



Mt. Tahoma District
Chief Seattle Council • BSA

Mt. Tahoma District Cub Leader Roundtable Annual Program Planning Resource Guide

SETTING UP YOUR MEETING

1. Who should attend?

This meeting should include uniformed leaders in your pack and other key volunteers. This includes Committee Chair, Cubmaster, Assistant Cubmasters, Den Leaders, Pack Trainers, Pack Committee Members. Other helpful attendees could include the Chartered Organization Representative, the Unit Commissioner, and individuals that lead key program functions throughout the year such as the Popcorn Kernel, Blue & Gold chair, or Pinewood derby chair. It is typically led by the Committee Chair and Cubmaster.

2. When should this meeting be held?

This meeting should take place in Spring, usually between late April or early June, before school gets out for the summer. It shouldn't be part of the monthly pack leaders/committee meeting. Allow three hours to get through all the material. This is time-consuming but it will set your pack in the right direction for an entire year to come.

3. What gets discussed?

This is meeting for strategic planning and goal setting for the program year. Basically, all aspects of the pack operation will be touched. This includes membership, leadership, finances and most importantly program. Typically, you are planning a program year that runs August-July, starting with Back-to-School activities and ending with moving up ceremonies for each den at the end of the following school year, as well as your summer planning.

4. What materials are needed?

You need your pack roster, pack budget and finance reports, leadership roster, calendars for your district and council, calendar for your meeting place, calendar of your local school districts. Most important—ideas from your scouts!! As this is a long meeting, you may choose to have it over a meal and make it an opportunity to build a team spirit among your leaders.



JOURNEY TO EXCELLENCE

Annual Program Planning Meeting Topics

Your program planning should be combined with setting goals for the coming year, using the Journey to Excellence goals established by the National Council. Refer to the entire JTE chart here: [Journey to Excellence Goals](#)

1. Membership

Journey to Excellence Goal for Gold Level: Recruitment event by October 31, updated BeAScout pin; 60 youth or 5% increase over last year; Re-register at least 75% of members; 75% of members advance one rank.

You should leave this meeting with a plan for pack membership. What changes/efforts are anticipated during the coming year for recruitment and roundups? During which months will you be doing round-ups? Where will you recruit? Will new dens need to be formed? Will your pack be running Lion dens? Will you be participating in Family Scouting? Who will train new incoming parents? Who will be coordinating recharter efforts and collecting fees from existing members in Nov/Dec.? What will you charge new members arriving in spring/fall? Will you charge them for 2020 and 2021 at same time or wait and recharter them with the rest of the back in Nov/Dec?

2. Pack Program during School Year

Journey to Excellence Goal for Gold Level: 8 pack meetings a year; 2 den meetings a month; 5 outings/field trips; 3 service projects including one based on conservation.

You should leave with a month-by-month plan for pack meetings and major activities. Review the theme, pack meeting focus, and main activities for your pack for each month. What themes will you follow during the year? When will you have the Blue & Gold dinner? Which meetings are held outdoors? When will you do moving up ceremonies? When will you do Webelos crossover? In addition to pack meetings, some other questions: When are den meetings? When is Scout Sunday? Which council/district/community activities are you participating in? Which pack activities such as hikes and outings will you plan? Are you doing a pack family campout? When are the pack leaders and parent meetings?

3. Leadership

Journey to Excellence Goal for Gold Level: Registered Assistant Cubmaster; register Den Leader for each den; Plan and identify leaders for following year.

Once you have a plan for membership and the program, you now need to determine your leadership needs. You should leave this meeting with every major post filled or have 1-2 principal prospects for vacant positions. What major posts need to be filled in the coming year? Who will be continuing? How many den leaders need to be recruited? Who are the best prospects? Who will contact them? Which parents will provide key leadership such as Blue & Gold chair? Popcorn kernel? Advancement Chair?

4. Pack finances & budgeting

Journey to Excellence Goal for Gold Level: Conduct a program planning conference with budget plan and approval. Six pack committee meetings a year to review finances and program.

Your program plans should drive your budget. [This document from National Council helps with budget planning](#). You should have a complete picture of pack finance by the end of this meeting, including a budget. What is the status of pack finances? What will the dues/participation fees be for the coming year? What fundraisers will be needed? Will the unit participate in popcorn sales? Friends of Scouting? What provision is being made for families limited in their ability to pay fees? [Here is a link to a Pack Budget Excel sheet](#).

5. Summer Program

Journey to Excellence Goal for Gold Level: Earn the [National Summertime Pack Award](#); 75% of Scouts attend a day camp, resident camp, family camp, OR 50% attend plus an increase in participation over last year.

It is essential that as you transition into summer, things don't stop, they just change format. Develop a summer activities calendar to be distributed in May. When will the pack participate in day camp? Is the pack doing resident camp? Who is providing leadership? Is the pack participating in Wolf-Bear weekends? Tiger Cub Safari? Will there be a pack family campout? What other activities are scheduled during the summer? Suggested activities: Park hike, baseball game, pee wee golf night, train ride, movie night, campfire, family night at public pool, flashlight hike, museum visit, fishing trip, picnic. Who will lead these activities? Prepare the list to be distributed via email and the May pack meeting.

6. Webelos to Scout Transition

Journey to Excellence Goal for Gold Level: 80% of Webelos cross over to Scouts BSA.

How many AOL Webelos will be ready to transition to ScoutsBSA next spring? Which troops will you visit? Who are the contact persons? Will you attend the fall camporee with a Scout troop? When will the crossover take place? Can any troops provide Den chiefs?

7. Training needs

Journey to Excellence Goal for Gold Level: Cubmaster and every den leader completed YPT and position-specific training within 90 days of registration. 2/3 of committee members complete position specific training.

Which leaders need to position-specific training? Do you have several leaders who are BALOO trained for campouts? When is roundtable? What about University of Scouting? Are there any leaders ready for Woodbadge training? Is there a fee for training? Is the pack covering training fees or are the leaders expected to pay?