



This is session 2 of the MCBSA Comprehensive One-Evening Cub Scout Leader Position-Specific Training course.

The focus of this session is on Cubmasters and their assistants.



The Cubmaster's Role

- Master of Ceremonies
- Program Advisor
- Motivator

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The Cubmaster is the guiding hand behind the work of the other pack leaders, and serves as the program advisor to the pack committee.

He or she is a recruiter, supervisor, director, planner, and motivator of other leaders.

This module is intended to provide Cubmasters and assistant Cubmasters with the basic information they need to conduct successful pack meetings.

The module is based on the seven parts of a pack meeting using the Pack Meeting Plans provided by the National Council of the BSA.

References: *Resources links in the on-line handouts.*



Cubmaster Responsibilities

- Work with other leaders to ensure that all dens are functioning well
- Work as a team with the pack committee chair and pack trainer to develop other adult leaders
- Help plan quality, year-round den and pack programs
- Lead the monthly pack meetings
- Conduct impressive advancement, recognition, and graduation ceremonies

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Explain that Cubmasters and assistants (with help from the pack committee) gather all of the materials necessary to run a good pack meeting in order to be prepared and greet early arrivals.

Explain that pack meetings are usually held at the chartered organization's facility or another location provided or arranged by the organization. The meeting space will need to be large enough to accommodate all Cub Scouts and leaders in several dens, along with their families, and provide space for exhibits of den projects, presentations such as den skits and stunts, group activities, and pack ceremonies

Tell them that pack meetings are generally held in the same place and at the same time each month, except when they involve outdoor activities. Blue and gold banquets, derbies, and other special events may also require a different meeting space.



Cubmaster Responsibilities



- Help coordinate pack membership, recruiting, and transition
- Maintain good relationships with parents and guardians
- Request den chiefs for all Cub Scout dens
- Recognize the den chiefs at pack meetings
- Establish and maintain good relationships with Scouts BSA troops
- Know about and use the appropriate and available literature
- Attend monthly roundtables

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Preparation and planning help Cubmasters make Cub Scouting more fun for both youth and adults, help reduce leader stress, and provide long-term benefits for Scouts. Fortunately, the BSA provides the materials to make planning simple. Leaders just need to use them!

Discuss a typical pack meeting plan from the Monthly Pack Meeting Plans. Tell the participants that meeting plans can be found in the printed guide or can be downloaded.

References: *Resources links in the on-line handouts.*




Pack Meetings

Overview

- Before the Meeting
- Gathering
- Opening
- Program
- Recognition
- Closing
- After the Meeting

The *Pack Meeting Resources* link contains a model pack meeting plan for each month!

PACK MEETING PLANNING SHEET
Pack Meeting Title: _____

Theme	Where activity begins
Before the Meeting	Focus on Change
After the Meeting	
Opening	
Program	
Closing	
After the Meeting	

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Do not dwell on this chart. Separate charts follow for each of the meeting elements.

The outline describes a typical pack meeting but is not mandatory. The pack meeting can be varied and adapted to suit the needs of the pack or those of a specific activity.

Note: Using the pack meeting plan, the pack meeting themes, and points of the Scout Law, explain that while Cubmasters may choose to modify recommended pack meeting themes, it is their responsibility to deliver pack meetings designed to support all points of the Scout Law during the Scouting year.

Explain that Cub Scouting is a family program. Pack meetings are for families—parents or guardians, brothers, sisters, and other family members—as well as all of the Cub Scouts, den leaders, and pack leaders. District Scouters, such as the Unit Commissioner, should be invited to attend, along with members from the chartered organization, community leaders, or anyone the pack wishes to invite. Visitors from another pack, troop, team, or crew may also be present.

Reference: *Pack Meeting Resources link in the on-line handouts.*



Before the Meeting

- Room arrangements
- Materials and equipment
- Meeting agenda review
- Recognition review
- Put on a smile
- Get ready to have FUN!

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Remind the participants that the dens are part of a Cub Scout pack, and some den meeting activities might work toward the den's part in the monthly pack meeting. Coordination to support den adventure needs should begin with annual pack planning. Pack meetings should include all members of the Cub Scout's family. Activities include songs, skits, demonstrations, ceremonies, and recognition of achievement. Each den should have a part in the pack meeting.

All of this requires planning so that the meeting runs smoothly.



Gathering Time Activity



- The Cubs can demonstrate learned skills
- Den parents can share photos from the previous month
- Chairs of the upcoming pack activities could man tables with information
- Have a gathering game that Cubs can do individually or in groups

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There are suggested gathering activity ideas for each of the monthly pack meeting plans.

More may be found in *Group Meeting Sparklers*.

You will find that your pack meeting can start on time if the families are arriving early enough to view displays of the Cubs' handiwork. In addition, pack activities should have better attendance because the gathering time is used to make sure all families know about the activities and get signed up for them, and the pack meeting is not bogged down with lengthy announcements.



Opening

- Opening ceremony/prayer
 - Flag ceremony
 - Pledge of Allegiance
 - Scout Oath and Law
- Song (fun and active)
- Welcome and introductions (short and sweet)

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Remind participants that a formal opening is important because it lets the Cubs know the pack meeting has started. A good opening may provide the Cubs a chance to help meet the citizenship and spiritual growth parts of Scouting's purpose, or to set the stage for the month's meetings.

The Cubmaster should encourage each den to perform the opening ceremony at least once during the year as it is an opportunity for the den to shine in front of the pack. One way to see that each den gets a turn is to set up a rotating schedule of pack meeting responsibilities.

Other responsibilities to be rotated could be performing a skit, doing setup and/or cleanup, providing treats, etc.

Explain that because Scouting recognizes the importance of reverence and Duty to God, it is perfectly acceptable for meetings to begin with a prayer. This is a decision that should be made in conjunction with both the Cubs' parents and the chartered organization.



Program

- Use monthly themes
- Cub Scout den skits and stunts
- Webelos den demonstrations
- Games
- Include as many Cubs as possible!
- Involve parents and others, too

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Explain that each month, the Cub Scout program emphasizes a fun meeting theme associated with one point of the Scout Law around which leaders can plan den and pack meetings. These monthly themes are useful because they simplify planning, they give dens a focus for work, they bring all dens together at the pack meeting with activities related to the same topic, and perhaps most importantly, they teach important values.




Recognition

- **Plan for action**
Give each participating Cub Scout and his parents something to do
- **Plan to keep speaking parts to a minimum**
To add interest and fun, as well as action, use as many people as possible
- **Plan ceremonies to be colorful, inspirational, and motivational**
Make sure they give adequate recognition to each individual
- **KISMIF!!**

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Explain that one of the methods of Cub Scouting is advancement. Scouting is a game with a purpose, and many of the games teach skills that lead to advancement. Share that the adventures are designed to meet the abilities, needs, and interests of Cubs in the specific grade or age of each den. While work toward advancement happens in the dens and at home, recognition for that advancement happens in the pack meetings in front of family and friends.

Point out that getting attention and recognition is of major importance to Cubs. Giving Cub Scouts a chance to participate in ceremonies provides a natural way to give these Cubs the attention they crave. Participation is an important way for Cub Scouts to gain recognition for having accomplished something worthwhile, and what parents don't feel pride when they see their sons recognized for doing well?

Adults also enjoy being recognized for a job well done. An alert pack leadership takes advantage of every opportunity to recognize Cubs, their families, and their leaders through appropriate ceremonies.

Cubmasters should plan ceremonies that fit the occasion and have "youth appeal." Remember that Cub Scouting's "secret word," KISMIF—Keep It Simple, Make It Fun—is a Cub Scout saying that applies to ceremonies as much as to other parts of the program. Seek variety. Do not use a ceremony repeatedly until Cubs and parents grow tired of it. Theme-related ceremonies provide continuity, ensure variety, and can include action, narration, and costumes. Inviting specialists such as a police officer, first-aid instructor, firefighter, athlete, scientist, or conservationist can lend variety and emphasize the advancement program.



Closing

- Announcements
 - Keep them short
 - Important items only
 - Handouts for the other items
- Closing ceremony
 - Cubmaster’s Minute
 - Flag ceremony, etc.

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Tell the participants that just as openings are important to start a meeting, closings are important to conclude meetings and are a good time to communicate inspirational messages to the Scouts.

Explain that a good pack meeting closing can provide time for a Cub Scout to reflect, to be recognized for achievement, or maybe even to learn a new skill such as folding an American flag. Pack meeting closings can be solemn, patriotic, inspirational, or fun. The Cubmaster might also want to add a “Cubmaster’s Minute” comment.

Throughout Monthly Pack Meeting Plans, leaders will find many ideas for helping them capture the moment and gently give Cubs a glimpse of the deeper purposes within the fun of Cub Scouting.

- **Cubmaster’s Minute:** A pack meeting might close with a Cubmaster’s Minute—a one- or two-minute story that emphasizes values, Scouting ideals, or character. It relates to everyday life encounters of Cub Scout–age youth and ends the meeting with a thought-provoking moment or challenge.

- **Reflecting:** Reflecting is a method for leaders to guide Cub Scouts to their own understanding of the deeper purpose of an activity. Open-ended questions guide Cubs into discussing their thoughts, feelings, and actions about an activity and its effects. Guidelines on leading a reflecting session are found in the *Cub Scout Leader How-To Book*.

Share that it is a good idea to invite the Scouts’ parents to join the pack for the closing.



After the Meeting

- Serve refreshments
- Clean up
- Evaluate the success of this meeting
- Get ready for the next meeting

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The pack meeting is the culmination of several weeks of den activities. A well-planned pack meeting makes sure that every Cub has the opportunity to shine in front of the families. This is done not only through receiving awards, but also by presenting a song, skit, or other presentation. The role of the Cubmaster is to keep the pack meeting fun, fast-paced, and on schedule so that no one gets bored.

Each den should have its participation scheduled in advance, and everyone should know the order in which presentations will occur. In that way, time is not lost waiting for a den to get their props ready.

All skits and contributions to the pack meeting are discussed in advance at the pack leaders' meeting so that events are approved and duplications do not occur. Have a plan for the manner in which dens will enter and exit the presentation area. This makes for a smooth show and everyone looks great!

Point out that the best pack meeting can miss the mark if everyone cannot see the action or hear what is going on. Arrange the audience in such a way that skits and ceremonies are performed in clear view for photographing. If possible, use a microphone so that even the most soft-spoken Cub can be heard.

Planning is vital to the success of the pack. Well-planned den meetings attract and keep Cub Scouts coming each week. Well-planned pack meetings provide family fun that keeps everyone coming back each month.




Cubmaster's Key

- Tenure
 - three years
- Training
 - basic training, University of Scouting (or equivalent), Roundtables
- Performance
 - Silver level JTE, Summertime Pack Award, pack planning, supplemental/advanced training



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Encourage the participants to apply for training awards. Note that they are not “brag bars.”

Tenure

Within a five-year period, complete at least three years of registered tenure as a Cubmaster or one year as a registered assistant Cubmaster plus two years as a registered Cubmaster. (This can include the tenure used to earn the Scouter's Training Award.)

Training

- Complete basic training for Cubmasters.
- Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.
- Attend a pow wow or university of Scouting (or equivalent),

Performance

Do the following during the tenure used for this award:

- Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- Earn the National Summertime Pack Award at least once.
- Conduct an annual pack planning session and have a published pack meeting/activity schedule for the pack's parents in each year.
- Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Reference: Cub Scout Leader Awards *link in the on-line handouts.*



Review and Questions

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Say (in your own words):

Do you have any questions? If not, proceed with the next session.