



General Information Applicable to All Ranks

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A. INTRODUCTION TO *FAST TRACK* DEN MEETING PLANS

How to use *FAST TRACKS*. *FAST TRACKS* is a series of den meeting plans (two den meetings per month) designed to be used in conjunction with the youth handbooks. By following the prescribed den meeting plans as written, the boys will fulfill the requirements necessary to earn the badge of rank by the end of February.

Den leaders should compare den meeting schedules to their pack calendar to ensure that the necessary den meetings are conducted prior to the blue and gold banquet.

In the den meeting plan section you will find the basic den meeting agenda format, tips on how to run your den meeting, basic guidance on den meeting structure, and organizational tips.

- Each den meeting is presented on separate pages, so you can print out only what you need at the time.
- Any handouts to be used at a given den meeting will follow the den meeting plan. These handouts can also be found in the Resources folder.

After the complete year of meeting plans for your program area, you will find tips about summer events and a Resources folder with additional resources.

Certain activities are **primarily done at home and signed off in the handbook by the parent** or adult family member after the boy has completed each task. (The parent is sometimes referred to as “Akela” in the handbook and the achievement tasks.) The handbook is later shown to the den leader or assistant, who records the progress and also signs the boy’s book.

B. DEN MEETING PLAN

a. Sample Agenda

1. Before the Meeting

- Communicate to parents and Cub Scouts about anything they need to bring to the meeting.
- Have books and materials on hand for activities, the opening, and the closing; organize the room (tables, chairs as needed for the program, flags, advancement charts, posters, handouts).

2. Gathering— Activities and record keeping

- The gathering time may be used to collect den dues and handle other administrative matters (record attendance, take event sign-ups, collect home advancement reports, sign the handbooks, etc.). Collecting the dues can help teach the boys responsibility.
- A snack at den meetings is optional. Depending on the time of your meeting, you might serve snacks at the beginning, as a break, or on completion of a key (difficult) activity.
 - Coordinate who brings snacks. Parents can do this on a rotating basis.
 - Encourage healthy snacks.
 - Be aware of any food allergies of den members. Alert parents who will be bringing snacks.

— Stock emergency snacks just in case a parent doesn't provide snacks on schedule.

3. **Opening**—Simple opening led by the den leader and denner

- Flag ceremony: Face the U.S. flag, salute, and recite the Pledge of Allegiance.

- Cub Scout Promise:

“I, *(name)*, promise to do my best

To do my duty to God and my country,

To help other people, and

To obey the Law of the Pack.”

4. **Advancement**—Boys work on advancement requirements for the appropriate rank

5. **Closing**

- Praise boys for a job well done. Talk about the next den meeting and any upcoming events/activities. Consider ending the meeting with one of the following:

— Living Circle (see *Cub Scout Leader Book*, No. 33221, page 2–4)

— Den yell, cheer, song, or inspirational thought

- Distribute “take home” notices, fliers, and advancement tasks to be done at home.
- Retire the colors (the process of removing the flag from display).

6. **After the Meeting**

- Clean up.
- Review plans for the next meeting with assistant(s) or the next meeting's parent/guardian helper.

- You may wish to distribute a parent information letter (see samples in the Resources folder) via e-mail rather than at the den closing. The letter tells parents what was completed at each meeting and provides information on upcoming den and pack meetings and activities.
- Confirm plans for the next meeting (special guest/helper).
- Organize books and materials for the next meeting.

b. Basic Den Structure and Organizational Tips

1. Plan advancement-centered activities.
 - See the den meeting plans for the rank of your den.
 - One or more advancement activities will be outlined in each den meeting plan.
2. Develop a good routine, communicate it to the boys (and parent volunteers), get the boys to “buy in,” and stick to the program.
 - Use the first few meetings to establish your routine.
 - Establish a den code of conduct. Help the boys decide what the rules should be. For a suggested Den Code of Conduct, see “Other Resources” (below). Review the *Guide to Safe Scouting* for member and unit responsibilities; see Youth Member Behavior Guidelines at <http://www.scouting.org/HealthandSafety/GSS/gss01.aspx#b>.
 - Wear your adult uniform to all meetings and remind boys to wear their uniforms. Praise those who wear the uniform correctly, and the other boys will fall into line.
 - Develop a den identity. Have the boys create a den yell.
 - Use a denner. A denner is a Cub Scout who serves as an assistant to the den leader. The denner can lead the den in the flag ceremony and in reciting the Pledge of Allegiance, Cub Scout Promise, and Law of the Pack; the denner can help the den leader as needed throughout the meeting. The role of

denner should rotate so all the boys have an opportunity to be the denner during the Scouting year.

3. Have a den box. Some items that you might want to include:
 - Stationery and craft supplies
 - U.S. flag (for flag ceremonies and the flag advancement items)
 - Lengths of rope
 - Puzzles for early arrivals
 - Flying disks and balls for quick games; and stopwatch and tape measure
 - A candle jar to use as a “good conduct candle” (*Cub Scout Leader How-To Book*) or as a miniature campfire (it brings focus)
 - First aid kit
 - *Cub Scout Leader How-To Book*, No. 33832
4. Before all den outings or field trips, file a local tour permit application as required by your local council two weeks in advance of the trip. Secure permission slips from all parents.

C. OTHER RESOURCES

Selected Official Scouting Web Sites

- Boy Scouts of America official national Web site, <http://www.scouting.org>
- Forms (including local tour permits and permission slips), <http://www.scouting.org/CubScouts/CubScoutingForms/forms.aspx>
- *Guide to Safe Scouting*, <http://www.scouting.org/HealthandSafety/GSS/toc.aspx>
- Age-Appropriate Guidelines for Scouting Activities, <http://www.scouting.org/cubscouts/resources/ageappropriateguidelines.aspx>
- Language of Scouting, <http://www.scouting.org/Media/LOS.aspx>

- BSA *Insignia Guide*, <http://www.scouting.org/Media/InsigniaGuide.aspx>
- Leave No Trace frontcountry guidelines, <http://www.scouting.org/cubscouts/resources/leavenotrace.aspx>
- *Scouting* magazine, <http://www.scoutingmagazine.org/>
- *Boys' Life* magazine, <http://www.boyslife.org/>
 - Jokes, <http://www.boyslife.org/section/jokes/>
 - Hobbies & Projects, <http://www.boyslife.org/section/hobbies-projects/>
- *Cub Scout Program Helps* (a year's worth of ideas to spice up your meetings), <http://www.scouting.org/CubScouts/Leaders/CubScoutHelps.aspx>
- Boy Scouts of America online shopping, <http://www.scoutstuff.org>

Key items for den leaders:

- *Cub Scout Leader Book*, No. 33221
- *Cub Scout Ceremonies for Dens and Packs*, No. 33212
- *Cub Scout Program Helps*, No. 34304
- *Cub Scout Leader How-To Book*, No. 33832
- *Cub Scout Academics and Sports Program Guide*, No. 34299B

Den Code of Conduct and Meeting Rules

Pack _____ Den _____

*Don't hand these out, but use them as a discussion guide to help the boys come up with their rules. Rules work better if the **boys** agree and believe **they** had the idea!*

The code of conduct may be written on a poster to display at the den meeting place. Do not post consequences, as it puts a focus on bad behavior.

Den "Code of Conduct" (How we'll treat each other)

Respect others in the den—fellow Cub Scouts, leaders, and guests.

Stay in control of yourself/Keep your self-control:

- Listen when someone else is speaking.
- Raise your hand when you want to say something. Wait to be recognized before you speak.
- Respect the space of others.

The Cub Scout sign means: *Everyone be quiet now.*

- When you see the sign go up, just be quiet and put the Cub Scout sign up.

Keep the meeting room clean.

- Keep the room clean during the meeting and after the meeting.
- Everyone helps leave the meeting room better than we found it.

Everyone has a job every week. Do your job.

Help others, be kind, and give "goodwill"—to fellow Cub Scouts, leaders, parents, and guests.

Review the *Guide to Safe Scouting* for member and unit responsibilities. See Youth Member Behavior Guidelines at

<http://www.scouting.org/HealthandSafety/GSS/gss01.aspx#b>