



# “It Takes a Team” Meeting-in-a-Box Leader Resource Sheet

## Introduction

Mountain Valley District has prepared three ready-to-go “meeting in a box” resources for leaders to use at pack meetings. You can easily adapt to these to a Den meeting too. These meetings are intended to be particularly fun for ask-a-friend recruiting events. The boxes take some of the load off the Cubmasters so they can do extra planning related to recruiting new Scouts, as well as recognizing any Cub who brings a friend! 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.

## Scouting America

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.

The primary material that makes this meeting possible is bean bags. You can easily make bean bags for your District. A video is available in Screen Boosted Scouting under the heading “Bean Bag Fish Toss Games” with instructions for making bean bags.

## 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.

### 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	Adventure requirements by rank that are fulfilled by this meeting.	Standard meeting materials such as flags, welcome table, & pack information.	
Gathering	Bean Bags for Zulu Toss (2-3 bean bags/group)		<ul style="list-style-type: none"> <li>Consider teaching AOL Scouts the game and have them coach the other ranks.</li> </ul>
Opening		Flag Ceremony	<ul style="list-style-type: none"> <li></li> </ul>
Program	<ul style="list-style-type: none"> <li>Index Cards                             <ul style="list-style-type: none"> <li>separate into piles for each Den</li> </ul> </li> <li>Bean Bags                             <ul style="list-style-type: none"> <li>separate into two piles</li> </ul> </li> <li>“Death Star” Balls</li> <li>Rope / Tape                             <ul style="list-style-type: none"> <li>Set up game court per diagram</li> </ul> </li> <li>2 Stuffedies</li> <li>Red and white flags</li> </ul>		<ul style="list-style-type: none"> <li>Assign a leader to set up the “Death Star” court using the rope and tape</li> <li>Have two “referees” to watch during the game and enforce the rules</li> </ul>
Recognition	Nothing currently		
Closing	Cubmaster Script		

## Meeting Directions

### Pework

- Watch the “It Takes a Team” Meeting-in-a-Box Video.
- Read these meeting directions.
  - Call the MVD Scout Office and reserve the meeting box kit.
- Discuss Adventure requirements and other staffing and set-up assignments with Den Leaders.

Rank	Requirement Fulfilled in Meeting	Suggestions for Den Leaders
Lion	Build It Up, Knock It Down- all	
Tiger	Team Tiger req. 3	
Wolf	-	
Bear	-	
WEBELOS	-	
Arrow of Light	-	

## Gathering

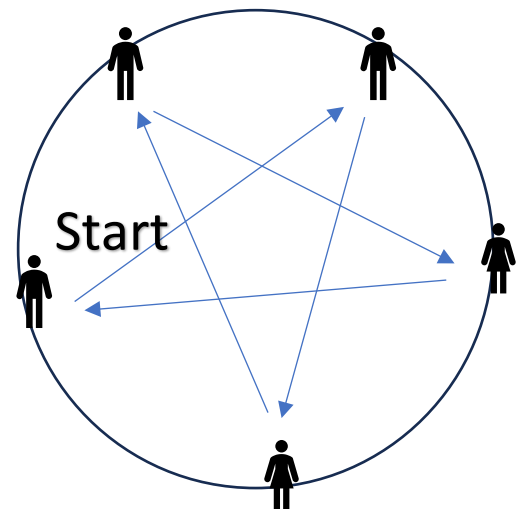
### Know Your Team Zulu Toss

Part of a successful team is getting to know each other and working together. This game helps Cub Scouts practice both. It was a favorite of Lord Baden Powell too!

**Objective:** Toss bean bags without dropping them. Start with one and add more if the team becomes better.

#### Directions:

- Have Cub Scouts (4-10) stand in a circle.
  - Smaller number is better for younger scouts.
- Decide the toss order. Each person catches and tosses the bean bag *once per round*.
  - You always toss to the same person
  - You will always catch from the same person
  - Usually, you toss across the circle. (See diagram)
- Pick a “learn your teammate” goal, starting with names.
  - Before you toss the ball, say the person’s name, then throw them the bean bag or ball.
  - Keep going, trying to get faster throwing and catching.
- Once they know their names, try other things such as:
  - Favorite ice cream
  - Favorite animal
  - Favorite sport
  - Favorite color
- Add more bean bags to make it harder. It is possible to have the same number of bean bags as players.



## Opening

Present the colors.

There is no skit included because the two activities will take up enough time in the meeting.

## Program

This program is intended to be very, very fun and boisterous! Here is an introduction script to inspire you, but feel free to adapt this.

Cubmaster:

"We say the Scout Law every meeting, but why do we need all those words? There are 12 words in the Law. They are all important, but we especially need some of them, like trustworthy, loyal, and obedient because these help us work together in a team. You need to be able to trust your teammates. You need to know your team is loyal. You need to be obedient to your team leader. Today we are going to practice working together as a team and we are also going to throw some bean bags!

Index Card City Building

Build Directions:

Start a timer and give Cub Scouts no more than 15 minutes to build with index cards. You can make this shorter depending on your meeting time. The only rules:

***No tearing cards.***

They will figure out that you can bend cards and build much faster, but don't tell them that. Give a 2 minute warning before end of build.

Cubmaster Build Script

"Today is about teamwork! You are going to get the chance to practice teamwork, starting with building a city from index cards. The goal – build your city and connect it to a neighboring city before the giant meteor shower arrives! Work fast but work together."

Demolition Directions:

When the time runs out (or they use all their cards) give each Cub Scout a bean bag and let them demolish the city with "meteors." Instruct them to stand far enough away to make it a challenge. After they each throw a bean bag, then have them collect the index cards to "LEAVE NO TRACE".

Meteor Shower Script:

"Oh no! A meteor shower is headed this way. Step back from your city. You get to be the meteor shower. Good teamwork means following directions:

- Go to your Den Leader to get a meteor. They will show you where to stand too.
- Don’t move from your meteor throwing station.
- Throw the meteor bean bag when I yell “Meteor Shower!”
- Only throw at the doomed city.
- Den leaders will tell me when you are ready.

“Oh no! 3-2-1 Meteor Shower!”

Ok – Now that the city is demolished, we will work together to do one more thing. Part of our Outdoor Code is to Leave No Trace. Everyone, start picking up the index cards, straighten them out, and put them back just the way you found them. When we all finish this together, we can do the “Death Star” Team Challenge.”

“Death Star” Team Challenge

Cubmaster Script:

“How many of you have seen Star Wars? Luke can blow up the “Death Star” in the movie *A New Hope*, but he doesn’t do it alone. Who helps him? (hopefully they will tell you, Hans Solo, Chewbacca, and R2D2.) Today you are going to work together to see who can protect their citizen (or city) from the “Death Star.”

Have leaders or older Scouts demonstrate the game as you talk through the directions.

**Materials & Set-up:**

- Exercise ball (or very large ball)
- Index cards (about 50) for each team or a citizen stuffie. Both are provided in the game box.
- Secure the rope lines or mark court with blue tape, depending on surface:
  - Center line divides the teams.
  - Red line separates throwing zone from retrieval zone.
- Even number of bean bags for each team
- Flags (red and white)

The illustration shows placement and not distance. Set the distances to make it challenging but not impossible. It is better for the game to go fast, and have them rebuild and reset their city, which also allows Cub Scouts to switch roles.

**Notes:**

- You can use have the Scouts either build an index card base or use a stuffie as the thing they are protecting. Index card cities may be accidentally destroyed by their own team, so this is an element of challenge.
- If you have limited space or are concerned about scouts getting too crazy with bean bags going both directions, you can set up the game so that it is timed, and the object is to see what team can destroy the city the fastest. This is not as challenging because there are no bean bags defending the target, but it can still be fun.
- There are two “Death Stars” in the kit. Why? Maybe you want to improvise or in case one breaks.

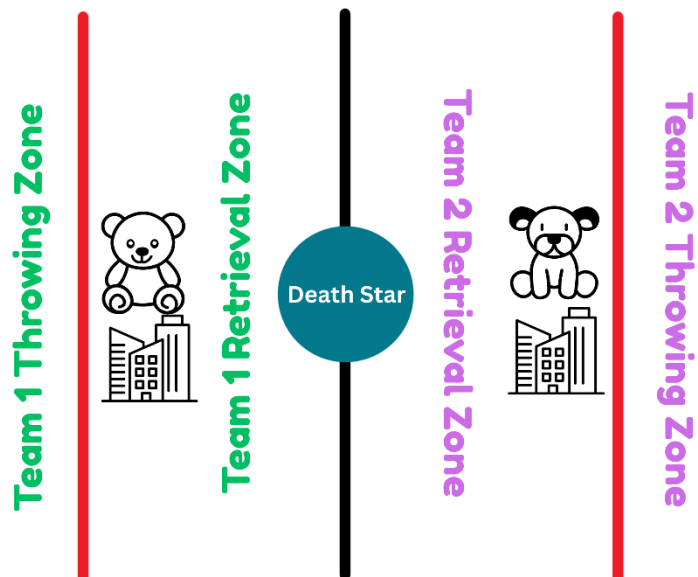
### Use EDGE Method of Instruction

This game will go well if Scouts understand the rules. They have not played anything like it before, so it will take at least 5 minutes to explain and demonstrate. Do NOT give them bean bags until they have had a chance to hear and see the rules.

### Cubmaster Script

“In Scouting, we are always learning and before we play this game you need to learn how it works. I am going to use the EDGE method, which stands for Explain-Demonstrate-Guide-Enable. I have assigned some sample players to show you the way the game is played and demonstrate how to follow the rules. We will also show you what not to do. You want your team to win, so you need to know how to play!”

Next, using the list below, talk through the objective and rules and **have your sample players demonstrate**. After that, divide into teams, assign roles, and play. The team size is flexible but you may want to start with smaller teams (8 Scouts, 4 in each role), and you could increase the team size once they get some practice. The more Scouts on the playing field, the more coordination they need between throwers and retrievers.



### Objective:

Move the “Death Star” to demolish the other team’s city (or run over their citizen stuffie) by throwing bean bags. The “Death Star” starts in the middle on the center line. Here are the rules:

- Assign everyone to roles:

## March 2026 “It Takes a Team” Meeting

- **Throwers** – throw the bean bags at the Death Star. Throwers stay in their teams  
*Throwing Zone*
- **Retrievers** – collect bean bags. Retrievers can move into their team’s retrieval zone during cease fires to collect more ammunition.
- You can throw bean bags or retrieve bean bags, but not both.
- Throw when the white flag is raised and you hear the command “commence firing.”
- Retrieve (stop throwing) when the red flag is raised and you hear the command “cease fire.”

Some rules.

- Teams must stay on their side.
- If you hit the city or citizen with a bean bag, you lose the game.
- If you hit another Scout with a bean bag, you are moved to retrieval role.
- Scouts cannot stand in front of their base (no human shielding).
- Only hit the Death Star with bean bags. (Do not hit another Scout with bean bag.)

### Recognition

There is no additional recognition content for this meeting.

### Closing

Cubmaster Script:

“There is an African proverb that says:

“If you want to go fast, go alone.  
If you want to go far, go together.”

In Scouting, we want you to go far. We want all of you to earn your Eagle. Your Eagle Project will need you to build a team, so you will need to be a team leader someday too. That is in the future, so today ask yourself this one question “how can I be the best teammate possible?” Knowing this will help you go as far as you want in life.”

### 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.

## It Takes a Team Inventory Sheet

Please inventory the supplies, especially noting anything that may need to be restocked. No need to count the index cards and bean bags. Just confirm that they are back in the kit.

Comments are welcome too!

Item	Amount in Box (or ✓) Date: _____	Amount in Box (or ✓) Date: _____	Amount in Box (or ✓) Date: _____	Notes
Bean Bags				
Index Cards				
Flags (1 red, 1 white)				
Rope Lines for court				
Blue Tape (mark court lines or hold down rope lines)				
2 Stuffedies				
2 Death Star balls & pump				
Cubmaster Clipboard				

Other Meeting Comments:

Leader/Pack	Comments



# “Ask-a-Friend” Meeting Checklist

## Leader Resource Sheet

### Introduction

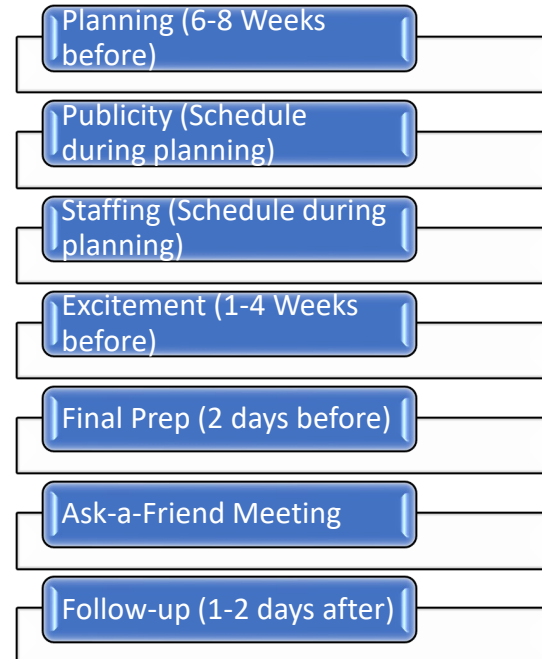
Recruiting is a year-round activity although leaders must balance recruiting with delivering the Scouting program. The need to keep this balance and support as much leader time as possible going to delivering program is exactly why Ask-a-Friend events are such a smart recruiting approach. Your unit is 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.

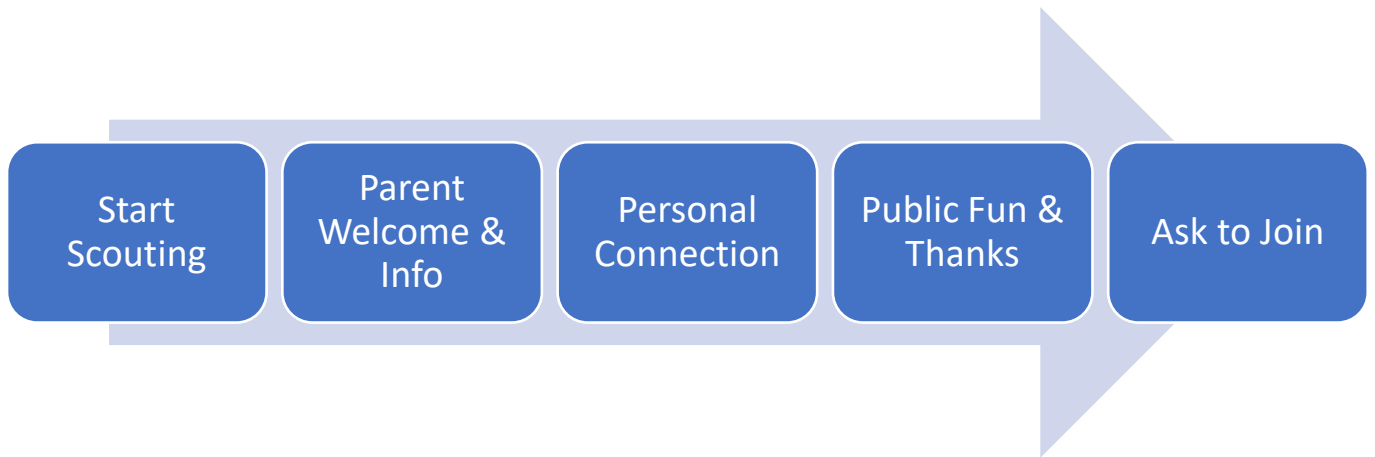


Step & Timing	Elements	Notes	Materials to Help
<b>Planning</b> <i>6-8 weeks before event</i>	<input type="checkbox"/> Decide on the event. It may be a pack or troop meeting or some other activity like Pinewood Derby or Camporee. <input type="checkbox"/> Discuss with Leaders and assign tasks.	<input type="checkbox"/> 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"> <li><input type="checkbox"/> Contact the District Executive (D.E.) and/or District Membership Chair with plan/date.</li> <li><input type="checkbox"/> Ask the D.E. if there are any recruiting incentives available.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>and Legos) are available at MVD Office.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Troop activity kit available “2 is 1, 1 is none.”</li> </ul>
<p><b>Publicity</b> <i>Schedule during planning</i></p>	<ul style="list-style-type: none"> <li><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).</li> <li><input type="checkbox"/> Decide what other materials can help publicize the event such as:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Flyers</li> <li><input type="checkbox"/> Yard signs</li> <li><input type="checkbox"/> Image to post on social media with basic information</li> </ul> </li> <li><input type="checkbox"/> Discuss with leaders other publicity that may work for your unit.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Invite Type?               <hr/><hr/> </li> <li><input type="checkbox"/> Flyers?               <hr/> </li> <li><input type="checkbox"/> Yard Signs?               <hr/> </li> <li><input type="checkbox"/> Social Media Plans?               <hr/><hr/><hr/> </li> <li><input type="checkbox"/> Other Publicity?               <hr/><hr/><hr/> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Invitation Cards</li> <li><input type="checkbox"/> District Executive can print flyers and provide yard signs.</li> </ul>
<p><b>Staffing</b> <i>Schedule during planning</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign someone to manage flyers distribution:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask parents and other leaders to post them</li> <li><input type="checkbox"/> Keep a record of where they are posted</li> </ul> </li> <li><input type="checkbox"/> Assign someone to handle yard signs (if used):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask parents and other leaders to post them</li> <li><input type="checkbox"/> keep a record of where they are posted</li> <li><input type="checkbox"/> make sure yard signs are picked up after the event and returned</li> </ul> </li> <li><input type="checkbox"/> Assign who is handling the program (probably the Unit Leader.)</li> <li><input type="checkbox"/> Assign someone to handle recruiting tasks at the meeting:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome guests</li> <li><input type="checkbox"/> Check-in sheet</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Flyer Person               <hr/> </li> <li><input type="checkbox"/> Yard sign Person               <hr/> </li> <li><input type="checkbox"/> Meeting Program Person               <hr/> </li> <li><input type="checkbox"/> Membership Person               <hr/> </li> <li><input type="checkbox"/> Other Notes               <hr/><hr/><hr/><hr/><hr/><hr/> </li> </ul>	

Step & Timing	Elements	Notes	Materials to Help
	<ul style="list-style-type: none"> <li>○ What Unit information will guests get? (unit probably has standard packet of information for prospects.)</li> <li>○ Join Scout information including fees.</li> <li>○ Following up after the meeting.</li> </ul>		
<p><b>Excitement!</b> <i>1-4 weeks before event</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Build excitement with Scouts and encourage them to bring a friend.                             <ul style="list-style-type: none"> <li>○ Tell them about recruitment incentives if available.</li> </ul> </li> <li><input type="checkbox"/> Check-in on publicity action steps.</li> <li><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"> <li>○ Do you need signage to show where you are?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Décor Notes _____</li> <li>_____</li> <li>_____</li> <li><input type="checkbox"/> Other Notes _____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul>	
<p><b>Final Prep</b> <i>0-2 days before event</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remind leaders that this is a showcase event. Ask them to:                             <ul style="list-style-type: none"> <li>○ Encourage uniforms</li> <li>○ Arrive on time</li> <li>○ Bring those friends!</li> </ul> </li> <li><input type="checkbox"/> Complete set-up 15 minutes minimum before meeting start to make a good first impression.</li> <li><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!</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notes _____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul>	

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

<p><i>1-2 days after</i></p>	<ul style="list-style-type: none"> <li>○ If a guest joined, great. Make sure someone is helping them navigate joining and their first few meetings.</li> <li>○ 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.</li> <li>□ Send a copy of the sign-in sheet to the District Executive in charge of membership.</li> <li>□ Debrief with leaders (and Scouts) about the meeting.</li> </ul>		
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Materials Examples

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



