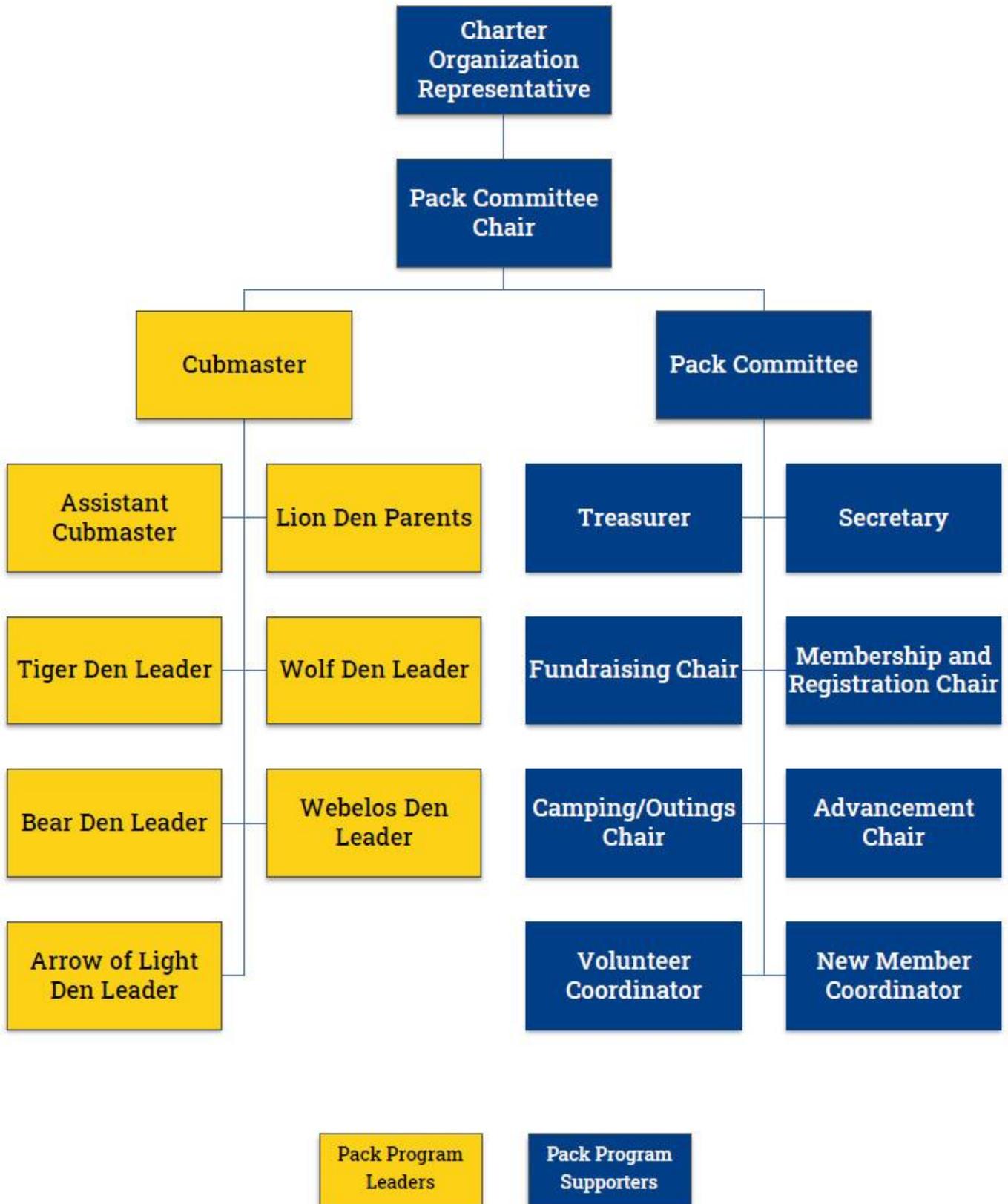


Cub Scout



Volunteer Position Descriptions

Cub Scout Pack Organization



Chartered Organization Representative

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Help units to be successful
- ❖ Serve as a liaison between the chartered organization and the unit

The chartered organization representative is the direct contact between the pack and the chartered organization. This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council. If the chartered organization has more than one unit, one representative serves them all.

Qualifications: Is at least 21 years old, is a member of the chartered organization, and is not the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.



Responsibilities: The chartered organization representative's responsibilities are to

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Help select and approve the right leadership for the unit.
- Promote well-planned, quality unit programs, including outdoor programs, advancement, and recognition.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- See that Scouts transition from unit to unit.
- Help with the charter renewal.
- Suggest service projects to benefit the chartered organization.
- Encourage the unit committee to hold meetings.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the chartered organization at the council level.

The Pack Committee

Key Responsibilities

- ❖ Must be registered Scouts BSA Adult Leaders
- ❖ Attend monthly Pack Committee meetings
- ❖ Provide assistance and support where needed to carry out the Annual Pack Program

Every pack is under the supervision of a Pack Committee, which consists of at least three members (chair, secretary, and treasurer). By handling administrative and support tasks, the Pack Committee allows the Cubmaster, den leaders, and their assistants to focus on working directly with the Cub Scouts.

With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more. 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.



Qualifications: Is at least 21 years old, is selected by the chartered organization, and is registered as an adult leader of the BSA. One member is designated as Pack Committee Chair.

Responsibilities: Regardless of the size of the Pack Committee, these responsibilities must be performed:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Make recommendations regarding pack leadership 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.
- 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.
- Vigorously assist the Cubmaster.
- Ensure that all Cub Scouts receive a year-round, quality program.
- 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 registration. The Pack Committee Chair decides how the responsibilities should be divided and gives committee members assignments.

Following are details of the various Pack Committee functions:

Pack Committee Chair

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Work with Cubmaster to create Pack Annual Program and Planning Meeting agendas
- ❖ Work with Cubmaster to complete annual Pack Recharter

The Pack Committee Chair leads the Pack Committee and thus is responsible for the administration, oversight, and support of the pack program. The Pack Committee Chair's role is to



- Keep Youth Protection Training current
- Complete leader position-specific training for the position
- Maintain a close relationship with the Chartered Organization Representative and the chartered organization to cultivate harmonious relations and maintain communications.
- Work with the Cubmaster, Chartered Organization Representative, and Membership Chair to complete and sign the annual pack charter renewal.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise Pack Committee operation by
 - Calling and presiding at pack leaders' meetings.
 - Assigning duties to committee members.
 - Planning for pack charter review and reregistration.
 - Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning meeting and pack leaders' meetings.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
- Recognize the need for more dens, and see that they 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.
- 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.
- Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Support the policies of the BSA.
- Complete and submit the following pack award documents (if desired):
 - Journey to Excellence (submit with annual charter)
 - Summertime Pack Activity Award (submit after August activity)
- Complete and submit nominations for training and service recognition for leaders (square knots, etc.)

Secretary

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- Acquaint den leaders with Scoutbook (or other special software) so that 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 Scoutbook or other special software.
- 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

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Reports pack finances to Pack Committee
- ❖ Makes reservations for pack events
- ❖ Manages pack bank account

The treasurer ensures the pack's finances are sound. Specifically, the treasurer will:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- 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 following: 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 pack members. Give receipts for these funds, and deposit the money in the bank account.
- Keep up-to-date financial records. 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 recordkeeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each Scout and his or her family so that they will accept responsibility for paying dues and family members will be alert to opportunities for Scouts to earn dues money and develop habits of thrift.
- If the Scout is unable to pay dues, work out a plan with the Cubmaster and Pack Committee so that the Scout can earn dues. Utilize the Council "No Scout Left Behind" fund when necessary.
- 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.
- Coordinate with Popcorn Kernel for payments and deposits during the annual Popcorn Fundraiser.
- Guide the pack in conducting council-approved pack money-earning projects.

Membership and Reregistration Chair

(New Member Coordinator)

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Plan and conduct pack recruitment events
- ❖ Connect with new families and those interested in joining Cub Scouts

This position is essential to the health of the pack. The chair will:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Along with the Cubmaster and Pack Committee, develop and carry out a plan for year-round membership growth.
 - Work with Pack Committee members to promote recruitment plans.
 - Create displays and flyers for recruitment events.
 - Distribute recruitment displays and flyers.
 - Communicate with new families to facilitate recruitment, explain the Cub Scout program, complete applications, collect fees, and provide resources.
 - Connect members with the appropriate Den Leader.
 - Follow up on Cub Scout dropouts to help return them to full, active membership.
 - Work with Council Membership Team throughout the year to secure recruiting supplies and resources.
- Work with the Committee Chair and Cubmaster to plan, coordinate, and lead the annual rechartering process.
 - Assist in preparation of registration papers and an annual report to the chartered organization.
 - Secure signatures and registration fees for the coming year.
 - 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.
 - With the Chartered Organization Representative, submit a charter application and annual report to the chartered organization for approval.
- Along with the Cubmaster and Pack Committee, see that eligible Scouts transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Scouts BSA troop.
- Along with the Cubmaster, follow up on former pack members who are now in Scouts BSA and recruit them as potential Den Chiefs.
- Attend Roundtables that are relevant to membership and Scout retention.



Advancement Chair

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Track advancements for all Scouts in Scoutbook or other advancement software system
- ❖ Purchase awards to present at monthly Pack Meetings
- ❖ Purchase & prepare awards for special events (Pinewood Derby, Blue & Gold, Crossovers, etc.)

The advancement chair helps Scouts move through the ranks of Cub Scouting and transition into a Scouts BSA troop. The advancement chair will:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Have a working knowledge of the Cub Scout advancement plan.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center and run advancement reports prior to monthly pack meetings.
- Purchase awards and advancements from the Scout Office prior to each monthly pack meeting.
- Ensure the organized distribution of awards at each monthly pack meeting.
- Purchase special awards for Blue & Gold ceremony (Arrow of Light Badges & Cards, Arrow of Light Certificates, Arrows, etc.)
- Purchase special insignia for end-of-year Pack Crossover (neckerchiefs for each den, patrol patches for Webelos den, etc.)
- Keep accurate records of advancements earned and awarded in Scoutbook or other advancement software system
- Obtain awards for special pack events (Pinewood Derby, Rain Gutter Regatta, etc.)
- Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Cubmaster, Webelos den leader, and Scoutmaster.
- Educate parents, guardians, and Pack Committee members in ways to stimulate Cub Scout advancement.
- Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.
- Complete and submit the following pack award documents:
 - Summertime Pack Activity Award (submit after August activity)

Camping / Outings Chair

Key Responsibilities

- ❖ Work with other volunteers to plan agendas for pack campouts and other outings
- ❖ Work with other volunteers to plan and prepare meals for pack campouts and other outings
- ❖ Ensure the proper maintenance of pack equipment, including the pack trailer

This position helps the Scouts develop a love for the outdoors. Specifically, the outdoor activity chair will:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Help the Cubmaster plan and arrange for outdoor activities.
- Ensure reservations for lodge or campsite(s) are made for all campouts
 - Fall Camp - October
 - Winter Camp – January or February
 - Spring Camp – late April or early May
- Arrange for property, fire, and tour permits when required.
- Arrange for safe transportation when needed.
- When needed, ensure pack trailer is transported to and from pack outings.
- Ensure that pack trailer is maintained (tires, wheel bearings, weather seals, etc.)
- Plan first aid for emergencies.
- Help Webelos den leaders plan 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 Summer 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*.

Communication Chair

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Maintain an up-to-date calendar of pack events in Scoutbook or other online software.
- Ensure that all families receive regular updates and reminders about pack, District, and Council events.
- Keep the pack Website up-to-date
(calendar events, contact information, working links, etc.)
- Ensure all fees for pack Website are paid on time
- Identify and promote pack service projects in the chartered organization, school, and community.
- Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- 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.

Cubmaster

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Work with Pack Committee to create Annual Pack Programs
- ❖ Works with Council and Charter Organization
- ❖ Lead Pack Meetings & other special events

Everything that the Cubmaster does is aimed at helping the individual Scout.

Qualifications: Is at least 21 years old and is registered as an adult leader of Scouts BSA. Should be a leader who is able to communicate well with adults as well as youth. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform.

Responsibilities: The Cubmaster's responsibilities are to:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Plan and help carry out the Cub Scout program in the pack according to the policies of Scouts BSA. This includes leading the monthly pack meeting, with the help of other leaders.
- With the Pack Committee, develop and execute a year-round recruitment plan for recruiting boys & girls into Cub Scouting.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and Scouts BSA.
- Work with the Pack Committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize and encourage graduation into a Scouts BSA troop by establishing and maintaining good relationships with Scouts BSA troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- See that Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- See that the responsibilities specified for the Assistant Cubmaster are carried out.
- Help the Pack Committee Chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the Pack Committee Chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other Scouts BSA leaders.
- Attend monthly Roundtables, or appoint a substitute if unable to attend.
- Complete and submit the following pack award documents (if desired):
 - Journey to Excellence (submit with annual charter)
 - Summertime Pack Activity Award (submit after August activity)
- Complete and submit nominations for training and service recognition for leaders (square knots, etc.)



Assistant Cubmaster

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Member of Pack Planning Committee
- ❖ Assist Cubmaster in conducting events and meetings
- ❖ Leads events and meetings in the Cubmaster's absence

The Cubmaster has a big role. Having assistant Cubmasters allows him or her to share responsibilities. Every pack should have at least one assistant Cubmaster, but most packs have two or three.

Qualifications: Is at least 18 years old. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. If a pack has only one assistant Cubmaster, he or she must be at least 21 years old. In packs with more than one assistant Cubmaster, one must be at least 21 and the additional one may be at least age 18. The assistant Cubmaster is recommended by the Cubmaster, approved by the Pack Committee and chartered organization, and registered as an adult leader of Scouts BSA.



Responsibilities: An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Attend monthly Roundtables in the absence of the Cubmaster.
- Participate in pack meetings.
- Supervise Den Chiefs and see that they are trained.
- Conduct the monthly Den Chief planning meeting for all den leaders, assistant den leaders, and den chiefs to plan and coordinate weekly den meetings and pack meeting participation.
- Work with neighborhood troops that supply Den Chiefs and into which Webelos Scouts may graduate.
- Along with the Pack Committee, develop and promote an ongoing plan for recruiting new youth.
- Along with the Cubmaster and Pack Committee, assist with pack reregistration.
- Help with pack activities, such as dinners, derbies, bike safety workshops, and service projects.
- Along with the Pack Committee, coordinate outings to see that the pack and dens qualify for the National Summertime Pack Award.
- Participate in the annual pack program planning conference and pack leaders' meetings.
- Support the policies of Scouts BSA.

Cub Scout Den Leaders

Key Responsibilities

- ❖ Must be a registered Scouts BSA Adult Leader
- ❖ Plan and lead monthly den meetings
- ❖ Track advancement for Scouts in the den in Scoutbook or other advancement software system
- ❖ Update Pack Committee about den needs and progress

Cub Scout den leaders work directly with Cub Scouts and their parents/guardians to execute the Cub Scouting program in the den.

Qualifications: Is at least 21 years old, and should be an experienced leader, but may be a parent or guardian of a Scout in the den.

Recommended by the Cubmaster after consultation with the parents and guardians of the Cub Scouts involved, and approved by the Pack Committee and chartered organization. Registered as an adult leader of Scouts BSA.



Responsibilities:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and Den Chief (if Wolf, Bear, or Webelos den leaders) or adult partners (if Tiger or Lion Cub den leaders).
- Attend the pack leaders' meetings.
- Lead the den at the monthly Pack Meeting and during pack activities.
- Ensure the transition of Cub Scouts to a den of the next rank (or to a Scouts BSA troop if Webelos Scouts) at the end of the year.
- Help train the Den Chief and guide him or her in working with Cub Scouts. See that he or she receives recognition for efforts at den and pack meetings.
- Provide meaningful responsibilities for the Denner and Assistant Denner so that they can learn responsibility and gain satisfaction from their efforts.

Following are details of the responsibilities of leaders for the various dens:

Lion Guide:

An energetic, experienced, and caring Lion Guide is important to the success of a Lion Den. The Guide plans the program of activities for the year and makes that plan available to all the adult partners. But, the guide does not organize and run every den meeting and outing, instead the actual running of the program is done through shared leadership with the adult partners.

A Lion Den relies on the support and enthusiasm of its families! This shared leadership helps ensure participation by all, provides a sense of ownership to all, and gives each scout family a chance to lead the den. The Lion Guide is a registered Scouts BSA volunteer who has had experience as a den leader.

Every Lion Den is required to have a registered leader whose responsibilities are:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack.
- Plan and prepare for initial Lion den meeting and outing.
- Mentor adult partners in the delivery of their particular den meetings.
- Attend pack leaders' meetings.
- Lead the den at the monthly meeting and pack activities.
- Ensure the transition of scouts in the Lion den into a Tiger den at the end of the year.
- Prepare Lions for day camp at the end of the Lion year.
- Coordinate shared leadership among the Lion adult partners, ensuring that each Lion and adult partner get to be the host team to plan and execute the den activities.

The most valuable resource available to help the Lion Guide plan and run a successful, interesting program for the scouts is the Lion Parent and Leader Guidebook. It has an explanation of the program and how it works, den meeting plans for all adventures, and many ideas for activities that promote the purposes of Cub Scouting, and that Lions will enjoy.

Tiger Den Leader:

An energetic, well-trained, and caring Den Leader is critical to the success of a Tiger Den. The Den Leader plans the program of activities for the year and makes that plan available to all the adults. But, the den leader does not organize and run every den meeting and outing, instead the actual running of the program is done through shared leadership with the adult partners.

A Tiger Den relies on the support and enthusiasm of its families! This shared leadership helps ensure participation by all, provides a sense of ownership to all, and gives each scout a chance to work on leadership skills - skills that he will work on all the way through Eagle Scout.

Tiger Den Leader is a registered volunteer Scouts BSA position.

Every Tiger Den is required to have a registered den leader whose responsibilities are:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack.
- Coordinate shared leadership among the Tiger adult partners, ensuring that den meetings and outings are planned, prepared for, and conducted by all adult partners on a rotating basis, and that the den activities provide advancement opportunities for the scouts in the den.
- Ensure that each Tiger Cub and his or her adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.
- Attend pack leaders' meetings.
- Lead the den at the monthly meeting and pack activities.
- Ensure the transition of Scouts in the Tiger den into a Wolf den at the end of the year.
- Help the den earn the Summertime Pack Award.

There are many resources available to help the den leader plan and run a successful, interesting program for the scouts. Most valuable, especially to new Tiger Den Leaders, is the Tiger Den Leader Guide. It has den meeting plans for all adventures, and many ideas for activities that promote the purposes of Cub Scouting, and that Tigers will enjoy.

Wolf Den Leader:

An energetic, organized, and supportive Wolf Den Leader is critical to the success of a Wolf Den. The Den Leader plans the program of activities for the year and makes that plan available to all den parents. The Den Leader should enjoy the outdoors and be a strong advocate for getting youth outside and active.

A well-run Wolf den gives each scout a chance to work on leadership skills in small but meaningful amounts. The Denner position is a great way for individual scouts to practice leadership for a short time. The Den Chief is a Scouts BSA Scout that has volunteered to work with a den in order to practice leadership skills and be a role model for younger scouts. The Den Leader is responsible for training and assisting a Den Chief, if the den has been assigned one.

Wolf Den Leader is a registered volunteer Scouts BSA position whose responsibilities are:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.
- Attend pack leaders' meetings.
- Lead the den at the monthly pack meeting and pack activities.
- Ensure the transition of youth in the Wolf den into a Bear den at the end of the year.
- Keep accurate records.
- Help the den earn the Summertime Pack Award.

There are many resources available to help the den leader plan and run a successful, interesting program for the scouts. The Wolf Den Leader Guide is the most important one. It has complete den meeting plans for each adventure and many ideas for activities that promote the purposes of Cub Scouting. This guide takes much of the planning burden off over-extended volunteers.

Bear Den Leader:

An encouraging, organized, and supportive Bear Den Leader makes a Bear Den a success. The Den Leader plans the program of activities for the year and makes that plan available to all den parents. The Den Leader should enjoy being outside and comfortable exploring the environment in a safe manner.

A well-run Bear den gives each scout a chance to practice leadership skills on the rest of the den in manageable amounts. The Denner position is a great way for individual scouts to practice leadership for a short time. The Den Chief is a Scouts BSA Scout that has volunteered to work with a den in order to practice skills and be a role model for younger scouts. The Den Leader is responsible for training and assisting a Den Chief, if the den has been assigned one.

Bear Den Leader is a registered volunteer Scouts BSA position whose responsibilities are:

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.
- Attend pack leaders' meetings.
- Lead the den at the monthly pack meeting and pack activities.
- Ensure the transition of scouts in the Bear den into a Webelos den at the end of the year.
- Keep accurate records.
- Help the den earn the Summertime Pack Award.

There are many resources available to help the den leader plan and run a successful, interesting program for the scouts. The Bear Den Leader Guide is the most important one. It has complete den meeting plans for each adventure and many ideas for activities that promote the purposes of Cub Scouting. This guide takes much of the planning burden off over-extended volunteers.

Webelos Den Leaders

A well-trained Den Leader is critical to the success of a Webelos Den. The Webelos Den Leader makes advancement opportunities available to the scouts and tracks their advancements. The den leader can also recruit other adults to plan and organize individual adventure outings. One of the main roles of the Webelos Den Leader is to give each scout opportunities to lead and make decisions, both individually and for the den.

Qualifications: Is at least 21 years old and agrees to abide by the Scout Oath and the Scout Law. Possesses the moral, educational, and emotional qualities that the Scouts BSA deems necessary to afford positive leadership to youth. Should be interested in and enjoy working with youth and able to work with adults. May be a parent or guardian of one of the Scouts in the den. Recommended by the Cubmaster after consultation with parents or guardians of the Webelos Scouts involved, and approved by the Pack Committee and chartered organization. Registered as an adult leader of Scouts BSA.



Responsibilities: The Webelos den leader's responsibilities are to

- Keep Youth Protection Training current
- Complete leader position-specific training for the position.
- Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.
- Attend Introduction to Outdoor Leader Skills (ITOLS) training.
- Plan overnight campouts and other outdoor activities.
- Attend pack leaders' meetings.
- Lead the den at pack meetings and activities.
- Help the den earn the Summertime Pack Award.
- Work with local scoutmasters to ensure the transition of Webelos to Scouts BSA.

There are many resources available to help the den leader plan and run a successful, interesting program for the scouts. The Webelos Den Leader Guide is the most important one. It has complete den meeting plans for each adventure and many ideas for activities that promote the purposes of Cub Scouting. Using this guide minimizes the time needed to plan worthwhile den events.

Cub Scout Den Chief

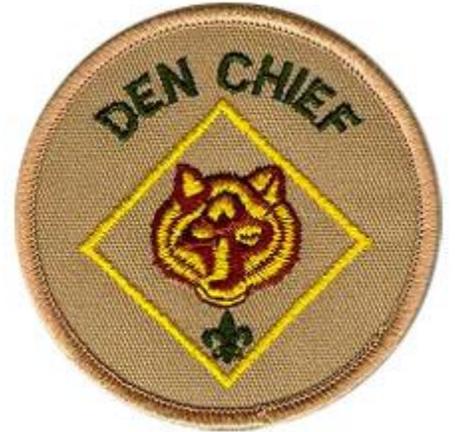
Key Responsibilities

- ❖ Assist Den Leader in planning and lead monthly den meetings
- ❖ Assist where needed at pack meetings and other pack events
- ❖ Serve as a positive role model for Cub Scouts
- ❖ Serve as a link between the Cub Scout Pack and Scouts BSA Troop

Qualifications: Is an older Scouts BSA Scout, Varsity Scout, or Venturer. Selected by the senior patrol leader and Scoutmaster, Varsity Scout Coach, or Venturing Advisor at the request of the Cubmaster. Approved by the Cubmaster and Pack Committee for recommendation to the den leader. Registered as a youth member of a Troop, Team, or Crew.

Responsibilities: The Cub Scout Den Chief's responsibilities are to:

- Know the purposes of Cub Scouting.
- Help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Set a good example through attitude and uniforming.
- Be a friend to the Scouts in the den.
- Help lead den meetings.
- Help the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the den leader to review den and pack meeting plans. Meet as needed with adult members of the den, pack, and troop.
- Receive training from the den leader (and Cubmaster or Assistant Cubmaster) and attend Den Chief Training.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Help the Denner and Assistant Denner to be leaders.



*Other Ways
Families Can Help*

Popcorn Chair (Popcorn Kernel)

Key Responsibilities

- ❖ Parent Volunteer or Registered Scouts BSA Adult Leader
- ❖ 3-4 Month Commitment
- ❖ Coordinate Annual Popcorn Fundraiser (track sales, orders, payments, etc.)
- ❖ Store & distribute popcorn for in-person sales
- ❖ Keep accurate records of all sales & payments



Unit popcorn sales need planning, scheduling, popcorn storage, meetings, money collection, distribution, advertising, prizes, etc. The successful unit and the smart Kernel will create a Committee of several volunteers who will work together for a smooth operation.

Most popcorn responsibilities are short term – it is a great opportunity for parents who are not registered leaders to volunteer for a short term project.

SPECIFIC RESPONSIBILITIES:

- Organizes and leads the Popcorn Committee.
- Stays informed of Council and District information about the sale and communicates that to the unit.
- With the Unit Committee :
 - Helps decide the quantity of popcorn needed to be sold to fund unit’s annual budget.
 - Set a unit sales goal
 - Set a per Scout goal - \$600 per Scout is attainable or fill up one Take Order form
 - Helps decide on quantity of Show-N-Sell popcorn to order.
 - Help decide on unit incentives to encourage Scouts
 - Ensures key popcorn dates are on unit’s calendar.
 - Schedules and promotes a Unit Popcorn Kickoff.
- Either designates Show-N-Sell Captain or schedules sales at storefronts in the community
- Either designates a Kick-Off Captain or leads a unit Popcorn Kick Off.
- Coordinates pick up and distribution of popcorn with other volunteers.
- For Show-N-Sell (Storefront) Popcorn:
 - Complete order for Show and Sell and submit before deadline.
 - Decide how and where Show-N-Sell popcorn will be stored and how it will be “checked-out” and “checked in” for days of sale.
 - Either designate a Show N Sell Captain or arrange with volunteer(s) to pick up at designated location.
- For Take Order Popcorn:
 - Collect all popcorn order forms and prize selection from Scouts.
 - Collect all money due from each Scout.
 - Calculate amount of Take Order popcorn to be ordered and place order.
 - Collect money from families who sold popcorn by the deadline and turn over to Treasurer.
- Maintains accurate records of popcorn inventory and sales throughout the fundraiser.
- Ensure that unsold popcorn is returned by the deadline.
- Make payment (or Committee Chair and/or Treasurer) of funds due to Council by the deadline.
- Complete prize incentive order or approve rewards online.
- Ensure that unit commission is deposited in pack’s account.
- Works with Pack Committee to plan and conduct a Popcorn Celebration Event and recognize those Scouts who sold popcorn.

Blue & Gold Planning Team

Key Responsibilities

- ❖ Parent Volunteers and/or Registered Scouts BSA Adult Leaders
- ❖ This team should consist mainly of the parents of Webelos 2 Scouts
- ❖ Work with Webelos Den Leader to plan the Blue & Gold Banquet (program, food, entertainment, and Arrow of Light & Crossover Ceremonies)
- ❖ Secure location for Blue & Gold Banquet
- ❖ Work with Webelos den to prepare and distribute invitations
- ❖ Purchase and/or prepare decorations and paper programs
- ❖ Work with pack Advancement Chair to have all awards prepared for the ceremony (Arrow of Light Badges & Cards, Arrow of Light Certificates, Arrows with Beads, etc.)
- ❖ Coordinate with local Scouts BSA Troop for Crossover Ceremony
- ❖ Coordinate set-up and clean-up before and after Blue & Gold (tables, decorations, food, Arrow Candelabra, Crossover Bridge, etc.)

Pinewood Derby Planning Team

Key Responsibilities

- ❖ Parent Volunteers and/or Registered Scouts BSA Adult Leaders
- ❖ Secure location for Pinewood Derby Race
- ❖ Create schedule for Pinewood Derby Race
- ❖ Ensure all Scouts are able to receive a Pinewood Derby Car Kit
- ❖ Provide opportunity for Scouts to design and cut their cars
- ❖ Provide information to Scouts and families about Pinewood Derby rules and car construction
- ❖ Ensure all awards are purchased and available for the Pinewood Derby Race
- ❖ Set-up and take-down for Pinewood Derby Race
- ❖ Race Day Jobs
 - Car Check-in
 - Starter
 - Finish Line Judge
 - Timing System Operator
 - Results Recorder
 - Announcer
- ❖ Maintain record of race results

Camping / Outings Planning Team

Key Responsibilities

- ❖ Parent Volunteers and/or Registered Scouts BSA Adult Leaders
- ❖ Ensure reservations for lodge or campsite(s) are made for all campouts
 - Fall Camp - October
 - Winter Camp – January or February
 - Spring Camp – late April or early May
- ❖ Plan agenda and meals for Fall, Winter, and Spring Camps
- ❖ Purchase and prepare food for all meals during campouts
- ❖ Ensure pack trailer is at site for all campouts
- ❖ Work with Cubmaster and Den Leaders to ensure a safe, fun, and relevant experience at Camp for all who attend (Scouts and families)