



Annual Pack Program Planning Conference

The Annual Pack Program Planning Conference is a meeting of *all pack leaders* designed to establish the pack's yearly program. Planning is based on a 12-month program of Cub Scout themes, Webelos Activity badges, and special activities for the pack which are tailored just for your pack.

Who attends? The pack committee chairman and Cubmaster are jointly responsible to make sure the meeting happens. The committee chairman conducts the meeting. All den leaders, pack leaders, den chiefs, and interested parents or guardians attend. The unit commissioner should also be invited to help.

The conference is usually held anywhere between June and August. The earlier the better. As long as you have everything planned before September.

Advance preparation ensures a well-rounded program of fun, variety, and purpose. A program planned in advance allows leaders to look ahead to future activities and gather ideas and resources.

Preparing for the Conference

Certain steps should be taken to prepare for the conference. Pertinent information should be gathered from dens, boys, leaders, and troops. The following might be helpful:

1. What do the dens like and dislike? What pack activities did the boys like or dislike the previous years? Would they like to do something this coming year?
2. Webelos den leaders should meet with Troop leaders to make an annual plan for joint ventures for the Webelos dens. Do they include overnights, day hikes, and other troop-den activities?
3. Wolf and Bear leaders should meet with den chiefs and parents to outline an annual plan for the den programs. What day are they going to meet? Do they have a den chief? Would they like a den chief?
4. If the Tiger den was formed over the summer, the Tiger den leaders need to meet with the adult partners and outline an annual plan for the Tiger program. It should reflect shared responsibility of leadership.
5. All Cub Scout dens leaders should get a copy of *Cub Scout Program Helps* for review before the conference. Webelos Leaders should go over the *Webelos Den Leader Guide*.
6. All leaders should go over the National Summertime Pack Award and the Quality Unit Award requirements. These should be incorporated into the Annual Program.
7. All leaders should become familiar with resources, aids, themes, activity badges, etc.
8. Leaders should have a copy of the District and/or Council Calendar for the coming year so that dates can be included. Other calendars pertinent to your planning should be gotten as well – the school calendar, chartered organization calendar, etc.

Annual Pack Program Planning Conference (cont')

Conducting the Conference

1. Provide each leader with a copy of the Cub Scout Leader Program Notebook. Post the Pack Program Planning Chart on the wall or use the one from the insert section of the Cub Scout Program Helps. This helps as a visual tool until you can make your own Pack calendars to hand out to everyone in your pack.
2. Review the purposes of Cub Scouting. You want everyone to remember why you are here while the planning is being done.
3. Evaluate past themes, Webelos Activity badges, and special activities. Discuss strong and weak areas. Will you repeat any activities during the coming year?
4. Review the Program Helps recommended monthly themes and activity badges. Decide on themes and activity badges for the next 12 months. Remember resources will be available on the recommended themes and activity badges through the current literature and Roundtable meetings.
5. List the themes and activity badges you have selected on your planning chart.
6. Plan special activities as needed throughout the year to meet requirements for the National Summertime Pack Award and the National Quality Unit Award. If you have special activities that require renting space in advance place it on the calendar now and fill out the appropriate forms in a timely manner.
7. Share the load. Appoint special committees as needed for each monthly theme and special event to manage program, decorations, physical arrangements, food, and other required tasks. Try to assign parents and guardians to committees to get them involved. (i.e. Blue and Gold committees)
8. See if you can identify activity badge counselors. If you can't at the meeting, see if your Webelos leaders can identify them the first couple of months by using a parent talent survey.
9. List pertinent information on the Pack Program Planning Chart:

Pack Family Campout	District/Council Events
Special Activities	Training Dates
Names of Key Resource People	Joint pack-troop events
Dates of Pack Meetings	Webelos-Troop activities
Committee meetings	Webelos Overnights
Pack Leaders Meetings	Uniform inspections
Day Camp & Family Camp	Webelos Resident Camp
10. Assign dens on a rotating basis for set-up, clean-up, opening and closing ceremonies, refreshments, etc for pack meetings.
11. Identify dens with leadership vacancies and make plans to select leadership to fill these positions.
12. Make plans to recruit Cub Scouts – dates for School Night membership drives.
13. Thank everyone for their time. Enjoy some fellowship and refreshments.

Make sure a calendar gets to every Pack Member in September

Annual Pack Program Planning Conference (cont')

The Annual Program Planning Conference will be a longer than usual meeting, probably a couple of hours. After all of the foundation is laid out your Pack Leaders Meeting will start the details.

Monthly Pack Leader's Planning Meeting

At the monthly pack leader's planning meeting will:

- Plan in detail the themes established at the Annual Program Planning Conference.
(It may be useful to plan the first two months ahead of time in August and every month thereafter you can plan each month)
- Plan the details of the next den and pack meeting
- Finalize plans for the current month's pack meeting

All adult leaders attend this planning meeting; den chiefs do not attend. The pack committee chair leads it. The unit commissioner can be invited to attend occasionally.

The meeting should take place two weeks before this month's current pack meeting and at least five weeks before next month's pack meeting.

The meeting should be informal at a home or a room of the chartered organization. The atmosphere should be friendly so you can have fellowship with your co-leaders.

5 parts to a pack leader's meeting:

1. Evaluating the previous month

Pack committee chair calls the meeting to Order

The Cubmaster reviews the previous den and pack meeting activities and asks for suggestions. Evaluation will help with upcoming month's activities.

2. Finalizing Current Month

The Cubmaster confirms current assignments for upcoming months pack meeting.

Special committees report on plans for current month's activities or special events.
(i.e. fund-raising, bike rodeo, Christmas party)

Den Leaders turn in advancement reports to the person responsible for obtaining awards for the next pack meeting.

Den leaders turn over den dues to treasurer and receive a receipt for them.

3. Planning Ahead

The Committee Chairman leads a general discussion about the upcoming month's den and pack meetings.

The Cubmaster comments on next month's theme and activity badges and confirms assignments concerning den participation in next month's pack meeting.

Special Committees report on upcoming activities or special events.

Den Leaders report on den meeting plans for the upcoming month.

Annual Pack Program Planning Conference (cont')

5 parts to a pack leader's meeting (cont'):

3. Planning Ahead (cont')

Activity badge counselors report on activity badge projects planned for next month.

The Committee Chair reports on pack needs, problems, and progress.

Completion of new dens, pack-troop relationships, financial matters, improving family participation by committee members.

4. Unit Leader Enhancements

Short training discussions intended to help leaders conduct a quality Cub Scout Program found in the Cub Scout Leader Book in Chapter 28. Conduct a short discussion and exercise during each leader's meeting with the other leaders following along in the leaders manual.

5. Social Time and Fellowship

At the end of the meeting allow leaders to enjoy social time and fellowship with refreshments. (Anyone who needs to leave, should feel free to do so)

Monthly Den Chief Planning Meeting

Den Leaders, Assistant Den Leaders and Den Chiefs should meet monthly to go over their plans for the month. They should share information and make assignments. Ask the den chief for ideas. Give the den chief assignment to make sure they feel like part of the leadership team.

Should you want a more formal meeting with all Den Leaders, Assistant Den Leaders, and Den Chiefs there is an outline in your Den Leaders Book on how to run a Monthly Den Leaders Meeting – led by the Assistant Cubmaster. (Even if your pack decides to meet with them three times a year as a group to make sure your leadership teams are going well)

The end result of such a meeting could be well-informed junior leaders, trained den chiefs, and a stronger, more effective leadership team.

**referenced from the Cub Scout Den Leader Book & Cub Leader Specific Training. Lenape Cub Scout Roundtable runs a training highlight for Annual Program Planning in June of every year at roundtable.*