

HANDBOOK FOR CUBMASTERS



Youth Guidance & Counseling Division
Education Department

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Foreword

The vision of our beloved King is to impart wholesome education to all Bhutanese children in a meaningful way. His Majesty believes that, in this way, they will be better prepared to face the challenges and responsibilities of the future as enlightened citizens.

In January 1996, His Majesty, while expressing concern on a number of issues on education, emphasized the need to adopt a systematic and comprehensive program to address youth related issues. Emanating out of this wisdom and concern and having realized the usefulness and potential of the Scout program for the all round development of youth, the Education Department launched the School based Scout Program in 1996 to supplement and promote wholesome education.

The Scout method has been chosen to promote value education amongst youth because of its friendly and creative approach, strong code of conduct (Scout Promise and Law) and instill the brotherhood spirit in youth. The Scout Movement in Bhutan is considered an important forum for young people to channel their energy into positive and constructive behavior. As such we hope that this handbook would be user friendly and would provide adequate guidance to all the Cubmasters for the successful implementation of the Cub program.

Lyonpo Sangay Ngedup
Honorable President
Bhutan Scouts Association

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Introduction

Cubbing is a part of scouting and it is indeed the first lap of the journey towards good citizenship. Cubbing is for those young boys and girls who look forward to become scouts but are not able to do so since, they are not old enough yet. Cub programme is meant for young children of 6-12 years of age. The training of the cubs are based on knowing their immediate environment and themselves through play-way method.

Rudyard Kipling who has done so much to put the right spirit into our growing manhood bases the programme on the Jungle Book. Further it is designed to suit the needs and urges of this age group.

The Cubbing is concerned with the growth and development of individual personality of the cubs. The cubs live in the world of make believe and they engage themselves in play-acting. Cubbing appeals strongly to young people, which provides scope for their surplus energy and uses it up constructively through organized and controlled activities. The Cubbing programme was introduced in 1999 and today we have a total membership of 1777 cubs. We have trained 83 teachers from Lower Secondary, Primary and Community Schools as Cubmasters between 1999 - 2001.

The role of the Cubmaster is to interest the child in the right direction as the good educationalist develops a boy to be efficient rather than scholarly, to have character rather than erudition. The Cubmaster should study his cubs individually and get to know all about them in order to render adequate programme suitable to their needs.

Objectives

- ◆ *To provide opportunities to understand and know their immediate environment*
- ◆ *To satisfy the instinctive demands of a cub age.*
- ◆ *To train the young people to become better Scouts for having been Cubs*
- ◆ *To provide wholesome education*

- ◆ *To inculcate in young people proper sense of service, patriotism and confidence*
- ◆ *To train the character of a child as to improve their future efficiency as citizen*

Roles and Responsibilities of Bhutan Scouts Association (BSA):

- i. Develop and institutionalize Scout programs.
- ii. Plan and develop short and long term goals and objectives for the sustainability of the Scout program.
- iii. Train all categories of Unit leaders.
- iv. Develop the Scout syllabus and materials as per the need.
- v. Design and develop badges for all levels from time to time.
- vi. Present special certificates and awards to outstanding Unit leaders and Scouts.
- vii. Conduct advancement tests for Scouts.
- viii. Monitor and assist DEO(s) to develop Dzongkhag level Scout Programs.
- ix. Maintain link with World Scout Bureau, Asia Pacific Region and other National Scout Associations.
- x. Nominate and select outstanding Adult Leaders and Scouts for national level and international level programs.
- xi. Monitor and evaluate programs.

Roles and Responsibilities of Dzongkhag Scouts Association:

- i. Form the Dzongkhag Scout Association (DSA) in line with Constitution By-laws of BSA.
- ii. Establish and expand School based Scout Program in the respective Dzongkhag.
- iii. Develop short and long term plan for sustainability of the Scout program.
- iv. Establish the Dzongkhag Scout Working Committee (consisting of Head-teachers, Unit leaders, Senior Scouts) chaired by Dasho Dzongda and DEO as the member Secretary.
- v. Plan the yearly program with schools.
- vi. Initiate to organize Dzongkhag Level Unit leaders training.
- vii. Conduct Dzongkhag level Scout camps during school breaks.
- viii. Monitor and carryout impact assessment of Scouts program.
- ix. Submit annual membership registration and fees every year by May.
- x. Nominate candidates for national level and international programs.
- xi. To conduct DBIP by trained Unit Leaders.

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Roles and Responsibilities of Schools:

- i. Promote school based Scout program.
- ii. Ensure that the school has trained Unit leaders for every Troop.
- iii. Identify Assistant Unit leaders.
- iv. Develop yearly activity calendar in line with DSA plan.
- v. Provide suitable time for Scout activities in the school time table/calendar and ensure that their Scout fulfils the step by step requirement as per the prescribed syllabus.
- vi. Write to the BSA for formal registration through the office of the DSA.
- vii. Forward the list of outstanding Scouts to BSA through DSA for special recognition/award.
- viii. Nominate Unit leaders and Scouts for training and participation in national/international programs.
- ix. Proper account should be maintained for any fund received/collected
- x. Monitor, evaluate and provide feedback on scouting program.
- xi. Organize year round Scout activities including programs such as:

STD, HIV/AIDS, Substance Abuse, Population Education awareness campaigns etc. Observation of important National and International Days such as Social Forestry, Anti Drug, World Population, World Health Day, career fair etc.

Role of Cubmaster (CM) and Assistant Cubmaster (ACM):

- i. Scoutmasters should be a member secretary for school Scouts club.
- ii. Form school based Scout Troop.
- iii. Submit registration forms along with membership fees latest by April.
- iv. Plan, organize and execute the year round scouting activities.
- v. Should endorse a copy of planned Scout activities to the BSA, DSA and the school.
- vi. Maintain proper appraisal record of all the Scout members for necessary reference/awards.
- vii. Give a talk to the parents/children during the parents-teachers meeting and create awareness on Scout Program.
- viii. The Scout activity should fulfill the local demands (social, civic, etc.)
- ix. Should organize exhibitions on Scout activities and make an

effort to present few items on Scouting during the important occasions.

- xii. Conduct regular Troop Meetings for effective teaching and learning.
- xiii. Ensure the Court of Honour is conducted once a month.
- xiv. Evaluate and provide feed back on scouting program.
- xv. Prepare and submit reports at the end of the year.

CUB:

A boy/girl who has completed seven but not more than eleven years of age is eligible to become a Cub, provided he / she subscribes to the Cub Promise, Cub Law and becomes a member of a Cub Pack.

CUB PACK:

- (1) A cub Pack shall consist of not less than 12, but not ideally more than 24 cubs.
- (2) A Cub pack shall be a unit of a group, consisting of Cub pack, Scout Troop, Rover Crew. However, where there is no such Group, a Cub Pack shall be treated as a Group.
- (3) A Cub pack shall be registered in accordance with the procedure prescribed by the Bhutan Scouts Association.
- (4) Every Cub Pack shall have a name; Where a Cub Pack is a unit of a Group it shall take the name of the group.
- (5) A group may be named after the famous locality/River /Mountain, an institution etc.

THE SIX SYSTEM

A cub pack shall be divided into Sixes. Each six may consist of 4-6 cubs, inclusive of Sixer and Second. Each six shall have the name of a colour chosen in consultation with the Sixer.

Every member of the six shall wear a shoulder patch of the colour on uniform. Shoulder patch is an equilateral triangular piece of cloth of Six's colour 4cm a side.

SENIOR SIXER:

A senior Sixer is one of the sixes appointed by the Cubmaster. He/she shall wear uniform as a cub and in addition he/she shall wear 3 stripes made of wool or cotton of prescribed colour of BSA and (a size of 4cm long and 1cm wide) on either side of the membership badge. Senior Sixer shall assist the Cubmaster and Assistant Cubmaster as and when directed.

A sixer is a cub appointed as a sixer by the Cub master to lead the six of Cubs. Sixer shall wear the uniform as a cub in addition he /she shall wear two stripes made of wool or cotton of a prescribed colour and of BSA.

SECOND:

Second does the Cubmaster in consultation with the Sixer concerned appoint a Cub. Second shall assist the Sixer and take his place in his absence. In addition to the cub uniform he/she shall wear one stripe of prescribed colour and size of BSA.

SIXER COUNCIL:

There shall be a Sixer council for every pack. Sixer council shall consist of the Scouters and Sixer of the pack; second may be invited; the Sixer council is responsible to look after internal affair of the pack.

CUB PROMISE AND LAW

CUB PROMISE:

*I PROMISE TO DO MY BEST
TO DO MY DUTY TO GOD, KING,
COUNTRY AND PEOPLE (Tsa-Wa-Sum)
TO DO A GOOD TURN EVERYDAY
TO OBEY THE CUB LAW*

This promise gives a cub an inspiring ideal to work for at this age. It gives him a sense of his duty to the religion, honour and loyalty. By making this promise he does not undertake anything impossible. His promise to do his best and to do one's best is within the reach of every one.

CUB LAW:

THE CUB IS OBEDIENT TO ELDERS

THE CUB IS CHEERFUL AND LOVES NATURE

In this simple statement we are seeing the beginning of obedience which is a matter of great importance. Cleanliness is next to godliness. Courtesy which makes life at all levels pleasant and agreeable.

MOTTO

“DO YOUR BEST”

CUB SALUTE:

Cub salute is given by raising the right arm smartly to the level of shoulder, Palm to the front, first two fingers stretched apart, first finger touching the forehead and the thumb pressing on the last two fingers. After the salute the arm is smartly brought down.

CUB GREETING:

The cubs have special greeting for their Cubmaster when they want to greet him as a Pack. The Cubmaster calls “Pack, Pack, Pack” and this call is answered by a short “Pack” from the cubs and they rush in their sixes, and they get around the Cubmaster and form Rock Circle. They pull back to form what is called Parade Circle. Standing in the center of the circle and facing the leading Sixer, the Cubmaster extends both his arms sideways and horizontally palms downwards. This serves as warning signal to the cubs. Next he lowers both his arms in a firm and steady movement until they are against his sides. As his arms go down so also do the cubs, till finally they are in a squatting position. It goes into greeting without any further signal and it is done in the following order:

1. The Cubs say – “A-Ke-La—Wee-el--- Do—o-o---our --- BEST!” and at the word “BEST” they all spring to their feet, hands on either side of the head with the first and the middle fingers of each hand pointing upwards.

2. The leading Sixer now says...”DYB...DYB...DYB...DYB” at the fourth DYB every Cub drops his left hand smartly to his side and all the Cubs together say.....”We-e-e-l – DOB...DOB...DOB...DOB
3. After the fourth DOB each Cub drops his right hand smartly to his side and stands at the alert waiting for the Cubmaster’s orders.
4. The Cubmaster accepts the Greeting in an appropriate manner saying ... “Thank you, Cubs” or “Good Hunting”, or something equally good.

During the Greeting the Assistant Cubmaster will be standing outside the circle, in a straight line right behind the Cubmaster.

Note: The Cub greeting emphasizes the importance of willing acceptance of discipline on which happiness and success depend and of loyalty to the Pack and to their Leader.

FLAG SONG

SA NEY SHAR LHO NUB JANG CHOG ZHI LEY

JAMTSHO NANGLU BAPE CHHU CHEN ZUM

SEMKI DING LEY GATRO BAKTI GI

NGA CHEY LAB TOEN NEYGAR DHI NANG ZOM

DRA DRIG YOE PE NGA CHEY SAMCHAR DHI

THAB SHEY MANG LU GOBSHA CHAPNI DANG

GARA INRU SHEY THAP ZONI GI

THAB DANG NEYKAP DHINANG TOEN NI YOE

MIWANG NGA DAG THUKI DRUB THAB LU

GYAL KHAP JABCHOR NAG CHEY DRA DRIG YOE

NGA CHEY GYAL DHAR NAMKHAI GUNGLU CHAR

RUDRIG THO LEY GYAL KHAP TEAN CHU NI

PROGRAMME FOR CUB SECTION

THE MEMBERSHIP BADGE

The Membership badge is symbol of brother hood that exists between all Scouts and it promotes a sense of belonging. The Membership Badge to a recruit shall be award by the Unit Leader on fulfilling the Membership badge requirements. The Membership badge must be worn at the centre of the left shirt pocket or on the *gho or tego*.



MEMBERSHIP STAGE REQUIREMENTS:

- ❖ Tell the name of the founder (B.P.).
- ❖ Recite the Cub Promise, Law and Motto.
- ❖ Demonstrate Cub Salute and Handshake.
- ❖ Name two characters from Jungle story.
- ❖ Offer daily prayer as told by the parents.
- ❖ Identify the Membership Badge.
- ❖ Attend the Investiture Ceremony.
- ❖ Take part in the Cub Greeting.

N.B.: On completion of the Membership test, a Cub is eligible to wear the membership badge.

Progress Record Form for Membership

(To earn Membership Badge he/she should work for at least 3 months)

1. Name of Six.....Registration No.....
2. Name of Cub..... Age:.....
2. Name of School.....Dzongkhag.....

Sl	Topic	Score			Date of Testing	Signature of Unit leaders
		5	3	1		
1.	Founder's short name					
2.	Repeat Cub Promise					
3.	Repeat Cub Law & Motto					
4.	Cub salute & Handshake					
5.	Name two characters from Jungle story					
6.	Identify Scout Logo					
7.	Attend the Investiture Ceremony					

Any other outstanding performance.....

Name and Signature
of Cubmaster

Signature of
Head of the School

KARMA STAGE REQUIREMENTS : (Level – 1)



- ❖ Recite Cub Promise and Law to the Cub Masters.
- ❖ Demonstrate Cub Greeting.
- ❖ Exhibit to the Cub Master regarding cleanliness and tidiness.
- ❖ Do daily Good Turn (report to Cubmaster).
- ❖ Sing National Anthem, Prayer and Camp Anthem.
- ❖ Know the parts of uniform and how to wear it.
- ❖ Be able to demonstrate the following physical exercise:
 1. Summersault
 2. Skipping
 3. Leap frog
- ❖ Know how to tie Reef knot, Sheet bend and clove hitch.
- ❖ Know about first aid box.
- ❖ Nature studies
(Collect different kinds of six leaves and flowers and show to the Cub Master).
- ❖ Recognize the colour and draw the National Flag.
- ❖ Know about your pack and six.
- ❖ Collect coins of 3 countries.

Earn any of the two Proficiency Badges

Progress Record Form for Karma Badge Requirement

To earn Membership Badge he/she should work for at least 6 months)

1. Name of Six.....Registration No.....
2. Name of Cub.....Age:.....
3. Name of School..... Dzongkhag.....

Sl	Topic	Score			Date of Testing	Signature of Scoutmaster
		5	3	1		
1.	Cub Greeting					
2.	Demonstrate exercise					
3.	Sing National Anthem					
4.	Sing Camp Anthem					
5.	Tie Reef knot, clove hitch					
6.	Name six flowers					
7.	Colour National Flag					
8.	Tell about Pack & six					
9.	Collect & show coins of different countries					

Any other outstanding performance.....

Name and Signature
of Cubmaster

Signature of
Head of the School

DAWA STAGE REQUIREMENTS : (Level – 2)



- ❖ Know the full name of our King.
- ❖ Observe pets and animals and make a diary
- ❖ Participate in a overnight pack camp/pack expedition.
- ❖ Tie a fisherman knot, sheep shank and know their uses
- ❖ Know about the saving process from your Cubmaster/ parents
- ❖ Know how to use a telephone.
- ❖ Prepare a handicraft of waste material or do a clay modeling.
- ❖ Learn from your Cub Master about the care of the brittle, sharp and the valuable things.
- ❖ Make your bed daily at least for one month and get a certificate from your parent.
- ❖ Know about Bhutan Scout flag,
- ❖ Identify six kinds of seeds and six kinds of plants.
- ❖ Draw or paint a picture of your interest.
- ❖ Be able to render first aid for scratch and cuts.
- ❖ Know how to make tea.
- ❖ Show four directions.

Earn any three of the Proficiency Badges

Progress Record Form for Dawa Badge Requirement

To earn Membership Badge he/she should work for at least 9 months)

1. Name of Six..... Registration No.....
2. Name of Cub..... Age:.....
3. Name of School.....Dzongkhag.....

Sl	Topic	Score			Date of Testing	Signature of Scoutmaster
		5	3	1		
1.	Name of our King					
2.	Fisherman knot & uses					
3.	How to use a telephone					
4.	Show a clay model					
5.	Demonstrate how to prepare tea					
6.	Name six kinds of plants					
7.	Draw a Scout Flag					
8.	Demonstrate First Aid for scratch and cuts					
9.	Show four directions					

Any other outstanding performance.....

Name and Signature
Of Cubmaster

Signature of
Head of the School

NIMA STAGE REQUIREMENTS: (Level – 3)



- ❖ Interpret Cub Promise and Law
- ❖ Know the eight principle of compass.
- ❖ Tie Clove Hitch, Timber Hitch and Square Lashing.
- ❖ Know first aid for nose bleeding, stings and how to clean a wound.
- ❖ Go on a two-day camp with your pack.
- ❖ Organize sense training.
- ❖ Participate in religious ceremony.
- ❖ Adopt a pack service activity.
- ❖ Help younger cubs to form good health habits.
- ❖ Know how to welcome a guest in a social way.
- ❖ Know about the traffic rules.
- ❖ Be able to pass the verbal message at a distance of 200 m.
- ❖ Know about the history of Bhutan.

Earn any five of the Proficiency Badges

Progress Record Form for Nima Badge Requirement

To earn Membership Badge he/she should work for at least 9 months)

1. Name of Six..... Registration No.....
2. Name of Cub..... Age:.....
3. Name of School.....Dzongkhag.....

Sl	Topic	Score			Date of Testing	Signature of Scoutmaster
		5	3	1		
1.	Explain Cub Promise					
2.	Explain Cub Law					
3.	Draw eight principle of Compass					
4.	Timber hitch, Square Lashing					
5.	First Aid for nose bleeding					
6.	Demonstrate Traffic Safety					
7.	Narrate a short History of Bhutan					
8.	Demonstrate how to welcome a guest					
9.	Pass a message at a distance of 200 m					

Any other outstanding performance.....

Name and Signature
Of Cubmaster

Signature of
Head of the School

Annexure - I

BSA FORM NO.

BHUTAN SCOUT ASSOCIATION
Thimphu, BHUTAN

APPLICATION FOR CHARTER AND UNIT REGISTRATION FOR CUBPACK

District: _____ Unit Registration No: _____
Scouting Year: _____ Date Applied: _____

APPLICATION FOR CHARTER OF SPONSORING INSTITUTION	
The (Name of the Institute/school) _____ of (_____ DSA) Tel.No. _____ hereby applies for: 1. BSA Institutional Charter and authority to adopt and use Scouting program. 2. The recognition and annual registration of a Cub/Scout/Senior Scout Unit.	
_____ Signature over Printed Name of the Head of school	_____ Signature over Printed Name of the Cub Master
Date: _____	Date: _____
The Charter Fee of this Institution: (Please Check) <input type="checkbox"/> is submitted with this registra	

REGISTRATION OF SPONSORING INSTITUTION OFFICIALS AND UNIT LEADERS					
Position	Printed Name	Age	Joined in Scouting	Scout Training Attended	Membershi p Card
Institutional Head					
Unit Leader					
Unit Leader					
Asst. Unit Leader					
Senior Sixer					

Membership Total Adult Members: _____ Total Amount of Fee: _____ Unit No. _____ Total Scout Members: _____ Total Amount of Fee: _____ Processed by: _____ Date: _____ Date Issued: _____ by _____ <i>Dzongkhag Commissioner</i>

Annexure - II

LIST OF CUB SCOUT YEAR.....					
	Name	Date of birth	Joined in Scouting	Badge Earned	Remarks
Six Name:					
1. Sixer					
2. Second Sixer					
3. Six Member					
4. Six Member					
5. Six Member					
6. Six Member					
7. Six Member					
8. Six Member					
Six Name:					
1. Sixer					
2. Second Sixer					
3. Six Member					
4. Six Member					
5. Six Member					
6. Six Member					
7. Six Member					
8. Six Member					
Six Name:					
1. Sixer					
2. Second Sixer					
3. Six Member					
4. Six Member					
5. Six Member					
6. Six Member					
7. Six Member					
8. Six Member					
Six Name:					
1. Sixer					
2. Second Sixer					
3. Six Member					
4. Six Member					
5. Six Member					
6. Six Member					
7. Six Member					
8. Six Member					

Note: Use Additional Sheet if require.

Summary of Membership:				
OLD		NEW		TOTAL
BOYS	GIRLS	BOY	GIRL	

SAMPLE FORM FOR

PACK MEETING (60 mins)

1. Inspection (5 min)
(Check general appearance, scarves, six patches etc.)
2. Grand Howl (3 min)
(Duty Sixer to lead, followed by flag break and saluting)
3. General Game (5 min)
4. Relay Race (5 min)
5. Instruction (10 min)
6. Game (10 min)
7. Yarn (10 min)
8. Closing Ceremony (12 min)
(Home going inspection- allow time to get ready, Sixers doing preliminary check – Grand Howl – Flag Down)

Reference Book

- ❖ *Scouting for boys*
- ❖ *Aids to Scoutmastership*
- ❖ *B.P's Life Story*
- ❖ *Hand book on Pioneering*
- ❖ *Camping and Hiking*
- ❖ *Jungle Book*
- ❖ *Handbook of Cubbing*
- ❖ *Wolf Cub Handbook*
- ❖ *Cubmaster's Handbook*
- ❖ *Fundamental Principal*