

# PACK "XYZ" COMMITTEE MEETING

(Location)  
(Meeting Date)

Handout 13a

- I. Welcome
- II. Previous Pack Committee Meeting Minutes Approval
- III. Report on Delegations from Previous Committee Meeting
  - a. Each person that was to accomplish something by the next meeting would report their findings
- IV. Treasurers Report
  - a. Status of checking account
  - b. Fundraising status (example: popcorn status or other fundraising status / results)
  - c. Fundraising needs
- V. Pack Advancement Chairman's Report
  - a. How are boys advancing overall in the pack
  - b. Report of which boys are receiving new advancements
  - c. Report of which boys have not been advancing
- VI. Pack Trainers Report
  - a. Report of which leaders are trained
  - b. Report of next training session taking place
  - c. Report of which leaders will be approached to attend training
- VII. Special Event Chairman Report (could be the assistant cubmaster)
  - a. Currently planned program status
    - i. Status of Pinewood Derby for January (example)
      - 1. Who is chairing and how it is coming along
  - b. Upcoming programs that need addressing
    - i. Blue & Gold Banquet in February (example)
      - 1. How is this event chair doing (do they need help)
      - 2. Where should we hold it
    - ii. Pack Campout (example)
      - 1. Should we hold a pack campout in May or June
      - 2. Who is the BALOO Trained Leader
- VIII. Tiger Leader(s) Report
  - a. Report of how the last den meeting(s) went
    - i. Who attended
  - b. Plan for the next den meeting(s)
  - c. Who hasn't attended for a while
    - i. Have the parents been contacted
    - ii. Results of contact
  - d. Den Advancement
    - i. Who is receiving advancement
    - ii. Who has not been advancing
      - 1. Have the parents been contacted
- IX. Den Leaders(s) Report
  - a. Report of how the last den meeting(s) went
    - i. Who attended
  - b. Plan for the next den meeting(s)
  - c. Who hasn't attended for a while

- i. Have the parents been contacted
    - ii. Results of contact
  - d. Den Advancement
    - i. Who is receiving advancement
    - ii. Who has not been advancing
      - 1. Have the parents been contacted

- X. Webelos Leader(s) Report**
  - a. Report of how the last den meeting(s) went
    - i. Who attended
  - b. Plan for the next den meeting(s)
  - c. Who hasn't attended for a while
    - i. Have the parents been contacted
    - ii. Results of contact
  - d. Den Advancement
    - i. Who is receiving advancement
    - ii. Who has not been advancing
      - 1. Have the parents been contacted

- XI. Cubmasters Report**
  - a. Thoughts of how the last Pack Meeting and / or Pack Activity went
    - i. Who wasn't in attendance
  - b. Plans for the next Pack Meeting and / or Pack Activity
    - i. Date, time, location
    - ii. Program Feature
    - iii. Concerns
      - 1. Open discussion if help is needed

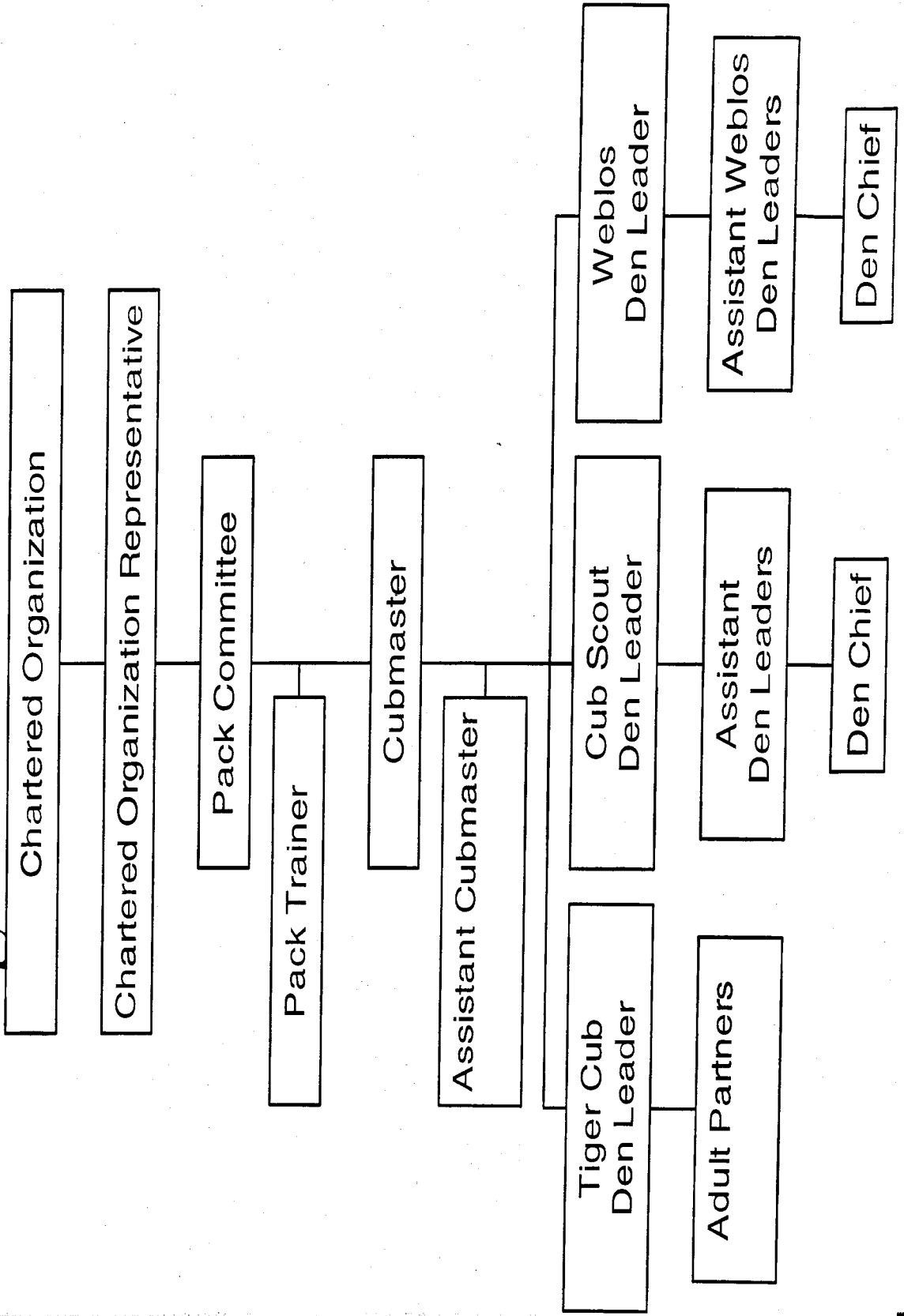
- XII. Den / Pack Volunteer Needs**
  - a. Do we have needs within the pack
    - i. Is there a den without a leader
    - ii. Examples: Popcorn chairman, Pack Secretary, Den Leader
    - iii. Who should we approach 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>
      - 1. Does anyone do something similar for a living (need a Pack Treasurer / a parent that works in a bank)
    - iv. Who would be the best person or person's to approach the prospect
      - 1. Is a written job description put together

- XIII. Pack Membership**
  - a. Is there a Den that needs more boys
  - b. Is a den too big that should be split up / should dens be combined
  - c. How can we promote upcoming program events to potential new scouts

- XIV. Others**

- XV. Closing**

# Pack Organization



# Pack Committee Meetings &

## Purpose

- Operation Committee behind the program
- Should meet once a month or at least every 2 months (before/after a meeting or on a separate night)
- Makes all pack level decisions
- Checks and Balances of the program
- Led by the Pack Committee Chairman
- Pack Committee Meetings should last around 1 hour

# Pack Committee Meetings & Purpose

- Primary Role of Tiger, Wolf, Bear and Webelos Leaders
  - Provide age appropriate programs for all boys in their dens.
  - All these leaders are part of the Pack Committee
  - Each leader should report at the Pack Committee Meeting how things are going in the den ie: Program, Attendance and Advancement

## The Pack Committee

Every pack is under the supervision of a pack committee. This committee consists of a minimum of three members.

**Qualifications:** Is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath or Promise and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Is selected by the chartered organization, and is registered as an adult leader of the BSA. One of these members is designated as pack committee chair.

Obviously, with a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more, where the responsibilities can be divided among the members. Although packs can and do operate with a minimum of three committee members, experience has shown that a larger committee generally ensures a stronger, more stable pack and is better able to perform all the required functions to ensure a successful pack program. It is also a way of involving more pack families in meaningful service to the pack.



**Responsibilities:** Regardless of the size of the pack committee, these responsibilities must be performed:

- 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's program and the chartered organization's program through the chartered organization representative.
- Help with pack charter renewal.
- Help stimulate the interest of adult family members through proper programming.
- Supervise finances and equipment.
- 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 Basic Leader Training for the position.
- 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 reregistration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments.

For more information about the role and responsibilities of Pack Committee Members, see our [brochure for new Pack Committee Members](#).

## Pack Committee Chair

**Qualifications:** Is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath or Promise and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth.



Is appointed by the chartered organization and registered as an adult leader of the BSA. Is a person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably is a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.

**Responsibilities:** The pack committee chair's job is to

- **Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the pack that must be brought to the attention of the organization or the district.**
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
  1. **Calling and presiding at pack leaders' meetings.**
  2. **Assigning duties to committee members.**
  3. **Planning for pack charter review, roundup, and reregistration.**
  4. **Approving bills before payment by the pack treasurer.**
- **Conduct the annual pack program planning conference and pack leaders' meetings.**
- **Complete pack committee Fast Start Training and Basic Leader Training for the position.**
- **Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, Tiger Cub den leaders, Cub Scout den leaders, and Webelos den leaders, as needed.**
- **Recognize the need for more dens, and see that new dens are formed as needed.**
- **Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.**
- **Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.**
- **Manage finances through adequate financial records.**
- **Maintain adequate pack records and take care of pack property.**
- **If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.**
- **Appoint a committee member or other registered adult to be responsible for Youth Protection training.**
- **Provide a training program for adult family members.**
- **Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop.**
- **Work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.**
- **Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.**
- **Support the policies of the BSA.**

## Secretary

- **Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders by telling them what resources are available.**
- **Acquaint den leaders with the contents of the Pack Record Book so they will know how to supply the information that should be recorded there.**
- **Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.**
- **Maintain an inventory of pack property.**
- **Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.**
- **Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.**
- **Notify leaders of pack leaders' meetings and other activities.**

- Provide den leaders with records and forms for meetings.

## Treasurer

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated record-keeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.

## Advancement Chair

- Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub den leader.
- Train parents, guardians, and pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Tiger Cub, Cub Scout, and Webelos Scout den advancement charts to record advancement in the den and as an incentive for advancement.
- Promote the use of den doodles as a stimulus for advancement.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote *Boys' Life* magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

## Public Relations Chair

- Stimulate pack service projects in the chartered organization, school, and community.

- Promote family participation in all pack events, such as blue and gold banquets, pack picnics, and other special events.
- Urge 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. Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers and leaflets to invite boys to join. Work with the pack committee to promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

## Outings Chair

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos den leaders plan Webelos overnight campouts. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

## Membership and Reregistration Chair

- Prepare reregistration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
- Ask the chartered organization representative to submit a charter application and annual report to the chartered organization for approval.
- Arrange for periodic uniform inspections with the unit commissioner. At least a month before charter expiration, also arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
- Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
- Conduct an annual census of boys in the chartered organization for systematic recruitment. Work with pack committee members to promote recruitment plans.
- Visit new families in their homes. Review with them the Bobcat requirements and "Parent Guide" in their son's handbook. Emphasize the part that the family plays in their son's advancement. Stress parent/guardian participation at all pack functions and see that new families are introduced and feel welcome at pack meetings.

- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.
- Work with the Cubmaster and pack committee to see that
  - eligible Tiger Cubs transition into a Wolf den at the appropriate time.
  - eligible Wolf Cub Scouts or 9-year-old Cub Scouts transition into a Bear den at the appropriate time.
  - eligible Bear Cub Scouts or 10-year-old Cub Scouts transition into a Webelos den at the appropriate time.
  - Webelos Scouts and parents or guardians have a smooth transition into a Boy Scout troop.
- Work with the Cubmaster in following up on former pack members who are now Boy Scouts and potential den chiefs.
- Follow up on Cub Scout dropouts to help return them to full, active membership.

## Friends of Scouting (FOS) Chair

Some councils rely heavily on units to raise Friends of Scouting (FOS) funds. The following functions need to be performed:

- Build an organization to enroll family members and Cub Scout leaders in FOS.
- Enroll as a Friend of Scouting.
- For every five families in the pack, recruit one person as an enroller.
- Attend an FOS kickoff meeting.
- Enroll each enroller as a Friend of Scouting.
- Train enrollers.
- Conduct report meetings.
- Follow up until all FOS cards have been accounted for.
- Give recognition to contributors and enrollers.
- Work closely with the pack committee on public relations for FOS.

**CUB SCOUT PACK 608  
LEADER ROSTER 2008-2009**

**PACK COMMITTEE**

Position	Name	Telephone	Alt. Telephone	E-mail
Cubmaster	Bill Wales	407-971-3629	407-312-7195	<a href="mailto:wwales@cfl.rr.com">wwales@cfl.rr.com</a>
Asst. Cubmaster	Burt Schutt	407-359-2633		<a href="mailto:bigbamm1@aol.com">bigbamm1@aol.com</a>
Committee Chair	Angie Schutt	407-359-2633		<a href="mailto:Pebble1239@aol.com">Pebble1239@aol.com</a>
Pack Trainer	Linda Trocine	407-359-8699		<a href="mailto:Linda@venutek.com">Linda@venutek.com</a>
Membership Chair	Julie Chrismer	407-359-0441		<a href="mailto:chrismer@cfl.rr.com">chrismer@cfl.rr.com</a>
Advancement Chair	Darryl Coppenhaver	407-366-2592		<a href="mailto:dcoppenhaver@aol.com">dcoppenhaver@aol.com</a>
Secretary	Robyn Melton	407-696-7677		<a href="mailto:dmeltonII@cfl.rr.com">dmeltonII@cfl.rr.com</a>
Treasurer	Sue DiBlanda	407-359-1880		<a href="mailto:sdiblanda@yahoo.com">sdiblanda@yahoo.com</a>
Outing Chair	Mike Smiarowski	407-366-4607		<a href="mailto:mwsmiarowski@bellsouth.net">mwsmiarowski@bellsouth.net</a>
Events Chair	Matthew Spradlin	407-542-6950	321-948-3803	<a href="mailto:matt.spradlin@earthlink.net">matt.spradlin@earthlink.net</a>
Webmaster	Joe Mooney	407-366-9373		<a href="mailto:jlmoon@earthlink.net">jlmoon@earthlink.net</a>
PR	TBD			
Chartered Org Rep	Jeff Smith	407-366-7313	407-221-7586	<a href="mailto:knightfan89@yahoo.com">knightfan89@yahoo.com</a>
Unit Commisioner	Phil Levine	407-538-7694		<a href="mailto:phil-levine@cfl.rr.com">phil-levine@cfl.rr.com</a>
Popcorn Kernel	Russell Garrison	407-695-9748		<a href="mailto:Rock1971@earthlink.net">Rock1971@earthlink.net</a>
Scouting 4 Food	Brian Pratt	417-977-5733		

**DEN LEADERS**

Rank	Den	Name	Position	E-mail	Telephone
<b>Wolf</b>	7	David Miceli	Leader	<a href="mailto:dcmiceli@cfl.rr.com">dcmiceli@cfl.rr.com</a>	407-359-0856
	7	Mark German	Co- Leader	<a href="mailto:tgfla1976@yahoo.com">tgfla1976@yahoo.com</a>	407-359-9278
	7	Kris Sanmarco	Asst. Leader	<a href="mailto:hemistang@yahoo.com">hemistang@yahoo.com</a>	407-924-0834
	7	Lisa Tringali	Asst. Leader	<a href="mailto:firemedyc@yahoo.com">firemedyc@yahoo.com</a>	407-359-9218
<b>Wolf</b>	10	Matthew Spradlin	Leader	<a href="mailto:matt.spradlin@earthlink.net">matt.spradlin@earthlink.net</a>	407-542-6950
	10	Robert McCormack	Co- Leader	<a href="mailto:rmack631@aol.com">rmack631@aol.com</a>	407-366-3258
<b>Wolf</b>	16	Denise Solina	Leader	<a href="mailto:denisesolina@hotmail.com">denisesolina@hotmail.com</a>	407-359-1863
	16	Lara Rice	Co- Leader	<a href="mailto:rices@cfl.rr.com">rices@cfl.rr.com</a>	407-359-7378
<b>Bear</b>	4	Lil Mooney	Leader	<a href="mailto:mooneyvillesouth@earthlink.net">mooneyvillesouth@earthlink.net</a>	407-366-9373
	4	Jim Brown	Co- Leader	<a href="mailto:jbrown2924@cfl.rr.com">jbrown2924@cfl.rr.com</a>	407-971-7644
<b>Bear</b>	15	Donald Melton	Leader	<a href="mailto:dmeltonII@cfl.rr.com">dmeltonII@cfl.rr.com</a>	407-696-7677
	15	Reginald Moses	Leader	<a href="mailto:regmoses@bellsouth.net">regmoses@bellsouth.net</a>	407-971-2799
	15	Russell Garrison	Leader	<a href="mailto:Rock1971@earthlink.net">Rock1971@earthlink.net</a>	407-695-9748
<b>Bear</b>	17	Amy Davis	Leader	<a href="mailto:AmyDavisLMT@gmail.com">AmyDavisLMT@gmail.com</a>	407-928-5416
<b>Webelos I</b>	5	Art Woodruff	Leader	<a href="mailto:woodruff_a@yahoo.com">woodruff_a@yahoo.com</a>	407-322-6968
<b>Webelos I</b>	11	Kristie Svetics	Leader	<a href="mailto:kristiesvetics@yahoo.com">kristiesvetics@yahoo.com</a>	407-542-6263
<b>Webelos I</b>	13	David Zishuk	Co-Leader	<a href="mailto:davidz@cfl.rr.com">davidz@cfl.rr.com</a>	407-977-1155
	13	Burt Schutt	Co- Leader	<a href="mailto:bigbamm1@aol.com">bigbamm1@aol.com</a>	407-359-2633
	13	Andrea Schutt	Asst. Leader	<a href="mailto:Pebble1239@aol.com">Pebble1239@aol.com</a>	407-359-2633



# Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
  2. Why is Parliamentary Procedure Important?
  3. Example of the Order of Business
  4. Motions
  5. Types of Motions
  6. How are Motions Presented?
  7. Voting on a Motion
- 

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How are Motions Presented?

1. **Obtaining the floor**
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice --** The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call --** Each member answers "yes" or "no" as his name is

called. This method is used when a record of each person's vote is required.

3. **By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

## FAMILY TALENT SURVEY SHEET

Each parent or adult family member should fill out a separate sheet and turn it in at this meeting.

Pack \_\_\_\_\_ Chartered Organization \_\_\_\_\_ Date \_\_\_\_\_

Welcome to the Cub Scout family of our pack. As explained to you, Cub Scouting is for parents as well as boys. We have a fine group of families who have indicated a willingness to help, according to their abilities. We invite you to add your talents and interests so that the best possible program can be developed for your boy and his friends.

Den leaders are always busy with den activities. Our pack leaders and committee members know you have some talent that will help in the operation of our pack. Although your help may not be on a full-time basis, whatever you can do will be appreciated.

In making this survey, your pack committee wants to uncover ways you can enjoy giving assistance. Please answer the following as completely as possible:

1. My hobbies are: \_\_\_\_\_
2. I can play and/or teach these sports: \_\_\_\_\_
3. My job, business, or profession would be of interest to Cub Scouts: \_\_\_\_\_
4. I am willing to help my boy and the pack as:  pack committee member,  Cub Scout den leader or assistant,  Tiger Cub den leader,  assistant Cubmaster,  Webelos den leader or assistant,  Cubmaster,  Pack trainer.
5. My Scouting experience: Cub Scout \_\_\_\_\_ Boy Scout \_\_\_\_\_ Girl Scout \_\_\_\_\_  
 Explorer \_\_\_\_\_ Rank attained \_\_\_\_\_  
 Adult leader \_\_\_\_\_
6. I can help in these areas:

### General Activities

- |   |  |
|---|--|
| <input type="checkbox"/> Carpentry          | <input type="checkbox"/> Computer Skills   |
| <input type="checkbox"/> Swimming           | <input type="checkbox"/> Drawing/art       |
| <input type="checkbox"/> Games              | <input type="checkbox"/> Radio/electricity |
| <input type="checkbox"/> Nature             | <input type="checkbox"/> Dramatics/skits   |
| <input type="checkbox"/> Sports             | <input type="checkbox"/> Cooking/banquets  |
| <input type="checkbox"/> Outdoor activities | <input type="checkbox"/> Sewing            |
| <input type="checkbox"/> Crafts             | <input type="checkbox"/> Transportation    |
| <input type="checkbox"/> Music/songs        | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Bookkeeping        | --- _____                                  |

### Special Program Assistance

- I have an SUV or  van or  truck.
- I have a workshop.
- I have family camping gear.
- I can make contacts for special trips and activities.
- I have access to a cottage or camping property or a boat.
- I can help Webelos Scouts with Boy Scout skills.
- I can, or know others who can, help with our Cub Scout Academics and Sports program.
- I can give other help. \_\_\_\_\_

### Webelos Activity Areas

- |                                       |  |                                    |
|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Aquanaut     | <input type="checkbox"/> Family Member | <input type="checkbox"/> Readyman  |
| <input type="checkbox"/> Artist       | <input type="checkbox"/> Fitness       | <input type="checkbox"/> Scholar   |
| <input type="checkbox"/> Athlete      | <input type="checkbox"/> Forester      | <input type="checkbox"/> Scientist |
| <input type="checkbox"/> Citizen      | <input type="checkbox"/> Geologist     | <input type="checkbox"/> Showman   |
| <input type="checkbox"/> Communicator | <input type="checkbox"/> Handyman      | <input type="checkbox"/> Sportsman |
| <input type="checkbox"/> Craftsman    | <input type="checkbox"/> Naturalist    | <input type="checkbox"/> Traveler  |
| <input type="checkbox"/> Engineer     | <input type="checkbox"/> Outdoorsman   |                                    |

Name \_\_\_\_\_ Home phone \_\_\_\_\_  
 Street address \_\_\_\_\_ Business phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Your cooperation and help are appreciated.



## CUB SCOUTING AND YOUR FAMILY

The Cub Scout program helps to meet your boy's growth needs. As a boy develops, he has specific developmental needs such as:

- 1 To learn new physical skills.** He can do this through games, sports, and crafts. As he develops his coordination, he gains a sense of worthiness and acceptance by his peers.
- 2 To learn to get along with boys of his same age.** He needs to form friendships with other boys. He needs to learn how to balance giving and receiving affection if he is to relate well to his peers. He needs to belong to a group of boys his own age. Being a part of a Cub Scout den helps fulfill these needs.
- 3 To develop his mental processes.** He can develop his mental process by reading, writing, and calculating. He needs opportunities to use language to express ideas and to influence others. He must move from a preoccupation with self to understanding how and what others think of him. Opportunities for observation and experimentation will help him learn self-reliance. Den activities and meetings, along with the advancement program, help him develop mentally.
- 4 To develop a value system.** He is developing a sense of what is right and wrong and what is fair and unfair. He will do this by cooperating with other boys, by being taught, by examples of adults, and from positive reinforcement. He begins to develop democratic social attitudes.
- 5 To develop personal independence.** He is becoming less dependent on adults. His same-age friends become important to him. In his den, and in the pack, he exercises his independence while learning to get along with others.

Your son also needs to belong to a "group" of boys his own age. This group is a key component of the Cub Scout program. A den is like a neighborhood group of six or eight boys in which he will achieve status and recognition.

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

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

\* Also may be titled Parent and Family Talent Survey Sheet.

# National Summertime Pack Award



**APPLICATION**

Date \_\_\_\_\_

Cub Scout Pack No. \_\_\_\_\_ of Chartered Organization \_\_\_\_\_  
name

has qualified for this award by conducting a pack activity in the summer months of \_\_\_\_\_  
year

	JUNE	JULY	AUGUST
Type of pack activity	_____	_____	_____
Number of dens participating	_____	_____	_____
Number of dens qualifying (50 percent of the den's Cub Scouts participating)	_____	_____	_____
Number of the pack's Tiger Cubs participating	_____	_____	_____
Number of the pack's Cub Scouts participating	_____	_____	_____
Number of the pack's Webelos Scouts participating	_____	_____	_____
Number of parents/family members participating	_____	_____	_____

Please send us the following National Summertime Pack Award items:

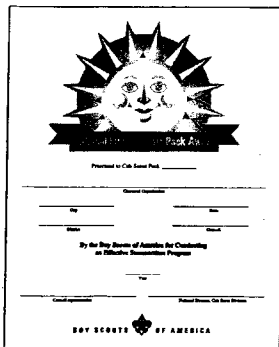
One Pack Award Certificate, No. 33731A \_\_\_\_\_ Den participation ribbons, No. 17806  
 One Pack Award Streamer, No. 17808 \_\_\_\_\_ Cub Scout Summertime Award pins, No. 00464

Date needed \_\_\_\_\_ Cubmaster \_\_\_\_\_

For Pack Committee \_\_\_\_\_

(Please print.)  
 Send to \_\_\_\_\_  
name street, city, state, ZIP

**TO ASSURE PROMPT RECOGNITION, SUBMIT APPLICATION TO LOCAL COUNCIL SERVICE CENTER AS SOON AS POSSIBLE AFTER YOUR AUGUST ACTIVITY.**



National Summertime Pack Award certificate, No. 33731A



National Summertime Pack Award streamer for pack flag, No. 17808



National Summertime Award pin for boys who attend all three summertime pack activities, No. 00464



Den participation ribbon for dens with 50 percent or more of their boys at three summertime



# SUMMERTIME ACTIVITIES TRACKING SHEET

## JUNE

Leader(s) responsible \_\_\_\_\_

Pack activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of dens that participated \_\_\_\_\_

Number of dens with at least 50 percent of members present \_\_\_\_\_

Number of Tiger Cubs participating \_\_\_\_\_

Number of Cub Scouts participating \_\_\_\_\_

Number of Webelos Scouts participating \_\_\_\_\_

Number of parents/family members participating \_\_\_\_\_

COMMENTS \_\_\_\_\_

## JULY

Leader(s) responsible \_\_\_\_\_

Pack activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of dens that participated \_\_\_\_\_

Number of dens with at least 50 percent of members present \_\_\_\_\_

Number of Tiger Cubs participating \_\_\_\_\_

Number of Cub Scouts participating \_\_\_\_\_

Number of Webelos Scouts participating \_\_\_\_\_

Number of parents/family members participating \_\_\_\_\_

COMMENTS \_\_\_\_\_

## AUGUST

Leader(s) responsible \_\_\_\_\_

Pack activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of dens that participated \_\_\_\_\_ Number of dens that qualified for den participation ribbon \_\_\_\_\_

Number of Tiger Cubs participating \_\_\_\_\_

Number of Cub Scouts participating \_\_\_\_\_

Number of Webelos Scouts participating \_\_\_\_\_

Number of parents/family members participating \_\_\_\_\_

COMMENTS \_\_\_\_\_

#33748A



33748A  
2002 Boy Scouts of America

# LOCAL TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

LOCAL PERMIT NO. \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

This application must be filed with local council service center two weeks in advance of scheduled activity for proper clearance. It is used for trips of less than 500 miles. If destination is 500 miles or more one way or outside the U.S.A. (local council camp excepted), use National Tour Permit Application, No. 4419C. Units going into wilderness or backcountry areas must carry a copy of and abide by the principles of Leave No Trace, No. 21-105.

\_\_\_\_\_ No. \_\_\_\_\_ Town \_\_\_\_\_ District \_\_\_\_\_ hereby applies

for a permit and submits plans herewith for a trip from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_.

Give itinerary if tour, or destination if camp, including route description for reaching campsite (for long trip attach map indicating route and overnight stops):

**Type of trip:**  One day  Touring camp  Short-term camp  Long-term camp (Furnish copy of program and menus.)

**Activity Standards:** Where swimming or boating is included in the program, Safe Swim Defense, No. 34370A, and/or Safety Afloat, No. 34368B, standards are to be followed. If climbing/rappelling is included, then Climb On Safely, No. 20-099B (which recommends the American Red Cross's standard first aid and When Help Is Delayed or equivalent course), must be followed.

One adult in the group must be trained as outlined:

Name	Age	Safe Swim Defense Date Taken	Safety Afloat Date Taken	Climb on Safely Date Taken

At least one person must be trained in CPR from any recognized agency for Safety Afloat and Climb On Safely.

Name	Age	CPR Training	Agency	Expiration Date

At least one adult on a pack overnighter must have completed Basic Adult Leader Outdoor Orientation (BALOO, No. 34162).

Name	Age	Date BALOO Training Completed

**Note: Unit must have a contingency plan for inclement weather.**

**Mode of transportation:**  Car  RV  Van  Bus  Boat  Canoe  Train  Hiking  Truck  Other \_\_\_\_\_

(The beds of trucks and camper trucks are approved for equipment only—passengers are allowed only in the cab.)

Tour will include \_\_\_\_\_ youth and \_\_\_\_\_ adults. Have parents' approvals been secured? \_\_\_\_\_

It is the tour leader's and unit committee member's understanding that all drivers, vehicles, and insurance coverages will meet the national requirements as listed on the reverse side of this application.

**Leadership and personnel:** Boy Scouts of America policy requires at least two adult leaders on all camping trips and tours. Coed Venturing crews must have both male and female leadership. The adult leader in charge of this group must be at least 21 years old.

**Youth Protection Training:**

- All registered adults participating in any nationally conducted event or activity must have completed the BSA Youth Protection Training.
- At least one registered adult who has completed BSA Youth Protection Training must be present at all other events and activities that require a tour permit.

Tour leader's name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

I have in my possession a copy of *Guide to Safe Scouting*, No. 34416, and have read it. \_\_\_\_\_

Assistant tour leader's name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signed by member of unit committee

Signed by tour leader

Signatures must be from two different people.

RETAIN IN COUNCIL SERVICE CENTER

OFFICIAL LOCAL TOUR OR CAMP PERMIT  
BOY SCOUTS OF AMERICA

This permit should be in the possession of group leader at all times and displayed when requested by Scouting officials or other duly authorized persons.

Permit issued to \_\_\_\_\_ No. \_\_\_\_\_ Town \_\_\_\_\_

Name of tour leader \_\_\_\_\_ Age \_\_\_\_\_ Address \_\_\_\_\_

Name of tour leader \_\_\_\_\_ Age \_\_\_\_\_ Address \_\_\_\_\_

Permit covers all travel between \_\_\_\_\_ and \_\_\_\_\_

Dates of trip from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_

Total youth \_\_\_\_\_ Total adults \_\_\_\_\_

This group has given the local council every assurance that they will conduct themselves according to the best standards of Scouting and observe all rules of health, safety, and sanitation as prescribed by the Boy Scouts of America and as stated in the Pledge of Performance on the reverse side of this permit.

These spaces are for the signatures and comments of officials where the group camps or stays for one night or more. Signatures indicate that the cooperation and conduct of the Cub Scout, Boy Scout, Varsity Scout, or Venturing group were satisfactory in every way.

Date	Place	Signature	Comment

Local Permit No. _____
Date Issued _____
<b>Council Stamp</b>

Not official unless council stamp appears here.

Council name and address \_\_\_\_\_

Council phone no. \_\_\_\_\_

Signed for the council \_\_\_\_\_

#34426



**INSURANCE**

All vehicles **MUST** be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country.

Table with 7 columns: KIND, YEAR, AND MAKE OF VEHICLE; NUMBER OF PASSENGERS; OWNER'S NAME; DRIVER'S LICENSE NUMBER; WILL EVERYONE WEAR A SEATBELT?; PUBLIC LIABILITY INSURANCE COVERAGE (Each Person, Each Accident); PROPERTY DAMAGE.

The local council may allow a list of the above information to be attached to the permit in order to expedite the process. Each unit may circle the names of the drivers for an event or an activity.

**TRANSPORTATION**

- 1. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
2. If by motor vehicle:
a. Driver Qualifications: All drivers must have a valid driver's license and be at least 18 years of age.

- b. If the vehicle to be used is designed to carry more than 15 persons (including driver) the driver must have a commercial driver's license (CDL).

Name: \_\_\_\_\_

- c.D.L. expiration date \_\_\_\_\_
c. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.
d. Seat belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus.
e. Passengers will ride only in the cab if trucks are used.

**OUR PLEDGE OF PERFORMANCE**

- 1. We will use the Safe Swim Defense in any swimming activity.
2. We will use trucks only for transporting equipment—no passengers except in the cab.
3. We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
4. We will be certain that fires are attended at all times.
5. We will apply for a fire permit from local authorities in all areas where it is required.
6. We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdiness or un-Scoutlike conduct.
7. We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp.
8. We will not litter or bury any trash, garbage, or tin cans.
9. We will not deface trees, restrooms, or other objects with initials or writing.
10. We will respect the property of others and will not trespass.
11. We will not cut standing trees or shrubs without specific permission from the landowner or manager.
12. We will collect only souvenirs that are gifts to us or that we purchase.
13. We will pay our own way and not expect concessions or entertainment from any individual or group.
14. We will provide every member of our party an opportunity to attend religious services on the Sabbath.
15. We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
16. We will, in case of backcountry expedition, read and abide by the Wilderness Use Policy of the BSA.
17. We will notify, in case of serious trouble, our local council service center, our parents, or other local contact.
18. If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicles in front of them.

BOY SCOUTS OF AMERICA DATE \_\_\_\_\_

Received in council service center \_\_\_\_\_  
(Date)

# UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

Please submit this application to your council service center at least two weeks in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.

- Pack
- Troop
- Team
- Crew

No. \_\_\_\_\_ Chartered Organization \_\_\_\_\_

Community \_\_\_\_\_ District \_\_\_\_\_

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? \_\_\_\_\_

About how much does your unit expect to earn from this project? \_\_\_\_\_ How will this money be used? \_\_\_\_\_

Does your chartered organization give full approval for this plan? \_\_\_\_\_

What are the proposed dates? \_\_\_\_\_

Are tickets or a product to be sold? Please specify. \_\_\_\_\_

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) \_\_\_\_\_

Have you checked with neighboring units to avoid any overlapping of territory while working? \_\_\_\_\_

Is your product or service in direct conflict with that offered by local merchants? \_\_\_\_\_

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Give details. \_\_\_\_\_

Is your unit on the budget plan? \_\_\_\_\_ How much are the dues? \_\_\_\_\_

How much does your unit have in its treasury? \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

(Chartered Organization Representative)

(Unit Leader)

Signed \_\_\_\_\_

(Chairman, Unit Committee)

(Address of Chairman)

**FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE:** Telephone \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

## GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

**1. Do you really need a fund-raising project?**

There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

**2. If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?**

Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

**3. Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?**

Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

**4. Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?**

Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

**5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?**

All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

**6. If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?**

The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

**7. Will the fund-raising project avoid soliciting money or gifts?**

The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. **At no time** are units permitted to solicit contributions for unit programs.

**8. Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?**

Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

**The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.**

#34427




# PROGRESS RECORD FOR THE CUBMASTER AWARD

Cut along solid lines; fold along dotted lines.

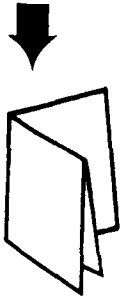


**(Reproduce locally.)**


<p style="text-align: center;"><b>TRAINING</b></p> <p><input type="checkbox"/> Complete "The New Cubmaster" Fast Start training</p> <p><input type="checkbox"/> Complete basic training for Cubmasters.</p> <p><input type="checkbox"/> Complete Youth Protection Training.</p> <p><input type="checkbox"/> During each year of tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.</p> <p style="text-align: right;"><b>Approved by</b></p> <p style="text-align: right;">_____ Pack committee chairman or commissioner Date</p>	<p style="text-align: center;"><b>TENURE</b></p> <p>Serve as a registered assistant Cubmaster for one year and a Cubmaster for one year, or two years as a registered Cubmaster. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p style="text-align: center;"><b>Dates of Service</b></p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p style="text-align: right;"><b>Approved by</b></p> <p style="text-align: right;">_____ Pack committee chairman or commissioner Date</p>
<p style="text-align: center;"><b>PERFORMANCE</b></p> <p><input type="checkbox"/> As a Cubmaster or assistant Cubmaster in a pack, earn the national Quality Unit Award or Centennial Quality Unit Award at least twice.</p> <p><input type="checkbox"/> At least once, earn the National Summertime Pack Award.</p> <p style="text-align: right;"><b>Approved by</b></p> <p style="text-align: right;">_____ Pack committee chairman or commissioner Date</p> <p style="text-align: center;"><b>DISTRICT ACTION</b></p> <p>This progress record has been reviewed and the candidate has met the standards for the Cubmaster Award. The award is approved.</p> <p style="text-align: right;"><b>Approved by</b></p> <p style="text-align: right;">_____ For the district Date</p>	<p style="text-align: center;"><b>PROGRESS RECORD FOR THE CUBMASTER AWARD</b></p> <div style="text-align: center;">  </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p>

# PROGRESS RECORD FOR THE CUB SCOUT DEN LEADER AWARD

Cut along solid lines; fold along dotted lines.



**(Reproduce locally.)**


<p style="text-align: center;"><b>PERFORMANCE</b></p> <p>Do five of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> During at least one program year, have a minimum of 50 percent of the Cub Scouts in your den earn the rank for their grade or age (Wolf or Bear).</li> <li><input type="checkbox"/> At least once, reregister a minimum of 75 percent of the eligible members of your den as a part of pack rechartering.</li> <li><input type="checkbox"/> Graduate a minimum of 60 percent of the eligible members of your den into Webelos Scouting.</li> <li><input type="checkbox"/> Have an assistant den leader who meets regularly with your den.</li> <li><input type="checkbox"/> Have a den chief who meets regularly with your den.</li> <li><input type="checkbox"/> Take leadership in planning and conducting a den service project.</li> </ul>	<p style="text-align: center;"><b>TENURE</b></p> <p>Complete one year as a registered Cub Scout den leader. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p><b>Dates of Service</b></p> <p>From _____ To _____</p> <p style="text-align: right;">Approved by _____</p> <hr/> <p style="text-align: center;"><b>TRAINING</b></p> <p>Complete "The New Den Leader" Fast Start training.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete New Leader Essentials.</li> <li><input type="checkbox"/> Complete Cub Scout leader-specific training.</li> <li><input type="checkbox"/> Complete Youth Protection Training.</li> <li><input type="checkbox"/> Participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.</li> </ul> <p style="text-align: right;">Approved by _____</p> <hr/> <p style="text-align: center;">Pack committee chairman or Cubmaster _____ Date _____</p>
<p style="text-align: center;"><b>DISTRICT ACTION</b></p> <p>This progress record has been reviewed and the candidate has met the standards for the Cub Scout Den Leader Award. The award is approved.</p> <p>Approved by _____</p> <p style="text-align: right;">For the district _____ Date _____</p>	<p style="text-align: center;"><b>PROGRESS RECORD FOR THE CUB SCOUT DEN LEADER AWARD</b></p> <div style="text-align: center;">  </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p>

# PROGRESS RECORD FOR THE CUB SCOUTER AWARD

Cut along solid lines; fold along dotted lines.



**(Reproduce locally.)**


<p style="text-align: center;"><b>PERFORMANCE</b></p> <p style="text-align: right;">Pack committee chairman, Cubmaster, commissioner, or other appropriate person Date _____</p> <p>Approved by _____</p> <p><input type="checkbox"/> Assist in planning a pack program that results in advancement in rank by a minimum of 50 percent of pack members each year.</p> <p><input type="checkbox"/> Serve as an adult leader related to a pack that earns the Centennial Quality Unit Award.</p> <p><input type="checkbox"/> Serve as leader of a blue and gold banquet, pinewood derby, space derby, raintutter regatta, field day, picnic, or other Cub Scout activity.</p> <p><input type="checkbox"/> Give leadership to a promotional effort that results in at least 60 percent of pack members subscribing to <i>Boys' Life</i> magazine.</p> <p><input type="checkbox"/> Develop or update a Tiger Cub or Cub Scout den activity book listing places to go, things to do, costs, Tiger Cub areas, or at least 12 Cub Scout themes.</p> <p><input type="checkbox"/> Give leadership to planning and conducting a pack service project.</p>	<p style="text-align: center;"><b>TENURE</b></p> <p>Complete 2 years as a registered adult leader in Cub Scouting in a pack. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p><b>Dates of Service</b> From _____ To _____ From _____ To _____</p> <p>Approved by _____</p> <p style="text-align: right;">Pack committee chairman, Cubmaster, commissioner, or other appropriate person Date _____</p> <p style="text-align: center;"><b>TRAINING</b></p> <p><input type="checkbox"/> Complete Fast Start training for your position, if applicable.</p> <p><input type="checkbox"/> Complete New Leader Essentials.</p> <p><input type="checkbox"/> Complete leader-specific training for Cub Scout position.</p> <p><input type="checkbox"/> Complete Youth Protection Training.</p> <p><input type="checkbox"/> During each year of tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.</p>
<p><input type="checkbox"/> Organize participation of a pack in the Cub Scout Academics and Sports program.</p> <p><input type="checkbox"/> Help with two annual unit Friends of Scouting campaigns.</p> <p><input type="checkbox"/> Serve as a leader for members of your pack attending a Cub Scout day camp or resident camp.</p> <p><input type="checkbox"/> Serve one year as a pack trainer during which 75 percent of registered pack and den leaders complete basic training for their positions.</p> <p><b>Approved by</b> _____</p> <p style="text-align: right;">Pack committee chairman, Cubmaster, commissioner, or other appropriate person Date _____</p> <p style="text-align: center;"><b>DISTRICT ACTION</b></p> <p>This progress record has been reviewed and the candidate has met the standards for the Cub Scouter Award. The award is approved.</p> <p><b>Approved by</b> _____</p> <p style="text-align: right;">For the district _____ Date _____</p>	<p style="text-align: center;"><b>PROGRESS RECORD FOR THE CUB SCOUTER AWARD</b></p> <div style="text-align: center;">  </div> <p><b>Name</b> _____</p> <p><b>Address</b> _____</p> <p><b>City</b> _____</p> <p><b>Pack No.</b> _____ <b>District</b> _____</p> <p><b>Council</b> _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p>

# PROGRESS RECORD FOR THE TIGER CUB DEN LEADER AWARD

Cut along solid lines; fold along dotted lines.




**(Reproduce locally.)**

<p style="text-align: center;"><b>PERFORMANCE</b></p> <p>Do all of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct a Tiger Cub roundup for your pack with at least five new Tiger Cub boy/adult teams recruited.</li> <li><input type="checkbox"/> Contact the host team each month and provide support as needed for one year.</li> <li><input type="checkbox"/> Coordinate Tiger Cub den participation in three Cub Scout pack activities each year.</li> <li><input type="checkbox"/> Graduate at least 60 percent of your Tiger Cubs into a Cub Scout den.</li> <li><input type="checkbox"/> Report on the progress of your Tiger Cub dens at 75 percent of pack leaders meetings.</li> </ul> <p style="text-align: right;">Pack committee chairman or Cubmaster _____ Date _____</p> <p style="text-align: right;">Approved by _____</p>	<p style="text-align: center;"><b>TENURE</b></p> <p>Complete one year as a registered Tiger Cub den leader. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p>Dates of Service _____ To _____</p> <p>Approved by _____</p> <p style="text-align: right;">Pack committee chairman or Cubmaster _____ Date _____</p> <p style="text-align: center;"><b>TRAINING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete "The New Tiger Cub Den Leader" Fast Start training.</li> <li><input type="checkbox"/> Complete New Leader Essentials.</li> <li><input type="checkbox"/> Complete leader-specific training.</li> <li><input type="checkbox"/> Complete Youth Protection Training.</li> </ul>
<p style="text-align: center;"><b>DISTRICT ACTION</b></p> <p>This progress record has been reviewed and the candidate has met the standards for the Tiger Cub Den Leader Award. The award is approved.</p> <p>Approved by _____</p> <p style="text-align: right;">For the district _____ Date _____</p>	<p style="text-align: center;"><b>PROGRESS RECORD FOR THE TIGER CUB DEN LEADER AWARD</b></p> <div style="text-align: center;">  </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p>

# PROGRESS RECORD FOR THE WEBELOS DEN LEADER AWARD

Cut along solid lines; fold along dotted lines.



<p style="text-align: center;"><b>PERFORMANCE</b></p> <p>Do seven of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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 Award).</li> <li><input type="checkbox"/> At least once, register a minimum of 75 percent of the eligible members of your den as a part of pack rechartering.</li> <li><input type="checkbox"/> Graduate a minimum of 60 percent of the eligible members of your Webelos den into Boy Scouting.</li> <li><input type="checkbox"/> Have an assistant Webelos den leader or second adult who regularly attends your den's meetings and activities.</li> <li><input type="checkbox"/> Have a Webelos den chief who meets regularly with your den.</li> <li><input type="checkbox"/> Take leadership in planning and conducting two Webelos overnight camps or other outdoor den activities.</li> <li><input type="checkbox"/> Help plan and conduct a Webelos den-Boy Scout troop joint activity.</li> </ul>	<p style="text-align: center;"><b>TENURE</b></p> <p>Complete 1 year as a registered Webelos den leader. (Dates of service used to earn this award cannot be used to earn another key or award.</p> <p style="text-align: center;"><b>Dates of Service</b></p> <p>From _____ To _____          Approved by _____</p> <p style="text-align: center;"><b>TRAINING</b></p> <p>Complete "The New Webelos Den Leader" Fast Start training.  <input type="checkbox"/> Complete New Leader Essentials.  <input type="checkbox"/> Complete leader-specific training.  <input type="checkbox"/> Complete Youth Protection Training.  <input type="checkbox"/> Complete outdoor leader skills for Webelos leaders.  <input type="checkbox"/> Participate in a Cub Scout leader pow wow or University of Scouting or attend at least four roundtables.</p> <p style="text-align: right;">Approved by _____          Pack committee chairman or Cubmaster _____          Date _____</p>
<p style="text-align: center;"><b>DISTRICT ACTION</b></p> <p>This progress record has been reviewed and the candidate has met the standards for the Webelos Den Leader Award. The award is approved.</p> <p>Approved by _____          For the district _____ Date _____</p>	<p style="text-align: center;"><b>PROGRESS RECORD FOR THE WEBELOS DEN LEADER AWARD</b></p> <div style="text-align: center;">  </div> <p>Name _____          Address _____          City _____          Pack No. _____ District _____          Council _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p>

**(Reproduce locally.)**

# PROGRESS RECORD FOR THE PACK TRAINER AWARD

Cut along solid lines; fold along dotted lines.



**(Reproduce locally.)**

<p style="text-align: center;"><b>PERFORMANCE</b></p> <p><input type="checkbox"/> Participate in a Cub Scout leader pow wow or university of Scouting (if your council conducts them) during each year of tenure for this award.</p> <p><input type="checkbox"/> Have Cub Scout roundtable staff certify your attendance for at least 30 percent of the roundtables during each year of tenure for this award.</p> <p><input type="checkbox"/> Attain 100 percent trained leadership within the pack for the committee chairman, Cubmaster, and all den leaders.</p> <p><input type="checkbox"/> Have a working plan in place for delivering Fast Start training to new leaders within 48 hours of their joining your pack.</p> <p><input type="checkbox"/> Have a working plan in place for helping leaders who have not taken Essentials and leader-specific training.</p> <p><input type="checkbox"/> Keep and update training records of all leaders in your pack.</p>	<p style="text-align: center;"><b>TENURE</b></p> <p>Complete two years as a registered pack trainer.)</p> <p><b>Dates of Service</b></p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p><b>Approved by</b> _____</p> <p>Pack committee chairman or Cubmaster Date _____</p> <p style="text-align: center;"><b>TRAINING</b></p> <p>Complete Fast Start training for the pack committee.</p> <p><input type="checkbox"/> Complete New Leader Essentials and be familiar with and able to explain the key elements of leader-specific training for all volunteer positions in the pack.</p> <p><input type="checkbox"/> Complete Youth Protection Training.</p> <p><input type="checkbox"/> Participate in a trainer development conference.</p> <p><b>Approved by</b> _____</p> <p>Pack committee chairman or Cubmaster Date _____</p>
<p><input type="checkbox"/> During the pack annual program planning meeting, be available to answer questions about training courses.</p> <p><input type="checkbox"/> Review ongoing pack leadership training status and provide leaders with updates on any available supplemental training.</p> <p><b>Approved by</b> _____</p> <p>Pack committee chairman or Cubmaster Date _____</p> <p style="text-align: center;"><b>DISTRICT ACTION</b></p> <p>This progress record has been reviewed and the candidate has met the standards for the Pack Trainer Award. The award is approved.</p> <p><b>Approved by</b> _____</p> <p>For the district Date _____</p>	<p style="text-align: center;"><b>PROGRESS RECORD FOR THE PACK TRAINER AWARD</b></p> <div style="text-align: center;"> </div> <p><b>Name</b> _____</p> <p><b>Address</b> _____</p> <p><b>City</b> _____</p> <p><b>Pack No.</b> _____ <b>District</b> _____</p> <p><b>Council</b> _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p> <p style="text-align: center;"><b>NOT AVAILABLE UNTIL SEPTEMBER 1, 2008</b></p>