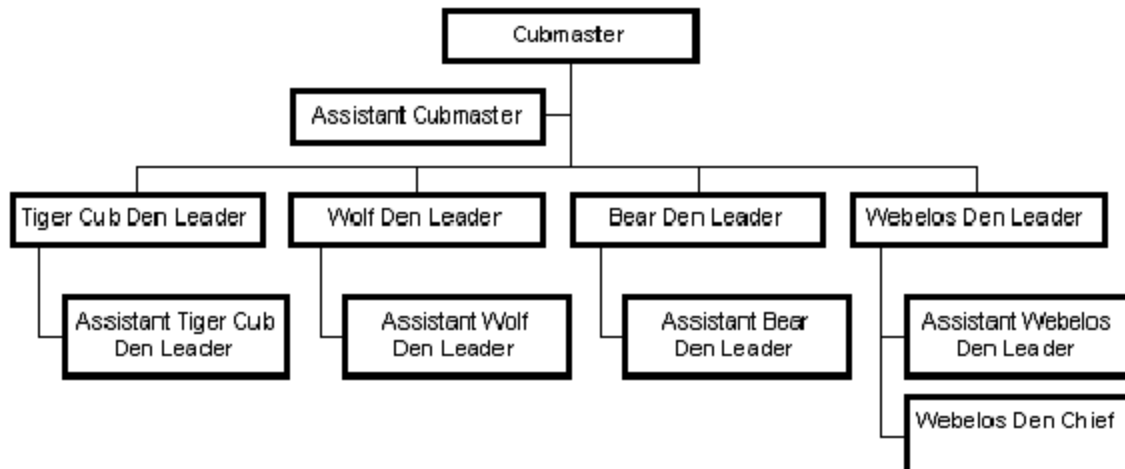
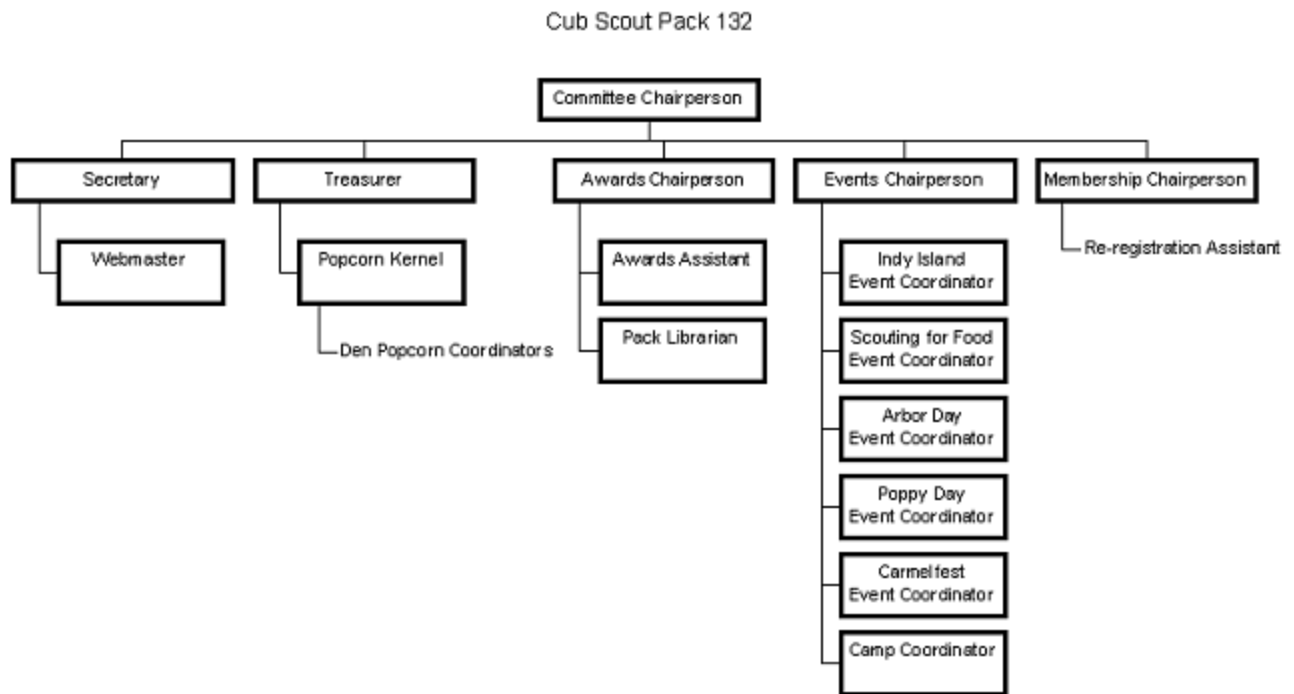


PACK LEADERSHIP POSITIONS



CUB SCOUT PACK 132

Pack Leadership Organizational Chart



Cubmaster

- Master of Ceremonies at pack meetings
- Main contact for den leaders
- Attend School Night and bring adult volunteers to run boys' games
- Coordinate Pinewood Derby (track transport, setup, scoring, judging) – will recruit 3 parent volunteers
- Coordinate Raingutter Regatta (raingutter transport, setup, scoring, judging) – will recruit 2 parent volunteers

AUGUST

Get information about Webelos Encampment and send to Webelos den leaders

Attend school night and bring adult volunteers to run boys' games

SEPTEMBER

Attend leader meeting

 Answer any den leader questions/concerns

 Pick Tiger Cub den to conduct flag ceremony at pack meeting

Master of Ceremonies at pack meeting

OCTOBER

Give membership cards to Membership Chairperson

Assist Webelos leader with getting camp box from storage

Attend leader meeting

 Answer any den leader questions/concerns

 Pick Bear den to conduct flag ceremony at pack meeting

Get feather headdress, Baloo hat, roasting forks and flag with stand from storage

Master of Ceremonies (Akela) at Bobcat Ceremony

NOVEMBER

Attend leader meeting

 Pick camp dates with leaders

 Answer any den leader questions/concerns

 Pick Tiger Cub den to conduct flag ceremony at pack meeting

Master of Ceremonies at pack meeting

DECEMBER

Attend leader meeting

 Answer any den leader questions/concerns

 Pick Wolf den to conduct flag ceremony at pack meeting

Master of Ceremonies at pack meeting

JANUARY

Attend leader meeting

 Answer any den leader questions/concerns

 Pick Webelos II den to conduct flag ceremony at Pinewood Derby

Coordinate Open Derby (track transport, setup, scoring, judging) with Assistant Cubmaster and 3 parent volunteers

Coordinate Pinewood Derby (track transport, setup, scoring, judging) with Assistant Cubmaster and 3 parent volunteers

FEBRUARY

Attend leader meeting

 Answer any den leader questions/concerns

 Make sure all scouts in all dens are prepared to receive badges

Get Blue & Gold Banquet supplies from storage

Master of Ceremonies at Blue & Gold Banquet

MARCH

Attend leader meeting

 Answer any den leader questions/concerns

 Pick Wolf den to conduct flag ceremony at pack meeting

Master of Ceremonies and Auctioneer at pack meeting

APRIL

Give recharter packet/membership cards to Committee Chairperson

Attend leader meeting

 Answer any den leader questions/concerns

 Pick den to conduct flag ceremony at pack meeting

MAY

Attend leader meeting

 Answer any den leader questions/concerns

 Go over graduation speeches

 Practice flag ceremony with leaders

Get graduation decorations from storage

JUNE

Coordinate Raingutter Regatta (raingutter transport, setup, scoring, judging) with Assistant Cubmaster and 2 parent volunteers

Assistant Cubmaster

- Backup Master of Ceremonies at pack meetings
- Main training contact for den leaders
- Main training contact for District/Council
- Assist in coordinating Pinewood Derby (track transport, setup, scoring, judging) – will recruit 3 parent volunteers
- Assist in coordinating Raingutter Regatta (raingutter transport, setup, scoring, judging) – will recruit 2 parent volunteers

AUGUST

Contact District/Council for training dates (check websites)

SEPTEMBER

Attend leader meeting

 Inform leaders of training dates

 Collect proof-of-training cards

OCTOBER

Attend leader meeting

 Inform leaders of training dates

 Collect proof-of-training cards

Assist Master of Ceremonies (Baloo) at Bobcat Ceremony

NOVEMBER

Attend leader meeting

 Pick camp dates with leaders

 Inform leaders of training dates

 Collect proof-of-training cards

DECEMBER

Attend leader meeting

 Inform leaders of training dates

 Collect proof-of-training cards

JANUARY

Attend leader meeting

 Inform leaders of training dates

 Collect proof-of-training cards

Assist in coordinating Open Derby (track transport, setup, scoring, judging) with Cubmaster and 3 parent volunteers

Assist in coordinating Pinewood Derby (track transport, setup, scoring, judging) with Cubmaster and 3 parent volunteers

FEBRUARY

Attend leader meeting

Inform leaders of training dates
Collect proof-of-training cards

MARCH

Attend leader meeting
 Inform leaders of training dates
 Collect proof-of-training cards

APRIL

Attend leader meeting
 Inform leaders of training dates
 Collect proof-of-training cards

MAY

Attend leader meeting
 Inform leaders of training dates
 Collect proof-of-training cards

JUNE

Assist in coordinating Raingutter Regatta (raingutter transport, setup, scoring, judging) with
Cubmaster and 2 parent volunteers

Committee Chairperson

- Attend School Night and process adult applications
- Supervise Secretary, Treasurer, Awards Chairperson, Events Chairperson and Membership Chairperson
- Check school mailbox regularly
- Check pop-tab bottles at school regularly
- Complete pack re-charter
- Select charities/events for cake auction funds
- Maintain pack files
- Maintain pack inventory (items in storage)
- Hold lease on storage unit

AUGUST

Put pop tab bottle back in school lobby (need principal' s permission)

Complete leadership inventory of pack

Prepare Adult Volunteer/Leader sign-up sheets

Attend School Night and process adult applications

 Sign leader applications

 Have applications signed by Charter Organization Representative

 Turn in leader applications downtown (need check from Treasurer)

SEPTEMBER

Lead leaders meeting

Attend pack meeting

OCTOBER

Distribute membership cards

Lead leaders meeting

Attend pack meeting

NOVEMBER

Lead leaders meeting

Attend pack meeting

DECEMBER

Lead leaders meeting

Attend pack meeting

JANUARY

Lead leaders meeting

Attend pack meeting

Order camp shirts

Pick up recharter packet and Scouting for Food neighborhood assignments

FEBRUARY

Lead leaders meeting
Attend pack meeting
Work on recharter packet (get roster from Membership Chairperson)

MARCH

Turn in recharter packet (need check from Treasurer)
Lead leaders meeting
Attend pack meeting
Select charities/schedule event for cake auction monies

APRIL

Distribute membership cards and file official pack charter
Lead leaders meeting
Attend pack meeting

MAY

Complete schedule for next school year and give to Events Chairperson
Lead leaders meeting
Attend pack meeting and bring drinks and snacks
Remove pop tab bottle from school, empty bottle and take tabs to Ronald McDonald House

Secretary (Registered Committee Member)

- Record meeting minutes at leader meeting
- Update and copy Ice Cream Social/School Night handouts
- Update and copy event flyers and handouts for pack meetings (watch District/Council websites)
- Supervise Webmaster and website content

AUGUST

Update and copy Ice Cream Social flyers and handouts, and give to Membership Chairperson
Update and copy School Night handouts, and give to Membership Chairperson

SEPTEMBER

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster
Copy event flyers (Circuit of Fun, Council Fun Day) and take to pack meeting

OCTOBER

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster

NOVEMBER

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster
Update and copy event flyers (Circuit of Fun, Giving Tree) and take to pack meeting

DECEMBER

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster
Update and copy event flyers (Circuit of Fun, Pinewood Derby flyer and tips, Indy Island) and take to pack meeting

JANUARY

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster
Update and copy event flyers (Circuit of Fun, Indy Island) and take to pack meeting

FEBRUARY

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster

MARCH

Create and email pack newsletter
Record meeting minutes at leader meeting and send to Webmaster
Copy event flyers (Circuit of Fun) and Cake Auction forms and take to pack meeting

APRIL

Create and email pack newsletter

Record meeting minutes at leader meeting and send to Webmaster

Update and copy event flyers (Circuit of Fun, Raingutter Regatta flyer and tips) and take to pack meeting

MAY

Create and email pack newsletter

Record meeting minutes at leader meeting and send to Webmaster

Update and copy event flyers (Circuit of Fun, Carmelfest parade), update and copy graduation letters and take to pack meeting

Pack Webmaster

Maintain pack website

- Update calendar

- Post newsletters and meeting minutes

- Verify links

Assist den leaders with den web page updates

Treasurer (Registered Committee Member)

- Pay all pack expenses
- Make annual budget based on last year' s spending with Committee Chairperson
- Maintain Scout Store balance
- Supervise Popcorn Kernel

JULY

Set registration and re-registration fees

AUGUST

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

SEPTEMBER

Check Scout Store balance
Balance pack checking account
Deposit registration and re-registration checks
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

OCTOBER

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

NOVEMBER

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

DECEMBER

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting
Work with Popcorn Kernel to make necessary payments to Council
Collect Arts & Crafts monies at pack meeting and send check to World Friendship Fun

JANUARY

Check Scout Store balance
Balance pack checking account

Reimburse leaders as necessary
Give check to Camp Coordinator for summer camp deposit
Email budget to all leaders or distribute at leaders meeting

FEBRUARY

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

MARCH

Give check to Committee Chairperson for recharter
Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting
Collect cake auction monies at pack meeting
Give check to Camp Coordinator for summer camp fees

APRIL

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

MAY

Check Scout Store balance
Balance pack checking account
Reimburse leaders as necessary
Email budget to all leaders or distribute at leaders meeting

Popcorn Kernel

- Decide sales goal for each scout
- Oversee internet popcorn system
- Supervise den popcorn coordinators
- Arrange pickup and distribution of pack orders (Show-and-Sell and Take Order)
- Order incentive awards
- Calculate top sellers and notify Awards Assistant
- Calculate top selling dens and notify Events Chairperson

AUGUST

Attend Popcorn Kernel training

SEPTEMBER

Decide sales goal for each scout

Order Show-and-Sell inventory

Work with Tiger Cub dens to schedule Show-and-Sells

Attend leader meeting

Conduct popcorn sale kickoff at pack meeting

OCTOBER

Oversee popcorn sale per district schedule

NOVEMBER

Oversee popcorn sale per district schedule

DECEMBER

Oversee popcorn sale per district schedule

Order incentive awards for participating scouts

Calculate top sellers and notify Awards Assistant

Notify Camp Coordinator of scouts with over \$600 in sales

Calculate top selling dens and notify Events Chairperson

Announce top sellers and top selling den at pack meeting

Each den should have a Popcorn Coordinator, who will enter the den' s scouts in the Internet Popcorn System and enter each scout' s order. The Popcorn Coordinator is also responsible for distribution of the den' s product.

Awards Chairperson (Registered Committee Member)

- Maintain internet tracking of rank badges and arrow points
- Purchase items from Scout Store as necessary
- Maintain pack 'tackle box' (extra supplies)
- Determine leader awards for the year (departing at Blue & Gold)
- Collect Attendance Award candidates
- Supervise Awards Assistant and Pack Librarian

AUGUST

Purchase den leader supplies after School Night and distribute
Scout handbooks
Program Helps
Den tracking posters
Achievement tracking emblems

SEPTEMBER

Collect monthly awards from den leaders
Purchase monthly awards and belt loops at Scout Store

OCTOBER

Collect monthly awards from den leaders
Purchase Bobcat badges at Scout Store
Record Bobcat badges awarded in internet tracking system

NOVEMBER

Collect monthly awards from den leaders
Purchase monthly awards and belt loops for October and November at Scout Store

DECEMBER

Order and purchase Pinewood Derby kits and pins/patches from Scout Store
Collect monthly awards from den leaders
Purchase monthly awards and belt loops at Scout Store

JANUARY

Collect monthly awards from den leaders
Order and purchase Blue & Gold favors (pins/patches) from Scout Store

FEBRUARY

Determine leader awards for the year (departing at Blue & Gold) and notify Awards Assistant
Collect monthly awards from den leaders
Purchase rank badges, monthly awards and belt loops (January and February) at Scout Store
Record rank badges awarded at Blue & Gold in internet tracking system

MARCH

Collect monthly awards from den leaders

Purchase monthly awards and belt loops at Scout Store
Purchase cake decorating/contest ribbons from Scout Store

APRIL

Order and purchase Raingutter Regatta kits and patches from Scout Store
Collect monthly awards from den leaders
Purchase monthly awards and belt loops at Scout Store

MAY

Collect final awards from den leaders
Collect Attendance Award candidates from leaders and/or parents
Purchase final rank awards, belt loops and Attendance Awards at Scout Store
Record arrow points awarded at graduation in internet tracking system

Awards Assistant

- Order awards from Crown Trophy
- Record scouts eligible for Archery/BB Shooting belt loops
- Maintain Service Star records
- Record scouts eligible for Community Service Award
- Order Community Service Award patches

AUGUST

Review camp attendance and order archery/BB shooting belt loops for eligible scouts from Awards Chairperson. Notify den leaders.

SEPTEMBER

Review registration dates on final roster and notify parents of Service Star eligibility via email.

DECEMBER

Order Top Popcorn Seller trophies from Crown Trophy

JANUARY

Collect forms for Community Service Award from parents
Order Community Service Award patches from Stadri Emblems
Order Pinewood Derby trophies from Crown Trophy
Prepare Open Derby participation ribbons

FEBRUARY

Order leader awards from Crown Trophy

MAY

Order Raingutter Regatta medals and trophies from Crown Trophy

Pack Librarian

Keep official Cub Scout literature updated.

Maintain library list.

Add applicable items to library.

Check out library items to leaders.

Events Chairperson (Registered Committee Member)

- Make necessary reservations for pack events
- Schedule top selling popcorn dens party
- Assign Scouting for Food neighborhoods
- Supervise event coordinators

AUGUST

Schedule Cool Creek Park naturalist for Bobcat ceremony

SEPTEMBER

Reserve Blue & Gold Ceremony location

Contact Webelos den leader about Blue & Gold Banquet location

Schedule special animal guest for November pack meeting

JANUARY

Schedule top selling popcorn dens party

FEBRUARY

Schedule special guest for April pack meeting

Reserve location for Raingutter Regatta and notify Secretary

Assign Scouting for Food neighborhoods based on each den leader' s residence.

MAY

Get schedule from Committee Chairperson and reserve elementary school for pack meetings and events

NOTE:

October Bobcat Ceremony snacks (cookies, cider and marshmallows) are purchased by Bear den leaders/ parents.

February Blue and Gold Banquet is hosted by Webelos I den. Webelos I parents will volunteer to handle Special Guests, Invitations/RSVPs, Banquet Program, Food and Cakes.

Indy Island Coordinator

In early November, contact Indy Island and reserve location for first or second Saturday in February.

Indy Parks will mail you a copy of the contract/agreement. Complete contract and get check for deposit (\$100) from Treasurer. Notify Secretary of event date (so he/she can complete flyer for next pack meeting).

In mid-January, get check for final amount (\$300) and mail to Indy Parks.

Purchase paper goods for event. Attend event, check in group, set up table for food. Stay and make sure facility is clean (no trash).

Scouting for Food Coordinator

In December, get bags from Kroger.

Once date is set by Del-Mi District, get Scouting for Food hangers copied and cut. Punch hole in top left corner of each door hanger. Assemble door hangers/bags for all scouts (at least 10 per Scout).

In late February/early March, distribute to den leaders.

Arbor Day Coordinator

Email from Parks Department will be sent to Cubmaster and/or Committee Chairperson and forwarded to you in early Spring. Notify Secretary of event date for inclusion in next newsletter.

Collect RSVPs (and shirt sizes) from participating families. Report number of participating families to Parks Department by cutoff date.

Serve as main contact with Parks Department prior to and on day of event.

Poppy Day Coordinator

In late April, contact VFW to verify date of Poppy Day sale. Notify Secretary of event date for inclusion in next newsletter.

Collect RSVPs of participating families. Contact VFW one week prior to event to arrange locations of scout volunteers.

Carmelfest Coordinator

Check Carmelfest website(www.julycarmelfest.com) in March/April. Print and complete reservation form.

In May, find a parade car with a hitch. Order stickers from Smilemakers or Oriental Trading Co. to pass out on route. Separate stickers and put in 2-4 small bags.

Serve as main contact with Carmelfest Committee. Send email to parents when parade space is assigned around June 20th. Ask Cubmaster for vehicle decorations from storage.

After 3pm on July 3rd, rent a trailer from Runyon and return prior to 8am on July 5th.

Arrive at staging area with parade car to sign in. Help decorate parade car and boys' bikes. Give stickers to walking parents to distribute to crowd.

Camp Coordinator

Get camp packet and camp dates from Cubmaster or Committee Chairperson after November leader meeting.

Update and print Camp Belzer and Camp K reservation forms and Camp Belzer information sheet. (Secretary can copy for pack meeting.) Email dates and reservation forms to Secretary for newsletter.

Collect reservation forms and fees at December pack meeting. Give fees to Treasurer for deposit. Get names of “paid camp” Scouts from Treasurer.

Get check from Treasurer and reserve camp dates at Boy Scout/Council office during the first week of January.

Collect health forms and final payments at March pack meeting. Enlist adult leaders for camps. Give final payments to Treasurer for deposit.

Get check from Treasurer and finalize reservations at Boy Scout/Council office prior to April cutoff date. Turn in all health forms.

At May Pack Graduation, finalize parent volunteer/chaperone dates.

Serve as main contact with Council office.

Two to three weeks prior to camp, update annual Camp Belzer Information and annual Camp K Information documents and email to all participating families.

Membership Chairperson (Registered Committee Member)

- Serve as new enrollment contact for interested families
- Supervise Re-registration Assistant
- Man table at school Ice Cream Social
- Attend School night and organize dens (new Tiger Cub dens; put Wolves, Bears and Webelos into existing dens when possible). Handle scout applications only; Committee Chairperson will process adult applications.
- Call all families on School Night Attendance Roster that did not complete an application
- Mail information packets/applications to families who missed School Night
- Collect all non-School Night applications, have signed by Cubmaster and take to Boy Scout/Council office
- Maintain pack roster
- Maintain pack' s application/re-registration form binder

JULY

Attend School Night training
Plan den numbers for new school year

AUGUST

Get flyers and handouts from Secretary
Man table at school Ice Cream Social
Attend School night and organize dens (new Tiger Cub dens; put Wolves, Bears and Webelos into existing dens when possible)
Call all families on School Night Attendance Roster that did not complete an application
Mail information packets/applications to families who missed School Night
Maintain pack roster
Maintain pack' s application/re-registration form binder

SEPTEMBER

Mail information packets/applications to families who missed School Night
Collect all non-School Night applications, have signed by Cubmaster and take to Boy Scout/Council office
Maintain pack roster
Maintain pack' s application/re-registration form binder

OCTOBER

Maintain pack roster (get membership cards from Cubmaster/Committee Chairperson to enter membership numbers into roster)
Maintain pack' s application/re-registration form binder

NOVEMBER

Maintain pack roster
Maintain pack' s application/re-registration form binder

DECEMBER

Maintain pack roster

Maintain pack' s application/re-registration form binder

JANUARY

Maintain pack roster

Maintain pack' s application/re-registration form binder

FEBRUARY

Send latest roster to Committee Chairperson

Maintain pack roster

Maintain pack' s application/re-registration form binder

MARCH

Maintain pack roster

Maintain pack' s application/re-registration form binder

APRIL

Maintain pack roster

Maintain pack' s application/re-registration form binder

MAY

Maintain pack roster

Have binder contents filed by Committee Chairperson

Re-registration Assistant

Mail out re-registration forms and letters around August 1st. Complete the name, birthdate, address and phone number using roster from Council office. Complete parents name(s) and email using pack roster.

Call and/or email all non-response families.

Collect re-registration forms and fees.

Notify Membership Chairperson to make necessary changes to roster.

Give fees to Treasurer.