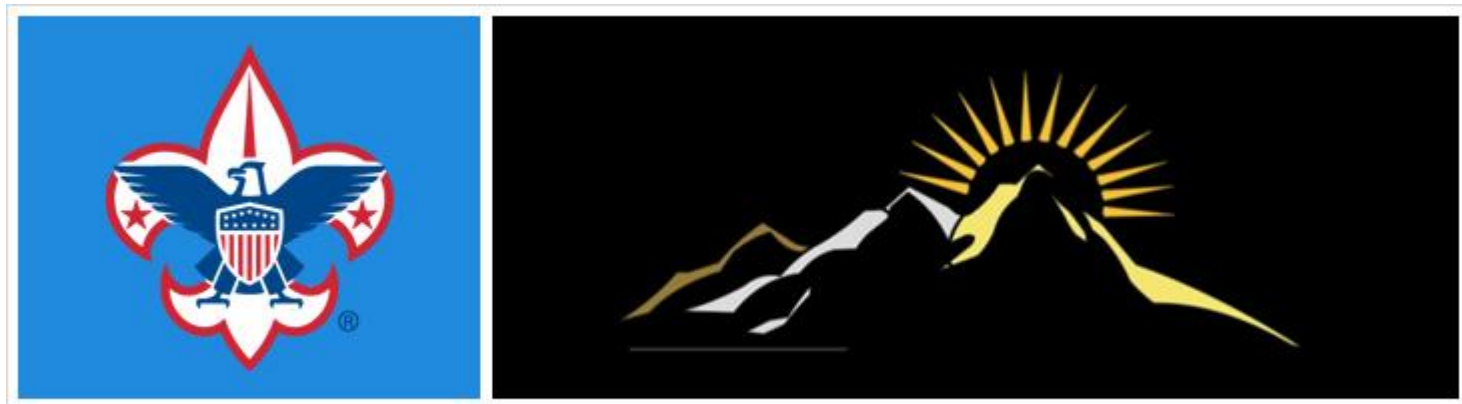


# Journey to Excellence



## **JTE Guidebook for Cub Scout Packs A Tool to Help Your Pack and You Thrive** 2019 Program Year

*This guidebook was prepared as an assist to Cub Scout pack leaders and others in using Journey to Excellence tools to plan and deliver excellent Cub Scouting through Cub Scout packs and dens. More material is available on the National Council JTE Resources webpage.*

Strategic Development Office-National Council-Boy Scouts of America  
Questions? Call Member Care Contact Center-972-580-2489  
JTE@Scouting.org

Revised 1-31-2019

# JTE Guidebook for Cub Scout Packs-A Tool to Help your Pack and You Thrive

## How to use this Guidebook?

This guidebook was created with busy Cub Scout pack leadership in mind. It is intended to help the pack key 3, the committee chair, the Cubmaster and the chartered organization representative in using the **Journey to Excellence (JTE)** concept as a unit planning tool and year-round checklist of fun activities for the Cub Scouts. This guidebook was made from various publications and documents available from the National Council website and includes instructions on how to use them. Journey to Excellence uses and blends many existing BSA programs, some of which the unit leadership may not be familiar with. The material in this guidebook should answer what these programs are. The information in the guidebook should enable the Cub Scout pack committee to conduct a pack planning session that prepares the pack for a very successful year of fun.

## This Guidebook consists of (in order)

- A summary sheet used to show a responsible adult for each of the 11 JTE objectives
- The 2019 JTE Scorecards that show JTE measures and levels
- The 2019 JTE Spreadsheet to use as a planning checklist
- Instructions, provided in a suggested planning order, to use in building pack activities that provide great Cub Scouting connected to the JTE objectives. Also listed, in smaller fonts, are a few Cub Scouting on-line training modules providing further information on the what and how of each JTE objective. See Objective #11, *Trained Leadership*.

Planning the program year	Module SCO_468-Annual Program Planning
Pack and den meetings	Module SCO_458-Conducting Pack Meetings/SCO_455-Den Meetings
Leadership recruitment	Module SCO_462-Involving Adults in Cub Scouting
Trained leadership	Module SCO_466-Continue the Journey
-Cub Scout Pack Leader Position Trained Requirements table-latest revision-12-28-2018	
Day/resident/family camp	Module SCO_460-Preparing families for outdoors
Outdoor activities	Module SCO_461-Keeping Cub Scouting Safe
Service projects	Module SCO_451-The Aims and Methods of Cub Scouting
Membership	Module SCO_535-New Member Coordinator (NMC) welcome course
Webelos to Scouts	Module SCO_530-Journey to Excellence
Budget	Module SCO_467-Building the Pack Budget and other modules
Advancement	Module SCO_453-Cub Scout Advancement and other modules
Retention	Module SCO_465-Childhood Development

- Progress Record Sheets for:
  - Scouter's Training Award for Cub Scouting-latest revision
  - Den Leader Training Award-latest revision
  - Cubmaster Key-latest revision
- Instructions for the Unit Leader Award of Merit
- Pack budgeting information
- Unit Money-Earning Application
- National Summertime Pack Award form-latest revision

## Leader Training

Leader training and recognition is extensively discussed in this guidebook and mentioned here. Providing leadership for Journey to Excellence objectives is an important part of earning adult recognitions. Please use the following summary sheet as a tool to guide the Cub Scout pack adults in helping the pack be the best pack it can be.

## Cub Scout Pack Journey to Excellence Planning 2019 Summary

Sheet Pack \_\_\_\_\_ District \_\_\_\_\_

### JTE Overall Goal

- Bronze
- Silver
- Gold

This table lists all 11 JTE objectives in the order presented in the guidebook. For each objective list the responsible adult, the date they started working on their **Scouter's Training Award for Cub Scouting** and circle the JTE goal the Scouter is helping the Pack achieve.

JTE Scoresheet Objective	#	Responsible Adult	Scouter's Training Award for Cub Scouting-Start date	Goal
Planning and budget (*planning)	1			<b>B S G</b>
Pack and den meetings	9			<b>B S G</b>
Leadership planning	10			<b>B S G</b>
Trained leadership	11			<b>B S G</b>
Day / resident/ family camp	7			<b>B S G</b>
Outdoor activities	6			<b>B S G</b>
Service projects	8			<b>B S G</b>
Membership	2			<b>B S G</b>
Webelos to Scouts	4			<b>B S G</b>
Planning and budget (*budget)	1			<b>B S G</b>
Advancement	5			<b>B S G</b>
Retention	3			<b>B S G</b>

Reviewed by the pack committee on \_\_\_\_\_

\_\_\_\_\_  
Committee Chair

9/18/18

## **Journey to Excellence**

### **A Tool to Help Your Pack and You Thrive!**

#### **What is *Journey to Excellence*?**

Would you like a tool to help you figure out what activities your unit, your pack committee and you can do to give the best scouting experience to your registered youth?

If so, then using and reviewing the BSA's Journey to Excellence is **just the tool for you!** Journey to Excellence, abbreviated as **JTE**, is a roadmap or a guide or benchmark to show and indicate what a Cub Scout pack can and should be doing. JTE can help answer questions like how many meetings should we have? How trained should our adults be? What outdoor activities should we do? How should we budget?

#### **Read on and discover how JTE can HELP!**

First of all, any scout unit should have a regular **planning process**. There must be a way for your pack to make future plans for meetings, activities and fundraisers. There are many ways to do this. An entire on-line module, # SCO\_468 (Annual Program Planning), of the Cub Scout leader training system provides a guide for the annual program planning meeting. Take this course or review it if done previously. You can use a big calendar that you provide or you can also use a big sheet of paper showing the entire program year or a single sheet per month. It is up to you. The important pack leadership adults must be involved, certainly, the pack leadership key 3, the Cubmaster, the pack committee chair and the chartered organization representative. The pack treasurer and the pack trainer as well as the parents responsible for advancement, membership, popcorn sales, summertime activities and the others that provide time and resources for the pack should also be involved. It is up to you how to make a plan for the pack program year, however, every unit needs a way to do so. National Council BSA provides a suggested method to plan which can be found as described above.

You should also involve your **unit commissioner**, an experienced Scouter dedicated to helping your pack succeed. Let the unit commissioner know when you are going to have your planning session and invite him or her to participate. Helping is their job! Every commissioner should be in contact with unit leadership and ask what they can do to help. Ask at the next roundtable (a district-wide monthly adult-leaders meeting), who your unit commissioner is and get the correct contact information on where to send an invitation to attend your annual planning session.

You will need a My.Scouting.org account to have full access to the information available to you as a pack leader and resource. Gaining access is simple. Most importantly you need your official National Scouting ID number. It can be found on your annual membership card or from your unit roster provided with your charter kit. Most information is available without an account however there are additional planning benefits if you do.

Some Scouters might have ended up with two or more ID numbers over time. Your district executive can help you combine your IDs if that is the case. Take a few moments, write down the numbers, if you know them, and provide them to your district executive or unit commissioner.

**Pack \_\_\_\_\_ of \_\_\_\_\_ District**  
**2019 Scouting's Journey to Excellence**  
**"The BSA method for annual planning and continuous improvement"**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and Budget:</b> Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the pack committee.	Achieve Bronze, plus pack conducts a planning meeting involving den leaders for the following program year.	Achieve Silver, plus pack committee meets at least six times during the year to review program plans and finances.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Cub Scouting:</b> Recruit new youth into the pack in order to grow membership.	Conduct a formal recruitment program by October 31 and register new members in the pack.	Achieve Bronze, and either increase youth members by 5% or have at least 40 members.	Achieve Silver, and either increase youth members by 10% or have at least 60 members.	50	100	200
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 60% of eligible members.	Reregister 65% of eligible members.	Reregister 75% of eligible members.	50	100	200
#4	<b>Webelos-to-Scout transition:</b> Have an effective plan to graduate Webelos Scouts into Boy Scout troop(s).	With a troop, hold two joint activities or 75% of second year Webelos have completed "The Scouting Adventure."	60% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop.	25	50	100
<b>Program</b>					<b>Total Points: 900</b>		
#5	<b>Advancement:</b> Achieve a high percentage of Cub Scouts earning rank advancements.	50% of Cub Scouts advance one rank during the year.	60% of Cub Scouts advance one rank during the year.	75% of Cub Scouts advance one rank during the year.	100	200	300
#6	<b>Outdoor activities:</b> Conduct outdoor activities and field trips.	Each den has the opportunity to participate in three outdoor activities or field trips during the year.	Each den has the opportunity to participate in four outdoor activities or field trips during the year.	Each den has the opportunity to participate in five outdoor activities or field trips during the year.	50	100	200
#7	<b>Day/resident/family camp:</b> Cub Scouts attend day camp, family camp, and/or resident camp.	33% of Cub Scouts participate in a camping experience or have improvement over the prior year.	50%, or 33% and have improvement over the prior year.	75%, or 50% and have improvement over the prior year.	50	100	200
#8	<b>Service projects:</b> Participate in service projects.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Achieve Silver, plus at least one of the service projects is conservation-oriented.	25	50	100
#9	<b>Pack and den meetings and activities:</b> Dens and the pack have regular meetings and activities.	Hold eight pack meetings a year. Den or pack meetings have started by October 31.	Achieve Bronze, plus dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
<b>Volunteer Leadership</b>					<b>Total Points: 400</b>		
#10	<b>Leadership recruitment:</b> The pack is proactive in recruiting sufficient leaders.	Have a registered assistant Cubmaster.	Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.	Achieve Silver, plus every den has a registered leader by October 31.	50	100	200
#11	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.	Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of committee members have completed position-specific training.	50	100	200

- Bronze:** Earn at least 525 points by earning points in at least 7 objectives. **Total points earned:** \_\_\_\_\_
- Silver:** Earn at least 800 points by earning points in at least 8 objectives.
- Gold:** Earn at least 1,050 points by earning points in at least 8 objectives and at least Bronze in #6. **No. of objectives with points:** \_\_\_\_\_

Our pack has completed online rechartering by the deadline in order to maintain continuity of our program.

We certify that these requirements have been completed:

Cubmaster \_\_\_\_\_ Date \_\_\_\_\_

Committee chair \_\_\_\_\_ Date \_\_\_\_\_

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

*This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.*

# **Scouting's Journey to Excellence**

## **2019 Pack Planning, Performance, and Recognition**

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The pack has a program plan and budget that is reviewed at all pack committee meetings, and the pack follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. Program plans and budget are reviewed with den leaders and parents at the start of the program year. The pack's program plan should be shared with the unit commissioner.
Membership Measures	
2	A formal recruitment event is conducted and new members are registered by October 31, 2019. On December 31, 2019, the pack has an increase in the number of youth members as compared to the number registered on December 31, 2018. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> . <b>The pack has an up-to-date pin on the "Be a Scout" website.</b>
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Cub Scouts. If the pack has a December charter, use the one expiring on December 31, 2018; otherwise use the one expiring during 2019.
4	Hold at least two joint activities with a troop or troops, and have graduating boys <b>or girls</b> register with a troop. "The Scouting Adventure" for second-year Webelos is described in the <i>Webelos Scout Handbook</i> . If the pack has no second-year Webelos Scouts, this requirement is met at the Bronze level.
Program Measures	
5	Total number of Cub Scouts advancing at least one rank (Bobcat, Lion, Tiger, Wolf, Bear, Webelos, Arrow of Light) during the calendar year (A), divided by the number of <b>youth</b> registered at the end of the year (B). Advancement = (A) / (B). The pack is encouraged to use Scoutbook to track each <b>individual's</b> advancements.
6	The pack has activities and field trips in the outdoors, which could include outdoor pack meetings, hikes, family campouts, parades, outdoor service projects, etc. All dens have the opportunity to participate.
7	Cub Scouts attend an in-council or out-of-council Cub Scout day camp, family camp, and/or Cub Scout resident camp in 2018. STEM programs either as a day camp or resident camp are also included. All levels are total number of different Cub Scouts attending (A) divided by total number of Cub Scouts registered in the pack as of June 30, 2019 (B). Total = (A) / (B).
8	The pack participates in at least two service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
9	Have at least eight pack meetings or activities within the past 12 months, with one of those meetings being to review the pack's program plans and asking for parental involvement in the pack. Den meetings start by October 31, 2019, and all dens meet at least twice each month within the past year. Pack earns the Summertime Pack Award.
Volunteer Leadership Measures	
10	The pack has a Cubmaster, an assistant, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The pack identifies persons for next year's leadership for existing dens, including Cubmaster, Den Leaders, and Webelos Den Leaders prior to the start of the program year. All dens have a registered leader by October 31, 2019. <b>Program plans are shared with parents at pack meetings.</b>
11	All leaders have completed youth protection training. <b>Bronze:</b> Cubmaster, an assistant, or pack trainer has completed position-specific training. <b>Silver:</b> Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining. <b>Gold:</b> Silver, plus 2/3 of committee members (including chartered organization representative) have completed training.

**Scoring the pack's performance:** To determine the pack's performance level, you will use the above information to determine the points earned for each of the 11 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 525 points in at least 7 criteria, Silver level requires earning points in at least 8 criteria and 800 points, and Gold level requires earning points in at least 8 criteria, meeting at least bronze standards in outdoor activities, and earning at least 1,050 total points.

**For more resources including workbooks and planning guides: [www.Scouting.org/jte](http://www.Scouting.org/jte)**



**2019 Journey to Excellence - Pack - District**

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>							
1	<b>Planning and Budget:</b> Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	<i>Date:</i> Pack committee adopted annual program plan & budget <i>Date:</i> Program planning meeting with den leaders <i>Date:</i> Committee meeting #1 <i>Date:</i> Committee meeting #2 <i>Date:</i> Committee meeting #3 <i>Date:</i> Committee meeting #4 <i>Date:</i> Committee meeting #5 <i>Date:</i> Committee meeting #6 <i>Count:</i> Total number of committee meetings	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ 0			
<b>Membership</b>							
2	<b>Building Cub Scouting:</b> Recruit new youth into the pack in order to grow membership.	<i>Date:</i> Pack recruitment event before October 31, 2019 <i>Count:</i> Number of Scouts registered on December 31, 2018 <i>Less:</i> Youth dropped at recharter <i>Less:</i> Webelos joining troops during the year <i>Less:</i> Transfers to other packs during the year <i>Plus:</i> New Scouts joining the pack during the year <i>Plus:</i> Transfers from other units during the year <i>Count:</i> Current membership <i>Percent:</i> Growth over end of prior year	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ 0 0.0%			
3	<b>Retention:</b> Retain a significant percentage of youth members.	<i>Count:</i> Number of Scouts registered at end of charter (12/31/2018) <i>Less:</i> Youth 11 years or older by end of charter year (age-outs) <i>Count:</i> Youth eligible to reregister <i>Count:</i> Number of youth actually reregistered for next year <i>Percent:</i> Retention rate	_____ _____ _____ _____	_____ _____ _____ _____ 0 0.0%			
4	<b>Webelos-to-Scout transition:</b> Have an effective plan to graduate Webelos Scouts into Boy Scout troop(s).	<i>Count:</i> Number of second year Webelos at start of year <i>Count:</i> Number completing "Scouting Adventure" <i>Percent:</i> Completion rate <i>Date:</i> Joint activity with a troop #1 <i>Date:</i> Joint activity with a troop #2 <i>Count:</i> Webelos joining troops during the year <i>Percent:</i> Webelos graduation rate	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ 0 0.0%			
<b>Program</b>							
5	<b>Advancement:</b> Achieve a high percentage of Cub Scouts earning ranks.	<i>Count:</i> Current membership <i>Count:</i> Boys advancing one or more ranks during the year <i>Percent:</i> Advancement rate	_____ _____	_____ _____ _____ 0 0.0%			
6	<b>Outdoor activities:</b> Conduct outdoor activities and field trips.	<i>Date:</i> Outdoor activity #1 <i>Date:</i> Outdoor activity #2 <i>Date:</i> Outdoor activity #3 <i>Date:</i> Outdoor activity #4 <i>Date:</i> Outdoor activity #5 <i>Count:</i> Total number of outdoor activities	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ 0			
7	<b>Day/resident/family camp:</b> Cub Scouts attend day camp, family camp, and/or resident camp.	<i>Percent:</i> Camping rate prior year <i>Count:</i> Number of Cub Scouts registered on June 30, 2019 <i>Count:</i> Number of Cub Scouts attending any camp <i>Percent:</i> Camping rate <i>Percentage:</i> Camping rate change from prior year	_____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ 0.0% 0.0%			
8	<b>Service projects:</b> Participate in service projects.	<i>Yes/No:</i> Pack records service projects and hours on JTE website <i>Yes/No:</i> At least one project is conservation-oriented <i>Date:</i> Service project #1 <i>Date:</i> Service project #2 <i>Date:</i> Service project #3 <i>Count:</i> Total number of service projects	<input type="checkbox"/> Yes _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ 0			

2019 Journey to Excellence - Pack - District

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
9	<b>Pack and den meetings and activities:</b> Dens and the pack have regular meetings and activities.	<i>Yes/No:</i> Den & pack meetings have started by October 31 <i>Yes/No:</i> Dens meet at least twice a month during the school year <i>Yes/No:</i> Pack has earned the Summertime Pack Award <i>Date:</i> Pack meeting #1 <i>Date:</i> Pack meeting #2 <i>Date:</i> Pack meeting #3 <i>Date:</i> Pack meeting #4 <i>Date:</i> Pack meeting #5 <i>Date:</i> Pack meeting #6 <i>Date:</i> Pack meeting #7 <i>Date:</i> Pack meeting #8 <i>Count:</i> Total number of pack meetings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes  _____ _____ _____ _____ _____ _____ _____ _____	0			
<b>Volunteer Leadership</b>							
10	<b>Leadership recruitment:</b> The pack is proactive in recruiting sufficient leaders.	<i>Yes/No:</i> Registered Cubmaster <i>Yes/No:</i> Registered Assistant Cubmaster <i>Yes/No:</i> Pack and den leadership identified for next year <i>Count:</i> Number of committee members <i>Count:</i> Number of dens <i>Count:</i> Number of dens with registered leaders by October 31	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes  _____ _____ _____				
11	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	<i>Yes/No:</i> Cubmaster has completed position-specific training <i>Yes/No:</i> Asst. Cubmaster has completed position-specific training <i>Yes/No:</i> Pack trainer has completed position-specific training <i>Count:</i> Number of den leaders <i>Count:</i> Number with position-specific training <i>Count:</i> Number of committee members <i>Count:</i> Number with position-specific training <i>Percent:</i> Committee members completing training	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes  _____ _____ _____	0  0.0%			

**Bronze:** Earn at least 525 points by earning points in at least 7 objectives.

**Silver:** Earn at least 800 points by earning points in at least 8 objectives.

**Gold:** Earn at least 1,050 points by earning points in at least 8 objectives and at least bronze in #6.

**Total points earned:** 0

**No. of objectives with points:** 0

**Use this spreadsheet, found on the JTE Resources webpage under workbooks, to assist in yearly planning. Fill in the spreadsheet cells or mark off the events and the spreadsheet will automatically calculate the JTE measure and number of points. Once you enter the events planned for the year the spreadsheet will indicate the expected measure at the end of the year.**

**Not Gold? Then plan additional events to have the scouting program to be a Gold JTE Unit.**



## Planning Guidance from JTE

With just a few minutes of reading you can learn about the planning assistance that JTE can provide. However, first you need the appropriate **JTE Scorecard**, there is one for every program, Cub Scout **packs**, Scout, BSA, **troops**, Venturing **crews** and Sea Scout **ships**. You will find all the scorecards on the Journey to Excellence Resources web page which you can access from My.Scouting.org (Menu-Legacy Web Tools-Legacy Myscouting-Journey to Excellence Resources). The scorecards are located in a section titled “**Scorecards**”. Selected the appropriate year, **2019**, and a list of available scorecards will appear. Select the one you want, the **Pack Scorecard**. The scorecard will appear and can be downloaded as a PDF. Alternatively, you should be able to get a scorecard paper copy from your unit commissioner, pick one up at roundtable, at the council office or from your district executive. One is included in the unit recharter package however you should have one long before recharter time if you are going to use it to help plan.

However, to help your pack planning session, the **Pack Scorecard** was at the beginning of this guidebook. Take a look at the scorecard. It is two sided and page one lists 11 areas, called **objectives**, where three measurement levels, Bronze, Silver and Gold, are shown. These three levels help you and the pack planning team assign the importance of each objective. You might find that the activities associated with a particular objective are more important than others to you, your chartered organization and your pack’s youth and so you will make plans accordingly. Ultimately, as the unit grows, you will be able to make plans to accomplish a level in all 11 objectives. Points are assigned for each level obtained and unit point totals provide an overall unit measure of **Bronze**, **Silver** or **Gold**. Every Cub Scout pack should strive to be a **Gold** pack.

Each objective is explained in a short summary on the first page of the scorecard and further information is on the back side or second page. There are objectives for youth membership, advancement, outdoor activities, adult leaders, number of meetings, service projects and unit activities which are further explained in this guidebook.

This guidebook also contains a paper printout of a fill-in-the-blanks spreadsheet style workbook that automatically calculates JTE objective levels and points to help the pack planner determine what activities the pack needs to do to achieve the desired medal level. Download the actual spreadsheet from the *Journey to Excellence Resources* webpage.

Read through all the objectives and get a feel for the intent and the difference among the three quality levels where **Bronze** means a unit is *effective*, **Silver** means *excellent* and **Gold** is the standard for an *exceptional* unit. Please note that each objective has a high-end ceiling or target instead of a more traditional yearly goal consisting of a percentage improvement regardless of the measure. This allows for being at the top, **Gold**, and not needing to improve every year to stay **Gold**. This way you can focus on working on other objectives. There is also a minimum standard a pack must meet to be **Bronze**. Additionally, yearly improvement in an objective, before achieving **Gold** level, of a fixed percentage (generally 2%) and being above a **Bronze** or **Silver** measure qualifies the pack as the **Silver** and **Gold**. None of these objectives should surprise any Cub Scouter with experience because all the objectives are woven into the operation of a Cub Scout pack.

## Before the Planning Session Starts

There are a few items to know, collect or do before the pack planning session. Know where the pack is going to meet, obtain school vacation schedules, know the federal and state holiday schedule, discuss with the Pack Key 3 who to invite, peruse the various Cub Scouting themed web pages for useful documents (some listed in this guidebook), determine how the pack schedule is going to be shown while it is being planned and have a room big enough for the session itself.

## Where to Start? With a Yearly Plan, of course—Objective # 1

A written plan is an excellent tool to create to have an active and fun pack. **Objective # 1, Planning and budget: Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising** provides a road map on what to do. Let's do the program plan first and then the budget later once the full plan is put together.

Many planning resources exist on ScoutSource and should be reviewed as suggested above. These tools are well thought out and will greatly assist the program plan. Having an annual program plan (and budget) adopted by the pack committee is required for the **Bronze** measure. **Silver** is the measure if the pack conducts a planning meeting involving den leaders for the following program year, 2020. If the pack committee meets at least six times during the year and reviews program plans (and the budget) the pack qualifies as **Gold**. Start filling in the pack planning calendar by scheduling and showing these six committee meetings.

### Next, plan the meetings--Objective # 9

The annual plan must include how often the pack and dens meet. Look at **Objective # 9, Pack and den meeting: Dens and the pack have regular meetings**. **Bronze** requires only 8 pack meetings a year, where at one meeting parent involvement is requested and the annual program plan is reviewed plus pack or den meetings begin by October 31<sup>st</sup>. Do all this and you are **Bronze!**

On your planning calendar mark the 8 months the pack will meet, most likely **September** or **October** to the following **May** or **June**. Den meetings are next on the list to have a plan for. Show at least two den meetings per month during the school year for each den. Do this and your pack will be **Silver**. Decide if your pack will be active in the summer when school is out. If so, plan on earning the **National Summertime Pack Award** and the unit is at the **Gold level!** The Summertime Pack Award requires you to plan for just one activity of some sort for each summer month, June, July and August. Keeping the Cub Scouts active during the summer will provide a bridge for continuing in Scouting when school starts in the fall.

Step back and take a look at the plan. If the pack has three dens and you are planning on being a Gold level pack you have now planned at least 48 den meetings, 8 pack meetings and 3 summertime events, a total of 59 meetings or events! That's a lot of meetings!

Included in the front of this guidebook are two pages showing JTE objectives in a fill-in-the-blanks-format. Use these pages to show what has been scheduled or planned. Find Objective # 9 and list the planned meeting dates and continue to fill in this form as the pack calendar is built in the planning session. These pages are a part of a downloadable spreadsheet located on the JTE Resources webpage.

Pack success will come from the appropriate number of trained adults. JTE can help show the way by indicating to the pack committee and cub parents the importance of adult involvement and of having trained leaders. Training all the adults for their positions will lead to fun activities and meetings and help build a strong and successful cub scout pack.

## Leadership-Recruitment and Leader Training-Objectives # 10 and # 11

Develop a strong pack plan for the next year by identifying new adult leadership **before** it is needed. **Objective #10, Leadership Recruitment: The pack is proactive in recruiting sufficient leaders** helps explain this. If the pack has an assistant Cubmaster the pack is at **Bronze** level. If the pack committee identifies the pack and den leadership for the next program year (for school year 2019-20) before the pack membership recruiting event, the pack is at **Silver** level. If every den has a registered leader by October 31, 2019, the pack is **Gold**. Place October 31 (Den Leaders) on the pack planning calendar and the recruiting event date (to identify next year's pack leadership).

Now is a good time to look at **Objective # 11, Trained leadership: Have trained and engaged leaders at all levels**. Virtually all pack leader training can be accomplished on-line using courses accessed through a Cub Scouter's dashboard on My.Scouting.org. However, first and extremely important is that **all** adults interacting with the youth of your pack must have **Youth Protection training, YPT**. This is a must and a rock-solid requirement and **non-negotiable**. This can also be done via the Dashboard on My.Scouting.org and **must be the first training** done by any adult who wants to register.

Having the Cubmaster **or** an assistant Cubmaster **or** the pack trainer complete **position-specific training** and mandatory Youth Protection training is the minimum threshold for **Bronze level**. Having the Cubmaster (if not for Bronze) **and all** den leaders complete leader **position-specific training** (on-line or instructor led), within **three months** of joining if new, qualifies as the **Silver level**. Having 2/3 of the active pack committee members trained is the **Gold level**. The adult members of the pack committee will have a much better idea of how they can support the pack plan once they also have completed their leader **position-specific training**, available on-line.

All Cub Scout leader training can be completed by taking a traditional classroom session or by using the **Scouting U** website on-line training. The on-line modules cover all necessary topics and is equivalent to classroom training. Each leader registered position and assistant (Tiger, Den, Webelos, Cubmaster, committee chair and committee member) have a "My Learning" set of appropriate modules that **must** be taken to be considered **TRAINED**. The modules are accessed from My.Scouting.org via "My Dashboard" then "My Training" and then "Training Center". Select Cub Scouting and then choose the title that best fits the registered position, either "Den Leader", "Cubmaster" or "Pack Committee". This will take a Scouter to the "Scouting U" website. Initially select Cub Scouting (again) to access the correct menu. Select the appropriate **Registered Position** for the training desired. Each registered position has three module groupings that have been established, in a suggested order to be taken. These groupings are titled "**Before the First Meeting**", "**First 30 Days**" and "**Positioned Trained**". Select each grouping individually to **add** them to "My Learning" by selecting the green plus sign. Each module subset may be taken in the time frame suggested or at a more rapid pace. However, **all** modules in the three groups are required to be completed before a Scouter is considered completely **TRAINED**. After selecting the grouping(s) for your position then go to the "**My Learning**" menu button on the top of the Scouting U site to access the selected modules. The Scouting U website is improved constantly which means the steps described above might be slightly different over time.

Put the dates on the planning calendar when any new leaders need to complete their training. All new leaders registered in September must complete their training by the end of December. Put the district and council training dates for instructor led courses on the calendar. Recruit a **pack trainer** to encourage, follow up and track training. The pack trainer is considered **TRAINED** if they complete Pack Committee training plus BSA course D-70, The Fundamentals of Training. See the attached chart titled **Cub Scout Pack Leader Position Trained Requirements** for more information.



# CS 19 CUB SCOUT POSITION TRAINED REQUIREMENTS

## CUBMASTER & ASSISTANT CUBMASTER

### BEFORE 1ST MEETING

SCO_450	WELCOME	2:02
SCO_451	AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_453	ADVANCEMENT	10:25
SCO_454	CUB SCOUT UNIFORMS	4:49
SCO_457	DEN MANAGEMENT	5:27
SCO_458	CONDUCTING A CUB SCOUT PACK MEETING	12:05
SCO_462	INVOLVING ADULTS IN CUB SCOUTING	8:46
		<b>TOTAL TIME: 49 MIN</b>

### BEFORE FIRST OUTDOOR ACTIVITY

SCO_460	PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461	KEEPING CUB SCOUTING SAFE	4:35
SCO_800	HAZARDOUS WEATHER TRAINING	31:00
		<b>TOTAL TIME: 41 MIN</b>

### EARNING YOUR TRAINING STRIP

SCO_463	PACK STRUCTURE	8:02
SCO_464	DENNERS AND DEN CHIEFS	7:54
SCO_465	CHILDHOOD DEVELOPMENT	7:28
SCO_466	CONTINUE THE JOURNEY	4:09
		<b>TOTAL TIME: 28 MIN</b>

## DEN LEADER & ASSISTANT DEN LEADER

### BEFORE 1ST MEETING

SCO_450	WELCOME	2:02
SCO_451	AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_452	BOBCAT	7:08
SCO_453	ADVANCEMENT	10:25
SCO_454	CUB SCOUT UNIFORMS	4:49
SCO_455	CONDUCTING A CUB SCOUT DEN MEETING	8:14
SCO_456	RESOURCES	5:14
SCO_457	DEN MANAGEMENT	5:27
		<b>TOTAL TIME: 49 MIN</b>

### BEFORE FIRST OUTDOOR ACTIVITY

SCO_460	PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461	KEEPING CUB SCOUTING SAFE	4:35
SCO_800	HAZARDOUS WEATHER TRAINING	31:00
		<b>TOTAL TIME: 41 MIN</b>

### EARNING YOUR TRAINING STRIP

SCO_462	INVOLVING ADULTS IN CUB SCOUTING	8:46
SCO_463	PACK STRUCTURE	8:02
SCO_464	DENNERS AND DEN CHIEFS	7:54
SCO_465	CHILDHOOD DEVELOPMENT	7:28
SCO_466	CONTINUE THE JOURNEY	4:09
		<b>TOTAL TIME: 37 MIN</b>

### CLASSROOM OPTION

THE ONLINE TRAINING PLANS LISTED BELOW ARE ALSO AVAILABLE IN A CLASSROOM FORMAT:

Cubmaster & Assistant Cubmaster: C40 Cubmaster & Asst. Cubmaster Position Specific Training  
 Den Leader: C42 Cub Scout Den Leader & Asst. Den Leader Position Specific Training  
 Committee Chair & Pack Committee: C60 Pack Committee Challenge



# CS19 CUB SCOUT POSITION TRAINED REQUIREMENTS

## PACK COMMITTEE MEMBER

### BEFORE YOUR FIRST MEETING

SCO_450	WELCOME	2:02
SCO_451	AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_454	CUB SCOUT UNIFORMS	4:49
SCO_459	CONDUCTING A COMMITTEE MEETING	9:00
SCO_463	PACK STRUCTURE	8:02
		<b>TOTAL TIME: 30 MIN</b>

### BEFORE YOUR FIRST OUTDOOR ACTIVITY

SCO_460	PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461	KEEPING CUB SCOUTING SAFE	4:35
		<b>TOTAL TIME: 10 MIN</b>

### EARNING YOUR TRAINING STRIP

SCO_453	ADVANCEMENT	10:25
SCO_457	DEN MANAGEMENT	5:27
SCO_462	INVOLVING ADULTS IN CUB SCOUTING	8:46
SCO_464	DENNERS AND DEN CHIEFS	7:54
SCO_465	CHILDHOOD DEVELOPMENT	7:28
SCO_466	CONTINUE THE JOURNEY	4:09
SCO_467	PACK FINANCE	7:46
SCO_530	JOURNEY TO EXCELLENCE	12:46
SCO_468	ANNUAL PROGRAM PLANNING	17:34
SCO_469	ANNUAL CHARTER RENEWAL RECHARTERING	6:36
SCO_535	NMC WELCOME COURSE	13:00
		<b>TOTAL TIME: 1 HOUR 41 MIN</b>

## PACK COMMITTEE CHAIR

### BEFORE YOUR FIRST MEETING

SCO_450	WELCOME	2:02
SCO_451	AIMS AND METHODS OF CUB SCOUTING	6:17
SCO_454	CUB SCOUT UNIFORMS	4:49
SCO_459	CONDUCTING A COMMITTEE MEETING	9:00
SCO_462	INVOLVING ADULTS IN CUB SCOUTING	8:46
SCO_463	PACK STRUCTURE	8:02
		<b>TOTAL TIME: 39 MIN</b>

### BEFORE YOUR FIRST OUTDOOR ACTIVITY

SCO_460	PREPARING FAMILIES FOR OUTDOOR	5:19
SCO_461	KEEPING CUB SCOUTING SAFE	4:35
		<b>TOTAL TIME: 10 MIN</b>

### EARNING YOUR TRAINING STRIP

SCO_453	ADVANCEMENT	10:25
SCO_457	DEN MANAGEMENT	5:27
SCO_464	DENNERS AND DEN CHIEFS	7:54
SCO_465	CHILDHOOD DEVELOPMENT	7:28
SCO_466	CONTINUE THE JOURNEY	4:09
SCO_468	ANNUAL PROGRAM PLANNING	17:34
		<b>TOTAL TIME: 52 MIN</b>

## Summary Sheet

Attached to this guidebook is a summary sheet to show the planning order of JTE Objectives as explain in the guidebook. The sheet is to be used to show the responsible committee member for each JTE objective, the goal adopted by the committee and progress towards the **Scouter's Training award for Cub Scouting**

**Resources Found on the Cub Scouts section of the Programs Webpage** (Find Cub Scouts from My.Scouting.org by selecting *Menu* then select *Legacy Web Tools* then *JTE Resources*, then *Programs*, then *Cub Scouts*, then select the area of interest.)

*Boys' Life* Planning Calendar, publication # 331-011

*Boys' Life Cub Scout Leader Program Notebook* #331-014

*Boys' Life Bilingual Pack Program Planning Chart* #331-017

*Cub Scout Leaders Book* #33221, SKU 62059

Den and Pack Meeting Resource Guide, an entire section on the Webpage

Cub Scout Den Meeting Program, numerous worksheets and aids

Family Talent Survey, publication #220-110

Planning Your Annual Pack Budget, publication #510-273

National Summertime Pack Award, publication # 512-049

Cub Scout Outdoor Activity Award, publication # 13-228 and 512-013

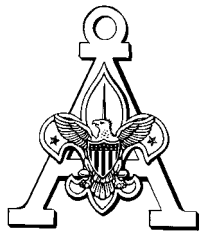
ScoutStrong PALA, publication 210-041

Scouting U website

And many, many others

# Scouter's Training Award for Cub Scouting

## Progress Record



### Candidate's Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

Pack No. \_\_\_\_\_ District: \_\_\_\_\_

Council Name: \_\_\_\_\_

### Tenure

Complete at least two years of tenure as a registered adult leader in a Cub Scout pack.

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

### Training

- Complete basic training for any Cub Scout leader position.
- Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

\_\_\_\_\_  
Pack Committee Chair

\_\_\_\_\_  
Date

### Performance

Do the following during the tenure used for this award:

- Participate in an annual pack planning meeting in each year.
- Give primary leadership in meeting at least one pack Journey to Excellence objective in each year.
- Serve as an adult leader in a pack that achieves at least the Bronze level of Journey to Excellence in each year. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level during the two years.

Approved by:

\_\_\_\_\_  
Pack Committee Chair

\_\_\_\_\_  
Date

### Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Scouter's Training Award is approved.

Approved by:

\_\_\_\_\_  
District or Council Training Committee Chair

\_\_\_\_\_  
Date



# Den Leader Training Award Progress Record



## Candidate's Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

Pack No. \_\_\_\_\_ District: \_\_\_\_\_

Council Name: \_\_\_\_\_

Select One:

- Tiger den leader  Webelos den leader  
 Cub Scout den leader (Wolf/Bear)  Lion den leader

*Note:* This award can be earned in each position, but tenure may be used only for one award.

## Tenure

Complete one year as a registered den leader in the position selected. Tiger den leader's tenure can be the program year as long as it is greater than eight months.

From \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)

## Training

- Complete the basic training for the selected den leader position (in person, instructor-led, or e-learning).  Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during the tenure used for this award.

Approved by:

\_\_\_\_\_  
Cubmaster

\_\_\_\_\_  
Date

## Performance

Do five of the following during the tenure used for this award:

- Have an assistant den leader who meets regularly with your den.  Complete Basic Adult Leader Outdoor Orientation (BALOO).  
 Have a den chief who meets regularly with your den.  Participate with your den in at least one family camp; if your den is a Webelos den, participate with your den in at least two overnight camps.  
 Graduate at least 70 percent of your den to the next level.  
 Take leadership in planning and conducting a den service project.  Take leadership in planning two den outdoor activities.  
 Have a published den meeting/activity schedule for the den's parents.  Hold monthly den meeting and den activity planning sessions with your assistant den leaders.  
 Participate with your den in a Cub Scout day camp or resident camp.

Approved by:

\_\_\_\_\_  
Pack Committee Chair

\_\_\_\_\_  
Date

## Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Den Leader Training Award is approved.

Approved by:

\_\_\_\_\_  
District or Council Training Committee Chair

\_\_\_\_\_  
Date





# Cubmaster's Key Progress Record



## Candidate's Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

Pack No. \_\_\_\_\_ District: \_\_\_\_\_

Council Name: \_\_\_\_\_

## Tenure

Within a five-year period, complete at least three years of registered tenure as a Cubmaster or one year as a registered assistant Cubmaster plus two years as a registered Cubmaster. (This can include the tenure used to earn the Scouter's Training Award.)

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

## Training

- Complete basic training for Cubmasters.
- Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

\_\_\_\_\_  
Pack Committee Chair

\_\_\_\_\_  
Date

## Performance

Do the following during the tenure used for this award:

- Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- Earn the National Summertime Pack Award at least once.
- Conduct an annual pack planning session and have a published pack meeting/activity schedule for the pack's parents in each year.
- Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Approved by:

\_\_\_\_\_  
Pack Committee Chair

\_\_\_\_\_  
Date

## Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Cubmaster's Key is approved.

Approved by:

\_\_\_\_\_  
District or Council Training Committee Chair

\_\_\_\_\_  
Date

# Unit Leader Award of Merit

## Background

Quality unit leadership is the key to a quality unit program—and it leads to better Scout retention. Statistics show that if young people stay engaged in the program for at least five years, the BSA's influence likely will stay with them for the rest of their lives. A quality Scouting experience will help keep Scouts in the program, and the Boy Scouts of America created the Unit Leader Award of Merit to recognize the quality unit leaders who make that happen.

The Unit Leader Award of Merit replaces the Scoutmaster and Venturing Crew Advisor award of merit programs. This new recognition has revised requirements, and Cubmasters and Skippers are also eligible for this recognition.

## Requirements

The nominee must

1. Be a currently registered Cubmaster, Scoutmaster, Advisor, or Skipper who has served in that position at least 18 continuous months.
2. Meet the training requirements for the registered position.
3. Distribute a printed or electronic annual unit program plan and calendar to each family in the unit.
4. Have a leader succession plan in place.
5. Effectively use the advancement method so that at least 60 percent of the unit's youth have advanced at least once during the last 12 months.
6. Cultivate a positive relationship with the chartered organization.
7. Project a positive image of Scouting in the community.

## Nomination Procedure

1. The unit committee chair completes the Unit Leader Award of Merit Nomination Form on behalf of the unit committee. For Boy Scout troops, Venturing crews, and Sea Scout ships, the nomination must include endorsement by the senior patrol leader, crew president, or ship's boatswain, respectively.
2. The unit or district commissioner certifies that the form is complete.
3. The unit submits the nomination form to the council for approval by the Scout executive and council commissioner or president. **The council is responsible for processing the award.**

## The Award

Upon receipt of the approved nomination form, the council may present the Unit Leader Award of Merit, which includes a certificate, square knot with the appropriate device, and a special unit leader emblem. Recognition of this achievement may be presented at appropriate district or council events, such as district or council leader recognition dinners, training events, and board meetings.

The award may be presented to the unit leader for each program, Cub Scouts, Boy Scouts, Venturers, and Sea Scouts, if the individual meets the requirements in each program. Only one knot is worn with the devices of each program that the award was earned in.

Unit Leader Award of Merit certificate, No. 512004

Cubmaster emblem, No. 610094

Unit Leader Award of Merit square knot, No. 610091

Venturing Advisor emblem, No. 610095

Scoutmaster emblem, No. 610093

Skipper emblem, No. 635892



# Unit Leader Award of Merit Nomination Form

Submit to your local council service center.

Nominee's name as it is to appear on the certificate: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Select one:**

- |                                      |                 |                              |
|--------------------------------------|-----------------|------------------------------|
| <input type="checkbox"/> Cubmaster   | Pack No. _____  | Chartered organization _____ |
| <input type="checkbox"/> Scoutmaster | Troop No. _____ | Chartered organization _____ |
| <input type="checkbox"/> Advisor     | Crew No. _____  | Chartered organization _____ |
| <input type="checkbox"/> Skipper     | Ship No. _____  | Chartered organization _____ |

**Service**

Inclusive dates for the service in the above-selected position (include month and year; must be at least 18 continuous months of service in this position).

From \_\_\_\_\_ to \_\_\_\_\_ Number months of service \_\_\_\_\_

**Training**

Date nominee completed training requirements for this position (month and year) \_\_\_\_\_

**Unit Program Plan**

- Yes, this nominee's unit has an annual unit program plan and calendar, and it is shared with all families in the unit.

Unit committee chair initial \_\_\_\_\_

**Succession Plan**

- Yes, the unit has a replacement recruited and committed to take over the nominee's position as unit leader if necessary.

Replacement's name \_\_\_\_\_ Unit committee chair initial \_\_\_\_\_

**Advancement**

- Yes, at least 60 percent of the members of the nominee's unit have advanced at least once during the past 12 months.

Unit committee chair initial \_\_\_\_\_

**Chartered Organization Relationship**

- Yes, this nominee has a good relationship with the chartered organization.

Unit committee chair initial \_\_\_\_\_

**Community Image**

- Yes, this nominee has a positive image in our community.

Unit committee chair initial \_\_\_\_\_

Please attach a statement by the unit committee chair on behalf of the unit committee attesting to the nominee's performance as unit leader. For Scoutmaster nominations, also attach a statement by the troop's senior patrol leader. For crew Advisor nominations, also attach a statement by the crew president. For Skipper nominations, also attach a statement by the ship's boatswain.

Nominated by \_\_\_\_\_ Certified by \_\_\_\_\_  
Unit committee chair Unit or district commissioner

Date of nomination \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ and \_\_\_\_\_ Date \_\_\_\_\_  
Scout executive Council commissioner or president



# Planning Your Pack's Annual Program Budget

What is the unit budget plan? Like all budgets it is a guide on how the Pack plans to fund its program year. It is a conversation before the program year begins on what expenses the Pack is going to pay for and how income will be earned to pay for those expenses. The result is a well-managed, well-financed unit.

The steps to planning your pack's annual budget are:

1. Plan the pack's annual program calendar.
2. Develop a budget that includes enough income to deliver the program as planned.
3. Identify all sources of income dues and fund-raisers and then determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
4. Share the budget with everyone to gain commitments from parents, leaders, and all Cub Scouts.

A healthy pack develops an annual budget and creates its financial policies before the program year begins. They keep to the plan for the entire program year. Following these steps will not only produce a pack budget it will also help your pack determine some important financial policies.

## BASIC EXPENSES

**1] Registration Fees.** When a child joins a pack normally the pack collects the national registration fee\*. If the Cub Scout joined using on-line registration the family pays their national registration fees directly.

The national registration fee is \$33 for an annual membership. Based on when your pack re-charters, new members when they first join your pack may pay a pro-rated fee.

Check with your local council on how they handle registration fees for new Cub Scouts in the fall and how it impacts re-charter.

**2] Unit Liability Insurance Fee.** Packs annually pay a unit liability insurance fee of \$40. This fee may be covered by your chartered partner. This fee is submitted with the pack's annual charter application and helps to defray the expenses for their general liability insurance.

**3] Boys' Life.** *Boys' Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every Scout should subscribe to *Boys' Life* because of the quality reading and the articles related to your unit's monthly program. It is part of a child's growth in Scouting and provides a monthly connection to Scouting.

**4] Unit Accident Insurance.** Protecting leaders and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

**5] Advancement and Recognition.** Every Cub Scout should earn and advance a rank and receive the patch for that rank each year. Cub Scouts will earn Adventure Loops and Pins in addition to other awards. Dens and leaders may also qualify for awards and recognition.

**6] Activities.** Well-conceived and well-planned activities are critical to a successful annual program plan. Special pack activities like Pinewood Derby, Blue and Gold Banquet, and holiday parties should be built into the budget to avoid asking families to pay to participate.

**7] Cub Scout Day Camp, Cub Scout Resident Camp, Council Organized Family Camps.**

Cub Scouting provides great opportunities for families to camp. Your pack may plan to cover all or some of the expenses for families to attend a council organized Cub Scout camping experience in addition to Pack Overnights.

**8] Program Materials.** Each pack should provide certain program materials. Depending on the type of unit program, these could include den meeting supplies, craft tools and supplies, U.S. flag, pack and den flags, pine wood derby track, videos and books, or ceremonial props.

**9] Training Expenses.** Trained leaders are key to delivering a quality and safe program. Adult and youth leader training should be considered an integral annual pack expense. Providing the cost for adult leaders to attend training removes a potential barrier for adult leaders to continue their learning journey in Scouting.

\* The same rate applies for registered adult Scouters.



**10] Scout Assistance.** Traditionally, the individual pays for the cost of scouting like the uniform. Your pack may have families that find the costs of Scouting beyond their financial means. Consider funds to assist these families.

**11] Reserve Fund.** The reserve fund should be intended for unexpected expenses. At times items in the budget may cost more than expected, a well planned budget has room for these situations.

**12] Other Expenses.** These could include a gift to the World Friendship Fund, snacks, or other expenses your pack may have.

## SOURCES OF INCOME

Well planned fund-raisers will help prevent having to ask families for extra money every week. It is better to figure the total cost for the complete year up front. How your pack generates income is an important discussion topic with the pack committee and families in your pack. Most find a balance of dues and fund-raisers.

### Some Important Points:

**Paying your own way.** This is a fundamental principle of the Boy Scouts of America. It is one of the reasons why no solicitations (requests for contributions from individuals or the community) are permitted by Cub Scout packs. Young people in Scouting are taught early on that if they

want something in life, they need to earn it. The finance plan of any pack should include participation of the Cub Scouts.

An annual pack participation fee if completely contributed by parents, does little to teach a Cub Scout responsibility.

Except for council-sponsored product sales, all other money-earning projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting standards on money earning, leaders should be familiar with the eight guides listed on the back of the application, on the last page of this planning guide, and in the financial record books.

## OTHER HELPS

Additional information concerning pack budget plans, the treasurer's responsibility, and records can be found in the *Cub Scout Leader Book*.

---

# The Pack Operating Budget Worksheet

To develop the pack budget, complete the worksheet with the unit leader and committee at the pack's annual program planning conference, and then share it with the Cub Scouts' parents. Be sure to keep parents involved and informed. The pack's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year. By sharing the pack's program plans and budgetary needs, you can help newly recruited Cub Scouts and their parents gain a greater understanding of just what fun is waiting for them during the pack's entire program year.





# UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

Please submit this application to your council service center at least two weeks in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.

Pack  
 Troop      No. \_\_\_\_\_ Chartered Organization \_\_\_\_\_

Team  
 Crew  
Community \_\_\_\_\_ District \_\_\_\_\_

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? \_\_\_\_\_  
\_\_\_\_\_

About how much does your unit expect to earn from this project? \_\_\_\_\_ How will this money be used? \_\_\_\_\_  
\_\_\_\_\_

Does your chartered organization give full approval for this plan? \_\_\_\_\_

What are the proposed dates? \_\_\_\_\_

Are tickets or a product to be sold? Please specify. \_\_\_\_\_  
\_\_\_\_\_

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) \_\_\_\_\_  
\_\_\_\_\_

Have you checked with neighboring units to avoid any overlapping of territory while working? \_\_\_\_\_

Is your product or service in direct conflict with that offered by local merchants? \_\_\_\_\_

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Give details. \_\_\_\_\_

Is your unit on the budget plan? \_\_\_\_\_ How much are the dues? \_\_\_\_\_

How much does your unit have in its treasury? \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
(Chartered Organization Representative) (Unit Leader)

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
(Chairman, Unit Committee) (Address of Chairman)

**FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE:** Telephone \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_  
\_\_\_\_\_

# GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

**1. Do you really need a fund-raising project?**

There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

**2. If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?**

Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

**3. Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?**

Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

**4. Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?**

Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

**5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?**

All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

**6. If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?**

The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

**7. Will the fund-raising project avoid soliciting money or gifts?**

The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. **At no time are units permitted to solicit contributions for unit programs.**

**8. Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?**

Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

**The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.**

#34427





# National Summertime Pack Award Application



Cub Scout Pack No. \_\_\_\_\_ of Chartered Organization \_\_\_\_\_ Name \_\_\_\_\_

has qualified for this award by conducting a pack activity in the summer months of \_\_\_\_\_  
Year

	JUNE	JULY	AUGUST
Type of pack activity	_____	_____	_____
Number of dens participating	_____	_____	_____
Number of dens qualifying (50 percent of the den's Cub Scouts participating)	_____	_____	_____
Number of the pack's Tiger Scouts participating	_____	_____	_____
Number of the pack's Wolf Scouts participating	_____	_____	_____
Number of the pack's Bear Scouts participating	_____	_____	_____
Number of the pack's Webelos Scouts participating	_____	_____	_____
Number of parents/family members participating	_____	_____	_____

Please send us the following National Summertime Pack Award items:



One Pack Award Certificate, No. 33731



\_\_\_\_\_ Tiger pins, No. 14332



\_\_\_\_\_ Wolf pins, No. 14333



One Pack Award Streamer, No. 17808



\_\_\_\_\_ Bear pins, No. 14334



\_\_\_\_\_ Den participation ribbons, No. 616254



\_\_\_\_\_ Webelos pins, No. 14335



BOY SCOUTS OF AMERICA®

# SUMMERTIME ACTIVITIES TRACKING SHEET

## JUNE

Leader(s) responsible \_\_\_\_\_

Pack activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of dens that participated \_\_\_\_\_ Number of dens with at least 50 percent of members present \_\_\_\_\_

Number of Tiger Scouts participating \_\_\_\_\_ Number of Wolf Scouts participating \_\_\_\_\_

Number of Bear Scouts participating \_\_\_\_\_ Number of Webelos Scouts participating \_\_\_\_\_

Number of parents/family members participating \_\_\_\_\_

Comments \_\_\_\_\_

## JULY

Leader(s) responsible \_\_\_\_\_

Pack activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of dens that participated \_\_\_\_\_ Number of dens with at least 50 percent of members present \_\_\_\_\_

Number of Tiger Scouts participating \_\_\_\_\_ Number of Wolf Scouts participating \_\_\_\_\_

Number of Bear Scouts participating \_\_\_\_\_ Number of Webelos Scouts participating \_\_\_\_\_

Number of parents/family members participating \_\_\_\_\_

Comments \_\_\_\_\_

## AUGUST

Leader(s) responsible \_\_\_\_\_

Pack activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of dens that participated \_\_\_\_\_ Number of dens with at least 50 percent of members present \_\_\_\_\_

Number of Tiger Scouts participating \_\_\_\_\_ Number of Wolf Scouts participating \_\_\_\_\_

Number of Bear Scouts participating \_\_\_\_\_ Number of Webelos Scouts participating \_\_\_\_\_

Number of parents/family members participating \_\_\_\_\_

Comments \_\_\_\_\_

Date needed \_\_\_\_\_ Cubmaster signature \_\_\_\_\_

Pack committee chair signature \_\_\_\_\_

Send to \_\_\_\_\_

Name

Street, city, state, zip code

**TO ASSURE PROMPT RECOGNITION, SUBMIT APPLICATION TO LOCAL COUNCIL SERVICE CENTER AS SOON AS POSSIBLE AFTER YOUR AUGUST ACTIVITY.**