

GET OUT & CUB SCOUT

NEW DEN LEADER GUIDE

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Welcome New Cub Scout Den/Pack Leader!

Thank you for being a Cub Scout Den Leader. This booklet will help you get off to a great start. There are a handful of things that every new den leader should know, and these are highlighted below. We all know how important first impressions are. To help you get started, the next several pages contain resources and suggestions that will help you plan a first den meeting that is fun for Scouts, parents, and you. Everyone will come back for more, and things will get easier as you get into a routine.

8 STEPS TO BEING A SUCCESSFUL DEN LEADER

1. Fill out the Adult Leader Application. Be sure to sign the Disclosure/Authorization Form inside the application.
2. Give the completed application to a pack leader. It needs to be approved, signed, and turned in to the Lincoln Heritage Council.
3. To take online training, you will need to set up an account at www.My.Scouting.org. Later, you will get a BSA membership ID number from your Cubmaster or pack leader, but your new account will work fine until then. Add your membership number to your profile when you receive it.
4. Take Youth Protection Training at www.My.Scouting.org. You must complete this training before you can be registered as an adult leader. Print a copy of your certificate upon completion and give it to your pack leader who oversees training.
5. Organize 2-3 den meetings each month. The Den Leader Guidebook for your rank has detailed meeting plans.
6. Attend monthly pack leaders' meetings. Learn how your den will participate at the upcoming pack meeting. Communicate news about upcoming events to parents in your den.
7. Attend the pack meeting each month with your den. Conduct any part of the pack meeting for which your den is responsible.
8. Get help and advice from other volunteers, online resources, your District level volunteers and your District Executive.

DISTRICIT AND COUNCIL SUPPORT

The whole Scouting family wants you to succeed as a den leader. There are also people at the district level available to help. You can find contact information for your District Commissioner (volunteer) and District Executive (professional) on our council website here:

<https://lhcbasa.org/district-pages/>

TRAINING



The Boy Scouts of America wants to ensure that you have the training that you need to be successful as a new Cub Scout leader. You can visit www.my.scouting.org to complete all training requirements associated with your Scouting position or you can visit Council training page at <https://lhcbasa.org/adult-leader-trainings/> to view most current courses, date and times.

YOUTH PROTECTION TRAINING (REQUIRED)

The most important training is the required Youth Protection Training (YPT). The training is designed to help leaders keep our youth safe from abuse. Leaders will learn the BSA Youth Protection guidelines, signs of abuse and how to report suspected abuse. Leaders must complete YPT before they can be registered as an adult leader. The training can be taken online via the My.Scouting tool. It may also be offered as an in-person class. Youth Protection Training is valid for two years, and leaders must take it again to remain a registered adult leader.

Leader Specific Training/My.Scouting Tool and In-Person Training

To help leaders deliver a quality Cub Scouting experience to the youth, BSA has developed a training curriculum specifically for den leaders. Training covers a variety of topics such as Cub Scout Ideals, Leading Den Meetings, How Dens & Packs Work, and Working with Parents & Families. Training is offered on line through the My.Scouting tool or in person. If leaders take a class in person, they do not need to take the online version and vice versa.

- The My.Scouting tool offers all the courses that new Cub Scout leaders will need. Within the Den Leader Position Specific Training learning plan, there are 3 short sessions that average about 40 minutes (Earn Your Training Strip, Before the first Meeting, Before the first Outdoor Activity). Leaders do not need to take all of them at one time. All the courses are individual lessons and can be taken all at once or spread out over several days.
- In-person training is offered in local districts throughout the Council. Dates and times are listed on the Council's website listed above.

TRAINING OPPORTUNITIES

BALOO

Basic Adult Leader Outdoor Orientation is a one-day training event that introduces parents and leaders to the skills needed to plan and conduct pack outdoor activities, particularly pack camping.

University of Scouting

Every year the Lincoln Heritage Council offers the University of Scouting (UoS), our premier one-day supplemental training opportunity for all registered adult Scout leaders. Den leader specific training is offered at the UoS. To find out the date of the next UoS, go to www.lhcbasa.org, click on "Resources" at the top of the page, then in drop down click "Scoutbook/Advancement/Training/Service Hours" scroll down to select "Adult Leader Training".

HOW IS THE CUB SCOUT PROGRAM ORGANIZED?!

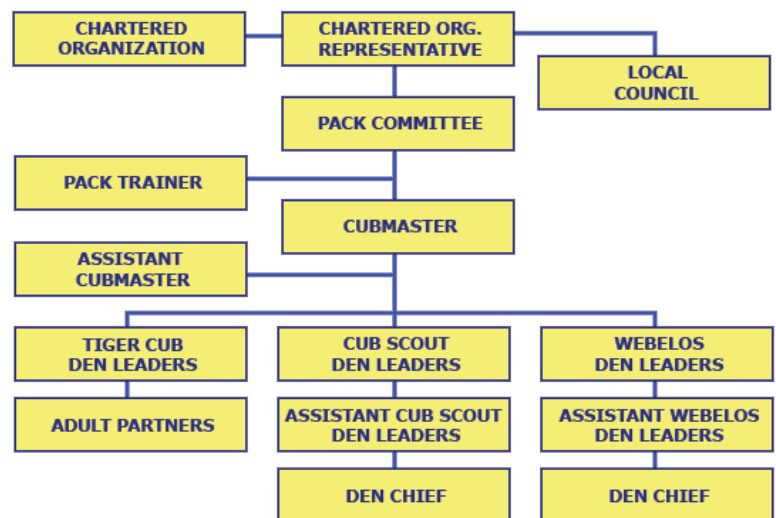
THE DEN

The Cub Scout pack is divided into several smaller groups called dens. Typically, a den has six to eight youth and meets two or three times a month. Den meeting activities vary based on the age of youth. Members of a den usually progress through Scouting together.

The Cub Scout ranks are organized by grade or age, so your children's den will be part of the rank specific to their grade. A pack may have more than one den for a rank. For example, if your pack has 16 first graders, there will be at least two Tiger dens.

Here are the ranks:

- Lion Cubs -Kindergarten. Lions must have an adult partner who attends all Cub Scout functions with them.
- Tigers -First grade. Tigers must have an adult partner who attends all Cub Scout functions with them.
- Wolves -Second grade.
- Bears -Third grade.
- Webelos -Fourth and fifth grades.



Starting with Tigers, Cub Scouts earn the Bobcat rank. Then they work to complete fun "adventures" to earn their rank badge. Adventure activities are done at den meetings, at home and on field trips and outings. At the end of the school year, Cub Scouts graduate and move up to the next rank. Here is the progression:

- Lions become Tigers
- Tigers become Wolves
- Wolves become Bears
- Bears become Webelos
- Webelos "crossover" to join a Scouts BSA troop at the end of their two-year program

While den meetings include games, skits and other activities that are fun for the kids, program delivery is the main goal. Youth participate in activities and work on projects that are related to an adventure and that helps them learn the skills they need to progress in rank. Youth also prepare to do their part in the monthly pack meeting.

THE PACK

All the dens together make up the pack. Typically, packs meet monthly. These pack meetings bring together youth from every den, their leaders, and their families for a large-scale event that displays all that the kids have learned and done in their individual den meetings. Such a gathering gives the kids a larger experience beyond their own den. It also helps them see how their individual activities fit into the bigger Cub Scout program.

THE PACK COMMITTEE

SECRETARY/COMMUNICATIONS

- Maintain a contact list of all Cub Scouts and parents for communications purposes.
- The secretary and den leaders should serve as the only leaders sending out information from the pack.
- Maintain minutes from committee/leader meetings.

ACTIVITIES/SPECIAL EVENTS COORDINATOR

- Arrange pack activities throughout the year and special events.
- Some activities are: Pinewood Derby, Blue and Gold Banquet, community service project

MEMBERSHIP

- Maintain registration and fee records of all Cub Scouts and parents.
- Orient new families on the registration process as they join throughout the year.
- Organize with district representatives to plan the fall/spring new Cub Scout recruitment events

TRAINING

- Ensure all leaders have access to training online.
- Maintain training records for all leaders in the pack.

TREASURER

- Maintain and present budgets, accounts, and financial statements to the pack committee
- Maintain a record of each Cub Scout's account if pack credits youth for product sales.
- Work with the fundraising chairman to coordinate sales.
- Reimburse leaders for expenses they might incur for approved den projects.

CAMPING

- Work with Cubmaster to plan and execute pack camping trips.
- Communicate camping trip supply list with pack parents.
- Coordinate registration of Cub Scouts for Cubs and Family weekends.
- Serve as the trained BALOO leader for pack camping trips.

ADVANCEMENT

- Work with each den leader to ensure that advancements are turned in each month prior to pack meeting.
- Track and maintain records of each Cub Scout so that all leaders know the status of each Cub Scout's rank.
- Purchase ranks and advancements patches from Scout Shop each month prior to the pack meeting advancement ceremony.

FUNDRAISING CHAIR

- Coordinate Popcorn Sale/Scout Cards Sale kickoff with the Cubmaster.
- Encourage parents to participate in all pack's product sales .
- Work with pack treasurer to maintain sale records.
- Serve as the pack contact person for fund raising sales.





DEN LEADER FIRST 8 WEEKS OF RESPONSIBILITIES

WEEK ONE

- ☐ Take online training (Youth Protection Training and Leader Specific Training).
- ☐ Welcome families to your den. Make sure you have good contact information, including parents' names, phone numbers, and email addresses.
- ☐ Plan a convenient meeting time and location. Notify families of the schedule.
- ☐ Obtain a Den Leader Guide Book, a Cub Scout Handbook, and a uniform.
- ☐ Plan your first den meeting, follow the Bobcat Den meeting example in this booklet.

WEEK TWO

- ☐ Attend the pack leaders' meeting.
- ☐ Inform parents of any upcoming events.
- ☐ Recruit parents to help at the meetings. You must have two-deep leadership.
- ☐ Become familiar with the adventure requirements for your rank. Choose the first adventure you will work on.
- ☐ Hold your first den meeting, following the Bobcat Den meeting example. Remember to have FUN with it.
- ☐ Plan your second den meeting. This will be the start of your first adventure. For any new Scouts, plan to complete the Bobcat requirements.

WEEK THREE (PACK MEETING)

- ☐ Conduct second den meeting. This one will not be so stressful.
- ☐ Record advancements (requirements completed) online or report to the pack advancement chair.
- ☐ Inform parents of any requirements to be completed at home, and tell them about upcoming den and pack activities. (Pack meeting is next week.)

WEEK FOUR

- ☐ At the pack meeting, greet Cub Scouts and parents.
- ☐ Conduct your den's portion of the pack meeting.
- ☐ Plan your third den meeting using online resources
- ☐ Think ahead about den outings.



WEEK FIVE

- ☐ Conduct your third den meeting. You're a pro!
- ☐ Record advancements online or report to the pack advancement chair.
- ☐ Inform parents of any requirements to be completed at home.
- ☐ Plan your fourth den meeting. You should be thinking about starting your second adventure. Are there skilled parents that can help?

WEEK SIX

- ☐ Conduct your fourth den meeting.
- ☐ Record advancements online or report to the pack advancement chair.
- ☐ Attend the pack leaders' meeting.
- ☐ Inform parents of any requirements to be completed at home, and tell them about upcoming den and pack activities. Cub and Family campout and the popcorn sale should be happening.
- ☐ Plan your fifth den meeting.

WEEK SEVEN

- ☐ Conduct your fifth den meeting.
- ☐ Record advancements.
- ☐ Inform parents of any requirements to be completed at home. Keep communicating about pack activities.

WEEK EIGHT

- ☐ Arrive early for the pack meeting, and make sure your Cub Scouts are ready for their part.
- ☐ Encourage the Cub Scouts to participate.
- ☐ Plan your sixth den meeting. Look ahead to your third adventure and plan for outings and needed supplies.

BOBCAT DEN MEETING PLAN

PREPARATION

- Flag
- Cards with Scout Oath and Law, one for each person (Scouts and adults)
- Balloons with Challenges: Write the Bobcat requirements on slips of paper. (For example, "Say the Scout Oath." "Explain Thrifty." "Give the Cub Scout Handshake." etc.) Insert them into balloons. Blow up the balloons and tie them. Gather the balloons in a large trash bag or other container. Multiple balloons for each kid make for more fun.
- Refer to The Bobcat Trail in your Parent Orientation booklet, if needed. It is also listed in every Den Book.

GATHERING

- Photograph the Scouts in uniform

OPENING

- Learn the Cub Scout Salute and what it means.
- Pledge of Allegiance.

TALK TIME

- Come to Bobcat Day, Pack Overnight, or Cub and Family.
- Don't forget to sell popcorn.

Learn the Cub Scout Sign and what it means

Learn what the Cub Scout handshake means. Have the Scouts practice the handshake and introduce themselves to each other.

- Learn the Cub Scout motto.
- Say the Scout Oath. (Use the Cub Scout Sign)

Play the Balloon Challenge Game: Each Scout gets a balloon. They sit on it to break it. After completing the challenge on the slip of paper, they can have another balloon. This is good practice since they don't know the information well yet. Let them use the cards if they need to for the Scout Oath and Law. Everything will need to be reinforced in future meetings. Expect chaos.

- Discuss what the Scout Oath means.
- Say the Scout Law. (Use the Cub Scout Sign)
- Discuss what the Scout Law means.

CLOSING

- Living Circle: Stand in a circle. Everyone extend your right hand. Make a fist and stick out your thumb.
 - Hold the thumb of the person to your right. Everyone's hands should make a circle. Together, raise and lower our hands as we say the Cub Scout Motto: "Do your Best!" (up, down, up).
- Clean up. Pick up all the balloon shreds. Leave our meeting place better than we found it.

HOMEWORK

- Complete Youth Protection pamphlet in handbook.
- Sell popcorn.



ADDITIONAL RESOURCES



Scoutbook is a Scout's advancement book in the cloud via a web and mobile platform. This FREE service lets Scouts discover the latest Boy Scouts of America (BSA) news, thousands of Scouting videos, all the Cub Scout and Scouts BSA references and much more right at your fingertips.
<https://www.scouting.org/resources/scoutbook/>

SCOUTBOOK DEN LEADER EXPERIENCE & RESOURCES:

SCOUTBOOK YouTube Overview Video - Free Den/Pack Meeting Plans/Guides/Calendar & Meeting Planning: https://www.youtube.com/watch?v=0c1k_-xwCFs

SCOUTBOOK Overview webpage:

<https://www.scouting.org/landing/den-leader-experience/>

RESOURCES FOR DEN MEETING PLANS:

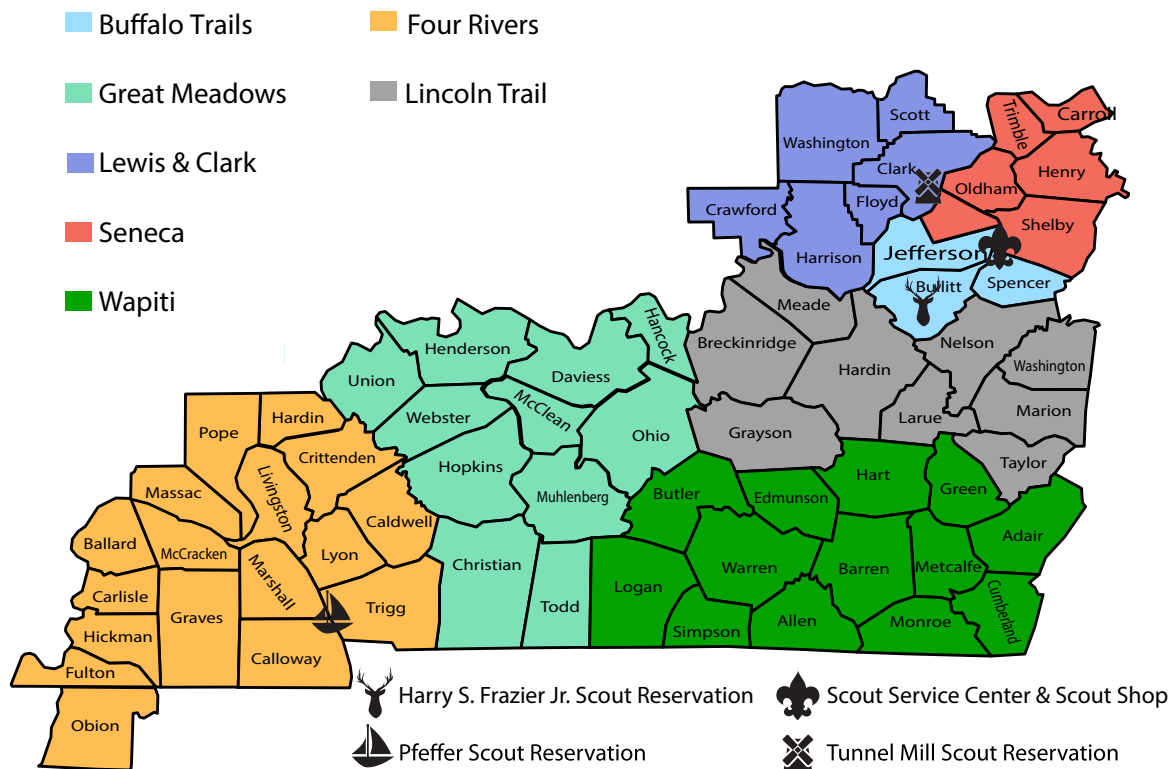
<https://www.scouting.org/programs/cub-scouts/den-meeting-resources/>

<https://www.scouting.org/programs/cub-scouts/den-meeting-resources/den-leader-tips-tricks-video-series/>

RESOURCES FOR PACK MEETING PLANS:

<https://www.scouting.org/programs/cub-scouts/pack-meeting-resources/pack-meeting-plans/>

Lincoln Heritage Council District Map



Phone: 502.261.1470 Email: LouisvilleScoutShop@Scouting.org

HOURS:

Monday: 10:00 AM to 6:00 PM

Tuesday: 10:00 AM to 6:00 PM

Wednesday: 10:00 AM to 6:00 PM

Thursday: 10:00 AM to 6:00 PM

Friday: 10:00 AM to 6:00 PM

Saturday: 10:00 AM to 2:00 PM

Sunday: Closed

SAVE 10%*

On Matching Uniform Bottoms with Purchase of a Uniform Top

*Selection and quantities may vary online and in-store. Offer valid online and in participating Scout Shops on select merchandise and while supplies last. Offer valid from 08/01/22-10/30/2022 at 11:59 pm EST. Not valid on previous purchases or wholesale orders. May not be combined with any other offer and cannot be redeemed as cash. Check with your local Scout Shop for more information. Uniform top and bottom must be from the same program and purchased together.

Sewing Services and Pre-Sewn Shirts Available

Ask a Sales Associate for details

YOUR ONE-STOP SHOP FOR ALL YOUR SCOUTING NEEDS AND MORE.