

CUBMASTER / ASSISTANT CUBMASTER TRAINING SYLLABUS

- I. Starting** (15 total minutes)
- a. Opening Ceremony (Pledge of Allegiance) **1 MIN.**
 - b. Aims & Methods of Scouting (Handout 1) **5 MIN.**
 - i. Mission of the Boy Scouts of America (read Handout 1, #1)
 - ii. Purpose of Scouting (Aims)
 - 1. Started on February 8, 1910, Scouting is an educational program to help develop character, provide citizenship training and to develop youth both mentally and physically.
 - iii. How the Purpose is fulfilled (read Methods, Handout 1, #2)
 - iv. Scouting Progression (Cub Scouts, Boy Scouts, Venturing, Handout 1, #3)
 - c. Cub Scout Promise, Law, Sign and Handshake **3 MIN.**
 - i. Ideals (Read Handout 2, #1) **3 MIN.**
 - 1. **Promise:** I, name, promise to do my best, To do my duty to God and my country, To help other people, and To obey the Law of the Pack.
 - 2. **Law:** The Cub Scout follows Akela. The Cub Scout helps the pack go. The pack helps the Cub Scout grow. The Cub Scout gives good will.
 - 3. **Sign (show them)**
 - 4. **Handshake (show them)**
 - d. Sticker Questions **5 MIN.**
 - i. Have individuals write down three things they would like to get out of this training or questions they may have. (review all at the end of the training.)
 - e. Youth Protection **1 MIN.**
 - i. 2 deep leadership: this is done to protect both the boys and adults. This should be done at all times with all functions & activities.
 - 1. There is a separate 45 min. training called “Youth Protection Training,” which is held twice a year, Dec & May at the Roundtables or can be completed on line at www.twinvalleybsa.org
- II. Pack Organization** (20 total minutes)
- a. Pack Organization **7 MIN.**
 - i. Pack Structure (quickly review Handout 3)
 - ii. Role of the Cubmaster / Assistant Cubmaster and other leaders.
 - 1. Job Descriptions (quickly review ALL Handouts 4a – 4d)
 - 2. The Cubmaster works closely with the Pack Committee Chairman.
 - b. Pack Committee Meetings & Purpose / How long it should last **7 MIN.**
 - i. The Pack Committee is the operating committee behind the program. They should meet once a month or at least once every 2 months. The committee makes all pack level decisions. They are the Checks and Balances of the program. This committee is run by the Pack Committee Chairman (refer to the Pack Committee Job Description. (handout 4) They may meet prior to the Pack Meeting or on a separate night, to be determined by the committee.
 - ii. A Pack Committee Meeting should last right around 1 hour.
 - 1. Sample Pack Committee Meeting Agenda (quickly review Handouts 13a & 13b)
 - c. Primary Role for the Tiger, Den and Webelos Leader **1 MIN.**
 - i. Their Primary role is to provide / facilitate age appropriate programs for all the boys in their dens.
 - ii. All of these leaders are part of the Pack Committee. Each of them would report as to how things are going with their Den.

- d. Family Involvement (read Handout 5, #1) **5 MIN.**
- i. Get to know your Scouts parent(s) - Parent and Family Talent Survey Sheet. (Handout 6)
 - ii. Get your parents involved in areas that they identify on the "Talent Survey." This will make your job much easier.
 - iii. Expectations of the parents need to be laid out right away. Stress that they too need to be involved with their son and that the program is not a "baby sitting service." BUT be alert to the needs of single parent families, low income families and parents that work odd hours. Maybe they can't attend all the meetings but they too can contribute somewhere.
 - iv. Volunteer Recruitment (How & Why)
 1. One person can not and should not do it all. This type of person will burn out in a very short time.
 2. Each parent can and should be asked to contribute somewhere. Identify current needs within the Pack and cross reference them to the Talent Survey. Also, ask your parents what they do for a living. Someone who works in a bank might make a good treasurer or someone who works at a TV or Newspaper may make a good public relations or pack newsletter chairman. Just be sure to utilize the parent's strengths.
 3. DO NOT ask parents to be involved over the phone or email. It is too easy to say "NO" or not respond at all. Identify, through the Pack Committee, who knows the person best to approach them one on one (with a written job description.)
- e. Disciplining Out of Control Boys
- i. Since each situation represents itself a little differently and a whole hour could be spent just on this. Refer those in attendance to the Cub Scout Leader Book Pages 16-1 through 16-4

III. Pack and Den Advancements (read Handout 2, #3) (10 total minutes)

- a. Cub Scout Dens **4 MIN.**
- i. Tiger, Den and Webelos Leaders Role
 1. All Den level leaders record and track the den's advancement on Advancement Report Forms. These forms are then turned into the Pack Advancement Chair.
 2. Tiger Leaders: Develop the structure and facilitate the Den Planning session and then secure shared leadership through the parents.
 3. Den Leaders: Develop the structure and facilitate the Den Planning session. They then promote to parents what need to be accomplished at home by the next meetings.
 4. Webelos Leaders: Develop the structure and facilitate the Den Planning session and then secure help from parents. The parents would serve as Activity Badge Councilors when possible.
 - ii. Parents Role **3 MIN.**
 1. Tigers: Parents work in a shared leadership role and take turns lining up the program. They also work with their son at home to complete the advancement.
 2. Dens: Parents work with their sons to achieve most of the advancement at home.
 3. Webelos: Parents will help by serving as Activity Badge Councilors, where they are qualified. They will also work with their son to complete projects at home, which are assigned by the Webelos Leader.
 - iii. Pack Advancement Chairman's Role **2 MIN.**
 1. They would collect Advancement Forms from the Den Leaders, Purchase the Awards and then present them at the Pack Meeting. (Handouts 7, 8a – 8d)
- b. Uniform (Read Handout 5, #2) **1 MIN.**
- i. Insignia (Handout 9a – 9b)
 - ii. Show the Insignia Guide Book

- IV. Program Planning** (20 total minutes)
- a. Den Program Planning (read Handout 2, #2) **5 MIN.**
- i. What / Why, when, who, funding, how often should they meet. (Handouts 12c-12f)
 1. This planning session is to develop the upcoming years program.
 2. This is usually held in the Months of April or May.
 3. This planning is facilitated by the Den Leader.
 4. All Den Programming is funded through either popcorn sales or some other type of fundraiser, so boys can learn financial responsibility of earning his own way. In many cases, the Pack Committee would decide or allot a certain amount that each Den can spend.
 5. Dens could meet 1 – 4 times a month. This decision needs to be made by the Den Leaders with STRONG input from the Scout's Parents.
 6. Programming will vary for Tigers, Dens and Webelos.
 7. We could spend a lot of time reviewing all this, so for time purposes we must move on.
- b. Pack Program Planning **15 MIN.**
- i. What / Why, When, when, who, funding
 1. This planning session is to develop the upcoming year's program for the pack and to review how programming went the past year.
 2. This is usually held in the Months of April or May.
 3. This planning is facilitated by the Pack Committee Chairman and the Cubmaster. The Pack Committee is part of the planning process as well as any parent.
 4. Pack Programming is funded through either popcorn sales or some other type of fundraiser, so boys can learn financial responsibility of earning his own way.
- c. Pack Meeting and Pack Activities
- i. How often are they held
 1. Pack Meetings should be held once a month.
 2. A Pack Activity REALLY NEED TO take place once a month as well.
 - ii. What type of program can be provided
 1. Pack Meetings are a separate meeting in which there is an opening, announcements, awards ceremony / recognition, skits and then a program feature for the boys. Pack Meetings should run for no more than 1 hour.
 2. Pack Meetings can revolved around monthly themes.
 - iii. Pack Activities are items such as Bowling Parties, Swim Parties, Lock-Ins, Pack Campouts or Rock Climbing.
 1. Pack Activities should run for about 1 hour, depending on the program taking place.
 2. Pack Activities also can revolve around a monthly theme or happen without one.
 - iv. Pack Meetings can also be incorporated into special Pack Activities.
 1. If a Pack Meeting and Pack Activity are combined into one, be sure that this is a Pack Committee Decision.
 - a. In which case there would be a quick opening, quick announcements, a quick presentation of awards and then the Pack Activity itself. Combined Pack Meetings and Pack Activities should be kept down to around 1 ½ hours, depending on the activity.
 - v. Year Round Recruitment (inviting boys to join your program)
 1. As your pack develops its program calendar be sure to set up programs that can allow for new boys to be invited to join your Pack (year round recruitment).

- V. Resources by BSA / other resources (Book Examples / Handout 10, 11a & 11b) 20 MIN.**
- a. FAIL TO PLAN / PLAN TO FAIL
 - i. Let's Plan a Sample Pack Program / Pack Meeting (Handout 12a – 12b, 12g – 12i)
- VI. Supplemental Support 1 MIN.**
- a. Monthly Roundtables
 - i. First week of each month, (date, time and location vary by district.) Promotional fliers are mailed out about the upcoming program topics and sessions.
 - b. Special Training Sessions (District / Council)
 - i. Various sessions are put on throughout the year. Periodically visit with your Unit Leader or watch your mail.
 - c. Tour Permits - When and Who (Handouts 14a, 14b & 14c)
 - d. Other Forms (Handout 10)
- VII. Sticker Review / Questions ??? MIN.**