

Pack Program Planning Meeting

The most important responsibility that leaders have in Cub Scouting is program planning. The quality of the Cub Scout experience each boy receives will depend on how leaders schedule and carry out the essential planning procedures. Den Leaders spend the greatest amount of time directly with the boys. Pack leaders provide the material and help Den Leaders need to make their job easier, more enjoyable, and meaningful. Pack Committee members should be familiar with the planning process, to know where they fit in, and what tools to use.

KEEP THIS IN MIND:

There are some basic things that you need to understand before you start planning:

- Cub Scouting is a year-round, 12-month program
- Cub Scouting has enough variables to meet the needs and desires of any boy, any place
- The Cub Scout program is built around a monthly theme for Cub Scouts and Webelos Dens use an activity badge area for their monthly program
- The Cub Scout program should have variety, action, and purpose
- The program must be fun for both boys and their families

*** When to hold the meeting - before first Pack meeting in September.

*** Make it pleasurable - have a BBQ or a special desert

*** Make it on a day(s) most can attend.

Things needed at meeting:

- 1.) Flipchart and markers (newsprint end rolls from local newspapers are great for flipcharts)
- 2.) Blank wall calendar for each month
- 3.) Sticky note pads
- 4.) Program Helps booklet
- 5.) Den Leader Manuals
- 6.) BSA Council and District Calendars – specifically identify the following:
 - Roundtable monthly date, time, place
 - Leader training dates, time, place (include “Pow Wow”, “Wood Badge”, Philmont, etc.)
 - Den Chief training dates
 - Day Camp dates
 - Camporee, Jamboree, Youth Fair, etc. dates
 - Special BSA sponsored event dates (i.e. “Scout day” at ball game, zoo, other)
 - Friends of Scouting fund raiser dates
 - Cub Scout Pack unit recharter dates
- 7.) Community Events Calendars
 - Rodeo Days
 - Free day at the zoo
 - 4th Avenue fair
 - County fair
 - Local parades
- 8.) School Calendars
 - Spring break dates
 - Holidays
 - Summer break dates
- 9.) Church Ward Calendars
 - Father/sons camp out
- 10.) Cub Birthdays
- 11.) Summary of accomplishments in the past year

- 12.) Summary of desired improvements identified in the past year
- 13.) Summary of “lessons learned” from past year
 - Successful (FUN) and not-so successful activities
 - Problems and how they were addressed
 - Blue & Gold / other activities lessons learned
- 14.) Cub Scout Roster
- 15.) Current Committee and BSA leadership roster(s)
 - Committee members with assignments
 - Affiliated Boy Scout troop leadership names and phone numbers
 - BSA leadership names and phone numbers (especially District Unit Commissioner)
- 16.) List of possible Cub field trips with cost, location, contact phone numbers, etc.
- 17.) Parent Talent Surveys
- 18.) Youth interest survey (what the boys would like to do)
- 19.) Parent interest survey (what the parent would like the boys to do)
- 20.) List of possible service projects with brief explanation and benefit (what, who, where, when, why)
 - Scouting for food
 - Thrift Store clothes drive
- 21.) Webelos activity pin monthly objectives
- 22.) List of itemized expenses in past year (Cub registration, badges, awards, equipment, camp fees, B & G banquet, etc.)
- 23.) List of major Pack events that need planning and formation of parent committees
- 24.) Cub Scout Summer schedule and critical focus items
- 25.) List of critical focus items
 - Leadership training and/or refresher
 - Scouting ideals
 - Cub advancement and recognition
 - Cub personal growth
 - Faith-in-God Award
 - Webelos-to-Scout transition plan
 - Advancement ceremonies (Cross-over, Arrow-of-light)
 - Blue and Gold Banquet and Pinewood Derby

People to invite:

- ALL PARENTS
- Den Leaders and Cubmaster
- Responsible Church Leader or Charter Organization Representative
- Committee Members

Things to discuss at the Annual Planning meeting:

Start the meeting with brainstorming – allow plenty of time for this session. Set some ground rules at the beginning of the session that includes:

- “No idea is too big or too small”
- “Don’t be limited only to what’s been done in the past”
- “Cost should not be considered at this stage of our planning”
- “Ideas must be age appropriate”
- “Activities should fulfill one or more of Scouting’s purposes” (refer to leader’s handbooks)
- “Include activities for different times of the year”

Begin the session by asking the question “What activities would make up your Ideal Year of Scouting? Write responses on the flipchart – as sheets fill up, tear them off and post them on the wall so everyone can see them.

Meeting Schedules – Set Pack Committee meeting, Den and Pack meeting dates. Identify any months where holidays may conflict with regular schedule and modify accordingly (i.e. Nov/Dec. join both Pack meetings into one meeting the first week of December, etc.)

BSA District and local calendars - Gather District, Council, community and school calendars which will affect the Pack (important dates to consider - charter renewal dates, Youth Expo, Friends of Scouting, etc.). Review the BSA district calendars for planned events as well as local and city calendars for exciting events and set these dates on your calendar.

Leader Training dates - identify those who need training and share upcoming training dates. Identify Pow-Wow date, time, location and cost, and Roundtable time and purpose (see below).

Leader Vacancies – Identify leader positions that are vacant (or soon will be vacant because of move-out/other) and alert Bishopric of need for a replacement.

Budget - relate last years costs and coming year projected expenses. Include costs of awards, B & G banquet, activities, etc.

Monthly Themes - review each of the monthly themes and identify activity badges to be used for the next 12 months

Review Purposes for Scouting - make sure that the events and activities that are planned work toward the goals of scouting.

Review what worked and didn't work - it is always good to look back at events and activities and highlight those that worked and didn't work and discuss why. Focus new activities around things that worked.

Monthly Activities – Go on a field trip or hike, have a visit from someone (special quest/parent), have a party or a service project. Make these relative to the monthly themes and the activity badges. Identify any special activities the Pack would like to be involved in (i.e. Youth Expo, Parades, Scout Baseball night, Family campouts (fathers/sons), etc.). Have these activities planned and carried out by parents, not Den leaders. Try something new each year and have as many OUTDOOR activities as possible.

Chairperson Assignments - assign a chairperson (parent) for each major event or activity. Define responsibilities of each.

Leader Responsibilities - review leader responsibilities so each know what is expected. Hand out a sheet that highlights their specific responsibilities and give resource references (i.e. Internet addresses, names of people, books, etc.)

Goals - review last year's goals and set coming years goals (i.e. service projects, outings, outdoor activities, etc.).

Boys likes/dislikes - discuss the boys likes and dislikes Review the Cubs Interest Survey Work toward making the Den, Pack activities liked by the most number of boys Identify activities that were successful in previous years that you would like to repeat.

Webelos transition Plan - identify boys who will transition from Webelos to Boy Scouts and insure there is a carefully outlined transition plan for these boys. Make sure the Webelos leaders are in contact with the EYO leaders to know what they expect when receiving the new boys.

Webelos and Troop combined activities – identify Troop activities that the Webelos can participate in and plan the event.

Roundtables - identify place and time of monthly roundtables and explain purpose and encourage attendance.

Den Leader Monthly Planning - Give suggestions and encouragement - encourage the Den leaders to plan a month in advance for their Den meetings and wear their uniforms for each and every activity,

Den Chief - identify which dens would like or could benefit from a Den Chief. Once determined identify who they would like and then plan to talk to BS Troop to recruit Den Chief for a period of one year.

Communications – Confirm email addresses, phone numbers, mail addresses, etc. Identify member's Internet accessibility and provide login instructions to Ward/Stake calendars. Identify ability of committee members/parents to open common file formats (i.e. PDF, Excel, Word, etc.). Identify best method(s) for communicating events to parents/boys (i.e. Ward calendar, over-the-pulpit announcements, flyers, mailers, displays set up at church, etc.)

Parent Involvement – review the parent talent survey and identify parents who can come in and teach a lesson on a particular area of expertise. Try to plan on a different parent coming in once a month or once every other month.

Identify Resources – Identify where leaders can go for additional information (i.e. Church library, Internet, other Den Leaders, other Cub Scout Packs, etc.)

Other areas of improvement – identify area's/things that could be improved upon. Such things as a more carefully choreographed flag ceremony, replacement/repair of flag pole and way flag attaches to it, cut-down version of the Crossover Bridge, permanently displayed achievements chart, Pack "ceremonial" table with arrow-of-light prop, etc.

Summer Program – identify a chairperson who can oversee the planning of pack activities during the 3 months of summer. Train this person in how to plan the events, obtain a tour permit, and send out email notices and other notices.

Equipment / Other Needs – identify any teaching supplies or equipment that will be needed by the leaders in order to fulfill their responsibilities. This can and should include camp equipment, teaching materials, ceremony props and / or software ("Packmaster").

Advancement Ceremonies and Props – identify the preferred advancement ceremonies for the Crossover and Arrow-of-light awards, the people needed to perform the ceremonies and any props needed to carry out the ceremonies.

Arrow-of-Light Plaque – ask parent(s), or request a volunteer, to make the plaque for the boys that will be receiving the AOL award in the coming year.

Pack and Den Flags – determine the desire to make a Pack and/or Den flags.

Policies review – identify Pack policies that have been created. Review the need for other policies.

Parent Recognition – identify how, when, where and why – then look for whom during the coming year.

Leader Recognition – identify how, when, where and why – then look for whom during the coming year.

Answer Questions

Summer Program outline - plan out events that will occur during the summer time.

Parent and Leader recognition - plan to have special awards given to Parents who actively participate as well as Leaders who have devoted a good deal of time and effort in their callings.

Troop and Webelos events - identify which Boy Scout Troop event would be good for the Webelos to attend and plan accordingly.

Ask for Parent suggestions - make sure each of the parents has an opportunity to make any suggestions that they would like to make.

Close with a big “THANK YOU” – at the end of the meeting let everyone know how much you appreciate their support of Cub Scouts and the work they do and will do for the boys!

Example Budget Sheet (taken from a Pack on the Internet):

EXPENSE ITEM	COST PER PERSON	# OF PEOPLE	PACK EXP.	FAMILY EXP.	NOTES
FEES					
Youth Registration and Insurance	8.50	40	\$ 340.00		
Boys' Life Magazine	9.00	40	\$ 360.00		
Quality Unit Emblems	1.50	60	\$ 90.00		
Adult Leaders' Registration, Insurance, & Scouting Magazine	8.50	20	\$ 170.00		
Registration & Insurance—New Boys	3.00			\$ 3.00	
Boys' Life Magazine – New Boys	3.75			\$ 3.75	
Pack Annual Charter Fee	20.00		\$ 0.00		(PD BY CHARTERED ORG.)
PERSONAL EQUIPMENT & UNIFORMS					
Uniform, Tiger Cub Shirt & Cap	17.95			\$17.95	
Uniform (shirt, slide, belt, cap, patches)	45.00			\$45.00	
Neckerchiefs – Graduating Boys	4.25	32	\$ 136.00		
Books – Graduating Boys	3.30	32	\$ 105.60		
UNIT EQUIPMENT & PROG. SUPPLIES					
New Pack Flag			\$ 75.00		
Den Supplies (.50 x 30 meetings)	15.00	40	\$ 600.00		
Pack Supplies (mtG. Supplies, games, Costumes, decorations)			\$ 250.00		
Update Leader's Library			\$ 50.00		
ACTIVITIES					
Pinewood Derby – Cars	3.40	40	\$ 136.00		
Pinewood Derby – Awards			\$ 50.00		
Pack Family Camping Trip – Cookout & Campground Fees	4.00			\$16.00	(FAMILY OF FOUR)
Blue & Gold Banquet – Meat & Drinks	2.00	150	\$ 300.00		
District Family Campout	5.00			\$ 5.00	(BRING YOUR OWN MEALS, EQUIPMENT)
Cub Scout Day Camp	55.00			\$55.00	(SHOOTING FOR 100% ATTENDANCE)
Parent/Son Weekend at Camp Lea	25.00			\$25.00	(FOR 1 BOY & 1 ADULT)
Webelos Resident Camp	100.00				\$70 FOR 1 BOY, \$30 FOR 1 ADULT
Pack Skating Party			\$ 200.00		
Den Outings & Field Trips	5.00	40	\$ 200.00		
Pack Summer Picnic			\$ 25.00	\$ 0.00	(BRING FAMILY PICNIC, DRINKS PROV.)
Skiing at Gatlinburg	25.00			\$25.00	
District Pinewood Derby	5.00				
District Webelos Woods	4.00	8	\$ 32.00	\$ 0.00	(PARENTS, LEADERS FREE)
TRAINING, RECOGNITION, AWARDS					
Basic Training for Leaders	0.00		\$ 0.00	\$ 0.00	(PROVIDED AT NO COST)
Rank Advancement	1.30	40	\$ 52.00		
Tiger Cub Graduation Awards	1.15	8	\$ 9.20		
Arrow Points (Wolf & Bear, 5 each)	3.25	16	\$ 52.00		
Immediate Recognition Kits	5.75	8	\$ 46.00		
Leader Recognition's			\$ 25.00		
University of Scouting for Leaders	20.00	10	\$ 100.00	\$10.00	(PACK WILL PAY HALF OF FEE)
Annual District Recognition Dinner	15.00	2	\$ 30.00		(CUBMASTER & SPOUSE)
Webelos Shoulder Emblem	7.00	16	\$112.00		
Webelos Activity Pins (5 each)	3.20			\$ 3.20	
Popcorn Sale – Top Sellers Recognition			\$ 50.00		
Popcorn Sale – Top Den Pizza Party			\$ 40.00		
MISCELLANEOUS ITEMS					
Printing of Pack Newsletter			\$ 30.00		
Postage & Admin. Supplies			\$ 75.00		
Contingency (10% of expenses)			\$ 375.00		(UNFORSEEN EXPENSES)
TOTAL EXPENSES					
			\$4,115.80		
DIVIDED BY NUMBER OF YOUTH			40		
ANNUAL PER BOY COST			\$ 102.90		(FAMILIES DETERMINE IND. LEVEL OF "FAMILY EXPENSES")