

# Elements of a Good Meeting

**H**ave you ever had the horrible experience of discovering the refrigerator empty after inviting a house full of guests for the evening? Or have you ever been out where the big ones are jumping and found you've forgotten your bait? Frustrating, wasn't it? If you should ever find yourself in this predicament, facing wild Indians up a creek without a paddle; a situation like this spells trouble. You'd make sure beforehand that everyone had a paddle, so that they could be busy and helpful. That's just common sense and foresight.

If that's true, then you'll agree that planning is quite important in the Wolf Cub program. Planning is simply foresight and you have quite a few "wild Indians" to keep constructively busy over quite a period of time. Don't just have the same thing over and over again. Variety is the spice of any program, and Scouting's answer to this is the use of a theme.

## HOW TO PADDLE YOUR OWN CANOE

- Insist on attention while speaking - use the Wolf Cub sign.
- Do not create impossible goals for your Wolf Cubs.
- Give youth responsibility and expect them to meet it.
- Always plan your Cub meeting in advance.
- Keep Cub meetings going at a fast pace.
- Be fair and consistent with discipline.
- Teach the youth self-respect for other.
- Praise in public; criticize in private.
- Never discipline when angry.
- Be firm in a friendly manner.
- Always mean what you say.
- Get everyone in uniform.
- Get to know each youth.

Successful program planning involves good leadership and exciting program activities. Throughout the program planning process leaders should remember that their prime objective is to provide a high quality program to each youth. It must achieve the purposes of Wolf Cubbing while being fun and exciting for the youth.

Program planning provides direction for the program, a sense of satisfaction for those participating, and a feeling of accomplishment in seeing youth grow in knowledge, skills and expanded interests. Planning also helps make the best use of time and resources available.

## A "GOOD MEETING"

A good meeting doesn't just happen, it requires careful planning and execution of that plan. A "good meeting" achieves the purposes of Wolf Cubbing.

## 3 STEPS IN PLANNING

Wolf Cubbing has a proven plan and procedure that brings success. The four steps in this planning process are:

1. Annual Planning session - A **LONG RANGE** look at all program possibilities for the year. Held in July or August.
2. **MEDIUM RANGE planning** meeting (over a coffee or hot chocolate?) - to outline general plans and assign responsibilities for a 2-3 month span.
3. **SHORT RANGE planning**- specifically looking at your programs on a week to week span to prepare in detail. Everyone knows whose doing what at this time. **CONFIRM.**

## BASIC CONCEPTS

- Wolf Cubbing is a year round program.
- Wolf Cubbing must meet the needs and desires of any youth, any place.
- The Wolf Cub program is built around a weekly theme or idea.
- WOLF CUBS PACKS use badge areas for their weekly program.
- The Wolf Cub program should have VARIETY, ACTION, and PURPOSE.
- The program should primarily FUN for all.

## PLANNING THE PACK MEETING

Follow these guidelines to plan your monthly pack meetings.

- **Plan ahead:** Use the Program Helps and ask other local Leaders for advice and help. (including District Service Teams)
- **Notify People involved:** Give them time to prepare; follow-up with a reminder.
- **Use an agenda:** To prevent overlooking something of importance, write down agenda items.
- **Supply a copy to all pack leaders.** Review the agenda before closing the pack meeting.
- **Start and stop on time:** Be consistent and participants will learn to arrive on time. The youths and parents will enjoy a short active meeting.
- **Involve adults:** The Cub Leaders should delegate tasks, having stunts and puzzles ready. Urge adults to join in the activities by singing songs and participating in the cheers.
- **Have every Six involved in something:** Such as the opening, closing, skits and demonstrations.
- **Have FUN:** Play games, sing songs, have skits and stunts, alternate the fun and serious events, but most of all have FUN and SHOW IT.
- **Use ceremonies:** Keep your ceremonies simple and easy to do.
- **Utilize your KIM (Older Scout helper):** They provide good models for the younger youth. They can give service for the rest of the pack.
- **Recognize people for their work:** Recognition should be immediate and should be public. Remember to recognize parents too, not just the Scouting volunteers.

## SEVEN PARTS OF A MEETING

1. **BEFORE THE MEETING STARTS** - Take care of any last-minute details, make sure that everything is ready before the youth arrive.
2. **WHILE THE WOLF CUBS GATHER** - As soon as the youth begin arriving, give them something to do. If you don't, they will find something on their own. Usually trouble or mischief!?
3. **OPENING** - The signal the meeting is starting.
4. **BUSINESS ITEMS** - Keep this short. Cover important information about upcoming dates.
5. **ACTIVITIES** - At Cub meetings this is the time for games, crafts, the FUN stuff.
6. **CLOSING** - Serious and quiet. The meeting is over.
7. **AFTER THE MEETING** - The Cub leaders evaluate the meeting and go over plans for the next one.

### K-keep

I-it

S-simple

S-scouter

M-make

I-it

F-FUN