



## Template for Sample Parent Information Letter or E-Mail

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

\_\_\_\_\_, 20\_\_

Dear Wolf Den Cub Scout Parents:

Today we completed the following achievements or electives from your son's *Wolf 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 *Wolf 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 *Wolf 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 set forth 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 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 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 DL, if the ADL 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
__/__/__	<b>1: Bobcat and Your Flag</b>	Achievement 2b or 2f. Bobcat (partial). Elective 9b (partial). Elective 12e. Achievement 8b–e: How to Protect Your Children From Child Abuse
__/__/__	<b>2: Your Flag and Feats of Skill</b>	Achievements 2a and 1a–f
__/__/__	<b>3: Your Flag and Sports Electives</b>	Achievements 2c, 2d, 2e, 2g, and 3a. Elective 20h, 20i, 20j, and one of 20k, 20l, or 20m), Bowling belt loop
__/__/__	<b>4: Keep Your Body Healthy and Bowling Field Trip</b>	Achievement 3a–c. Elective 20g. Bowling belt loop
__/__/__	<b>5: Know Your Home and Community and Be Safe at Home and on the Street</b>	Achievements 4a–d, 4f, 7e, and 9a–e
__/__/__	<b>6: Make a Gift and Sing-Along</b>	Achievements 4a–e and 9b–d. Electives 9b–c and 11a

_/_/_	<b>7: Your Living World and Tie It Right</b>	Achievements 4e, 6b, 7a–f, and 8c–e. Electives 9b–c and 17a–c
_/_/_	<b>8: Cooking and Eating and Start a Collection</b>	Achievements 4e, 6a, 6c, and 8a–e
_/_/_	<b>9: Tools for Fixing and Building</b>	Achievements 5a–e, 10, and 11. Elective 13c
_/_/_	<b>10: Birds</b>	Achievements 10a–g and 11. Elective 13a–f
_/_/_	<b>11: Making Choices</b>	Achievement 12a and four from 12b–k. Elective 13f
_/_/_	<b>12: Books, Books, Books</b>	Achievement 12a–k. Elective 6a, 6c, and 12a
_/_/_	<b>13: Pets</b>	Elective 14b–d
_/_/_	<b>14: American Indian Lore</b>	Electives 10a, 10c, 10f, and 21
_/_/_	<b>15: Marbles</b>	Achievement 10a. Electives 4e and 21. Marbles belt loop
_/_/_	<b>16: Outdoor Adventure and Fishing</b>	Electives 18a, 18b, and 19a–f

<b>Supplemental Meeting A: Grow Something and Birds</b>	Electives 10a, 13b, 15a or b
<b>B: Spare Time Fun, Part 1</b>	Elective 5
<b>C: Spare Time Fun, Part 2</b>	Elective 5
<b>D: Swimming and Boating Safety Rules</b>	Achievement 1j and 1i. Elective 20b. Swimming belt loop
<b>E: Be an Actor, Be an Artist</b>	Electives 2 and 12d
<b>F: Make It Yourself</b>	Elective 3a–b
<b>G: Outdoor Adventure</b>	Electives 18a, 4a–f
<b>H: Spare Time Fun</b>	Elective 5a
<b>I: Make It Yourself</b>	Elective 3c and 3d
<b>J: Machine Power</b>	Elective 8a–d
<b>K: Be an Artist</b>	Elective 12b, c, f
<b>L: Grow Something</b>	Elective 15e
<b>M: Family Alert</b>	Elective 16a–c
<b>N: Sports</b>	Elective 20l
<b>O: Say It Right</b>	Elective 22a–e

**Wolf “At Home” Achievements:** Here are the achievements from the boys’ handbook that must be completed by the parent or guardian, at home, where the parent or guardian is “Akela,” a leader. After completion, the parent or guardian will sign off in the handbook. The den leader will acknowledge completion by initialing the handbook and recording the advancement.

- ▶ Complete the exercises in the parent’s guide, *How to Protect Your Children From Child Abuse*.
- ▶ **Achievement 3 KEEP YOUR BODY HEALTHY** (page 56): a) Make a chart and keep track of your health habits for two weeks. (We’ll send home the chart when it is time to do this).
- ▶ **Achievement 4 KNOW YOUR HOME AND COMMUNITY** (page 60): While we’ll talk about these in a den meeting, there will be “do at home” work for the following:
  - a) Make a list of phone numbers you need in case of an emergency. Put a copy of this list by each phone or in a central place in your home. Update it often. (List given in the book.)
  - b) Tell what to do if someone comes to the door and wants to come in.
  - c) Tell what to do if someone calls on the phone.
  - d) When you and your family leave home, remember to . . . (List given in the book.)
  - e) Talk with your family members. Agree on the household jobs you will be responsible for. Make a list of your jobs and mark off when you have finished them. Do this for one month.





- ▶ **Achievement 6 START A COLLECTION** (page 70): While we'll talk about this in a den meeting, it would be finished at home:
  - b) Make a collection of anything you like. Start with 10 things. Put them together in a neat way.
  
- ▶ **Achievement 8 COOKING AND EATING** (page 78): While we'll talk about this in a den meeting, some of it would need to be finished at home:
  - b) Plan the meals you and your family should have for one day. List things your family should have from the food groups shown in the food group pyramid. At each meal, you should have foods from at least three food groups.
  - c) Help fix at least one meal for your family. Help set the table, cook the food, and wash the dishes.
  - d) Fix your own breakfast. Wash and put away the dishes.
  - e) With an adult, help to plan, prepare, and cook an outdoor meal.
  
- ▶ **Achievement 9 BE SAFE AT HOME AND ON THE STREET** (page 82): While we'll talk about this in a den meeting, some of it would need to be finished at home:
  - b) WITH AN ADULT, check your home for hazards and know how to make your home safe.
  - c) WITH AN ADULT, check your home for danger from fire.
  
- ▶ **Achievement 10 FAMILY FUN** (page 88): Do requirement a and do TWO of requirements 10b through 10g: (Extra ones count as electives.):
  - a) Complete the Character Connection for Cooperation.
    - **Know:** Discuss these questions with your family: What is "cooperation"? Why do people need to cooperate when they are doing things together? Name some ways that you can be helpful and cooperate with others.
    - **Commit:** Discuss with your family what makes it hard to cooperate. How do listening, sharing, and persuading help us cooperate?
    - **Practice:** Practice being cooperative while doing the requirements for "Family Fun."
  - b) Make a game like one of these. Play it with your family. (Eagle Golf, Beanbag Archery.)
  - c) Plan a walk. Go to a park or a wooded area, or visit a zoo or museum with your family.
  - d) Read a book or *Boys' Life* magazine with your family. Take turns reading aloud.
  - e) Decide with Akela what you will watch on television or listen to on the radio.
  - f) Attend a concert, a play, or other live program with your family.
  - g) Have a family board game night at home with members of your family.
  
- ▶ **Achievement 11 DUTY TO GOD** (page 94):
  - a) Complete the **Character Connection for Faith**
    - **Know:** What is "faith"? With your family, discuss some people who have shown their faith—who have shown an inner strength based on their trust in a higher power or cause. Discuss the good qualities of these people.
    - **Commit:** Discuss these questions with your family: What problems did these faithful people overcome to follow or practice their beliefs? What challenges might you face in doing your duty to God? Who can help you with these challenges?
    - **Practice:** Practice your faith while doing the requirements for "Duty to God."
  - b) Talk with your family about what they believe is their duty to God.
  - c) Give two ideas on how you can practice or demonstrate your religious beliefs. Choose one and do it.
  - d) Find out how you can help your church, synagogue, mosque, temple, or religious fellowship.
  
- ▶ We might also have you do some of **Achievement 12, MAKING CHOICES** (page 100), and you might want to review those, too, to prepare your son for the right choices when we discuss them.