


# The Cub Club Leader Guide



**CUB**

A guide for Cub club leaders, including information on your role, tips for working with younger people, meeting activity and service project ideas and more!



**Lions International**

# Congratulations on starting a Cub club!

The Cub Program is specially designed for kids to teach them the joy of volunteering and guide them to a lifelong dedication to those in need.

Leading a Cub club shows your commitment to creating a family-friendly environment in your Lions club. To do this, we encourage clubs to think about integrating Cubs into your club meetings, fundraisers and service projects. On their own, Cub clubs can also be encouraged to volunteer and get involved in their communities.

You have an amazing opportunity ahead of you to help shape these young people's vision of what it means to be a leader. Volunteering helps children see the world from a unique perspective and teaches empathy, compassion and responsibility. Cubs are the future Leos and Lions of our association!



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# Your role as a Cub club leader

Cub club leaders wear many hats in the club and may need to shift responsibilities at any given time. These roles can include the following:

## Mentor

- Support Cub club officers and help members reach their potential as leaders.
- Teach Cubs the importance of planning and organization.
- Help children connect their experiences as Cubs to their own lives to increase their ability to retain and understand what is learned and cultivate empathy. Whenever appropriate, ask Cubs how an activity made them feel or if they have a connection to what they are experiencing.

## Liaison

- Act as the bridge between the sponsoring Lions club and the Cub club, including informing the Lions club of Cub activities.
- Create a roadmap to help transition Cubs to Leos, and Leos into Lions club members. Once Cubs turn 12 years old, the Cub club leader should encourage their Cubs to consider continuing their service as a Leo. Cubs are a great source for potential members of a Leo club, and Leos are a great source for potential members of a Lions club.

## Motivator

- Understand the nuances of motivating youth and the factors that can empower them, such as peer acceptance, recognition of accomplishments and a sense of personal achievement.
- Be enthusiastic! For most Cubs, the desire to do a job well and help those in need will be motivation enough.

## Service role model

- Lead by example and demonstrate compassion for the community and others, helping Cub club members understand the altruistic and compassionate aspects of community service.

## Counselor

- Listen to Cubs and understand their needs. Know when to counsel the group and when to let Cubs take charge and make their own decisions.





# Cub club operations

## How to start the Cub year right

Here are suggestions for how to start the Cub year in a way that's inclusive for everyone.

### Set expectations

Set expectations for behavior with your Cubs during your first meeting(s). Children thrive when they completely understand what is expected of them, both in terms of behavior and commitment to the activity. Establish rules and a shared community agreement together as a group, including letting Cubs share what rules they'd like to follow throughout their year.

Children often respond well to boundaries that they have helped set. Make clear what happens if they do not follow the rules for the group. Be sure to be consistent regarding the Cubs' behavior — praise them for a job well done and institute consequences if they do not follow the rules.

### Team building

Help the Cubs get to know one another — and you — through team-building games and activities. Team-building activities create opportunities for Cubs to connect with and get to know each other. This will help Cubs make connections, discover what they have in common, make new friends and discover new things about others that help them expand their group of friends.

## Share the history of Lions International

Lions International is the world's largest service club organization, with over 1.4 million members around the world. Today, there are nearly 50,000 Lions clubs in over 200 countries and geographic areas. Regardless of the language Lions speak, religion they practice or politics they support, all members have one common bond — helping people in need.



### Did you know...

the Cub Program began on July 1, 2009 as an element of the Lions International Family Membership Program!

## The year plan

As a group, discuss what the Cubs would like to do this year. Invite them to brainstorm ideas and write them all down. Come to this discussion with ideas based on the Cubs' ages and your Lions club commitment level. Based on the Cubs' answers, you may want to have working groups for specific projects. As you're planning your year, we suggest starting with shorter term plans – what you want to do for the next few meetings or months. Be flexible with your plans as Cubs' current interests may change throughout the year.

## Notes from Lions International

Once your Cub club leader has been chosen, report them in the Lion Portal. Individual Cubs do not need to be reported, only the Cub club leader. There are no fees due to Lions International for starting a Cub club.





# How to work with young people

## Strong clubs have strong connections

Thriving Cub clubs have members who are not only willing to serve together, they want to serve together. As a Cub club leader, you are instrumental in building and maintaining a thriving Cub club. Here are a few key components to successful Cub clubs:

- Work with Cubs' social and emotional skills
- Build self-esteem and self-confidence
- Maintain a healthy, relationship-centered community

## Social and emotional learning

Social and emotional learning (SEL) is the process through which all young people and adults acquire and apply the knowledge, skills and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships and make responsible and caring decisions. Cub clubs that incorporate this type of learning and encourage its members to build these skills maintain positive environments and build strong teams because of relationship-centered communities.

More information about social and emotional learning can be found in the Lions Clubs International Foundation's (LCIF) Lions Quest program.

## Establishing a relationship-centered community

A relationship-centered community is one built by helping create a safe, caring, participatory and well-managed environment. It is a place where everyone feels seen, heard, known, valued and deeply cared for. Research verified by the LCIF Lions Quest program confirms that a relationship-centered community builds resilience and maximizes young people's ability to learn academically as well as thrive socially and emotionally. When members of your club feel part of this type of community, they are more likely to remain members, are excited to serve together and want to invite others to participate.

A fun way to help new Cubs feel at home in their new club is to host an induction ceremony to help formally welcome them. During the induction ceremony, encourage your new Cubs to participate in the club's activities — this can help them feel at home in your club more easily. A Cub club induction guide is available at [lionsclubs.org/Cub](https://lionsclubs.org/Cub).

## Retain current members

Keeping club members feeling satisfied and wanting to remain in your club is just as important as recruiting new members. When clubs are organized, fun, engaging and continue to provide valuable community service, Cubs will see the value and want to continue their involvement in the club. Observant Cub club leaders can help prevent the departure of Cubs through inclusion and involvement. Cub leaders should:

- Acknowledge, recognize and reward members
- Give members a role in the club to increase their engagement and responsibility
- Conduct verbal club surveys to see what projects members are enthusiastic about

- Keep members informed about projects and activities
- Plan social events to bring members closer together
- Promote leadership opportunities
- Engage family members in activities and in your Lions club

## Proper supervision

Ensure that your Cubs are adequately supervised at all times, including both at meetings and public outings. Be sure to have adequate supervision for the size of your group. Lions International recommends having at least two adults present at every Cub activity. Younger children will require a higher adult-to-child ratio. When traveling outside the meeting space, whether on a field trip or during a service activity or fundraiser, make sure that those supervising clearly understand that the Cub members are their responsibility. Review local laws and seek advice from local authorities on the proper safety protocols required in your area when working with children.

## Permission slips

If a parent is unable to accompany their child on a Cub outing or activity, have them sign a permission slip. A reproducible copy that you can modify is available at [lionsclubs.org/Cub](https://lionsclubs.org/Cub).







## Cub club leadership

Cubs can also be given leadership responsibilities amongst their club members. Consider promoting a Cub member to lead the meeting or an activity. For example, members can rotate leading certain responsibilities like taking attendance or deciding the activity of the week.

For Cubs who are part of a Cub club, or if you're working with older children, you can elect or appoint club officers as appropriate. Some roles and responsibilities could include:

- **President** – Lead club meetings, meet with the Lions club officers to give an update
- **Vice president** – Co-lead club meetings, write a report on the Cubs' activities, represent the club when the president is unavailable
- **Secretary** – Keep notes on the club's minutes, take attendance
- **Project coordinators** – Lead or manage the project, present updates to the club

If possible, Cub club officers could be supported by a Lions club member.

## Empowering Cubs to lead

Even if Cubs aren't serving in officer roles, there are many ways that they can lead.

- Ensure that everyone has a job or purpose – identify the Cubs' talents and encourage they use them
- Plan a wish list for the year (or even the next few months) and encourage Cubs to decide their own focus
- Give everyone the chance to interact, including Lions – help them to collaborate
- Listen to new ideas
- Allow Cubs to fail and hold them accountable
- Provide immediate feedback
- Set expectations

## Responsibility

A key component of the program's success is giving participants the appropriate level of responsibility. If you don't give children age-appropriate activities, they will become bored with and uninterested in volunteering. On the other hand, if they are given too much responsibility, the experience may end in frustration. Kids who are given the appropriate level of responsibility will learn, grow and thrive. Here are some examples of types of responsibilities various age levels can do.

### Cubs age three and under

Toddlers tend to be very eager to help with chores; however, their way of "helping" may not always be much help. The most important factor with kids this age is not to crush their enthusiasm for wanting to help by becoming frustrated if their help creates setbacks for you. Be sure to praise kids for their efforts. This is an important period in their development where you can lay the groundwork to help them understand that pitching in is a part of life.

Tasks that children age three and under can help with include:

- Picking up items
- Sorting items
- Making simple decisions when given a choice between two things
- Drawing and making simple gifts for other people
- Carrying items from one place to another
- Setting a table
- Learning to share
- Conducting simple routines



## Cubs ages 4-7

Children in this age bracket are developing a desire to become independent. They may or may not still possess enthusiasm for helping. Give them more of an opportunity to make decisions and perform tasks independently. Be sure to continue praising them for a job well done!

Tasks that children ages 4-7 can help with include:

- Carrying in the flag
- Leading the pledge or anthem
- Taking out trash
- Following a schedule
- Sharing with others
- Making more complicated decisions
- Assisting younger children
- Greeting and helping with registration at events

## Cubs ages 8-12

Kids in this age group can manage increasing responsibility. They thrive with continuity and appreciate knowing what to expect. At this age, it is good for children to understand that just as there is praise for doing something well, there are also consequences when they don't complete their responsibilities.

Tasks that children ages 8-12 can help with include:

- Helping younger children
- Conducting simple money transactions
- Leading others
- Making decisions
- Planning projects





## Planning service projects

Through community service projects, Cub clubs make a difference locally and globally. Cubs can serve in several ways. Lions clubs should determine if Cubs will serve primarily alongside Lions, develop their own activities or both. Cubs can be engaged by having activities for them at the Lions meeting or incorporating them into your Lions club's service project.

During service projects, club leaders should assign Cubs a responsibility that is suitable for their age and what they're interested in doing. Cubs should be encouraged to share their experiences, or to have their own section of the meeting to learn about specific causes important to the club.



## Organizing a service project

Below is a basic outline of things Cub club leaders should consider when organizing a project.

### Identify a community need

Lead a discussion with Cub club members to identify any issues affecting their community and brainstorm service projects to address them. Also, consider the interests of your club members — service is much more enjoyable and rewarding when individuals feel connected to the cause.

### Determine costs

Review the current financial and membership resources within the club. Consider creating a joint project with another Cub club or with the sponsoring Lions club to help share the cost of supplies or the activity.

### Complete the details

Establish a timeline. Obtain permission from the school and/or permits from local authorities, if necessary. Obtain all necessary supplies and assign tasks to club members.

### Publicize the project

Inform the media and the community about the project. Place large signs throughout the area, if appropriate.

### Consider if Cubs and Lions are going to serve together

Service gives Cubs and Lions a unique, enjoyable opportunity to learn from each other. Participating in joint service projects not only has a positive impact on the community, but also benefits both Lions and Cubs. Lions gain fresh, new perspectives and ideas for activities, helping build capacity to accomplish even more in the community. Cubs gain a lifelong commitment to service and move closer to becoming future Lions leaders, while learning from the experiences and expertise of Lions. Collaboration can include joint service projects or participation in each other's social activities and events.

## Service project ideas

Below are some example projects within the Lions International global causes that your Cub club might choose to do. This list is also available in the Cub Activity Book and is listed here for your reference.

### Childhood cancer

- Write cards full of well wishes and share them with a local cancer center.
- Organize a community drive to collect toys that childhood cancer patients might enjoy.
- Visit a local hospital and bring toys or goodie baskets for children in need.

### Diabetes

- Organize a weekly walking club at your school and share a healthy snack afterwards.
- Bring fresh fruit or vegetables to your classroom to encourage your classmates to try a variety of healthy foods.
- Learn about sugar in foods as well as healthy snack recipes.
- Create promotional posters for a Lions club Strides event.

### Disaster relief

- Invite a community leader to speak on how families can prepare for emergencies.
- Donate gently used toys to a firehouse or police station to help children in emergencies.

### Environment

- Clean up a local beach, park or other community space. Afterwards, you can plant trees and flowers to beautify the area.
- Lead an after school nature walk for other students in your school. Encourage your fellow students to make observations and ask questions. Afterwards, they can draw a picture of their experience.
- Collect glass, plastic or other recyclable materials and turn them into the recycling plant.

### Humanitarian

- Volunteer at an animal shelter or collect donated items to donate for the animals.
- Organize a board game afternoon at a care home for the elderly. Bake cookies and bring them with you for the board game.

### Hunger

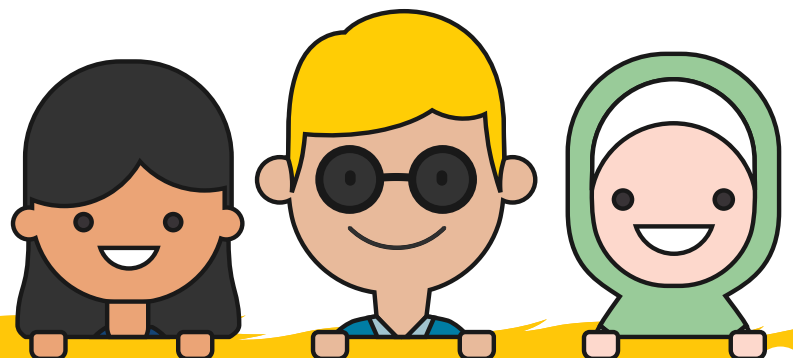
- Host a healthy eating event at your school, community center or place of worship.
- Collect or make items that can be donated to a local shelter or soup kitchen.
- Sort donated food items that are collected through the Lions club.

### Vision

- Volunteer to create audio recordings of books for people who are visually impaired.
- Learn braille to help raise awareness for the community.
- Get to know a community partner that supports people with visual impairments.

### Youth

- Make welcome cards with tips to help new students at your school.
- Host a children's reading event at a local library or community center.
- Organize a book swap at a school or library.



# Service project planner

Make a list of all the ways your Cub club can give back to their community. Once your club has chosen the service activity they'd like to do, use this service project planner to help plan your service activity.

**Service activity:** \_\_\_\_\_

**Date of activity:** \_\_\_\_\_

**Time of activity:** \_\_\_\_\_

**Location of activity:** \_\_\_\_\_

**What does your club want to achieve by doing this service activity?**

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**Who will you serve?**

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**Write out step-by-step what tasks your club needs to do to complete the service activity.**

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**What supplies do you need to complete the service activity?**

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**Which Cubs from your club are going to attend and help?**

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**Do you need any money to complete the service activity? If so, how are you going to get this money?**

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# Measure the success of your service activity

After the event, reflect on the project and how it went.

**How are you going to celebrate your successes?**

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**How many people did you serve?**

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**How many Cubs and other volunteers attended?**

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**If you raised money at your event, how much money did your club earn?**

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**What were the biggest successes of your event?**

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**What were the biggest challenges of your event?**

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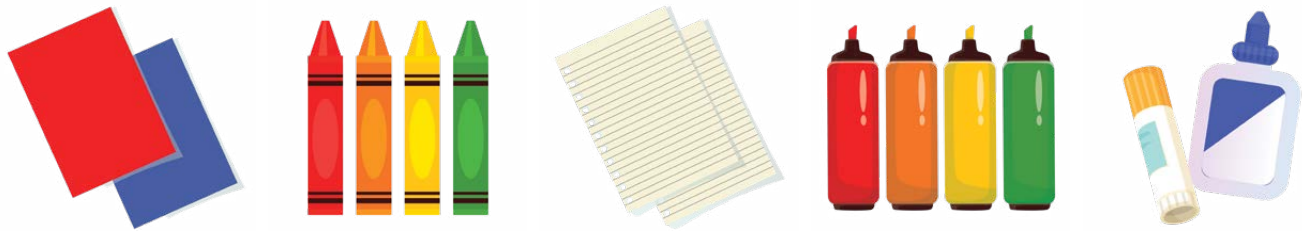
**Would you do this event again? Why or why not?**

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# Cub meeting activities

Besides planning for and implementing service projects, there are many fun ideas to use for Cub meetings.



## Basic materials

There are some staples that will be used quite often in your meetings, and you should have on hand, including:

- Paper
- Pencils
- Pens
- Crayons
- Markers
- Large pad of paper or dry erase board
- Dry erase markers

It is also a good idea to have some basic toys available for the younger Cubs whose attention spans are shorter than the older kids. You can also ask Lions club members to donate items for arts and crafts activities. Consider items such as:

- Assortment of books
- Blocks or building toys
- Puzzles
- Coloring books or puzzle books
- Glue and glue sticks
- Wooden craft sticks
- Stickers
- Yarn
- Paint pens
- Medium to large sized beads
- Paper plates
- Brown paper bags

## Meeting activity ideas

The Cub Activity Book has a variety of great activity ideas for your Cub club meetings in addition to service project ideas. Most activities are designed (with appropriate adaptations) for all ages and some are more suited to a specific age group. Share the activity book with your Cubs so that they can help to plan the year alongside you!

You will be able to determine what activities your Cubs will respond to best. Feel free to customize the activities to fit the needs and realities of your Cub group. There may be activities that your Cubs respond to that you will end up spending more time doing. Others might not work as well for your group. Make notes about feedback on these activities for next time.

Keep in mind that younger Cubs will have much shorter attention spans than the older ones. Have additional activities ready to keep them busy so they don't distract the others.



# Cub Meeting Activity Planning Form

Meeting date	Activity	Notes











For additional Cub Program resources, including the Cub Activity Book, Cub Program Starter Guide, permissions slips, recruitment resources and coloring pages, visit [lionsclubs.org/Cub](https://lionsclubs.org/Cub).

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