

Stuart-

If there is someone to write a How to Guide for the Pack Picnic - please include:

- Must go to the Recreation Dept, Scotch Plains Municipal Building on January 2nd (or 1st business day after New Year's) to reserve Brookside Park. A \$25 deposit is necessary and the person requesting the park must be a Scotch Plains resident. (Check off that we plan to use EVERY part of the park - I once planned a GS Event- where I didn't need the field - did not check it off - they allowed a soccer game to be held and there was a serious parking problem - that also resulted in extra safety concerns for me).
- Must go to Recreation Department the Friday before the event for a Bathroom key (requires a refundable deposit).
- Traditionally, the Pack supplies hot dogs, hamburgers, buns, drinks & paper goods. Families bring salads and desserts.
- Remember there was a suggestion to move the Raingutter Regatta to this event - was that ever "officially decided?"

I have only attended -never been on the committee so I don't have much to say. We usually reach out to the newly registered to meet us at this event.

Maura

## **CUB SCOUT PACK 98**

### **PACK PICNIC**

### **HOW-TO GUIDE**

#### 1. Job Description.

- 1.1. Committee. The Pack Picnic is one of the highlights of the Scout year. It usually is our January Pack Meeting and commemorates the birth of Scouting (February 8, 1910). It brings together the Pack's families and special guests for dinner and an evening of fun. The Pack Picnic

Committee organizes this event, reserves the location, arranges the meal, sends out invitations, develops the program and takes care of other responsibilities.

- 1.2. Chair. The Chair of the Committee is responsible for all Committee coordination activities. Strong organizational, motivational and leadership skills are required here. The Chair will typically host two or three meetings in the months prior to the Pack Picnic to collect and coordinate the status of all of the other Committee members and to assign/coordinate additional tasks. During the Dinner, the Chair will also act as the behind-the-scenes coordinator of the event, coordinating solutions to all unforeseen emergencies should they arise.
2. Purpose. This Guide is intended to be a "one-stop" guide to organizing the Pack Picnic, although it needs to be read in conjunction with (a) Pack 98's "So You Want To Run An Event?" and (b) the BSA's *Guide to Safe Scouting*. Having said that, this Guide is not intended to list a series of "must do's" or prevent the Committee or the Chair from implementing their own ideas.
3. Resource Materials. Although this Guide is intended to be comprehensive for the nuts-and-bolts of the Pack Picnic, there are various resource materials that will be helpful for planning the program, ceremonies, skits, etc. These include:
  - 3.1. The following BSA publications:
    - (a) Cub Scout Program Helps;
    - (b) Group Meeting Sparklers;
    - (c) Cub Scout Songbook;
    - (d) The Cub Scout Leader's How-To Book; and
    - (e) Staging Den and Pack Ceremonies;
  - 3.2. Cub Scout Roundtables;
  - 3.3. Cub Scout Pow Wow;
  - 3.4. Cub Scout University; and
  - 3.5. The *Virtual Cub Scout Leader's Handbook* on the Web (the "Virtual Handbook"), which is maintained by Pack 215 of Walnut Grove, California, and contains many pages (including links to other pages) devoted to the Pack Picnic. (The address of the Virtual Handbook is [www.geocities.com/~pack215/home.html](http://www.geocities.com/~pack215/home.html). It can be accessed through a link on the Pack 98 Website under "Pack Resources.")
4. Safety. Before the Dinner, the Chair should read the BSA's *Guide to Safe Scouting*. A copy of the *Guide to Safe Scouting* should be included in the

Resource Book for the event or may be accessed through the Pack Website under "Web Resources." (Keep in mind that the *Guide* is updated from time to time. If you rely on a hard copy, please check the virtual version to identify any changes.)

5. The Pack Picnic Committee. A successful and fun Pack Picnic is *highly dependent* on the work of the Pack Picnic Committee. Begin to assemble this group of volunteers early in the Scouting year. In November, by which time the Tiger parents should have their feet on the ground, focus on recruiting Tiger and Wolf parents -- after all, they'll be running the Dinner in a couple of years and need to learn the ropes. It is important to try to bring in several Pack Picnic veterans to maintain the continuity you get from experienced people who know what works (and what doesn't). Take care not to overload the Den leaders, who will be busy working with their Dens. The following job descriptions illustrate the responsibilities of each position (detailed descriptions of their job responsibilities are set forth after the following list):
  - 5.1. Chair (1 adult). See "Job Description" above.
  - 5.2. Co-Chair (1 adult). The Co-Chair assists the Chair in all respects. The Co-Chair is expected to succeed the Chair when the Chair leaves the Pack.
  - 5.3. Program Team. This Team is responsible for the Pack Picnic's Program.
  - 5.4. Physical Arrangements Team. This Team plans and executes the room layout, decorations (Decorations Team) and clean-up (Clean-Up Team).
  - 5.5. Dinner Team. This Team is responsible for the food.
  
6. Committee Planning. The Pack Picnic Committee makes the following important decisions, then works in teams on individual responsibilities. For the Dinner to be successful, planning must begin early - at least two or three months in advance. All of these planning decisions should be discussed with the Pack Committee to obtain its input and feedback.
  - 6.1. Set Date and Time. The Dinner is usually held on a Friday night in January. Although it is a Pack Meeting, it is held on a Friday night (rather than the normal Wednesday night) so the boys can stay up late and don't have to worry about homework. The Pack Committee usually selects the date during its Annual Planning Meeting at the end of the prior Scout year.
  - 6.2. Determine the Location. The Pack Picnic is traditionally a "pot luck" dinner and is held at the Terrill Middle School Cafeteria. Please note,

however, that we have been stretching the capacity of this facility in the past. If Pack 98 grows much larger, this room will be too small.

- (a) Procedure. To obtain permission to use the Terrill Middle School Cafeteria, you must go in person to the Terrill Middle School office and fill out a Room Usage Form. Under "additional needs," be sure to request the use of the kitchen (not for warming or cooking - just for the sinks and freezer). Approval should be mailed back to you within a week or two. Try to do this in September as soon as the schools open. (In Pack 98, we use the Terrill Middle School Cafeteria for both the Pack Picnic and the Pack Picnic - perhaps one person can fill out both forms early in the year - coordinate with that committee if possible.)
- (b) Other Options. Although Pack 98 has considered alternatives to pot luck in the past, they have been rejected because most families seemed to enjoy the pot luck style and the Terrill Middle School Cafeteria allows the maximum flexibility in terms of the program. Besides, the pot luck style does not require the imposition of a cash payment by any family and therefore appears to be "free." Nevertheless, the Committee should feel free to consider the following options.
  - (i) Restaurant. Some Packs hold their Pack Picnic in a restaurant. The Westwood is popular for this.
  - (ii) Catered. A caterer can bring prepared food. Each family pays for its pro rata share of the meal. In this case, there is little for the pack to do but decorate the room and tables.
  - (iii) Committee Catered. Some packs purchase all the food and the Committee prepares the entire dinner.
- (c) Considerations. If the Terrill Middle School Cafeteria will not be used, the following should be considered before selecting a facility:
  - (i) Is there a rental fee for the facility?
  - (ii) Check seating capacity and number of tables available.
  - (iii) Be sure there is adequate parking space, a coatroom and rest room facilities.
  - (iv) Inquire about kitchen availability, if needed for preparation of the meal.

- (v) Secure permission to use special items, such as the public address system, speaker's stand, etc.
  - (d) Confirm Reservations. Confirm reservations at least a month in advance.
- 6.3. Develop A Meal Serving Plan. The Dinner Team (see below) will have to decide the details of how dinner will be served.
- 6.4. Program. A program needs to be developed, which usually revolves around a central theme. This is discussed in more detail below.
- 7. Program Team. The Program Team must develop a program that includes all of the regular Pack Meeting activities, such as songs, skits, stunts, awards and ceremonies. Something different and special can be added.
  - 7.1. Delegation. Recruit a person to be in charge of each item listed below.
  - 7.2. Program Time. Try to limit the total program time to a maximum of 1-1/2 hours (not including meal). Keep the program moving and interesting.
  - 7.3. Pack Committee and Cubmaster's Roles. The Pack Committee should be involved in planning the Pack Picnic program. The Cubmaster should act as the Master of Ceremonies for the Dinner, unless the Pack nominates someone else.
  - 7.4. Theme. Select a theme for the dinner. This can be the regular monthly theme or something different. The theme is important, since the decorations and program will be planned around it. As an example, in 2001, the theme was "Native Americans."
  - 7.5. Satisfying Scout Requirements. When selecting the theme and planning the related activities (centerpieces, gathering activity and entertainment), try to incorporate various requirements. The various planning guides might cross-reference these, but it may be difficult to satisfy requirements at each Scout level. Thus, it may be productive to consult the "Academics and Sports Guide" (belt loops and pins), which applies to each level. Then, each Den can consult its relevant guide to identify requirements that may be satisfied.
  - 7.6. Welcoming Committee. Have a welcoming committee to greet people as they arrive, give them nametags, and direct them to their tables. Have displays and exhibits.
  - 7.7. Gathering Activity. Have games or some activity to keep the younger children occupied until the opening ceremony.
  - 7.8. Entertainment. Traditionally, the boys have been encouraged to participate in some way (song, dance or comedy routine). One year, we

hired the Indian Dancers from the Order of the Arrow. Although no one will deny that they put on a great show, there were mixed feelings about the Cubs having little participation and it seemed some of the boys were disappointed that they did not perform.

- (a) See the resource materials for ideas.
- (b) Be sure each Den has a part in the program.

7.9. Ceremonies and Skits. The Pack Picnic is an excellent time for ceremonies and skits. Ideas for these are set forth in the resource materials described above.

7.10. FOS Presentation. The Pack Picnic is an excellent time to have the Pack's Friends of Scouting ("FOS") presentation. (This is a presentation asking parents and guests to make a charitable contribution to the BSA.) Coordinate this early with the FOS Chair, since an outside presenter may need to be invited.

7.11. Sample Agenda. The following is a suggested agenda for the dinner program. It can be adjusted to fit the Pack's needs.

- (a) Gathering Period.
- (b) Opening Ceremony. This should be short and simple. A flag ceremony is essential, and should be followed by a brief, inspirational ceremony or skit.
- (c) Den Chief Initiation.
- (d) Announcements.
- (e) Invocation. This may be given by Pastor Sam, one of the guests from Council or a pack leader. It should be non-sectarian.
- (f) Dinner. Time to eat!
- (g) Welcome and Introductions. Recognize pack leaders and special guests. Be sure to recognize each Den. Keep the comments short, with plenty of applause.
- (h) Greeting from Head of Chartered Organization. This should be discussed with Pastor Sam in advance.
- (i) FOS Presentation.
- (j) Songs. Use song sheets or have songs printed in souvenir program so everyone will join in. Include "Happy Birthday to Cub Scouting."
- (k) Entertainment. See above.
- (l) Advancements.
- (m) Announcements and Thanks.
- (n) Closing Ceremony. At this point in the program, the tone should be more serious. Close with something inspirational or patriotic.

- 7.12. Invitations. Invitations are usually sent to every Pack family and to special guests. Boys can make invitations in Den meetings for their own families. The Program Team can mail invitations to special guests and their spouses. Considerations:
- (a) Families. All members of each Scout's immediate family should be invited.
  - (b) RSVP. Invitations should require a reply. Without knowing who will show up, it will be impossible to arrange the seating or know how much food to have.
  - (c) Special Guests. Special guests should be seated at the head table, unless there are too many, in which case they should be seated with various Dens (in this case, let the Den Leaders know in advance how many guests to expect).
    - (i) A sample letter is set forth as Exhibit A.
    - (ii) The following people should be invited (they have been invited in the past and might be slighted if you don't invite them):
      - (A) District Executive of the Patriot District;
      - (B) District Director of the Patriot District;
      - (C) District Chairman of the Patriot District;
      - (D) Unit Commissioner of the Patriot District;
      - (E) Head of the Chartered Organization (Pastor Sam);
      - (F) Chartered Organization Representative (Chuck Hoeckle);
      - (G) Former Cubmasters from Pack 98;
      - (H) Coles School's Principal
    - (iii) In addition, feel free to invite anyone who has been of special help to the Pack. Keep in mind that the cost of inviting someone is low, while the benefit to the person and the Pack can be great.
  - (d) Invitation Ideas. Invitation ideas can be found in the Virtual Handbook or other sources cited above.
- 7.13. Souvenir Program. A souvenir program is useful to let everyone know what the program is. Having one will help focus everyone's attention. Of course, it is also a token of remembrance of this pleasant evening. The cover can be a simple decoration related to the dinner theme. Inside, list the program, menu and names of pack leaders and special guests. A few facts about pack accomplishments or activities during

the past year can be included. Ideally, these should be placed on the tables during set-up, rather than handing them out at the door.

7.14. Other Program Planning Considerations. Besides developing the actual agenda for the evening, the following important items should also be considered by the Program Team:

- (a) Work with the Physical Arrangements Team to plan general room decoration and head table decoration.
- (b) Send thank-you notes afterward to all who helped.

8. Dinner Team. The Dinner Team is responsible for planning the dinner. A well-balanced meal should include meat, vegetarian entrees, vegetables, salads, bread, dessert and beverages.

8.1. Potluck Dinner. Here are some considerations for a potluck dinner:

- (a) Decide if Dens will plan their own menu or if each family will bring food for an overall Pack menu. (We usually do the latter.)
- (b) For a Den of eight families, two families bring meat dishes, two bring vegetables, two bring salads, one brings dessert, one brings bread and beverages.
- (c) Each Den Leader should coordinate his or her Den to get an appropriate proportion of appetizers, salads, main dishes, side dishes and desserts.
- (d) The Pack usually provides the following foods (the Committee can purchase these but we suggest having other parents cook and bring them warm for you):
  - (i) Hot dogs; and
  - (ii) Chicken nuggets.
- (e) The Pack will supply the following:
  - (i) plates and dishes;
  - (ii) cups;
  - (iii) utensils;
  - (iv) napkins;
  - (v) condiments (salt, pepper, sugar, napkins, etc.);
  - (vi) warming trays and fuel; and
  - (vii) beverages.
- (f) We have traditionally had either "make your own sundaes" (very messy) or ordered a sheet cake from Union County VoTech for dessert.
- (g) Determine serving arrangements.

- (h) Due to various food allergies (dairy, nuts, etc.), each dish should be accompanied by a recipe so people can avoid foods to which they are allergic.
- (i) Leftover purchased goods go to the Pack's supply; they should not be given away unless they are perishable.
- (j) Follow health rules.
- (k) Be sure there is enough food.
- (l) Determine the serving arrangement. Plan for two serving lines.
- (m) Arrange for kitchen utensils, serving dishes, large containers for hot and cold drinks, if needed.
- (n) Items that need to be purchased are set forth in the sample budget set forth in Exhibit B.

8.2. Catered Dinner. Here are some considerations for a catered dinner:

- (a) Get estimates and decide on the caterer.
- (b) Agree on the menu and cost in writing.
- (c) Find out if the caterer provides plates, utensils, drinks and dessert.
- (d) Check the time of delivery. Be sure someone is there.
- (e) The caterer will need to know how many people to expect, so it's critical to have an accurate RSVP count.
- (f) Collect money from families in advance. This is important because the Pack will have to pay the caterer if they don't show up.

8.3. Restaurant Dinner. Here are some considerations for a restaurant dinner:

- (a) Get estimates and decide on the restaurant.
- (b) Agree on the menu and cost in writing.
- (c) Reserve a private meeting room where the program can be conducted.
- (d) The restaurant will need to know how many people to expect, so it's critical to have an accurate RSVP count.
- (e) Collect money from families in advance. This is important because the Pack will have to pay the restaurant if they don't show up.

9. Physical Arrangements Team. This Team is responsible for all aspects of seating, decorations and clean-up of the facility where the Pack Picnic will be held.

9.1. Seating Plan. The arrangement will be determined by the size and shape of room. Here are the considerations:

- (a) Den families should sit together.
  - (b) If there are several Special Guests, there will need to be a head table, where the Cubmaster, Committee Chair and the Special Guests will be seated.
  - (c) Will tables be arranged in U-shape, square, parallel, fan-shape? Everyone should be able to see and hear.
  - (d) Plan for exhibit space.
  - (e) Coordinate with the Dinner Team on a serving plan and allow plenty of room for serving lines.
  - (f) Ideally, we should have a floor plan of the Terrill Middle School Cafeteria, with the exact number of tables and chairs.
  - (g) Terrill Middle School will have the tables pre-arranged (usually two rectangular tables forming a square with eight chairs around each square), and they must go back to this formation.
  - (h) Be sure to confirm the table situation with Terrill Middle School in advance. One year, the basketball team took many of our tables to the gym, leaving us short.
- 9.2. Facility Availability and Access. Make arrangements to get into the building early on the day of the dinner to set up.
- (a) Check restroom and coatroom facilities.
  - (b) Set up tables, chairs and exhibit areas.
  - (c) Identify Den tables.
  - (d) Place a souvenir program on the table in front of each chair.
  - (e) Have signs showing the location of restrooms and the coatroom.
- 9.3. Decorations
- (a) General Decorations. The decorations should be consistent with the theme for the Pack Picnic. The Decorations Team can add a festive note by decorating the room with balloons, banners, streamers, pennants and a photo display of pack activities.
    - (i) Tablecloths. We generally put tablecloths only on the serving/beverage tables, not the Den tables.
    - (ii) Head Table. Consider putting a tablecloth on the head table to make our guests feel special. Also, someone will have to prepare a centerpiece, place mats, napkins, place cards, napkin rings, nut cups and other decorations for this table.
    - (iii) Balloons. We frequently use Pack Picnic helium balloons. There are two options here:

- (A) In some years, we purchased balloons and rented helium tanks from the Party Store.
  - (B) In other years, we ordered from Marina Kennedy Balloons (755-9157). She prepares & delivers for approximately \$2/mylar balloon and \$1/latex balloon. She usually groups three latex balloons with a weight per table. She will do a balloon arch for about \$24.
  - (b) Den Decorations. Dens usually provide their own table decorations. They might include a centerpiece, place mats, napkins, place cards, napkin rings and nut cups. Your local Scouting distributor has many of these items, or they can be made in Den meetings from scrap materials. Although Den table decorations will vary, it is usually best if each Den makes essentially the same number (except for larger Dens), so there are no hard feelings.
    - (i) Coordinate with Den Leaders. Inform Dens what time they may arrive to decorate their tables. Allow time for people to go home to dress for dinner.
  - (c) Ideas. Ideas can be obtained from the resources described above.
- 9.4. Facility Clean-Up. Recruit an adult Cleanup Team. With an adequate number of helpers, clean-up can be a simple and quick task.
- Considerations:
- (a) It is very important to have these individuals identified before the event.
  - (b) Have trash bags available, and identify where bagged refuse should be deposited.
  - (c) Leave the facility cleaner than you found it. Remember, the people that use the facility after you will know that the Cub Scouts were here last!
  - (d) [Janitor??? Do we tip him?]

10. Typical Budget

10.1. Income. None [part of the Pack Dues]

10.2. Expenses. A sample budget for expenses is set forth in Exhibit B.

11. Timeline

11.1. September:

- (a) Check the Website to determine that the date of the Pack Picnic is good for you.
- (b) Reserve the date at Terrill Middle School.
- 11.2. At least 4 Months in Advance:
  - (a) Contact the Committee Chair to touch base.
  - (b) Recruit additional members of the Pack Picnic Committee, especially from the Tiger and Wolf ranks.
- 11.3. 3 Pack Meetings in Advance: Have a meeting of the Committee; assign members to the various Teams.
- 11.4. 2-1/2 Months in Advance: Attend the Leaders Meeting to report on your progress.
- 11.5. 1-1/2 Months in Advance: Attend the Leaders Meeting to report on your progress.
- 11.6. Preceding Pack Meeting: Distribute Invitations and menu planning forms.

**CUB SCOUT PACK 98  
SCOTCH PLAINS - FANWOOD**

*January 3, 2001*

*The Reverend Sam Chong, Pastor  
First United Methodist Church of Scotch Plains  
1171 Terrill Road  
Scotch Plains, New Jersey 07076*

*Dear Pastor Sam,*

*On behalf of the Cub Scouts of Pack 98 and their families, I would like to invite you and a guest to attend Pack 98's annual Pack Picnic, which celebrates the birth of Scouting. It will be held on Friday, January 19<sup>th</sup>, beginning at 7:00 p.m. at the Terrill Middle School, located on Terrill Road in Scotch Plains.*

*It would be an honor and a pleasure to have you join us at this special celebration honoring our Scouts, the volunteers and members of the community whose support makes scouting possible!*

*RSVP by \_\_\_\_\_, 2002 at 212-808-7824 or  
ssolsky@kelleydrye.com.*

*Very truly yours,*

*Stuart T. Solsky  
Cubmaster, Pack 98*

SAMPLE BUDGET<sup>1</sup>

Item	Total Cost	Comments <sup>2</sup>
Chicken nuggets (3.5 lb bags) [3 @ 9.99]	29.97	Used all (we had a volunteer cook them at home & bring to the Dinner)
Hot Dogs Hebrew National (21 pkg) [3 @ 7.29]	21.87	Used all (we had a volunteer boil them at home & bring to the Dinner)
Hot dog rolls 16 ct [4 @ 1.99]	7.96	Used all
Sterno fuel [2 cases @ 8.49]	16.98	
Steam tray ½ pans (10) pkg	6.49	
Plates Chinet 100 ct [2@ 6.99]	13.98	
Napkins Essex 1200 ct [½ pkg @ 4.59/pkg]	2.30	
Small plates (Pack had supply -none purchased)		
150 ct small bowl (plus 100 in stock)	4.79	
Cold cups, 7 oz, 300 ct	3.49	
Coffee cups, 10 oz, 200 ct	7.69	
Reddi Whip light (2 -14 oz cans) 3@ 5.29	15.87	(One not even opened)
Maraschino cherries 4 lb	6.99	
Sprinkles 25 oz chocolate	3.58	
Sprinkles rainbow	3.98	
Forks Heavy weight	6.69	
Chock-Full-O-Nuts coffee	5.69	
18 assorted 2 liter Pepsi [@ .69]	12.42	Used all
2 Sunkist orange [@ .79]	1.58	Used all
2 Heinz Ketchup, 28 oz	3.00	Used all
Hershey's syrup 24 oz [3@ 1.66]	4.98	(One not even opened)
Gulden's Mustard	1.43	

<sup>1</sup> This needs to be updated. Be sure to include ALL expenses.

<sup>2</sup> For non-grocery items that might be hard to find or expensive, indicate where they are normally purchased.

Item	Total Cost	Comments <sup>2</sup>
Salt & pepper set [2 @ 1.11]	2.22	
Mini Marshmallows	.59	Used all
Nestles Mini-morsels [2 @ 1.99]	3.98	Used all
Mini M&Ms [2 @ 2.45]	4.90	Used all
Vanilla Ice Cream (4 quart) [4 @ 5.99]	23.96	One not even opened
Chocolate ice cream		
Ice		
Tea bags, sugar, Sweet & low, matches (for Sterno), foil		We don't use much - home supply
6 plastic serving spoons ,Sponges, 8 tablecloths		
Balloons		
Nametags		
[Other]		
TOTAL		