

Pack 320 New Leader Orientation

Thank you for volunteering for a leadership position inside our Pack! We literally cannot do it without you. Now that you're a leader here is some information you need to know to be a successful leader.

Next Steps

- ☐ Read this guide..... ASAP
- ☐ Read the New Scout Guide..... ASAP
- ☐ Complete Safeguarding Youth Training (SYT)..... ASAP
- ☐ Submit your Adult Leader Application..... ASAP
- ☐ Sign into Scoutbook..... First 7 days
- ☐ Sign into WhatsApp..... First 7 days
- ☐ Complete your training..... First 30 days
- ☐ Turn in health form First 30 days

Pack Leadership

Cubmaster

The Cubmaster is the program leader of the pack and the most visible face of Cub Scouting to the youth and their families. They plan and lead Pack meetings, direct opening and closing ceremonies, and inspire Scout spirit throughout the year. Working closely with Den Leaders and the Pack Committee, the Cubmaster ensures a fun, engaging program that supports rank advancement, fosters family involvement, and aligns with Scouting America's mission.

Committee Chair

The Committee Chair is the administrative leader of the pack. They organize and lead monthly Pack Committee meetings, oversee the approval of new leaders, and coordinate the work of committee members. The Committee Chair ensures the pack operates smoothly, supports the Cubmaster with resources needed in delivering the program, and works closely with the Chartered Organization Representative to maintain a strong partnership with the chartered organization.

Charter Organization Representative (COR)

The Chartered Organization Representative is the official link between the pack and its chartered organization—Pack 320's being "Parents of Troop 320." They ensure the pack's

program aligns with the values and expectations of the chartered organization, represent the organization at district and council levels, and approve all adult leader applications.

Assistant Cubmaster

Assistant Cubmasters support the Cubmaster in delivering the Cub Scout program, helping with ceremonies, Pack meetings, and special events. They may take the lead on specific program elements or fill in for the Cubmaster or Den Leaders as needed. Assistant Cubmasters are key to providing consistent leadership and ensuring the pack program runs smoothly year-round. We have three Assistant Cubmasters, each assigned to coordinate with two ranks; Lion / Tiger – Wolf / Bear – Webelos / AOL.

Den Leader

The Den Leader guides a specific age group (rank) of Scouts through their advancement journey, planning and leading den meetings, outings, and activities. They work closely with parents and the Cubmaster to deliver rank-specific adventures in a fun, safe, and supportive environment. Den Leaders are encouraged to move up with their Scouts each year, building long-term relationships and consistent leadership.

Assistant Den Leader

The Assistant Den Leader helps the Den Leader plan and conduct den meetings and activities, steps in when the Den Leader is unavailable, and provides additional support during larger events. They help ensure every Scout receives attention and encouragement during their Scouting experience.

Committee Members

Pack Committee Members handle specific operational responsibilities that keep the pack running smoothly. These may include:

Treasurer – Manages pack finances, budget, and payments. Coordinates with the Finance Committee

Advancement Chair – Tracks and records Scout achievements and orders awards.

Fundraising Chair – Organizes and manages pack fundraisers. Coordinates the Fundraising Committee and activities.

Membership Coordinator – Leads the pack's efforts to recruit, welcome, and retain youth and families. They follow up with interested families, and help new members feel connected from day one. Working closely with the Committee Chair, Cubmaster, and Den Leaders, they ensure every new Scout is assigned to the right den, leaders have the information they need, and families understand how to get involved.

Training Coordinator – Ensures leaders are trained and up to date on Scouting policies. Helps connect leaders with special training opportunities.

Quartermaster – Maintains and manages pack equipment and supplies.

All committee members work together to support the Committee Chair, Cubmaster and Den Leaders in delivering a quality scouting program.

Training

Every Scout deserves a trained leader! As part of your commitment you have some required training that you must complete to be a leader and some training that our pack requires for you to succeed.

- **Safeguarding Youth Training (SYT)** - Formally YPT - This training is required prior to being able to register as a leader. This course is renewed every year and covers how we protect our youth and our adults.
- **Hazardous Weather** - This training is required for all direct contact leaders. This course is renewed every two years and covers how various weather conditions can affect your trips and how to prepare for weather. This should be completed prior to the first pack outing.
- **Position Specific Training** - Our pack requires this of all leaders. These courses are specific to your position and cover information you need to know in how to effectively do your role inside the pack.

Advancement

At the beginning of the year you should review the requirements for your rank and plan out your meetings and the adventures you will be doing with your den. There are six required adventures and two elective adventures for each rank but you are welcome to work on as many adventures as you can fit into your schedule. It's recommended that you review the pack activities that may help dovetail with your requirements. You will need to inform the Advancement Chair ASAP what elective adventures you plan on earning throughout the year so they can be purchased early.

Once you have completed an adventure with your den you should award the belt loop or pin to the Scouts that have earned it. This gives the Scout the instant gratification of completion. When you have awarded the rank you need to record it in ScoutBook immediately. If a Scout misses a meeting please inform their guardian what they missed and the Scout can complete the requirement on their own. This should be followed up throughout the year to make sure they keep up to date. If a Scout does not complete the requirements then they cannot be awarded their rank.

Communication

All official communication from the Cubmaster goes through Scoutbook and is sent out weekly prior to the meetings. Please read over these in full and communicate this information out to your den. Official information about upcoming meetings should be sent out to your dens via Scoutbook and the Cubmaster added to any communication. For short term notifications, such as change of venue or night of reminders, the pack has set up a Whatsapp group for the pack and for each den to communicate.

Two Deep Leadership

A requirement from National according to Safeguarding Youth Training (SYT) we are required to have two registered and trained leaders any time we're meeting with youth. If you are unable to attend a meeting you MUST notify the Cubmaster that you will be unable to attend so that the Pack leadership can ensure that we have appropriate coverage.

Leadership Responsibilities

The Pack counts on you, the volunteer leaders, to make our programming a success. The default assumption is that you will attend every event; Den nights, Pack nights, leadership meetings, hikes, campouts, cookouts, all of it. But we all have competing priorities, and things happen, we understand. But it is your responsibility to inform a Cubmaster if you are not going to be attending an event so that plans can be put in place for leadership continuity and two deep leadership. We are all here to help each other succeed, we just need notice if your plans change.

Offsite Activities

When going offsite with the Scouts, you need to ensure that you follow the two deep leadership rules and have two registered and trained leaders at the event the full time. Additionally, you need to get copies of health forms for all participating dens and take it with you. The Cubmaster must be notified in advance of any Den or rank offsite activities BEFORE the event.

Adult Awards & Recognition

Den Leader Training Award

This award recognizes den leaders who have completed training, tenure, and performance requirements. It is available for Lion, Tiger, Wolf, Bear, and Webelos den leaders and can be earned in each position, but tenure must be completed separately for each award. In addition to

a certificate and a medal, a yellow square knot on a blue background is available to wear on the uniform.

Scouter's Training Award

This award can be presented to registered Cub Scout adult leaders who have two years' tenure in the pack and have completed position-specific training and other performance requirements designed to encourage and recognize those who give of their resources to make the pack successful. Tenure does not need to be in the same position. In addition to a certificate and medal, a green square knot on a khaki background is available to wear on the uniform.

Interpreter Strip

Scouting is a worldwide organization and encourages youth and adults to share their culture and heritage with others. The interpreter strip informs others that you can communicate in a foreign language, American sign language, or Morse code. Youth and adults may wear this strip if they show their knowledge of a foreign language or the sign language for the hearing impaired by

- Carrying on a five-minute conversation in this language
- Translating a two-minute speech or address
- Writing a letter in the language (does not apply for sign language)
- Translating 200 words from the written word

Adult Religious Emblems

An adult religious recognition award is presented by nomination only. The recognition is presented to worthy adults for their outstanding service to youth both through their religious institution and one of the national youth agencies. Recipients of these awards are unaware that they are being nominated. They are nominated to receive an award by submitting the required application, letters of recommendation, and resume. Please check eligibility requirements for specific awards.

Reimbursement

The pack does offer reimbursement for National/Council Leader Registration fees/dues paid for adult leaders and for supplies purchased. For dues, simply turn a copy of your registration fees / dues receipt to the Treasurer. If you would like to make your dues fees a donation to the pack you just do not need to submit for reimbursement. If you are purchasing supplies and are looking for reimbursement, please talk with the Cubmaster, Committee Chair or Treasurer prior to purchase to make sure that reimbursement will be approved. Then turn in your receipts and a list of what the purchases were used for to the Treasurer.

Volunteer Tax Benefits

Volunteering with Scouting America is not only a rewarding way to make a lasting impact on youth—it can also offer potential tax benefits. Many out-of-pocket expenses related to your volunteer role, such as leader registration fees, required uniforms, travel to Scouting events, and certain supplies, may be tax deductible when you itemize deductions. Keep your receipts, track your mileage, and consult IRS Publication 526 or a qualified tax professional to learn more about how these deductions may apply to you.

Important Names and Numbers

Cubmaster

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Pack 320

WhatsApp community

