

THE PACK 49 HOW TO MANUAL

Published July 2008

AS SEEN FROM
THE EYES OF THOSE
WHO VENTURED
BEFORE

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Introduction

This manual is set up to give a road map for how Ed Hickey, Bob Cleveland, Victor Varney, Mikael Hakansson, Rick Keller and Tina Peak worked together over the last four years (2005-08) to run Pack 49. I have no doubts that improvements can be made to what we did but in this manual we will share with you how and what we did.

The manual also tries to give a realistic assessment of the commitment that a person makes when volunteering for activities.

Section 1 of the manual is called “Yearly Planning.” Almost every point in the planning primer refers to subsequent sections in this manual. Since no one person will do everything, I thought this to be the best way point out what has to be done and then the person responsible for that activity can do more in depth reading.

If you have any questions about this dissertation, I can be reached at the following places

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Section 1

Yearly Planning

Within two weeks after the last pack meeting, the committee chair, cub master and head of all the dens meet to set up the calendar for the next year. The calendar sets out to determine dates for the year. We have found it most useful to go through each month sequentially with an Addison school calendar readily at hand.

- 1- A volunteer needs to be found to coordinate getting recruitment campaign going (see **Section 13** for details).
- 2- Determine if the Pack wants to do a joint event in the fall (i.e.- train trip from Felton to Santa Cruz). If it is decided to do so, the event, date and coordinator have to be discussed and agreed upon. This also holds true if the Pack wants to do a Spring Event.
- 3- Determine if the Pack wants to participate in popcorn sales. If so, a volunteer coordinator needs to be identified (see **Section 5** for details)
- 4- A volunteer needs to be assigned for dues collection and rechartering (see **Section 3** for details)
- 5- The protocol for each pack meeting is that it be held in the MP room on the second Tuesday of each month at 7 pm. The (3) exceptions to this protocol are Blue and Gold Pot Luck held in the MP room at 6:30 pm.
- 6- The first pack meeting has been held at the Fire Circle at 1305 Middlefield. This meeting acts as a good kick-off session for the year. It gives you a chance to lay out the year and tell what events the pack is planning on doing. For entertainment, we have had a magician for the past two years. This has proven popular for the kids.
- 7- For the past (3) years we have found this to be a good get acquainted event for both the kids and parents. It also is the meeting where the Scouting for Food Coordinator is introduced and explains what will be happening in November concerning bag distribution and pickup (see **Section 9**)
- 8- The November Pack meeting is wide open. It is up to the committee to determine a theme for the meeting and who will coordinate it.
- 9- The December pack meeting has traditionally been a Pack service meeting. During our tenure, we have made up care packages for the troops. In prior years, the Pack has made Christmas wreaths and delivered them to the local senior living centers. In either case, you need a volunteer to coordinate the activity (see manual for contact information for troops and **Section 7** for details).
- 10- We have used the January pack meeting as a venue for what is called the Goofy Olympics. On e year each den has been responsible for developing and putting on one event. Last year, Webelo I managed the whole event. When one den lays out the games it seems to run smoother. Parent participation is a necessity.
- 11- The February pack meeting is when we hold our annual Blue and Gold Pot Luck dinner. This event needs a volunteer to organize the food. This person works with the Scouting for Food coordinator to do the District fund raising (see **Section 6**)

- 12- The March Pack meeting is usually the date for the Pinewood Derby. It has been held in April if conflicts occur in the calendar. This event needs a volunteer coordinator run the event.
- 13- The April Pack meeting is wide open. It is up to the committee to determine a theme for the meeting and who will coordinate it.
- 14- The May Pack meeting has traditionally been the same as our October event (see **Section 9**). This represents the last meeting of the year and is used to present any remaining advancement awards for the younger dens and The Arrow of Light ceremony for cub scouts advancing on to the Boy Scouts (see section ?).
- 15- Someone needs to be put in charge of securing the Addison MP room for the year, along with the Fire Circle for the first and last pack meeting. I preferred to make the request in writing and keep a copy on file. Be sure to double check on the MP room because they sometimes don't read their own schedule and you can incur a conflict which you will loose if it's a school event.

Section 2

Recruitment

Prior to every school year the Addison PTA puts together a packet, which goes out to every parent. The Pack 49 makes up a one page flyer for the flier. It is important to find out what date the packets go out so you can provide them to the stuffing committee. It is also important to find out how they intend to distribute them so you know how many to make (see example).

In 2007, Addison held a morning fair where groups set up table to give out information regarding their organization. This provides a good way to get exposure for the scouts.

If you want to put up posters around the campus, you must receive permission prior to doing so.

The scout office at 1305 Middlefield road has all the necessary sign up forms for both new cub scouts and adult volunteers. The district is also coming up with new strategies for recruitment. Bev Hastings (our district rep) can be very helpful with any additional information you might require.

Only NEW SCOUTS need fill out an application. Also, any adults who plan on being active in the den or pack must fill out an adult volunteer form. I recommend you get as many adults to complete this form just in case they volunteer to help and are restricted because they don't have a form on file.

Time Commitment: If you use the existing flyer template, changing the flyers to reflect the New Year takes about _ hours. Getting the flyers to the proper person at the PTA would require another (1) hour of preparation and delivery. Being available for the Addison morning fair requires around (2) hours time. Attending the orientation meeting in September to sign up new cubs requires about 1-1/2 hours. These hours can become expanded depending upon how extensive and creative a recruiting program you want to do.

Section 3

Dues Collection, Roster Maintenance and Rechartering

The clearest way to determine if someone wants to be a cub scout is to collect a yearly due. For the past (4) years the dues have been \$50 per scout. If the scout also wants a subscription to Boys Life you add an additional \$10. Of the \$50 collected, \$12 goes to the District at the time of rechartering with the remainder staying with the pack. Increasing or decreasing the dues is at the discretion of the pack committee.

Once the dues are collected it is noted on the roster that the scout is in the pack. It is important to know this fact at rechartering because it will determine if the boy is in the pack. You should have all the dues collected by early December since rechartering is due by 12-31 of the year. Checks are to be made payable to BSA- Pack 49. Cash is also acceptable. No credit cards.

Time Commitment: The amount of time to collect dues is dependent upon how efficient you are at informing and keeping on parents to pay. The best thing to do is to pre-inform parents that dues will be collected at the first pack meeting. Usually you can collect most of the dues in the first (2) pack meetings, with reminder in between. Allocate 3-4 hours.

Updating the initial roster should take no more than (1) hour if you choose to use the spreadsheet available on the CD. Monitoring of the roster should take no more than _ hour a month.

If your roster is up to date (meaning each scout has filled out an application and it has been turned into the district) and you have all your volunteer roles filled (committee chair, committee members, den leaders, tiger parents) then the rechartering should take no more than 1-2 hours. The rechartering is done on line and easy to maneuver. You will receive a website and password in the rechartering kit provided by the district to the pack. After you have successfully completed the rechartering you will print it out, meet to have it signed by the committee chair and cub master. You then need to get a check from the treasurer for amount shown on the recharter. All three of these steps can be coordinated at the pack meeting prior to the submission date on 12-31.

Section 4

Friends of Scouting

The Friends of Scouting is an annual fund raising drive put on by the district. The district sets forth your goal based upon your previous years performance. Pack 49 has done its FOS drive at the Blue and Gold dinner.

During the dinner, a representative comes from the district and gives a short talk about the costs associated with running the district. The FOS campaign is a major component of the annual funding.

A volunteer for this activity would have to attend an evening meeting in early January where the district roles out the program. Usually, you are provided with donation cards, gifts associated with certain levels of giving and ideas for meeting the pack goal.

The volunteer would be responsible for letting the district know the date of our dinner and making sure someone is going to be able to attend. The volunteer would be responsible for making sure every family receives a donation card and that one is returned by each family even if no donation is made.

The volunteer then collects all the cards, checks and cash and comes up with a total. Prior to the end of the Blue and Gold dinner the total collected will be announced. The funds are then given to the district representative who takes them back to the office.

If we reach our goal then the activity is done. If we fall short, it is up to the volunteer to follow up with parents who did not have and opportunity to donate and ask for any participation possible.

I have seen some pretty creative speakers who run the FOS drive much like a KQED auction. Clearly, it takes someone with that sort of flair to pull it off. We have met our goal three out of the last four years we been in charge. This last year our goal was \$4000. We fell far short with a total of approximately \$2000.

Time Commitment: You will be required to attend a FOS training meeting at the scout house one evening. During this meeting you will be instructed on techniques for fund raising. They also will role out any prizes they have for different donation levels. This meeting usually last 1-1/2-2 hours.

On the night of the FOS you will need to be in charge of informing the pack parents about the pledge process and collecting the pledges. You should figure that you will be working all during the pack meeting encouraging parents to both fill out their cards and making a pledge. If you meet your goal during the dinner your job is pretty much finished. You then just turn the pledges over to the district representative at the meeting. If you don't meet your goal more time will be needed contacting parents who did not pledge and asking for donations. In (3) of our (4) years we were able to meet the goal by the end of the Blue and Gold dinner.

Section 5

Popcorn Sales

The popcorn sale runs for approximately a three-month period from the beginning of September to the first week of December. A volunteer must plan on attending a kick-off meeting at the beginning of September (earns the pack an extra 5% commission). At that time a schedule is handed out and the critical dates are covered.

The earlier you start your selling the higher probability of success. You have to remember that you are in competition with other packs and troops who might overlap your territory.

The first step is to order a starting inventory from the Foster City office. This inventory needs to be stored in someone's garage. This will become the central location where dens will come and pick up popcorn for both their retail and door to door sales. Hopefully this inventory will be enough so that you don't have to make repeated trips to pick up supplies. Enclosed find a recap showing the popcorn ordered and returned for the year 2007. The next step is to secure a retail location for a couple of weekends in September and/or early October. Pack 49 has had the best luck selling at the Safeway on Middlefield road in midtown. The sales will run approximately at a rate of \$100 per hour. In order to sell at the Safeway you have to go by and fill out a request form for your organization with the desired dates.

We have found it is best for a den to commit to one day (i.e. - Saturday). The best ratio is two scouts to one parent for a two hour shift. If you have any more than two cubs they get to distracted. Also, you want to keep the inventory fairly narrow. You can get 30 packs that are divisible into (6) boxes. These can be sold for around \$6-7 per box and is an easy sell for someone who wants to support the pack. Do not bother bringing any high priced tins. These should be left for special order by friends or family.

The second form of sales is going door to door. Once again we have left it up to the dens to identify a neighborhood and time and then canvas it. We have done this with limited success. The year our den tried it we happen to have picked a neighborhood that had previously been canvassed. If you want to do this approach, get going in September.

The last and sometimes the most effective method is to sell to friends and family. The cub can take orders during the three month period and turn it in late November.

The biggest challenge of this position is handling the inventory, tracking sales and handling the money. I preferred to use a spreadsheet to do my tracking. See the enclosed CD looking under Popcorn for examples of my spreadsheet.

For the greatest success, I would suggest this be a two-person position. One person would handle the inventory and record keeping while the other would work with the dens to do both retail and door to door sales. Also, this person can continue to promote the dens to get out and sell. I suggest you find a dad with a sales background.

Time Commitment: Your time commitment span goes from September until December. You have to attend a popcorn sales meeting in September to qualify for an extra 5% commission. Figure 1-1/2 to 2 hours for this meeting. You then will have to pick up your inventory at the Foster City Boy Scouts facility. Figure (2) by the time you make the round trip and collect the inventory. You should use a roomy minivan, SUV, truck or station wagon to adequately transport the stock. If you have ordered in sufficient quantities you should only have to make (1) trip. Depending on how many retail and door-to-door events occur, you will need to be available for dens to pick up and return stock and money. Figure about 8-10 hours spread out over the months. You then will have to make one more run up to Second Harvest to drop off your unused inventory and pick up your special order inventory for sales made by individual scouts during the sales period. Once again figure 2 hours for the round trip and waiting. Then figure another 1-2 hours for sorting and checking the order. The optimum way to distribute the orders is to set up a time when the parents can come by with their car and get the order. Figure another 2-3 hours for this procedure. Your last chore will be reconcile your accounts (if you have not already be doing it on an ongoing basis) and then turn your funds into the treasurer and get a check sent off to the district office to pay for the popcorn. Figure about 3-4 hours for this process. Your last task will be to receive the prizes the scouts have won for sales and get them to the Pack Leader for presentation at the January pack meeting (provided the pack elects to use the prize promotion model).

Section 6

Blue and Gold Dinner

The Blue and Gold dinner is held at our February pack meeting date. What has worked best in the past is to list the pack out alphabetically? You then break the pack up into (4) sections: appetizer, salad, entrée and dessert. This assignment is then e-mailed out to the pack. It is important to have people RSVP if they intend on coming. In that way you can make sure one or more categories don't get shortchanged.

The pack provides refreshments such as bottled water and large bottles of flavored drinks. Do not individual cans or bottles of anything but water. Most of it gets wasted and sometimes can be used in a destructive manner. Paper cups are the best serving method for all functions.

The pack also purchases 5-6 extra large Round Table pizzas. Half of them cheese and half cheese with pepperoni. It provides a great buffer for the other items that might be brought to the pot luck.

We also like to cover the tables with blue and gold paper, which can be purchased at Smart and Final. If you have time streamers can make a nice touch.

This position can be handled by one person. However, it is incumbent for that person to solicit some parents to show up early to set up tables, chairs and decorations. Four volunteers arriving at 5:45 should be plenty to handle the event. One of those volunteers could also run over to Round Table at 6:15 to pick up the pizzas.

Time Commitment: Your first task will be to divide the pack into (4) groupings on a spreadsheet (appetizer, salad, entrée, dessert). This takes about 1 hour manipulating a spreadsheet. You then will be in charge of disseminating this to the pack via e-mail. Prior to the dinner, you will need to coordinate getting paper goods, soft drinks and any decorations you deem appropriate for the dinner (we usually pick up blue and gold table covers at Smart and Final along with the paper goods). Allocate 2 hours for this task. You then need to get to the MP room about 45 minutes prior to dinner to get the tables set up and decorations in place. You also will need to find a volunteer to order and pick up pizzas at Round Table to be brought to the hall at 6:30 pm. Allocate 1 hour for this task.

Section 7

Pack Service Project

For the four years we have done this project it has been the same. With a budget of around \$250, a person can go to Costco and purchased items that comes in packages of 48 to 60 which can be broken apart and repackaged in large (freezer size) zip lock bags. The goal at the end of the meeting is to have around 90-100 packages which can be put into 2-3 medium size boxes for shipment up to Washington State.

In prior years, the pack has made wreaths and distributed them to senior citizen centers. A volunteer with a good handle on arts and crafts is ideal. The time commitment is one good afternoon of shopping along with another afternoon distributing or shipping the goods.

Time Commitment: You should figure about 2-3 hours for driving and shopping at Costco. It takes a little longer to shop because you have to search their inventory for items that can be broken up into individual packs from 48-60 items, that aren't too big, don't weigh too much, are not overly fragrant (i.e.-soap). You then will need to be at the MP room 45 minutes prior to the pack meeting to get tables set up and the food laid out so the cubs can go around and fill up their bags in a somewhat orderly fashion. Of, course this is contingent on you doing the packs for the troops. The last step is to seal up the 2-3 boxes of items, take them to UPS and send them off. Figure (2) hours for this task.

Section 8

Pinewood Derby

We borrow Pack 57 high tech aluminum track complete with a computer interface. For years, they borrowed our track and have now repaid the favor. At some point, the pack might consider purchasing its own equipment.

A volunteer who runs the Pinewood Derby should have a good handle on using specialized computer programs. The software speeds up the event greatly but by the same token can be a bit finicky.

The volunteer is responsible for purchasing the required number of Pinewood Derby cars at the scout house and distributing them to the pack long with the rules. Usually we like to distribute the cars at the January pack meeting to give the cubs time to work on their cars. The den leaders should make sure to remind the cubs to be working on their cars.

On the day of the event, the volunteer will need at least 3 additional volunteers to help set up the track, weight in the cars and generally assist in running the race. This would include handling the cars for all the various runs.

At the end of the Pinewood Derby the (5) fastest cars moves on to the district finals and stay in the possession of the district until that time. The volunteer can also award certificates for (12) various categories (i.e.-best paint job). The files for these included on the manual CD (see the Pinewood Derby folder).

Time Commitment: You have to allocate about (2) hours to get the cars at the scout house package them by den (with rules). You the must come to a pack meeting and be available to explain what the Pinewood Derby is all about and hand out the cars. The biggest commitment of time comes on the day of the Derby. You have to coordinate picking up the track, getting it to the MP room by 4 pm.

Getting the track set up and operational, along with the volunteers to assist in supervising and running the race. You are then responsible for tearing down the track and getting it back to Pack 57. Allocate (8) hours for this process (all of which will fall on one day.)

Section 9

BBQ Planning and Implementation

This job is best handled by making a run to Smart and Final the day before the event. If you like to live on the edge, you can do the shopping the afternoon of the event thus only having to handle the food and accessories once.

On the following page is a list of materials you will need to feed approximately 50-60 people. If followed this list will serve you well.

I would suggest that the volunteers for this event like to BBQ. It's a natural for such persons. The time commitment is (2) hours of shopping and transporting followed by setup, cooking and teardown from 4:30- 8 pm.

If you do an October BBQ be sure to have a collection of lanterns since the days are getting shorter and it will be dark at 7:30. You also run the risk of rain though we never did. In May, you have plenty of light and the weather is usually very cooperative.

Sequoia fire pits at Rinconada. They are available \$30 deposit at the department of parks and recreation. However, in the (5) BBQ's we did without a permit there never was any conflict. Tuesday evening is not a big BBQ time. Listed below is our shopping list we developed for feeding around a combined total of (60) adults and children.

- 1- Small Cups
- 2- Serving spoons
- 3- Knives, forks, spoons
- 4- Napkins
- 5- Reynolds Wrap
- 6- Serving platter(s)
- 7- Serving Bowl(s)
- 8- Aluminum trays (for cooked burgers and dogs)
- 9- Charcoal (Mesquite)
- 10- Lighter Fluid
- 11- Paper Towels
- 12- Plastic covering for tables
- 13- Tape Gun
- 14- Scissors
- 15- Jug of Water
- 16- Large Plastic Tub
- 17- Ice for tub

- 18- Lemonade (large bottles)
- 19- Orange drink (large bottles)
- 20- Diet Coke (large bottles)
- 21- Regular Coke (large bottles)
- 22- Ketchup, mustard, relish and mayonnaise
- 23- Tortilla Chips (large bag)
- 24- Salsa
- 25- Lettuce and Tomatoes (purchase night before wash and clean and put on tray)
- 26- Assorted veggie platter
- 27- Cheese Slices
- 28- (60) Hamburgers
- 29- (60) Hamburger Buns
- 30- (12) Veggie Burgers
- 31- (50) Hot Dogs
- 32- (50) Hot dog buns
- 33- Lanterns (for the October BBQ Only)

Time Commitment: a team of two should perform this project. Figure arriving at Smart and Final around 3 pm. This allows enough time for shopping and should get you to the picnic ground between 5 to 5:30. Have one person, get the coals going while the other unpacks the food and distributes it to the correct area. You should enroll a couple of individuals to get there around 6 pm to help with the finishing touches. Plan on working pretty much continuously until around 8:30 (including cleanup).

Section 10

Training/Insurance/Legal

The Stanford district council offers training throughout the year. It is required that any person that intends on being a den leader or actively working with the kids to at minimum a basis training. The schedule for the training is posted at the district website www.pacsky.org. Along with being required these trainings give the participant a wealth of knowledge and insight about scouting. The classes are held varying times to accommodate peoples schedules. Many of the trainings run 2-4 hours.

The Pacific Skyline Council carries both general and automobile liability insurance for its participants. In order to be covered by this insurance you must adhere to the insurance requirements. Familiarize yourself with this section.

Time Commitment: Most courses run about 2-4 hours. They are scheduled both after hours during the week and on weekends, throughout the year.

Section 11

Monthly Round Table

The district holds monthly round tables where representatives from each pack/troop attend to find out about what's happening. I suggest that either the pack have a representative at that meeting each month. The dividing up of the meeting could be assigned at the yearly planning meeting in June.

Time Commitment: Once a month for approximately 2-3 hours.

Section 12

Advancement

In order for a cub to advance a form must be turned into district to record the advancement. It must be filled out and signed off by the den leader. See the attached examples. The tracking of advancement tracking and reporting has been the responsibility of the den leader. However, the pack does have a software program developed by the Boy Scouts to track advancement.

Time Commitment: Unknown

Section 13

Scouting for Food

This event is held on (2) consecutive weekends in November. On the first weekend, our Pack is assigned an area in which to distribute bags for food donations. This can happen either on a Saturday or Sunday. The following weekend, the pickup up be done by noon and then delivered to the designated sight by the early afternoon. Who ever volunteers for this position will have to attend a weeknight meeting to claim the territory for bag distribution and pickup.

Time Commitment: One weekday meeting (usually at the monthly round table for approximately 2-3 hours). Distribution of bags to dens along with assignment of territories; figure 2 hours. Being responsible for taking the food which is dropped off at your house down to the collection site; figure about 3-4 hours.

Section 14

Contact Information

This information was current for the 2007-08 and is most likely subject to changes.

BOY SCOUT TROOPS: Meeting Places & Contact Information STANFORD DISTRICT

Troop 5
Palo Verde School
3450 Louis Rd
Palo Alto, CA 94304
856-1726
Scoutmaster: Whitney Campbell 650 321-3170

Troop 14
Covenant Presbyterian Church
670 E. Meadow Dr.
Palo Alto, CA
Scoutmaster: Walter Underwood 650 493-5443

Troop 30
Christ Episcopal Church
1040 Border Rd
Los Alto, CA
Scoutmaster: Bill Baumgartner 650 960-0497

Troop 31
Los Altos Presbyterian Church (Foothills)
858 University Ave.
Los Altos, CA
Scoutmaster: Sean Kelly 650 969-3788

Troop 33
Los Altos, Methodist Church
655 Magdalena Ave.
Los Altos, CA
Scoutmaster: Art Bernstein 650 948-8149

Troop 37
Los Altos Youth Center
1 N. San Antonio Rd.
Los Altos, CA
Scoutmaster: David Ludtke 650 968-9317

Troop 50
First United Methodist Church
625 Hamilton Ave.
Palo Alto, CA
Scoutmaster: Paul Schroeter 650 326-6366

Troop 52
Barron Park School

810 Barron Ave.
Palo Alto, CA 94306
Scoutmaster: Ken Poulton 650 857-0927

Troop 57
Boy Scout Service Center, Lucy Stern Building
1305 Middlefield Rd.
Palo Alto, CA
Scoutmaster: Sean Cahill 650 494-6943

Troop 75
Grant Community Center
1575 Holt Ave.
Los Altos, CA
Scoutmaster: Byron Lilly 650 694-4604

Troop 76
Los Altos Congregational Church
461 Orange Ave.
Los Altos, CA
Scoutmaster: Christopher Arata 408 718-6683

Troop 80
First Presbyterian Church
1667 Miramonte Ave.
Mountain View, CA
Scoutmaster: Tom Rodeheffer 650 967-1028

Troop 87
Mountain View, Buddhist Temple
575 N Shoreline Blvd.
Mountain View, CA
Scoutmaster: Remy Sanouillet 650 917-8426

Troop 103
St Simons Catholic Church
1860 Grant Rd
Los Altos, CA
Scoutmaster: Ken Siler 650 941-4743

