**PACK 318 Guide to Cake Bake**

Last Updated 4/16/2013

Guide to running a successful Cake Bake Event

**Date & Time:** Typically held on in late April (3rd/4th Monday around the 24th).

* Set up – 5:30 pm – 6:15 pm
* Gathering Activity – 6:15 pm to 6:25 pm
* Flag ceremony at 6:30 pm
* Cub Master Minute/Recognitions/Skits – 6:35 pm to 6:45 pm
* Games/Activities (Judging begins) – 6:45 pm to 7:30 pm
* Awards Announced – 7:30 pm to 7:45 pm
* Clean Up – 7:45 pm – 8:00 pm

**Reserving Location:** Event held in Fellowship Hall at NRUMC

* Schedule the Event via the NRUMC facility request page in January. <http://www.nrumc.org/WordPress/facility-request-form/>

**Pack Registration:** Advertise the event to the pack by at least a week. No RSVP is required for this event.

**Event Information:** See the attached informational flyer for this event (2013) for parents, which includes the judging categories and rules.

* A MS Word Document for this flyer can be used to update the event on a yearly basis. This document is located at: <http://cubscoutpack318.weebly.com/pack-event-guides.html>

**Supplies Needed:** Assign leaders to pick up supplies

* Cups and tickets for Scouts Choice judging
* Plastic table roll to cover tables where cakes will be displayed
* Signs to identify cake categories
* Signs with schedule
* Signs with instructions for Cubs to vote for Scouts choice award
* Items for games
* Golden spoons
* Cake bake participation ribbons
* Signs to identify cake categories and Judging Sheets - MS Word Documents for these sheets can be used to update the event on a yearly basis. These documents are located at: <http://cubscoutpack318.weebly.com/pack-event-guides.html>

**Service** **Project:** Arrange service project such as Pack buddies

**2013 Cake Bake Categories:**

1. Best Scouting Activity Theme (e.g. rain gutter regatta, rocket day, Sports or Academic belt loop activities, whittling chip, etc.)
2. Best Patriotic Theme
3. Best Camping/Outdoors Theme
4. Best Pine Wood Derby Theme
5. Best Rank Theme (Bear, Wolf, Tiger or Webelos)
6. Best Original Creation

**Prizes:**

1. Golden Spoon award for first, Silver Spoon award for second place winners and Bronze Spoon award for third in each category.

2. Cake Bake ribbons for all scouts that share and participate in the event.

3. Scout’s Choice Award – based on number of votes given by scouts as part of the gathering activity winner will receive a prize.

4. Grand Prize Award – Best overall pick by Judges – will also receive a prize.

**Information Table:** open the entire meeting

* May family camping and bridging registration forms, suggested packing list
* Mudcats Camping trip in June registration forms
* Raingutter Regatta in June
* Rocket Day in July order forms for rockets – display of rockets by local people
* summer calendar to include all events including pool party in August

**Event Check List:**

 Reserve Fellowship Hall : \_\_\_\_\_\_\_\_\_\_

 Update flyer and webpage with Date/Information: \_\_\_\_\_\_\_\_\_\_

 Confirm 3 judges: \_\_\_\_\_\_\_\_\_\_

 Assign games to each den leader \_\_\_\_\_\_\_\_\_\_

 Confirm GrubMaster will be attending the event to set up. \_\_\_\_\_\_\_\_\_\_

(drinks, other supplies)…..

 Prepare Spoons \_\_\_\_\_\_\_\_\_\_

 Purchase special patch \_\_\_\_\_\_\_\_\_\_