

How to Run a Pack School Night



15 June, 2002

Dear Scouter,

Our Fall School Night is upon us! This is a very exciting time for most packs. It is a much-needed infusion of new boys and leaders after the summer break.

I would like to thank all those who attended the Scout Night training sessions. School Night is a very special occasion for all the new boys and their parents. It's an important first impression that needs to be a well-planned evening.

Our School Night goal is 3,840 new boys. If we hope to grow our program in 2002, we need your help. Please do your part and turn-in your youth applications and fees as you get them. Applications that are brought to your district collection site will be rewarded with a free patch for each new boy!

Enclosed is a note concerning duplicate youth registrations. **If a boy was registered at re-charter time 2002, you do not need a new application for him this fall.** Please do not send applications and fees in for boys who are already registered.

School Night Checklist: copies of your pack calendar and a leaders list (for new parents), your registration materials (provided by the council), calculator, pens, change, display items, leaders manuals, and a great attitude.

This is a magical time from the perspective of the new boys joining your pack. Let's make it a special night for them. Good luck.

Sincerely,

Bill Lee
Council Membership Chairman

Job Description

Pack School Night Chairman

School Night is the single largest recruitment drive done in a year. The event itself is conducted a few weeks after school begins in the fall, but the prep-work for it begins in June. The focus of this recruitment effort is 1st – 3rd grade boys. Presentations are scheduled with local elementary schools. Promotional flyers are made and distributed, and boys are registered in the program.

Goal: To recruit 20 or more new Cub Scouts.

Time commitment: 3 meetings, and a little phone work.

- August, your District level School Night Training
- August, your Pack program planning meeting
- September, your Pack's School Night

1. Secure the facility you will use for your School Night and report back to the District School Night Chairman by July 30th.
2. Attend the District School Night Training, and receive your Pack's School Night materials
3. Attend the Pack program planning meeting, and secure a calendar of events for the next 6 months.
4. Create and reproduce a handout from *your* pack. This is important. It should include: a pack calendar for the next six months, a list of pack leadership and their phone numbers (and email addresses), directions to your meeting location, and a brief description of upcoming events (when, where, how much, who etc..).
5. Prepare your School Night agenda. You will need help, at least, someone to greet, and someone to entertain the new boys when you pitch for new leaders.
6. Conduct the School Night at your Pack and turn in the applications and fees to the district turn-in site that night.

Remember when you are reserving your facility that the district has scheduled the District School Night date. Please check with them when that is. Also notify the District School Night Chairman if you find any other organizations that conflict with that date.

School Night Agenda (instructional)

1. Pre opening. People will arrive as soon as 20 minutes before the start of the meeting. Plan to have something there to keep to boy and his parent occupied and entertained from the moment they arrive to the moment they leave. (displays, games, activities, old Boy's Life magazines). You should have chairs, tables and displays completely set up and ready ½ hour prior to the start time. Don't forget to set up a sign-in table.

2. Seating By Grade level. You will need to divide the group into their respective Grade levels in order to secure leadership and define what a den is.

3. Opening Ceremony. Have some of your cubs bring in the colors and say the pledge. Teach the audience (repeat after me fashion) the: Cub Promise, The Law of the Pack, and the Cub Scout Sign.

4. Welcome and Introductions. Get excited! Excitement is contagious. Remember how it must feel for that young 1st grade boy to walk into that hall for the first time. Make it a magical experience for them. Have the School Night Coordinator introduce the Pack leadership in attendance as well as any district guests.

5. What is a Cub Scout. Outline how the boy will fit into the group. Start with the boy and work your way up to the council:

- **The Boy/Parent Team.** There are many projects that are to be worked on and completed at home for Tigers, Wolves, or Bears.
- **The Den.** A group of 6-8 boys who are all in the same grade. There are weekly den meetings where the boys work on scout projects and activities. They last about an hour. **Tiger Cubs are 1st graders, Wolf Cubs are 2nd graders, Bear Cubs are 3rd graders, and Webelos Scouts are 4th & 5th.**
- **The Pack.** A group of dens sponsored by a local church, school, or club. A monthly meeting where all the dens meet together is called a Pack meeting. Each den shares some of the work they've been doing at their den meeting. There are also pack activities: Blue & Gold Banquet, Pinewood Derby, Parades, Service Projects, Parent/Son Campout, trips and outings.
- **The District** When a dozen or so packs from the surrounding area get together and do things they are a District. We are part of the _____ district.
- **The Council.** Our District is part of the Great Sauk Trail Council. That's the name on the patch we wear on our left shoulder. Council activities include: the Fall Color Hike, Day Camp, and Resident Camp.

6. Our Pack Calendar and Handout.

- Present a pack calendar of events, and briefly discuss some upcoming events. Please make this more of a sales pitch and less of a general announcement.
- Include a list of key pack leaders (names & phone numbers).
- Directions to where the activities are held (including the pack meeting if the School Night is not already being held there).
- Fees for various upcoming events and registration deadlines.
- Also provide instructions on uniform requirements, and the store's location.
- Parent Talent Survey.

7. Leadership Recruitment. Be cheerful. Be positive

Prepare

- **Make a list** of all the positions that you need filled. Don't forget the Assistant Den Leader and Assistant Cub Master positions.

- **Prioritize the list** so that we seek the most important positions first. Committee Chairman and Cub Master should be secured before Den Leader and other positions.
- **Prepare a written job description** for each position. Keep it to 6-8 bullet items.
- **Bring resource material** like: Program Helps, Cub Leader Books, How To Books and other related materials that would be useful to a new leader.
- **Bring a Fast Start Tape** and the training registration materials for the next Cub Leader Basic Training course.
- **Conduct an informal training session** at the pack level sometime shortly after the Roundup. Make it more social less business.

Ask

- Start at the top of your list. Cheerfully share with the parents the pack's need for quality volunteer leadership. Inform them that all parents need to be involved if the pack is going to be successful. Whether they are the dad with the woodshop who can help the boys with their pinewood derby cars, or they are the mom that can help put the pack newsletter together, or they are the dad with a 15 person van that can drive for outings, or they are a mom who conducts a weekly meeting for a den of boys, everyone needs to work together for the pack to do well.
- Read the job description for your top position. Simply ask is there someone who will volunteer do this position?
- If the answer is yes hand them an adult application with the volunteer position already written on it(it will help when they turn them in later)
 - If the answer is no, mention that there is training available, and that no one starts as an expert. Share with them the resource materials and handbooks that are available. Then ask again if someone will volunteer.
 - If no, ask if anyone has questions about the position. Ask again.
 - If there is still no response, tell a short story of why you are a volunteer and highlight a pleasant experience you had in your position. Look for a response from individuals in attendance. Ask them directly to do the job.
 - If no, ask for reasons why. Try to overcome their objections. Common objections are: I don't know how – we'll show you; I don't have the time – we make time for the important things and what could be more important than your son; I'm out of town a lot – then join our committee, we meet once a month. Ask them to help.
 - If you have had no success up until now, then you can start to show your concern a little more forcefully. Restate that the pack does not function without the help of all the parents. "If you are not willing to commit your time to helping your son and the boys of our community, then scouting may not be the program for you. Is there anyone who will do this position?"
 - If no, more on to the next position on the needs list.

8. Paperwork. Make sure all the applications are completely filled out. Common mistakes are: missing birth dates, missing Tiger Partner information, Missing phone numbers, not signed by Parent. Make sure that the proper fees are collected and submitted. It would be wise to have the pack check book on hand. Adult applications need to be reviewed and properly approved. They don't need to be submitted immediately. Turn over all completed paperwork to the district representative right away. Don't forget to collect the Parent Talent Survey.

9. Closing Ceremony.

Don't Forget: a calculator, cash change, pack check book, meeting agenda, parent handouts and calendars, pre-opening games, manuals and support materials, cub scout and adult applications, pens and clipboards.

Fees & Applications

Youth Applications: Failure to turn in youth applications in a timely manner could lead to problems with our liability coverage for you and the other leaders of your pack. Please make sure that your youth applications are filled out correctly and turned in as soon as you have them correctly filled out.

There are some common mistakes that should be avoided.

- Make sure the Tiger Cub Adult Partner information is filled out for Tigers.
- Don't forget the Cub Master signature.
- The phone number and the parent's signature are often overlooked.
- Be sure your pack number is on each application.

Please turn in all youth applications to your District Representative the same night as the Roundup. There will be a patch given out for each application turned in that night. Remember to keep the back copy of all applications.

Adult Applications: Adult applications may be held to talk to references or do a background check. They don't need to be turned in on School Night. Please make sure the entire form is filled out. The most commonly overlooked items on an adult application are: the date of birth of the applicant and the signatures (the applicant, the pack Committee Chairman, and the Institutional Head).

Fees: Please be advised that the 2003 membership fee due at re-charter time has been raised from \$7 to \$10. This will not affect the fees you need to turn in this year. The Boy's Life fee is unchanged at \$9 per year. The per-person fees that you need to submit depend on when your pack is due to re-charter.

	<u><i>Prorated Fees</i></u>	
	<u>Youth or Adult Application Fee</u>	<u>Boys Life Fee</u>
JAN Re-charter Washtenong, Lenape, Running Waters	\$3.00	\$3.75
FEB Re-charter Munhacke, Teetonkah Trails Chief Baw Beese	\$3.60	\$4.50

Roundup Phone Log

It is important that you log the calls you receive from prospective Cub Scouts or their parents. Some boys may not be able to come to your Roundup, but still want to be Cub Scouts. Share with them when your next meeting is, but also ask for their phone number and name so you can give them a reminder call. Or in the case that they don't make that next meeting, you can make contact with them and see if they're still interested.

Please make sure you take the time to write down their name and number. And call them if they missed your meeting.

Talking to parents on the phone is a good opportunity to get to know who they are. Ask them if they were ever scouts.

Parent's Name	Boy's Name	Phone #	Son's Grade	Background
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1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

New Leader Orientation

If your pack is like most packs then you probably added a few new leaders at the Roundup night. Do them a favor and make them feel more comfortable about what they've been asked to do. Here are some ideas:

- Conduct a “Welcome to Our Pack” event, make it a social informal evening. Let them know they are not alone.
- Have all the new leaders view the Fast Start training video together, and then talk about it afterwards.
- Have an induction ceremony for all the new leaders at your next pack meeting.
- Purchase needed manuals and craft materials for them from pack funds.
- Hold a ‘How To’ session to teach them the finer points of their job.
- Have new Den Leaders visit another successfully operating Den. (Cub Masters another Pack etc).
- Go to their first Den Meeting, or help them with their first project. (Remember the nervous feeling you had when you started as a leader?)
- Show them how to make it fun.

Pack Leadership Position Descriptions



Cubmaster

A Cubmaster oversees all Pack level activities and coordinates the efforts of the adult leaders in charge of each Den. Though he or she works mainly with adults, a Cubmaster is ultimately in charge of the youth program.

- Conduct a program planning session to include monthly pack meetings and pack activities for one year.
- Coordinate the existing pack leadership, parents of boys, and outside assets to staff your pack program.

- Lead the monthly pack meeting
- Work with the Den Leaders to make sure each den has a quality program.
- Attend monthly pack committee meetings and district Roundtables.
- Attend a one day training course.

Time commitment: 3 two hour meetings per month one of which you will need to spend time preparing for; a Pack activity or outing every other month; a one day training course; a fair amount of phone time.



Den Leader

A Den Leader works directly with the boys. He or she will conduct a weekly meeting for their den (a group of 6-8 boys in the same age group). A den meeting is typically a 1—1 1/2 hour meeting.

- Conduct a weekly den meeting
- Coordinate the efforts of Assistant Den Leaders and parents to support your den program.
- Plan out your den program and organize your materials to support the monthly pack theme prior to your meeting.

- Keep accurate records of youth advancement.
- Prepare for and support the program needs of the pack.
- Attend a one day training course.

Time commitment: 5 two hour meetings per month all of which you will need to prepare for; a monthly Pack Committee meeting (at the discretion of the Committee Chairman); pack activities (about every other month); a one day training course; some phone time.



Webelos Den Leader

A Webelos Den Leader works directly with the boys. He or she will conduct a weekly meeting for their den (a group of 6-8 boys in the same age group). A den meeting is typically a 1—1 1/2 hour meeting.

- Conduct a weekly den meeting
- Coordinate the efforts of Assistant Den Leaders and parents to support your den program.
- Plan out your den program and organize your materials to support the monthly pack theme prior to your meeting.

- Keep accurate records of youth advancement.
- Plan and carry out overnight campouts and other outdoor activities for the Webelos Den.
- Try to graduate every Webelos Scout into a Boy Scout Troop.
- Attend a one day training course.

Time commitment: 5 two hour meetings per month all of which you will need to prepare for; a monthly Pack Committee meeting (at the discretion of the Committee Chairman); pack activities (about every other month); a one day training course; some phone time.





Committee Chairman

A Committee Chairman oversees the pack committee that supports the pack program. He or she is also responsible for recruiting or dismissing pack leadership. The Committee Chairman governs the unit.

- Recruit for and fill all vacant leadership positions in the pack.
- Conduct a monthly committee meeting to coordinate pack assets to help the Cubmaster and Den Leaders. (Advancement, Finance, Activities, Membership).
- Ensure that the pack program meets the aims and methods of the BSA, and that all activities follow our safety guidelines.

Member of Committee

A Member of the Pack Committee serves to assist with a specific function on the committee. Some of these are: Advancement, Treasurer, Fundraising, Activities, and Membership.

- Attend the Pack meeting and the monthly committee meeting.
- Assist the Cubmaster and Den Leaders through your assigned function:

Advancement—Gather advancement records from Den Leaders monthly. Complete an Advancement report and turn it in to the store when you purchase the awards. Work with the Cubmaster on ceremonies to honor the boys when they receive their awards.

Treasurer—Maintain the pack checkbook and provide a balance statement at each pack committee meeting. Be available to issue checks to the Cubmaster or Den Leaders.

- Oversee the financial needs of the pack through a Treasurer and Fundraising Chairman, and support the Council FOS effort.
- Oversee the recognition of youth through a Pack Advancement Chairman.
- Attend a one day training course.

Time commitment: 3 two hour meetings per month one of which you will need to spend time preparing for; a one day training course; a fair amount of phone time.

Fundraiser—Coordinate all fundraising projects and the Popcorn Sale. Provide instructions and materials at Den and Pack meetings. Oversee the product distribution and the money collection. Assist with the prize distribution to top sales leaders.

Activities—Assist the Cubmaster by coordinating all off site activities and trips. Provide advance information on all such events to all parents in the pack (a newsletter is a good format). Collect fees, forms, and permission slips from participants. File the necessary BSA Tour Permits with the office. If patches or recognitions were earned. distribute them at the pack meeting.

Membership—Maintain accurate records of all youth and leaders who is in the pack. Make sure that everyone is properly registered with the Boy Scouts. Conduct recruitment efforts to add new boys. Assist with the re-charter process.



ADULT ROSTER

CUB SCOUT PACK NUMBER _____

_____ DISTRICT

POSITION	NAME	E-MAIL ADDRESS	HOME PHONE	WORK PHONE	REG FEE	B/L FEE
Chartered Org. Rep						
Cubmaster						
Assistant Cubmaster						
Assistant Cubmaster						
Pack Committee Chrm.						
Pack Committee Memb.						
Pack Committee Memb.						
Tiger Cub Group Coach						
Den Leader – Den 1						
Den Leader – Den 2						
Den Leader – Den 3						
Den Leader – Den 4						
Webelos Leader						
Asst Webelos Leader						
Webelos Leader						
Asst Webelos Leader						