**ANNUAL DEN LEADER CHECKLIST**

* Renew your training, if needed, at [www.myscouting.org](http://www.myscouting.org)
* Pick one or two Chief Black Dog Roundtables to attend.
* Familiarize yourself with requirements for rank earning.
* Have Den Scouts and Parents sign the Behavior Agreement at your first meeting of the year. File in your den binder.
* Update Den Roster in your binder and in Pack Master. Notify Membership Chair of drops. Email [p455.redpine@gmail.com](mailto:p455.redpine@gmail.com) updates.
* Get updated Akela Surveys and Health Forms from each scout and family member. Encourage everyone to save electronic copies.
* Complete Den Year Plan with Den. Submit before end of October.
* Review PackMaster parent login so all parents can check database for updates needed.
* Take parents on a [pack455.weebly.com](http://pack455.weebly.com/) tour.
* Get all your parents to commit to help:
  + Every family can host a den meeting (at home, park, library, or ELC)
  + Find at least 1-2 families to participate in each pack event (Operation Christmas Child, Bell Ringing, Caroling, Scout Sunday, Eagan Flower Sale, Independence Day Service)
  + Encourage all families to participate at one or more pack camps and consider helping with an activity.
  + Encourage all families to participate in the BIG FOUR—Blue & Gold, Pinewood Derby, Scouting for Food, and Graduation.
  + Find a parent to volunteer as an event liaison for your den—Fundraising, Friends of Scouting, Pinewood Derby, Scouting for Food—and attend parent meetings around those times.
  + Find a parent to do your den’s PackMaster data entry.
  + Have parents each sign up to attend one pack parent meeting.
* Do your best!