

## **Planning the Akela-Cub Camp Out**

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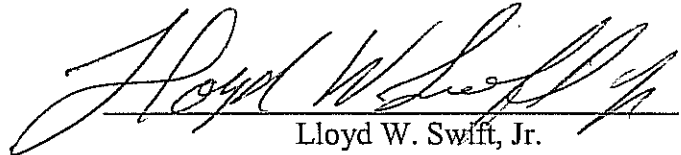
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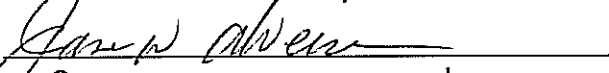
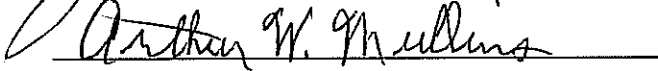
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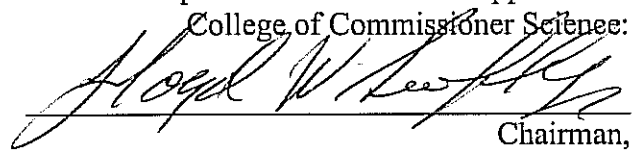
I am submitting herein a Dissertation written by Gregory B. Edens entitled "*Planning the Akela-Cub Campout*". I have examined the final copy of this report for format and content and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

  
Lloyd W. Swift, Jr.

We have read this Dissertation  
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## **Abstract**

Scouting, as a volunteer based entity, lacks the resources normally found in business, government, or other agencies who rely on paid professionals for the leadership and organization of major activities or events. These entities have the time, resources, and personnel to create procedure manuals to assist in the planning and execution of these events. These manuals are often just a means to memorialize the experiences of those that have planned and organized the event in the past to assist those who will organize the events in the future.

A well-prepared procedures manual can serve three basic purposes:

1. It can serve as a checklist, for those who have participated in planning and executing the event in the past, to assure that all necessary steps are performed.
2. It will provide a blueprint for planning and executing the event for someone who has no prior planning experience.
3. It will also help standardize the policies, procedures, and content of the activity or event to insure that the needs and expectations of the groups or individuals are being served and that the quality of the event will remain high.

The purpose of this paper is to prepare a procedures manual for one of the major annual district Cub Scouting events in the Sequoyah Council, the Akela-Cub Camp Out. The steps shown are based on the principles of Boy Scouting, Wood Badge and specific scouting publications. The primary source of the information for this paper is derived from the experience of individuals who have years of experience in planning, organizing and executing this event.

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## I. Introduction

Scouting, including Cub Scouting, is an outdoor oriented program. "The Cubmaster Manual" states "Cub Scouts are introduced to the outdoors through den and pack activities in conjunction with their advancement requirements". They begin learning the methods and procedures for having successful outdoor experiences and have an opportunity to apply those lessons through family camping and council-conducted resident camping with a responsible adult. The outdoor experiences of a boy in Cub Scouting will be the framework that Boy Scouting will build upon. The quality of those outdoor experiences as a Cub Scout will influence their desire to remain in the Cub Scouting Program. How well they enjoy their outdoor experiences will ultimately affect their retention in the Boy Scout Program.

The rules that scouting leadership are required to operate under limit the overnight camping opportunities available to Cub Scouts. The restrictions placed on camping for Cub Scouts in the "Guide to Safe Scouting" and other official BSA publications are a necessity in today's litigious world. These issues also place a burden on those involved in staging a camping event for this age group to make it a quality event to remember. The purpose of this manual is to build a framework that can be used to plan an event to maximize performance and ensure optimal results using activities that advance the aims of Scouting – citizenship, character development, and personal fitness.

Since this event has been done many times in the past, why do we need to go through the process of formal planning? Some things are always different: places, people, and so on. Leaders need to make sure the plan addresses the current situation, as well as the problems and

opportunities experienced in the past. A good plan can be like a map, showing landmarks that the traveler should be aware of, how far they have traveled (or accomplished), and how much further they must go before reaching their destination (a successful event).

Sometimes we must learn by doing - even with the best of plans we may realize that we cannot achieve all that we anticipated. In this case, we would need to revisit our plans and rethink them in light of new information. On occasion, things change at the most inopportune times. The plans may be sound and the expectations may be realistic, however, people who were depended upon may become unavailable, or the planned location may become unsuitable for some reason. Ignoring these things may jeopardize the event's success. The following items are to be used as a guideline for planning an event such as the Akela-Cub Campout. Please remember that these lists and suggestions were designed with the intention of being modified based on the goals, location, and other resources available for the particular event.

Effective planning is usually the result of seven specific steps according to "SR-420 Woodbadge Course Materials". They are:

1. Consider the task. What has to be done? Who does what? When, where, and how will the tasks be completed?
2. Consider the resources. What time is available? What are the skills of the group? What equipment and supplies are needed and available? What other items should be considered?

3. Consider alternatives. What happens if something goes wrong? What are the emergency procedures? What is the alternate plan? Could the alternate plan be better than the original plan?
4. Reach a decision. A decision usually is needed at every step in the process. Who is responsible? Is a poor decision better than no decision? Is no decision a decision? Is a group decision best?
5. Write down the plan. The act of writing down an action plan may cause it to be revised or refined. The final plan might need considerable discussion.
6. Put the plan into action. All too often, great plans are formed but never followed.
7. Evaluate. Evaluation must take place all during this process. As each step is taken, it should be evaluated against the previous steps to assure that the original task is still being considered.

In many ways, the steps for planning are similar to those for problem solving. Solving a problem is a type of planning; developing a plan is a type of problem solving. Substitute the word problem for the word task, and the seven steps can be used throughout the entire planning process.

## **II. PRELIMINARY PLANNING ACTIVITIES**

During the evaluation of the prior year's event, there are two items that need to be addressed approximately eleven months prior to the event date. Those items are establishing date and location of the event.

### **A. Establishing the Date of the Planned Event**

The Akela-Cub Campout is considered one of the four major activities conducted by a District for the Cub Scouts in its Council. The other major activities are Pinewood Derby, Cub Scout Klondike Derby, and Summer Day Camp. There are two other major activities for Cub Scouts; Fun with Son Weekends and Webelos Resident Camp, which are conducted on the Council level. The sheer number of scouting activities during a year makes it difficult to change the date of a function such as this from that established by precedent (i.e. the last weekend in the month of September). During the evaluation of the prior year's event is a perfect opportunity to look ahead to the next year's calendar to determine if there are any activities, holidays, etc. which may necessitate an adjustment in the date of the event. Establishing the date early will also enable you to have it added to the Council calendar early. This may prevent a competing function from being scheduled the same weekend. This will also increase the likelihood of the success of obtaining a reservation at the location chosen in the next step.

### **B. Establishing the Place of the Planned Event**

During the evaluation of the prior year's event is an excellent time to evaluate the suitability of the location used or if an alternative location should be found for the next



event. Input from the steering committee should be solicited as to the suitability of the location for each of their respective areas. Input should also be obtained from the participants of the prior event as to the suitability of the location. This could be obtained during the Reflection/Evaluation at a Cub Scout Roundtable and a District Committee Meeting following the prior event. Suggestions can also be solicited for alternative locations to be considered. After all input has been compiled and discussed, the Steering Committee can suggest a location. After appropriate approval, the reservations can be made.

### III. PLANNING

The primary person responsible for staging the event will be asked to perform a variety of tasks during this process. The person who takes on this responsibility must have the ability to accomplish the task, including the ability to juggle many functions at once. They must be able to rely on good interpersonal skills to build positive relationships, have excellent communications skills, be creative, well organized (almost over organized), and most importantly-- must be able to remain unflappable during the process. They will need to build on many of the skills that they have developed in scouting. The leader must select a leadership style that is compatible with the group they are working with. Selecting the appropriate style of leadership based on the nature of the situation and the ability and experience of the group will enhance the likelihood of team success. The event leader must be aware of the fact that leadership is a dynamic process, varying from situation to situation due to changes in leaders, followers, goals, and circumstances.

Some of the most important basic skills needed to plan this event include:

- Must work well with others.
- Must be detail-oriented.
- Can function as a problem solver.
- Must be a good negotiator.
- Can manage finances and budgets accurately.
- Must have a dogged determination to get the job done – and done right.

#### A. Establishing the Steering Committee

The establishment of an effective team is the secret of success in a major event such as this. As the team is put together the following should be considered:

- Assign qualified people to all functional roles.
- Explain tasks and roles to all team members - Describe to each member their work and how the team will coordinate their efforts.
- Define how the team will work together; meeting formats, communications, how decisions will be made, and how conflicts will be resolved.

In some circumstances, a single member of the committee may have the resources and contacts to fill several of the functional areas of the committee. In other situations, several members may be needed to fill one functional area. For instance, in the facilities area, utilizing a member who has ties to the location where the event is to be held would improve coordination with the property owners. Another member may be associated with a Troop or Pack whose charter organization is willing to lend tables, chairs, sound equipment or other items for use in the event.

## B. Functional Areas of the Steering Committee

### a. Facilities

The facilities functional area encompasses several separate sub-areas and should include:

1. To evaluate the location and to establish the various areas to be used during the event. Areas for camping, parking, exhibits and demonstrations, campfire and administration

need to be clearly identified. Terrain, the location of fixed facilities, roads and areas that could be hazardous (i.e. stream or hillside) are considerations in assigning areas. Traffic patterns for both vehicles and pedestrians need to be established for safety purposes and an orderly flow of cub scouts from one activity to another. Be aware of any restrictions or rules on camping imposed by the property owner and convey that information to the other members of the steering committee and the participants.

2. To identify requirements of the other functional areas of the steering committee and appropriate arrangements made for tables, chairs, tents or shelters, electricity, a stage for the campfire, etc. all to be at the appropriate place at the appropriate time.
3. To consider requirements for large numbers of campers. Are adequate rest rooms available? Does the site have an approved source of drinking water or will other arrangements need to be made?
4. To make arrangements for cleanup and the removal of trash from the location after the event is over will also need to be made.

#### b. Health and Safety

Health and safety has three primary functions in the planning and execution of the event. They are:

1. To insure that all activities are in compliance with the rules and regulations in the "Guide to Safe Scouting".
2. To assist in writing the rules and regulations for this specific event. And to insure that these will be provided to all participants in accordance with the "Guide to Safe Scouting" and specific to this location and planned activities.
3. To provide for a centralized first aid station to accommodate minor injuries.

#### c. Administration

Administration has many duties and responsibilities throughout the planning and execution process. They include:

1. To negotiate contracts and agreements for both the location and other goods and services necessary for the event.
2. To promote the event at roundtables and by using specific mailings to Cub Scout leadership. These mailings should also include the basic responsibilities that are to be delegated to the leadership of each Cub Scout Pack. These responsibilities include security and supervision of the

members of their pack, planning and providing necessary meals, registration and payment of fees and cleanup after the event is over.

3. To coordinate the preparation of the rules and regulations of the event with the other members of the steering committee.

4. To establish the procedures for registration and collection of money and the design of forms to support these processes.

A checklist for this process would include:

Develop a registration system.

Prepare/train on-site registration staff, adhering to policies.

Review on-site logistics, signage, and traffic flow.

Prepare supply of registration forms for on-site completion.

Process registrations.

Process all monies collected.

Do the final accounting, reconciliation, and reports.

5. To design and order temporary patches for the event.

6. To report the appropriate information to council after the event is concluded.

d. Games

The most important thing for any Scout, especially Scouts in this age group, is to have fun. In the district I have been personally working with the role of this function has evolved over the past few years. Past practices and currently in some districts, the steering committee is responsible for choosing the games, arranging for the equipment, etc. necessary for the games and recruiting the people to man the games during the event. However, a cooperative effort has now been instituted where each pack in our district is responsible for a game. The packs will choose the game and provide the necessary equipment and manpower. Games that not only involve the Cub Scout, but also other members of their family are encouraged. The steering committee will work with the packs to provide the necessary space and fill any other special requirements for the game. The steering committee will also consider the location of the game in the overall activities and traffic flow plans. The games should be disbursed among scouting and commercial demonstrations in order to allow for rest periods and to maintain variety. The games proposed will also be evaluated for appropriateness in fulfilling the goals and objectives of the event and for health and safety considerations. Games will be monitored during the event for adequate adult supervision and compliance with the "Guide to Safe Scouting". A contingency plan should be created

for rain or other weather related problems. Suggestions for conducting games include:

1. Know both the rules and requirements of the game.
2. Have all necessary equipment on hand. Consider overstocking the game with supplies or equipment to minimize the time required chasing balls, Frisbees, etc.
3. Remove all possible hazards from the area.
4. Introduce the game, explain the rules, demonstrate it, ask for questions, and then start the game.
5. Insist on fair play.
6. Stop the game if the players begin deviating from the rules or conduct becomes unacceptable. Explain rules and acceptable behaviors, and then resume play.
7. Be alert to overexertion in both players and leaders.
8. Be mindful that each group will have a fixed amount of time to complete the game and adjust schedules accordingly.

e. Boy Scout Troops – Demonstrations and Den Chiefs

One of the benefits of an event such as this is that the Cub Scouts in attendance are able to view and participate in demonstrations of scouting skills put on by Boy Scout Troops. This often gives many of the Cub Scouts their first glimpse of what awaits them when they graduate into a



troop. Den Chiefs should be recruited to lead groups of Cub Scouts from one activity to another and assist in the campfire and the worship service. The Den Chiefs should be encouraged to dress in full uniform and be reminded that their behavior will impact not only prospective Boy Scouts but also their parents.

f. Commercial – Demonstrations and Exhibits

In addition to the Scouting demonstrations we invite local fire departments, rescue squads, and police departments to have exhibits or demonstrations. We also invite authorized scout distributors to demonstrate camping equipment, etc. These organizations should be contacted early in the planning process in order to allow them time to schedule the event.

g. Training

Since the Cub Scout adult volunteers have already set aside the weekend of the campout for scouting, and the planned activities keep the kids busy, this is a perfect time for training. Cub Scout Basic Leader Training is offered each year, at this time. Training is coordinated with the district training committee, who has the responsibility to recruit the necessary staff and obtain training materials.

h. Campfire

One very important part of the outdoor program is the campfire. A well-planned campfire can be the perfect end of a busy day at camp. It is important to remember that kids love a good show! Campfires should be special – to some adults this may seem like business as usual. However, to the Scouts this is **BIG STUFF** ...the grand finale to their day. It is important to make the fire lighting ceremony, presentations and announcements as exciting as possible. It is essential for the kids to understand that this is their campfire. This is expressed by each Pack having been requested to present a skit or song. Only the opening and closing of the campfire should be planned. The campfire leader needs to be prepared to ad-lib between skits and to move the program along if time becomes a consideration. Every opportunity to praise and encourage the participants or the leadership of the event should be taken. Negative cheers (i.e. the watermelon cheer) should be avoided for the participants but could be used for adult staff or den chief skits or songs. There are several considerations in planning the campfire. They include:

- a. Location – One of the considerations in choosing a site for the campout is an appropriate place to conduct the campfire.
- b. The natural lay of the land should be utilized, such as

arrange seating on a sloped area to enable participants a better view of the stage area.

- c. Use of an elevated stage can enable a better view of the campfire activities.
- d. The proximity of the location to highways or other distracting noises needs to be considered.
- e. Consider the use of sound support to enable the audience to hear announcements and the activities on the stage.

i. Chapel

Being mindful of the last point of the Scout Law "*A Scout is Reverent*" a chapel service is presented on Sunday morning. The service should last approximately 15 minutes, have a non-denominational theme, and usually include one or two songs.

C. Time Line

The planning of the event actually begins almost a year ahead of time with the selection of the location and setting the date. The planning begins in earnest about three months prior to the event date. At this time, the members of the steering committee and their specific assignments must be finalized. Members of the steering committee should be given ample time to think about their roles, but higher quality results will be obtained if jobs are delegated as early as possible. A master plan and schedule should be prepared for the members of the steering

committee to build upon. Each member of the committee is responsible for organizing the volunteers necessary for their functional area.

#### D. Budget

One of the first activities the steering committee should be involved in is the budgetary process. Budgeting and setting financial goals are often confused as the same activity. They are not. Before a budget can be established, the financial goals for the event must be decided. This is no different from deciding the event's goals and objectives before deciding on the activities of the event and where it may be held. Check with the local council and see if financial goals for similar activities have been established.

Development of a new budget for an established event requires a review of past performance. How did the event do last year? Did the event break-even or did it operate at a loss? The previous budget, along with an adjustment of expenses and revenue to account for inflation, will provide a fairly accurate budget from which to work. If there is no history because of lack of adequate records, more research for preparation of the budget is needed. Pursue expense item quotes and make some educated guesses on the revenues based on prior attendance and fees charge.

The budget for an event may see many changes during the planning stages. It is important to document these changes and trends, as they are identified. This will make planning for the next budget much easier. Members of the steering committee must understand their responsibility in formulating, maintaining and working within the budget.

Revenues take money into the budget and give it spending power. Even with zero-based budgeting, where the goal is not to make a profit but to spend all the revenue taken in, the aim is not to lose money and fall into a negative situation. Revenues will come primarily from fees charged to participants and sales of patches, etc.

Expenses to a budget fall into two categories: fixed and variable. Fixed expenses are not adjusted (based on attendance) and often cannot be changed even if the revenue falls short of expectations. A fixed expense may be the rental of portable toilets. In this case, the fees do not change based on the number of participants. Contract negotiations for any facet of the event must take into consideration the expense budget the committee has created. The budget process must estimate resource requirements for the event and determine how they will be obtained. Anyone involved in a scout leadership position can identify with this quote from a frustrated manager in business, "We've done so much with so little for so long they now expect us to do everything with nothing!" It is important to not let this sentiment become the rule.

Variable expenses can fluctuate based on attendance or other factors. Insurance and the cost of patches are variable expenses; the actual cost varies, based on the number of people in attendance.

Budgetary line items identify each item the budget accounts for. Each line item will have a name, such as registration fees or copying expense. Budgets can be laid out either manually on columnar paper, with lines and rows, or electronically on computer, using one of the many budgeting and accounting programs that exist. Budgets kept on computer tend to be more current and accurate and, therefore, a better tool for achievement of the financial goals.

Once a quality budget has been put in place, it will serve as a guide throughout the program planning process. It is the map that will lead to the correct destination. A budget must be current to be useful. Log all revenues received and expenses paid as they occur. The easiest method of accounting to use for events such as this is the cash method. Cash accounting is the logging in of revenues and expenses when they are actually received. Revenue is added to the budget when the moneys are received and deposited in the account. Expenses are not deducted until an invoice is actually received and paid.

The budget should be reviewed frequently throughout the program planning process. It is recommended that the budget be updated and reviewed constantly. Do not let budgets or the processes intimidate, remember that budgets are not fixed forever in time. A budget is a working tool. Remember, a budget is just like that map mentioned earlier. Unless the map is opened and referred to frequently throughout the journey, the traveler really will not know where they are or where they are going.

#### IV. Pre-Event Preparation

Although this event is conducted annually and Cubmasters have been notified of the date through the Council Calendar, approximately sixty days prior to the date of the event the promotion of the event should begin in earnest. Each Cubmaster must be provided with an information packet with the following:

##### A. Policies

The first item in the information packet should be the policies developed by the steering committee which apply to this particular event. Do not assume that those reading these policies are familiar with the "Guide to Safe Scouting" or related publications. Feel free to reiterate the necessity of two-deep leadership, that football and riding in the back of a pick-up are not allowed, and four-wheelers are not to be allowed on the property. The policies should also include the time for lights-out, any areas that would be off-limits for the participants, and any other items deemed appropriate.

##### B. Procedures

The second item to be included in the packet would be the forms and written instructions for registration, camp checkout, etc. The procedures should also include how to report accidents or other problems that might arise. A list of the members of the steering committee and contact information should be provided so that Cubmasters can address specific questions with the person responsible for that area of the event.

### C. Communications to Participants

The third item in the promotional packet should include other information for the leaders and promotional flyers to be given to each of the Cub Scouts with information tailored to them and their parents. The information should a recap of the purposes and goals of the event, an agenda of activities with critical times emphasized and any tips or suggestions that would assist the leaders in preparing for the event. Since this will be the first camping experience for many, a list of equipment and personal items needed should be included. Detailed directions to the location, with a map, would be a necessity for some participants. This promotional flyer has the power to set the tone and have an effect on participant attitudes prior to the event. Creating anticipation and enthusiasm for the event is a prime function of the announcements and promotion materials relating to the event. It is also appropriate to remind the leaders that the campout can be used to fulfill requirements for items such as the WEBELOS Outdoorsman Activity Badge and to instruct their cub scouts in the principals of the Outdoor Code and Leave No Trace. The campout can also be used to fulfill requirements for the National Quality Unit Award.



## V. Executing the Event

The Steering Committee has spent months in preparation so it is now ready to do the deed. During the week prior to the event each member of the steering committee must be contacted individually to make sure that there are no unanticipated problems in their specific assignments. This is also a good time to review their assignments with them and reconfirm the expected performance of their area.

Members of the steering committee should have an opportunity to camp out at the location the night before the event in order to do advance preparation for the following day. This might include setting up the headquarters tent, erecting signage, establishing the various areas, and a final review of plans and assignments. The fellowship experienced by the members of the steering committee by camping together and the teamwork developed by doing the advance preparation work will assist them in getting through the remainder of the event. Spending the night also ensures that the steering committee is at the location early and ready to begin.

As campers begin arriving, members of the steering committee or other volunteers should "greet" each vehicle as it arrives, give appropriate directions, and answer any questions. The "greeters" need to be familiar with the policies and procedures of the event, the physical layout of the campground, the schedule of activities, and whom to contact if an unusual question or problem arises. Other members of the steering committee and key volunteers act as roving "trouble shooters". This group can be equipped with two-way radios that allow them to respond to a problem or opportunity quickly with the best person for the job. The "troubleshooters" should be prepared to counsel cub scouts, parents, and leaders if necessary. Counseling can be

used to encourage or reassure an individual or to help solve a specific problem. A determination must be made of the need for counseling. The counselor must recognize that no two counseling situations are alike, that each person and problem is different, and that there are no pat solutions to problems.

All key people are charged with continually evaluating the performance of the event with the plans that have been made. Any deviations from the plan should be identified as soon as possible. The resources necessary to fix problems that arise must be applied expediently. The emphasis must be to get the plan back on track, or make any changes to the existing plans that are deemed necessary. It is important to keep everyone informed about things that are on track, the problems encountered and plan revisions as they are made.

A general assembly should be called prior to the beginning of formal activities (games, demonstrations). Participants will be divided into groups at this time. Each group will be assigned a Den Chiefs. Each group will be assigned a different starting point in the flow of activities. An appropriate opening ceremony may be conducted at this time. This opportunity may be used to welcome everyone and "advertise" the upcoming activities. Emphasize critical times such as the campfire, chapel, and leaders meetings. Announce special activities such as training opportunities for adults. Explain to the participants how to transition from one activity to the next and what signals will be used to announce when it is time to do so. Give the location of the headquarters tent in case problems or questions arise. The location of the first aid station should be announced. It is important to check with the members of the steering committee and "troubleshooters" to see if any problems have arisen or a change in the plan that would warrant a

general announcement. These announcements will help keep the event running smoothly. After all announcements have been made, release the participants one group at a time to begin the games and demonstrations.

From this point, the emphasis for the steering committee shifts to monitoring the ongoing activities for their compliance with the plan and adjusting as needed. Again, the analogy of the plan being a map, the route often must be adjusted based on unforeseen circumstances but the destination remains the same. The monitoring phase will continue throughout the remaining scheduled activities until the last campsite inspection has been conducted and all participants have left the property.

The last items related to executing the event include:

1. Conduct a meeting with the property owner to verify the property has been left in acceptable condition.
2. Finalize the accounting process by balancing the monies received, expenses paid, and comparing the final numbers to the budget.
3. Prepare appropriate reports to both the district and council detailing attendance and finances.

## **VI. Reflection/Evaluation**

As in all scouting functions, the final phase is a reflection/evaluation. This is to be used in planning the next similar function. In reflection, the leadership is most concerned about its effect on the total group and its effect on each individual member. In the evaluation process, leaders seek to find out how well the objectives-were met and if improvements can and should be made for the future.

An evaluation as soon as an event or activity ends is the best measure of the immediate reaction. Sometimes, however, a more valid evaluation can be made two to three weeks following the event or activity. The later evaluation may be more valid as it is less subject to the enthusiasm of the event and a natural desire to please (or condemn) the leadership.

### **A. Participants**

There are several tools that can be used to gather feedback about what the participants thought of the event. A questionnaire to be completed by the Cubmaster and turned in during checkout is, in theory, an excellent data collection tool. However, the reality is that the Cubmasters are usually so busy with breaking camp and seeing to the needs of their pack, that they do not have time to complete a questionnaire in a manner to maximize the information. A better place to solicit feedback from the Cubmasters is at the District Roundtable immediately following the event.

### **B. Steering Committee**

A follow-up meeting of the steering committee can be held to obtain information as to the success and failures of the plan and any suggestions as to changes in the future. If a meeting cannot be organized then the members of the steering committee should be contacted individually.

C. District Committee

Many of the members of the district committee attend the event and can provide valuable input; they can also pass along the feedback that they had received from the units they work with.

Six simple questions can be asked in this process that will work for almost any project or program. The first three questions relate to the success in carrying out the project, while the second three questions relate to the individual participants. Some general evaluative criteria include:

1. Was the job done? (Did the event fulfill its goals and objectives? Why or why not?)
2. Was it done right? (Identify what worked and what needs fine-tuning.)
3. Was it done on time? (What items should have been considered during the planning process but were not?)
4. Did everyone take part? (Was the event well attended? Why or why not?)

5. Did everyone enjoy themselves? (Was informal and formal feedback about the event positive?)
6. Do they want more? (Was the event considered a success by fulfilling the perceived wants and needs of the participants?)

All of the information compiled during the reflection/evaluation process needs to be documented and made available for consideration in the planning process for the next event.

## **VII. Conclusion**

In conclusion it is hoped that the information contained herein will assist those given the task of planning, organizing and executing an event such as the Akela-Cub Campout. Please remember that this information was designed with the intention of being modified based on the goals, location, and other resources available for the particular event that is being planned. On a personal note, at that time this subject was chosen for my Doctorate I did not realize that I would have the opportunity to witness first hand what can happen when a key volunteer for staging this event becomes unable to perform their duties. These observations reinforced my feeling that there was a need for a planning manual specific to this type of event. It is my hope that this manual assists the reader in planning, organizing and executing an event of the quality that the participants truly deserve.




## VIII. Acknowledgements

I would like to thank my wife and children for their continued patience and understanding, not only during my research and preparation of this paper, but on a weekly basis as I work with scouting activities throughout the year. My wife Teresa and my sister Regenia were invaluable in their skillful proofreading of this paper. I would like to thank Bart Koontz, Jim Green and Tony Holbrook of the Ocanosta District, Sequoyah Council for giving me the opportunity to be part of the steering committee for the Akela-Cub Campout these past several years. Thanks to Kevin Worley for reviewing the draft and his insightful comments and suggestions.



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Service Center Closed  Labor Day	3	4	5	6	7
8	9	10	11	12	13 Show-n-Sell orders due to council office	14  OA Ordeal
15	16	17	18 Executive Board Meeting	19	20	21  Wood Badge Weekend 1
22 Wood Bage Weekend 1 Con't	23	24	25	26	27	28 Show-n-Sell Pick-up
29	30	August <i>BOY'S LIFE</i> features September themes:  Blast Off  Communicator / Citizen  Sports				

## District Calendar Dates

### Heritage District

- 10 District Committee Meeting
- 12 Roundtable
- 12 Cub Basic Leader Training
- 28 Cub Campout
- 28 Cub Basic Leader Training

### Mountain Laurel District

- 7 Cub Leader and Troop Committee Specific Training
- 12 Commissioners Meeting (Corbin)
- 12 Roundtable (Corbin)
- 13 Roundtable (Hazard)
- 14 Leader Training (Harlan)
- 20 Cub Leader Specific Training - Session 1 (Hazard)
- 20-21 Cub Campout (Cumberland Gap National Park)
- 27-28 Cub Campout (Hazard)

### Thoroughbred

- 5 Roundtable
- 28 New Leader Essential and Baloo Training

### Kit Carson

- 12 Roundtable
- 27-28 Cub Scout Campout

### Midland Trail District

- 5 District Committee Meeting
- 12 Roundtable
- 21 New Leader Essential Training
- 21 Leader Specific Training
- 26 Commissioner Staff Meeting
- 27-29 Cub Scout Family Campout

### Lake Cumberland District

- 3 District Committee
- 10 Commissioners Meeting 6:00
- 10 Roundtable 7:00
- 14 New Leader Essential and Leader Specific Training
- 27-29 Cub Scout Family Campout

### Lonesome Pine District

- 5 Roundtable
- 27-28 Cub Scout Family Campout

are available at the Scout Service Center, the district training team, or the commissioner staff. Contact: District Training Chairman, Pat Gant (859) 987-0680.

### **NEW LEADER ESSENTIALS TRAINING**

The initial training for all new Scout leaders, "New Leader Essentials", is the place to start. This 90-minute training presents an overview of the core elements of Scouting. All new adult leaders of Tiger Cubs, Cub Scouts, Webelos Scouts, Boy Scouts, Varsity Scouts, Venturers, all committee members as well as new members of the district committees and executive board should attend. Contact: District Training Chairman, Pat Gant (859) 987-0680.

### **LEADER SPECIFIC TRAINING**

Upon completion of New Leader Essentials, volunteer leaders take part in leader-specific training to prepare them for the opportunities and responsibilities related to their leadership positions with the Cub Scout program (about 3 hours), Boy Scout program (about 9 hours), or Venturing program (about 5 hours). All members of the pack, troop, team, or crew should attend. Contact: District Training Chairman, Pat Gant (859) 987-0680.

*Cub Scout Specific, 12:30 PM - 4:00 PM*

*Boy Scout Specific, 8:00 PM - 5:30 PM*

*Venturing Specific, 12:30 PM - 5:30 PM (on October 26<sup>th</sup> only)*

### **BALOO**

Basic Adult Leader Outdoor Orientation is the training for new Cub Scout Leaders with a desire to plan and carry out an outdoor experience for the pack. Parents are encouraged to participate in this training experience to be able to enhance their pack's enjoyment of the great outdoors. Contact: District Training Chairman, Pat Gant (859) 987-0680.

### **YOUTH PROTECTION TRAINING**

All registered Scouters leaders are required to be certified in Youth Protection Training. This 75-minute training will familiarize you with how Boy Scouts create and environment to protect our youth as well as the adults who are our volunteers. Contact: District Training Chairman, Pat Gant (859) 987-0680.

## **FALL CAMPING OPPORTUNITIES**

### **CUB CAMPOUT**

The District Cub Scout committee is organizing this year's Cub Scout Family Campout. We are planning a weekend of activities for all Cub Scouts and their families. We will be camping at Camp McKee Scout Reservation on September 27 - 29, 2002. Some of the activities include BB gun shooting, archery, games, crafts, and other high adventure activities. Bring your tent, camping gear, and food for your family. Cost is \$5.00 per person (children under five are free.) The cost includes a patch with every paid admission, insurance, and program materials. Contact: Sheila Gant (859) 987-0680.

### **FALL CAMPOREE**

The Midland Trail District is putting together a great Fall Camporee at Camp McKee Scout Reservation for all the troops in Midland Trail District. Details were worked out at the August program kick-off. Cost of the camporee will be \$5.00. Contact: Alan Watts (606) 784-7088.

**Akela/ Cub Campout 2002**  
**Rules and Regulations**

1. **NO** footballs or soccer balls.
2. **NO** bicycles, skates, roller-blades, skateboards or scooters.
3. **NO** motorcycles, all terrain vehicles including 3 or 4 wheelers, etc. **You will be asked to leave.**
4. **NO** hotdog or marshmallow sticks, pokers, forks, coat hangers or Skewers.
5. **NO** salt or chemically treated wood. Do not bring wood that has had poison ivy on it.
6. **NO** radio's or boom boxes. If headset (Walkman) is brought, must be worn in campsite only. Keep noise to a minimum after 10:00 p.m. Please be respectful of other campers.
7. The designated parking area is the north side of the shower house. Please have your vehicles out of the camping area by 12:30p.m. Remember to drive carefully and 15 miles per hour or less. Please park in the designated parking area only.
8. Each pack/troop is responsible to bring a first-aid kit. However, there will be a first-aid station at headquarters.
9. Building fires on the ground is prohibited. Fires must be at least 8 inches off the ground in kept containers to keep from harming the grass. (example; half barrel on cinder blocks). Any questions see Kevin Worley or Bart Koontz.
10. Taps 11:00 p.m.
11. If any child is to leave the premises after 8:00 p.m., they must be accompanied by a parent and **MUST check out at headquarters**. If not accompanied by a parent must have written permission from parent and accompanied by pack leader to headquarters upon checking out.
12. It is the policy of the Boy Scouts of America that the **beds of trucks or trailers are NOT to be used to carry passengers**.
13. We must set a good example by not bringing tobacco or alcohol products to Scout functions. If you are a smoker and have to smoke, please do so out of the sight of the children and properly discard the cigarette butts.
14. Area North of the Bath House is **OFF LIMITS**. Climbing on the dirt knoll is **OFF LIMITS**. Being on the hillside over looking the campfire area is **OFF LIMITS**. Leaders please take responsibility for your campers safety and keep these areas cleared of scouts and guests.

**Note:**

If any of the prohibited items are brought, they will be taken into the possession of the staff members and may be given back at check out time per discretion of staff.

In keeping with Scout tradition, we abide by the "Leave No Trace" policy. Each campsite must be checked by Kevin Worley or Bart Koontz before checking out.

Staff reserves the right to send a child home who does not obey the rules of conduct.

**Akela/ Cub Camp Out**  
**September 28<sup>th</sup>-29<sup>th</sup>**  
**Information and Instruction Sheet**

In preparation for the 2002 Akela Cub Campout the staff would like to take this opportunity to pass on the following information in the hopes of having a successful event this year. Please pass this information on to the members of your Packs and Troops. If you have any questions you may contact Kevin Worley 276-466-5330 (H), 276-623-5279 (W), 423-646-7823 (cell), or Bart Koontz 423-968-4516. You may also direct your questions to the appropriate responsible staff person from the enclosed list.

We look forward to your attendance and encourage each Scouting member to come and join us for a fun filled and active weekend! We encourage all Boy Scout Troops to participate and support the Cub Scouts and help welcome them as part of our future.

In order to make registration go smoothly and in a timely manor we have revised the way registration will be handled. You will find in your packet a registration information sheet that needs to be filled out appropriately. Each unit leader will be responsible to register for the entire unit as a whole instead of individually. The unit leader will need to arrive no later than 9:00. There will be pre-assigned camping areas for the units. These instructions will be given to the unit leader after arrival. It is his/her responsibility to assist the others in their group upon their arrival as to directions of where to set up camp, etc. There is also an enclosed map which you may make copies of to hand out.

After each pack or troops members have arrived the unit leader needs an accurate head count and the appropriate registration money. They will then bring the UNIT REGISTRATION SHEET and registration money to headquarters to be checked in. Registration begins at 9:30 am – 12 pm. Anyone arriving late will need to check with their unit leader who will then notify staff at headquarters so they may be added on the roster. Each person has to be accounted for on the roster.

After the registration forms and money has been submitted, the appropriate amount of patches will be issued to the unit leader. For convenience, one check may be written for each unit. Make the checks out to B.S.A. Kevin Worley will be the only person who will be issuing the Den Chiefs patches.

The Cub Scout participants and Den Chiefs will need to meet at the campfire area at 12:30 for the Field Events. The boys will be divided into groups for the field events in a similar fashion as in the past; however this will be done on site where the field events will be taking place instead of during registration. Colored bracelets will be issued at this time.

**Items to bring if you are camping:**

**Tent - Tent Stakes - Sleeping Bag – Flashlight – Warm clothes – Personal Items – Food and Snacks – Rain Gear – Trash bags – Play shoes – Ball cap – Cooking utensils (pots, pans, silverware, etc) (these items necessary if the food items you bring require preparation) – Cups and plates for your family – Cooler if needed for your drinks – Money if you wish to purchase any snack items or merchandise**

**Items to bring for the day activities (including supper and campfire):**

**Flashlight – Warm clothes – Personal Items – Food and Snacks – Rain Gear – Play shoes – Ball cap – Cooking utensils (pots, pans, silverware, etc)(these items necessary if the food items you bring require preparation) – Cups and plates for your family – Cooler if needed for your drinks - Money if you wish to purchase any snack items or merchandise**

**Registration Fee's are as follows:**

**All Campers and Cub Scouts      \$5.00 (includes patch)**  
**All Other Campers                      \$5.00 (includes patch)**  
**Boy Scouts working as Den Chiefs will receive a free patch only if they work and these will be handed out at the end of the day by Kevin Worley.**  
**There will be a separate sign in for the Den Chiefs at registration.**

**Boy Scouts assisting with Troop Demo's**

Demo (day only) without patch	no charge
Demo (day only) with patch	\$2.00
Camping without patch	\$3.00 (covers insurance)
Camping with patch	\$5.00

Questions regarding registration contact Nancy Berry 423-323-0322(H), 423-646-4021 (C) or Kevin Worley, see numbers listed above.

We encourage and request that all Boy Scouts serve as Den Chiefs. We need their help with all activities. There will be a Den Chief Meeting, to be announced, prior to the campout. Jim Lowe 423-968-3636 and assistant Dustin Berry 423-323-0322 will be in charge of the Den Chiefs. It is important that he has a list of the boys who are interested and plan to attend, even if they are not able to attend the Den Chief Meeting. We ask for the Scout Masters to help by encouraging the Boy Scouts to participate.

Cub Scout Basic Leader Training will be at 1:00 pm to 5:00 pm located behind the campfire site. (See map).

The shower house will be open from 6:00 am til 10:00 pm and we ask that each person show respect and appreciation for being allowed the usage of the facilities by keeping them clean and orderly. There will be designated adult and youth shower areas with instructions after arrival. In keeping with B.S.A. policy and Youth Protection Guidelines, adults and youth are not allowed to shower together in a combined facility. Unit leaders are responsible for providing adequate supervision of their units at the bathhouse in order that we may maintain the cleanliness during shower times and see that no damages occur.

Adults are also not allowed to sleep in a tent with any one else's child other than their own.

A concession stand will be open which will contain snack foods and drinks. There will also be cold water available.

Tee shirts will be available in the following sizes:

## Akela Cub Campout 2002

### Contact Reference List

Akela Cub Chairman .....Kevin Worley..... 276-466-5330 (h)  
 276-623-5279 (w)  
 423-646-7823 (c)  
[kworley@abingdon.com](mailto:kworley@abingdon.com)

Cub Scout Activities Chairman .....Bart Koontz ..... 423-968-4516

Facilities .....Robert Earhart ..... 423-764-3592

District Commissioner ..... Bart Koontz .....423-968-4516

Headquarters/ Registration/ First Aid .....Nancy Berry.....423-323-0322  
[Songbird13@chartertn.net](mailto:Songbird13@chartertn.net)

Training .....Darlene Nichols .....423-538-4542  
[Darlene\\_I\\_nickels@wellmont.org](mailto:Darlene_I_nickels@wellmont.org)

Commercial Demonstrations ..... Tony Holbrook .....423-646-1112  
[tony@holbrooksurveyors.com](mailto:tony@holbrooksurveyors.com)

Boy Scout Troop Demonstrations..... Mike Dillow ..... 276-645-0374  
[MikeD@ModernForge.com](mailto:MikeD@ModernForge.com)

Field Events..... Christy Taylor .....276- 466-6340  
[Christy\\_m\\_taylor@wellmont.org](mailto:Christy_m_taylor@wellmont.org)

Den Chiefs ..... Jim Lowe ..... 423-968-3636

Campfire Program ..... Kevin Worley .....276- 466-5330  
[kworley@abingdon.com](mailto:kworley@abingdon.com)

Campfire Setup and Ceremony ..... John Chandler ..... 423-968-2602  
[jchand@chartertn.net](mailto:jchand@chartertn.net)

Concession Stand ..... Cathy Depew .....423-323-9394  
[cdepew@aerusonline.com](mailto:cdepew@aerusonline.com)

Tee Shirt Sales ..... Registration Staff .....

**Akela Cub Campout 2002**  
**September 28<sup>th</sup> -29<sup>th</sup>**  
**Unit Registration form**

**Unit (Pack or Troop) Number:** \_\_\_\_\_

Chartered Organization: \_\_\_\_\_

Cub Master or Scout Master: \_\_\_\_\_

Name of Leader in charge for the weekend of the Akela Cub Campout:

Leader in charge for the weekend's cell phone number or another unit leader who is camping, where your unit may be contacted on site if needed:

Name:

Cell # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**CUB SCOUT INFORMATION**

1) Total # of Adults/ siblings camping \_\_\_\_\_ x \$5.00  
(Age 2 and under are \$3.00 which covers insurance, no patch )

Names:

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

2) Total # of CUB Scouts camping or not camping: \_\_\_\_\_ x \$5.00 (includes patch)

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

TOTAL Amount of Money: \$ \_\_\_\_\_  
(Please write one check from your pack for the entire amount of the fees due)

Total Number of Patches for Cub Scouts: \_\_\_\_\_



**BOY SCOUT INFORMATION:****1) Den Chiefs (If Den Chiefs work, they will receive a free patch) - DAY ONLY**

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

**2) Den Chiefs (If Den Chiefs work, they will receive a free patch) - CAMPING (\$3.00 Fee)**

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

**3) Total # of BOY not camping (DAY ONLY) with patch: \_\_\_\_\_ x \$2.00 (includes patch)**

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

**4) Total # of BOY Scouts camping (without patch): \_\_\_\_\_ x \$3.00 (insurance)**

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

**5) Total # of BOY Scouts camping with patch: \_\_\_\_\_ x \$5.00 (includes patch)**

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

TOTAL Amount of Money: \$ \_\_\_\_\_  
 (Please write one check from your pack for the entire amount of the fees due)

Total Number of Patches for Boy Scouts: \_\_\_\_\_

## **Cub Scout Camping Guidelines**

### **Age Guidelines**

The Boy Scouts of America has established the following guidelines for its members' participation in camping activities:

- Overnight camping by first-, second-, and third-grade Cub Scout dens is not approved, and certificates of liability insurance will not be provided by the Boy Scouts of America.
- Cub Scouts (second- and third-graders) and Webelos Scouts (fourth- and fifth-graders) may participate in a resident overnight camping program covering at least two nights and operating under certified leadership in an established Scout camp operated by the council during the normal camping season.
- A Webelos Scout may participate in overnight den camping when supervised by his mother or father. It is essential that each Webelos Scout be under the supervision of an adult. Joint Webelos den-troop campouts are encouraged for dens of fifth-grade Webelos Scouts with their parents to strengthen ties between the pack and troop. Den leaders, pack leaders, and parents are expected to accompany the boys on approved trips.

### **Family Camping**

**Family camping: an outdoor camping experience, other than resident camping, that involves Cub Scouting, Boy Scouting, or Venturing program elements in overnight settings with two or more family members, including at least one BSA member of that family. Parents are responsible for the supervision of their children, and Youth Protection guidelines apply.**

#### **Recreational family camping**

**Recreational family camping: when Scouting families camp as a family unit outside of an organized program. It is a nonstructured camping experience, but is conducted within a Scouting framework on local council-owned or -managed property. Local councils may have family camping grounds available for rental at reasonable rates. Other resources may include equipment, information, and training.**

### **Additional Cub Scout Overnight Opportunities**

**Cub Scouts can experience overnight activities in venues other than accredited resident camping. There are two categories of Cub Scout overnights:**

#### **Council-Organized Family Camp**

**Council-organized family camps are overnight events involving more than one pack. The local council provides all of the elements of the outdoor experience, such as staffing, food service, housing, and program. These are often referred to as Parent/Pal or Adventure weekends. Council-organized family camps should be conducted by trained leaders at sites approved by the local council. In most cases, the youth member will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.**

**Overnight activities involving more than one pack must be approved by the council. Council-organized family camps must be conducted in accordance with established standards as given in National Standards for Council Family Camping, No. 13-408.**

### **Pack Overnights**

**These are pack-organized overnight events involving more than one family from a single pack, focused on age-appropriate Cub Scout activities and conducted at council-approved locations (councils use Site Standards Approval, No. 13-508). If nonmembers (siblings) participate, the event must be structured accordingly to accommodate them. BSA health and safety and youth protection guidelines apply. In most cases, each youth participant is responsible to a specific adult.**

**Adults giving leadership to a pack overnights must complete Basic Adult Leader Outdoor Orientation (BALOO, No. 34162A) to properly understand the importance of program intent, youth protection guidelines, health and safety, site selection, age-appropriate activities, and sufficient adult participation. Permits for campouts shall be issued locally. Packs use Local Tour Permit Application, No. 34426B.**

**Tiger cubs are limited to boy-parent excursions, day camps, or council-managed family camping.**