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## Your First Month—Three Steps to Success: Step 1

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### Step 1. Establish the Basics

**Complete a roster of the boys in your new den, including name, phone number, address, primary parent/guardian, and e-mail address, if available.** Be mindful of different family situations and gather primary and secondary contact information for parents if necessary. Your Cubmaster should provide you with your Cub Scout pack and den number.

**Determine the day, time, and location of your weekly den meetings.** Den meetings should occur consistently on the same day, same time, and same location of each week every month. Your den may meet at a parent's home, school, church, or community organization building. A discussion with the parents in your den will help you determine the best day, time and place for your den meetings. Once determined, let everyone know when and where your meetings will be. Holding den meetings at the same time and place each week is encouraged; that will help keep attendance strong.

**Find out the location, date, and time of your monthly pack meeting.** The pack meeting is a monthly gathering of all Cub Scouts and their families, led by the Cubmaster. The pack meeting consists of activities and recognition based on the month's theme. Let all your den members, leaders, and parents know when and where pack meetings will be.

**Ask for your Cubmaster's name, phone number, and e-mail address.** The Cubmaster is the leader of your pack. This person is in charge of planning and conducting the monthly pack meetings. The Cubmaster helps plan and carry out the pack program.

**Find out the location, date, and time of your monthly pack leaders' meeting.** The pack leaders' meeting is held to help you and the Cubmaster and plan den and pack meetings based on a monthly theme.

**Identify and recruit an assistant den leader(s).** Having an assistant will help the meetings run smoother and the

assistant can fill in if you have to miss a meeting. Have the recruited assistant fill out an adult leader application and give it to your Cubmaster so that she or he can secure the necessary approval.

**Study the Fast Start.** View Fast Start as soon as possible. Or you may complete this training on your local council's Web site. After viewing the Cub Scout Leader Fast Start, you'll want to attend Cub Scout Leader Specific Training and the New Leader Essentials courses as soon as possible. Ask your pack trainer for information on these.



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## Your First Month—Three Steps to Success: Step 2

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### Step 2. Prepare for Your First Den Meeting



In step 1 you determined when and where your den meetings will be. The den meetings are planned around a monthly theme set by your pack.

Meetings consist of activities, projects, and business items.

In step 1 you began your den leader training when you reviewed the Cub Scout Leader Fast Start CD or completed the training on your council's Web site. That training showed you how to plan for and conduct a den meeting for your age group. Now it's time to plan your first den meeting program. Use the resource that best fits the makeup of your den: If you have all new boys in your den, refer to the item in this kit titled, "Program Ideas for your First Month's Den Meetings, Theme: Bobcats All" and then, after the first month, use the monthly *Cub Scout Program Helps* segments in the kit. If the boys in your den (all or mostly) have already earned their Bobcat badge, use the September through November *Cub Scout Program Helps* segments included in this kit.

These program helps are designed to take the guesswork out of your first meeting. They are your roadmap to success! By following the week-by-week instructions, you will have a fun and

exciting first month. Be sure to share the responsibilities (and the fun) of den leadership with your assistant leader(s).

*Cub Scout Program Helps*, No. 34409, is a book that is produced annually to provide a whole year of support for you when planning your meetings. You may purchase a copy of this annual resource from your local council service center or Scout shop.

As you will see in *Program Helps*, the basic structure of any den meeting includes:

- **Gathering activity**—to keep boys occupied until everyone arrives.
- **Opening ceremony**—such as reciting the Pledge of Allegiance or Cub Scout Promise—to officially kick off the meeting.
- **Business items**
- **Activities**—Learning a skill, playing a game, practicing a skit, and/or doing craftwork. Some of these activities can contribute to the way your den will participate in the monthly pack meeting.
- **Closing ceremony**—to calm and inspire the boys before they leave.

One den meeting a month should be a field trip, outdoor activity, or service project.

**Gather the support items needed for your den meeting.** These might include

props for skits, craft materials, snacks, or supplies for games or outdoor activities.

**Confirm the den meeting location.** Be sure all arrangements have been made and confirmed, especially if your meeting is being held at a school, church, community organization building, or an outdoor location.

**Set a date and a time for a den parents' meeting.** This may be in conjunction with your first den meeting. You will want to be sure that parents understand that they are the primary leaders in the Cub Scouting program and that the den and the pack exist to support their relationship with their son. See the "Parent Information Guide."

**Contact each boy and parent to confirm the den meeting date, time, and location.** Be sure each boy knows when and where the first den meeting will be and confirm his attendance. This will allow you to get to know the boys in your den.

**You and your assistant(s) should purchase your uniforms before the first meeting, if possible.** Wearing the uniform properly helps to set a good example for the boys. Encourage your boys to wear their uniforms to the first meeting.

The key to successful planning is KISMIF—Keep it Simple, Make it Fun!

# Your First Month—Three Steps to Success: Step 3



## Step 3. Learn about Available Resources and Use Them!

### People to Call

Your pack leaders are here to help you get started.

My pack number is \_\_\_\_\_

My Cubmaster is \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

My committee chairman is \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

The monthly pack leaders meeting is held \_\_\_\_\_

The staff at your local council service center can help you or can get you in touch with someone who can.

My council name is \_\_\_\_\_

Phone number \_\_\_\_\_

Web site \_\_\_\_\_

Scout shop phone number \_\_\_\_\_

Your district has a team of volunteers called the *district committee*. They develop quality districtwide programs in which boys can participate.

My district name is \_\_\_\_\_

My district executive is \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Your district has another volunteer team called the *commissioner staff*. They are your “service team.” They check on the “health” of your pack and are a communications link between your pack and the local council. A commissioner is assigned to assist your unit.

My pack’s commissioner is \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_



### Essential Literature

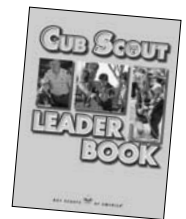
*Cub Scout Program Helps*, No. 34409, contains a full year of weekly den meeting plans for Tiger Cub, Wolf, and Bear dens based on a monthly theme. Detailed instructions are included for recommended crafts and games. You will also find ceremonies, skits, and songs for the monthly pack meeting and activities that help boys advance in rank and progress in the Cub Scout Academics and Sports program.



*Webelos Leader Guide*, No. 33853, includes information a Webelos leader needs for meeting preparation. The guide includes monthly den meeting plans for all 20 Webelos activity badges.



*Cub Scout Leader Book*, No. 33221, is your handbook, just as boys have handbooks in Cub Scouting. The *Cub Scout Leader Book* contains the basic information needed to operate and support Cub Scouting, such as information on Boy Scouts of America policies, leadership duties, program planning, and youth protection guidelines. The time you take now to look through it will pay off in the future.



As your den program matures, you will find other literature to help you, such as *Cub Scout Academics and Sports Program Guide*, No. 34299.

Most councils have a Scout shop with all the materials you will need. Contact your local council service center for locations.

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## Your First Month—Three Steps to Success: Step 3

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### Essential Training

All leaders need training! These training courses should be completed as soon as possible to help ensure that you have a successful den program. Call your district training chairman for dates.

- **Fast Start Training.** This should be the first training completed by all leaders. Fast Start viewer's guide that accompanies the Fast Start CD-ROM is located online at [www.scouting.org](http://www.scouting.org). Click on Cub Scout section, then click on Training and Support. Download from there.
- **Youth Protection Training.** This training session increases awareness of child abuse and how BSA works to protect its youth from these dangers. It should be taken by all leaders.
- **Cub Scout Leader Specific Training.** The second part of basic training, this session gives you the nuts and bolts of what you need to know specific to your leadership position in Cub Scouting.
- **This Is Scouting.** This session presents an overview of Scouting's principles, policies, and programs to leaders in all program areas.

My district training chairman is \_\_\_\_\_.

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

**Cub Scout roundtable.** This monthly leaders' meeting for all adult volunteers in your district is where you can get help with outdoor activities, crafts, games, skits, and songs for use at den and pack meetings. It's a great place to ask questions and share ideas—you can get the benefit of other leaders' experience and support.

My district roundtable is held \_\_\_\_\_.

The roundtable commissioner is \_\_\_\_\_.

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

### Special Events

Your pack, district, and council will sponsor special events throughout the year in which your den may participate. You will receive information on these events at pack planning meetings and at the monthly Cub Scout roundtable meeting. Some of these events may be:

**Pinewood Derby.** Boys, with the assistance of their family, build and race gravity-powered cars down a track.

**Blue and Gold Banquet.** Held in February, this is the annual birthday party for Cub Scouting.

**Conservation and Service Projects.** An important part of Cub Scouting is helping others.

**Cub Scout Day Camp.** Held during the summer, this is a week-long, daytime outdoor experience for Tiger Cubs, Cub Scouts, and Webelos Scouts.

**Cub Scout/Webelos Scout Resident Camp.** Held during the summer, this is a multi-day overnight camping experience for Cub Scouts, Webelos Scouts, and their parents.

**Pack Overnights.** Overnight family camping experiences.

**Field Trips.** Visiting sites in your local community will help boys learn more about their world and how to be a good citizen.

## **Downloadable resources: Found at [www.scouting.org/scoutsource](http://www.scouting.org/scoutsource)**

### **Cub Scout Den Leader Kit**

- Den Leader's Basic Toolkit, No. 510-480
- Welcome, New Den Leader, No. 13-231C
- Program Ideas for Your First Month of Den Meetings, No. 510-232
- 2009-2010 Program Planning Insert, No. 13-34409
- Cub Scout Program Helps for New Den and Pack Leaders, No. 34409
- Cub Scout Outdoor Program Guidelines, No. 510-631
- This Is Scouting, No. 511-003
- Cub Scouting Highlights, No. 13-513C
- So You're a New Pack Committee Member, No. 510-240
- So You're A New Cubmaster, No. 510-237
- So You're A New Den Leader, No. 510-239
- So You're A New Tiger Cub Den Leader, No. 510-233
- So You're A New Webelos Leader, No. 510-247
- Cub Scout Pack Newsletter and Calendar Templates

### **Pack Planning Folder**

- Cub Scout Parent Information Guide, No. 520-259
- 2009-2010 Program Planning Insert, No. 13-34409
- Cub Scout Pack Newsletter and Calendar Templates
- Planning Your "Ideal Year of Cub Scouting" Program Budget, No. 510-273
- Outdoor Events for New Cub Scouts, No. 510-299
- National Summertime Pack Award, No. 33748A
- This Is Scouting, No. 511-003
- Cub Scout Outdoor Program Guidelines, No. 510-631
- Cub Scouting Highlights, No. 13-513C
- Ideas for Connecting Core Values with Outdoor Activities, No. 510-097
- Selecting Cub Scout Leadership, No. 510-500
- Order of the Arrow Involvement in Cub Scouting, No. 510-069