



“Be Prepared” Meeting-in-a-Box Leader Resource Sheet

Introduction

Mountain Valley District has prepared three ready-to-go “meeting in a box” activities for leaders to use at pack or den meetings. These activities are intended to be particularly fun and engaging for ask-a-friend recruiting events. The boxes ease the leader's load, freeing them to focus on the recruiting aspects of bring-a-friend events! The three meetings are:

- **Be Prepared:** Make first aid kits, assemble 6-essentials kits, and learn about the Be Prepared motto.
- **Take Flight:** Craft paper airplanes, improve the design, and land them at the airport or other flight targets.
- **It Takes a Team:** Teamwork makes the dream work. Work together to fend off the death star (with bean bags) and build a city with index cards.

Note: These directions can help any district put together a meeting in a box too! Just collect the materials listed, including these directions.

Scouting America Resources

Additionally, Scouting America has fabulous resources to help you with Pack meetings.

<https://www.scouting.org/programs/cub-scouts/leader-resources/pack-meeting-resources/>

The fun and games section is very helpful to find a gathering activity or just something fun to do in the event you have extra time.

<https://www.scouting.org/programs/cub-scouts/leader-resources/fun-and-games/>

Montana Council Resources

A video is available that explains this meeting. It is located on the [Montana Council website under Screen Boosted Scouting](#).

If you haven't already watched this [Ask-a-Friend Checklist video](#), it is recommended to help you plan a great event. The Ask-a-Friend checklist is included in this document as well.

Resources to produce the materials in the kit are also included if you are outside of Mountain Valley District but would like to set up your own meeting kit. In addition to this resource sheet, the following files are available to produce these materials.

- Essentials Card Deck
- 6-Essentials Card for bags

March 2026 “Be Prepared” Meeting

- Be Prepared Skit Cards
- Explaining the Ranks cards

Preparation & Materials

Materials specific to the meeting activities are in the box, but you will need to gather some other things that are standard meeting supplies. The table outlines the materials in the box, what you provide, and staffing needed such as Cub Scouts for skits.

Set-up

Set-up your meeting as usual and then stage the materials for each meeting part using the list in the table below.

Meeting Component	In The Box	Materials You Provide	Staffing Notes
Pework	<ul style="list-style-type: none"> • Meeting instructions on clipboard for Cubmaster 	Standard meeting materials such as flags, welcome table, & pack information.	See Pework Instructions
Gathering	<ul style="list-style-type: none"> • 6 Be Prepared Card Decks 		<ul style="list-style-type: none"> • 1-2 Leaders or parents to assist
Opening	<ul style="list-style-type: none"> • Cubmaster Script • Spirit of Cub Scout Candle & Lighter • Convocation Script 	Flags	<ul style="list-style-type: none"> • Cub Scouts for Flags • Convocation Reader (can be Cubmaster, Leader, or Older Scout)
Program	<ul style="list-style-type: none"> • Cub Scout Skit Cards • Pocket first aid kit prop. • Cubmaster Script • First Aid Kit Materials & Directions (sample, zip lock bags, duct tape silver and red, sharpie markers, a few first aid supplies) • 6 Essentials kit bag, label, 6-essentials cards, & whistle. 		<ul style="list-style-type: none"> • Skit Leader • 4 Cub Scouts for Skit (1 injured, 3 others) • First Aid Kit Leaders • 6-Essential Station Leader(s)
Recognition	Explaining the Ranks Cards	Any recognition materials	<ul style="list-style-type: none"> • 6 Cubs (1 each rank)
Closing	Cubmaster Script		
After	Meeting Box Inventory and Comment Sheet		

Meeting Directions

Prework

- Watch the Be Prepared Pack Meeting in a Box Video. (Any leaders helping in the meeting should watch these videos.)
- Read through these meeting directions.
 - Call the MVD Scout Office and reserve the meeting box kit.
- Watch the [Personal First Aid kit video](#) located at Montana Council Screen Boosted Scouting.
- Discuss Adventure requirements and other staffing and set-up assignments with Den Leaders.

<i>Rank</i>	<i>Adventure Requirements fulfilled in meeting</i>	<i>Note to Den Leaders</i>
Lion		Part of 6 essentials
Tiger		Part of 6 essentials
Wolf		Part of 6 essentials
Bear		Part of 6 essentials
WEBELOS		Part of 6 essentials
Arrow of Light (AOL)	First Aid req. 7	Part of Scouts BSA 10 essentials

“Be Prepared” Meeting

Gathering: Be Prepared Concentration

Use the *Be Prepared* cards for Concentration. These cards have all 10-Essentials on them. To play concentration, you need two sets of cards so that there are two of each card.

Concentration Directions:

- A group of 2 or 3 scouts can play, or a group of 4 or 5 with two decks makes it more complex.
- Put all the cards face down. Scouts take turns trying to find a “match” by turning two cards over.
- If they match, they keep those two and continue playing until all cards are matched. If they don’t match, they turn the cards back over.
- The player with the most matches wins.

Notes:

- This is a fast game. There are enough cards to also play “Go Fish” (4 decks).
- For younger players, you can reduce the number of cards to help the game go faster.
- You can use this activity if they finish the first aid kit early.

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- Some people play that if you match, you get to keep playing until you don’t get a match. Decide your rules before you start.

Opening: Spirit of Cub Scouting

Dim the room lights if possible.

The Cubmaster lights a single candle at the front of the room and says:

“Cub Scouts, this candle represents the spirit of Cub Scouting, lighting our way through life. But the flame can also represent danger. Make sure it is never allowed to run wild and cause destruction. Let’s remember to be careful and wise with fire, be prepared for life’s dangers, not only as Scouts but later as citizens.

This light of Cub Scouting gives us warmth and good cheer. We will let the light of Cub Scouting burn throughout our meeting to remind us of our ideals.”

Turn on the lights; the color guard presents the colors and leads the pledge of allegiance.

NOTE: If you can’t use real flame, get creative with a flashlight or use an LED Candle.

Reverence (Convocation)

You can do this as a prayer or just as a reverent part of the opening or meeting closing.

Cubmaster (or assigned leader/Scout):

“We are thankful for the learning of doctors, nurses, and other medical people who mend our injuries and keep us healthy. We are thankful for those who learn to “be prepared” by learning first aid and helping to keep us safe in our home, at school, and as we play. Help us do our best to help others and be good Cub Scouts.”

Program: Essentials Ready!

Skit

Present the skit to introduce the program. Scouts can ad lib their lines or you can give them the cards with the lines on them.

- **Injured Person 1:** Scouts walks across the stage and “trips.” They hold their leg.
 - “I skinned my knee – I’m bleeding!”
- **Person #2:** Walks by the injured Scout.

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- **Injured Person 1** says:
 - “Can you help me? I skinned my knee!”.
- **Person #2** says:
 - “No, sorry. I can’t help you.” Then walks away.
- **Person #3:** Walks by the injured scout.
- **Injured Person 1** says:
 - “ Really, I need help. Do you have a band aid?”
- **Person #3** answers:
 - “Who carries a band aid around? Sorry can’t help you.”
- **Person #4 (Scout):** Walks by the injured Scout.
- **Injured Person 1** says:
 - “I don’t suppose you have a band aid handy?”
- **Person #4** says:
 - “Of course I do! I am a scout! Scouts are prepared!” They take a pocket first aid kit out and help the injured person.
- **Injured Person 1** says:
 - “Thanks! That was a big help!”

Cubmaster Activity Introduction

Cubmaster Script

“What a great skit! Take a bow Cub Scouts.

Ok – Howl if any of you ever fallen down and scraped your knees! (have Scouts respond with pack howl). I know I have. With your own kit, not only can you help others, you are also prepared to help yourself. A first aid kit is part of the Cub Scout 6-essentials. What are the 6-essentials?? (*have them shout out the answer.*) Yes, the 6- essentials are first aid kit, water bottle, snack, whistle, weather protection like sun screen, and a flashlight. Today you are going to work on your 6-essentials kit you can put in your day pack when you go hiking.”

Direct the Cub Scouts to the tables or to their Dens for the activity.

Program Activity – Making First Aid Kits & 6-Essentials Kit

This is the main program activity. Set up your station flow to make sense for the number of Cub Scouts you have in the meeting. They need to do 2 things, and you can start with the first aid kit OR start with getting a 6-essentials zip pouch and talking about what is in the 6-essentials.

As outlined in the meeting preparation, make sure you have leader(s) assigned to helping with the first aid kit station. That will take the longest and require most help with the younger Cub Scouts.

	Materials	Instructions
First Aid Kit Station	<ul style="list-style-type: none"> • 2 zip bags for each Scout • Duct Tape • Scissors (cut tape) • Sharpie 	<ul style="list-style-type: none"> • Follow the instructions on the video. • You can PRE-CUT Duct Tape if shorthanded, although it is better to let the Cub Scouts do as much as they can on their kits.
6-Essentials Station	<ul style="list-style-type: none"> • 1 Zip Pouch/scout • 1 Name Label • 1 6-essential checklist card • Whistle • Sharpie (for writing names) 	<ul style="list-style-type: none"> • Give the Scouts the supplies. • Give them the 6-essential checklist. Talk about the 6-essentials, why they are important, and what they should do before each outing. • Have Scouts put their name on the label and put on their pouch. • Give them a whistle for their kit. • Remind them they need to get the other things to complete their kit and show you at the next meeting.

Recognition

If giving out recognition, use this “Explaining the Ranks” presentation.

Advancement “Explaining the Ranks”

Each card has a picture of the rank on one side, and an explanation of what the rank is on the back. Have 6 Cubs come forward and hold up the cards for the audience to see as they read the explanation. (Younger Cubs may need a little help with reading.)

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- **Lions-** Lions are Kindergarteners and are the youngest members of the Pack. Lions attend meetings with their adult and learn skills
- **Tigers-** Tigers are 1st graders. Tigers attend meetings with their adult and learn skills.
- **Wolves-** Wolves are 2nd graders. Wolves are the youngest Pack members that can attend meetings and outings without an adult. But it’s more fun with your adult!
- **Bears-** Bears are 3rd graders. Bears are older Cubs and can earn the privilege to carry a pocketknife.
- **Webelos-** Webelos are 4th graders. As older Cub Scouts, they start teaching and demonstrating core skills to the younger Cubs.
- **AOL-** AOL are 5th graders and are the oldest members of the Pack. They help younger Cubs learn skills as they transition to Scouts BSA.

Give out any advancements at this point in the meeting.

Closing

Announcements

Prepare any announcements, which may include thanking Scouts who brought a friend to the meeting.

Cubmaster Minute

Modify as needed to connect to your Cub Scouts.

“Cub Scouts, all during our meeting the candle representing the spirit of Cub Scouting has continued to burn. Now we’ll blow it out, reminding ourselves that real fire must never be left burning when no one is around. But – let us keep the light of Cub Scouting burning in our hearts always (blow out candle). “

After

- Reassemble the meeting box, checking content against the materials list.
- Make a note of supplies that need to be restocked as well as any other comments on the inventory list.

Be Prepared Inventory Sheet

Please inventory the supplies, especially noting anything that may need to be restocked. Indicate the date and the number of supplies remaining or returned to the box as well as noting any issues.

Comments are welcome too!

Item	Amount in Box or ✓ Date: _____	Amount in Box or ✓ Date: _____	Amount in Box or ✓ Date: _____	Notes
6-Essential Checklist Cards				
6-Essential Zip Bags				
Concentration Cards				
Cubmaster Clipboard				
Duct Tape (red)				
Duct Tape (silver)				
Explaining the Ranks Cards				
First Aid Materials (bandaids, etc.)				
Quart Zip Lock Bags				
Sharpie Markers				
Skit Materials (cards and prop first aid kit)				
Whistles				

Other Meeting Comments:

Leader/Pack	Comments



“Ask-a-Friend” Meeting Checklist

Leader Resource Sheet

Introduction

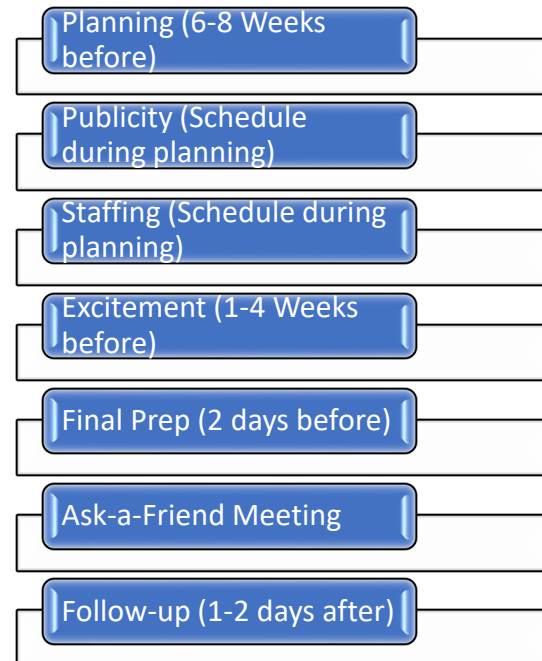
Recruiting is a year-round activity although leaders must balance recruiting with delivering the Scouting program. The need to keep this balance and support as much leader time as possible going to delivering program is exactly why Ask-a-Friend events are such a smart recruiting approach. Your unit is doing awesome things all the time, so what you can do is simply boost one of those activities with some planning and a bit of advance work into also being a recruiting Ask-a-Friend event.

This checklist ([and companion video here](#)) pares down the preparation for Ask-a-Friend events into the most important elements. You can always do more, but these are best practice steps to help you plan and recruit Scouts at one of these events. Print this list and get ready to plan your next Ask-a-Friend event!

Get Started

Before you start the checklist, think about when your Scouts are really having fun. This is probably a good Ask-a-Friend type of meeting. Some meetings are necessarily more focused on advancement or things that might not be as active. Think about these things when picking what meeting to make into an Ask-a-Friend meeting:

- Does the activity require knowing about Scouting? This is probably **not** the best choice.
- Can they make something and take it home with them? That is great.
- Can they participate in a service project that will make them feel part of a group and doing something worthwhile? Fantastic.
- Are there plenty of opportunities in the meeting for playing and meeting other Scouts? If they already have a friend at the meeting, it is a good idea to keep them together, but meetings that encourage making new friends are terrific.
- Is there any food available? Always a winner.

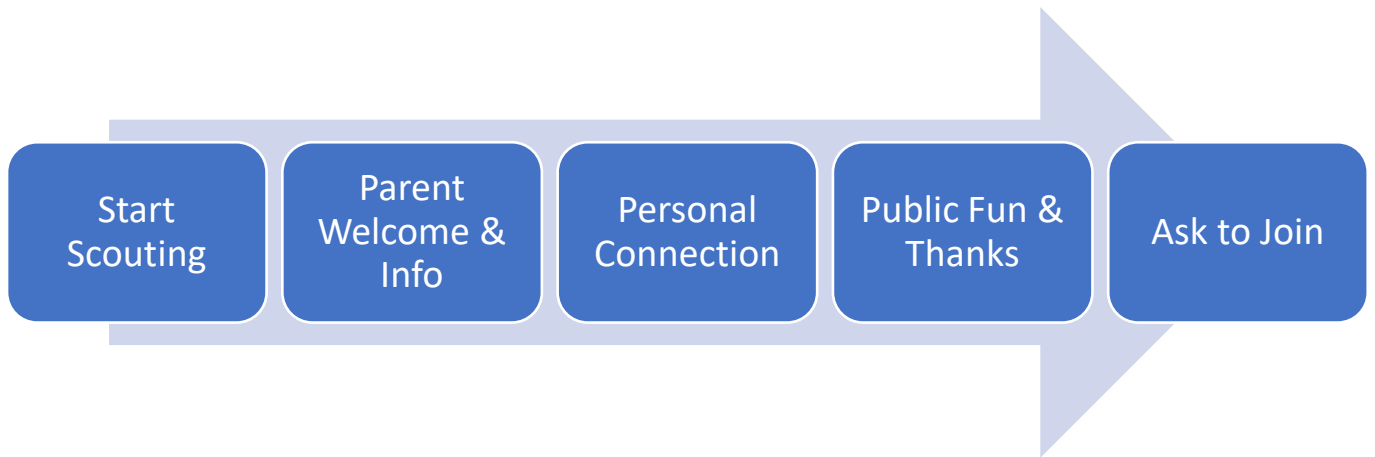


Step & Timing	Elements	Notes	Materials to Help
Planning <i>6-8 weeks before event</i>	<input type="checkbox"/> Decide on the event. It may be a pack or troop meeting or some other activity like Pinewood Derby or Camporee. <input type="checkbox"/> Discuss with Leaders and assign tasks.	<input type="checkbox"/> Event _____ _____ <input type="checkbox"/> Notes: _____ _____	<input type="checkbox"/> 3 Pack Meeting-in-a-boxes are available for Cub Scout Units – new 2026. <input type="checkbox"/> Other membership activities (fishing

Step & Timing	Elements	Notes	Materials to Help
	<ul style="list-style-type: none"> <input type="checkbox"/> Contact the District Executive (D.E.) and/or District Membership Chair with plan/date. <input type="checkbox"/> Ask the D.E. if there are any recruiting incentives available. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>and Legos) are available at MVD Office.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Troop activity kit available “2 is 1, 1 is none.”
<p>Publicity <i>Schedule during planning</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Give Scouts a way to ask their friends such as an invite card or an email they can forward (for older Scouts). <input type="checkbox"/> Decide what other materials can help publicize the event such as: <ul style="list-style-type: none"> <input type="checkbox"/> Flyers <input type="checkbox"/> Yard signs <input type="checkbox"/> Image to post on social media with basic information <input type="checkbox"/> Discuss with leaders other publicity that may work for your unit. 	<ul style="list-style-type: none"> <input type="checkbox"/> Invite Type? <hr/><hr/> <input type="checkbox"/> Flyers? <hr/> <input type="checkbox"/> Yard Signs? <hr/> <input type="checkbox"/> Social Media Plans? <hr/><hr/><hr/><hr/> <input type="checkbox"/> Other Publicity? <hr/><hr/><hr/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Invitation Cards <input type="checkbox"/> District Executive can print flyers and provide yard signs.
<p>Staffing <i>Schedule during planning</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assign someone to manage flyers distribution: <ul style="list-style-type: none"> <input type="checkbox"/> Ask parents and other leaders to post them <input type="checkbox"/> Keep a record of where they are posted <input type="checkbox"/> Assign someone to handle yard signs (if used): <ul style="list-style-type: none"> <input type="checkbox"/> Ask parents and other leaders to post them <input type="checkbox"/> keep a record of where they are posted <input type="checkbox"/> make sure yard signs are picked up after the event and returned <input type="checkbox"/> Assign who is handling the program (probably the Unit Leader.) <input type="checkbox"/> Assign someone to handle recruiting tasks at the meeting: <ul style="list-style-type: none"> <input type="checkbox"/> Welcome guests <input type="checkbox"/> Check-in sheet 	<ul style="list-style-type: none"> <input type="checkbox"/> Flyer Person <hr/> <input type="checkbox"/> Yard sign Person <hr/> <input type="checkbox"/> Meeting Program Person <hr/> <input type="checkbox"/> Membership Person <hr/> <input type="checkbox"/> Other Notes <hr/><hr/><hr/><hr/><hr/><hr/><hr/> 	

Step & Timing	Elements	Notes	Materials to Help
	<ul style="list-style-type: none"> ○ What Unit information will guests get? (unit probably has standard packet of information for prospects.) ○ Join Scout information including fees. ○ Following up after the meeting. 		
<p>Excitement! <i>1-4 weeks before event</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Build excitement with Scouts and encourage them to bring a friend. <ul style="list-style-type: none"> ○ Tell them about recruitment incentives if available. <input type="checkbox"/> Check-in on publicity action steps. <input type="checkbox"/> Is there any décor, special outside signs, or something else you can add to the meeting? <ul style="list-style-type: none"> ○ Do you need signage to show where you are? 	<ul style="list-style-type: none"> <input type="checkbox"/> Décor Notes _____ _____ _____ <input type="checkbox"/> Other Notes _____ _____ _____ _____ _____ 	
<p>Final Prep <i>0-2 days before event</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remind leaders that this is a showcase event. Ask them to: <ul style="list-style-type: none"> ○ Encourage uniforms ○ Arrive on time ○ Bring those friends! <input type="checkbox"/> Complete set-up 15 minutes minimum before meeting start to make a good first impression. <input type="checkbox"/> Scout Buddy Preparation – make sure Scout Buddies know they need to stay with their guest, explain things like the Scout sign, etc., and help them have fun! 	<ul style="list-style-type: none"> <input type="checkbox"/> Notes _____ _____ _____ _____ _____ _____ _____ 	

These are the critical meeting elements for an Ask-a-Friend Event! Study the diagram for just a minute to see the meeting flow, then read the details in the checklist to make your plan.



Step & Timing	Elements	Notes	Materials to Help (or gather)
<p>Ask-a-Friend Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Start Scouting – connect guest youth with a buddy and start having fun! <input type="checkbox"/> Parent Welcome and Info – <ul style="list-style-type: none"> ○ Have greeter welcome parent(s) ○ Give them information. ○ Show them where they can sit to watch the meeting. ○ Is there an activity for tag-a-longs? <input type="checkbox"/> Personal Connection <ul style="list-style-type: none"> ○ Talk to visiting parents casually, get to know them, answer questions ○ Unit Leader may have a side bar meeting with all parents. <input type="checkbox"/> Public Fun & Thanks <ul style="list-style-type: none"> ○ Thank everyone for coming and Scouts for bringing a friend. ○ Ask “Was it fun?” Ready to join?” <input type="checkbox"/> Ask to Join <ul style="list-style-type: none"> ○ Directly ask them to join, or ○ Give them a next step (another meeting.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Greeter: <ul style="list-style-type: none"> _____ _____ _____ <input type="checkbox"/> Tag-a-long plan? <ul style="list-style-type: none"> _____ _____ _____ <input type="checkbox"/> Plan to talk to parents as a group (yes or no.) <ul style="list-style-type: none"> _____ _____ _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Check-in form <input type="checkbox"/> Your unit information that includes calendar, parent information, dues or finances, contact information, website, etc.
<p>Follow-up</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with all attendees. 		

<p><i>1-2 days after</i></p>	<ul style="list-style-type: none"> ○ If a guest joined, great. Make sure someone is helping them navigate joining and their first few meetings. ○ If they didn't join, send a thank you follow-up note or just call them. If they still might be interested, let them know when they can come again to a Unit activity. <ul style="list-style-type: none"> □ Send a copy of the sign-in sheet to the District Executive in charge of membership. □ Debrief with leaders (and Scouts) about the meeting. 		
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Materials Examples

These are examples of the invitation cards and flyers available from your District Executive.



