

Adult Leaders Guide to Norton Cub Scout Pack 61



V1.0

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About this Guide

This guide is intended to help new or existing adult volunteer leaders to become accustomed to their new leadership position. Pack-specific information will be included as well as pointers to Council and National sources for information as well as brief descriptions of guidelines that all leaders must be aware of.

This guide builds on information contained in the “[Parents Guide to Norton Cub Scout Pack 61](#)” so it is recommended that you read that guide first.

Training

A huge amount of adult leader training is available for all registered leaders from our local Council and National. Training is important because it provides us the best tools to present the best program for the Scouts. You will learn that you don't need to reinvent-the-wheel to present an excellent program. Training and resources are available to show you plans already prepared for you to use.

MyScouting.Org

Most training is now available online at: <https://myscouting.scouting.org>. The first time you log on you will be prompted to create an account with a username and password. When you have your membership number, you should update your profile so your training records can be kept accurate. The system remembers which classes you have completed and you can see what else is available at any time.

Online classes include:

- Youth Protection
- Den Leader Fast Start
- Leader-specific Training
- “This is Scouting”

As well as supplemental training such as:

- Physical Wellness
- Safe Swim Defense
- Safety Afloat
- Trek Safely
- Weather Hazards

<https://myscouting.scouting.org>



Sign in to MyScouting

User Name:

Password:

Forgot your [User Name](#) or [password](#)?
[Frequently asked questions](#)

New to MyScouting?

Create an account to*:

- **take Youth Protection and other BSA training**
- access unit, district, and council tools
- register for events
- keep in touch with members and alumni

**Some of these tools require a Member ID.*

This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. For best performance, use Internet Explorer 7.0 & above or FireFox 3.0 & above.



Figure 1 - myscouting.org login page



BOY SCOUTS OF AMERICA.



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 - [Internet Rechartering](#)
 - [ScoutParents](#)
 - [Tour Permits](#)
 - [BeAScout](#)
- Events
 - [Event Registration](#)
- Community
 - [Scouting Community](#)

Youth Protection Training Notice

You do not have to be a registered member or have a member ID to take Youth Protection training.

To take Youth Protection training:

1. From the menu on the left, click E-Learning.
2. From the General tab, scroll down to Youth Protection Training and click Take Course.
3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council.
4. When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. After you receive your membership card, log onto MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training records, and any other MyScouting training records, to your BSA membership.

Welcome to the NEW MyScouting!

Thank you for setting up your MyScouting account. Through your account, you now have access to even more Scouting resources. MyScouting was created to better support your role in Scouting. Over time, new resources will be added and you will be able to see content specific to your position/rank. MyScouting will also be used to improve communication directly with you, our dedicated and hard-working members.

Have you checked out the Scouting Community yet?

Scouting Community connects people who want to talk about Scouting online. With Scouting Community, you can blog, join a discussion forum, send e-mail to friends, listen to podcasts, view videos, and generally communicate with people about Scouting. This community is a safe environment for members and leaders of Scouting to interact and share best practices for all things Scouting.



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DIGITAL MAGAZINE



Click to launch the full edition in a new window.

Figure 2 - myscouting.org main page

Youth protection/CORI

Youth Protection is a program the Scouts present to all leaders as they register for an official position. Potential leaders must complete the YP program before their application will be processed. The application also includes a consent form to allow a CORI (Criminal Offense Record Information) to be performed for the new applicant.

The Catholic Church, our sponsoring organization, also requires an annual CORI check. Leaders must view the church CORI film once and consent to the annual CORI check. This is in addition to the Boy Scout requirements.

The Youth Protection program is intended to let you know the safest way to present a fun and exciting program to the Scouts in a manner safe for both the youth and us, as adult leaders.

Fast start training

The Faststart training is required for all leaders and covers the basics useful to leaders of all positions. It can be taken online at MyScouting.org.



Leader Specific training

Once the Faststart training is complete, leader-specific training is available either on-line or in-person from the Council training committee. Leader-specific training is for all leaders from Tiger coordinators to den leaders to Scout Committee people. This training is very important to help you present a quality program to the youth. The levels of the training are:

- Tiger Coordinator
- Wolf Den Leader
- Bear Den Leader
- Webelos Leader
- Cubmaster
- Committee member.

Once you have completed the training for the level of Scout you will be working with, you will receive a record card and be allowed to wear the “Trained” patch on your uniform. When you transition to another leadership position, you should take the training for that position.

BALOO

The BALOO (Basic adult outdoor leader training) is essential training for Packs that plan to run outdoor programs. At least one BALOO-trained leader is required to attend any outdoor Pack activities. This program teaches leaders about running a fun and safe outdoor program. It is offered each year through the Council Training committee.

Woodbadge

Woodbadge training is the highest level of leader training. It involves 2 3-day weekends of intense training as well as the completion of 5 “ticket” items. The ticket items are projects to benefit the leader’s unit. The training does not cover the technical skills of camping such as fire building, hiking etc, but rather it focuses on administrative and leadership skills a leader should have to be most effective at a high level.

You may see leaders wearing a tartan neckerchief or small wooden beads on a leather thong. These are both symbols of the Woodbadge participants.

Philmont Training Center

The Philmont training Center located in Phimont New Mexico is the National Training Center for all of the United States. Philmont offers leaders week-long advanced training in a large number of programs and skills such as Scoutmaster-specific training, organizational, presentation methods and more. Check out the web site: <http://www.philmontscoutranch.org> for more information.

Knots

Scouting uses leader knots to recognize adults for the completion of certain milestones or goals. There are leader knots for completing a list of requirements for each of the den levels as well as others. Some knots are worn for activities completed as a youth. For example, adults who earned Eagle Scout, the Arrow of Light or religious knots as youth can wear the appropriate knot on their leader uniform.



Some knots involve den-level activities combined with training and attendance of District roundtables. See <http://www.usscouts.org/awards/knots1.asp> for more information on the knot program.



Figure 3 - Selection of Leader knots

Scouting magazine

The "Scouting" magazine is a monthly magazine for all registered adult leaders. It contains articles on Scouting topics as well as ideas and resources for den and Pack leaders. You could run an entire Scouting year with the material in the magazine, but more likely, it will be most useful for the occasional idea and tip for running your program.

The Scouting Magazine also has online resources at: <http://blog.scoutingmagazine.org>.

Two-deep leadership

One of the most important safety rules for presenting the Scouting program to the youth is the Scout's Two-deep leadership rule. This rule states that there will never be a situation where there is isolated, one-on-one contact between an adult leader and a Scout. This is for the protection of both the Scout and the adult leader. In any official Scout situation, there must be at least one registered leader and one other adult present. (could be a parent) As leaders, we must be careful to watch for potentially compromising situations. For instance, if you, as a den leader are setting up for your meeting with your son and another boy arrives, it is essential that another adult, possibly the new Scout's parent stay with you until another registered leader arrives. Parents should be made aware of this rule and should be willing to help us enforce it.



Uniforms

As Scouts, we wear the official Scout uniform to all official activities. Further, we should try to wear the uniform correctly and attach the required patches to the uniform in their proper places. As leaders, we set the standard for the boys to follow with respect to the uniform. If we wear the uniform proudly and correctly, the boys will too. Information on the parts of the uniform and patches is available at: <http://www.scouting.org/scoutsource/CubScouts/Uniform/Parents.aspx>. Uniforms and patches are available at the Scout Shop at the Scout Service Center in Norton or Ryan and Sons in the center of Attleboro.

Meeting place

Saint Mary's Church of Norton is our charter organization and as such they provide us with a regular meeting place for both our den meetings and Pack meetings. Typically our den meetings are held two Wednesdays each month (leaders choice as to which two) while the Pack meeting is generally held the third Sunday of each month. Den meetings can be held in the parish center classrooms, on the kitchen hall, while the Pack meeting is generally held in the gymnasium.

As invited guests of the church, it is imperative that we treat our meeting places as we would our home and leave the rooms and the entire facility better than we found it. We also must be aware of other church members and groups that also use the parish center and be considerate of their needs too.

A few particular rules we must observe anytime on Church property:

- Leave the facility as we found it.
- Use only areas designated for our use. Stay out of kitchen, sanctuary and office areas
- Do not use the hallways for anything other than walking to and from meetings.
- Bring your own presentation and project materials. Don't use materials you find in the rooms.
- Do not damage or misuse any of the property including the lawn, sidewalk or parking lot areas.
- Do not disturb other people or groups in the church.

Pack meetings

Participation of the Scouts and their dens is strongly recommended. This could include a meeting opening, closing or some presentation of a craft or activity the den worked on during the month. One of our goals is to help boys become more comfortable speaking in front of groups. The friendly and supportive atmosphere of a Scout meeting is a great place to start.

We also often need volunteers, preferably parents, to help out with certain parts of some meetings. Possibly including kitchen duties, assistance with various station for the youth or duties such as organizing activities.



Den Meetings

Planning and executing den meetings is where most leaders spend most of their “one hour a week”. But, be sure to take advantage of all the resources available to you.

These include:

- Monthly roundtable meetings
- Scouting magazine
- Boys Life magazine
- Program helps
- Other leaders, Cubmaster etc.
- Parents
 - Have parents fill out a survey. What can they do for the Scouts?
- Leader-specific training
- Numerous online resources
 - Scouting.org
 - www.scouting.org/scoutsource/CubScouts/Activities/den.aspx
 - www.scouting.org/scoutsource/CubScouts/Cub%20Scouts/ThingsToDo.aspx

The den meetings give you a chance to tailor the program according to your own strengths and the needs of the Scouts. A typical den meeting could consist of the following:

- A gathering time activity. (to focus the boys as they arrive)
- Opening. (pledge, Scout oath and law etc)
- Announcements (upcoming meetings, trips, Pack information)
- Program activity (achievement, go-see-it, parent presentation, craft, skit, song)
- Closing (announce next meeting, final announcements, discuss homework)

There is usually more involved to complete each rank than can be done in den meetings alone. So it is perfectly reasonable to assign homework for the boys. Be clear about which parts of the achievements the Scouts should work on and remind the parents that they (the parents) can sign off on any parts of the achievements that are completed at home.

To help us out, we want to get as many parents involved in the program as possible. Even if they don't want to fill out an application, they can help run a meeting or two throughout the year. Find out what skills or resources the parents can contribute to the meeting. Not every activity you run must contribute to an achievement. If you find a fun and challenging activity for the Scouts, run with it.

Guide To Safe Scouting

The Guide To Safe Scouting is a booklet published by the National Council that contains the complete set of rules and guidelines for presenting a safe, quality program for the youth. The Cubmaster has a copy and other copies can be purchased at the Scout shop or online. Included with this book of guidelines is the List of Allowed activities. This list, as the name indicates, lists all the physical types of activities that scouts of each age group may participate in. Adhering to this list is important for two main reasons: 1 – it allows participation in physical activities for youth based on their capabilities and ability to participate safely, and 2 – by disallowing certain activities for the younger youth, these



more challenging activities are reserved for older scouts and remain something the younger Scouts can look forward to. We all understand that with their family, the Scouts may be completely capable of participating in some of the more strenuous activities, but as Scouts we follow the prescribed guidelines with respect to this.

Tour Permits

Den and Pack activities can always take place at our regular meeting place, the parish center. However, whenever an activity is to take place any where else, in general, out of town, a completed and approved tour permit is required for the activity to take place. Without a tour permit, the activity is not an official Scout activity and as such the protections, including Scout insurance are not available. Tour permits may be completed online at myscouting.org but keep in mind that electronic tour permits must be filed at least two weeks before the activity. After that, you must fill out a hard-copy of the tour permit, get appropriate signatures and deliver to Council for approval before the permit is valid. Hard copies can be printed off the Council web site. Hard copy tour permits must be signed by a Pack Committee member and the tour leader. Please be sure to inform the Cubmaster of any trips to be taken by the dens.

Record Keeping

There are two types of record keeping important to the Scouts: the den-level accounting of their completion of rank advancements and secondly the Pack-level records of ranks completed, belt loops, pins and other special achievements.

As a den leader, you may choose the type of bookkeeping that works for you and your situation. There are tools and spreadsheets available online to help you keep den records for each of the den levels.

It is important for the Scouts that their achievements are correctly recorded and reported so it up to us as leaders to make sure this happens.

ScoutParents.org

ScoutParents is an online resource of information for parents and leaders. It describes the mission and goals of Scouting and offers suggestion as to how to get the most out of the program. Check it out.

<http://www.scoutparents.org/>