

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_September 28, 2004\_\_\_\_\_ Time: \_6:30\_\_\_

Theme or Activity: \_\_\_Bonfire with a Storyteller\_\_\_\_\_

Location: \_Camp Sacajawea, Egan\_\_\_\_\_

Host Den: \_\_\_5\_\_\_ Coordinator: \_\_\_Paula Buege\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

- June – Reserve the lodge facility with Dakota County Parks (schedule check-in for 5:30 and check-out for 8:30). Coordinate payment with Pack Treasurer
- June – Identify and schedule a storyteller
- Have plan for indoors in the case of rain.
- Arrange for the PA equipment.

## **Supplies:**

- Extension cords
- Flags and in-ground flag stands

## **Setup:**

Volunteer List: \_\_\_\_\_

- Arrive by 5:30 to review facilities with camp ranger
- Stock the woodpile
- Lay the fire
- Run extension/power cords and setup sound system
- Setup the flag stands and prepare for ceremony.
- Arrange picnic tables for parent seating.

## **Event:**

Volunteer List: \_\_\_\_\_

- Light the fire
- Opening flag ceremony
- Closing flag ceremony

## **Cleanup:**

Volunteer List: \_\_\_\_\_

- Douse the fire
- Pack up the flags
- Take down the equipment
- Vacume / mop all indoor facilities that were used.
- Empty all trash facilities and dispose of in dumpster, re-line containers
- Review the check-out with ranger at 8:30

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_October 19, 2004\_\_\_\_\_ Time: \_6:30\_\_\_\_\_

Theme or Activity: \_\_Rollerskating\_\_\_\_\_

Location: \_Skateville, Burnsville\_\_\_\_\_

Host Den: \_\_2\_\_ Coordinator: \_\_Liz Howse\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

June – Reserve the desired date with skateville.

## **Supplies:**

(none)

## **Setup:**

Volunteer List: \_\_\_\_\_

Arrive by 6:15 to coordinate with Skateville

## **Event:**

Volunteer List: \_\_\_\_\_

Coordinate any concerns that Skateville might have

Coordinate payment of Skateville

## **Cleanup:**

Volunteer List: \_\_\_\_\_

Help make sure that every boy is picked-up by an appropriate person

# PACK MEETING CHECK-LIST

Meeting Date: \_\_\_ November 16, 2004 \_\_\_\_\_ Time: \_6:30\_

Theme or Activity: \_\_\_Special Presentation\_\_\_\_\_

Location: \_Echo Park Elementary\_\_\_\_\_

Host Den: \_\_\_1\_\_\_ Coordinator: \_\_\_Tara VanThoma\_\_\_\_\_

## Planning:

Volunteer List: \_\_\_\_\_

September – Identify and schedule a presenter

## Supplies:

(none)

## Setup:

Volunteer List: \_\_\_\_\_

Arrive by 6:00

Setup tables for parents

Setup hand-out table by entrance

Setup the flag stands and prepare for ceremony.

## Event:

Volunteer List: \_\_\_\_\_

Opening flag ceremony

Closing flag ceremony

## Cleanup:

Volunteer List: \_\_\_\_\_

Raise and stack all of the tables

Clean-up any garbage

Pack up the flags

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_December 14, 2004\_\_\_\_\_ Time: \_6:30\_\_\_

Theme or Activity: \_\_Fun & Games\_\_\_\_\_

Location: Grand Slam, Eagan\_\_\_\_\_

Host Den: \_\_3\_\_ Coordinator: \_\_Valerie Webber\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

November – Notify Grand Slam of the desired date and the number of boys.

## **Supplies:**

(none)

## **Setup:**

Volunteer List: \_\_\_\_\_

Arrive by 6:15 to coordinate with Grand Slam

Hand the tokens out to the Den Leaders and coordinate the counts

## **Event:**

Volunteer List: \_\_\_\_\_

Coordinate any concerns that Grand Slam might have

Coordinate payment of Grand Slam

## **Cleanup:**

Volunteer List: \_\_\_\_\_

(none)

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_January 25, 2005\_\_\_\_\_ Time: \_6:30\_\_\_

Theme or Activity: \_\_Pack Birthday Party, Cake Auction, Friends of Scouting\_\_

Location: \_Echo Park Elementary\_\_\_\_\_

Host Den: \_\_4\_\_ Coordinator: \_\_Paul Hanson\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

September – Identify and schedule a presenter

## **Supplies:**

Birthday party decorations (reimbursed by the Pack)

## **Setup:**

Volunteer List: \_\_\_\_\_

Arrive by 6:00

Setup tables for parents

Setup hand-out table by entrance

Setup the flag stands and prepare for ceremony.

Setup tables for cakes

Decorate gyms

## **Event:**

Volunteer List: \_\_\_\_\_

Opening flag ceremony

Closing flag ceremony

## **Cleanup:**

Volunteer List: \_\_\_\_\_

Raise and stack all of the tables

Clean-up any garbage

Pack up the flags

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_Friday, February 25, 2005\_\_\_ Time: \_6:30\_\_\_

Theme or Activity: \_\_\_Blue and Gold Dinner, 75<sup>th</sup> Anniversary of Cub Scouting\_\_\_

Location: \_Echo Park Elementary\_\_\_\_\_

Host Den: \_\_\_5\_\_\_ Coordinator: \_\_\_Vicki Chroust\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

- Early January – Arrange for food with caterer for the appropriate number of people.
- Work with Cubmaster on graduation ceremony(s).
- Prepare boys for ceremony(s)
- Develop event program
- Order Cub Scout birthday cake

(Note: the Cubmaster coordinates the presence of the Troops)

## **Supplies:**

- Decorations (table covering, balloons, other)
- Drink coolers
- Drink mix
- Catch basins to catch drips
- Cups and other paper products not supplied by caterer
- Cash change for food money
- Containers for leftover foods
- Rags/towels and soapy water for cleanup.

## **Setup:**

Volunteer List: \_\_\_\_\_

- Arrive by 6:00
- Setup tables for eating
- Setup tables for food
- Setup table for drinks
- Setup hand-out table by entrance
- Setup the flag stands and prepare for ceremony.
- Decorate the room
- Arrange for access to kitchen for water

## **Event:**

Volunteer List: \_\_\_\_\_

- Staff money collection table
- Opening flag ceremony
- Closing flag ceremony

## **Cleanup:**

Volunteer List: \_\_\_\_\_

- Coordinate clean-up of food
- Raise and stack all of the tables
- Clean-up any garbage
- Pack up the flags
-

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_ March 4<sup>th</sup> and 5<sup>th</sup>, 2004\_\_\_\_\_ Time: \_6:30\_\_\_\_\_

Theme or Activity: \_\_Pinewood Derby\_\_\_\_\_

Location: \_Echo Park Elementary\_\_\_\_\_

Host Den: \_\_?\_\_ Coordinator: \_\_????????????\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

### **January**

- Setup racetrack and electronics to verify operational order. (Note: do this two months early!)
- (Note: track and electronics were used in September and were in working order. Possible need to further modify stopping section.)
- Schedule kit purchase and communicate deadline for kit orders for “open class” cars. (Note: our Pack has earned Pinewood Derby cars for the year. Interested parents and siblings can get their own kits from the Scout Shop.)
- Reserve early check-in room (Note: Echo Park reserved.)
- Create race schedule, announcements and rules.
- Order trophies
- Purchase participation ribbons or badges
- Distribute kits with schedule and rules.

### **February**

- Create license and sticker pairs
- Obtain food and other items from the provisions sheet.
- Obtain list of Scouts and create Derby Master configuration file.
- Create race-day volunteer list and fill positions.
- Distribute room layout and script to volunteers.
- Write Pack Leader Script
- Configure Derby Master
- Plan any additional decorations or other theme ideas

### **March**

- Put together workshop tool kit
- Put together supply bags for check-in, staging, and race area supply bags
- Get posts ready to rope off the race track
- Make sure we have enough masking and duct tape
- Double check supplies list
- Test official scale
- Test computer projector
- Complete any track updates
- Guest speaker and/or sponsor thank-you.
- Create word find as an emergency time-filler activity.

## **Supplies:**

### **Food Concession**

- Pop (2+ cases kid pop, 1 case of adult)
- Cups

- Coffee
- 2 Coffee Pots
- Sugar
- Coffee Pitcher
- Creamer
- Change – Quarters/Dollars
- 6+ Doz. Donuts
- Change Box
- Priced Food Signs
- Ice for Pop
- Cooler
- Napkins
- Waist Baskets (Extra Bags)
- Extension Cord
- Power Strip

**Check-In**

- Scale
- Car Gauges
- Car numbers and Licenses
- Car check-in sheet
- Clip Board
- Car roll stops (keep cars from rolling off of tables)
- Roped Guard Posts

**Work Area**

- Extension Cord
- Power Strip
- Extra Weights
- Tool Box and Drill Press
- Hot Glue Gun(s)
- News Paper

**Miscellaneous**

- Tape (masking and duct)
- Scissors
- Markers
- Signage
- Pens
- Decorations

**Race**

- Computer and Projector
- Table
- Extension Cords (2) and Power Strip
- Roped Guard Posts
- Race Track
- Awards
- Car Shuttle Trays

**Setup:**

Volunteer List: \_\_\_\_\_

- Arrive by 6:00 p.m. Friday
- Assemble track, wire electronics, and setup computer table
- Setup rope posts

- Setup car staging table by race track
- Setup check-in table and pre-staging table for checked-in cars
- Setup tables for parents
- Setup hand-out table by entrance
- Setup the flag stands and prepare for ceremony.
- Setup tables for food sales
- 

**Event:**

Volunteer List: \_\_\_\_\_

- Setup and staff food table
- Opening flag ceremony
- Closing flag ceremony

**Cleanup:**

Volunteer List: \_\_\_\_\_

- Raise and stack all of the tables
- Clean-up any garbage
- Pack up the flags
-

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_April 19, 2005\_\_\_\_\_ Time: \_6:30\_\_\_\_\_

Theme or Activity: \_\_Skit Night and Tiger Graduation\_\_\_\_\_

Location: \_Echo Park Elementary\_\_\_\_\_

Host Den: \_\_6\_\_ Coordinator: \_\_Tony Chouanard\_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

- Work with Cubmaster on graduation ceremony
- Work on skits with the boys
- 

## **Supplies:**

- Dependant upon graduation ceremony
- Possible skit props
- 

## **Setup:**

Volunteer List: \_\_\_\_\_

- Arrive by 6:00
- Setup tables for parents
- Setup hand-out table by entrance
- Setup the flag stands and prepare for ceremony.
- 

## **Event:**

Volunteer List: \_\_\_\_\_

- Opening flag ceremony
- Help execute the Tiger graduation ceremony
- Closing flag ceremony

## **Cleanup:**

Volunteer List: \_\_\_\_\_

- Raise and stack all of the tables
- Clean-up any garbage
- Pack up the flags
-

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_ May 24, 2005 \_\_\_\_\_ Time: \_6:30\_

Theme or Activity: \_\_\_ Outdoor Games? And Pack graduation \_\_\_\_\_

Location: \_Echo Park Elementary \_\_\_\_\_

Host Den: \_\_\_?\_\_\_ Coordinator: \_\_\_????????? \_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

- Arrange for icecream vendor
- Plan game activities
- 

## **Supplies:**

Volunteer List: \_\_\_\_\_

- Game supplies
- 

## **Setup:**

Volunteer List: \_\_\_\_\_

- Arrive by 6:00
- Setup tables for parents
- Setup hand-out table by entrance
- Setup the flag stands and prepare for ceremony.
- 

## **Event:**

Volunteer List: \_\_\_\_\_

- Opening flag ceremony
- Closing flag ceremony

## **Cleanup:**

Volunteer List: \_\_\_\_\_

- Raise and stack all of the tables
- Clean-up any garbage
- Pack up the flags
-

# **PACK MEETING CHECK-LIST**

Meeting Date: \_\_\_ June 5, 2005 \_\_\_\_\_ Time: \_4:00 p.m. \_\_\_\_\_

Theme or Activity: \_\_Pack Picnic and Raingutter Regata? \_\_\_\_\_

Location: \_Lac Lavone or \_\_\_\_\_

Host Den: \_\_?\_\_ Coordinator: \_\_????????????? \_\_\_\_\_

## **Planning:**

Volunteer List: \_\_\_\_\_

April – Reserve park (Lac Lavone – City of Burnsville or Apple Valley) and city grill

Get volunteers for the following duties:

Paper Products	_____
Drinks in Coolers	_____
Name Tags	_____
Charcoal & Lighter Fluid	_____
Cooking Utensils	_____
Hot dogs & Buns	_____
Hamburgers & Buns	_____
Catsup & Mustard	_____
Cooking	_____
Games	_____

Assign deserts to half of the dens and salads to the other half.

## **Supplies:**

Food

Paper products

Charcoal, starter, and cooking tools

Activity and game supplies

## **Setup:**

Volunteer List: \_\_\_\_\_

Arrive by 3:30 to setup

Verify and setup grill

Arrange tables

Setup the flag stands and prepare for ceremony.

Setup for games & activities

## **Event:**

Volunteer List: \_\_\_\_\_

Opening flag ceremony

Cooking

Closing flag ceremony

**Cleanup:**

Volunteer List: \_\_\_\_\_

- Deal with food leftovers and extra paper products
- Clean-up any garbage
- Pack up the flags
- Pack up other activity supplies
-