

CUB SCOUT PACK 54

2014-15 Volunteer Form

Pack 54 is entirely run by volunteer parents of boys who are enrolled in the Pack. A quality scouting experience is dependent on a committed, diverse and enthusiastic group of fathers and mothers who volunteer in a variety of positions at the Pack or Den level. Pack 54 expects that one or both parents volunteer in at least one leadership or committee position. Some positions may require a minimal level of formal training which is usually available on-line.

The Pack Committee typically meets at 7 pm on the second Tuesday of the month with the primary purpose of planning future meetings and activities. Not all volunteer positions require attendance at the Pack Committee meetings.

Please indicate in the boxes provided, your top three choices for volunteer/leadership positions. We will do our best to accommodate your choices, but we appreciate your understanding and flexibility if we ask for your assistance in a different capacity.

- | | |
|--|--|
| <input type="checkbox"/> Cubmaster
<input type="checkbox"/> Assistant Cubmaster(s)
<input type="checkbox"/> Pack Committee Chair
<input type="checkbox"/> Advancement and Awards Coordinator
<input type="checkbox"/> Pack Trainer
<input type="checkbox"/> Treasurer
<input type="checkbox"/> Newsletter Editor
<input type="checkbox"/> Webmaster
<input type="checkbox"/> Registration Coordinator
<input type="checkbox"/> Community Service Coordinator
<input type="checkbox"/> Bay Area Mission Coordinator
<input type="checkbox"/> Hiking Coordinator (Fall)
<input type="checkbox"/> Hiking Coordinator (Spring)
<input type="checkbox"/> Fall Activity Coordinator
<input type="checkbox"/> Winter Activity Coordinator | <input type="checkbox"/> Spring Activity Coordinator
<input type="checkbox"/> Summer Activities Coordinators (3)
<input type="checkbox"/> Scouting For Food Coordinators (2)
<input type="checkbox"/> Fall/Winter Overnight Coordinator
<input type="checkbox"/> Back to Scouting BBQ Coordinators (2)
<input type="checkbox"/> Friends of Scouting / Fundraising Coordinator
Pinewood Derby (3)
<input type="checkbox"/> Event Chair
<input type="checkbox"/> Pre-race Chair
<input type="checkbox"/> Race Chair
Year-End Campout (3)
<input type="checkbox"/> Event Chair
<input type="checkbox"/> Food Coordinator
<input type="checkbox"/> Activities Coordinator |
|--|--|

Parent Name(s): _____

Son's Name: _____ Grade: _____

Phone#: _____ Email: _____



Cub Scout Pack 54 Volunteer / Leadership Positions



The following is a breakdown of the responsibilities for each leadership position in Pack 54. Depending on the size of the Pack and positions held by returning members, some of these positions may be combined or not always available each year.

Cubmaster

- Work with den leaders, chairpersons, and the Pack Committee to ensure all are functioning well.
- Plan the Den and Pack programs with the help of the leaders.
- Lead the monthly Pack meeting with the help of others.
- Attend District Council Cubmaster meetings, as necessary.
- With Committee Chair, plan and organize monthly Pack Committee meetings.
- Attend Special Events Committee meetings, as needed.
- Work closely to transition Webelos into Boy Scouts.
- Handle disciplinary situations as needed.

Assistant Cubmaster(s)

- Assist the Cubmaster as needed.
- Take over the leadership of the Pack when necessary.
- Share responsibility of attending committee meetings and special events committee meetings.
- Assist in development and coordination of Pack meetings and events.
- Cooperate with other scouting units.

Pack Committee Chair

- With Cubmaster, plan and organize monthly Pack Committee meetings.
- Reserve meeting facilities for monthly Pack meetings with Moraga School District.
- Work closely with Cubmaster to provide an excellent Scouting program.
- Coordinate and complete annual Pack re-charter.
- Be the liaison between the Pack, the District and the local Sponsor.
- With Cubmaster, assign families to Pack leadership and committee positions.
- Coordinate and assist Activities chairs, as needed.

Advancement and Awards Coordinator

- Order & pick up badges, insignias, pins from District Scout Shop using an advancement report.
- Organize awards for distribution at Pack meetings.
- Maintain on-line awards software program.

Pack Trainer

- Keep up-to-date with BSA leader training requirements.
- Learn of and advise den and pack leaders of upcoming training opportunities.
- Periodically advise den and pack leaders of their current training status.
- Keep track of pack training records.

Treasurer

- Maintain and reconcile bank account in the name of the Pack.
- Keep up to date financial records, including deposits, issuing checks for approved payments by Committee Chair, Cubmaster or event chairs.
- Prepare budget at beginning of year and track receipts/disbursements against budget.
- Provide periodic reports at Pack Committee meetings, including balance sheet and income/expenses.
- Provide den allotments as needed by Den Leaders.

Newsletter Editor

- Collect photos and relevant pack meeting and activity information
- Send out monthly via email

Website Coordinator

- Post monthly newsletter
- Update site with relevant pack meeting and activity information

Registration Coordinator

- Prepare and distribute recruitment flyers for Camino Pablo Popsicle Social.
- Provide all registration forms and materials to parents to complete sign up.
- Collect all forms and money upon registration.
- Create/update a Member Roster at beginning of year.
- Plan and conduct spring recruitment and registration.

Community Service Coordinator

- Coordinate Pack community service activities (usually CP Clean-up Day in conjunction with Earth Day).
- Work with community service organization to set date and location of event.
- Prepare and distribute flyer with event details to Pack families.
- Coordinate all details of event & be in attendance on day of service.

Bay Area Mission Coordinator

- Coordinate "Just Do It" collection items/ideas with the Bay Area Rescue Mission.
- Collect donated items at each Pack meeting and deliver to Mission representative.
- Coordinate one Pack presentation about the Mission.

Hiking Coordinators (2)

- Plan and lead fall day-hike (usually October)
- Plan and lead spring day-hike (usually April)

Fall, Winter & Spring Activity Coordinators (3)

- Plan/organize December activity (e.g. ice skating)
- Plan/organize February activity (e.g. indoor rock climbing)
- Plan/organize March activity (e.g. bowling)

Summer Activity Coordinators (3)

- Plan/organize June activity (e.g. MLB game)
- Plan/organize July activity (e.g. hike)
- Plan/organize August activity (e.g. bike-ride)

Scouting For Food Coordinators (2)

- Work with the District to plan and coordinate fall Food Drive for Pack.
- Divide local collection area between the individual Dens.
- Distribute flyers and collection bags to Dens.
- With assistance of committee, arrange for collection of canned goods.
- With assistance of committee, coordinate Den weight competition and distribution of awards.

Fall/Winter Overnight Coordinator

- Coordinate Pack Fall/Winter overnight activity (venue rotates each year).
- Work with Pack Leadership Committee to set date and location of event.
- Reserve location and complete necessary paperwork, tour permit, etc.
- Prepare and distribute flyer with event details to Pack families.
- Coordinate all details, including assigning jobs to families participating in event- if needed.

Back to Scouting Barbeque Coordinator(s)

- Plan and coordinate annual kick-off bbq (usually Sunday after Labor Day)
- Create and distribute flyers announcing event to Pack
- Secure site, complete & deliver necessary paperwork, permit forms, etc.
- Purchase, cook and serve food
- Organize games/activities for boys

Friends of Scouting Coordinator

- Coordinate and direct annual Friends of Scouting program.
- Attend district meeting(s), if required.

Pinewood Derby

Event Chair:

- With assistance of committee, plan, carry out and organize all Pinewood Derby activities.
- Buy car kits and prepare event flyer to be distributed at November Pack meeting.
- Contact Moraga library to reserve room for race registration day and display of cars after race.
- Contact BSA office to reserve official track for use on race day.
- Organize design judge committee - conduct judging after registration.
- Order awards for presentation on Race night.
- Assign PWD committee members to support pre-race and race night activities.

Pre-race Coordinator:

- With assistance of PWD committee, conduct weigh-in and registration.
- Work with Practice Track Coordinator to assure delivery and set-up of Practice Track.
- Coordinate supplies and equipment needed for weigh-in activities.
- Impound cars after weigh-in.
- Create Race night heat sheets prior to night of race.

Race Coordinator:

- Pick-up and return official BSA track to Council office (NOTE: requires access to a vehicle capable of carrying 8' long track sections).
- Along with committee, set up track prior to race.
- Along with other PWD committee members, assist in running race heats.

Year-End Campout

Campout Event Chair:

- Work with Pack Committee to plan event and coordinate Den participation at campout.
- With assistance of Campout committee, plan, organize and coordinate all activities.
- Select & reserve campsite and complete necessary paperwork, permit forms, insurance, etc.
- Create and distribute flyer with event details to Pack families.
- Assign campout jobs (gate duty, meal prep, campfire, etc) to families participating in campout.

Food Coordinator:

- Plan menu and order food and supplies for meals.
- With assistance of others, prepare, cook and clean up evening dinner and morning breakfast.
- Ensure sufficient utensils, cooking equipment and clean-up supplies are available.
- Coordinate set-up and cleanup before and after each meal.

Activities Coordinator:

- Identify theme
- Water bottle rocket launch
- Other activities