

Pack 159 Leader and Committee Positions
Attend all committee meetings.
Must complete required training and submit BSA registration.

CC: Committee Chair	CS: Pack Committee Secretary	AC: Advancements Chair
CM: Cubmaster	P\$: Pack Treasurer	W2: Webelos II Leader & Parents
	PT: Pack Trainer	

August (Pack Planning Meeting)

- (CC) Schedule and run planning meeting for year.
- (CS) Distribute planning meeting minutes.
- (P\$) Work with committee to prepare pack budget for year.

September (Tiger Roundup)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (CC) Bring registration forms to Tiger roundup.
- (PT) Meet with new Tiger parents.
- (AC) Purchase, order and distribute awards earned at June Pack Meeting, Camp Lewis, Camp Yaw Paw and Summertime Pack Awards.
- (CM) Serve as MC for Pack Meeting.
- (CM) Go to Troop Court of Honor to induct new den chiefs.

October (Flexible Pack Meeting)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.

November (Flexible Pack Meeting)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.

December (Caroling)

- (AC) Purchase pinewood derby cars with advancements (before committee meeting).
- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (CM) Tigers are usually ready for Bobcat at this Pack Meeting so prepare Bobcat ceremony.

- (CC) Distribute recharter forms.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.
- (All) Remember it is very warm in a nursing home but cold outside so dress in layers.

January (Pinewood Derby)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (CM) Ask boy scouts to help out running check-in, race start, organizing cars, operating laptop (all with adult supervision).
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.
- (AC) Print out certificate for each scout, have den leaders fill in award (shiniest, most creative, etc) with help of parents.
- (AC) Present simple medals for first, second, third in each group (no overall awards). Print out cards as well. Scouts like something they can wear on their uniform better than expensive trophy.
- (CC) Collect recharter forms and annual dues.
- (CM) Software will report times for each car. Fastest time for each den gets sent to district finals. Pack pays registration for district finals.

February (Blue & Gold)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (AC) Purchase, order and distribute rank advancements and awards earned since last Pack Meeting.
- (AC) Purchase, order and distribute service stars to leaders and Webelos II.
- (CM) Serve as MC for Pack Meeting.
- (CM, CC) Provide guidance to Webelos II leader and parents in running B&G.
- (CC) Submit recharter forms and payment to council.
- (W2) Pick a date and location
- (W2) Choose a theme
- (W2) Pack provides \$500 budget, additional costs covered by admission price
- (W2) Arrange for catering (or potluck), expect about 120 people
 - Does the caterer supply paper products, serving utensils?
 - Does the caterer supply beverages and coffee?
 - Does the caterer supply leftover containers?
 - Order cake (Shop Rite does not charge for custom decoration)
 - Will there be any additional desserts?
 - Troop Caterer: Bob Olsiewski (973) 728-1186 olszea@yahoo.com
- (W2) Hire or plan entertainment
- (W2) Decorations and tablecloths
- (W2) Retrospective slide show
- (W2) AV: speakers, microphones, projector, screen, extension cords
- (W2) Gifts for Webelos crossing over (mess kit, pocket knife, other camping gear)

- (W2) Invitations (don't forget Father, Dave Cedrone, District Exec, Scoutmaster(s), SPL(s), Den Chiefs)
- (W2) Plan agenda and make programs
- (W2) Remember to recognize religious awards
- (W2) Begin to promote Camp Lewis and Camp Yaw Paw and camperships
- (W2) Scripts and props for ceremonies based on theme
 - Tiger, wolf, bear, webelos, arrow of light, crossing bridge, leader awards
- (W2) Seating chart or open seating?
- (W2) Setup tables, chairs, food serving area, beverage serving area, display area, awards and ceremony area the night before
- (W2) Everyone helps cleanup

March (Flexible Pack Meeting)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.

April (Pack Hike)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (CM) Usually lightly attended due to sports.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.

May (Flexible Pack Meeting)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (CM) Serve as MC for Pack Meeting.
- (CM) Memorial Day Parade: meet by tree at town hall, march behind troop.
 - Bring flags and banner
 - Bring wagon, water, sunscreen, squirt bottles and first aid kit

June (Graduation Campfire and Overnight)

- (CC) Set agenda and run committee meeting.
- (P\$) Report financial statement at committee meeting. Reimburse expenses.
- (PT) Encourage training and record when completed.
- (CS) Record and distribute committee meeting minutes.
- (AC) Purchase, order and distribute awards earned since last Pack Meeting.
- (AC) Purchase next year's handbooks with advancements.
- (CM) Serve as MC for Pack Meeting.

- (CC) Submit dates for den, pack and committee meetings to OLQP.