

**Interim Cub Scout Roundtable Guide Information**  
**2017-2018**



**This Draft Material is being provided for your use due to the continued delay in the publishing of the 2017-2018 Cub Scout Roundtable Guide. We will post the entire Roundtable Guide immediately after it is published.**

# **Draft 2017-2018 Cub Scout Interest Topics**

## **Introduction to the new Interest Topic format for 2017-2018**

Based on survey input, the National Cub Scout Committee has modified the presentation style for the Cub Scout Interest Topics for this year. In order to improve communications throughout the Pack leadership, it is recommended that all Cub Scout Leaders attend the Interest Topic discussion together as a single group. This new method will provide everyone with the same information and will facilitate important discussion about these topics between all Cub Scout leaders.

As always, the Cub Scout Roundtable Guide provides suggested options for each council or district. The use of any specific Interest Topic is flexible based on the needs of the council or district. Each council or district may also select other topics that would be beneficial to the needs of the Cub Scout Leaders in their respective council or district.

## **Draft Cub Scout Interest Topics 2017-2018**

- Leader Recruitment
- The New Member Coordinator
- AOL to Boy Scout Transition
- Blue and Gold Banquet
- BSA Structure
- Den/Pack Behavior and Discipline
- Pinewood Derbies, Rocket Derbies, Rain Gutter Regattas
- Duty, Respect, Honor and a few good Cubs!
- Flag Ceremonies / Flag Etiquette
- Leader Appreciation
- Planning Safely
- Trip and Activity Planning
- Unit Commissioner

## **The Big Rock Topics for 2017-2018**

The Big Rock Topics for 2017-2018 will again be information relevant to all Scout leaders across BSA programs. It is important to include a Big Rock topic as part of each month's opening activity. Big Rocks are aimed at reminding unit leaders of basic information that helps them execute a better program. While a number of Big Rocks are provided each year, their use is flexible based on the needs of the council or district. If a topic that is not covered needs to be addressed, use the template provided at the end of the Big Rock section of the Roundtable Guide to design a local Big Rock topic.

## **Boy Scout and Cub Scout Big Rock Topics for 2017-2018**

- 20 Questions - What is a Commissioner
- Adult Awards and Recognition
- Advancement – Why We Do It
- Chartered Organizations – Who Owns Your Unit
- Community Service – Why We Give Back
- Guide to Safe Scouting
- BSA Outdoor Ethics
- Scoutbook
- Social Media and Scouting
- Supplemental Training Beyond Your Council
- Uniforming: Why Do We Do It? Set the Example
- Who Pays for Scouting

**We are providing two initial Cub Scout Interest Topics for your use. These are the Draft contents submitted to the publisher by the National Cub Scout Committee which is responsible for the program content of the Cub Scout Roundtable Guide.**

**These two Topics are directly related to Recruiting and Retention of Cub Scout Leaders and youth.**

- **Leader Recruitment**
- **The New Member Coordinator**

# Leader Recruitment

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## **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.

Time Allotted	Activity	Assigned To	Content Ideas	Notes for Media Team
5 min	Ceremony/Skit/Song/Game	Cub RT Staff or participants	Flag Ceremony	
40 min	General Session: All	Cub RT Staff/Commissioners	<p>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.</p> <p>Where does a unit begin?</p> <p>Have the group discuss how to identify leaders – share the document <i>Selecting Cub Scout Leadership</i> located in the Resource section.</p> <p>When should leader recruiting happen?</p> <p>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.</p>	

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			<p>Share best practices on how the information can be used to recruit new pack leadership.</p> <p>Share best practices for vetting prospective den leaders and pack leadership. Discuss how a unit can recover if the wrong selection was made.</p> <p>Discuss orientation and training and its impact on leader retention. Share and review the position specific New Leader Brochures located in the Resource section.</p> <p>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?</p> <p>Discuss succession planning. See resource information.</p> <p>Share your local council/district training chair information, as well as information on how to learn about training events in your council.</p>	
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.	
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## 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 responsibilities to help the leader in their new position.

[So You're a New Tiger Cub Den Leader](#)  (No. 510-233) [PDF]

[So You're a New Cub Scout Den Leader](#)  (No. 510-239) [PDF]

[So You're a New Webelos Den Leader](#)  (No. 510-247) [PDF]

[So You're a New Cubmaster](#)  (No. 510-237) [PDF]

[So You're a New Pack Committee Member](#)  (No. 510-240) [PDF]

[So You're a New Den Leader \(English/Spanish\)](#)  (No. 510-240) [PDF] (if needed) ]

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## 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



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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/>]

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## 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

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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

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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

Source [ [http://www.scouting.org/filestore/training/pdf/TrainedLeader\\_Requirements.pdf](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](http://www.myscouting.org)

**Closing** source [ [http://insanescouter.org/p/1543/156/Leader\\_Appreciation\\_Ceremony.html](http://insanescouter.org/p/1543/156/Leader_Appreciation_Ceremony.html) ]

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!

## **The New Member Coordinator –**

**Who is this Scouting volunteer and how  
can our pack best use one?**

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## **Cub Scout Roundtable Planning Sheet – 60 minute Format**

**Topic: The New Member Coordinator – Who is this Scouting volunteer and how can our pack best use one?**

**Take Away:** Remember when your family joined Scouting? – Excited? Confused? What makes Scouting a great experience in those first few weeks and months? How can Cub Scout packs use a New Member Coordinator to retain new members?

Time Allotted	Activity	Assigned To	Content Ideas	Notes for Media Team
5 min	Opening Ceremony	Cub RT Staff or participants	Flag Ceremony	
40 min	General Session (All) Presentation and discussion format	Cub RT Staff and participants	<p>Remember when your family joined Scouting? Were you excited? Confused?</p> <p>What makes Scouting a great experience in those first few weeks and months?</p> <p>How does a Scouting experience make a difference for a child in the long-term. (Tufts Study results)</p> <p>Would you like to give others the opportunity to experience Scouting?</p> <p>Would you like to decrease the number of those who leave soon after joining?</p> <p>Would you like to have more volunteers to help you?</p> <p>If so, a New Member Coordinator is for you.</p> <p>What is a New Member Coordinator?</p> <p>Coordinates unit recruitment. Guides joining and welcoming. Makes sure families feel welcome and get their questions answered.</p>	

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			<p>They are easily identifiable. Units can choose how the New Member Coordinator will be identified.</p> <p>More than one person can be a New Member Coordinator. Multiple people can be registered for the position. Use the team approach. Each can choose their area of focus.</p> <p>Training is available for New Member Coordinators. Council level support is available – printed materials, social media campaigns, other recruitment assistance. The District Committee and District Membership Chair can assist.</p> <p>Who in your pack might be just right for this position? (Outgoing, friendly, always has a smile, helpful, responsive, good follow-up, available, tech savvy) Select the best person for the role. When you make the ask, have it be a personal invitation. Pick the right time and place to make the ask.</p> <p>Present the WELCOME Training Module. It explains the role of the New Member Coordinator, and may be an effective “sales” tool for you.</p> <p>Training is available for New Member Coordinators. There is the Welcome Module, plus three “Parts of the Job” modules. (These will be available online shortly.) 1. Sharing the Benefits of</p>	
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			Scouting, 2. Coordinating Recruiting, and 3. Guiding the Joining and Welcoming. Complete the Welcome Module and any or all of the other modules.  How can the pack help the New Member Coordinator help the pack?  What a wonderful sense of community you'll create in your pack!	
10 min	Q & A	Cub Scout RT Staff	Opportunity to answer any additional questions.	
5 min	Closing	Cub Scout RTC	Closing flag ceremony	

### **Resource Information**

#### **Tufts Study Results**

<http://scoutingwire.org/resources-to-help-you-prove-the-value-of-scouting/>

#### **New Member Coordinator Welcoming Module**

<http://scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator/>