



Cub Scout Leader Start-up Kit





Introduction

Congratulations!

You are now part of the most successful youth movement the world has ever known. Over 100,000 adults in the UK volunteer their time to make Scouting happen for 400,000 young people.

We have produced this kit to help you work with and run a successful Cub Scout Pack. The kit explains what Cub Scouting is, how it works and can be used in conjunction with The Scout Association's other publications (a list of these is included in the kit).

Contents

The kit is made up of sections:

1.

The Beginner's Guide

This explains what Cub Scouting is and provides essential information. It also points you in the right direction for more information and highlights several important policies.

2.

Programmes to Go

The programme section of the kit contains a year's worth of programmes for you to run as well as a list of the equipment you will need to run them. These activities have been tried and tested by experienced Cub Scout Leaders, so we know they work and that you and your Cubs will enjoy them.

3.

Appendix

This Appendix has been put together to help you now and in the future. Many of the items can be photocopied and used to help run the activities in Programmes to Go.

How to use the kit

We would recommend you read through *The Beginner's Guide* first and then refer to the other parts of the kit as and when you need to. Remember you are not alone! There are lots of people who can help you out and give advice.

Finally if you have any questions or comments on this kit please contact the **Cub Scout Team at Gilwell Park, Chingford, London, E4 7QW or 0845 300 1818.**

Good luck and happy Cub Scouting!



The Beginner's Guide



The Scout Association

Lord Robert Baden-Powell began Scouting in 1907 with a camp at Brownsea Island in Poole, Dorset; Cub Scouting started in 1916 as Wolf Cubs. Today Scouting has over 28 million members worldwide,



*MORE INFO ABOUT SCOUTING
IN SCOUTING ESSENTIALS!*

The Scout Association in the UK accepts Members from all faiths and offers equal opportunities to all young people in the community. Initially you will probably only have contact with local people in your Scout Group and Scout District. We will explain the basic structure of these two groupings first, along with the five different age groups for young people called Sections.

The Sections

There are five age ranges in Scouting:

Beaver Scouts – 6 to 8 years of age

Cub Scouts – 8 to 10½ years

Scouts – 10½ to 14 years

Explorer Scouts – 14 to 18 years

Scout Network – 18 to 25 years

A Cub Scout can move onto the Scout Section from the age of 10, or remain in the Pack until they are 11. Essentially the decision on when to move Sections is based on what is best for the young person. Please note that the upper age range for Scout Network is not flexible, as The Scout Association's youth membership must end on a young person's 25th birthday. The current interpretation of the Children's Act (1989) prevents a child under the age of eight from joining the Cub Section in England and Wales.



*MORE INFO ON THE DIFFERENT
SECTIONS IS AVAILABLE IN
SCOUTING ESSENTIALS.*

The Scout Group

The Scout Group is where Scouting is delivered locally for Beavers, Cubs and Scouts. The Scout Group is the basis for the 'family' of Scouting for members aged 6 to 14. Scout Groups work because they offer a close level of support for the young people in their care. Group Scout Leaders know the community and understand the needs of its young people. Ideally, the Group will be lead by a Group Scout Leader (GSL) who will make every effort to ensure that each Section in the Group has an adequate Leadership team and that the team is properly supported.

The Scout District

The Scout District supports a number of Groups in a particular geographical area. The District is also responsible for Explorer Scouting (although some Explorer Units may be Group based). The District Commissioner (DC) is responsible for the District; the DC has a team of supporters and assistants to help support specific areas of Scouting in the District.

Most Districts will have an Assistant District Commissioner for each Section (ADC). The ADC (Cub Scouts) will be an invaluable contact for you as they will be able to support and advise you on many aspects of Scouting and will have experience of working in the Cub Section. If your District does not have an ADC (Cub Scouts), there may be another adult with a different title who carries out a similar role.



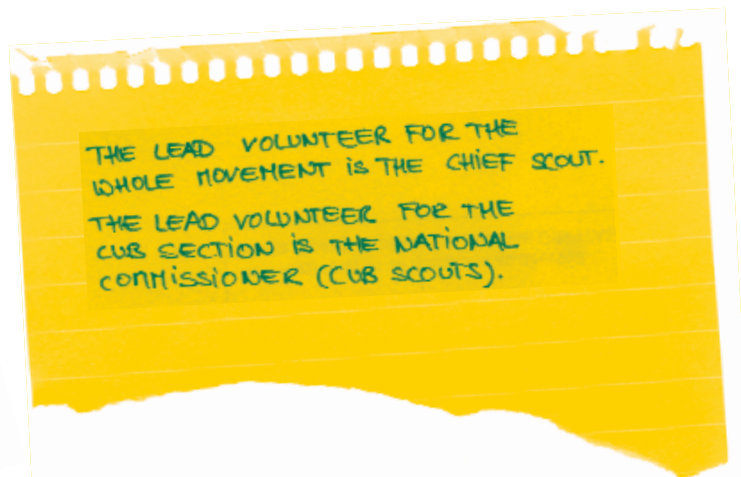
Scout Counties/Areas

There are over 100 Scout Counties in the United Kingdom. In Scotland and Wales Counties are referred to as Areas. In this publication we refer to Counties for convenience. Counties are made up of a number of Districts and are managed by a County Commissioner in the same way that a District is managed by a District Commissioner.

National support

A team of national volunteers decide The Scout Association's policy and strategy. Some of these volunteers sit on decision-making committees; others have roles that specifically support and develop different areas of the Movement. The lead volunteer for the whole Movement is the Chief Scout – Peter Duncan. The lead volunteer for the Cub Section is Jean Stuart, the National Commissioner (Cub Scouts).

The Scout Association employs staff to provide a wide range of services to Scouting and to give professional advice and support to national volunteers. Most of these staff are based at Gilwell Park in Chingford, London, but there are also national headquarters' for Northern Ireland, Scotland and Wales. The Association also employs 22 Field Development Officers who work to directly support Counties. If you have any questions or need to speak to a member of staff you can contact them through the Scout Information Centre at Gilwell Park on 0845 300 1818.



The Scout Information Centre

The Scout Information Centre is a one-stop shop for advice, help and support. It also sells a wide range of resources and Scouting products. The Information Centre operates a call centre, which opens Monday to Friday from 8am to 8pm and Saturday 9am to 12pm. Telephone 0845 300 1818 or email info.centre@scout.org.uk

Campsites and Activity Centres

The Scout Movement owns over 900 campsites and Activity Centres across the UK. Your District may have its own and most Counties have several. You can use the campsite for outdoor activities as part of your regular programme or for a day visit or weekend camp.

Some campsites and many Activity Centres have indoor accommodation as well a space for camping. The facilities available vary from site to site. Speak to your Group Scout Leader or District Commissioner to find out where your nearest campsite or activity centre is located.

Nationally The Scout Association has a number of National Centres across the UK you can find out more about these centre from the Information Centre or www.scouts.org.uk/nationalcentres





Promise and Law

Everyone in Scouting expresses their Membership and acceptance of the three key principals of Scouting (Duty to Self, God and others) by taking the Promise and following the Scout Law. More details on the Promise, Law and principles of Scouting can be found in *Scouting Essentials*. Cub Scouts have their own Promise and Law, suitable for their age range. The Promise is available for adults and young people to meet an individual's specific cultural or religious need. For more information see factsheet (FS322016). Call the Information Centre for a copy or visit www.scoutbase.org.uk/library/nqdocs/facts/index.htm

The Cub Scout Promise

I promise that I will do my best
to do my duty to God and the Queen,
to help other people and keep the
Cub Scout Law.

The Cub Scout Law

Cub Scouts always do their best,
Think of others before themselves
And do a good turn everyday.

The Scout Promise

On my honour, I promise that I will
Do my best to do my duty to God
and to the Queen, to help other
people and to keep the Scout Law

The Scout Law

A Scout is to be trusted.
A Scout is loyal.
A Scout is friendly and considerate.
A Scout belongs to the worldwide
family of Scouts.
A Scout has courage in all difficulties.
A Scout makes good use of time and is careful
of possessions and property.
A Scout has self respect and respect for others.

Who are Cub Scouts and what do they like doing?

Cub Scouts are boys and girls who meet together in a Cub Scout Pack, which consists of up to 36 members (and sometimes more).

Young people join Cub Packs to have fun and adventures with their friends. Cubs also like to play games, make things and go on visits, over-night camps or holidays, and learn new things. To help Leaders run exciting activities for Cubs we have a Programme specially designed for Cubs.

The Cub Scout Programme

You may have heard or read about the Programme and the importance of running a Balanced Programme. You will find a basic guide to the Programme below - once you are confident in running Pack meetings you can start looking at the programme in more detail.

For now we have included lots of Balanced Programme ideas and pre-planned programmes to get you started. You will soon be able to come up with your own Programme material and build up a 'bank' of ideas.

Programme Zones

The Cub Scout Programme has seven Programme Zones. Each zone covers a different aspect. We balance the Cub Scout Programme by doing activities drawn from each of the zones over time.

WE USE BADGES AND AWARDS AS A WAY OF RECOGNISING THE ACHIEVEMENTS OF YOUNG PEOPLE. WE DO NOT HAVE A SET OF PASS MARKS.

The Programme Zones are:

Outdoor Scouting - Allows Cubs to explore the outdoors and try new activities.

Discovering the World Around You – Explores technology and the natural world.

Beliefs and Attitudes - Helps Cubs to explore their own beliefs and those of other people.

Fitness - Explores how their body works and how to stay fit and healthy.

Creative - Develops creative skills and self-expression.

Caring and Community – Cubs learn about looking after others and people who care for others, and explore their local community.

Global – Helps Cubs learn about other countries and their people as well as environmental and other global issues.

FULL DETAILS OF ALL THE BADGES AND AWARDS ARE IN PACK ESSENTIALS.

Badges and awards

There are several different types of badges and awards that Cub Scouts can achieve. *

We will look at the Membership Award, Challenge Badges and Activity Badges in more detail, as these are the three awards/badges you will come across in the first few months of running a Pack.

Every member of your Pack should be able to gain any badge or award provided that they have done their best.



The Membership Award

This award is the first a young person receives when they join the Movement. Cub Scouts who have been Beaver Scouts may already have the Membership Badge but they will need to make their Cub Promise to become a member of the Pack. To gain this award Cub Scouts must:

→ MORE DETAILS OF THE PROMISE CAN BE FOUND IN THE CEREMONIES & TRADITIONS CHAPTER

Know about the Cub Scout Pack

- Know the other Members and Leaders in their Pack
- Find out about the ceremonies and traditions in their Pack
- Find out about the activities that their Pack does

Know about joining the Pack

- Know and understand the Cub Scout Promise and Law and the rules of their Pack
- Know and understand the Cub Scout Motto, Sign, Salute and Handshake
- Know what to do at their Investiture
- Know the meaning of the badges they will receive
- Know the history of the family of Scouts and worldwide Scouting.

Challenge Badges

There are five Challenge Badges. You may decide to run these badges for your Pack to extend the activities explored in the programme. Depending on the Challenge and the number of Cubs in your Pack, a Challenge Badge may take a couple of months to complete. Some Leaders choose to run one Challenge Badge a term. Others plan their programme around Programme Zones. You will develop your own way of working, but remember not to run the same kind of activity for too many consecutive weeks, as your Cubs will become bored of repetitive programmes. You will probably want to include a Challenge Badge into your Pack Programme quite soon. We have included programme ideas that help you to run four.

The five Challenge Badges are:

- The Outdoor Challenge
- The Creative Challenge
- The Fitness Challenge
- The Global Challenge
- The Caring Challenge

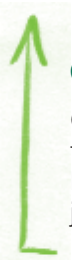
Activity Badges

Activity Badges are designed to develop a Cub Scouts interest or skill in a particular area. They are optional and you can choose how and when to fit them into your programme. There are currently 32 badges.

IN THIS KIT WE HAVE INCLUDED SOME PROGRAMME IDEAS THAT WILL ALLOW YOU TO RUN AND AWARD NINE BADGES.



WE HAVE INCLUDED A SECTION ON GAMES LATER IN THE KIT FOR YOU TO USE.



Games

Cubs love to play games! There are many different types of games that can be played at Pack meetings. Remember, as an adult in Scouting you should not join in physical contact games with young people.

Organising a Cub Scout Pack

Adults in the Pack

Most Packs will have a Cub Scout Leader (CSL). The CSL is responsible for running the Pack and leads the team of adults that assist them. Assistant Cub Scout Leaders (ASCL) support the CSL in the running of the Pack. Both of these appointments are warranted appointments. This means that adults in these roles will need to become a member of the Association, make their Promise and complete Adult Leader Training (see page 18).

Many Packs also have Pack Assistants and or Young Leaders (YL). Pack Assistants are adults (often parents) who assist the CSL and ACSL during regular meetings and on outings or Camps, Pack Assistants do not hold Warrants and do not have to make their Promise. They do not need to undertake formal Adult Training but they should complete Module 1 of the Adult Training Scheme – *Essential Information*. This module contains the basic information that all adults in Scouting need to know.



Young Leaders

Young Leaders are Explorer Scouts (14-18 years old) who take on a leadership role within the Beaver, Cub or Scout Sections. Young Leaders have their own Training Scheme and are still considered Youth Members. If you would like to involve a Young Leader in your Pack, you should speak to the Explorer Scout Leader (Young Leader) in your District or the District Explorer Scout Commissioner.

The right amount of help

In order for you to run safe and fun programmes for your Pack you will need to have the right amount of help from other adults. The Scout Association has a policy on the minimum number of adults that need to be present at a Cub Scout meeting. If you are meeting indoors the minimum number of adults required to be present is two. For outdoor activities the minimum is one adult for every eight Cub Scouts plus one adult in charge.

IF YOU NEED ANY ADVICE ON RATIOS OR THE NUMBER OF ADULTS YOU NEED FOR AN ACTIVITY SPEAK TO YOUR GROUP SCOUT LEADER OR THE SCOUT INFORMATION CENTRE.





Obtaining more help

You may decide that you need more adult help. Parents are an excellent source and you could set up a parents' rota and ask parents to help out once a term. The best way of doing this is to ask them!

You could write a short letter asking who would be willing to help or chat to parents in person after a meeting. Alternatively you could recruit somebody to help you on a more permanent basis. If you are going to do this speak to somebody with experience of recruiting adults. Your Group Scout Leader will probably be able to help. Whatever approach you take to getting more help remember the following:

1. Be specific with what you want someone to do and for how long.
2. Accept offers of help however limited the time commitment.
3. Don't pressure anyone to do something they don't want to do.
4. Ensure you offer proper support and training to anyone who is helping you, regardless of what they are doing or for how long they are doing it.
5. All adults who are likely to have unsupervised access to young people must be checked in accordance with The Scout Association's policies.

How the Pack is organised

You will need to organise your Cubs into small groups. Most Leaders organise Cubs into groups called a Six. Sixes normally have a Sixer, a more experienced Cub who helps adults run the Pack. For example a Sixer may run a game or help tidy up at the end of a meeting. There is usually also a Secondar (who supports the Sixer) and four other Cub Scouts.

You may need to alter the number of Cubs in a Six if you have a smaller Pack, for example if you have a Pack of eight it might be better to have one Six until your Pack grows. Similarly a Six of more than eight Cubs tends to be too large for a Sixer to handle. You may want to wait until you have got to know the members of your Pack before appointing Sixers and Seconders. They are challenging roles and the Cub Scout needs to be ready for the challenge.

Sixes help Cubs feel part of a group, giving them their own identity and for the new Cub help them to feel part of the Pack. When deciding who should be in which six try to get a good balance of age, experience and gender.

MORE ADVICE AND INFORMATION
ON SIXES AND SIXERS CAN BE
FOUND IN PACK ESSENTIALS
ADD FACT SHEET FS190056
YOU AND YOUR SIXERS.



Behaviour and Special Needs

Cubs can be very excitable, so you will need to establish clear rules for them to follow. We would recommend getting the Pack to write a 'Code of Behaviour' or conduct to ensure everybody is aware of the rules. To establish this code you will need to sit your Pack down and ask them to suggest rules that everyone should follow. For example, not talking when others are talking, putting their hand up before speaking, no bullying etc. You can then add your own rules and ask every member of the Pack (including adults) to sign the code. You could also give all the Cubs their own copy.

When dealing with bad behaviour you need to be consistent and fair. Cubs tend to misbehave because they are bored or overexcited. The best way to tackle boredom or over excitement is to provide fun and attractive programmes. Sometimes you may need to change your planned activity to achieve this. If your Cubs have been kept indoors all day at school because of bad weather they may simply have too much energy to sit and draw or concentrate on a mapping exercise. If this happens it may be a good idea to postpone your planned activity and play games or go outside instead.

You will find our factsheet no FS185090 (Managing Behaviour) suggests a number of ways to prevent behavioural difficulties.

Special Needs

A 'special' or 'particular' need is any personal condition or situation that could make it difficult for a young person to participate fully in Scouting.

Many young people in any average Pack will require some special consideration to enable them to be fully involved in the Programme. Some disabilities may be short term, such as a broken arm or the effect of a family problem. Others may be a physical disability, such as wearing glasses; which the young person may well have learnt to cope with. Some Special Needs may be less obvious and may affect hearing, sight or learning difficulties. Whatever their cause, the Special Needs of any young person needs to be known and understood as early as possible. Do what you can to obtain this information prior to a Cub joining the Pack.

For some disabilities, the right background knowledge will be essential if you and your leadership team are going to support the individual's full participation in the life of the Section. Discussion with the parents or carers at an early stage is essential, and many District and Counties have specialist advisers who will be able to help.

If you feel you really cannot provide what a disabled young person needs, then don't be afraid to discuss the situation with your DC or local Special Needs Adviser. There are some Packs that specialise in looking after children with serious disabilities.

The Scout Association produces a variety of factsheets on Special Needs, available from the Scout Information Centre or on www.scouts.org.uk/scoutbase

Ceremonies and traditions

If you have not been involved in Scouting before, some of the things that go on can seem a little strange at first! We will explain traditions that are the same across all five Sections and others that are specific to the Cub Section.

The Scout Salute and Sign

The Scout Salute is made by bringing the three extended fingers of the right hand up to the side of the forehead. The three fingers remind us of our Promise (duty to Self, God and Others). The Salute is used during award ceremonies and during some opening and closing ceremonies. All Members use the Salute except Beaver Scouts.

The Scout Sign is similar to the salute using the right hand and three extended fingers but only bringing the hand to shoulder height is used when Members make or reaffirm their promise. All Members use the Scout Sign. The Scout Sign is made when Members are making or renewing their promise.

The Left Handshake

Scouts use a left-handed shake when formally greeting other Members and during award ceremonies. This tradition comes from Baden-Powell's time in Africa when he met the Zulu Chief Dinizulu. Dinizulu explained that by shaking Baden-Powell's left hand he had to lay down his protective shield and this showed that he trusted Baden-Powell. Today this handshake symbolises the trust between Scouts not just in Groups in the UK but all over the world.

Uniform

Cub Scouts wear a dark green sweatshirt and dark blue shorts or activity trousers. They also wear a scarf or necker (see below). Uniform for adults consists of the dark blue trousers or skirt and a stone colour shirt or blouse. Cubs and adults can also choose to wear a variety of other items, such as a polo shirt and shorts. *

Scout Scarf and Woggle

Most Scouts wear a Scarf or Necker; the Scarf forms part of our uniform and helps identify us as Scouts. A Woggle is used to hold the Scarf in place. Many Cub Packs use coloured plastic Woggles to identify Sixes and all members of the six wear the same coloured. In some Groups Leaders wear dark blue ties instead of Scarves. This is purely a local decision.

Be Prepared – the Scout Motto

The Scout motto 'Be Prepared' is a reminder that all Scouts should always be ready to do their duty. For Leaders running a Cub Pack, the Motto is very important as you need to carefully think about the activities you do and what equipment you need in advance. It is also good practice to think about how you might need to adapt your programme to suit changing circumstances, and to have a back up activity on hand.

* UNIFORM CAN BE PURCHASED FROM LOCAL UNIFORM SUPPLIERS OR FROM SCOUT SHOPS ON 01903 755352 OR WWW.Scouts.ORG.UK/SHOP

Investiture

An Investiture is the most important ceremony in Scouting. It formally recognises an individual as a Member of the Movement and is not just important for the individual being invested but for the whole Pack.

When a Cub is invested they will make their Promise in front of the Pack and be presented with the Membership Badge, Group Scarf, County, District badges and Group name badges. Parents will want to be there to see their children invested so it is a good idea to invite them along to watch and take family pictures. Many Packs hold their Investiture ceremonies in their normal Meeting Place, however you could hold the ceremony anywhere. If you are going on a visit, to a zoo for example you could hold an Investiture there.



A DESCRIPTION OF AN INVESTITURE CAN BE FOUND IN PACK ESSENTIALS.

Flag Break

Most Packs will have a Flag Break as part of their opening ceremony for the Pack meeting and at a camp or Pack Holiday. The Union Flag is usually used and is folded so that it opens correctly. It is a good idea to have a Sixer break the flag and to use a rota so all of the Sixers have a go.

MORE INFORMATION ON FLAG BREAKS AND FLAG DOWN CAN BE FOUND IN PACK ESSENTIALS.

The Jungle Book

Many Cub Packs use Rudyard Kipling's *Jungle Book* as their theme or symbolic framework. This means that characters or events are used for names and activities. Some Leaders use *Jungle Book* character names such as Akela (the leader of the wolf pack) and have a Grand Howl opening ceremony (see below). Baden-Powell originally used the *Jungle Book* theme because it appealed to young people of Cub Scout age. You do not have to use the *Jungle Book* - you can choose another theme or not have one at all. If you do have a theme make sure it is relevant to your Cubs and does not become dated or too repetitive. More information can be found in *Pack Essentials*.

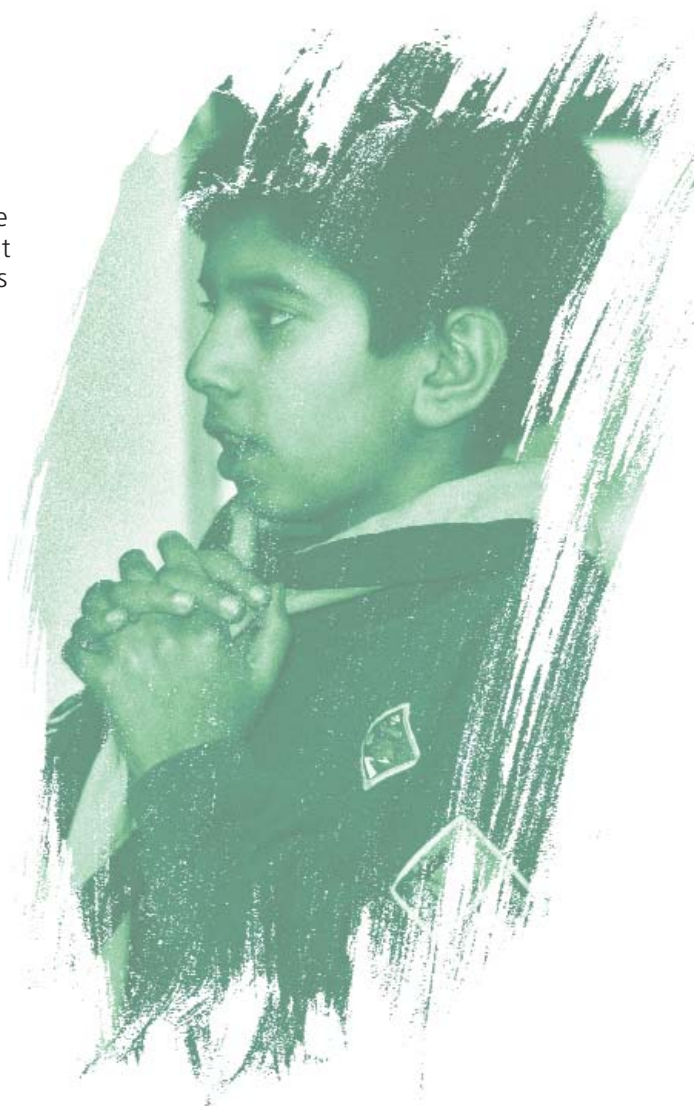
Grand Howl

A Grand Howl is a traditional ceremony of welcome based on the *Jungle Book* theme. A Grand Howl is usually used to open and or close a Pack meeting or Camp. Although Grand Howls differ from Pack to Pack you can find out more about and how to run one Grand Howl in *Scouting Essentials* (page 43).

Your Pack may have a different opening ceremony or if your pack does not follow the *Jungle Book* theme you can use a simple flag break to open and close your Pack meetings, details of flag breaks can be found in *Scouting Essentials*.

Prayers

Many Packs open or close with a simple prayer or reflection. If this is the case in your Pack you will need to bear a few things in mind. Cubs will become bored of a prayer and ignore its meaning if you use it too much. Try to vary the prayers you use as much as possible. Your prayers should also be suitable for all members of your Pack and appropriate for all faiths. Cubs are thoughtful and creative so they will enjoy writing or making posters of their own prayers. You can save these in a Pack prayer book and build this up over time.



Policy, rules and safety

The Scout Association has policies to cover a range of subjects and issues. Three of these are detailed this chapter. These three policies are given in full because they will apply to you as soon as you agree to work with young people.

Policy, Organisation and Rules (POR)

POR lays down the structure of Scouting in the United Kingdom and defines information about its training and management. You can download the current edition from www.scouts.org.uk/scoutbase We would not recommend that you read it from cover to cover! Initially you will need to be familiar with Chapter 1 The Fundamentals of Scouting, Chapter 2 Key Policies, Chapter 3 The Scout Group and Chapter 7 Activities.

Child Protection

The Scout Association's Child Protection Policy is often referred to as the 'Yellow Card' Policy because of the pocket-size yellow card all adults are asked to keep and carry with them. A copy of the 'Young People First' code of good practice (yellow card) is included in the start up kit and more copies are available free of charge from the Scout Information Centre.

The Association's Child Protection Policy is to safeguard the welfare of all Members by protecting them from physical, emotional and sexual harm.

All adults in Scouting have a responsibility to put this policy into practice. They must ensure that their behaviour is appropriate at all times and the 'Young People First' code of practice is followed.

Any adult who is likely to have un-supervised access to young people must be checked in accordance with The Scout Association's procedures. This includes a Criminal Record check, carried out by the Criminal Records Bureau. Adults may not work with young people until this procedure has been fully completed. An appropriately checked member of the Association can supervise un-checked adults until this process is complete. However under no circumstances should an un-checked adult have any un-supervised access for any period of time, however short.

IF YOU HAVE ANY QUESTIONS ABOUT CHILD PROTECTION PLEASE SPEAK TO YOUR GROUP SCOUT LEADER, DISTRICT COMMISSIONER OR THE SCOUT INFORMATION CENTRE.

Equal Opportunities Policy

The Scout Association's policy on equal opportunities for young people is as follows:

- A. The Scout Association is committed to extending Scouting's purpose and method to young people in all parts of society.
- B. No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of

Class

Ethnic origin, nationality (or statelessness) or race

Gender

Marital or sexual status

Mental or physical ability

Political or religious belief.

Similarly no person volunteering their services should receive less favourable treatment or suffer disadvantage because of any of the above.

Safety - and assessing risks

Before activities take place you need to consider the risks involved and take any necessary steps to minimise them. For running activities in your regular meeting place common sense is essentially all that is required.

- Further information on Risk Assessment can be found in Factsheet FS120000.
- The Association's policy on safety can be found in Chapter 2 of POR.



The Adult Training Scheme

To ensure that young people experience good quality Scouting, The Scout Association has a comprehensive Adult Training Scheme.

The type and amount of training you will need will depend on your role, prior learning experience and knowledge.

To help you through the Adult Training Scheme you will have the support of a Training Adviser. Your Training Adviser's role will be to help you create a Personal Learning Plan and to identify what training you require. Counties are responsible for co-ordinating and managing training and your District will also have a Local Training Manager.



IF YOU HAVE ANY QUESTIONS ABOUT TRAINING YOU SHOULD SPEAK TO YOUR TRAINING ADVISER OR YOUR COUNTY OR LOCAL TRAINING MANAGER.



Useful contacts

This contacts page is for you to fill in the contact details of people in your local area. We have also listed some national contact details as well.

There will be other adults you may come into regular contact with - your GSL or DC will be able to help you identify these.

Local contacts

.....
Group Scout Leader

.....
Group Treasurer

.....
Assistant Cub Scout Leader/s

.....
Beaver Scout Leader

.....
Scout Leader

.....
District Commissioner

.....
Assistant District Commissioner (Cub Scouts)

.....
Explorer Scout Leader (Young Leader)

.....
District Badge Secretary

National contacts

United Kingdom Headquarters

Gilwell Park
Chingford
London E4 7QW

Scout Information Centre

0845 3001818 - Local rate
www.scoutbase.org.uk/hq/infocentre/index.htm
info.centre@scout.org.uk

Web addresses

www.scoutbase.org.uk
www.scouts.org.uk

Scottish Scout Headquarters

Fordell Firs National Scout Activity Centre

Hillendnear
Dunfermline
Fife KY11 7HQ

01383 419073
admin@scouts-scotland.org.uk
www.scouts-scotland.org.uk

The Welsh Scout Council

The Old School

Wine Street
Llantwit Major CF61 1RZ
01446 795277
admin@scoutsofwales.demon.co.uk

Northern Ireland Headquarters

The Scout Association

109 Old Milltown Road
Shaw's Bridge
Belfast BT8 4SP
info@scoutsni.com
www.scoutsni.com/contacts.html

Equipment list

It is a good idea to have some basic equipment on hand for all of your meetings. Not only will this make your life easier it will ensure you have the right equipment on hand for activities.

Most of the equipment listed below is easy to obtain from high street shops or is available on the Internet. Some of the more specialist equipment can be purchased from camping shops or Scout Shops. For this equipment you may want to speak to somebody in your District or Group to get some advice. Your District may have a discount with some local supplier, so it is worth you asking your ADC. Similarly when buy equipment it is worth mentioning that you are buying equipment for a Scout Group as you might get a discount!

YOU WILL NOT NEED ALL OF THIS EQUIPMENT IMMEDIATELY, YOU MAY BE ABLE TO BORROW SOME OF IT AND YOU CAN BUILD UP YOUR SUPPLIES OVER TIME.

Basic equipment

You will need this equipment soon after you start your Pack. Most of it is cheap and easy to obtain. You may need to adjust the number of items as this list is based on a pack of 15.



Art & Craft Equipment	Number required
Pencils	Minimum 20
Assorted coloured pencils or crayons	Minimum 20
Children's scissors (try to get a couple of left handed pairs)	15
Glue (Prit-stick types are best)	5
Pencil sharpeners	5
Rulers	15
Stapler	1
Large scissors	1
Sticky tape	5 rolls
Rubbers	10
Assorted paper	Lots!
Paint (water based is best, preferably red, yellow, blue, white and black)	4 bottles
Paint brushes	15
Chalk (large playground type sticks)	5
Marker pens	4

Games Equipment	Number required
Assorted soft balls (preferably different colours)	5
Bats and racquets	2 of each
Bean bags	5
Frisbee	2
Parachute (not for jumping out of planes! But for playing games).	1

Scouting Equipment	Number required
Ordnance Survey Explorer Maps – you will need maps of the same area.	5
Compass – Silva type compass	5
Rope – of approximately 1 cm in diameter in lengths of about 70cm	18



Printed resources

There are several printed resources you will need. Some have been included in this kit; some you will have to order from the Scout Information Centre or Scout Shops.

Scouting Essentials

This is the file for all adults in Scouting. It contains information on all of the Sections and provides information on structure, policies, uniform and much more.

Pack Essentials

This explains all you need know about Cub Scouting from its history to badge requirements.

Pack Programmes

This provides information on the Cub Scout Programme and the Programmes Zones we use as well as Programme ideas.

Nights Away

Nights Away is the essential resource for Leaders taking young people away on camps, holidays and Sleepovers. You will need this before planning an event or applying for a Nights Away Permit. You will not be able to run nights away for your Cubs until

you have a Nights Away Permit. However you can ask someone with a permit to help you. If you want to know more about the Nights Away Permit Scheme and who the Nights Away Adviser in your District is, speak to your Group Scout Leader or District Commissioner.

Factsheets

The Scout Association produces factsheets on a wide range of subjects. We have included the current Cub Scout factsheets in this kit. The others are available to download from www.scouts.org.uk/scoutbase or from the Information Centre.

Scouting magazine

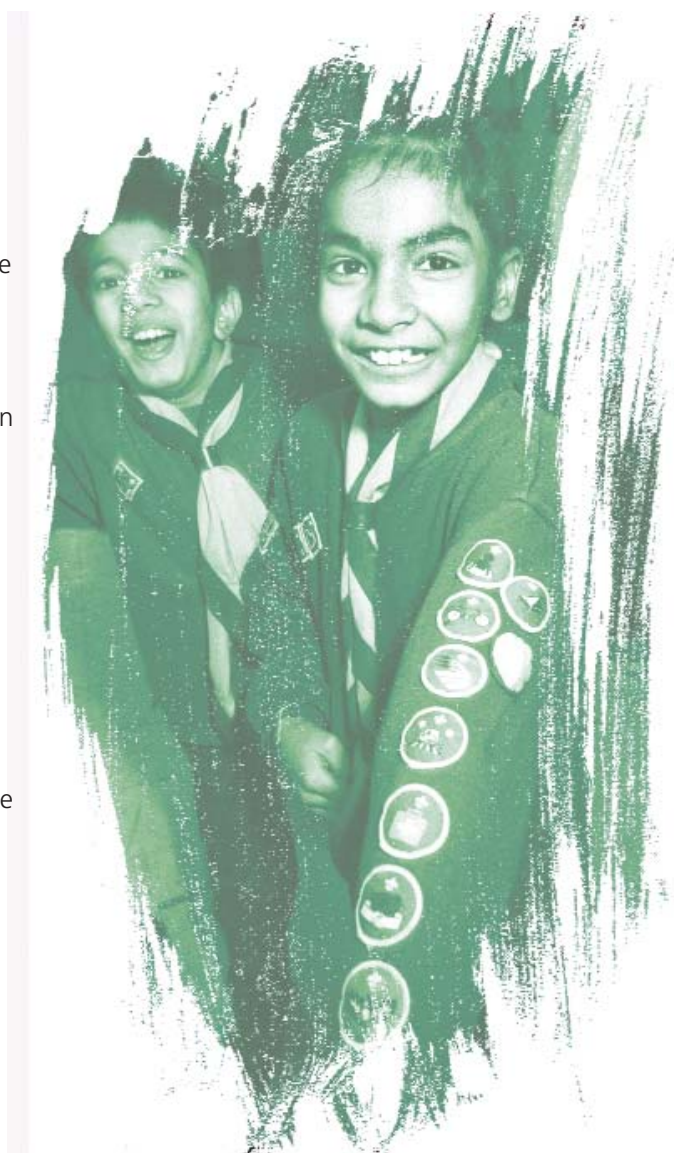
Scouting is the magazine for all adults in Scouting. Published six times a year it is free to all adults. If you are not a member of The Association, ask another Leader if you can borrow their copies. The magazine also comes with a supplement for each Section containing Programme ideas and advice. If you are a Member, you can order your Cub Scout supplement online at www.scouts.org.uk (click Log-In or Sign Up). You will need your membership number. Alternatively you can call the Information Centre on **0845 3001818**.

Sponsored badges and resources

The Scout Association arranges sponsorship for some of its badges with outside organisations. When a badge is sponsored the sponsoring organisation generally produces a resource to help Leaders run programmes to meet the badge requirements. We have included copies of all of the current resources in this kit if you require more copies you can contact the Scout Information Centre.

Promoting your Pack

When the time comes for you to start actively promoting your Pack to the local community there are a raft of resources available to you. The Scout Information Centre sells a variety of promotional posters and leaflets. An online resource called Everyday Adventure is a comprehensive guide to communication. It can be downloaded free of charge from www.scouts.org.uk/adventure



Pack administration

You will need to keep a small number of records in order to run your Pack successfully.

Remember you do not need to do all of the administration work yourself. Why not ask another member of your leadership team or a parent to help you out?

Personal information

You will need to keep some personal details of all of your Pack members initially you will need the following information:

The Cub Scouts' name

Address

Contact telephone numbers

Email address

Date of birth

Parent/carer's names

School

Special Needs - including dietary requirements and medication

Ideally it is important that this information is collected before they join.

* THE DEVELOPMENT GRANTS BOARD PROVIDES A START UP GRANT FOR NEW SECTIONS / GROUPS. CURRENTLY THE FUND PAYS OUT £100.00 TO NEW SECTIONS. CALL OUR FUNDRAISING TEAM ON 0845 300 1818 TO FIND OUT MORE.

Register

You will need to keep a register of attendance. Make sure you fill in the register at the start of the meeting so it is ready if you need it in a hurry. It is also a good idea to keep your personal information on the Cubs in the same place or book for emergency use.

Finances

Scout Groups and Districts have different ways of running their finances and managing their accounts. If your Pack is part of an existing Scout Group, speak to your Group Scout Leader or Group Treasurer about how you should operate your accounts. If you are part of a new Group you can get advice from your District Commissioner or Treasurer. Regardless of how you Group or District manage their funds you should never pass money through your personal bank account.

Grants and Funds

The Scout Association has grants and funds available to help Scouting develop and grow across the UK. *

If you have any questions about other funds or Gift Aid, a scheme that allows you to claim back 28p in the pound on all donations made to your Group (including subscriptions), please contact the Scout Information Centre.

Communicating with parents and carers

You will need to communicate to parents and carers on a regular basis. It is essential to keep them informed about the programmes you intend to run. These only needs to be a brief description and could be sent out once a term with a short explanation of what you are going to be doing. You will also need to tell parents about Cubs, who you are and how you can be contacted when their children join your Pack. We have included some examples of letters in this kit.

Finally - good luck and remember help is at hand!

You can contact the Scout Information Centre on 0845 300 1818 if you want to talk something through that you don't understand.

