



# PARENT AND LEADER MANUAL

2009-2010

<b>Contents</b> .....	<b>Page</b>
Introduction.....	2
Pack Leadership.....	2
Meetings & Outings	
Pack Meetings.....	3
Den Meetings.....	3
Leader Meetings.....	4
Pack Outings.....	4
Special Pack Events.....	5
Service Projects.....	5
Working with Wood.....	5
Pinewood Derby.....	5
Blue and Gold Banquet.....	5
Rocket Launch.....	6
Space Derby.....	6
Camps.....	6
Fun with Son.....	6
Day Camp.....	6
Jr. Webelos Camp (Camp Heritage).....	6
Sr. Webelos Camp (Camp Whitewater).....	7
Webelos Experience.....	7
Awards and Recognition.....	7
Achievements.....	7
Rank Advancement.....	8
Special Awards.....	9
Pack Fundraising and Den Funds.....	10
Uniforms.....	11
Pack 479 Website.....	11
Glossary.....	12
Scout shops.....	13

## INTRODUCTION

Welcome to Pack 479! This handbook is intended to give parents and leaders a brief overview of how Pack 479 operates during the year. It should be used in conjunction with the information provided at Pack meetings, den/patrol meetings, on the web site, and other times during the year. Happy scouting!

## PACK LEADERSHIP

The following is a list of the different leadership positions within the Pack and their primary responsibilities:

**Pack Committee Chair:** This person is the highest ranking leader in the Pack. His/her primary responsibility is to ensure that the Pack operates in an organized and efficient manner. Some specific responsibilities include registration of all Scouts and leaders, organizing dens after fall registration and assisting with den reorganization as needed, keeping the Pack record books up to date, presiding over the leaders meetings, reserving facilities for Pack activities, and acting as the primary liaison with Northern Star Council, parents, and the community at large. This is generally a two year position.

**Pack Assistant Committee Chair:** S/he assists the Committee Chair in all aspects of the position and is usually in training to take on the position of Committee Chair in the future.

**Cubmaster:** S/he is the “Master of Ceremonies” at the Pack meetings and is instrumental in creating the Pack calendar, planning and running the meetings and all Pack programs and activities. S/he is also responsible for presenting awards to the Scouts and leaders at Pack meetings. S/he works very closely with the Committee Chair on all areas of communication, recruitment and all Scout activities, including camps and outings. This is generally a two year position.

**Assistant Cubmaster:** S/he assists the Cubmaster and fills in when needed at pack meetings. S/he is usually in training to take on the position of Cubmaster in the future.

**Treasurer:** S/he keeps all financial records, cuts checks for reimbursement of expenses, and provides a report at each leader meeting. S/he also proposes and tracks expenses against the annual Pack budget.

**Den/Patrol Leader:** A den/patrol leader is responsible for planning the calendar for the den/patrol, tracking and reporting achievements, planning den/patrol activities and guiding the Scouts and the parents through the year. Communication is vital to the success of a den/patrol, so a den/patrol leader must have strong communication with the Scouts and their parents about den/patrol and Pack activities, awards and achievements.

**Assistant Den/Patrol Leader:** The assistant den/patrol leader attends all den/patrol and Pack meetings and assists the leader in all aspects of leading the den/patrol. S/he may

remain an assistant throughout the entire course of Cub Scouting, but could step up to the den/patrol leader position in the future.

**Advancement Chair:** The primary responsibility of the Advancement Chair is to record advancements, belt loops, and activity badges which have been reported by den/patrol leaders and sending that report to the Committee Chair, Cubmaster, and Awards chair.

**Awards Chair:** Upon receiving the awards report from the Advancement Chair, s/he will go to the Scout Shop and purchase the awards and badges and help the Cubmaster with presenting those at the Pack meeting. S/he often plans a fun, quirky ceremony, or in some instances, a more solemn ceremony for the presentation of awards.

## MEETINGS AND OUTINGS

### *Pack Meetings*

Pack 479 meets once a month, one Thursday per month from 7:00-8:00. The pack meetings always start off with the “presentation of the colors” which is when a den/patrol brings in the U.S. flag, the Minnesota flag, and the BSA flag. Next is uniform inspection which is usually followed by a skit, then a brief business meeting, including announcements, so as to keep the pack up to date with all pack activities and events. This is followed by another skit, award presentations, entertainment and some other “energizer” or diversionary activity. The Pack meetings always close with the flag out ceremony.

A highlight for the boys at Pack meetings is the presentation of the coveted “Cubby Award”. This stuffed bear (dressed like a Scout) is awarded to the den/patrol which has the best attendance, dress, and behavior throughout the meeting. The den/patrol who earns this award will get treats at their next den meeting and keeps Cubby until the next Pack meeting.

During the year, each den/patrol will be assigned to do either the flag in or flag out ceremony. At that same Pack meeting those particular dens/patrols will each perform a skit. The website has a plethora of skits and scripts from which to choose. Just click on “Resources”. You could also ask someone from an older den/patrol what some favorites are that they have performed or seen performed at camps.

You will notice at Pack meetings that most dens/patrols have their own flag which they design and make at their table. This is optional, but instills a sense of pride in the Scouts when they see their flag as they walk through the door. Creating a den/patrol flag is also a great activity for the first den/patrol meeting.

At Pack meetings, the scouts and leaders sit with their dens/patrols toward the front of the room and the parents and siblings sit toward the back of the room.

## ***Den/Patrol Meetings***

Den/patrol meetings are typically held once a month. It is up to the den/patrol leaders and parents as to when, where and how often they want to meet. Some dens/patrols prefer to meet at the leader's home or rotate to different family's homes. Others prefer to meet at one of the classrooms at Cedar Ridge or at some other venue. For some, meeting after school works best, but for others evenings are better

With the exception of the Tiger Cub year when a parent or adult partner must stay with the Scout for the meeting, parents may "drop off" their Scout at the den/patrol meeting, if necessary. However, it is extremely important that there is at least *two deep leadership at all times*. If a situation ever occurs when only one adult can attend a den/patrol meeting, that meeting must be rescheduled. Most leaders ask the families to sign up to help out at a meeting of their choice, so this situation rarely occurs. Parental involvement at the den/patrol meetings will strengthen the den/patrol by giving the parents the opportunity to enjoy the whole scouting experience with their son.

Den/patrol meetings are the best way for the Scouts to work on achievements. Virtually all achievements could be satisfied by working on them at home with their family, but it is always much more fun for the Scouts to work on them with their friends. The den/patrol meeting is also a great time to award belt loops and/or progress toward rank beads.

Den/patrol meetings are very important for keeping the boys' interest in all of the wonderful things that Scouting has to offer. The boys love to get together with their small group of friends to work on achievements together and to just hang out and create close bonds and friendships.

## ***Leader Meetings***

Leader meetings are held generally one Sunday evening per month. It is extremely important that the den/patrol leader and/or the assistant den/patrol leader attend each meeting. If neither the leader nor the assistant can attend, a parent representative from the den/patrol should attend. Decisions regarding funds, events, and other issues vital to the Pack are discussed, so everyone's participation is critical.

## ***Pack Outings***

There are several Pack 479 outings scheduled throughout the year including a fall outing, a winter outing, a spring picnic, and three or more summer outings. Scouts and their families are always encouraged to attend these outings.

The fall outing is in October and may be a trip to Murphy's Landing, Fort Snelling, a hike and program at a nature center, or a variety of other types of outdoor activities. The winter outing often involves sledding and/or snowshoeing, or a winter hike, or Polar Cubs

Camp. The spring picnic, which includes lots of fun and games, is our last “Hurrah” before summer and is always a terrific event for the whole family.

Just because school is out does not mean that Pack 479 does not get together! In June, we also have some activity which may include a bike ride, Scout Olympics, or a hike through the woods. In July, we always have our Rocket Launch (more about this below) and in August we may go canoeing, play games at a beach, or go swimming at a water park. Participation in the summer activities can help the Scout earn his summer activity pin. Qualifications are discussed below.

## **SPECIAL PACK EVENTS**

### ***Service Projects***

Pack 479 always tries to do at least two or three service projects as a Pack each year. Some very popular ones are Feed My Starving Children and Salvation Army Bell Ringing.

The Pack also participates in food drives, like Scouting for Food in the spring, and other types of drives to assist the less fortunate in our community.

### ***Working with Wood***

This annual event takes place in December in lieu of our regular pack meeting. This is a very popular event with both the Scouts and the parents. The Working With Wood committee sets up stations throughout the cafeteria where different types of projects such as birdhouses, catapults, picture frames, tool boxes, and pinewood derby car stands may be built.

Perhaps the best part of this event is that the scouts may bring their “block of wood” from their pinewood derby car kit and have expert craftsmen cut the car based on the Scout’s own design. This is particularly helpful for those families who do not have the proper tools or skills to safely and comfortably make those initial cuts.

### ***Pinewood Derby***

Most people have heard about this most popular Cub Scout event. After the November Pack meeting, Scouts each receive a race car kit, which is, in effect a block of wood, 4 nails and 4 wheels. With the skill and craftsmanship of the Scouts and their adult “helpers”, that block of wood is transformed into a race car. The Scout will have the opportunity to display and show off his car at the “car show” before the race. His car will then be moved into the racing area and will race on a large track which is set up in the Cedar Ridge gym.

Medals and trophies are awarded for design and craftsmanship as well as for racing. This event takes place in late January or early February.

## ***Blue and Gold Banquet***

Every pack in the country celebrates the birthday of Cub Scouting in February in some way. Most packs have a Blue and Gold Banquet to honor this special occasion. Pack 479 provides a free buffet dinner for the entire family. Following dinner there are special awards and a video is shown with highlights of our year.

The highlight of this event is the Order of the Arrow Ceremony at which time the Senior Webelos receive their Arrow of Light, the highest rank in Cub Scouts. It is immediately after this ceremony that the Scouts cross the bridge over to a Boy Scout Troop (if they choose to continue). It is a solemn, candlelit ceremony that is exciting and inspiring to watch. Because of this special event, there is not a regularly scheduled Pack meeting in February.

## ***Rocket Launch***

This fun event in July has historically been a joint effort with Pack 497. The Scouts purchase a rocket kit at a hobby or toy store, and then head over to CMS where we provide the launch pads and engines for his rocket to soar through the air! We keep launching until our supply of engines runs out.

## **CAMPS**

Because of our successful fundraising campaign, we have been able to pay for half of the cost of summer camp to all Pack 479 attendees, including the adults. Registrations are made through [www.goscouting.org](http://www.goscouting.org) and is usually handled by the den leader.

## ***Wolves, Bears, and Jr. Webelos***

There are a variety of two night (Friday night through Sunday afternoon) camps that are attended by a Scout and a parent. The Scout should be going into 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> grade before attending; however, older scouts may attend this camp if they choose. This camp is often the first camping experience for the Scout (and sometimes the parent, too!) and is one of the most memorable experiences for both the Scout and the parent. Many achievements and belt loops may be earned by attending these camps.

Several dates are offered throughout the summer and they are filled on a first come, first serve basis. Dens try to make sure that they all attend on the same weekend. Dens usually try to carpool or caravan up to the camp so registration goes more smoothly.

## ***Sr. Webelos Camp***

Sr. Webelos Camp is attended by Scouts entering 5<sup>th</sup> grade in the fall. This camp is a 4 day, 3 night camp at various locations throughout Minnesota and Wisconsin.

There are many similarities between Jr. and Sr. Webelos Camp, but the major difference is that more emphasis is put on independence, self-motivation and life skills at Sr. Webelos Camp.

## ***Webelos Experience***

This one night, one day camp is offered every two years by Northern Star Council, and is attended by both Jr. and Sr. Webelos in October. Many advancement requirements may be satisfied by attending this camp. Over one thousand scouts throughout Minnesota and Wisconsin attend this camp.

Registration is handled by the Pack. All Scouts must be accompanied by an adult partner.

## **AWARDS & RECOGNITION**

One of the wonderful things about Cub Scouts is that the boys enjoy the benefits of immediate recognition for their work. Awards are given out in a variety of ways based on achievements earned or events attended.

### ***Achievements***

At all ranks of Cub Scouts, it is important for the Den/Patrol Leader or Assistant Den/Patrol Leader to track achievements for the Scouts. There are several ways by which to do this – an on-line program, a chart purchased at the Scout Shop, an Excel spreadsheet, the Handbook only, or anything else you and the parents feel comfortable with. The Cubmaster and other den/patrol leaders will be happy to show you the different methods for tracking.

Regardless of which method you choose, it is extremely important that the leaders and parents communicate with each other to see which things the Scout needs to be working on at home and how to make up anything that he missed.

### ***Rank Advancement***

***Tiger*** – Tigers start off by earning the Tiger Cub totem which is the plastic medallion that is attached to their uniform pocket and will display the beads that they earn throughout the year. This totem and the beads that go with it are purchased in a kit at the Scout Shop using den funds. The totem will be awarded by the Cubmaster who will ask the boys to recite the various items required to earn the totem. *It is not necessary to report to the*

*Advancement Chair regarding the totems, but the den leader should contact the Cub master to let him/her know that the scouts are prepared.*

The individual beads that the Scout earns are awarded at den meetings throughout the year.

Upon completion of the requirement/achievements as set forth in the Scout Handbook, the Tigers will graduate in March or April and be awarded their Tiger badge. *The den leader must report to the Advancement Chair at least one month prior to the graduation ceremony as to who has completed the requirements.*

Scouts may work on Electives throughout the year and track them as he goes, but the corresponding yellow tracker beads cannot be awarded until the 15 Achievements are completed and he has been awarded his Tiger Badge.

**Bobcat** – This rank is the first rank which all Scouts must earn, regardless of when they join. Each Scout Handbook explains what is required to earn this badge. *The den leader must report to the Advancement Chair at least two weeks prior to the scheduled ceremony as to who has completed the requirements for this rank.* Pack 479 usually awards the Bobcat Badge to all new Scouts at the November Pack meeting.

**Wolf** – *Similar to the Tiger rank, Wolves and Bears wear a plastic totem on their uniforms to display their Progress Toward Rank beads. This is the same totem he will wear on his uniform through his Bear rank, as well. The totem with their first yellow bead attached, will be awarded at the pack meeting in November after a scout has completed three achievements. It is not necessary to report to the Advancement Chair regarding the totems, but the den leader should contact the Cubmaster to let him/her know that the Scouts are prepared.* See Page 8 of the Wolf Handbook for details. The totem kit should be purchased at the Scout Shop using den funds.

The individual yellow beads that the Scout earns by completing any three achievements are awarded at den meetings throughout the year.

Upon completion of the requirements/achievements as set forth in the Scout Handbook, the Wolves will graduate in March and be awarded their Wolf Badge. *The den leader must report to the Advancement Chair at least one month prior to the graduation ceremony as to who has completed the requirements.*

Arrow Points are electives which the Scout may work on at home or at a den or pack function. See Page 103 of the handbook for details. These may be worked on and tracked throughout the year, but may not be awarded until the Scout has been awarded his Wolf Badge. These are awarded during the April Pack meeting. *The completion of arrow points must be reported to the Advancement Chair at least two weeks prior to the award ceremony.* The arrow points are purchased and funded by the pack.

**Bear** – In most respects, the Bear year operates very similarly to the Wolf year. Bears earn red beads for achievements which are displayed on their totem. Bear Scouts who

have just joined Cub Scouts will receive their totem and first red bead at the Pack meeting in November together with the Wolves.

***Webelos*** – Webelos is a two year program for 4<sup>th</sup> and 5<sup>th</sup> graders. They use the same handbook for both Junior and Senior Webelos.

The Junior Webelos year tends to focus on earning pins and compass points by completing achievements. Jr. Webelos usually receive the Webelos badge at the January Pack meeting. Scouts during their Senior Webelos year continue to earn pins and compass points, but also start visiting and learning about the Boys Scout Troops in the community.

At the Blue and Gold Banquet in February, the Senior Webelos are awarded their Arrow of Light Award and can then “cross the bridge” to a Boy Scout Troop if they so choose.

All Webelos awards and recognition are presented at Pack meetings throughout the year. These are all funded by and purchased by the Pack. *Patrol leaders must report the earned pins to the Advancement Chair at least two weeks prior to the Pack meeting at which they will be presented.*

## ***Special Awards***

Throughout the year, Scouts may be recognized for a variety of accomplishments aside from rank advancements. Examples are as follows:

### ***World Conservation Award***

Wolves, Bears and Webelos may earn this once throughout his Cub Scouting career. The requirements for this award vary according to rank. The requirements for this award are set forth in the Handbook; a form completed by the leader must be submitted to the Cubmaster for signature and then reported to the Advancement Chair.

### ***Webelos Super Achiever***

For those Webelos who earn all 20 of the activity pins available, he will be awarded the Webelos Super Achiever award for going “above and beyond” in Scouting. If a Scout is interested in earning this award, he should speak to his patrol leader about the process of obtaining this award.

## ***Sports and Academics Program***

This program is often referred to as the “Belt Loop” program. All Cub Scouts may earn metal loops that are weaved onto their Scout belt by completing requirements in many different areas. Pins may also be awarded for more advanced activities, but cannot be worn on the Cub Scout uniform itself, but may be worn on the red vest, the Scout hat, or on civilian clothing.

Pack 479 encourages den leaders to present this program beginning in their Wolf year, rather than at the Tiger year, because there are so many things to learn and teach during that tender first year, that adding one more program may be overwhelming.

The Sports and Academics Program book may be purchased from den funds at any scout shop and could be passed around and shared with members of the den/patrol. Belt Loops may be awarded at den or Pack meetings.

### ***Summertime Awards***

Scouts who complete three Pack activities during the months of June, July and August are eligible to receive the Summertime Award Pin which may be worn above the left pocket on the scout's uniform. The activities which must be attended are three Pack sponsored summer activities. No exceptions or substitute activities will count toward qualifying for this award.

### ***Outing Recognition***

For those Scouts who attend our Pack outings or service projects may receive a patch or other form of recognition to honor their commitment and enthusiasm for scouting. Most, but not all of the outings, have related patches, but the Pack does like to recognize those who attend our events.

### ***Parent Pins***

If not for the support and encouragement of the parents, Scouting could not succeed. Therefore, as a Pack 479 tradition, we like to recognize the parents at each rank advancement ceremony with a parent pin which the Scout will pin onto the parent during the ceremony.

We have lanyards for sale at our cost of \$3.00 each which may be purchased at any time throughout the year. These ribbons are totally optional, but are a nice keepsake for all of the pins you will receive from your Scout throughout Cub Scouts and on to Boy Scouts.

## **PACK FUNDRAISING**

Pack 479 is able to pay for our activities such as Pinewood Derby, Rocket Launch, Blue and Gold, entertainment, outings, awards, camp, etc. almost entirely through our fundraising efforts.

Our Pack's one and only fundraiser is our Wreath and Popcorn Sales in the fall. Every Scout must participate in the fundraiser. In order to provide enough funds, there is a \$75 sales commission minimum. If your sales do not reach the \$75.00 minimum, the scout family must make up the difference with cash or a check payable to Pack 479. If you choose not to sell Wreath or Popcorn at all, you must donate \$75.00 to the Pack. All sales packets must be turned into his leader by the indicated deadline and it is the responsibility of the leader to check each packet to check for any errors or omissions. Leaders are always responsible for making sure that each scout's packet is accounted for.

## UNIFORMS

See the Who, What, When, Where, Why and How of Uniforms at [www.pack479.org](http://www.pack479.org)

## WEBSITE - WWW.PACK479.ORG

Although this fine manual is intended to be everything and anything you'd ever want to know about Pack 479, there is another tremendously helpful resource available to you, and that is our website.

Webmaster Joel Young created this website in 2002 as a tool for you to use so that you are always up to date with events that come up throughout the year and have all sorts of resources available to you at your fingertips.

It's a good idea to check the website periodically since many leadership training opportunities, announcements about events come in regularly that you may be interested in. It also includes the calendar, contact information, and many other resources.

Remember, **WWW.PACK479.ORG**

## GLOSSARY

**Cub Scouts** – The organization of younger scouts, 1<sup>st</sup> through 5<sup>th</sup> grade, which falls under the umbrella of Boy Scouts of America.

**Den** – A group of about 5 to 8 scouts who are in the same grade and rank (Tigers, Wolves, and Bears) which meet about twice per month. The group is labeled by rank and number.

**Mustang District** – The local group of packs including Eden Prairie, Edina, Chanhassen, Chaska, and St. Louis Park. It is organized through Viking Council.

**Pack** – A group of Cub Scout Dens and Patrols from 1<sup>st</sup> through 5<sup>th</sup> grade which meets about once per month.

**Patrol** – A group of about 5 to 8 Cub Scouts who are in Jr. or Sr. Webelos. In Boy Scouts, Patrols are also the small group of scouts who are approximately the same age and in the same grade. Patrols are labeled by a name chosen from a specified list (e.g. Beaver Patrol, Eagle Patrol, Cobra Patrol, Indian Patrol).

**Troop\*** – A “scout run” group of Boy Scout Patrols approximately 11 years through 18 years of age. A boy may join a Boy Scout Troop at the age of 10, upon receiving his Arrow of Light, or after completing 5<sup>th</sup> grade.

**Northern Star Council** – The governing body of most of the Packs and Troops in Minnesota and Western Wisconsin. A merger of the Viking Council and Indian Head Councils took place in Spring 2005 to form one large council now called the Northern Star Council.

\* Unlike Girl Scouts, the term “troop” is never used when referring to anything relating to *Cub Scouts*.

# SCOUT SHOPS

**Minneapolis Scout Shop**

5300 Glenwood Avenue  
Minneapolis, MN 55422  
(763) 545-9459

**Burnsville Scout Shop**

14250 Plymouth Avenue South  
Burnsville, MN 55337  
(952) 892-0206

**Twin Cities Scout Shop**

2218 County Highway 10  
Mounds View, MN 55112  
(763) 786-3090

**St. Paul Scout Shop**

393 Marshall Avenue  
St. Paul, MN 55102  
(651) 224-4175