



Sample School Night for Scouting Sign-Up Meeting Agenda

Set-up

6:00 pm

Assigned to _____

- Set up tables and chairs as needed.
- Set up Cub Scout projects & exhibits.
- Make sure all materials and equipment are on hand.
 - Pre-opening game materials
 - Attendance sheets, den rosters and pens
 - Youth and adult registration applications
 - Boy's Life mini-magazines
 - New Family Orientation Guides
 - Pack Calendar & Contact Information
 - Parent Talent Survey Sheets
 - Ceremony and games equipment

Note: You want to ask a Boy Scout troop leader to attend in case any older boys (5th grade or 11 years old) show up to join.

Gathering Time

6:15 pm

Assigned to _____

- The welcoming committee (New Unit Coordinator) greets families as they arrive.
- Ask parents to print name and phone number on attendance sheet.
- Each parent should receive:
 - Youth Application form
 - Parent Talent Survey sheet
 - Pack Calendar with contact information
 - Boys' Life Mini Magazine for their son
 - New Family Orientation Guide
- Direct families to sit at tables by grade (use table tents).
- Have a pre-opening "ice-breaking" game for early arrivals.
- Get the meeting started on time.



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Start the Sign-Up Meeting

Note: This meeting is for parents! Prospective scouts should NOT be here.

6:30 pm

Assigned to _____

Welcome and Opening:

- Briefly explain the Cub Scout program
- Include Scouting's aims and the purpose of Cub Scouting.
- Review joining requirements (shown on the youth and adult applications)
- Explain how Cub Scouting is organized.
 - If your pack is participating in the Family Scouting program, don't forget to highlight this!
- Explain the fun activities Cub Scouts can participate in.

Have the boys go to another room for games and activities. Have at least two adults and some older scouts leading the new Cub Scouts.

Discussion with parents while boys are out of the room:

- Ask parents to fill out the talent survey sheet. Explain that the pack will be asking every parent to help in some way during the year. Some dens may need den leaders, but every parent will be asked to serve as a helper or on a sub-committee. The talent survey form will help the pack find the right job for each person.
- Have parents complete the Youth Application, going over it with them step by step.
- Review the family's financial commitment upon joining the pack. Discuss registration fees, den dues, and money-earning projects of the pack.
- Discuss Boy's Life magazine, its value, and cost.
- Emphasize the importance of the complete uniform.
- Answer any questions.
- Collect applications, registration fees & talent survey forms.
- Before the boys return for the closing – explain to the parents that the Boy Scouts of America has Youth Protection Policies in place that are designed to keep Scouting safe for the boys and adults. Ask each parent to become familiar with these policies by completing the Youth Protection Training online at <https://my.scouting.org> before the Parent Orientation meeting.



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Closing

7:00 pm

Assigned to _____

Announce the dates for the following meetings & events:

- Parent Orientation Meeting
- Cub Scout Fun Day activity

Share an inspirational thought that emphasizes the importance of family involvement (suggestion– “The Yard Stick Story”)

Thank everyone for coming

Clean Up

7:15 pm

Assigned to _____

Immediately after the meeting:

- Make sure that your pack treasurer is in attendance so they can write a check for the registration and Boy’s Life fees that are due (especially important if you charge parents more than the national registration fees).
- If an individual is interested in being a leader, checkmark the “Interested in Helping” column on the Parent Attendance Sheet. This will ensure they will begin to receive essential resources.
- Turn in the new youth applications and fees to the district volunteer. Every application has multiple copies, so your pack will be able to keep a copy for your records.
- Make sure that someone (Cubmaster, Pack Chair, etc.) contacts the district professional that night to report how many youth were recruited.