

Cub Scout Committee and Volunteer Positions

Description and Duties of Positions

Coordinator

Chairman

Scoutmaster

The Scoutmaster runs the Boy Scout Troop

Cubmaster

The Cubmaster is the liaison between the Pack and the Council office.

Asst. Cubmaster

The Assistant Cubmaster is assists the Cubmaster with coordinating the pack activities.

Tiger Organizer

The Tiger Organizer is responsible for assisting the Tiger Cubs in setting up their initial dens. They also are responsible for making sure the Tiger dens are progressing with their den meetings. In addition, they are a contact for new Tiger parents and den leaders for any questions they may have.

Treasurer

The Treasurer balances the checking account and issues checks for various payments and reimbursements.

Awards Chairman

The Awards Chairman is responsible for all the awards given to the scouts throughout the entire year.

Duties:

1. Coordinating with each den leader to receive current award status for the Pack Meeting each month.
2. Prepare a list of awards to be given out at the Pack Meeting.
3. Acquire the awards from the Council Office in Columbia.
4. Filing advancement of rank with Council Office.
5. Attend the pack meeting and hand out the awards.
6. Provide each den for Progress Towards Rank kits and Religious Award books at the first pack meeting in September.

Youth Protection

The Youth Protection person is responsible for conducting the child abuse education seminar in accordance with BSA guidelines. This seminar is typically held at the beginning of the school year.

Popcorn Chairman

The Popcorn Chairman is responsible for coordinating the popcorn sales event that is held during the month of November.

Duties:

1. Attend the roundtable meeting in which the popcorn sales instructions are given out. This is usually in September.
2. Prepare the sales packets for each scout in each den.
3. Attend the October Pack Meeting and hand out the packets to each den and explain the process. Also give deadlines for order submittal, money submittal.
4. Coordinate the turning in of orders. This is done through the den leaders.
5. Once orders are received, place the order according to the Council instructions.
6. Coordinate the pickup of the popcorn from the Council designated location and deliver to Kennedy Hall. This is usually on a Friday evening.
7. Coordinate the sorting and passing out of the popcorn to each den on Saturday. Each Den Leader is responsible for being there to help sort their den's orders.
8. Prepare the prize and patch lists and make and get them as described at the roundtable meeting.
9. Acquire the payment from the orders from each den leader.
10. Submit the payment to the Pack 6 Treasurer.
11. Hand out prizes to the scouts at the January Pack Meeting.

Pizza Chairman

The Pizza Chairman is responsible for coordinating the pizza and cookie dough sales event that is held during the month of April.

Duties:

1. Contact Brenda Christy with BC Sales to coordinate the kickoff night at the pack meeting. This is done at the March or April Pack meeting. Brenda will come to the pack meeting and actually do pretty much everything as far as sales information goes. She prepares the packets and also displays the prizes.
2. Coordinate the turning in of orders. This is done through the den leaders.
3. Once orders are received, place the order with BC Sales.
4. Prepare order spreadsheets for each boy.
5. Coordinate the delivery of the pizza and cookie dough. BC delivers it to Kennedy Hall. It has worked well in the past to do this around 5:00 p.m. at the April pack meeting. However it can be any day.
6. Help distribute the orders to each den. The den leaders have to be there to help as well.
7. Acquire payment for the orders from the den leaders by the due date.
8. Submit payment to BC Sales.
9. Obtain prizes and pass out at the May Pack Meeting.

Blue and Gold Banquet Organizer

The Blue and Gold Banquet Organizer is responsible for planning and running the Blue and Gold Banquet.

Duties:

1. Schedule the Banquet and reserve Kertz Hall for that day.

2. Prepare an agenda for the banquet and list of items for each den to bring. This should be done before the January pack meeting and given to the assistant cubmaster.
3. Attend the leaders meeting prior to the banquet and discuss the day with the leaders.
4. Schedule a time to decorate the hall prior to the banquet. This is done typically on Friday night.
5. At the banquet, assist the Cubmaster in any way needed.

Special Events Coordinator

The Special Events Coordinator is basically an overseer of the various “special” events that the pack participates in. Special events refer to any event outside of the pack meetings or den meetings. These events include, but are not limited to, the Family Campout, Christmas Parade, Christmas Skate Part, Christmas Ornament Contest, Adopt-a-Family, Scouting for Food, Cubmobile, Pinewood Derby, Summer Day Camp, and the Summer Activities. Occasionally there are additional activities that come up throughout the year that this person would organize.

The coordinator does not necessarily have to organize or prepare for any of these events. However, this person should be in contact with the organizers for the various events.

Family Campout Coordinator

The Family Campout is a campout in which the pack camps at an approved Council campsite with no set rules or format for the event. This is just a time for the scouts to enjoy some camping with their families and scout families. The BSA has strict guidelines on camping and one member in the group is supposed to be trained by BSA in basic outdoor skills. Since some of these boys will be Tiger Cubs we don't want to get too carried away with a rugged outdoor campout like what you might see in the Boy Scouts. The Family Campout is a way to experience camping on a mild level but still be a “Scout” campout.

The coordinator is responsible for reserving a campground and emailing flyers with information about the camp to the whole pack. Also, the coordinator should be in contact with the camp ranger to set up arrival and departure times as well as bathroom facilities.

The two approved sites are Camp Hohn at the Lake and Camp Thunderbird near Moberly. These sites are open in October and this month is actually a great month for camping. There may be other sites that are acceptable and these can be researched by the Coordinator.

Christmas Parade Organizer

The Christmas Parade Organizer is responsible for coordinating the float entry for the downtown Christmas parade. The parade is typically the first Saturday in December.

Duties:

1. Obtain a trailer for the float. A 16' – 18' trailer is the typical size that we use. The past few years, Dave (Turk) Perrey has loaned us one of his trailers for the parade. He is a member of I.C. and his son was a cub scout.
2. Schedule a float planning meeting with the two assistant Christmas parade organizers.
3. Schedule a float building party. This should be done a few days before the parade.
4. Obtain all the materials for the building of the float.
5. The day of the parade, haul the float to the staging area below the Truman Building. This is the parking lot caddy corner to the Capital Plaza hotel. The float should arrive at the

staging area approximately 2 hours before the parade so the final items can be attached to the float.

6. Communicate all information about the parade, float building party, etc. to the den leaders for distribution to the dens.
7. Coordinate all float helpers for the construction of the float and the day of the parade.
8. After the parade, take the float apart and return the trailer.

Asst. Christmas Parade Organizer

The role of the assistant Christmas parade organizer is to help the organizer in any matter agreed to at the float planning meeting.

Adopt-a-Family Chairman

The Samaritan Center has an Adopt-a-Family program every year during the Christmas season. The Adopt-a-Family Chairman is responsible for sending in the paperwork to adopt the family and coordinating the gift buying a delivery for the family., acquiring donations from the families in the pack, coordinating the purchase of gifts for the family as well as

Duties:

1. Filing paperwork at the Samaritan Center to adopt the family.
2. Asking for and receiving donations for the family.
3. Buy gifts for the family members and wrap them.
4. Arrange the gift drop-off with the family or drop them off at the Samaritan Center.
5. All correspondence with the pack members is handled by the chairman.
6. At the January pack meeting, the chairman will give a summary of the event to the pack.

Pinewood Derby Coordinator

The pinewood derby coordinator is responsible for all aspects of the pinewood derby race day. This person should work in cooperation with the Boy Scout troop on this. The Boy Scouts actually run the race for the pack.

Duties:

1. Schedule the date for the race and reserve the gym. There will be some changes on the date and place from previous years. The date will be on a Sunday and begin at approximately 11:00 a.m. It will be announced at the weekend masses for parishoners to see. It will have to be held after basketball season because the gym is booked during that time.
2. Contact the Boy Scouts and reserve them for the date.
3. Buy the pinewood derby kits for the pack in November.
4. Prepare the rules for the race.
5. Give the kits and rules to the Cubmaster to give out at the skating party in December.
6. Have trophies made approximately 3-4 weeks in advance of the race.
7. Prepare a race schedule and give it to the cubmaster for distribution. This should be done for the January pack meeting.
8. Attend the race and help run the race if needed.
9. After the race, present the trophies to the winners.
10. Find out when the district race is and distribute that information to the pack.

Scouting for Food Coordinator

Scouting for Food is conducted the first and second weekends in March. It is promoted through the media such as radio, newspaper and TV. The food is delivered to the Samaritan Center and split between them and the Mid Missouri Food Bank. The first weekend, the scouts will go around the neighborhoods and put cards and/or bags at the doors of the homes. The second weekend, the scouts will go around the neighborhood and pick up food that has been placed on the porches of the homes. The food is then delivered to the Samaritan Center and a BBQ is held there for the scouts, parents and helpers.

The coordinator is responsible for obtaining the cards and/or bags from the Council Food Drive Coordinator. The coordinator also assigns street routes for each den and delivers the cards and/or bags to the den leaders.

Cubmobile Organizer

The cubmobile organizer is responsible for holding the cubmobile race in the spring. This race has been held at various times in late April and early May. There are several cubmobiles that have been built by the dens. New dens can build a new one if they would like or use one from a previous den. The races have been held at two places in the past and the best place is the lower parking lot at school. Each boy races twice and each den has to have at least 4 boys participate in order to qualify for the traveling trophy.

Duties

1. Schedule the race and announce it before the April pack meeting.
2. Prepare scoring sheets and sign in sheets for the race.
3. Obtain cones, stopwatches, etc. for the race.
4. Obtain a small trophy for the fastest boy.
5. Obtain ribbons for the first, second and third place dens.
6. Conduct the race and record the times. A spreadsheet on a laptop was used last year and it worked out pretty good.
7. After the race, tally the winners and award the trophies and ribbons.

Summer Day Camp Organizer

The day camp organizer is responsible for coordinating the group from our pack that attends the summer day camp. The day camp is usually the second week in June and runs from Monday thru Thursday. The times are typically 9 a.m. to 4 p.m. and it is held at the fairgrounds. The requirements from the Council are fairly extensive. For every 5 boys attending, there has to be one parent that spends the day with them. The organizer has to get parents to volunteer to stay with the boys. A parent can spend more than one day at camp if they wish.

Duties

1. Obtain the registration forms and medical records for the scouts and adults when they are posted on the Council website. This is usually done in March or early April.
2. Present the information to the pack at the April pack meeting.
3. Pick a due date for the registration forms. It is best to have all of them by the May pack meeting.
4. All registration forms should go to the cubmaster or assistant cubmaster and then are sent into the Council office.
5. The cubmaster or assistant cubmaster should make copies of the registration forms and give them to the Organizer.

6. After the May pack meeting send out reminders to the dens about the camp so any late comers can change their mind.
7. Once all the forms are in and you know who is going, contact all the parents and ask for volunteers. This should be done a few weeks in advance so parents can take off work if necessary.
8. Prepare a spreadsheet containing the names of the boys, the parent volunteers, contact information for the parents and any additional information necessary.
9. Decide on a meeting place for carpooling out to the fairgrounds each day. Some parents will drive their boys to camp on their own but some will want to carpool.
10. Obtain any BB shooting sheets, patches, etc. from camp to be given to the boys after camp is over.

Baseball Game Trip Chairman

The baseball game trip chairman is responsible for planning the baseball game trip which is one of the summertime activities sponsored by the pack. We have gone to Royals and Cardinals games in the past and we take a chartered bus. The month of June is the best time to go because of the heat.

Duties

1. Research the different schedules of the various baseball teams in the state and choose a game to attend and also look at ticket prices.
2. At the March Pack meeting, present the information to the pack and ask parents to begin to think about whether or not they will attend.
3. At the April Pack meeting, present the information again to the pack and give them a deadline for making a decision about attending the game.
4. Coordinate with each den leader about getting a final tally of who is going to attend.
5. Once you have a final head count, order the tickets and reserve the bus. You will have to pay for the tickets and get reimbursed from the Pack.
6. Obtain a check from the Treasurer to mail to the bus company and also a check for reimbursement for the tickets.
7. When you receive the tickets, sort them out for each family and by den.
8. Give the tickets to the den leaders for distribution.
9. Collect money from each den leader.
10. Once all money is collected, give it to the Treasurer for deposit.
11. The day of the game, count the people on the bus before leaving town and before leaving the Stadium.

July Activity Organizer

The July activity organizer is responsible for choosing an activity for the scouts to participate in for the Summertime activity scheduled for the month of July. In the past we have done golfing at Turkey Creek golf center across the river, bowling at Westgate Lanes, mini golf at Turkey Creek.

Duties

1. In April, decide which activity you want to do and find out the costs.
2. Communicate with the Cubmaster what activity you would like to do and get approval.
3. Contact the business where the activity will take place and reserve space for our Pack.
4. Prepare a flyer to be sent out the dens with all the pertinent information on it and send it to the den leaders. This should be done in May.

5. Two weeks before the event, send out a reminder email to the den leaders about the activity and ask for an approximate head count of who will attend.
6. When you have a good head count, contact the business and make sure there is room for our group.
7. Obtain a check from the Treasurer to pay for the activity.
8. Attend the activity a help the boys while there.

BBQ/Swim Party Organizer

The BBQ/Swim Party is held at the Rickman Center either the first or second Sunday in August. There is a pavilion with BBQ grills and a swimming pool nearby. The Rickman Center provides a lifeguard at the pool for a fee and it is required. Typically, the pack provides the burgers and hot dogs, plates, utensils, condiments, napkins, drinks, etc. Each family is asked to bring a side dish and a dessert.

The party usually begins at 4 p.m. and lasts until about 7 p.m. Swimming is allowed from 4 p.m. to 5:30 p.m. and we normally eat shortly after that.

Duties

1. Call the Rickman Center in May to reserve the pool and pavilion.
2. Send in deposit when contract is received.
3. A few weeks before the party, send an email to the den leaders asking for them to get a head count from their den for who is coming. Also, instruct the parents coming to the party what they need to bring for food.
4. The day before the party, buy the food and all miscellaneous.
5. The day of the party, arrive a little early and prepare the food while the families swim.
6. After the Party, the Rickman Center will send a bill for the balance. You'll need to get a check from the Cubmaster or Treasurer to pay the Rickman Center.