

# Cub Scout Volunteer Opportunities – Pack 131

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Cub Scouting is a family activity. We welcome your family at our Pack Nights and other Pack activities. We would like to use your talents and interests to develop the best possible program for all Scouts. Please let us know any positions you would like to volunteer for from the list of positions below. Thank you!

Brief descriptions of the responsibilities involved with the above positions/activities follow. Please ask if you have any questions!

Name: \_\_\_\_\_

Scout's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Leadership Positions

We are always looking for pack leadership positions at all levels. If you are interested in exploring a leadership position in Pack 131 please check the appropriate box and we will contact you to discuss this. *Italic positions* are currently vacant and need to be filled.

### Pack Leadership Committee:

Committee Chair ..... \_\_\_\_\_

Treasurer ..... \_\_\_\_\_

Cubmaster ..... \_\_\_\_\_

*Secretary* ..... \_\_\_\_\_

*Asst. Cubmaster* ..... \_\_\_\_\_

*General Committee Member* ..... \_\_\_\_\_

### Administrative Positions:

*Pack Trainer* ..... \_\_\_\_\_

*Parent Coordinator* ..... \_\_\_\_\_

*Registration Coordinator* ..... \_\_\_\_\_

*Popcorn Kernel* ..... \_\_\_\_\_

### Den Leadership:

Arrow of Light Den Leader ..... \_\_\_\_\_

*Tiger Den Leader* ..... \_\_\_\_\_

Webelos Den Leader ..... \_\_\_\_\_

*Lion Den Guide* ..... \_\_\_\_\_

Bear Den Leader ..... \_\_\_\_\_

Asst. Den Leader ..... Den: \_\_\_\_\_

Wolf Den Leader ..... \_\_\_\_\_

Den Helper ..... \_\_\_\_\_

### Pack Activities:

*Pack Night Activity Coordinator* ..... \_\_\_\_\_

*Pinewood Derby* ..... \_\_\_\_\_

*Hiking Coordinator* ..... \_\_\_\_\_

*Pack Picnic* ..... \_\_\_\_\_

*Space Derby / Raingutter Regatta* ..... \_\_\_\_\_

*Pack Campout* ..... \_\_\_\_\_

*Blue and Gold* ..... \_\_\_\_\_

Other ..... \_\_\_\_\_

We are always interested in ideas for other activities, events, and service projects. We are also happy to have guest speakers at our Pack Nights and other events.

# Pack 131 Volunteer Positions Available

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Pack 131 is currently running with fewer adult volunteers than is typically recommended for a Scout Pack. There are certain positions that the Boy Scouts of America require all units to have filled or the unit's charter may be revoked. To ensure that Pack 131 continues to operate, and to ensure that the Pack runs smoothly, it is imperative that we fill a few key volunteer positions every year. There are a few other optional volunteer positions that can be filled as well that will help the Pack immensely. Some of these positions are already filled, but often volunteer positions open up as Scouts move on to Scouts BSA and parent volunteers follow their Scouts.

Most of the volunteer positions only require a small time commitment (a few hours a month) and the optional positions are often only for a portion of the year. If you would like to see Pack 131 continue to provide excellent Scouting opportunities for your child, I encourage you to sign up for a volunteer position. Don't worry, those of us already volunteering will help you out! Thanks!

Note: Underlined positions are required for a pack to stay active. Other positions are optional, but we would like someone to take on those roles as soon as possible.

## ***Leadership Committee Positions***

There are a number of Committee Positions available, but the three most important are Committee Chair, Treasurer, and Secretary. These positions require a BSA Membership. More about positions can be found here: <http://goo.gl/ZqaM6W>

- **Chartered Organization Representative (COR)** – Acts as our pack's liaison with our Chartered Organization (Elks Lodge). Position Specific Training is required. THIS POSITION IS FILLED BY OUR CHARTERED ORGANIZATION.
- **Committee Chair** – Conducts monthly pack leaders' meeting to help plan program. Leader meetings are often held for a half hour or so after Pack Nights or occasionally as separate meetings (usually in August). The Committee Chair ensures that committee members give adequate support for running the program to the Cubmaster and Den leaders. Helps recruit additional leaders as needed. Position Specific Training is required.
- **Treasurer** – Attend monthly pack leaders' meeting to help plan program and take care of finances. Handles payments to third parties and reimbursing other leaders' expenses. Balances checkbook and reviews monthly bank statements.
- **Secretary** – Attend monthly pack leaders' meeting to help plan program, take notes, disseminate information, compile newsletters, etc. Ideally the Secretary would be able to document our Scout year also, through pictures and possibly an end-of-year slide show or video.
- **Cubmaster** – Conducts monthly pack meeting. Aids den leaders by coordinating monthly program for all leaders. Attends monthly pack leaders' meeting. The public 'face' of the Pack. Has one or more assistants.
- **Assistant Cubmaster** – Assists the Cubmaster with coordinating and running the monthly pack meeting.

**Den Leaders** – required for all active Dens.

Meets 1-3 times monthly for about one hour with a den of six to eight Scouts. Leaders are needed for both Boy and Girl Dens. Den meetings are held in den leader's home, a Scout's home, a church, library, or other suitable place. The den leader determines the time, day, and location of den meetings that is most convenient for him or her. Attends Pack leaders' meeting. Position Specific Training is required. BSA Membership is required. Can have one or more assistants and parent helpers. General time commitment is about 1-2 hours per week.

- **Arrow of Light (Webelos 2) Den Leader** – Arrow of Light is for 5<sup>th</sup> Graders. This is a continuation of Webelos, with new Adventures. Usually these Scouts are already familiar with the program and are preparing to become BSA Scouts.
- **Webelos Den Leader** – Webelos is for 4<sup>th</sup> Graders. Occasionally we get new Webelos, but most Scouts will be familiar with the program.
- **Bear Den Leader** – The Bear Den is for 3<sup>rd</sup> Graders. Occasionally we get new Scouts as Bears, but most will be familiar with the program by this age. A series of Adventure Bins is available that contains nearly everything needed to easily run den meetings for most of the required Bear Adventures.
- **Wolf Den Leader** – The Wolf Den is for 2<sup>nd</sup> Graders. There are usually a few new Scouts in a Wolf Den, however many Scouts will be familiar with the program by this age.

- **Tiger Den Leader** – The Tiger Den is for 1<sup>st</sup> Graders. Tiger parents are required to attend all Den and Pack meetings with their Scout. Many of these boys and girls will be new to Scouting this year.
- **Lion Den Guide** – The Lion Den is for Kindergarteners. This is a simplified, casual Scouting experience just for younger Scouts. These kids will be new to Scouting this year. Lion Dens are led by the parents, however a trained Guide will be available to provide support to those parents.

## ***Administrative Positions***

These are additional positions that are recommended. Only Pack Trainer is required, although Popcorn Kernel is critical for our main fundraising event.

- **Popcorn Kernel** – The Popcorn Kernel is responsible for coordinating the annual popcorn sale, attending training, picking up the popcorn order, communicating with the Pack about the sale, tracking the money earned, ordering awards, and keeping the Scouts enthused about the program. Training is provided and this is a **very important**, but fairly time intensive, position for the first few months of the Scouting year, particularly at the very beginning of sales in late August and early September, final sales at the end of October, and distribution of popcorn in mid-November. Popcorn Sales cover about 70% of our Pack expenses for the year (Scout dues only cover about 30%), so encouraging great sales is vital to ensuring we can provide a great program. Position Specific Training is recommended. BSA membership not required.
- **Pack Trainer** – The Pack Trainer should ensure that all volunteers in the Pack are trained for their position. This includes both Youth Protection Training and Position Specific Training. Web access to Pack training information will be available as well as information about training opportunities. The person filling this role will be responsible for encouraging anyone who is not trained for their position to complete their training. Training is available for most positions online and at area training events. It would be good, but is not required for the Pack Trainer to attend monthly district roundtable meetings on the second Thursday of the month from 7:00 to about 8:00 (at the Sycamore United Methodist Church). Position Specific Training is recommended. BSA membership is required.
- **Registration Coordinator** – The Registration Coordinator will manage new Scout sign ups, annual Scout registration (in September), Pack rechartering, and getting necessary signatures for new volunteers. This position will help coordinate our fall recruiting efforts (school visits, School Night for Scouting, new family orientation meeting, etc.). This will require contacting our Chartered Organization Representative (Stefanie Barringer from the Elks Lodge) to get signatures any time we have new adult volunteers and when it is time for the Pack to be rechartered (every December). The Registration Coordinator can turn in registration paperwork at the monthly roundtable meetings. Position Specific Training is recommended. BSA membership not required. This is a year-round position, with most of the work needed in August, September, and December.
- **Parent Coordinator** – The Parent Coordinator is responsible for getting signups, collecting money, and disseminating information for Pack outings and events throughout the year. These are things like the Pinewood Derby, Space Derby, Raingutter Regatta, Blue & Gold, Pack Picnic, Pack Campout, and other events. Youth Protection Training is recommended. BSA membership not required. This is a year-round position.

## ***Event Coordinators***

For these positions Youth Protection Training is recommended. BSA Membership is not required.

- **Pack Night Activity Coordinator** – This position is responsible for making sure we have an activity for the Scouts to do during the Pack Night. This can be a game, craft, service project, or any other activity to keep the Scouts occupied for about 20 minutes while the Parent Meeting is going on. Many Pack Nights will already have an activity planned by a Den, or the leadership (like the Carnivals that the Bears need to put on, or the Pie Throwing at the December meeting), but it's a good idea to always have an activity ready just in case. It's also useful to have a brief activity that Scouts can do as they arrive while they are waiting for the meeting to start. This is a year-round position.
- **Hiking Coordinator** – The Hiking Coordinator is responsible for planning the location of our monthly Pack hike. This is usually a 1-3 mile hike at a location within an hour of DeKalb (usually within 30 minutes, but occasionally further out for a special hike). The Hiking Coordinator will also be responsible for recording who went on the hike and the distance of the hike. This is a year-round position.

- **Space Derby / Raingutter Regatta** – One or two parents are needed to plan, organize, provide information to the dens and run the November race event. We generally alternate two years of each event and then switch to the other event. Other Pack leaders will also help out. Responsibilities include:
  - Attend leader meetings August-November
  - Reserve date and location (mid to late November, Elks Lodge/Mason Lodge/Other Location)
  - Purchase (to be reimbursed) and pass out kits
  - Coordinate food (potluck snacks, maybe pizza)
  - Registration & Voting
  - Coordinate Winders (for space derby)
  - Decorations
  - Prizes (patches for participants, medallions for voting category winners, trophies for winners)
- **Blue & Gold** – One or two parents are needed to plan, organize, provide information to the dens and run the February dinner event. Other Pack leaders will also help out. Responsibilities include:
  - Attend leader meetings October-February
  - Reserve date & location
  - Send invitations
  - Coordinate food (catered meal, pot luck snacks?)
  - Coordinate entertainment
  - Prizes and Awards for Leaders/Volunteers/Scouts
- **Pinewood Derby** – One or two parents are needed to plan, organize, provide information to the dens and run the March/April race event. Other Pack leaders will also help out. Responsibilities include:
  - Attend leader meetings January-April
  - Reserve date and location
  - Purchase (to be reimbursed) and pass out kits
  - Coordinate food (pizza and potluck snacks?)
  - Registration & Voting
  - Set up Pit Shop for adjustments & repairs
  - Decorations
  - Prizes (patches/ribbons for participants, medallions for voting category winners, trophies for winners)
- **Pack Picnic** – One or two parents are needed to plan, organize and carry out the June event.
  - Attend leader meetings April-May
  - Reserve date & location (Afton for the first weekend of June?)
  - Coordinate food (hotdogs & grilling)
  - Coordinate outdoor events (hike, sports, games)
- **Pack Family Campout** – One or two parents needed to coordinate den level camp sign ups, money collection, campsite registration, and general camp information for this September event.
  - Attend leader meetings April-June
  - Reserve date & location (Rock Cut/White Pines/MacQueen/Shabbonah/Etc, for 2<sup>nd</sup> or 3<sup>rd</sup> weekend in Sept.)
  - Coordinate food (Saturday dinner)
  - Coordinate outdoor activities (hikes, games, campfire)

## ***Leader Meetings***

Leader Meetings are open to all leaders and parents interested in helping out. They are usually held for about 30 minutes after a Pack Night, although the August, and sometimes January, meeting is usually a separate meeting.

## ***Guest Speakers & Activity Ideas***

We are always looking for interesting subjects to present during pack meetings, outings for the Pack to go on, and other activities. One of the goals of Cub Scouting is to introduce boys and girls to different learning experiences that they may not find in school or other activities that they participate in. If you have an interesting hobby or skill or profession that you would like to share during a pack meeting, an idea of a place to visit or an event to attend, or a service opportunity for our Pack, we would like to know!