

Pack 159 Parent Sub-committee Positions

Attend specific committee meeting(s) for specific event(s). Assist in organization and task work for event.
No BSA registration.

___ **Fundraising (popcorn kernel) Sub-committee (August - November)**

- Attend August Council Popcorn planning meeting.
- Work with webmaster to setup online sign-up and get access to reports.
- At September Pack Meeting, hand out forms for Popcorn orders and “pie in the face” for high sellers from year before. Remind scouts to register for popcorn show-and-sell at stores.
- Work with Troop popcorn kernel to coordinate show-and-sell.
- Collect and consolidate individual popcorn orders and submit with Troop in October.
- Pick up popcorn from Council in November and organize into individual orders on distribution night.
- Work with Troop to arrange for show-and-sell locations for next year.

___ **September Tiger Roundup Pack Meeting Sub-committee (August, September)**

- Attend August Pack Committee Meeting and choose a flashy Pack Meeting idea (climbing wall, raingutter regatta, etc).
- Depending on activity, contact vendor and make arrangements or provide program materials.
- Put in calendar of local newspapers.
- Contact Church to arrange announcements in Church bulletin and at Masses the week before.
- Post flyer in virtual backpack for Marshall Hill School.

___ **October Pack Meeting Sub-committee (September, October)**

- Attend September and October Pack Committee Meetings for planning purposes.
- Depending on activity, contact vendor and make arrangements or provide program materials.

___ **Religious Emblems Sub-committee (October, November, January, February)**

- Encourage Scouts in Fall to begin working on Religious Emblems.
- Publicize Day of Reflection, which is usually held in November.
- Arrange Scout Sunday Mass with Janet Scheil at OLQP.
- Collect Religious award books beginning of January and arrange meetings with Father.
- Get signatures/form to CCS with check at least two weeks before Scout Sunday.
- Scout Sunday (first Sunday in February)
 - Work with Den Leaders to remind scouts about Church etiquette.
 - A week before get readings. Assign readings, offertory, collection and flag bearers.
 - Provide ceremony to Father and Cubmaster.
 - Bring Pack flag, the awards and basket to hold the awards for blessing.

___ **November Pack Meeting Sub-committee (October, November)**

- Attend October and November Pack Committee Meetings for planning purposes.
- Depending on activity, contact vendor and make arrangements or provide program materials.

___ **Fall Scouting for Food Sub-committee (November)**

- Request bags from Shop Rite or A&P.
- Contact Church to arrange announcements in Church bulletin and at Masses the week before.

- Work with webmaster to setup online sign-up and get access to reports.
- Distribute bags after Masses two weekends before Thanksgiving and collect bags before Masses the weekend before Thanksgiving.

___ **December Pack Meeting Sub-committee (November, December)**

- Attend November and December Pack Committee Meetings for planning purposes.
- Confirm with The Chelsea (assisted living facility) the date/time, the use of the meeting room before and after the show and snack/drinks.
- Prepare song list:
 - each den should sing one song (tigers sing Rudolph)
 - begin with Twelve Days of Christmas (first 12 scouts to show up hold cards)
 - end with Santa Claus is Coming to Town (as Santa arrives)
 - Another group song or two to fill in
- Arrange for accompaniment.
- Wrap pinewood derby cars at December committee meeting (santa will hand out at Pack Meeting).
- Get candy canes for Santa to give to siblings.
- Put up road signs because parking lot and back entrance can be hard to find.
- Remember it is very warm in a nursing home but cold outside so dress in layers.

Pinewood Derby Sub-committee (December, January)

- Attend December and January Pack Committee Meetings for planning purposes.

___ **Track Supervisor**

- At least two weeks before assemble track & timer, download latest software and test to make sure everything works.
- Pre-register all scouts in software. Racers are grouped by den, starting with tigers and moving up. Dens can be combined to make more even numbers.
- Print registration forms and provide to Registration Captain for check-in.
- Before race setup track, timer, computer, projector, screen, speakers and microphone.
- At start of each race, disqualify scouts (in the software) who do not show based on registration forms.
- Supervise Boy Scouts in running race.
- Report den standings to Advancements Chair for medals ceremony.
- Report den standings to Cubmaster for selection of representatives to district finals.
- Put track and other equipment away after race.

___ **Registration Captain**

- Bring numbered labels, official scale and alignment kit.
- Setup registration table.
- Stagger registration to follow race groupings.
- Supervise Boy Scouts checking in cars. Only one scale should be used as official weigh-in scale. Have alignment tool available to check measurements/clearances. Other scales could be available for approximations.
- Number cars and place in order on pit table.

___ **Pit Crew Manager**

- Setup repair station with scale, drill, weights.
- Assist scouts (and parents) in making fine adjustments to weight and dimensions as required.

- Clean up station (sawdust, wood chips etc.) afterwards.

___ **Activity Coordinators (2)**

- Plan for 2 stations in addition to race and advancements/snack.
- Ideas include: service project, belt loop, craft, or game.
- Provide supplies for station, setup, manage (with Boy Scout assistance) and cleanup.

___ **Blue & Gold Dinner Sub-committee (December-February, all Webelos II parents)**

___ **Class B Sale Sub-committee (February, March)**

- Go to JR's Screen Printing to get order form and pricing (they have design on file).
- Begin taking order at Blue & Gold.
- Collect order forms and money by March Committee Meeting.
- Order class Bs to give to Webelos at June graduation instead of handbooks.
- Order shirts from JR's Screen Printing and distribute when ready.

___ **March Pack Meeting Sub-committee (February, March)**

- Attend February and March Pack Committee Meetings for planning purposes.
- Depending on activity, contact vendor and make arrangements or provide program materials.

___ **Spring Scouting for Food Sub-committee (March or April)**

- Make arrangements to collect food outside A&P on Palm Sunday.
- Contact Church to arrange announcements in Church bulletin and at Masses the week before.
- Work with webmaster to setup online sign-up and get access to reports.
- Make 300 copies of list (provided by church) of needed items to hand out.
- Shuttle food from A&P to OLQP pantry (may need to make several trips over several hours).

___ **April Pack Hike Sub-committee (March, April)**

- Attend March and April Pack Committee Meetings for planning purposes.
- Pack Hike because lightly attended due to sports.
- Select hike from NY-NJ Trail Conference. 2-4 miles. Local drive.
- Bring extra water bottles, granola bars, sunscreen and bug spray.

___ **May Pack Meeting Sub-committee (April, May)**

- Attend April and May Pack Committee Meetings for planning purposes.
- Depending on activity, contact vendor and make arrangements or provide program materials.

June Graduation Pack Meeting Sub-committee (May, June)

- Attend May and June Pack Committee Meetings for planning purposes.

___ **Campmaster**

- Reserve Westbrook Park, get fire permit
- Each den prepare song and skit for campfire
- Ask everyone to bring chairs for campfire
- Bring bridge, flags and next year's handbooks

___ **Program Director**

- Plan for afternoon activities (e.g. belt loops, nature, science, sports).

- Bring supplies and supervise Den Chiefs running activities.

___ **Dining Hall Stewards (2)**

- Work with webmaster to setup online sign-up and get access to reports (so know how much food to buy for dinner and breakfast and ask everyone to sign up to bring a side dish or dessert).
- Purchase hamburgers, hot dogs, buns and condiments.
- Purchase plates, cups, napkins, utensils, charcoal.
- Bring drink coolers (water and bug juice).
- Purchase food for breakfast (e.g. pancakes, syrup, sausage, OJ).
- Bring cooking equipment (stoves, propane, griddles, etc.)
- Clean up afterwards.

___ **Summer Camp Sub-committee (February – July)**

- Start to promote Summer Camp (and camperships) at Blue & Gold.
- Early bird registrations for Camp Lewis and Camp Yaw Paw are due in April.
- Remind Camp Lewis campers and parents again to have physicals and bring medical forms in May and June and July.
- Attend June Pack Committee Meetings for planning purposes.
- Make a plaque for the dining hall incorporating the camp theme and the webelos II patrol name.
- When the theme has been established and you know the number of scouts/parents attending, design a t-shirt iron on that incorporates the camp theme and the webelos II patrol name. Buy the least expensive t-shirts online (cheapestees.com) and iron-on transfer paper (bassetphoto.com).
- On the morning camp starts, meet at Shop Rite parking lot so you can arrive and check in together. Take lots of pictures. Wear class A uniforms.
- Enjoy a week at Camp Lewis with your son (don't forget to find out which scouts go to Camp Yaw Paw).
- Be sure to keep records of what scouts earned so they can be presented at September pack meeting.

___ **August Family Camping Sub-committee (June – August)**

- Attend June Pack Committee Meetings for planning purposes.
- Plan for combined Troop/Pack camping trip or day trip.

___ **Snack Sub-committee (September, October, November, January, March, May)**

- Brings tablecloths, plates, cups, napkins, utensils (if needed), wipes, hand sanitizer and drink coolers (water and bug juice).
- Sets up snack table and collects snack donations as families arrive. Arranges snacks on table.
- Distributes snacks to scouts at appropriate time ensuring each scout and sibling gets a reasonable amount.
- Clean up afterwards.