# The Committee Chair

Cub Pack Program Guide | Build the team, handle the business, protect the leaders' time

*A guide to best practices, not policy. Meant to be adapted to your pack and your council. Where anything here differs from current Scouting America policy, your council's guidance, or the Scout's handbook, those govern.*

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**IF YOU READ NOTHING ELSE**

Your job is to make sure the Cubmaster and the den leaders never have to think about money, forms, or logistics.

You do that by recruiting a team — not by doing it yourself. A committee chair who is also the treasurer, the advancement chair, and the popcorn kernel is a pack with one point of failure.

Three deadlines actually matter: unit renewal (section 9), the annual program planning meeting in May (section 6), and having leaders in place before August recruiting night. Miss those and the year gets hard.

You run the monthly parent and leader meeting. Sixty minutes. Agenda sent in advance.

## 1. What the committee chair actually does

The pack committee is the business office of the pack. You chair it. The Cubmaster delivers the program to the kids; you make sure the program has money, people, paperwork, and a place to meet.

### Yours

- Recruit and keep the adult team filled — committee positions and den leaders.
- Run the monthly parent and leader meeting.
- Own the annual calendar: charter renewal, budget, program planning, and the recruiting plan.
- Make sure every registered adult has current Safeguarding Youth Training and that the roster is accurate.
- Maintain the relationship with the chartered organization and with your unit commissioner and district executive.
- Approve spending against the budget and make sure den leaders are reimbursed quickly.
- Back the Cubmaster in public. Disagree in private.

### Not yours

- Running the pack meeting — that is the Cubmaster.
- Running den meetings or teaching adventures — that is the den leaders.
- Approving individual advancement — den leaders approve, the advancement chair records.
- Being the treasurer, secretary, and advancement chair simultaneously. If you are, your real job this month is recruiting.

## 2. Your first 30 days

- ❑ Complete Safeguarding Youth Training (SYT) at my.Scouting.org. Required before registering, and it expires every 12 months.
- ❑ Register as a committee chair and be approved by the chartered organization.
- ❑ Complete the online position-specific training for pack committee.
- ❑ Get the pack's bank account signature cards updated, and confirm two signatures are required.
- ❑ Pull the current unit roster and check every adult's Safeguarding Youth Training expiration date. SYT expires annually, so somebody on your roster is always about to lapse. Fix what is expired now, not in November.
- ❑ Meet the Cubmaster. Agree in writing on who owns what.
- ❑ Meet the chartered organization representative and the head of the chartered organization.

- ❑ Find your pack's charter expiration date in the Unit Renewal portal at my.Scouting.org and put it on the calendar with a 75-day warning. Renewal is keyed to your unit's own date now, not a council-wide deadline.
- ❑ Confirm every den has a leader and at least one registered assistant.

## 3. Your team, and what each person owns

A pack committee needs a minimum of three registered members — chair, secretary, and treasurer. That is the floor, not the goal. Every position below that goes unfilled lands on somebody who did not volunteer for it.

| Position | Owns | Recruit by |
|---|---|---|
| **Committee chair** | The committee, the calendar, the adult team | Before the program year |
| **Treasurer** | Budget, bank account, dues, reimbursements, annual financial report | August |
| **Secretary** | Minutes, rosters, communication, meeting notices | August |
| **Advancement chair** | Recording advancement, ordering awards, tracking who is behind | September |
| **Membership / recruiting chair** | Fall recruiting night, applications, new family onboarding | May, for the August event |
| **Outdoor / activities chair** | Campouts, day camp, hikes, permits and consent forms | September |
| **Fundraising chair** | Popcorn or the pack's fundraiser, money-earning application | August |
| **Pinewood Derby chair** | Kits, rules, track, workshop, race day | October |
| **Blue and Gold chair** | Banquet logistics, food, venue, invitations | December |
| **Training chair** | Tracking who is trained, pushing people through it | September |
| **Chartered organization rep** | The link to the chartered organization; approves adult applications | Appointed by the organization |

### HOW TO ACTUALLY RECRUIT A VOLUNTEER

Group emails asking for volunteers produce nothing. This works instead:

1. Pick one person. 2. Ask them in person or by phone, not by email. 3. Name the specific job. 4. Say how many hours and for how long. 5. Say why you thought of them. 6. Tell them who will train them and who did it last year.

Example: "Dana, would you run the Pinewood Derby this year? It is about ten hours total, mostly in December and January. You are organized and the kids like you. Marcus ran it last year and said he will walk you through it and hand over the track."

## 4. The annual business calendar

| Month | What is due or happening |
|---|---|
| **May** | Annual program planning conference — build next year's calendar. Set the budget. Confirm leaders for every den, including the incoming Lion den. |
| **June–July** | Day camp and resident camp. Push attendance. Order next year's handbooks and awards. Confirm meeting space for the fall. |
| **August** | Leaders in place and trained. Calendar printed. Recruiting night ready. Dues and budget communicated to families. |
| **September** | Applications from recruiting night submitted within two weeks. New leaders registered and SYT-current. Fundraiser kickoff. |
| **October** | Fundraiser runs. Pinewood Derby chair recruited. Check that every den has an assistant den leader. |
| **November** | Fundraiser closes and settles. Blue and Gold planning starts. |
| **December** | Verify Safeguarding Youth Training for every adult on the roster, and note the expiration dates that fall during the coming year. Blue and Gold planning continues. |
| **January** | Pinewood Derby. Mid-year budget check. |
| **February** | Blue and Gold banquet and Arrow of Light crossover — confirm the troop's Scoutmaster will be there. Push every den to finish and record its last required adventure. |
| **March** | Last required adventure finishes in every den on March 8 — chase the records. Summer camp registration and deposits. Begin recruiting next year's leaders — do not wait until August. |
| **April** | Badges of rank presented at the pack meeting — order the awards in the first week, before the elective meetings finish. Year-end program review: advancement, retention, service hours, outings and camp attendance. Confirm who is returning and who is not. |
| **May** | Annual planning again. The cycle restarts. |

RENEWAL IS THE ONE THAT ENDS PACKS — AND IT IS NO LONGER A FIXED MONTH

A pack that misses its unit renewal loses its charter, its insurance coverage, and in the worst case its Scouts' registration continuity.

The date is your own now. The window opens 60 days before your charter expires and the submission should be in at least 15 days before that. Find your expiration month, write it on this calendar, and work section 9 backward from it.

Member renewals are separate and run on each family's own anniversary, so they are not something this calendar can hold for you either.

## 5. The monthly parent and leader meeting

Fourth week of the cycle. Sixty minutes, agenda sent three days ahead, minutes out within 48 hours. Open to any parent — a pack committee meeting is not a closed session.

| Time | Item | Who |
|---|---|---|
| **0:00** | Welcome, approve last month's minutes | Chair |

| Time | Item | Who |
|---|---|---|
| **0:05** | Program report — how the last pack meeting went, what is next | Cubmaster |
| **0:15** | Den reports — one minute each, attendance and needs | Den leaders |
| **0:25** | Advancement report — who earned what, who is behind | Advancement chair |
| **0:32** | Treasurer's report — balance, income, outstanding reimbursements | Treasurer |
| **0:40** | Upcoming events and who is running them | Activity leads |
| **0:50** | Decisions needed tonight | Chair |
| **0:57** | Action items — who, what, by when. Read them back out loud. | Chair |
| **1:00** | Close | Chair |

### Rules that keep it to an hour

- No agenda item without a name attached to it.
- Anything that is information rather than a decision goes in the minutes, not the meeting.
- Discussions that only involve two people get taken offline.
- Every meeting ends with action items read back: who, what, by when.

## 6. Event playbooks

Every pack event fails the same way: somebody assumed somebody else had it. These playbooks exist so nobody has to guess who, what, or when. Each one gives you a countdown, the jobs to fill, a budget shape, and a day-of run sheet.

> **THE RULE BEHIND ALL OF THEM**
>
> Every event has one named chair who is not you and not the Cubmaster. Your job is to recruit that person, hand them the playbook, check in twice, and make sure they get thanked in public.
>
> An event with no chair is an event you are chairing, whether you meant to or not.

### Back to the Pack — fall recruiting night

The single highest-leverage evening of your year. Everything about the pack's size, budget, and leader load for the next twelve months is set here.

| When | What has to happen | Who |
|---|---|---|
| **May** | Set the date at the annual planning meeting. Check the school calendar and the chartered organization calendar. Avoid the first week of school and any night the district has an event. | Committee chair |
| **June** | Recruit the membership chair. Confirm the location in writing. Order or design flyers and yard signs. | Committee chair |
| **July** | Contact every elementary school about flyer distribution or a table at open house — schools need lead time and often a district approval. Ask your district executive what your council provides. | Membership chair |
| **4 weeks out** | Yard signs out. Social media posts scheduled. Confirm every den leader is registered, trained, and will be there. | Membership chair |

| When | What has to happen | Who |
|---|---|---|
| **2 weeks out** | Print: calendars, applications, a one-page cost-and-commitment sheet, den signs, name tags. Confirm the activity and who runs it. | Secretary |
| **1 week out** | Walk the room. Decide table placement. Confirm somebody brings a table, chairs, and a way to take payment. | Membership chair |
| **Night before** | Everything boxed and in a car. Count applications. Charge the tablet or laptop for online registration. | Membership chair |
| **90 min before** | Room set. Welcome table at the door with a sign-in sheet. One table per grade with a sign readable from across the room. | Everyone |
| **Within 48 hours** | Every application submitted to the council. Every new family called by their den leader — a call, not an email. | Committee chair |

## Jobs to fill

| Job | What it involves | Hours |
|---|---|---|
| **Membership chair** | Owns the whole event. Recruits the rest of this list. | 15–20 |
| **Greeter (2)** | Door, sign-in sheet, name tags, and physically walking each family to their grade table. | 3 |
| **Activity lead** | Runs the kids' activity from the moment doors open so no child is ever bored. | 4 |
| **Registrar** | Laptop or tablet, helps families complete applications on the spot, collects fees. | 4 |
| **Den leaders** | One per grade, at their table, with a sign. Non-negotiable — a grade with no adult standing there loses those families. | 3 each |
| **Setup / teardown (3)** | Tables, chairs, signs, and everything back in boxes at the end. | 3 each |

## Budget

| Line item | Notes | Budget |
|---|---|---|
| **Flyers and yard signs** | Ask your council first — many provide these free. | $0–150 |
| **New Scout welcome packet** | Handbook, neckerchief, slide. Budget per expected new Scout. | Per Scout |
| **Activity supplies** | Craft or game materials. | $25–50 |
| **Refreshments** | Optional. Popsicles or cookies. Keep it simple. | $25–50 |
| **Space rental** | Usually free from the chartered organization. | $0 |

**WHAT ACTUALLY MOVES THE NUMBERS**

Applications completed on site with a person helping. A form taken home is a coin flip.

A physical handoff — walk the family to the den leader instead of pointing at the table.

Saying the cost and the time commitment out loud before anybody asks. Families who sense a hidden ask do not sign up.

A second, smaller recruiting night in January. Packs that only recruit once a year shrink.

## Pinewood Derby — January

The most logistically complex night of the year and the one families most look forward to. It needs its own chair, recruited in October.

| When | What has to happen | Who |
|---|---|---|
| **October** | Recruit the derby chair. Confirm the track in writing — your own, the district's, or a borrowed one. Confirm the timing system and who knows how to run the software. | Committee chair |
| **November** | Order kits — one per Scout plus five spares. Approve the rules at the committee meeting and print them. Order awards. | Derby chair |
| **Early December** | Distribute kits at the pack meeting with the rules stapled to each one. Announce the build workshop date at the same moment. | Derby chair |
| **Early January** | Build workshop. A Saturday morning, a garage or a church hall, saws and sanders and three adults who know how to use them. Budget three hours. | Derby chair |
| **1 week out** | Confirm pit crew, scale, awards, food, and the person running the software. Test the track and timer end to end. | Derby chair |
| **Race day −3 hrs** | Track set up, leveled, and test-run with a spare car. Do not skip this. A track that fails at 6:30 pm ends the evening. | Setup crew |
| **Race day −1 hr** | Weigh-in and impound open. Pit table staffed. Rules posted on the wall. | Pit crew |
| **After** | Track returned or stored. Thank the chair and pit crew by name in the next newsletter. | Committee chair |

## Jobs to fill

| Job | What it involves | Hours |
|---|---|---|
| **Derby chair** | Owns everything below. The single most valuable volunteer job in the pack. | 15–25 |
| **Build workshop lead** | Tools, safety, and helping families with no garage. Needs two helpers. | 6 |
| **Weigh-in / inspection (2)** | The scale is the law. One person's word is final, and everybody knows who that is in advance. | 3 |
| **Pit crew (2)** | Places cars on the track, handles wheels that come off, returns cars between heats. | 4 |
| **Timer / software** | Runs the race software and the display. Practice before race day. | 4 |

| Job | What it involves | Hours |
|---|---|---|
| **Announcer** | Usually the Cubmaster. Calls every Scout by name as their car runs. | 3 |
| **Awards** | Buys, sorts, and hands them out in order. Prepares the design-award ballots. | 4 |
| **Sibling wrangler** | A craft table away from the track. Prevents most of the chaos. | 3 |

### Budget

| Line item | Notes | Budget |
|---|---|---|
| **Car kits** | One per Scout plus spares. Order early — they sell out in December. | Per Scout |
| **Awards and ribbons** | Trophies for speed, certificates or ribbons for design, participation for everyone. | $75–200 |
| **Track rental or maintenance** | Often free from the district. Budget for replacement parts if it is yours. | $0–100 |
| **Workshop supplies** | Sandpaper, graphite, extra axles and wheels, paint. | $40–75 |
| **Refreshments** | Concessions can be a small fundraiser instead of a cost. | Varies |

#### THE TWO FAILURE MODES, AND HOW TO PREVENT BOTH

A family never got a kit, or had no tools. Prevention: kits handed out in person in early December, a build workshop in early January announced at the same time, and a quiet offer of help to anyone who asks.

A rule applied unevenly. Prevention: written rules distributed with the kit, one named person on the scale whose ruling is final, and the same inspection for every car including the chair’s own child’s.

### Blue and Gold banquet — February

Scouting’s birthday party and the traditional home for rank advancement. The committee owns everything except the program.

| When | What has to happen | Who |
|---|---|---|
| **December** | Recruit the Blue and Gold chair. Book the venue — a church hall, a school cafeteria, or the chartered organization. Popular rooms go early in February. | Committee chair |
| **Early January** | Decide the food model: catered, potluck, or pack-cooked. Set the per-plate cost and whether the pack subsidizes it. Send save-the-date. | B&G chair |
| **Mid January** | Invitations out with an RSVP deadline two weeks before. Invite the chartered organization head, the unit commissioner, and the district executive by name. | Secretary |
| **3 weeks out** | Advancement chair confirms every rank badge is ordered and in hand. This is the deadline that matters most — a Scout without a badge on the night is the thing families remember. | Advancement chair |

| When | What has to happen | Who |
|---|---|---|
| **2 weeks out** | RSVP count locked. Order food. Assign den skits. Confirm the photographer. | B&G chair |
| **1 week out** | Table count, decorations, sound system, and who has a key to the building. Print the program. | B&G chair |
| **Day of** | Setup crew three hours early. Kitchen crew per the food plan. Program starts on time regardless of dinner. | Everyone |
| **After** | Photos shared with families within a week. Thank-you notes to the venue and any donors. | Secretary |

### Jobs to fill

| Job | What it involves | Hours |
|---|---|---|
| **Blue and Gold chair** | Venue, food, invitations, decorations, run sheet. | 15–20 |
| **Kitchen lead (+2)** | Food service, serving line, cleanup. Scales with the food model. | 6 each |
| **Decorations** | Blue and gold. A den can own this as a service project. | 4 |
| **Setup / teardown (4)** | Tables, chairs, sound, and putting the room back exactly as found. | 3 each |
| **Photographer** | Every Scout with their badge and their family. This is the deliverable families keep. | 3 |
| **Advancement chair** | Every badge in hand, sorted by den, in order, on a table behind the Cubmaster. | 5 |

### Budget

| Line item | Notes | Budget |
|---|---|---|
| **Food** | Catered runs $8–15 per plate. Potluck runs near zero and works fine. | Per plate |
| **Venue** | Usually free from the chartered organization. Confirm insurance requirements. | $0–200 |
| **Rank badges and awards** | The largest advancement expense of the year. Order in January. | Per Scout |
| **Decorations and program printing** | Keep it modest. | $50–100 |
| **Leader recognition gifts** | Small and sincere beats expensive. | $10 each |

### Pack campout — fall and spring

Higher compliance burden than any other event. The activities chair owns it, but you are responsible for making sure the paperwork is real.

| When | What has to happen | Who |
|---|---|---|
| **8 weeks out** | Reserve the site. Council camps and state parks book months ahead — reserve at the annual planning meeting in May if you can. | Activities chair |

| When | What has to happen | Who |
|---|---|---|
| **6 weeks out** | Announce it with dates, cost, and what to bring. Say out loud that loaner gear exists. | Activities chair |
| **4 weeks out** | Collect registrations and money. Confirm adult coverage — enough registered, SYT-current adults that no den is ever alone. | Activities chair |
| **3 weeks out** | Health forms collected. Check your council's requirement — many need Part A/B for any overnight. Confirm any council notification or tour paperwork your council requires. | Committee chair |
| **2 weeks out** | Menu and food buying assigned. Program assigned to the Cubmaster. Dens assigned campfire skits. | Activities chair |
| **1 week out** | Final headcount to the campsite. Weather plan written and shared. Gear list emailed again. | Activities chair |
| **Day of** | Check-in table at the site. Every family signed in with an emergency contact. First aid kit and a designated first-aid adult identified to everyone. | Activities chair |
| **Departure** | Site inspection with the ranger before anyone leaves. Nothing left behind. | Activities chair |

### Compliance checklist — do not delegate this one

- ❑ At least two registered adults, 21 or older, with current Safeguarding Youth Training, present at all times — and a registered female adult leader 21 or older any time female youth are present.
- ❑ Enough adults that no den or group of Scouts is ever alone with a single adult.
- ❑ Youth sleep in tents with their own parent or guardian, or with other youth. Never with an unrelated adult.
- ❑ Separate accommodations for adults and youth, and for male and female adults, per current policy.
- ❑ Health forms on file per your council's requirement for the length and type of the outing.
- ❑ One adult with current first aid and CPR training, and a stocked first aid kit at the site.
- ❑ Activities checked against the age-appropriate guidelines in the Guide to Safe Scouting.
- ❑ Shooting sports only at a council-approved range with certified instructors. Never improvised.
- ❑ Any water activity meets your council's requirements — ask, do not assume.
- ❑ A weather plan, and a phone number families at home can reach.

> **LOANER GEAR IS THE DIFFERENCE BETWEEN 12 FAMILIES AND 30**
>
> Most families who skip a campout skip it because they do not own a tent and will not say so. Build a small pack gear closet — two or three tents, a few sleeping bags, a couple of lanterns — funded from the fundraiser. Announce it every time. Attendance changes immediately.

### Day camp and resident camp — June and July

The strongest single predictor of whether a Scout comes back in the fall. Treat registration as a committee project, not a family-by-family decision.

| When | What has to happen | Who |
|---|---|---|
| **January** | Get camp dates and prices from the council. Put them on the pack | Committee chair |

| When | What has to happen | Who |
|---|---|---|
| | calendar immediately, before families book vacations. | |
| **February** | Recruit a camp coordinator. Find out the early-bird deadline — the savings are usually real. | Committee chair |
| **March** | Promote at the pack meeting with a deposit deadline. Say out loud that camperships and financial assistance exist and name who to ask. | Camp coordinator |
| **April** | Register as a pack. Recruit the adult leaders day camp requires from your unit — this is usually a fixed ratio and packs get caught short. | Camp coordinator |
| **May** | Confirm health forms, medications, transportation, and who is driving whom. | Camp coordinator |
| **June–July** | Camp. Take photographs constantly. | Everyone |
| **August** | Use the camp photos at Back to the Pack. They recruit better than any flyer. | Membership chair |

### The fundraiser — September to November

| When | What has to happen | Who |
|---|---|---|
| **August** | Decide what you are selling and set the pack goal from the budget, not from ambition. Recruit the fundraising chair. | Committee chair |
| **September** | Kickoff at the pack meeting. Explain the goal in terms of what it buys — “this pays for every badge and the Blue and Gold” lands better than a dollar figure. | Fundraising chair |
| **September** | If this is not your council’s product sale, submit a Unit Money-Earning Application to the council and get it approved BEFORE you start. | Committee chair |
| **Oct–Nov** | Show-and-sell shifts scheduled. Track by Scout. Send weekly reminders. | Fundraising chair |
| **November** | Sale closes. Orders reconciled, product distributed, money counted by two people and deposited. | Treasurer |
| **December** | Prizes distributed and top sellers recognized at the pack meeting. | Fundraising chair |

- Any pack fundraiser other than the council product sale needs an approved Unit Money-Earning Application in advance. This is not optional and units get told no after the fact.
- Units do not solicit direct donations. Ask your district executive for the correct route.
- Two people count money. Always. It protects the person counting more than it protects the pack.
- Never require a family to sell. Offer a buy-out dues option quietly instead.

### The annual program planning conference — May

Three hours in May that determine whether next year runs itself or gets improvised twelve times. This is your meeting. Do not skip it and do not shorten it.

### Who comes

- Committee chair, Cubmaster, every den leader including whoever will lead the incoming Lion and Tiger dens, treasurer, advancement chair, activities chair, and the chartered organization representative.
- Invite your unit commissioner. They have seen twenty packs do this and will save you an hour.

### What to bring

- This year's calendar, marked up with what worked and what did not.
- The school district calendar for next year, plus the council and district calendars.
- Attendance numbers by month, and the advancement report.
- This year's actual income and expenses.
- The council's camp dates and the district's roundtable, derby, and training dates.

### Agenda — three hours

| Time | What | Output |
|---|---|---|
| **0:00** | Review the year honestly. Attendance by event, what families said, what exhausted the leaders. | A short list of what to keep, cut, and change. |
| **0:30** | Block out the fixed dates first: school holidays, council camps, district events, the chartered organization's calendar. | A skeleton calendar with the immovable dates on it. |
| **0:50** | Place the pack meetings and the four-week cycle around them. | Every pack meeting date set. |
| **1:15** | Assign a theme to each pack meeting and a den to each opening ceremony and gathering activity. | A filled grid — no blanks. |
| **1:40** | Place the big events: recruiting night, derby, Blue and Gold with the crossover, campouts, summer camp. | Dates set, and a named chair beside each one. |
| **2:05** | Leadership: who is returning, who is not, which dens have no leader. Name the people you will ask and who will ask them. | A recruiting list with names beside jobs. |
| **2:25** | Budget: build next year's from this year's actuals. Set dues and the fundraising goal. | A draft budget to approve at the next committee meeting. |
| **2:45** | Training: who needs position-specific training, who needs SYT renewal and when. | A training list with dates. |
| **2:55** | Read back every assignment out loud — who, what, by when. | Minutes out within 48 hours. |

**THE OUTPUT IS ONE PAGE, AND IT GOES HOME IN AUGUST**

A family that receives a full-year calendar at recruiting night plans around Scouting. A family that gets a month at a time fits Scouting around everything else. That single sheet of paper is the highest-return thing this meeting produces.

## 7. Money

### The basics

- The pack account belongs to the chartered organization, not to any individual. Two signatures on every check.
- The treasurer reports a balance every month, in writing.
- Reimburse den leaders within two weeks. Slow reimbursement is a leading cause of den leaders quitting.
- Keep receipts. File an annual financial report to the committee and the chartered organization.

### A simple pack budget

| Money in | Money out |
|---|---|
| **National and council registration fees (collected, passed through)** | National and council registration fees |
| **Pack dues** | Handbooks and neckerchiefs for new Scouts |
| **Fundraiser net proceeds** | Advancement — badges, pins, belt loops |
| **Scout accounts from fundraising, if your pack uses them** | Den supplies (budget a per-Scout amount per den) |
| | Pack events — Pinewood Derby kits, Blue and Gold, campouts |
| | Insurance and chartered organization fee |
| | Reserve — aim to start each year with a cushion |

- Any pack fundraiser other than the council's product sale requires an approved Unit Money-Earning Application, submitted to the council in advance.
- Units do not solicit donations directly. Ask your district executive about the correct route.
- No Scout should be unable to participate because of money. Have a quiet way for families to ask, and know your council's scholarship and financial assistance options.

## 8. Registration, records, and compliance

❑ Every adult who works with Scouts is registered and has current Safeguarding Youth Training.

❑ Youth applications are submitted within two weeks of being collected, not held until renewal.

❑ The roster in your advancement system matches the roster on file with the council.

❑ Two-deep leadership is possible at every den — at least two registered adults per den in practice, and a registered female adult leader 21 or older registered with any den that has girls in it.

❑ Advancement is recorded within a month of being earned, not in a catch-up the week before the badges are presented.

❑ Activity consent forms and health forms are collected for outings per your council's requirements.

❑ Annual health forms are on file for camp attendance.

❑ The chartered organization has current contact information for the pack leadership.

### SAFEGUARDING YOUTH TRAINING REPLACED YPT — AND IT EXPIRES ANNUALLY

Safeguarding Youth Training (SYT) is the training formerly called Youth Protection Training. It went live in May 2025 and fully replaced YPT as of May 31, 2026. The full course runs about 90 minutes at my.Scouting.org and requires 80% to pass.

The part that changes your job: SYT is valid for 12 months, not two years. Under YPT you audited the roster once every couple of years, mostly when the charter came up. Under SYT, expirations are rolling and constant.

Within seven days after expiration a leader can take a short refresher and retest instead of the full course. Miss that window, or fail the refresher test, and it is the full 90 minutes again — so a reminder sent two weeks early saves your leaders real time.

Build the habit: pull the training report on the first of every month, and email anyone expiring in the next 45 days. It is ten minutes a month and it is the difference between a clean renewal and a scramble.

### ASK YOUR COUNCIL THESE QUESTIONS IN SEPTEMBER

Requirements vary by council and change over time. Get the answers once and write them down:

What month does our charter expire, and what is the renewal process this year? • Does our council require any safety training beyond Safeguarding Youth Training? • Which leaders need Hazardous Weather Training? • What forms are required for a pack outing, and does an overnight need anything extra? • What is required for any water activity? • Who is our unit commissioner?

## 9. Unit renewal and member renewal

Unit renewal and member renewal are two separate processes. Unit renewal renews the pack's charter; member renewal renews each Scout and each registered adult on their own registration anniversary. Each has its own date, and neither one carries the other — a pack can be chartered and in good standing while families have quietly lapsed. Miss the unit renewal and the pack loses its charter, its insurance coverage, and its standing.

### WHAT CHANGED

The single winter recharter, where the pack renewed and paid for everyone at once, is gone. Unit renewal and member renewal now run on separate clocks.

Councils are moving every unit onto one common annual renewal month, on their own timelines — ask yours when that lands for you. Until then your unit's renewal period and fee depend on the month your charter expires, and your families renew on their own registration anniversaries.

Unit renewal fees change through the transition. Get the current amount from the council registrar rather than from any copy of this guide — including this one.

### Unit renewal

The renewal window opens 60 days before your unit's expiration date, and the council asks for the submission at least 15 days before that date. The expiration date is not the due date. Find your date in the Unit Renewal portal at my.Scouting.org and work this table backward from it.

| When | Step | Detail |
|---|---|---|
| 75 days out | 1. Find your date | Your charter expiration date is in the Unit Renewal portal at my.Scouting.org. It is your unit's own date, not a council-wide deadline, and it moves once during the transition to a common renewal month. |
| 70 days out | 2. Pull the roster | Print the current unit roster — every youth and every adult, with registration and Safeguarding Youth Training status. The council sends a roster with the renewal notice; check it against yours before you start. |
| 70 days out | 3. Audit Safeguarding Youth Training | Expired SYT is the most common cause of unit renewal delay. An adult who has lapsed has to complete the training before the renewal will go through, so find them now rather than at submission. |
| 65 days out | 4. Make leadership changes now | Add, remove and reassign leaders before you open the renewal. Changes made while it is open create validation errors and delays. |
| 60 days out | 5. The window opens | Start the renewal online at my.Scouting.org. Online is the council's preferred method; the step-by-step is in the Unit Renewal Guide for Unit Key 3 Members, on the council website under Resources. |
| 45 days out | 6. Confirm positions | Every den needs a registered den leader. The committee needs a chair, a secretary and a treasurer at minimum. Fill the gaps before you submit, not after. |
| 30 days out | 7. Pay the unit fee | The unit renewal fee is prorated while the council moves units onto a common renewal month, so it depends on when your charter expires. Get the current amount from the council registrar before you publish it to families. It is separate from what each family pays to renew their own membership. |
| 15 days out | 8. Submit | Submit at least fifteen days before the expiration date. A unit that cannot complete the process online can print the Unit Renewal Paper from the Unit Renewal portal and take it to the council office with the applicable charter fee. |
| After | 9. Verify | Print the new roster and check it against what you submitted. Errors are easier to fix in the first week than in the sixth. |

Units expiring in August and September 2026 renew for a normal twelve months; every unit after that renews through to February 2028 and lands on the common month.

### Member renewal

Every Scout and every registered adult renews on their own registration date, not on the pack's, and each can renew from 60 days before their own expiration. Nothing the pack does at unit renewal renews a family's membership.

Renewing now keeps the current twelve-month cycle at $124 for a youth and $104 for an adult. Anyone renewing in March 2027 or later starts moving onto the same prorated schedule, which ends in February 2028.

- Four ways to renew: the member's own my.Scouting.org account, a parent or guardian account, through the pack, or paperwork and payment at the Council Service Center.
- Anyone registered in more than one position should renew their own membership, so every position renews with them.

- Families using the military discount must renew online themselves.
- Families using Registration Assistance or a Medicaid discount submit paperwork and payment at the Council Service Center.
- A parent stuck at a login, or who cannot see their Scout, calls the council registration office. Put that number in your phone before you need it.

> WHAT GOES WRONG NOW
>
> Expired Safeguarding Youth Training. The council names it the most common cause of unit renewal delay. Pull the training report on the first of every month — section 8 — and this one stops happening.
>
> Leadership changes made mid-renewal. They produce validation errors that take days to clear. Make every change before you open the renewal.
>
> Treating the expiration date as the due date. It is the last day the charter is valid, not the day to file.
>
> Assuming the unit renewal renewed your families. It does not, and nobody gets a warning — check the roster for lapsed registrations a month after your renewal goes through.

Where the detail lives: your council publishes its own renewal guides — usually a Unit Renewal Guide for Unit Key 3 Members, an Individual Registration Renewal guide, a Parent Renewal of Youth guide, and one on paying for member renewals as a unit. Find them under the Resources tab on your council's website, and write down your council registrar's name, email and phone the first time you need them. You will need them again.

## 10. When things go wrong

| The problem | What to do |
|---|---|
| **No den leader for an incoming grade** | Ask two specific parents from that grade, in person, before the first meeting. Offer to pair them so it is two people sharing one job. |
| **A leader quit mid-year** | Cover the next two meetings yourself or with the Cubmaster, and recruit within 30 days. Do not let a den go dark — dark dens do not come back. |
| **Money is tight** | Cut event spending before cutting den supplies. Den supplies are the program. |
| Unit renewal is late | Call your district executive today, before the expiration date passes. After it passes the pack is not chartered, and the fix is slower and involves the council registrar. |
| **An adult has expired Safeguarding Youth Training** | They stop working with Scouts until it is renewed. Within seven days of expiring they can take the short refresher and retest; past that it is the full 90-minute course again. No exceptions and no grace period. |
| **Families are not paying dues** | Publish the amount and the deadline in August, offer a payment plan quietly, and never discuss a family’s balance in front of anyone. |
| **Conflict between leaders** | Meet with both, separately then together. If it involves the chartered organization or safety, involve the chartered organization representative. |
| **The pack has grown past the meeting space** | Split dens before you split the pack. Two Wolf dens is normal and healthy. |

## 11. Your pack, on one page

| Role | Name | Phone / email |
|---|---|---|
| **Cubmaster** | | |
| **Chartered organization rep** | | |
| **Treasurer** | | |
| **Secretary** | | |
| **Advancement chair** | | |
| **Membership chair** | | |
| **Outdoor / activities chair** | | |
| **Fundraising chair** | | |
| **Unit commissioner** | | |
| **District executive** | | |

Pack number: _____ Chartered organization: _____

Charter expires: _____ Bank / account contact: _____

Council: _____ District: _____