



Pack 108 Leader Handbook

V2019

Church Information

Most of Pack 108's activities and events take place at Unity Presbyterian Church on Tom Hall Street. We use the Fellowship Hall and the classrooms in the Youth Wing. You may also use the front yard and the parking lots for outdoor Den activities.

Youth Wing

Den Meetings and Parents' Night Meetings are held in the Youth Wing. The Youth Wing is located on the lower level in the rear of the church. From Unity Street, drive slightly past the parking lot to the Fellowship Hall and turn right before the cemetery.

The entrance to the Youth Wing is on the far right. A lock box is on the door. Please ask a Committee Member or veteran leader for the combination to the box.

The Youth Wing has four classrooms, a kitchen, two bathrooms, and our Scout Room. Most existing Dens already meet in a particular room each week. It is up to the Den Leaders to work out with each other where Dens will meet.

We must "leave no trace" after any meeting. Den Leaders must ensure that the Youth Wing and outdoor areas look the same or better when they leave the church. All Dens should clean up after themselves. However, the last Den Leader to leave is responsible for checking these areas.

Classrooms

Tables and chairs should be in original positions. Take a picture as a reminder. Trash cans should be emptied. It is a good idea to bring your own bag for trash. You can dispose of it in the church's dumpster or take it home. Clean tables and chairs and sweep the floor as needed. Cleaning supplies and vacuums are in the Scout Room. Do not use the church's supplies. We should have everything you need in the Scout Room. If something is missing, let the Pack Committee know.

Kitchen & Bathrooms

Please make sure the kitchen and bathrooms are clean before you leave. Any "accidents" should be wiped away. Ensure faucets are turned off and toilets are not running.

Lights, Locks and Doors

All lights in the Youth Wing should be turned off. All outside doors should be locked. Be sure to check all doors from the outside before leaving the church. Do not prop the doors open at any time.

Scout Room

The Scout Room is full of supplies we use for Den and Pack activities. You will find things from crayons and scissors to holiday decorations and popcorn banners.

The left side of the shelving holds items for Den activities. We have sorted and labeled boxes for all the basics you will need to complete Den requirements (compasses, magnifying glasses, etc.) and craft supplies (glue, paper, pens, etc.). Den Leaders should check the Scout Room before they plan Den Meetings. If items are low or you feel that something is missing, let the Pack Committee know. Use the supplies as needed but remember to return them to the Scout Room as you found them.

The right side of the shelving holds items for the Pack activities. Special Team Members should check here before planning activities.

On top of the shelving is where you will find the American and Scout Flags that are needed for Pack Meetings and other large events.

The uniform closet is located in the Scout Room. This is where families can donate uniforms that their Scouts have outgrown. Any family can use these uniforms if unable to purchase new ones.

The set of drawers on top of the uniform closet is where you will find blank applications and medical forms. There are also drawers labeled by rank. This is where you will find your Den's belt loops, patches, etc. if you were not at the Parents' Night Meeting to receive them from the Advancement Coordinator.

Fellowship Hall

Pack Meetings and large events are held in the Fellowship Hall. This is located on the left side of the church and accessed from Unity Street. A key, which is held by four Pack Committee Members, is needed for entry.

It is important that we leave the Fellowship Hall as we found it and "leave no trace".

Dens

Den Leader

The Den Leader is the most important role in Cub Scouts! The Den Leader works directly with the scouts and their parent/caring adult to execute the Cub Scout program.

Responsibilities:

- Work directly with other Den and Pack Leaders to ensure that the Den is an active and successful part of the pack.
- Please, prepare for, and conduct Den Meetings with the assistant Den Leader and Den adults.
- Attend monthly Pack Meetings.
- Lead the Den at the monthly Pack activity.
- Encourage rank advancement.
- Keep accurate records and ensure scouts receive recognition.
- Establish good working relationship with Den families.

- Foster an inclusive team spirit for your Den.
- Attend Parent/Leader meetings.
- Complete all applicable training.

Solid Den Communication:

- Find a communication tool for everyone in the Den. Email and “team” apps are excellent methods for communicating with large groups.
- Use the calendar in Scoutbook to enter an Event for meetings for your Den. Make sure your calendar Event includes all Den members on the invite list and set reminders in advance of your meeting.
- Make sure that the best email address is entered in Scoutbook for each scout.
- Include time, location, and the adventure you are working on so that your Den can come prepared.

Den Budget:

- Dens are budgeted funds per Scout per year, ending in June.
 - Lion, Tiger, Wolf - \$10 per Scout
 - Bear, Webelos, AOL - \$15 per Scout
- Budget should be used for elective adventures. All supplies needed for required adventures should be in the Scout Room. Let a Committee Member know if something is missing from the room.
- If any of a Den’s Budget has not been used by the end of the year, it can be used toward a Den outing.
- To get reimbursed, complete a Reimbursement Form (go to Pack108.com, then Helpful Information). Attach the receipt(s) and provide it to the Pack Treasurer.

Dress the Part:

- Wear your uniform with pride. Your scouts will, too!

Den Meetings

Plan your meeting in advance:

- Use your leader book for a guide for the adventures.
- Determine which adventures require you to be outdoors and schedule those adventures appropriately [daylight savings time ends the first Sunday of November; you may need to push outdoor events to a weekend or after March].
- Determine materials needed. Many items are available in our Scout Room.

Den Code of Conduct:

- In your first meeting of the year, establish the rules that the den will follow. Scouts should participate in the decision-making process. Set up consequences for breaking the rules, and stress incentives for following the rules. Post the rules as a reminder.

Den Meeting tips:

- Arrive early and be ready to greet the Den as they arrive.
- Give the Scouts something to look forward to at the end of the meeting: like a game or a snack.
- Assign meeting roles [pledge, oath, law, clean-up, etc.]. Be sure to announce the roles for the following meeting.
- Assign a topic for each meeting to a Scout/adult partner. Have them present the topic together. This involves every Scout and gives them an opportunity to stand in front of a group to present.
- Sign-off the adventures in the Scout's handbook each meeting.
- Enter the adventure requirements completed into Scoutbook right away.
- Mention parts of the Scout Law that pertain to your activity.
- Make it Fun. That is why kids join Cub Scouts!
- Be enthusiastic. If you are excited, the scouts will be excited!
- Don't do it all yourself. Let Den adults know how they can help.
- Do your best!

Pack Meetings

Each rank is assigned as the Room Monitor for one Pack Meeting throughout the year. The Room Monitor Rank is to ensure that the Fellowship Hall is ready to go for the meeting and is left in good condition. They also lead the opening and help with Sibling Sitting for siblings who don't want to participate. Den Leaders of the assigned rank will work with their Den's families to handle many tasks before, during and after their assigned Pack Meeting:

Prior to the Pack Meeting:

- Arrive 30 minutes prior to meeting start time
- Get items needed from the Scout Room
 - Cub Scout banner
 - Six blue blankets
 - American & Pack flags and stands
 - Sibling Sitter Activity Box
 - Vacuums
- Take pictures of the room before moving tables & chairs
- Set Up Fellowship Hall
 - Set up the gray room dividers behind the podium as a backdrop
 - Hang the Cub Scout banner on the divider
 - Lay down 6 blue blankets in a semicircle around the podium so Scouts can sit by rank
 - Set up chairs in a semicircle behind the blankets for families, approximately 120 chairs are needed
 - Set up the audio system/microphone so everyone can hear

During the Pack Meeting:

- Sibling Sitting:
 - We use the front sitting room of the Fellowship Hall
 - At least 2 parents from the assigned rank need to stay in the sitting room with the siblings
- Conduct Opening Ceremony
 - Carry flag(s) to the front
 - Lead the Pack in Pledge of Allegiance, Scout Law and Scout Oath

After the Pack Meeting:

- Tear down & clean up Fellowship Hall:
 - Return chairs & tables to original positions (reference pictures taken before the meeting)
 - Vacuum carpet (church's vacuum or the Pack's vacuum can be used)
 - Check & tidy bathrooms
 - Take out trash
 - All items need to be returning to Scout Room
 - Check Youth Wing for lights & locks

A key holder from the Pack Committee will stay to lock up the Fellowship Hall.

Parents' Night Meetings

Parents' Night Meetings are held once a month. This is the time when Parents, Leaders, and Committee Members can come together to plan upcoming activities, discuss the Pack operations, and make decisions that affect our Scouting program. All parents are invited. At least one adult from each Den should attend. Leaders and Committee Members should make the effort to attend as many Parents' Night Meetings as possible.

Parents' Night Meetings are typically held at 6:30 pm on the Tuesday before the Pack Meeting. We meet in the Youth Wing. Children are welcome but please bring an activity for them to do quietly.

Training

All adult Leaders are required to complete BSA training. This includes Youth Protection Training (YPT) and position-specific training for Den Leaders, Cubmasters, and Committee Members.

This training is available online at my.scouting.org. Position-specific training never expires. In fact, it is a good idea to revisit some of the training modules as needed. Youth Protection Training is valid for two years and needs to be renewed.

YPT needs to be completed before the first Den Meeting for any new Leader. Position-specific training needs to be completed within 60 days of application. Other advanced training is available. Pack 108 will reimburse Leaders for this training. This includes Wood Badge and BALOO (Basic Adult Leader Outdoor Orientation). Information can be found on the York District website.

Pack 108 requires all parents to complete YPT.

How to take Online Training Courses

Go to my.scouting.org.

Choose Create Account. Follow Account Creation Process.

After creating your account, you will be led to the my.scouting.org home page. *For Youth Protection Training*, click on the link on the right side. Follow the attached “How to Guide”.

For position-specific training, click on the BSA Learn Center, also on the right side. Click on the “Program – Unit Specific Training” link. Then choose “Cub Scouting”. Scroll down to select your position: Cubmaster, Den Leader, Pack Committee Chair, Pack Committee Member.

Hazardous Weather Training is also required for all adult Leaders. This link can be found under “Program Specific Training”. You might need to scroll down.

Scoutbook

Scoutbook is the program we use to keep track of Scouts' advancements and to connect with families. All parents, Leaders, and Committee Members have access to Scoutbook. Login information for www.scoutbook.com is the same as my.scouting.org.

Once you sign on to Scoutbook, you will need to click on "My Dashboard." A Leader will see an administration page that includes sections for "My Account, My Family, My Den, and My Unit."

Update Requirements and Adventures

Update a single Scout:

1. From your Dashboard, click on the Scout you want to update.
2. Scroll down and click on "*Scout's Name* Advancement"
3. Check the box to the left of the appropriate Rank Badge. This brings you to the list of Required and Elective Adventures.
4. Click on the Adventure that needs to be updated. This will bring you to the list of specific requirements for that Adventure.
5. Click on the requirements that has been completed
6. Enter the date of completion
7. Check the box next to "leader approved/recorded"
8. Click Save

Update multiple Scouts:

1. From your Dashboard, click "*My Rank Den #*" (ex: My Webelos Den 5) which is red, just above the list of Scouts
2. Scroll down then click on "Quick Entry" then "Enter Adventures"
3. Select the Adventure to be updated from the drop down list
4. Enter the Date for completion, check "Approved/Recorded", select the Scouts to be updated, select the Requirements that have been completed, enter any comments or notes
5. Click Save!

Sending Emails

To your Den

1. From your Dashboard, click “My Rank Den #” (ex: My Webelos Den 5) which is red, just above the list of Scouts
2. Scroll down, then click “Send Message”
3. Verify the correct people are highlighted in green
4. Scroll down and enter the Subject and Message
5. Click Send Message

Outside of your Den

1. From your Dashboard, Click on “Messages”, then “Send Message
2. Select the Recipients to be emailed
3. Scroll down and enter the Subject and Message
4. Click Send Message

Special Teams

Adult volunteers are the essential ingredient in running a quality Cub Scout Pack program. Our Pack has many Special Teams for the events and activities your Scout will participate in. These Teams give you ample opportunity to volunteer for a project that you are interested in. Most Teams are for events that happen once a year. This makes it easier for those who cannot commit to a year-long position. ***Each family is expected to volunteer for at least one Special Team.***

In order to plan and execute successful activities and events, Special Teams should follow some Best Practices.

- Teams are made up of several volunteers. One volunteer should step in as the Lead. The Lead is the point person for the Team but is not responsible for all of the work. Each Team is assigned an Advisor. This Advisor is available for questions and guidance. Some Advisors are Chairs from the Pack Committee and will take a more active role in the Team.
- Teams should meet 1-2 months before the activity/event is scheduled. The Team will begin to plan and assign responsibilities.
- The Lead or other Team Members should attend the two Parents' Meetings before the activity/event. This way they can report on the progress and solicit help from the Committee if needed.
- Special Teams are responsible for planning and executing all aspects of their activity/event. This includes:
 - Following the budget
 - Setting up the venue
 - Purchasing any needed food, supplies, decorations, etc
 - Running the activity/event
 - Cleaning the venue
 - Letting the Pack Families know the details
 - Coordinating with Committee Members
 - Record notes in Event Binder for next year's planning (who, what, where, when & how)
- Budgets for all activities/events are predetermined. Team Members will be reimbursed for purchases. Alternatively, Members can coordinate with credit card carrying Committee Members to make the purchases.