

BLUE & GOLD

Den Responsibilities

Theme: _____

NOTE: All scouts (including the Boy Scouts) will need supervision for these tasks. Assign a few parents, (not Den Leaders), from each den to help the scouts keep on task and stay focused. Financial responsibilities should only be handled by adults.

Awards (Committee Leader/Cub Master)

- Purchase trophies for 'best' cake categories
- Purchase gift certificates for best table decorations (probably 6-8 for each scout in the den)
- Prepare and present Parent/Leader recognition certificate/plaques, gifts, awards
- Set up awards on table near/on stage
- Auction cakes with each boy

Cake Bake/Auction (Wolves)

- Den Leader promotes cake bake and auction event and rules at Pack meetings (*start by January*)
- Set up long folding tables to display cakes to left of stage
- Decorate folding tables and label areas on tables for each den (Tigers, Wolves, Bears, Web 1 & Web 2)
- Direct and receive cakes to be auctioned (*parent and scout*)
- Assist with cake registration (3x5 cards, scout's name, top auction \$ amount) (*parent only*)
- Ensure registration card is attached to correct cake
- Parent to take money from sales and write receipts during the auction (*parents only*)

Raffle Baskets (Bears)

- Den Leader promotes corporate-sponsored donations at Pack meetings (*start by January*)
- Set up table for raffle baskets
- Label each basket with list of items
- Parent to sell raffle tickets and take money (*parents only*)
- Direct and receive raffle baskets (*parent and scout*)
- Direct to place tickets in corresponding basket ticket box
- Make ticket box (shoe box w/slit) for each raffle basket

Decorations (Tigers)

- Take dinner tickets/check off family names, collect any outstanding payments (*parents only*)
- Direct dens to decorate their tables
- Direct families to cake table and raffle basket table

Promotion and Coordination (Webelos I & II)

- Webelos II – Promotion and education about Blue & Gold/Arrow of Light at Pack and Committee meetings
- Webelos II – Call den leaders to help keep everyone on track
- Webelos II – AV equipment arrangement and set up
- Webelos I – Den leader to act as event coordinator to ensure everything is following the script/event schedule
- Webelos I – make tie slides in keeping with theme
- Webelos I – practice and conduct opening/closing flag ceremonies

Preparation and Clean up (Boy Scouts)

- Set up and take down bridge and banners
- Set up and take down dinner tables and display tables
- Assist with food preparation and/or set up
- Assist with cake auction
- Clean up after dinner