# Structure for Den Meetings with multiple leaders (15 scouts total in Webelos Den)

Created by Charles Elwood Webelos Den 5 leader 2013

Here is what I had envisioned at least for the first few meetings to divide the tasks and keep the group size small for each activity station.

This structure should make it easier for new leaders to catch up on structure and on how meetings are run.

Second goal is to make it structured and easy for an assistant leader to take over plan the meetings in case leader is not available to run meetings.

Review meeting schedule and assign activity stations to leaders assistants - Charles/Jim

- See if any parents assistance is needed

- Assignments 1 week ahead of time, so each leader has time to prepare and ask for any help

Flag ceremony

- At the beginning of the meeting we can have a flag ceremony as a whole group.

- I can post the scout assignments on our website for each meeting.

- Positions: scouts flag holder, pack flag holder, speaker, US flag support #1, pack flag support #2  
- leaders can be stationed at each station to help kids with assignments : US flag, pack flag, speaker support, 2x remainder of scouts

Once assigned, each leader or assistant will read through his activities in the Webelos handbook and create a list of supplies needed.

- each leader will need to purchase or get supplies for the activity

- turn receipts into Jim or Charles and we can submit to Brenda for reimbursement. Jim/Charles reimburse at next meeting.

- Each leader with activity is responsible for setting up the station at the meeting and then running the station.

- Once flag ceremony is complete, kids will be divided into 4 groups and then will rotate through stations.  two stations in multipurpoose and two stations in hallway, rotate in each room and then move groups between rooms second.

- 1 leader will be roaming and will have a list of games activities in case any of the groups finish early.

- activity stations will be 3-4 scouts so we should be able to sign off the handbooks this year.  Last year with 9-11 kids at meetings, signing handbooks took way too long.

- Roaming scout leader can update laptop with Trax spreadsheet once activities are complete.  Roaming leader will be responsible for sending out updated spreadhseet after the meeting.

Leader and Assistants:

- Need to complete online training prior to first den meeting

- need to get scout uniform.  Grand Rapids scout store is a great place to visit.

- read and understand the mandatory Webs requirements for this year.

Roaming Leader - will need to bring laptop with latest Trax spreadsheet

Activity Leaders - wear uniforms, bring supplies and read up on activities to run your assigned activity station

Den Leaders - assign activities 1 week prior to each meeting and prep your activity station

- Flags and holders are already in the multipurpose room storage closet.

# Example of structure for flag ceremony and training tracking

I tried to map the Flag Ceremony assignments to Scouts and Adults Leaders for the first 9 meetings as shown below.

Adult Speaker for that meeting should be familiar with the flag ceremony.  Jim, you get first dibs…please print the xls and lead the first flag ceremony.

Document outlining the flag ceremony is at below link:  download the xls file at the link.

<http://www.scoutlander.com/publicsite/unitcustom.aspx?UID=5858&CUSTOMID=54913>

I have posted the same assignment chart on our website too at the following link:

<http://www.scoutlander.com/publicsite/unitcustom.aspx?UID=5858&CUSTOMID=36828>

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Scout Positions | | | | | Adult Leader Positions | | | | |
| Meeting | US Flag | US Flag Support | Pack Flag | Pack Flag Support | Lead Speaker | US Flag | Pack Flag | Speaker | Peanut Gallery | Peanut Gallery |
| 1 | Josh | Alex | Jaysen | Andrew N | Sean D | Charles | Alan | Jim | Wes | Andy |
| 2 | Ethan | Chris H | Keith | Conner | Ryan | Andy | Charles | Alan | Jim | Wes |
| 3 | Derek | Gabe | Lucas | Andrew G | TJ | Wes | Andy | Charles | Alan | Jim |
| 4 | Sean D | Josh | Alex | Jaysen | Andrew N | Jim | Wes | Andy | Charles | Alan |
| 5 | Ryan | Ethan | Chris H | Keith | Conner | Alan | Jim | West | Andy | Charles |
| 6 | TJ | Derek | Gabe | Lucas | Andrew G | Charles | Alan | Jim | Wes | Andy |
| 7 | Jaysen | Andrew N | Josh | Alex | Jaysen | Andy | Charles | Alan | Jim | Wes |
| 8 | Keith | Conner | Ethan | Chris H | Keith | Wes | Andy | Charles | Alan | Jim |
| 9 | Lucas | Andrew G | Derek | Gabe | Lucas | Jim | Wes | Andy | Charles | Alan |

Also, I need each leader and assistant leader to complete Youth Training and Webelos Specific Training before the first meeting.

Please create a login for : https://myscouting.scouting.org/

I believe you can start training even if you don’t select a council and member ID number.

Once you complete training please print certificates as PDFs and forward via email to Burt.  Burt, you are tracking the training, correct?

Burt, my certificates are attached for your collection.

# Example of Email Splitting up tasks between the leaders:

Lets divide up the Requirements into the following for next week's meeting.

Please read through your section of the assignment shown below and:

1) Come up with a list of items you may need to purchase bring to setup the activity.

2) Read through the corresponding chapter and have a plan to teach discuss the requirements

3) Some have options where you can choose different requirements.  Pick the requirements that you think we can perform in the meeting

4) We have about 10 minutes for each activity set, so let me know if you think we can fill that time.

5) Alan, we can discuss how we want to split up the Athlete activities.  We may need to do this outside on the adjacent fields.  This looked like it would take the bulk of the time, so I split into two.

|  |  |
| --- | --- |
| Fitness | Jim Piesko |
| Athlete-half | Charles |
| Athlete-half | Alan |
| Bobcat Review | Andy |
| Roaming/Webs 2 | Wes |