



## 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 Wolf Den Cub Scout Parents:

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

For our next den meeting on \_\_\_\_\_ day, \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, we will be working on these achievements or electives from your son's *Wolf 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 *Wolf 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 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 it is 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: \_\_\_\_\_

Upcoming Dates and Meetings [*Note: Be sure to adjust as you change the sequence or requirements covered*]:

Date	Den Meeting Plan	Rank Requirements/Electives to Be Covered
__/__/__	<b>1: Bobcat and Your Flag</b>	Achievement 2b or 2f. Bobcat (partial). Elective 9b (partial). Elective 12e. Achievement 8b–e: How to Protect Your Children From Child Abuse
__/__/__	<b>2: Your Flag and Feats of Skill</b>	Achievements 2a and 1a–f
__/__/__	<b>3: Your Flag and Sports Electives</b>	Achievements 2c, 2d, 2e, 2g, and 3a. Elective 20h, 20i, 20j, and one of 20k, 20l, or 20m), Bowling belt loop
__/__/__	<b>4: Keep Your Body Healthy and Bowling Field Trip</b>	Achievement 3a–c. Elective 20g. Bowling belt loop
__/__/__	<b>5: Know Your Home and Community and Be Safe at Home and on the Street</b>	Achievements 4a–d, 4f, 7e, and 9a–e
__/__/__	<b>6: Make a Gift and Sing-Along</b>	Achievements 4a–e and 9b–d. Electives 9b–c and 11a

_/_/_	<b>7: Your Living World and Tie It Right</b>	Achievements 4e, 6b, 7a–f, and 8c–e. Electives 9b–c and 17a–c
_/_/_	<b>8: Cooking and Eating and Start a Collection</b>	Achievements 4e, 6a, 6c, and 8a–e
_/_/_	<b>9: Tools for Fixing and Building</b>	Achievements 5a–e, 10, and 11. Elective 13c
_/_/_	<b>10: Birds</b>	Achievements 10a–g and 11. Elective 13a–f
_/_/_	<b>11: Making Choices</b>	Achievement 12a and four from 12b–k. Elective 13f
_/_/_	<b>12: Books, Books, Books</b>	Achievement 12a–k. Elective 6a, 6c, and 12a
_/_/_	<b>13: Pets</b>	Elective 14b–d
_/_/_	<b>14: American Indian Lore</b>	Electives 10a, 10c, 10f, and 21
_/_/_	<b>15: Marbles</b>	Achievement 10a. Electives 4e and 21. Marbles belt loop
_/_/_	<b>16: Outdoor Adventure and Fishing</b>	Electives 18a, 18b, and 19a–f

<b>Supplemental Meeting A: Grow Something and Birds</b>	Electives 10a, 13b, 15a or b
<b>B: Spare Time Fun, Part 1</b>	Elective 5
<b>C: Spare Time Fun, Part 2</b>	Elective 5
<b>D: Swimming and Boating Safety Rules</b>	Achievement 1j and 1i. Elective 20b. Swimming belt loop
<b>E: Be an Actor, Be an Artist</b>	Electives 2 and 12d
<b>F: Make It Yourself</b>	Elective 3a–b
<b>G: Outdoor Adventure</b>	Electives 18a, 4a–f
<b>H: Spare Time Fun</b>	Elective 5a
<b>I: Make It Yourself</b>	Elective 3c and 3d
<b>J: Machine Power</b>	Elective 8a–d
<b>K: Be an Artist</b>	Elective 12b, c, f
<b>L: Grow Something</b>	Elective 15e
<b>M: Family Alert</b>	Elective 16a–c
<b>N: Sports</b>	Elective 20l
<b>O: Say It Right</b>	Elective 22a–e

**Wolf “At Home” Achievements:** Here are the achievements from the boys’ handbook that must be completed by the parent or guardian, at home, where the parent or guardian is “Akela,” a leader. After completion, the parent or guardian will sign off in the handbook. The den leader will acknowledge completion by initialing the handbook and recording the advancement.

- ▶ Complete the exercises in the parent’s guide, *How to Protect Your Children From Child Abuse*.
- ▶ **Achievement 3 KEEP YOUR BODY HEALTHY** (page 56): a) Make a chart and keep track of your health habits for two weeks. (We’ll send home the chart when it is time to do this).
- ▶ **Achievement 4 KNOW YOUR HOME AND COMMUNITY** (page 60): While we’ll talk about these in a den meeting, there will be “do at home” work for the following:
  - a) Make a list of phone numbers you need in case of an emergency. Put a copy of this list by each phone or in a central place in your home. Update it often. (List given in the book.)
  - b) Tell what to do if someone comes to the door and wants to come in.
  - c) Tell what to do if someone calls on the phone.
  - d) When you and your family leave home, remember to . . . (List given in the book.)
  - e) Talk with your family members. Agree on the household jobs you will be responsible for. Make a list of your jobs and mark off when you have finished them. Do this for one month.

