

CUB SCOUT PACK 98

CUBMASTER HOW-TO GUIDE

1. Job Description. The Cubmaster coordinates the total Cub Scout program in the Pack. ***Everything the Cubmaster does is aimed at helping the individual boy.*** The Cubmaster is the guiding hand behind the work of other Pack Leaders and serves as program adviser to the Pack Committee. He is a recruiter, a supervisor, a director, a planner and a motivator of other Pack Leaders. The responsibilities can be boiled down to the following:
 - 1.1. Plan the Den and Pack programs with the help of other Leaders.
 - 1.2. Lead the monthly Pack Meeting with the help of others. Involve all Dens in some way.
 - 1.3. Work directly with the Den Leader Coach, Tiger Cub Coach, Cub Scout Den Leaders, Den Chiefs and Pack Committee Chairman and Pack Committee members to make sure all Dens are functioning well.
 - 1.4. Secure strong Leaders.
 - 1.5. Advise other Leaders and parents.

These are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the Pack is offered. Although this job is an executive position, the Cubmaster has direct influence on the lives of individual boys by keeping in mind that boys can be made better through Cub Scouting.
2. Qualifications
 - 2.1. Be a U.S. citizen at least 21 years of age, of good moral character and interested in working with boys. Preferably a member of the chartered organization.
 - 2.2. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys.
 - 2.3. Should be able to:
 - (a) delegate responsibilities;
 - (b) set a good example by behavior, attitude and uniform; and
 - (c) believe in the values and principles of Cub Scouting.

- 2.4. Recruited and appointed by the Pack Committee with the approval of the chartered organization, and registered as an adult Leader of the BSA.
 - 2.5. According to the BSA's *Guide to Safe Scouting*, the Cubmaster may not serve simultaneously in any other position (Section I). Being a Den Leader is thus not allowed.
3. Responsibilities
- 3.1. Pack Program. Plan and help carry out a Pack program according to the policies of the BSA.
 - 3.2. Training. Complete Cubmaster Fast Start Training and Cubmaster Basic Training.
 - 3.3. Roundtables. Attend monthly roundtables.
 - 3.4. Literature. Know about and use literature of the program, including Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps.
 - 3.5. Objectives of the BSA, Etc. See that the Pack program, Leaders and Cub Scouts reflect positively the interests and objectives of the chartered organization and the BSA.
 - 3.6. Cultivate, Educate and Motivate. Work as a team with the Pack Committee Chairman to cultivate, educate, and motivate all Pack Leaders and parents in Cub Scouting.
 - 3.7. Pack Committee.
 - (a) Work with the Pack Committee on:
 - (i) program ideas;
 - (ii) selecting and recruiting adult Leaders; and
 - (iii) establishing a budget plan.
 - (b) Assist the Pack Committee Chairman in conducting the Annual Pack Program Planning Conference and the monthly Pack Leaders' meetings.
 - 3.8. Den Leaders. Guide and support Den Leaders. See that they receive the required training for their positions.
 - 3.9. Den Leader Coaches. Recruit Den Leader Coaches as needed.
 - 3.10. Webelos.
 - (a) Help organize Webelos Dens and encourage graduation into a Boy Scout troop.
 - (b) Meet with the unit commissioner, Webelos Den Leaders and Scoutmaster to establish plans for the Webelos-to-Scout plan.

- (c) Assist in planning and conducting stimulating graduation ceremonies involving parents, the Scoutmaster, the Webelos Den Chief, Webelos Den Leader and troop junior leaders.
 - (d) Conduct impressive Webelos Den induction and Arrow of Light Award ceremonies.
 - (e) Help bring families together at joint activities for Webelos Dens (or Packs) and Boy Scout troops.
- 3.11. Boy Scouts. Help establish and maintain good relationships with Boy Scout troops.
- 3.12. Parents, Uncles and Grandfathers. Maintain good relationships with parents. Seek their support and include them in activities. Involve male relatives, such as uncles and grandfathers, so Cub Scouts will have additional male role models.
- 3.13. National Summertime Pack Award. See that the Scouts receive a quality, year-round program filled with fun and activities that qualify the Dens and Pack for the National Summertime Pack Award.
- 3.14. Goodwill and Conservation Projects. Guide Scouts in goodwill and conservation projects.
- 3.15. Tiger Cubs.
- (a) Supervise the support of the Tiger Cub Dens.
 - (b) Meet with Tiger Cubs and their adult partners prior to graduation to discuss Cub Scouting.
 - (c) Conduct an impressive graduation ceremony for Tiger Cubs.
- 3.16. Assistant Cubmaster. See that the responsibilities specified for the Assistant Cubmaster are carried out.
- 3.17. Charter. Take part in the charter review meeting and annual charter presentation ceremony.
- 3.18. Den Chiefs. Recruit Den chiefs for all Dens. Recognize the Den chiefs at Pack meetings.
- 3.19. Advancements. Encourage high advancement standards for Cub Scouts and Webelos Scouts.
- 3.20. Religious Emblems. Promote the religious emblems programs for Cub Scouts of all faiths.
4. Helpful Hints
- 4.1. Plan ahead!
 - 4.2. Don't try to carry all the load yourself. Outline your program for the year and plan ahead to involve as many people as possible.

- 4.3. Always have a "Plan B." Activities that seemed like a good idea may bore the boys, and when they get bored they get rowdy. If they are showing signs of boredom, drop the activity and go to Plan B -- you will rarely have discipline problems.
 - 4.4. If you plan an outdoor activity, always have an indoor alternate planned.
 - 4.5. Leadership is developed and learned. You can become an effective Cubmaster if you will prepare yourself and take the time to learn.
 - 4.6. Be flexible in your planning.
 - 4.7. There are no set answers to handling boys.
 - 4.8. Don't be afraid to experiment.
 - 4.9. Get trained!
 - 4.10. Understand the Cub Scout program so you can help the boys grow throughout the program.
 - 4.11. There are many resources available to help you. One of your best resources is the monthly district Cub Leader Roundtable, where you can exchange ideas with other Cub Scout Leaders.
5. The Monthly Cycle.
- 5.1. A Cubmaster has a monthly cycle of activity, as follows:
 - (a) Attend the Leaders Meeting.
 - (b) Prepare your Cubmaster Notes and contributions to the Newsletter.
 - (c) Prepare for the Pack Meeting.
 - 5.2. Given the foregoing, and the possibility of work-related and other emergencies, it is prudent not to wait until the last minute.
6. Pack Meetings
- 6.1. Planning
 - (a) Annual Pack Program Planning Conference. Preliminary planning for Pack Meetings occurs during the Annual Pack Program Planning Conference. At that time, dates for the meetings are set. Some meetings recur each year at the same time, namely:
 - (i) Halloween Party in October
 - (ii) Holiday Party in December
 - (iii) Blue & Gold Banquet in January
 - (iv) Pinewood Derby in February
 - (v) Arrow of Light in March
 - (vi) Graduation in May

As you can see, the only uncommitted months are September, November and April.

- (b) Pack Meeting Fun/Ideas/Survey. In September 2001, we did a survey to find out what the boys would like to do. The results are set forth in Exhibit B hereto.
- (c) List of Pack Events. After the Annual Pack Program Planning Conference, the Committee Chair should put together the List of Pack Events.
 - (i) This should be submitted to the Church Secretary (Nancy) at 322-9222 to reserve space at the Church for the events that will take place there.
- (d) Organizing Den. In general, a Den (the "Organizing Den") is responsible for each Pack Meeting. Exceptions are themes that have Committees: Blue & Gold Banquet and Pinewood Derby. The Organizing Den has "soup-to-nuts" responsibility for the Pack Meeting, except for the things that the Cubmaster does.
- (e) Pack Meeting Planner; Leaders Meetings. We have developed a Pack Meeting Planner that will be used by the Organizing Den or Committee to plan the Meeting. The Pack Meeting Planner will be submitted at the three Leaders Meetings preceding the date of the relevant Pack Meeting, allowing the Leaders to efficiently review the plans and provide feedback.
- (f) Don't Change Dates. Change dates of activities only as a last resort. Families get very upset at this and even those that don't get the perception that the Pack is disorganized, regardless of how "good" the reason is. Assume that some parents have organized their vacation and work schedules around the Pack Meeting schedule.

6.2. Ceremonies. The Cubmaster should integrate ceremonies and showmanship into Pack Meetings. The *Cub Scout Leader's How-To Book* and *The Virtual Cub Scout Leader's Handbook on the Web* (the "Virtual Handbook"¹) contains many Ceremonies and "Meeting Dazzlers." These include songs, yells, chants, skits and games.

¹ The address of the Virtual Handbook is www.geocities.com/~pack215/home.html. It can be accessed through a link on the Pack 98 Website under "Pack Resources".

- 6.3. Closing Thought. Try to include a thought for the boys to ponder. This should be something that will help develop character and the other qualities that Scouting advocates.
- 6.4. Agenda. It's useful to write down an agenda for the Pack Meeting. During the meeting, you will be pulled in 16 different directions at once and it's hard to remember what you need to do. A sample is set forth as Exhibit A hereto.
- 6.5. Set-Up and Clean-Up.
 - (a) Set-Up. Set up ahead of time. If there is something that will be used during the Meeting, get it ready before the meeting starts.
 - (b) Clean-up/Close-up Procedures. The Pack Meeting Planner has a Checklist as to Clean-up/Close-up Procedures.
 - (c) Webelos. The Webelos should be available to help set-up and clean-up. You should explain this to the Webelos Den Leaders each year.
- 6.6. Start on Time. You can easily waste 15 minutes waiting for people to arrive, resulting in late endings and complaints. If you start on time, people will get the message that they had better show up on time at the next meeting. ***About 5 minutes before the scheduled start announce that people need to take a seat.*** Start on time and don't pussyfoot around. Kick the meeting off energetically and don't look back. If the Cubmaster is late, the Assistant Cubmaster should step right in with the opening ceremony; if necessary, the Advancements can go on while waiting for the Cubmaster (to do the Announcements).
- 6.7. KI SMIF. Keep It Simple, Make It Fun.
- 6.8. Keep Your Priorities Straight. The Pack Meeting is for the boys. Focus on Advancements, skits/songs and anything that will keep their attention.
- 6.9. Mix Sitting and Activities. Try to mix activities with sitting to help control excess energy. Adults will also appreciate a chance to stretch. A good rousing cheer can be well worth the time.
- 6.10. Gathering Activities. Have a good gathering activity. Games are good. If the boys expect having a good gathering activity, they will be more likely to be on time.
- 6.11. Seating Arrangements. Dens should sit together, under their Den Flags. Scouts should be in front, with their parents right behind

them. This helps maintain control. Remind parents that they are responsible for helping maintain control - especially of siblings.

- 6.12. Announcements. Announcements should be kept short. They are duplicative of the Newsletter. Announce only the critical items. Too often announcements are a big time waster where unprepared people stand up, fumble for words, and just repeat common knowledge. It is better to have one person read highlights from a card. If people need to know who is running a project, just have them stand, briefly.
 - (a) Consider having the announcements last. Reasons?
 - (i) Better retention of information.
 - (ii) If you run long, you can cut announcements short by referring to the Newsletter.
- 6.13. Stay On Schedule. Stay on schedule and don't let things drag out. Be aware of the clock.

7. Leaders Meetings. Leaders Meetings (referred to in BSA literature as "Pack Committee Meetings") are held at the beginning of each month. They are used to plan the upcoming Pack Meetings and cover all relevant issues.
 - 7.1. Committee Chair. The Committee Chair runs the Leaders Meeting. More information about these Meetings is contained in the How-To Guide for the Committee Chair.
 - 7.2. Time Management. The Committee Chair should give the Leaders an opportunity to discuss things, rather than simply plowing through the Agenda. On the other hand, the discussion can wander greatly and waste valuable time. It's very useful for the Cubmaster to perform a "move it" function to limit excessive discussion.
 - 7.3. Transparency. Although it's good practice to distribute documents at the meeting or even in advance, as a practical matter, few (if any) people will review them carefully enough to identify issues. It is the duty of the person presenting the document to raise all relevant issues, even if the presenter thinks he or she has a perfect plan. If someone other than the Cubmaster is presenting a document, the Cubmaster should try to review it carefully in advance to make sure all issues are raised and discussed.
 - 7.4. Pack Meeting Planning. One of the most important topics of a Leaders Meeting is planning Pack Meetings. The next three Pack Meetings should be covered. The Chairs of those meetings should be invited to discuss the progress thereof.

8. Pack Goals. As part of the Annual Pack Program Planning Conference, offer a set of goals for the coming Scout year and have the Pack Committee discuss and agree upon it. Be sure to include new goals to set the standards higher each year.
 - 8.1. Scouting Awards. Earning various awards (such as the National Summertime Pack Award and the Quality Unit Award) are important to the morale and self-esteem of the Pack. More importantly, their requirements are components of a quality Pack program.
 - 8.2. Leaders Meetings. List the agreed-upon goals at the end of the Agenda for each Leaders Meeting to reinforce the goals and, if time permits, review their status.
 - 8.3. Sample Goals. Some goals we have used include:
 - (a) Increase number of Scouts (Recruiting)
 - (b) Have all Leaders (including Assistant Den Leaders) complete Basic Training for their positions
 - (c) Increase number and quality of utilization of Den Chiefs
 - (d) Introduce Uniform Inspections (every other month)
 - (e) Incorporate Religious Emblems program
 - (f) Incorporate more Program Helps themes in both Pack and Den Meetings
 - (g) Get the Pack to use (rely upon) the Website
 - (h) Earn the Quality Unit Award
 - (i) All Dens earn the National Den Award (p. 17-8 of Leader Book)
9. Other Communications
 - 9.1. Council Information. Council provides information to Packs in the form of the *Pathfinder* (hard copy, mailed to the Cubmaster and Committee Chair; extra copies are available at the Council office in Mountainside) and *Briefcase* (email). You should forward the *Briefcase* to all of the Leaders, but don't assume that anyone will actually read it. Instead:
 - (a) Send separate emails to specific Leaders regarding anything that pertains to them (e.g., if there's something about Training, clip it and send it to the Pack Trainer in the body of a separate email).
 - (b) For things of general interest, mention them at the Leaders Meeting.

10. The Cubmaster Award

10.1. Overview. This award is available to Cubmasters who complete the training, tenure and performance requirements as outlined below. The Pack must initiate a request for the award by submitting paperwork to Council.

10.2. Insignia. The Cubmaster Award insignia consists of two components:
(a) A bronze Cub Scout medallion suspended from a blue ribbon with two gold stripes (worn only on ceremonial occasions); and
(b) A Square-knot insignia (may be worn on all other occasions).

10.3. Award Requirements

(a) Training

- (i) Complete "The New Cubmaster" Fast Start training.
- (ii) Complete Cub Scout Leader Basic Training.
- (iii) Participate in a Cub Scout leader pow wow (usually held in November only) or attend at least four roundtables.

(b) Tenure. Complete two years as a registered Cubmaster or as a registered Assistant Cubmaster for one year and a Cubmaster for one year.

(c) Performance

- (i) As a Cubmaster or assistant Cubmaster in a pack, earn the National Quality Unit Award at least twice.
- (ii) At least once, earn the National Summertime Pack Award.

PACK MEETING (10/25/00)

1. PREPARATION
 - 1.1. Reminder Email
 - 1.2. Bring from Office
 - (a) Handouts
 - 1.3. Bring from Home
 - (a) PA equipment
 - (b) US Flag, Pack Flag and Den Flag
 - 1.4. People to see at the Meeting
 - 1.5. Phone calls before the Meeting
 - 1.6. Resources/Handouts
 - (a) Resources
 - (b) Handouts
 - 1.7. Read
 - (a) Cub Scout Leader Book
2. GATHERING ACTIVITY
3. OPENING (FLAG CEREMONY)
 - 3.1. Post Colors: "Color Guard, will you please post the colors."
 - 3.2. Pledge of Allegiance
4. HALLOWEEN PARADE (RENEE BARRY)
5. WELCOME/ANNOUNCEMENTS (Solsky)
 - 5.1. Welcome: Welcome to the October Pack Meeting!
 - 5.2. Monthly Theme: Our monthly theme for October is "Our Gifts and Talents"
 - 5.3. Next Month
 - (a) Monthly Theme: "Turn on the Power": Boys explore the science of energy through solar power, electrical power and wind power.
 - (b) Pack Meeting: Space Derby
 - (c) Uniform Inspection
 - 5.4. [Other Announcements]

6. ADVANCEMENTS (RENEE BARRY)
7. ACTIVITY
8. CLOSING
 - 8.1. **Closing Thought**
 - 8.2. Thank you all for coming

RESULTS

PACK SURVEY: WHAT DO THE SCOUTS WANT TO DO?

A total of 17 survey forms were submitted, and here are the results:

Pack Meeting Activities

- 15 Pinewood Derby
- 13 Space Derby
- 13 Halloween Party
- 9 Holiday (Winter) Party
- 9 Blue & Gold Dinner
- 9 911 Night (Rescue Squad/Fire Dept. demonstrations)
- 8 Cub Scout Olympics
- 8 Relay Races
- 7 Bicycling Activity
- 6 Raingutter Regatta
- 6 Arts and Crafts
- 4 Scout Show/Extravaganza
- 3 Storytelling
- 3 Cheers
- 2 Skits and Songs
- 2 International Bazaar
- Games
 - Soccer
 - Dodgeball
- Other Ideas
 - Contests
- Other Ideas (from other sources)
 - Lizard Guys (\$150) [Pack 34]
 - Karate in Motion Demo [Pack 34]
 - Entertainment Night [Pack 4]
 - Mystery Night [Pack 4]
 - Magic Show [Scouting mag]
 - Team Orienteering [Scouting mag]

Outings, Etc.

- 14 Bowling
- 13 Museums
- 12 Science Centers
- 12 Camping
- 10 Battleships (Intrepid, New Jersey)
- 10 Sporting Events (Devils, Nets, etc.)
 - Harlem Globetrotters
- 9 Hiking
- 9 Canoeing
- 9 Day Trips
- 7 Picnic
- Other
 - Skiing (3)
 - Fishing (2)
 - Mini-Golf
 - Sleepovers
 - Team Orienteering [Scouting mag]

Other Activities

- 12 Car Wash/Bake Sale
- 11 Popcorn Sale
- 9 Scouting for Food
- 8 Parades
- 5 Conestoga Wagon Derby
- 4 Town Events
- 4 Caroling
- 1 Other Service Projects