

PLAN YOUR ADVENTURE

PACK GUIDEBOOK

#ADVENTUREON!



BOY SCOUTS OF AMERICA®
MID-IOWA COUNCIL

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WHAT IS SCOUTBOOK





USING THIS GUIDE

Every great project starts with a GREAT PLAN. The same goes for Scouting. By following our proven Ideal Year of Scouting plan, you can expect to see...

- A stronger program for your Cubs at less personal cost to you
- Increased parental involvement
- More Cubs camping
- Better retention
- More funding with less time spent fundraising
- A simpler, easier, and more enjoyable Scouting program

Over the next few pages, we'll set you on the path to your Ideal Year of Scouting. If you have questions or get stuck along the way don't worry, we've got you covered!

This guide and additional online resources are available at

www.scoutingiowa.org/planyouradventure. You can also contact us at 515-266-2135 and we'll connect you with a Scouting professional who can help answer any questions and help you achieve your Scouting goals.

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PROGRAM PLANNING

PLANNING & BUDGET

The first step of the planning path helps you develop an annual program plan, a budget to go along with that plan, and a fundraising plan to reach your program goals. The result is a well-managed, well-financed Scouting unit that spends time Scouting and not raising money.

DEVELOPING YOUR PROGRAM:

- **Brainstorm:** Hold a brainstorming session with youth and make a list of activities. Include a wide range of activities like field trips and service projects.
- **Evaluate:** The unit committee evaluates each suggestion and goes back to the unit with an “approved” list.
- **Vote:** From that “approved” list, have youth vote on their first, second, and third choices. The activities receiving the most votes should be put into your program plan.
- **Finalize:** Put the program plan to paper and into your unit calendar. Be transparent and share your plan with all families in the pack.

FUNDING YOUR PROGRAM:

You’ve got a great program plan in place...but now how are you going to pay for it? To get started download the Pack Budget Planner at www.scoutingiowa.org/planyouradventure.

4 STEPS FOR A FUNDRAISING CAMPAIGN

1. Establish an annual plan and budget using the Pack Budget Planner.
2. Determine the expenses from all activities, advancements, camping and training your unit wants to do, then decide how much popcorn your unit must sell to cover those expenses.
3. Set a pack fundraising sales goal and break down to a per-Scout-goal based on your budget.
4. Put together an exciting popcorn kickoff for your unit. Communicate sales goals and share prize program details. Offer additional incentives for Scouts to sell.

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PAY YOUR WAY

ANNUAL POPCORN FUNDRAISER

Hard work is a value that Scouting teaches and selling delicious popcorn is a great way for Scouts to learn the importance of earning their own way.



WHY SELL POPCORN?

Selling popcorn helps pay for Scouting expenses like paying for summer camp, membership & program fees, high adventure trips and more. We're promoting Scouting by selling delicious popcorn! With our partner Trail's End, we aim to deliver an unbeatable sales opportunity for Scouts in Mid-Iowa Council.

More than 70% sales support your program and local Scouting! Mid-Iowa Council sets up the sale, eliminating the need for your unit to research opportunities, calculate returns, create sales and promotional materials. All you need to do is commit to sell and we'll walk you through each step!

THE TRAIL'S END APP

Manage your popcorn sale with the Trail's End Popcorn App!

- Report real-time storefront, Take Order, and online sales
- Scouts track sales by using their Scout App
- Easily track individual sales and inventory by Scout
- Cash and credit card friendly

Sign-up to sell and get the latest popcorn resources, including the Leader's Guide and best practices at www.scoutingiowa.org/popcorn



CAMP CARDS

www.scoutingiowa.org/campcards



• Cards can be ordered starting in January and picked up in March each year.

• Cards sell for \$5.00, and youth/units earn 100% of what you sell.



MEMBERSHIP

GROWING CUB SCOUTING

The next step on your path is recruitment. Recruiting new families is essential to ensure the longevity of any Cub Scout Pack. All packs should strive for an increase in Cub Scout membership annually and hold recruitment events year-round including their own Sign Up for Scouting event.

SIGN UP FOR SCOUTING

Sign Up for Scouting is our annual recruitment drive. From August to October, nearly 2,000 new youth will join the fun of Scouting. Your pack's sign-up event is one of the most critical activities you will plan all year! Here are a few helpful hints to ensure your pack's recruitment night is a success...

1. Plan Your Year of Scouting

- Create an annual program plan
- Tie the plan to a budget
- Communicate the plan to Scouting families at Parent Orientation / Program Kick-off

2. Have a Marketing Plan

- Get the word out about your Sign Up for Scouting Night! Utilize marketing materials like our digital fliers for virtual backpacks, flyers, posters, yard signs and more. Contact your local professional at 515-266-2135.

3. Offer More Ways to Join:

- Give families multiple opportunities to join. Conduct a recruitment event in August as well as September and October.

4. Select Adult Leaders

- Your sign-up night should be about recruiting youth, not selecting leaders. Identify your leaders before the recruitment event or prior to your Parent Orientation Meeting.



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RETENTION BEST PRACTICES

While recruiting new youth is essential, it is just as critical to retain current Scouts. The Scouting program transforms lives and the longer a Scout is in the program, the more impact it will have on their life. Packs should set a goal to re-register at least 75% of eligible youth members each year.

Use the following tips to strengthen your retention efforts.

- Attend a Mid-Iowa Council summer camp. Studies show Scouts that attend camp are more likely to stay involved in the program.
- Every new Scout should advance in rank, earning at least Bobcat within their first 30 days of joining.
- Adult leadership in your pack should build an active relationship with the family of each Scout. Have conversations on a regular basis to discuss a Cub's Scouting journey.

WEBELOS TO SCOUT TRANSITION

The Scouting journey doesn't end for a Scout after earning their Arrow of Light, it's just beginning! It should be the goal of every pack to graduate every Webelos Scout into a Troop. Here are 5 tips to help this goal become a reality.

1. Develop a working relationship with the leadership of a Scout troop or troops in the community.
2. Work with troop leaders to secure den chiefs for each Webelos den and Cub Scout den.
3. Work with troop leaders to plan and conduct Webelos overnight activities.
4. Work with troop leaders to plan visits to troop meetings.
5. Plan a meaningful crossover ceremony at the pack's blue and gold banquet.





PROGRAM

CUB SCOUT PROGRAMMING

Another important component is program. Program is the “heart” of Scouting and encompasses everything from the outdoors to advancement.

Exciting programs are why youth join and stay in Scouting! It’s our job to make sure there’s adventure at every turn of their Scouting journey.

ADVANCEMENT

Recognition is important to Cub Scouts! The Cub Scout advancement plan provides fun for Scouts, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members work with Scouts on advancement projects. Advancement also keeps Cubs in Scouting longer.

Packs should plan to have at least 75% of their Cub Scouts advance in rank each year. Make sure every new Scout earns Bobcat within their first 30 days of joining.

CAMPING

Camping is an integral part of the Cub Scout program. Whether it’s a weekend overnight or a custom resident camp, Cub Scouts who go camping stay in Scouting longer.

It should be the goal of every Cub Scout Pack to participate in at least 5 outdoor activities each year. Packs should encourage all their Scouts to participate in Family Camp and/or Cub Scout Resident Camp each summer.

WOLF, BEAR & WEBELOS CAMPS

Adventure is everything when it comes to camping and we’ve created custom outdoor experiences perfect for every program level at Camp Akela. Cub Overnighter (2-days / 1-night), Bear Camp (2-days / 1-night), Webelos Camp (3-days / 2-nights) and Pack Resident (3-days / 2-nights) include activities ranging from shooting sports to bouldering walls to fishing. We also have Day Camps and a Twilight Camp (5 nights from 6-9pm) that are all free to registered Scouts. Each camp includes activities tailored to the Scout’s specific program. Camp details, including dates, locations and fees, can be found at www.campiowa.org/cubscoutcamp

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PACK & DEN MEETINGS

IMPORTANCE OF MEETINGS

Den Meetings are like stepping-stones: each meeting (typically 1-3 meetings a month) a Cub Scout progresses a little further toward the next rank, learning skills as they go. Monthly pack meetings are like milestones that mark achievements along the Cub Scout trail and celebrate accomplishments along the way. Boring or unorganized meetings are the number one reason Cub Scouts drop out of Scouting!

TIPS TO MAKE YOUR MEETINGS WORK

1. Plan Your Meetings in Advance: Plan your meetings ahead of time with emphasis on the flow of activities.
2. Code of Conduct: Establish rules that each meeting will follow.
3. Ceremonies: Ceremonies are important for marking the beginning and end of each meeting. They are also a time for reinforcing the aims and purposes of Scouting and bringing them together.
4. Immediate Recognition: Using immediate recognition is a method of encouragement along the advancement trail. Congratulate them!
5. Treats: Simple nutritious refreshments add a finishing touch.

DEN LEADER EXPERIENCE

Gone are the days of juggling den leader guides and other hard-copy resources. Now it's all in Scoutbook! Scoutbook makes planning your year, preparing for meetings, and tracking advancement so much easier--and right at your fingertips!

- Create Meeting Plans
- Update your Den's Calendar
- Access Online Den Leader resources Learn more:

www.scouting.org/landing/den-leader





DEN LEADER RESOURCES

SO, YOU'RE A NEW DEN LEADER

Welcome to the fun and adventure of Cub Scouts. Your time volunteering as a Den Leader will be both rewarding and fun. Now, you may be asking yourself, "What Did I Get Myself Into?" Don't worry, you're not alone and we're here to help! In fact, hundreds of thousands of adults just like you have done this before. So, we're going to use their knowledge and some tips and tricks so you don't have to "re-invent the wheel" as you plan for your den meetings. We've created a New Den Leader resource website complete with an overview video at www.iascouts.org/newdenleader to help you get started.

HOW TO GET STARTED

STEP 1: GET TRAINED

The BSA is a proven leader in developing training and policies designed to keep young people safe. The first thing any new leader must do is create a www.my.scouting.org account and complete Youth Protection Training.

STEP 2: KNOW YOUR DEN

Before you hold your first den meeting you need know who's in your den and when and where it's happening. Complete a den roster to get started.

STEP 3: GET THE UNIFORM

The uniform is an iconic and important part of the Scouting experience. By putting on the uniform, you also set the example for all the Scouts in your den.

STEP 4: FOLLOW THE GUIDE

Den Leader Guides are your best resource along with online lesson plans through Scoutbook. Both contain detailed and specific meeting plans for all required and elective adventures.

STEP 5: CONDUCT YOUR FIRST MEETING

The Scouts will be showing up for their first meeting soon! Visit www.iascouts.org/newdenleader for a few tips to kick-off your first meeting right.

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VOLUNTEER LEADERSHIP

CUB SCOUT LEADERSHIP

Ensuring adequate volunteer leadership is the final step in the Ideal Year of Scouting. Scouting relies on its dedicated volunteers to promote its mission of preparing young people to make ethical and moral choices over their lifetime by instilling in them the values of the Scout Oath and Scout Law.

LEADERSHIP RECRUITMENT

Your pack could always use more volunteer help, right? But before you recruit a new leader, it's important to know what you need. Use the Pack Succession Planning Worksheet to find out what volunteer positions are vacant. You should also plan your succession strategy to make sure you identify future leaders now instead of later. New recruits will also want to know their responsibilities and your expectations for them. Ask your pack families what volunteer positions they would like to fill.

TRAINED LEADERSHIP

Every Scout deserves a trained leader. A trained leader is knowledgeable and more confident in the role being performed. Trained leaders exhibit a knowledge and confidence that is picked up by people around them. Trained leaders impact the quality of programs, leader tenure, youth tenure, safety, and a whole lot more. A trained leader is better prepared to make the Scouting program all it can be!

Visit <https://scoutingiowa.org/training> for the list of required trainings or to complete online training

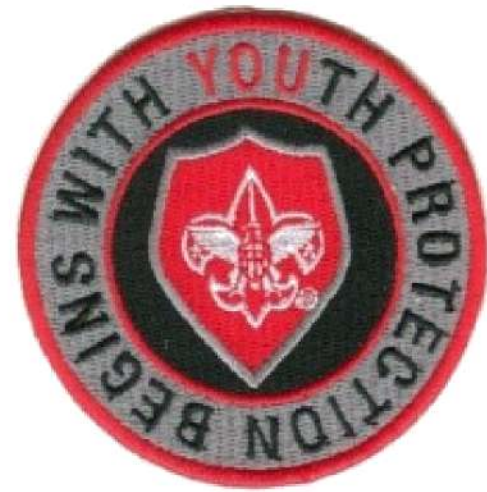




YOUTH PROTECTION

SAFETY IS OUR TOP PRIORITY

The BSA is committed to providing a safe and secure environment for our youth members. Youth protection requires sustained vigilance, and we work every day to protect children through mandatory policies and procedures at every level of our organization. We are also committed to continuous improvement in our approach to youth protection. Our policies, procedures, and training have evolved to learn from the past while also borrowing from best practices developed by leading experts in this field. Today, the youth protection practices of the Boy Scouts of America are the gold standard among youth-serving organizations.



YOUTH PROTECTION SAFEGUARDS

- Mandatory Youth Protection Training
- Mandatory Background Checks
- Banned One-On-One Interactions
- Mandatory Law Enforcement Reporting
- Volunteer Screening Database



These safeguards are key parts of our multilayered approach to help keep kids safe. These measures were created by respected experts in the fields of child safety, law enforcement, and child psychology, and are among the strongest safeguards found in any youth-serving organization. It is critical that every adult in our program – whether they are a uniformed leader or a parent of a Scout – knows and follows BSA's Youth Protection policies.

YOUTH PROTECTION BEGINS WITH YOU! To complete Youth Protection Training:

1. Go to [My.Scouting.org](https://www.myscouting.org)
2. If a new user, create an account or Login
3. Click Menu > My Dashboard
4. Find the My Training page
5. Complete the course and print your certificate.

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SERVICE PROJECTS

COMMUNITY SERVICE

Giving back is an essential part of the Scouting experience. Nothing your Scout unit can do raises more goodwill and community awareness more than a service project. These “good turns” are some of our best marketing tools and they send the message that Scouts are here and they’re making life better for others. Plan to participate in at least 3 service projects each year with your pack!

PAY IT FORWARD

Service is one of the most important values we have in Scouting. The Scout Oath calls on us all to “help other people at all times.” The Scout Law says a Scout is Helpful, Friendly, Courteous, and Kind. These may be the most important ideals a young person takes away from their time in our program, no matter how long they stay in Scouting.

SCOUTING FOR FOOD

As Scouts, most of us know how fortunate we are to have a warm meal every night — whether around the campfire or at the kitchen table. And we know that not everyone is so lucky. That’s what “Scouting for Food,” the annual food collection drive, is all about. Our council is proud to bring the “Scouting for Food” tradition back to our hometowns every Spring when pantries are typically a bit lower.

SIGN UP for 2024!

www.scoutingiowa.org/scoutingforfood

- March 1st -15th - Pick up your door stickers at the Maytag Scout Center.
- Find a date before March 23rd to distribute door stickers to a certain neighborhood in your area. We suggest 3-5 days before the Food Pick up Date!
- Saturday, March 23rd is Food Pick up day. Food should be out on steps by 8am.
- Please take photos and send to Serica Maiers at Serica.Rowley@scouting.org





DOCUMENT LINKS

PACK SUCCESSION PLANNING WORKSHEET

POSITION	CURRENT	NEXT	NEXT	COMMENT
CHARTER ORGANIZATION REPRESENTATIVE				
CUBMASTER				
ASSISTANT CUBMASTER				
ASSISTANT CUBMASTER				
COMMITTEE				



[HTTPS://BIT.LY/CUBSUCCESSIONPLANNING](https://bit.ly/cubsucceSSIONplanning)

Completed Sample		PACK OPERATING BUDGET	
Date budget completed:	July 15	UNIT DETAIL:	Date budget completed:
Pack No.:	1234	Cubmaster:	Pack No.
District:		Assistant Cubmaster:	District:
Projected No. of Cub Scouts:	30	Committee chairperson:	Projected No. of Cub Scouts:
Projected No. of registered adults:	10	Treasurer:	Projected No. of registered adults:
		Popcorn chairperson:	

Sample Pack Budget			Actual Budget		
Annual Cost Per Scout/Unit	No. of Scouts/Adults	Total Unit Cost	Annual Cost Per Person	No. of Cub Scouts/Adults	Total Unit Cost
\$ 75.00	30	\$ 2,250.00			
\$ 81.00	10	\$ 810.00			
\$ 96.00	30	\$ 2,880.00			
\$ 86.00	10	\$ 860.00			
\$ 15.00	30	\$ 450.00			
\$ 100.00	1	\$ 100.00			
Free with Program Fee					
Rank and Nova Patches Free w/ Program Fee					
			PROGRAM EXPENSES:		
			Registration (1)	Total youth @ \$75 ea.	
			Registration fees (1)	Total adults @ \$45 ea.	
			Local Council Program Fee	Total Youth @ \$96 ea.	
			Local Council Program Fee	Total Adults @ \$86 ea.	
			Scout Life (3)	Total subscriptions @ \$15 ea.	
			Annual Unit Charter Fee (2)	Yearly flat fee @ \$100	
			Accident insurance fees (4)	Total youth + adults @ \$_____ ea.	
			Advancement (5)		
			Rank patches \$2.20 ea.		
			Adventure Loops/Pins \$1.49 ea.		



[HTTPS://BIT.LY/PAKKBUDGET](https://bit.ly/ackbudget)

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WHAT IS SCOUTBOOK?

Scoutbook is a user-friendly app developed to help simplify Scouting by making advancement tools, record keeping, and tracking a Scouts progress accessible at your fingertips! The best part? It is entirely FREE for all users!

FOR LEADERS

Scoutbook provides access to valuable tools and resources that will help with the day-to-day management of a unit, giving every leader more of what they need most: TIME!

FOR PARENTS

With hectic family schedules, staying informed and connected with what your Scout is doing is critical for any parent on-the-go.

FOR SCOUTS

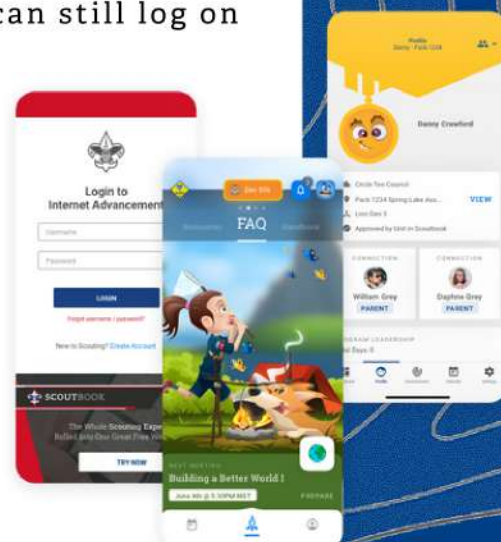
With customizable profiles and interactive features, Scoutbook puts the excitement of advancement into the hands of the Scout. They can share their success with friends and family as they progress through the program!

GETTING STARTED

If you don't have a Scoutbook account yet, visit scoutbook.scouting.org to create one now. If your unit hasn't signed up for their Scoutbook account yet, don't worry, you can still log on and create an account for your Scout.

WHAT CAN SCOUTBOOK DO?

- Track a Scout's advancement
- Track logs like service hours, hiking, and camping
- View parent and/or Scout profiles
- Upload photos
- Send messages to leaders, Scouts, and parents
- Provide parent access to your Scouts' accounts
- Helps plan den meetings



PROGRAM RESOURCES

One of the most critical components of the Ideal Year of Scouting is making sure you have an annual program plan. If you are still looking for a few fun events for the whole Scouting family, then look no further.

Our 2023-2024 Program Planning Calendar will help you plan your unit's monthly program.

Stay up to date on all family friendly activities, be sure to visit www.scoutingiowa.org/cub-scout-activities

CONTACT US

Mid-Iowa Council Offices

Fred Maytag II Scout Center
6123 Scout Trail, Des Moines, IA 50321
515.266.2135 - scoutingiowa.org
Hours of Operation: 8:30 am - 5:00 pm (M-F)

Mid-Iowa Council Scout Shop

515.265.5990
Hours of Operation:
10:00 am - 6:00 pm (M-F)
10:00 am - 4:00 pm (SAT)
(Closed M-F 1:30pm-2pm)

Mitigwa Scout Reservation

CAMP AKELA (CUB SCOUTS)

1314 274TH LN,
BOONE, IA 50036
515.438.2351

CAMP MITIGWA(SCOUTS BSA)

1820 MAGNOLIA RD,
WOODWARD, IA 50276
515.438.2351



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