



Template for Parent Information Letter or E-Mail

Adapted from examples shown at www.scouting.org/CubScouts/Resources (which leads to <http://www.scouting.org/filestore/doc/SampleParentInfoLetters.doc>):

_____, 20__

Dear Tiger Den Cub Scout Parents:

Today we completed the following achievements or electives from your son's *Tiger Cub Handbook*: _____ *<copy applicable summary from the Meeting Plan>*. Our special guest leaders were _____ and _____, who _____ *<praise the contributions!>*.

For our next den meeting on _____ day, _____, 20__ at _____, we will be working on these achievements or electives from your son's *Tiger Cub Handbook*: _____ *<copy applicable summary from the Meeting Plan>*. To help prepare, please have your son complete the _____ which he received at the den meeting (if you need another, please let me know) or review those requirements in your son's *Tiger Cub Handbook*. Our special guest leaders planning to assist at that meeting are _____ and _____.

If you would like to assist at this or another meeting, please let me know! Our summary of the den meeting dates, plans and rank requirements to be covered is below.

We have a pack meeting on _____ day, _____, 20__ at _____. The current program for that event is as follows: _____. Our den will _____.

We also have an upcoming pack outing on _____ day, _____, 20__ at _____, where we will _____. Please sign up for that event by contacting _____ or _____.

<NOTE: This concept, and the list below the meeting dates, could be given all at once, or when needed (or both)> Finally, let me remind that there are a number of achievements from your son's handbook that must be completed by you at home, and you—as "Akela," a leader—should review those with your son, and sign off in the handbook when it is complete. A list is provided below for your convenience. Some of these (like requirements related to faith) are clearly family matters, many of these are part of what you will do anyway as you raise your son, and others you will be glad to have (like doing chores around the house)!

Thank you for your help in leading all of our great Scouts.

_____, den leader [*Note:* Or assistant den leader, if the assistant den leader does this]

Phone Numbers: _____

E-Mail Address: _____

Upcoming Dates and Meetings [*Note:* Be sure to adjust as you change the sequence or requirements covered]:

Date	Den Meeting Plan	Rank Requirements/Electives to Be Covered
__/__/__	Meeting 1: Bobcat and Making My Family	Achievements 1D and 1F. Bobcat (partial)
__/__/__	2: Bobcat and Making My Family Special	Achievements 1F, 1G and 3D. Bobcat
__/__/__	3: Keeping Myself Healthy and Safe	Achievement 3D, 3G (partial), and 3F. Elective 28
__/__/__	4: Go See It: Keeping Myself Healthy and Safe	Achievement 3Fa and 3G. Elective 23
__/__/__	5: Go See It: Let's Go Outdoors	Achievement 5F, 5D, and 5G. Elective 6
__/__/__	6: Where I Live and How I Tell It	Achievements 2F, 2D, 4D, and 4F

__/_/_	7: Go See It: Where I Live	Achievements 2G and 4F
__/_/_	8: Go See It: How I Tell It	Achievement 4G
__/_/_	9: How Do You Celebrate? and Making Decorations	Electives 1 and 2
__/_/_	10: Go See It: Making Change and Banking	Electives 13 and 50
__/_/_	11. Reduce, Reuse, Recycle; Reading Fun; Play Along!; and The Show Must Go On	Electives 47 and 21
__/_/_	12: Transportation	Elective 41
__/_/_	13: Phone Manners, Emergency!, Our Colorful World, and A Friendly Greeting	Electives 26, 27, 15, and 12
__/_/_	14: Go See It: Pet Care and Learn About Animals	Electives 43 and 31
__/_/_	15: Fun and Games (Bingo or Other Games)	Electives 3, 23, and 25
__/_/_	16: Cleanup Treasure Hunt, What Kind of Milk?, and Snack Time	Electives 33, 23, and 25

	Supplemental Meeting A: Collecting and Other Hobbies	Elective 16
	B: Make a Model, Part 1	Elective 17
	C: Make a Model, Part 2	Elective 17
	D: Go See It: Visit a Bakery	Elective 45
	E: Get the Word Out	Elective 20
	F: Magic Fun	Elective 19
	G: Picnic Fun, Snack Time, Safety in the Sun, and Fun Outdoors	Electives 22, 25, 29, and 35
	H: Plant a Seed! and Song Time	Electives 30 and 6
	I: Go See It: See a Performance	Elective 36
	J: Visit a Bike Repair Shop and Take a Bike Ride With Your Adult Partner	Electives 38 and 37
	K: Go See It: Go to Work	Elective 39
	L: Feed the Birds	Elective 32
	M: Family Mobile	Elective 5
	N: Display a Picture	Elective 4
	O: Go See It: Healthy Teeth and Gums	Elective 46
	P: Sew a Button and Song Time	Electives 18 and 6

