

## CUB SCOUT PACK 124 COMMITTEE DESCRIPTIONS

| COMMITTEE NAME              | DESCRIPTION OF COMMITTEE                                                                                                                                                                                                                                                 | TIME INVESTMENT FOR CHAIRPERSON | TIME INVESTMENT FOR COMMITTEE MBR |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------|
| <b>CUBMASTER</b>            | Plan and execute Pack meetings and Leader meetings (about 9/year). Oversee and assist Den Leaders in execution of the scout program. Assist Pack Committee Chair in his/her duties. Must be passionate about scouting and able to inspire that enthusiasm to the scouts. | 8-9 hours per month             | none                              |
| <b>ASSISTANT CUBMASTER</b>  | Assist Cubmaster in all duties. Prepare to assume Cubmaster position in future year.                                                                                                                                                                                     | 3-5 hours per month             | none                              |
| <b>CUBMASTER SECRETARY</b>  | Attend Leader meetings about 8 per year. Take notes and compile minutes to be approved at the following Leader Meeting. Send any correspondence as necessary.                                                                                                            | 12-13 hours per year            | none                              |
| <b>DEN LEADER</b>           | Plan Den schedule and organize meetings and field trips to lead scouts in the completion of achievements. Chart scouts' progress toward rank. Help Cubmaster organize Pack Meetings and events. Attend regular Leader meetings.                                          | 4-5 hours per month             | none                              |
| <b>ASSISTANT DEN LEADER</b> | Attend Den meetings, assist den leader with events and activities. Help to document attendance and completion of requirements. Help supervise scouts at meetings and field trips.                                                                                        | 3-4 hours per month             | none                              |

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| <b>COMMITTEE NAME</b>                                                             | <b>DESCRIPTION OF COMMITTEE</b>                                                                                                                                                                                                                                                                                     | <b>TIME INVESTMENT FOR CHAIRPERSON</b>                                | <b>TIME INVESTMENT FOR COMMITTEE MBR</b> |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------|
| <b>PACK COMMITTEE</b><br><br><b>Includes:</b><br><br><b>CHAIR &amp; ASSISTANT</b> | Attend training session for the position. Set Pack Calendar integrating pack and district events. Oversee committee selection and function. Oversee overall function of Pack. Act as liaison to Chartering organization. Preside over monthly Pack Committee Meetings. Act as liaison to any Leader Meetings.       | 8-9 hours per month                                                   | none                                     |
| <b>REGISTRATION</b><br><br><b>Includes:</b><br><br><b>CHAIR &amp; ASSISTANT</b>   | Confer with Cubmaster and Pack Committee Chair to set fee schedule for following year. Assemble, distribute and collect registration packets to and from families. Enter data into Packmaster program. Relay checks to Treasurer. Register scouts at Council Office throughout year and at Recharter time in March. | 10-15 hours per year with Highest concentration January through April | none                                     |
| <b>AWARDS</b><br><br><b>Includes:</b><br><br><b>CHAIR &amp; ASSISTANT</b>         | Receive awards information from Den Leaders before each Pack Meeting. Record award info into Council Awards website. Purchase and prepare awards and relay them and recipient information to Cubmaster a few days before Pack Meeting.                                                                              | 2 hours per month                                                     | none                                     |
| <b>PACK COMMITTEE SECRETARY</b>                                                   | Attend Pack Committee Meetings About 8/year. Take notes and write minutes to be approved at following meeting.                                                                                                                                                                                                      | 12-13 hours per year                                                  | none                                     |

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| COMMITTEE NAME                                                                          | DESCRIPTION OF COMMITTEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TIME INVESTMENT FOR CHAIRPERSON | TIME INVESTMENT FOR COMMITTEE MBR |
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| <b>TREASURER</b>                                                                        | Plan Pack Budget with input from Cubmaster and Pack Committee. Perform periodic analyses to ensure that pack stays within budget allowances. Report to Pack Committee any significant deviations from budgeted amounts.<br>Maintain and review Bank Statements.<br>Reconcile Scout shop account with our records.<br>Add/delete authorized persons to charge against the account when needed (ie. Pack Committee Chair & Assistant, Registration Chair & Assistant, Awards Chair & Assistant).                        | 5-7 hours per year              | none                              |
| <b>ASSISTANT TREASURER</b>                                                              | Deposit checks, receive reimbursement requests, prepare checks for payments and have checks signed by authorized signers.                                                                                                                                                                                                                                                                                                                                                                                             | 5-7 hours per year              | none                              |
| <b>DAY TRIP</b><br><b>Includes:</b><br><b>CHAIR, ASSISTANT,</b><br><b>and 4 MEMBERS</b> | Schedule Fall and Spring hikes with input from Cubmaster, Pack Committee Chair, and Den Leaders. Select LOCatin file tour permit, create flyer and distribute via den leaders. Send to webmaster to post on website. Determine which council events (ie. daytime portions of Camporee) to participate in and inform Pack; also, inform of council events that individuals can do outside of the Pack. Investigate and recommend local events (ie. Civil War Re-enactment, Snow-tubing, etc) as possible Pack outings. | 7-8 hours per year              | 4 hours per year including hike   |

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| COMMITTEE NAME                                                                                                                                 | DESCRIPTION OF COMMITTEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | TIME INVESTMENT FOR CHAIRPERSON                    | TIME INVESTMENT FOR COMMITTEE MBR     |
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| <b>COMMUNITY SERVICE</b><br><br><b>Includes:</b><br><br><b>CHAIR, ASSISTANT, and 3 MEMBERS</b>                                                 | Attend a Leader meeting and consult Cubmaster and Den Leaders for ideas on community service projects. Contact appropriate parties, schedule dates and coordinate with Den Leaders and their dens on what needs to be done. Direct project on day selected. Projects include: Brighton Gardens, Holiday and Memorial Day Parades, May Day Cleanup, etc.                                                                                                                                                                                                                                                | 10-12 hours per year including project execution   | 6-7 hours including project execution |
| <b>PINEWOOD DERBY</b><br><br><b>Includes:</b><br><br><b>CHAIR, ASSISTANT, and 5 MEMBERS</b>                                                    | Organize and execute Pinewood Derby. Beginning in November, order trophies from list provided. Order derby car kits, one for each scout, distribute cars and rules to den leaders at December Pack Meeting. Staff weigh-in the Saturday preceding the Derby. Set up track Saturday evening, staff the Derby on Sunday. Coordinate with Hospitality Committee re: refreshments & bake sale.                                                                                                                                                                                                             | 8 hours/year. Busiest time in February             | 2-3 hours/year                        |
| <b>OVERNIGHTS</b><br><br><b>Includes:</b><br><br><b>CHAIR, ASSISTANT, and 4 MEMBERS;</b><br><br><b>PACK PICNIC COORDINATOR &amp; ASSISTANT</b> | With input from Cubmaster, Pack Committee Chair and Den Leaders, choose overnight campouts/excursions (ie. council Camporees, Aquarium, Zoo, Museum, Baseball Field, etc) for the Pack. Relay dates and locations as well as registration deadlines to Cubmaster. Prepare and distribute flyers and registration materials to Den Leaders at Leader meeting. Collect fees, relay them to Treasurer, and confirm final registration numbers. Arrange tour permits. Be available at camp check in and direct campers to campsite. Explain rules of camping to families. Help with Pack Picnic as needed. | 5-7 hours. Requires attendance at planned campout. | 2-3 hours per year                    |

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| COMMITTEE NAME                                                                                                                                                                                                            | DESCRIPTION OF COMMITTEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TIME INVESTMENT FOR CHAIRPERSON                           | TIME INVESTMENT FOR COMMITTEE MBR                     |
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| <b>PACK PICNIC</b><br><br><b>Includes:</b><br><br><b>COORDINATOR &amp; ASSISTANT</b>                                                                                                                                      | Plan the Pack Picnic and Campout with help from Overnights Committee and volunteer list provided. Entails reserving the site, obtaining fire permits, coordinating with Hospitality for food items provided by the pack and planning games and activities.                                                                                                                                                                                                                                                                     | 10-12 hours per year most of work being done April - June | 4-5 hours per year most of work being done April-June |
| <b>FUNDRAISING</b><br><br><b>Includes:</b><br><br><b>CHAIR, ASSISTANT;</b><br><br><b>POPCORN COORDINATOR &amp; ASSISTANT;</b><br><b>LUMINARIES COORDINATOR &amp; ASSISTANT;</b><br><b>FRIENDS OF SCOUTING COORDINATOR</b> | Book booth for Drew Community Day and for Bottle Hill Day (in August). Set up canopy, assign volunteers to man booths from list of volunteers provided. Coordinate with Popcorn Coordinator to bring advance sale popcorn to booths for sale. Also, bring recruitment flyers to hand out to interested boys and their families as well as the Pack scrapbook(s) to show our Pack in action (obtain from Publicity).                                                                                                            | 7-8 hours per year                                        | 3 hours per year                                      |
| <b>POPCORN</b><br><br><b>Includes:</b><br><br><b>COORDINATOR &amp; ASSISTANT</b>                                                                                                                                          | Coordinate annual Fall Popcorn Drive. Attends one Council kick-off meeting (Aug). Distribute sales materials to Pack families via each Den Leader at Sept. Leader meeting. Collect and compile order forms by deadline and submit to Council (Oct). Coordinate volunteers to pick up popcorn orders at designated date/time (Nov). Coordinate pickup of den orders with Den Leaders. Distribute patches and earned awards at December Pack meeting. Communicate sales totals to Cubmaster, Pack Committee Chair and Treasurer. | 5 hours/year<br>Sept through Nov                          | none                                                  |

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| <b>LUMINARIES</b><br><br><b>Includes:</b><br><br><b>COORDINATOR &amp; ASSISTANT</b>                                                                               | Coordinate annual Luminaries Drive. Obtain materials for scouts to put together luminaries. Distribute sales materials to Pack families via each Den Leader at Nov. Leader meeting. Collect and compile order forms by deadline (early Dec). Coordinate pickup of den orders with Den Leaders. Communicate sales totals to Cubmaster, Pack Committee Chair and Treasurer.                                                                                                                                                                                                                                                                                                                        | 5 hours/year<br>Oct through Dec                                                                 | none                                                                               |
| <b>FRIENDS OF SCOUTING COORDINATOR</b>                                                                                                                            | Act as liaison between Pack and Patriots Path Council to help raise funds from Pack members for the Friends of Scouting program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3-5 hours per year                                                                              | none                                                                               |
| <b>RECRUITING</b><br><br><b>Includes:</b><br><br><b>CAS CHAIR &amp; ASSISTANT</b><br><br><b>TJS CHAIR &amp; ASSISTANT</b><br><br><b>SVM CHAIR &amp; ASSISTANT</b> | Organize Scout Recruiting Days between April and June, and again in September and October. Set up table with flyers and registration materials outside of each school. Speak to kindergarten Moms at morning pick up and afternoon drop off to recruit Tigers for coming September. Organize a Parent Orientation at the Community House on a specified date for new and returning Pack parents. Contact Publicity Coordinator to place an ad in the paper to advertise both events. Solicit Den Leaders and Cubmaster to present at the orientation. Use recruiting materials available on council website as well as any promotions the council is running (special giveaways and/or patches). | 5-7 hours with highest concentration between April and June, and again in September and October | 3 hours per year mostly between April and June, and again in September and October |
| <b>HOSPITALITY</b><br><br><b>Includes:</b><br><br><b>CHAIR &amp; ASSISTANT</b>                                                                                    | Solicit donations of baked goods from general pack membership for bake sale at Pinewood Derby. Coordinate refreshment table at Pinewood Derby with help from volunteer list provided. Coordinate refreshments needed for Pack Picnic with Picnic Coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7-8 hours per year                                                                              | 3-4 hours per year                                                                 |

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| <b>PUBLICITY</b><br><br><b>Includes:</b><br><br><b>CHAIR &amp; ASSISTANT</b>              | Take pictures at events (Camporees, Hikes, Pinewood Derby, Community Service events, Blue and Gold), name subjects and submit to Madison Eagle. Keep photos on CDs as well as produce a scrapbook showing the Pack in action (used at Drew and Bottle Hill days). Produce power point slideshow (used at Blue & Gold). Place ads for recruiting and fundraising as necessary.                                                                                                                                           | 5-7 hours per year              | 2-3 hours per year                |
| <b>TRAINING</b><br><br><b>Includes:</b><br><br><b>COORDINATOR &amp; ASSISTANT</b>         | Compile a list of all Den Leaders, survey and record their current level of training and advise them of the training they need to complete in order to be fully trained and direct them to the Council schedule (website) for training dates. Will require some follow up with Den Leaders to ensure that training is completed. Track the completion of these training sessions and relay this information to the Cubmaster.                                                                                           | 7 hours per year                | none                              |
| <b>QUALITY UNIT</b><br><br><b>Includes:</b><br><br><b>COORDINATOR &amp; ASSISTANT</b>     | Pull together details from Registration, Training, and Pack Committee info to determine if we meet the minimum requirements for the Quality Unit Award. Purchase the patches and give them to the Cubmaster for distribution at the Sept Pack Meeting.                                                                                                                                                                                                                                                                  | 2-3 hours per year              | none                              |
| <b>RELIGIOUS AWARDS</b><br><br><b>Includes:</b><br><br><b>COORDINATOR &amp; ASSISTANT</b> | Using the council website's religion section, inform Pack members: of the 'Religious Emblems Program' that correspond to each scout's faith and coordinate ordering of materials for groups of scouts interested in participating in the program; of the 'Programs of Religious Activities with Youth' segregated by religious groups; of Scout Sunday & Scout Sabbath, as well as any upcoming religious retreats and activities. All activities and programs are strictly voluntary – participation is NOT mandatory. | 1 hour per month                | none                              |

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| <p><b>BLUE AND GOLD</b></p> <p><b>Includes:</b></p> <p><b>CHAIR, ASSISTANT, and 5+ MEMBERS;</b><br/>(1<sup>ST</sup> year Webelos families only)</p>                                                           | <p>Choose venue, date and time for Blue and Gold function with input from Cubmaster, Pack Committee Chair and Den Leaders. Book event and speaker. Solicit help from dens regarding decorations and party favors.</p>                                                                                                                                                                                                                              | <p>10-12 year including event</p> | <p>4-5 hours including event</p>  |
| <p><b>BOY SCOUT TROOP LIAISON</b><br/>(2<sup>nd</sup> year Webelos families only)</p> <p><b>Includes:</b></p> <p><b>ASSISTANT BOY SCOUT TROOP LIAISON</b><br/>(1<sup>ST</sup> year Webelos families only)</p> | <p>Helps to connect Webelos, their dens and their parents to Scout troops in town. Interface with Boy Scout troops in town to find out when scouts can attend Boy Scout Meetings and events (which are required to earn their Arrow of Light award and help them to decide which troop they want to join in 6<sup>th</sup> grade.) Also, invite Boy Scouts troops to select Pack events (ie. Pack Meeting – Boy Scouts give Hovercraft rides).</p> | <p>4-5 hours per year</p>         | <p>none</p>                       |
| <p><b>ROUNDTABLE REP</b></p> <p><b>* Revised to Den Leaders rotating attendance. *</b></p>                                                                                                                    | <p>Attend monthly Roundtable meetings to gather council and district information and materials that help pack to plan Pack and Den Activities. (Games and craft suggestions that are theme related, upcoming district sponsored events, available training classes, etc.)</p>                                                                                                                                                                      | <p>2-3 hours per month</p>        | <p>none</p>                       |