

DEN AND PACK MANAGEMENT

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PACK PROCEDURES

The successful management of the pack requires the cooperative efforts of all den and pack leaders. The pack committee runs the pack, the Cubmaster directs the pack program, and the den leaders manage the dens. Each individual leader has specific responsibilities that, when carried out effectively, will result in a successful pack with a fun-filled quality program for the boys and their families.

A pack may operate more efficiently with some written procedures related to issues such as den dues, recruiting methods, parental participation, travel arrangements, permission slips, and safety procedures. Once these have been developed and approved by the pack committee, copies should be made available to all pack families.

Pack procedures should not conflict with national or local council policies. For instance, packs do not have any options when it comes to how the official uniform should be worn, how money-earning projects should be approved, or other policies described in this book, such as joining requirements or tour permits. (See Chapter 8, “Cub Scout Policies.”)

DEN AND PACK RECORDS

Pack leaders must keep accurate records. Questions on the status of advancement, finances, and membership can eas-

ily be answered if a good record-keeping system is in place. The BSA has developed several forms and charts to help a pack keep good records. Many of these forms are included in Appendix I of this book; others are available at your local council service center or Scout shop.

Records need to be maintained at both the den and pack levels. Den leaders are responsible for keeping accurate, up-to-date den records. The pack treasurer is responsible for keeping financial records. An assistant Cubmaster or pack secretary could be given the task of keeping the *Pack Record Book* up-to-date. The *Pack Record Book* contains a special financial section for the pack treasurer. Also, see Chapter 11, “Pack Finances,” for more information about pack finances and money-earning guidelines.

Den Records

Den Meeting Programs (see pages 34-13 through 34-15). These forms help Tiger Cub, Cub Scout, and Webelos Scout den leaders (and adult partners, for Tiger Cubs) plan den meetings. The den leaders fill in the details for each portion of a den meeting, including the plans for activities and any equipment needed. These forms can be helpful at the monthly pack leaders’ meeting, where the Cubmaster, den leaders, and pack committee members agree on the general plan for the next month’s den programs. The forms can also be kept for future reference in planning.

Advancement Reports (see the appendix). Tiger Cub, Cub Scout, and Webelos Scout den leaders use these forms to report advancement of the boys in the den so that recognition items can be obtained and presented at the pack meeting. You can send advancement reports directly to the council service center through a program on their Web site; this will update council records and create a “shopping list” of badges and awards for you.

Tiger Cub, Cub Scout, and Webelos Scout Den Advancement Charts. These wall charts are used to record advancement and serve as an incentive for boys in the den.

Den Records (see pages 34-17 through 34-22). These two-sided forms are used for keeping track of advancement, attendance, and dues (optional). Tiger Cub, Cub Scout, and Webelos Scout den leaders complete the record weekly. Phone numbers and addresses as well as other information are requested on this form to help den leaders stay in contact with the boys’ families.

Individual Tiger Cub and Cub Scout and Webelos Scout Records (see page 34-27 through 34-30). These forms provide more detail than the general Den Record forms. The Tiger Cub, Cub Scout, or Webelos Scout den leader keeps a record for each boy in the den. Space is provided for a record of attendance and dues, personal and family data, and a detailed advancement record. Whenever a boy transitions to the next rank of Cub Scouting (or Scouting), the record should go with him and be given to his new leader.

Monthly Den Dues Envelope. Both Cub Scout and Webelos Scout den leaders use this envelope (No. 34209) to collect den dues. Tiger Cub dens may collect dues if so warranted by the pack committee.

Pack Records

Contact your local council service center for many of the following forms and publications that are used in pack record keeping.

Pack Record Book (No. 33819A) contains the pack’s most complete record of necessary information concerning the pack, including a special financial section for the pack treasurer. Space is included for

- Details of Tiger Cub, Cub Scout, and Webelos Scout advancement
- Attendance at den meetings
- Boy and family member attendance at pack meetings and special events
- A record of den dues

At the end of the charter year, the *Pack Record Book* becomes a part of the permanent pack record.

Application for Youth Membership (see sample, page 34-8). Newly registered boys and their parents or guardians complete this form. It includes personal information about the boy and requires the signature of a parent or guardian. The pack copy of this application provides the Cubmaster and pack committee with a record of the registration transaction.

Adult Application (see sample, page 34-7). An adult registering as a leader completes this application. The pack retains a copy. Following reference checks by the unit, all adult applications must be approved by the chartered organization.

Advancement Report—Unit (see page 34-24). Packs use this multiple-page form to obtain badges and awards from the local council service center for presentation at pack meetings.

Pack History. Many packs have a historian who prepares and maintains a pack history. This history will be an interesting and valuable record for future Cub Scouts and leaders. Some packs already have a chronological list of leaders, names of the first registered Cub Scouts, names of former Cub Scouts, meetings, activities and events, and pictures. Information can be found in the chartered organization’s records, local council service center, old charter papers, local newspaper files, libraries, and personal accounts described by senior citizens and former members.

Once you have developed a pack history, maintain it and keep it up-to-date. Save copies of programs, scorecards, menus, and other items from special events. Develop a scrapbook, including things such as snapshots of members and activities and newspaper clippings. Display the scrapbook at pack meetings where both boys and adults will enjoy it.

DEN AND PACK EQUIPMENT

The pack will begin to accumulate supplies, literature, uniforms, and equipment as the den and pack leaders provide the program to the boys. The pack secretary or another committee member is responsible for making a regular inventory of pack property such as den and pack flags, literature, handicraft equipment, pinewood derby tracks, and ceremonial equipment.

Den and pack flags can be obtained from your Scouting distributor or local council service center. Pack flags are priced without letters but should be lettered at the time of purchase because letters are not sold separately.

Packs often make their own portable exhibit panels, advancement ceremony equipment, Scouting show presentation materials, derby tracks, and other activity-related materials. All of these items should become part of the pack inventory. The *Pack Record Book* has a form that can be used for a complete listing. The pack secretary or pack membership chair can maintain this form.

The pack committee is the custodian of pack equipment and supplies, but all inventory is the property of the chartered organization.

SELECTING LEADERS

Most leaders are involved in the pack because their sons are members. It is almost inevitable that when their sons graduate from the pack, the leaders will, too. This process will leave gaps in the pack leadership, and recruitment will be necessary. The first responsibility of the pack committee is to select the best person available for Cubmaster and provide that person with one or more assistants.

The Cubmaster works with the pack committee and pack trainer to select and recruit qualified leaders and make sure that they are trained.

Each den should have a den leader as well as an assistant den leader, who should be trained and ready to step in when a vacancy occurs. (At which point, a new assistant would be found.) When looking for people to fill leadership roles, always emphasize *selecting* rather than *recruiting*. Cub Scouts deserve the best program possible, and they will receive it from qualified and enthusiastic leaders. These leaders should be selected because of their qualifications and not merely recruited because no one else would do the task.

When selecting leaders, expand your search to other adults as well as parents of boys in the pack. Many times a former leader or a member of the National Eagle Scout Association (NESA) may be willing to help. Grandparents or other relatives make good leaders. Many Cub Scout leaders don't have sons, and many senior citizens and retirees would be glad to help. Consider all possibilities.

Within your pack, former Tiger Cub partners are an excellent source of leadership because they are already familiar with the benefits that Cub Scouting has to offer boys and their families.

The flier *Selecting Cub Scout Leadership* (No. 13-500) is available to help you with leader recruitment and selection. Before actual recruitment, it is important that the chartered organization approves the candidate. If the potential leader has already completed an adult leader application, the pack committee should also check references before making personal contact.

The pack committee is responsible for checking references supplied by the prospect on the Adult Application. The chartered organization must give final approval on the selection of all leaders.

Cub Scout packs don't need to wait until a Rally Night for Cub Scouting to evaluate potential leadership. Consider parents of boys who are potential Cub Scouts and approach them to be leaders before you hold your Rally Night. Let them know that you have chosen them for the special qualities they have to offer boys through Cub Scouting. Having leadership already in place when you conduct your Rally Night for Cub Scouting will serve to increase your membership.

If additional leadership needs arise as a result of Rally Night for Cub Scouting, pack leadership should determine who is the best candidate to serve. Names of potential can-

didates should then be submitted to the pack committee and chartered organization for approval.

Once you have found the best leaders available and they have agreed to help deliver Scouting to boys, *support them*. Give them the help they need to get started, and provide continuing assistance, encouragement, and training. Let them know you want to help them be successful.

SECURING DEN CHIEFS

Following certain steps when recruiting den chiefs will help packs obtain the best boys available for the position.

1. The Cub Scout or Webelos Scout den leader lets the Cubmaster know that the den needs a den chief to help with den activities. (Tiger Cub dens don't have den chiefs.)
2. The Cubmaster explores den chief opportunities with a Scoutmaster, Varsity Scout Coach, or Venturing Advisor, discussing how the troop, team, or crew might be able to fill this leadership need within the pack.
3. The Scoutmaster, Varsity Scout Coach, or Venturing Advisor explains the importance of the den chief's leadership role to the young people in the troop, team, or crew.
4. The Scoutmaster, Varsity Scout Coach, or Venturing Advisor selects those Boy Scouts, Varsity Scouts, or Venturers who are best able to serve and coaches them in leadership skills as other unit youth leaders are coached.
5. The Scoutmaster, Varsity Scout Coach, or Venturing Advisor presents the den chief badge of office.
6. The Cubmaster confers with the den leader before making any den chief assignment.
7. The Cubmaster and den leader share in training the den chief. They arrange for the den chief to complete further training at a district- or council-sponsored Den Chief Training.
8. The Cubmaster visits the den chief's home and explains to his family the importance of their son's new responsibilities. Invite the den chief's family to a pack meeting so that they can see him in action.
9. The den chief is introduced and properly recognized at the next pack meeting through presentation of the den chief shoulder cord.

As the Scoutmaster, Coach, or Advisor is the leader who knows the most about the youth in the troop or crew, that adult leader plays an important part in the selection of the den chief. This selection also helps bring about a good unit-to-unit relationship, which is important for graduating boys from the pack into the troop.

Recruiting Leaders

The following information should help you recruit leaders who have been selected and approved by your pack committee:

- 1. Personal visit.** The personal visit is the best way to recruit the leaders selected by your pack committee because it gives you an opportunity to get acquainted with the family and perhaps even interest a spouse in Cub Scouting at the same time. Personal contact is always the best method for encouraging potential leadership.
- 2. Tell it like it is.** Explain the responsibilities of the position. Share with the prospect why the pack committee has selected him or her for the position. Be honest about how much time is involved, the meetings that the leader is expected to attend, how the program is financed, and the resources available to help the leader with the position. It is important to prevent misunderstandings.
- 3. Recruit for one year at a time.** Let the prospect know that you are asking him or her for a specific time commitment. This knowledge gives the person a chance to move on gracefully when the year is completed; it also gives the Cubmaster and pack committee a chance to tactfully release leaders who are not adequately fulfilling their responsibilities. You will want to enlist many leaders for another year, but do so one year at a time.
- 4. Training.** Let the prospect know that training is available and that leaders are expected to attend. Also let him or her know that other pack leaders, especially the pack trainer and unit commissioner, are willing to help and that Cub Scouting is a *team effort*.
- 5. Value of leadership.** Emphasize that leadership is a worthwhile, satisfying role and is an opportunity to help boys grow. Tell what the benefits are to the prospect as well as to the program. Talk about your own commitment to Cub Scouting.
- 6. Allow some time.** Give the prospect a few days to think about the decision and discuss it with family members. Set a definite time, however, when you will expect a response. This time factor lends a note of seriousness to the commitment and lets the prospect know that the decision is important to the pack.
- 7. Persevere.** Let the prospect be free to say "No." Don't pressure. A leader who joins under pressure might not be the right person.

RECRUITING YOUTH MEMBERSHIP

Membership in Cub Scouting is accomplished through registration in local packs. Pack leaders reach out to families who have eligible boys and invite them to join. Pack leaders organize new dens and select qualified leadership for those dens.

Good membership is a sign of a healthy pack and a quality pack program.

The pack should have a systematic approach to year-round growth that ensures that as boys graduate from the pack into the troop, new boys are being recruited to take their places. Also, the pack charter needs to be renewed annually and in a timely manner to make sure boys do not lose the opportunities that come with being registered Cub Scouts.

A good membership program

- Provides Cub Scouting to many boys and their families
- Retains boys
- Graduates boy into Boy Scouting
- Does not have decreasing numbers
- Has a year-round growth plan to recruit new boys and families every year
- Has a plan to select quality leadership as the pack grows

Adding boys to a pack can benefit boys, families, and leaders. The more families that are involved, the more opportunities for boys to do exciting things and make friendships. New families can bring more leaders and resources to the pack, as well as bring more support to the chartered organization. Increased leadership can mean more hands to help and more personal satisfaction.

Joining Requirements

The joining requirements can be found on the Application for Youth Membership. They include four elements:

- 1. Grade.** A boy must be in the first through fifth grade (or be 7, 8, 9, or 10 years old).
- 2. Parental consent.** A boy must have the written consent of his parent or guardian.
- 3. Registration.** A boy may register with the pack of his choice by paying the national registration fee.
- 4. Youth application.** A boy and his parent or guardian complete the Application for Youth Membership. They agree to attend den and pack meetings regularly and the boy promises to do his best to be a good Cub Scout.

The parent signs an agreement to

- Help with advancement
- Attend monthly pack meetings
- Take part in other den and pack activities
- Assist den and pack leaders

When a boy completes these joining requirements, he and his family are inducted into the pack and he is assigned to a den.

All adult volunteers must complete the BSA official Adult Application.

Registration

The following steps outline the simple registration procedure:

1. The new boy and his parent fill out the Application for Youth Membership, complete with two copies, and present it to the Cubmaster with the registration fee. The health history on the back of the application must also be completed.
2. The Cubmaster completes the Temporary Membership Certificate (good for 60 days) and presents it to the new Cub Scout.
3. The Cubmaster signs the form and retains the pack record copy. The health history on the back side of the pack copy should be shared with the den leader.
4. The Cubmaster forwards the Application for Youth Membership, with the registration fees, to the local council service center as soon as possible.

All boys and adult leaders must be registered so that they will enjoy the benefits of the Scouting program.

Recruiting Boys

Boys learn about Cub Scouting in several different ways. They might have a friend who is a Cub Scout, they might be invited to attend a Rally Night for Cub Scouting or other recruitment meeting, or they might be contacted directly by the den or pack when they become eligible.

One of the most important functions of the pack committee is to set up and carry out a systematic, year-round recruiting plan to make sure every boy has a chance to become a Cub Scout. Studies have shown that the majority of boys who are not Cub Scouts have never been asked to join. The unit commissioner can be a big help in assisting your pack with a recruiting plan.

Pack Leadership and Membership Inventory Plan

The following elements can help ensure that a pack maintains good membership:

Pack Leadership and Membership Inventory Tally Sheet			
Current number of leaders:		Total number of boys to be recruited:	
Tiger Cub	_____	Tiger Cubs	_____
Cub Scout	_____	Cub Scouts	_____
Webelos Scout	_____	Webelos Scouts	_____
Current number of dens:		Number of pack leaders to be selected:	
Tiger Cub	_____	Tiger Cub den leaders	_____
Cub Scout	_____	Cub Scout den leaders	_____
Webelos Scout	_____	Webelos den leaders	_____
Current number of boys:		Number of boys needed to bring dens up to full strength:	
Tiger Cubs	_____	Assistant Cubmasters	_____
Cub Scouts	_____	Pack committee members	_____
Webelos Scouts	_____	Pack trainer	_____
Number of additional dens desired:		Den chiefs	
Tiger Cub	_____		_____
Cub Scout	_____		
Webelos Scout	_____		

1. Pack Leadership Inventory. Take an inventory of pack leadership to determine the number of quality leaders needed for the number of dens. Do this in the early spring.

Discuss leadership goals with your unit commissioner and other pack leaders. See "Selecting Leaders" (page 10-3). Plan to have new leadership in place before establishing any new dens. New leaders should be selected, recruited, and trained before any recruitment campaign is begun.

2. Pack Membership Inventory. Take an inventory of pack membership to determine the number of new boys, leaders, and dens needed. Do this inventory in early spring.

Discuss membership goals with your unit commissioner and other pack leaders. Plan spring recruitment activities when your pack may enroll graduating kindergarten boys into Tiger Cubs. Recruiting boys from additional grade levels will afford new Cub Scouts the opportunity to par-

ticipate in summertime outdoor experiences such as day camp, resident camp, and pack summertime activities.

Discuss plans to continue to enroll more Cub Scouts in fall membership campaigns.

A brief review of membership at each pack leaders' meeting will point out vacancies in dens and opportunities for boys to join.

3. Census. Conduct a census of the chartered organization and neighborhood to locate eligible boys.

- Ask Tiger Cubs, Cub Scouts, and Webelos Scouts to invite these eligible boys and other prospects to visit a den meeting.
- Invite families to the next pack meeting or invite them to attend a Rally Night for Cub Scouting or a roundup.

If your pack is in the position of having too many new prospective members, ask your membership chair and unit commissioner to help start a new pack. There is no limit to the size of a pack; however, if a pack grows to seven or eight dens of eight boys each, there might not be time in pack meetings for each boy to participate in all activities. When a pack has grown to 60 or 70 boys, it's time to start thinking about a second pack.

Find out when your local council will hold a Rally Night for Cub Scouting. Many councils hold these recruitment nights during the spring or fall to explain Cub Scouting to prospective members and their parents. If one isn't scheduled, ask your unit commissioner for help to set up your own.

4. Ongoing Recruitment. Using the information from the census, keep a list of prospects by grade level. Invite boys who are not Cub Scouts and their families to a pack meeting. Keep a recruitment poster on the bulletin board at school and/or at the chartered organization's meeting place.

As a boy becomes eligible, someone should visit his family in their home if possible and tell them about Cub Scouting. Invite them to the pack meeting. This type of recruitment occurs all year and ensures that no boy is overlooked and that the pack maintains a stable membership.

5. Roundup. The roundup is an annual community program for filling existing packs, troops, teams, and crews. Special incentives are offered to boys and leaders for recruiting new members during the roundup. Information is available from your unit commissioner or the local council service center.

6. Rally Night for Cub Scouting. The Rally Night for Cub Scouting is a concerted effort to recruit members. It is usually led by the council membership committee in May, September, or October each year through school systems (private, parochial, and public), religious institutions, or other community organizations. One evening is designated for all parents to gather at the appointed location to learn

about and join Cub Scouting. More information is available from your unit commissioner or the local council service center.

Transfers

When a Tiger Cub, Cub Scout, or Webelos Scout moves away, the pack should do what it can to help him continue in Cub Scouting at his new location. Give him a copy of the Transfer Form (see page 34-31) which will show his Scouting record to date. This form will enable him to continue his Cub Scouting work with full credit.

When a boy who has been a Cub Scout elsewhere joins the pack, leaders should ask for his Transfer Form (or write for it) to bring the den and pack records up to date. The Transfer Form lists advancement, offices held, and registration dates.

Similarly, leaders who have moved into a pack from another unit should bring with them a copy of the Leadership Transfer Notice (see page 34-32). This form will help leaders who move to new locations continue their service in Scouting.

The Lone Cub Scout

In many councils, some boys cannot take part in the regular program because they live in isolated rural areas or because of severe disabilities. These boys may register as Lone Cub Scouts.

Lone Cub Scouts work with a parent, neighbor, friend, or other adult who is known as a *Lone Cub Scout friend and counselor*. This adult is responsible for encouraging and helping the boy's development in learning the program, earning badges, and getting the most out of Cub Scouting. The boy's parent or guardian helps him with the advancement program.

Lone Cub Scouts register directly with their local council, using the standard Application for Youth Membership. Adult Lone Cub Scout friends and counselors use the Adult Application. Whenever possible, the Lone Cub Scout and his family may enjoy attending meetings of the nearest pack. They should also be invited to district and council activities.

RALLY NIGHT FOR CUB SCOUTING AND ROUNDUP

Rally Night for Cub Scouting and roundup are usually conducted with the help of district personnel, but they can be conducted at the den or pack level. Personnel included in the program are usually the Cubmaster, committee chair and/or members, pack trainer, den leaders, and unit commissioner.

Publicity for the Rally Night for Cub Scouting and roundup is important to assure good attendance. Since they are for new families only, a recruitment meeting is normally held on a night other than the regular pack meeting.

Suggested Roundup Agenda

Before the Meeting (20–30 minutes)

1. Set up tables and chairs as needed.
2. Set up exhibits of Cub Scout projects.
3. Make sure all materials and equipment are on hand.
 - Name tags, registration sheet, pens
 - Preopening game materials
 - Youth and adult registration applications
 - Ceremony and games equipment

Preopening Period (15 minutes)

1. The welcoming committee greets families as they arrive.
2. Register attendance.
3. Provide name tags for boys and adults.
4. Start a preopening get-acquainted game.
5. Direct visitors to the exhibit area and to their seats.

First Half of the Main Meeting (48 minutes)

Cub Scout Orientation (No. AV-01V012), a 10-minute video that orients parents and guardians of new Cub Scouts to the program, is available for use in recruitment meetings or other settings. The video reviews the role and responsibilities of Cub Scout parents and provides an overview of all phases of the Scouting program. Testimonials from leaders, parents, youth members, and community leaders emphasize the values, education, and character development that are key elements of Cub Scouting.

1. Opening period (5 minutes)
 - Lead the Pledge of Allegiance.
 - Teach the Cub Scout salute.
 - Lead a Cub Scout action song.
2. Welcome and introductions (3 minutes)
 - The Cubmaster or recruitment chair introduces pack leaders and guests.
 - An assistant Cubmaster or other adult takes boys to another room or outdoors for games and stories during the main part of the meeting.
3. Explain Cub Scouting (5 minutes).
 - Include the purpose of Scouting and the 10 purposes of Cub Scouting.
4. Explain the benefits of Cub Scouting for families (5 minutes).

5. Explain how Cub Scouting is organized (5 minutes).
6. Review the joining requirements listed above (page 10-4). (5 minutes).
7. Explain the advancement program (see Chapter 18, “Advancement”) (10 minutes).
 - Discuss the advancement program, beginning with Bobcat requirements and ending with Webelos graduation into a troop. Explain that this will be reviewed in more detail at the den adults’ meetings.
8. Explain how parents help their Cub Scout (10 minutes).
 - Review the “Parent Guide” in the boys’ handbooks. (These will be covered in more detail at the den adults’ meetings.)
 - Discuss family responsibilities. (See Chapter 5, “Family Involvement.”)
 - Review the family’s financial commitment upon joining the pack. Discuss registration fees, den dues, and money-earning projects of the pack.
 - Emphasize the importance of the uniform.
 - Have parents complete the Application for Youth Membership, going over it with them step by step. Emphasize the parental agreement on the application.
 - Ask all parents or adult family members to fill out the Family Talent Survey Sheet (see page 34-11).
 - Discuss *Boys’ Life* magazine and its value and cost.

Program Groups Period (15 minutes)

At this point in the meeting, the boys can be brought back in to join the group. Have families participate in a song or game, and then divide them into three groups: one for boys of Tiger Cub age, one for boys of Wolf and Bear age, and one for boys of Webelos Scout age.

Previously selected den leaders are furnished with each program’s appropriate materials and literature. During this period, den leaders collect the boy applications and fees from each family and make a list of boys in the den. The den leader and families should decide on a suitable den meeting day and set a date for the first den adults’ meeting. (See Chapters 19–21, “The Tiger Cub Program,” “The Wolf and Bear Programs,” and “The Webelos Scout Program.”)

1. Tiger Cub Group

The Tiger Cub den leader meets with the boys and their adult partners to explain den organization and the adult partner's role in Tiger Cubs. If a new den needs to be formed, pack leadership should determine who is the best candidate to serve as a Tiger Cub den leader. The Tiger Cub den leader should be selected from the pack's experienced leadership or from one of the new adult partners. Submit names of potential candidates to the pack committee and chartered organization for approval.



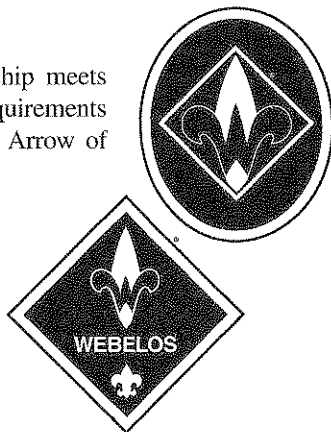
2. Cub Scout Group



Ask families to sit together by grade level. The Wolf Cub Scout den leader meets with the second-grade boys and their families to explain the Wolf badge, den organization, and family's role in Cub Scouting. The Bear Cub Scout den leader does the same for families of third-grade boys. If a new den needs to be formed, pack leadership should determine who is the best candidate to serve as a den leader and submit the names of the potential candidates to the pack committee and chartered organization for approval.

3. Webelos Scout Group

The Webelos den leadership meets with families to review the requirements for the Webelos badge and Arrow of Light Award, how dens are organized, and how families fit into the program. If a new den will be formed, determine who is the best candidate to serve as Webelos den leader and submit the names of the potential candidates to the pack committee and chartered organization for approval.



These group meetings are short and do not take the place of the den adults' meetings or parents' meetings that will be held at another time with the den leaders. (See Chapters 19–21, "The Tiger Cub Program," "The Wolf and Bear Programs," and "The Webelos Scout Program" for detailed information on den adults' meetings.)

Second Half of the Main Meeting (20 minutes)

Bring the groups back together to discuss the following:

1. Leadership (10 minutes)
 - Announce the date and place of each den meeting if that has been determined.
 - Discuss the adult registration fee and adult uniforms.
 - Have the pack trainer talk briefly about helping new den leaders get started—monthly pack leaders' meetings, Fast Start Training, basic training, roundtables, and pow wow or University of Scouting.
 - Invite the pack committee chair to talk briefly about the pack's plans for the future, mentioning some of the more exciting activities.
 - Discuss other pack leadership vacancies. Pack leadership should determine who are the best candidates to serve in these positions and then submit the names of the potential candidates to the pack committee and chartered organization for approval.
2. Registration (5 minutes)
 - Review the purpose of registration and answer any questions.
 - Collect all applications and fees. (Den leaders may have already collected the boys' registrations and fees during the program group period.)
3. Closing (5 minutes)
 - Provide information about the following training opportunities and meetings:
 - Fast Start Training
 - Basic Leader Training
 - The next pack leaders' meeting
 - The next pack meeting
 - District roundtable
 - Thank everyone for coming.
 - Close with an inspirational thought emphasizing the importance of family involvement.

After the Meeting

1. Enjoy fellowship and refreshments.
2. Check to make sure that the room is clean and returned to its original order.
3. Verify money and registration applications.
4. Calculate and prorate fees if necessary.
5. Keep the pack copy of the boy applications; turn in the other copies and fees to the local council service center as soon as possible.

6. Forward the adult applications and fees to the local council service center as soon as they have been approved by the chartered organization, keeping the pack copy.

Check with your local council for additional information and available resources on recruiting new boys and leaders.

ORGANIZING DENS

Previously selected den leaders frequently organize dens at recruitment meetings. When den leadership is not yet in place, the pack leadership must divide the boys into dens by grade level. Organize as many dens for each grade level as is necessary to serve the boys attending, remembering to leave room for growth within each den.

Den objectives can best be accomplished when a den has six to eight boys. When the den meets in a home, a group of six to eight usually allows for everyone to participate effectively. Sometimes, dens with fewer members find it hard to play some types of games and participate in some activities. On the other hand, too many boys can be stressful for the den leader and may reduce the opportunities for individuals to fully participate in activities.

When one new family joins a pack, the boy usually can be placed in an existing den. When the number of boys in a den reaches around eight, consider organizing another den for that grade level.

There are several ways to determine who will be members of a Cub Scout den. Often, a den is a natural play group of boys living in the same neighborhood. Other times, dens are made up of boys from widely scattered parts of the community who have met through school or another organization where boys meet and become friends.

If the pack's chartered organization is a religious or other community organization, it naturally will be interested in reaching at least some of its own boys. Sometimes, a new den starts with two or three boys from families who are members of the organization. These boys might invite their friends to join with them. In this way, it is possible to take a group of boys who are not a natural neighborhood group and help them become a natural group through the pull of the program.

Although it is preferable for Cub Scout dens to be made up of boys in the same grade level, circumstances sometimes dictate that a den have boys in more than one grade level.

In a rural community a neighborhood den is often made up of boys living several miles apart from each other. To solve transportation problems, their weekly den meeting might take place at school during lunch time or before the school bus leaves. Dens might also be organized along school bus routes. The boys of a den may get off the bus at the den leader's house on the afternoon of the den meeting.

REVITALIZING AN EXISTING PACK

If your pack needs to be strengthened or revitalized, it is best to start at the beginning unless it is obvious that some of the steps have already been fully understood or completed. Call on your district for help. The organization plan, as described in New Unit Organization Process (No. 34196), when carefully applied, will uncover any weakness that needs to be corrected.

If your pack has gone into a slump because of poor parental participation, you probably will find that new parents haven't been advised of their responsibilities to Cub Scouting and to the pack. You can remedy this situation in three ways:

1. Call a meeting of all parents and adult family members to review family responsibilities in Cub Scouting. Review the information on the Application for Youth Membership, which they signed when their sons joined.
2. Hold an afternoon or evening reorganization picnic or conduct a Cub Scout parent-leader orientation meeting.
3. Have each den leader invite parents and adult partners to a den adults' meeting to review the "Parent Guide" found in the boys' handbooks.

These methods have been successful in helping to strengthen packs. An extra push might be necessary to get parents to attend additional meetings.

CHARTER RENEWAL

Since 1916, when Congress granted a charter to the Boy Scouts of America, Scouting has granted charters to organizations. Scouting renews its federal charter annually by reporting to Congress. Likewise, chartered organizations report to Scouting once a year to renew their local charters.

Your chartered organization was issued a charter, effective for one year, to operate a Cub Scout pack. The charter year is not necessarily the same as the calendar or program year. Your current pack charter will show the charter expiration date. The district executive and unit commissioner will play an important role in helping your pack renew its charter each year.

There are five steps to renewing a pack's charter:

1. Four months (120 days) before the charter expiration date, the district executive visits the head of the chartered organization to discuss charter renewal and to determine the name of the key person in the pack who will be responsible. This person is usually a member of the pack committee.
2. At least 90 days before the charter expiration date, the district executive or commissioner meets with the key person in the pack to discuss the charter renewal. A charter renewal kit is given to the pack. The following items are covered in this meeting:

- Unit strengths and weaknesses are analyzed, and plans are made to strengthen any weaknesses.
 - The pack's status in measuring up to the Quality Unit Award is discussed. Will the pack meet the Quality Unit Award standards?
 - Plans are made to solve any leadership problems so that the pack will reregister on time.
 - The date is set and preparations are made for the membership inventory and uniform inspection.
 - The date is set for the charter renewal meeting.
3. Sixty days before the charter expiration date, the pack conducts a membership inventory and uniform inspection with the help of the unit commissioner. The following items should occur:
 - The local council service center provides two copies of a list of all Tiger Cubs, Cub Scouts, Webelos Scouts, and adults registered during the previous year.
 - Three or four weeks before the membership inventory, the unit commissioner meets with pack leaders to determine how to gather the information on unit operation (including membership, outdoor program, advancement, etc.) to be reviewed at the charter renewal meeting.
 - Approximately two weeks before the annual membership inventory and uniform inspection, uniform inspection forms are furnished to each Tiger Cub, Cub Scout, Webelos Scout, and registered adult. Members take these forms home so that they can check all details of their uniform and insignia. Often, den leaders will schedule a den uniform inspection just before pack inspection to be certain that uniforms are correct.
 - A uniform inspection team is organized in advance. The unit commissioner should be a part of this team. Secure one inspector for every eight members to be inspected.
 4. Thirty days before the charter expiration date, the charter renewal meeting is held.
 5. The date is set for the charter presentation. This is usually about two months after the pack is reregistered in the local council service center.

Annual Membership Inventory

Packs conduct an annual membership inventory and uniform inspection as part of the charter renewal process. This activity is done about two months before the charter expiration date to find out whether each boy

- Is active or inactive
- Participated in the pack's outdoor program
- Advanced in rank during the previous year

The results of the membership inventory are reviewed at the charter renewal meeting, and less active members are contacted to determine whether they will reregister.

Charter Renewal Meeting

The charter renewal meeting is the most important meeting in the life of the pack. It is a time for review, a time for long-term planning, and a time for growth.

Who Attends? The following people should be invited to the charter renewal meeting: the unit commissioner, chartered organization head, chartered organization representative, pack committee chair and members, and all other pack leaders.

Who Is Responsible? Either the chartered organization representative or pack committee chair presides unless the head of the chartered organization prefers to chair the meeting. The unit commissioner and pack committee members all have important parts in the meeting.

What Happens? The charter renewal materials explain the details of what should be included in the charter renewal meeting. Here is a general idea of what to expect:

- The membership inventory and inspection will be reviewed.
- Unit operation—including membership, program, advancement, outdoor activities, training status of leaders, and pack budget plan—will be reviewed.
- Pack needs will be identified. Individual committee members may report on their specific areas of responsibility and make recommendations for improvement.
- Requirements for the Quality Unit Award will be reviewed. Did the pack qualify?
- The application for charter renewal will be completed.
- The charter presentation ceremony will be planned.

Charter Renewal Application

Your local council service center provides a computer printout for the annual charter renewal of your pack. It includes information concerning your chartered organization, committee, leaders, and boy roster (including Tiger Cubs and their adult partners). The charter renewal application requires that you cross out the names of individuals not reregistering and any incorrect information. Write in the correct facts to update the information.

Secure the signatures of the executive officer of the chartered organization head and the council representative.

Forward the application to the local council service center with the necessary fees. Make additions to the pack roster simply by attaching registration applications for each new member.

Charter Presentation Ceremony

The unit commissioner works with the pack committee and chartered organization representative to plan and conduct the annual charter presentation ceremony.

The ceremony should be held at a meeting or activity of the chartered organization. All pack leaders and Cub Scout families should be invited to attend. This is an opportunity for the members of the chartered organization to learn more about Cub Scouting and recognize pack leaders for their work.

The charter is presented to the head of the chartered organization. This person presents individual membership certificates to the pack committee chair, who then presents the certificates to each committee member and the leaders. The Cubmaster may present the boys' membership cards directly to the Cub Scouts or have them presented through the den leader.

