

CUB SCOUT PACK 56

PARENT VOLUNTEER FORM

-POSITIONS & JOB DESCRIPTIONS-

(2/08)

P56 PARENTS...Welcome to Pack 56!

Welcome to the Pack 56 Cub Scout family. As explained to you, Cub Scouting is for parents as well as for boys. We have a fine group of families who have indicated a willingness to help, according to their talents and abilities. We invite you to add your talents and interests so that the best possible program can be developed for your son and his friends.

Pack 56 is one of the largest (if not the largest) Cub Scout Packs in the Twin Cities and must have each family “step up” and take on some responsibility to make Pack 56 the best experience possible for everyone. *Whatever you can do will be so great appreciated!*

We need volunteers for the P56 positions listed below. Please indicate how you plan to help by filling out this form with a “checkmark” on the line provided where you plan to assist.

Pack 56 has a policy that ALL PARENTS/ADULT MENTORS MUST assist in at least one position in order to participate in Pack 56. Many hands make a light load...Thank you!

*******PLEASE TURN THIS FORM (3 pages total) IN TO DAVID BAARTMAN*******

PARENT(S)/ADULT MENTOR LAST NAME: _____ **FIRST:** _____

SON/SCOUT LAST NAME: _____ **FIRST:** _____ **GRADE** _____

E-Mail: _____ **Phone:** _____

Street Address: _____ **City:** _____ **ST** _____ **ZIP** _____

2nd Adult Name & Address: _____ **City:** _____ **ST** _____ **ZIP** _____

2nd E-Mail: _____ **Phone:** _____

1. MY OCCUPATION: _____ **HOBBIES:** _____

2. I can play and/or teach these sports: _____

3. My Scouting experience: Cub Scout _____ Boy Scout _____ Girl Scout _____ Rank _____
Adult Scout Leader? _____

Special Program Assistance:

___ I have a van or truck.

___ I have a workshop.

General Activities:

___ Carpentry ___ Cooking/banquets ___ Electrical ___ Graphic Design

___ Games ___ Sports ___ Other _____

___ Sports ___ Bookkeeping ___ Other _____

FOR P56 OFFICIAL USE ONLY: Contacted by (P56 Leader): _____ **Date:** _____

PACK 56 PARENT VOLUNTEER FORM (2/08)

*Please complete and turn this form in to David Baartman, P56 Asst. Cubmaster.
Thank You For Your Generous Service To Scouting!*

YOUR NAME (Parent/Mentor): _____

THERE ARE THREE(3) VOLUNTEER OPTIONS FROM WHICH TO CHOOSE:

VOLUNTEER OPTION #1: Working Primarily with Adults (1 Yr. Commitment)

1. _____ COMMITTEE CHAIR (1 needed)

Duties include: Call and preside at Pack Committee Sessions (monthly). Proactively assist Cubmaster(s) as needed with Pack functions. Coordinate "Annual Rechartering" (Dec--Jan). Work with Christmas Wreath fundraiser leaders on fund-raising, assist in recruiting new leaders;

2. _____ COMMITTEE CHAIR-Assistant (1 needed)

Duties include: Call and preside at Pack Committee Sessions (monthly). Proactively assist Cubmaster(s) as needed with Pack functions. Coordinate "Annual Rechartering" (Dec--Jan). Work w/ Christmas Wreath fundraiser leaders on fund-raising, assist in recruiting new leaders;

3. _____ CUBMASTER (2 needed)

Plans and runs the Pack Meetings oversees dens, outings and summer time events with the assistance of Asst. Cubmasters and other leaders, attends Committee Meetings (monthly), assists Den Leaders as needed;

4. _____ ASSISTANT CUBMASTER (4 needed)

Three assistants will work with the Cubmaster in running the Pack Meetings, special events, volunteer placement and new Scout recruiting. Serve as a Den Leader Coach. These duties divided among three (3) assistants and the Cubmaster;

5. _____ TREASURER

Helps the pack committee and Cubmaster establish a sound financial program for the Pack with a Pack budget plan; Maintain the P56 bank account making deposits and paying bills as authorized by the P56 Committee. Keep up-to-date records. Periodically report on the Pack's financial condition at Committee Meetings;

6. _____ QUARTERMASTER (1 needed)

Purchases and distributes Scout supplies as needed for the Pack (badges, Scout handbooks, pins, awards, etc.). Works with Den or Pack Leader for distribution during the Pack Meeting. (Scout Shop locations: Burnsville, Golden Valley and St. Paul-Cathedral area);

7. _____ MEMBERSHIP COORDINATOR (1 needed)

Maintains the Pack roster. Participates in recruiting new Scouts in September (Fall Scout Roundup) and annual P56 Membership Renewal/Rechartering in January;

8. _____ ADVANCEMENT COORDINATOR (1 needed)

Manages advancements earned by the Scouts in the Pack. Communicates with Den Leaders to put the order together for Badges, Activity Pins and other Awards prior to Pack Meetings. (Does NOT purchase these – Quartermaster does);

9. _____ RELIGIOUS EMBLEMS COORDINATOR (1 needed)

Promotes and manages the Religious Emblems badge in the Pack. Responsible for tracking Scouts in the program, workbook & badge purchases, minor record-keeping, periodic follow-up and coordination for completion of requirements by mid-January;

10. _____ PACK TRAINER (1 needed)

Learns about and promotes required training courses for Den Leaders and Pack Leaders (on-line and training seminars). Courses are offered by the District and include “Fast Start” (on-line), New Leader Essentials & Leader Specific Training;

11. _____ PACK CAMP COORDINATOR (1 needed)

Provides Den Leaders with all pertinent Summer Camp information and registration materials. Serve as a resource to Den Camp Coordinators. (Pack Camp Coordinator does not collect camp registrations or money – Den Pack Coordinator does this.);

12. _____ SECRETARY (1 needed)

Assists Cubmaster and Committee Chair as needed. Take minutes of Committee meetings (monthly). Assist with communication and mailings to Pack 56 members;

13. _____ NEWSLETTER WRITER (1 needed / 1 hour month)

Works with Cubmaster and Pack Leaders to write up information on upcoming Pack events and other information helpful to effective Pack communication. No design work – only writing;

14. _____ PACK NEWSLETTER DESIGNER (1 needed / 1 hour per month)

Designs, prints and mails the monthly Pack newsletter to all P56 families. Works with the Newsletter Writer and other Pack leaders as needed;

15. _____ PACK NEWSLETTER MAILER (1 needed / 1 hour per month)

Purchases stamps, obtain P56 mailing labels and mail the monthly Pack newsletter and any other P56 mailings to all P56 families. Coordinate with Newsletter Writer and P56 leaders as needed;

16. _____ WEBMASTER (1-2 needed)

Responsible for designing, updating and maintaining the P56 Website. Work closely with Pack & Den Leaders to make it fun and functional;

VOLUNTEER OPTION #2: Working Primarily with Youth (1 Yr. Commitment)

17. _____ WEBELOS 2 DEN LEADER – 5TH Grade Scouts (2 needed)

Lead a Den (small group) of 5th Grade Scouts. Den Meetings are all pre-planned with Den Parents required to host/lead 1-2 den meetings per year. Keep accurate records of attendance and advancement. The goal for all Web 2 Scouts Scouts: the “Arrow of Light” award in February. Training and resources are provided;

18. _____ WEBELOS 2 ASST. DEN LEADER (2 needed)

Proactively assist Web 2 Den Leader to plan and run the den as above and as needed;

19. _____ **WEBELOS 1 DEN LEADER – 4th Grade Scouts (1 needed)**
Lead a Den (small group) of **4th Grade** Scouts. Den Meetings are all pre-planned with Den Parents required to host/lead 1-2 den meetings per year. Keep accurate records of attendance and advancement. Training and resources are provided;
20. _____ **WEBELOS 1 ASST. DEN LEADER (2 needed)**
Proactively assist Web 1 Den Leader to plan and run the den as needed;
21. _____ **WEBELOS DEN 1 CAMP COORDINATOR (1 needed)**
Work with Den Leader & Den families to determine Den Summer Camp date. Provide the Den families with pertinent Summer Camp information registration materials. Collects fees and assist in registration of Scouts. Registration opens in November for the following summer;
22. _____ **BEAR DEN LEADER – 3rd Grade Scouts (2 needed)**
Lead a Den (small group) of **3rd Grade** Scouts. Den Meetings are all pre-planned with Den Parents required to host/lead 1-2 den meetings per year. Keep accurate records of attendance and advancement. Training and all resources provided;
23. _____ **BEAR DEN ASST. DEN LEADER (1 needed)**
Proactively assist Bear Den Leader to plan and run the den as needed;
24. _____ **BEAR DEN CAMP COORDINATOR (1 needed)**
Work with Den Leader & Den families to determine Den Summer Camp date. Provide the Den families with pertinent Summer Camp information registration materials. Collect fees and assist in registration of Scouts. Bears go to Webelos 1 Camp- Registration opens in November;
25. _____ **WOLF DEN LEADER – 2ND Grade Scouts (2 needed)**
Lead a Den (small group) of **2ND GRADE** Scouts. Den Meetings are all pre-planned with Den Parents required to host/lead 1-2 den meetings per year. Keep accurate records of attendance and advancement. Training and all resources provided;
26. _____ **WOLF DEN ASST. DEN LEADER (1 needed)**
Proactively assist Wolf Den Leader to plan and run the den as needed;
27. _____ **WOLF DEN CAMP COORDINATOR (1 needed)**
Work with Den Leader & Den families to determine Den Summer Camp date. Provide the Den families with pertinent Summer Camp information registration materials. Collect fees and assist in registration of Scouts;
28. _____ **TIGER DEN LEADER – 1st Grade Scouts (2 needed)**
Lead a Den (small group) of **1st GRADE** Scouts. Den Meetings are all pre-planned with Den Parents required to host/lead 1-2 den meetings per year. Keep accurate records of attendance and advancement. Training and all resources provided;
29. _____ **TIGER DEN ASST. DEN LEADER (1 needed)**
Proactively assist Tiger Den Leader to plan and run the den as noted above;
30. _____ **TIGER DEN CAMP COORDINATOR (1 needed)**
Work with Den Leader & Den families to determine Den Summer Camp date. Provide the Den families with pertinent Summer Camp information registration materials. Collect fees and assist in registration of Scouts;

VOLUNTEER OPTION #3: EVENT COMMITMENT

(Planning and execution of a SINGLE activity)

31. _____ FALL SCOUT ROUNDUP COMMITTEE (8 needed- Aug/Sept)

The Fall Scout Roundup (new Scout Signup Night) takes place the Monday AFTER Labor Day. Preliminary planning takes place in August for recruiting at neighborhood school open houses (Hale, Winona, OLP) and OLP classroom visits at OLP School;

32. _____ OLP CHURCH FALL FESTIVAL COMMITTEE* (2 needed-September)

The OLP Fall Festival is a carnival & games day sponsored by OLP Church -our charter organization who gives P56 free meeting space and facility access. This Committee is responsible for recruiting and staffing approximately twelve (12) game booths with Scouts and Parents on Saturday late-Sept (12Noon – 3pm approx.).

33. _____ CHRISTMAS WREATH FUNDRAISER COMMITTEE (2 needed-Sept-Oct)

The Christmas Wreath Fundraiser Committee is responsible for the planning, organization and implementation of the Pack's annual and only fundraising event. All files and plans are in place;

34. _____ NATIONAL SCOUT SUNDAY COMMITTEE (2 needed-Feb Event)

For OLP Church: Recruit Scouts and Scout parents (OLP members) and be present at both OLP Sunday Masses (9am & 11am) to setup, serve and cleanup "Doughnuts & Coffee" after 9am and 11am Masses (Sunday in early-Feb); Notify OLP members to wear Scout uniforms and participate in morning services-See Joe or Tim Jopek for details on this area;

35. _____ BLUE & GOLD BANQUET COMMITTEE* (4 needed - Feb Event)

The Blue & Gold Banquet Committee is responsible for planning, set up, staffing and cleanup of this dinner which celebrates the Birthday of Scouting in America and our Webelos 2 Scouts graduating to Boy Scouts. This event takes place at the February Pack Meeting;

36. _____ PINWOOD DERBY COMMITTEE* (4 needed-March Event)

Organize, plan and run the Pinewood Derby for the March Pack Meeting. Responsible for awards, computer / track operations, set up and breakdown of race track and room. All files and organizational checklists ready to go; 1-2 Dens will be assigned for setup & breakdown;

37. _____ SCOUTING FOR FOOD COMMITTEE* (2 needed -April Event)

Scouting For Food is a BSA community service project which collects non-perishable food for a local community food shelf. Food is collected from homes in the OLP / Hale School neighborhood area. The Committee is responsible for pre-event planning, organizing and directing this project;

38. _____ AQUATENNIAL HOTDOG STAND COMMITTEE* (2 needed - July Event)

P56 staffs the "Hotdog Stand" for one night at Nokomis Community Center during the Aquatennial Celebration in exchange for complimentary use of the Center for the Pinewood Derby. All P56 Scouts and Scout Parents serve and clean up the food booth – usually the "3rd Friday night" in July;

**Events marked with an asterick (*) will have some (or all) Dens with Parents assigned to you to work with and oversee depending on the nature and magnitude of the event .*

Thank you for your generous service to the Pack. Our Volunteer Coordinator and/or Pack Leaders will be in touch with all Parents/ Mentors for follow-up. Again, Thank You!