

# VOLUNTEERING FOR SCOUTS

## **COMMITTEE POSTIONS:**

### **Cubmaster**

The Cubmaster is in charge of the daily 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. The Cubmaster often serves as the pack representative to District and Council meetings and functions.

**HOURS:** ~10-15 hrs/month

### **Assistant Cubmaster**

This effort involves supporting the Cub Master in all duties. This includes helping to ensure the pack is running smoothly through the committee efforts as well as interfacing with the unit, district, and regional representatives for scouting.

**HOURS:** ~2-4 hrs/month

### **Committee Chair**

Chairs the Pack Committee and acts as a general coordinator for the scheduling and performance of all Pack functions and events. They oversee the planning of the annual pack program, calendar, and den duty roster each year. Oversees the registration and recharter efforts to ensure information is correct and submitted on time. Helps in the recruitment of new leaders and volunteers.

**HOURS:** ~ 5-10 hrs/month

### **Den Leaders**

Plan and organize den meetings, keep track of the boys' advancements, and attend Committee Meetings. Cub Scouting is a family activity, and den meetings are a great place for family involvement. Den leaders try to engage the parents in the den meetings to the greatest extent possible.

**HOURS:** ~ 5-10 hrs/month

### **Advancement/Award 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, and organizes the awards, patches and badges for distribution at the Pack meetings.

**HOURS:** ~ 2-5 hrs/month

### **Treasurer**

Helps the Pack Committee and Cubmaster establish a sound financial program for the pack with a budget plan, maintains the Pack's bank 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.

**HOURS:** ~ 2-5 hrs/month

### **Charter Chair**

Attends recharter training, and fills out and submits the recharter forms in January for the February recharter date.

**HOURS:** ~ 20 hrs across Dec – Feb

### **Registrar**

This person is responsible for ensuring all scouts are registered with the district. This is critical to ensure all scouts are in the system as active members, and the district scouting insurance is covered on each member. This activity is done during the first two months of the scouting year (Sept – Oct). This person is collecting the information and forwarding, the Den leaders are actively getting the information from their dens.

**HOURS:** ~8 hrs/month for the two months.

### **Secretariat**

Collects activity sheets, handles correspondence, keeps a roster of the entire pack, takes notes at committee meetings, inventories and develops monthly pack news letter.

**HOURS:** ~ 5-10 hrs/month

### **Pack Trainer**

Helps the Committee Chair and Cubmaster ensure that all leaders are properly trained, maintains a record of the training received by all leaders, and ensure information is synchronized with district information.

**HOURS:** ~ 1-4 hrs/month

## **ACTIVITY COORDINATORS:**

### **POPCORN Chair and Assistant**

Coordinates popcorn sales for the entire pack, sends the pack's order to council, picks up and distributes popcorn orders to the scouts, collects payment, and provides to Pack treasurer. Identifies and coordinates store sales dates and times (Lowe's or equivalent) for the pack. There is a need for some free space such as a garage or empty room to store popcorn until full delivery.

**HOURS:** ~ 2-5 hours a month from Aug – Dec

### **Blue and Gold Chair and Committee**

Responsible for planning and conducting the B & G awards banquet held each February. The committee consists of 4-6 parents, with one member acting as the Chair. The committee helps plan, supervise the decoration of the room, buys and serves beverages, food and supplies, and supervises and helps cleanup so the cubmaster is free to conduct the awards ceremonies.

**HOURS:** ~ 12-14 hrs, mostly the night of the event, but can vary.

### **Pinewood Derby Chair and Committee**

Conducts the annual Pinewood Derby held every January. Requires track set up and operations for weigh in as well as for the race itself, and awards procurement.

**HOURS:** ~ 8-10 hours during Jan.

### **Rain Gutter Regatta Chair and Committee**

Conducts the annual Rain Gutter Regatta in October. Requires set up of the rain gutters, administration of the race, and awards procurement.

**HOURS:** ~ 8 hrs

### **Scouting For Food Coordinator**

This food drive effort occurs in November. The coordinator attends the 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.

**HOURS:** ~ 4 hrs in Nov

### **Family Campout Coordinator and Committee**

Chooses and reserves the campsite in the spring, coordinates the date with the Pack Committee, works with the dens to arrange necessary supplies, duty assignments, distributes information and answers questions at the Pack Meeting before the campout. They also determine the number of people attending, buy food and expendable supplies, and coordinates with the campsite for payment of fees and confirming reservations.

**HOURS:** ~ 5-10 hrs in the spring