

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## WINTER CAMP TEAM LEADERS – 2 REQUIRED

- \* Attend Council camp registration meeting to sign up for cabins and weekends, usually held the end of September.
- \* Attend Committee Meeting as needed to report progress and distribute information.
- \* Organize sign up for the outing at a pack Meeting.
- \* Arrange a planning meeting with all families who will be attending the campout. A final planning meeting is also required.
- \* Oversee camping activities.
- \* Assure safe transportation.
- Plan first aid procedures in case of an emergency.
- Collect and hold health forms for ALL campers both adult and youth.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **SUMMER ACTIVITIES TEAM LEADERS – 2 REQUIRED**

- \* Attend the March through May Committee Meetings.
- \* Arrange four or five activities for the whole Pack scheduled throughout the summer.
- \* Organize the Muskego Days Parade.
- \* Prepare flyers explaining the activities and distribute to the Den Leaders at the May Pack Meeting.
- \* Collect any fees necessary.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **SERVICE PROJECT(S) TEAM LEADERS - 3 REQUIRED**

- \* Research and arrange for service projects in the community.
- \* Attend committee meetings as needed to report projects and distribute information.
  - Prepare flyer for service project(s) and distribute to the Den Leaders.
  - Organize and schedule dates for Trail Pickup at Bluhm Park
  - Delegate a Team Leader to organize November Food Collection which is done at the Raingutter Regatta, delivery of food to St. Leonard's Food Pantry or choice of donation site.
  - Delegate a Team Leader to organize March Food For Scouting (information comes from Council starting in February) New Berlin Food Pantry.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## CAMP OUT / PICNIC TEAM LEADERS - 4 REQUIRED

- \* Attend Committee Meetings in May, and most importantly, the planning meetings that are held in August.
- \* Reserve camp site through Waukesha County: Muskego Park / Bluhm Park
- \* Prepare flyer and distribute to the Den Leaders.
- \* Collect any fees necessary.
- \* Determine the food that the Pack will be covering (hot dogs, buns, etc.), items for Soup Dump
- \* Determine which Dens will bring which food items and notify the Den Leaders.
- \* Arrange for grills and cooks.
- Delegate and/or work with Cubmaster and/or Team Leaders that are on the Physical Fitness Team to work around and serving food / games and activities for the Scouts.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## BLUE & GOLD BANQUET TEAM LEADERS

### -4 REQUIRED

- \* Attend Committee Meetings - November through February.
- \* Reserve Lake Denoon Middle School in October
- \* Prepare invitations for hand-out at January Pack Meeting
- \* Prepare programs to be used at the banquet.
- \* Make decorations, plan seating arrangements, etc, communicate to Den Leaders expectations of table decorations and determine the theme of Blue and Gold for that year

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **RECRUITING & MEMBERSHIP TEAM LEADERS - 2 REQUIRED**

- \* Attend Committee Meetings as needed.
- \* Arrange delivery of the Scout Night posters and flyers with the Council Office in August and in April
- \* Be in attendance for September recruiting (which may be held at the Camp Out) and again in April, which is held at Tess Corners school.
- \* Distribute the flyers to all boys in Tess Corners during the first week of school and again in April, the week before recruiting.
- \* Make copies of the Cub Scout Registration Letter for Committee positions for the upcoming Scouting Year.
- \* Conduct the re-registration at the March Pinewood Derby
- \* Work with Committee Chairperson to make sure the Team Leader positions are updated and Duty Roster is available for sign-up from parents.
- \* Update Committee Roster, and the Available Positions List with the information from the Registration Forms.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **PIGGLY WIGGLY AND PICK 'N SAVE RECEIPTS COORDINATOR**

- \* Collect receipts from Piggly Wiggly and Pick 'N Save at monthly Pack Meetings.
- \* Add total of all receipts per requirements.
- \* Fill out redemption forms and submit to stores.
- \* Submit check to the Pack Treasurer.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **PHYSICAL FITNESS DAY CHAIRMAN TEAM LEADERS - 4 REQUIRED**

- \* Attend the August and September Committee Meetings.
- \* Verify that the school playground has been reserved by the Pack Committee Chairman and/or a site at the Muskego Park if a Camp Out takes place for two Fridays and/or Saturday (for camp out) in September, (first choice and rain date choice).
- \* Plan, organize and delegate events to other Team Leaders. Make sure all equipment, signs for each event are in working condition, etc.
- \* Keep records and purchase ribbons
- \* Hand out the awards at the September Pack Meeting

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **CHRISTMAS (FAMILY) DONATION COORDINATOR**

- \* Attend Committee Meetings in November and December.
- \* Contact the Christmas Clearing House (or other charity) to secure a family (or group) to sponsor. The Pack would prefer a Muskego family.
- \* Make contact with the family regarding potential needs.
- \* Coordinate donation of Christmas tree ornaments.
- \* Coordinate donation of Christmas tree, (Hales Corners Lions Club?).
- \* Distribute flyers at the November Pack Meeting to the Den Leaders regarding which child that Den is sponsoring.
- \* Coordinate delivery of items for the December Pack Meeting
- \* Deliver items to the family.

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## **CHRISTMAS PARTY TEAM LEADERS - 4 REQUIRED**

- \* Attend Committee Meetings in October and December.
- \* Determine the theme of the party, work with Treasurer and Committee Chair to agree on a budget for entertainment
- \* Prepare the flyer to distribute to the Den Leaders at November Pack Meeting to communicate food items and beverage items that each Den is responsible for

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## FUNDRAISER TEAM LEADERS - 4 REQUIRED

- \* Attend the August through October Committee Meetings.
- \* Contact the company we purchase the wreaths through and order the wreath books.
- \* Distribute the wreath books to the Den Leaders at the September Leader Meeting.
- \* Collect the wreath books and money from the Den Leaders at the October Committee Meeting.
- \* Determine the number of wreaths sold for each type and place our order.
- \* Calculate the amount of money we owe the company and arrange payment.
- \* Calculate the amount of our profit.
- \* Determine incentives for Scouts, levels
- \* Purchase incentive prizes through the Scout catalog to award the Scouts at the November Pack Meeting.
- \* Determine which night the wreaths will be picked up at State Fair Park and whose house they will be stored at until the Scouts pick them up.
- \* Organize the date and time for wreath pick-up and distribute a flyer to the Den Leaders to pass out to the Scouts.

### Popcorn

- \* Attend Council Popcorn Sale Kick-off meeting.
- \* Distribute the popcorn order forms to the Tiger Cubs.
- \* Tabulate the popcorn orders and submit total order to Council.
- \* Calculate the amount of money we owe the Council and obtain post-dated check to Potomati Area Council. Collect all sales revenues and reconcile to invoice
- \* Organize popcorn pick-up and distribution.
- \* Submit all funds and copies of all paperwork to Pack Treasurer.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **FRIENDS OF SCOUTING COORDINATOR**

- \* Attend Committee Meeting one month prior to the campaign, which is normally held in January.
- \* Coordinate Friends of Scouting night at a Pack Meeting.
- \* Contact the Council Office and arrange for the Friends Of Scouting Chairman to attend our Pack Meeting.
- \* Collect the donation cards and follow-up until all of the cards have been accounted for.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **PACK OUTING TEAM LEADERS - 2 REQUIRED**

*(i.e. hayride, Admirals game, roller skating, Bucks game, etc)*

- \* Attend Committee Meeting one month prior to discuss with Executive Committee to approve budget
- \* Research suggestions and arrange the events.
- \* Prepare and distribute flyers.
- \* Collect necessary fees.
- \* Pick up and distribute any tickets required for the event.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## PACK MEETING ACTIVITY TEAM LEADERS

*(i.e. Waukesha Drug Dogs, magician, Native American Dance Troop, etc.)*

- \* Attend Committee Meeting one month prior.
- \* Research suggestions and arrange the event.

Please pick one of the following months to plan an activity for: October;  
January

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **SUMMER CAMP COORDINATOR**

- \* Prepare and distribute flyers regarding camp information to the Den Leaders. Information from Council is normally sent out end of January.
- \* Collect applications and fees from the Den Leaders; the deadline for this is usually the Blue & Gold Dinner to take advantage of the early bird cost.
- \* Submit applications and fees to the Council Office.
- \* Ensure there are an adequate adult ratio to scouts and drivers and permission slips.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **RAINGUTTER REGATTA TEAM LEADERS - 9 REQUIRED**

- \* Attend the September, October and November Committee Meetings.
- \* Order boats, obtain roster and assign numbers to the boats, and distribute to the Den Leaders at the September Pack Meeting, along with copies of the rules.
- \* Order and pick up the trophies and/or ribbons.
- \* Verify with the Pack Committee Chairman that the gym has been reserved for practice night, (usually the week before the race), and race night.
- \* Set up the gym for practice night and race night, which is held on a Tuesday night. Race is held on a Saturday morning.
- \* Keep track of the winners.
- \* Store the track.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **PINEWOOD DERBY TEAM LEADERS - 9 REQUIRED**

- ❖ Attend the January through March Committee Meetings.
- ❖ Cars need to be ordered at the beginning of January
- ❖ Cars would be handed out at either the February Leader Meeting or Blue & Gold.
- ❖ Obtain roster and assign the cars numbers, and distribute to the Den Leaders along with copies of the rules.
- \* Order and pick up/have delivered the trophies and/or ribbons.
- \* Verify with the Pack Committee Chairman that the gym has been reserved for practice night, (usually the Tuesday before the race which is held on a Saturday morning.
- \* Set up the gym for practice night and race night.
- \* Keep track of the winners.
- \* Store the track.

# PACK 176 COMMITTEE POSITIONS

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## CUBMASTER

- \* Plan and help carry out the Cub Scout Program for the Pack.
- \* Preside over the monthly Pack Meetings and activities.
- \* Attend the monthly Committee Meetings.
- \* Preside over Scout Night in September.
- \* Help with rechartering activities.
- \* Guide and support the Den Leaders; assure that the Den Leaders receive required training for their position.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## ASSISTANT CUBMASTER

- \* Participate in the monthly Pack Meeting.
- \* Assume Cubmaster duties if he is not available.
- \* Work with the local Scout Troops into which the Cub Scouts will graduate.
- \* Develop and promote an ongoing plan for Scout advancement and recruitment.

# PACK 176 COMMITTEE POSITIONS

revised 3/11/05

## SECRETARY

- \* Attend monthly Committee Meetings.
- \* Take notes and type them up for distribution.
- \* Distribute copies of the Committee Agenda to those not in attendance.
- \* Handle all correspondence for the Pack.

**DEN LEADER COACH**

- \* Put together new Leader packets.
- \* Organize a new Leader meeting.
- \* Help any Den Leader with questions they may have.
- \* Encourage Den Leader training.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## COMMITTEE CHAIRMAN

- \* Supervise and coordinate the Pack Committee. Schedule gym for Pack Meetings and Muskego Public Library for Leader Meetings.
- \* Develop the agenda for the Committee Meeting and the Pack Meeting with the Cubmaster.
- \* Call and preside over the monthly Committee Meetings.
- \* Fill out forms for rechartering in May.
- \* Contact person for the Council Office.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **PACK TREASURER**

- \* Attend monthly Committee Meetings and report financial status.
- \* Handle all money transactions.
- \* Pay bills to individuals as needed.
- \* Assist with fundraiser record keeping.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **TIGER CUB COORDINATOR**

- \* Conduct registration of Tiger Cubs and their adult partner(s) at the Scout Night recruitment meeting in September.
- \* Attend monthly Committee Meetings.
- \* Organize Tiger Cub candidates into groups.
- \* Provide orientation for the Tiger Cub groups.
- \* Maintain monthly contact with each Tiger Cub group.
- \* Coordinate Tiger Cub participation in Pack activities.
- \* Coordinate Tiger Cub graduation ceremony.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **ADVANCEMENT CEREMONIES COORDINATOR**

- \* Help plan and conduct induction and advancement ceremonies in September, October, February and April.
- \* Arrange for graduation ceremonies with the Cubmaster, Assistant Cubmaster and Scoutmaster.
- \* Report to the Committee Meetings during the month of these ceremonies.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **PUBLICITY COORDINATOR**

- Write and submit articles for the Community Newspaper.
- Take pictures of Pack events.
- Notify local newspapers of Pack events.
- Update and maintain the Pack 176 bulletin board in the school.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## AWARDS COORDINATOR

- \* Attend the monthly Committee Meetings.
- \* Keep records of total awards for each Scout.
- \* Pick up awards on a monthly basis from the Council Office.
- \* Organize the awards into Den bags for distribution to the Den Leaders at Pack Meetings.
- \* Fills out the Advancement Report Forms and turns them in to the Council Office.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## UNIFORM INSPECTION COORDINATOR

- \* Contact the District Commissioner in September and arrange the uniform inspection at the October Pack Meeting.
- \* Distribute uniform protocol to the Den Leaders one month before inspection.
- \* Assist as necessary on inspection night.
- \* Distribute the registration cards to the Den Leaders on the night of the inspection.
- \* Attend the Committee Meeting one month prior to the Inspection.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **CHARTERED ORGANIZATION REPRESENTATIVE**

- \* Help recruit the right leadership.
- \* Serve as liaison between the Pack and the Council Office.
- \* Assist with rechartering.
- \* Attend monthly Committee Meetings as required

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **DEN LEADERS/1 PER DEN**

- \* Attend monthly Committee Meetings.
- \* Plan and hold two to three Den Meetings a month.
- \* Arrange Den field trips.
- \* Attend one Council Round Table Meeting per Scouting year.
- \* Keep records of each Scout's advancements.
- \* Hold opening and closing ceremonies at one Pack Meeting .

## **ASSISTANT DEN LEADERS\1 PER DEN**

- \* Assistant with the planning of den activities.
- \* Attend den meetings and field trips to help scouts with activities and discipline.
- \* Attend monthly Committee Meetings if requested by den leader.
- \* Other duties as assigned by den leader.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## SWAMP FOX COORDINATOR

- \* Attend Swamp Fox registration meeting to sign up and select Pack activity; usually held the end of May.
- \* Represent pack at other Swamp Fox organizing meetings.
- \* Organize sign up for the outing at a pack Meeting.
- \* Arrange planning meetings with all families who will be attending the campout to organize pack activity.
- \* Oversee camping activities.

# PACK 176 COMMITTEE POSITIONS revised 3/11/05

## **TIGER POPCORN SALE COORDINATOR FUNDRAISER CHAIRMAN**

- \* Attend the August through October Committee Meetings.
- \* Attend Council Popcorn Sale Kick-off meeting.
- \* Distribute the popcorn order forms to the Tiger Cubs.
- \* Tabulate the popcorn orders and submit total order to Council.
- \* Calculate the amount of money we owe the Council and obtain post-dated check to Potomac Area Council.
- \* Determine which Tiger sold the most wreaths.
- \* Report highest sales Tiger to Wreath Coordinator.
- \* Organize popcorn pick-up and distribution.
- \* Collect all sales revenues and reconcile to invoice
- \* Submit all funds and copies of all paperwork to Pack Treasurer.