

# **CUB SCOUT PACK 1601**



## **HAND BOOK & PROGRAM GUIDE**



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SCHOOL PARENT TEACHER ASSOCIATION

September 2008

# TABLE OF CONTENTS

<b>Introduction/Welcome.....</b>	<b>1</b>
<b>Policies and Guidelines .....</b>	<b>1</b>
<b>What is Cub Scouts?.....</b>	<b>1</b>
<b>The Cub Scout Program.....</b>	<b>1</b>
<b>Ranks, Achievements and Awards .....</b>	<b>1</b>
<b>Ranks.....</b>	<b>2</b>
Bobcat .....	2
Wolves.....	2
Bears .....	2
<b>Awards.....</b>	<b>3</b>
<b>Ceremonies .....</b>	<b>3</b>
<b>Cost.....</b>	<b>4</b>
Pack Dues .....	4
<b>FUND RAISERS.....</b>	<b>4</b>
Popcorn Sales .....	4
Friends of Scouting.....	5
<b>Pack Treasury .....</b>	<b>5</b>
<b>Uniforms.....</b>	<b>5</b>
<b>Occasions for Wearing the Cub Scout Uniform.....</b>	<b>6</b>
Pack Meetings .....	6
School Functions .....	6
Den Meetings .....	6
Field Trips.....	6
Popcorn Sales .....	6
Tigers, Wolves and Bears.....	6
Webelos.....	6
Official Scout Pants, Shorts, Hat and Socks.....	6
Brag or Patch Vest.....	7
Adult Leaders .....	7
Male Adult Leader.....	7

Female Adult Leaders.....	7
Where to get uniform items.....	7
Pack T-Shirt.....	8
<b>Handbooks .....</b>	<b>8</b>
<b>CUB SCOUT ORGANIZATION.....</b>	<b>8</b>
The Pack .....	9
The Den.....	9
Charter Organization .....	9
<b>Pack Committee.....</b>	<b>9</b>
Executive Committee:.....	10
Pack Committee Members .....	10
Charter Organization Representative .....	10
Advancement/Awards Chair .....	10
Treasurer .....	10
Registration Chair .....	10
Charter Chair .....	11
Secretary/Librarian .....	11
Troop Liaison.....	11
Pack Trainer .....	11
Tiger Cub	
Coach.....	11
Recruiting Chair.....	11
Lees Corner Liaison.....	11
<b>Activity Coordinators .....</b>	<b>11</b>
Popcorn Coordinator and Assistant .....	11
Blue and Gold Chair and Committee .....	12
Pinewood Derby Chair and Committee.....	12
Summertime Activities Chair and Committee .....	12
Day Camp Coordinator .....	12
Camp Snyder Coordinator .....	12
Scouting for Food Coordinator.....	12

Family Campout Coordinator and Committee.....	13
Friends of Scouting Coordinator .....	13
<b>PACK 1601 PROGRAM.....</b>	<b>13</b>
	Den Meetings
.....	13
Pack Meetings .....	13
	Pack Activities
.....	14
Popcorn Sales .....	14
Scouting for Food: .....	14
Pinewood Derby .....	14
Blue and Gold Awards Banquet.....	15
Scout Sunday/Sabbath.....	15
	Family
Campout.....	15
Summertime Activities .....	15
	District
Activities.....	15
	Summer Camp
.....	15
Day Camp.....	15
Camp Snyder Scout Camp .....	16
Summer Activities.....	16
<b>Pack Communication .....</b>	<b>16</b>
<b>Behavior of Boys .....</b>	<b>17</b>
<b>Behavior of Leaders and Parents.....</b>	<b>17</b>
<b>Leaders and Volunteers .....</b>	<b>17</b>
Cubmaster .....	18
Assistant	
Cubmaster.....	18
Committee Chair.....	18

Den Leaders and Assistant Den Leaders .....	19
Den Chiefs.....	19
<b>LEADER TRAINING.....</b>	<b>19</b>
Fast Start Training .....	19
Basic Leader Training.....	19
New Leader Essentials .....	19
Position Specific Training .....	19
Youth Protection Training: .....	20
Webelos Leader Outdoor Training.....	20
Basic Adult Leader Outdoor Orientation Training (BALOO).....	20
Den Chief Training.....	20
<b>Supplemental Training .....</b>	<b>20</b>
Roundtable .....	20
PowWow.....	20
University of Scouting .....	20
Wood Badge.....	21
<b>How Can You Help?.....</b>	<b>21</b>

# **Cub Scout Pack 1601 Handbook & Parent's Guide**

## **Introduction/Welcome**

Welcome to Cub Scouts and Pack 1601! We are honored and excited to have your son and family join our Pack which supports the Lees Corner Elementary School and Chantilly area. It is our goal and desire to provide your son with the highest quality scouting experience, and provide a solid, fun-filled, rewarding, challenging and safe family oriented program that both he and your family will enjoy. Many of Pack 1601's activities are for the entire family, not just the boys. Although we are focused on the boys, our program is structured to give your family another venue to spend time together.

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## **Policies and Guidelines**

The Parent's Handbook outlines the policies and guidelines that govern Pack 1601 and how the Pack operates. The Parent's Guide is meant to provide you, as a concerned parent, with information on what you can expect from the Cub Scout program in general and Pack 1601's program in particular. It also provides you with information on what we expect from you and your son as members of Pack 1601. We follow the rules and policies as set forth by the Boy Scouts of America, but BSA allows a great deal of flexibility in how a Pack conducts its routine operations and annual program.

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## **What is Cub Scouts?**

Cub Scouting is a family and home-centered part of the Boy Scouts of America (BSA) program that helps develop ethical decision-making skills for boys in the first through fifth grades. Activities emphasize character development, citizenship training, and personal fitness.

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## **The Cub Scout Program**

Boys join Cub Scouts because they want excitement, to be with friends, to learn new skills, and above all, to have FUN! Cub Scouting is a character-building institution that embraces the values of citizenship, compassion, cooperation, courage, faith, health and fitness, honesty, perseverance, positive attitude, resourcefulness, respect, and responsibility. Cub Scouts provides a positive and safe environment for boys to discover new skills and interests, develop self confidence, and learn respect for others.

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## **Ranks, Achievements and Awards**

Boys work their way through Cub Scouts doing activities that are fun and challenging. The

## Cub Scout Pack 1601 Handbook & Parent's Guide

activities are carefully chosen to be age-appropriate and emphasize learning by doing. They cover many aspects of life and are designed to:

- Influence a boy's character development and spiritual growth.
  - Develop habits and attitudes of good citizenship.
  - Encourage good sportsmanship, and pride in growing strong in mind and body.
  - Improve understanding within the family.
  - Strengthen a boy's ability to get along with others.
  - Foster a sense of personal achievement by developing new interest and skills.
  - Show a boy how to be helpful and do his best.
  - Provide fun and exciting new things to do.
- 

## Ranks

Ranks within Cub Scouts are based on a boy's grade in school. He works on his appropriate age-level rank during that school year, but may begin as soon as he finishes the previous grade. For example, a boy who finishes the second grade may start working on his Bear requirements during the summer, and has until he finishes the third grade the following summer to complete all requirements. Pack 1601 leaders may incorporate activities into den meetings that will satisfy rank requirements, but the boys will still have to complete many of the requirements on their own. We try to ensure each boy finishes the requirements for rank advancement before the annual Blue and Gold Awards Banquet each February. Rank recognition is presented at the Blue and Gold Banquet. After earning their rank badge for the year, the boys can spend time working on Arrow Points, belt loops, and pins.

**Tigers:** First grade boys who join Cub Scouts are enrolled in the entry-level program known as Tigers. The motto of the Tigers is "Search, Discover, and Share" as Tigers and their parents are introduced to the fun and excitement of Cub Scouting. Tiger Cub Dens meet at least one or two times a month, and the meeting location and activities are usually rotated among the families. Tigers are full members of the Pack and participate in all Pack and District activities.

**Bobcat:** No matter when a boy enters the Cub Scout program, before becoming a Wolf, Bear, or Webelo, all boys must earn their Bobcat badge, the first step in Cub Scouts. Each boy is required to learn and understand the Cub Scout Promise, Law of the Pack and Cub Scout Motto, and demonstrate the Cub Scout Sign and Cub Scout Salute. Tigers earn their Tiger badge first, then before the end of the scouting year, are expected to complete the requirements for their Bobcat badge.

**Wolves:** Cub Scouts in the second grade participate in the Wolf program. The first badge to be earned is the Bobcat Badge (see above), and then they can proceed to work on the Wolf Badge and Arrow Points activities specific to their age level. The entire list of requirements for the Wolf Badge is listed in the Wolf Cub Scout Handbook. Advancement toward Rank program

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

**Bears:** In the third grade, Cub Scouts are called Bears. If they have not already earned the Bobcat Badge, they must do this first before beginning to earn the Bear Badge. The list of requirements for the Bear Badge is found in the Bear Cub Scout Handbook. Advancement toward Rank program

**Webelos:** The Webelos program is a two-year program for fourth and fifth graders. If they have not earned their Bobcat Badge, this must be completed before beginning work on their Webelos requirements. Webelos work on earning Activity Pins in 20 different areas, arranged into five groups: outdoors, mental skills, technology, physical skills, and community. Fourth graders, known as Webelos I, work toward their Webelos Badge, and then may earn additional Activity Pins for Compass Points. Fifth graders, known as Webelos II, work on their Arrow of Light Rank and their transition into the Boy Scout program. The Arrow of Light is the highest rank in Cub Scouting and the only Cub Scout Badge that can be worn on the Scout and Adult uniform. All of these requirements are outlined in the Webelos Handbook.

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### **Awards**

In addition to the activities that contribute to advancement in rank, the boys can earn gold and silver arrow points, belt loops, and pins and letters in the optional Sports and Academic Program. The purpose of these awards is to encourage Scouts to try new activities and learn new skills, or to improve those skills they already have. Arrow points can be earned by completing additional achievements beyond those required to earn the Wolf and Bear Badges. There are 12 academic and 21 sports activities to choose from, including soccer, baseball, fishing, basketball, computers, wildlife conservation, science, and mathematics. Many of these achievements can be met through non-Scouting activities at school or within the community. As in most activities of Cub Scouting, this is not meant to be a highly competitive program, but instead to encourage the boys to “do their best.” The Sports and Academic Program is described in more detail in the Cub Scout handbooks and in the Sports and Academic Program leader’s guide that is available through the Pack library or your Den Leader.

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### **Ceremonies**

A key part of the Cub Scout program is having a ceremony to recognize a boy’s achievements and accomplishments. Pack 1601 conducts three formal ceremonies during the year. The first ceremony is for any boy earning the Bobcat Badge and will be held immediately after the boy meets the requirements. The annual Blue and Gold Award Banquet, held in February, is the largest ceremony conducted by the Pack and boys who have earned Bobcat, Wolf, Bear, and Webelos will be recognized at this event. Webelos II who have earned the Arrow of Light Badge and/or are transitioning into the Boy Scouts will also receive recognition of this major achievement in a suitable ceremony at the Blue and

# **Cub Scout Pack 1601 Handbook & Parent's Guide**

Gold Banquet. In the spring, a Bridging Ceremony will be conducted where boys will “cross over” to the next level and receive a new neckerchief. Other awards, such as activity belt loops and pins, arrow points, the World Conservation Award, and similar awards are presented at the monthly Pack Meetings in a more informal setting.

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## **Cost**

The cost of Scouting on an annual basis is very reasonable. Pack 1601’s Committee realizes tries to balance the program plan and its cost against the effort required to generate funds to cover program expenses. With this in mind, we have determined that not all the Pack’s actives can be funded solely from revenue generated by the Pack’s annual popcorn sales program. The Pack will spend approximately \$180 per boy during the year on his registration, Boy’s Life magazine, individual awards, Pinewood Derby racecar kit, neckerchief, and other program costs. Parents will need to also purchase a uniform for their boy – uniform details are provided below. In order to supplement revenue generated by popcorn sales, there are a few Pack activities, primarily those that entire families participate in, where additional fees are required. A small fee is collected for families attending the Blue and Gold Awards Banquet Dinner to help defray the cost of catering. A small fee is also collected for the Spring Family Campout to cover food, beverages, and campsite rental fees.

**Pack Dues:** \$65 for new Scouts (includes a Pack T-shirt) and \$60 for returning Scouts. Pack dues are due at the beginning of the Scout year in September. Pack dues cover all BSA registration fees, insurance, and subscription to Boy’s Life Magazine. Dues also cover a portion of the supplies consumed during the program year- approved Scouting events, awards, and racing kits, and neckerchief. Note: Leaders do not pay dues. Their registration, Boy’s Life and Scouting Magazine subscriptions, and insurance are paid for by the Pack.

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## **FUND RAISERS**

The Pack conducts two primary fund raising activities during the year. Funds raised supplement the pack’s dues income, and go toward the District and Council operating costs. Money earned from these fund raisers provide operating expenses for leader registration, training expenses and materials for leaders, race trophies, newsletter printing, deposits for summer camp and the family campout, and other Pack operating expenses as determined and approved by the Pack Committee.

**Popcorn Sales:** The sale of Trail’s End popcorn each fall provides the bulk of the Pack’s operating expenses. Wolf, Bear, and Webelos Scouts are encouraged to sell popcorn to their friends, family and neighbors. Depending on the number of boys in the Pack, the Pack’s Annual Program Plan, and the Pack’s estimated annual operating budget,

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

the Pack's Committee Chair, Popcorn Kernel, Treasurer, and Cubmaster will develop the pack's sales goals for the year. Sales goals will be set in terms of average dollars sales and number of units per scout. The objective of the pack's popcorn sales is to offset the difference between pack dues and the pack's program cost per scout. The Pack receives 30% of the money raised selling popcorn, the District earns 40%, and Trail's End gets the remaining 30%.

**Friends of Scouting:** Held early in the year, this is the primary fund raiser for the Boy Scouts of America. Contributions provide our Council with funds to pay professional Scouters, provide training programs and materials to Districts, pay for Goshen Scout Camp operations, and provide for other items in its annual budget. Each family is asked to contribute an amount that they are comfortable with.

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### **Pack Treasury**

All money received by the Pack from dues and fund raisers goes into the Pack Treasury, and accountability for Pack funds is the responsibility of the Pack Treasurer. Typically, the treasurer will make disbursements for expenses with approval of either the Committee Chair or the Cubmaster. The Treasurer makes periodic reports on the status of the Treasury to the Pack Committee as required. Any parent may request a status report from the Committee Chair or Cubmaster at any time. If necessary, the Pack Committee Chairman and Cubmaster are authorized to spend up to \$300 without committee approval. This allows the Pack's leadership to ensure that resources are available that are critical to pack activities or operations in a timely manner.

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### **Uniforms**

We wear uniforms to show that we are dedicated to a worldwide movement of building character, citizenship, and physical and mental fitness in young boys. Uniforms give the boys a sense of belonging, and also provide a place to show off their accomplishments and the awards they have earned. Pack 1601 does not require boys to wear complete Cub Scout uniforms, but does require that all boys wear Cub Scout uniforms "above the waist," meaning shirt, neckerchief with slide, and official Cub Scout belts. The belts provide a place to display the activity belt loops the boys earn. Cub Scouts must purchase their own uniforms, including the council patch, pack number, den number, and world scouting patch for the shirt. The placement of these badges and patches is described in the Cub Scout Handbooks. The Pack purchases rank badges, arrow points, activity belt loops and pins that the Cub earns during the year. In October and April each year, the pack will conduct uniform inspections at its pack meetings. The purpose of these inspections is to afford the boys an opportunity to ensure their uniform is worn properly, teach attention to detail, and show pride in their accomplishments as Cub Scouts. Upon successful completion of the Scouting year and sufficient funds in the Pack Treasury, the Pack will provide the

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

neckerchief for the next year. It is requested the previous year's neckerchief be recycled back to the Pack for other Cubs moving up.

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### **Occasions for Wearing the Cub Scout Uniform:**

To ensure that Pack 1601 always looks its best and presents the best possible image to the public, we will typically wear the Class A uniform at public functions and activities. On occasion, we will wear the Pack t-shirt when appropriate.

**Pack Meetings:** The standard uniform for Pack Meetings is the Class A uniform (Cub Scout Belt and Shirt).

**School Functions:** Class A uniform

**Den Meetings:** Den Leaders will establish uniform standards for their den meetings.

**Field Trips:** Class A Uniform, unless other uniform is prescribed by the Cubmaster (i.e: We'll wear t-shirts to baseball games, campouts).

**Popcorn Sales:** The Pack T-shirt is acceptable for group sales booths and individual door to door sales.

**\* Cub Scouts should wear their pack t-shirt to school on days of Pack Meetings**

**Tigers, Wolves and Bears:** Blue Scout shirt, neckerchief (orange for Tigers, yellow for Wolves and light blue for Bears), neckerchief slide, and Cub Scout belt. Cub Scout Recognition Kits will be awarded by the Pack and are to be worn on the belt. As a boy successfully moves up to the next level while a member of the Pack, his neckerchief will be awarded at the Bridging Ceremony in the spring. We recommend the short-sleeve uniform shirt in the poly-cotton blend as being more comfortable and not needing any ironing. Total cost is around \$40 including the neckerchief, plus an additional \$8 for the Council Patch, Pack Number, Den Number and World Scout Crest. The belt (optional) is \$6.

**Webelos:** Either the Blue Scout shirt or the Khaki (tan) Scout shirt with blue epaulette tags, Webelos neckerchief, neckerchief slide, belt, and the Webelos Colors (a special set of ribbons worn on the sleeve to display earned Academic and Sports pins). Official BSA policy is for Cub Scouts to change to the khaki shirt when they become a Webelos I. The same belt may be worn, with either the Cub Scout or Webelos buckle, or the green Boy Scout may be worn, though it is too wide to display the belt loops. The rank badges earned for Bobcat, Wolf and Bear, and associated arrow points are not worn on the khaki shirt. If the boy successfully moves up from Bear to Webelos while a member of the Pack, his Webelos neckerchief will be awarded at the Bridging Ceremony in the spring. Cost for the khaki shirt, epaulette tags, neckerchief, slide, cap and Webelos Colors is about \$47. The Council Patch, Pack Number, Den Number and World Scout Crest may be transferred from the blue shirt to the khaki shirt.

**Official Scout Pants, Shorts, Hat and Socks:** BSA also has official Cub Scout

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

and Boy Scout pants, shorts, hats, and socks that may be purchased. These items are not required at any Pack 1601 or Den activity or function, so they are optional. However, the properly uniformed Cub Scout should wear a clean and neat pair of blue pants, jeans, or shorts when attending a Cub Scout activity or function. Webelos II should wear a pair of olive or dark green pair of pants or shorts.

**Brag or Patch Vest:** A red vest may be purchased for the display of patches, badges, and other scouting memorabilia. The vest is optional but encouraged as it allows the boys to display their accomplishments and achievements that are not normally worn on the uniform. The cost of the vest is about \$12. Parents also can choose to make a brag vest for their son.

**Adult Leaders:** The Committee Chair, Cubmaster, Assistant Cubmaster, Den Leaders, and Assistant Den Leaders should set the example by wearing the uniform correctly at all Scout, Pack, and Den functions. Minimum requirements are the same as for the boys: shirt with correct insignia including the appropriate badge of office, hat and neckerchief. Adults do not wear the Cub or Boy Scout rank badges, but may wear the “knots” awarded for Eagle and the Arrow of Light if they earned either of these awards as a boy. ***With the completion of adult leader training, the Pack will reimburse the leader for the cost of their adult khaki Scout shirt, approximately \$30.***

**Male Adult Leader:** Men have the option of wearing the bolo string tie, Cub Leader’s blue neckerchief, Webelos neckerchief if a Webelos leader, or other appropriate scout neckerchief from a former troop, Order of the Arrow, or Jamboree.

**Female Adult Leaders:** Women may choose between a yellow blouse and blue skirt or pants, or khaki shirt and green skirt or pants. They may also wear a special uniform scarf instead of a neckerchief. Official scout pants or skirt is not required but is encouraged.

**Where to get uniform items:** The most complete location for Scout uniforms and materials is the Scout Store at the BSA National Capital Area Council Headquarters, 9190 Rockville Pike, Bethesda, MD. Other local sources include:

Sunny’s Surplus.

<http://www.sunnysonline.com/>

Manassas VA 11650 Sudley Manor Dr. 703-257-7069

Rider's Hobby Shop

21800 Towncenter Plaza

Sterling, VA 20164

(703) 430-2202

The council opened a scout store in Springfield off Backlick Road.

There’s one in Bethesda— real easy to get to just off I-270/495. They can tell you the location/address of the one just opened in Springfield.

[http://www.boyscouts-ncac.org/pages/1303\\_scout\\_shop\\_mssc\\_cfm](http://www.boyscouts-ncac.org/pages/1303_scout_shop_mssc_cfm)

# **Cub Scout Pack 1601 Handbook & Parent's Guide**

Phone/Fax:  
(301) 564-1091

National Capital Area Scout Shop  
9190 Rockville Pike  
Bethesda, MD 20814-3897

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## **Pack T-Shirt**

Pack 1601 has a custom-designed Pack T-Shirt that can be worn at specified Pack or Den outing, and is the designated Summer Activity uniform for Pack 1601. The T-shirt also serves as an extremely useful means of identification at larger events. The Pack 1601 T-shirt is included in the \$65 fee for new scouts. Additional Pack T-Shirts can be purchased from the Pack for \$10. Adults are also encouraged to purchase T-Shirts.

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## **Handbooks**

Cub Scouts must purchase their own Cub Scout Handbooks. These describe the rank requirements and also serve as a record toward earning the appropriate badge. Parents should take some time to examine the Handbook, especially the Parent Guide in the front of each Handbook. Many of the achievements are designed to be done at home with parental involvement, so parents should review these requirements with their son. The best strategy for advancement in Cub Scouts is teamwork between the parent and son. Parents should also read the Parent's Guide in the front of each Handbook. Wolf and Bear Handbooks cost about \$5, and the Webelos Handbook is around \$6.

Den Leaders must also have a handbook for helping to plan den activities. The Den Leader can either have the Pack provide them a copy, or purchase it themselves and then be reimbursed by the pack with submission of the receipt.

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## **CUB SCOUT ORGANIZATION**

Pack 1601 is a chartered organization under the auspices of the National Capital Area Council (NCAC). The NCAC is one of the largest Councils in the BSA and is responsible for the entire Washington Metropolitan area. It is headquartered in Bethesda, Maryland. NCAC conducts several council-wide activities for Webelos such as Goshen Scout Camp, and provides a number of training opportunities for the leaders. A paid professional Scouter is assigned to assist the district and its subordinate units.

The Powhatan District is one of approximately 12 Districts under the NCAC. Within the

# **Cub Scout Pack 1601 Handbook & Parent's Guide**

Powhatan District are approximately 30 packs, troops, and venture crews, and some 20,000 registered boys and adults. Powhatan District is actually larger than 2/3 of the councils within the BSA. District provides many activities for its Cub Scouts and training opportunities for the leaders.

Packs are composed of a Pack Committee, a number of dens, a charter organization.

**The Pack:** The Pack is the main operating unit of the Cub Scouts. It is composed of several Dens, meets on a monthly basis, and led by volunteers.

**The Den:** The strength of the Cub Scout program is the dens. Most scouting activities are conducted at the den level and by the den as a group. This is the place where character is built, the boys learn the essence of the particular age-level program, and earn their badges and other achievements. Each den is typically comprised of 6-8 boys. Pack 1601's committee will adjust the number of dens so that there are no more than 6-10 boys in each den. Each den must have a Den Leader. The Den Leader is supported by the Assistant Den Leader and oftentimes a Den Chief. A Den Chief is a trained Boy Scout who assists in den meetings and other activities.

**Charter Organization:** Each scout organization is required to have a charter organization from within the community to help provide a meeting area and charter support. The charter organization can be a school, church, business, or civic organization. Our charter organization is Lees Corner Elementary School PTA and we hold our Pack Meetings at the Lees Corner Cafeteria each month.

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## **Pack Committee**

The Pack is run by the Pack Committee, which is headed by the Committee Chairman. In case the Committee Chairman is unable to attend a meeting, the Cubmaster will chair the meeting in his/her place. The committee meeting is not a planning session, but rather a decision making and information disseminating forum. Plans for upcoming events, activities, program decisions, and budget issues are prepared in separate planning sessions by volunteers, committee members, etc. and are presented to the committee for decision. Any parent may attend any of the committee meetings at any time- but only registered committee members are voting members. The Pack Committee meets at 7:00 pm on the second Tuesday of the month from September through May. Location of committee meetings can vary depending on the circumstances and availability of facilities. Typically meetings are held at Lees Corner Elementary School, usually in the cafeteria. If this facility is not available, the Committee Chairman will include the location in the meeting announcement.

The Committee Chair or Cubmaster may convene special committee meetings as required to attend to pack business that cannot wait until established meeting times/dates. Special committee members will vote only on issues affecting their specialty. For example, Popcorn Kernel will only vote on issues affecting or affected by the pack's fund raising activities.

# **Cub Scout Pack 1601 Handbook & Parent's Guide**

Special event planners, such as the Family Campout planner will only vote on issues related to their event (Family Campout).

Quorum is established by the Pack Committee Chairman- normally 50% of the filled committee positions constitute a quorum. If there is not enough committee members present at a committee meeting, the executive committee (described below) will take action/make decisions on issues requiring time sensitive decisions/actions.

The pack committee chairman and Cubmaster will vote on routine pack decisions and will break ties should a committee vote be evenly split on an issue. Agendas and read ahead items will be distributed prior to committee meetings by the chairman and/or Cubmaster. Committee members, who cannot attend a scheduled or special committee meeting, may submit their vote on an issue by email proxy to the committee chairman.

## **Executive Committee:**

The Pack's Committee Chairman, Cubmaster, Assistant Cubmaster, and Treasurer form the Executive Committee. If action or decisions are required that cannot wait until the regularly established committee meeting, its not possible, or is impractical to convene a special committee meeting, the Executive Committee may take action with at least two of the executive committee members in agreement. The Executive Committee will document actions taken and inform the remainder of the committee as soon as practical.

## **Pack Committee Members**

In addition to the Committee Chair, Cub Master and Den Leaders, other Pack Committee Members may include:

**Charter Organization Representative.** The COR is the direct contact between the Pack and the Charter Organization (i.e., Lees Corner PTA). The COR helps the pack with the charter renewal each year and serves as the charter organization's representative to District and Council.

**Advancement/Awards Chair:** Keeps accurate advancement records for the pack based on information received from the Den Leaders, prepares advancement reports for Council, purchases awards patches and badges for the Pack on a monthly basis (usually at the BSA store in Bethesda), and organizes the awards, patches and badges for distribution by the Cubmaster at the Pack Meeting.

**Treasurer:** Helps the Pack Committee and Cubmaster establish a sound financial program for the pack with a budget plan, maintains the Pack's back account and tax ID number, approves all financial expenditures, pays bills, keeps up-to-date financial records, and provides financial reports to the Committee as required.

**Registration Chair:** This is a critical function completed during August and September and requires about 12-14 hours of work. The Registration Chair attends the

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

District's Join Scouting Night orientation, helps plan and conduct the Pack recruiting display at Back to School Nights at Lees Corner Elementary School, registers new scouts and leaders at the Pack's Join Scouting Night held in September and assigns them to dens, and reregisters returning scouts and leaders. Assisted by the Treasurer and other Pack Leaders, the Registration Chair collects registration fees and forms, and submits registration information to District.

**Charter Chair:** Attends recharter training, and fills out the recharter forms in January for the February Recharter date. Requires approximately 20 hours during December through February.

**Secretary/Librarian:** Collects activity sheets, handles correspondence, keeps a roster of the entire pack, takes notes at committee meetings, inventories and maintains pack library. In coordination with the Pack Committee and Pack Leaders, compiles a short, one page newsletter with information of interest to the Pack on upcoming Pack, District, and Council events and den activities. Insures enough copies of the newsletter are printed and ready for distribution at each month's Pack Meeting. Requires 2-3 hours per month.

**Troop Liaison:** Pack 1601 provides a recruiting base for several neighborhood Boy Scout Troops. The Troops Liaison establishes and maintains contact with the Scout Troops for the purpose of recruiting new Den Chiefs and to coordinates the Webelo-Scout transition. Working with the Webelos II Den Leader, the Troop Liaison arranges Webelo visits to the Troops, and Webelos participation in Troop activities. Helps plan the Arrow of Light and Bridging Ceremony to Boys Scouts.

**Pack Trainer:** Helps the Committee Chair and Cubmaster ensure that all leaders are properly trained, and maintains a record of the training received by all leaders.

**Tiger Cub Coach:** Completes Tiger Coach training. Organizes and provides orientation for new Tiger Dens. Maintains monthly contact with Tiger Dens and coordinates their participation in Pack activities. Serves as a resource for Tiger Den parents. Reports on Tiger Den progress at monthly committee meetings. Provides the Awards/Advancement Chair with information for Tiger Cub advancement.

**Recruiting Chair:** Oversees Pack 1601 recruiting including development of recruiting materials (e.g., send home flyers, posters, etc.) and coordination of recruiting events (e.g., Lees Corner orientation day in August, back-to-school nights, and Join Scouting Night).

**Lees Corner Liaison:** Provides a single point of contact for school staff. Reserves school facilities for pack events (prior to the start of the school year to ensure availability of school facilities). Helps the pack maintains a good relationship with the school staff.

# Cub Scout Pack 1601 Handbook & Parent's Guide

## Activity Coordinators

**Popcorn Coordinator and Assistant:** The Popcorn Coordinator is responsible for coordinating popcorn orders from the boys and sending the Pack's order to Council, picking up and distributing popcorn orders, collecting payment for popcorn orders from the boys and giving it to the Pack Treasurer. This position requires 1-2 hours a week from September through November, with the heaviest time requirement around the time of the popcorn pickup and distribution days in late August, mid-September, mid-October and mid-November. The Popcorn Coordinator needs to have some free space, such as a garage, to temporarily store the popcorn between pickup from Council and distribution to the boys.

**Blue and Gold Chair and Committee:** The Blue and Gold Committee is responsible for planning and conducting the Blue and Gold Awards Banquet held each February. The committee consists of 4-6 parents, with one member acting as the Chair. The committee helps plan the banquet, supervises and helps decorate the room, buys and serves beverages, food and supplies, and supervises and helps cleanup so that the Cubmaster is free to conduct the award ceremonies. The amount of time required varies between 12-14 hours, with most of the time spent on the day of the Blue and Gold Banquet decorating and setting up the room, serving the food and beverages, and cleaning up afterwards.

**Pinewood Derby Chair and Committee:** Conducts the annual Pinewood Derby held on a Saturday in January. Requires about 8-10 hours to set up the track, and conduct the weigh-in and registration the night before the race, and then administer and score the races on Saturday.

**Summertime Activities Chair and Committee:** The Pack holds three monthly activities in lieu of a Pack Meeting during the summer months of June, July, and August. These can include such activities as a picnic, sports day, swimming, fishing, bowling, visiting a historic site or activity, or whatever can be thought up. Time required will depend on the complexity of the event, but usually requires no more than 4-6 hours per month.

**Day Camp Coordinator:** The Day Camp Coordinator attends Day Camp Coordinator training (1-2 hours), registers boys in the Pack for Day Camp, insures there are sufficient parents attending each day, and coordinates the car-pooling to get the boys to and from Day Camp each day. Most of the work is the week of Day Camp, which is the first week after Fairfax County Schools let out for summer vacation. The position requires about 5 hours of work spread over several weeks.

**Camp Snyder Coordinator:** The Camp Snyder Coordinator attends Camp Coordinator training (1-2 hours), registers the boys and leaders in the Pack attending Camp Snyder, insures boys, leaders, and parents understand the clothing and equipment requirements, and coordinates the transportation to and from camp, either by the Council provided bus or by personal vehicle. The Coordinator does not have to attend camp, but it is recommended that the Coordinator be one of the parents attending camp with the boys.

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

The position requires about 5 hours of work spread over several weeks.

**Scouting for Food Coordinator:** Conducted in October and November. The Coordinator attends Scouting for Food orientation held by District, distributes food bags to dens for distribution, assigns the dens the area to distribute and collect their bags, and coordinates the central collection of food at one of the several District collection points. Depending on District guidance, the Coordinator may need volunteers to sort the food at the collection point. Requires about 4 hours of work during November.

**Family Campout Coordinator and Committee:** The Coordinator chooses and reserves the campsite in the fall, coordinating the date with the Pack Committee. In the spring, the coordinator works with the dens to arrange necessary supplies, duty assignments (cooking, cleanup, etc), distributes information and answers questions at the Pack Meeting before the campout, determines the number of people attending, buys food and expendable supplies, and coordinates with the campsite for payment of fees and confirming reservations. Requires a couple of hours in the fall to select and reserve a campsite, approximately 4-6 hours in the spring, and completion of the day-long Basic Adult Leader Outdoor Orientation (BALOO) offered by District (see training section).

**Friends of Scouting Coordinator:** Friends of Scouting (FOS) is an annual national-level fund raising program. The Pack FOS Coordinator attends District FOS orientation, and either gives the FOS presentation to the Pack, or arranges for a District FOS Scouter to visit a Pack Meeting to give the presentation. Collects forms and money and sends to District. Requires approximately 4 hours in January.

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## **PACK 1601 PROGRAM**

**Den Meetings:** Den meeting activities are planned around the monthly theme developed by the Boy Scouts and can include games, handicrafts, hikes and other outdoor fun, practicing skits and songs for the next Pack Meeting, and taking part in simple ceremonies. While some time may be spent working on advancement requirements, this may also be left for the boy to work on at home with their parents. Webelos sometimes work on activity pins since they are in a transition program to Boy Scouts. Most dens meet twice a month for about an hour and at an acceptable time for the parents. Meetings may be held at a leader's home, school, church, or other public building, or sometimes at a special location such as a park, fire station, business, or museum to earn an achievement. The Den Leader will inform you of the time and place of the Den Meeting. While each den has a Den Leader to plan and conduct the Den Meeting, parents are encouraged to participate and help out. ***At least two unrelated adults are required to be present at all times at each Den Meeting or Activity. If this requirement cannot be met, the meeting cannot be held.***

**Pack Meetings:** The purpose of the Pack Meeting is to bring together all the dens and family members, recognize achievements and advancements, and to have a good time.

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

Boys of this age group are full of energy so some of the activities in the Pack Meeting are designed to allow them to release a little of that energy in a controlled environment, which can sometimes get a little loud or boisterous.

Pack Meetings are held once a month and the entire family is invited to participate. **Pack 1601 usually meets on the third Tuesday of each month from 7-8 pm, September through May, at Lees Corner Elementary School.** We like to start on time and end on time, so please arrive a few minutes early to find your seats or if you wish to talk to the Committee Chairman, Cubmaster, Den Leader, a Committee member or program volunteer. Sometimes we may have to change the meeting date due to holidays, weather, or the church requiring the meeting hall, and this will be announced in monthly newsletter or through your Den Leader.

Pack Meetings start with an opening flag ceremony conducted by one of the dens, typically followed by den cheers. During the Pack Meeting awards will be given out, with most boys getting some kind of recognition each month. Dens will perform skits and songs, and we finish with a closing ceremony. Different dens are assigned responsibility for the opening and closing ceremonies, setting up the room and cleaning up afterward, and the skits and songs. This gives the boys a sense of responsibility for helping to run the Pack Meetings. The Cub Scout program is designed in part to foster a teamwork relationship between parents and their sons, so we ask that at least one parent attend the Pack Meeting with their son. Younger siblings are invited to attend and participate, but we ask that you help them observe the quiet periods and ceremonies, and respect the school property and facilities. Children are only allowed in the Cafeteria and should be supervised when going to the restrooms. Running in the halls is not allowed.

**Pack Activities:** Pack 1601 conducts several activities outside the Pack Meetings. These include, but are not limited to, the Raingutter Regatta, Pinewood Derby, Join Scouting Night, Family Campout, Conservation Day, and Scouting for Food. In addition, the Pack holds a monthly activity during the summer months when there is no Pack Meeting.

**Popcorn Sales:** Held from September through November, this is the principal fund raising event of the year. Monies earned from the selling of popcorn helps support the Pack and pay for expenses over and above the dues collected at the beginning of the year.

**Raingutter Regatta:** Held during the Pack meeting in October. The Raingutter Regatta is a sailboat race using small wooden boats the boys make with help from their families. Boys race a sailboat they built against other boys their own age using "wind power" provided by blowing into the sails. The boats are built from kits provided by the Pack at the September Pack Meeting.

**Scouting for Food:** A two-day event held in November to help feed the needy. Scouts deliver a bag to homes on one Saturday, and pick up the bags filled with food on a following Saturday. The collected food is then delivered to a food bank. This

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

activity helps build a sense of community and social responsibility. Our October theme is usually a variation on “helping others”.

**Pinewood Derby:** Held on a Friday in January. The Pinewood Derby is the most popular and successful family activity in Cub Scouts. Pinewood Derby cars are simply small wooden models that boys make with help from their families and then race in competition against other boys their own age. The cars are powered by gravity and run down a regulation track. Pinewood Derby car kits are provided by the Pack at the December Pack Meeting, and must meet certain criteria with regard to size, weight, and components when completed.

**Blue and Gold Awards Banquet:** The BIG EVENT of the Scouting year, held in February in lieu of the regular Pack Meeting. The Blue and Gold is full of ceremonies, with Webelos II receiving their Arrow of Light they have been working on, and formally crossing over into Boy Scouts. Volunteers and leaders receiving well-deserved recognition. A per family fee is collected for pizza and beverages, and the families bring salads and deserts for their dens. Details are provided at the January Pack Meeting.

**Family Campout:** This event is normally held the first weekend in June. The entire Pack goes overnight camping at a National Capital Area Council approved site for family camping. In the evening, the pack gathers around the campfire and has fun with skits, songs, and stories- in addition to lots of family oriented activities; our Saturday night campfire is the setting for our annual rank bridging ceremony. A per family fee is collected to cover the cost of food, beverages, snacks, various supplies, and camp fees. Families are responsible for their own tents, sleeping bags, and camp equipment.

**Summertime Activities:** The Pack will normally schedule a monthly event during the summer months in place of the Pack Meeting. Activities may include a sports day, bowling, fishing, picnic, or other activity. If a boy attends any three summertime activities, sponsored either by the Pack or by District, to include attending summer camp, they can earn the Summertime Activity Award.

**District Activities:** Powhatan District holds many activities that parallel the Pack activities during the school year and summer months. These typically include a District Pinewood Derby race-off, fishing, bike rodeo, BB/Archery shoot, and other activities as opportunity and volunteers permit.

**Summer Camp:** Powhatan District offers both a day-camp and a week-long resident camp each summer. The day-camp is open to all registered Cub Scouts and is held at one of the Fairfax County public parks. The week-long resident camp at Camp Snyder, near Haymarket, VA, offers program for Webelos and Cub Scouts. Both camps require a minimum number of adults. Specific information and details are provided in the

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

late winter-early spring as it becomes available.

**Day Camp:** A one-week camp held in late June immediately after summer vacation begins. There is a day camp held for Wolves and Bears, and another for Webelos, with suitable age-level activities designed to help them earn their next rank. Powhatan Day Camp is usually held at one of the Fairfax County public parks. At least two parents on a rotating basis are required to attend each day.

**Camp Snyder Scout Camp:** The National Capital Area Council owns and operates a facility that provides a week-long resident camp for Webelos and Cub Scouts throughout the summer. It is located near Haymarket, VA. The focus is on having fun and learning new skills rather than earning pins or other awards. At least two adults must attend camp with the boys (adults can split the week with another parent if they don't want to spend an entire week at camp).

**Summer Activities:** District provides three events during the summer for Cub Scouts, in addition to Day Camp and Goshen Scout Camp. Typically these are a bike rodeo in June, fishing in July, and the very popular Archery and BB Shooting in August. Cubs are encouraged to attend these events by Den or Pack, but can still attend even if no one else from the Pack is attending.

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### **Pack Communication**

Pack 1601 uses a variety of methods to communicate among its leaders and with its parents. A newsletter providing information on upcoming events, along with contact information on event coordinators and Pack leaders will be available at each Pack Meeting. You are encouraged to read it and then post it where you can refer to it again as needed. The Den and Pack Leaders communicate frequently through e-mail and by telephone, both within the pack leadership and with the parents, to pass on more time-sensitive information. The Committee Chair and Cubmaster are also available to discuss any concerns, problems, suggestions, or other issues you may wish to bring to their attention. Their phone numbers and e-mail addresses can be found on the monthly newsletter. They will usually be very busy and pre-occupied before Pack Meetings, so it is better to try and talk to them either after the Pack Meeting or at another time.

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### **Behavior of Boys**

While it is expected that Cub Scout age boys may sometimes be loud, boisterous, and a little rowdy, it is also expected that they listen to and obey adults, show respect, be considerate and courteous to others, and behave themselves in public. If a boy is too disruptive or disobedient, the parents will be asked to deal with their son. If this is ineffective, the matter will be referred to the Pack Committee for action. Depending on the circumstances and

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

severity of the problem, the Pack Committee may decide to assign the boy to another den or, in serious cases, suspend him from den and pack activities for a period of time. Only when absolutely necessary will the boy and his family be asked to leave the Pack.

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### **Behavior of Leaders and Parents**

Adults are asked to remember that they are dealing with young children. The Scouting program does not permit physical or verbal abuse by an adult, even by a parent, to a young person at a Scouting event. If a leader, including a volunteer, is observed abusing a child, a report must be made to Council for investigation. If any incident of abuse is confirmed, the leader will be removed from their position(s) and not allowed to participate in any further scouting activities. The safety of Cub Scouts is our highest priority, and we welcome any comments or suggestions regarding child safety issues.

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### **Leaders and Volunteers**

Parents play a VERY important role in the pack. Cub scouting cannot survive without parents who are willing to take the time and make the program work. The leaders of the Pack are all committed parents of Cub Scouts, who volunteer their time and energies into providing your son a quality program of fun and adventure. They are willing to make a difference not only to their own son's life, but to other boys as well. However, they have families and other obligations just as you do, and need your help in providing your son a memorable Cub Scout experience. You have exhibited a desire to have your son participate in one of the most rewarding youth organizations. You can make his experience even better by helping your son. There are many ways in which you can help the Pack and help your son.

**Pack 1601's policy is that all adults are expected to contribute some of their time or talents to the Pack in some way during the year.** You can help the Pack by being a Den Leader, Pack Leader, Committee Member, or helping to plan and put on a Pack event. By spreading the work around to all parents, no one is overwhelmed by the amount of work, and then Den Leaders and Pack Leaders can focus on providing a high quality program for your son. Training is provided for those who would like to be a leader, and there are other leaders in the Pack who are there to help you become a good leader.

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### **Pack and Den Leaders**

All Pack-Level decisions are made by the Cubmaster, Committee Chair and the Pack Committee. Critical actions sometimes require that action be taken outside the pack committee's regularly scheduled meeting cycle. In order to ensure action timing requires the formation of an *Executive Committee* which is empowered to make decisions for the Pack

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

Committee provided they are communicated to the Committee as soon as possible. In the past, executive committees have been created to decide on event cancellation and rescheduling.

**Cubmaster:** The Cubmaster is in charge of the operations of the Pack and develops all Pack Meetings, events, and activities. It is the Cubmaster who develops the philosophy of the Pack and oversees the Pack Program. All awards, achievements, and recognitions are reported to the Cubmaster who presents them at the Pack Meetings. The Cubmaster works with together with the Committee Chair to recruit new leaders and volunteers. The Cubmaster attends Youth Protection training and completes the Cub Scout Basic Leader and Position Specific courses. Most of the Cubmaster's time is spent coordinating and running Pack Meetings, attending committee meetings and pack events, however the Cubmaster must also attend several annual District or Council leader meetings, and should attend the monthly Roundtables. The Cubmaster often serves as the pack representative to District and Council meetings and functions. As the primary leader responsible for the well-being and smooth operation of the Pack, the Cubmaster must complete Basic Leader Training, Position Specific Training, and Youth Protection Training, and is encouraged to attend additional training presented at the monthly Roundtables and annual Pow Wow.

**Assistant Cubmaster** The Assistant Cubmaster(s) help the Cubmaster in completing his/her duties, and are prepared to fill in for the Cubmaster when he/she is unavailable. In addition to the required training, this position requires from 10-15 hours per month at a minimum. The Assistant Cubmaster must complete Basic Leader Training, Position Specific Training, and Youth Protection Training, and is encouraged to attend additional training presented at the monthly Roundtables and annual Pow Wow.

**Committee Chair:** Chairs the Pack Committee and acts a general coordinator for the scheduling and performance of all Pack functions and events. The Committee Chair oversees the planning of the annual pack program, calendar, and budget estimate to support the pack's annual program, plans the monthly agendas for Pack Committee Meetings, and oversees the timely submission of the pack's annual Registration and Rechartering. The Committee Chair works with together with the Cubmaster to recruit new leaders and volunteers. Additionally, the Committee Chair ensures that all adult leaders- the Cubmaster, Den Leaders and their respective assistants all receive the Basic Leader, Position Specific, and Youth Protection Training. This position takes 5-10 hours/month.

**Den Leaders and Assistant Den Leaders:** Den Leaders plan and organize den meetings, keep track of the boys' advancements, and attend Committee Meetings. Den Leaders try to engage the parents in the den meetings to the greatest extent possible, both to make the Den Leader's job easier and to increase the boys' enjoyment. Cub Scouting is a family activity, and den meetings are a great place for family involvement. The Den Leader can go to the Cubmaster or to other Den Leaders when they need advice and assistance. *New dens cannot be formed and cannot exist unless a parent is willing to be a Den Leader and Assistant Den Leader.*

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

**Den Chiefs:** Den Chiefs are Boy Scouts in the rank of First Class or higher who provide junior leadership and assistance to the Den Leader by helping plan and lead games, skits, and songs. Perhaps more importantly, they are important in being a mentor and providing role models to a den of Cub Scouts. These boys are selected from trained volunteers who are members of various neighborhood Troops that Pack 1601 supports.

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### **LEADER TRAINING**

The Boy Scouts of America understands and appreciates that most new leaders in Cub Scouting have never done that job before. New leaders need to know how to do their jobs and what is expected of them. The leadership training program of the Boy Scouts of America provides this information and helps leaders become confident in carrying out their responsibilities.

Every leader, new and returning, should try and attend the group training courses conducted by District as soon as possible after assuming their new leadership positions. Group training demonstrates the fun and fellowship of Cub Scouting, and provides opportunities to get to know other pack leaders and share experiences and ideas, as well as getting their questions answered.

The Pack Trainer will be responsible for getting leaders started off right, keeping them informed of training opportunities, and keeping a record of leader training.

The Cub Scout training program basically consists of the following types of training, most of which are required by BSA.

**Fast Start Training:** Fast Start is the first step in the training program. It is a short, video based training program designed to provide specific first meeting planning information related to the leader's position.

**Basic Leader Training:** Basic Leader Training is designed to give position-related information to all adult leaders in Cub Scouting, building on the foundation established in Fast Start Training. Basic Leader Training consists of two parts:

**New Leader Essentials:** New Leader Essentials highlights the values, aims, history, funding, and methods of the Scouting program. Once completed it need not be taken again, even if the leader moves on to other positions in Scouting. This training takes about 3-4 hours to complete.

**Position Specific Training:** This training gives the leader the knowledge and skills necessary for a specific position such as Tiger Cub Leader, Den Leader and Assistant, Webelos Den Leader and Assistant, Pack Committee members, and Cubmaster and Assistants. Usually given in conjunction with New Leader Essentials, the Position Specific portion goes into greater detail on youth development, boy behavior, program planning, activities, and the purposes of Scouting. Whenever a leader changes positions, such as

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

from Den Leader to Webelos Den Leader (but not from an assistant to primary role), they should take the required Position Specific Training for their new leadership position. Upon the completion of both New Leader Essential and Position Specific Training, the leader will be awarded a “Trained” patch for wear on the uniform. This training requires about 2 hours.

**Youth Protection Training:** Every leader is required to complete Youth Protection Training at least once every two years. The Cubmaster and Committee Chairman should take it every year. Parents may also attend the training. This training provides a thorough review of BSA Youth Protection (child abuse) policies, and develops an increased awareness of Youth Protection issues. The training lasts about 2 hours and is also available on-line (broadband connection recommended).

**Webelos Leader Outdoor Training:** A one-day program designed specifically for Webelos Den Leaders and their assistants, this training teaches basic outdoor skills in order to prepare the leaders for conducting Webelos overnight camping with the boys and parents of the den.

**Basic Adult Leader Outdoor Orientation Training (BALOO):** Similar to Webelos Leader Outdoor Training, this is a one-day program for planning and conducting outdoor activities, to include family camping trips, for the entire Pack. The Family Campout Coordinator is required to take this training.

**Den Chief Training:** This is a one-day training program conducted by District to provide basic training for Boy Scouts in a Den Chief position.

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### **Supplemental Training**

**Roundtable:** A monthly meeting that provides information on next month’s program theme, distributes information about District and Council events, and provides a forum to share information. The Cub Scout Roundtable is primarily designed for Cubmaster and Den Leaders, but other Pack leaders, parents, and volunteers are welcome to attend.

**PowWow:** A day-long Cub Scout leader training program that provides a number of seminars or classes on how to conduct a quality, fun-filled, Cub Scout program. A number of leader-specific sessions are provided for committee members, Cubmaster, Den Leaders, Tiger Leaders, Pack Trainers, Den Leader Coaches, and other Pack leaders. Much of each session involves asking questions and sharing useful information. Cost is usually about \$25 and the Pack will reimburse the cost.

**University of Scouting:** Similar to a Pow Wow, the University of Scouting provides more in-depth Boy Scout wide one-day leader-specific training that leads to a “degree.” The more training taken, the higher the “degree” awarded.

## **Cub Scout Pack 1601 Handbook & Parent's Guide**

**Wood Badge:** Wood Badge provides advanced leadership training. The training consists of a formal program with two weekends of camping, several weeks of additional preparation with your training patrol, and completing several self-initiated goals. Upon successful completion of the Wood Badge requirements, the leader will be recognized for his achievement in a suitable ceremony and the awarding of the Wood Badge beads, neckerchief and woggle.

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### **How Can You Help?**

There are many ways in which you can help the pack and your son....

- Provide supervision and encouragement to your son.
- Support your son's Den Leader. Attend den meetings and activities when you can, and assist the Den Leader in putting on a good program.
- Take responsibility for a specific pack activity
- Become a pack leader. Demonstrate your commitment to Scouting and your son.