

School Night Checklist

Touch base with school about attending the Open House

Set up a display and have an attraction to bring them to your table

Put up posters (get them at Roundtable)

Drop off a can or box representing scouting at the office for surveys

Once scheduled, touch base with principal on School Night

Pick up surveys and personally invite families to come out

Review application, fees and procedures with leaders working school night

Prep School night script – Who does what? Review how to do it

Prep folders for prospective parents. Contents: Application, Boy's Life, pack contact info, year plan, uniform sheet, handout for youth (word find, puzzle), Council/District events, talent survey, Bobcat requirements to get started, popcorn info (flyer- what is it and why its important), list of useful websites to check out (units, council, scouting.org, scoutparents.org)

Prep folders for new leaders. Contents: Application, Leader meeting notice, 16 Meeting Plan, sample of Meeting #1 agenda, training booklet

Have Den Leaders bring an information sheet about den and contacts

Have Cubmaster and Committee Chair consider easy to print business cards with contact info

Verify- who brings what? Sign-in sheet, grade level signs, display, etc

Plan a game or activity that will take the youth out of the area, might also have some coloring books and crayons for those with young children to keep them interested while the adults talk.

Round up Boy Scouts to help and if possible, have COR at the SN to meet and sign applications for new leaders

Don't forget change and a couple signs- "Make Checks Payable to..."

"For Credit Card Payments, please write 'I wish to pay by credit card, please call me at _____' on the bottom of the application

Hold event collecting fees and forms, turn Youth Applications in to district rep, hold Adult Applications until COR signs and Youth Protection training is completed at Leader's Meeting

Call anyone who signed in but didn't register- sports an issue, we're a year round program, etc.

Call any survey families that didn't make it

Thank the principal and school

Have a great year of scouting to retain your new members!