



PACK MANAGEMENT AND RECORDS

What size, what number?

The size of your pack is, basically, the point of success towards the aim of the programme... that of having an individual personal progressive effort. The pack should not be less than 18 cubs as this does not provide as many opportunities for learning from each other and organizing attractive activities for the pack. Experience has shown that a Pack of around 24 is the ideal size, but the maximum number of cub scouts permitted in one Pack is 30. It is not good practice to take more children into the pack than can be looked after by the number of trained leaders.

It is not important to create "giant" packs in which it becomes impossible to carry out the job at a personal level. If there are enough leaders, and the scout group allows it, it is recommended to form two medium sized packs.

It is not enough to know every Cub by name or even by the strength of his voice, but it is necessary to acquire knowledge of each cub's background and personal situations which can only be achieved by making time to talk individually to each child.

An indication of how well the Pack is managed is shown when Akela is absent for a period of a few

weeks. If, apart from the obvious 'personality' absence, there is little change, then that is a fair pointer to the fact that the Pack is well run. If, however, no one knows what should be happening, meetings start and/or finish late, the subs are not collected and no one has a clue about what time everyone should meet for next week's outing, you can be fairly sure that 'management', as such, is lacking!

Pack Records

There are numerous records that need to be kept in the Pack. The range of these will differ from Pack to Pack but there are some important ones that are necessary for all.

Cub Scout Progressive Scheme Records

A personal file of each cub's progress through the progressive scheme is essential. The leader who is assessing the cub is responsible for keeping it up to date, while informing Akela of the progress. Some packs also keep a progress chart, which the cubs themselves create as a project. This is usually hung on a wall. This chart is normally marked by the cubs themselves. There is also the MyGroup Module on ScoutKeeper, which can help keep track of the Cubs' progress.





Cub Scout Personal Information

An up to date list of addresses, telephone numbers, medical information (which should be kept confidential) and other data is a must. The Group Scout Leader, who is responsible for all group members, must also be informed of the new cubs within the pack, where in a 'New Members Ledger' a record of all members is kept.

Finance

Each and every pack has its own system of fund raising and management of finances. This must always be in agreement with the GSL and Group Treasurer (from the Group Scout Council). An Income and Expenditure record book, with all invoices/receipts must be kept in good order for verification. At the end of the year, a detailed accounts report must be forwarded to the Group Treasurer and the Group Council.

Pack Meeting Records

Pack meeting records are a very good library for all leaders to follow. The purpose of these records is to summarize what is being done during the section meetings. It is suggested that minutes of every meeting/activity should be kept as a reference for anyone. A sample form is also enclosed in the Forms Section in this chapter.

Sectional Scouters' Meeting Records

During each and every sectional scouters' meeting, a detailed minutes ledger is kept. This should be read at the next meeting and endorsed by the Cub Scout Leader and the person who is acting as secretary to the meeting. It is important that this meeting should be held once a month. Also the Group Scout Leader has the duty to call for a Scouters' Meeting where all scouters meet and discuss the group's programme, situation, activities and strategy.



Programme Planner Form

Use this programme planner to help you outline your weekly programmes and as a handy resource in years to come.

Leaders Present:		Date:		
Time	Activity	Leader	Equipment	Outdoor

Notes on Meeting / Activity:

Cub Scout Section Meeting Record

Date of pack meeting:	Number of Cubs:
Scouters Present:	
Guests Present:	
Lectures Covered:	Badges Covered:
Tender Paw:	
Bronze Arrow:	
Silver Arrow:	
Gold Arrow:	
Link Badge:	
Summary Of Meeting:	

Asst. Cub Scout Leader

Cub Scout Leader/GSL

Cub Scout Record Form

PROGRESS REPORT

Name: _____

Joined on: ___/___/___

Tender Paw:

Session Name	Date Obtained	Sign	Session Name	Date Obtained	Sign
The Promise			The Law		
The Motto			The Scout Sign		
The Cub Salute			The Handshake		
The Jungle Book Story			The Grand Howl		
Diary of Good Deeds			Alert/ Stand at Ease		
National Anthem			National Flag		

Awarded and Invested on: ___/___/___

Bronze Arrow

Session Name	Date Obtained	Sign	Session Name	Date Obtained	Sign
Scouting Skills					
Knotting			Tracking Signs		
Pack A Backpack			Safety in Open Fire Cook		
Scouting History					
Environment					
Country Code			Recycle – Reuse – Reduce		
Our Country			Our National Identity		
Community Service					
Safety at Sea			Safety at Home		
Highway Code			Spirituality		
Creative Challenge					
Handcrafts			Communication		
Animation					

Silver Arrow

Session Name	Date Obtained	Sign	Session Name	Date Obtained	Sign
Scouting Skills					
Fire Lighting & Cooking			Knotting		
Campsite Safety & Hygiene			Scouting History		
Environment					
Our Country			Air Pollution		
Nature Hikes			Compass Rose		
Community Service					
First Aid			Safety at Sea		
Community Service			Spirituality		
Dealing with Emergencies					
Creative Challenge					
Handcrafts			Animation		
Communication					

Gold Arrow

Session Name	Date Obtained	Sign	Session Name	Date Obtained	Sign
Scouting Skills					
Knotting			Pack a Rucksack		
Compass & Mapping			Pitching & Striking Tents		
Campsite safety & Hygiene			Cooking a Meal		
Scouting History					
Environment					
Our Country			Star Constellations		
Clouds Formation			Local animals & plants		
Natural Disasters					
Community Service					
First Aid			Making Choices		
Spirituality					
Creative Challenge					
Handcrafts			Animation		
Communication					

Link Badge

Project Name	Sign	Notes
Cub over 10 ½ yrs		
Discuss Scout Promise and Law with SL		
Discuss Patrol System with SL		
Discuss differences (pack VS troop) with CSL		
Hike with troop		
Alternate meetings (at least 6)		

Proficiency Badges

Badge Name	Awarded	Badge Name	Awarded	Badge Name	Awarded
Altar Server		Fisherman		Photographer	
Artist		Handyman		Scientist	
Athlete		Hobbies		Sportsman	
Cyclist		Musician		Swimmer	
First Aider		Pet Care			

Interest Badges

Badge Name	Awarded	Badge Name	Awarded	Badge Name	Awarded
Astronomer		Craftsman		Local Historian	
Book Reader		Computer		Naturalist	
Bird Lover		Entertainer		Our Earth	
Botanist		Explorer		Our Environment	
Camper		Health and Fitness		People and Places	
Collector		Map Reader		Weather Lore	
Cook		Home Help			



SIXERS AND CHILD LEADERSHIP

In order to organize the children and make everything run more smoothly, the pack is divided into sixes. As the name suggests, sixes are made up of 6 cubs. The sixes are groups which facilitate organization. From the educational point of view, they do not develop into “life communities” like the patrols in the scout section or the teams in the senior section. For our cubs most activities will be carried out at pack level.

Each six has a sixer who is elected by the rest of the group with no intervention whatsoever from the leaders. Since the six is a small operational unit, the sixer may have whatever duties the leaders consider appropriate, depending on the needs of the pack and the ability of the sixer to carry out the responsibility.

Sixes encourage team activities while putting in action their developing decision-making and problem-solving skills. Combined with the leaders’ positive attitude, the cubs are encouraged to practice how to act in different circumstances, and to try their best in what they do. By practicing this themselves, the cubs are learning how to do their best and not worry about comparing themselves to others. Furthermore, as leaders, we should not be held back from letting the cubs experience risk and failure themselves, as long as safety is not an issue.

There are two ways on how this sixer role may be obtained:

Proposal A

The sixers will hold the position for the duration of a programme cycle. This means that in a normal year – which should contain 2 – 4

programme cycles – there will be several sixers in each six; and since this will happen every year, each girl and boy should have the opportunity during their time in the pack to be a sixer at least twice.

Proposal B

During every part of the meeting the six choose a leader (sixer) which they think is capable of leading them during the current event. They change the leader for each and every event, eg. if during the meeting 2 games and a project are carried out, they would have 3 different leaders, one for every event.

Like this all cubs would have the opportunity to lead and we would know each and every cub’s “forte”.

Applies for both proposals

This is why the candidates for election within a six should be limited to those girls and boys who have not been sixers already, or if they have all been sixers, to those who have held the post only once.

This system is an example of democracy and equal leadership opportunities within the pack. It also requires the leaders to prepare the children to live up to this responsibility, especially those who have not yet developed these kind of skills, those who are shy, the newest members and others who for some reason or another might feel pressurized into it. This should help avoid any undesirable consequences, such as anxiety, fear, low self-esteem, frustration, isolation or even quitting the pack.

