

# **2023-2024 Program Preview Planning Guidebook**



**[www.goldenspread.org](http://www.goldenspread.org)**

**806-358-6500**

# Online Event Registration

Our council uses an online event registration system. We have found that this is an extremely easy system to navigate through when registering for trainings, camps, activities, and other events.

We typically will upload an event on our website-[www.goldenspread.org](http://www.goldenspread.org) 2 to 3 months in advance along with the online registration link. Once you have entered yourself in the online registration system, your information is populated for future events so you don't have to retype your information.

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## Unit or Individual Service Hours Ideas

- Help with projects at the Chartered Organization
- Salvation Army Bell Ringing
- Assist with a Council Event (Camps, Family Weekend)
- Scouting for Food
- Eagle Projects
- Animal Rescue Shelters
- Food Pantries
- Habitat for Humanity
- Local Libraries
- Retirement Homes
- Red Cross
- Local Goodwill Store
- Clean-up projects
- Do the flag ceremony at a local event
- Fire Departments- Clean Fire Hydrants
- Cemetery Clean-up
- Memorial Day activities
- Parades
- Projects for local non-profits
- Blood Drives
- Bike Rodeo



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## 2023 Popcorn Sale

Want to see, do and explore new things? Popcorn sales can make your year of Scouting activities happen! If you take the time to plan your sale and get out and sell, your year of scouting could be paid for in full! We have great new things happening this year so please check with your District leadership and local Popcorn Kernel to get moving on this year's sale.

**RAISE MORE = SCOUT MORE**

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# 2024 Camp Card Sale

Camp Cards are one of the easiest fundraisers you can participate in. The Camp Card was designed so your scout could earn his/her own way to camp but you can use the profits for whatever your committee decides. It could be to rechartering, new tents, activities, dues, etc. They are only \$5.00 each and the unit keeps 50 percent and then the committee decides where that money goes. We've had units sell for one day at local big box retail stores and ran out of cards on the first day!

**RAISE MORE = SCOUT MORE**

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## Scout Shop

Did you know that anything you find on the internet related to scouting, we most likely can get it for you and you will be supporting scouting in the Texas and Oklahoma Panhandle by buying it through us? Find it then call us before ordering!!!

Our Scout Shop carries a wide variety of products. Here are just a few items:

- Sleeping Bags
- Tents
- Camping equipment
- Mugs
- T-shirts
- Uniforms
- Socks
- Patches
- Walking Sticks
- Knives
- Eagle Scout Recognition items
- Pinewood Derby Cars
- Rain Gutter Regattas
- Books of all sorts
- Religious materials for Scouts and Adults
- How to Books
- Paracord
- Many many more items!!!!

Our store is open Monday through Friday from 830am to 530pm and some Saturday's from 830am to Noon. Check out the Council Calendar for exact dates. We are also open until 630pm on the first Monday of most months. We are closed all major holidays and other announced dates.

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# Camps

We operate two fantastic camps in the council. Camp Don Harrington, which is located near Canyon, Texas and Camp M. K. Brown located near Wheeler, Texas. Both camps offer unique camping opportunities and are open most days of the year except for holidays, major council events, and scheduled vacations.

Camp Don Harrington has two swimming pools, an obstacle course, and a hiking trail. Also, our shooting facilities include a rifle and archery range and beautiful sporting clays and trap fields. The Dining Hall will accommodate 260 people, is air conditioned and has a complete audio-visual system. Tables and Chairs are also available to use. The kitchen is a full commercial kitchen with convection ovens, food warmer, flat top grill and stove and built-in freezer and refrigerator. The camp also has 4 Tornado Shelters strategically located throughout the camp.

Camp M. K. Brown has a small lake that is stocked with catfish, bass, and sunfish, as well as Rowboats, Sailboats, Kayaks, Stand-up Paddle Boards, Corcls, and Peddle Boats! The camp has a full shower/bathroom combination building, Nature lodge, Trading Post, Administration Building, and a nicely equipped Dining Hall and full Kitchen that includes convection ovens, flat top grill and stove, a built-in refrigerator and stand-alone freezers. The camp also has a Tornado shelter located near the Dining Hall.

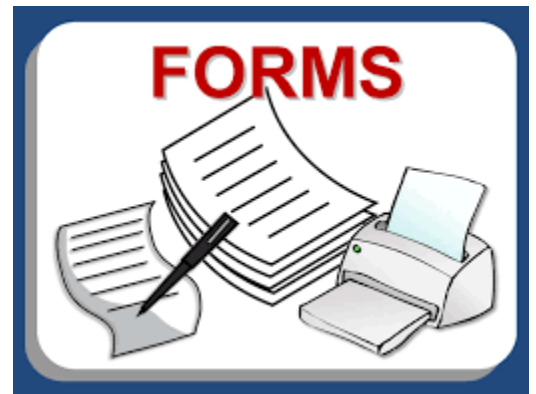
To reserve either of these camps, follow these procedures:

1. Determine the date (s) you wish to reserve and any equipment or facilities you need.

2. Visit <https://camppreservation.com/562/Home>

(click on GSC Camps) (create an account of you haven't already by going to My Account.)

3. Once you make your reservation (must be at least 7 days prior to the date you want) you will be able to pay any fees required.



The best part of this is you will see if the camp and the facilities you desire are available and not have to wait for the office to open!

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## Cub Scout/Scouts BSA Camping Opportunities

In 2023, we will be offering a Cub Scout Overnight Camping opportunity, and Packs may, of course, camp overnight and provide their own program. Of course, you must have at least one BALOO trained leader with you and we offer those courses periodically. We are, again offering, District Day Camps in your local area and we expect those to be packed full of fun and adventure.

We are also excited to make some changes to the Scouts BSA Summer Camping program this year. We are adding several new Merit Badges so your scouts will have reasons to come back year after year! We are also developing a new way of offering the badges and some new and fun activities to do in the evenings especially for the older scouts. We've surveyed leaders and parents, and this is what they want to see in the future for summer camp.

# Cub Scout Leader Training Opportunities

The Boy Scouts of America has wonderful online training opportunities for you to complete at your convenience and in the comfort of your own home. That said, it also is important to learn from others and hear about programs that units are participating in, but you can't do that online! We now offer formal in-class training for Cub Scout leaders during the year. We encourage you to attend one of these courses.



If your Pack/Troop/Crew has a need, please contact your local Executive or the Scout Service Center and we will pass your needs on.

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## Scouts BSA Leader Training Opportunities

Scoutmaster and Assistant Scoutmaster Training is available on-line! The Boy Scouts of America has wonderful online training opportunities for you to complete at your convenience and in the comfort of your own home. That said, it also is important to learn from others and hear about programs that units are participating in, but you can't do that online! The district's may offer one Scoutmaster Position Specifics Training and the Outdoor Leadership Skills for Scoutmasters and Assistant Scoutmasters on as needed basis. You must complete both courses to be considered fully trained.



Every Scout Deserves a Trained Leader! Are you?

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## Fall Recruitment

In 2022, we stated a new Recruitment Plan that involved all units in order to get more children in the Scouting program. It was fairly successful, but we need **EVERY** Pack to participate in this year!!

In August 2023, your Pack will be asked to attend a District School Night Training session where you will learn the role the pack will play this year. As most of you know, most of the packs send representatives to a school night rally, collect applications and drop them off at your district locations. This year, you will do that, as well as help with marketing, gather supplies from your District, provide a Pack Informational Sheet, and provide a Pack Calendar to hand out to new parents. Our Districts will provide all the necessary training, supplies, and support. The District Executive will meet with you very soon.

# Calendar Development Ideas

Here are some useful steps we think will get you moving in the right direction regarding putting your unit calendar together. This is a **CRITICAL** step in the planning process. If you don't have a unit calendar then the chances of your unit being successful, keeping Scouts engaged, and parents in the "know" are diminished. Below we have listed some things to consider when developing your year of scouting plan.



1. Gather your key Pack/Troop Leadership together for a meeting to discuss the calendaring process
2. Complete a brainstorming session with those key people to see what events, camps, trainings, etc. your unit would like to attend
3. Gather school calendars, plans, vacations, council and district events, etc.

4. Place those dates on the Pack or Troop Activities Calendar (you can print out an online calendar, so you can write this information down), along with the cost to attend each. Don't forget to plan for Pack and Troop outings and meetings!

5. Once you have it all written down, then it's time to work on the budget!

NOTE: We suggest that if you are working on a Troop Calendar, that you invite your key youth- Senior Patrol Leader and all Patrol Leaders. They will have their own ideas of what they want to do which sometimes is **VERY** different than what the adult leadership thinks they want to do! If you don't have their "buy in" the plan might not work out! Have a BBQ and invite their parents to attend- make this fun!

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## Communicate your Plan

What good is a plan if you don't communicate that plan? Here are some ideas on how to do this:

- Hold a unit Program Kickoff to review the plan with parents and scouts.
  - Conduct a pool party and review the plan and have fun.
  - Have a BBQ at a member's home and review the plan.
  - Use your Unit Newsletter, Facebook Page, Web Page etc. to put the plan out.
  - Have a Back to the Pack or Back to the Troop Activity and review the plan. Make sure you make hard copies for parents to put on their refrigerator! Nothing is better than having something in front of you every day!
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# Budget Development Ideas



Here are some useful steps we think will get you moving in the right direction regarding putting your unit budget together. This is a **CRITICAL** step in the planning process. If you don't have a unit budget then the chances of your unit being able to attend all the events, camps, trainings, and other unit level activities will be virtually impossible. Below we have listed some things to consider when developing your budget.

1. Start by having your program calendar finished and printed so you have it in front of you.
2. Based on your calendar of events and the costs associated with each item listed, this will provide you with a starting point on how much money you will need to have.
3. Using the online Excel Budget Spreadsheet, plug in the numbers that it asks for. Delete or add lines or events as needed. Please double check that the costs are correct and that the formulas are correct! You can print out a copy first, pencil in the amounts and then enter them online if you prefer. This program will do all the calculations for you but remember, errors in will produce errors out!
4. Once you have entered the data, the spreadsheet will tell you your total budgeted expenses and total budgeted income. Finally, it will tell you how much fundraising will be needed. This is where you calculate popcorn and camp cards that need to be sold and any other fundraisers you may need to finance your Year of Scouting.

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## Have Fun!

Scouting is about having FUN. Your plan for the 2023-2024 Scouting Year should be full of fun things for your Scouts to do. There are many options to choose from so the possibilities are endless. Think outside the box when Brainstorming ideas, be creative, fundraise using the Council programs (why keep doing bake sales) where all the money you need can be made with Popcorn and Camp Cards!

# Cub Scout Camping and Activities

## June 2023 through December 2023

### **2023**

**June 3: Golden Eagle District Day Camp** at Camp Don Harrington, this awesome one-day camp will include fun activities. All Cub Scouts are welcome to attend.

**June 10: Adobe Walls/Lone Wolf District's t Day Camp** at Camp MK Brown, this awesome one-day camp will include fun activities. All Cub Scouts are welcome to attend.

**July 21-23: Cub Scout Resident Camp:** This two night—three day camp held at Camp Don Harrington is for all Cub Scouts. Typically this is a Pack attended camp where the council provided program and food service. The program is theme centered with lots of fun activities and closing campfire by the staff!

**September 16-17: Webelos Woods Campout:** Held at Camp MK Brown, this campout is for all Webelos and Arrow of Light Ranks that allows for a “light” Scouts BSA experience in a camp setting. Experience what Scouts BSA is all about!

**September 23-24: Cub Scout Family Campout:** This fun weekend will be held at Camp Don Harrington. The day will include exposure to shooting sports, hiking, games, obstacle course, campfire program and more! Designed for new Scouts and their entire family recruited this Fall, however existing scouts are welcome to attend.

**October 7: Golden Eagle Space Derby:** This annual event brings hundreds of scouts and parents to a local venue to shoot rockets. Tons of fun awaits you!

**October 21 and 28: Spook-O-Ree:** Held at Camp MK Brown (Oct 21) and at Camp Don Harrington (Oct 28), this family fun day is filled with activities for the entire family such as shooting sports, slingshots, hayrides, Inflatable Jumphouse, Midway games, carnival food, and concludes with a Haunted House and Ghost Walk!

**November 18: Duty to God Workshop:** Held at a local church, this event offers scouts the opportunity to participate in a religious based event with parents/guardian to study their faith.

**For details on all these camps, activities and to register, visit [www.goldenspread.org](http://www.goldenspread.org). Click on the “Events “.**

# **Scouts BSA Camping and Activities**

## **June 2023 through December 2023**

### **2023**

June 4 - 9, 2023: National Youth Leadership Training Course: Held at Camp MK Brown, National Youth Leadership Training is an exciting, action-packed program designed to provide youth members with leadership skills and experience they can use in their home troops/crews and in other situations demanding leadership of self and others.

June 18 - 24, 2023: Scouts BSA Summer Camp: Held at Camp MK Brown, Scouts can participate in merit badges during the day and fun activities in the evenings. For adults, we offer activities for you as well such as a Dutch Oven Cookoff competition! Our camp is certified by the National Boy Scouts of America and the Health Department.

August 7 - 10, 2023: Merit Badge Class Week: Each one-day class will get Scouts working on merit badges at Camp Don Harrington. Attend one, some, or all!!!!

October 21 and 28, 2023: Spook-O-Ree: Great opportunity to earn service hours and have a fall campout!

November 11, 2023: Environmental Science Merit Badge Class: This class is taught by WT A&M University and is hosted at Camp Don Harrington.

For details on all these camps, activities, and trainings and to register, visit [www.goldenspread.org](http://www.goldenspread.org). Click on the "Events" Tab.

# Planning Your Troop's Annual Program Budget

**What is the unit budget plan?** It is implementing the elements of a complete annual Scouting program, committing as a unit to incorporate these elements, and then providing adequate funding for them.

If you like to raise money every month, plan your program as you go, limit your activities based on the unit's income, or not involve the Scouts in the planning process, then this format may not be for you! Those leaders who want a meaningful, exciting, and comprehensive program that achieves the objectives of the Scouting program will find this format the ideal way to go.

The result is a well-managed, well-financed unit.

**Recognizing this, the BSA recommends the following recipe:**

1. **Plan** your troop's complete annual program.
2. **Develop** a budget that includes enough income to achieve the program.
3. **Identify** the amount of product (popcorn, for example) that will need to be sold per Scout to reach the income goal.
4. **Identify** service projects that the troop can participate in to bring income to the unit.
5. **Get** commitments from parents and Scouts.

## BASIC EXPENSES

**1 Registration Fees.** When a Scout joins, the unit normally asks him or her to pay the full \$66 national registration fee.

If the Scout joined using online registration, the family pays national registration fees directly.

The national registration fee is \$66 for an annual membership for Scouts and \$42 for adults. New members when they first join pay a one-time \$25 joining fee. Based on when they join, registration fees may be prorated. Check with your local council for how it handles registration fees for new Scouts and how it impacts rechartering. Local councils might also have additional activity fees they collect.

**2 Unit Liability Insurance Fee.** Troops are required to pay an annual unit liability insurance fee of \$75. This fee is submitted with the troop's annual charter application and helps to defray the expenses for their general liability insurance.

**3 Scout Life.** *Scout Life*, the official magazine of the Boy Scouts of America, is recommended for all members at \$12, half-off the published rate. (Prorated fees are available for Scouts who join a unit during the year.) Every Scout should subscribe to *Scout Life* because of the quality reading and the articles related to your unit's monthly program. It is part of every Scout's growth and provides a monthly connection to Scouting. Scouts who subscribe to *Scout Life* stay in Scouting longer and advance more quickly.

**4 Unit Accident and Liability Insurance.** Protecting the leadership and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

**5 Advancement and Recognition.** Every Scout should earn and advance a rank each year. The Scouts BSA advancement program has a number of options that include achievements, rank advancement, and merit badges.

**6 Activities.** Well-conceived and well-planned activities are critical to a successful annual program plan. Traditionally, such activities as hikes, camping, or high-adventure trips are financed by the Scout and his or her family over and above the dues programs. It is suggested that the complete cost of these outings be built into the unit's budget.

**7 Summer Camp.** Central to Scouting is a summer camp experience. Local and national opportunities abound for Scouts BSA members to have an exciting, program-rich summer experience.

**8 Program Materials.** Each unit needs to provide a certain amount of program materials. Depending on the type of program, these could include craft tools and supplies, camping equipment, videos and books, or ceremonial props. (Note: Units may not hold title to property; only chartered organizations or the local council legally can own property.)

**9 Training Expenses.** Trained leaders are the key to delivering a quality and safe program. Both adult- and youth-leader training should be considered an integral annual expense.



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**10 Full Uniforms.** Traditionally, the individual pays for the uniform. We suggest that these expenses become part of the total cost of Scouting. The full Scouting program includes the full uniform!

**11 Reserve Fund.** The reserve fund might be established by a gift or loan from the chartered organization, by members of the committee, or by a unit money-earning project. The reserve fund should meet unexpected expenses. A new member's initial expenses may be met from the fund.

**12 Other Expenses.** These could include a gift to the World Friendship Fund, meeting refreshments, and/or contingency funds.

## SOURCES OF INCOME

**One well-planned fundraiser per year**, such as selling popcorn, will help prevent having to ask families for extra money every week.

## SOME IMPORTANT POINTS

**Paying your own way.** This is a fundamental principle of the Boy Scouts of America. It is one of the reasons no solicitations (requests for contributions from individuals or the community) are permitted by units. Young people in Scouting are taught early on that if they want something in life, they need to earn it. This principle is among the reasons that adults who were Scouts are found to have higher incomes. The unit's entire budget must be provided for by the families, through either fundraising or other means such as dues or fees.

Except for council-sponsored fundraisers, all other fundraising projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting standards on earning money, leaders should be familiar with the eight guides listed on the back of the application and in the financial record books.

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# The Troop Operating Budget Worksheet

To develop your troop's budget, complete the worksheet and then share it with the Scouts' parents. In the case of Scouts BSA troops, the patrol leaders' council reviews the budget and puts it in final form prior to study and adoption by the troop committee. Be sure to keep parents involved and informed. Program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year.



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510-275  
2021 Revision

Troop  
Number

District

Projected  
No. of  
ScoutsProjected  
No. of  
Registered  
Adults**Date Budget Completed**

Budgeted Expenses		Expense Item	Notes or Suggestions	# of People	Annual Cost Per Person	Line Total	Category Subtotal	
	Recharter	Youth Registrations	\$75 Each	0	\$75.00	\$0.00		
		Scouts Life Subscriptions	\$15 Each	0	\$15.00	\$0.00		
		Adult Registrations	\$45 Each	0	\$45.00	\$0.00		
		Charter Fee	\$100 Annually			\$100.00		
							\$0.00	
	Equipment & Supplies		Expense Item	Notes or Suggestions	# of Items	Annual Cost Per Person	Line Total	
		Troop Books	Sug. \$75 - Annual Unit Library Supplements			\$0.00		
		Office Supplies	Sug. \$25			\$0.00		
		Supplies	Sug. \$100 - Candles, Display Boards, etc.			\$0.00		
		Equipment Repair	Sug. \$150 - Propane, Tent Repair, etc.			\$0.00		
		New Equipment Fund	Sug. \$300			\$0.00		
		Trailer Expense - Suggested \$50	Sug. \$50 - Insurance, Upkeep, etc.			\$0.00		
		Unit Prizes for Popcorn Sale	Top Seller, Top Den/Patrol, Kickoff Door Prizes, etc.			\$0.00		
		Other Troop Expenses	Annually			\$0.00		
		Other Troop Expenses	Annually			\$0.00		
		Scouts BSA Awards/Recognitions		0	\$0.00	\$0.00		
		Unit Newsletter	Enter # of Issues, Enter Cost Per Issue	0	\$0.00	\$0.00		
		Leader Training	Leader Guides, etc. Enter final cost or use equation	0	\$0.00	\$0.00		
		Postage	Estimated Total Annual Pieces of Mail	0	\$0.44	\$0.00		
Other Annual Patrol Expenses		Per Scout per Year	0	\$0.00	\$0.00			
Other Expenses		Per Scout per Year	0	\$0.00	\$0.00			
Other Expenses		Per Scout per Year	0	\$0.00	\$0.00			
Other Expenses		Per Scout per Year	0	\$0.00	\$0.00			
Other Expenses		Per Scout per Year	0	\$0.00	\$0.00			
Other Expenses	Per Scout per Year	0	\$0.00	\$0.00				
						\$0.00		

		Expense Item	Notes or Suggestions	# of People	Annual Cost Per Person	Line Total	
Program Events		Scouts BSA Awards/Recognitions		0	\$0.00	\$0.00	
		Court of Honor	Enter # of Courts for Decorations, Refreshments, etc.	0	\$0.00	\$0.00	
		Summer Camp #1 - Youth	Enter # of Youth Attending	0	\$0.00	\$0.00	
		Summer Camp #1 - Adults	Enter # of Adults Attending	0	\$0.00	\$0.00	
		Summer Camp #2 - Youth	Enter # of Youth Attending	0	\$0.00	\$0.00	
		Summer Camp #2 - Adults	Enter # of Adults Attending	0	\$0.00	\$0.00	
		August Program Event	Campout, Field Trip, Hikes, etc.,	0	\$0.00	\$0.00	
		September " "	"	0	\$0.00	\$0.00	
		October " "	"	0	\$0.00	\$0.00	
		November " "	"	0	\$0.00	\$0.00	
		December " "	"	0	\$0.00	\$0.00	
		January " "	"	0	\$0.00	\$0.00	
		February " "	"	0	\$0.00	\$0.00	
		March " "	"	0	\$0.00	\$0.00	
		April " "	"	0	\$0.00	\$0.00	
		May " "	"	0	\$0.00	\$0.00	
		June " "	"	0	\$0.00	\$0.00	
		July " "	"	0	\$0.00	\$0.00	
							\$0.00
		<b>Total Budgeted Annual <u>EXPENSES</u></b>					\$0.00
Income		Unit Budget Expense Item	Notes	# of People or Items	Cost Per Person or Item	Line Total	
		Annual Dues	Per Scout	0	\$0.00	\$0.00	
		Weekly Dues if any	Per Scout for 36 weeks (change formula if diff # of weeks)	0	\$0.00	\$0.00	
		Cash Donations	Possibly from charter organization, etc.		\$0.00	\$0.00	
		Surplus from Prior Year				\$0.00	
		<b>Total Budgeted Annual <u>INCOME</u></b>					\$0.00

# Planning Your Pack's Annual Program Budget

What is the unit budget plan? Like all budgets it is a guide on how the Pack plans to fund its program year. It is a conversation before the program year begins on what expenses the Pack is going to pay for and how income will be earned to pay for those expenses. The result is a well-managed, well-financed unit.

The steps to planning your pack's annual budget are:

1. Plan the pack's annual program calendar.
2. Develop a budget that includes enough income to deliver the program as planned.
3. Identify all sources of income dues and fund-raisers and then determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
4. Share the budget with everyone to gain commitments from parents, leaders, and all Cub Scouts.

A healthy pack develops an annual budget and creates its financial policies before the program year begins. They keep to the plan for the entire program year. Following these steps will not only produce a pack budget it will also help your pack determine some important financial policies.

## BASIC EXPENSES

**1 Registration Fees.** When a child joins a pack normally the pack collects the national registration fee\*. If the Cub Scout joined using on-line registration the family pays their national registration fees directly.

The national registration fee is \$72 for an annual membership for youth and \$45 for adults. New members when they first join pay a one-time \$25 joining fee. Based on when they join registration fees may be prorated. Check with your local council on how they handle registration fees for new Cub Scouts in the fall and how it impacts re-charter. Local councils may also have additional activity fees they collect.

**2 Unit Recharter Fee.** Packs annually pay a unit liability insurance fee of \$75. This fee may be covered by your chartered partner. This fee is submitted with the pack's annual charter application and helps to defray the expenses for their general liability insurance.

**3 Scout Life.** *Scout Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every Scout should subscribe to *Scout Life* because of the quality reading and the articles related to your unit's monthly program. It is part of a child's growth in Scouting and provides a monthly connection to Scouting.

**4 Unit Accident Insurance.** Protecting leaders and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

**5 Advancement and Recognition.** Every Cub Scout should earn and advance a rank and receive the patch for that rank each year. Cub Scouts will earn Adventure Loops and Pins in addition to other awards. Dens and leaders may also qualify for awards and recognition.

**6 Activities.** Well-conceived and well-planned activities are critical to a successful annual program plan. Special pack activities like Pinewood Derby, Blue and Gold Banquet, and holiday parties should be built into the budget to avoid asking families to pay to participate.

**7 Cub Scout Day Camp, Cub Scout Resident Camp, Council Organized Family Camps.**

Cub Scouting provides great opportunities for families to camp. Your pack may plan to cover all or some of the expenses for families to attend a council organized Cub Scout camping experience in addition to Pack Overnights.

**8 Program Materials.** Each pack should provide certain program materials. Depending on the type of unit program, these could include den meeting supplies, craft tools and supplies, U.S. flag, pack and den flags, pine wood derby track, videos and books, or ceremonial props.

**9 Training Expenses.** Trained leaders are key to delivering a quality and safe program. Adult and youth leader training should be considered an integral annual pack expense. Providing the cost for adult leaders to attend training removes a potential barrier for adult leaders to continue their learning journey in Scouting.

\* The same rate applies for registered adult Scouters.



**10 Scout Assistance.** Traditionally, the individual pays for the cost of scouting like the uniform. Your pack may have families that find the costs of Scouting beyond their financial means. Consider funds to assist these families.

**11 Reserve Fund.** The reserve fund should be intended for unexpected expenses. At times items in the budget may cost more than expected, a well planned budget has room for these situations.

**12] Other Expenses.** These could include a gift to the World Friendship Fund, snacks, or other expenses your pack may have.

## SOURCES OF INCOME

Well planned fund-raisers will help prevent having to ask families for extra money every week. It is better to figure the total cost for the complete year up front. How your pack generates income is an important discussion topic with the pack committee and families in your pack. Most find a balance of dues and fund-raisers.

### Some Important Points:

**Paying your own way.** This is a fundamental principle of the Boy Scouts of America. It is one of the reasons why no solicitations (requests for contributions from individuals or the community) are permitted by Cub Scout packs. Young people in Scouting are taught early on that if they

want something in life, they need to earn it. The finance plan of any pack should include participation of the Cub Scouts.

An annual pack participation fee if completely contributed by parents, does little to teach a Cub Scout responsibility.

Except for council-sponsored product sales, all other money-earning projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting

standards on money earning, leaders should be familiar with the eight guides listed on the back of

the application, on the last page of this planning guide, and in the financial record books.

## OTHER HELPS

Additional information concerning pack budget plans, the treasurer's responsibility, and records can be found in the the *Cub Scout Leader Book*.

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# The Pack Operating Budget Worksheet

To develop the pack budget, complete the worksheet with the unit leader and committee at the pack's annual program planning conference, and then share it with the Cub Scouts' parents. Be sure to keep parents involved and informed. The pack's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year. By sharing the pack's program plans and budgetary needs, you can help newly recruited Cub Scouts and their parents gain a greater understanding of just what fun is waiting for them during the pack's entire program year.



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510-273  
2021 Printing

<b>Pack "Ideal Year of Scouting" Annual Budget Worksheet</b>	Pack Number <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>
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Committee Chair

Treasurer

Cubmaster

Assistant Cubmaster

District

Projected No. of Scouts 0

Projected No. of Registered Adults

Date Budget Completed

Budgeted Expenses		Expense Item	Notes or Suggestions	Number	Annual Cost Per Person	Line Total	Category Subtotal
	Recharter	Youth Registrations	\$75 Each (National Fee)	0	\$75.00	\$0.00	
		Scouts Life Subscriptions	\$15 Each (National Fee)	0	\$15.00	\$0.00	
		Adult Registrations	\$45 Each (National Fee)	0	\$45.00	\$0.00	
		New Scout Registration	\$25 Each (National Fee)	0	\$25.00	\$0.00	
		Charter Fee	\$100 Annually (National Fee)			\$75.00	
							\$5.00
		Expense Item	Notes or Suggestions	# of Items or People	Annual Cost Per Person or Item	Line Total	Category Subtotal
	Scout Expenses	Cub Scout Awards/Recognitions	Advancement. Ideally, 100% of youth included in ranks, belt loops, etc. Example: \$12 / Scout	0	\$0.00	\$0.00	
		Handbooks*		0	\$0.00	\$0.00	
		Neckerchief*		0	\$0.00	\$0.00	
		Cap*		0	\$0.00	\$0.00	
		Pack T-Shirts		0	\$0.00	\$0.00	
		Pack Meeting Supplies	Enter # of Meetings	0	\$0.00	\$0.00	
		Den Expenses, Per Scout		0	\$0.00	\$0.00	
		Den Expenses, Annual				\$0.00	
	Event Expenses	Winter Party Per Person	Catering, etc.	0	\$0.00	\$0.00	
		Winter Party Expenses	Decorations, location rental, etc.			\$0.00	
		Pinewood Derby Kits		0	\$0.00	\$0.00	
		Pinewood Derby Expenses	Decorations, location rental, etc.			\$0.00	
		Blue and Gold Per Person	Catering, etc.	0	\$0.00	\$0.00	
		Blue and Gold Banquet Expenses	Entertainment, Decorations, Location rental, etc.			\$0.00	
		Summer Picnic Per Person		0	\$0.00	\$0.00	
		Summer Picnic Expenses	Decorations, location rental, etc.			\$0.00	
		Other Per Person Expenses		0	\$0.00	\$0.00	
				0	\$0.00	\$0.00	
				0	\$0.00	\$0.00	
				0	\$0.00	\$0.00	



Income		Unit Budget Expense Item	Notes	# of People or Items	Cost Per Person or Item	Line Total	Category Subtotal
		Annual Dues**	Per Scout	0	\$0.00	\$0.00	
		Monthly Dues**	Per Scout for 10 or 12 months (change formua to x10 or x12)	0	\$0.00	\$0.00	
		Weekly Dues**	Per Scout for 36 weeks (change formua if diff # of weeks)	0	\$0.00	\$0.00	
		Cash Donations	Possibly from charter organization, etc.			\$0.00	
		Surplus from Prior Year				\$0.00	
Total Budgeted Annual <u>INCOME</u>							\$0.00

## TROOP SUCCESSION PLANNING WORKSHEET

POSITION	CURRENT	NEXT	NEXT	COMMENT
CHARTER ORGANIZATION REPRESENTATIVE				
SCOUTMASTER				
ASSISTANT SCOUTMASTER				
ASSISTANT SCOUTMASTER				
COMMITTEE CHAIR				
SECRETARY				
TREASURER				
ADVANCEMENT				
MEMBERSHIP OR RECRUITING				
QUARTERMASTER				
COMMITTEE MEMBER				
COMMITTEE MEMBER				
COMMITTEE MEMBER				

## **INSTRUCTIONS**

GOOD SUCCESSION PLANNING ENSURES THAT THE UNIT DOESN'T FAIL SIMPLY BECAUSE SOMEONE HAD TO MOVE.

THIS WORK SHEET SHOULD BE COMPLETED AND UPDATED BY THE UNIT KEY 3.

COMPLETE THIS FORM ANNUALLY WHEN DOING PROGRAM AND BUDGET PLANNING.

EVERY PACK MUST HAVE A CHARTER ORGANIZATION REPRESENTATIVE, SCOUTMASTER, COMMITTEE CHAIR, AND TWO OTHER COMMITTEE MEMBERS.

OTHER POSITIONS LISTED ON THIS WORKSHEET ARE RECOMMENDED.

UPDATE AFTER FALL RECRUITING TO ADD NEW PARENTS/LEADERS BASED ON RESULTS OF INTEREST SURVEYS.

UPDATE AFTER ANY CHANGE IN ADULT LEADERSHIP.

LIST ADDITIONAL POSITIONS THAT REPRESENT SHORT-TERM TASKS THAT CAN BE USED TO ORIENT NEW PARENTS TO UNIT OPERATIONS.

PLANNING OR COORDINATING A PARTICULAR ACTIVITY OR EVENT IS A GOOD LEADERSHIP ROLE TO ASSIGN A NEW PARENT.

THE PARENT ORIENTATION MEETING IS THE FIRST STEP ON THE TRAIL TO BRINGING NEW ADULT LEADERS TO THE UNIT.

## PACK SUCCESSION PLANNING WORKSHEET

POSITION	CURRENT	NEXT	NEXT	COMMENT
CHARTER ORGANIZATION REPRESENTATIVE				
CUBMASTER				
ASSISTANT CUBMASTER				
ASSISTANT CUBMASTER				
COMMITTEE CHAIR				
SECRETARY				
TREASURER				
ADVANCEMENT				
MEMBERSHIP OR RECRUITING				
ACTIVITIES				
BLUE AND GOLD				
CAMPING				
POPCORN				

POSITION	CURRENT	NEXT	NEXT	COMMENT
FUND RAISING				
COMMITTEE MEMBER				
COMMITTEE MEMBER				
DEN LEADER				
ASSISTANT DEN LEADER				
DEN LEADER				
ASSISTANT DEN LEADER				
DEN LEADER				
ASSISTANT DEN LEADER				
DEN LEADER				
ASSISTANT DEN LEADER				
DEN LEADER				
ASSISTANT DEN LEADER				

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