

PLANNING FOR SUCCESS

RESOURCES TO BUILD THE BEST YEAR OF CUB SCOUTING EVER

PG. 2



Preparing the Plan

Great Cub Scout packs know that an amazing program doesn't just happen: packs must take the time to plan and organize for the upcoming year. Planning prevents conflict and last-minute problems, and ensures a safe, fun, and successful program.

PG. 3



Creating the Calendar

The following pages contain resources to help your pack create a plan for the upcoming program year. If you have questions, please let us know...we are here to help.

PG. 4



Making the Budget

Or please call the Council office at 920-734-5705 and we will connect you with a Scouting professional who can help you build an **amazing year of Cub Scouts!**

PG. 5



Membership Planning

Additional resources are available at: <https://baylakesbsa.org/unit-program-planning/>.

PG. 6



Leadership Planning

DEVELOPING YOUR PROGRAM:

1. Brainstorm: Gather ideas from youth, parents and past activities
2. Evaluate: Review materials with committee to create an "approved list"
3. Vote: From the "approved list" ask youth to vote on their 1st, 2nd, 3rd choices. Those at the top of the list should be added to the calendar.
4. Finalize: Put the program plan to paper and add to the unit calendar. Be sure to be transparent and share your plan with all families in the pack.

PG. 7 & 8



Resources & Worksheets

CUB SCOUT PROGRAMMING

ADVANCEMENT: Recognition is important to Cub Scouts! The Cub Scout advancement plan provides fun for Scouts and gives them a sense of personal achievement. Advancement also keeps Cubs in Scouting longer. Packs should plan to have at least 75% of their Cub Scouts advance in rank each year.

PACK AND DEN MEETINGS: Boring or unorganized meetings are the number one reason Cub Scouts drop out of Scouting. Make your meeting count by:

1. Plan Your Meetings in Advance
2. Code of Conduct: Establish the rules each meeting will follow.
3. Ceremonies: Use immediate recognition as a means of encouraging Scouts through Advancement.
4. Treats: Scouts love snacks at meetings!

CAMPING: Camping is an integral part of the Cub Scout program. Cub Scouts who go camping stay in Scouting longer.

It should be a goal for every Pack to participate in at least 5 outdoor activities each year and encourage Scouts to attend a [Cub Scout Resident Camp](#) each summer.

SERVICE PROJECTS: Giving back is an essential part of the Scouting experience. Nothing your pack can do raises community awareness more than a service project. Plan to participate in 3 service projects each year. Be sure to record your service hours online at <http://advancements.scouting.org/>.

Some Service Project Ideas include:

- Adopt a park or your sponsor school
- Plant Trees for Earth Day
- Participate in a roadside clean up



STEP 1: PROGRAM PLANNING **GATHER THE PEOPLE**

Ideally, we recommend inviting all pack committee members, den leaders, and parents to a meeting to plan your pack's program calendar in May or June. However, a virtual meeting can still allow your leaders and parents to connect and share ideas and plans for the next year.

CONDUCT A VIRTUAL MEETING: *SELECT A MEETING PLATFORM*

There are many platforms that allow you to conduct virtual meetings. There are also many that allow you to meet at no cost. Be sure to read the details of each platform and find the system that best suits your needs as a unit.

Zoom: Offers several tiers of pricing but the FREE version is available to everyone and includes:

Ability to have up to 100 people in a meeting
40 Minute limit on group meetings
Unlimited number of meetings
Screensharing capability

Options for conference call and video chat
Breakout rooms for small groups
[Training resources](#) are available
Information about [expanded security features](#)

WebEx: Offers several tiers of pricing but the FREE version is available to everyone and includes:

Ability to have up to 100 people in a meeting
Unlimited time limit on group meetings
Unlimited number of meetings
Screensharing capability

Options for conference call and video chat
Security features such as Personal Room locking and unlocking
[Online Support](#) available

Skype: Offers free service with both the desktop and mobile app:

Ability to have up to 50 people in a meeting
Unlimited number of meetings

Screensharing capability
[Online Support](#) available

DURING THE MEETING

EVALUATE THE PAST YEAR

Review what the pack did last year, month-by-month. Use this research to help guide what you might want to keep, replace, or improve.

CREATE AN ACTIVITY WISH LIST

Brainstorm activities your pack might want to do this year. Think of new and exciting things to do. Ideas can be found: <https://www.scouting.org/cubhub/>.

CALENDAR ACTIVITIES & MAKE ASSIGNMENTS

Is an activity something for an individual den or the pack as a whole? Can an activity be incorporated into a meeting? Take a vote on which activities to include and add to your calendar.

Ask for volunteers to lead each event and make an assignment worksheet (See Pg 8).

AFTER THE MEETING

FUND YOUR PROGRAM

Set a budget based on the activities planned and the anticipated number of participants (youth and adult). Determine your approximate yearly expenses and plan enough fund-raising activities to cover these expenses.

COMMUNICATE THE PLAN

Provide your annual plan to every family. Parents will feel much more involved with the pack and be able to plan for Scouting.

CONTINUE

Annual program planning is an ongoing process. Review the plan each month at your parent's meeting to make sure you are still on track, recruit chairs and others to help or make assignments as needed.



STEP 2: PACK CALEDAR

Here is a quick example of a typical one-page pack calendar that would result from a planning meeting. Completed calendars should be ready for distribution to new families at your September recruiting events.

PACK 3999 CALENDAR	
August	
6	Summer Fun Day
8	Parent/Committee Meeting
September	
6	Parent/Committee Meeting
12	Cub Scout Join Night
20	Pack Meeting
October	
3	Parent/Committee Meeting
10	Pack Campfire
20	Pack Meeting
November	
7	Parent/Committee Meeting
11	Veterans Day Assembly
17	Pack Meeting
December	
2	Parent/Committee Meeting
9	Pack Sledding Party
15	Pack Meeting
January	
4	Parent/Committee Meeting
10	Pinewood Derby
25	District Winterfest
30	Pack Meeting
February	
4	Parent/Committee Meeting
12	Blue and Gold Banquet
20	Pack Meeting
March	
3	Parent/Committee Meeting
14	PI Day
25	Pack Meeting (Crossover)
April	
5	Parent/Committee Meeting
10	Camporee at Gardener Dam
21	Pack Meeting
May	
6	Parent/Committee Meeting
20	Pack Meeting
30	Memorial Day Parade
June	
6	Family Picnic
6	Summertime Pack Award Kick Off
	Participate in National Summertime Pack Award
Summer	
	Camping at Camp Rokilio & Gardner Dam
July 20	Pack Recruitment Training Session
August 25	Popcorn Training Session

Plus: Monthly Den Meetings – Dates to be announced via Scoutbook by Den Leaders by September 1.
 Pack meetings are at 6:00 PM at Memorial Elementary School
 Parent/Committee Meetings are at 6:00 PM at Memorial Elementary School. All are encouraged to attend!

Questions: Please contact Cub Master Mike at cmpack3999@gmail.com or
 Committee Chair Sarah at ccpack3999@gmail.com

ADDITIONAL RESOURCES:

PACK MEETING ASSIGNMENT PLANNER (SEE PG 8)

COUNCIL EVENT CALENDAR



STEP 3: BUDGET

So, you have your program plan in place. Remember to include costs beyond camping trips. Consider handbooks, awards and recognition items, program materials, scholarships for low-income families, contingency expenses, and training expenses for your leaders.

The financial practices of your pack should be clearly spelled out in your written bylaws and shared with all families in your pack. Many packs have new Cub Scout families “sign-off” on bylaws, acknowledging they understand the rules. Having a written policy ensures that every Scouting family is treated fairly.

Additional Considerations: Maintain dues at a level so each youth member can learn to pay their way without dues posing a hardship. Adding registration fees to the budget helps make the charter renewal process much easier. Keep a reserve fund of 15-30% of your annual budget for emergencies.

ADDITIONAL BUDGETING RESOURCES:

[Pack Budget Worksheet \(Excel\)](#)

[Tips for Planning Your Pack Budget \(PDF\)](#)

[BSA Fiscal Policies and Procedures for BSA Units](#)

FOUR STEPS TO A SUCCESSFUL FUNDRAISING CAMPAIGN

HOW TO PAY FOR OUR PROGRAM?



1. Establish an annual plan and budget using the Pack Budget planner.
2. Determine the expenses from all activities, advancements, camping and training your unit wants to do. Then decide how much popcorn or other product sales are needed to cover those expenses. Click here for details regarding the [Bay-Lakes Council Popcorn Sale](#) and here for [Spring product sale](#).
3. Set a pack fundraising sales goal and break down to a per-Scout goal based on your budget.
4. Put together an exciting program to kick-off your sale.
Communicate sales goals and share prize program details.

If additional funds are needed by a unit after they have participated in the fall popcorn and spring product sales, a unit may organize their own fundraiser. A [Unit Money-Earning Application](#) for the additional fundraiser must be submitted to the Council at least 2 weeks before the fundraiser begins.

ADDITIONAL FINANCIAL RESOURCES:

[Camperships](#): Scholarship opportunities for assistance with Cub Scout Resident Camp

[Special Funding Request for Membership Fees](#): Available to families who are in need of assistance with their child’s annual membership fee payment.



STEP 4: MEMBERSHIP PLAN

BUILDING CUB SCOUTING

The next step to building a successful future for your pack is to think about [Recruitment](#). Recruiting new youth is the lifeblood of our organization and is essential to ensure the longevity of any Cub Scout Pack.

From August to October, nearly 2,500 new youth will join the fun of Scouting at a **Join Scouting** Night event. Your pack's **Join Scouting Night** is one of the most critical events you will plan all year. Here are a few helpful hints to ensure your pack's recruitment night is a success:

COMMUNICATE: You have built an amazing year of Cub Scouting activities, now it's time to share all of those upcoming adventures with new families during a Parent Orientation Meeting/**Join Scouting** event

MARKETING: Get the word out about your **Join Scouting** event! Utilize flyers and yard signs, announce on [social media platforms](#), add to your pack website and Facebook pages, and get your event data to the Council so we can utilize Geofencing technology to help spread the word about your **Join Scouting** event.

OFFER MORE WAYS TO JOIN: Give families multiple opportunities to join your unit. Conduct a recruitment event in September and October if possible. Be sure your unit's [online application pin](#) is up-to-date so families can reach out to your pack via [BeAScout.org](#).

Be sure to attend your District Join Scouting Training this August. [Click here for full schedule of events.](#)

RETENTION BEST PRACTICES

While recruiting new youth is essential, it is just as critical to retain current Scouts. The Scouting program transforms lives and the longer a Scout is in the program, the more impact is having on their life. Packs should set a goal to re-registered at least 75% of their eligible youth members each year. Here are some tips to strengthen your retention efforts.

CAMP! Studies have shown that Scouts that attend camp are more likely to stay involved in the program.

ADVANCE: Every new Scout should advance in rank, earning at least Bobcat within their first 30 days of joining.

COMMUNICATE: Your pack leadership should build an active relationship with each Scout's family. Engage in conversations regularly to discuss a Cub's Scouting Journey.

WEBELOS TO SCOUT TRANSITION

The Scouting journey doesn't end for a Scout after earning their Arrow of Light. It should be the goal of every pack to graduate every Webelos Scout into a Troop. Here are a [few tips](#) to help this goal become a reality.

1. Develop a working relationship with the leadership of Scout troops in your community.
2. Work with troop leaders to secure Den Chiefs for each Webelos den and Cub Scout den.
3. Work with troop leaders to plan visits to Troop meetings.

Plan a meaningful [crossover ceremony](#) at your Blue and Gold Banquet.



STEP 5: LEADERSHIP PLAN

Ensuring volunteer support is the last step in planning an amazing year for your pack. Volunteers make the Scouting program work and ensures an meaningful experience for the youth of your pack.

Everyone could always use more help, right? However before recruiting a new leader, it is important to know what you need. Use the Pack Succession and Planning worksheet (See PG. 8) to find out what volunteer positions you currently have open. Identify leaders that may transition to a Troop with their child in the Spring and work to identify a successor for those open positions.

Need help identifying the strengths of your pack's parents? Have parents complete the [Parent/Volunteer Interest Survey](#). This tool can help you identify volunteers that might be strongly suited to help in a certain capacity or simply have the desire needed to become a registered leader in your unit.

SUGGESTIONS FOR RECRUITING PARENTS

LION/TIGER PARENTS: Kindergarten and First-grade parents should not be asked to take on too large of a role in the pack to start with, but it is important to let them know that they must help in order for the pack to run smoothly. Simple, short, and fun jobs will involve these parents and keep them engaged. Suggested roles: Check-in tables at the Pinewood Derby, running games before a pack meeting.

WOLF PARENTS: Second-grade parents have seen the program in action for a year and not only know how much fun Cub Scouts is, but they understand that parent involvement is key to a successful pack. These parents should be asked to take on roles that support larger functions. Suggested roles: Assistant Cubmaster, Popcorn Kernal, Den Leader

BEAR & WEBELOS PARENTS: These are the parents with experience in the program and knowledge of the way things have been done in the past so they can improve on them if needed. This group must do the heavy lifting. Suggested roles: Cubmaster, Committee Chair, Committee Member

ARROW OF LIGHT PARENTS: It is time for this group of parents to step out of key positions and move into a mentor role for the pack. Their experience will allow them to help support and coach the new leaders.

CYBER CHIP: YOUTH TRAINING

On-line communications has become even more prevalent in the lives of our children. To help unit leaders and families keep their kids safe on-line, the BSA recommends that all units complete the [Cyber Chip program](#) with their youth members.

Topics include cyberbullying, cell phone use, texting, blogging, gaming, and identity theft. The program modules are available for Grades 1-3 and 4-5. The [Cyber Chip](#) expires annually, continuing youth members of your unit can Recharge their [Cyber Chip](#) annually.

When planning your program it is entirely possible that on-line den/pack meetings and activities may still be a reality for many. With that in mind, please be sure to include completion of the [Cyber Chip](#) in your plans for August and September.

Remember that any electronic communication involving a youth member must adhere to BSA's "[two-deep](#)" leadership policies.



LEADER TRAINING OPPORTUNITIES

Cub scout leader training provides the skills and knowledge necessary to be successful in one's role. The Boy Scouts of American and Bay-Lakes Council provide a variety of training courses to help volunteers be the best possible leaders for youth members. [Position specific training](#) modules are available to everyone at www.my.scouting.org.

The Bay-Lakes Council offers supplemental and advanced courses to help leaders provide the best possible Cub Scout program.

BALOO: BASIC ADULT LEADER OUTDOOR ORIENTATION

This one-day course is designed as an introduction to the Cub Scout outdoor program for those leaders who are interested in adding a camping component to their pack activities. Completion of this course is mandatory for at least one adult on any pack over-night event.

CUB SCOUT OUTDOOR LEADER TRAINING

This course is designed to help Cub Scout leaders enhance the outdoor program for Scouts in their den by teaching basic outdoor skills including the skills needed to complete many of the Cub Scout adventures.

UNIVERSITY OF SCOUTING

The University of Scouting is a supplemental training opportunity for all adult Scout leaders. It provides interesting courses on a variety of program topics from pack administration to planning an outdoor program.

YOUTH PROTECTION TRAINING



Youth Protection Training is required for all registered adult leaders and must be renewed every 2 years. Youth Protection training is designed to help you keep our youth safe from abuse.

During the training you will learn the Boy Scouts of America's Youth Protection Guidelines, signs of abuse, and how to report suspected abuse. After each section of material, you will answer questions about that section's topic. [Click here](#) for more information.

NOTE FOR UNIT KEY 3 MEMBERS

You can view the current status of your unit leaders training completion and Youth Protection renewal dates by logging into www.my.scouting.org and click on [Training Manager tool](#) in the drop-down menu.



PACK MEETING ASSIGNMENT WORKSHEET

While the Cubmaster is responsible for leading the pack meeting, he or she plans and conducts it with the help of other leaders. Every den shares the responsibility by doing its assigned parts. The challenge is to conduct a brisk, fast-moving meeting that will hold the interest of Scouts and family members. The secret to a good pack meeting is planning carefully to include a balance of seriousness and fun, the involvement of many people and a lively pace. The assignment worksheet below will help plan pack meetings and divide responsibilities amongst the dens.

	SET UP	GATHERING ACTIVITY	OPENING CEREMONY	SKIT/SONG	PACK ACTIVITY	CLEAN UP	OTHER
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
June							



PACK LEADERSHIP PLAN WORKSHEET

LEADERSHIP POSITION	CURRENT LEADER	NEXT LEADER	NEXT LEADER
CHARTER ORGANIZATION REPRESENTATIVE			
COMMITTEE CHAIR			
COMMITTEE MEMBER: SECRETARY/TREASURER			
COMMITTEE MEMBER: ADVANCEMENT			
NEW MEMBER COORDINATOR: MEMBERSHIP/REGISTRATION			
CUBMASTER			
LION DEN LEADER			
TIGER DEN LEADER			
WOLF DEN LEADER			
BEAR DEN LEADER			
WEBELOS DEN LEADER			
CAMPING CHAIR			
POPCORN KERNAL			

REQUIRED MINIMUM LEADERS FOR PACKS

The following leadership positions are required to be filled in each chartered pack. [Click here for a Cub Scout Pack Leadership Inventory Worksheet](#) (Includes brief position descriptions for various roles).

- Charter Organization Representative*
- Cubmaster
- Committee Chair
- 2-Committee Members
- At least 1 Den Leader

*The only position who may be registered in more than one leadership role is the Charter Organization Representative, who can additionally serve as a Committee Member or a Committee Chair.

To join as a new leader, a completed [BSA Adult application](#) – Disclosure Authorization (Background Check) Form and current [Youth Protection](#) are required.

All adult leader applications must be signed by the Charter Organization Representative before being submitted to the Council office.