





A full month of FUN-filled theme based activities, plus tips on working with Cub-age children and program planning how-to's!!





READ ME FIRST!!

JUMPSTART Introduction

Welcome to the jungle world of Cubs! You have joined more than 46,000 other adults serving young people as leaders. This resource is designed to help you through the early stages of program planning for

a Cub pack. As you read through the material, you will find answers to many of the program-related questions most Cub leaders ask.

Do you feel a bit unsure or overwhelmed with the task of thinking up interesting Cub programs?

This is normal. We all experience those same feelings.

The JUMPSTART program resource will give you enough background information, ideas and confidence to "jumpstart" your planning so you can begin having FUN with your Cubs.

How To Use JUMPSTART

Scouts Canada developed JUMPSTART to help get you off and running with a fun-filled program as quickly as possible. Remember these tips:

- Be flexible when planning and delivering your programs. While this
 package gives you a starting point, unforseen events can alter the
 basic plan. Flexibility will make the meeting more enjoyable and easier for both you and the children. Times found in JUMPSTART's
 weekly planning schedules are approximate only; change them to
 suit your needs.
- Shared leadership means sharing the workload. When every leader accepts a job, no one feels over-burdened with all the work. This makes running a pack more fun. JUMPSTART's weekly planning schedules provide space to record which leaders have responsibility for various activities.
- Keep notes. Was the program a success? What worked? What didn't
 work? At the bottom of every weekly meeting schedule, JUMPSTART
 provides space to record these details. Plan to stay after the meeting
 to discuss the program with your fellow leaders. Not only will this
 save time, but future programs will run smoother and you won't have
 to schedule a separate leader meeting to discuss program planning.
- Be creative. JUMPSTART material sets out a basic plan; don't feel tied
 to it. Your own creativity will add even more fun and excitement to
 your program. Use the extra planning sheets to put your own ideas
 into the theme.

What Is Cubs All About?

Before planning a program, you need to know something about this age group. Your program should be fun and within the average Cub's abilities to participate. Cub-age children are at a special time in their lives. Full of curiosity and adventure, they love to be creative and explore nature; they are learning to work as a team and develop important social and leadership skills.

Scouts Canada sets out more formal guidelines for the Cub program. In Cubs, we emphasize activities which encourage the children to:

- · express and respond to God's love in their daily lives
- · do their best
- · keep fit
- satisfy their curiosity and need for adventure and new experiences
- be creative and develop a sense of accomplishment
- · make choices
- develop a sense of fair play, trust and caring
- · work together in small groups and experience being a leader
- participate in outdoor activities
- learn about the natural world and their part in it.

The essence: We want Cubs to have lots of fun, while feeling good about themselves, their friends and God, and the environment. At this stage in a child's development, it is extremely important for each Cub to acquire personal feelings of self-worth through doing their best. For a Cub, a good program includes the fun of trying new experiences where every child is appreciated and considered a member of the team. As a leader, you will be helping Cubs to develop the social skills and self-confidence necessary for them to try even more exciting experiences later on in life.

The simplest way for you to develop a program that creates these opportunities is through the use of imaginative, theme-based activities.

Before we get into the actual workings of some popular program themes, let's review how to plan a program. Once you know the process and how to involve Cubs, it won't be long until you are putting your own great ideas into action!

Program Planning

Effective planning is the key to providing a program which meets the needs of Cub-age children. The time spent planning and preparing is reflected in the quality of the program and the experience that the youth receive.

Use the Cub program guidelines as an initial gauge for measuring whether a particular activity idea is appropriate for the program. The guidelines are also the tool for evaluating the design of the section program.

Planning makes all leaders fully aware of their commitments; it helps them equip themselves for the job ahead.

What else is important?

Plan more activities than you need. If one part of the program does not seem to be working, be flexible and switch to a backup activity. This will also help reduce discipline problems caused by boredom during lag times between activities.

Who Plans?

Although group decision-making may sometimes be slow, when the leadership team shares planning responsibility, individual burdens are greatly lessened.

Before getting too carried away with planning, don't forget an excellent resource — the Cubs themselves! Ask them about their interests. Give the children an opportunity to brainstorm ideas and themes. Write these suggestions down for later use in picking programs.

Meet with your leadership team and develop common themes. They will more easily accept ideas that are generated by the children and packaged into themes. The team will see a purpose in their work; this will generate enthusiasm.

JUMPSTART plans break down into specific themes and meetings.

Long, Medium, Short Range Planning

Long Range

Choose about 10 themes offering a good variety of interests, when planning for the entire year. Estimate how many meetings each theme requires.

On a calendar (the Scouts Canada calendar works well), mark down the following:

- · regular meeting dates
- school vacation periods
- · special holidays
- district events (e.g. Apple Day)
- special community events
- special weeks (Scout/Guide Week)
- hiking/camping activities
- dates when the meeting hall is not available.



Organizing a Camping Event

A JUMPSTART Planning Guide



rganizing a camping event, whether it is for your group or a large multi-group camporee, requires a plan. While the scale of participation may vary, camping events share common objectives and tasks that must be performed if the camp is to run smoothly and be successful. This guide is designed to provide you with a summary checklist of the most common planning steps required to organize and implement a camping event.

How to Use the Guide

The first step before starting to use the Guide is to remember to be flexible in your planning. While the Guide sets out basic tasks that will need to be done in most camping events, the unforeseen task or loose end will invariably pop up. Use the Guide to record these concerns so they do not become disruptive later on. While some approaches set out specific times when a task needs to be started, the times have been left open for you to decide based on local factors that influence your planning.

Take a moment to read through the Guide to see what work is required. Compare this work to the events mentioned in the attached Leader magazine articles. You should be able to see how the steps are used and some of the details associated with specific Tasks.

To use the Guide, put the planning pages into a three ring binder. Separate each Objective with a divider, to produce your personal Planning Binder. As you accumulate information related to completing certain Tasks, put the original material or copies into the binder under the appropriate Objective. Be sure to indicate when you started a Task and when you completed it. As your planning progresses, you will be able to build a record of your progress and locate supporting documents if questions arise about whether a particular job has been done. If you find that your camping event requires more Tasks than listed in the Guide, simply add these jobs to the related Objective page and continue with your planning. If all goes well, at the end of the event, your binder will be a complete record of when people did certain work, what correspondence and contacts were made, how much things actually cost, and other pertinent details. This binder, along with the post event evaluation, can then be passed on to the next group of people who wish to run a similar event, thereby saving time and preventing perhaps costly mistakes from reoccurring.

Be sure to give yourself enough time to do proper planning. Together with other leaders on your event committee, the Guide will give you a place to begin organizing a super experience for your youth members.



Set Event Purpose

The Purpose is the reason why you are going to run this event. Are your reasons for conducting this camp complementary to other priorities? Asking this question now will avoid conflict later on.



Set Event Goals

Goals are the long range effects you hope your camp will achieve. These can include:

- Promoting continuity in the Scouting movement.
- Teaching youth to live the values of the section Law, Promise and Motto.
- Providing an uplifting and fun experience in a camp setting.
- Promoting respect for the environment and other event-related values.



Set Event Objectives

Objectives are the hands-on, measurable activities that must be done to accomplish the Goals and ensure the camp happens. There are eight basic Objectives to most camp events.

- 1. Recruit a camp committee and develop the framework for operational plans, procedures and schedules.
- 2. Develop a camp program outline.
- 3. Develop a promotional package for the camp.
- 4. Develop a registration process for camp participants.
- 5. Develop pre-camp logistics plans.
- 6. Conduct the camp.
- 7. Conduct a post-camp evaluation.
- 8. Develop and operate the camp within budget.



Set Tasks

Tasks are specific jobs within an Objective. By breaking an Objective into manageable tasks, the workload can be distributed more efficiently. You can also add new tasks as they appear and can monitor overall progress so critical steps are not left uncompleted.



Objective 1:

Recruit a camp committee and develop operational plans, procedures and schedules.

	TASKS	WHO	DATE Started	DATE COMPLETED
1.	Develop job descriptions.			
2.	Recruit and assign committee members to fulfill certain tasks.			
3.	 Conduct initial meeting to establish: Camp purpose, goals, objectives and date of event Factors influencing camp planning Timing of meetings Role and function of the camp committee Other items of operational need. 			
4.	Establish camp logistics needs: Communications Safety and Security Medical Hygiene Food services Site and facilities Transportation Ceremonies Public Relations Religious/Spiritual (Relate to Objective 5)			
5.	Agree on any logo and promotions.			
6.	Agree on basic registration process.			
7.	Agree on budget process, reporting and accountability.			
8.	Establish camp committee costs for administrat phone, travel, photocopying and mailings.	ion,		
9.	Notify the district/area and local Scout office of event and seek support or approval for local operations.			





Objective 2:

Develop camp program outline.

T	ASKS	WHO	DATE Started	DATE COMPLETED
•	Arrival times and check-in procedure Set-up of packs/other support sections Opening ceremony Orientation of participants Orientation of leaders Evening campfire program Rainy day alternative schedule.			
•	Pevelop schedule for first day to include: Wake-up and washing Breakfast, lunch and dinner Activity start times Snack breaks Leader briefings Sleep time Evening security watch Rainy day alternative schedule.			
•	Pevelop schedule for second day to include: Wake-up and washing Breakfast, lunch and dinner Activity start times Snack breaks Leader briefings Sleep time Evening security watch Rainy day alternative schedule.			
•	Pevelop schedule for last day to include: Wake-up and washing Breakfast Take-down and packing Closing ceremony Departures.			

Note: Add Scouts' Own/Religious observance time where required for your unit.





Objective 3:

Develop promotional package for camp.

	TASKS	WHO	DATE STARTED	DATE COMPLETED
1.	Confirm costs to camp participants.			
2.	Confirm location of camp site or sites.			
3.	Confirm dates of camp.			
4.	Confirm who can participate.			
5.	Confirm program being offered and schedule, including rainy day plans.			
6.	Produce promotional package that includes: • Cost • Location and maps • Who can come • Tourist info on local sites • Program schedule and plans • How to register.			
7.	Send out to interested participants.			
8.	 Send advance promotional flyers to: Service teams Council offices for newsletter inclusion Scouter's clubs Media: newspapers, radio, television stations 			





Objective 4:

Develop registration process for camp participants.

	TASKS	WHO	DATE Started	DATE COMPLETED
1.	 Develop registration package to include: Scouts Canada's Physical Fitness Certificate to be completed in duplicate — one for leader and one for camp committee Application to Camp form — to be given to local group committee Tour Permit — to be given to local council, if needed Information sheet for parents. 	I		
2.	 Develop process for accepting registrations to inc Setting up bank account or other accounting procedure Writing receipts for fees Recording participant information. 	clude:		
3.	Develop joining package for camp participants based on activities and season to include: • Personal camping checklist • Section camping checklist • First aid kits • Religious items.			
4.	Develop process for sorting and filing medical forms.			

Note: This Objective can be combined with the promotional package.





Objective 5:

Develop pre-camp logistics plans.

	TASKS	WHO	DATE Started	DATE COMPLETED
1.	 Communications: Arrange for phone network of key committee members Distribute phone numbers of emergency contact points for parents Ensure off-site transportation has phone link. 			
2.	 Safety and Security Inform police and fire departments of event, location and dates Arrange for first aid coverage, with first aid kit location established Develop emergency evacuation plan for the site Arrange for each group to bring their own travelling first aid kit Arrange for Anakits for severe allergy emergencie Arrange for camp security during off-site activities and throughout the evening Designate spokesperson to handle all media requests and emergencies. 			
3.	 Medical Review physical fitness certificates of participants and make necessary plans for related concerns Have first aid trained leaders or parents available at all times to handle emergencies Have fitness forms stored in safe and readily accessible area. 			
4.	Hygiene • Arrange for washing facilities, including: - toilets - sinks - showers - port-a-potties, if necessary • Arrange for drinking water access • Arrange for garbage pickup and disposal • Develop schedule if required for participants access to washrooms and showers.			
5.	Food Services • Develop suitable menus to cover religious/ dietary needs			

 Arrange for cook to provide meals Develop schedule for eating of meals Arrange for eating utensils Arrange for disposal of waste food and eating utensils Arrange for storage of perishable food. 		
 6. Site and Facilities Reserve backup living and program areas if event is held outdoors Arrange for tents, equipment and facilities Arrange for camp to be set up Arrange for camp to be taken down Arrange for any power needs in camp Arrange for parking area for groups Arrange for vehicle arrival and departure area 		
 7. Transportation Arrange transportation to the camp Reserve transportation for any off-site programs Arrange transportation for return home Arrange to have excess gear transported. 	s	
 8. Public Relations and Promotions Design and order recognition items, such as shirts, pins, name tags, etc. Invite VIP's Invite media. 		
 9. Religious Mixed Group Camps: Arrange access for those needing to attend religious services Arrange for general Scouts' Own. 		
 Religious Specific Camps: Arrange for religious leader/chaplain participation in event Arrange for religious service items to be available for any camp held religious services Request participants bring required personal religious items for event or service. 		
 10. Ceremonies Arrange for opening ceremony Arrange for closing ceremony Arrange for special presentations and awards Arrange for guest speakers or presenters 		



Objective 6:

Conduct camp.

	TASKS	WHO	DATE Started	DATE COMPLETED
1.	Set up central administration office from which to conduct event from. This should include: • Phone link • Medical forms • Meeting space for briefings.		- - - -	
2.	Monitor schedules and progress of event.			





Objective 7:

Conduct post-camp evaluation.

	TASKS	WHO	DATE Started	DATE COMPLETED
1.	Camp committee reviews specific tasks and event and makes a list of recommendations for next camp committee.			
2.	Camp committee evaluates camp's success against meeting event goals and needs of youth attending.			
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	Objective 8:			
Develo	op and operate camp within budget.			
	Establish budget lines for each Objective and related tasks Establish participant fees based			
	on projected expenses Develop budget for next senior council approval			
4.	Conduct corporate sponsorship fundraising drive or donations of services			
5.	Monitor and report on costs variances to date on a timely basis			
6.	Prepare final audit and income statement of event revenues and expenses.			

Note: Do not use donations to offset excess expense. Plan a balanced budget first, then seek donations.



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Now add other special dates, e.g. religious celebrations that might provide themes for your planning. (See your leader's handbook for further details.)

Write in the themes you want to do with your section, keeping in mind the need for flexibility. You may need to change some things to suit others.

Be realistic when you estimate budget costs. The group will have to raise whatever funds your section needs. Prioritize your list in case you cannot do some things. Keep in mind, the budget is subject to the group committee's approval.

Now that you have a long term plan, use it as the basis for a medium and short term plan.

Medium Range

A medium range plan covers a period of two or three months. Its purpose is to:

- · decide on community resources you need, and make necessary contacts
- · gather necessary equipment
- set goals related to themes
- determine needs/interests of youth members
- designate specific program responsibilities to all leaders
- communicate with parents
- evaluate past programs and make necessary changes
- brainstorm so as many activities as possible occur outside.

When developing your monthly programs, use a combination of program elements (the kind of combinations you will discover in JUMP-START) to ensure variety in how activities are presented. These elements include: games, crafts, music, storytelling, playacting, outdoors, and spiritual fellowship. Use these elements to avoid a boring program and to hold your children's interest.

Short Range

You are now ready to prepare detailed plans for a specific time period — a month or a weekend event. Sit down with the entire team to prepare the meeting plan. During this meeting the team may want to "preview" the theme by doing such things as:

- making the crafts
- · practising ceremonies
- · learning new songs.

This "practice" prepares the whole team to help implement the activity and ensures any of them are ready to fill in if needed. After the meeting, check back to see if your program activities met the guidelines for the Cub program. These guidelines help you evaluate whether your program fulfils the needs of Cub-age children. If your Cubs are having fun, you can bet it meets their needs.

Remember... plan your work, then work your plan, and HAVE FUN!!!!

Discipline In The Pack: Helpful Tips

Discipline is a topic Cub leaders are always considering. Here are some tips to help you establish and maintain the necessary degree of control while encouraging acceptable behaviour.

- Recognize that establishing discipline is different from being a disciplinarian. Try to help Cubs develop self-control, not blind obedience to authority.
- 2. Set and explain to your Cubs pack rules and routines; then follow them consistently. Help Cubs draw up a list of behaviour rules that they think are necessary to make the pack more fair for everyone; create a Pack Code of Conduct. Apply this Code to everyone.
- Set a personal example for Cubs to see and learn from. Your attitude sets the tone and limits for acceptable pack behaviour.

- Give ample warning when routines and activities are about to change. This will prevent Cubs from feeling rushed and allow time to make the activity switch mentally.
- 5. Watch for warning signals that Cubs are losing interest; at this point, change activities.
- Use praise to reinforce positive behaviour. Let Cubs know you notice and appreciate their efforts to be good or improve.
- Deal with problems calmly, quietly, and without causing embarrassment to the Cub. Never use humiliation or name-calling.
- 8. If things seem to be getting out of hand, call a "time out", stop the activity and sit everyone down until order is restored. Explain to the Cubs what is going wrong and what is needed to correct their behaviour. Give the Cubs a chance to air their feelings. They may tell you something that was overlooked in the planning. Too often we assume children are aware or capable of knowing what we want, when in reality no one has ever told them.
- Prepare you meetings in advance so you can show confidence in what you are doing. Have backup activities ready when Cubs get restless. Lag time between activities invites boredom and mischief.
- Talk with other leaders and parents about discipline concerns that need special attention.
- 11. Have a Kim. A Kim is an older Scout who becomes part of your leadership team. Kim's role is to help find out what Cubs like to do, assist in planning and leading activities, and serve as a role model.

Further Program Help

Theme Program Resources

If you would like more ideas and information on theme activities and program planning, look for these resources.

- The Wolf Cub Leader's Handbook tells you everything you need to know about Cubs and the Cub section, ceremonies, working with children, nature, planning, etc.
- *The Leader magazine* published 10 times a year, features program-related stories, tips and resource information.
- *Games from A to Z* jam-packed full of games.
- Best of the Leader Cut Out Pages more tips and program ideas from the Leader magazine.
- The Campfire Book to help spark the fun in your campfire programs.
- Scouts Canada's Song Book full of both traditional and fun songs for all occasions and theme programs.
- *The Pack Resource Book* more program ideas.
- The Kim Book written for Kim, it will give you ideas on how a
 Kim can help out in your Pack. If you have a Kim make sure she or
 he has a copy of this book.
- Campfire Program CD/Cassette two actual campfire programs to use as is, or to help learn some great campfire songs.
- *Fieldbook for Canadian Scouting* looking for adventure? This is where is begins. Lots of great tips and information on how to safely enjoy the outdoors.
- Camping/Outdoor Activity Guide helpful information, outdoor policies, Scouts Canada's "Accepted Practices", forms and applications required to plan outdoor activities.
- www.scouts.ca visit our website to keep current with program changes, tips and new information.

Scout Councils offer many training courses. Find out when they plan to run the next course. Call your local Service Scouter or Field Executive for assistance and information.

JUMPSTART Video Now Available

















Video for use with JUMPSTART theme packages.

This video provides:

- Self-help, how-to information on program planning and using the packages.
- A program planning resource for Cub Woodbadge Training and JUMPSTART sharing sessions.
- Resources that help include the outdoors in the Cub program through theme programming.
- Other Beaver information such as basic ceremonies.

This video highlights the planning process and uses an "Emergency Preparedness" theme to cover a month's program in detail: gathering activities, opening ceremony, games, theme activity explanations, and the closing ceremony.

The video also highlights a variety of other themes.



"A Howling Success!" — Akela



"The Jungle Law is JUMPSTART!" — Baloo

Running Time: 30 minutes. Video Cat. # 20-215

Videos Available at Your Local Scout Shop!

