

CUBOREE 2026

UNIT LEADER CHECKLIST

Well Before Cuboree

- ☐ **Create a Unit contact list** - Line Leaders, Cooks and Carers
- ☐ **Confirm all adult roles and responsibilities** - Make contact by phone with each adult and make sure they know what they are responsible for. Include a list of who is doing what roles (e.g. Unit Leader, Line Leader, Cook, Carer) as this helps to set expectations.
- ☐ **Discuss Camping Unit equipment with your leaders** – as your Camping Unit will be made up of different Groups, work out what Groups can bring what equipment – tents, eating shelter, kitchen, lighting etc.
- ☐ **Budget for optional Unit hats and a badge** – Most units will have a unique hat to help identify their Cubs. This is not included in the Cuboree fees. Allow enough time to have them embroidered/constructed. Some units also get an embroidered badge made up as a memento.
- ☐ Organise a pre-Cuboree Unit camp or meeting – This is an opportunity to meet everyone and see how they get along and check Unit equipment. Work with Leaders to plan tents, Patrols and who might be PL/APL. Identify any Cubs who may need support at bedtime/wake-up.
- ☐ **Communicate with Parents about Cuboree** – include:
 - **Expected behaviour at Cuboree**
 - **What not to bring** - No Phones, Smart Watches, electronic devices
 - **Money** – decide a maximum amount per Cub (e.g. \$30) for your Unit and how this will be collected and managed. Usually, a leader will manage this so youth can't lose it.
 - **Camping tent expectations** – Making sure their stretcher or mat is not too big, taking care of their gear, being considerate of their tentmates.

- **Labelling all gear** – Write surname on everything, and Unit number if possible.
- **Making contact** – in the event of an emergency, they should call the Cuboree hotline. Parents shouldn't be calling leaders directly.
- **Whether Cubs need to bring “dilly bags”** – some Camping Units will provide crockery/cutlery, others will need the Cubs to bring these (they are on the Cubs packing list by default).
- **Swap Badges** – some Groups will provide swap badges for Cubs to trade with others. Decide if your Unit will do this.

O-Day

- ☐ **Check who is going to O-Day** - make sure they register.
- ☐ **If at Gilwell Park**, plan to visit your campsite. This will enable you to better plan where things will go. Draw a rough map.
- ☐ **Pick up merchandise** – Nominate a person attending O-Day who will collect all the gear for the Camping Unit. For each attendee, it will be their Cuboree shirt, scarf and event badge. If there are outstanding fees owing for an attendee, their items may not be available for pickup until Bump-In Weekend.
- ☐ **After O-Day**, send an email/message to parents filling them in on any more details they may need.



CUBOREE 2026

UNIT LEADER CHECKLIST

The Month Before Cuboree

- ☐ **Distribute Cuboree merchandise to Groups** – make sure the right sizes make it to the right people. Chase parents who still owe fees for Cuboree.
- ☐ **Plan the Campsite** – you may want to get other experienced leaders involved in this. The suggested Unit gear list will be provided at the O-Day, so review this.
- ☐ **Design and construct a Gateway** – most units will build a “gateway”, typically with the name of each Scout Group in the camping Unit. These can be elaborate or simple but will require some organisation and construction before Bump-in.
- ☐ **Read the Role Descriptions** – they help clarify roles in the Unit and who does what.
- ☐ **Review health/welfare information before Cuboree** – you should get access the Scout Health records from Scouts Victoria in early September. Check:
 - Allergies
 - Medical conditions
 - Dietary requirements
 - Medication
 - Mental wellbeing/support needs
 - Sleep or toileting considerations
- ☐ **Confirm medication arrangements** - Who holds it? Who administers it? Where is it stored? What happens when that person is unavailable?
- ☐ **Make sure relevant adults understand individual support needs** while maintaining privacy.
- ☐ **Label Unit equipment clearly** with the Unit name.
- ☐ **Include a trolley or two** – Cooks are going to be collecting items daily from the Subcamp food stores. A solid, stable trolley with sides helps with this.
- ☐ **Plan for wet weather** – Shelter, including wall kits and a gutter between marquees if needed, keeping sleeping gear dry, games/activities to do if heavy rain prevents a planned Cuboree activity from going ahead.
- ☐ **Plan for variable weather** – while Cuboree is in September/October, it can still range from quite cold to hot. Make sure everyone has a warm sleeping bag and a blanket. Have some spare sleeping bags or blankets. Check for water bottles, sunscreen, shade at camp, hats and refilling water bottles.
- ☐ **Include some entertainment** – craft, drawing, card games and board games are a good idea to help keep Cubs occupied. Campsites are not suitable for running games or sports like footy or soccer.
- ☐ **Confirm adult sleeping arrangements** – Leaders know the rules around 2-deep, but parents attending may not. Confirm with all adults that they know they will be camping in the same unit but separate from the youth. Discuss adults sharing tents to save space on the site. Discuss how adults will deal with youth who need to get up during the night.
- ☐ **Patrols** - Check Patrols are balanced, and which Leader is their Line Leader. Consider:
 - Age/maturity
 - Existing friendships
 - Additional support needs
 - Leadership opportunities



CUBOREE 2026

UNIT LEADER CHECKLIST

Two Weeks Before Cuboree

The bus roster should be finalised and an email sent confirming how to find the bus pick-up points.

- ☐ **Confirm Bus Captain** – buses usually pick up Units from the furthest location first. You will need 2 adults at the first stop, one of these will be nominated as Bus Captain to check everyone is on board.
- ☐ **Confirm Parents for Bump-in weekend** – Setting up the Unit Camp takes a lot of time (allow 2-5 hours onsite, plus travel time). Make sure parents are committed to help and will stay for the full duration if required. Confirm who is going with them to lay out the site correctly. Confirm who is taking trailers, and that their cars can tow them safely. Make sure they know where they are driving to. Make sure they know that nobody under 16 years old is allowed onsite during Bump-in.

At Cuboree

- ☐ **On arrival by bus** - collect the Unit Levader pack. This is usually handed to you on the bus.
- ☐ **Supervise alighting from the bus** – your Unit may need to carry/wheel/drag their bags a short distance from the bus drop-off point to your Unit Camp. Manage the initial urgent toilet breaks.
- ☐ **Attach Wristbands to each person** - these will be in your welcome pack. If they are removed/lost/damaged during Cuboree, see the Cuboree Admin team for a reprint.
- ☐ **Discuss Rules for Cubs in an initial meeting at your Camping site** – boundaries of the campsite, moving safely, where are the toilets and showers, camp hygiene etc.
- ☐ **Know the process for reporting an incident, injury, missing person or welfare concern.**

- ☐ **Identify a quiet/safe space or strategy for Cubs who become overwhelmed.** - You might want to set up a quiet marquee at your campsite. There are also spaces at Subcamps and near the Activity bases.
- ☐ **Establish a daily Unit routine**
 - Wake-up
 - Discreetly check for wet bedding, arrange laundering
 - Breakfast
 - Medication
 - Sunscreen
 - Water
 - Morning Activities
 - Lunch, usually back at the Camping Unit
 - Afternoon Activities
 - Dinner
 - Evening activity
 - Bedtime
- ☐ **Tuesday Activities** – allow more time than expected to get organised at the campsite and walk to the first Activity Base, as this is the first day of activity rotations.
- ☐ **Nighttime Entertainment** – allow time to arrive a bit earlier to the nighttime events, so you get a good position to watch the show! Discuss with Cubs what to do if they get lost/separated
- ☐ **Have a short Unit check-in each day**
 - What went well?
 - Any Cubs struggling?
 - Any equipment issues?
 - Changes for tomorrow?
- ☐ **Check in with each Line Leader every day.**
- ☐ **Check in with each Cooks and Carers every day** – are they getting any sleep, are they warm enough during the day and at night? Do they need help or guidance on performing their tasks?



CUBOREE 2026

UNIT LEADER CHECKLIST

- ☐ **Give each Line Leader a short break** – you may want to “sub” in for them so they can have an hour or two off during Cuboree, including maybe a visit to the Adult
- ☐ **Wellness Spa.** Discuss the best times to do this with them in advance.
- ☐ **Plan a pick-me-up** – Mid-afternoon, a mini chocolate bar for each adult might help lift energy levels!
- ☐ **Monitor water, food, sleep and general fatigue**—especially as the event progresses.
- ☐ **Recognise that some Cubs may need downtime rather than another activity** – especially the evening entertainment.
- ☐ **Organise a Group Photo** – it's great to include everybody from your Unit in this, including the cooks. Check with the Cuboree Media team onsite; they may be able to organise a photo for you.
- ☐ **Your job is to coordinate the adults**, not do everything yourself. Don't let the Unit become dependent on one person knowing everything.
- ☐ **Don't expect to go to every activity** - your role is to make sure everything runs smoothly for the whole unit, and the campsite is well organised. This includes supporting the cooks, who often are new to Scout camps.
- ☐ **Attend any Subcamp meetings** – check with the Subcamp if they are planning daily meetings, and if so, when.

After Cuboree

- ☐ **Confirm bump-out Parents** – including who is bringing trailers. Discuss how the order of equipment is to be packed, especially if it's being delivered to multiple Groups.
- ☐ **What if the equipment is muddy or wet?** – Look at how it can be cleaned and dried. Which parents or Groups will do this?
- ☐ **Consider a small thank-you message** or gift for your adults who helped.
- ☐ **Manage returning of all equipment** back to the correct Group.
- ☐ **Include a post-Cuboree review** - This might be online with your leaders or meet somewhere for a social get-together.

