



## NEW CUB SCOUT REGISTRATION NIGHT AGENDA

### Before the meeting

Assigned to: \_\_\_\_\_

1. Set up tables so new families can sit by age.
2. Set up Cub Scout area for game or stations.
3. Make sure all paperwork and materials are ready at the welcome table.
  - a. Name tags, registration attendance sheets, pens, and other pack handouts.
  - b. Cub Scout station passport or other game materials needed.
  - c. Youth applications (have adult applications on hand but don't give out).

### Welcome & Opening

Assigned to: \_\_\_\_\_

1. Ensure that new families are sitting by den in chairs or at tables.
2. Welcome them, and make sure everyone has a packet.
3. If boys are splitting off for a game or stations, introduce the adults in charge of that so parents feel comfortable sending off their kids.
4. Release the kids for their game or stations.
5. Have the pack recruiter or cubmaster begin by doing introductions of the leaders.
  - a. (I.e. My name is Sara Vaughn and I'm the den leader for the first graders).
6. Have the cubmaster or pack recruiter review the goals of the night (very important).

"Tonight we are going to give you some general information about Scouting. We'll tell you what the steps are to join, how much it costs, who your leaders are, and when and where we meet."

### Program Overview

Assigned to: \_\_\_\_\_

1. "When your boy joins, he will be put into a group of other boys in the same school grade. We call that a den. Generally, they will meet once a week. Every now and again, the whole group, 1<sup>st</sup> – 5<sup>th</sup> graders, will come together for a trip, activity, or award ceremony. Everything we do in Scouting generally accomplishes three main aims: 1) Citizenship education, 2) Health Education, and 3) Character Development. Each school grade will have an age-specific handbook that they will work through all year. (hold up an example). The program is really that easy."

**Note to Leaders:** This portion of the agenda offers the most tempting time to oversell. Remember, most families who show up will join. Don't oversell by spending time going over all the activities you do during the year, or recant camp stories. There's time for that during the initial few weeks when the family is being orientated to Cub Scouts. This may seem counterintuitive, but it works. If families have any specific questions, they will ask.

1. Have the families sit by den at tables, and have each den leader lead a discussion at their table. This allows new families a chance to get to know the leader. Go over:
  - a. When the den meets.
  - b. Where the den meet.
  - c. How much it costs to join tonight (2013 & 2014 fees) and yearly overall costs.
  - d. Have families start to fill out youth applications.

Wait until all youth applications have been turned in. Simply state: “Everyone let’s go ahead and take care of the youth application to get your son signed up. Give them time, and take each one with the fees as they hand them to you.

**Avoid giving them permission to bring it back later. Only give them permission if they actually ask if that is okay.**

**Note to Leaders:** Remember, a successful join night is where a majority of those who walk through the door sign up. When a family leaves without signing up, generally speaking you will never see them again. It is much harder to chase someone down later. When talking about fees, we want to make it as easy as possible for families to join that night. If they have to pay the full yearly dues right then, it may create a delay. You definitely want to review the full fees, but then tell them in order to join, you only need the BSA registration fees for 2013 – 2014 (In September that total is \$20). Let them know they can bring the rest (pack dues) at their first den meeting.

## 2. Adult Leadership

Stress that while the den leader is the main person in charge, they need help. Offer a chance for parents to volunteer to be assistants. (For the tiger den, you may need to recruit a new den leader).

Explain briefly that all of the main leaders including the den leader has completed a background check, and is required to take our Youth Protection Training. If anyone wants to be an assistant, give them an adult application, and the Online Training Instructions for Youth Protection training. Tell them they’ll have to take that first so don’t worry about filling out the application that night.

Offer the Youth Protection Training instructions for any parents who want it.

## 3. Program

Pass out the yearly calendar, and answer questions. Don’t over sell by going over everything in detail on the calendar.

## Closing

**Assigned to: Den Leaders**

1. Have the boys come back and sit with their parents, introducing them to their new den leader.
2. Reiterate when the next meeting time is, and tell each new parent the den leader will give them a reminder phone call a few days before the next meeting.
3. Thank everyone for coming and offer to stay after to answer questions.

## After the Meeting

1. Make sure the applications are set aside to be turned in to the district as soon as possible. Take advantage of turn-in meetings, or arrange for the district director to pick them up. The pack keeps the “unit copy” of the application for your records.