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## Cub Scout Pack Yearly Plan Outline

Original (2004-2005) Plan Outline by Santa Clara County Council

### ✌ Long Range Plans

- ✌ Web Site development
- ✌ Pack Newsletter
- ✌ Email Lists
- ✌ Family Resource Lists
- ✌ Service Projects
- ✌ Succession Planning
- ✌ Cub Scout and Leader Recruitment
- ✌ Leader Development and Training
- ✌ Pack Outings (camping, USS Hornet, Submarine, hikes, bike trips)

### August \_\_\_\_\_—Getting Started (Parents Meeting)

#### ✌ Pack Leaders Meeting

- ✌ Review year-long plan
- ✌ Discuss leadership needs for each event throughout the year
- ✌ Finalize plan August Pack Meeting and Parents Meeting
- ✌ Confirm availability of Scout Troop to watch boys while parents meet
  - Athletic games
  - Scout skills
  - Movie and popcorn night
- ✌ Confirm equipment availability (if PowerPoint presentation to be used)
- ✌ Discuss leadership needs—designate team to approach selected potential leaders
- ✌ Discuss topics to be discussed at
- ✌ Begin planning September Pack Meeting — **Theme** \_\_\_\_\_
- ✌ Space Derby?
- ✌ History Theme?
- ✌ Scouting's early days (Brownsea Island)
- ✌ Discuss & delegate responsibility for events/activities/speakers
- ✌ Discuss Pack fund raiser
- ✌ Confirm chairperson
- ✌ Publicize dates and prices to be charged
- ✌ Discuss possible prizes for top sellers, target for each boy, prizes for reaching target, etc.

#### ✌ Pack Meeting

- ✌ Welcome
  - ✌ Flag Ceremony
  - ✌ Opening Ceremony
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- ✌️ Song or Skit
  - ✌️ Welcome New Cub Scouts/Families
  - ✌️ Fun for Cubs
    - Athletic games
    - Scout Skills
    - Movies and popcorn
  - ✌️ Fun for Parents (Parents Meeting)
    - Year Long Program Overview
    - Pack and Den Leadership
    - About the Cub Scout Program
    - Expectations for Boys and Parents
    - Introduce Pack Fund raiser
    - Family Resource Sheet
    - Volunteer for Event Leadership Positions
  - ✌️ Reminders and Recognitions
  - ✌️ Closing Ceremony

**September \_\_\_\_\_ — Theme \_\_\_\_\_**

### ✌️ **Pack Leaders Meeting**

- ✌️ Finalize September Pack meeting plan
- ✌️ Space Derby?
- ✌️ History Theme?
- ✌️ Scouting's early days (Brownsea Island)
- ✌️ Confirm events/activities/speakers
- ✌️ Begin planning October Pack meeting— **Theme** \_\_\_\_\_
- ✌️ Discuss and commit to acts for dens
- ✌️ Guest performer?
- ✌️ Decorations
- ✌️ Finalize Fundraiser introduction
- ✌️ Religious Award Intro?
- ✌️ Talk about use of Den Chiefs
- ✌️ Submit Summertime Activity Award application

### ✌️ **Pack Meeting**

- ✌️ Welcome
  - ✌️ Flag Ceremony
  - ✌️ Opening Ceremony
  - ✌️ Song/Skit
  - ✌️ Activities and Events
    - Space Derby?
    - History Theme?
    - Scouting's early days (Brownsea Island)
  - ✌️ Reminders and Recognitions
    - Advancement—Bobcat Badges
    - Summertime Pack Award Pins
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- Thank you's
  - Next Pack Meeting

✌️ Closing Ceremony

**October \_\_\_\_\_ — Theme \_\_\_\_\_**

### ✌️ **Pack Leaders Meeting**

- ✌️ Finalize October Pack Meeting plan
- ✌️ Guest performer?
- ✌️ Decorations
- ✌️ Begin planning November Pack Meeting — **Theme \_\_\_\_\_**
- ✌️ Box Racing
  - Need to hand out boxes/ropes for November Pack Meeting
  - Location for getting carpet pieces
  - Discuss rules
  - Confirm Christmas tree ornaments arrangements
- ✌️ Need to arrange for Pinewood Derby cars to distribute at November meeting
- ✌️ Confirm arrangement for December Service project (if used)
- ✌️ Blue and Gold Banquet Committee to be formed and begin meeting
- ✌️ Fund raiser update
- ✌️ Begin Re-chartering Plan
- ✌️ Dens to schedule uniform inspection and youth member inventory
- ✌️ Re-chartering
  - Deadline March
  - Need to double check all boys and adults registration forms in
  - Need to enter in all data into PackMaster
  - Schedule meeting to complete re-chartering packet
  - Certify compliance with Quality Unit

### ✌️ **Pack Meeting**

- ✌️ Welcome
  - ✌️ Flag Ceremony
  - ✌️ Opening Ceremony
  - ✌️ Song/Skit
  - ✌️ Activities and Events
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- ✌ Circus events
  - ✌ Guest Performer?
  - ✌ Reminders and Recognitions
  - ✌ Advancement
  - ✌ Thank you's
  - ✌ Next Pack Meeting
  - ✌ Closing Ceremony

**November** \_\_\_\_\_ — **Theme** \_\_\_\_\_

✌ **Pack Leaders Meeting**

- ✌ Finalize November Pack Meeting plan
- ✌ Box Racing Theme
  - Confirm rules
  - Reminder to bring soccer cones (need close to 200)
- ✌ Begin planning December Pack Meeting — **Theme** \_\_\_\_\_
- ✌ Service Project?
  - Discuss and delegate contacting of potential agencies to assist
- ✌ Holiday Dessert Contest?
  - Decorate Christmas Cookies?
- ✌ Discuss details for December service project
- ✌ Pinewood Derby planning (January)
- ✌ Blue & Gold Banquet planning (February)

✌ **Pack Meeting**

- ✌ Welcome
- ✌ Flag Ceremony
- ✌ Opening Ceremony
- ✌ Song/Skit
- ✌ Activities and Events
- ✌ Cubs In Shining Armor Theme
- ✌ Reminders and Recognitions
- ✌ Advancement
- ✌ Thank you's
- ✌ Next Pack Meeting
- ✌ Closing Ceremony

**December** \_\_\_\_\_ — **Theme** \_\_\_\_\_

✌ **Pack Leaders Meeting**

- ✌ Finalize December Pack Meeting plan
  - ✌ Confirm service project arrangements *OR*
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- ✌️ Holiday Dessert Contest
  - ✌️ Begin planning January Pack Meeting— **Theme** \_\_\_\_\_
  - ✌️ Television News Show Format?
  - ✌️ Guest Speakers from Newspaper, TV or Radio Station
    - Real reporter present or Live broadcast?
    - Decorations
  - ✌️ Pinewood Derby logistics final planning
  - ✌️ Blue and Gold Banquet planning—Theme: It's a Scouting Celebration
  - ✌️ Decorations
  - ✌️ Early days of Scouting uniforms/costumes?
  - ✌️ Encourage University of Scouting sign-ups

### ✌️ **Pack Meeting**

- ✌️ Welcome
- ✌️ Flag Ceremony
- ✌️ Opening Ceremony
- ✌️ Song/Skit
- ✌️ Activities and Events
- ✌️ Service Project *OR*
- ✌️ Holiday Dessert Contest
- ✌️ Reminders and Recognitions
- ✌️ Advancement
- ✌️ Thank you's
- ✌️ Next Pack Meeting
- ✌️ Closing Ceremony

**January** \_\_\_\_\_ — **Theme** \_\_\_\_\_

### ✌️ **Pack Leaders Meeting**

- ✌️ Finalize January Pack Meeting plan
  - ✌️ Confirm guests/decorations
  - ✌️ Pinewood derby planning
  - ✌️ February Pack Meeting/Blue and Gold Banquet planning
  - ✌️ Determine Guests to be invited
    - Chartered Organization Head
    - Chartered Organization Representative
    - School Principal/Vice Principal/Teachers
    - Unit Commissioner
    - District Executive
  - ✌️ Committee Chair and Cubmaster determine Adult Leader Recognitions
  - ✌️ Designate Friend of Scouting contact
  - ✌️ Decide when FOS presentation will be made
  - ✌️ Contact District FOS chair to arrange time and place
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- ✌ Preliminary planning for day camps
  - ✌ Select/confirm day camp coordinator

### ✌ Pack Meeting

- ✌ Welcome
- ✌ Flag Ceremony
- ✌ Opening Ceremony
- ✌ Song/Skit
- ✌ Activities and Events
- ✌ TV News Format or Guest speakers OR
- ✌ Pinewood Derby
- ✌ Reminders and Recognitions
- ✌ Advancement
- ✌ Thank you's
- ✌ Next Pack Meeting
- ✌ Closing Ceremony

February \_\_\_\_\_ — Theme \_\_\_\_\_ (Blue & Gold Banquet)

### ✌ Pack Leaders Meeting

- ✌ Finalize February Pack Meeting/Blue & Gold Banquet plan
- ✌ Begin planning for March Pack Meeting — **Theme** \_\_\_\_\_
- ✌ Discuss and delegate what to get for genius kits
- ✌ Plan graduation ceremony for March
- ✌ Need to pick day camp coordinators
- ✌ Discuss preliminary 2007-2008 Facilities request
- ✌ Begin Summertime Activities Planning
- ✌ Develop plan to promote day camp attendance
- ✌ Finalize plans for FOS presentation
- ✌ Determine which Boy Scout Troops will need to invited to Webelos Arrow of Light ceremony

### ✌ Pack Meeting

- ✌ Welcome
  - ✌ Flag Ceremony
  - ✌ Opening Ceremony
  - ✌ Dinner
  - ✌ Song/Skit
  - ✌ Reminders and Recognitions
  - ✌ Advancement???
  - ✌ Thank you's
    - Adult Leader Recognitions
  - ✌ Next Pack Meeting
  - ✌ Closing Ceremony
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March \_\_\_\_\_ — Theme \_\_\_\_\_

✌ **Pack Leaders Meeting**

- ✌ March 2004
- ✌ Finalize March Pack Meeting plan
  - Confirm any needed materials
- ✌ Begin planning for April Pack Meeting — **Theme** \_\_\_\_\_
  - Earth Day event? Conservation theme
  - Speakers/activities?
  - Water sports?
  - Indoor fishing?
- ✌ Discuss **20\_\_ -20\_\_** facilities needs and timing for request submission
- ✌ Discuss Day camp sign-ups
  - Coordinate adult participation
- ✌ Begin planning for May Cub Scout recruiting night
- ✌ Finalize Summertime activities
  - At least 2 per month
  - Develop plan for publicizing activities

✌ **Pack Meeting**

- ✌ Welcome
- ✌ Flag Ceremony
- ✌! Opening Ceremony
- ✌ Song/Skit
- ✌ Activities and Events
- ✌ Sign up for Cub Scout Day Camps
- ✌ Reminders and Recognitions
- ✌! Advancement
  - Arrow of Light Ceremony
- ✌ Thank you's
- ✌ Next Pack Meeting
- ✌ Closing Ceremony

April \_\_\_\_\_ — Theme \_\_\_\_\_

✌ **Pack Leaders Meeting**

- ✌ Finalize April Pack Meeting plan
  - ✌! Earth Day event? Conservation theme
    - Speakers/activities?
  - ✌ Water sports?
  - ✌ Indoor fishing?
  - ✌ Begin planning May Pack Meeting — **Theme** \_\_\_\_\_
  - ✌ Make sure Parents and Cubs know what they need to do for
  - ✌ Advancement
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- Handbooks and neckerchiefs need to be secured early
  - ✌️ Flags for retirement ceremony?
  - ✌️ Finalize planning on summertime activities
  - ✌️ Discuss Cub Scout Recruiting Night plans
  - ✌️ April is National Youth Protection Month—arrange for all Den and Pack Leaders to be Youth Protection trained

### ✌️ Pack Meeting

- ✌️ Welcome
- v Flag Ceremony
- ✌️ Opening Ceremony
- ✌️ Song/Skit
- ✌️ Activities and Events
- ✌️ Earth Day event? Conservation theme
  - Speakers/activities?
- ✌️ Water sports? Indoor fishing?
- ✌️ Reminders and Recognitions
- ✌️ Advancement
  - Arrow of Light Ceremony
- ✌️ Thank you's
- ✌️ Next Pack Meeting
- ✌️ Closing Ceremony

May \_\_\_\_\_ — Theme \_\_\_\_\_ (Graduation?)

### ✌️ Pack Leaders Meeting

- ✌️ Finalize May Pack Meeting plan — Theme \_\_\_\_\_
- ✌️ Finalize summertime activities
- ✌️ Finalize Cub Scout Recruiting Night plans

### ✌️ Pack Meeting

- ✌️ Welcome
- ✌️ Flag Ceremony
- ✌️ Opening Ceremony
- ✌️ Song/Skit
- ✌️ Activities and Events
- ✌️ Bugs *OR*
- ✌️ Graduation ceremony
- ✌️ Reminders and Recognitions
- ✌️ Advancement
- ✌️ Thank you's
- ✌️ Next Pack Meeting
- ✌️ Closing Ceremony

June \_\_\_\_\_ — Theme \_\_\_\_\_

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**Ideas for Summertime Pack Activities (At least 2 per month)**

Miniature Golf Ball Game Picnic

Camping Hike Bike ride/Rodeo

Day camps

Nature trail Swimming (be sure to observe Safe Swim Defense or go to a pool with lifeguards)

Historic park or Mission tour

Fire/police station tour Space Derby/Rain gutter Regatta

Others.....

**July \_\_\_\_\_ — Theme \_\_\_\_\_**

**August \_\_\_\_\_ — Theme \_\_\_\_\_ (Getting Started)**

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# Pack \_\_\_\_\_

## Example of 2006-2007 Program Schedule

### September 2006 Theme: Zoo Adventures

Pack Leaders Meeting September \_\_\_\_\_ 7:00 pm to 8:30 pm

Pack Meeting September \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Wolf Den 2
- Greeting: Bear Den 1
- Gathering: Bear Den 2
- Flag Ceremonies: Webelos Den 1
- Opening Ceremony: Webelos Eagle Den
- Snack: Webelos Den 2

### October 2006 Theme: Cub Scout Shipbuilders

Pack Leaders Meeting October 10, 2002 7:00 pm to 8:30 pm

Pack Meeting October 23, 2002 7:00 pm to 8:30 pm I

- Set-up: Wolf Den 1
- Greeting: Wolf Den 2
- Gathering: Bear Den 1
- Flag Ceremonies: Bear Den 2
- Opening Ceremony: Webelos Den 1
- Snack: Webelos Eagle Den

### November 2006 Theme: Cubs in Shining Armor

Pack Leaders Meeting, November \_\_\_\_\_ 7:00 pm to 8:30 pm

Pack Meeting November \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Webelos Panther Den
- Greeting: Wolf Den 1
- Gathering: Wolf Den 2
- Flag Ceremonies: Bear Den 1
- Opening Ceremony: Bear Den 2
- Snack: Webelos Den 1

### December 2006 Theme: Cub Scouts Stars

Pack Leaders Meeting December \_\_\_\_\_ 7:00 pm to 8:30 pm

Pack Meeting December \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Webelos Den 2
- Greeting: Webelos Panther Den
- Gathering: Wolf Den 1
- Flag Ceremonies: Wolf Den 2
- Opening Ceremony: Bear Den 1
- Snack: Bear Den 2

### January 2007 Theme: Poles Apart

Pinewood Derby

- Open Test Runs January \_\_\_\_\_ 1:00 pm to 3:00 pm
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• Race Day January \_\_\_\_\_ 1:00 pm to 5:00 pm  
Pack Leaders Meeting January \_\_\_\_\_ 7:00 pm to 8:30 pm  
Pack Meeting January \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Webelos Eagle Den
- Greeting: Webelos Den 2
- Gathering: Webelos Panther Den
- Flag Ceremonies: Wolf Den 1
- Opening Ceremony: Wolf Den 2
- Snack: Bear Den 1

**February 2007 Theme: Aloha Cub Scouts**

Pack Leaders Meeting February \_\_\_\_\_ 7:00 pm to 8:30 pm  
Blue and Gold Banquet February \_\_\_\_\_ 6:00 pm to 9:00 pm

- Den Responsibilities TBD

**March 2007 Theme: Baloo Skies**

Pack Leaders Meeting Thurs., March \_\_\_\_\_ 7:00 pm to 8:30 pm  
Pack Meeting Wed., March \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Webelos Den 1
- Greeting: Webelos Eagle Den
- Gathering: Webelos Den 2
- Flag Ceremonies: Webelos Panther Den
- Opening Ceremony: Wolf Den 1
- Snack: Wolf Den 2

**April 2007 Theme: Cub Café`**

Pack Leaders Meeting April \_\_\_\_\_ 7:00 pm to 8:30 pm  
Pack Meeting April \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Bear Den 2
- Greeting: Webelos Den 1
- Gathering: Tiger Cub Den 1
- Flag Ceremonies: Webelos Den 2
- Opening Ceremony: Tiger Cub Den 2
- Snack: Wolf Den 1

**May 2007 Theme: Cubs and Bugs Galore**

Pack Leaders Meeting May \_\_\_\_\_ 7:00 pm to 8:30 pm  
Pack Activity

Recruiting Night , May \_\_\_\_\_ 7:00 pm to 8:30 pm  
Pack Meeting May \_\_\_\_\_ 7:00 pm to 8:30 pm

- Set-up: Bear Den 1
- Greeting: Bear Den 2
- Gathering: Webelos Den 1
- Flag Ceremonies: Tiger Cub Den 1
- Opening Ceremony: Webelos Den 2
- Snack: Tiger Cub Den 2

**June 2007 Theme: Wheel into Summer**

Pack Picnic  
Religious Awards Mass June \_\_\_\_\_ 12:30 pm Mass

**July 2007 Theme: The Rockets' Red Glare**

Summertime Fun

**August 2007 Theme: A Century of Scouting**

Summertime Fun  
Pack Leaders Meeting August \_\_\_\_\_ 7:00 pm to 8:30 pm  
Pack Meeting August \_\_\_\_\_ 7:00 pm to 8:30 pm

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# Pack \_\_\_\_\_

## Program Schedule for 2 \_\_\_\_\_ - 2 \_\_\_\_\_

### September 2 \_\_\_\_\_ Theme: \_\_\_\_\_

Pack Leaders Meeting September \_\_\_\_\_ pm to \_\_\_\_\_ pm

Pack Meeting September \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

### October 2 \_\_\_\_\_ Theme: \_\_\_\_\_

Pack Leaders Meeting October \_\_\_\_\_ pm to \_\_\_\_\_ pm

Pack Meeting October \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: Wolf Den 1
- Greeting: Wolf Den 2
- Gathering: Bear Den 1
- Flag Ceremonies: Bear Den 2
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

### November 2 \_\_\_\_\_ Theme: \_\_\_\_\_

Pack Leaders Meeting, November \_\_\_\_\_ pm to \_\_\_\_\_ pm

Pack Meeting November \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

### December 2 \_\_\_\_\_ Theme: \_\_\_\_\_

Pack Leaders Meeting December \_\_\_\_\_ pm to \_\_\_\_\_ pm

Pack Meeting December \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

### January 2 \_\_\_\_\_ Theme: \_\_\_\_\_

Pinewood Derby

- Open Test Runs January \_\_\_\_\_ pm to \_\_\_\_\_ pm

• Race Day January \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Leaders Meeting January \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Meeting January \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

**February 22** Theme: \_\_\_\_\_

Pack Leaders Meeting February \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Blue and Gold Banquet February \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Den Responsibilities \_\_\_\_\_ Den \_\_\_\_\_

**March 2** Theme: \_\_\_\_\_

Pack Leaders Meeting March \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Meeting Wed., March \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

**April 2** Theme: \_\_\_\_\_

Pack Leaders Meeting April \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Meeting April \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

**May 2** Theme: \_\_\_\_\_

Pack Leaders Meeting May \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Activity

Recruiting Night , May \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Meeting May \_\_\_\_\_ pm to \_\_\_\_\_ pm

- Set-up: \_\_\_\_\_ Den \_\_\_\_\_
- Greeting: \_\_\_\_\_ Den \_\_\_\_\_
- Gathering: \_\_\_\_\_ Den \_\_\_\_\_
- Flag Ceremonies: \_\_\_\_\_ Den \_\_\_\_\_
- Opening Ceremony: \_\_\_\_\_ Den \_\_\_\_\_
- Snack: \_\_\_\_\_ Den \_\_\_\_\_

**June 2** Theme: \_\_\_\_\_

Pack Picnic \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Religious Awards Mass June \_\_\_\_\_

**July 2** Theme: \_\_\_\_\_

Summertime Fun \_\_\_\_\_ pm to \_\_\_\_\_ pm

**August 2** Theme: \_\_\_\_\_

Summertime Fun \_\_\_\_\_ pm to \_\_\_\_\_ pm

Pack Leaders Meeting August \_\_\_\_\_ pm to \_\_\_\_\_ pm  
Pack Meeting August \_\_\_\_\_ pm to \_\_\_\_\_ pm

# Pack \_\_\_\_\_

## Clean Up/Close Up Checklist

Meeting Date: \_\_\_\_\_

	Completed	Person Responsible
<b>1. Tables and Chairs</b>		
Put away all tables and chairs properly		
<b>2. Gym Floor</b>		
Remove all equipment brought in		
Sweep entire floor		
Confine eating area to corner by girls bathroom		
Sweep and damp-mop eating area		
<b>3. Boys and Girls Restrooms</b>		
Check and restock paper supplies		
Pick up and damp mop as needed		
<b>4. Stage Area</b>		
Return to initial arrangement		
Pick up refuse as needed		
<b>5. Outside Doors</b>		
Check all doors inside and outside to make sure they are shut tight and locked		
<b>6. Lights</b>		
Turn off all interior lights:		
Behind stage		
In storage room		
In restrooms		
In entryway		
<b>7. Key(s)</b>		
Return to Parish Office		