

Pack 204 Committee Chair Annual Schedule



The Pack program is an annual 16 month cycle that repeats itself each year, starting in March and finishing up the following June. To clearly show this cycle, this schedule has two sections for each of March, April, May and June. To get a complete picture for April, for example, both lists should be combined.

Other up-front notes:

- The primary flow of this schedule is a two-month cycle. In a given month, finalize and execute the current month's plan and firm up the plans for the next month. But, there are activities that require more advanced (earlier) planning.
- Each month involves putting together a Leaders' meeting agenda, conducting the meeting, and authoring and distributing the minutes. This schedule provides a framework for this meeting cycle.
- Each month also involves coordinating with the Treasurer, Newsletter Coordinator, Cubmaster, Trainer, Outings Coordinator and Recruiter. The Leaders' meeting is an important tool for this.
- Be familiar with the Guide to Safe Scouting and it's policies for running a safe program.
- The Committee Chair should make a real effort to attend Roundtable on the second Thursday of each month. This is important to stay up-to-date on District events and to stay connected with the BSA program.

March

1. Work with the Pack Recruiter to develop a plan for the spring recruiting of Tigers. Tigermania training should be attended by the Pack. This plan should include one or two Pack events that prospective Tigers can visit and join-in.

April

1. Begin pulling together sources for annual calendar spanning August of this year through June of next.
 - a) Calendar of holidays
 - b) Echo Park school calendar (District 196 calendar available approx April, EP specific calendar available approx end of May)
 - c) List of Council and District event and training dates (obtain from Roundtable or Unit Commissioner, District calendar set at February annual planning session).
 - d) List of lessons learned from this past year's Pack events.
 - e) Last year's calendar.
 - f) Quality Unit Award requirements.
2. Work with the Cubmaster to start building a list of Pack meeting activities or themes. The Cubmaster should really lead this effort. We have traditionally targetted the third Tuesday of the month for the Pack meetings (except for B&G and Pinewood Derby). This gives us preparation time between the monthly Leaders' meeting and the Pack meeting. Also consider if and when to schedule a uniform inspection.
3. Put together a list of proposed dates for Leaders' meetings. We have traditionally held these on the first Tuesday of the month.
4. Start building a list of summer time (June through August) activities. Review the requirements for the Summertime Activities Award (for the Pack and dens).
5. Track the Tiger recruiting efforts.

May

1. Begin the Pack Committee review effort to construct a draft calendar.
2. Finalize the list of summertime activities with organizers (leaders) and dates. Begin publicity of these at the May Pack meeting and June picnic. Start the detailed work to make these happen.
3. Build a list of prospective service projects for the coming year.

4. Wrap-up the Tiger recruiting effort and ensure that they are all registered. Make sure that the new Pack members have the summer calendar and that there is leadership to ensure that they can participate in the special Tiger events.
5. Work with the Treasurer to draft a proposed budget for next year.

June

1. Determine the Pack's exact need for Echo Park facilities (cafeteria, sometimes Gym A and even sometimes Gym B) and submit the reservation request to Community Education (http://www.district196.org/ce/is_facilities.cfm).
2. Reserve the Davanni's meeting room for the Leaders' meetings. (Note: Davanni's has only had the current year's calendar, allowing for only Aug-Dec to be initially reserved.)
3. Confirm that the Pack Recruiter will attend the August recruiting training session. It wouldn't hurt to start putting plans in place for next fall's recruiting season.
4. Assign a host den for the September Pack meeting so that a presenter or activity can be planned with sufficient lead-time.
5. Reserve Camp Sacajawea (or other facility) for the September Pack meeting.
6. Make sure there is a plan for the Burnsville Firemuster Parade and promote it to the Cub Scout families.

July

Take a needed break!

August

1. Finalize the expanded Pack calendar and the budget for this coming year (Aug-July). Do your best of resolve all calendar dates. Firm-up and distribute a calendar to all Pack families that includes only the Pack events that are relevant to the boys. Enter the Pack calendar into ScoutTrack. Provide our Unit Commissioner a copy of the calendar and budget.
2. Work with the Den Leaders to assign den sponsorship for each of the Pack meetings.
3. Work with the fundraising coordinator (special events) to kick the wreath sales planning into high gear; select evergreen merchandise, financial goals, prize offerings, etc.
4. Submit a Unit Fundraising Application for the wreath sale to the Council.
5. Submit our reservation for the Firemuster Parade to Burnsville and make sure that the Pack plans are set.
6. Review the Pack leadership needs for the coming year.
7. Ensure that the September Pack meeting is on-track.
8. Work with the Pack Recruiter to ensure that the fall plan is in place (recruiting training should be attended). Start to line-up leaders to staff the recruiting efforts.
9. Work with the Pack Trainer to promote the training program.
10. Update and prepare information folders for new Pack leaders.
11. Confirm the plans with the Pack Committee for this year's registration fees and dues.
12. Work with the Cubmaster to produce the monthly check-lists to assist the dens that are hosting the Pack meeting.

September

1. Work with the Pack Recruiter to execute the recruiting plan. This will include heavy involvement in presenting the Join Scouting Night (JSN), completing the registrations of the new Cubs, the forming of new dens, registering new leaders, and coordinating the JSN turn-in. The Committee Chair is responsible for the recruiting and registration of new leaders. Work with the Pack Trainer to ensure that the new leaders get trained and up-to-speed in their new position.
2. Ensure that the wreath sales are kicked into gear by distributing the materials to the Den Leaders at the Leaders' meeting and really promote it at the Pack meeting.
3. Work with the Pack Outings Coordinator and Committee to pick a date for Polar Camp and start the sign-up efforts at the September Pack meeting

4. Work with the Newsletter Coordinator to publicize the Pack calendar and recognize our Cubs accomplishments and our new Pack members.
5. Help carryout the September Pack meeting.
6. Ensure that the plans for the October Pack meeting are in-place.
7. Help the Pack Trainer promote the October Pow-wow or University of Scouting.
8. Work with the Recruiter to update Pack membership in ScoutTrack.
9. Start the collection of registration fees and Pack dues from all current Cub Scouts, working with the Den Leaders to facilitate this.

October

1. Look at adding special events into the annual calendar such as sports events, snow tubing, chess tournament, etc. Ensure that each of these events has someone that sponsors/coordinates these events. If special facilities are required for these events, reserve/arrange them.
2. Work with the Outings Coordinator to complete the Polar Camp registration.
3. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments and our new Pack members.
4. Help carryout the October Pack meeting.
5. Ensure that the plans for the November Pack meeting are in-place.
6. Work with the Pack Trainer to ensure that the new leaders get trained and up-to-speed in their new position.
7. Ensure that the Friends of Scouting training is attended and that the plans for the FOS drive are started.
8. Attend the Pow-wow or University of Scouting.
9. Work with the Fundraising Coordinator (special events) and Den Leaders to ensure that the wreath sale is wrapped-up and all the planning is in-place for the order, delivery, and distribution of the wreaths.
10. Wrap-up the collection of registration fees and Pack dues from all current Cub Scouts, working with the Den Leaders to facilitate this.

November

1. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
2. Ensure that the plans for the December Pack meeting are in-place.
3. Help execute the Friends of Scouting drive. Making the Pack's goal will earn the Pack free rank patches (Tiger, Bobcat, Wolf, Bear, Webelos and Arrow of Light). Making the Pack's stretch goal will earn us a free Pinewood Derby car for each registered boy.
4. Work with the Treasurer and the Pack Committee to determine the Pack's contribution to the FOS drive.
5. Work with the Fundraising Coordinator (special events) and Den Leaders to ensure that the wreath sale order, delivery, and distribution of the wreaths go smoothly. Also help make sure that the prizes are distributed to the boys and that the top sellers are recognized.
6. Start the planning for the Salvation Army bell ringing.
7. Help carryout the November Pack meeting.
8. Work with the Pinewood Derby Coordinator to start planning for this year's patch and any other special plans.

December

1. Review the guide for planning the Blue & Gold; there are a number of duties for the Committee Chair. Start the planning and coordination, working with the Webelos Den Leader and Cubmaster. Order the food no later than early January.
2. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
3. Ensure that the plans for the January Pack meeting are in-place. Note: The January Pack meeting has included the Arrow of Light ceremony for the second-year Webelos. Ensure that the Cubmaster and Webelos Den Leader are coordinating this.

4. Complete the collection of all wreath sales monies and work with the Fundraising Coordinator and Treasurer to complete the financial transactions.
5. Help make sure that the Salvation Army bell ringing goes smoothly.
6. Promote the volunteering of leaders at the Echo Park Spaghetti Dinner.
7. Help carryout the December Pack meeting.
8. Promote the snow tubing and make sure that the reservations/plans are in place.
9. Attend training for rechartering.
10. Working with the Troop Liaison, ensure that the Webelos II are making good progress at visiting and selecting their troop(s).
11. Reserve Davanni's for the Jan-June Leaders' meetings.

January

1. Work with the Treasurer to update the annual budget to reflect the results of the wreath sale.
2. Prepare for rechartering, ensuring that all Pack membership and leadership records are up-to-date.
3. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
4. Review the Pack leadership needs and the impact of any leaders that will be leaving the Pack as their boy(s) graduate into Boy Scouts at the Blue & Gold.
5. Ensure that the plans for the February Blue and Gold are in-place.
6. Ensure that the plans for the Pinewood Derby are moving forwards.
7. Help carryout the January Pack meeting.
8. Work with the Outings Coordinator to help ensure that Polar Camp goes smoothly.
9. Promote Scout Sunday and Sabath.
10. Work with the FOS Coordinator to wrap-up all efforts.

February

1. Complete the rechartering effort
 - Ensure that all Pack membership and leadership records are correct.
 - The Charter Organization Head will need to sign the Pack charter. Schedule a meeting with Reverend of Grace United Methodist Church to complete this. (Note: in 2005 an annual status report was written to provide the Church an update on the health of our Pack program. This is a nice, but optional, item.)
 - Complete the Quality Unit Award application
2. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
3. Ensure that the plans for the March Pinewood Derby are in-place.
4. Plan and present recognitions to those leaders that will be leaving the Pack as of the Blue & Gold dinner. Recruit new Pack leadership, as needed.
5. Help carryout the Blue & Gold dinner.
6. Work with the Outings Coordinator to start the effort to pick dates for Camp Akela and to promote the up-coming summer camping opportunities. Set the pricing policies for camping (will the Pack be sponsoring a portion of the costs?).
7. Work with the Outings Coordinator and all Pack Leaders to try to put together a May Pack family campout. This should have three or more leaders dividing up the work effort (things like food, activities, games, bonfire, logistics, etc.). One of these leaders must be BALOO trained.
8. Consider nominating any of the Pack leaders that have shown exceptional leadership for the District recognition awards. Talk with the Unit Commissioner about how to complete this.
9. Determine if we have sponsorships available for the Pack Pinewood Derby. In 2002-2005, Ian Howse's employer (Saturn of Bloomington) has been willing to sponsor the event. This has covered our Trophy cost (plus some). We have also received, in 2004 and 2005, donut donations from Kwik Trip (Palomino Drive & Cnty Rd 11), coordinated by Mikki Thompson.

March

1. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
2. Ensure that the plans for the Pinewood Derby are completed and everything is ready for the event.
3. Help carryout the Pinewood Derby.
4. Work with the Outings Coordinator to wrap-up summer camping registrations by early April.
5. Ensure that the 3 top placing Tigers and the 5 top placing of the other levels are registered for the District Pinewood Derby (paid for by the Pack). Follow-up with these families to make sure they have the details for this event and that they can attend. Send alternates if needed.
6. Begin coordination with Troop 204 for the April Scouting For Food. Ensure that this is publicized to all families. This event has usually included a group get-together with a cookout after the food collection. Include this in the plans.
7. Make sure that plans for the May Pack family campout are progressing.
8. Produce thank-you recognitions for any organization that helped sponsor the Pinewood Derby.
9. Select the location for the Pack picnic and reserve the location with the city. Start discussions about key event activities or games. 2003 and 2004 included a rocket launch, 2005 was a raingutter regatta. Also plan for a large cooking grill and reserve one, if necessary. (Note: you should also investigate the plans for the District picnic. Participating in the District event could be an alternative to the Pack having its own.)
10. Review the Pack leadership needs, including those leaders that will be retiring as of May/June, and begin recruiting. Targeting specific individuals is usually a more successful approach. But, many approaches may need to be tried.

April

1. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
2. Ensure that the plans for the April Pack meeting are completed.
3. Begin planning for the May graduation. This should be a festive event and has included ice-cream treats in 2002-2005. (Presenting the boys their new books worked very well in 2005).
4. Work with the Advancement Coordinator and Cubmaster to review the progress of all Cubs earning their rank this year.
5. Help carryout the Pack meeting.
6. Work with the Outings Coordinator to wrap-up summer camping registrations this month.
7. Try to obtain the results of our representatives to the District Pinewood Derby.
8. Coordinate the Scouting for Food event in conjunction with the Troop.
9. Make sure that plans for the May Pack family campout are ready.
10. Start promoting the American Legion Memorial Day Procession. Encourage strong participation to help the Cubs learn the true meaning of this holiday. Ensure that the Pack flags, marching holsters and the in-ground flag stands are at the procession.
11. Consider something fun for the last Leaders' meeting of the year. If all of the year's business can be wrapped-up in May, a June Leaders' meeting may not be necessary.
12. Work on recruiting new leaders, if necessary.

May

1. Prepare leader recognitions for all of the Den and Pack leaders. These can be presented at either the May Pack meeting or the June picnic. Plan special recognitions for those leaders that are retiring from Pack service.
2. Work with the Pack Treasure to recap the final status of this year's budget.
3. Finish planning the food and activities for the Pack picnic. Divide up the food and activities responsibilities between parents/leaders.
4. Work with the Newsletter Coordinator to publicize the upcoming Pack events and recognize our Cubs accomplishments.
5. Ensure that the plans for the May Pack meeting/graduation are completed.
6. Help carryout the Pack meeting (presenting the Leader recognitions either this month or next).

7. Assist to make the Pack campout a success.
8. Work on recruiting new leaders, if necessary.

June

1. Assist with the Pack picnic (present Leader recognitions if appropriate)
2. Review the efforts of the leaders to see if anyone qualifies for their BSA Leadership Awards.
3. In ScoutTrack, promote our Cub Scouts to their next level.
4. Work with the Pack Treasurer to put together a draft budget for next year.
5. Make sure that all leaders have been reimbursed by the Treasurer for their Pack expenses.