

**COLLEGE OF COMMISSIONER SCIENCE**

SAM HOUSTON AREA COUNCIL

**DOCTORAL  
THESIS**

A Guide to Delivering Effective Cub Scout  
Roundtables (or Roundtables Scouter's  
actually enjoy)

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**List of acronyms:**

- BALOO – Basic Adult Leader Outdoor Orientation
- BSA – Boy Scouts of America
- DC – District commissioner
- FOS – Friends of Scouting
- IOLS – Introduction to Outdoor Leadership Skills
- JTE – Journey to Excellence
- RT – Roundtable

## **A Guide to Delivering Effective Cub Scout Roundtables (or Roundtables Scouter's actually enjoy)**

### **Purpose:**

Provide a one-year guide, month by month, on how to deliver enjoyable roundtables, including agendas, hands-on activities with handouts and discussion topics.

### **Audience:**

All commissioners, particularly Cub Scout roundtable commissioners.

### **Intent:**

The intent of this document is to provide commissioners with the tools, agenda, discussion points, hands-on activities, and handouts for full year of roundtables (RT). These roundtables are structured to have a 15 minutes session for all attendees, then move to breakout sessions. This document will cover said 15-minute joint session and the Cub Scout roundtable. The agenda and handouts can be printed or extracted for distribution to the attendees of the Cub Scout roundtable. Although some districts do not have a June or July roundtable, they are included for ideas that may be substituted in other months.

### **Note:**

If roundtable commissioners wish to distribute the handouts electronically, instead of printing, the process in Addendum A has been created for that purpose. This process also makes it easier for RT commissioners of get the metrics for reporting roundtable attendance in Commissioner Tools.

## Facilitator General Notes:

As previously mentioned, the first portion of these is a joint session for all BSA programs. This guide is developed specifically for the Cub Scout roundtable or breakout session. Any roundtable or district commissioner can be the facilitator for the joint session. The Cub Scout roundtable commissioner should be the facilitator for the Cub Scout roundtable or breakout session.

A monthly facilitator's note page after each monthly agenda will explain what the facilitator/Cub Scout roundtable commissioner is to do each month.

It is recommended that the facilitator invite guest speakers and enlist assistance from subject matter experts. The subject matter experts, such as the district membership chairs, Scout Fair chair or Scouting for Food coordinators, can facilitate the discussions for their areas of expertise.

Below is the recommended time allotment for the roundtables. The program and activities announcements are to inform the audience of upcoming district and council events and provide details and where to find more information.

1. Pledge of Allegiance, Scout Oath and Scout Law– 1 minute
2. Prayer – 1 minute
3. Roundtable announcements – 10-15 minutes
  - a. Program and activities chair announcements – 10 minutes
  - b. District commissioner minute/awards – 2 minutes
  - c. District executive announcements – 1 minute
  - d. District chair minute (optional) – 1 minute
4. Cub Scout breakout – 45~60 minutes
5. Scouts BSA breakout – 45~60 minutes
6. Venturing breakout – 45~60 minutes

District commissioner minute/awards is a time for the recognition of units and individuals. Den leader awards, training awards, unit awards are just a few. Recognizing accomplishments, in front of their peers, is important.

The format and structure of roundtable and many “big rock” topics and other ideas herein, have come from BSA's roundtable support page. For more information go to:

<https://www.scouting.org/commissioners/roundtable-support/>

## January

BSA National's suggested [theme](#): **Campfires**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District Executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics for Cub Scout breakout

1. Scouting for Food
2. Scout Fair coupon books

### Hands-on activity

Planning a Great Campfire Program. With spring right around the corner, it is time to start planning campouts. Commissioner demonstrates how to set up a great campfire program.

*See January Handouts*

## January facilitator's note page

BSA National's suggested [theme](#): [Campfires](#)

The BSA's campfire theme is to assist Scout leaders in understanding more about the purposes of campfires at Scouting events and have a better understanding of the "4S's of a campfire."

*Discussion topics for Cub Scout breakout*

- 1. Scouting for Food - This topic could be given by the roundtable commissioner, district executive or a Scouting for Food representative.*
- 2. Scout Fair Coupon Books - This topic could be given by the roundtable commissioner, district executive or a council Scout Fair representative.*

### [Scouting for Food](#)

*Scouting for Food is a council-wide service project to care for people in our local communities who are hungry and those in need. In partnership with the Souper Bowl of Caring, the project begins on a Saturday (provide the actual dates), as Scouts distribute door hangers in their neighborhoods to announce the upcoming food drive. Scouts return the following Saturday, to pick up and deliver donations to their local food banks and pantries. A Scout promises to help other people at all times.*

### [Scout Fair](#)

*Scout Fair is an event that Scouts, and the entire family will enjoy visiting hundreds of booths with fun activities and crafts, learning Scout skills, meeting new friends and tasting the delicious outdoor cooking. Meet leaders and Scouts from your neighborhood. Sample the amazing Dutch oven creations and other delicacies in the outdoor cooking area.*

*Scout Fair coupon books are a way for units to raise money and prepare Scouts to earn their own way! The Scout Fair coupon book offers great savings for the buyer, while Scouts earn commissions for every coupon book purchased. Buyers support the Scouting program while receiving hundreds of dollars in valuable savings from partners such as local businesses and sports teams. If your council does not participate in Scouting for Food or hold a Scout Fair, substitute your council's events.*

*Hands-on activity*

### [Planning a Great Campfire Program.](#)

*With spring right around the corner, it is time to start planning campouts. The Cub Scout roundtable commissioner demonstrates how to set up a great campfire program. Hand out the campfire program planner, and discuss what make a great program. Explain the 4 S's of campfires (songs, stunts, stories and showmanship).*

January Handout 1

# THE CAMPFIRE PROGRAM PLANNER

How to use this sheet: Be sure that every feature of this campfire program upholds Scouting's highest traditions.

1. In a campfire planning meeting, fill in the top of the Campfire Program sheet (over).
2. On the Campfire Program Planner (below), list all units and individuals who will participate in the program.
3. Write down the name, description, and type of song, stunt, or story they have planned.
4. The MC organizes songs, stunts, and stories in a good sequence considering timing, variety, smoothness, and showmanship.
5. The master-of-the-campfire makes out the Campfire Program sheet (over).
6. Copies of the program are given to all participants.

Cheer Planner	Spot

Song Planner	Spot

Campfire Program Planner			
Group or Individual	Description	Type	Spot
Opening	Main event		
Closing			
Headliner			
Song leader			
Cheerleader			

# CAMPFIRE PROGRAM

Place \_\_\_\_\_  
 Date \_\_\_\_\_  
 Time \_\_\_\_\_  
 Camp director's approval: \_\_\_\_\_

Campers notified _____	Area set up by _____
Campfire planning meeting _____	_____
M. C. _____	Campfire built by _____
Song leader _____	Fire put out by _____
Cheerleader _____	Cleanup by _____

Spot	Title of Stunt, Song, or Story	By	Time
1	Opening-and fire lighting		
2	Greeting---introduction	M.C.	
3	Sing-            Yell-		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21	Closing		

[BSA # 33696A](#)

## January Handout 2

# Campfires

## Learning Objectives

At the conclusion of this session, participants will be able to:

- Understand more about the purposes of campfires at Scouting events
- Know that Scouts BSA campfires should be youth led
- Have a better understanding of the “4S’s of a campfire”
- Be able to better coach their youth leaders to plan and
- Stage a great campfire.

## Suggested Presenter(s)

- Your favorite campfire emcee or
- The campfire presenter at your council’s last Wood Badge course or
- An experienced Scoutmaster whose troop is known for great campfires
- A youth that has led a campfire at NYLT or Camporee

## Presentation Method

- Facilitated discussion
- You may wish to display a model fire or one suitable for use indoors as a visual aid

## BSA Reference Materials

- [The Campfire Program Planner](#)
- [Fillable Campfire Program Planner](#)
- [Program Resources: Campfires](#)

## Presentation Content

### A Time for Memories at the end of the day

A campfire is a great way to finish a great day of Scouting outdoors! And you don't even need a fire, and it doesn't have to be dark! Campfires are a time of fun and fellowship for Scouts, leaders and family members.

### It is about the Scouts

A campfire should be about the Scouts not the adults. Have a youth emcee. The key is in planning properly to fit it all together. The Scout Campfire Planning sheet makes that easier. By having the Scouts come up front to do the skits and lead songs, when they are adults, they will not be afraid to stand in front of a group and talk to them. They will not be afraid to take the lead as they go through life.

### **A campfire has many elements –**

- Fun
- Action
- Entertainment
- Training
- Adventure
- Fellowship
- Inspiration

### **The Four S's of Campfire Success**

- Songs – all kinds of songs! Read them with enthusiasm. Wave your arms. Have action. Start with a familiar song to get everyone involved. Maybe teach one later in the campfire. Close with a serious song as the fire fades away.
- Stunts – include skits.
- Stories – all kinds of stories! - Be cautious when telling ghost stories to younger audiences, as some of them may result in nightmares.
- Showmanship

### **Follow the Flames**

Start familiarly and slowly. Build tempo quickly as the fire builds. Build to a peak, as the fire goes higher. Begin to taper off as, the fire begins to fade away. Close with a serious song and leader's minute, as the fire is almost out. When the flames are high, and the fire is bright, do high energy, noisy songs with actions. Then, as the fire burns down, the mood should come down. Quieter songs, more reflective, maybe a story to quiet the group down. When the fire is down to the coals, it's time for a quiet story, a final slow song, and a Cubmaster minute.

### **Use the Campfire Program Planner**

Place all the acts, cheers, stunts, songs, everything on side 1 of the campfire program planner. Then on side 2, put everything in the desired order remembering to follow the flames.

### **No Surprises / Positive Values**

The adult responsible for the campfire must know everything that is planned to happen at the campfire. This is one responsibility that cannot be delegated to a youth. The adult leader will have reviewed and approved them all. Every campfire and every Scouting activity should be a positive experience in which youth and leaders feel emotionally secure and find support from their peers and leaders. Everything we do with our Scouts— including songs, skits, and ceremonies—should be positive and meaningful, and should not contradict the philosophy expressed in the Scout Oath and Law.

### **A Campfire should:**

- Reinforce the values of Scouting.
- Get the whole group involved.
- Make everyone feel good.
- Be positive.
- Make every element meaningful.
- Teach the ideals and goals of Scouting.
- Use age-appropriate activities.

### **Campfire activities should NOT include:**

- Embarrassing an audience member
- Racial or cultural putdowns
- Violent behavior or bathroom humor
- Water skits (where someone gets wet as part of the gag)
- Sexual overtones
- Material that is not consistent with BSA standards

### **A few last pointers:**

- **Tell them** – let the leaders know in advance, if possible, what is expected at the campfire. You can discuss this when you review their skits, maybe at a den leaders' meeting the day of the campfire.
- **The opening sets the expectations** – set everyone's expectation for a great campfire with an impressive fire lighting and a well-planned opening ceremony.
- **Use the sign** – if things get out of hand, bring the group back with the Scout sign – make sure the Master of Ceremonies is aware of this!

### **Well-planned, well-paced:**

- All the groups and presenters need to know when they will be on stage. Perhaps give them a copy of the planner. An "on deck" system works well, getting the next group ready to run on as soon as they are called. Send the audience off on a very positive note. **Stop if not approved** – if a group starts a skit, joke or song, that is not on the approved plan, stand up, use the sign to restore order, thank them and move on to the next group/event.

**Keep control** – the best campfires run smoothly from one thing to the next, with minimal interruptions, and everyone has a great time!

Source: [Commissioner Roundtable Support topic #3 - Campfires](#)

Additional resources:

[www.storiestogrowby.org](http://www.storiestogrowby.org), [www.retiredscouter.com/cubmaster\\_minute.html](http://www.retiredscouter.com/cubmaster_minute.html),  
[www.scoutorama.com/minute/](http://www.scoutorama.com/minute/)

## February

BSA National's suggested [theme](#): [Campfires](#) and [Derbies](#)

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics for Cub Scout breakout

1. Pushmobile
2. Friends of Scouting (FOS) importance

### Hands-on activity

Songs for campouts. The Cub Scout roundtable commissioner pass out some songs and everyone sings a couple together.

*See February Handout*

## February facilitator's note page

BSA National's suggested [theme](#): [Campfires](#) and [Derbies](#).

The campfires theme builds on last month's theme of the 4 S's. This month has campfire songs. The derby theme teaches Scouts skills, the rules of fair play, and good sportsmanship. Scouts will remember these all their lives.

### *Discussion topics for Cub Scout breakout*

1. *Pushmobile – This topic should be facilitated by the roundtable commissioner.*
2. *Friends of Scouting (FOS) importance - This topic should be facilitated by the roundtable commissioner or district FOS chair.*

**Pushmobile** – Start discussion by mentioning the December roundtable topic of how to build a pushmobile. Announce the dates and times of the event, cost, and how to register. Tell the leaders what the Scouts need to bring. Explain the [race day rules](#) for your district and how the heats will be run. Emphasis safety!

### *What to Bring*

- *Cub Scouts are encouraged to wear their field uniform (Cub Scout uniform) or activity uniform (Scout t-shirt)*
- *Closed-toed tennis shoes appropriate for running, a hat and appropriate clothing for any weather (e.g., rain gear, jacket)*
- *Insect repellent and sunscreen*
- *Water*
- *Pushmobile (one per den)*
- *BSA Annual Health and Medical Record (Part A & B for any Scouting event) for every person attending (kept by the unit leader)*
- *Optional: snacks, 5-gallon bucket for Cub Scouts to sit on, camera, chairs for adults*

**Friends of Scouting** – This portion of the roundtable should be presented by the district executive, the district FOS chair or someone very familiar with the program. FOS is the council's annual campaign for individuals and companies to make a 100% [tax-deductible gift](#) to support Scouting programs. By making an investment in this campaign, donors support families who need financial assistance in order to participate. Friends of Scouting is the most cost-effective way to support Scouting programs.

### *Hands-on activity*

*Songs for campouts. Commissioner passes out some songs and everyone sings a couple together.*

## February Handout

### **A Bear in Tennis Shoes**

This is a repetition song.

*The other day, (the other day)  
I met a bear, (I met a bear)  
In tennis shoes, (in tennis shoes)  
A dandy pair, (a dandy pair)*

*(repeat Together)*

*The other day I met a bear,  
in tennis shoes, a dandy pair.*

*He looked at me, (he looked at me)  
I looked at him, (I looked at him)  
He sized up me, (he sized up me)  
I sized up him, (I sized up him)*

*(repeat together)*

*He looked at me, I looked at him,  
He sized up me, I sized up him.*

*He said to me, (he said to me)  
Why don't you run, (why don't you run)  
I see you ain't, (I see you ain't)  
Got any gun, (got any gun)*

*(repeat together)*

*He said to me, why don't you run,  
I see you ain't got any gun.*

*And so I ran, (and so I ran)  
Away from there, (away from there)  
But right behind, (but right behind)  
Me was that bear, (me was that bear)*

*(repeat together)*

*And so I ran away from there,  
but right behind me was that bear.*

*Ahead of me, (ahead of me)  
There was a tree, (there was a tree)  
A great big tree, (a great big tree)  
Oh glory me, (oh glory me)*

*(repeat together)*

*Ahead of me there was a tree,  
a great big tree, oh glory me.*

*The nearest branch, (the nearest branch)  
Was ten feet up, (was ten feet up)  
I'd have to jump, (I'd have to jump)  
And trust my luck, (and trust my luck)*

*(repeat together)*

*The nearest branch was ten feet up,  
I'd have to jump and trust my luck.*

*And so I jumped, (and so I jumped)  
Into the air, (into the air)  
But I missed that branch, (but I missed that  
branch)  
Oh way up there, (oh way up there)*

*(repeat together)*

*And so I jumped into the air,  
but I missed that branch, oh way up there.*

*Now don't you fret, (now don't you fret)  
Now don't you frown, (now don't you frown)  
Cause I caught that branch, (cause I caught that  
branch)  
On the way back down, (on the way back down)*

*(repeat together)*

*Now don't you fret, now don't you frown,  
cause I caught that branch on the way back  
down.*

*The moral of, (the moral of)  
This story is, (this story is)  
Don't talk to bears, (don't talk to bears)  
In tennis shoes, (in tennis shoes)*

*(repeat together)*

*The moral of this story is,  
don't talk to bears in tennis shoes.*

*That is the end, (that is the end)  
There ain't no more, (there ain't no more)  
Unless I meet, (unless I meet)  
That bear once more, (that bear once more)*

*(repeat Together)*

*That is the end there ain't no more,  
unless I meet that bear once more.*

## Pizza Man Song

*Hey, Hey, Bo Diddly Bop (echo)*  
*I've got to get back to my job (echo)*  
*with a Pizza in my hand [hand flat palm up,*  
*holding pizza box] (echo)*  
*I'm gonna be a Pizza Man! (echo)*

*Hey, Hey, Bo Diddly Bop (echo)*  
*I've got to get back to my job (echo)*  
*With my car keys in my hand [pretend to drive]*  
*(echo)*  
*I'm gonna drive a Chevy van! (echo)*  
*Chevy van (echo)*  
*Pizza Man! (echo)*

*Hey, hey, Bo Diddly Bop (echo)*  
*I've got to get back to my job (echo)*  
*With a basketball in my hand [shoot the ball]*  
*(echo)*  
*I'm gonna be like Michael Jor-DAN (echo)*  
*Michael Jor-DAN (echo)*  
*Chevy van (echo)*  
*Pizza Man! (echo)*

*Continue to add the next line to the repeated list at the end of each verse.*  
*Here are some more to add:*

- *With these wires in my hand - I'm gonna be an ElectricIAN*
- *With dead bodies in my hand - I'm gonna be a MorticIAN*
- *With these nun-chuks in my hand - I'm gonna be like Jackie Chan*
- *With this eagle in my hand - I'm gonna be an AmeriCAN*
- *With these books in my hand - I'm gonna be a LibrarIAN*
- *With these Fruit Loops in my hand - I'm gonna be Toucan Sam*
- *With these ice cubes in my hand - I'm gonna be a pengUIAN*
- *With a calculator in my hand - I'm gonna be a mathematicIAN*
- *With a salad bowl in my hand - I'm gonna be a vegetarIAN*
- *With a guitar in my hand - I'm gonna be a musicIAN*
- *With a puppy in my hand - I'm gonna be a veterinarIAN*
- *With a fire hose in my hand - I'm gonna be a FireMAN*

## On Top of Spaghetti

*(Tune: On Top of Old Smokie)*  
*On top of spaghetti, all covered with cheese*  
*I lost my poor meatball, when somebody sneezed*  
*It rolled off the table, it rolled on the floor*  
*And then my poor meatball, rolled out of the door*  
*It rolled in the garden, and under a bush*  
*And then my poor meatball, was nothing but mush.*  
*The mush was as tasty, as tasty could be,*  
*And early next summer, it grew to a tree.*  
*The tree was all covered, with beautiful moss*  
*It grew great big meatballs, and tomato sauce.*  
*So if you eat spaghetti, all covered with cheese,*  
*hold on to your meatball,*  
*and don't ever sneeze*

## Scout Vespers

*Tune: "O Tannenbaum"*  
*Softly falls the light of day,*  
*While our campfire fades away.*  
*Silently each scout should ask:*  
*"Have I done my daily task?*  
*Have I kept my honor bright?*  
*Can I guiltless sleep tonight?*  
*Have I done and have I dared*  
*In everything to be prepared.?"*  
*Listen Lord, oh listen Lord,*  
*As I whisper soft and low,*  
*Bless my Mom and bless my Dad,*  
*There is something they should know.*  
*I have kept my honor bright.*  
*The Oath and Law has been my guide.*  
*Mom and Dad, this you should know,*  
*Deep in my heart I love you so.*

## March

BSA National's suggested [theme](#): **Webelos-Arrow of Light Transition to Scouts**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics

1. Scout Fair
2. Webelo's crossing ceremony

### Hands-on activity

Dutch oven cooking demonstration. This demonstration requires preparation. A Dutch oven dessert can be prepared at roundtable, if there is a suitable place. Otherwise, the dessert can be prepared at home, then brought to roundtable.

*See [March Handouts](#)*

## March facilitator's note page

BSA National's suggested [theme](#): [Webelos-Arrow of Light Transition to Scouts](#)

Having a transition plan that includes the Scout, the family, the pack, and the troop is the key to successful transition. Smooth and effective transition through the ranks and into a troop will be helpful in retention of the Scout.

### *Discussion topics*

1. *Scout Fair – This topic could be given by the roundtable commissioner, district executive or a council Scout Fair representative.*
2. *Webelo's crossing ceremony - This topic could be given by the roundtable commissioner or former a Webelos leader.*

**Scout Fair** – *Explain what Scout Fair is, see January agenda and facilitator's note page. Give a brief explanation of the coupon book sales fund raiser. Do not spend a lot of time on the coupon books, as that is a topic for another roundtable.*

*If your council does not have a Scout Fair, substitute a similar council wide Scouting event.*

**Webelos crossing ceremony** – *Walk the attendees through a Webelos crossing ceremony as outlined in March Handout 1.*

*These ceremonies can be performed by the unit or in conjunction with the Troop.*

**Dutch Oven Cooking Demonstration.** – *This demonstration can be performed by any experienced Dutch oven cook.*

*If possible, arrive early and begin preparing Dutch oven food. Desserts are favorable. In most cases, cooking at the roundtable will not be feasible. In this case, prepare the food prior to RT and bring it with you.*

*Serve the food at any point during the program. Attendees could be enjoying desserts during the demonstration.*

*Walk through the handout and explain and demonstrate selecting a Dutch oven, initial seasoning, periodic seasoning, cleaning and finally cooking. Bring various Dutch ovens and all Dutch oven equipment. Explain how each is used. Explain cooking temperatures and the placement of coals.*

## March Handout 1

Ceremonies leave lasting impressions on youth and teach important principles to those involved and those watching. The BSA says the Webelos Scout's graduation ceremony should clearly signify his or her transition to a new level of Scouting. While ceremonies are as unique and varied as Cub Scouts themselves, here are a few tips for planning an unforgettable one.

### **Closing: Cub Scout Trail Preparation:**

A leader holds a Bobcat badge; a Tiger Cub Scout holds a Tiger badge; a Wolf Cub Scout holds a Wolf badge; a Bear Cub Scout holds a Bear badge; a Webelos Scout leader holds a Webelos badge, a den chief holds an Arrow of Light award, and a Scoutmaster or senior patrol leader holds a Scout badge. (Enlarged color print outs may be used as well.) Space the badges apart so that they form a trail.

**Narrator:** Tonight, we are honoring some Webelos Scouts who are moving forward along the Scouting trail. Will the following Webelos Scouts please come forward? (Call the names.) You are taking a giant step—from Cub Scouting to Scouts BSA. We would like to think back on some of the steps you have taken along the way.

(Walk with the Scouts to the Bobcat station.) Remember when you joined Cub Scouts? The Cub Scout motto, the Scout Law, and the Scout Oath were new to you then. It seemed hard at first, but now you know them well.

(Walk with the Webelos Scouts to the Tiger station.) At this stop, you worked on adventures that included exploring the world around you, and learning to be part of a team.

(Walk with the Webelos Scouts to the Wolf station.) At this stop, you worked on adventures that taught you how to howl at the moon and how to help your community.

(Walk with the Webelos Scouts to the Bear station.) While working on the Bear badge, your adventures were becoming full of responsibility as you earned your Whittling Chip card and learned how to take care of yourself on a campout.

(Walk with the Webelos Scouts to the Webelos station.) As Webelos Scouts, your adventures continued, becoming more difficult as your skills grew. You explored how to be strong in body and spirit and how to help others in need.

(Walk with the Webelos Scouts to the Arrow of Light station.) As you reached for the highest award in Cub Scouting, you learned how you can build a better world and experienced outdoor activities in your Scouting adventure. All you have learned during your Cub Scout trail has made you better, stronger, and wiser.

(Walk with the Webelos Scouts to the Scout station.) And now you have reached the beginning of a new trail. I would like to introduce your new Scoutmaster and senior patrol leader. (The Scoutmaster and senior patrol leader take a few moments to welcome the new Scouts.)

Source: [Roundtable Support topic # 12](#)

## March Handout 2

# Camp Cooking

When camp cooking, it seems that we are always looking forward to our next meal and often disappointed with it. Freeze-dried, vacuum-packed, dehydrated, and processed until it is barely recognizable. Some camping food causes us to yearn for the end of the trip and access to a fast food restaurant. It really doesn't have to be that way, since campfire cooking meals can be terrific!



Having a Dutch oven in camp is like bringing your kitchen stove along. You can create virtually any food at camp that you could make at home. Dutch ovens have been around as long as the United States and have been used across our country by explorers, pioneers, and mountain men. Using Dutch ovens while camping helps to keep alive the spirit of those early adventurers and their can-do way of living. Besides, making food in a Dutch oven is not difficult and adds fun and excitement to a day of camping.

The Dutch oven is a simple, yet invaluable tool for campfire cooking. It is a heavy, flat bottomed kettle with a lid, legs, and a bail wire to lift and hang. It was designed to cook complete one-pot meals on an open fire - perfect for camping! You can stew, bake, roast, or fry food by **controlling the Dutch oven temperature**, <http://www.Dutchovendude.com/campfire-cooking.php>.



See [selecting a Dutch oven](http://www.Dutchovendude.com/cooking-select-Dutch-oven.php), <http://www.Dutchovendude.com/cooking-select-Dutch-oven.php>. for details about choosing a good Dutch oven for camp cooking needs. The Dutch oven migrated west as settlers expanded the country from the east coast. You'll see these ovens in use in any old western movie, often hanging over a campfire from a tripod. Famous explorers, such as Lewis & Clark, took the extra effort of transporting these heavy hunks of metal with them, because they were so necessary in creating savory meals.

**Dutch oven recipes**, <http://www.Dutchovendude.com/Dutch-oven-recipes.php> range from breakfasts, to full dinners, to hot and tasty desserts.

Since Dutch ovens are made of thick cast metal, they absorb heat, retain it, and distribute it evenly over the inside surface. This means even cooking and less chance of burned food. You probably won't be taking a Dutch oven on a backpacking trip, but you and your Scouts will be very happy with the cooking on your next camping trip, if you make room for your portable kitchen stove. The Dutch oven is the ultimate camp cooking utensil - all you need is a campfire!

If you haven't used a Dutch oven before, then you probably won't believe that they are a **fun** way to cook camp food. It is fun to cook with Dutch ovens. The food is clean, hot, and flavorful. There's no burnt spots and raw sections. There's no ash to brush off or sooty taste. Best of all, you prepare the food and then let it cook itself. Much less monitoring is required than most campfire cooking. You can enjoy more time at camp with everyone else.

To improve your cooking and the enjoyment you get from using a Dutch oven, you need to start with the right oven choice. Read on to discover how to choose the right Dutch oven and to enter the great *iron vs. aluminum* debate.



### **Seasoning** Your Dutch Oven

Seasoning a Dutch oven does two things:

Prevents rust and corrosion.

Creates a non-stick cooking surface for easier clean up.

Without a good seasoning coat, your food won't taste as good as it could, your Dutch oven will rust, and cleaning up after cooking will be more difficult.

Seasoning is a simple process, but does take an hour or more. It is **very important** that you season your brand new Dutch oven or one you have just acquired.



The initial seasoning will remove any undesirable contaminants and get your oven ready for that first meal. After the initial seasoning, every time you use the Dutch oven, you will be strengthening the coating and improving the look of your cookware.

Aluminum Dutch ovens benefit from seasoning, even though they don't rust like iron. Aluminum does oxidize,

and the seasoning layer will prevent that. Seasoning also makes it easier to clean, due to the non-stick surface.

### Initial seasoning

The first time you season your Dutch oven, you are removing a protective waxy coating applied at the factory, to prevent rust in shipment, as well as starting the non-stick coating process. Some cookware now comes pre-seasoned from the factory, so you may not need to perform this initial seasoning.

If you have an outdoor barbeque grill, see if your Dutch oven will fit inside with the grill cover closed. It is much better to season your Dutch oven outside, rather than in your kitchen oven, but you can do it inside. You'll want to do it on a day when you can open the windows, because there will be smoke created.

1. Heat your grill or oven to 400 degrees.
2. This will be only time you will use soap on your Dutch oven. Wash your cookware in soapy hot water. Use a scouring pad or steel wool to scrub away all coatings down to the metal. Remember, after this you don't use soap to clean up. (There are other ways to strip a Dutch oven - **electrolysis bath**, vinegar, oven cleaner)
3. Thoroughly dry the Dutch oven and lid with a cotton towel or paper towels. Place it in the grill for a minute or two to really dry it and heat it up a bit. Use an oven mitt to remove the Dutch oven from the grill and let it cool just enough so you can touch it.
4. Rub vegetable shortening all over the inside and outside of your Dutch oven and its lid. Use plain shortening, or canola oil, or flax oil - do not use butter or flavored shortening. Using a paper towel or cotton rag or your fingers, rub the shortening into all the pockmarks, holes, and dimples in the metal surface.
5. Wipe off all the oil with paper towels or cotton rag. Wipe it again, until it looks like there's no oil left.
6. Place the lid in the grill or oven, so it bakes along with the Dutch oven.
7. Place the Dutch oven upside down in the grill, or kitchen oven, and close the door or grill lid.
8. Bake the Dutch oven for 45 to 60 minutes. Open windows, if you are using an indoor oven, and temporarily disconnect your smoke alarm while doing this process, because the oil will smoke.
9. Turn off the grill, or oven, and leave the Dutch oven inside to cool for 30 minutes.
10. Using an oven mitt, remove the cookware from the grill.
11. Allow the cookware to cool until you can pick it up.
12. Repeat steps four through 11, until you are happy with the color and sheen. It will probably take three to six cycles.

## **Periodic seasoning**

As you use your Dutch oven, the grease, oil, and fat from the food you cook will continue to season the cookware. Some acidic foods such as beans and tomatoes, can remove some of the coating. Frying bacon, deep-frying fish, making doughnuts, or cooking fatty foods, will improve the protective layer, while acidic foods will harm it. Once seasoned, your Dutch oven will most likely not need to be seasoned again, as long as you use it often, and clean it correctly. It never hurts to re-season it and the start of a cooking season.

It also may be necessary to re-season, if food seems to be sticking too much, or your cookware has been abused or stored incorrectly. If there is rust, or the oven doesn't look well coated, it's a good idea to season it.

Periodic seasoning is like the initial seasoning, except that you don't wash with soapy water. If there is rust present, then you may want to do a complete initial seasoning. Otherwise, clean your Dutch oven normally. Go to <http://www.Dutchovendude.com/Dutch-oven-cleaning.php> and follow the steps above except for using soap.

The finish on your Dutch oven should be dark brown or black, the darker the better. It should be glossy - not sticky. If it is sticky, you left too much oil on it, and you'll need to heat it more. Over time, with proper cleaning, this glossy coating will become stronger. You should notice that foods are easy to remove, and cleaning is simple.

## **Cooking temperatures**

### **Counting charcoal**

Lots of Dutch oven cookbooks tell you how many charcoal briquettes to put under and on top of the Dutch oven. This is the easiest way to cook, since every coal is similar and consistent.

The normal formula for baking is to use twice the number of briquettes, as the diameter of the Dutch oven, with 3/4 of them on the lid. For a 12-inch Dutch oven, you would use 24 briquettes, with 18 on top and six underneath.

For frying, use the same number of coals as the diameter of the Dutch oven with all of them underneath. For a 12-inch oven, you would use 12 briquettes under it.

Nearly all Dutch oven cooking will come out okay, if your Dutch oven is about 350 degrees. A temperature of 350 degrees is used for all recipes that omit a temperature suggestion. Some items will need to be cooked at a higher or lower temperature, but those should be noted individually.

## Pineapple Upside Down Cake Dutch Oven Recipe

### Ingredients:

- 1 yellow cake mix
- 3 eggs
- 1/3 cup oil
- 1 20-ounce can pineapple slices
- 2 tablespoons butter
- 3/4 cup brown sugar
- 12 maraschino cherries

### Instructions:

In a large bowl, blend the dry cake mix, eggs, oil, and juice from the pineapples. Do not add any water to the mixture.

Warm the Dutch oven over a few coals.

Melt the butter in the Dutch oven.

Remove the Dutch oven from the coals.

Swirl the butter around to coat the entire bottom and at least an inch or so up the sides of the Dutch oven.

Sprinkle the brown sugar evenly over the melted butter.

Lay eight pineapple slices in a circle around the edge of the Dutch oven, with a ninth slice in the center. Place a maraschino cherry inside the hole of each pineapple slice.

Pour the cake batter over the pineapple slices in a large circle, ensuring it fills to the edges.

Bake at about 350 degrees for about 40 minutes.

The cake is done, if a toothpick inserted into cake comes out clean. Bake longer as needed.

When finished, remove the Dutch oven from the heat, and let the cake cool for 5 to 10 minutes.

Open the Dutch oven, and lay an 11-inch dinner plate, upside down on the cake.

Holding the plate in place with one hand, and the Dutch oven with the other, flip the whole thing upside down. Lift the Dutch oven, leaving the cake on the plate.



Options: More cherries in the spaces between the pineapple slices, if you want more color and flavor. Serves 8-12.

## Monkey Bread Dutch Oven Recipe



A Favorite



### Ingredients:

1/2 stick butter  
2 rolls of canned biscuits  
1/4 cup sugar  
1/4 cup brown sugar  
2 Tbsp cinnamon

### Instructions:

Set Dutch oven over a couple coals to warm up, then melt the butter in the Dutch oven.

Tear each biscuit into quarters.

Mix sugar, brown sugar, and cinnamon in plastic bag.

Drop each quarter biscuit into bag and shake to coat well.

Place biscuits in Dutch oven.

Stir all the biscuit pieces once to cover in butter, then arrange them into a single layer. As it bakes, the monkey bread will become layered.

Bake at 350 degrees for 30 minutes.

Serves 6 to 8.



You may want to line oven with foil to catch melted sugar.

Sources: <http://www.Dutchovendude.com/>

<http://www.Dutchovendude.com/campfire-cooking.php>

[Dutch Oven Helper App](#) – A Guide for determining number of briquettes.

Source: [www.Dutchovendude.com](http://www.Dutchovendude.com)

## April

BSA National's suggested [theme](#): **Planning Safely**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics

1. How to run a yearly budget and planning session

### Hands-on activity

2. How to sharpen a pocketknife

*See April Handouts*

## April facilitator's note page

BSA National's suggested [theme](#): **Planning Safely**

In Cub Scouting, we need to protect our youth and our volunteer leaders by planning safely. Learn about BSA safety moments as it pertains to sharpening a knife.

*Discussion Topic – This topic could be presented by roundtable commissioner, district executive or an experience unit committee chair.*

### **How to run a yearly budget and planning session**

*Explain the 6 steps to creating a budget, the 11 Scouting expenses, and the sources of income. Use local experience and local fundraising sources and programs.*

*Hands-on activity - This topic could be presented by roundtable commissioner or an experienced Scouter.*

**How to sharpen a pocketknife.** *Bring several different types of knives and sharpening tools. Start with safety. Make sure you have gloves and safety goggles. Review and recite the section of the [Guide to Safe Scouting](#) that details the [age appropriate guidelines for Scouting Activities](#). Also mention, that this is a requirement for the Whittling Chip. Demonstrate the safety circle. Explain the different ways to sharpen a knife.*

*Demonstrate how to sharpen a knife. If attendees brought pocket knives, let them practice, putting into place all the safety measures.*

## April Handout 1

## How to build a better budget

This program and budget planner were developed by Thomas Burden from Scouting Magazine. Perhaps you enjoy fundraising every month or pestering parents for money before each camping trip. Maybe you're a fan of scrubbing pots and pans and doing summer camp laundry, too.



For the rest of us, a unit budget plan is the way to go. Scouters like you will enjoy getting a more complete picture of the year. Parents will appreciate knowing the annual cost of Scouting up front, so they can incorporate that cost into their family's budget. Start by planning the year in advance. Then figure out how much money you'll need — and need to raise. Have the unit committee and chartered organization approve the budget. After that, simply execute the plan and enjoy a well-designed year of Scouting. In Cub Scout packs, adult leaders create the program plan and budget.

### Six steps to creating a budget

1. **Plan your pack's annual program.** You can't have a budget without a program plan. This is a vision of your next six, 12 or 18 months of Scouting fun. Your calendar should list meetings, weekend campouts and more. It should include day camp, resident camp and summer camp. Don't forget district, council and national Scouting events. Be sure someone brings the school district's calendar, a list of holidays (when is Easter this year?), and schedules for sports or extracurricular activities.
2. **Make it fun.** Bring snacks, play some music and plan a fun post-planning activity. Work is always better when it doesn't feel like work.
3. **Develop a budget,** so you know how much money you'll need to achieve the program. Remember to include costs beyond camping trips. Consider handbooks, awards and recognition items, program materials, scholarships for low-income families, contingency expenses and more.
4. **Look for projects,** that allow the pack to bring in additional income.
5. **Figure out how much product you'll need to sell.** If you're selling a product like popcorn, determine how much each member should try to sell to cover your income goal.
6. **Get commitments** from parents, leaders and youth.

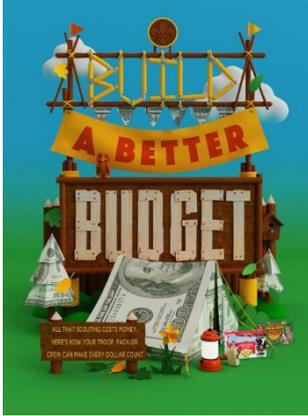
## The 11 basic Scouting expenses

For best results, build each of these expenses into your unit's annual budget.

1. **Registration fees.** The Boy Scouts of America (BSA) membership fee is \$\_\_\_\_ a year for all registered youth and adult members.
2. **Recharter fee.** Units are required to pay an annual rechartering fee of \$\_\_\_\_, submitted with the unit's annual recharter application. Sometimes the unit pays this fee; sometimes the chartered organization covers it.
3. **Boys' Life magazine.** The BSA's monthly magazine is available to all members at \$\_\_\_\_ per year. Many units wrap this cost into their annual dues. Every Scout should [subscribe to Boys' Life](#), it promotes reading and enhances your unit's monthly program — plus, it's fun. It's part of being a Scout.
4. **Advancement and recognition.** Costs for Cub Scout adventure loops and Scout patches.
5. **Activities.** In some units, families pay per event for activities, like the Pinewood Derby, fishing derby and other trips. Other units make this all part of the unit's budget.
6. **Camp.** Day camp, resident camp, family camp, Scout summer camp. These special Scouting events are often the highlight of a young person's year and should be included in the budget.
7. **Program materials.** Den meeting supplies, craft tools, a U.S. flag, a unit flag, videos, books, ceremonial props and more. Some packs provide each new member with a "welcome kit" that includes an official handbook, unit numeral, T-shirt and cap.
8. **Training.** Adult training should be considered an integral annual expense. Training is part of the budget. Some units pay to send a certain number of adults to BALOO or Wood Badge each year, and ask Scouters to apply for these spots.
9. **Uniforms.** Uniforms create a sense of belonging. In most units, the individual pays for the uniform. But you might consider making uniform elements, or the full uniform itself a part of the unit budget.
10. **Reserve fund.** The "rainy-day fund" might be established by a gift or loan from the chartered organization, by members of the committee or by a unit money-earning project.
11. **Other expenses.** A gift to the World Friendship Fund, leader recognition items, meeting refreshments and anything else that might cost money.
- 12.

## Sources of income

Instead of a parade of monthly fundraisers, try to earn the most amount of money in the least amount of time. For most units, one well-planned fundraiser in the fall, such as selling popcorn, will suffice. Other units need the extra boost of a spring fundraiser.



Remember, units aren't allowed to solicit money by requesting contributions from individuals or the community. If you're not doing a council-sponsored fundraiser, you'll need to fill out the Unit Money-Earning Application ([bit.ly/BSAmoneyapp](http://bit.ly/BSAmoneyapp)) before proceeding.

Once you determine how much money each Cub Scout can realistically expect to earn in a fundraiser (or two), calculate the deficit. That will reveal the annual dues obligation from each parent.

If the expected annual dues are still prohibitively high, switch to monthly dues payments. Or go back and see where cuts can be made. At all costs, try to avoid the pay-as-you-go approach, which entails charging families per event.

## More resources

Having a program plan and budget adopted by your pack earns you points toward Journey to Excellence (JTE) Gold Level. To get more information and calculate your current score go to [scouting.org/JTE](http://scouting.org/JTE)

Scouting's Journey to Excellence is the BSA's planning, performance, and recognition program designed to encourage and reward the success of our units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA.

**GO FOR GOLD:** Kick-start your unit's budget planning with PowerPoint presentations, helpful guides and even fillable Excel spreadsheets at [bit.ly/BSAplanning](http://bit.ly/BSAplanning)

**DON'T REINVENT THE WHEEL:** Someone has been down this planning path before you. Ask your predecessor to email you the unit's budget from a previous year. If one doesn't exist, check with a nearby unit.

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By Bryan Wendell

Illustrations by Thomas Burden

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## April Handout 2

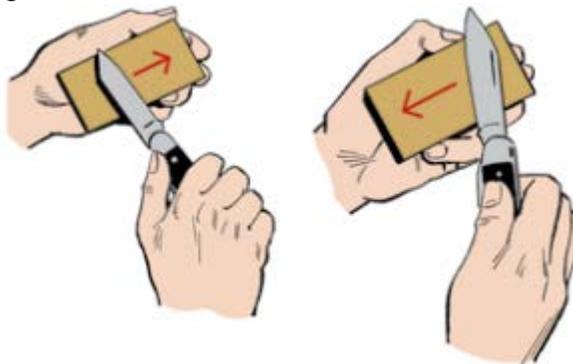
# How to Sharpen a Pocketknife

- A knife is a tool, not a toy.
- Know how to sharpen a knife. A sharp knife is safer because it is less likely to slip and cut you. Keep the blade clean.
- Never carry an open pocketknife.
- When you are not using the knife, close it and put it away.
- Keep the knife dry.
- When you are using the cutting blade, do not try to make big shavings or chips. Easy does it.
- Make a safety circle: Before you pick up the knife to use it, stretch your arm out and turn in a circle. If you can't touch anyone else, it is safe to use the knife.

Show that you know how to take care of and use a pocketknife.

Here are key tips:

- Know how to sharpen a knife. A sharp knife is safer because it is less likely to slip and cut you.:
1. Place the stone on a level surface.
  2. Wet the stone with a little water or oil.
  3. Place the blade of the knife flat on the stone, then raise the back edge about the width of the blade itself, keeping the cutting edge on the stone.
  4. Push the blade along the stone as though you were slicing a layer off the top. Sharpen the other side of the blade in the same manner. This is always better than moving it in a circular fashion.



- Keep the knife dry.
- Keep the blade clean:
  - To clean: Open all of the blades.
  - Twirl a small bit of cloth onto the end of a toothpick, moisten the cloth with light oil, and wipe the inside of the knife.
  - If you have used the pocketknife to cut food or to spread peanut butter and jelly, get rid of bacteria by washing the blade in hot, soapy water along with the rest of the dishes.
- Keep it off the ground. Moisture and dirt will ruin it.
- Keep it out of fire. The heat draws the temper of the steel. The edge of the blade becomes soft and useless.

#### Opening and closing the pocketknife:

- To open a pocketknife, hold in left hand, put right thumbnail into nail slot.
- Pull blade out while pushing against hinge with little finger of left hand.
- Continue to hold on to handle and blade until blade snaps into open position.
- To close pocketknife, hold handle with left hand with fingers safely on the sides. Push against back of blade with fingers of right hand, swinging handle up to meet blade. Let knife snap shut; “kick” at base of blade keeps edge from touching inside of handle.

Source: *Cub Scout Handbook*

## May

BSA National's suggested [theme](#): **Demonstrate Scout Spirit**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion Topics

1. National Summertime Pack Award
  - a. Can be earned by packs, dens and individual Scouts
  - b. Must participate in Scout activity in June, July and August

### Hands-on activity

2. Introduction to Working with Scouts with Special Needs and Disabilities
  - a. Special Guest Speaker – Council Special Needs committee member or representative.

*See May Handout*

## May facilitator's note page

BSA National's suggested [theme](#): **Demonstrate Scout Spirit**

Scout Spirit applies to how a Scout lives and conducts their daily life, both in and out of Scouting. Cub Scouts continue to demonstrate Scout spirit throughout the summer.

*Discussion Topic – This should be presented by the roundtable commissioner.*

### **National Summertime Pack Award**

*The purpose of this award is to encourage a pack to be active when school is out for the summer, by doing one activity per month in June, July, and August.*

*It can be earned by packs, dens and individual Scouts.*

*This is an individual recognition for Scouts.*

*The pack can qualify for the certificate and streamer by planning and conducting three pack activities—one each in June, July, and August, or during other school vacations, if the pack is in a year-round school.*

*Dens with an average attendance of at least half their members at the three summer pack events are eligible for a colorful den participation ribbon.*

*Scouts who participate in all three pack events are eligible to receive the National Summertime Pack Award pin, which they can wear on the right pocket flap of their uniform.*

*Scout must participate in Scout activity in June, July and August.*

### *Guest Presentation*

***Introduction to Working with Scouts with Special Needs and Disabilities.*** *This could be presented by any Scouter with experience with Scouts with Special Needs and Disabilities, but it is recommended to get a guest speaker. The Special Guest Speaker should be a council Special Needs committee member or representative. Ask the special guest speaker to bring the pamphlet or request them from council, INTRODUCTION to WORKING WITH Scouts With Special Needs and Disabilities Pass out this pamphlet while the guest speaker is giving the presentation.*

**[BSA # 510-071 https://filestore.scouting.org/filestore/pdf/510-071.pdf](https://filestore.scouting.org/filestore/pdf/510-071.pdf)**

## June

BSA National's suggested [theme](#): **Joining Night**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
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### Discussion topics

How to plan, prepare and execute a sign-up night event.

### Hands-on activity

Make a topographic map on the back of your hand.

*See June Handouts*

## June facilitator's note page

BSA National's suggested [theme](#): **Joining Night**

Pack leaders should know and understand what every unit needs to do for a successful recruiting season, including working with district and council volunteers and professional Scouters.

*Discussion topic - This topic should be facilitated by the roundtable commissioner or district membership chair.*

### ***How to plan, prepare and execute a sign-up night event.***

*Discuss with attendees the 2 different methods of conducting sign-up nights, stations or presentation. It is recommended that the station method should be for events expecting less than ~35 attendees. If more are expected, then the presentation method is preferred. The presentation method is preferred for large groups, because the station method will get too crowded, creating bottlenecks. Both methods should cover the same material.*

*Hands-on activity – This should be demonstrated by the Cub Scout roundtable commissioner.*

***Make a topographic map*** on the back of your hand. Explain to the attendees what a topographic map is. If possible, bring some topographic maps, such as a United States Geologic Survey (USGS) quadrangle map for display.

*Follow the instructions in the June handout 1. You will need a pen or fine point felt pen. Draw "hills" on your hands, then lay your hand flat to reveal a topographic map.*

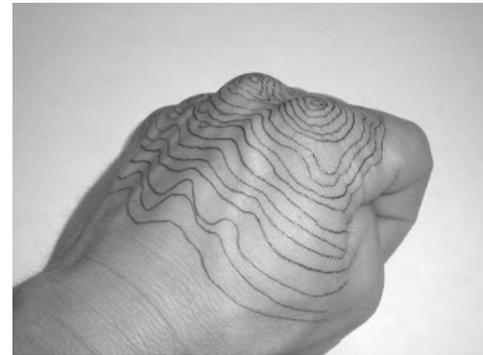
Source: <http://scouterlife.blogspot.com/2012/05/topographic-map-activity.html>

## June Handout 1

**Topographic maps** – *Part of the Wolf 'Finding Your Way' adventure*

A map is a representation of the earth, or part of it. The distinctive characteristic of a topographic map is the use of contour lines to show the shape of the earth's surface. Topographic maps can also show many other kinds of geographic features, including roads, railroads, rivers, streams, lakes, buildings, mountains, elevations and much more. A contour line joins points of equal height. Contours make it possible to show the height and shape of mountains, depths of the ocean bottom, and steepness of slopes. Basically, contours are imaginary lines that join points of equal elevation on the surface of the land above or below a reference surface, usually mean sea level.

One way to understand what all the squiggly lines are for is to complete the topographic hand activity: Make a fist with one hand. Your knuckles are representing hill tops. Just like hills and mountains, your fist has a topography of its own. Now with a pen in the other hand, start at the top of your knuckles and start drawing contour lines. The hill tops will be smaller circles and gradually start to slope as the contour lines make their way down from your knuckles to your wrist.



After you have completed the full topography of the back of your hand, lay your hand down flat. Just like the topographic map, you can see what the conditions of the area are like based on the contour lines.

Source: <http://scouterlife.blogspot.com/2012/05/topographic-map-activity.html>

## June Handout 2



Sign-up” nights have been a keystone for recruiting for years, and for good reason: they work! Sign-up nights give parents and youth an opportunity to get to know Scouting at a personal level, face-to-face. Questions are answered, interest is built, and parents see how Scouting is for families like theirs, no matter what that family may look like. What’s more, families often enroll their children right there on the spot. It’s a win-win situation.



Your unit will hold a “sign-up” night at a prominent location in the community, such as a school, church, or community center. At this sign-up night, you will provide basic information about what Scouting offers youth and families in the area. This could be done through a formal presentation, an information table, a film about Scouting, or even through games and contests. The important thing is to get the family’s attention and let them see what Scouting is

about.

This playbook, taken from the [national marketing and membership resources hub](#) will act as your guide for planning, promoting, and carrying out a sign-up event in your area.

## PLANNING THE EVENT

The key to a successful sign-up event is thorough planning. You will need to work closely with the school or community center you are using, organize volunteers, and be prepared with any necessary materials such as information flyers, sign-up forms, and even treats. Planning should begin at least eight weeks in advance of the event. Below is a suggested outline for planning your event.

- **Have Fun**
  - Keep the event fun and exciting. This not only makes it better for the parents attending, but also will make it easier for you, the organizer.
  - Speak from the heart, don't stress, and just enjoy the opportunity to introduce new parents to Cub Scouting.
- **Get Help**
  - Many hands make light work, so if you haven't done so already, assigning a unit membership chair and pack sign-up coordinator is a great first step to a successful recruiting season.
- **Set Goals**
  - Work with your chartered organization to discuss Cub Scout sign-up plans and set goals for your pack.
  - How many youth and families do you want to sign up for Scouting? How will you do that?
- **Get Trained**
  - Many councils and districts offer training for Cub Scout sign-up nights.
  - Check with your council to see if there is training in your area. [Click here](#) to find your council contact information.
- **Reserve Your Spot**
  - Sign-up events typically take place during the back-to-school recruiting season. For that reason, holding the event at a school is usually the best option.
  - Typically, the school's scheduled back-to-school night, or meet-the-teacher event, is where you will be able to meet with the most families.
  - Contact your local school principals or superintendents to discuss your Cub Scout sign-up event and get permission to attend.
- **Organize Volunteers**
  - Your pack sign-up coordinator should organize the sign-up event team for your unit, usually five to six people to act as "station chiefs."
  - These are simple jobs that anyone can fill, but it's best to use parents of current Cub Scouts who can talk from the heart about what Cub Scouting means to their family and their kids.

## VOLUNTEER RESPONSIBILITIES

There are key individuals who play an important role in the success of your sign-up events, and they are:

- **Pack sign-up coordinator** – responsible for the pack sign-up event.
  - Responsibilities: The pack sign-up night coordinator makes sure the pack is focused on registering new Cub Scouts and helps orchestrate the event. Here is an overview. Note: the dates may change depending on your schedule. It's important to start planning early.
- **Station chiefs** responsible for the five stations of the event. Station responsibilities are explained later in this program.
  - **Station 1:** Welcome/registration
  - **Station 2:** What we do
  - **Station 3:** Registration form
  - **Station 4:** Check out (complete applications)
  - **Station 5:** Den leader Q&A
- **Six Weeks Prior to the Sign-Up Event**
  - Have your pack calendar, fee schedule, leaders' list and meeting times/dates/locations prepared.
  - Provide information to your unit commissioner, district sign-up chair, or district executive.
  - Order recruiting flyers from your council or district executive.
- **Two Weeks Prior to Sign-Up Event**
  - Meet with five station chiefs (who are outgoing, knowledgeable, organized, friendly, and responsible).
  - Coordinate with district sign-up night chair and district executive.
  - Review responsibilities with each station chief.
- **Sign-Up Event**
  - Arrive one hour early.
  - Make sure station chiefs have their stations set up.
  - Act as a "greeter and floater" during sign-up night window.
  - Be available to answer questions.
  - Play traffic cop –direct families to next available station.
  - If back-up occurs, use your best judgment.
  - Coach station chiefs if they are keeping families at their stations too long – process is meant to be completed in 30 minutes or less.
  - Make sure station 4 (Check Out) does not get backed up.

- **After Sign-Up Event Concludes**
  - Help Station 4 chief get Cubmaster signature on all applications.
  - Assist Station 4 chief in separating “Local Council Copy” from applications and record dollar amount for fees and form of payment on each application (check #, etc.).
  - Gather sign-up night materials.
  - Make sure room is left better than you found it.
  - Contact district membership chair and district executive immediately following sign-up night to report your success and arrange for pickup of applications and fees.
- **Following Sign-Up Event**
  - Make sure EVERY FAMILY receives a welcoming phone call from their den leader, cubmaster, committee chair, or your unit membership chair.
  - Remind parents of new Scouts of any upcoming council wide activities.

## PROMOTING THE EVENT

How much access you have, to promote Scouting in your schools, will help you decide the best ways to market your sign-up event. Here are some suggestions – but these are just thought-starters. Don’t limit yourself. The more ways you reach parents, the more success you’ll have.

Families today are overwhelmed with advertising and marketing messages. To ensure families get the message that it’s time to sign up, use various methods of communication throughout this section and be sure to have a plan. Start promoting at least six weeks before your sign-up event(s). Your council or district will help distribute the information, but the majority of your success will come from unit marketing.

**In-School Promotion:** If you have full access to promoting your event at the schools, you can employ any of the following best practices.

- Distribute sign-up event flyers the week before the sign-up event
- Put up posters and yard signs around school
- Schedule school sign-up events or Scout talks at the school
- Schedule back-to-school open house events, school carnivals, and conferences
- Invite current youth and parents to attend lunch at school in uniform
- Post videos on in-school video networks
- Post events in school newsletter or website
- Post notifications on school marquee signs

### **Meet-the-Teacher event**

This is a great place to get leads. These events usually happen the week prior to the start of school. With permission from the school set up a table that get a lot of visibility.

- Set up a table with lots of props, such as Pinewood Derby cars, rockets, brochures
- Set up a small campsite. Have a tent, a couple camp chairs, sleeping bag and perhaps a Dutch oven.
- Have a sign-in sheet and pens. Make sure to get email addresses and phone numbers.
- Use the props. As students are walking around, hold up the rocket or the Pinewood Derby car. This will attract the students and thus, the parents.
- Briefly explain your Cub Scout program and answer questions the students and parents have.

### **Scout Talks**

Scout talks can make a huge difference when signing up new Cub Scouts! Schools that provide access to Scout talks are important. A Scout talk is simply visiting a school and getting the children excited about Scouting.

The Scout talk is where youth excitement is created. The district's Cub Scout sign-up training will help give you the skills to put on an effective Scout talk. Scout talks work best by giving a five-minute promotion on the fun that Scouting has to offer. When speaking with the school, thank them for working with us in the development of youth and their community.

Helpful hint: Consult with your district executive if you should need assistance with your Scout talks. These energetic in-school presentations will dramatically increase the success of your recruitment!

### **Out-of-School Promotion**

There are many ideas for promoting the event outside of the schools. These tactics can be done either in tandem with your in-school promotions or on their own, if you are not able to get full access to the schools.

- Ask current members to use social media to let their friends and family know about sign-up event nights.
- Send out personalized invitations, emails, and personal phone calls to prospective parents.
- Distribute door hangers and door-to-door invitations.
- Have Scouts recruit-a-friend and other peer-to-peer recruiting initiatives.

- Post or send out flyers and announce Scout talks at after-school programs or churches in the community.
- Post notifications in church and community websites, calendars, and bulletins
- Write a press releases and send it to your local newspaper.
- Put up billboards, posters, and yard signs in the community (businesses, churches, etc.).
- Put up posters, flyers and yard signs at community fairs, parades, and other events.

## HOLDING THE EVENT

Many units and districts are now holding strictly sign-up events. These are faster for today's busy parents. The key to making them successful is preplanning. The following is an outline of how to execute this type of event. This model features five stations that give parents information about Cub Scouting, get them signed up, and provide everything they need to know, including when the first meeting is, who the leaders are, and more.

### Sign-Up Night Stations

- **Station 1:** Welcome/registration
- **Station 2:** What we do
- **Station 3:** Registration form
- **Station 4:** Check out (complete applications)
- **Station 5:** Den leader Q&A

Below is an outline of what happens at each station. **Note:** make sure that each station sign is clearly visible, to help make sure things go smoothly!

#### Information Station 1: Welcome/register

Families register, while the greeter provides a brief overview of the process.

- Provide them with the "Welcome to Cub Scouts" brochure. [BSA Brochure # 512-735](#) or Welcome! New Cub Scout family [BSA Brochure # 512-73518](#) or ask your council for these brochures.
- Tell each family that there are four additional stations to visit, before completing the sign-up process. It will take 20-30 minutes.

Materials:

- Station 1 sign and "Welcome" sign
- "Welcome to Cub Scouts" brochure [BSA Brochure # 512-735](#) or ask your council for this brochure. Alternatively, you can provide a [Welcome Letter](#).
- Sign-in sheets, pens

### **Information Station 2: What Cub Scouts do**

This is where you will share the excitement of Cub Scouting and your pack activities.

- Introduce the leaders, and talk about what makes your pack special.
- Leave plenty of time, and be prepared to answer any questions.

Materials:

- Station 2 sign
- Pack calendar and event flyers. See examples below
- Handout with meeting times and locations
- Listing of pack and den leaders, with contact email and phone numbers.
- Scout Shop Guide to the Uniform
- *Boys' Life* mini mags

### **Information Station 3: Registration**

This is the sign-up station, where the station chief helps parents complete the actual application.

- Have BSA Youth Application forms ready to be completed, and have pens available.
- Have copies of "[What Other Costs Are There?](#)" and distribute to parents.
- Be prepared to answer questions about pack fee payment plans and/or financial assistance.

Materials:

- Station 3 sign
- BSA Youth Applications and pens
- Pack leadership handout
- "[What Other Costs Are There?](#)" handout

### **Information Station 4: Check Out**

Leaders at this station are responsible for final check out, including payment.

- Make sure the applications are properly completed.
- Collect the proper fee amount for BSA membership fee and *Boys' Life* (if added).
- Forms and payments should be collected, signed by the Cubmaster, and put in the envelope.

Materials:

- Station 4 sign
- Calculator
- Envelope for applications and fees

### **Information Station 5: Den Leaders / Questions & Answers**

Leaders at this station, make sure parents know when and where the first meeting is and answer any other questions parents may have.

- Have as many den leaders and assistant den leaders as possible on hand, to talk about their dens, and give families a chance to get to know them.

- Answer questions about what their child will be doing in den meetings, pack meetings and other pack activities.

Materials:

- Station 5 sign

## **After the Sign-Up Event Is Over**

Turn in the applications and money to the unit leaders. Unit leaders and the sign-up coordinators should review and complete applications after the sign-up event. Applications, registration fees, and one copy of the attendance roster are to be turned in to the district executive within 24 hours of the event.

Be sure to invite all families to first-night den and pack events the very next week. These meetings are a chance to make a great first impression, have fun, and involve new parents in the life of the pack. Den leaders should make welcome phone calls to the parents of the new Cub Scouts and/or send welcome email messages with meeting dates, location, pack calendars, and any other important information.

Follow up with those families who did not sign up. This is where the sign-in sheet comes in handy. Check your applications against the sign-in sheet, and call those families that did not join. Address any concerns the person may have, and offer to drop an application by their home. Invite them to the first meeting or your council's recruiting event, so they can see Cub Scouting for themselves.

Source: <https://scoutingwire.org/marketing-and-membership-hub/unit-recruiting/sign-up-night-unit-playbook/>

Pack Calendar Examples



**Cub Scout Pack 123  
2019-2020 Calendar**



**September 2019**

13	Fall Recruitment 6:30p - 7:30p
24	Pack Rocket Making and Parent Orientation - Auditorium - 6:30 PM
28	Popcorn Kickoff - Volga Golf - Rocket Launch - 6:30 pm
29	Leader Orientation and Training -Volga City Hall - 2pm

**October 2019**

1	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)
8	Native American Day No Meetings
15	Den Meeting - 6:30 pm - Auditorium - or per den leader
22	Scouting For Food - Distribute Bag and Door Hangers - Meet at Scout House 6:30p
27	Scouting For Food Pickup - Scout House 9:00am
29	Pack Meeting- 6:30pm Auditorium - Popcom Order Forms Due

**November 2019**

5	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)
3	STEM Advancement Camp - Sioux Falls Washington Pavilion & Center for Scouting
12	Den Meeting - 6:30 pm - Auditorium - or per den leader
19	Den Meeting - 6:30 pm - Auditorium - or per den leader
19	Pick final Popcom Order Up - Auditorium
22	Thanksgiving - NO MEETINGS
26	Pack Meeting- 6:30pm Auditorium - Christmas Card

**December 2019**

3	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)
10	Den Meeting - 6:30 pm - Auditorium - or per den leader - prep for service project
17	Holiday Party - Service Project - Dakota Sun Caroling - 6:30pm

**January 2020**

7	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)
14	Den Meeting - 6:30 pm - Auditorium - or per den leader
21	Den Meeting - 6:30 pm - Auditorium - or per den leader
28	Pack Meeting- 6:30pm Auditorium - Pinewood Prep

**February 2020**

3	Scout Sunday
4	Blue and Gold Banquet - FOS Presentation
11	Den Meeting - 6:30 pm - Auditorium - or per den leader
18	Presidents Day - NO Meetings
23	Pack Pinewood Derby - 1pm Auditorium
25	NO PACK MEETING

**March 2020**

1	Cub Lock-in and District Pinewood Derby
4	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)
11	Den Meeting - 6:30 pm - Auditorium - or per den leader
18	Den Meeting - 6:30 pm - Auditorium - or per den leader
25	Pack Meeting- 6:30pm Auditorium - Rain gutter Regatta

**April 2020**

1	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)
8	Den Meeting - 6:30 pm - Auditorium - or per den leader
15	Den Meeting - 6:30 pm - Auditorium - or per den leader
27	Sioux Training Academy - Adults and Leaders Only
28	Pack Bridging Ceremony
29	NO PACK MEETING

**May 2020**

6	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts): 2019-2020 Pack Planning
11	Pack Bridging Ceremony and POT LUCK - 4pm - Volga Community Center
31	Cub Family Weekend Camping - Madison till June 2

**June 2020**

22	Adventure Day - Brkings Outdoor Adventure Cent.
30	Webelos Camp - Yankton, SD - till July 3

**July 2020**

19	Omaha Zoo and Family Campout till 21st
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**August 2020**

12	Swimming Party - Watermelon Games
5	Pack Committee Meeting - 6:30 pm - Auditorium (no scouts)

Leadership		
Position	Name	Phone #
Cubmaster		
Committee Chair		
All Den Leaders even if vacant (template as room for all)		

Source: <https://www.sioux council.org/files/25505/2019-Pack-Program-Planning-Guide>

Cub Scout Pack No. \_\_\_\_\_  
**2020–2021 Calendar**

SEPT 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Date \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_  
 \_\_\_\_\_ New Boy Recruiting \_\_\_\_\_

MAR 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCT 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**October 2020**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

**November 2020**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

APR 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOV 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2020**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

**January 2021**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

**February 2021**  
 \_\_\_\_\_ 8 BSA Anniversary Day \_\_\_\_\_  
 \_\_\_\_\_ Blue and Gold Banquet \_\_\_\_\_

MAY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DEC 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**March 2021**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

**April 2021**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

JUNE 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JAN 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May 2021**  
 \_\_\_\_\_ Pack Meeting \_\_\_\_\_

**June 2021**  
 \_\_\_\_\_ Summertime Activity \_\_\_\_\_

JULY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEB 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**July 2021**  
 \_\_\_\_\_ Summertime Activity \_\_\_\_\_

**August 2021**  
 \_\_\_\_\_ Summertime Activity \_\_\_\_\_

AUG 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

For more information, contact \_\_\_\_\_ at \_\_\_\_\_  
 Name Phone or email

Source: [https://filestore.scouting.org/filestore/cubscouts/xls/17-18\\_Pack\\_Calendar.xls](https://filestore.scouting.org/filestore/cubscouts/xls/17-18_Pack_Calendar.xls)

Modified

Cub Scout Recruiting Flyer example





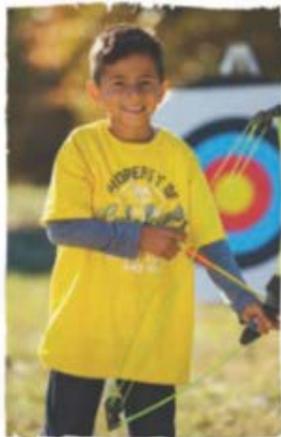
Cub Scouts is a year-round program for kindergarten – 5th grade age boys and girls which offers fun activities that promote character and leadership development. Our program is designed to be hands-on, and parents are encouraged to play an active role.



Visit your local Cub Scout pack at the location and date on this flyer. There are many packs that can meet the needs of your family.



Please visit [BeAScout.org](http://BeAScout.org) or call 713-756-3349 for more information.



Únete a tu grupo de Cub Scout local en el lugar y en la fecha que se encuentra en este folleto. Para obtener más información, póngase en contacto con el Consilio Sam Houston Area al siguiente numero 713-865-9135.



[www.BeAScout.org](http://www.BeAScout.org)

Recruitment Hotline: 713-756-3349 Para Espanol: 713-865-9135



BOY SCOUTS OF AMERICA  
SAM HOUSTON AREA COUNCIL



## July

BSA National's suggested [theme](#): **Flag Ceremonies**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
  - a. The upcoming Cub Scout season
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topic

The upcoming Cub Scout season

### Hands-on activity

Flag ceremonies

*See July Handout*

## July facilitator's note page

BSA National's suggested [theme](#): **Flag Ceremonies**

Civic duty is an important part of Scouting. The American flag is a symbol of our country. The flag represents us as a people and as a nation.

*Discussion topic – This should be facilitated by the Cub Scout roundtable commissioner.*

**The upcoming Cub Scout season** – Have a copy of the district and council calendar with you. Go over the district and council events, locations, dates, times for the upcoming year. Have copies for attendees or give them the link to the calendars.

*Hands-on activity – This should be demonstrated by the Cub Scout roundtable commissioner or facilitator.*

### **Flag ceremonies**

Questions for the group:

- *Do you conduct a flag opening at all meetings, both den and pack?*
  - *When you have the Scouts conduct a flag ceremony at each of their den meetings, they will be comfortable conducting the pack meeting flag ceremony.*
- *Do you have the Scouts set up the flag?*
- *Do you regularly say the Pledge of Allegiance?*
- *When you do outdoor events do you bring the American flag with you? In what other settings can a flag be used, or a flag ceremony conducted?*
  - *At school assemblies and functions*
  - *At high school sporting events and at community parades and functions*
  - *At village or city council meetings*
  - *In cemeteries as gravestone markers*
- *How can units work with others in the community to conduct flag ceremonies?*

*Discuss flag etiquette and demonstrate how to conduct a flag ceremony. Demonstrate how to fold the flag and how to properly carry a folded flag. Have any participants that are not familiar with the flag ceremony or how to fold a flag practice each.*

*Bring samples of den flags to show the participants.*

*Explain to attendees that there are two activities that they can do with their dens: what the Pledge of Allegiance means and the colors of the Flag. Encourage them to do these in den meetings.*

## July Handout

### **Topic: Flag ceremonies**

**Takeaway:** Civic duty is an important part of Scouting. The American flag is a symbol of our country. The American flag represents us as a people and as a nation. Working with Scouts and showing respect to a flag, whether it's saying the pledge, presenting a flag at a ceremony or parade, or learning to properly retire an old, tattered flag, is how we help Scouts develop pride in their country.

### **General session**

The American flag is a symbol of this country, a symbol of all the people who live here. In the Scouting program we embrace the flag and teach how to properly use it. From den and pack meetings to special events like parades, we as leaders are responsible for showing our Cub Scouts how to respect and use the flag.

Explain the Pledge of Allegiance.

Discuss the use of a den flag. Discuss the history of the American flag and discuss the history and symbolism of your state flag.

Resource:

- American flag set, <https://www.scoutshop.org/american-flag-set-11003.html>

### **What the Pledge of Allegiance Means**

When you pledge allegiance to the flag, you promise loyalty and devotion to your nation.

*I pledge allegiance ... You promise to be true  
... to the flag ... to the emblem of our country,  
... of the United States of America ... a nation made up of 50 states and several territories, each with certain rights of its own;  
... and to the republic ... a country where the people elect representatives from among themselves to make laws for them.  
... for which it stands ... The flag represents the United States of America,  
... one nation under God, ... a country whose people are free to believe in God.  
... indivisible, ... The nation cannot be split into parts,  
... with liberty and justice ... and freedom and fairness  
...for all. for every person in the country—you and every other American.*

## The Colors of the Flag

**Setting:** An American flag, three candles (red, white, and blue), a narrator, and three Cub Scouts. This can be done at an outdoor summer meeting. If you are meeting indoors, be sure to check fire codes for the location in advance, or use electric candles.

**Narrator:** Have you noticed the strong bond between our American flag and our Scout Oath? Let me show you.

**Cub Scout #1** (lights the blue candle): Blue is the color of faith. Believing in yourself, your country, and your religion. This is like the first part of the Scout Oath—doing our best—and our duty to God and our country.

**Cub Scout #2** (lights the red candle): The color red in our flag means sacrifice and courage, the qualities of the founders of our country. Red symbolizes the second part of the Scout Oath, “to help other people at all times,” which often requires acts of courage to help anyone in trouble and self-sacrifice, as we put others first.

**Cub Scout #3** (lights the white candle): The last color of the flag is white. It is the symbol of purity and perfection. It represents keeping ourselves strong and having strong morals.

**Narrator:** Let us rise and say the Pledge of Allegiance to the flag.

## Flag Etiquette

**Flag ceremonies should be respectful and tailored to the Scouts participating.** All Scout flag ceremonies should be solemn events, but they shouldn’t all be the same. For younger Cub Scouts, plan a flag ceremony that’s short and simple. For older Cub Scouts, add a few more lines or perhaps with additional comments by an adult.

**As a sign of respect, don’t ever let the flag touch anything beneath it**—such as the ground, the floor, or water. However, contrary to legend, the U.S. Flag Code does not state that a flag that touches the ground should be burned or retired.

**Never add anything to an American flag.** The American flag is great enough as it is. That’s why the flag “should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature” (U.S. Code, Title 36, Chapter 10, paragraph 176g).

**The flag isn’t to be worn as a costume.** No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firefighters, police officers, and members of patriotic organizations like the BSA. The flag occupies a position of honor.

- In a procession, the American flag is carried to the marching right of other flags, or in front of other flags.
- When displayed, the American flag should be to the flag's own right (also described as "the speaker's right" or "the audience's left").
- When grouped with other flags (e.g., state, Scout, council), the American flag should be at the center, in front of or higher than the other flags.
- When with another flag on crossed staffs, it should be on the flag's own right, and its staff should be in front of the staff of the other flag(s).
- When the flags of two or more nations are flown, the American flag should be flown from a separate staff of the same height. International use forbids the display of the flag of one nation above that of another nation in times of peace.

**When it's time to retire a flag, do so in a dignified way.**

The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. Be sure to take into account such things as local fire codes, and the fabric from which the flag is made. Some fabrics such as nylon should not be burned.

**The flag may be burned as a whole or separated into pieces.** Separation is appropriate when the flag is large, or when you have only a few flags and a large number of Scouts who wish to take a substantive part in the ceremony.

**The flag should be lowered daily.** Unless the flag pole is lighted, it should be lowered at dusk. Again, special care should be taken that no part of the flag touches the ground.

**Fold the American flag properly.** In this country, we have a special way we fold our flag. Only the American flag is folded into a triangle.

A folded flag is carried against the chest. A properly folded flag should show only a triangular blue field of stars. The flag, when folded, may then be held against the chest with the arms crossed and folded, with the triangle point up, or other ways that demonstrate respect and honor for the flag.

Source: [Commissioner Roundtable Support - Cub Scout Topic #6](#)

## August

BSA National's suggested [theme](#): [Guide to Safe Scouting](#)

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics

1. Popcorn sales
2. Guide to safe Scouting
  - a. Hand out age appropriate guidelines for Scouting activities (Cub Scouts)
  - b. Hand out the age guidelines for tools (Cub and Scouts BSA)
3. Recruitment

### Hands-on activity

1. Top 10 recruitment methods
  - a. Demonstrate and discuss Scout Talks

*See August Handout – Also see July handout for additional recruiting handouts*

## **August facilitator's note page**

BSA National's suggested [theme](#): [Guide to Safe Scouting](#)

Become familiar with the *Guide to Safe Scouting*. Arrange to have the *Guide to Safe Scouting* available. Be aware of how to find updates to the *Guide to Safe Scouting*.

*Discussion topics*

### **Popcorn sales**

*This is a good discussion that can be facilitated by the district Popcorn Kernel. Have them discuss the dates and how popcorn sales support Scouting and the pack, as well as teaching a Scout to be thrifty.*

Guide to Safe Scouting – *This should be facilitated by the Cub Scout roundtable commissioner.*

- 1. Hand out age appropriate guidelines for Scouting activities (Cub Scouts)*
- 2. Hand out the age guidelines for tools*

*Discuss that there are some activities that are and are not appropriate for Cub Scouts and some that are appropriate for older Cubs. Also, refer them to the entire Guide to Safe Scouting and how to find quarterly updates.*

### **Recruitment**

*Hands-on activity - This topic should be facilitated by the roundtable commissioner or district membership chair.*

*Top 10 recruitment methods*

*Demonstrate and discuss Scout Talks*

*Pass out the Voice of Scouting top 10 recruiting methods. Do an actual Scout talk, just as it would be in the school. This demonstration should be facilitated by the district membership chair, district executive or a Scouter that is experience in Scout Talks. Be very animated in the presentation, just as you should during the Scout Talk.*

<h3>AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES</h3> <p>Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: Is the activity appropriate for the age and for Scouting? Not every activity needs to be conducted.</p>	 <b>LIONS</b> <small>(WITH ADULT PARTNER)</small>	 <b>TIGERS</b> <small>(WITH ADULT PARTNER)</small>	 <b>WOLF/BEAR SCOUTS</b>	 <b>WEBELOS SCOUTS</b>	 <b>SCOUTS BSA</b>	 <b>OLDER SCOUTS BSA, SEA SCOUTS, VENTURERS</b> <small>(“Older Scouts BSA” are age 13 and have completed eighth grade or 14 years old and up.)</small>
<b>OUTDOOR SKILLS</b>						
Hunting						Venturers Only
Mountaineering/Scrambling/Cross-Country Travel						✓
Search and Rescue Missions						✓
Search and Rescue Practice					✓	✓
Fused Devices (Stoves and lanterns)					✓	✓
Hiking—Multiple Day					✓	✓
Mountain Boards					✓	✓
Orienteering					✓	✓
Wilderness Survival Training				Castaway Elective	✓	✓
Camperoes				Day Visit Only	✓	✓
Fire Building				✓	✓	✓
Pioneering				✓	✓	✓
Cooking Outdoors			Bear Recreations Requirement	✓	✓	✓
Horseback Riding			✓	✓	✓	✓
Map and Compass		Map Only	✓	✓	✓	✓
Pioneering Towers (Check requirements for height restrictions.)		Council/District Events Only		✓	✓	✓
Rope Bridges (Check requirements for height restrictions.)		Council/District Events Only		✓	✓	✓
Conservation Projects	✓	✓	✓	✓	✓	✓
Fishing	✓	✓	✓	✓	✓	✓
Hiking—Day	✓	✓	✓	✓	✓	✓
<b>TOOLS</b> (See handbook requirements, merit badge pamphlets, and Age Guidelines for Tool Use, No. 680-028, for additional limits.)						
Power Tools—Chain Saws, Log Splitters, Weed Chippers, Power Saws				Adult Use Only		
Power Tools						See Age Guidelines for Tool Use
Axes					✓	✓
Bow Saws				✓	✓	✓
Pocketknife			Bear Only	✓	✓	✓
Hand Tools	✓	✓	✓	✓	✓	✓
<b>TREKKING</b> (See Trek Safety, 420-125.)						
Horse Treks						✓
Backpacking—Overnight, Backcountry					✓	✓
Bike Treks—Multiple Overnights					✓	✓
Ski Touring—Multiple Days and Nights Carrying Gear					✓	✓
Day Hikes	✓	✓	✓	✓	✓	✓
<b>SHOOTING</b> (See shooting sports guides at www.scouting.org. Note: Shooting at each other is prohibited.)						
Centerfire/Large-Bore Rifles						Venturers and Sea Scouts
Pistols						Venturers and Sea Scouts
Pistol Safety and Marksmanship Programs						Council-Run Program
Specialty Programs—Cowboy Action Shooting						✓
.22 Rifle					✓	✓
Archery—Field					✓	✓
Mezzeloaders					✓	✓
Shotguns					✓	✓
Specialty Programs—Airsoft					✓	✓
Specialty Programs—Chalkball					✓	✓
Air Rifle (pistol type)				Webelos Resident Camp Only	✓	✓
BB Guns				Council/District Outdoor Programs Only	✓	✓
Archery—Target, Action (moving targets)				Council/District Outdoor Programs Only	✓	✓
Slingshots/Wrist Rockets				Council/District Outdoor Programs Only	✓	✓
Catapults/Trebuchets					✓	✓
Projectiles must be soft and small (no larger than a tennis ball).						

<b>AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES</b> <small>Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: Is the activity appropriate for the age and for Scouting? Not every activity needs to be conducted.</small>	 <b>LIONS</b> <small>(WITH ADULT PARTNER)</small>	 <b>TIGERS</b> <small>(WITH ADULT PARTNER)</small>	 <b>WOLF/BEAR SCOUTS</b>	 <b>WEBELOS SCOUTS</b>	 <b>SCOUTS BSA</b>	 <b>OLDER SCOUTS BSA, SEA SCOUTS, VENTURERS</b> <small>(Older Scouts BSA are age 13 and have completed eighth grade or 14 years old and up.)</small>
<b>VEHICLES</b>						
Driving	Drivers must be currently licensed and at least 18 years of age.					
Snowmobiles						Venturers Only
All-Terrain Vehicles (ATV)					Approved Council Use Only; No Unit Use	
Personal Watercraft (PWC)					Approved Council Use Only; No Unit Use	
BMX Biking			✓	✓	✓	✓
Mountain Biking			✓	✓	✓	✓
Bike—Day Trip	✓	✓	✓	✓	✓	✓
<b>COPE AND CLIMBING</b> <small>(See Climb on Safety training and Belay On, No. 430-500.)</small>						
Caving (other than simple rock activities)						✓
Lead Climbing						✓
Snow and Ice Climbing						✓
Belaying					✓	✓
Rock Climbing					✓	✓
Amusements—Aerial Adventure Parks					✓	✓
Amusements—Canopy Tours					✓	✓
Amusements—Zip Lines					✓	✓
Rappelling				✓	✓	✓
COPE	Age-Appropriate Initiative Games				✓	✓
Bouldering	✓	✓	✓	✓	✓	✓
Climbing (age-appropriate man-made facility)	✓	✓	✓	✓	✓	✓
<b>AQUATICS</b> <small>(See handbooks, Safe Swim Defense, and Safety Afloat for restrictions based on skills, such as swimming ability, rather than age.)</small>						
Aerial Towed Activities (bobsledding, parawing)	Not Authorized					
Cliff Jumping, High Dives	Not Authorized					
Triathlon: Swim Races in Open Water						Sanctioned Events
Paddle Sports: Youth Operated on Class II or Above Whitewater						✓
Personal Water Craft (PWC)					Approved Council Programs Only	
Paddle Sports: Whitewater With Professional Guide on Board					✓	✓
Paddle Sports: Youth Operated on Class I or II Whitewater					✓	✓
Motorboats: Youth Operated (check state regulations)					✓	✓
Overnight Cruise on Live-Aboard Vessel					✓	✓
Sailboats and Sailboards: Youth Operated					✓	✓
Snorkeling in Open Water					✓	✓
Scuba (See www.scouting.org/health-and-safety/gsc/gsc02.htm.)					✓	✓
Surfing					✓	✓
Towed Activities (water skiing, knee boarding, tubing)					✓	✓
Tubing (floating in gently flowing water)			✓	✓	✓	✓
Paddle Sports: Youth Operated on Calm or Gently Flowing Water	Passengers Only		Paddle Sports Include Canoes, Kayaks, Pedal Boats, Rafts, Rowboats, SUP			
Commercial Marine Transport (ferries, excursion ships)	✓	✓	✓	✓	✓	✓
Day Rides on Large Private Craft With Trained Adult Operator	✓	✓	✓	✓	✓	✓
Swimming	✓	✓	✓	✓	✓	✓
Snorkeling in Confined Water	✓	✓	✓	✓	✓	✓
Water Parks, Slides, and Floating Attractions	Appropriate Age Varies by Features					
<b>AIRCRAFT</b> <small>(Complete and follow Flying Plan Checklist, No. 680-672.)</small>						
Soaring (Crescent Flight only)			✓	✓	✓	✓
Hot-Air Balloons (See Tether Guidelines and FAQs at www.scouting.org.)	✓	✓	✓	✓	✓	✓
Orientation Flight	✓	✓	✓	✓	✓	✓

## Age Guidelines for Tool Use and Work at Elevations or Excavations

### Training and Supervision

The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturers' literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be recruited for all tool use or job functions that might be dangerous.

### Note on Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

### Hand Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Leaf/grass rake			
Hoe			
Shovel			
Hand clipper (small)			
Screwdrivers			
Nail hammer			
Hand saw			
Trowel			
Hose spray washer			
Wood sanding block (handheld)			
Wood chisel (Scouts with Totin' Chip)			
Pocketknife (Scouts with Whittling Chip or Totin' Chip)			
Pickaxe			
Mattock			
Posthole digger			
Wheel cart (1-, 2-, or 4-wheeled)			
Paint roller with extension pole			

**Note:** Shaded areas indicate age-appropriate use.

## Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)			
Handheld sander (small)			
Cutting tools (e.g., Dremel®, small)			
Paint sprayer (small, less than 50 psi)			
Residential lawn mower (self-propelled, riding)			
Commercial lawn mower (push, self-propelled, riding)			
Line trimmer (electric, gas-powered)			
Edger (electric, gas-powered)			
Leaf/grass blower (electric, gas-powered)			
Hedge trimmer (electric, gas-powered)			
Belt sander (electric, cordless)			
Pressure washer (>50 but <100 PSI)			
Circular, reciprocating, jig, or radial saw			Age 18 and older
Band and scroll saws			Age 18 and older
Router/planer			Age 18 and older
Chain saws			Age 18 and older
Log splitters			Age 18 and older
Wood chippers			Age 18 and older

Note: Shaded areas indicate age-appropriate use.

[BSA Publication 680-028.pdf](http://www.bsa.org/publications/680-028.pdf)

The online version of the *Guide to Safe Scouting* is updated quarterly.

Go to <http://www.scouting.org/HealthandSafety/GSS.aspx>

## August Handout 2

**The Top 10 Methods for Recruiting**

All packs should consider these TOP TEN proven methods.

1. **Pack information sheet** – Every pack should develop and distribute a pack Information Sheet. It should include dates, times, and places; calendar; list of leader's information; and events. Give copies to your chartered partner, pack families, local schools, and churches.
2. **Chartered partner organization visit** – Before school begins, you can schedule a meeting with your chartered partner. This is an opportunity to outline ideas and requests for your recruitment effort. Take your pack information sheet. Then, be prepared to explain how Cub Scouting benefits their organization.
3. **Meeting with the principal** – A meeting with the school principal will strengthen relationships and foster support for your recruitment efforts. While there, explain the benefits for the Scouts and for the school. A principal will appreciate a pack that is a source of school volunteers.
4. **Flyers** – Local councils will often provide promotional flyers, or a pack can create their own. Order or produce the flyers well in advance, and include dates, times, and locations. Utilize teachers and classrooms of current Cub Scouts to distribute flyers.
5. **Wear the uniform** – The uniform is a walking billboard! Ask Cub Scouts and leaders to wear it to events, like back-to-school night. Furthermore, you can design a pack t-shirt that Cub Scouts can wear on a more regular basis.
6. **School visits (Scout Talks)** – Visits to classrooms and lunchrooms are highly successful in getting youth excited about Cub Scouting. Be sure to take visual aids, props, and stickers to make presentations lively and memorable. Visits can be done up to three days in advance of the joining night event. Also, it is important to stress that youth must bring a parent or guardian.
7. **Stickers & Tyvek wristbands** – Stickers may be more likely to make it home than a flyer. Youth can put these in places that parents are likely to see. An alternative to stickers is wristbands. They can be printed with sign-up night

information. Many councils provide stickers free of charge and might do the same for wristbands.

8. **Yard Signs** – Before sign-up night, place signs at school entrances and exits, and other high traffic areas. Then, distribute signs for parents to post in their yards or at places of business. Include date, time, and location of sign-up night. You can use council signs or produce your own.
9. **Picture boards and poster** – Display boards and posters help with recognition of Cub Scouts. First get permission, then set them up at meet the teacher night or back to school nights, church activities, and other places families will see them. In addition, be sure to include contact information and any sign-up night information.
10. **Back to school or Meet-the-Teacher events** – Your pack is part of the fiber of your school. Being present and in uniform there, and at other school activities, is an important way to increase awareness of what you have to offer. While there, take names and contact information of interested families. You can also personally call them and remind them of recruitment nights. Furthermore, encourage pack leaders and parents to volunteer at these events.

Source: The Voice of Scouting - <https://voiceofscouting.org/top-10-proven-ways-find-new-cub-scouts>

## September

BSA National's suggested [theme](#): **Leader Recruitment and Succession Planning**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics for Cub Scout breakout

1. Fishing Derby
2. How to find new den leaders and other pack leaders

### Hands-on activity

How to make root beer at your next campout; This will be done in the parking lot, bring cups for everyone to enjoy the root beer.

*See [September Handouts](#)*

## September facilitator's note page

BSA National's suggested [theme](#): [Leader Recruitment and Succession Planning](#)

Leader recruitment is an ongoing process for every unit. The den leader is one of the most important volunteer roles in Cub Scouts, since the den leader will determine the quality of the experience each Cub Scout has. Sometimes it is a challenge to find the right person for the job, to find enough people to fill the positions, and to retain them.

### ***How to find new den leaders and other pack leaders.***

*This should be facilitated by the Cub Scout roundtable commissioner.*

*Walk the attendees through the September Handout 1. This is a good time to call on more experienced Cub Scout leaders. Ask them to discuss what works for them. A one-on-one, direct ask of an individual works better than a plea to a large group for volunteers.*

### ***How to make homemade root beer.***

*This is a demonstration that needs to be outside, preferably on grass. Scouts love this homemade root beer. Half the fun is watching it being made.*

*Follow the directions on the September handout 2. If there are any Scouts or other children in attendance or nearby, invite them to watch the demonstration. If you have enough root beer, share it with the attendees of the other breakout sessions, as well.*

## September Handout 1

How to find new den leaders and other pack leaders

### **SELL THE SIZZLE**

When pitching the idea of becoming a leader, tell parents it's about more than just the youth's experience; it's about the leaders' experience, too. You have made many new friends you wouldn't have met if not for Scouting; fellow Scout leaders have become some of my best friends.

### **COMBINE AND CONQUER**

Many parents are concerned about the time commitment and about working with energetic youth. Encourage interested parents to pair up and share the leadership role. New den leaders should ease their workload by asking all parents to teach at least one badge requirement and to host at least one den meeting a year. Asking parents to attend all den meetings and outings with their Scout helps new den leaders with crowd control, as well.

### **JUST ONE THING**

Ask parents individually—not in a large group—if they can do one thing. Can they transport Scouts to the park or make the den or pack newsletter? Can they help man the attendance table at pack meetings? Can they provide refreshments? Can they help the Bear leader? Can they teach crafts? If they help with one small thing, eventually they see that it's not really that hard.

And always say thank you. Recognize your leaders or helpers monthly—especially those who do once-a-year things. If parents see others are appreciated, they will want in, too.

### **OVERCOME OBJECTIONS**

Address the concerns that may be holding back a parent from volunteering. Discuss the available training, especially online training, and have handouts available with local training schedules.



Show a copy of the *Den & Pack Meeting Resource Guide*; underscore that the guide has den and pack meetings planned, so that preparation and planning are minimal. Show a copy of the *Cub Scout Leader Book*, and demonstrate its usefulness as a handy reference for answering Cub Scouting questions. In short, tell them, “We’ll teach you how.”

### **THREE IDEAS**

First, at a mandatory parent meeting, have a flip chart on which an eagerly awaiting youth can write down suggestions for programming that parents would like to see. Ask them if they have anything that they can do to help.

Second, find out what specialties the parents have. Those are areas that you can tap into.

Third, have everyone raise their hand to questions like “Who likes to do crafts?” Then point to them and say, “You’re it!”

### **START AT THE END**

Some parents have to see the end result to see the need. Have an Eagle Scout or two discuss how it made them feel to have their parents involved at such an early age. You might also check with your troop and attend an Eagle ceremony.

### **NOT A SPECTATOR SPORT**

Communicate to parents that Cub Scouting is designed to provide activities for parents to do with their Scouts to make lifelong memories. The age group is the perfect window to give parents the opportunities to watch their Scouts grow and be involved in the fun. Once Cub Scouts move on to Scouts BSA, parental wisdom is replaced by wisdom from peers and leaders, and the opportunity to be involved is less personal.

Source: Scouting Magazine - <https://scoutingmagazine.org/2011/10/how-to-recruit-cub-scout-leaders/>

September Handout 2

## Homemade Root Beer

*Carbonated with dry ice and ready to enjoy in just 15 minutes.*

**Making delicious homemade root beer with root beer extract is as easy as ABC**

- A. Add sugar and the root beer extract to cold water and mix thoroughly in an open food-safe container. Do not cover the container with a lid while preparing root beer, since pressure created may cause the container to explode.
- B. In a well-ventilated area, add dry ice (Dry ice is available at most grocery stores.), and stir frequently to prevent dry ice from clumping at the bottom of the container. Continue to stir, until all the dry ice has dissolved. For root beer slushes, add slightly more dry ice.
- C. Preparation time: 15 minutes. Making the root beer is half the fun!
- D. Enjoy!

### **To make one gallon:**

- 4 quarts (16 cups) cold water
- 2 1/2 cups (1 1/4 pounds) sugar
- 2 tablespoons (1/4 bottle) root beer extract
- 1 pound broken dry ice

## October

BSA National's suggested [theme](#): [Recruiting a Great Committee](#)

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. **RECHARTER training** breakout
5. Cub Scout breakout
6. Scouts BSA breakout
7. Venturing breakout

### Discussion topics for Cub Scout breakout

1. Webelos Woods discussion and preparations
2. How to set and run a pack committee

### Hands-on activity

How to make charcloth at your next campout or Webelos Woods. This will have to be an explanation/demonstration, not hands-on, as fire is required. This not advisable in roundtable forum.

*See October Handouts*

## October facilitator's note page

BSA National's suggested [theme](#): [Recruiting a Great Committee](#)

The pack committee is required to ensure the pack leadership delivers the principles of the BSA to the youth in the pack. The pack committee, along with an enthusiastic Cubmaster and assistant Cubmaster(s), are necessary to create the best program to deliver the principles of the BSA to the youth in a pack.

***Webelos Woods discussion and preparations*** - This discussion should be facilitated by the Webelos Woods camp director, if possible.

*This will be the first Webelos Woods for at least half of the Webelos leader attendees. Explain what Webelos Woods is, how it is formatted, what the Scouts will be doing and the events/challenges the dens will be expected to know.*

***How to make charcloth*** - This should be facilitated by the Cub Scout roundtable commissioner, BALOO/IOLS trainer or experienced Scouter.

*Materials: Bring some tins previously used to make charcloth and bring charcloth. Both can be passed around while explaining the process.*

***How to set and run a pack committee and committee meeting***. This should be facilitated by the Cub Scout roundtable commissioner.

*Discuss the minimum committee needed for a pack. Discuss the ideal pack committee as outlined on the October Handout 2. Also have more experienced leaders discuss their experiences regarding the pack committees.*

*The basic elements of a pack committee meeting will follow this agenda:*

- *Evaluate the previous month*
- *Finalize the current month*
- *Planning ahead*
- *Unit leader enhancement*
- *Social time and fellowship*

October Handout 1

## Charcloth

### What is Charcloth?

How is charcloth made? What is the purpose of charcloth? It is an amazing resource that is very useful in any kind of fire making, modern or primitive, and necessary for flint and steel fire making. Charcloth is any cloth made from 100% plant fibers that has been charred but not burned. It is used in traditional flint and steel fire making to catch a spark, and grow that spark into an ember that can then be transferred to a tinder bundle and blown into flame.

### Benefits of Charcloth

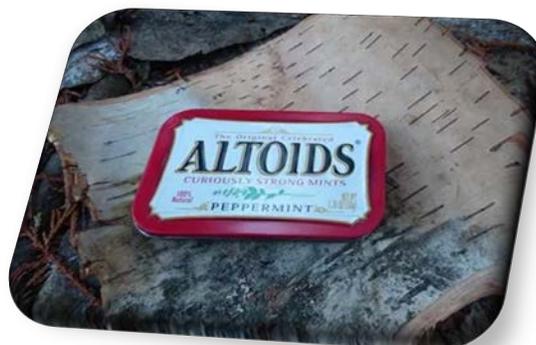
Charcloth was used regularly in the 1600's and 1700's as part of flint and steel fire making. It has numerous advantages when it comes to making fire. Good quality charcloth is very reliable for catching sparks, much more so than many alternatives. It is windproof. Once you have caught a spark, not only will the wind not put it out, it will aid in the fire making process. It is fun to make and use, and a great way to connect with nature, family, and friends. It is part of a very useful skill that most people don't have these days, and gives rise to personal confidence and resiliency.



## How to make Charcloth

### 1. Start with a small tin

Any metal tin that closes tightly will work. The size of the tin will limit the size of the charcloth, so keep that in mind.



### 2. Punch hole in tin

Use a small nail for this. Punch a small hole on both sides of the tin. This allows gases to escape while the charcloth is cooking. There is a risk of the gases building up pressure inside the tin and causing it to blow up!



### 3. Acquire the cloth



The cloth needs to be 100% natural plant fiber. Cotton, linen, and jute all work fine. There is some misconception that only cotton will work, but that is not true.

Avoid synthetic cloth, like polyester. This will melt and isn't able to produce a final product that can catch a spark.

The rougher surface and looser weave will catch a spark easier than a smooth, tight weave. This produces a result with a rougher surface with more surface area that in turn catches a spark much easier. Old t-shirts or socks will work.



#### 4. Cut the cloth



Cut the cloth into the largest pieces possible that will fit into the tin without folding, approx. 3" x 2" pieces. The cloth will shrink some while it cooks, so remember that the finished product will be smaller than the original cloth pieces.

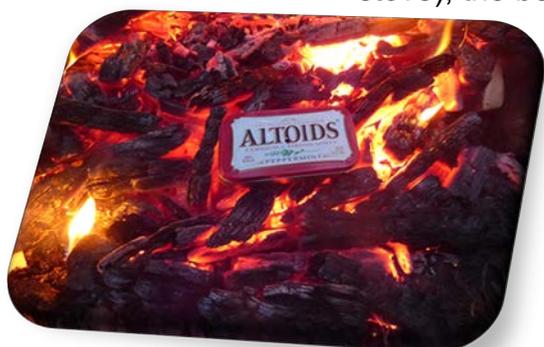
#### 5. Gently lay cloth pieces in the tin

Don't pack them tightly, place them gently on top of one another. Approximately eight pieces of duck canvas will fit into a tin. Any more and it is too tight, and won't turn into charcloth properly.



#### 6. Place closed tin on a heat source

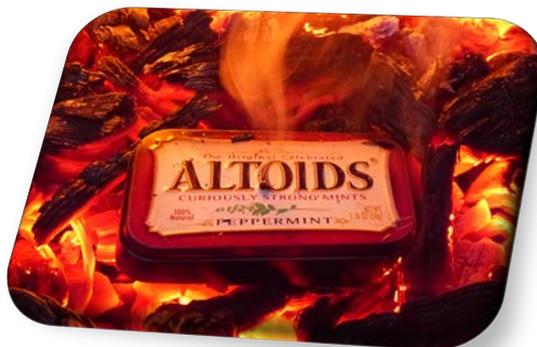
While any heat source will work (camp fire, wood stove, kitchen range, or camping stove), the best results have had come from using a bed of coals in an open fire pit. A hotter fire, like in a wood stove, or a camping stove can ignite the cloth in the tin and either over cook it or burn it up completely. A nice bed of red-hot coals is perfect, and produces the best results.



## 7. Allow the tin to cook

Watch for smoke coming out of the hole. A steady stream of smoke should be coming out. After it is finished smoking, turn it over and cook the other side.

The process happening here is called pyrolysis. When an organic material is exposed to high heat in a mostly oxygen deprived setting, its composition changes as gases leave the material. This is the same process used to make charcoal biochar, and many others.



## 8. Let it cool



After the tin completely stops smoking, take it off the heat source and let it cool. Before opening the tin, allow adequate time to completely cool. The tin and the cloth will be very hot. It is also possible, that opening the tin before it completely cools, could cause a fire.

It is helpful to place the tin in a completely oxygen deprived setting. A large air tight container, or burying the tin in the ground will suffice. This will preserve the charcloth and prevent it from igniting.

## 9. Inspect the charcloth

Open the tin and inspect the charcloth.

Undercooked – portions of cloth are not fully black. If that is the case, rearrange the cloth pieces so that the uncooked ones are on the outside of the pile, and cook it again.

Overcooked – the charcloth is delicate, and crumbles to dust with the slightest pressure. It may be completely burned, leaving only ashes. In this case, the process will need to be restarted.



Perfect - completely black, still somewhat soft, not brittle, not too fragile. Still holds its shape. The picture above is of perfectly prepared charcloth.

### Alternatives

Charred plants also work well. Very dry, fluffy plant material like seed heads or long fibrous inner bark strands. Dry, punky (partially rotten) wood also works. A container called a tinder box is used to hold them, and they are partially burned to make the char needed to catch a spark. As they are used, additional material is added to the bottom of the tinder box to keep a full supply. This was the most common material used traditionally. The big advantage is that plants are highly accessible.

### How to store the charcloth

Keep the charcloth very dry and protected. The charcloth may be stored in the same tin in which it was cooked in. Store the charcloth in a water-tight container along with a flint and steel kit.

Source: <http://www.twineagles.org/char-cloth.html>  
by Tim Corcoran

## October Handout 2

A pack committee must consist of at least three members, although most committees are larger. With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more.

Since Cub Scouting is a fun, home-centered activity program, parental involvement and help is a key to success in this program. Try to get at least one parent or guardian for each Cub Scout on the pack's committee.

The basic elements of a pack committee meeting will follow this agenda:

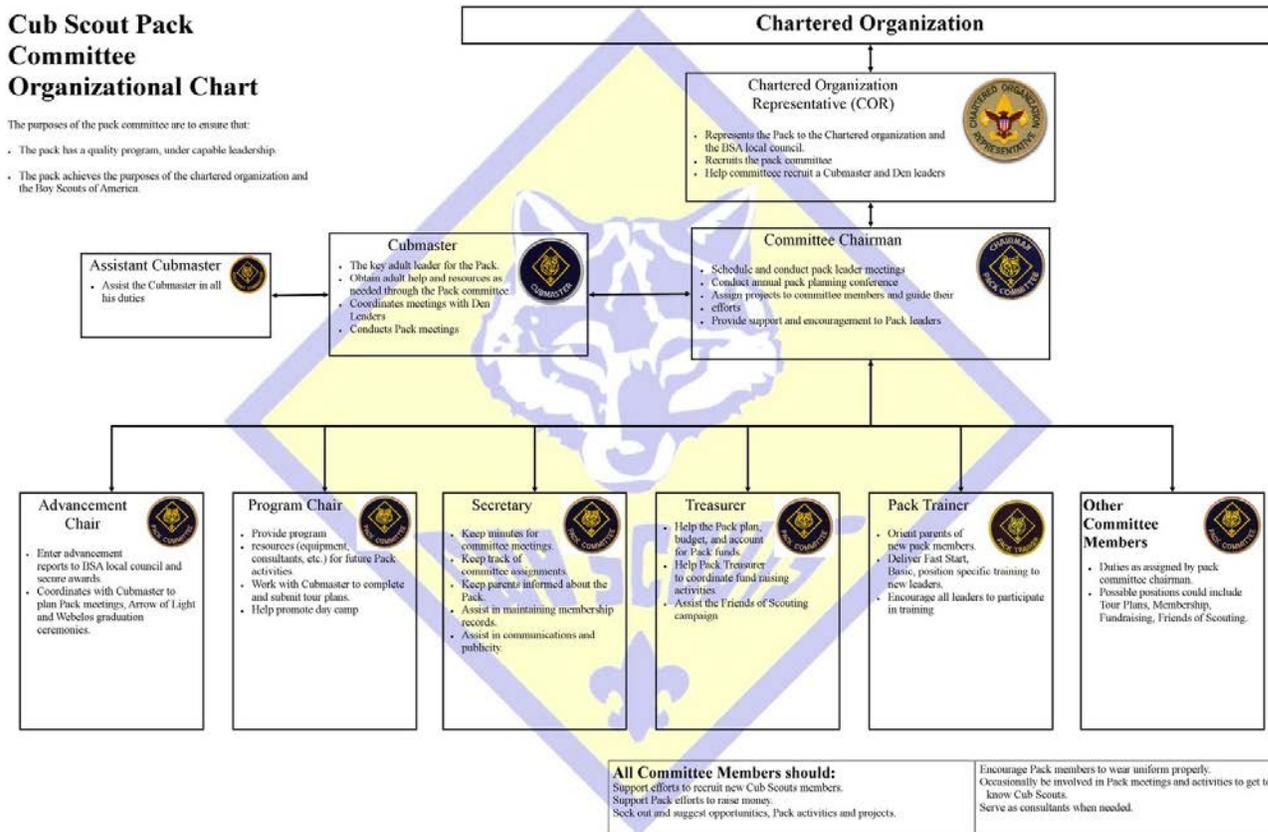
- Evaluate the previous month
- Finalize the current month
- Plan the months ahead
- Discuss unit leader enhancement
- Time for social interaction and fellowship

### **Pack Committee Position Responsibilities**

While each pack divides the work a little differently based on the number and talents of the adults who volunteer, understanding the BSA's model for a pack committee and striving to fill all the positions make for the healthiest pack. Below are positions suggested by experienced pack leaders:

- **Pack Committee Chair**
- **Secretary**
- **Treasurer**
- **Advancement Coordinator**
- **Public Relations/Social Media Coordinator**
- **Outdoor Activity Coordinator**
- **Membership and Reregistration Coordinator**
- **Friends of Scouting (FOS) Chair**

Here is a sample for a pack with three operating dens:



If adjustments to this model are made to fit specific needs and circumstances, do your best to ensure each of these responsibilities are met without overwhelming one member of the committee. Imagine how the pack is healthier when every position is filled, but recognize that several positions easily combine when you do not have enough parents to help.

### Summary

Remember, the strongest pack committee is one that has individual members assigned to each area of responsibility, such as record keeping and correspondence, finances, advancement, training, public relations, and membership and registration.

These committee members will be called on to assist, make reports, and provide information at committee meetings. During this part of the committee meeting (and/or pack planning meeting), den leaders will be asked to report on last month’s activities, attendance, and advancement. The Cubmaster will review the pack activities, and everyone will suggest ways to improve. That way everyone will know what’s going on.

Source: <http://blog.utahscouts.org/training/pack-committee-challenge-part-2-the-pack-committee/>

## November

BSA National's suggested [theme](#): **Blue and Gold Banquet**

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics for Cub Scout breakout

1. How to plan a Blue and Gold banquet
2. How to recharter: dates, times and requirements

### Hands-on activity

3. Pushmobile
  - a. Specifications
  - b. How to build a Pushmobile

*See November Handouts*

## November facilitator's note page

BSA National's suggested [theme](#): [Blue and Gold Banquet](#)

The Blue and Gold banquet is a celebration of the birthday of Scouting. It's a good idea to include Tiger, Wolf, Bear, and Webelos parents in the planning and preparations. This develops a plan of succession for future years by giving parents of younger Cub Scouts an opportunity to learn. This event is also an ideal time to conduct the Arrow of Light Ceremony, crossing Webelos Scouts to a Scouts BSA troop.

**Pushmobile** - *This should be facilitated by the Cub Scout roundtable commissioner or district event chair.*

*Explain what the Pushmobile is. If possible, have a Pushmobile with at roundtable. Demonstrate the parts of the Pushmobile, as shown on accompanying hand out.*

**Blue and Gold Banquet.** *This should be facilitated by the Cub Scout roundtable commissioner.*

*The following are points to address during this roundtable session:*

- *What is a Blue and Gold banquet? Why do we celebrate it? How can we make it successful? What are some important aspects of the dinner?*
- *Length of the event is important. Keep the entire event, (banquet and Arrow of Light ceremony) to less than two hours. Consider families with young children.*
- *Will the banquet be held on a week night or a weekend?*
- *Will it be potluck? Catered? Discuss types of table decorations (if desired), invitations, etc., that the pack may wish to create.*
- *If the Arrow of Light ceremony is part of the event, who is planning that? Have the Scout troop(s) and their leader(s) been invited? Prior to the Arrow of Light ceremony, will Tigers, Wolves, Bears, and Webelos Scouts be presented with their badges of rank? Recognize the graduating Webelos leaders. Recognize the other den leaders? Anyone else? Are there any special guests to be invited (school principal, school superintendent, mayor)?*
- *Will the Friends of Scouting presentation be conducted at the banquet or at the ceremony following?*
- *How will the banquet be financed? Who needs to help to make it successful?*
- *Share resources (Oriental Trading, Pinterest, various Cub Scout pack websites). Share best practices among the group.*

*Share the sample Blue and Gold banquet planning timeline below.*

Source: [Commissioner's Roundtable Support – Roundtable Topic #1](#)

## November Handout 1

A Pushmobile is a youth-powered go-cart. Cub Scout dens make their own Pushmobile. Six Cub Scouts work together as a team to push their Pushmobile through the course to the finish line.

The wooden Pushmobile can be built in a few den/pack meetings. A sample Pushmobile model is at the end of this document. Search the Web and find many other models. Pre-made Pushmobiles may be exempt from some of the dimensions and other specifications, since the cars were already in place. The safety measures will still apply.

Important: Only Pushmobiles will be racing for this race. A “Cubmobile” is different from a “Pushmobile”. A Cubmobile is a single-rider racer with a handbrake; this model is for downhill racing. A Pushmobile is for a team of Scouts, has a handle in the back for pushing and stopping, and is for flat-level racing only.

Specifications from <http://san-jacinto.shac.org/pushmobile>:

- The Pushmobile is to be made by Cub Scouts, parents, and leaders.
- If a car does not meet requirements, it will not be permitted to race. No exceptions. If you choose to use an old car, please make sure that it is made to the current specifications. Consideration will NOT be given for “but it passed last year.”
- Length (axle to axle): 60" maximum, 42" minimum
- Axle width (outside tire to outside tire): 48" max, 24" minimum
- Front axle must be secured to frame with nuts and bolts so not to work loose. A steering block must be installed on the frame (1/8" inch is highly suggested) on the front axle to limit steering (for safety purposes, so racer does not run over anyone)
- Steering will be done with both hands and feet using a rope fastened to the front axle and feet resting on the front axle. No other steering method will be permitted.
- Wheels: wheel/tire combination shall not exceed 16" outside diameter
- Wheels must be secured with cotter pins, double nuts, or lock nuts.
- Construction: cars need to be made of wood, assembled with screws or nuts and bolts. No nails will be permitted on any part of the car, and no cars made of pipe of any kind.
- Brakes are NOT allowed.
- Seat: must have a sturdy seat with a backrest (seat belts not required or recommended).

- Push bar: must be installed at back of the Pushmobile, high enough for the Cub Scouts to push comfortably and far enough back, so the Cub Scouts will not trip over rear axle while pushing. Check the internet or the *Cub Scout How to Book* for ideas.

### **Materials:**

- Factory-manufactured chassis are not permitted. Go-cart frames, shopping cart bases, lawnmower decks or similar items are not permitted.
- The car must be made of wood. Metal frames, bicycle handlebars, and similar items, will not be allowed. Also, consider woods like whitewood or pine. They are cheaper and lighter than oak, cherry, etc.
- Bolts and nuts are the first choice for fasteners, followed by screws. Nails are not permitted. They do not hold the car together with the wear and tear they will receive, and they will vibrate loose.
- Motors, engines or other power sources are not permitted. These cars are Scout-powered.

### **Dimensions:**

- Width: Between 24" and 48" wide. A wide wheelbase assures the car will not flip over on turns.
- Length: The length of the centerboard must not exceed 84". 60" maximum, 42" minimum (axle to axle).
- Height: The handle should be made appropriate for the height of the Scouts pushing.

### **Construction:**

- Safety glasses must be worn by the Scouts and adults when operating any tool.
- Scouts must take part to build and assemble the cars, but Scouts must be patient with their leaders, follow the assembly instructions, and accept guidance from the adult leaders.
- Adults must be able to ensure the safety and proper assembly of the car.

### **Frame:**

- The centerboard (frame) should be 2x4 wood or wider. 2x3 is not sturdy enough for the rigors of racing.
- For cars used by the younger Scouts (recommended), a piece of plywood screwed to the bottom will provide some comfort for the Scouts.

### **Wheels & Tires:**

- The car must have exactly four wheels. Two wheels in the front, and two wheels in the back, on both sides evenly. All four wheels must touch the ground at the same time.
- There should be at least 1 ½" clearance from the bottom of the frame to the ground.
- The wheels must be between 4" and 16" in diameter, counted from edge to edge of the tire.
- Axle width (outside tire to outside tire) must be between 24" and 48". The wheels may be pneumatic/inflatable, plastic or rubber.
- The wheelbase must be 42" to 60", axle to axle, to provide stability to the car.

### **Push Handles:**

- You must add a push handle to the back.
- The push handle must be sturdy enough to safely push the car and stop the car.
- The post connecting the handle to the car must be made of wood.

### **Steering:**

- The car must have front-wheel steering.
- The car must be steered with the following:
  - Rope – The Scout uses the rope attached to the steering board.
  - Foot board – The Scout must be able to reach the steering board, in order safely their feet for steering.
- Safety blocks must be applied to the steering board, to prevent flip over on turns. 1/8" clearance to provide a safe turning radius.

### **Driver:**

- The seat must have a solid backrest.
- The seat must be within 2" of the centerboard. This keeps the driver with a low center of gravity.
- For younger Scouts (recommended), consider a footrest. A small panel screwed to the bottom of the centerboard will do.

### **Decorating:**

- Enjoy and be creative!
- Any non-electric accessory, not interfering with the driver or pusher, is fine.
- You may put a number on the car. The race officials will use their own number during the race.

### **Safety Inspections:**

- On race day, the car will be inspected for safety. Any cars that do not pass inspection can be adjusted and resubmitted for inspection.
- A garage may be available and will have some tools and supplies, but we recommended you bring a few tools of your own. Hand tools are preferred; a power source might not be available at the raceway.
- Items to consider:
  - No exposed screw heads or tips.
  - All wood must be fastened securely.
  - The car will be checked, if it tips over too easily.

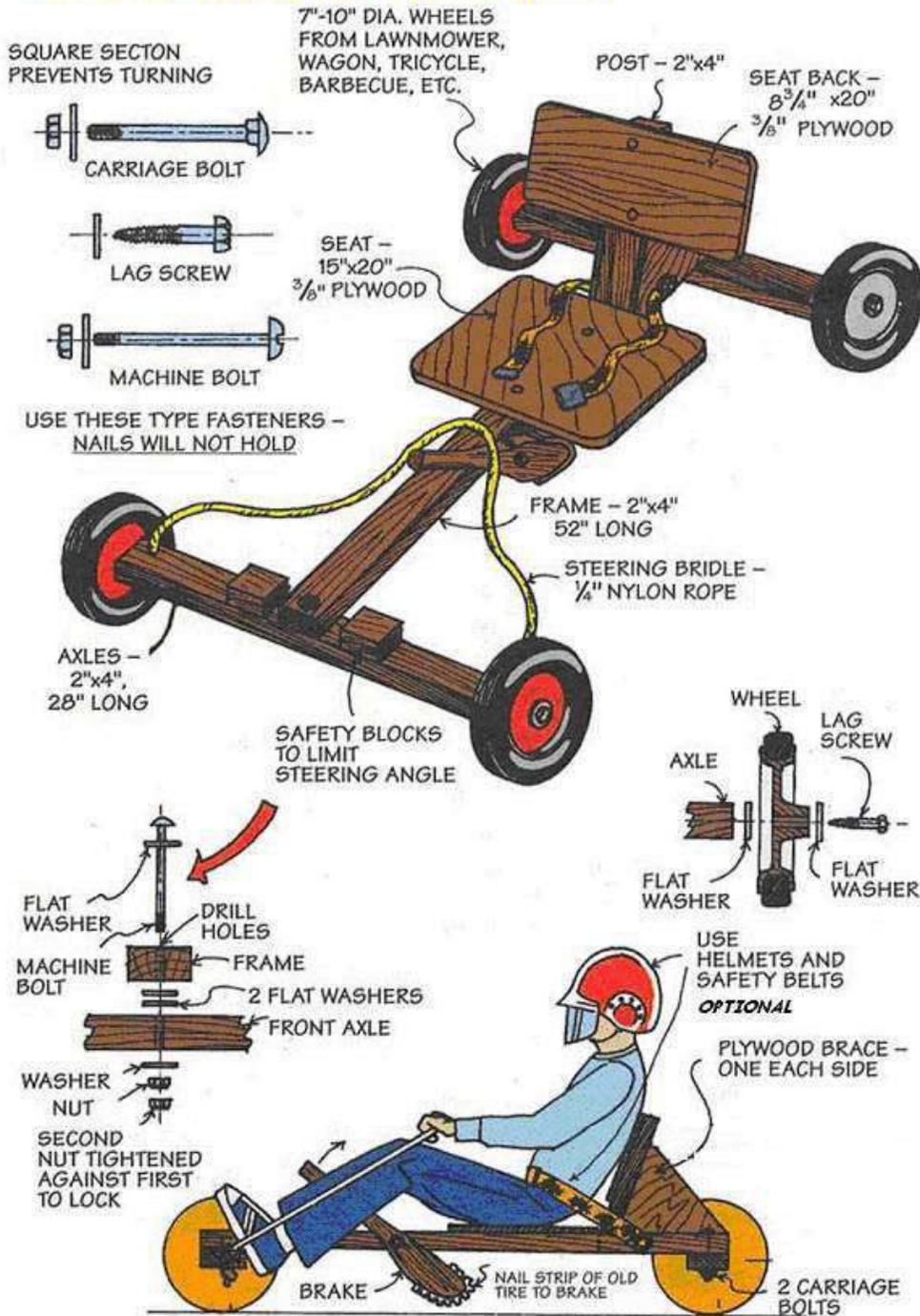
### **Suggestions:**

- Make the car light. Heavier cars are harder to start and stop.
- Plan to use the car in the future.
- A detachable push handle makes the car easier to stow.
- Be creative! Visit Scout-safe web sites, YouTube and other places to get ideas.
- Consider using the car in Scout events, parades, at family gatherings, play time with their friends, and more. The Scouts will want to show off their handy work!
- Please consult your local district website for race date and times, as well as race day rules.

### **Sample**

Below is a sample Cubmobile design advocated by the BSA. To make this a Pushmobile, simply add the push handle to the back, and remove the handbrake.

**PUSHMOBILE BASIC DIAGRAM.** See official Pushmobile rules and regulations for design specification. This diagram is reference only. Dimensions and material are only for reference.



## November Handout 2

**Blue and Gold Banquet**

Most Cub Scouts celebrate Scouting Anniversary Week in February with a “birthday party” called the Blue and Gold banquet. In nearly all packs, the Blue and Gold banquet is the highlight of the year. It brings families together for an evening of fun and friendship. It’s often the pack meeting for February. The purpose of the Blue and Gold banquet is to celebrate the date of the founding of Scouting, February 8, 1910. It is also a time to thank pack leaders and other adults who have helped the pack, and inspire the leaders, Cub Scouts, and parents. Packs often like to invite former members and other Scouting or community leaders to take part in their Blue and Gold banquet. By awarding the badges of rank to the Cub Scouts in the pack and including the Arrow of Light ceremony, the event will draw a large crowd of parents who will be pleased to see their children receive awards. You could have a video or slide show of what the pack did over the past year. You might consider having an annual Friends of Scouting presentation at this event, since the crowd will be large.

**Blue and Gold Banquet Planning Timeline** - A good banquet needs lots of planning. Most packs begin to plan at least two months ahead of time. The timeline here is a suggestion and may be changed to fit the event.

**Two to three months before the Blue and Gold banquet** - Review evaluations of last year’s banquet, if available. If not, ask several parents and leaders to share something from the event that was positive and something that could use improvement. This will enable you to avoid past mistakes.

- **Date and time** - Confirm the date and time of the banquet with the pack committee. Was the date set by the committee at the annual planning meeting? The pack may use the date that corresponds with the monthly pack meeting, or choose Friday night, Saturday night, or a Sunday afternoon.
- **Location** - Use the regular pack meeting place, if possible. Make certain the date is on the calendar of the site that will be used for the banquet (school gym, place of worship fellowship hall, community center, etc.). This reservation may need to be placed many months in advance of the event. Check with those who manage the location.
- **Budgeting for the dinner/event** - Check with the pack committee to see what type of money has been set aside for the banquet. Perhaps the committee will set money aside from the pack fundraisers to pay for expenses or the pack may decide to charge each family a small fee to cover the cost of the meal.
- **Decide on the menu** - What has worked well in the past? What hasn’t? Some ideas might include:

- Covered dish dinner or desserts-only event
- Spaghetti dinner
- Catering
- **Program**
  - Badges of rank for Tigers, Wolves, Bears, and Webelos
  - Other awards and/or recognitions
  - Arrow of Light ceremony and crossing into Scouts BSA

#### **Four to six weeks before the banquet**

- Send out event fliers. Include the date, time, cost, location, and contact information. (Always include a date when RSVPs need to be turned in.)
- Plan decorations. Be sure to involve all the dens in the pack. Decorations may be simple or elaborate, but remember this point of the Scout Law: A Scout Is Thrifty.
- Invite the Scoutmaster(s) or assistant(s) and some Scouts BSA from the local troop(s) to participate in the Arrow of Light ceremony. Invite them to be guests of the pack for the dinner itself.
- Work with the Cubmaster to establish the program for the banquet, award ceremony, and Arrow of Light ceremony, so nothing will be forgotten.
- Plan for setup and cleanup at the event.

#### **One to two weeks before the banquet**

- Reconfirm location, food, and any speaker, special guests, etc., that you have previously booked.
- Reconfirm that the Scoutmaster(s) or assistant(s) and some of the Scouts BSA from the local troop(s) will participate in the Arrow of Light crossing ceremony. Remind them to join the pack for the dinner preceding the ceremony.
- Send reminder notices to the pack members, via social media and email.
- Reconfirm plans for setup of the banquet site and cleanup afterward.

#### **On the day of the banquet**

- Arrive in plenty of time and with plenty of people to complete setup.
- Have fun!

#### **One week AFTER the banquet**

- Evaluate the event and make notes of challenges and successes for next year's planning.

Source: [Commissioner's Roundtable Support – Roundtable Topic #1](#)

## December

BSA National's suggested [theme](#): [Duty, Respect, and Honor](#)

### Agenda

1. Pledge of Allegiance, Scout Oath and Scout Law
2. Prayer
3. Roundtable announcements
  - a. Program and activities chair announcements
  - b. District commissioner minute/awards
  - c. District executive announcements
  - d. District chair minute (optional)
4. Cub Scout breakout
5. Scouts BSA breakout
6. Venturing breakout

### Discussion topics for Cub Scout breakout

1. How to find service projects
2. How to finalize recharter and review
3. How to help Arrow of Light Scouts find a troop

### Hands-on activity

Make Christmas mini reindeer

*See [December Handouts](#)*

## December facilitator's note page

BSA National's suggested [theme](#): [Duty, Respect, and Honor](#)

This meeting is an opportunity to involve all leaders as they share best practices for ways that units can reinforce the Scout Oath and Scout Law in their activities. Doing our duty, being respectful, and honoring others are all important parts of being a Cub Scout.

*The December roundtable should be facilitated by the Cub Scout roundtable commissioner. At the beginning of the Cub Scout breakout, start with the service projects discussion. Then move into the Webelos-to-Scout transition and finally the hands-on activity.*

### **How to do and where to find service projects.**

*Doing service projects together is one way that Cub Scouts keep their promise "to help other people". While Scouts should do their best to help other people every day, a group service project is a bigger way to help people. While they are giving service, they're learning to work together with others for the community. Service projects may help the natural world, the community, or the chartered organization. Here are some service activities Cub Scouts can do.*

- **Helping the natural world** - Pick up litter around the neighborhood. Clean up trash by a stream. Plant seedlings or flowers. Recycle glass, paper, aluminum, or plastic. Make bird feeders.
- **Helping the community** - Give a flag ceremony for a school. Collect food for food banks. Collect blankets for winter. Make cards for a care center. Clean up a church parking lot. Shovel snow or rake leaves for seniors. Hand out voting reminders. Hand out emergency procedure brochures. Recycle family newspapers.
- **Helping the chartered organization** - Do a cleanup project. Plant and care for trees. Conduct a flag ceremony. Help set up for a special event. Hand out programs or bulletins at a meeting of the organization.

*These are only a few ideas for service projects. Share ideas with the members and leaders of your den.*

Source: <https://www.scouting.org/outdoor-programs>

**Webelos-to-Scout Transitions** - *This should be facilitated by the Cub Scout roundtable commissioner, Scoutmaster or former experience Webelos leader. Discuss the methods outlined in the accompanying hand out. Encourage questions and participation.*

*Make Christmas Reindeer Donuts*

## December Handout 1

**Webelo-to-Scout Transition**

The transition from Cub Scouts to Scouts BSA is where there is a large drop in membership. An effective Webelos-to-Scout Transition plan is essential for retaining our current Cub Scouts by moving them into a Scout troop.

To have an effective plan, the pack must address the following issues:

- Cub Scouts do not understand the Scouts BSA program, and the pack needs to ensure that they do.
  - Conduct Webelos talks within the Webelos dens, telling them about the fun and exciting things they get to do within the troop. Discuss the outdoor adventures, including monthly campouts, canoe trips, backpacking trips, etc.
  - Request a den chief from a troop for each Webelos den. The den chief ideally would serve as the troop guide, once this group moves into the troop.
  - Have monthly connecting activities between the pack and troop. Ideas are available in this guidebook.
- Webelos leaders don't necessarily know about the Scouts BSA program. Webelos leaders often see it as an end to their volunteer involvement in Scouts. This presentation will help to change that misconception.
  - Encourage the Webelos leader to go through Scoutmaster Leader Specific Training and Introduction to Outdoor Leader Skills (IOLS) while still in Cub Scouting.
  - Request leaders or den chiefs within the troop to help the Webelos leader teach the activity pins.
  - Teach the parents and leaders that Scouting is a continuous program from Cub Scouts through Scouts BSA, that will yield greatest benefit for youth, if parents and youth persevere.
- Explain to them why Scouting is worth the time and can be managed.
  - We do not compete with other youth programs. The Scouting program serves all youth ages 5 through 20. Scouts should participate in soccer, baseball, basketball, swimming, 4-H, church youth groups, and similar activities. Those activities support the mission of teaching youth to become participating citizens with respect for others and the environment.
  - Scouts BSA is a well-planned program filled with outdoor adventure that will attract youth. If they see the fun and adventure firsthand, they will pick the Scouts BSA program.

- Talk to the parents about the value of Scouting. Scouting teaches leadership, problem solving, communication, ethical decision-making, and more.
- Be flexible in attendance requirements. Encourage youth to participate in other programs, and know they are always welcome to attend when their other program is finished for the year.
- They are not asked.
  - Many times, a Webelos Scout and their parents are simply not asked to join a troop. Studies show that a youth must be asked six times to join, before he feels invited.
  - Have a new den chief mentor a Webelos II den. Encourage them to help the den finish their activity pins, and personally invite the Webelos Scouts to join the troop.

Sources: <https://scoutingmagazine.org>  
[Commissioner Support Page - Webelo Transition to Scouts](#)

## December Handout 2

### Christmas Reindeer Mini Donuts



Den meeting treats: you can almost hear the stampede for sweets! Whip up a batch of these salty and sweet delicacies to keep your den of hungry Scouts satisfied. Don't forget the milk!

#### Ingredients

- Chocolate frosted mini donuts
- Red candy
- Round pearl sprinkles
- Mini pretzel twists

#### Instructions

- Press a red candy into the hole of the chocolate frosted mini donut.
- Press two round pearl sprinkles into the chocolate frosted mini donut for the eyes.
- Break a mini pretzel twist in half and press them into the top of the donut for antlers.

## Addendum A

### *How to Create a Google Form and Quick Response (QR) Code*

This will allow roundtable attendees to sign-in to the roundtable on their phones. It also gives the RT commissioners and district commissioner a list of attendees and their email addresses. This list can be used to email the handouts from that month's roundtable, instead of printing. The below links, Google forms and QR codes are live, and ready for you to use as practice. Feel free to enter information and test them.

#### CREATE A GOOGLE FORM

1. Go to [google.com/forms](https://www.google.com/forms)
2. Login to Google or create an account
3. Create a new form.  
Use [Template of the District Roundtables](#) as an example.
4. Use the tools to customize your form



#### CREATE A QR CODE TO GO TO YOUR GOOGLE FORM

1. Copy the URL from your Google form
2. [www.the-qrcode-generator.com](http://www.the-qrcode-generator.com)
3. In the first box, enter the text you want
4. In the second box, paste the URL from your form
5. Click shorten URL
6. <https://qrgo.page.link/GSGZJ> This is the URL you need
7. Save the QR Code image
8. Create a document to paste the QR code and URL into

See example on next page

9. Print a few copies of you sign-in sheets, and place them around the roundtable venue. Print full size 8 ½ x 11, but they could be done on smaller sheets

## Welcome to MY Roundtable.

Please scan the below QR Code or go to the link to sign in for today's roundtable

