



Pack 311 Leesburg, VA Information Packet 2025-2026



We welcome - All Children Age 5 - 10 (Grades K - 5)

Where We Meet - Catoctin Elementary School Cafeteria

When We Meet as a Full Pack - Third Thursday of each month 6:30 pm- 8:00 pm

When We Meet as Dens - Each Den (age group ranks) decides their own schedule that works for the group. Most meet once a month for younger groups and one to two times a month for older age groups locally at Catoctin Elementary or a location within the Leesburg area

About Pack 311

Cub Scouts is a family experience. Our Scout's focus is to be better citizens, enjoy the outdoors, and be better people. We welcome all family members to enjoy being a part of our Pack. Advancement between ranks creates opportunities for families to enjoy activities and participate in their community through family camping trips, touring a local police station, or working as a team. We want all family members to enjoy their time with us. Having fun is an essential component of all our meetings. We understand what it is like to be a kid and try to focus on being as interactive as possible.

Financial Investment

Scholarships are Available

Yearly National Dues: Paid directly to Scouting America with annual Scout's registration. Includes Scouting America youth registration fee, and an optional Scout Life magazine subscription. The amount varies, but is typically \$85 per year.

Yearly Council Dues: Paid directly to the National Capital Area Council with annual Scout's registration. Includes Scouting America youth registration fee, NCAC council fee, and an optional Scout Life magazine subscription. The amount varies, but is typically \$80 per year.

Yearly Pack dues: \$100 paid directly to the Pack each year.

Pack dues support Pack events such as Pinewood Derby, Rain Gutter Regatta, annual Blue and Gold celebration, twice a year family camping campsite fees, adventure loops and rank patches, and most den and pack meeting supplies.

Uniform Investment

Uniforms are purchased by the Scout's family. We have a **uniform closet** available so as children advance through Cub Scouts, families can donate and take shirts, hats, neckerchiefs, fixed patches, slides, etc. that are in good condition.

Purchases of new uniforms are approximately \$60 for Kindergarten (Lions) and \$80 for 1st-5th grade (Tiger - AOL) with many of the pieces growing with the scout. Each rank their own hat, neckerchief and slide, and optional handbook that need to be obtained each new as the school year. Officially branded pants/shorts/skirts and socks are optional although highly suggested for older scouts (4th and 5th Graders)

Uniform description and patch placement can be found on Scouting America's website-
<https://www.scouting.org/programs/cub-scouts/cub-scout-uniform/>

Uniforms can be purchased at two local official Scout Shops, or online. All store locations have helpful staff to ensure you are purchasing the correct items for your Scout's rank and some offer patch sewing while you wait.

Local Store locations: 9190 Rockville Pike Bethesda, MD 20814 or 5232 Port Royal Rd. Springfield, VA 22151

Seasonal Pop-up at Dulles Town Center 8/15-10/27,2025; lower level near Starbucks and train depot

Online store - <https://scoutshop.org>

Adult Involvement and Volunteer Opportunities

The **first Wednesday of each month** is our parent and volunteer planning meeting- held at 6:30 PM typically at Rust Library or Wegmans upstairs; location is posted in ScoutBook. This meeting is where we plan all upcoming Pack-wide activities including special events and celebrations, family camping and monthly Pack meetings. Cub Scouts is a family organization, and input and participation by all parents is needed to make the program the best it can be for our youth. Attendance is highly encouraged. If childcare prevents your attendance, children are welcome to be present.

There are many ways to **volunteer your talents** to better your Scout's experience. From roles like Den leader to move through the ranks alongside your Scout, to supporting the Pack with keeping our finances organized, leading fundraising events, sharing your knowledge and skills during a Pack meeting, or helping organize a single event such as our Blue and Gold banquet, a volunteer day, or a family camping weekend, all adults have an opportunity to support the pack with their time and skills. Please complete the talent survey listed in the new scout checklist.

Below is a list of our current leadership volunteers and open opportunities. Reach out to any of the below to learn more about what they do and how you can support them. While Scouting America does charge an adult registration fee, Pack 311 refunds this fee for all our adult volunteers as a thank you for their time.

Key 3	Role	Name	Email	Phone
	Cubmaster	Doug Fultz	dougfultz@gmail.com	717-983-8589
	Committee Chair	Matt Theis	mttheis@gmail.com	630-461-8183
	Chartering Organization Representative	Matthew Kusterer	matthew.kusterer@gmail.com	571-225-7571
	Assistant Cubmaster	Matt Van Mater	matt.vanmater@gmail.com	703-798-2973
	Treasurer	Kerry Castro	Kerry.castro@yahoo.com	818-687-9273
	Secretary	This could be you!		
	Membership Chair	Leigh Faugust	lafaugust@gmail.com	617-838-2691
	Advancement Chair	Colleen Fultz	colleenfultz@gmail.com	717-983-8589
	Lion Den Leader (Kinder)	This could be you!		
	Tiger Den Leader	This could be you!		

(1st Grade)			
Wolf Den Leader (2nd Grade)	Colleen Fultz	colleenfultz@gmail.com	717-983-8589
Bear Den Leader (3rd Grade)	Matthew Kusterer	matthew.kusterer@gmail.com	571-225-7571
Webelos Leader (4th Grade)	Erin Theis Matt Theis	ekb101709@gmail.com mttheis@gmail.com	571-215-3704 630-461-8183
AOL Leaders (5th Grade)	Kim Van Mater Matt Van Mater	kvanmater@gmail.com matt.vanmater@gmail.com	703-785-9291 703-798-2973

How We Stay Connected

1. **Scoutbook**- Pack 311 and Scouting America's official record keeping site. Pack and Den emails, calendar of events, adventure and rank tracking, and dues are maintained on this platform. Pack and Den calendars are available for download as an .ics file to load to your own family calendars including google, apple and outlook. Emailed reminders and RSVP requests are sent out before each event.
<https://api.scouting.org/advancements/events/calendar/46603>
2. **Facebook Group**- <https://facebook.com/groups/LeesburgPack311> is a closed group used for occasional event reminders and private photo sharing
3. **Pack website** that includes our Pack knowledge Base - <https://www.pack311leesburg.org/>
4. **Google Spaces Group Chat** - Check with Pack Committee Chair, Cubmaster, or Chartered Organization Representative to get added to the appropriate group(s)
5. **Loudoun District**- Pack 311 is a part of the National Capital Area Council and the Loudoun District (formerly Goose Creek) which both provide an array of adult volunteer training opportunities and scout rank-specific adventures. <https://ncacscouting.org/>

Advancement and Rank Tracking- There's an App for That!

We use Scouting America's Scoutbook to track all advancement and ranks. We highly recommend adults to download the app to make tracking each scout's advancements simple and easy. The full website is also available for tracking advancements. Den leaders will assist in executing rank-specific advancements, but it is each Scout's adult's responsibility to mark them as complete and maintain their Scout's advancement and rank records.

Advancement recognition takes place at each month's Pack meeting. All advancements must be entered into Scoutbook at least one week before the Pack meeting to give our Advancement Chair enough time to purchase belt loops, patches, and ranks so that we may recognize the Scout's achievements at each Pack meeting.

Fundraising and Pack Budget

To keep our scouts engaged and having fun, we need financial support to help purchase supplies and programming materials, pay admissions where needed, rental and camping fees,

and organization charter fees. These funds are obtained through the Pack's annual dues but those don't cover all our Pack's needed.

Fundraising is a way for Scouts to practice speaking to adults, working as a group towards a shared goal, and feeling accomplished in seeing the results of their hard work. Pack 311 currently holds one annual fundraiser, offering holiday greenery and wreaths during the fall months. Past fundraising events have also included selling discount cards, restaurant spirit nights and a family cake auction at our Blue and Gold banquet.

Cub Scout Key Terms

Cub Scout Pack – The full group of school aged children from Kindergarten to 5th grade who come together for monthly meetings to celebrate each other's advancements and work through fun and engaging themed activities. The Pack also gathers for many group activities and outings such as hiking, volunteer opportunities, camping and fun outings.

Den - Smaller groups of children in the same grade and age range who are led by an adult volunteer Den Leader. Scouts meet in a regular cadence- once or twice a month to work together on age-appropriate adventures and learnings.

Cub Scout - A child (male or female) whose age-range is from Kindergarten- 5th grade who seeks fun, adventure, outdoor learning and community. Many Cub Scouts go on to join Scouting America Troops once they reach middle school age.

Cubmaster – Volunteer adult leader who leads the Cub Scouts through monthly meetings and is a key voting member of the adult volunteer committee. The Cubmaster's role is to provide the Cub Scouting program and lead the Den Leaders.

Den Leader – Volunteer adult leader who plans and runs Den meetings.

Committee and Committee Chair – Volunteer adults and parents who plan and coordinate pack wide activities and the chair is the head organizer of the group. All adults with a registered Scout are a welcomed member of the committee- just attend the monthly planning meeting. The committee is responsible for resourcing the program and supporting the needs of the Cubmaster and Den leaders.

Council - The regional organization which a Pack or Troop is a member of. Pack 311 is part of the National Capital Area Council.

District - The local organizational unit which a Pack is a member of. Pack 311 is part of the Loudoun District (formerly the Goose Creek District).

Chartered Organization - Organization that sponsors a Scout group. America's 911 Foundation is Pack 311's chartered organization.

Checklist for New Scouts

Are you ready to join the fun? See below what you need to get your child ready to join Cub Scout Pack 311:

- ☐ Register each Scout with [Scouting America online](https://beascout.scouting.org) at beascout.scouting.org (*renewed annually*)
- ☐ After receiving an email confirmation from the Cubmaster or Committee Chair confirming the Scout's enrollment, register on Scoutbook and download the app- <https://tinyurl.com/24v78phm>
- ☐ Pay Pack dues by check to Den Leader at Pack or Den meeting **due before November 20th Pack Meeting** (*paid annually*) Please ask the Cubmaster, Treasurer, Committee Chair, or Chartered Organization Representative if you need an alternative payment option to ensure confidentiality. There is also a process available to families to apply for financial aid at the council level. Here is a link to that form. <https://ncacscouting.org/resources/financial-support/>
- ☐ Get uniform from the Scout Shop, online at www.scoutshop.org or from our uniform closet
- ☐ Complete and submit medical forms (Forms A &B) found here: http://www.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf to the Committee Chair OR submit them at the following location and let the Committee Chair know: https://docs.google.com/forms/d/e/1FAIpQLScCYx154fXcKcaGVknvoQMbQ0DEsC2WSQkE_47rDciSbO83zA/viewform (per scout and adult volunteer required)(ONLY the Committee Chair, Cubmaster, and Chartered Organization Representative have access to the this information)
- ☐ Add Pack and Den calendars of choice:
 - a. Pack Calendar: <https://api.scouting.org/advancements/events/calendar/46603>
 - b. Lion Den (K): <https://api.scouting.org/advancements/events/calendar/46603/302992>
 - c. Tiger Den (1st): <https://api.scouting.org/advancements/events/calendar/46603/328379>
 - d. Wolf Den (2nd) : <https://api.scouting.org/advancements/events/calendar/46603/328378>
 - e. Bears (3rd): <https://api.scouting.org/advancements/events/calendar/46603/328377>
 - f. Webelos (4th): <https://api.scouting.org/advancements/events/calendar/46603/328374>
 - g. AOL (5th): <https://api.scouting.org/advancements/events/calendar/46603/328373>
- ☐ Join the Facebook Group(<https://facebook.com/groups/LeesburgPack311>) for fun photo sharing
- ☐ Complete Adult Talent Survey- <https://forms.gle/DEkD6pgCWFrCBRNb9>

- Your Den leader will reach out with an Introduction, including information on Den meeting time and location.
- Adult Volunteers: Complete Safeguarding Youth Training and register with Scouting America online. Submit a refund request for the registration fee.