Cub Scout Roundtable Planning Sheet – 60 minute Format

**Topic:** Leader Recruitment

**Take Away:** Leader recruitment is an ongoing process for every unit. The den leader is the most important volunteer role we have, since the den leader will determine the quality of the experience each Scout has. Sometimes it is a challenge to find the right person for the job, find enough people to fill all the positions, and keep the best people after we find them.

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| Time Allotted | Activity | Assigned To | Content Ideas | Notes for Media Team |
| 5 min  | Ceremony/Skit/Song/Game | Cub RT Staff or participants | Flag Ceremony |  |

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| --- | --- | --- | --- | --- |
| 40 min | General Session: All | Cub RT Staff/Commissioners  | Leader recruitment Is the responsibility of the chartering organization; however, it is often most effectively done by the leaders of the unit itself. The leaders are often in a position to be very familiar with the parents of the current Scouts and parents of prospective Scouts. Where does a unit begin?Have the group discuss how to identify leaders – share the document *Selecting Cub Scout Leadership* located in the Resource section.When should leader recruiting happen? Have all parents in the unit complete the Family Talent Survey. Explain why this document can be very helpful to a den leader and to pack leadership.Share best practices on how the information can be used to recruit new pack leadership.Share best practices for vetting prospective den leaders and pack leadership. Discuss how a unit can recover if the wrong selection was made.Discuss orientation and training and its impact on leader retention. Share and review the position specific New Leader Brochures located in the Resource section. Discuss other ways to support the leader. Who can teach him or her how to conduct a den meeting, plan the den meetings, and communicate effectively with the parents?Discuss succession planning. See resource information.Share your local council/district training chair information, as well as information on how to learn about training events in your council . |  |
| 10 min | Q & A | Cub Scout RT Staff | Opportunity to answer any additional leader recruitment and retention questions. |  |

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| --- | --- | --- | --- | --- |
|  5 min | Closing | Cub Scout RTC | Leader Appreciation Ceremony. See Resource information. |  |

**Resource information**

**Tips for a Pack Activity**

[ insert the document <http://www.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf> ]

**General Session**

RT PRESENTER NOTE: Have a copy of the below document for each participant.

Explain that every leader must be a recruiter of another leader so the pack will continue to grow and remain healthy. BSA publication *Selecting Cub Scout Leadership* gives steps to success, ideas on selecting leaders, and qualities of unit leadership, all of which are helpful in the leader recruiting process.

[Insert Selecting Cub Scout Leadership document from <http://www.scouting.org/filestore/pdf/13-500.pdf> ]

New Leader Orientation

Once you have recruited a leader, how can we keep that leader? It begins with orientation and moves immediately to training and support. Information contained in the below BSA publications will acquaint new leaders with the job for which they have been recruited. Some units may have positions such as unit popcorn kernel, recruiting night coordinator, etc. For those positions a pack will need to create a position description or list of responsibilites to help the leader in their new position.

[ Insert content from brochures

[So You're a New Tiger Cub Den Leader ](http://www.scouting.org/filestore/pdf/510-233.pdf) (No. 510-233) [PDF]
[So You're a New Cub Scout Den Leader ](http://www.scouting.org/filestore/pdf/510-239.pdf)(No. 510-239) [PDF]
[So You're a New Webelos Den Leader ](http://www.scouting.org/filestore/pdf/510-247.pdf)(No. 510-247) [PDF]
[So You're a New Cubmaster ](http://www.scouting.org/filestore/pdf/510-237.pdf)(No. 510-237) [PDF]
[So You're a New Pack Committee Member ](http://www.scouting.org/filestore/pdf/510-240.pdf) (No. 510-240) [PDF]
[So You're a New Den Leader (English/Spanish) ](http://www.scouting.org/filestore/pdf/512-089.pdf) (No. 510-240) [PDF] (if needed) ]

Succession Planning

Change of leadership is to be expected in a Scouting unit. Leaders come, leaders go, leaders move up with their children. It is extremely important that every unit have a succession plan.

Succession planning is an ongoing process of systematically identifying, assessing, and developing talent to ensure the leadership continuity for all key positions in an organization.

For every unit position there should be parent participation and future leadership preparation. Newest members can observe and help. Experienced parents/leaders act as Co-Chairs and Co-Leaders.

Seasoned leadership will help continue to grow and strengthen the unit by serving as top leaders and chairs.

Remember, everyone has something to contribute and may be waiting for you to ask for their help. A good place to begin is by asking a parent to help in a small way. If they do well, they can be asked to take on a larger responsibility in the future. Look carefully at the future of your unit. Is the best leadership in place now and will it be in place in the future?

Create a culture of volunteering in your unit! When you sign up new Scouts, make sure the parents understand that by registering their child, they will be expected to take a role of some kind in the unit, even if it is a small responsibility.

How will succession planning help your unit?

If your unit has a process of identifying and selecting leaders before there is an immediate need, the unit will run smoothly and all the Scouts will benefit from a better program. You can find the right leaders when you take time to look. You can give future leaders a head start by speaking with them early about the possibility of them taking on a volunteer role with the unit. This will give them time to observe what is currently being done in that role and begin to get training.

Sample Succession Planning

* What are your leadership roles? Every unit has a leader (Cubmaster or Scoutmaster, Committee Chair), assistant leaders, and key committee people such as the treasurer and coordinators for Pinewood Derby, the Blue & Gold Banquet, advancement, outdoor program, and equipment. Assess the likelihood that those people may be leaving over the next year or two. Determine which den leaders will need to be replaced. In most cases, this is when their child is expected to leave the unit, whether by crossing over or ageing out.
* Evaluate your resources. For every parent in a role of responsibility in a typical unit, there are often others who are not actively involved. List these adults and try to determine their talents and abilities, and which job they’d be best suited for. An effective tactic can also be to ask your current leaders to be on the lookout for their replacements. This can often result in recruiting someone of like mind, and give the new leader ownership of how the transition takes place. Make certain that the parents of the youngest members of your unit are tapped for early small jobs that can lead to positions of responsibility. Always be preparing the parents of the youngest Scouts to move into future leadership positions. Vet your prospects so that you are selecting the very best person for each job.
* Approach the prospects. Once you’ve confirmed an established leader’s intent to depart at some future date, invite your prospects to consider the first steps toward taking over. If you plan ahead, the new person could shadow the current person for several months, receiving on-the-job training in the new position.
* Set a transition date.  If a second-year Webelos parent is departing as her child is moving to a troop, the job will likely open up sometime in late winter or spring. Boy Scouts could age out at any time of the year, or the parent may wish to stick around through the school year. Agree with all parties on a transition date. Don’t forget to register all of your new leaders as adult members of the BSA, have them complete youth protection training, and ask them to complete basic training for the position.
* Recognize the new volunteer. Nothing says “welcome” and “we support and appreciate you” like being introduced at a court of honor, pack meeting or other gathering where families are present. Present them with an adult position patch, even if they don’t yet have a uniform. Often, seeing other parents come forward in service encourages others to take the step as well.

 [source https://bobwhiteblather.com/succession-planning-for-scout-units/

Training

Once the leader has been recruited, and has received some orientation, the best way to help them become successful is to get them to training. Training is a council activity conducted by local district training volunteers using nationally approved training syllabi. Using the nationally approved materials ensures our leaders are trained across the nation using the same information. Fun and pizzazz is your addition to the training.

It’s important to know and understand what training is needed for the various positions.

Every leader is required to have Youth Protection Training. Other training requirements will be based on the program level of the volunteer (Cub Scouting, Boy Scouting, Venturing) and position of the volunteer (Den Leader, Webelos Leader, Committee Member, Cubmaster, etc.)

Cub Scout Adult Leader Requirements by Position:

Chartered Organization Representative (CR)

Y01 Youth Protection Training D72 Training the Chartered Org. Rep.

Cubmaster (CM)

Y01 Youth Protection Training

C40 Cubmaster & Asst. Pos. Specific Tng. OR

Online:

Cubmaster Position-Specific Training Cubmaster

Before the First Meeting Cubmaster

First 30 Days Cubmaster

Assistant Cubmaster (CA)

Y01 Youth Protection Training

C40 Cubmaster & Asst. Pos. Specific Tng. OR

Online:

Cubmaster Position-Specific Training

Cubmaster - Before the First Meeting

Cubmaster - First 30 Days Cubmaster

Pack Committee Chairman (CC)

Y01 Youth Protection Training

C60 Pack Committee Challenge OR

Online:

Pack Committee Position

Specific Training Pack Committee

Before the first meeting Pack Committee

First 30 Days Pack Committee

Position Trained Pack Committee (MC)

Y01 Youth Protection Training

C60 Pack Committee Challenge OR

Online:

Pack Committee Position

Specific Training Pack Committee

Before the first meeting Pack Committee

First 30 Days Pack Committee

Tiger Cub Den Leader (TL)

Y01 Youth Protection Training

C42 C. S. Den Ldr. & Asst. Pos. Spec. Tng OR

Online:

Den Leader Position Specific Training Den Leader

Before the First Meeting Den Leader

First 30 Days Den Leader

Cub Scout Den Leader (DL)

Y01 Youth Protection Training

C42 C. S. Den Ldr. & Asst. Pos. Spec. Tng OR

Online:

Den Leader Position Specific Training Den Leader

Before the First Meeting Den Leader

First 30 Days Den Leader

Cub Scout Assistant Den Leader (DA)

Y01 Youth Protection Training

C42 C. S. Den Ldr. & Asst. Pos. Spec. Tng OR

Online:

Den Leader Position Specific Training Den Leader

Before the First Meeting Den Leader

First 30 Days Den Leader

Webelos Den Leader (WL)

Y01 Youth Protection Training

C42 C. S. Den Ldr. & Asst. Pos. Spec. Tng OR

Online:

Den Leader Position Specific Training Den Leader

Before the First Meeting Den Leader

First 30 Days Den Leader

Webelos Assistant Den Leader (WA)

Y01 Youth Protection Training

C42 C. S. Den Ldr. & Asst. Pos. Spec. Tng OR

Online:

Den Leader Position Specific Training Den Leader

Before the First Meeting Den Leader

First 30 Days Den Leader

Pack Trainer (PT) Y01 Youth Protection Training

C60 Pack Committee Challenge OR

Online:

Pack Committee Position

Specific Training Pack Committee

Before the first meeting Pack Committee

First 30 Days Pack Committee

[Note to editor – the training requirements were taken from the grid located at <http://www.scouting.org/filestore/training/pdf/TrainedLeader_Requirements.pdf> ]

Adult leaders in units are considered trained, and eligible to wear the official *Trained* emblem, once they have completed Youth Protection Training and the training courses outlined above, or have completed Youth Protection Training and a previous basic training course when it was current.

**NOTE TO PRESENTER:** If time permits and internet is available present a quick tutorial on the online modules from the E-Learning portal at *www.myscouting.org*

**Closing**

Leader Appreciation Ceremony

MATERIALS: 4 Candles

Scouting is made up of many things, people, and ideas. Tonight we are going to take a few minutes to reflect on some of the more pertinent aspects of Scouting.

First - Scouting is a program. As depicted by our first candle it is a program dedicated to the development of the character, citizenship, and mental and physical fitness of our youth.

Second - Scouting is for the youth of our community -- young people who expect to learn, gain recognition by advancement, but most of all, expect to have fun with others of their own age.

Third - Scouting is the parents of our Scouts. Without parents taking an interest in the activities of their children, taking them to meetings, and fulfilling their part of the Scouting program, we could not have Scouts.

But, as you can see, this leaves one lone candle. This candle represents the Leaders of Scouting. As I call your name, please come forward.

Leaders, I light this candle for you, for you have been a faithful leader to us and we want you to know that your work, dedication, and tireless efforts have been gratefully appreciated. Without your leadership, as well as the leadership of all Cub Scout leaders, the first three candles – program, youth, and parents, would be meaningless. Thank you!

[source <http://insanescouter.org/p/1543/156/Leader_Appreciation_Ceremony.html> ]