



Cub Scout Task Force

Northeast Region, Order of the Arrow

Cubs @ Fellowship: Fact Sheet

Step 1

Lodge Executive Committee - Meet with your LEC and lodge staff adviser. Bring up the idea of *Cubs @ Fellowship*. You will want to have a plan in place and the reasons why you should have *Cubs @ Fellowship*. You may also want to have a pros and cons list to present to the LEC and the lodge staff adviser to help with the discussion. The event should be promoted as "Parent/Pal" event so every youth is accompanied by a guardian (unless the pack comes as a group and follows the Guide to Safe Scouting).

Step 2

Communicating with the Council - The next step is to work with your council. You will want to work through the lodge staff adviser to get in contact with the field service staff for the local council. You will then want to work with field service staff, Cub Scout roundtable staff, and the council membership committee to start getting the word out about *Cubs @ Fellowship*.

Step 3

Backdater - Once the LEC and council approve of *Cubs @ Fellowship*, you will need to set up a backdater. Please see the attached sample backdater.

Step 4

Budgeting - You will need to work with your LEC to discuss how budgeting will work. You can either make it a free event (with the cost paid by the lodge) or you can charge a fee for the Cub Scouts/parents to cover the costs.

Step 5

Activities - To make things easy, *Cubs @ Fellowship* is usually a half-day event, running from about 9am to lunchtime (or 1pm to dinnertime). This makes it easy to open activities like BB, archery, boating, etc. with the appropriate qualified staff. Other activities include fishing, belt loop work, and indian lore. A typical schedule is as follows:

- a. Check In / Registration
- b. Cubs Scouts / Parents join for flag ceremony
- c. Brief Cub Scout summer camp promotion
- d. Cubs Scouts / parents go from activity to activity
- e. Cubs Scouts / parents join OA brothers for lunch (or dinner) and receive their patches

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Step 6

Promotion - The best way to promote *Cubs @ Fellowship* is to work through the local council. You may want to have flyers made that can be emailed and handed out at roundtables. Through your lodge staff adviser, working with district executives, roundtable staff and the council membership team is a great way to get the word out. This event benefits Cub Scouts and can help retain them.

Step 7

Staffing - Through your lodge staff adviser, contacting the lodge brothers, camp staff or other experienced / certified people to run program areas is best. Assigning a chairman for *Cubs @ Fellowship* is key to its success. If your lodge has a Cub Scout committee, that is great! He can gain staff from there. If not, he will need to develop a staff.

Step 8

Putting it all Together - Cub Scouts want to have fun. So if you can allow them to have fun, earn some requirements and encourage them want to join Boy Scouts, then you did your job right! Remember, each pack's leadership should be responsible for signing off youth requirements completed at *Cubs @ Fellowship*.



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Cubs @ Fellowship: Backdater

Days Out	What?	Responsible
200	Discuss <i>Cubs @ Fellowship</i> with LEC and local council	Lodge Key 3
190	Appoint chair/adviser for <i>Cubs @ Fellowship</i>	Lodge Key 3
175	Plan activities	Chair/ Adviser
160	Plan budget	Chair/ Adviser
150	Publish promotional Flyer	Chair/ Adviser
100	Recruit staff	Chair/ Adviser
80	Set up schedule	Chair/ Adviser
75	Promotions begin in full swing	Chair/ Adviser
75	Open registration	Chair/ Adviser
60	Reserve time at roundtables to promote <i>Cubs @ Fellowship</i>	Chair/ Adviser
30	Final push for promotions	Chair/ Adviser
15	Send reminder to Cub Scouts' parents	Chair/ Adviser
10	Email all staff and provide details	Chair
0	<i>Cubs @ Fellowship</i>	Chair, Staff, Cub Scouts, Parents
+10	Send out thank you notes	Chair/Adviser
+20	Evaluate and make recommendations for future	Chair and Staff

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