for small groups—perhaps even a single pack
- Personal coaching for one or two leaders
- Self-study

The approach needs to be not "How can we get more leaders to training?" but rather "How can we get training to more leaders?" Not all leaders will attend group training sessions, so trainers must be prepared to deliver training wherever untrained leaders are.
How Not to Train

Often we will approach training as a necessary evil rather than an extremely important part of Scouting success. A recent survey of Cub Scout leaders found that most leaders felt that they did not have enough hands-on training about their job. They wanted more time to learn what they are supposed to be doing in their registered position.

That being said, we hear that time is limited for training and we need to get as much as possible in front of the new leaders as fast as we can. This sounds great but does not allow the new leader to absorb what we are presenting. Remember, we need trained leaders, not training courses! Presenting all of the course material in one and a half hours does not provide a good training experience. The new leaders will hear a lot of information without having the time to make that information useful to them.

The Training Pack

Here’s a proven technique to involve leaders in group training sessions: Organize a training pack!

- Determine which Cub Scout leaders have not completed basic training.
- Designate the course director as the “Cubmaster” of the training pack and other trainers as “assistant Cubmasters!”
- Review the list of untrained leaders to find leaders with two or more years of service in Cub Scouting who have not completed basic training. Pay particular attention to successful Cubmasters. Ask them to serve as “training den leaders.”
- Give training den leaders prospect lists of 10 to 15 untrained leaders from their own packs or neighboring packs. Each training den leader is responsible for personally contacting each of these leaders and asking them to join the leader’s own training den for the training course.
- If the training den exceeds the maximum size (usually six to eight), the training den leader may form a second training den.
- Ideally, all den members hold the same position in their packs (all Cub Scout den leaders, all pack committee members, etc.).
- During the course, the training den leader might assist by welcoming and involving participants, leading den discussions and den projects, and providing resources. The den leader can also answer questions during and after the course.
- And, of course, the training den leader gets trained, too!
Materials

The training materials for Cub Scout Leader Basic Training are provided in different forms to suit different situations. In addition to this training manual, which trainers can use in preparing their presentations, there is also a DVD-ROM containing computer-based presentations for each of the sessions. These presentations can be used directly with a computer and projector (or monitor), or they can be printed out as overhead projector transparencies. They could also form the basis for a flipchart presentation. In addition, the presentations can be printed as handouts, showing several slides on a page with space for note taking. The DVD-ROM also contains handouts and graphic files that can be read and printed as needed.

A poster set containing 10 posters related to the sessions also supports the training. Resource materials and handouts are called for in most sessions. These are either items available through the national Supply Division, or are included as reproducible masters on the DVD-ROM.

Be sure to include plans for exhibits of basic literature and council activities in your training. For more details, see the materials list for each training module.

Cub Scout Leader Book

The Cub Scout Leader Book is the basis for all of the position-specific training. It will be referred to often and serve as an ongoing resource throughout the training. Ideally, every participant will have a copy. Participants should be encouraged to bring their own copies, and copies should be available for sale to those who do not have them. Taking notes in the book, highlighting or underlining important points, and turning down the corners of pages should be encouraged. Pads of adhesive notes will be available for flagging pages and taking notes, as well.
INTRODUCTION TO CUB SCOUTING

This is the first of three sessions each Cub Scout leader will complete. The second session, How We Have Fun, covers more information that Cub Scout leaders need to succeed. The final session is the position-specific session for Tiger Cub den leaders, Cub Scout den leaders, Webelos den leaders, Cubmasters, committee chairs and members, and pack trainers.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. Please do not read the “Say” content to the participants. The “Do” part contains information about what you should show the participants or explains how to present the slide.

Trainer Resources and Display Materials

Gather the following materials for this session:

- Boys' Life, current issue
- Cub Scout Leader Book, No. 33221D
- Cub Scout Leader How-To Book, No. 33832A
- Cub Scout Songbook, No. 33222A
- Scouting magazine, current issue

Other Display Materials

- Cub Scout Academics and Sports Program Guide, No. 34299B
- Cub Scout Ceremonies for Dens and Packs, No. 33212C
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
7. Webelos Den Meeting
8. The Pack Meeting
9. Outdoor Program
10. Law of the Pack

- *Den Chief Handbook*, No. 33211B
- *Group Meeting Sparklers*, No. 33122B
- A pack flag
- U.S. flag

**Registration Materials**

- Lined paper, cards, or forms
- Markers
- Name tags

**Handouts**

Print one per participant from the enclosed DVD-ROM:

- Bobcat Badge Score Card
- Foundations of Cub Scouting and the BSA

**Presentation Equipment and Supplies**

- Chalkboard or dry-erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- DVD player and TV
- Flipchart with easel and markers
- Overhead projector (if using overheads)
- One adhesive notepad, 3" × 3" or larger, per training den table
- Pens for each training den table
Before the Training

Physical Arrangements

- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
  
  * Cub Scout Leader Book, No. 33221D
  * Cub Scout Leader How-To Book, No. 33832A
  * Cub Scout Program Helps, No. 34304 (current year)
  * Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.
- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.

Exhibits

- Set up displays related to presentations.
- Put up training posters as indicated on materials list.
- Set up a literature display, including the items on the materials list.
- Set up a den doodle with a Cub Scout Den Advancement Chart.

Trading Post

You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book.
While Participants Gather

It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives

- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials

- Lined paper, index cards, or other forms to register participants
- Stick-on name tags and markers
- Supplies for Gathering Time activities

Registration

Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity

Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.
The Training Begins

See (Slide 1):

Say (in your own words):
Welcome to your introduction to Cub Scouting. My name is ______. The other trainers are ______. We are here to help you learn about Cub Scouting and the role you play in the lives of boys.

Do:
Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See (Slide 2):

Say (in your own words):
We are going to show you how a Cub Scout pack meeting is held during our training today. You were welcomed by our staff today with a pre-opening activity. This time is for registration of those who attend the pack meeting. It is also time for some activity that keeps the adults, boys, and siblings busy. Following the pre-opening, all pack meetings begin with an opening ceremony.

Do:
Show the pre-opening activity that the participants completed.
Conduct a simple opening ceremony such as having all of the participants rise to recite the Pledge of Allegiance.

See (Slide 3):

Say (in your own words):
To get us started, let’s all repeat the Cub Scout Promise. Our boys repeat this often to help them remember why Cub Scouting is important to them.

Do:
Point out the Cub Scout Promise poster or slide. Demonstrate the Cub Scout Sign. Repeat the Promise with the attendees.
See (Slide 4):

**WHY ARE YOU HERE?**

- To learn the fundamentals of Cub Scouting
- To learn what Cub Scout leaders do
- To learn how to make Cub Scouting work
- To learn how to have FUN with the den and pack
- To learn how to have successful den and pack meetings and activities

Say (in your own words):
*Thank you for volunteering to spend time with our boys. Without you, Cub Scouting does not exist. And thank you for coming to Cub Scout Leader training. Every boy deserves a trained leader. Your time is important and we want to make sure that we use it well. Here is what we will do today...*

Do:
Point out the learning objectives listed on this slide.

See (Slide 5):

**TODAY'S TRAINING**

- Models a pack meeting
- Starts with general information
- Continues with specific information
- Provides you with the tools to succeed

Say (in your own words):
*To help you understand how Cub Scouting works, our training will model a pack meeting.*

Do:
Briefly discuss the sequence of the presentation.

See (Slide 6):

**WHAT IS CUB SCOUTING?**

Say (in your own words):
*You and your young family member are now part of Cub Scouting. Here is what Cub Scouting is all about.*
See (Slide 7):

**CUB SCOUTING ...**
- Is for boys aged 7 to 11 or in the first through fifth grade
- Is family-oriented
- Builds independence
- Gives boys skills that will be useful for their lifetime
- Has age-appropriate activities and lessons
- Is the young-boy program of the Boy Scouts of America

**FUN!**

See (Slide 8):

**THE FOUNDATIONS OF SCOUTING**
- BSA Mission Statement
- The Scout Oath
- The Scout Law
- The Promise Statement
- The Aims

Say (in your own words):
*Scouting is based on enabling young people and adults to make ethical decisions today and in the future.*

Do:
Refer to handout 1, The Foundations of Scouting. As time permits, you may want to read through each of the five foundations of Scouting with the participants.

See (Slide 9):

**PURPOSES OF CUB SCOUTING**
- Character Development
- Spiritual Growth
- Good Citizenship
- Sportsmanship and Fitness
- Family Understanding
- Respectful Relationships
- Personal Achievement
- Friendly Service
- Fun and Adventure
- Preparation for Boy Scouts

Say (in your own words):
*Cub Scouting serves boys and their families in many different ways.*

Do:
Briefly discuss each purpose.

Reference: *Cub Scout Leader Book*, chapter 2
See (Slide 10):

**Cub Scouting**

**Fun and Adventure**

It’s time for some FUN!

Say (in your own words):
We have learned a bit about Cub Scouting, and now it is time to share in the fun and adventure the boys enjoy.

Do:
Include a morale feature at this time. A simple Cub Scout song such as “I’ve got the Cub Scout Spirit” might be appropriate. Show the *Cub Scout Songbook* as the source for the song you use.

See (Slide 11):

**The Methods of Cub Scouting**

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<td>Advancement</td>
<td>Character Connections</td>
</tr>
<tr>
<td>Family involvement</td>
<td>Home- and neighborhood-centered</td>
</tr>
</tbody>
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Say (in your own words):
*Cub Scouting features time-tested methods to keep the boys active and involved.*

Do:
Briefly discuss each method presented.

Reference: *Cub Scout Leader Book*, chapter 2

See (Slide 12):

**Age-Appropriate Programs**

- **Tiger Cubs**
  - First grade
- **Cub Scouts**
  - Wolf Cub Scouts—second grade
  - Bear Cub Scouts—third grade
- **Webelos Scouts (We’ll Be Loyal Scouts)**
  - Fourth and fifth grade

Say (in your own words):
*Cub Scouting programs are age appropriate. Boys’ activities are based on their age and school grade. Adult involvement is also age based. Parents are highly involved with their boys’ activities in the Tiger Cub den. As boys get older, parents take on other roles in the den and pack.*

Do:
Talk about each program age group.
**See (Slide 13):**

**Cub Scouting**

WHERE DO I FIT IN?

**Say (in your own words):**

As a new Cub Scout leader or parent, you are probably interested in knowing what you will be doing. We will cover your specific role in the den and pack later. But for now, let’s look at how Scouting and Cub Scouting are organized.

---

**See (Slide 14):**

**The Scouting Organization**

- National
- Local Council
- District

Chartered Organization

Pack

Dens

BSA Program Support

**Say (in your own words):**

The Boy Scouts of America, or BSA, is a national organization operating under a charter provided by the Congress of the United States in 1916. We are in the [Council name]. A council is a local not-for-profit organization chartered by the BSA National Council to provide Scouting programs to local youth. A local council is divided into districts for administrative purposes. Professional Scouters and volunteers provide support for each Cub Scout pack.

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**See (Slide 15):**

**The Scouting Organization**

- National
- Local Council
- District

Chartered Organization

Pack

Dens

Community Support

**Say (in your own words):**

Your pack exists because a local church, business, civic or service club, or community organization feels that youth programs are important and has agreed to be chartered by the local council to operate the pack. A person known as the chartered organization representative is a member of the pack and helps to see that the organization supports the pack and that the pack supports the organization.
**See (Slide 16):**

**THE SCOUTING ORGANIZATION**

- National
- Local Council
- District
- Chartered Organization
  - Committee Chair
  - and Member
  - Cubmaster
  - Assistant Cubmaster
  - Pack Trainer

**Adult Leadership Supporting Den and Pack Programs**

**Say (in your own words):**

The pack is a collection of boys and adults associated with a chartered organization. Adult leadership in the pack includes the Cubmaster and assistant, a pack committee chair and committee members, den leaders and assistants, a pack trainer, and the chartered organization representative.

**See (Slide 17):**

**THE SCOUTING ORGANIZATION**

- National
- Local Council
- District
- Chartered Organization
  - Den Leaders
  - Assistant Den Leaders
  - Tiger Cubs and
  - Den Chiefs
  - Cub Scouts
  - Webelos Scouts

**Adults and Boys!**

**Say (in your own words):**

A group of up to eight boys makes up a den. The den members are in the same grade or age group and work on age-appropriate activities. Each den is required to have a den leader and assistant den leaders. Parent involvement makes the den run smoother, as the additional hands lighten the load of the volunteer leaders.

**See (Slide 18):**

**THE SCOUTING ORGANIZATION**

- Cub Scouts
- Pack Leadership
  - District, Council, and National

**The Inverted Pyramid**

**Say (in your own words):**

Some organizations resemble a pyramid: the top of the pyramid is the senior leadership and at the bottom are the workers. In Scouting we turn the pyramid upside down: the most important part of the program is the boys. Pack leadership makes the program for the boys work. District, council, and national organizations support the packs. Without the boys, there is no program.

24 Introduction To Cub Scouting
See (Slide 19):

Cub Scouting

MORE FUN CUB SCOUTS LOVE

Say (in your own words):
You now know more about Scouting, and it is time for some more fun.

Do:
Insert a morale feature that would be appropriate for a pack meeting. Depending on the group size, an audience participation activity might be appropriate.

References: Group Meeting Sparklers, Cub Scout Leader How-To Book.

See (Slide 20):

SAFEGUARDING OUR YOUTH

Youth Protection
Two-deep leadership
Online training available

Health and Safety
What activities are age-appropriate?
What are the BSA policies?
Training available throughout the year

Say (in your own words):
Our boys are our most important asset in Cub Scouting. BSA policies and programs have been developed to help ensure their safety.

Do:
Briefly discuss the concept of two-deep leadership and health and safety rules. Provide information about local training options for both topics.

See (Slide 21):

12 CORE VALUES OF CUB SCOUTING

Citizenship
Honesty
Compassion
Perseverance
Cooperation
Positive attitude
Courage
Resourcefulness
Faith
Respect
Health and Fitness
Responsibility

Say (in your own words):
Scouting prepares youth to make moral decisions today and in the future based on values. Cub Scouting teaches 12 Core Values.

Do:
Point out the 12 Core Values. If time permits, discuss a few of the values.

Reference: Cub Scout Leader Book, chapter 4
See (Slide 22):

**BECOMING A BOBCAT**

The first accomplishment in Cub Scouting
Simple requirements
It's your turn!

Say (in your own words):
*Your first training session is coming to an end. We have explained some of the basics of Cub Scouting and the BSA. We want you to experience Cub Scouting like the boys do. The first thing that all boys must do after joining Cub Scouting is to earn their Bobcat badge, and now, it's your turn.*

Do:
Refer the attendees to the Bobcat Advancement Score Sheet handout.

See (Slide 23):

**THE CUB SCOUT PROMISE**

I, (name) promise to do my best
To do my duty to God and my country,
To help other people, and
To obey the Law of the Pack.

Say (in your own words):
*Join me in saying the Cub Scout Promise.*

Do:
Have the participants show the Cub Scout sign as they repeat the promise.

See (Slide 24):

**THE LAW OF THE PACK**

The Cub Scout follows Akela,
The Cub Scout helps the pack go,
The pack helps the Cub Scout grow,
The Cub Scout gives good will.

Say (in your own words):
*Say with me the Law of the Pack.*

Do:
Explain that Akela (a-kay-la) is the leader. Parents, den leaders, Cubmasters, and teachers are all Akela.
Tell what Webelos means:

We'll Be Loyal Scouts

Say (in your own words):

Do:
Have the attendees repeat the meaning of Webelos. Make sure that they know that Webelos is not a plural. There is no Webelo ... just Webelos.

Make the Cub Scout sign:

Say (in your own words):

Here is the Cub Scout sign. The two fingers represent the ears of the Wolf, listening carefully.

Do:
We have already demonstrated and used the sign. Now you can explain that the arm is held high and the fingers are extended. Tell the attendees that the Cub Scout sign is known throughout Cub Scouting as a signal to become quiet and pay attention, and all new members should learn that right away.

The Cub Scout Salute:

Say (in your own words):

Here is the Cub Scout salute. We do this when we salute the flag.

Do:
Show the salute.
See (Slide 28):

**The Cub Scout Handshake**

Cub Scout handshake

Say (in your own words):
This is the Cub Scout handshake. Share the handshake with your neighbor.

See (Slide 29):

**The Cub Scout Motto**

Do Your Best!

Say (in your own words):
What is the Cub Scout motto?

Do:
Explain that this is what is expected of all members of Cub Scouting—youth and adult. If they have done their best, they have done what is needed.

See (Slide 30):

**Character Connections**

Honesty

Say (in your own words):
Character Connections is a part of the Cub Scout program. The Bobcat badge requirements include one of the most important character traits—honesty—for the boys to learn about and discuss with their parents.

Do:
Discuss honesty as the quality of telling the truth and being a person worthy of trust.

Resource: *Cub Scout Leader Book*, chapter 4

28 Introduction To Cub Scouting
See (Slide 31):

CONGRATULATIONS!

You have earned your Bobcat badge. It will be awarded later at the pack meeting.

Say (in your own words):

Congratulations—you have completed the requirements for the Bobcat badge! But adults do not earn badges that the boys do. This was just for fun, and now you know what the boys will need to do as their first step in Cub Scouting.

See (Slide 32):

CUB SCOUTING

TIME FOR A CHEER

Recognition is always welcome at a pack meeting!

Say (in your own words):

It's time for a cheer to celebrate your completion of the Bobcat badge.

Do:

Select a cheer to reward the accomplishment.

References: Group Meeting Sparklers, Cub Scout Leader How-To Book

See (Slide 33):

REVIEW AND QUESTIONS

Say (in your own words):

Do you have any questions?

It is now time for a break. We will reassemble in ____ minutes to continue.

Do:

Answer questions if there are any. If the questions require complex answers, ask to defer the question until later or arrange for another trainer to handle the question during the break or after training.

After This Module

If this module is presented as part of a session featuring all three training segments or the first two training segments, the participants will be taking a brief break and then return for the “How We Have Fun” session.

If this module is taught by itself, make sure that the participants understand that two additional segments are necessary. The next session, “How We Have Fun,” is followed by the position-specific training for their roles in the pack. Make sure the participants are aware of all training dates and locations.
HOW WE HAVE FUN

This is the second of three sessions each Cub Scout leader will complete. The first session, Introduction to Scouting, is an introduction to the world of Cub Scouting for the new leader. The final session is the position-specific session for Tiger Cub den leaders, Cub Scout den leaders, Webelos den leaders, Cubmasters, committee chairs and members, and pack trainers.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. Please do not read the “Say” content to the participants. The “Do” part contains information about what you should show the participants or explains how to present the slide.

Gather the following materials for this session:

Trainer Resources and Display Materials

Gather the following materials for this session:

- Boys’ Life, current issue
- Cub Scout Leader Book, No. 33221D
- Cub Scout Leader How-To Book, No. 33832A
- Cub Scout Program Helps, No. 34304 (current year)
- Cub Scout Songbook, No. 33222A
- Scouting magazine, current issue
- Webelos Leader Guide, No. 33853C

Other Display Materials

- Cub Scout Academics and Sports Program Guide, No. 34299B
- Cub Scout Ceremonies for Dens and Packs, No. 33212C
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting

How We Have Fun 31
7. Webelos Den Meeting
8. The Pack Meeting
9. Outdoor Program
10. Law of the Pack

- *Den Chief Handbook*, No. 33211B
- *Group Meeting Sparklers*, No. 33122B
- A pack flag
- U.S. flag
- Safety pins (for recognition at pack meeting)

**Registration Materials**

Needed only if this is conducted as a stand-alone module:

- Lined paper, cards, or forms
- Markers
- Name tags

**Handouts**

Print one per participant from the enclosed DVD-ROM:

- Centennial Quality Unit Award, No. 14-190
- Family Talent Survey Sheet
- Local Tour Permit Application
- National Summertime Pack Award, No. 33748
- Pack Organization Chart, No. 13-065

**Create for your own council and district locally:**

- Local Resource Worksheet—include:
  - District executive contact information
  - Unit commissioner contact information
  - Roundtable date and location
  - Council camping information
  - District and council training information
Presentation Equipment and Supplies

- Chalkboard or dry-erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- Flipchart with easel and markers
- Overhead projector (if using overheads)
- DVD player and TV
- One adhesive notepad, 3” × 3” or larger, per training den table
- Pens for each training den table

Trainer Note

If this module is presented along with Module 1, skip to the section titled “The Training Begins.”

Before the Training

Physical Arrangements

- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
  
  - Cub Scout Leader Book, No. 33221D
  - Cub Scout Leader How-To Book, No. 33832A
  - Cub Scout Program Helps, No. 34304 (current year)
  - Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.
- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.

Exhibits

- Set up displays related to presentations.
- Put up training posters as indicated on materials list.
- Set up a literature display, including the items on the materials list.
- Set up a den doodle with a Cub Scout Den Advancement Chart.
Trading Post

You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book.

While Participants Gather

It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives

- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials

- Lined paper, index cards, or other forms to register participants
- Stick-on name tags and markers
- Supplies for Gathering Time activities

Registration

Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done). You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity

Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.
The Training Begins

See: (slide 34)

**CUB SCOUTING**

**HOW WE HAVE FUN!**

---

**See: (slide 35)**

**FUN COMES FROM ...**

- The Cub Scout month
- Pack organization
- Purpose of the Cub Scout program themes
- Annual program planning conference
- Unit budget plan
- Parent involvement—how to get help
- Activities (pack, district, and council)
- Resources and information

---

**See: (slide 36)**

**THE CUB SCOUT MONTH**

<table>
<thead>
<tr>
<th>Three Den Meetings*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys and leaders</td>
</tr>
<tr>
<td>Activities and advancement</td>
</tr>
</tbody>
</table>

**Build to the Pack Meeting**

**Pack Meeting**

- Fun
- Recognition
- Show, share, and succeed!

---

**Say (in your own words):**

Welcome to the second phase of your Cub Scout leader training. In this session we will discuss all of the things that make Cub Scouting fun.

---

**Say (in your own words):**

When we talk about fun, we are talking about the things that make being a Cub Scout Leader a fun and exciting activity for you. Knowing how Cub Scouting functions and knowing the resources you have available to you can make your life as a Cub Scout leader a lot easier.

---

**Do:**

Point out the various things on the side that they will learn about in this section. Emphasize that the position training that follows will show them exactly what makes Cub Scouting fun for the boys!

---

**Say (in your own words):**

Most Cub Scout dens meet three to four times a month in the home of the leader. Some dens use other locations, such as schools, churches or other community facilities. This depends on the community and pack needs.

**Den meetings are usually an hour long.**

Once a month, the pack has a meeting. Usually the boys in the dens have been doing activities and working on advancement during the month. During the pack meeting, they get to share what they have accomplished.

---

**Do:**

Show the most recent month's section in Cub Scout Program Helps. Explain that the Program Helps provide detailed information about how to conduct den and pack meetings, along with helpful ideas for program activities.

**Reference:** Cub Scout Program Helps

---

**How We Have Fun** 35
See: (slide 37)

PACK ORGANIZATION

See: (slide 38)

CUB SCOUT PROGRAM THEMES

Say (in your own words):
We have been mentioning the pack quite a bit. This chart shows the organization of the pack.

Do:
Briefly cover the various positions on the chart.

Discuss the fact that different packs have different numbers of dens and adult leaders. Pack Organization Chart in chapter 7 of the Cub Scout Leader Book.

Say (in your own words):
Each month the pack and den activities focus on a particular theme or activity. That allows all of the pack leaders to work toward a common theme for the pack meeting.

Do:
Discuss the slide content. Show both the bound Cub Scout Program Helps and Scouting magazine. Explain that the content can be found in the bound book, in Scouting magazine, and online.

References: Cub Scout Program Helps, Scouting magazine
See: (slide 39)

CUB SCOUT PROGRAM THEMES

<table>
<thead>
<tr>
<th>September</th>
<th>New Buddies</th>
<th>Cub Scout Pockets</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Adventures in Books</td>
<td>Jungle Safari</td>
</tr>
<tr>
<td>November</td>
<td>Seeds of Kindness</td>
<td>Scout Salute</td>
</tr>
<tr>
<td>December</td>
<td>Holiday Lights</td>
<td>Works of Art</td>
</tr>
<tr>
<td>January</td>
<td>A-maze-ing Games</td>
<td>Power Up</td>
</tr>
<tr>
<td>February</td>
<td>American ABCs</td>
<td>Happy Birthday, BSA</td>
</tr>
<tr>
<td>March</td>
<td>When I Grow Up</td>
<td>Take Flight</td>
</tr>
<tr>
<td>April</td>
<td>Jurassic Pack</td>
<td>Spring Into Action</td>
</tr>
<tr>
<td>May</td>
<td>Leave Nothing But Footprints</td>
<td>In the Spotlight</td>
</tr>
<tr>
<td>June</td>
<td>A-Camping We Will Go</td>
<td>Hoop-De-Doo!</td>
</tr>
<tr>
<td>July</td>
<td>Be a Sport</td>
<td>Celebrate Freedom</td>
</tr>
<tr>
<td>August</td>
<td>Fun in the Sun</td>
<td>Waves of Fun</td>
</tr>
</tbody>
</table>

Reference: Cub Scout Program Helps

Say (in your own words):
Activities for the program themes are included for four den meetings and the monthly pack meeting. Each den meeting is fully planned for you. You can choose to use the plan or make your own. Often new leaders will use the Program Helps plan to get started and then adapt as they gain more experience. Webelos den leaders use other ideas for their meetings and pack participation, as found in the Webelos Leader Guide.

Do:
Mention some of the themes that might be interesting to the attendees. The list below is representative of the monthly variety. The themes change annually.
See: (slide 40)

THE CUB SCOUT YEAR

- Annual program planning conference
- Decide what to do the following year
- Use program themes
- Add your own activities
  - Pinewood derby
  - Space derby
  - Raingutter regatta
- Ensure a year-round program
  - Summertime Pack Award
  - Day resident family camps
  - Quality Unit Award

Say (in your own words):

Making sure the Cub Scouts have a good time is all about planning. BSA has helped with the den and pack meetings, but the adults in the pack have to make some decisions as well.

Do:

Talk about the key points on the slide. Make sure that the participants understand the need for a year-round program. Briefly discuss the Summertime Pack Award and the Centennial Quality Unit Award. Show samples of the applications for these awards.

References: National Summertime Pack Award, Centennial Quality Unit Award

See: (slide 41)

PACK BUDGET PLAN

- Funding the pack
- Pack money-earning ideas
- Dues
- Council-supported fundraising programs
- Make Scouting affordable

Say (in your own words):

It takes money to operate a Cub Scout pack and dens. A pack may choose many different ways to obtain funds. The key to funding a successful pack is the Unit Budget Plan. The packs will determine how much money is needed each year to operate and then will decide how to earn the money they need.

All money-making activities require the approval of the local council.

See: (slide 42)

PARENT INVOLVEMENT

- Encourage all parents to participate
- Ask for help
  - Start with just one job
  - Ask them to do something specific
- Ask them to register
  - Insurance coverage
  - Cub Scout relationship to the unit
  - Scouting magazine
- Consider
  - Single parent families
  - Grandparents
  - Parent and Family Talent Survey

Say (in your own words):

Cub Scouting is a family-oriented program. Keeping the parents of the Cub Scouts involved is important. An adult partner attends den and pack meetings with the Tiger Cub. In Cub Scout and Webelos dens, the adults are just as necessary for supporting the den leaders. The pack committee always needs adults to fill key positions.

Do:

Discuss some of the ideas on the slide. Lead in to the next slide by suggesting the use of the Family Talent Survey Sheet, found in the Cub Scout Leader Book.
See: (slide 43)

**PARENT INVOLVEMENT**

*Say (in your own words):*
To learn about the parents and other adult family members who work with the boy, the Cub Scout Leader Book includes a Family Talent Survey Sheet.

**Do:**
Show the Family Talent Survey Sheet, and encourage everyone to use it to gather information about the parents.

**Reference:** Family Talent Survey Sheet in the *Cub Scout Leader Book*

See: (slide 44)

**ACTIVITIES**

- Advancement
- Academics and Sports belt loops
- Summer camps
- Day camp
- Resident camping
- Pack camping overnights at council-approved facilities
- Family camping
- Field trips
- Tour permits

*Say (in your own words):*
Now for the fun for the boys!

The first fun is learning and getting recognition for what they accomplish. As the boys start to earn their Cub Scout ranks, we use instant recognition to reward the boy in the den meeting for what they complete. Monthly pack meetings provide a more formal setting where boys are recognized in front of the pack for their accomplishments.

**Do:**
Briefly discuss the remaining points on the slide. Discuss the fun of Pinewood Derby*, Raingutter Regatta, and Space Derby. Tell participants about any local activities that your council or district sponsors.

Discuss tour permits:
- A Local Tour Permit is required for all pack trips of less than 500 miles, including pack overnights, and a National Tour Permit for trips longer than 500 miles.
- Webelos dens need a Local Tour Permit for overnight campouts.
- Explain your council policy on tour permits for other den trips and outings.

**References:** *Cub Scout Academics and Sports Program Guide, Cub Scout Leader Book, Local Tour Permit*
See: (slide 45)

**NATIONAL CUB SCOUTING RESOURCES**
- Cub Scout Leader Book
- Cub Scout Program Helps
- Cub Scout Leader How-To Book
- Scouting magazine
- Boy’s Life
- National Web sites
  - www.scouting.org
  - www.scoutstaff.org
  - www.scoutparents.org
- Other books and pamphlets

**Say** (in your own words):
The BSA National Council prepares and updates all types of literature to help make Cub Scouting fun for you and for the boys.

**Do:**
Show each of the listed publications. Explain how they are helpful. Be sure to suggest that each person present at least get a copy of the *Cub Scout Leader Book*.

**References:** *Cub Scout Leader Book*, *Cub Scout Program Helps*, *Cub Scout Leader How-To Book*, *Scouting magazine*

See: (slide 46)

**LOCAL CUB SCOUTING RESOURCES**
- Local council service center
- District executive and other support staff
- Scout executive
- Camping facilities
- Program support
- Fundraising programs
- Training
- Activities

**Say** (in your own words):
Your local council also plays an important supporting role.

**Do:**
Explain the role of the Scout executive and the district executive. If possible, have the participants write the names and phone numbers of their district executives on their training materials.

Emphasize the remaining points on the slide. Mention some of the council and district activities that are held for the Cub Scouts, such as Tiger Cub fun days, day camp, Webelos weekend or Webelos woods and Cub Scout shooting sports days.

**Resources:** Local Resource Worksheet handout

See: (slide 47)

**LOCAL INFORMATION SOURCES**
- Training
  - Cub Scout Leader Basic Start (online)
  - Youth Protection
  - Cub Scout Leader Position-Specific Training
  - New Leader Essentials (or equivalent)
  - Basic Adult Leader Outdoor Orientation (BALOO)
  - Outdoor Leader Skills for Webelos Leaders
  - Health and Safety

**Say** (in your own words):
You can learn more about Cub Scouting through training. You will need to complete your position-specific training, either immediately following this session or at some other date in the very near future.

**Do:**
Describe BALOO, Outdoor Leader Skills for Webelos Leaders, Youth Protection, and Health and Safety training. Provide training dates if possible. Indicate who should attend each kind of training and how often it is necessary to refresh the training.

---

40 How We Have Fun
See: (slide 48)

LOCAL INFORMATION SOURCES

- Roundtable
- Monthly meeting
- For all leaders
- Conducted by the district
- Program theme ideas and tips
- Council Web site, newsletters, others
- Commissioners Service

Say (in your own words):
Roundtable is a monthly meeting for all Cub Scouting leaders conducted by the district's commission staff. Commissioners are other volunteers who have a responsibility to help your unit succeed. Roundtable provides information about the monthly themes, activities, training, and other events. It is also an opportunity to meet leaders from other packs in your district and to share tips and solve problems.

Do:
Provide information about the district roundtable schedule and location.

Resources: Locally prepared roundtable flyer

See: (slide 49)

UNIT INFORMATION SOURCES

- Pack trainer
- Other leaders
- Pack library
- Visit another den meeting
- Ask for advice
- Ask for help
- National Web site

Say (in your own words):
One of the best sources for information is your pack leadership. If you are in a pack with experienced leaders, they have been where you are and can provide a lot of good suggestions and tips on how to succeed.

Visiting other den meetings or pack meetings is also a great way to get to "know the ropes."

Do:
After this slide, conduct a morale feature.

See: (slide 50)

CUB SCOUTING

RECOGNITION

Time to receive your Bobcat badge

Say (in your own words):
We have reached the point in our pack meeting for recognition. Earlier you earned your Bobcat badge. It will now be pinned on to recognize your accomplishment.

Do:
Using previously prepared paper Bobcat badges, have each participant come to the front. Pin the badge on and congratulate them for their accomplishment. If the group is large, have enough trainers present the badges to avoid a long delay.

At the end of the ceremony, have the participants give each other a "big hand." (Of course, this is the Cub Scout version!)

Resources: Paper copies of the Bobcat badge, safety pins
See: (slide 51)

**Cub Scouting**

**CLOSING CEREMONY**

---

**Say** (in your own words): 
Thank you for coming. We have enjoyed this pack meeting and hope you come again next month.

It is now time for the closing ceremony. Will the training pack leader please come forward?

**Do:**
Select and conduct an appropriate closing ceremony. Show the participants the resource you are using.

---

See: (slide 52)

**REVIEW AND QUESTIONS**

---

**Say** (in your own words): 
Your next step is to complete the training for your specific position in the pack.

**Do:**
Refer to After This Module below for instructions.

---

After This Module

If this module is presented as part of a training featuring all three training segments, the participants will be taking a brief break and then return for the specific position session.

If this module is taught by itself, make sure that the participants understand that two additional segments are necessary. Their first session should have been “Introduction to Cub Scouting.” The last session is specific training for their position in the pack. Make sure the participants are aware of the next training dates and locations.
Tiger Cub Den Leader Training

This is the last of three sessions each Tiger Cub den leader will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete "Introduction to Cub Scouting" and "How We Have Fun." If this module is completed as a break-out session after the larger training activities, many of the items under "Physical Arrangements" may already be in place or have been done, but if there are simultaneous breakout sessions, each will need its own equipment and supplies.

If this is being conducted as stand-alone training, it can be completed at any time that is convenient to the trainers and the participants. It is assumed that the participants have already completed "Introduction to Cub Scouting" and "How We Have Fun."

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Training Material

The training material in this module features the See, Say and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants "see" the slide, you "say" information about the slide. The "Say" content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the "Say" content is included. Please do not read the "Say" content to the participants. The "Do" part contains information about what you should show the participants or explains how to present the slide.

Trainer Resources and Display Materials

Gather the following materials for this session:

- Boys' Life, current issue
- Cub Scout Leader Book, No. 33221D
- Cub Scout Leader How-To Book, No. 33832A
- Cub Scout Program Helps, No. 34304 (current year)
- Cub Scout Songbook, No. 33222A
- Scouting magazine, current issue
- Tiger Cub Handbook, No. 34713
- Tiger Cub Immediate Recognition Kit, No. 17860
Other Display Materials

- Cub Scout Academics and Sports Program Guide, No. 34299B
- Cub Scout Ceremonies for Dens and Packs, No. 33212C
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
  7. Webelos Den Meeting
  8. The Pack Meeting
  9. Outdoor Program
  10. Law of the Pack
- Den Chief Handbook, No. 33211B
- Group Meeting Sparklers, No. 33122B
- A pack flag
- U.S. flag

Registration Materials

- Lined paper, cards, or forms

Needed only if this is conducted as a stand-alone module:

- Markers
- Name tags

Handouts

Print one per participant from the enclosed DVD-ROM:

- Adult Leader Uniform Inspection Sheet
- Individual Tiger Cub Record
- Progress Record for the Tiger Cub Den Leader Award
- Tiger Cub Attendance and Dues
- Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet
- Tiger Cub Den Advancement Report
- Tiger Cub Den Meeting Program
- Tiger Cub Den Record
- Tiger Cub Individual Advancement Record

44 Tiger Cub Den Leader Training
Presentation Equipment and Supplies

- Chalkboard or dry-erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- DVD player and TV
- Flipchart with easel and markers
- Overhead projector (if using overheads)
- One adhesive notepad, 3" x 3" or larger, per training den table
- Pens for each training den table

Before the Training

Physical Arrangements

- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
  
  * Cub Scout Leader Book, No. 33221D
  * Cub Scout Leader How-To Book, No. 33832A
  * Cub Scout Program Helps, No. 34304, current year (Provide one copy for each participant if possible; you can download next month's section from www скаутинг.орг.)
  * Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.
- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.

Exhibits

- Set up displays related to presentations.
- Put up training posters as indicated on materials list.
- Set up a literature display, including the items on the materials list.
- Set up a den doodle with a Cub Scout Den Advancement Chart.

Trading Post

You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book.
While Participants Gather

It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives

- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials

- Lined paper, index cards, or other forms to register participants
- Stick-on name tags and markers
- Supplies for Gathering Time activities

Registration

Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity

Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.
The Training Begins

See: (slide 53)

Say (in your own words):
Welcome to Tiger Cub Den Leader Training. My name is __________. The other train-
ers are __________. We are here to help you learn about your role in the Tiger Cub
den and how that will affect the lives of boys.

Do:
Be sure that you exhibit energy and enthu-siasm as you introduce yourself and
the other trainers.

See: (slide 54)

Say (in your own words):
This session will show you what it takes to be a Tiger Cub den leader.

Do:
Briefly discuss each objective. Reassure
the participants that they will be ready
to plan and conduct a Tiger Cub den
meeting and a Go See It when they have
completed this training.

Show the Cub Scout Leader Book and
tell the participants that most of their
questions are answered in the book.
Tell them that Tiger Cub information is
found in chapter 19.

Resource: Cub Scout Leader Book,
chapter 19
See: (slide 55)

**PURPOSE OF THE TIGER CUB PROGRAM**
- Beginning steps in Cub Scouting
- Age-based activities
- Family-centered with adult partner
- Shared leadership
- Introduction to the fun of Scouting

Say (in your own words):
*Tiger Cubs are beginning their Cub Scouting experience. We do things that are made just for them. We want their family members to be part of the fun the Tiger Cubs are experiencing. In fact, the adult partners of the boys will share some of the leadership of the den.*

Do:
Discuss that the Tiger Cub program is built for first-grade boys and that den activities should be grade- and age-based. Explain that it is a mistake to conduct activities better suited to older boys, as they may not be capable of participating fully.

Emphasize that having the adult partner present is important. Relationships between the boys and adult partners will be in a setting with other adults and boys—many have not interacted outside of the home and family, and the boys and their adult partners can develop a new and different type of relationship in the Tiger Cub den.

Show the *Tiger Cub Handbook* and point out to participants the “Shared Leadership” section. Briefly discuss how shared leadership works.


See: (slide 56)

**THE TIGER CUB DEN LEADER:**
- Helps the den get organized
- Gives leadership to den program planning
- Shares leadership with adult partners
- Works with other pack leaders
- Participates in pack program planning
- Gives direction to the Den Chief

Say (in your own words):
*Here’s what a Tiger Cub den leader does.*

Do:
Discuss the role of the Tiger Cub den leader. Use the Tiger Cub Den Leader Position Summary handout and the Tiger Cub Den Leader position description from chapter 23 of the *Cub Scout Leader Book* as guides.

Resource: *Cub Scout Leader Book*, chapter 23; Tiger Cub Den Leader Position Summary handout
See: (slide 57)

LEADERSHIP SKILLS

- Shared leadership
- Teamwork
- Cooperation
- Communication
- Working with boys
- Attitude
- Setting the example

Say (in your own words):
As a Tiger Cub den leader you will need to use these leadership skills.

Do:
Depending on the group, you may want to ask different people what these skills mean to them. Otherwise, briefly discuss each.

See: (slide 58)

TIGER CUB UNIFORMING

- Sense of belonging
- Attention
- Identification with Scouting

Say (in your own words):
The Tiger Cub uniform is the first uniform the boys will wear. It identifies them as part of the Boy Scouts of America.

Do:
Use a Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet to point out each badge and badge location on the uniform. Encourage the leaders to be uniformed as well.

Resources: Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet, Adult Leader Uniform Inspection Sheet

See: (slide 59)

SUMMARY

- Grade-based and progressive
- Adult partners are the key
- Leaders support it
- Leaders set uniforming example

Say (in your own words):
We have briefly discussed what you will be doing as a Tiger Cub leader.

Do:
Reinforce the points on the slide.
You may want to use a morale feature here such as a yell that a Tiger Cub den might use.
See: (slide 60)

PLANNING IN THE PACK AND DEN

- Monthly themes and activities
- Monthly pack leaders' meeting
- Annual program planning conference
- Den meeting planning and preparation
- Plan in small segments to be successful

Say (in your own words):

In the Introduction to Cub Scouting we discussed the need to plan. In Tiger Cubs, planning is very important to the success of your activities and to ensure that the boys have fun.

Do:

Discuss that leading a Tiger Cub den requires a lot of planning and coordination. Chapter 19 of the Cub Scout Leader Book contains detailed sections on planning Tiger Cub activities like the Go See It and the Tiger Cub den adults' meeting.

The adults' meeting is very important. It allows the adults to get to know each other and to set the ground rules for the den. It should be done as soon as the den is formed and the adult partners are known to the den leader. Pack leaders may help with this meeting if the Tiger Cub den leader is new to Cub Scouting.

Remind the participants of the monthly themes, the pack leaders' meeting, the annual program planning meeting, and the remainder of the points on the slide.

The Cub Scout Program Helps contains excellent planning materials and ideas for conducting the Tiger Cub program. Full den and pack meetings are already planned for the den and pack leadership.

Resources: Cub Scout Leader Book, chapter 19; Cub Scout Program Helps
See: (slide 61)

**THE TIGER CUB MONTH**

- Two den meetings with leaders and adult partners
- One "Go See It"
- Participation in the pack meeting.

Say (in your own words):

Tiger Cubs do things a little differently than Cub Scouts or Webelos Scouts. Since the boys are younger, we want them to do many interesting things. The Go See It is a big part of Tiger Cubs. The Tiger Cubs and their adult partners "go see" their community.

Do:

Point out that:

1. Each boy and adult partner pair will conduct two den meetings in one month.
2. The den leader will help plan them.
3. The Go See It is a third part of the monthly program.
4. The Tiger Cubs go to the pack meeting to get their awards and to share in the fun.

Discuss the importance of the Go See It. It gets the boys out of the house and lets them learn about things around them that they might not otherwise see. It also helps the parents get to know each other and builds stronger den bonds.

Tiger Cub participation in a pack meeting is important. Boys should be given something to prepare for the pack meeting so that they are having as much fun there as they do in any other activity.
See: (slide 62)

TIGER CUB DEN MEETINGS

Before the Meeting
Gathering
Opening
Share
Discover
Search
Closing
After the Meeting

Say (in your own words):
To make planning a Tiger Cub den meeting easier, it is divided into eight separate parts.

Do:
Discuss that having defined parts of the meeting makes it easier to plan: You plan each part and then put them together.

Say that most meetings last about an hour, but some may be longer or shorter.

Put together a Tiger Cub den meeting plan from the Cub Scout Program Helps for next month and use it and Tiger Cub Den Meeting Program (a planning sheet in the Cub Scout Leader Book) to illustrate how a Tiger Cub den meeting is planned and conducted. Provide a copy of this pre-planned meeting to each participant. Review each part of the meeting and show how Program Helps contains helpful information.

Resources: Cub Scout Program Helps, Cub Scout Leader Book

Trainer Note

At this point, you should conduct the training session as if it were a Tiger Cub den meeting. Begin by doing a quick review of your planned activity as if you were doing the “Before the Meeting” section of the Tiger Cub den meeting. Then do a pre-opening, an opening, etc. The purpose of this process is to show by doing.

See: (slide 63)

BEFORE THE MEETING

Review and make final preparations.

Say (in your own words):
Before the meeting the Tiger Cub den leader and the adult partner hosting the meeting should get together for a last-minute check to make sure that everything is ready.

Do:
Tell the participants that this step may be done in person or using some other method. It lets the adult partner host know that they are not alone and allows the den leader to fill in any gaps that become apparent.
**See: (slide 64)**

**GATHERING**

Here something for them to do
- Game
- Puzzle
- Magic
- Outdoor activity
- Supervision is important!

**Say (in your own words):**
The boys and their adult partners will probably not all get to the meeting at the same time. Some may be early. Have something for them to do so they aren't having to find something to do themselves!

**Do:**
Tell the participants that the adult partners should be responsible for supervising their own boys.
Mention that the activities should link the boy and adult partner together.
Show some samples of gathering activity puzzles and games.

**See: (slide 65)**

**OPENING**

Opening ceremony of some type
- Song
- Den yell
- Cub Scout motto
- Flag ceremony

**Say (in your own words):**
The purpose of the opening is to separate the gathering activity from the meeting.

**Do:**
Suggest that any of the ideas listed on the slide are great.
Have the participants repeat the Cub Scout motto, *Do Your Best*, as their opening to the meeting.

**See: (slide 66)**

**SHARE**

An opportunity to learn to share with others
- Encouraging without pushing
- Learning about Tiger Cubs from what they share

**Say (in your own words):**
*Tiger Cubs follow the concept, “Search, Discover, Share.” Sharing helps the boys and the adult partners get to know each other. We are now going to share just like the boys do.*

**Do:**
Have the participants share something about themselves. You may want to choose a specific topic or let them choose something. Possible topics might be:
- Memorable Scouting experience
- Favorite vacation
- Favorite food
**Say** (in your own words):
The discover part of the meeting allows the boys and their adult partners to learn something new. They might want to find out about an achievement or elective they would do for their Tiger Cub advancement. This is a good time for the den to practice their part in the next pack meeting.

**Do:**
Have the participants complete the requirements for Elective 20 in the *Tiger Cub Handbook*. Form small groups of three or four. Explain the concept of the elective and then have each group write a brief PSA about Tiger Cubs. When they are done, have them share their PSAs.

Or

Teach the participants a new song from the *Cub Scout Songbook*.

**Resources:** *Tiger Cub Handbook*, No. 34713; writing paper; pens or pencils; *Cub Scout Songbook*, No. 33222

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**See:** (slide 68)

**Say** (in your own words):
The search part of the meeting is an opportunity for the den leader and adult partners to plan the upcoming Go See It. The den leader may also want to search the boys' handbooks and record any advancement. Often, the boys will be searching for snacks or treats.

**Do:**
Remind the participants that the boys have been in an organized setting now for about 45 minutes. Their span of attention is close to being exceeded. Using snacks or games during this part of the meeting will allow the adults to complete some necessary work.
See: (slide 69)

**CLOSING**

- Announcements
- Reminders
- Brief closing
  - Inspirational message
  - Cub Scout motto
  - Cub Scout Promise

**Say** (in your own words):

There are many ways to close a meeting. Vary your closings to make them memorable.

**Do:**

Conduct a simple closing ceremony. Show the participants the resource that you used.

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See: (slide 70)

**AFTER THE MEETING**

- Review this meeting.
- Plan/review the next meeting with host adult partner.
- Clean up.
- Relax.

**Say** (in your own words):

After the meeting, the boys and their adult partners help with the cleanup. Then you get together with the adult partner and Tiger Cub hosting the next meeting to review what is coming up. Finally, relax!

**Do:**

Stress that it is important to be sure that everyone helps with the cleanup. This lesson can't be learned too early.

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See: (slide 71)

**GREAT TIGER CUB DEN MEETINGS ...**

- Are planned well in advance
- Operate with shared leadership
- Use the Tiger Cub Handbook, Cub Scout Program Helps, Cub Scout Leader Book, and Cub Scout Leader How-To Book
- Use the pack's people resources
- Anticipate any behavior problems
- Are FUN!

**Say** (in your own words):

Remember, planning makes meetings great!

**Do:**

Discuss the points on the slide.
**See:** (slide 72)

**Cub Scouting**

**LET’S PLAN A TIGER CUB DEN MEETING**

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**Say** (in your own words):

*Now it’s your turn to plan a meeting.*

**Do:**

Use the same groups that you arranged for the discover part of the meeting or form new groups of three or four if necessary.

Provide the participants with a Tiger Cub Den Meeting Program planning sheet and *Cub Scout Program Helps*.

Suggest a monthly theme that is coming up in the next few months. Since these are new leaders, you may want them to focus in on a den meeting in the next month’s *Cub Scout Program Helps*. Also show them some of the other resources listed below that are available for den meeting planning and be sure you have additional resources for their use.

Allow 10 minutes for their planning session. Have one or two groups discuss what they have planned.

**Resources:** *Cub Scout Program Helps*, Tiger Cub Den Program in the *Cub Scout Leader Book*, *Tiger Cub Handbook*, *Cub Scout Leader How-To Book*, *Cub Scout Songbook*, *Group Meeting Sparklers*

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**See:** (slide 73)

**THE “GO SEE IT”**

- A monthly “field trip”
- Search, discover, and share
- May be related to monthly theme
- In the immediate locale
- Remember the age group (6-year-olds)
- Have fun!

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**Say** (in your own words):

*The Go See It is often the most exciting part of the Tiger Cub den program.*

**Do:**

Discuss the points on the slide.

Show the participants the Go See It planning points in the *Cub Scout Leader Book*.

Reference: *Cub Scout Leader Book*, chapter 19
See: (slide 74)

CUB SCOUTING

LET'S PLAN A TIGER CUB "GO SEE IT"

Say (in your own words):
What would you and your boy enjoy for a Go See It activity?

Do:
Tell the participants that there are five Go See It requirements in the Tiger Cub achievements. Assign each group one of the achievements and have the groups provide some suggestions about where to go in the community to complete the requirements. Have them list three safety considerations for the Go See It activity.

If you have a lot of groups, you may want to include some of the electives as a starting point for a Go See It.

At the end of their allotted time, select some of the groups to provide information about where they would go and what safety precautions they would recommend.

At this point you might want to insert a morale feature. Make sure the participants get up out of their seats for this one!

See: (slide 75)

TIGER CUB ADVANCEMENT

Achievement is encouraged and recognized.
Achievement is recognized when accomplished.
Activities are grade-related.
The parents' role changes as boys move through the program.
In Tiger Cubs, parents are "adult partners."

Say (in your own words):
Boys love to learn things and they also like to be recognized for what they do. In Tiger Cubs we have an advancement program that takes care of both of those needs. The boy and adult partner work together in the advancement process.

Do:
Note that you have talked some about achievements and electives, and this is when participants will find out more about them.
See: (slide 76)

**Tiger Cub Advancement**

- The first step: the Bobcat badge
- Participate and "do your best"
- Tiger Cub Immediate Recognition Emblem
- Tiger Cub badge
- Tiger Track beads

Say (in your own words):

The first step in Tiger Cub advancement is earning the Bobcat badge. You did that earlier in our training and so you are ready to help the boys earn this important recognition.

Do:

Explain that the standard of performance for achievements and electives is for the boy to do his best. If he did his best, he completed the requirement.

Tell the participants that we use the Tiger Cub immediate recognition emblem to provide instant recognition to the boys as they complete their requirements.

Explain that the pack meeting is the place to recognize the completion of the Bobcat badge and the Tiger Cub badge.

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See: (slide 77)

**Achievements**

- Five achievements lead to the Tiger Cub badge:
  - Making my family special
  - Where I live
  - Keeping myself healthy and safe
  - How I tell it
  - Let's go outdoors

Family activity, den activity, "Go See It"

Say (in your own words):

Five achievements are required for the Tiger Cub badge.

Do:

List the five achievements.

Briefly discuss that these are achievements that help young boys be safe within their families and the community. The adult partner and the boy work together to complete these achievements.

Tell the participants that there are three parts to each achievement. One part is completed with the family, on part is completed in the den, and the final part is completed during the Go See It.

Pick one of the achievements and review the requirements with the participants.
See: (slide 78)

**ACHIEVEMENT RECOGNITION**

Earn the Tiger Track by knowing:
- The Tiger Cub motto
- The Cub Scout sign
- The Cub Scout salute

Add beads by completing achievements:
- White bead – family activity
- Orange bead – den activity
- Black bead – “Go for It”

Say (in your own words):
*We reward the completion of the achievements by placing beads on the Tiger Cub immediate recognition emblem.*

Do:
*Explain how the Tiger Cub immediate recognition emblem is used.*

Explain how a bead is awarded for each part of an achievement and that the emblem should be awarded at the pack meeting.

Tell the participants that the boy earns his Tiger Cub badge when all three parts of all five achievements are completed. The Tiger Cub badge is awarded at a pack meeting.

See: (slide 79)

**ELECTIVES**

50 Electives
- Lots of different experiences
- For Tiger Cubs and their adult partners

Earn a yellow Tiger Track bead for each 10 electives completed.

Say (in your own words):
*There are 50 different electives that the boys and their adult partners can complete.*

Do:
*Show the list of electives in the table of contents of the Tiger Cub Handbook.*

Explain that the boy earns a yellow tiger track bead for each 10 electives completed.

**Resource:** *Tiger Cub Handbook*

See: (slide 80)

**RECOGNITION**

Immediate
- At pack meeting
- Tiger Cub “Graduation”
- Belt loops

Say (in your own words):
*The boys are recognized with beads at the den meeting. They are presented their badges at a pack meeting. When they are ready to move into a Wolf Cub Scout den at the end of the year, they should be part of an impressive ceremony to indicate that they have “graduated” into the Cub Scout den.*

Do:
*You might want to discuss some local pack traditions used in Tiger Cub “graduations.”*  
Remind the participants of the academic and sports belt loops and pins that we discussed in the first training sessions.
See: (slide 81)

**RECORD KEEPING**

![Record Keeping Screenshot]

**Say** (in your own words):  
To make sure that the Tiger Cubs receive all the recognition they have earned, we have to do some record keeping.

**Do:**

Show the Bobcat Trail, Tiger Cub Badge Trail, and Tiger Track Trail in the back of the *Tiger Cub Handbook*. This is the first step in record keeping.

Show the Tiger Cub Den Record, Tiger Cub Den Advancement Report, Individual Tiger Cub Record, and Tiger Cub Individual Advancement Record from the *Cub Scout Leader Book*. Explain that the information from the boys’ *Tiger Cub Handbooks* is transferred to the forms during the den meetings.

Explain that when a boy has earned the Bobcat or Tiger Cub badge, the den leader must inform the pack advancement chair. The advancement chair will then get the badge and have it for the boy at the next pack meeting. If possible, notify the chair at least two weeks before the pack meeting so that the badge can be obtained. Please do not disappoint the boy!

**Resources:** Tiger Cub Den Record, Tiger Cub Den Advancement Report, Individual Tiger Cub Record, and Tiger Cub Individual Advancement Record from the *Cub Scout Leader Book*
See: (slide 82)

**Tiger Cubs Are Boys**

- Six-year-old behavior
- Inquisitive
- First year of school
- New environment, peer group, adults
- Parental involvement is essential.
- Tiger Cubs must follow the Code of Conduct in meetings and other locations.
- Teach individual responsibility.

Say (in your own words):

*Six-year-olds are fun and very active.*

Do:

Discuss the points on the slide with the participants. Ask for examples, if time permits.

Discuss the use of a code of conduct in a den setting. Show chapter 16 of the *Cub Scout Leader Book* as a reference.

Remind the participants that the adult partner is the primary person responsible for the actions of their boy during the meeting.

Resource: *Cub Scout Leader Book*, chapter 16

See: (slide 83)

**Tiger Cub Den Leader Recognition**

- Tenure: Complete one year as a registered Tiger Cub den leader.
- Training: Completes Fast Start, Youth Protection, Tiger Cub Den Leader Position Specific Training, and New Leader Essentials or equivalent.
- Performance: More...

Say (in your own words):

*So you want some recognition too? As you complete your time as a Tiger Cub den leader, Scouting has not forgotten you.*

Do:

Refer to chapter 25 of the *Cub Scout Leader Book* for the current requirements for the Tiger Cub Den Leader Award.

Resource: *Cub Scout Leader Book*, chapter 25

See: (slide 84)

**Six Great Tiger Cub Den Leader Secrets**

- Adult partners should come to all meetings.
- Boys need a fast-moving program.
- Alternate energetic activities with quiet ones.
- "Hands-on" activities are better than lectures.
- Boys will learn self-control when given guidelines.
- Codes of conduct work when enforced consistently.

Say (in your own words):

*Let's review what makes being a Tiger Cub den leader great.*

Do:

Discuss how these points make it fun to be a Tiger Cub den leader.
See: (slide 85)

REVIEW AND QUESTIONS

Say (in your own words):
*Do you have any questions?*

Do:
Answer questions, if any. If the questions require complex answers, ask to defer the question until later or arrange for another trainer to handle the question after training.

See: (slide 86)

Cub Scouting

CONGRATULATIONS!

Say (in your own words):
*Congratulations—you have completed Tiger Cub Den Leader Training. Now go and have fun with your Tiger Cubs and their adult partners!*

Do:
Make sure that the participants receive their training completion cards. Make sure that they know the time and location of the district roundtable. Encourage them to attend roundtable regularly.

After This Module

Award the participants their training cards. You may also wish to present a completion certificate. Make sure that the participants are furnished with the dates, times, and locations of their district roundtable before they leave. Encourage them to attend roundtable regularly.

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.
This is the last of three sessions each Wolf and Bear den leader will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete "Introduction to Cub Scouting" and "How We Have Fun." If this module is completed as a break-out session after the larger training activities, many of the items under "Physical Arrangements" may already be in place or have been done, but if there are simultaneous breakout sessions, each will need its own equipment and supplies.

If this is being conducted as stand-alone training, it can be completed at any time that is convenient to the trainers and the participants. It is assumed that the participants have already completed "What Is Cub Scouting?" and "How We Have Fun."

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants "see" the slide, you "say" information about the slide. The "Say" content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the "Say" content is included. Please do not read the "Say" content to the participants. The "Do" part contains information about what you should show the participants or explains how to present the slide.

Trainer Resources and Display Materials

Gather the following materials for this session:

- Bear Handbook, No. 33451
- Boys’ Life, current issue
- Cub Scout Leader Book, No. 33221 D
• *Cub Scout Leader How-To Book*, No. 33832A
• *Cub Scout Program Helps*, No. 34304 (current year—provide one copy for each participant if possible—you can download next month's section from www.scouting.org).
• Cub Scout Recognition Kit, No. 17018
• *Cub Scout Songbook*, No. 33222
• *Scouting* magazine, current issue
• *Wolf Handbook*, No. 33450

**Other Display Materials**
• *Cub Scout Academics and Sports Program Guide*, No. 34299
• *Cub Scout Ceremonies for Dens and Packs*, No. 33212
• Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
  7. Webelos Den Meeting
  8. The Pack Meeting
  9. Outdoor Program
  10. Law of the Pack
• *Den Chief Handbook*, No. 33211
• *Group Meeting Sparklers*, No. 33122
• A pack flag
• U.S. flag

**Registration Materials**
• Lined paper, cards, or forms

Needed only if this is conducted as a stand-alone module:
• Markers
• Name tags

**Handouts**
Print one per participant from the enclosed DVD-ROM:
• Adult Leader Uniform Inspection Sheet
• Cub Scout Attendance and Dues
• Den Advancement Report

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64 Cub Scout Den Leader Training
Presentation Equipment and Supplies
- Chalkboard or dry-erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- DVD player and TV
- Flipchart with easel and markers
- Overhead projector (if using overheads)
- One adhesive notepad, 3" x 3" or larger, per training den table
- Pens for each training den table

Before the Training

Physical Arrangements
- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.

- Put resource materials and supplies on training den tables:
  - *Cub Scout Leader Book*, No. 33221
  - *Cub Scout Leader How-To Book*, No. 33832
  - *Cub Scout Program Helps*, No. 34304, current year (Provide one copy for each participant if possible; you can download next month's section from www.scouting.org.)
  - Adhesive notepads and pens

- Display the U.S. flag and a pack flag.

- Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.

- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.

- Check restrooms to be sure they are unlocked and have adequate supplies.

- Adjust heating or cooling as necessary.

Exhibits
- Set up displays related to presentations.

- Put up training posters as indicated on materials list.
• Set up a literature display, including the items on the materials list.
• Set up a den doodle with a Cub Scout Den Advancement Chart.

Trading Post

You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book.

While Participants Gather

It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives

• Record attendance.
• Welcome participants and make them feel at ease.
• Form training dens (if not done previously).

Materials

• Lined paper, index cards, or other forms to register participants
• Stick-on name tags and markers
• Supplies for Gathering Time activities

Registration

Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity

Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.
The Training Begins

See: (slide 87)

**Cub Scouting**

**Wolf/Bear Cub Scout Den Leader**

Say (in your own words):

Welcome to Cub Scout Den Leader Training. My name is _____. The other trainers are _______. We are here to help you learn about your role in the Cub Scout den and how that will affect the lives of Cub Scouts.

Do:

Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See: (slide 88)

**OBJECTIVES**

- To discuss the purposes of the Cub Scout program
- To learn what a Wolf/Bear Cub Scout den leader does
- To plan and conduct a Wolf/Bear Cub Scout den meeting
- To learn about Wolf/Bear Cub Scout advancement and recordkeeping
- To discuss Wolf/Bear Cub Scout behavior issues
- To have fun with Wolf/Bear Cub Scouts

Say (in your own words):

This session will show you what it takes to be a Wolf or Bear Cub Scout den leader.

Do:

Briefly discuss each objective. Reassure participants that they will be ready to plan and conduct a Cub Scout den meeting when they have completed this training. Show the *Cub Scout Leader Book* and tell the participants that most of their questions are answered in the book. Tell them that Cub Scout den information is found in chapter 20.

Resource: *Cub Scout Leader Book*, chapter 20
See: (slide 89)

PURPOSE OF THE CUB SCOUT PROGRAM

Beginning and continuing steps in Cub Scouting
Age-based activities
Second grade: Wolf Cub Scouts
Third grade: Bear Cub Scouts
Family-centered
Shared leadership
Developing with the fun of Scouting

Say (in your own words):
Wolf and Bear Cub Scouts can be beginning or continuing their Cub Scouting experiences. Some have been Tiger Cubs and Wolf Cub Scouts. Others may be new to Cub Scouting.

Do:
Show the Wolf and Bear handbooks and point out to the participants the section about "Shared Leadership." Briefly discuss how shared leadership works.

Shared Leadership is a feature of the Tiger Cub den where the leaders and the adult partners shared in planning and conducting meetings. Shared leadership continues in Wolf and Bear Cub Scout dens, with the parents being an important part of the boys' advancement activities. The parents also support the leaders in helping with meetings, transportation, etc.

Resources: Wolf Handbook and Bear Handbook

See: (slide 90)

THE CUB SCOUT DEN LEADER:

Helps the den get organized
Gives leadership to den program planning
Leads den meetings
Works with other pack leaders
Works with the den chief
Maintains den records
Participates in pack program planning
Attends monthly roundtables

Say (in your own words):
Here's what a Cub Scout den leader does.

Do:
Discuss the role of the Cub Scout den leader. Use the Cub Scout Den Leader Position Summary handout and the Cub Scout Den Leader position description from the Cub Scout Leader Book, chapter 23, as guides.

Discuss that the den leader also maintains records for the den, including advancement records.

Resources: Cub Scout Leader Book, chapter 23; Cub Scout Den Leader Position Summary handout
See: (slide 91)

**THE ASSISTANT CUB SCOUT DEN LEADER:**
- Provides support to the den leader
- Serves as a backup leader
- Attends pack meetings
- Assists in program planning

**Say (in your own words):**
*Here's what an assistant Cub Scout den leader does.*

**Do:**
Discuss the role of the assistant Cub Scout den leader. Use the Assistant Cub Scout Den Leader position description from the *Cub Scout Leader Book* as a guide.

**Resource:** *Cub Scout Leader Book*, chapter 23

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See: (slide 92)

**LEADERSHIP SKILLS**
- Shared leadership
- Teamwork
- Cooperation
- Communication
- Working with boys
- Attitude
- Setting the example

**Say (in your own words):**
*As a Cub Scout den leader you will need to use these leadership skills.*

**Do:**
Depending on the group, you may want to ask different people what these skills mean to them. Otherwise, briefly discuss each.

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See: (slide 93)

**CUB SCOUT UNIFORMING**
- Sense of belonging
- Attention
- Identification with Scouting

**Say (in your own words):**
*The Cub Scout uniform may be the first uniform a boy has ever worn. It identifies him as part of the Boy Scouts of America.***

**Do:**
Use a Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet to point out each badge and badge location on the uniform. Encourage the leaders to be uniformed as well.

**Resources:** Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet, Adult Leader Uniform Inspection Sheet
See: (slide 94)

SUMMARY
It is grade-based and progressive.
Parent involvement is essential.
Leaders support it.
Leaders set the uniforming example.

Say (in your own words):
We have briefly discussed what you will be doing as a Cub Scout den leader.

Do:
Reinforce the points on the slide.
Point out that without leaders, the Wolf and Bear Cub Scout program cannot exist. Parents are necessary to program success because they help the leaders and boys. Without the help of parents, the program is not as successful.

You may want to use a morale feature here such as a yell that a Cub Scout den might use.

See: (slide 95)

PLANNING IN THE PACK AND DEN
Monthly themes and activities
Monthly pack leaders' meeting
Annual program planning conference
Den meeting planning and preparation
Plan in small segments to be successful

Say (in your own words):
In your introduction to Cub Scouting we discussed the need to plan. In Wolf and Bear Cub Scout dens, planning is essential to the success of your activities and to ensuring that the boys have fun.

Do:
Remind the participants about the monthly themes, the pack leaders' meeting, the annual program planning meeting, and the remainder of the points on the slide.

See: (slide 96)

THE CUB SCOUT MONTH
Three or four den meetings
An outing or other activity
One pack meeting

Say (in your own words):
Cub Scouts meet in a den three or four times a month. They may also substitute an outing for one of the den meetings. The pack meeting is usually held at the end of the month.

Do:
Point out that it's important to remember:
1. The den leader plans the den meetings.
2. Keep the OUTING in ScOUTING.
3. The Wolf and Bear Cub Scouts go to the pack meeting to get their awards and to share in the fun.
See: (slide 97)

Cub Scout Den Meetings

- Before the Meeting
- While Cub Scouts Gather
- Opening
- Business Items
- Activities
- Closing
- After the Meeting

Say (in your own words):
To make planning a Cub Scout den meeting easier, it is divided into seven separate parts.

Do:
Discuss that having defined parts of the meeting makes it easier to plan: You plan each small part and then put them together—and you have a whole meeting planned!

Say that most meetings last about an hour, but some may be longer or shorter.

Put together a Cub Scout den meeting plan from the Cub Scout Program Helps for next month and use it and Cub Scout Den Meeting Program (a planning sheet in the Cub Scout Leader Book) to illustrate how a Cub Scout den meeting is planned and conducted. Provide a copy of this pre-planned meeting to each participant. Review each part of the meeting and show how Program Helps contains helpful information.

Resources: Cub Scout Program Helps, Cub Scout Leader Book

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Trainer Note

At this point, you should conduct the training session as if it were a den meeting. Use the Cub Scout Den Meeting Program and show each step of the meeting. Use resources that make it possible for the new den leaders to repeat what you are doing with the boys in their dens.

See: (slide 98)

Before the Meeting

- Review and make final preparations

Say (in your own words):
Before the meeting the den leader, the assistant den leader, and the den chief should get together for a last-minute check to make sure that everything is ready.

Do:
Tell the participants that the denner and den chief may also be part of the preparation and that you will discuss who these individuals are later in this module.

Cub Scout Den Leader Training 71
**See:** (slide 99)

**WHILE CUB SCOUTS GATHER**

- Have something for them to do:
  - Game
  - Check achievements and electives
  - Craft
  - Puzzle
  - etc.

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**Say** (in your own words):

*The boys will probably not all get to the meeting at the same time. Some may be early. Have something for them to do so they aren't having to find something to do themselves (perhaps something they shouldn't be doing)!*

**Do:**

- Explain that the purpose of the gathering activity is to have something for the boys to do so they don't have to find something else to do—in other words, you want them to be busy with something you have planned.
- If parents are present, they can be asked to help with the gathering activity.
- Show some samples of gathering activity puzzles and games.

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**See:** (slide 100)

**OPENING**

- Opening ceremony of some type
- Song
- Den yell
- Cub Scout motto
- Flag ceremony

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**Say** (in your own words):

*The purpose of the opening is to separate the gathering activity from the meeting.*

**Do:**

- Suggest that any of the items listed on the slide are great.
- Have the participants repeat the Cub Scout motto, *Do Your Best,* as their opening to the meeting.

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**See:** (slide 101)

**BUSINESS ITEMS**

- Theme-related items
- Pack meeting preparation
- Prepare for special den activities

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**Say** (in your own words):

*The Business Items section of the meeting gets the hard work done first.*

**Do:**

- Highlight the items on the slide.
- Review the Wolf and Bear meeting format and contents as found in next month's Program Helps. Encourage the leaders to use these blueprints for their next few meetings.
See: (slide 102)

**ACTIVITIES**

- Games, stories, songs, crafts
- Goodwill projects
- Achievement and elective encouragement
- Have fun!

Say (in your own words):
The activities part of the meeting is the fun part that the boys really like.

Do:
Show the Wolf Trail (Achievements) and Bear Trail (Achievements) chapters and both Arrow Point Trail (Electives) chapters in the *Wolf Handbook* and the *Bear Handbook*. Tell the participants you will discuss these later in this module.

Teach the participants a skit from the *Cub Scout Leader How-To Book*

Resource: *Cub Scout Leader How-To Book*, No. 33832

See: (slide 103)

**CLOSING**

- Announcements
- Reminders (brief)
- Brief closing
  - Inspirational message
  - Cub Scout motto
  - Cub Scout Promise

Say (in your own words):
There are many ways to close a meeting. Vary your closings to make them memorable. Keep announcements brief and to the point. And having a note for parents will keep reminders to a minimum.

Do:
Conduct a simple closing ceremony. Show the participants the resource that you used.

See: (slide 104)

**AFTER THE MEETING**

- Review this meeting.
- Plan/review the next meeting with assistant and den chief.
- Clean up.
- Relax.

Say (in your own words):
*After the meeting, get together with the assistant den leader and den chief. Review what is coming up next for the den. The denner and his assistant help with the cleanup. Finally, relax!*

Do:
Discuss that after the meeting is really the beginning of the next den activity. The den leader and assistant den leader will begin by reviewing the next activity to see what needs to be done.
GREAT CUB SCOUT DEN MEETINGS:
- Are planned well in advance
- Operate with shared leadership
- Use the Wolf or Bear Handbook, Cub Scout Program Helps, Cub Scout Leader Book, and Boy’s Life
- Use the pack’s people resources
- Anticipate any behavior problems
- Are FUN!

Say (in your own words):
Remember, planning makes meetings great!

Do:
Discuss the points on the slide.
Explain that good den meetings and den activities are more than just learning activities. They need to be fun because the boys are looking for activities that are fun and exciting. Add things to your den program that give them a chance to be creative.

Resource: Handout: Elements of a Good Cub Scout Den Meeting

Cub Scouting

LET’S PLAN A CUB SCOUT DEN MEETING

Say (in your own words):
Now it’s your turn to plan a meeting.

Do:
Separate the group into Wolf and Bear “dens,” with no more than four people in each group.
Provide the participants with a Cub Scout Den Meeting Program planning sheet and *Cub Scout Program Helps*.
Suggest a monthly theme that is coming up in the next few months. Since these are new leaders, you may want them to focus in on a den meeting in the next month’s *Cub Scout Program Helps*. Also show them some of the other resources listed below that are available for den meeting planning and be sure you have additional resources for their use.
Have a brief group discussion on how they might approach the den meeting.
Allow 10 minutes for their planning session. Have one or two groups discuss what they have planned.

Resources: *Cub Scout Program Helps*, Cub Scout Den Program in the *Cub Scout Leader Book*, *Wolf Handbook*, *Bear Handbook*, *Cub Scout Leader How-To Book*, *Cub Scout Songbook*, *Group Meeting Sparklers*
See: (slide 107)

**CUB SCOUT ADVANCEMENT**

- Encouragement and recognition of achievement are key.
- Activities are grade-related.
- Akela (adult partner) verifies completion.
- In Cub Scouting, parents are the key.

**Say** (in your own words):
Boys love to learn things and they also like to be recognized for what they do. Wolf and Bear Cub Scouts have an advancement program that takes care of both of those needs. The boys and members of their families work together in the advancement process.

**Do:**
Note that you have mentioned achievements and electives, and that this is when participants will find out more about them.

See: (slide 108)

**CUB SCOUT ADVANCEMENT**

- Bobcat rank
- Cub Scout achievements
- Cub Scout electives
- Wolf rank
- Bear rank

**Say** (in your own words):
The first step in Wolf and Bear Cub Scout advancement is earning the Bobcat badge. You did that earlier in our training and so you are ready to help the boys earn this important recognition. If some boys have already earned the Bobcat badge, they do not need to earn it again.

**Do:**
Explain that the standard of performance for achievements and electives is for the boy to do his best. If he did his best, he completed the requirement.

Tell the participants that we use the Immediate Recognition Kit to provide instant recognition to the boys as they complete their requirements.

Explain that the pack meeting is the place where you will publicly recognize each Cub Scout’s completion of the Bobcat badge and Wolf or Bear Cub Scout badge.
See: (slide 109)

**WOLF BADGE**
- Second grade
- Parent Guide
- Wolf Trail: 12 achievements, Boy and adult partner
- Electives: 23 different areas; 10 electives = Gold Arrow Point; Each 10 additional electives = Silver Arrow Point

**Say (in your own words):**
*Twelve achievements are required for the Wolf Cub Scout badge. Electives are used to enrich the program and to allow the boys to earn their arrow points. Arrow points can only be earned after the Wolf badge is earned.*

**Do:**
- Show the 12 achievements in the *Wolf Handbook*. Point out the location of the Wolf Trail.
- Briefly discuss that these achievements are completed at home with an adult family member. In some cases, the den leader or assistant may also help the boys complete the achievements.
- Show the electives part of the handbook. Have the participants look briefly through the table of contents to see all of the different electives that are available.
- Review the requirements for one of the achievements with the participants.

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See: (slide 110)

**BEAR BADGE**
- Third grade
- Parent Guide
- Bear Trail: 12 of 24 achievements (from four categories), Boy and adult partner
- Electives: 25 different areas; 10 electives = Gold Arrow Point; Each 10 additional electives = Silver Arrow Point

**Say (in your own words):**
*Twelve achievements are required for the Bear Cub Scout badge. Electives are used to enrich the program and to allow the boys to earn their arrow points. Arrow points can only be earned after the Bear badge is earned.*

**Do:**
- Show the 24 achievements in the *Bear Handbook*. Explain that only 12 are required, but a certain number of achievements from four categories (God, Country, Family, Self) must be earned. Point out the location of the Bear Trail.
- Briefly discuss that these achievements are completed at home with an adult family member. In some cases, the den leader or assistant may also help the boys complete the achievements.
- Show the electives part of the handbook. Have the participants look briefly through the table of contents to see all of the different electives that are available.
- Review the requirements for one of the achievements with the participants.
See: (slide 111)

RECOGNITION

Immediate
Progress Toward Rank emblem
Three achievements = one yellow (Wolf) or red (Bear) bead
At pack meeting
Belt loops and pins
Cub Scout Academics and Sports

Say (in your own words):
We reward the completion of the achievements by placing immediate recognition beads on the immediate recognition emblem. The boys may also have completed the requirements for an academic or sports belt loop or pin. These are awarded at the pack meeting.

Do:
Explain that the boys can earn one yellow (Wolf) or red (Bear) bead for completing three achievements. When a boy has earned four beads, he has completed the badge requirements.
The Wolf or Bear Cub Scout badge is awarded at a pack meeting.

See: (slide 112)

RECORD KEEPING

Say (in your own words):
To make sure that Cub Scouts receive the recognition they have earned, we have to do some record keeping.

Do:
Show the Bobcat Trail, Wolf Trail, and Bear Trails in back of the boys' handbooks and say that this is the first step in record keeping.
Show the Cub Scout Den Record, Den Advancement Report, Individual Cub Scout Record, and Advancement Record (Cub Scout) from the Cub Scout Leader Book. Explain that the information from the boys' handbooks is transferred to the forms during the den meetings.
Explain that when a boy has earned the Bobcat, Wolf, or Bear badge, the den leader must inform the pack advancement chair. The advancement chair will then get the badge and have it for the boy at the next pack meeting. If possible, notify the chair at least two weeks before the pack meeting so that the badge can be obtained in time. Please do not disappoint the boy!

Resource: Cub Scout Den Record, Den Advancement Report, Individual Cub Scout Record, and Advancement Record (Cub Scout) from the Cub Scout Leader Book
See: (slide 113)

**OTHER CUB SCOUT ACTIVITIES**

- Pack meeting participation
- Good Turn for America
- Field trips and outings
- Derby and regattas
- Awards
- World Conservation Award
- Leave No Trace Awareness Award
- Outdoor Activity Award
- Day camp
- Resident camp
- Family camping
- Pack overnighters

Say (in your own words):
Den and pack meetings start the fun for the boys, but there are lots of other things to enjoy in Cub Scouting.

Do:
Discuss the items on the slide.

Reinforce the positive aspects of Cub Scout camping. Emphasize that there can be no pack camping except at a council-approved facility.

Resource: Cub Scout Leader Book, chapter 29

See: (slide 114)

**CUB SCOUTS ARE BOYS**

- Consider seven- and eight-year-old behavior.
- Boys are inquisitive and growing.
- They are in their second and third years of school.
- Some are new in Cub Scouting and some were Tiger Cubs.
- Parent involvement is essential.
- Follow the Code of Conduct in meetings and other locations.
- Teach individual responsibility.

Say (in your own words):
Seven- and eight-year-old boys can be a lot of fun. But remember, the size of a boy does not always indicate his age accurately.

Do:
Discuss these points with the participants. Ask for examples, if time permits.

Discuss the use of a code of conduct in a den setting. Show chapter 16 of the Cub Scout Leader Book as a reference.

Remind the participants that if a parent or family member is present, that person is primarily responsible for the actions of the boy.

Resource: Cub Scout Leader Book, chapter 16

See: (slide 115)

**THE DENNER AND ASSISTANT DENNER**

- Elected by den members
- Boy leadership
- Help the den leader
- Keep order
- May lead activities
- Rotate jobs
- Teaches responsibility

Say (in your own words):
We can teach responsibility by having the boys participate in the den's leadership.

The denner and assistant denner are elected by the den members. Give them something important to do during the meeting.

Do:
Explain the roles of the denner and assistant denner.

Resource: Cub Scout Leader Book, chapter 20
**See: (slide 116)**

**THE DEN CHIEF**

- Boy Scout or Venturer leadership position
- Older boy influence
- Helps the den leader
- Leads activities
- Positive attitude
- Leads by example

**Say (in your own words):**
The den chief may also be of help.

**Do:**
Explain the role of the den chief. (See the position description and additional materials in the *Cub Scout Leader Book*, chapter 23.)

Add that the den chief will be a better resource for the den if he or she has completed den chief training.

**Resource:** *Cub Scout Leader Book*, chapter 23

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**See: (slide 117)**

**CUB SCOUT DEN LEADER RECOGNITION**

- **Tenure:** Complete one year as a registered Cub Scout den leader.
- **Training:** Complete Cub Scout Den Leader Fast Start training, Youth Protection training, Cub Scout Den Leader Position Specific Training, and New Leader Essentials or equivalent.
- **Performance:** Do five of the following:
  - During at least one program year, have a minimum of 90 percent of the boys in your den earn the rank for their grade or age (Wolf or Bear)
  - At least once, recognize a minimum of 75 percent of the eligible members of your den as a part of pack charter renewal.

**Say (in your own words):**
So you want some recognition, too? As you complete your time as a Cub Scout den leader, Scouting has not forgotten you.

**Do:**
Refer to chapter 25 of the *Cub Scout Leader Book* for the current requirements for the Cub Scout Den Leader Award.

**Resource:** *Cub Scout Leader Book*, chapter 25

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**See: (slide 118)**

**SIX GREAT CUB SCOUT DEN LEADER SECRETS:**

- Adults should come to all meetings.
- Boys need a fast-moving program.
- Alternate energetic activities with quiet ones.
- "Hands-on" activities are better than lectures.
- Boys will learn self-control when given guidelines.
- Codes of conduct work when used consistently.

**Say (in your own words):**
Let’s review what makes being a Cub Scout den leader great.

**Do:**
Discuss how these points make being a Cub Scout den leader fun:

Encourage all parents to attend den and pack meetings. The boys will see that these important people in their lives are interested in what they do. These adults are also important when the den leadership needs additional help and support.

Hands-on learning is *fun* learning. If you are going to teach a skill or craft, have enough supplies on hand for everyone to practice and use.

Your den code of conduct, prepared by the boys in the den, will greatly improve den meetings if you use it all of the time and apply it equally to every boy.
REVIEW AND QUESTIONS

Do you have any questions?

Answer questions, if any. If the questions require complex answers, ask to defer the question until later or arrange for another trainer to handle the question after training.

See: (slide 120)

Congratulations—you have completed Cub Scout Den Leader Training. Now go and have fun with your Cub Scouts!

Award the participants their training completion cards. You may also wish to present a completion certificate. Make sure that all participants are furnished with the dates, times, and locations of their district roundtable before they leave. Encourage them to attend roundtable regularly.

After This Module

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.
WEBELOS
DEN LEADER TRAINING

This is the last of three sessions each Webelos den leader will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete "Introduction to Cub Scouting" and "How We Have Fun." If this module is completed as a break-out session after the larger training activities, many of the items under "Physical Arrangements" may already be in place or have been done, but if there are simultaneous breakout sessions, each will need its own equipment and supplies.

If this is being conducted as stand-alone training, it can be completed at any time that is convenient to the trainers and the participants. It is assumed that the participants have already completed "What Is Cub Scouting?" and "How We Have Fun."

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants "see" the slide, you "say" information about the slide. The "Say" content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the "Say" content is included. Please do not read the “Say” content to the participants. The “Do” part contains information about what you should show the participants or explains how to present the slide.

Trainer Resources and Display Materials

Gather the following materials for this session:

- Boys’ Life, current issue
- Cub Scout Leader Book, No. 33221D
- Cub Scout Leader How-To Book, No. 33832A
- Cub Scout Program Help, No. 34304 (current year)
- Cub Scout Songbook, No. 33222A
Other Display Materials

- *Cub Scout Academics and Sports Program Guide*, No. 34299B
- *Cub Scout Ceremonies for Dens and Packs*, No. 33212C
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
  7. Webelos Den Meeting
  8. The Pack Meeting
  9. Outdoor Program
  10. Law of the Pack
- *Den Chief Handbook*, No. 33211B
- *Group Meeting Sparklers*, No. 33122B
- A pack flag
- U.S. flag

Registration Materials

- Lined paper, cards, or forms

Needed only if this is conducted as a stand-alone module:

- Markers
- Name tags

Handouts

Print one per participant from the enclosed DVD-ROM:

- Adult Leader Uniform Inspection Sheet
- Advancement Record (Cub Scout)
- Den Advancement Report
• Individual Cub Scout Record
• Local Tour Permit Application
• Progress Record for the Webelos Den Leader Award
• Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet
• Webelos Attendance and Dues
• Webelos Den Meeting Program
• Webelos Den Record
• Webelos Scout Overnight Checklist

Presentation Equipment and Supplies

• Chalkboard or dry erase board (if needed)
• DVD player and TV
• Flipchart with easel and markers
• Overhead projector (if using overheads)
• Computer and projector or monitor (if using computer presentation)
• One adhesive notepad, 3" × 3" or larger, per training den table
• Pens for each training den table

Before the Training

Physical Arrangements

• Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
• Put resource materials and supplies on training den tables:
  Cub Scout Leader Book, No. 33221
  Cub Scout Leader How-To Book, No. 33832
  Cub Scout Program Helps, No. 34304, current year (Provide one copy for each participant if possible; you can download next month's section from www.scouting.org.)
  Webelos Leader Guide, No. 33853C
  Adhesive notepads and pens
• Display the U.S. flag and a pack flag.
• Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.
• Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
• Check restrooms to be sure they are unlocked and have adequate supplies.
• Adjust heating or cooling as necessary.
Exhibits

- Set up displays related to presentations
- Put up training posters as indicated on materials list.
- Set up a literature display, including the items on the materials list.
- Set up a den doodle, with a Webelos Den Advancement Chart.

Trading Post
You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book and the Webelos Leader Guide.

While Participants Gather
It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives

- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials

- Lined paper, index cards, or other forms to register participants
- Stick-on name tags and markers
- Supplies for Gathering Time activities

Registration
Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity
Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.
The Training Begins

See: (slide 121)

Say (in your own words):
Welcome to Webelos Den Leader Training. My name is ______. The other trainers are ______. We are here to help you learn about your role in the Webelos den and how that will affect the lives of boys.

Do:
Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See: (slide 122)

Say (in your own words):
This session will show you what it takes to be a Webelos den leader.

Do:
Briefly discuss each objective. Reassure participants that when they have completed this training, they will be ready to plan and conduct a Webelos den meeting, they will know what camping activities Webelos can participate in, and they will understand the important aspects of moving from Webelos to Boy Scouts.

Show the Cub Scout Leader Book and tell the participants that most of their questions are answered in the book. Tell them that Webelos den information is found in chapter 21.

Introduce the participants to the Webelos Leader Guide. Webelos leaders use the Webelos Leader Guide as Tiger and Cub Scout leaders use Cub Scout Program Helps.

Resources: Cub Scout Leader Book, chapter 21, and the Webelos Leader Guide
**PURPOSE OF THE WEBELOS PROGRAM**
- Beginning or continuing in Webelos Scouting
- Age-based activities
- Den-centered leadership with adult assistance
- Higher level of self-reliance
- Getting ready for Boy Scouts

**Say (in your own words):**
Webelos Scouts can be beginning or continuing their Cub Scouting experiences. Some have been Tiger Cubs and Wolf or Bear Cub Scouts. Other may be new to Cub Scouting.

**Do:**
Show the Webelos Handbook. Explain that Webelos activities are made for boys in the fourth and fifth grade who are preparing to enter Boy Scouting.

Tell the participants that the Webelos den leaders are responsible for advancement and conducting all Webelos den activities but that they should expect the boys to be able to do more things and rely on the boys more than in Cub Scout dens.

Parents are important as resources for the Webelos den. Parents help support the den program by providing transportation and supervision for outings and serving as activity badge counselors.

**Resource:** Webelos Handbook

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**THE WEBELOS DEN LEADER**
- Helps the den get organized
- Gives leadership to den program planning
- Shares leadership with assistant and den chief
- Makes sure that the boys advance
- Works with other pack leaders
- Approves advancement
- Participates in pack program planning

**Say (in your own words):**
Here's what a Webelos den leader and assistant Webelos den leader do.

**Do:**
Discuss the role of the Webelos den leader and the assistant Webelos den leader. Use the Webelos Den Leader Position Summary handout and the Webelos Den Leader position description from the Cub Scout Leader Book, chapter 23, as a guide.

Discuss that the Webelos den leader also maintains records for the den, including advancement records.

**Resources:** Cub Scout Leader Book, chapter 23; Webelos Den Leader Position Summary handout

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LEADERSHIP SKILLS

- Shared leadership
- Teamwork
- Cooperation
- Communication
- Working with boys
- Attitude
- Setting the example

As a Webelos den leader you will need to use these leadership skills.

Do:
Depending on the group, you may want to ask different people what these skills mean to them. Otherwise, briefly discuss each.

WEBELOS SCOUT UNIFORMING

- It provides a sense of belonging.
- It gets attention.
- It provides identification with Scouting.
- Webelos Scouts may wear the blue or tan uniform.

The Webelos Scout uniform may be the first uniform a boy has ever worn. It identifies him as part of the Boy Scouts of America.

Do:
Use a Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet to point out each badge and badge location on the uniform. Encourage the leaders to be uniformly as well.

Webelos Scouts may wear the blue Cub Scout shirt and trousers or the den may choose to wear the tan and green uniform. Boys are now growing and want to look older. Switching to the Boy Scout-style uniform can give them a sense of that growth and may be practical, since the Webelos are getting ready for Boy Scouts.

Resources: Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet, Adult Leader Uniform Inspection Sheet
**See:** (slide 127)

**SUMMARY**
- It is grade-based and progressive.
- Adults assist as activity badge counselors.
- Leaders support uniforming.
- Leaders set the example with their own uniforms.

**Say** (in your own words):
*We have briefly discussed what you will be doing as a Webelos den leader.*

**Do:**
Reinforce the points on the slide.

Point out that without leaders, the Webelos den cannot exist.

You may want to use a morale feature here such as a yell that a Webelos den might use.

**See:** (slide 128)

**PLANNING IN THE PACK AND DEN**
- Monthly activity badges and activities
- Monthly pack leaders' meeting
- Annual program-planning conference
- Den meeting planning and preparation
- Plan in small segments to be successful

**Say** (in your own words):
*In your introduction to Cub Scouting we discussed the need to plan. In Webelos dens, planning is essential to the success of your activities and to ensuring that the boys have fun.*

**Do:**
Explain that the Webelos Scout den's program is different from the Cub Scout den's program. Cub Scouts rely on monthly program themes for their activities. Webelos Scouts complete activity badges on a monthly or bi-monthly schedule. The Webelos den planning then must focus on completing activity badges that the boys need for advancement.

Using the *Webelos Leader Guide*, review the Webelos Planning Guide section with the participants. There are five different plans for scheduling Webelos activity badges for the den so that the boys have the best chance of earning their Webelos badge and Arrow of Light. Explain that these are samples and modifications may be necessary but they are a good starting point for planning.

Remind the participants of the monthly themes, the pack leaders meeting, the annual program planning meeting and the remainder of the points on the slide.

**Resource:** *Webelos Leader Guide*

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See: (slide 129)

THE WE BELOS MONTH

Three or four den meetings
An outing or camping experience
The pack meeting

Say (in your own words):

We belos meet in a den three or four times a month. They may also substitute an outing for one of the den meetings. The pack meeting is usually held at the end of the month.

Do:

Point out that it’s important to remember:

The den leader plans the den meetings.

Keep the OUTING in ScOUTING.

The We belos Scouts go to the pack meeting to get their awards and to share in the fun. They also display their activity badge projects and set the example for the younger Cub Scouts at the meeting.

See: (slide 130)

WEBELOS DEN MEETINGS

Before the meeting
Gathering
Opening
Activity badge fun
Preparation
Closing
After the meeting

Say (in your own words):

To make planning a We belos den meeting easier, it is divided into seven separate parts.

Do:

Discuss that having defined parts of the meeting makes it easier to plan; you plan each small part and then put them together—and you have a whole meeting planned!

Say that most meetings last about an hour but some may be longer or shorter.

Distribute the We belos Den Meeting Program.

Resource: We belos Den Meeting Program

Trainer Note

At this point, you should conduct the training session as if it were a complete We belos den meeting. Use resources that make it possible for the new den leaders to repeat what you are doing with the boys in their dens.
See: (slide 131)

**BEFORE THE MEETING**

Review and make final preparations.

---

**WEBELOS DEN MEETING PROGRAM**

- Date:
- Time:
- Location:

---

**WEBELOS DEN MEETING PROGRAM**

- Name:
- Date:
- Time:

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**Say** (in your own words):

*Before the meeting the Webelos den leader, the assistant Webelos den leader, and the den chief should get together for a last-minute check to make sure that everything is ready.*

**Do:**

Tell the participants that the denner and den chief may also be part of the preparation and that you will discuss who these individuals are later in this module.

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See: (slide 132)

**WHILE WEBELOS SCOUTS GATHER**

Have something for them to do
- Game
- Craft
- Puzzle
- Boy Scout skills

---

**Say** (in your own words):

*The boys will probably not all get to the meeting at the same time. Some may be early. Have something for them to do so they aren’t having to finding something to do themselves (perhaps something they shouldn’t be doing).*

**Do:**

Tell the participants that family members may not be present at a Webelos den meeting, and that the boys will be responsible for their own behavior.

Explain that the purpose of the gathering activity is to have something for the boys to do so they don’t have to find something else to do—in other words, you want them to be busy with something you have planned.

Show some samples of gathering activity puzzles and games.
See: (slide 133)

**OPENING**

- Opening ceremony of some type
- Song
- Den yell
- Scout Oath or Law
- Flag ceremony

Say (in your own words):

The purpose of the opening is to separate the gathering activity from the meeting.

Do:

Suggest that any of the items listed on the slide are great.

Have the participants repeat the Boy Scout Oath as their opening to the meeting.

Remind the participants that the Webelos Scouts will be working toward a transition to Boy Scouting and that the opening part of the meeting is a good time for them to review some of the things they will need to know to fulfill their Arrow of Light requirements.

See: (slide 134)

**ACTIVITY BADGE FUN**

- Activity badge-related activities
- Webelos badge preparation
- Preparation for special den activities

Say (in your own words):

Activity badge fun gives the boys an opportunity to learn something new or to renew things they already know. This is the time in the meeting when they will complete requirements for their activity badges. We will discuss more about activity badges later.

Do:

Highlight the items on the slide.

Select an activity badge that boys will be working on for the next few meetings. Using the Webelos Leader Guide, locate the activity badge section in the book and review the contents of the “Den Meeting Activities” section with the participants. Discuss how the Webelos Scouts can participate in the pack meeting by reviewing the “Pack Meeting Demonstrations and Exhibits” section.

Resource: Webelos Leader Guide
**PREPARATION**

- For pack meetings
- For goodwill projects
- For outdoor activities
- For camping

**CLOSING**

- Announcements
- Reminders
- Brief closing with an inspirational message
- Cleanup

**AFTER THE MEETING**

- Review this meeting.
- Plan/review next meeting with assistant and den chief.
- Clean up.
- Relax.

---

**See:** (slide 135)

**Say** (in your own words):

In the preparation period, the leaders and boys get together to get ready for an activity or project. This is when the den prepares for their role in a pack meeting.

**Do:**

Discuss the points on the slide.

Using the activity badge you selected before, discuss how the Webelos Scouts can participate in the pack meeting by reviewing the “Pack Meeting Demonstrations and Exhibits” section.

**Resource:** Webelos Leader Guide

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**See:** (slide 136)

**Say** (in your own words):

There are many ways to close a meeting. Vary your closings to make them memorable. Keep announcements brief and to the point. Encourage Webelos Scouts to take notes of reminders to share with their families.

**Do:**

Conduct a simple closing ceremony. Show the participants the resource that you used.

---

**See:** (slide 137)

**Say** (in your own words):

After the meeting, get together with the assistant Webelos den leader and den chief. Review what is coming up next for the den. Have the denner and his assistant help with the cleanup. Finally, relax!

**Do:**

Discuss that after the meeting is really the beginning of the next den activity. The Webelos den leader and assistant Webelos den leader will begin by reviewing the next activity to see what needs to be done.

Note that cleanup is listed on both this slide and the previous one. The boys should be helping as much as possible to put things in order. They are now older and need to assume more of the responsibilities of the den.
See: (slide 138)

GREAT WEBELOS DEN MEETINGS:
Are planned well in advance
Operate with shared leadership
Use the pack’s people resources
Anticipate any behavior problems
Are FUN!

Say (in your own words):
Remember, planning makes meetings great!

Do:
Discuss the points on the slide.
Explain that good den meetings and den activities are more than just learning activities. They need to be fun because the boys are looking for activities that are fun and exciting. Add things to your den program that give them a chance to be creative.

See: (slide 139)

CUB SCOUTING
LET’S PLAN A WEBELOS DEN MEETING

Say (in your own words):
Now it’s your turn to plan a good den meeting.

Do:
Separate the group into Webelos “dens,” with no more than four people in each group.
Provide the participants with a Webelos Den Meeting Program sheet.
Suggest using an activity badge that is coming up in the next few months. Since these are new Webelos den leaders, you may want them to focus in on a den meeting found in the Webelos Leader Guide.
Show the resources that they have available to help them. Have them share information on how they might approach the den meeting.
Allow 10 minutes for their planning session. Have one or two groups discuss what they have planned.

Say (in your own words):
Boys love to learn things and they also like to be recognized for what they do. In younger dens, parents help with advancement activities. In Webelos dens, the den leaders are responsible for all advancement activities.

Do:
Note that you have mentioned activity badges, the Webelos badge, and the Arrow of Light, and that this is when participants will learn the details.

Say (in your own words):
The first step in Webelos Scout advancement is earning the Bobcat badge. If they already have the Bobcat badge they do not need to earn it again.

Do:
Remind participants that boys cannot earn badges that are for younger boys: Webelos Scouts, who are in the fourth or fifth grade, cannot earn the Wolf or Bear badge.

Explain that the "standard of performance" for achievements and electives is for the boy to "do their best." If they did their best, they completed the requirement.

Tell participants that the boys will earn Webelos activity badges to fulfill requirements for earning the Webelos badge.

Explain that the pack meeting is the place where you will publicly recognize each Webelos Scout's completion of the Bobcat badge, activity badges, Webelos badge, and Arrow of Light.
There are 20 activity badges in five different categories. Here are three of the categories and the activity badges in each category.

Explain that the activity badges are in areas of interest to boys of this age and that they teach important life lessons and provide skills needed for the transition into Boy Scouting.

Here are the last two categories. Let's discuss the requirements for the activity badge you used to plan a meeting.

Using the Webelos Handbook, review the requirements for the activity badge participants used in planning the den meeting.

Make sure that the leaders understand that most activity badges have some mandatory and some optional requirements.

Assure the leaders that if they are not experts in an activity badge topic, it is best to find people who are and who can help boys with the badge.

Resource: Webelos Handbook
See: (slide 144)

**RECOGNITION**

Immediate
Webelos colors

At pack meeting
Activity badges
Compass points cubbies

Belt loops and pins
Academics and Sports

**Say** (in your own words):
We reward the completion of activity badges by placing activity badge pins on the Webelos colors. As Webelos Scouts earn activity badges, the pack may also choose to award them the Compass Point emblem and Compass Point pins. The boys may also have completed the requirements for an Academic or Sports belt loop or pin. All of these are awarded at the pack meeting.

**Do:**
Show the Webelos colors and sample activity badge pins.

Using the *Webelos Leader Guide*, discuss the requirements for the compass points emblem found in the “Webelos Planning Guide” section.

Webelos activity badge pins are awarded at a pack meeting.

**Resource:** *Webelos Leader Guide*

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See: (slide 145)

**EARNING THE WEBELOS BADGE**

Eight total requirements

- Complete three activity badges
- Fitness (Physical Skills)
- Citizen (Community)
- One from any of the three other groups:
  - Outdoor Activities
  - Mental Skills
  - Technology

**Say** (in your own words):
The requirements for the Webelos badge are found in the Webelos Handbook and the Webelos Leader Guide.

**Do:**
Show the requirements in the *Webelos Handbook*. Also show the location of the requirements in the *Webelos Leader Guide*.

Using the *Webelos Leader Guide*, discuss the requirements for the Webelos badge found in the “Webelos Planning Guide” section.

**Resources:** *Webelos Handbook, Webelos Leader Guide*
See: (slide 146)

**EARNING THE ARROW OF LIGHT**

- Six months in the den
- Preparation to join a Boy Scout troop
- Eight activity badges, including the three for the Webelos badge
- Troop visit
- Campout

**Say** (in your own words):

_Earning the Arrow of Light is the top accomplishment in Cub Scouting. An Arrow of Light Award earned as a Webelos Scout can be worn later on Boy Scout and adult uniforms, as represented by a green and red square knot on a gold background._

**Do:**

Show the requirements for Arrow of Light in the Webelos Handbook and in the Webelos Leader Guide.

Using the Webelos Leader Guide, discuss the requirements for the Arrow of Light found in the “Webelos Planning Guide” section.

Reinforce that the Arrow of Light is a significant accomplishment and should be awarded in a special ceremony.

**Resources:** Webelos Handbook, Webelos Leader Guide

See: (slide 147)

**RECORD KEEPING**

**Say** (in your own words):

_To make sure that the Webelos receive the recognition they have earned, we have to do some record keeping._

**Do:**

Show the record keeping section in the back of the Webelos Handbook and say that this is the first step in record keeping.

Show the Webelos Den Record and other forms. Explain that the information from the boys’ handbooks is transferred to the forms during the den meetings.

Explain that when a boy has earned the Bobcat badge, activity badges, the Webelos badge, or Arrow of Light, the den leader must inform the pack advancement chair. The advancement chair will then get the badge and have it for the boy at the next pack meeting. If possible, notify the chair at least two weeks before the pack meeting so that the badge can be obtained in time. Please do not disappoint the boy!

**Resources:** Webelos Den Records, Webelos Handbook
WEBELOS ACTIVITIES

Pack meeting participation
Activity-hedge-related outings
Camping!
  Pack overnighters
  Family camping
  Webelos den camping
  Boy Scout troop joint campouts
  Day camps
  Resident camp
Good Turn

See: (slide 148)

Say (in your own words):

Den and pack meetings start the fun for the boys, but there are many other things to enjoy in Cub Scouting.

Do:

Discuss the items on the slide.

Explain that camping as Webelos Scouts prepares the boys for Boy Scouting. Tell them that Outdoor Leader Skills for Webelos Leaders is an excellent course to help the leader prepare for camping.

Refer participants to the “Webelos Camping” chapters in the Cub Scout Leader Book and the Webelos Leader Guide.

Webelos dens are encouraged to participate in joint den-troop campouts, particularly in the fifth-grade year. Webelos Scouts should be under the supervision of a parent or guardian. These campouts should be conducted with an individual troop for the purpose of strengthening ties between the pack and troop.

Discuss the need for a tour permit.

Resources: Cub Scout Leader Book, chapter 21; Webelos Leader Guide; Local Tour Permit Application; Webelos Scout Overnight Checklist

See: (slide 149)

WEBELOS-TO-SCOUT TRANSITION

Start early.
Visit troop meetings.
Organize joint den/troop campouts.
Visit troop activities and campouts.*
Discuss options with adults and boys.
Explain that not all boys will go to the same troop.
Encourage completing the Arrow of Light.
Encourage movement to Boy Scouts of Webelos Scouts and parents.

Say (in your own words):

Prepare early for helping the Webelos Scouts become Boy Scouts.

Do:

Discuss these points with the participants.

Point out the “Webelos-to-Scout Transition” section in the Webelos Leader Guide. Review the material with the participants.

Refer the leaders to chapter 22 of the Cub Scout Leader Book for more information.

Resources: Webelos Leader Guide, Cub Scout Leader Book, chapter 22
**W E B E L O S  S C O U T S  A R E  B O Y S**
- Nine and 10 years old
- Inquisitive but growing
- School is now routine; boys are looking for new challenges
- Some are new to Scouting; some are previous Cub Scouts
- Build trust
- They have a new leader — you!

**S A Y  (i n  y o u r  o w n  w o r d s):**
These boys are older and becoming more mature. They will rely on you as their leader. Set the example!

**D O:**
Discuss these points with the participants. Ask for examples, if time permits.

**W E B E L O S  S C O U T S  A R E  B O Y S**
- Parental involvement is needed.
- They need hands-on projects.
- More independence should be expected of the boys.
- Follow the Code of Conduct in meetings and other locations.
- Teach individual responsibility.

**S A Y  (i n  y o u r  o w n  w o r d s):**
Parents are still important.

**D O:**
Discuss these points with the participants. Ask for examples, if time permits.
Discuss the use of a code of conduct in a den setting. Show chapter 16 of the *Cub Scout Leader Book* as a reference.

**R E S O U R C E:** *Cub Scout Leader Book*, chapter 16

**T H E  D E N N E R  A N D  A S S I S T A N T  D E N N E R**
- Boy leadership
- Help the den leader
- Keep order
- May lead activities
- Elected by the den
- Denner service teaches responsibility

**S A Y  (i n  y o u r  o w n  w o r d s):**
We can teach responsibility by having the boys participate in the den's leadership.
The denner and assistant denner are elected by the den members. Give them something important to do during the meeting.

**D O:**
Explain the roles of the denner and assistant denner.

**R E S O U R C E:** *Cub Scout Leader Book*, chapter 2
See: (slide 153)

**THE DEN CHIEF**

- Boy Scout or Venturer leadership position
- Older boy influence
- Helps the den leader
- Leads activities
- Positive attitude
- Leads by example

**Say** (in your own words):

*The den chief may also be of help.*

**Do:**

Explain the role of the den chief. (See the position description and additional materials in the *Cub Scout Leader Book*, chapter 23.)

Add that the den chief will be a better resource for the den if he or she has completed den chief training.

**Resource:** *Cub Scout Leader Book*, chapter 23

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See: (slide 154)

**WEBELOS DEN LEADER RECOGNITION**

- **Tenure**: Complete one year as a registered Webelos den leader.
- **Training**: Complete Webelos Den Leader Fast Start training, National Webelos Den Leader Position Specific Training, and New Leader Essentials or equivalent.
- **Performance**: Do seven of the following:
  - During at least one program year, have a minimum of 50 percent of the Webelos Scouts in your den advance in rank (Webelos badge or Arrow of Light).
  - At least once, encourage a minimum of 75 percent of the eligible members of your den as a part of the pack charter renewal process.

**Say** (in your own words):

*So you want some recognition too? As you complete your time as a Webelos den leader, Scouting has not forgotten you.*

**Do:**

Refer to chapter 25 of the *Cub Scout Leader Book* for the current requirements for the Webelos Den Leader Award.

**Resource:** *Cub Scout Leader Book*, chapter 25

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See: (slide 155)

**SIX GREAT WEBELOS DEN LEADER SECRETS:**

- Be tolerant—not everyone shows up.
- Boys need a fast-moving program.
- Alternate energetic activities with quiet ones.
- Hands-on activities are better than lectures.
- Boys will learn self-control when given guidlines.
- Guide boys to Boy Scouts.

**Say** (in your own words):

*Let's review what makes a Webelos den leader great.*

**Do:**

Explain that at this point in the life of a boy, he has a lot of things going on. He may not make it to all meetings and activities, but it is important to keep all boys in the program and to tolerate their early choices in life, showing them you believe that each boy is important.

Discuss how these points make being a Webelos den leader most rewarding.
**See:** (slide 156)

**REVIEW AND QUESTIONS**

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**Say** (in your own words):
*Do you have any questions?*

**Do:**
Answer questions, if any. If the questions require complex answers, ask to defer the question until later or arrange for another trainer to handle the question after training.

**See:** (slide 157)

**CUB SCOUTING**

**CONGRATULATIONS!**

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**Say** (in your own words):
*Congratulations—you have completed Webelos Den Leader Training. Now go and have fun with your Webelos Scouts!*

**Do:**
Award the participants their training completion cards. You may also wish to present a completion certificate. Make sure that all participants are furnished with the dates, times, and locations of their district roundtable before they leave. Encourage them to attend roundtable regularly.

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**After This Module**

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.
CUBMASTER TRAINING

This is the last of three sessions each Cubmaster will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete “Introduction to Cub Scouting” and “How We Have Fun.” If this module is completed as a break-out session after the larger training activities, many of the items under “Physical Arrangements” may already be in place or have been done, but if there are simultaneous breakout sessions, each will need its own equipment and supplies.

If this is being conducted as stand-alone training, it can be completed at any time that is convenient to the trainers and the participants. It is assumed that the participants have already completed “Introduction to Cub Scouting” and “How We Have Fun.”

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Cubmaster training should be an extremely-high energy session to set the example for the new Cubmaster on how pack meetings should be run. This may be hard to accomplish in small training groups, and Cubmaster Training is likely to have the smallest training group. One way to spark energy and interest is to have each participant lead a morale feature at some point in the training, to get them into the spirit of Cub Scouting.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. Please do not read the “Say” content to the participants. The “Do” part contains information about what you should show the participants or explains how to present the slide.
Trainer Resources and Display Materials

- Gather the following materials for this session:
  - *Boys’ Life*, current issue
  - *Cub Scout Leader Book*, No. 33221D
  - *Cub Scout Leader How-To Book*, No. 33832A
  - *Cub Scout Program Helps*, No. 34304 (current year)
  - *Cub Scout Songbook*, No. 33222A
  - *Insignia Guide*, No. 33066
  - *Scouting* magazine, current issue

Other Display Materials

- *Cub Scout Academics and Sports Program Guide*, No. 34299B
- *Cub Scout Ceremonies for Dens and Packs*, No. 33212C
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
  7. Webelos Den Meeting
  8. The Pack Meeting
  9. Outdoor Program
  10. Law of the Pack
- *Den Chief Handbook*, No. 33211B
- *Group Meeting Sparklers*, No. 33122 B
- U.S. flag
- A pack flag

Registration Materials

- Lined paper, cards, or forms

Needed only if this is conducted as a stand-alone module:

- Markers
- Name tags
Handouts

Print one per participant from the enclosed DVD-ROM:
- Adult Leader Uniform Inspection Sheet
- Local Tour Permit Application
- Pack Budget Plan, No. 13-273
- Pack Meeting Planning Sheet
- Pack Program Planning Chart, No. 26-004
- Progress Record for The Cubmaster Award
- Unit Money-Earning Application

Presentation Equipment and Supplies
- Chalkboard or dry erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- DVD player and TV
- Flipchart with easel and markers
- Overhead projector (if using overheads)
- One adhesive notepad, 3" × 3" or larger, per training den table
- Pens for each training den table

Before the Training

Physical Arrangements
- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
  Cub Scout Leader Book, No. 33221
  Cub Scout Leader How-To Book, No. 33832
  Cub Scout Program Helps, No. 34304, current year (Provide one copy for each participant if possible; you can download next month's section from www.scouting.org.)
  Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.
- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
• Check restrooms to be sure they are unlocked and have adequate supplies.
• Adjust heating or cooling as necessary.

Exhibits
• Set up displays related to presentations
• Put up training posters as indicated on materials list.
• Set up a literature display, including the items on the materials list.
• Set up a den doodle, with a Cub Scout Den Advancement Chart.

Trading Post
You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the *Cub Scout Leader Book*.

While Participants Gather
It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives
• Record attendance.
• Welcome participants and make them feel at ease.
• Form training dens (if not done previously).

Materials
• Lined paper, index cards, or other forms to register participants
• Stick-on name tags and markers
• Supplies for Gathering Time activities

Registration
Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

106 Cubmaster Training
Gathering Activity

Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.

The Training Begins

See: (slide 158)

Say (in your own words):
Welcome to Cubmaster Training. My name is ___. The other trainers are _______. We are here to help you learn about your role in the pack and how that will affect the lives of boys.

Do:
Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See: (slide 159)

Say (in your own words):
This session will show you what it takes to be a Cubmaster.

Do:
Briefly discuss each objective. Reassure participants that when they have completed this training, they will be ready to function as a Cubmaster and lead pack meetings and other pack activities.

Show the Cub Scout Leader Book and tell the participants that most of their questions are answered in the book.

Resource: Cub Scout Leader Book

See: (slide 160)

Say (in your own words):
As Cubmaster and assistant Cubmaster, you are the leaders of the pack.

Do:
Discuss the position of the Cubmaster in the organization chart. The Cubmaster leads the pack with the assistance and approval of the pack committee and the chartered organization.

Resource: Cub Scout Leader Book, chapter 23
**See:** (slide 161)

**THE CUBMASTER**

- Provides leadership to all den leaders and assistants
- Leads in planning the pack program
- Leads monthly pack meetings
- Coordinates pack membership, recruiting, and transition

**Say** (in your own words):

*The Cubmaster provides these services to the pack.*

**Do:**

Review the requirements for the position with participants. Show chapter 23 of the *Cub Scout Leader Book* and the Cubmaster Position Summary handout.

**Resources:** *Cub Scout Leader Book*, chapter 23 (position description) and chapter 18 (advancement responsibilities); Cubmaster Position Summary handout

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**See:** (slide 162)

**THE ASSISTANT CUBMASTER**

- Helps the Cubmaster
- Assists in planning the pack program
- Assists at monthly pack meetings
- Assists with pack membership, recruiting, and transition

**Say** (in your own words):

*Assistant Cubmasters hold an important role. They help Cubmasters plan and conduct pack meetings and assist at outings and other pack activities.*

**Do:**

Review the requirements for the position with the participants. See chapter 23 of the *Cub Scout Leader Book*.

**Resource:** *Cub Scout Leader Book*, chapter 23

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**See:** (slide 163)

**CUBMASTER SUPPORT**

- Pack committee
- Chartered organization
- District and council, through
  - Commissioners
  - District Cub Scout roundtables
  - District committee
  - District executive
  - District training team

**Say** (in your own words):

*The Cubmaster and assistant Cubmaster do not work alone; they are supported by many other people.*

**Do:**

Describe how the Cubmaster is helped by the people listed in the slide.

**Resource:** *Cub Scout Leader Book*, chapter 9

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108 Cubmaster Training
See: (slide 164)

LEADERSHIP SKILLS

- Working with the pack team
- Effective communications
- Understanding and working with boys
- Projecting Cub Scout spirit
- Showmanship as the pack's "Master of Ceremonies"

Say (in your own words):

Effective Cubmasters have great leadership skills.

Do:

Briefly discuss the importance of each of the listed skills.

Explain that since the Cubmaster is the leader of the pack, showing good Cub Scout spirit is essential in show the leaders and boys what is expected of good Cub Scouts!

At this point, ask the participants how a Cubmaster can demonstrate these skills. Give plenty of time for discussion. You may also wish to give a few good examples from your local packs.

Resource: Cub Scout Leader Book, chapter 23

See: (slide 165)

THE ADVANCEMENT METHOD

- Grade-related and progressive
- An asset for parents
- Parents' roles change as boys mature

Say (in your own words):

We have discussed advancement before, but now we'll discuss it from a Cubmaster's perspective.

Do:

Explain the advancement method as shown in the slide, and point out that as boys get older, they are expected to be able to do more but that from the Tiger Cub's adult partner to the Webelos Scout's den leader, adults are necessary to the process and the result is not only advancement, but a boy who has good, strong relationships with the adults in his life.

Emphasize that Cub Scout activities, even those that lead to advancement are meant to be fun and should never be like homework or similar activities.

Resource: Cub Scout Leader Book, chapter 18
See: (slide 166)

**CUB SCOUT ADVANCEMENT**

- The Bobcat badge
- The Tiger Cub badge
- The Wolf badge
- The Bear badge
- The Webelos badge
- The Arrow of Light Award

**Say** (in your own words):

*Remember the sequence of advancement?*

**Do:**

Highlight the sequence: All boys earn the Bobcat badge first and then they the rank for their age and grade level.

Remind participants that boys cannot earn badges for earlier ages, and tell them that the Cubmaster has particular responsibility for ensuring, for instance, that third graders earn the Bear Cub Scout badge, not the Tiger Cub badge.

**Resource:** *Cub Scout Leader Book*, chapter 18

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See: (slide 167)

**CUB SCOUT UNIFORMING**

- Sense of belonging
- Recognition
- Identification with Scouting

**Say** (in your own words):

*The uniform lets the boys show that they are part of Cub Scouting.***

**Do:**

Discuss the importance of uniforming. Show the Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet and recommend that it be used at a pack meeting several times a year to encourage proper uniforming.

Talk about how to get boys into uniforms. Suggest second hand clothing stores and pack uniform exchanges for those who have financial difficulties.

Explain the value of an “experienced” uniform in making new boys feel that they are truly part of the pack.

**Resources:** *Cub Scout Leader Book*, chapter 12; *Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet*; and the *Insignia Guide*

110 Cubmaster Training
See: (slide 168)

**ADULT LEADER UNIFORMING**

Sets the example

Say (in your own words):
*Adults, particularly the Cubmaster and assistant Cubmaster, set the example for the boys in Cub Scouting.*

Do:
Remind participants that the Cubmaster and assistant Cubmaster need to be properly uniformed to present the best possible image for the boys to follow.

Conduct a uniform inspection with the participants. Tell them it is their responsibility to encourage all pack leaders, including committee members and trainers, to be properly uniformed at all Cub Scouting events. Note that non-official and extraneous pins and badges, while interesting, are not part of the uniform standard and should not be worn with the uniform. Show the *Insignia Guide* and explain how it can help.

Resources: *Cub Scout Leader Book*, chapter 12; Adult Leader Uniform Inspection Sheet, and the *Insignia Guide*

See: (slide 169)

**SUMMARY**

Advancement is grade-based and progressive.

Parents are key to advancement for Tiger Cubs, Wolf Cub Scouts, and Bear Cub Scouts.

Leaders are key to advancement for Webelos Scouts.

Leaders set the uniforming example for all.

Say (in your own words):
*We have discussed what it means to be a Cubmaster and covered these items.*

Do:
Briefly discuss the slide content.

Conduct a morale feature to enhance the participants’ learning experience.

Announce a short break.
PLANNING IN THE PACK

- Built around monthly themes for Tiger Cubs and Cub Scouts and activity badges for Webelos Scouts
- Themes tie each pack meeting together
- Annual program planning conference
- The monthly pack leaders' meeting
- Cub Scout Leader Book, chapter 24
- Cub Scout Program Helps
- Scouting magazine
- Boy's Life

Say (in your own words):
Planning is essential to pack success. As the Cubmaster, you will be a key in planning for the pack program and meetings.

Do:
Show the resources that are used in planning the pack program and meetings.

Discuss monthly themes. The participants have already been introduced to the theme idea, so this should be a brief discussion.

Resources: Cub Scout Leader Book, chapter 24; Cub Scout Program Helps, Cub Scout Leader How-To Book, Cub Scout Songbook, Group Meeting Sparklers, Webelos Leader Guide

10 ELEMENTS OF PLANNING

Meet the purposes of Cub Scouting: Boy appeal
- Use monthly themes: Family appeal
- Be FUN: Achievement
- Lots of variety: Resources
- Active: Flexibility

Say (in your own words):
As you plan your pack program and pack meetings, you need to consider these elements of planning.

Do:
Suggest that the elements shown on the slide are a good starting point for planning activities.

Ask the participants about things they know about that match each of the 10 elements. If the participants are not responsive, suggest some answers.

Resources: Cub Scout Leader Book, chapter 24
See: (slide 172)

**ANNUAL PROGRAM PLANNING CONFERENCE**

This is a joint responsibility of the pack committee chair and the Cubmaster.

- Use the Pack Program Planning Chart.
- Select themes.
- Select activities (include district and council camps, activities, and events).
- Complete chart.
- Share the load.
- Build enthusiasm.
- Plan recruiting for boys.

**Say** (in your own words):

The yearly planning meeting is held in the late spring or summer. During this meeting pack leaders select the activities for the next program year.

**Do:**

Tell participants that the planning meeting is for all pack leaders: it is when the pack committee and den leaders work with the Cubmaster and assistants to plan the coming year’s program for the pack. It is vital to allow plenty of time for a successful planning session. The pack committee chair and Cubmaster are jointly responsible for this meeting, which is conducted by the committee chair.

Show the Pack Program Planning Chart from a recent *Cub Scout Program Helps.*

Discuss some of the upcoming themes.

Tell participants that more hands are better than few and that the Cubmaster and committee chair should make sure that there are enough adults to share the load, so recruiting of adults as well as boys should be included in the pack’s plans.

**Resource:** *Cub Scout Leader Book,* chapter 24; Pack Program Planning Chart

See: (slide 173)

**PACK ACTIVITIES**

- Blue and gold banquet
- District and council activities
- Field trips and hikes
- Pinewood derby
- Raingutter regatta
- Space derby
- Scouting Anniversary Week celebrations
- Service projects
- Year-round program!

**Say** (in your own words):

These are some common pack activities.

**Do:**

Describe each of the activities.

Show Pinewood Derby cars and other derby props.

Discuss the importance of service projects.

Show the *Cub Scout Leader How-To Book* as a resource for planning many of these events.

**Resources:** *Cub Scout Leader Book,* chapter 24; *Cub Scout Leader Book,* chapter 29; *Cub Scout Leader Book,* chapter 32, *Cub Scout Leader How-To Book*
See: (slide 174)

**CUB SCOUT Camping**
- Day camp
- Resident camp
- Family camping
- Pack camping (overnighters)

Say (in your own words):
*Remember to include camping in your pack program.*

Do:
Discuss the difference between family camping and pack overnights.
Note that packs may camp only in council-approved locations under the supervision of a BALOO-trained individual.

Resource: *Cub Scout Leader Book*, chapter 33

See: (slide 175)

**MONTHLY Planning MEETING**
- Evaluate the last month
- Finalize the current month
- Plan ahead
- Unit leadership enhancement
- Review the pack budget
- Social time

Say (in your own words):
*The monthly planning meeting allows pack leaders to review the previous meeting and to plan for coming activities.*

Do:
Discuss the points on the slide.
Describe the importance of the social time: It gives the pack leadership to share ideas and to compare successes.

Resource: *Cub Scout Leader Book*, chapter 24

See: (slide 176)

**CUB SCOUT Pack MEETINGS**

Say (in your own words):
*As the Cubmaster, you are responsible for planning and conducting the pack meeting. Your first leader training activity was conducted as a pack meeting. Lots of fun, activity, and recognition are all part of a successful meeting.*

Do:
Show the Pack Meeting Planning Sheet. Note that a written agenda is extremely important for success, and it is important that everyone knows who is responsible for each agenda item.
Discuss the *Cub Scout Program Helps* pre-planned pack meeting.
Tell participants that they will not be alone in conducting the pack meeting; other adults will be there as support.

Resource: *Cub Scout Leader Book*, chapter 34; *Cub Scout Program Helps*
**See:** (slide 177)

**BEFORE THE MEETING**
- Room arrangements
- Materials and equipment
- Meeting agenda review
- Recognition review
- Put on a smile
- Get ready to have FUN!

**Say** (in your own words):
*The Cubmaster and other participating leaders complete preparations just before the pack meeting. They make sure the room is in order and that all needed materials are ready, and they review the agenda together to be sure nothing has been forgotten.*

**Do:**
Discuss the remaining points on the slide. Explain that the Cubmaster sets the tone for the meeting; that excitement and leadership in others come from the positive attitude the Cubmaster shows.

**Resource:** *Cub Scout Leader Book*, chapter 24

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**See:** (slide 178)

**GATHERING**
- Greeters
- Den exhibits
- Pre-opening activity

**Say** (in your own words):
*A den should be assigned to greet the people attending each pack meeting; adult assistance will be necessary. A sign-in sheet can also be used to keep track of who is there for an attendance award.*

**Do:**
Explain the importance of the pre-opening activity: It is to keep arriving boys busy. If you don't find something for them to do, they will find it themselves—and it may not be what you want them to do!

**Resource:** *Cub Scout Leader Book*, chapter 24
OPENING

Opening ceremony/prayer
Flag ceremony
Pledge of Allegiance
Song (fun and active)
Welcome and introductions (short and sweet)

Say (in your own words):
A good opening ceremony marks the start of the meeting. A flag ceremony is often used. It can be followed by a non-denominational or interfaith prayer.

Then the fun begins!

Do:
Emphasize that it's important to include everyone: select songs that everyone knows, use an opening ceremony that is appropriate to the event and the den conducting the ceremony, use a prayer that includes all faiths represented in the pack.

Tell the participants that welcomes or introductions must be kept brief to keep everyone's attention.

Show Cub Scout Program Helps, the Cub Scout Leader How-To Book, the Cub Scout Songbook, and Group Meeting Sparklers as good resources for planning a pack meeting.

Resources: Cub Scout Program Helps, Cub Scout Leader How-To Book, Cub Scout Songbook, and Group Meeting Sparklers

PROGRAM

Tiger Cub and Cub Scout den skits and stunts
Webelos den demonstrations
Games
Include as many boys as possible!
Involves parents and others, too.
Organization is necessary.
Be prepared.

Say (in your own words):
In this part of the meeting, we give the boys a chance to shine. Various skits and stunts can be done. Cheers are always used to recognize the work the boys do!

Do:
Remind the participants that the boys need a chance to show what they are doing in the dens. This part of the program is for that purpose.

Say that this helps inactive boys get active quickly. If you focus them on activities in this part of the program, they will be active in ways you want them to be.

Tell the Cubmasters that they need to be prepared for things to go wrong or for dens that are not ready for their part of the program, and that it helps to have extra activities ready to use.

Resource: Cub Scout Program Helps, Cub Scout Leader How-To Book, Cub Scout Songbook, and Group Meeting Sparklers
The recognition part of the meeting is important to the boys, to their parents and other family members, and to the den leaders.

Remind participants that the advancement chair of the pack committee is responsible for obtaining the advancement badges and awards before the pack meeting. Before the pack meeting starts, the awards should be organized by den or by activity. Large packs need a lot of preparation in this area to keep the pack meeting flowing.

And award should always be given to the adult family member, who then gives it to the boy.

Attendance awards can be given to recognize dens with the highest percentage of members present.

Resources: Cub Scout Leader Book, chapters 18, 24, and 31

The meeting is nearly over. The boys are getting restless. It's time to end.

Briefly discuss the points on the slide.

Say that the closing ceremony might involve the flag or may be selected from many different sources. The main thing is to keep it simple.

Describe a Cubmaster's Minute. You may wish to provide an example.

Resources: Cub Scout Program Helps, Cub Scout Leader How-To Book, Cub Scout Songbook, and Group Meeting Sparklers
**See:** (slide 183)

**AFTER THE MEETING**

Serve refreshments.
Clean up.
Start getting ready for the next meeting.

**Say** (in your own words):
Some packs provide refreshments after the meeting. Others may choose not to. Consider your facility in making the decision. After the meeting, get plenty of help in cleaning up the facility and leave it as you found it, or better.

**Do:**
Suggest that the pack’s relationship with the provider of the facilities must be considered when you hold a pack meeting. Be sure you leave the facility as clean as or cleaner than it was before the pack meeting. Put things back in place. Throughout the time any pack members are in the building, supervise the boys and their siblings to keep them out of areas where they are not authorized to be.

**Resource:** *Cub Scout Leader Book*, chapter 24

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**See:** (slide 184)

**THE IDEAL PACK MEETING**

Well-planned
Everyone participates
Exhibits
Proper uniforms
Pack meeting program is followed
Start and stop on time
Keep moving
Advancement
KISMIIF

**Say** (in your own words):
Here’s what makes a pack meeting great.

**Do:**
Discuss the importance of each item.

Explain that properly planned pack meetings move along at a good pace, keep everyone involved, include something for everyone, and have a limited amount of “adult stuff.”

Introduce the term KISMIIF: Keep It Simple, Make It FUN!
**Cub Scouting**

*LET'S PLAN A PACK MEETING*

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**See:** (slide 185)

**Say:** (in your own words):

Now it's your turn to plan a good pack meeting.

**Do:**

Divide the participants into groups of three.

Distribute a Pack Meeting Planning Sheet to each group.

Show *Cub Scout Program Helps*, the *Cub Scout Leader How-To Book*, the *Cub Scout Songbook*, and *Group Meeting Sparklers* as resources.

Suggest that the pack meeting for the next month in *Cub Scout Program Helps* be used as a model. Each group should use the available resources to replace two elements of the model pack meeting.

Have the groups write down their pack meeting plan. Assume that there is one Tiger Cub den, one Wolf Cub Scout den, and one Webelos den.

After 15 minutes, have the groups share their pack meeting plans. Be sure they highlight the elements they selected from resources other than *Cub Scout Program Helps*.

**Resources:** Pack Meeting Planning Sheet, *Cub Scout Program Helps*, *Cub Scout Leader How-To Book*, *Cub Scout Songbook*, and *Group Meeting Sparklers*

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**See:** (slide 186)

**Cubmaster Award**

*Tenure*

Serve as a registered assistant Cubmaster for one year and a registered Cubmaster for two years.

*Training*

Complete "The New Cubmaster" Fast Start training, Youth Protection training, Cubmaster position-specific training, and New Leader Essentials or equivalent.

*Performance*

As a Cubmaster or assistant Cubmaster in a pack, earn the Centennial Quality Unit Award at least twice.

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**Say:** (in your own words):

Thanks for your hard work in creating the pack meeting plan. As you continue as Cubmaster, you will become eligible for the Cubmaster Award.

**Do:**

Discuss the requirements for the award.

**Resource:** *Cub Scout Leader Book*, chapter 25
See: (slide 187)

**WORKING WITH ADULTS**

- Leadership in a busy society
- All-volunteer force
- Encourage, don't instruct
- Gain consensus
- Many hands make light work
- Sometimes, things might not get done...

Say (in your own words):  
*Cub Scouting today exists in a very busy society. All of us—boys, adult family members, and pack leaders—are involved in many activities besides Cub Scouting.*

Do:  
Highlight the remaining points on the slide.

Suggest that since we are all volunteers, it is best to ask for assistance and to encourage other adults to participate. If the Cubmaster asks each one to do one job a year, and makes sure they understand the commitment, no one will be overburdened, but the needed tasks will be completed. Stress that it's important to state the requirements of each task clearly.

Review chapter 5 in the *Cub Scout Leader Book*. Suggest that the participants look to this chapter for guidance on how to work with families and adults in the pack.

Explain that not all planned activities may get done, and that it often is necessary to coax people to help by suggesting that without their help, the activity will not happen.

Resource: *Cub Scout Leader Book*, chapter 5
See: (slide 188)

WORKING WITH BOYS

- Keep the program lively.
- Find things they like.
- Have more than you need.
- Keep moving.
- Make parents responsible.

Say (in your own words):
As the Cubmaster, you represent Cub Scouting to the boys. If you understand the boys in your pack, you can find things they like to do in the pack meetings.

Do:
Suggest that these points on the slide are just the starting point.

Point out that chapters 15 and 16 of the Cub Scout Leader Book are related to the boys in the program and how to work with them. The Cubmaster should encourage all pack and den leaders to be familiar with these chapters.

Stress that adult family members should always be responsible for the actions of their boys. It is appropriate to provide general reminders to the pack about that responsibility.

Resource: Cub Scout Leader Book, chapters 15 and 16

See: (slide 189)

IT’S “YOUR” PACK

- Have fun.
- Keep organized.
- Know what’s next.
- Smile.
- Have a positive attitude.

Say (in your own words):
So you volunteered to be a Cubmaster or assistant Cubmaster! Some people say that this is the best job in Cub Scouting. You are the role model and you can have the most fun by making the pack meetings and pack activities fun for all the boys and families.

Do:
Briefly discuss the contents of the slide.

Suggest that it is necessary to follow an agenda in order to know what’s next and keep the pack meeting from deteriorating into confusion. Every pack meeting and every outdoor activity needs an agenda.

Remind participants that the most important advice you can give is to smile and have fun.
See: (slide 190)

**REVIEW AND QUESTIONS**

Say (in your own words):
*Do you have any questions?*

Do:
Answer questions as time allows.

See: (slide 191)

**Cub Scouting**

**CONGRATULATIONS!**

Say (in your own words):
*Congratulations—you have completed Cubmaster Training. Now go have fun with your pack!*

Do:
Award the participants their training completion cards. You may also wish to present a completion certificate. Make sure that all participants are furnished with the dates, times, and locations of their district roundtable before they leave. Encourage them to attend roundtable regularly.

After This Module

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.
PACK COMMITTEE CHAIR
AND MEMBER TRAINING

This is the last of three sessions each pack committee chair and member will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete “Introduction to Cub Scouting” and “How We Have Fun.” If this module is completed as a break-out session after the larger training activities, many of the items under “Physical Arrangements” may already be in place or have been done, but if there are simultaneous breakout sessions, each will need its own equipment and supplies.

If this is being conducted as stand-alone training, it can be completed at any time that is convenient to the trainers and the participants. It is assumed that the participants have already completed “Introduction to Cub Scouting” and “How We Have Fun.”

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. Please do not read the “Say” content to the participants. The “Do” part contains information about what you should show the participants or explains how to present the slide.

Trainer Resources and Display Materials

Gather the following materials for this session:

- Boys' Life, current issue
- Cub Scout Leader Book, No. 33221D
- Cub Scout Leader How-To Book, No. 33832A
Other Display Materials

- *Cub Scout Academics and Sports Program Guide*, No. 34299B
- *Cub Scout Ceremonies for Dens and Packs*, No. 33212C
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
  7. Webelos Den Meeting
  8. The Pack Meeting
  9. Outdoor Program
  10. Law of the Pack
- *Den Chief Handbook*, No. 33211B
- *Group Meeting Sparklers*, No. 33122 B
- A pack flag
- U.S. flag

Registration Materials

- Lined paper, cards, or forms

Needed only if this is conducted as a stand-alone module:

- Markers
- Name tags

Handouts

Print one per participant from the enclosed DVD-ROM:

- Local Tour Permit Application
- Pack Budget Plan, No. 13-273
- Pack Program Planning Chart, No. 26-004
- Progress Record for the Cub Scouter Award
- Unit Money-Earning Application
Presentation Equipment and Supplies

- Chalkboard or dry erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- DVD player and TV
- Flipchart with easel and markers
- Overhead projector (if using overheads)
- One adhesive notepad, 3" x 3" or larger, per training den table
- Pens for each training den table

Before the Training

Physical Arrangements

- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
  - Cub Scout Leader Book, No. 33221D
  - Cub Scout Leader How-To Book, No. 33832A
  - Cub Scout Program Helps, No. 34304, current year (Provide one copy for each participant if possible; you can download next month’s section from www.scouting.org.)
  - Adhesive notepads and pens
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure the room can be darkened as needed. Focus projectors and cue computer presentations.
- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.

Exhibits

- Set up displays related to presentations
- Put up training posters as indicated on materials list.
- Set up a literature display, including the items on the materials list.
- Set up a den doodle, with a Cub Scout Den Advancement Chart.

Trading Post

You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book.
While Participants Gather

It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives

- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials

- Lined paper, index cards, or other forms to register participants
- Stick-on name tags and markers
- Supplies for Gathering Time activities

Registration

Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity

Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.

Before the Training

The pack committee training is to be run in a pack committee meeting format. The lead trainer will be the pack committee chair and will run the meeting. Other trainers may fill the rolls of each committee position or may share the committee roles as necessary. When each position description is presented, the trainer assigned to the position will explain the role to the participants. After the break, explain that you are still in a committee meeting but are providing a leadership enhancement to help the leaders better understand their role in the pack.
The Training Begins

**See:** (slide 192)

**CUB SCOUTING**

**THE PACK COMMITTEE**

**Say** (in your own words):
Welcome to the pack committee training.

**Do:**
Introduce yourself and the other trainers.
Make sure you use a lot of energy.

**See:** (slide 193)

**OBJECTIVES**

- Define the role of the pack committee.
- Describe the makeup of the pack committee.
- List the people who support the pack committee.
- Explain the pack planning process.
- Discuss how packs are funded.
- Describe where packs get help.

**Say** (in your own words):
This session will show you what it takes to be a member of a Cub Scout pack committee.

**Do:**
Briefly discuss each objective.
Call the committee meeting to order.
You may wish to lead a brief interfaith prayer or thought for the day as part of your meeting opening.

**See:** (slide 194)

**THE PACK**

**Say** (in your own words):
The pack committee is the administrative part of the pack structure. The committee chair is like a CEO. The committee members are key to the success of the pack in many different ways.

**Do:**
Briefly discuss the location of the pack committee in the pack structure.

**Resource:** *Cub Scout Leader Book*, chapter 7

Pack Committee Training 127
**THE PACK COMMITTEE**

- Selects leadership
- Provides program support
- Provides a safe meeting location
- Helps with charter renewal
- Supervises finances and equipment
- Works closely with the Cubmaster

**PACK LEADERS**

- Chartered organization representative
- Pack committee chair and members and/or parent coordinator—three registered leaders required
- Pack trainer
- Cubmaster and assistant
- Den leaders and assistants
- Den chiefs

**KEY PACK COMMITTEE FUNCTIONS**

- Chair: Public relations
- Secretary: Outings
- Treasurer: Membership and re-registration
- Advancement: Friends of Scouting

Some pack committees may not have all positions!

**Say (in your own words):**

*The pack committee is responsible for these activities.*

**Do:**

Briefly discuss the roles on the slide. Add that this is just an overview.

**Resource:** *Cub Scout Leader Book*, chapter 23; Responsibilities of the Pack Committee handout

**Say (in your own words):**

*The pack functions because of the various adult leaders who have volunteered to help the boys.*

**Do:**

Briefly discuss the qualifications and required positions. Since the committee is responsible for selecting and approving leaders, it is important for them to hear and understand this information.

**Resource:** *Cub Scout Leader Book*, chapter 23; Responsibilities of the Pack Committee handout

**Say (in your own words):**

*Not all pack committees are the same. Some packs have many volunteers and can have each of these positions filled with a different person. Other packs have fewer volunteers and may have one person supporting for more than one position.*

**Do:**

Explain that the responsibilities of each of these committee positions are necessary for the pack to succeed and that is why these jobs must be done.

**Resource:** *Cub Scout Leader Book*, chapter 23; Responsibilities of the Pack Committee handout
**See: (slide 198)**

**THE CHAIR**

Maintains a close relationship with the chartered organization's representative, keeping this key person informed of any needs the pack may have that must be brought to the attention of the organization or the district.

Reports to the chartered organization to cultivate harmonious relations.

Conferences with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.

Supervises pack committee operation by calling and presiding at pack committee meetings.

More ...

**Say (in your own words):**
The pack committee chair is like the CEO of the pack.

**Do:**
Discuss the role of the pack committee chair. This person is the chief administrator and helps to ensure the pack's success. The person must have good people skills and must be a good organizer and delegator.

**Resource:** *Cub Scout Leader Book*, chapters 10 and 23

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**Trainer Note**

Since this training is being run as a committee meeting, it is appropriate to begin asking for reports from the committee. Since there are no reports, explain to the participants that reports would normally be given at this time but that in the training you will discuss the function of each position.

Before each committee "report," ask the participants if anyone is currently filling this position in a pack. At the end of each position, ask the if they need additional information about the position.

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**See: (slide 199)**

**THE SECRETARY**

Stays informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Helps new den leaders by telling them what resources are available.

Acquaints den leaders with the Individual Cub Scout Record and Den Advancement Record forms so they will know how to supply the information that should be recorded there.

Maintains up-to-date information on membership, leadership, attendance, and advancement.

Maintains an inventory of pack property.

More ...

**Say (in your own words):**
The pack secretary is the record keeper.

**Do:**
Show the part of chapter 23 in the *Cub Scout Leader Book* covers the responsibilities of the pack secretary. Describe the role of the pack secretary.

Show the forms in chapter 34 of the *Cub Scout Leader Book* and explain that the pack may use paper forms or any of the different computer-based pack management systems.

**Resource:** *Cub Scout Leader Book*, chapters 10 and 23

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Pack Committee Training 129
THE TREASURER

Heroes the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.

Opens or maintains a bank account in the pack’s name and arranges for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer.

Approves all budget expenditures. Checks all disbursements against budget allowances and pays bills by check (the pack committee chair should approve bills before payment).

More...

SAY (IN YOUR OWN WORDS):
The pack treasurer is the money person.

DO:
Show the part of chapter 23 in the Cub Scout Leader Book that covers the responsibilities of the pack treasurer. Describe the role of the pack treasurer.

RESOURCE: Cub Scout Leader Book, chapters 11 and 23

THE ADVANCEMENT CHAIR

Maintains a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.

Helps plan and conduct induction and advancement recognition ceremonies.

Arranges for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub den leader.

Trains parents, guardians, and pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.

More...

SAY (IN YOUR OWN WORDS):
The pack advancement chair is responsible for planning advancement ceremonies in the pack and for obtaining badges and awards for the pack meeting.

DO:
Show the part of chapter 23 in the Cub Scout Leader Book that covers the responsibilities of the pack advancement chair. Describe the role of the pack advancement chair.

RESOURCE: Cub Scout Leader Book, chapters 18 and 23

THE PUBLIC RELATIONS CHAIR

Stimulates pack service projects in the chartered organization, school, and community.

Promotes family participation in all pack events, such as blue and gold banquets, pack picnics, and other special events.

Urges pack participation in appropriate programs of the chartered organization, such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or Synagogue and Cub Scouts are members.

Suggests ways of showing interest in the chartered organization’s overall program.

More...

SAY (IN YOUR OWN WORDS):
The public relations chair keeps the pack informed about upcoming meetings, activities, and service projects.

DO:
Show the part of chapter 23 in the Cub Scout Leader Book that covers the responsibilities of the public relations chair. Describe the role of the public relations chair.

RESOURCE: Cub Scout Leader Book, chapter 23
See: (slide 203)

**THE OUTINGS CHAIR**

- Helps the Cubmaster plan and arrange for outdoor activities.
- Arranges for property, fire, and tour permits when required.
- Locates new picnic areas.
- Arranges for safe transportation when needed.
- Plans first aid for emergencies.
- Is BALOO trained.

More...

Say (in your own words):

*Keeping the OUTING in Scouting is important, and the outdoor activities chair makes it happen.*

Do:

Show the art of chapter 23 in the *Cub Scout Leader Book* that covers the responsibilities of the outdoor activities chair. Describe the role of the outdoor activities chair.

Discuss the need for Local Tour Permits for all trips. Local policies may vary, but usually trips outside the normal pack area will require a tour permit. A National Tour Permit must be filed for trips of more than 500 miles. Normally Cub Scouts should take trips only within the local area. Long-distance trips are not advisable.

Resource: *Cub Scout Leader Book*, chapters 23, 29, 32, and 33

See: (slide 204)

**THE MEMBERSHIP AND RE-REGISTRATION CHAIR**

- Prepares re-registration papers and an annual report to the chartered organization. Secures signatures and registration fees for the coming year.
- Organizes and promotes both fall and spring recruiting campaigns to ensure a healthy flow of new Cub Scouts and their families.
- Asks the chartered organization representative to submit a charter application and annual report to the chartered organization for approval.
- Helps the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.

More...

Say (in your own words):

*The membership and re-registration chair is the personnel department of the pack.*

Do:

Discuss the importance of keeping registration information current and correct. Explain that registration happens each year. Procedures for registration are available from the local council and the district executive.

If possible, identify when registration is done in the district.

Show the part of chapter 23 in the *Cub Scout Leader Book* that covers the responsibilities of the membership and re-registration chair.

Resource: *Cub Scout Leader Book*, chapters 10 and 23
**THE FRIENDS OF SCOUTING (FOS) CHAIR**

- Builds an organization to enroll family members and Cub Scout leaders in FOS.
- Enrolls as a Friend of Scouting.
- Recruits one person as an enroller for every five families in the pack.
- Attends the FOS kickoff meeting.
- Enrolls each enroller as a Friend of Scouting.
- More...

**Say** (in your own words):

_Friends of Scouting (FOS) is an annual fundraiser for the local council. These funds help keep the programs in the council functioning._

**Do:**

Show the part of chapter 23 in the _Cub Scout Leader Book_ that covers the responsibilities of the Friends of Scouting chair. Describe the role of the Friends of Scouting chair.

**Resource:** _Cub Scout Leader Book_, chapters 11 and 23

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**THE PACK COMMITTEE IS SUPPORTED BY THE**

- Chartered organization
- District and council, through Commission
  - District Cub Scout roundtables
  - District committees
  - District executive
  - District training team

**Say** (in your own words):

_Thank you for your committee reports. I want to assure you that the pack does not function in a vacuum. There are many sources of support for the pack._

**Do:**

Discuss the role of the chartered organization representative and the chartered organization in helping the pack.

Describe the remaining district and council supporting people. Explain that commissioners are unit service people who volunteer to help packs succeed and that not all units have a commissioner.

**Resource:** _Cub Scout Leader Book_, chapter 9

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**PACK POLICIES**

- Pack bylaws
- Bank account control
- Asset control
- Insurance
- Tour permits
- Adult recruitment and training
- Enforce two-deep leadership

**Say** (in your own words):

_Packs need to develop policies to clarify how the pack operates and to avoid problems. Pack bylaws cover many different aspects of pack operation._

**Do:**

Describe why having policies is important. It may help to paraphrase the “Why We Have Policies” section from chapter 8 of the _Cub Scout Leader Book._

**Resource:** _Cub Scout Leader Book_, chapter 8

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132 Pack Committee Training
See: (slide 208)

**Cub Scout Advancement**
- Encouragement and recognition of achievement
- Grade-related and progressive
- A tool for parents
- The role of parents changes

Say (in your own words):
The boys join Cub Scouting to have fun. The adults support that by helping them achieve something while having fun. Lord Baden-Powell, the founder of Scouting, said, "Scouting is a game with a purpose."

Do:
Review the reason for advancement in Cub Scouting. Suggest that the pack committee plays a big role in the advancement success of the boys through the development of an active and exciting program.

See: (slide 209)

**Parents and Advancement**
- Tiger Cub parents are "adult partners."
- Cub Scout parents work with their boys.
- Webelos leaders work directly with Webelos Scouts.
  (Parents should be encouraged to serve as activity badge counselors.)

Say (in your own words):
Remember that boys will advance with the help of adults. Tiger Cubs rely on their adult partners. Cub Scouts have family adults as their advancement helpers. Webelos Scouts advance with the help of their den leaders.

Do:
Explain that while parent involvement in advancement changes as the boys get older, parent involvement in the pack should increase. Parents will have more time to help the pack succeed since they are spending less time helping their boys to advance.

See: (slide 210)

**Cub Scout Uniforming**
- Sense of belonging
- An equalizer—all Cub Scouts are the same
- Recognition
- Encourages proper behavior
- Identification with Scouting
- Promotes advancement

Say (in your own words):
We have discussed uniforms before but I want to remind you that uniforms are important.

Do:
List the points on the slide.
Talk about local resources for uniforms, which may be a local council Scout shop or store. Suggest the use of a uniform "chest" at the pack level—a pack uniform exchange, where graduating Tiger Cubs, Cub Scouts, and Webelos Scouts can donate "experienced" uniforms for younger boys. Adults should be properly uniformed to set the example for the boys.

Resource: Cub Scout Leader Book, chapter 12
See: (slide 211)

**SUMMARY**

- The role of the pack committee
- Advancement
  - Grade-based and progressive
  - Parents are key in advancement for Tiger Cubs and Wolf and Bear Cub Scouts
  - Leaders are key in advancement for Webelos Scouts
- Leaders set uniforming example for all

**See: (slide 212)**

**PLANNING IN THE PACK**

- Built around monthly themes for Tiger Cubs and Cub Scouts
- and activity badges for Webelos Scouts
- Themes tie each pack meeting together
- Annual program planning conference
- The monthly pack committee meeting

**See: (slide 213)**

**YEARLY PLANNING CYCLE—1**

- Spring update meeting
- Spring recruitment
- summertime activities
- Camping—Scouting-approved programs
- Picnics and other outings
- summertime Pack Award

*Cub Scouting is a year-round program!*

**Say (in your own words):**

We have discussed what the committee does, reviewed advancement, and talked about uniforming.

In the next section, you will be learning about how to plan a pack program and prepare a pack budget.

**Do:**

Take a break at this time.

You may wish to include a morale feature to enhance the training experience.

**Say (in your own words):**

Planning is another part of pack success. On a yearly basis, the pack will plan various activities to meet the needs of the boys. Planning for pack meetings is also essential. While the Cubmaster plans each pack meeting, the pack committee assists by planning the themes and locations.

**Do:**

Suggest that two different types of planning meetings are necessary: the annual pack planning conference in late spring or early summer to plan the next year’s activities, and the monthly pack planning meeting to look at the next month’s activities and planning needs. The den chief planning meeting may be held monthly to help den chiefs with their responsibilities.

**Resource:** *Cub Scout Leader Book*, chapter 24.

**Say (in your own words):**

Chapter 24 of the *Cub Scout Leader Book* is the guide for pack program planning. Here is a partial list of activities to plan.

**Do:**

Discuss things that have to be accomplished on a yearly basis, including summertime activities. More information is on the next slide.

**Resource:** *Cub Scout Leader Book*, chapter 24.
See: (slide 214)

**YEARLY PLANNING CYCLE - 2**

- Full recruiting
- New den formation
- Leader training
- Charter renewal
- Blue and gold banquet—February
- Include council and district activities
- Fund through unit budget plan

Say (in your own words):

And here are some more pack planning requirements.

Do:

Introduce the additional activities. Highlight that these represent activities that require planning for a successful pack. Others may be added as the pack committee develops the yearly plan.

Resource: *Cub Scout Leader Book*, chapter 24

See: (slide 215)

**ACTIVITIES**

- Pack meetings
- Camping
- Outings
- Derbies and regattas
- Council and district activities
- Cub Scouting is a year-round program

Say (in your own words):

The pack committee supports the den leaders by planning many different types of activities to interest the boys. Varying activities throughout the year and from year to year keeps the boys enthusiastic about the program.

Do:

Reinforce that Scouting is a year-round program. Planning events to occur throughout the summer keeps the boys and their families active and motivated. Even though summer family schedules can become difficult, the pack should still plan and conduct events.

If possible, show a calendar of district and council events that the packs may attend.

Show a completed Pinewood Derby car or Raingutter Regatta boat.

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Pack Committee Training 135
See: (slide 216)

### CUB SCOUT CAMPING
- Cub Scout day camp
- Cub Scout/Webelos Scout resident camp
- Webelos den overnight camping
- Webelos-rot
- Council-organized family camping
- Pack overnights

*Be sure to include pack camping in your annual program plan.*

**Say (in your own words):**
Most boys join Scouting to camp. Cub Scouting offers several different camping opportunities for Cub Scouts through day camps, resident camps, Webelos den overnight campouts, council-organized family camps, and pack overnights.

**Do:**
- Describe local day camp programs and provide information about local camping opportunities.
- Explain the difference between family camping and pack camping. Emphasize to the participants that pack camping may be done only at council-approved locations and must be attended by a BALOO (Basic Adult Leader Outdoor Orientation)-trained leader.

**Resource:** *Cub Scout Leader Book*, chapter 33

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See: (slide 217)

### CUB SCOUT PACK MEETINGS
- Before the Meeting
- Gathering
- Opening
- Program
  - Tiger Cub and Cub Scout den skits and skits
  - Webelos den demonstrations
  - Games
- Recognition
- Closing
- After the Meeting

**Say (in your own words):**
While the Cubmaster plans and conducts the pack meeting, the committee plays an important part in its execution.

**Do:**
- Discuss how the committee helps make the pack meeting a success:
  1. Planning themes
  2. Finding a location
  3. Selecting the pack leadership
  4. Providing money for snacks
  5. Creating flyers for upcoming events
  6. Conducting uniform inspections (prior to re-registration)
  7. Planning a summer outdoor pack meeting.
  8. Securing advancement awards
- Ask which committee member would be responsible for each of the tasks above.

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136 Pack Committee Training
See: (slide 218)

**Say** (in your own words):

It's time to plan a year for your pack. Once your plan is put together, it must be supported by the pack budget. We will talk about that next.

**Do:**

Show the current list of themes on the first page of *Cub Scout Program Helps*. Briefly discuss the nature of themes and why we use them.

Using the Pack Program Planning Chart from the current *Cub Scout Program Helps*, explain each of the rows and columns.

Point out that the themes are fully supported in *Cub Scout Program Helps* with pre-planned den and pack meetings.

Packs can use other themes, but then they must develop their own monthly programs.

*Den-home projects:* Projects may be planned to help the pack minimize cost. If all dens use the same project, buying in bulk can reduce cost.

*Pack Activities:* Record the dates of the pack meetings and pack leader meetings. Consider various activities to make the boys' experience a lot more exciting. Pinewood Derby, pack camping, and other activities should be considered. Remember summertime activities as well.

Show a council and district calendar and highlight a few planned activities that are available.

*continued on page 138*
Webelos den leaders may choose to rearrange the order of the activity badges their dens complete. The pack committee can provide support for the dens by locating special resource people to help the boys complete their activity badges. Record the days that the Webelos dens will be camping.

Here is where you record the pack service projects and other similar activities. In this area you also need to record the dates of registration, the blue and gold banquet, and membership rallies.

Create small groups of up to five. Have them plan a pack year. Provide each group with a copy of Cub Scout Program Helps, the local council and district calendar, and the Pack Program Planning Chart.

At the end of 15 minutes, have one or two of the groups share their chart.

**Resources:** Cub Scout Leader Book, chapter 24, Cub Scout Program Helps, Pack Program Planning Chart, council and district calendars
See: (slide 219)

**PACK BUDGET PLAN**

**What?**
- Registration
- Boys' Lift
- Unit accident insurance
- Reserve fund
- Other expenses
- Program materials
- Activities and camps

**When?**
- At the annual pack program planning conference.

**What?**
- The planned activities, the amount of money needed, and how to raise it.

**How?**
- Explain the budget to the pack and pack parents. Get approval.

The Pack Budget Plan helps the pack raise and manage the money needed to keep the pack functioning.

Discuss the following:

**Who is responsible?** The pack committee must plan for both income and expenses.

**When?** At the annual pack program planning conference.

**What?** The planned activities, the amount of money needed, and how to raise it.

**How?** Explain the budget to the pack and pack parents. Get approval.

Pack Budget Plan is available at [www.scouting.org/cubscouts/resources/pack-budget](http://www.scouting.org/cubscouts/resources/pack-budget); it may also be available through your local council service center. It contains a four-page pack budget plan, complete with instructions and an easy-to-use form.

**Resources:** Cub Scout Leader Book, chapter 11, Pack Budget Plan

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See: (slide 220)

**PACK BUDGET PLAN**

**Say (in your own words):**

*Expenses will determine how much money needs to be raised each year.*

**Do:**

Discuss the suggested expense categories listed in the slide.

(The form on this slide is from the Pack Budget Plan.)

**Resources:** Cub Scout Leader Book, chapter 11, Pack Budget Plan
Money for Cub Scouting comes from many different sources.

Do:
Explain that family and leader registration fees come from the individuals. It's important to include registration fees and Boys' Life subscription costs in the registration fee income of the pack.

Say that some chartered organizations provide funding for their packs while others provide facilities only; each situation is different.

Discuss that the pack can do a fundraising activity. Some local councils provide a councilwide fundraising project and in some case, packs can get sufficient funding from this to pay for all pack activities and registrations.

Discuss community support: The community supports Scouting through donations to the BSA local council.

Note that Cub Scout packs may not solicit monetary donations from individuals or businesses in the community, nor seek sponsorships of the pack.

Point out that fundraising must represent the best of Scouting. Products must be of high quality yet not substantially compete with local merchants. Emphasize that the uniform may not be worn during any fundraising activity unless approved by the local council.

Remind participants that all money-earning activities must be approved by the local council in advance. This is accomplished by filing a Unit Money-Earning Application with the council well before you plan to begin the activity.

Resources: Cub Scout Leader Book, chapter 11, Unit Money-Earning Application
See: (slide 222)

**Cub Scouting**

**LET'S BUILD A BUDGET**

Say (in your own words):
It's time to look at the budget process.

Do:
Assist the participants in completing a budget. Using the same groups as before. After 10 minutes, have two of the groups discuss their budgets.

Resource: Sample Unit Budget handout

See: (slide 223)

**Pack Success**

**Centennial Quality Unit Award**
- Unit Award
- Leader training
- Functioning pack
- Advancement
- Membership
- Activities
- One-time charter renewal
- Increased retention

Say (in your own words):
With proper planning and funding, a pack is ready to succeed. You can evaluate the success of your pack through the Centennial Quality Unit Award.

Do:
Discuss what makes a unit a quality unit. Use the slide. Show the parts of chapter 24 of the Cub Scout Leader Book that deals with evaluation.

Show the Centennial Quality Unit Award form.

Resources: Centennial Quality Unit Award form, *Cub Scout Leader Book*, chapter 24

See: (slide 224)

**Cub Scouter Award**

**Tentative**
Complete two years as a registered adult leader in a Cub Scout pack.

**Training**
- Complete Fast Start training for your position, Youth Protection training, Position Specific training for pack committee members, and New Leader Orientation or equivalent.

**Performance**
- Do five of the following:
  - Assist in planning a pack program that results in advancement in rank by a minimum of 50 percent of pack members each year.
  - Serve as an adult leader related to a pack that earns the Centennial Quality Unit Award.

Say (in your own words):
After all of this hard work, it is time for a reward for committee members.

Do:
Discuss the requirements for the Cub Scouter Award

Resource: *Cub Scout Leader Book*, chapter 25
See: (slide 225)

Review and Questions

See: (slide 226)

Cub Scouting
Congratulations!

Say (in your own words):
Do you have any questions?

Do:
Solicit questions and supply answers.

Say (in your own words):
Thank you for attending this important training session.

Do:
Present the participants with their training cards. Training certificates may also be presented. Do this with enthusiasm.
Conduct a closing activity to adjourn the pack committee meeting.

After This Module

Award the participants their training cards. You may also wish to present a completion certificate. Make sure that the participants are furnished with the dates, times, and locations of their district roundtable before they leave.

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.

142 Pack Committee Training
Training for the Pack Trainer

The Training

This is the last of three sessions each pack trainer will complete. It can be conducted as stand-alone training or as part of a larger training activity where the participants will first complete “Introduction to Cub Scouting” and “How We Have Fun.” If this module is completed as a break-out session after the larger training activities, many of the items under “Physical Arrangements” may already be in place or have been done, but if there are simultaneous breakout sessions, each will need its own equipment and supplies.

If this is being conducted as stand-alone training, it can be completed at any time that is convenient to the trainers and the participants. It is assumed that the participants have already completed “Introduction to Cub Scouting” and “How We Have Fun.” Since pack trainers are to be experienced Cub Scout leaders, they will already understand the program and will need information about how to be a pack trainer.

A suggested format for this module would be to offer it as an informal training workshop. It is important that the pack trainers have an opportunity to ask plenty of questions and to get clarification on the role. If you, as a trainer, are not familiar with the role of the pack trainer, read the Cub Scout Leader Book explanations. Get familiar with the various training syllabi for the training that Cub Scout leaders take so that you can support the pack trainers effectively.

The time allocated to this module is approximately an hour and a half. Remember, however, that the objective is to train a leader, not to run a training session. Take as much time as necessary to answer questions and reinforce learning for those who attend.

Pack trainer training should be an extremely-high energy session to set the example for the new pack trainer on how training sessions should be run. This may be hard to accomplish in small training groups, and pack trainer training is likely to have the smallest training group. One way to spark energy and interest is to have each participant lead a morale feature at some point in the training, to get them into the spirit of Cub Scouting.

Training Material

The training material in this module features the See, Say, and Do model. As you review the material, you will find that the slides are included in the flow of the syllabus. As participants “see” the slide, you “say” information about the slide. The “Say” content for each slide is not to be read. Examples of what you might say are shown in
italic, but are given only as a guide. You, as the trainer, should use your own words as long as the substance of the “Say” content is included. Please do not read the “Say” content to the participants. The “Do” part contains information about what you should show the participants or explains how to present the slide.

**Trainer Resources and Display Materials**

Gather the following materials for this session:

- Basic Adult Leader Outdoor Orientation (BALOO), No. 34162
- Council and district training schedules and flyers
- *Cub Scout Leader Book*, No. 33221D
- *Cub Scout* Recruiting DVD 13-118A
- *Cub Scout Leader Position-Specific Training*, No. 34875
- Cub Scout Leader Training poster set, No. 34876A
  1. Cub Scout Promise
  2. Cub Scout Leader Recognition Plan
  3. Uniforms and Insignia
  4. Planning the Pack Program
  5. Tiger Cub Den Meeting
  6. The Cub Scout Den Meeting
  7. Webelos Den Meeting
  8. The Pack Meeting
  9. Outdoor Program
  10. Law of the Pack
- Den Chief Training, No. 34450C
- Leadership Training Committee Guide, No. 34169A
- Outdoor Leader Skills for Webelos Leaders, 13-33640
- Trainer Development Conference (available through local council)
- U.S. flag

**Registration Materials**

- Lined paper, cards, or forms

Needed only if this is conducted as a stand-alone module:

- Markers
- Name tags

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144 Training For The Pack Trainer
Handouts
Print one copy per participant from the enclosed DVD-ROM:
- Progress Record for the Pack Trainer Award
- Training Attendance Report
- Training Status Change
- Unit Inventory of Training

Presentation Equipment and Supplies
- Chalkboard or dry erase board (if needed)
- Computer and projector or monitor (if using computer presentation)
- Overhead projector (if using overheads)
- DVD player and TV
- Flipchart with easel and markers

Before the Training
Physical Arrangements
- Arrange tables and chairs so that all participants will be able to see and hear the trainers. The recommended arrangement is a table with chairs for each training den of six to eight participants.
- Put resource materials and supplies on training den tables:
  - Pad of adhesive notes, 3" × 3" or larger
  - Other items to facilitate training
- Display the U.S. flag and a pack flag.
- Set up and test all audiovisual equipment. Make sure room can be darkened as needed. Focus projectors and cue computer presentations.
- Check PA system, if used. Set up training aids such as flipchart easels, chalkboards, flannel boards, etc. Set up table(s) for registration, if needed.
- Check restrooms to be sure they are unlocked and have adequate supplies.
- Adjust heating or cooling as necessary.

Exhibits
- Set up displays related to presentations
- Put up training posters as indicated on materials list.
- Set up a literature display, including the items on the materials list.
Trading Post
You may wish to set up a self-service trading post offering essential Cub Scouting literature for sale. Be sure to include the Cub Scout Leader Book.

While Participants Gather
It is extremely important that all trainers be available and ready to greet participants as they arrive. All setup and final checks should be completed before the first participant walks into the room. The impression that participants get on arrival sets the tone for their entire training experience.

Objectives
- Record attendance.
- Welcome participants and make them feel at ease.
- Form training dens (if not done previously).

Materials
- Lined paper, index cards, or other forms to register participants
- Stick-on name tags and markers
- Supplies for Gathering Time activities

Registration
Furnish each participant with a stick-on name tag. Have marking pens available for their use.

Assign each participant to a training den (unless this has already been done.) You could use name tag colors or shapes to do this. Generally, participants are more comfortable if they know someone in their den, so participants who arrive together or are from the same pack should be in the same training den. Be sure, however, that den size does not exceed the number of chairs at each table.

Direct them to their training den table for the gathering-time activity.

Gathering Activity
Select a simple Cub Scout game from the Cub Scout Leader How-To Book that takes a minimum amount of space but can involve many individuals.
The Training Begins

See: (slide 227)

Say (in your own words):
Welcome to Training for the Pack Trainer. My name is ______. The other trainers are _______. We are here to help you learn about your role in the pack and how that will affect the lives of boys.

Do:
Be sure that you exhibit energy and enthusiasm as you introduce yourself and the other trainers.

See: (slide 228)

Say (in your own words):
This session will show you what it takes to be a pack trainer.

Do:
Briefly discuss each objective.

See: (slide 229)

Say (in your own words):
The pack trainer is an in important contributor to the success of the pack. This individual is an experienced Cub Scout leader who helps the other pack leaders learn about their responsibilities and provides training for them as needed.

Do:
Reinforce the pack trainer responsibilities listed on the slide. Refer to the Cub Scout Leader Book and the Pack Trainer Position Summary handout for additional information.

Resources: Cub Scout Leader Book, chapter 23, Pack Trainer Position Summary handout

Training For The Pack Trainer 147
**See:** (slide 230)

**HOW PACK TRAINERS HELP**
- Conducting other training as designated by the district and/or council
- Encouraging pack leaders to attend ongoing training, such as roundtables, pow wows, BALOO, Outdoor Leader Skills for Webelos Leaders, and Wood Badge

**Say (in your own words):**
*Pack trainers may also be asked to help with district and council training activities.*

**Do:**
Suggest that by doing additional training, the pack trainer becomes more qualified to help the pack. That example encourages pack leaders to attend other training events to improve their own skills.

**Resource:** *Cub Scout Leader Book,* chapter 23

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**See:** (slide 231)

**HOW PACK TRAINERS HELP**
- Remaining current on training materials and program updates
- Keeping track of pack training records
- Encouraging den chiefs to attend den chief training

**Say (in your own words):**
*The pack trainer is also a valuable resource person. As an experienced leader, the pack trainer knows where to look for new training materials and how to recognize program changes.*

**Do:**
Discuss sources for new information such as district roundtables, *Scouting* magazine, the district executive, the district committee, and other similar sources.

Ensure that the pack trainers understand that they are responsible for preparing and submitting training reports for those events that they host.

**Resource:** Pack Trainer Position Summary handout

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**See:** (slide 232)

**NEW PARENT ORIENTATION**
- Immediately provide information and an orientation to new parents in the pack.
- Ease the transition to Scouting.
- Family orientation is covered in chapter 5 of the *Cub Scout Leader Book.*

**Say (in your own words):**
*One of the most important duties of the pack trainer is to provide an orientation meeting for new parents in the pack.*

**Do:**
Discuss how the orientation can help the parents and boys move successfully into the pack family. Suggest that the participants review the Family Orientation section of chapter 5 in the *Cub Scout Leader Book.*

**Resource:** *Cub Scout Leader Book,* chapter 5

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See: (slide 233)

UNIT LEADERSHIP ENHANCEMENTS

Provide information to leaders during pack adult meetings
Chapter 28 of the Cub Scout Leader Book

Say (in your own words):
Another duty of the pack trainer is to conduct Unit Leadership Enhancements. These sessions are conducted during pack leaders' and/or committee meetings.

Do:
Review one of the outlines found in chapter 28 of the Cub Scout Leader Book. Suggest that the pack trainer arrange with the pack committee chair to schedule these sessions well in advance. The presentations must be prepared in advance, as well.

Resource: Cub Scout Leader Book, chapter 28

See: (slide 234)

PACK TRAINER QUALIFICATIONS

Must be at least 21 years old.
Must be registered with the BSA as a pack trainer.
Must have one year of Cub Scouting, preferably as a den leader.
Must attend a trainer development conference.
New packs may have an experienced leader from the district training team or another pack appointed as pack trainer until the new leaders gain experience.

Say (in your own words):
You have learned a bit about what a pack trainer does. Let’s look at who can become a pack trainer.

Do:
Review these qualifications and any additional information found in chapter 23 of the Cub Scout Leader Book.

Explain that experience is necessary for the pack trainer position. Pack leaders need to be guided by those who have done it before. It is good to develop knowledge from “the book,” but experience is often the best teacher of practical lessons.

Tell the group that Training for the Pack Trainer is usually provided at the council level and teaches trainers the skills they need to prepare and deliver exciting training sessions.

Resource: Cub Scout Leader Book, chapter 23
**LEADERSHIP SKILLS**

- Shared leadership
- Teamwork
- Cooperation
- Communication
- Attitude
- Setting the example

**Say (in your own words):**
The pack trainer must possess these skills.

**Do:**
Ask the participants why each of these skills is necessary for the pack trainer. Evaluate their responses and provide additional ideas when necessary.

**REQUIRED LEADER TRAINING**

- Fast Start—immediately or within a week
- Youth Protection—immediately (online).
  Available through district or council.
  Can be delivered by pack trainer.
- Position-Specific—as soon as possible
- New Leader Essentials—within one year
  (or equivalent)

**Say (in your own words):**
The training continuum includes the courses listed. Fast Start gets the leaders ready to begin. The position-specific courses give the leaders a hands-on overview of their jobs and provides more details on the whys and hows of the Boy Scouts of America. Youth Protection Training is required for all leaders to be "trained."

**Do:**
Discuss how Youth Protection Training is presented in your council and/or district. It is available online.

**Resource:** Cub Scout Leader Book, chapter 26

**SURVEY OF CUB SCOUT LEADER TRAINING**

- Introduction
  - What is Cub Scouting?
  - How We Have Fun
- Position-Specific training:
  - Tiger Cub Den Leader
  - Wolf Den Leader
  - Bear Den Leader
  - Cubmaster
  - Pack Committee Chair and Member

**Say (in your own words):**
Cub Scout leader position-specific training has recently been re-written to focus on the needs of the new leaders in the positions listed.

**Do:**
Tell the participants that the position-specific training is now first, after fast start. Note that pack trainer is not included, since the participants are attending that course now.

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STRUCTURE

First two sessions—ASAP after volunteering
   Together
   One at a time

Position-specific training
   Immediately after the first two sessions
   Later when convenient
   No need to repeat introductory courses once trained

See: (slide 238)

Say (in your own words):
The first two sessions, What Is Cub Scouting? and How We Have Fun, explain the Cub Scout program and should be attended as soon as possible after volunteering.

Training for specific positions should be done soon after that.

Do:
Reinforce that position-specific training is a hands-on, interactive approach to put tools in the hands of the new leaders as soon as possible after they volunteer.

Make sure that the participants understand that once the new leader has completed the first two sessions, there is no need to repeat them. For example, if a Cub Scout den leader has completed the necessary training and then moves to Webelos den leader, the only training needed would be Webelos Den Leader Training. This could be delivered by the pack trainer in the pack setting at the end of the pack year or before the boys move to the Webelos den.

Position-specific training may also be delivered by the district or council.

Resource: Cub Scout Leader Position-Specific Training, No. 34875

See: (slide 239)

SUPPLEMENTAL LEADER TRAINING

BALGO—Basic Adult Leader Outdoor Orientation
Outdoor Leader Skills for Webelos Leaders
Pow wow
University of Scouting
Council or district supplemental
Philmont Training Center opportunities

Say (in your own words):
Once the new leaders have completed their “basic training,” other opportunities to learn new skills are available. These training opportunities are offered by the district or council in most cases.

Do:
Briefly list the courses and explain that more details will be available later.

Resource: Cub Scout Leader Book, chapter 26
See: (slide 240)

**BALOO**

- Basic Adult Leader Outdoor Orientation
- Required for pack to camp at council-approved locations
- At least one person per adult
- How to prepare and conduct an overnight activity

**Say (in your own words):**

*Boys love to camp, and this training course prepares pack leaders for conducting a pack overnight camping experience at a council-approved facility.*

**Do:**

Discuss the purpose of training. BALOO is required training for one member of a pack who organizes and conducts an authorized pack camping activity.

**Resource:** Basic Adult Leader Outdoor Orientation (BALOO)

See: (slide 241)

**OUTDOOR LEADER SKILLS FOR WEBELOS LEADERS**

- Planning and activities
- Basic skills
  - Camping essentials
  - Knots and ropes
  - Tent and packs
  - Outdoor activity badges
  - Cooking and sanitation
  - How to have fun

**Say (in your own words):**

*Outdoor Leader Skills for Webelos Leaders is a day-long event that helps the leaders be able to prepare and conduct Webelos overnight campouts.*

**Do:**

List the skills taught in the course.

Discuss the requirement for and purpose of Outdoor Leader Skills for Webelos Leaders.

Note that this training must be completed to earn the Webelos Den Leader Recognition Award (knot).

**Resource:** Outdoor Leader Skills for Webelos Leader

See: (slide 242)

**POW WOW**

- Cub Scout leader supplemental training
- Usually a day-long event
- Many supplemental courses
- Fun and exciting themes and activities
- Conducted by council or district

**Say (in your own words):**

*Fun and learning in one location with your fellow Cub Scout leaders: this is pow wow.*

**Do:**

Explain pow wow. Pow wow is a day-long training experience that provides all kinds of information about Cub Scouting. (Pow wow may or may not be available in your council.)

**Resource:** Cub Scout Leader Book, chapter 26
See: (slide 243)

UNIVERSITY OF SCOUTING

- Some councils hold this event
- Combines Cub Scouting, Boy Scouting, Venturing, and commission service
- Day-long event
- Broad range of subjects

Say (in your own words):
All types of leaders in one location, learning together: that's the University of Scouting.

Do:
Discuss that some councils will also offer a larger training event called a University of Scouting that includes not only Cub Scout leaders but leaders in all other programs as well.

Other supplemental training may be offered at local option with locally determined content.

Resource: Cub Scout Leader Book, chapter 26

See: (slide 244)

PHILMONT TRAINING CENTER

- Requires council invitation
- Family-oriented activities
- Cub Scout courses

Say (in your own words):
The Philmont Training Center at Philmont Scout Ranch provides additional training opportunities.

Do:
Explain that Philmont Scout Ranch in northern New Mexico is a Scouting paradise. Most people know of Philmont because of the backpacking adventures for the boys. Philmont also provides adult leader training opportunities and family programs for Scouting leaders who want just a little bit more in a training experience.

Describe the local council nominating procedure for attendance at Philmont.

Note: Review the upcoming Philmont training schedule before this session so that you can provide current information to the participants.

Resource: www.scouting.org/philmont
**See:** (slide 245)

**DEN CHIEF TRAINING**

For Boy Scouts and Venturers who are filling a den chief leadership position.

Do Start (online) provides immediate help when Scout or Venture is appointed.

Den chief conference provides:
- Structure of den meeting
- Games and activities
- How den chiefs can help the den leader

**Say** (in your own words):

The den chief is a Boy Scout or Venturer who helps the den leader.

**Do:**

Provide information about the upcoming den chief training sessions in your council or district.

**Resources:** *Cub Scout Leader Book*, chapter 23; Den Chief Training

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**See:** (slide 246)

**SAFETY TRAINING**

- Youth Protection (online)
- Health and safety
- Safe Swim Defense (online)
- Safety Afloat (online)
- First aid
- CPR

**Say** (in your own words):

**Safety of all boys and adults is an important part of any Scouting activity. Safety training is available for these areas.**

**Do:**

Discuss that training is available online for Youth Protection, Safe Swim Defense, and Safety Afloat. Health and Safety training are available through the local council or district. First Aid and CPR training is available from local resources such as the Red Cross or the American Heart Association.

Provide local resources to the participants for non-BSA courses.

**Resources:** *Cub Scout Leader Book*, chapter 14, www.olc.scouting.org

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**See:** (slide 247)

**ROUNDTABLE**

- Monthly meeting
- Conducted by district commissioner staff
- Program information
- Planning assistance
- Den and pack ideas
- For all leaders

**Say** (in your own words):

**The Cub Scout roundtable provides leaders with monthly updates on program and activities.**

**Do:**

Ask the participants why they think roundtable is important.

Discuss the importance of roundtables in making sure that leaders have current information and program ideas.

Reinforce that roundtable is for all leaders, not just Cubmasters and committee chairs.

**Resource:** *Cub Scout Leader Book*, chapter 26

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See: (slide 248)

**WOOD BADGE**
- Advanced leadership training
- Week long or two extended weekends
- Focuses on five leadership areas
- Skills that apply to home, work, and Scouting

Say (in your own words):
*Earning your beads and learning leadership skills at the same time: this is Wood Badge.*

Do:
Explain the Wood Badge program. Highlight the points on the slide. Remind the participants that all trained leaders are eligible to attend Wood Badge.

Resource: *Cub Scout Leader Book*, chapter 26

See: (slide 249)

**PACK TRAINING RECORDS**
- Unit Inventory of Training
- Training Attendance Report
- Training Status Change

Say (in your own words):
*Successful pack training depends on accurate records. Three training records are available to help keep track of who was trained, what they were trained in, and when the training occurred. Another reason to keep track of training records is to assure that the leaders receive the recognition they deserve.*

Do:
Refer the attendees to the Leadership Training Committee Guide.

Distribute a copy of the Unit Inventory of Training form. Explain the different areas of the form and how it can be used to keep track of training activity.

Distribute a copy of the Training Attendance Report. Explain that this form is used to send to the district or council registrar to update the training completion for each individual attending the course. This form should be submitted as soon as practical after the completion of the course.

An additional form, the Training Status Change, may be used by the district or council.

Show the different “score cards” for the leadership recognition awards in the Leadership Training Committee Guide. Tell the participants that changes to the requirements are found in this book as it is revised.

Resource: Leadership Training Committee Guide

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RESOURCES

Cub Scout Leader Book
Cub Scout Leader How-To Book
Webelos Leader Guide
Scouting magazine
Boy's Life
Council and district calendar
Council and district training teams
Training development conference

See: (slide 250)

Say (in your own words):
Pack and den leaders need to know where to find answers to their questions. These resources provide the answers.

Do:
Discuss how these resources can help the leaders succeed.
Ask the participants to tell about additional resources that could be useful. These might include the following:
Cub Scout Program Helps
Webelos Den Leader Guide
Scouting magazine
Local Council newsletter and Web site
Cub Scout roundtable
www.scouting.org
The Internet

RESOURCES

Leadership Training Committee Guide
Guide to Safe Scouting
National, council, district, and unit Web sites
Youth handbooks

See: (slide 251)

Say (in your own words):
How can these items help the pack trainer?

Do:
Explain that the more the pack trainer knows, the more help the trainer can provide to other leaders.
Ask how the youth handbooks can be helpful to the pack trainer. One answer might be that it helps the pack trainer remember what the den leaders are hoping to accomplish with the boys.

RESOURCES

PACK TRAINER AWARD

Tenure
Complete two years as a registered pack trainer.

Training
Complete Youth Protection Training.
Be familiar with and able to explain the key elements of position-specific training for all volunteer positions in the pack.
Complete New Leader Essentials or equivalent.
Participate in a trainer development conference.

Performance
Participate in a Cub Scout leader Grow Web or University of Scouting (if your council conducts them) during each year of tenure for this award.

See: (slide 252)

Say (in your own words):
Remember to get recognition for the important job that you do.

Do:
Review the requirements for the Pack Trainer Award.
Resource: Leadership Training Committee Guide, chapter 34 of the Cub Scout Leader Book

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See: (slide 253)

**REVIEW AND QUESTIONS**

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**Say** (in your own words):
Any question or comments?

**Do:**
Answer any questions asked.

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See: (slide 254)

**Cub Scouting**

**CONGRATULATIONS!**

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**Say** (in your own words):
*Thanks for attending Training for the Pack Trainer.*

**Do:**
Use an inspirational phrase or presentation to give the participants a boost in moving forward. Here is one possibility:

*Someone once said, “Everyone needs a child to teach. It’s the way adults learn.” By teaching adults, you reach down to every boy and learn more yourself.*

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**After This Module**

Award the participants their training cards. You may also wish to present a completion certificate. Make sure that the participants are furnished with the dates, times and locations of their district roundtable before leaving the training location.

Remember to complete the Training Report and submit the names of the participants to your district or council training registrar.
Handouts From the *Cub Scout Leader Book*, No. 33221

- Webelos Den Record, page 34-21
- Webelos Attendance and Dues, page 34-22
- Tiger Cub Den Advancement Report, page 34-23
- Den Advancement Report, page 34-24
- Individual Tiger Cub Record, page 34-27
- Tiger Cub Individual Advancement Record, page 34-28
- Individual Cub Scout Record, page 34-29
- Advancement Record, page 34-30
- Pack Meeting Planning Sheet, page 34-37
- Local Tour Permit Application, page 34-39
- Unit Money-Earning Application, page 34-45
- Webelos Scout Overnight Checklist, page 34-50
- Tiger Cub, Cub Scout, and Webelos Scout Uniform Inspection Sheet, page 34-53
- Progress Record for the Cubmaster Award, page 34-59
- Progress Record for the Cub Scout Den Leader Award, page 34-60
- Progress Record for the Cub Scouter Award, page 34-61
- Progress Record for the Tiger Cub Den Leader Award, page 34-62
- Progress Record for the Webelos Den Leader Award, page 34-63
- Progress Record for the Pack Trainer Award, page 34-64

Handouts From the *Leadership Training Committee Guide*, No. 34169

- Unit Inventory of Training, figure 1
- Training Attendance Report, figure 2
- Training Status Change, figure 5
Handouts From This Book

- Foundations of Cub Scouting and the BSA, page 161
- Bobcat Badge Score Card, page 163
- Tiger Cub Den Leader Position Summary, page 165
- Elements of a Good Tiger Cub Den Meeting, page 166
- Cub Scout Den Leader Position Summary, page 167
- Elements of a Good Cub Scout Den Meeting, page 168
- Webelos Den Leader Position Summary, page 169
- Elements of a Good Webelos Den Meeting, page 170
- Summary of Pack Committee Responsibilities, page 171
- Cubmaster Position Summary, page 172
- Pack Trainer Position Summary, page 173

Other Handouts

- Adult Leader Uniform Inspection Sheet, No. 34048
- Pack Budget Plan, No. 13-273
- Pack Program Planning Chart, No. 26-004
- Pack Organization Chart, No. 13-065
- National Summertime Pack Award, No. 33748
- Centennial Quality Unit Award Application (available from local council)
Foundations of Cub Scouting and the BSA

The Mission

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

The Scout Oath

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

The Scout Law

A Scout is:

Trustworthy     Obedient
Loyal           Cheerful
Helpful         Thrifty
Friendly        Brave
Courteous       Clean
Kind            Reverent

The Vision

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

The Aims of Cub Scouting

- Character development
- Citizenship training
- Mental and physical fitness
The Purposes of Cub Scouting

- Character Development
- Spiritual Growth
- Good Citizenship
- Sportsmanship and Fitness
- Family Understanding
- Respectful Relationships
- Personal Achievement
- Friendly Service
- Fun and Adventure
- Preparation for Boy Scouts

The Methods of Cub Scouting

- Ideals
- Den
- Advancement
- Family involvement
- Activities
- Home and neighborhood centered
- Uniform
- Character Connections

12 Core Values of Cub Scouting

- Citizenship
- Compassion
- Cooperation
- Courage
- Faith
- Health and fitness
- Honesty
- Perseverance
- Positive attitude
- Resourcefulness
- Respect
- Responsibility
BOBCAT BADGE
SCORE CARD

☐ The Cub Scout Promise

I, [name], promise to do my best
To do my duty to God and my country,
To help other people, and
To obey the Law of the Pack.

☐ The Law of the Pack

The Cub Scout follows Akela.
The Cub Scout helps the pack go.
The pack helps the Cub Scout grow.
The Cub Scout gives goodwill.

☐ The Cub Scout Motto

Do Your Best.

☐ The Blue and Gold Colors

The blue stands for truth and spirituality, steadfast loyalty, and the sky above.
The gold stands for warm sunlight, good cheer, and happiness.

☐ Honesty Character Connection

Telling the truth and being a person worthy of trust.
Know
Commit
Practice
Tell What WEBELOS means

We'll Be Loyal Scouts

The Cub Scout Sign

The Cub Scout Salute

The Cub Scout Handshake

When you have shown and discussed each item on this list, you have earned your Bobcat badge.

Congratulations from your training team!
The responsibilities of the Tiger Cub den leader can be summarized as:

1. Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack.

2. Coordinate shared leadership among the Tiger Cub adult partners, ensuring that den meetings and outings are planned, prepared for, and conducted by all adult partners on a rotating basis, and that the den activities provide advancement opportunities for the boys.

3. Attend pack leaders' meetings.

4. Lead the den at the monthly meeting and pack activities.

5. Ensure the transition of boys in the Tiger Cub den into a Wolf den at the end of the year.

See chapter 23 of the *Cub Scout Leader Book* for additional information concerning the responsibilities of this position.
Elements of a Good Tiger Cub Den Meeting

1. The meeting lasts no longer than an hour unless it is a Go See It. The meeting begins and ends on time.

2. The meeting program includes all eight parts of a Tiger Cub den meeting.

3. The den leader and the host adult partner conduct the meeting.

4. The den leader and the host adult partner should be properly uniformed. The den leader should wear a Cub Scout leader uniform with the orange neckerchief, while the host adult partners are encouraged to wear the orange Tiger Cub T-shirt.

5. Before the meeting begins, equipment and materials are ready for use.

6. A well-planned written program is conducted.

7. Activities are related to the monthly theme and the next pack meeting.

8. Opportunities for self-expression are provided through ceremonies, songs, skits, games, stunts, puzzles, and crafts.

9. The adult partners manage boy behavior. The boys show respect for the adult partners, the den leader, and the other boys.

10. Tiger Cubs and their adult partners bring their *Tiger Cub Handbook* to the meeting.

11. Den records are accurate and kept up-to-date.

12. The Cub Scout ideals of Search, Discover, Share and family involvement are emphasized in meetings, activities and outings.

13. The Tiger Cubs and their adult partners have fun.
CUB SCOUT DEN LEADER
POSITION SUMMARY

The responsibilities of the Cub Scout den leader can be summarized as:

1. Work directly with other den and pack leaders to ensure their den is an active and successful part of the pack.

2. Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.

3. Attend the pack leaders' meetings.

4. Lead the den at the monthly pack meeting and pack activities.

See chapter 23 of the Cub Scout Leader Book for additional information concerning the responsibilities of this position.
ELEMENTS OF A GOOD CUB SCOUT DEN MEETING

1. The meeting lasts no longer than an hour and 15 minutes. The meeting begins and ends on time.

2. The meeting program includes all seven parts of a Cub Scout den meeting.

3. A trained den leader conducts the meeting with help from the trained assistant den leader and the trained den chief.

4. The Cub Scouts and leaders are properly uniformed.

5. Before the meeting begins, equipment and materials are ready for use.

6. A well-planned written program is conducted.

7. Activities are related to the monthly theme and the next pack meeting.

8. Projects are started, to be finished at home with help from family members.

9. Opportunities for self-expression are provided through ceremonies, songs, skits, games, stunts, puzzles, and crafts.

10. The meeting program allows for a change in pace, alternating loud and quiet activities.

11. Boy behavior is managed by leaders. The boys show proper respect for the leaders and the den chief.

12. The boys bring their handbooks to each meeting.

13. Den records are accurate and kept up-to-date.

14. The Cub Scout ideals, including the Cub Scout Promise and the Law of the Pack, are emphasized.

15. The Cub Scouts have fun.
WEBELOS DEN LEADER
POSITION SUMMARY

The responsibilities of the Webelos den leader can be summarized as:

1. Work directly with other den and pack leaders to ensure the den is an active and successful part of the pack.

2. Plan, prepare for, and conduct den meetings with the assistant and den chief.

3. Attend pack leaders' meetings.

4. Lead the den at the monthly pack meeting and pack activities.

5. Plan and conduct Webelos den parent/son overnight campouts.

See chapter 23 of the Cub Scout Leader Book for additional information concerning the responsibilities of this position.
ELEMENTS OF A GOOD WEBELOS DEN MEETING

1. The meeting lasts no longer than an hour and 15 minutes. The meeting begins and ends on time.

2. The den meeting program includes all seven parts of a Webelos den meeting.

3. A trained Webelos den leader conducts the meeting with help from the trained assistant Webelos den leader and the trained Webelos den chief.

4. The Webelos Scouts and leaders are properly uniformed.

5. Before the meeting begins, equipment and materials are ready for use.

6. A well-planned written program is conducted.

7. Activities are related to that month's activity badge area and the next pack meeting.

8. Activity badge counselors are involved in teaching activity badge work.

9. Activities are geared to helping the boys prepare to become Boy Scouts.

10. Boy behavior is managed by leaders. The boys show proper respect for the adult leaders, the den chief, and each other.

11. The boys bring their handbooks to each meeting.

12. Den records are accurate and kept up-to-date.

13. Inspiration and motivation are provided through ceremonies and discussion of activity badge projects.

14. The Webelos Scouts have fun.
SUMMARY OF PACK COMMITTEE RESPONSIBILITIES

The responsibilities of the pack committee include:

- Make recommendations to the chartered organization for final approval of pack leadership.

- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.

- Provide adequate and safe facilities for pack meetings.

- Coordinate the pack program with the program of the chartered organization through the chartered organization representative.

- Assist with pack charter renewal.

- Help to stimulate the interest of adult family members through proper programming.

- Supervise finances and equipment.

- Work closely with the Cubmaster.

- Ensure that all Tiger Cubs, Cub Scouts, and Webelos Scouts receive a year-round, quality program.

- Complete Pack Committee Fast Start Training and Cub Scout Leader Position-Specific Training.

- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.

- Cooperate with other Scouting units.

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

See chapter 23 of the Cub Scout Leader Book for additional information concerning the responsibilities of these positions.
CUBMASTER POSITION SUMMARY

The Cubmaster's main responsibilities are:

1. Work directly with the pack trainer, Tiger Cub den leaders, Cub Scout den leaders, Webelos den leaders, den chiefs, and pack committee chair and members to make sure all dens are functioning well.

2. Plan the den and pack programs with the help of other leaders.

3. Lead the monthly pack meeting with the help of others. Involve all dens in some way.

4. Lead pack activities, with the support of other leaders.

5. Coordinate the total Cub Scout program in the pack.

See chapter 23 of the Cub Scout Leader Book for more information concerning the responsibilities of the position.
The responsibilities of the pack trainer can be summarized as:

1. Conduct orientation of new families and pack leaders.

2. Encourage new leaders to attend leader training for their registered position.

3. Prepare and conduct Unit Leadership Enhancements during pack leaders' and/or committee meetings.

4. Encourage pack leaders to take online Youth Protection and Health and Safety training, and attend BALOO and other supplemental training.

5. Keep track of pack training records.

See chapter 23 of the *Cub Scout Leader Book* for additional information concerning the responsibilities of this position.