

Template for Sample 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 Webelos den parents:

Today we completed the following requirements or activity badge achievements from your son's *Webelos 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 requirements or activity badge achievements from your son's *Webelos 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 *Webelos 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: These concepts, and the list below the meeting dates, could be given all at once, or when needed (or both).> Finally, let me give two advancement reminders. First, to earn the Webelos badge, your son doesn't have to do EVERYTHING in the book (earning the Webelos badge requires three activity badges, the Arrow of Light requires five more, each with some special requirement about what group—Physical Skills, Mental Skills, Community, Technology, and Outdoor groups—the activity badge is from). We're doing some of the more interesting and challenging ones in our meeting, but the good news is that the program is flexible. There will be other activity badges that can be earned at campouts and other activities.

Second, let me remind you 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 doing 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 DL, if the ADL does this]

Phone Numbers: _____

E-Mail Address: _____

Notes:

- ▶ **Be sure to adjust this list as you develop and change the sequence of your meetings.**
- ▶ **Of course, all Scouting is local: your mileage may vary, and so should your plan!**

Upcoming dates and meetings for the Webelos I year (some of these activities that are shown as "one meeting plans" may expand to be covered in two meetings to be sure that the activities are covered in a fun and interesting way):



Date	The Webelos Den Meeting Plans	Requirements and Electives Covered
__/__/__	1: Fitness and Athlete	Fitness 1 and six from 2–8. Athlete 1–7. Bobcat review. Fitness 2–7. Review Forester and Naturalist chapters.
__/__/__	2: Forester and Naturalist	Fitness 2–7. Naturalist 1, 4, 8, and 10. Forester 3, 4, and 9. Review Forester and Naturalist chapters.
__/__/__	3: Forester and Naturalist	Forester 5 and 6. Naturalist 6, 7, and 9. Review Traveler chapter.
__/__/__	4: Traveler and Athlete	Athlete 4–7. Traveler 1, 9–12. Geography belt loop. Webelos 8. Review Citizen chapter.
__/__/__	5: Citizen	Citizenship 1, 3, and 8. Citizenship belt loop. Review Citizen chapter.
__/__/__	6: Citizen	Citizenship belt loop 1 and 3. Citizen 10 and 8. Webelos review 3, 4, and 7. Review Citizen chapter.
__/__/__	7: Citizen	Citizen 2–7 and 9. Webelos 8. Review Artist chapter.
__/__/__	8: Citizen and Artist	Citizen 8. Citizenship belt loop 3. Webelos 1–8. Citizen (make up). Webelos review (make up). Artist 1, 4, 7, and 9. Review Geologist chapter.
__/__/__	9: Geologist	Geologist 1, 2, and 8. Review Geologist chapter.
__/__/__	10: Geologist	Geologist 4, 5, and 6. Review Engineer chapter.
__/__/__	11: Engineer	Engineer 2, 5, and 6. Review Engineer chapter.
__/__/__	12: Engineer	Engineer 1, 3, and 4. Review Craftsman chapter.
__/__/__	13: Craftsman	Craftsman 1 and 2. Review Craftsman, Scholar, and Artist chapters.
__/__/__	14: Craftsman	Craftsman 3 and 4. Scholar 11. Review Scholar and Artist chapters.
__/__/__	15: Scholar	Scholar 1, 5, 11, and 12. Artist 2, 8, and 10
__/__/__	16: Showman (Puppetry)	Showman 2–5, 7, 11, 17, and 20
__/__/__	17: Showman (Music)	Showman 6 and 8–15
__/__/__	18: Showman (Drama)	Showman 3, 11, 16–18, and 20–23

Our plan will be to cover these activity badges in the Arrow of Light year: Aquanaut, Outdoorsman, Readyman, Family Member, and Scientist, and maybe Sportsman, Handyman, and Communication. Some of these may be “one meeting plans,” others may take two or more, and we might also add these into the program this year and/or use some of these at pack weekend activities now or next year or over the summer.

Webelos “At Home” Achievements: Here are the achievements from the boys’ handbooks that must be completed at home, where the parent—as “Akela,” a leader—should review and sign off in the handbook when it is complete (these will be assigned at the right time, as in many cases they will tie into meeting plans):

- ▶ Complete the exercises in *How to Protect Your Children From Child Abuse: A Parent’s Guide*.
- ▶ Webelos badge: requirement 8.
- ▶ Citizen activity badge.
- ▶ Fitness activity badge.
- ▶ Readyman activity badge.
- ▶ For other activity badges, we’ll advise on what is to be done at home.