



# So You're a New Cub Scout Leader



Thank you for choosing to make a difference in the life of a child!!!

The Great Sauk Trail Council, BSA is committed to recruiting and training the greatest volunteers. Please take the time to read this short packet. It will help you find answers to the questions every new leader asks.



## What do I need to do to be a good Den Leader?

How many Cub Scout leaders are recruited who already know the program?  
Almost none. For the most part, volunteering to be a leader in a pack is a brave step into un-chartered territory for the majority of our leaders. Thank you for being a volunteer.

Knowing that this would be a new experience for almost everyone doing it, the Boy Scouts of America has developed many resources to help you. From training materials to program guides the BSA has been teaching new leaders how to do their job for over 90 years.

When asked 'What do I need to do to be a good Den Leader?' the following advice was given:

- “Think like an eight year old.”
- “Be cheerful and fun. Be silly.”
- “Don't cancel meetings.”
- “Visit another Den meeting.”
- “It's not school, it's the Cub Scouts.”
- “Less talk, more do. Boys don't want Cub Scouting to be like school.”
- “Get help. Talk to all your parents. Ask them to help with specific things.”
- “You don't need to know how to do everything in the book.”
- “Basic training offered by the district makes a difference.”
- “Go to District Roundtables. They were created for you.”
- “If you need help, don't stop asking until you get it.”

### Training

It is very important that you learn some of the basics as soon as you can. Training happens formally and informally. Some of the best things you will learn come from other leaders. Take the time to talk to other leaders as you meet them.

**\*Pack Orientation.** The Committee Chairman or Cubmaster from your pack will spend some time with you to get you started in your position.

**\*Fast Start Training.** A videotape is available from your pack or the council office that covers a lot of the basics.

**\*New Leader Essentials.** The district that your pack belongs to will be conducting this 90 minute course locally. It is a must for new leaders like you. See the back of this booklet for dates.

**\*Cub Leader Specific Training.** The district will also conduct this 4 hour course which is designed to teach the ins and outs of your specific leader position. This course is also a must for new leaders.

**\*Youth Protection Training.** This course is designed to help you identify signs of child abuse, what to do if you suspect abuse, and the BSA policies that protect both the youth and you as a leader.

**\*Roundtable.** A district level meeting for all youth serving leaders which reviews the program theme for the next month and offers specialized training. If you are in need of assistance or you have a good idea you want to share, then this is a good meeting to attend. They are conducted monthly and you are welcome to attend.

**\*University of Scouting.** A Cub Scout leader's learning extravaganza! A big, fun-filled, experience where leaders increase their knowledge.





**ADULT LEADER TRAINING  
GREAT SAUK TRAIL COUNCIL  
DISTRICT TRAINING DATES  
(Fall, 2007)**

**Huron Trails District: Washtenaw County**

Training Chair: Kim Brunelli, 734-426-2359  
kimbrunelli@comcast.net

Roundtables **Second Thursday of each month, Knox Presbyterian Church  
7:00 p.m.,**

September 20 New Leader Essentials

September 29 District Training Day-Jesus Christ of Latter Day Saints-1385 Green Rd, Ann Arbor, MI  
48105.

**Three Fires District: Livingston County**

Training Chair: Roger Horn, 517-546-8449

Roundtables **Second Thursday of each month, Latter Day Saints, Howell,  
7:30 p.m.**

October 17 New Leader Essentials

October 20 District Training Day

November 6-7 Cub Leader Specific Training  
Brighton Community Center

**Running Waters District: All of Monroe County and Flat Rock**

Training Chair: Debbie Schmidt, 734-2423935  
deborahschmidt@mercymemorial.org

Roundtables **Second Thursday of each month, Ida Middle School, Ida 7:30 p.m.**

September 13 New Leader Essentials at Roundtable

October 11 New Leader Essentials at Roundtable

October 27 Train-O-Rama

November 8 New Leader Essentials at Roundtable

**Chief Lenape Trails District: Jackson, Hillsdale, Lenawee and East Calhoun County**

Training Chair: Cathy Arehart, 517-750-4566  
mary.c.arehart.ir53@statefarm.com

Roundtables **Second Thursday of each month, New Jerusalem Church, Somerset  
7:00 p.m.**

Oct/Nov/Dec Individual Training by Units, Units provide the location, requires at least 5 participants  
and 3 dates so it can be set up with a trainer

September 11-12 Troop Leader Specific/Troop Committee/Youth Protection Trainings  
2 locations: Friends Church, Tecumseh and for Jackson & Hillsdale Counties the  
location to be determined





## ADDITIONAL ADULT LEADER TRAINING Great Sauk Trail Council

# COUNCIL-WIDE TRAINING COURSES

*Council Training Chair: Chuck Gafner, 517-423-5616, cgbuffx2@hotmail.com*

### **Outdoor Leader Skills (OLS)**

October 19-21, 2007—Camp Munhackle

Contact: Myrtle Bruck, 734-777-6596, *mbruckbsa@aol.com*

### **Outdoor Leadership Skills for Webelos Leaders**

October 20-21, 2007—Camp Munhackle

Contact: Chris Gorski, 517-486-2162 or *chrisjgorski@hotmail.com*

### **Basic Adult Leader Outdoor Orientation (BALOO)**

October 20, 2007—Camp Munhackle

Contact: Mark Kirkendall, 517-403-8855, *kirk3910@netscape.net*

### **University of Scouting**

November 3, 2007—Tecumseh Middle School

Contact: Joseph McKelvie, 17-403-3717, *jmcke@med.umich.edu*

### **Venture Leaders Skill Course & Venture Leader Specific Training**

February 29-March 2, 2008

Contact: Connie Elliott, 734-854-3822, *campconnie@aol.com*

### **Outdoor Leader Skills (OLS)**

April 18-20, 2008—Camp Munhackle

### **Outdoor Leadership Skills for Webelos Leaders**

April 19-20, 2008—Camp Munhackle

### **Basic Adult Leader Outdoor Orientation (BALOO)**

April 19, 2008—Camp Munhackle

### **Venture Basic Outdoor Survival Skills**

May 16-18, 2008

### **National Youth Leader Training**

**(Deer Trails)**

June 22-27, 2008—Camp Teetonkah

## Valuable Resources for New Leaders!

There's no need to come up with your own program. Scouting has a wealth of support materials that are designed to support you. They may be purchased from our scout shops. Check with your Cubmaster to see if your pack has a library before you buy new books. If not these resources are available at the local Scout Shop.



- **The Cub Leader Book.** This manual is a must for every Cub Scout volunteer. It has many features: Program Planning, Advancement and Recognition, Policies, Uniforms, and Den and Pack Management.
- **The How To Book.** This is a guide that shows leaders 'how to' do many things: Build a pinewood derby track, lead a skit or song, tell stories or jokes, play games and much more. Also included in the back of the book is a program called "Ethics in Action."
- **Program Helps.** This is a guide for Den Leaders and Cubmasters on how to conduct a den and pack meeting. It has specific monthly themes and meeting outlines for all den and pack meetings. To use it properly, you will need other reference books like the "How To Book."
- **Den and Pack Ceremonies.** There are many opportunities to make your den or pack meeting a night to remember. This book has ceremonies for many occasions.
- **The Guide to Safe Scouting.** If you're ever wondering if a program is appropriate for Cub Scouts, here is the rule book.
- **Pack Record Book.** This is a useful tool for various members of the pack committee. It organizes records for: Advancement, Membership, Finance, and Training.
- **Webelos Leader Guide.** It outlines how to instruct the Webelos Activity pins. A must for all Webelos Leaders.
- **Den Chief Handbook.** Commonly used by a Den Chief, but also a resources for the "Program Helps."
- **The Tiger Handbook.** Tiger Den Leaders need one.
- **The Wolf Handbook.** Wolf Den Leaders need one.
- **The Bear Handbook.** Bear Den Leaders need one.
- **The Webelos Handbook.** Webelos Leaders need one.

## Uniforms

It is important for all volunteers who work directly with the boys to wear a Boy Scout uniform. As leaders you will need to set the example for the boys. Uniforms are available at the 2 Council Scout Shops and various other locations.

# Additional Resources for New Leaders!

- **“The Challenge”** - This is the newsletter, published 5 times a year, that the council sends to registered leaders. It contains news on various program opportunities. Look under your district’s column for activities or training opportunities.
- **“Scouting Magazine”** - This is a magazine provided free to all registered leaders from our national office. It will cover stories from around the country, and address issues that are of concern to our leaders. There are 6 issues per year.
- **“Boys’ Life Magazine”** - This is a monthly periodical for our boys with age appropriate reading levels and stories that interest a young reader. Some leaders use it as a regular part of their meeting.
- **“The Expresso Files”** - This is not a magazine. It’s a file that we maintain for your pack at the council office. New programs and locally important informational flyers are regularly placed in these files. As a service, they are also made available at the District Roundtable. Remember to share information in these files with the pack committee.

## District & Council

A district is a group of Packs, Troops and Crews in a geographic area. A Council is a group of Districts in a geographic area. Our council name is The Great Sauk Trail Council. The Districts are:

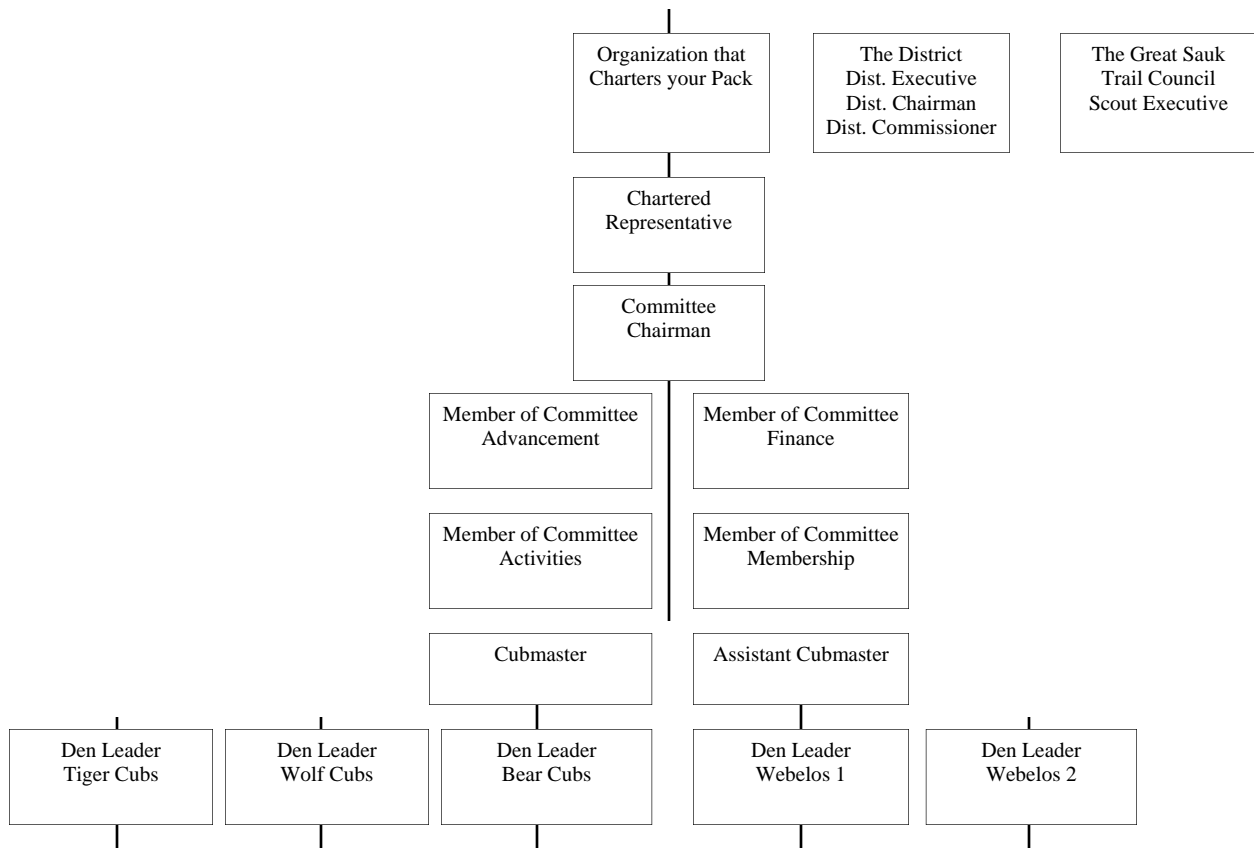
- **Huron Trails District**—All of Washtenaw County
- 
- **Three Fires District**—All of Livingston County.
- 
- **Running Waters District**—All of Monroe County and Flat Rock.
- 
- **Chief Lenape Trails District**—All of Lenawee County, Hillsdale County, Jackson County, and East Calhoun County.



# Pack Organization & Leadership

As a Cub Scout leader you are part of a pack leadership team (illustrated below) that includes the Cubmaster, Assistant Cubmaster, Pack Committee Chairperson and members, Tiger Cub Den Leaders, Cub Scout Den Leaders and Assistants, Webelos Den Leaders and assistants, and Den Chiefs. You might also be a part of a den leadership team. The importance of the team approach to leadership in the den and pack cannot be overemphasized.

**No one can do the job successfully alone.**



# Pack Leadership Position Descriptions



## Cubmaster

A Cubmaster oversees all Pack level activities and coordinates the efforts of the adult leaders in charge of each Den. Though he or she works mainly with adults, a Cubmaster is ultimately in charge of the youth program.

- Conduct a program planning session to include monthly pack meetings and pack activities for one year.

- Lead the monthly pack meeting.
- Work with the Den Leaders to make sure each den has a quality program.
- Attend monthly pack committee meetings and district Roundtables.
- Attend a one day training course.



- Coordinate the existing pack leadership, parents of boys, and outside assets to staff your pack program.

Time commitment: 3 two hour meetings per month one of which you will need to spend time preparing for; a Pack activity or outing every other month; a one day training course; a fair amount of phone time.



## Den Leader

A Den Leader works directly with the boys. He or she will conduct a weekly meeting for their den (a group of 6-8 boys in the same age group). A den meeting is typically a 1—1½ hour meeting.

- Conduct a weekly den meeting.
- Coordinate the efforts of Assistant Den Leaders and parents to support your den program.
- Plan out your den program and organize your materials to support the monthly pack theme prior to your meeting.

- Keep accurate records of youth advancement.
- Prepare for and support the program needs of the pack.
- Attend a one day training course.



Time commitment: 5 two hour meetings per month all of which you will need to prepare for; a monthly Pack Committee meeting (at the discretion of the Committee Chairman); pack activities (about every other month); a one day training course; some phone time.



## Webelos Den Leader

A Webelos Den Leader works directly with the boys. He or she will conduct a weekly meeting for their den (a group of 6-8 boys in the same age group). A den meeting is typically a 1—1½ hour meeting.

- Conduct a weekly den meeting
- Coordinate the efforts of Assistant Den Leaders and parents to support your den program.

- Keep accurate records of youth advancement.
- Plan and carry out overnight campouts and other outdoor activities for the Webelos Den.
- Try to graduate every Webelos Scout into a Boy Scout Troop.
- Attend a one day training course.



- Plan out your den program and organize your materials to support the monthly pack theme prior to your meeting.

Time commitment: 5 two hour meetings per month all of which you will need to prepare for; a monthly Pack Committee meeting (at the discretion of the Committee Chairman); pack activities (about every other month); a one day training course; some phone time.





### Committee Chairman

A Committee Chairman oversees the pack committee that supports the pack program. He or she is also responsible for recruiting or dismissing pack leadership. The Committee Chairman governs the unit.

- Recruit for and fill all vacant leadership positions in the pack.
- Conduct a monthly committee meeting to coordinate pack assets to help the Cubmaster and Den Leaders. (Advancement, Finance, Activities, Membership).
- Ensure that the pack program meets the aims and methods of the BSA, and that all activities follow our safety guidelines.

- Oversee the financial needs of the pack through a Treasurer and Fundraising Chairman, and support the Council FOS effort.
- Oversee the recognition of youth through a Pack Advancement Chairman.
- Attend a one day training course.

Time commitment: 3 two hour meetings per month one of which you will need to spend time preparing for; a one day training course; a fair amount of phone time.

### Member of Committee

A Member of the Pack Committee serves to assist with a specific function on the committee. Some of these are: Advancement, Treasurer, Fundraising, Activities, and Membership.

- Attend the Pack meeting and the monthly committee meeting.
- Assist the Cubmaster and Den Leaders through your assigned function:
  - Advancement**—Gather advancement records from Den Leaders monthly. Complete an Advancement report and turn it in to the store when you purchase the awards. Work with the Cubmaster on ceremonies to honor the boys when they receive their awards.
  - Treasurer**—Maintain the pack checkbook and provide a balance statement at each pack committee meeting. Be available to issue checks to the Cubmaster or Den Leaders.

**Fundraiser**—Coordinate all fundraising projects and the Popcorn Sale. Provide instructions and materials at Den and Pack meetings. Oversee the product distribution and the money collection. Assist with the prize distribution to top sales leaders.

**Activities**—Assist the Cubmaster by coordinating all off site activities and trips. Provide advance information on all such events to all parents in the pack (a newsletter is a good format). Collect fees, forms, and permission slips from participants. File the necessary BSA Tour Permits with the office. If patches or recognitions were earned, distribute them at the pack meeting.

**Membership**—Maintain accurate records of all youth and leaders who are in the pack. Make sure that everyone is properly registered with the Boy Scouts. Conduct recruitment efforts to add new boys. Assist with the re-charter process.



## **2007-2008 LIABILITY INSURANCE COVERAGE FOR VOLUNTEERS**

### **Comprehensive General Liability Insurance** (This coverage is included in the registration fee paid by all youth and adult Scouters)

This coverage provides protection for the council, all Scouting officials, directors, officers, professional and non-professional employees; also, currently registered Scouting units, their chartered organizations, and volunteer Scouters (whether or not registered) with respect to liability claims arising out of negligence in the performance of their duties in Scouting. Coverage is more than \$15,000,000 per occurrence for bodily injury and property damage.

Boats over 40 horsepower or 26 feet in length, and owned by the chartered organization or council, must be specifically listed by the council with Risk Management Service at the national office in order that proper coverage be provided. There is no automatic coverage for boats 50 feet and over. All hull damages are the responsibility of the owner.

This insurance does not take the place of any volunteer's personal liability insurance under a homeowner or automobile liability insurance policy, nor does it provide medical payments for injuries. BSA coverage is excess over other valid and collectible insurance carried by volunteers.

### **Non-Owned Aviation Liability Insurance**

Coverage extends to the same people as shown under the General Liability section above. Coverage is only for non-owned aircraft used in Scouting activities. No aircraft may be owned by a unit or council. This policy covers orientation flights in single and multi engine aircraft as well as gliders (soaring planes) and helicopters. Experimental, homebuilt aircraft, hot air balloons, hang gliders, ultra-lights, and sport parachuting are not covered. Hull damage is the responsibility of the owner. (All powered aircraft pilot training or piloted pleasure flying is not an authorized Scouting activity for Cub and Boy Scouts; therefore, coverage will not apply. Piloted pleasure flying is defined elsewhere for Venturing and Exploring units.) This coverage is excess over insurance carried by the aircraft owner. Permission for all passenger flying (other than commercial flights) in Scouting activities must be obtained in advance from the council office by completing a flying permit.

### **Automobile Liability Insurance**

All vehicles MUST be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000.) Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the council's \$15,000,000 limit of coverage. A local tour permit or a council short-term camping permit is required when units leave their council area. National tour permits are required for all travel to destinations more than 500 miles from council. These permits should list the drivers' names and limits of automobile liability insurance carried.

**FOR ADDITIONAL INSURANCE INFORMATION, CONTACT THE  
GREAT SAUK TRAIL COUNCIL, BOY SCOUTS OF AMERICA,  
1979 HURON PARKWAY, ANN ARBOR, MI 48104. PHONE: 734/971-7100.**

## **COUNCIL SERVICE CENTERS GENERAL INFORMATION SHEET**

### **GREAT SAUK TRAIL COUNCIL, BSA**

#### **ANN ARBOR SERVICE CENTER**

1979 Huron Parkway  
Ann Arbor, MI 48104  
734-971-7100  
FAX: 734-971-5043  
1-800-6-SCOUTS (for supply orders only)  
Hours: 8:30-5:00 Mon. & Fri.  
Tues. & Thurs. 8:30-6:00  
Wed. 8:30 a.m.-7:00 p.m.

#### **JACKSON SERVICE CENTER AT CAMP TEETONKAH**

51 Highland Dr.  
Jackson, MI 49201  
517-782-0567  
FAX: 517-782-0568  
Fall Hours: To Be Announced

**Additional 2007 Fall Hours:** The Ann Arbor Scout Shop will be open from 9:00 a.m. - 1:00 p.m. on the following Saturdays this fall:

*September 22*

*September 29*

*October 13*

**From November through May the Service Center will be open the 2nd Saturday of the month.**

**Summer Hours: May 30 through September 1**

Monday-Thursday—8:30-5:00, Fridays 8:30-1:00

**Unit Pre-paid Charge Accounts** are available at the Council Service Centers. Call for an application if your unit wishes to open an account. **VISA and MasterCard** are accepted.

Use the 800# for the convenience of ordering supplies only by phone.

#### **ANN ARBOR SERVICE CENTER/SCOUT SHOP**

Supplies available at our full service Scout Shop include handbooks, badges of rank, program helps, merit badges and books, recognition items, council strips, flags, unit numbers, record forms, uniforms, uniform parts, scarves, slides, hats, patrol emblems, camping gear and lots more. Catalogs are available on request.

Audiovisuals are available for your use and may be requisitioned.

Engraving service is available for name tags and plaques.

Camp reservations and canoe rentals may be secured by contacting the Service Center.

Registration service: Charters or individual registration applications are reviewed and the information entered into the computer. Request for applications, or problems related to re-chartering, fees or Boys' Life subscriptions can be handled here.

#### **JACKSON SERVICE CENTER/TRADING POST**

Supplies are available including shirts, hats, handbooks, badges of rank, program helps, merit badges and books, recognition items, council strips, unit numbers, record forms, and lots more.

Re-chartering forms, individual registrations and Boys' Life subscriptions can be handled here.

# FALL 2007 CUB SCOUT UNIFORM PARTS

*(Prices subject to change)*

One of the methods that Scouting uses to instill its value driven message is proper uniforming. Every boy and every leader that works with boys needs to wear a complete uniform.

### TIGER CUB (First Grade)

\$ 22.95 Short Sleeve Shirt  
 \$ 26.95 Long Sleeve Shirt  
 \$ 5.10 Neckerchief  
 \$ 2.40 Neckerchief slide  
 \$ 11.80 Hat  
 \$ 6.30 Belt  
 \$ 4.29 Tiger Cub Handbook

### WEBELOS (4th-5th Grade)

\$ 24.25 Short Sleeve Shirt  
 \$ 30.40 Long Sleeve Shirt  
 \$ 37.35 Pants  
 \$ 1.75 Shoulder Loops  
 \$ 6.25 Neckerchief  
 \$ 2.40 Neckerchief slide  
 \$ 6.30 Belt S/M  
 \$ 6.99 Webelos Handbook  
 \$11.80 Hat

### CUB SCOUT (2nd-3rd Grade)

\$ 22.95 Short Sleeve Shirt  
 \$ 26.95 Long Sleeve Shirt  
 \$ 30.85 Pants  
 \$ 11.80 Hat  
 \$ 2.40 Wolf/Bear Slide  
 \$ 5.10 Neckerchief  
 \$ 6.30 Belt S/M  
 \$ 6.99 Wolf or Bear Book

### INSIGNIA

\$ 3.25 Council Shoulder Patch  
 \$ .90 Unit Numeral (each)  
 \$ 1.40 Den Number  
 \$ 1.50 World Crest

**Adult Uniforms** – There are a few variations of the adult uniform, so it is difficult to give prices. Uniforms are only to be worn by registered leaders. Here are the basic components:

<b>Shirt</b>	<b>Pants</b>	<b>Belt</b>	<b>Hat</b>
GST Council Patch	Pack Number	World Crest	Shoulder Loops
Neckerchief or Tie	Position Patch	Den/Patrol Emblem	

Also available are all types of Cub and Boy Scouting supplies, literature, crafts, camp equipment, etc.

#### **ANN ARBOR SCOUT SHOP HOURS:**

Mon. and Fri.—8:30 to 5:00  
 Tues. & Thurs. – 8:30-6:00 & Wed 8:30 – 7:00  
 Open the 2<sup>nd</sup> Saturday of the month, 9:00-1:00  
 From November to May  
 Also open Saturday - September 22, 29 &  
 October 13, from 9:00 - 1:00  
 PH. 734-971-7100 or for orders only 1-800-6-SCOUTS  
 1979 Huron Parkway, Ann Arbor

Scoutshop@gstcbsa.org

#### **JACKSON SCOUT SHOP HOURS:**

*Camp Teetonkah*  
 51 Highland Drive  
 Jackson

**SUMMER HOURS : MEMORIAL DAY THRU LABOR DAY  
 MONDAY THRU THURSDAY 8:30 TO 5:00  
 FRIDAY 8: 30 TO 1:00**