

“It’s A Great Day For Scouting!”

The Commissioner and the Unit

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ACC & CM & AdRep**

"It's A Great Day for Scouting"

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Abbreviations

BSA = Boy Scouts of America

Positions (Pack)

CO = Charter Organizations

IH = Institution Head

CR = Charter Representative

CC = Committee Chair

CM = Cub Master

CA#1 = Cub Master Assistant #1 (Pine Wood Derby, Scouting for Food, CO charts)

CA#2 = Cub Master Assistant #2 (Pack Operations)

CA#3 = Cub Master Assistant #3 (Membership Retention and Recruitment)

MC = Member of Committee (AC = Advancement Chair)

TL = Tiger Cub Scout Den Leader

DL = Cub Scout (Wolf and Bear) Den Leader

WL = Webelos Scout Den Leader

PT = Pack Trainer (see job description)

DC = Den Chief

Positions (District)

DC = District Commissioner (Key 3)

UC = Unit Commissioner

ADC = Assistant District Commissioner

Positions (District)--continued

RTBSC = Round Table Boy Scout Commissioner

DD = District Director (Key 3)

DE = District Executive (Key 3)

DEBC = District Eagle Board of Review Chair

Training

YP = Youth Protection

NLE = New Leaders Essentials

CLS = Cub Leader Specifics

Special Delivery

FOS = Friends of Scouting Campaign

BL = Boy's Life

Council

MAC = Mid America Council

CC = Council Commissioner (Key 3)

ACC = Assistant Council Commissioner

SE = Scout Executive (Key 3)

CCC = Council Committee Chair (Key 3)

FD = Field Director

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B. Preface

Like most Commissioners, I had been a Unit Leader in Cub Packs and Troops before and during my 26 years as a Commissioner. In Cub Packs, I held all positions, earning the three Den Leaders and Cub Scouter Awards. I also held all positions in Troops, earning the Training and Scout Master’s Keys. In addition, I started a new Cub Pack and formed a new troop when the Scouts and leaders were ready. As a Commissioner, I held all positions on the DC’s (Districts Commissioner’s) staff, earning the Arrowhead, Commissioner’s Key, and District Committee’s Keys, plus my Wood Badge Beads, as well as being the District Eagle Board of Review Chair. As ACC (Assistant Council Commissioner) for Retention, I earned my Bachelor’s and Master’s Degrees, as well as being the Dean of the Bachelors Degree in the College of Commissioners Sciences for two years. I also earned the council’s Distinguished Commissioner’s Award. I am the recipient of the District Award of Merit and the Council’s Silver Beaver Award. All of the above helped me start a new Cub Pack at my church/elementary school, chartered October 2, 2002. I became its Cub Master, the only position I hadn’t held before, earning the Cub Master Key after 40 years with the BSA. Here I will share the steps we took and tools we used that earned us, after 15 months: the National Summer Activities Award, Quality Unit Status with 100% Boy’s Life, the only Unit in the District with 100% Trained Leaders, and Charter Partner of the Year for our CO (Chartered Organization). We are in line to do the same a second year in a row. What is shared here can also work for an established Unit with new leadership or to reorganize a Unit without having to cancel the charter, a last resort.

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I. The Charter Organization

In June, 2002, a call came from a DE (District Executive) about paper work that was started in the spring for a new Cub Pack at St. Patrick's Church/Elementary School in Elkhorn, Nebraska, of which I've been a longtime member. She wondered if I could find out why the documents hadn't been turned in. I reached the contact she gave me, who told me he didn't have the time needed to start a new Pack. So, I decided to take it over because the DE of five years had already received a commitment from our pastor and school principal to be a CO (Charter Organization), or so I thought. With their support, I began preparing for a "School Night for Scouting" to be held that September. We did everything possible in preparing for that event and I expected a great turnout. That is why I invited our District's New Unit Team to help with registrations. This was when I learned that the DE, who had recently resigned, had our pastor and principal believing that to be a CO only meant providing a place for our Pack to meet. So I met with both gentlemen and let them know they would be responsible for providing a meeting place, leadership, supporting BSA sanctioned fund raisers, promoting our Unit, and a signature on our financial accounts using their federal ID number, because of the Patriot Act. Once they knew all of the requirements, they agreed to become a CO. On the day of the event, we had six boys, one girl, and seven parents show up. The New Unit team shared so much information that no one was ready to make a decision that night, so I set two more meetings: one for parents only, and the other as our first Pack meeting.

At the first meeting, I was in uniform as the CM (Cub Master). A high school senior (and former Confirmation student of mine) was present; he became my CA (Cub Master Assistant). Also in attendance were five parents who represented six boys (first through third grade). The principal stopped by for a moment, to tell us he would support whatever our decision would be. One parent agreed to be our DL (Cub Scout Den Leader) and she volunteered her husband as our TL (Tiger Cub Scout Den Leader). The original contact, an Eagle Scout, agreed to be our Treasurer. We had two checks for \$100 each from a parishioner and our Knights of Columbus Council for a new Pack. One

parent, a transfer, became our Popcorn Chair; one became our Pack Secretary. We chose the school principal as our IH/CR (Institutional Head/Charter Representative) as well as our CC (Committee Chair), the only positions one person can hold at the same time (not recommended, but allowed in the Charter).

At that first Pack meeting, we picked up two more Scouts and two Leaders. We chartered our Unit on October 2, 2002, with eight Scouts in seven families, and seven Leaders in nine positions. We locked in a Committee meeting for each month, as well as our Pack and Den meetings, which we added to our parish calendar. With the help of other Units and those of us with previous Scouting experience, we decided to use the budget system for our fees. We started the Popcorn Fundraiser a week late with eight Scouts who sold enough to earn \$750 for our Pack. We used some of the funds to purchase Pine Wood Derby kits for our Scouts at Christmas.

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II. The Trained Leader

During our first year, our DL and I took the current YP (Youth Protection), NLE (New Leaders Essentials), and CLS (Cub Leaders Specifics) training for our positions, and earned our Trained Patch. Then, in May, several of our parents were ready to become DLs, and a transfer, a Deputy Sheriff, became a WL (Webelos Den Leader). We brought the YP and NLS training to our CO's facilities. In August, we also brought the CLS training for their positions. In September, after our second "School Night for Scouting," we recruited the WL's wife as our PT (Pack Trainer), and our Activities Chair, who became our CA#2, (Cub Master Assistant) for our Pack Operations after returning from Iraq. His wife, the Interim Activities Chair, became our AC (Advancement Chair). Our first TL became our CA#1, as our Pine Wood Derby/Scouting for Food Chair. Along with our PT, they all went through training to earn their Trained Patch. We also recruited two couples (each with two sons, one of whom was old enough for Scouting), as TLs for two Dens and they earned their Trained Patch also. Our PT then made sure all new Leaders knew what training they needed and when it was available. She also facilitated some of that training. She kept track of what all Leaders needed in order to earn the Square Knot for their position, such as four Roundtables or "University of Scouting." Her husband, the WL, and our CA#2 went to the "University of Scouting," taking five classes (three shy of earning their bachelor's degree). They both went through Wood Badge training in the spring of 2004, and several others are planning to do the same. Six of our leaders earned their first Square Knot, and several others are in line for theirs. At the end of the first 15 months, we were the only Unit in our District of 77 Units to receive the DC's (Den Chief's) 100% Trained Leader Award. One key to this is that our CC, CM, CAs, and all of our Den leaders are uniformed leaders. Also, one WL and his wife, our PT, are on the District's Roundtable staff. After going through training on her own, our AC is on the District's Religious Award Committee. These families and our CA #2's family were transfers from other Units, where they had no previous Scouting or leadership experience. Now both couples are trained Leaders. If we, as Commissioners, take all of the training available to us and do the things we need to earn our Arrowhead,

Commissioner's Key, and the College of Commissioner Sciences, we will have all the tools needed to help our Units to be successful. Our own success comes when we help those around us succeed. Then, if you have another opportunity to start your own Unit, like I did, it will do as well as Pack #650 has done these past two years. First, take the current leader training that is available at the time.

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III. Our First 15 Months

As previously mentioned, St. Patrick's Church/Elementary School in Elkhorn, Nebraska, chartered our Pack on October 2, 2002, which was also our first Pack meeting. We picked up two more Scouts in two new Scout Families, our Transportation/Health Chair, and our AC, as well as our fees through December, 2003. This would be our first 15 months, and the first time to re-charter our Pack. I made two promises that evening: first, I would offer a Family/Faith based program; secondly, I would be their CM for two years.

At the meeting, our Popcorn Chair passed out the popcorn packets, showing all the prizes our Scouts could receive according to how much they sold. Even though we started a week late, our Pack was able to earn \$750.00. We used a portion of the profits to purchase Pine Wood Derby Kits to give our Scouts for Christmas. That evening, our Cub Scout DL had activities for our Scouts and she scheduled two after-school Den meetings per month. Our Scouts were allowed to wear their uniforms to school. This also helped us get new Scout Families on a regular basis and our Scouts could earn a Recruiter Patch when a friend became a Scout. One of our parents, whose family was a transfer, agreed to be our Activities Chair, but after submitting his registration, he was called up by his Army Reserve Unit to go to Iraq. I wasn't sure what to do about this situation, but his wife graciously agreed to help with the Pack. This became a great decision. Besides getting Pine Wood Derby kits for our Scouts, an unknown donor bought pizzas for our Pack when our popcorn money came in.

In February, 2003, we had our first "Blue and Gold Banquet", where our main speaker, the Council Commissioner/my boss, presented me with a plaque for my 25 years on the Commissioner's Staff. One of my longtime friends, John Gottschalk, (a BSA National Board Member, one of only four persons in our Council since 1926 to receive the Silver Buffalo, CEO/Publisher of the Omaha World Herald, and whose name is on our Council's Scout Shop) showed up to congratulate me. We presented our Cub Scout DL with the Den Leader of the Year Award, and an FOS (Friend Of Scouting) presenter, who had collected over \$500.00, gave us a ribbon for our Pack flag.

We had our first Pine Wood Derby with another Pack where several of our Scouts won ribbons. It was at the same time that our DL and I went to YP, NLE, and CLS Training for our positions, thereby earning our Trained Patch. In preparing for our "Spring Into Scouting" in April, we put forms for kindergarten boys' families on the counter in the school office and the school staff also sent the same forms home with the boys. Our interim Activities Chair announced three scheduled summer activities at our April Pack meeting, where we picked up five new Scouts in four new Scout Families. At our first graduation in May, we had thirteen Scouts cross over to the next level and receive their new neckerchiefs and slides from our Pack. We also had three parents who had assisted our DL that year decide they were ready to be Den Leaders. We had one parent, a Deputy Sheriff whose family was a transfer, become our second WL, so we then put YP and NLS training on in our CO's facilities. After our last summer activity, we earned the National Summer Activities Award, which our four Dens and 13 Scouts qualified for. This allowed the Dens to receive a ribbon for their totem and the Scouts a pin for their uniform.

At a St. Patrick's joint committee meeting in early summer, we provided our mission statement and scheduled our monthly Committee, Pack, and Den meeting dates and locations on their calendar. This also included our fixed activities, which were scheduled for a larger space than before. Three activities (the 2004 "Blue and Gold Banquet", Pinewood Derby, and Graduation) were scheduled in our Parish Center. Even though our Pack wasn't chartered until October, 2002, we still used the "Ideal Year In Scouting," for our theme (minus a couple months).

I also had a daily log that I started from the beginning of our Pack to use at our first planning meeting in August, 2003, showing what worked and what didn't work for us. With the themes each month, we could then award related achievements to the Scouts and share them with the Scout Families.

Our first TL agreed to be our CA #1, who replaced the first one (who left for the military). Our new CA #2 would be responsible for behind the scenes needs, like our Organization Charts, the Pinewood Derby, as well as the Scouting for Food drive. Our first AC and his family dropped out of Scouting, and two parents re-agreed to be TLs, but

after the training in May they changed their minds. So, our new leaders and change of position leaders went through CLS training which we again brought to our CO's facilities, earning them their Trained Patch.

The best event in August was that our first Activities Chair came home from Iraq. He agreed to be our CA #2, responsible for Pack Operation, while his wife agreed to be our new AC. The two of them also set up monthly activities for our Tiger Cub Scouts/Adult Partners, in time for our "School Night for Scouting". On that evening, we recruited the balance of 16 Tiger Cub Scouts and Adult Partners. One of the new parents, the Plant Manager of 3M, became our new Activities Chair. Out of those new Scout Families, we also recruited two couples to be our TLs for our two Tiger Cub Dens and one WL's wife became our PT. All those who changed positions and our new Leaders went through all the training needed to earn their Trained Patch, except our AC and one DL, who waited until November 1, 2003, because of their schedules.

Our Pack was very busy with events, which included our Council's First Jubilee. This jubilee was the first one held since 1985, which was also the 75th Anniversary of BSA. I was a Camporal Chief for the Frontier District at that 1985 event because I was the District's DC (District Commissioner). Also, in October we had our Popcorn Fundraiser. Our 33 Scouts sold \$9,800.00 worth, earning our Pack a little over \$4,000 (exceeding last year's sales of \$2,800.00, when only 8 Scouts earned \$750.00 for our Pack). Again, we used some of the money for Pine Wood Derby Kits to give to our Scouts for Christmas. Our Scouts also received Scout Bucks for the next summer's camp. Our committee recommended we put some of the money away for camp and for a loan for a Troop that we might start in 2005. One WL is being groomed to be the Troop's first Scout Master. His wife, our PT, as well as the other WL are training to be leaders of that same Troop.

Our DL and AC went to the CLS Training on November 1, but the Trainer did not show. So we had a training class at our CO's facilities in December, 2003, with three other Units represented. December, 2003, was our first re-chartering month, our 15-month minimum period to be eligible for different awards, and the time when we collected our annual fees. However, our committee recommended that we change when we collect

fees, moving this to August to help families with costs associated with December. We then needed to figure what it would cost to run our Pack per Scout per year. With a full year of monies spent, we figured that a year of Scouting at St. Patrick's costs \$72.00 per Scout. This included what was spent at the Scout Shop, beads, belt loops, advancements, registrations, BL(Boy's Life), Den activities, Leader registrations, and training, etc.. We collected what it would cost until August of 2004. We re-chartered 38 Scouts in 34 Scout Families and 23 trained Leaders.

After 15 months, we earned the National Summer Activities Award, the Quality Unit Status with 100% BL, the only Unit in our District to receive the DC's 100% Trained Leaders Award, and our CO was chosen Charter Partner of the Year. One error was the first Treasurer did not choose to follow the recommendation by the BSA to have two signatures on a check. He threatened to resign when I confronted him about this issue; I left it alone when the Council said it wasn't worth losing a Leader. He continued to make decisions on his own (like buying three CDs with \$3,000.00) without first presenting them to the Committee for approval. Early in 2004, we created a Finance Committee that would make recommendations at our Committee/Unit Leader meetings and give all our Leaders a vote. When St. Patrick's required our accounts be in the same bank as theirs (so our pastor's signature was on our account with their Federal ID Number because of the Patriot Act), our Treasurer resigned. One of our TLs, a senior vice president for an investment bank, became our new Treasurer and he now gives our Committee and St. Patrick's a monthly statement and report.

At the end of two years, we are in line to do the same as we did after our first 15 months. We have two Tiger Cub Dens, two Wolf Dens, a Bear Den, and First and Second Year Webelos Dens. We have 48 Scouts in 42 Scout Families and 23 Trained Leaders. After 40 years with the BSA, I have finally earned my Cub Master's Key and our CA #2 will replace me in January, 2005. With much anticipation, we decided to have our seven Second year Webelos, move on to an established Troop where advancement is ongoing. It is best for our Scouts, who must come first.

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IV. "Ideal Year of Scouting"

One would think that our CO, St. Patrick's Church/Elementary School, was using the same format as the "Ideal Year of Scouting"! Every June, all parish committees meet with forms already turned in, their Mission Statement, what their monies are used for, and requests for meeting places/dates for the upcoming year to be put on the parish calendar. At that meeting, all of our Committee, Pack, and Den meetings are scheduled with our CO for the upcoming year.

At our first planning meeting in August, 2003, our meetings were already scheduled. Then our leaders were asked to share the achievements and activities each month that corresponded with the monthly themes. Our CA #2, responsible for Pack Operations, had each Den scheduled to do certain parts of each Pack meeting, such as opening flag ceremony, skits, and songs. After our "School Night for Scouting" was held in September, each TL asked each Tiger Cub Scout Family to choose which monthly activity they would handle relating to that month's theme, finalizing our calendar for the year.

Another part of the "Ideal Year of Scouting" has to do with recruitment for Scouts which is scheduled for September's "School Night for Scouting" and April's "Spring Into Scouting," targeting boys in kindergarten. To prepare for these, our CO allows us to put up posters, put fliers in the bulletins given out at all Masses the weekend before the events, as well as announce upcoming events at each Mass. In addition, our school office sends out notes to all of the boys and their families.

Our CO also supports our BSA sanctioned fund raisers, to earn money for our Pack's summer camps and other activities. One of our District's "Great Expectations" is to use some of that money to bring down the costs of Scouting. Our CO also is involved in the leadership of our Pack, matching the skills of our Scout Families with the positions that use those skills. That is why we created the position of CA #3 who is responsible for Membership Retention and Recruitment. We recruit year around with the help of our Scouts wearing their Scout uniform to school on meeting days. This can help a Scout earn a Recruiting Strip when a friend joins our Pack. Our PT is responsible for making

sure our new leaders are trained, letting them know when the training they need is available. Our PT facilitates some of the training, or I do. However, it doesn't end there! Our PT also lets our leaders know what they need to do to earn the Certificate and Square Knot for their position, such as four Roundtables or one "University of Scouting" held at Girls and Boys Town each November. By following those needs, our leaders do certain things expected of them in service to our Scouts and Scout Families.

In 2003, one of our WLs and our CA #2 went to the "University of Scouting," taking five classes (three shy of earning their Bachelor's Degree in Scouting Sciences) and they both went to Wood Badge training, earning their Beads in the fall of 2004. Because of them, we have several other Leaders planning to attend both training programs by the spring of 2005. We have six leaders who have already earned their first Square Knot and several others who are close to it now.

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V. Learning One’s Faith

This is the second part of the BSA’s Family/Faith based program, offered to all eligible youth and their families. Religious Awards are offered by all recognized religious organizations (Christians, Jews, Arabs, Buddhist, etc.) to Cub Scouts (first through fifth grade boys), Boy Scouts (sixth through twelfth grade boys), and Venturing (boys and girls ages 14-20). The Religious Awards are similar to the BSA’s oaths to honor God and are age appropriate. These awards are earned by our Scouts, assisted by their Adult Partner, parents or guardians, as well as their pastor and appointed trained counselors. At each level, the Scouts increase their knowledge about their faith. While working on these awards, their relationships with God and their families deepen. When they have earned the appropriate award, they receive a medal and a Square Knot for their uniform,. There are only two Square Knots that a Scout can earn and wear as a Scout, the other being the Eagle Scout Square Knot. Those two awards and the Arrow O Light Award can be worn as a Scout Leader. The Scout’s pastor, the local BSA Council, and the Religious Award Committee present these awards.

Those Scout Leaders who practice their faith openly in and out of Scouting by being an example to others are recognized by their church leaders and the BSA with religious awards of their faith. In most cases, they also receive a medal and a Square Knot as well. There are units of one faith and others with many faiths. Through the BSA and those religious organizations, we learn that we can all live together, living our faith as we see fit.

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VI. Retention/Who Comes First

In 1993, the new Council Commissioner created a new position, the ACC (Assistant Council Commissioner) for Retention and he chose me to fill that position, which I still hold today. He then asked me to find the District that lost the most Scouts and why. I didn't need any time to find out why Scouts drop out. Having been a Unit Leader since 1970 and a Commissioner since 1978, I already knew why. It is either because they didn't like the programs being offered or there were no programs being offered. I then went to the DCs and asked them to find the Leaders that offered good programs by looking at Units that have advancements on a regular basis. I also suggested they find a special way to recognize those Leaders. I had a hunch about the District that had lost the most youth. So I invited our Council's FD (Field Director) to go with me to that one District's DC's monthly staff meeting.

At that meeting, the FD and I out-numbered the Commissioners who were there because the DC didn't make that meeting mandatory for fear of losing them. I remember when I became the DC for the Frontier District in the 1980's and I made my staff meetings mandatory. Many members left their positions because they couldn't go to the meetings due to their career schedules. This would also be true about Unit visitations. I then had two longtime UCs (Unit Commissioners) who admitted they had not done Unit visitations because they felt those Units were self-sufficient. So I promoted one UC to ADC (Assistant District Commissioner) and then I assisted him in recruiting UCs and in making Unit visits, where he saw how to be a friend of the Unit instead of someone looking for problems. Then, with the help of our DE (District Executive) and the District Training Chair, we developed a training program for our new UCs. That ADC and several UCs are still involved in Scouting today. I knew then, and still do today, that we have to first retain Leaders with good programs in order to retain our Scouts.

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C. Resources

- 1) Cub Scout Leaders Book: 33221-BISBN-8395-3221-0
- 2) Ceremonies for Dens, Pack: 3321-BLISBN-8395-3212-1
- 3) Cub Scout Academics and Sports: 34299-AISBN-83895-4299-2
- 4) MAC's Annual Cub Camping Guide for Leaders
- 5) MAC's Annual Cub Scout Tours and Guide
- 6) BSA's The District: ISBN-8395-3070-6
- 7) Commissioners Field Book for Unit Service: 33617-1990
- 8) Commissioners Helps for Packs, Troops, Crews 2001
- 9) MAC's Bugle Monthly Council and 12 District Calendar of Events

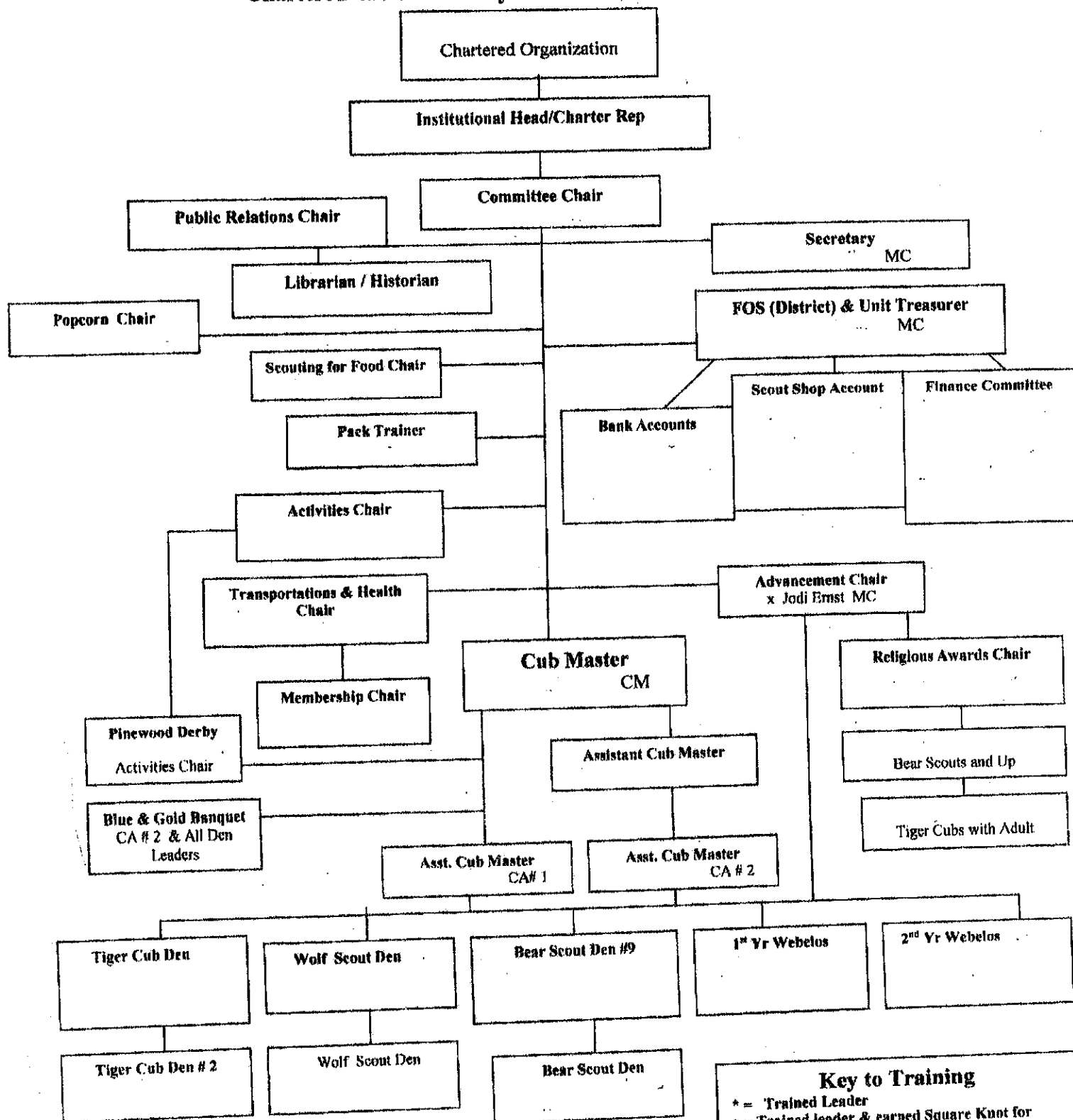
Training

YP, NLE, CLS, BALS, University of Scouting, Wood Badge, Commissioners Basics, College of Commissioner Sciences, Monthly Roundtable

D. Appendix

- 1) Unit Leader Succession Plan: Packs, Troops, Venture Crew's Job Description
- 2) Family History for Packs, Troops, Venture Crews
- 3) St. Patrick's Cub Pack #650's Organization Chart
- 4) MAC's Kindergarten Boys Family Form

The Organizational Chart for Pack 650
St. Patrick's Elkhorn, Nebraska
Chartered the Second Day of October, 2002 Anno Domini



Key to Training
 * = Trained Leader
 x = Trained leader & earned Square Knot for position
 Updated: August 8, 2005

Unit Leader Succession Plan

For every Unit position there should be parent participation and future leadership representation. Newest members can observe and help. Experienced parents/leaders act as Co-Chairs and Co-Leaders. And most likely, Seasoned leadership will help us continue to grow and strengthen our Unit, serving as top Leaders and Chairs. These will be the individuals that the Districts and Council are going to begin grooming and recruiting on to their teams too. Congratulate and recognize them for everything they do (and will continue to do) for your boys and Scouting!

"It's far better to find ten people that can do the work than it is to find one that can do the work of ten." Remember, everyone has something to contribute and may be waiting for you to ask for help. Please look carefully at the future of your Unit. Is the best leadership in place now and in the future to make dreams and plans come true?

POSITION	Name (2003)	Name (2004)	Name (2005)
INSTITUTIONAL HEAD (IH)			
CHARTERED REP. (CR)			
COMMITTEE CHAIRMAN (CC)			
SECRETARY (MC)			
TREASURER (MC)			
PACK TRAINER (PT)			
ADVANCEMENT CHAIRMAN (MC)			
PUBLIC RELATIONS CHAIRMAN (MC)			
OUTINGS-ACTIVITIES CHAIRMAN (MC)			
MEMBERSHIP CHAIRMAN (MC)			
FOS CHAIRMAN (MC)			
SCOUTING FOR FOOD CHAIRMAN (MC)			
POPCORN KERNEL (MC)			
BLUE & GOLD CHAIRMAN (MC)			
PINEWOOD DERBY CHAIRMAN (MC)			
CUBMASTER (CM)			
ASSISTANT CUBMASTER (CA)			
ASSISTANT CUBMASTER (CA)			
ASSISTANT CUBMASTER (CA)			
ASSISTANT CUBMASTER (CA)			
TIGER CUB DEN LEADER (TL)			
TIGER CUB DEN LEADER (TL)			
WOLF DEN LEADER (DL)			
WOLF DEN LEADER (DL)			
BEAR DEN LEADER (DL)			
BEAR DEN LEADER (DL)			
WEBELOS DEN LEADER (WL)			

"Plan for Success"

**MID-AMERICA COUNCIL
BOY SCOUTS OF AMERICA****PACK COMMITTEE
POSITION DESCRIPTIONS**

INSTITUTIONAL HEAD (IH): Usually a member of charter partner organization. Unit must have this position filled before charter is posted.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): 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. If the chartered organization has more than one unit, one representative serves them all.

COMMITTEE CHAIRMAN (CC): Have all committee positions filled, call and preside at regular monthly meetings of committee and supervise committee operations. Conduct the annual pack program planning conference. Maintain a close working relationships with leaders keeping them informed of activities, advancement, camping and training. Seek needed help from unit commissioner, district committee and other Packs and Troops. See that charter application is completed and turned in to council office before the expiration month. Support the policies of BSA.

SECRETARY (Membership and Registration) (MC): Keep minutes of pack committee meetings. Keep Pack Record Book. Keep inventory of pack equipment. Help with charter application.

TREASURER (MC): Supervise sound Pack budget plan. Keep pack Financial Record Book. Receive dues from den leaders. Responsible for bank account requiring two signatures. Guide the pack in conducting council approved pack money-earning projects.

PACK TRAINER (PT): The goal of the pack trainer is to have 100 percent of the pack leadership BSA trained in their position responsibilities. New leaders and adult family members should receive orientation and Fast Start training within one week of joining the pack, and leaders should receive position specific within 30 days. Encourage pack leaders to attend ongoing training, such as roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge. Remain current with training material and program updates. Keep track of pack training records and submit updated trained leader reports to the district and council.

ADVANCEMENT CHAIRMAN (MC): Strengthen the pack by helping to train parents and leaders in methods of advancement. Obtain list of awards earned from den leaders each month, prepare advancement report, and turn this into the council office when ordering necessary awards and supplies. Give pack copy of report to secretary to record in Pack Record Book. Help plan and conduct induction, advancement recognition and graduation ceremonies. Promote Boys' Life magazine as an aid to advancement. Promote the wearing and proper use of uniform and insignia.

PUBLIC RELATIONS CHAIRMAN (MC): Inform parents of their responsibilities in Cub Scouting and with the Charter Organization. Provide pack news and announcements for newspapers, bulletins of sponsor, websites, etc. Promote and stimulate service projects, Scout Anniversary Week, Scout Sunday or Sabbath, and family participation in all Pack events. Promote new membership and let people in the neighborhood know that Scouting is available.

OUTINGS - ACTIVITIES CHAIRMAN (MC): Plan, promote and coordinate attendance at Pack, district and council camps and events. Arrange transportation, tour permits and first-aid for all pack outings. Have adult leaders review the Guide to Safe Scouting and complete Basic Adult Leader Outdoor Orientation (BALOO). Qualify for the National Summertime Pack Award, participate in Scouting for Food and take advantage of district and council events/activities.

MEMBERSHIP CHAIRMAN (MC): Responsible for the pack Sign Up for Scouting, Spring into Scouting youth recruiting campaigns and for coordinating year around recruitment, growth and retention. See that every Scout has a smooth transition into the next year of Scouting.

FRIENDS OF SCOUTING (FOS) CHAIRMAN (MC): Work closely with the pack committee on public relations for FOS. Conduct annual Friends of Scouting campaign to enroll family members and Cub Scout leaders in FOS. Give recognition to contributors and enrollees.

SCOUTING FOR FOOD CHAIRMAN (MC): Coordinates Food Drive for the pack and reports results to the district.

POPCORN KERNEL (MC): Conduct annual popcorn campaign and ensures that every Cub Scout sells popcorn.

CUBMASTER (CM): Is the guiding hand behind the work of other pack leaders and serves as program adviser to the pack committee. He or she is a recruiter, supervisor, director, planner, and motivator of other leaders and supervises the recruiting of new boys. Works directly with the pack trainer, den leaders, den chiefs, pack committee chair and members to make sure that all dens are functioning well. Leads the monthly pack meeting with the help of others and Dens. Help plan and coordinate the total Cub Scout program with committee and den leaders at monthly pack leaders meeting. Maintain year-round program and make full use of tools and techniques.

ASSISTANT CUBMASTER (CA): Help Cubmaster carry out their responsibilities, take over in his/her absence.

TIGER CUB DEN LEADER (TL): 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 Cub adult partners ensuring that all adult partners help plan, conduct, and prepare for den meetings and Go See It outings on a rotating basis and that the den activities provide advancement opportunities for the boys in the den. Attend the pack leaders' meetings. Lead the den at the monthly pack activity. Ensure the transition of Tiger Cubs into a Wolf den at the end of the year.

DEN LEADER (DL): 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 the pack leaders' meetings. Lead the den at the monthly pack activity. Ensure the transition of Wolves into a Bear den and Bears into a Webelos den at the end of the year.

WEBELOS DEN LEADER (WL): 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 the pack leaders' meetings. Lead the den at the monthly pack activity. Work with local scout troops to insure a smooth transition into the Boy Scouting program when the boys turn 11 years of age, have completed the fifth grade or completed the Arrow of Light requirements.



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Seasoned leadership will help us continue
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will continue to do) for your boys and Scou
UNIT
people that can do the work than it is to f
one has something to contribute and may

"It's far better to find ten people that can do the work than it is to find one that can do the work of ten." Remember, everyone has something to contribute and may be waiting for you to ask for help. Please look carefully at the future of your Unit. Is the best leadership in place now and in the future to make dreams and plans come true?

A black and white line drawing of a coat of arms. The central element is a shield with a crown on top. The shield is divided into sections, with a central section containing a smaller shield. Flanking the central shield are two lions, one on each side. Below the shield is a banner or scroll that contains the text "1814-1815". The entire drawing is rendered in a simple, stylized line-art style.

"PLAN FOR SUCCESS"



INSTITUTIONAL HEAD (IH): Usually a member of charter partner organization. Unit must have this position filled before charter is posted.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): Is the direct contact between the troop/team and the chartered organization. This individual is also the organization's contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

COMMITTEE CHAIRMAN (CC): Have all committee positions filled, call and preside at regular monthly meetings of committee and supervise committee operations. Conduct the annual troop/team program planning conference. Maintain a close working relationships with leaders keeping them informed of activities, advancement, camping and training. Seek needed help from unit commissioner, district committee and other Packs, Troops, Teams and Crews. See that charter application is completed and turned in to council office before the expiration month. Support the policies of BSA.

SECRETARY (Membership and Registration)(MC): Keep minutes of troop/team committee meetings. Keep Troop/Team Record Book. Conduct troop/team resource survey. Help with charter application.

TREASURER (MC): Supervise sound troop/team budget plan. Train and supervise troop/team scribe in record keeping. Keep troop/team Financial Record Book. Responsible for bank account requiring two signatures. Guide the troop/team in conducting council-approved money-earning projects. Supervise camp savings plan.

TRAINING CHAIRMAN (MC): The goal of the troop/team training chair is to have 100 percent of the troop/team leadership BSA trained in their position responsibilities. New leaders and adult family members should receive orientation and Fast Start training within one week of joining the troop/team, and leaders should receive position specific within 30 days. Encourage troop/team leaders to attend ongoing training such as roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge. Remain current with training material and program updates. Keep track of troop/team training records and submit updated trained leader reports to the district and council.

ADVANCEMENT CHAIRMAN (MC): Encourage Scouts to advance in rank. Strengthen the troop/team by helping to train parents and leaders in methods of advancement and develop a merit badge counselor list. Work with troop/team librarian to build and maintain a troop/team library of merit badge pamphlets and advancement literature. Arrange quarterly troop/team boards of review and courts of honor. Work with troop/team scribe to maintain all Scout advancement records. Obtain list of awards earned each month, prepare advancement report, and turn this into the council office when ordering necessary awards and supplies. Give troop/team copy of report to secretary to record in Troop Record Book. Help plan and conduct induction, advancement recognition and court of honor ceremonies. Promote Boys' Life magazine as an aid to advancement. Promote the wearing and proper use of uniform and insignia.

PUBLIC RELATIONS CHAIRMAN (MC): Inform parents of their responsibilities in Scouting and with the Charter Organization. Provide troop/team news and announcements for newspapers, bulletins of sponsor, websites, etc. Promote and stimulate service projects, Scout Anniversary Week, Scout Sunday or Sabbath, and family participation in troop/team events. Promote new membership and let people in the neighborhood know that Scouting is available.

OUTINGS - ACTIVITIES CHAIRMAN (MC): Plan, promote and coordinate attendance at Troop/Team, district and council camps and events. Arrange transportation, tour permits, campsite reservations and first aid for all troop/team outings. Ensure a monthly outdoor program, promote the National Camping Award.

participate in Scouting for Food and take advantage of district and council events/activities. Have adult leaders review the Guide to Safe Scouting and complete Introduction to Outdoor Leader Skills.

EQUIPMENT COORDINATOR (MC): Supervise and help the troop/team procure camping equipment. Work with the troop/team quartermaster on inventory and proper storage and maintenance of all equipment. Make periodic safety checks on all troop/team camping gear and encourage safe use of all outdoor equipment. Give troop/team copy of report to secretary to record in Troop Record Book.

CHAPLAIN (MC): Provide spiritual tone for troop/team meeting and activities. Give guidance to the chaplain aide. Promote regular participation of each member in the activities of the religious organization of his choice. Encourage Boy Scouts to earn their appropriate religious emblems. Give troop/team copy of report to secretary to record in Troop Record Book.

MEMBERSHIP CHAIRMAN (MC): Responsible for the Troop Webelos-to-Scout recruiting, target recruiting, campaigns and for coordinating year around recruitment, growth and retention. See that every Webelos Scout has a smooth transition into the troop and that older Scouts in the troop/team are encouraged to also join a Venture Crew.

FRIENDS OF SCOUTING (FOS) CHAIRMAN (MC): Work closely with the troop/team committee on public relations for FOS. Conduct annual Friends of Scouting campaign to enroll family members and Boy Scout leaders in FOS. Give recognition to contributors and enrollees.

SCOUTING FOR FOOD CHAIRMAN (MC): Coordinates Food Drive for the pack and reports results to the district.

POPCORN KERNEL (MC): Conduct annual popcorn campaign and ensures that every Boy Scout sells popcorn.

SCOUTMASTER (SM): Is the guiding hand behind the work of other troop/team leaders and serves as program adviser to the committee. The Scoutmaster and assistant Scoutmasters work directly with the Scouts to train and guide them. He or she is also a recruiter, supervisor, director, planner, and motivator of other leaders to bring Scouting to boys. Conducts Scoutmaster conferences for all rank advancements. Supervises troop/team elections for Order of the Arrow. Makes it possible for each Scout to experience at least 10 days and nights of camping each year. Participates in district and council events/activities. Maintains year-round program and make full use of tools and techniques.

ASSISTANT SCOUTMASTER (SA): Help Scoutmaster carry out their responsibilities, take over in his/her absence (if over 21). Provide required two-deep leadership.



Unit Leader Succession Plan

For every Unit position there should be parent participation and future leadership representation. Newest members can observe and help. Experienced parents/leaders act as Co-Chairs and Co-Leaders. And most likely, Seasoned leadership will help us continue to grow and strengthen our Unit, serving as top Leaders and Chairs. These will be the individuals that the Districts and Council are going to begin grooming and recruiting on to their teams too. Congratulate and recognize them for everything they do (and will continue to do) for your boys and Scouting!

"It's far better to find ten people that can do the work than it is to find one that can do the work of ten." Remember, everyone has something to contribute and may be waiting for you to ask for help. Please look carefully at the future of your Unit. Is the best leadership in place now and in the future to make dreams and plans come true?

POSITION	Name (2003)	Name (2004)	Name (2005)
INSTITUTIONAL HEAD (IH)			
CHARTERED REP. (CR)			
COMMITTEE CHAIRMAN (CC)			
SECRETARY (MC)			
TREASURER (MC)			
TRAINING CHAIRMAN (MC)			
PUBLIC RELATIONS CHAIRMAN (MC)			
OUTINGS-ACTIVITIES CHAIRMAN (MC)			
FOS CHAIRMAN (MC)			
SCOUTING FOR FOOD CHAIRMAN (MC)			
POPCORN KERNEL (MC)			
ADVISOR (NL)			
ASSOCIATE ADVISOR administration (NA)			
ASSOCIATE ADVISOR program (NA)			
ASSOCIATE ADVISOR (NA)			
ASSOCIATE ADVISOR (NA)			
ASSOCIATE ADVISOR (NA)			
Consultant (MC)			
Consultant (MC)			
Consultant (MC)			

"Plan for Success"

**MID-AMERICA COUNCIL
BOY SCOUTS OF AMERICA**



**CREW COMMITTEE
POSITION DESCRIPTIONS**

INSTITUTIONAL HEAD (IH): Usually a member of charter partner organization. Unit must have this position filled before charter is posted. Recruits competent adults, provides program resources and meeting facilities.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): Is the direct contact between the crew and the chartered organization. They are responsible for recruiting the crew committee, Advisor and associate Advisors. This individual is also the organization's contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

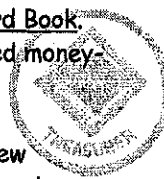


COMMITTEE CHAIRMAN (CC): Have all committee positions filled, call and preside at regular monthly meetings of committee and supervise committee operations. Completes and maintains the crew's program capability inventory (PCI). Secures equipment, facilities and program resources. Seek needed help from unit commissioner, district committee and other Troops and Crews. See that charter application is completed and turned in to council office before the expiration month. Support the policies of BSA.

SECRETARY (Membership and Registration)(MC): Keep minutes of crew committee meetings. Keep Crew Record Book. Advise youth secretary and help with charter application and crew program capability inventory (PCI).



TREASURER (MC): Advise youth leadership in a sound crew budget plan. Keep crew Financial Record Book. Responsible for bank account requiring two signatures. Guide the crew in conducting council-approved money-earning projects. Supervise program and superactivity savings plans.



TRAINING CHAIRMAN (MC): The goal of the crew training chair is to have 100 percent of the crew leadership BSA trained in their position responsibilities (youth and adult). New leaders and family members should receive orientation and Fast Start training within one week of joining the crew, and leaders should receive position specific within 30 days. Encourage crew leaders to attend ongoing training, such as roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge. Remain current with training material and program updates. Keep track of crew training records and submit trained leader reports to the district and council.



PUBLIC RELATIONS CHAIRMAN (MC): Inform leaders of their responsibilities in Venturing and with the Charter Organization. Provide crew news and announcements for newspapers, bulletins of sponsor, websites, etc. Promote and stimulate service projects, Scout Anniversary Week, Scout Sunday or Sabbath, and family participation in crew events. Promote new membership and let people in the neighborhood know that Venturing is available.



OUTINGS - ACTIVITIES CHAIRMAN (MC): Supervise, promote and coordinate attendance at crew, district and council camps and events. Supervise youth leadership to arrange chaperons, transportation, tour permits, facility/camp reservations and first-aid for all crew outings. Approve all arrangements and documents. Participate in Scouting for Food and take advantage of district and council events/activities. Have adult leaders review the Guide to Safe Scouting.

FRIENDS OF SCOUTING (FOS) CHAIRMAN (MC): Work closely with the crew committee on public relations for FOS. Conduct annual Friends of Scouting campaign to enroll family members and crew leaders in FOS. Give recognition to contributors and enrollees.



SCOUTING FOR FOOD CHAIRMAN (MC): Coordinates Food Drive for the crew and reports results to the district.

POPCORN KERNEL (MC): Conduct annual popcorn campaign and ensures that every Venturer sells popcorn.

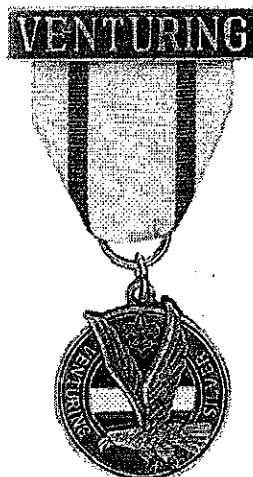
ADVISOR (NL): Is the guiding hand behind the work of other crew leaders and serves as program adviser to the committee. The Crew Advisor and Associate Advisors work directly with the Venturers to train and guide them. Conducts the annual crew officers' seminar. He or she is also a recruiter, supervisor, director, planner, and motivator of other leaders to bring venturing to young adults (boys and girls). Upholds the standards, policies, guidelines and requirements of the chartered organization and the BSA. Provides framework to protect members from abuse. Seeks to cultivate within the members of a crew a capacity to enjoy life-to have fun through the Venturing experience. Participates in district and council events/activities. Maintains year-round program and make full use of tools and techniques.

ASSOCIATE ADVISOR for administration (NA): Help the Crew Advisor carry out their administration responsibilities; take over in his/her absence. Supports the youth administrative vice president and assists this person specifically with the crew's recruitment and recognition efforts. Advise with target recruiting campaigns, year around recruitment, growth and retention. See that every youth has a smooth transition into the crew. Encourage Ventures to earn Venturing Awards. Strengthen the crew by helping to train parents, leaders and youth in methods of Venturing advancement. Help plan and conduct induction, advancement recognition ceremonies. Promote Boys' Life magazine as an aid to advancement. Encourage and promote the wearing and proper use of uniform and insignia. Provide required two-deep leadership.

ASSOCIATE ADVISOR for program (NA): Help the Crew Advisor carry out their program responsibilities; take over in his/her absence. Supports the youth program vice president to help determine the interest of members, plan the year's program, and ensure that the crew calendar is maintained. Advise youth leadership in the annual crew program planning conference and approve the plan. Maintain a close working relationships with leaders keeping them informed of activities, advancement, camping and training. Provide required two-deep leadership.

ASSOCIATE ADVISOR (NA): Help the Crew Advisor carry out their responsibilities; take over in his/her absence. Assist crew committee and youth leadership with equipment, transportation, tour permits, activities, projects, and the superactivity. Provide required two-deep leadership.

CONSULTANTS (MC): Provide expertise to the crew's program and assist in planning activities.



**"It's a Great Day for Scouting!"
St. Patrick's Cub Scout Pack 650 Chartered October 2002**

Scout Family Information

Scout's Name: _____
 Address: _____
 Current Grade: _____
 Today's Date: _____

Parent or Guardian	Name	DOB	e-mail	Home phone	Business phone	Fax Number	Cell number
Father							
Mother							

	Name	Date of Birth	Current Grade
Sibling #1			
Sibling #2			
Sibling #3			
Sibling #4			

All information will go into a confidential file and only your home phone number and e-mail address will be given out. If you want your Scout den leader to have emergency numbers you will be the only one to give them such numbers. If you have more children than 5 please put their names, date of birth, and grade on reverse side.

----- Years in Scouting, -----

Joseph E. Wherry, ACC & CM & Ad Rep

PARENT AND FAMILY TALENT SURVEY SHEET

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

Pack _____ Chartered Organization _____ Date _____

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

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

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

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

6. I can help in these areas:

General Activities

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

Special Program Assistance

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

Webelos Activity Areas

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

Name _____ Home phone _____
 Street address _____ Business phone _____
 City _____ State _____ ZIP _____

Your cooperation and help are appreciated.

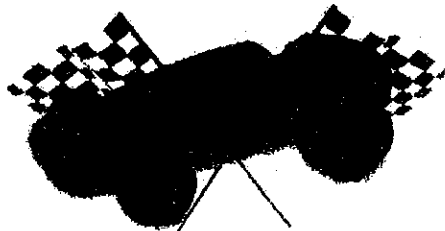


RACE INTO SCOUTING

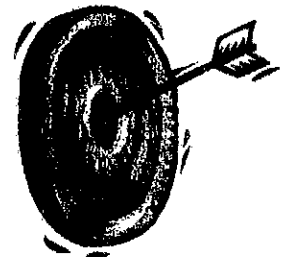
www.mac-bsa.org



CAMPING & FISHING



PINEWOOD DERBY/SPORTS ACTIVITIES



SKILLS AND CHALLENGES

CUB SCOUTING... for boys in 1st Grade through 5th Grade at

**Come to School Night for Scouting
For more information contact:**

**in the Parish Center
jewherry1@webtv.net**

**If you would like to join/receive info on Cub Scouts— don't delay!
Complete the form below & return to the school office, by**

Boy's Full Name _____ Grade _____ DOB _____

Address _____ School _____

City/Zip _____ Home Phone _____

Parent Signature _____

Parent Name (Printed) _____ D.O.B. _____

Parent's e-mail address _____

Kindergarten Boys!
Come and be a TIGER CUB
At Pack



COME AND TELL A FRIEND

Hi,
I'm , the Cubmaster at Pack
If you are interested in joining fill out the form below
For more information, call me at

Complete the form and return it to the _____ School office.

NAME _____ SCHOOL _____ GRADE _____

ADDRESS _____ CITY/ZIP _____

BIRTHDATE _____ HOME PHONE _____

PARENTS E-MAIL ADDRESS _____

PARENT NAME PRINTED _____

PARENT/GUARDIAN
SIGNATURE _____