Template for Parent Information Letter or E-Mail

Adapted from examples shown at *www.scouting.org/CubScouts/Leaders/DenLeaderResources.aspx*

_____ __, 20___

Dear Tiger Den Cub Scout Parents:

Today we completed the following achievements or electives from your son's *Tiger Cub Handbook:* "'''". Our special guest leaders were _____ and _____, who "''".

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:* "''' ''". 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 _____.
"
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 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
Phone Numbers: _____
E-Mail Address: _____

Upcoming Dates and Meetings<

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

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__/__/__	**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