

Pack Meeting Planning Sheet
Week 1: Introduction to Cub Scouts & Month 1 Planning Meeting

		Assigned to
Before the Meeting	It is recommended that each parent is called to give them a chance to ask questions and remind them of the meeting. • 30 days before the meeting, confirm access to the meeting location • Coordinate with your local council and school district to distribute information about the meeting ◦ Include date, time, location, and contact information for questions • 7 days before the meeting, send out a meeting reminder • 3 days before the meeting, send out a second meeting reminder • The morning of the meeting, send out a third meeting reminder • Using the blank calendar and the Pack Planning Checklist, create a draft Pack Calendar. On the day of the meeting, set up the meeting location to allow for enough seating for all expected parents.	
<i>Gather the needed supplies</i>	• Printer • Blank adhesive name tags (1 for every person) • Permanent markers • Sign-in sheet(s) • Pens • Scouting America Youth and Adult Applications	

	• Draft pack calendar (one for each family) • Pack Planning Checklist • Week #2 Pack Planning Sheet • Character and Leadership Pack Meeting Planner Sheet • Personal Fitness Pack Meeting Planner Sheet • Printed copies of Welcome! New Cub Scout Family pamphlet (printed or QR code) • Printed copies of “Family Talent Survey” • Pack-specific information packet (if available)	
Gathering	Fill out a name tag Complete registration documents (if needed) Provide handouts.	
Opening Ceremony:	None	
Opening Remarks:	Opening Week 1 Parent Orientation and Planning Meeting.	Cubmaster
Agenda:		
	What is Cub Scouts Script (link to What is Cub Scouts Script)	
	Monthly Pack Planning Link to Monthly Pack Planning Script)	
Cubmaster Minute	Week 1 Cub Master Minute (link to the Week 1 Cub Master Minute)	
Closing Flag Retirement	None	
After the Meeting:	Clean Up • Follow up with new families via phone and email. • Update the Pack calendar as needed and print copies for Week #2 meeting.	All