

# Template for Sample Parent Information Letter or E-Mail



Adapted from examples shown at [www.scouting.org/CubScouts/Leaders/DenLeaderResources.aspx](http://www.scouting.org/CubScouts/Leaders/DenLeaderResources.aspx):

\_\_\_\_\_, 20\_\_

Dear Arrow of Light den parents:

Today we completed the following requirements or activity badge achievements from your son's *Webelos Handbook*: "\_\_\_\_\_" . Our special guest leaders were "\_\_\_\_\_" and "\_\_\_\_\_", who "\_\_\_\_\_".

For our next den meeting on "\_\_\_\_\_" day, "\_\_\_\_\_", 20\_\_\_\_, at "\_\_\_\_\_", we will be working on these requirements or activity badge achievements from your son's *Webelos Handbook*: "\_\_\_\_\_". To help prepare, please have your son complete the "\_\_\_\_\_" which he received at the den meeting (if you need another, please let me know) or review those requirements in your son's *Webelos Handbook*. Our special guest leaders planning to assist at that meeting are "\_\_\_\_\_" and "\_\_\_\_\_".

If you would like to assist at this or another meeting, please let me know! Our summary of the den meeting dates, plans and rank requirements to be covered is set forth below.

We have a pack meeting on "\_\_\_\_\_" day, "\_\_\_\_\_", 20\_\_\_\_, at "\_\_\_\_\_". The current program for that event is as follows: "\_\_\_\_\_". Our den will "\_\_\_\_\_".

We also have an upcoming pack outing on "\_\_\_\_\_" day, "\_\_\_\_\_", 20\_\_\_\_, at "\_\_\_\_\_", where we will "\_\_\_\_\_". Please sign up for that event by contacting "\_\_\_\_\_" or "\_\_\_\_\_".

Finally, let me give two advancement reminders. First, to earn the Webelos badge, your son doesn't have to do EVERYTHING in the book (earning the Webelos badge requires three activity badges, the Arrow of Light requires five more, each with some special requirement about what group—Physical Skills, Mental Skills, Community, Technology, and Outdoor groups—the activity badge is from). We're doing some of the more interesting and challenging ones in our meeting, but the good news is that the program is flexible. There will be other activity badges that can be earned at campouts and other activities.

Second, let me remind you that there are a number of achievements from your son's handbook that must be completed by you at home, and you—as "Akela," a leader—should review those with your son, and sign off in the handbook when they are complete. A list is provided below for your convenience. Some of these (like requirements related to faith) are clearly family matters, many of these are part of what you will do anyway as you raise your son, and others you will be glad to have (like doing chores around the house)!

Thank you for your help in leading all of our great Scouts.

\_\_\_\_\_, den leader

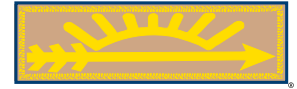
Phone Numbers: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Notes:

- ▶ Be sure to adjust this list as you develop and change the sequence of your meetings.
- ▶ Of course, all Scouting is local; your mileage may vary, and so should your plan!
- ▶ A Arrow of Light den that has had all or most of its members in a Webelos I program might keep a reminder list of what was covered in the past (den meetings, summer Webelos encampment) for reference, and so new Arrow of Light Scouts and families can see what they would need to do to catch up with the rest of the den.

Upcoming dates and meetings for the Arrow of Light year (some of these activities that are shown as “one meeting plans” may expand to be covered in two meetings to be sure the activities are covered in a fun and interesting way):



Date	The Arrow of Light Den Meeting Plans	Rank Requirements and Electives Covered
_/_/_	<b>1: Family Member</b>	Family Member 8 and 9. Arrow of Light 2 and 7. Family Member 2–6, 9. Review Aquanaut chapter.
_/_/_	<b>2: Aquanaut</b>	Family Member 2, 3, 5, 6. Aquanaut 1–5, 8 (Swimming belt loop). Family Member 4, 9. Review Outdoorsman chapter.
_/_/_	<b>3: Outdoorsman</b>	Outdoorsman 1, 2, 5, 7, 8, 10, 11. Family Member 4, 9. Review Sportsman chapter.
_/_/_	<b>4: Sportsman</b>	Family Member 4 and 9. Sportsman 1–4 (Ultimate belt loop). Review Scientist chapter.
_/_/_	<b>5: Scientist</b>	Scientist 1–7, 9, 11, 12 (Science belt loop). Review Scientist chapter.
_/_/_	<b>6: Scientist and Arrow of Light</b>	Scientist 1–7, 9, 11, 12 (Science belt loop). Arrow of Light 2, 5, 7. Review Readyman chapter.
_/_/_	<b>7: Readyman</b>	Readyman 1–3, 11, 13. Review Readyman chapter. Readyman 3, 11
_/_/_	<b>8: Readyman</b>	Readyman 3, 11. Readyman 4–7. Review Readyman chapter.
_/_/_	<b>9: Readyman</b>	All Readyman
_/_/_	<b>10: Arrow of Light</b>	Arrow of Light make up and ceremony preparation. Review Handyman chapter. Handyman 1.
_/_/_	<b>11: Handyman</b>	Handyman 1, 2, 5–8, 10. Review Sportsman chapter.
_/_/_	<b>12: Sportsman</b>	Sportsman 4 (Soccer belt loop). Communicator 11–14. Review Communicator chapter.
_/_/_	<b>13: Communicator</b>	Communicator 11–14 (or alternatives). Communicator 3, 4, 6. Review Sportsman chapter.
_/_/_	<b>14: Sportsman</b>	Sportsman (Bicycling belt loop)
_/_/_	<b>15: Sportsman</b>	Sportsman (Marbles belt loop)

**Webelos “At Home” Achievements:** Here are the achievements from the boys’ handbook that must be completed at home, where the parent—as “Akela,” a leader—should review them and sign off in the handbook when they are complete (these will be assigned at the right time, as in many cases they will tie into meeting plans):

- ▶ Complete the exercises in *How to Protect Your Children From Child Abuse: A Parent’s Guide*.
- ▶ For the Webelos badge: Requirement 8.
- ▶ Citizen activity badge.
- ▶ Fitness activity badge.
- ▶ Readyman activity badge.
- ▶ For other activity badges, we’ll advise on what is to be done at home.