

## MINIMUM STANDARDS (Guidelines)

Evaluation period: 1 Jan – 31 Dec 2017.

### AVERAGE NUMBER OF CUBS IN THE PACK:

Ideally, there should not be less than 12 Cubs in the Pack and no more than 36.

### ADULTS IN THE PACK:

Not less than two adults, one of whom must be fully and appropriately warranted and be undergoing training, and sufficient additional assistance as required to maintain the ratio of one adult, not necessarily uniformed, to six Cubs.

### ALL OTHER SECTIONS

When assessing the following sections it is important to grade the markings according to:

- Presentation
- Accuracy
- Accessibility

### PROGRAMME PLANNING AND QUALITY:

- Detailed long term '**Year-at-a-Glance**' plan to include: National (if applicable), Regional, District, Group and Pack events; training courses.
- Detailed short term '**quarterly**' or school term plan to include: dates; events; themes; Cubs movements (birthdays, going-up, etc.); responsible Scouter.
- Details of **weekly programmes**:
- Weekly programme quality in respect of:
  - Content – theme, linking sentences, details of all games, activities, handcraft, etc.
  - Variety – games, playacting, yarns, singing (a variety of different ingredients being used each week).
  - Discipline
  - Slickness and timing – start and finishing times of the meeting; timing of each activity, etc.
  - Full use of helpers – does everyone take an active role in the programme each week.
- Pack ceremonies** carried out according to **Cub and Scout Ceremonies**.
- Uniform and smartness: All uniformed members wearing the uniform according to **Organisation Rules**.

### ADVANCEMENT BADGE PROGRESS:

Each Cub needs to have completed at least two Challenge Badges during the period under review. Cubs who have joined the Pack within the last six months are to be included in the Advancement section as they would have earned the Membership badge. If they have been invested for longer than six months, they should have earned a

Challenge Badge as well. These two together should be included in the advancement section.

#### INTEREST BADGE PROGRESS:

The requirements for the Challenge badges include earning an interest badge therefore it follows that each Cub should earn at least two interest badges during the same period.

#### ATTENDANCE:

Attendance is one way to evaluate the success, or failings of a Pack. Clear, accurate attendance figures should be kept.

#### MAINTENANCE OF EQUIPMENT AND DEN:

- a) **Complete up-to-date list of all pack equipment** – kept either at the Scout hall or by the Pack Scouter. This is an insurance requirement as well as keeping control of public monies. This applies to all equipment that is needed to effectively run a Pack.
- b) **Pack meeting place left clean and tidy by the Cubs themselves** – the Cubs need to learn that cleanliness is important as well as giving them a sense of responsibility and pride in their surroundings.
- c) **Pack programme equipment well maintained and functional** – this applies to all equipment used for the running of a pack programme, e.g. crayons/pencils sharpened, sufficient ropes, balls, etc.
- d) **Up-to-date First Aid kit** – accidents do happen and it's best to be prepared! Always keep an up-to-date First Aid kit close by when running your pack programmes and on outings.

#### PACK RECORDS/TRAINING AIDS:

- a) **Attendance Register** - should be clear, accurate and up-to-date. Can be an electronic copy but **MUST** be available at all times.
- b) **Personal Records** – detailed up-to-date record of each Cub, including name, address, contact telephone number, date of birth and progress should be kept. These may be on the official cards or in a file/book or an electronic copy. These records **MUST** be available at all times during pack meetings and on outings.
- c) **Wall Progress chart** – this could be either the type available at Scout Shops or a homemade one. It must be where the CUBS and PARENTS can see and read it. It **MUST** always be up-to-date.
- d) **Use of Visual/Training Aids** – Cubs 'learn by doing' or by using the 'play way' method of training. Practical/functional visual/training aids should be used to assist in the learning experience and to "get the message across".
- e) **Pack Monies** – as all SCOUT monies are 'public funds' it is important that they be correctly recorded. This can be done through the Pack cash book and receipt book or alternatively all monies can be handled through the Group Treasurer. Please note that all monies received or spent by the Pack Scouter **MUST** be receipted prior to handing over to the Group Treasurer.
- f) **Pack Log/Scrapbook** – should be maintained giving details of events and activities. It is preferable that the Cubs themselves contribute to the logbook whenever possible. Can also be in an electronic format but **MUST** be available at all times.

#### OUTDOOR ACTIVITIES AWAY FROM REGULAR MEETING PLACE:

**Outings** – outings should be encouraged, particularly pack outings. The duration of the outing must be three (or more) hours. These outings should be well prepared and run

**over and above** the normal pack meetings. All permits and consent forms need to be available at all times.

**Camping** – knowledge of the rules governing Cub Camping is necessary. Each Cub camp or Pack holiday to be under the supervision of a **CUB CAMPING LICENSE HOLDER** plus **ONE WARRANTED SCOUTER**. Every effort should be made to keep the ratio of one adult to every six Cubs.

#### GOOD TURN PROJECT:

This should be encouraged at all times. The Pack should have a least one good turn project a year. The Cubs should be encouraged to do good turns all the time. Please note that to claim the points for the good turn project it must be over and above the outings, group activities or National Challenge already entered.

#### GROUP ACTIVITY (CUBS/SCOUTS/PARENTS):

The inclusion of joint group activities should be encouraged to show parents what the programme is all about and how they can assist their Cubs to achieve. Please note, a going-up ceremony is not a joint group activity.

#### COMMUNICATION:

- a) **Contact** – it is important that contact be made with parents of all new Cubs, preferably before they get invested. The family background will assist you in understanding the new Cub as well as to make you aware of any problems the Cub might have.
- b) **National Challenge** – participation in the National Challenge may only be claimed if an entry form was completed and submitted to your RTC – Cub Programme.
- c) **Regular Pack Newsletter** – the Pack/Group should be encouraged to have regular newsletters to keep parents informed of Pack/Group events.
- d) **Sixer Council Meetings** – these very important meetings should be held at least once per quarter.
- e) **Pack Scouters Council** – all Pack Scouters and Assistants, Pack Helpers and, on occasion, Cub Instructors should regularly attend Pack Scouters Councils (at least one per quarter). Running a Pack is a team effort, and ALL adults should be part of the planning and writing of the weekly programmes and the planning of events.
- f) **Scout Group Leaders (GS) Council** – should take place at least once a quarter. This is necessary in order to report on the progress, or lack thereof, in the Cub section as well as to organise, together with the Troop Scouters, events such as camping, going-up ceremonies, etc.
- g) **District Scouters Council/Seeonee Meetings** – regularly attend DSC (at least one per quarter). This is necessary in order to report on the progress, or lack thereof, in the Cub section as well as to organise, together with the District, events such as District B-P Sundays, cook-outs, galas, etc.

#### ASSESSMENTS:

The assessment should be done in a friendly manner. The object of the assessment is to assist the Pack Scouter to understand what is required to run an effective Pack and to see if the Pack Scouter is on the 'right track'.

Visits to individual Packs are undertaken as a normal part of the Support Team's function. At the earliest of these visits in the New Year, it is recommended that the Star Pack Assessment form be discussed as a guideline to the running of an effective Pack. Any problems or difficulties could then be resolved and the Pack Scouter set on the right track to a good final assessment.

#### SUGGESTION FOR FINAL ASSESSMENT:

The RTC – Cub Programme could interchange evaluators between different districts. This would probably make the assessment easier for both the Pack Scouter and Evaluator.

AWARDS are made as follows:

#### **GOLD STAR CERTIFICATE:**

Grand total of 80% with a minimum of 50% in EVERY section and answer 'yes' to all of the following questions:

1. Have you had an average of 15 or more Cubs over a 12 month period?
2. Do you currently have two warranted Pack Scouters?
3. Has the Pack camped or gone on a Pack outing each term during the period under review?
4. Do you include the 7 ingredients of a Pack programme in your weekly meetings?
5. Have your numbers increased during this year compared to last year?

#### **SILVER STAR CERTIFICATE:**

Grand total of 70 (i.e. 70-79%)

#### **BRONZE STAR CERTIFICATE:**

Grand total of 60 (i.e. 60-69%)

#### **PARTICIPATION CERTIFICATE:**

Grand total is less than 60%