



# Pack 811 Leader Guide

## Cubmaster

(and Assistant Cubmasters)

### Summary:

The Cubmaster is the public face of the pack, and is responsible for carrying out the pack program that is agreed upon by the Pack Committee. The Cubmaster or Assistant Cubmaster is also the M.C. at all pack meetings and pack events. The Assistant Cubmaster is assigned specific on-going duties from the Cubmaster, and fills in when needed.

### Training Required:

- Youth Protection Training
- Cubmaster Fast Start
- This is Scouting Course
- Leader Position Specific – Cubmaster
- BALOO (Recommended)
- First Aid/CPR (Recommended)

### Principle Responsibilities:

- Conducting a pack program according to the policies of the BSA.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders.
- Help the pack committee with a year-round recruitment plan for recruiting boys into Tiger Cubs, Cub Scouting, and Webelos Scouting.
- Know about and use the appropriate and available literature, including Boys' Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
- See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.

- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Work with Den Leaders to conduct impressive graduation ceremonies for Tiger Cubs and Cub Scouts.
- Work with Webelos Den Leaders to conduct impressive Arrow of Light Award ceremonies.
- Become familiar with, and promote the use of, the Pack website and ScoutTrack (the pack’s advancement record keeping portal).
- Encourage high advancement standards for all Cub Scouts.
- Recruit and develop a successor
- Support the policies of the BSA.

**Timeline of Activities:**

<b>Month</b>	<b>Week</b>	<b>Action Items</b>	<b>Events</b>
January	1	Finalize PW Derby Agenda. Ensure all volunteers are in place. Recruit volunteers for Blue & Gold	Leader Meeting
	2		Roundtable Meeting
	3		Pinewood Derby
	4	Prepare Blue & Gold Agenda. Send invitation and collect RSVPs. Coordinate bridging ceremony with Boy Scout Troop.	
February	1	Finalize Blue & Gold Agenda	Leader Meeting
	2		Roundtable Meeting
	3		Blue & Gold
	4	Prepare Pack Meeting agenda	
March	1	Review Recruitment Plan	Leader Meeting
	2		Roundtable Meeting
	3		Scouting University Pack Meeting
	4	Prepare Pack Meeting Agenda	
April	1		Leader Meeting
	2	Kindergarten Recruitment	Fishing Outing Roundtable Meeting
	3		Pack Meeting
	4		Arbor Day Service Project
May	1	Plan Advancement Campfire	Leader Meeting
	2	Follow up on Recruitment. Recruit new Tiger Leaders.	Roundtable Meeting
	3	Review Summer Plan	Pack Meeting
	4		Memorial Day Service Project
June	1		Leader Meeting
	2		Advancement Campfire Roundtable Meeting
	3	Encourage Participation in Summer Events	Leader Planning Meeting Bike rodeo
	4		Popcorn Kernel Training
July	1		
	2		Summer Derby
	3		Day Camp
	4		

August	1	Encourage Participation in Religious Emblem Program.	Family Camp
	2		Popcorn Kernel Training
	3		Webelos Camp
	4		Prepare Pack Meeting Agenda
September	1		Leader Meeting
	2		Roundtable Meeting
	3		Pack Meeting – Popcorn Kick Off
	4	Prepare Pack Meeting Agenda	
October	1	Meet with Treasurer and Committee Chair to review budget to date, and assist with making draft of next year’s budget for committee approval.	Leader Meeting
	2		Roundtable Meeting
	3		Pack Meeting
	4		Prepare Pack Meeting Agenda
November	1		ACT Food Drive Service Project Leader Meeting
	2	Recruit volunteers for Blue & Gold	Roundtable Meeting
	3	Distribute PW Derby Kits	Pack Meeting – Popcorn Closing
	4		
December	1		Leader Meeting
	2		Pack Fun Event
	3		
	4	Encourage Participation in Pinewood Derby	