

Welcome!

Welcome to your new adventure in Pack 540! Your time volunteering in Cub Scouting will be rewarding and fun, and the information here will help you get off to the right start. With the proper training, resources, and enthusiasm, you have the ability to make a positive difference in the lives of Cub Scouts.

Before The First Meeting

1. Register as a Cub Scout Leader
 - a. At <https://my.bsa.us/227paa0540mb> or fill out the Boy Scouts of America (BSA) adult application.
 - b. Complete Youth Protection training at <http://my.scouting.org> (create an account), and print the certificate of completion. Give to Woburn Scout Office at 600 West Cummings Park Drive, Suite 2750, Woburn, MA 01801, (617) 615-0004, Hours: M-F 8:30-4:30
 - c. Complete BSA CORI permission, have authorized with drivers licence (easiest done at the Woburn Scout Office). Give to Woburn Scout Office
2. Complete position-specific online learning plan "Before the First Meeting." The online training, found at my.scouting.org, will begin building the foundation you need to become an effective and successful leader.
 - a. Login to <http://my.scouting.org>
 - b. Menu > My Dashboard > Training Center > Cub Scouting > CS Den Leader Training > CS Den Leader - Before the First Meeting
 - c. Complete all courses
3. Obtain a copy of the den leader guide for your position (Tiger, Wolf, Bear, or Webelos den leader) and the Cub Scout Leader Book from the Cubmaster. These resources describe your role as a Den Leader and will give you the detailed information you need for the remaining steps.
4. Ask your Cubmaster if you have any questions - they want you to succeed.
5. Log into your <http://Scoutbook.com> account. An invitation will be sent to you. Familiarize yourself with how to create events, record advancements, and send messages. You can do this with an experienced leader or by following instructions at <http://youtube.com/playlist?list=PLCrnQ0Sy7jHyC0qLlaZMyJZeuoQRTuquB>
6. Obtain and begin wearing the Cub Scout Leader uniform as soon as possible. Wearing the uniform properly is important in setting a good example for the Scouts. You can purchase a uniform through the Woburn Scout Shop or through <http://www.scoutstuff.org>
7. Plan your first den meeting. The Den Leader Guide for your position contains plans for the monthly den meetings. In coordination with the pack's plans, you will choose the adventure your den will complete and use the available resources to act on your plan. The key to success is "KISMIF" (Keep It Simple, Make It Fun).

Den meetings are usually held once a month in the evening at St Patrick's School Art Room. The meeting day, time, and location are set by you, the Den Leaders, and should be the same each month to prevent confusion, e.g., 2nd Monday of every month. Den meetings last approximately one hour. Leadership responsibilities are shared by the Den Leader, Assistant Den Leader, Den Chief (a Boy Scout, which is set up through their Troop and you.), and Denner (a selected member of your den).

Den Meetings

The den meeting program includes the following parts, detailed for each adventure in the den leader guide for your position:

- Before the Meeting. The den leader, assistant den leader, and den chief make final preparations while the denner helps set up the meeting place.
- Gathering. As Cub Scouts arrive, they join in a game, stunt, or activity, with help from the den chief or denner. The den leader and assistant den leader collect dues and check on completion of requirements.
- Opening. The den participates in a simple opening ceremony such as a song, yell, pledge to the flag, or uniform inspection.
- Talk Time. Leaders discuss den activities and plans and make announcements.
- Activities. Cub Scouts do activities related to the current adventure the den is working to complete.
- Closing. The den leader gives reminders and shares a closing thought, and the den holds a brief inspirational closing ceremony.
- After the Meeting. The den leader, assistant den leader, and den chief discuss plans for next month's meeting, while the denner puts the room back in order.

After the First Meeting

1. Complete the online learning plans for the training "Within the First 30 Days." and "Position Trained" - see instructions above. Remember, every scout deserves a trained and qualified leader.
2. Get acquainted with the families of the scouts in your den. Hold a family orientation meeting outlining the structure of den meetings and den outings, the time and location for meetings, and your den's role during the monthly pack meetings. You will be needing the families' help, so get to know them early. Ask families to fill out a Family Talent Survey from <https://filestore.scouting.org/filestore/cubscoutmeetingguide/pdf/appendix/34362.pdf>
3. Get acquainted with the scouts in your den. Establish a den code of conduct so that the scouts will know what you expect of them. See the Cub Scout Leader Book for details.
4. Ask your Cubmaster to help you secure a den chief. This den helper should be a Boy Scout or Venturer who will set a good example for your Cub Scouts. Give your den chief meaningful responsibilities right away.
5. Attend the monthly pack planning meetings held by your pack leadership. These meetings are led by the pack committee chair and the Cubmaster, and are where pack plans are made. Currently we meet at 7pm on the first Wednesday of every month in the St Patrick's Art Room
6. Attend the monthly pack meeting with the members of your den and their families. In this meeting, Cub Scouts are recognized for the adventures they have completed throughout the month. They may be asked to participate by performing flag ceremonies, displaying projects completed with your den, or acting out skits or run-ons.

7. Optionally attend the monthly Flintlock District Cub Scout leaders' roundtable - second Wednesday of every month in Lexington. You will receive many good program ideas and become acquainted with den leaders from other packs who will share ideas and experiences with you.

You, The Den Leader

You were selected as a den leader and approved by the pack committee because of your interest in helping scouts. By making the commitment to serve as a den leader, you have accepted the following responsibilities:

- Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief (for Wolf, Bear, or Webelos den leaders) or adult partners (for Tiger den leaders).
- Record advancements in Scoutbook.
- Attend the pack leaders' meetings.
- Lead the den at the monthly pack activity.
- Ensure the transition of Cub Scouts to a den of the next rank (or to a Boy Scout troop, for Webelos Scouts earning the Arrow of Light rank) at the end of the year. Tiger den leaders should also do the following:
 - Coordinate shared leadership among the Tiger adult partners in the den.
 - Rotate responsibilities monthly to ensure that each adult has the opportunity to be part of the planning and executing of the den activities.

Cub Scout den leaders should keep in mind these responsibilities:

- Help train the den chief, and guide him in working with Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts. Webelos den leaders should also remember these responsibilities:
- Help train the Webelos den chief and guide him in leading Webelos Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Provide worthwhile tasks for the Webelos denner so that he can assume some responsibility and gain satisfaction from his efforts.
- Plan and carry out overnight campouts and other outdoor activities

All leaders bring to Cub Scouting their own talents and skills, their own backgrounds and interests. Your key to becoming an effective leader is to use your own abilities and interests, along with what you learn about Cub Scouting, to plan and conduct the best possible program for the scouts. What happens in the life of each scout during the formative years will determine to a great extent the kind of man he will become. What a tremendous opportunity and challenge for you, the den leader!