



SOUTHWEST MICHIGAN COUNCIL  
BOY SCOUTS OF AMERICA

# *Join Scout Night Recruitment Plan*

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# **Planning a Successful Join Scout Night**

## **Keys to Success:**

- \* Recruit Top Community Leadership**
- \* Use a Proven Plan**
- \* Secure Support of School Leadership**
- \* Create Excellent Publicity**
- \* Have Trained and Effective School Night Leadership**
- \* Provide District Volunteer Coverage at Each School**
- \* Establish and then Meet All Deadlines**
- \* Recognize Volunteer Efforts**

## Recruitment Campaign Overview

- Purpose:** E.E.O. – Enroll, Enlist, and Organize  
**Enroll** prospective Tiger Cubs, Cub Scouts and Boy Scouts into existing packs and troops.  
**Enlist** parent participation in the program.  
**Organize** new units to take care of boys who want to join.
- Plan:**
1. Designate a “Join Scout Night” in **each** elementary school in the Southwest Michigan Council and invite prospective boy members and their parents to attend a special meeting at their school in their neighborhood or community.
  2. A Join Scout Night Coordinator will be appointed for each school to be in charge of the Join Scout Night program.
  3. Leaders of the Cub Scout packs will be present to participate in the program.
- Promotion:** Attractive **posters** will be provided for school bulletin boards, town libraries, shopping centers, etc.
- Printed **invitations** will be provided and distributed to all prospects in each school.
- Council wide **publicity** with local media will be properly coordinated.
- Classroom visits** will be held in every school possible to personally invite new boys to join.
- Program:** The Join Scout Night Coordinator for each school will be in charge of the following:
1. Join Scout Night Sign-in/Phone Log will be filled out by parents as they arrive.
  2. Scouting information, including what is parental responsibility in Scouting and how to enroll, will be presented to those attending.
  3. Parents of Boy Scout age and boys will adjourn from the central meeting, where Join Scout Night personnel and unit leaders will enroll boys and give additional information about their units.
  4. Membership committee personnel will be on hand to take care of those prospects who cannot be enrolled in existing units by organizing new packs.
  5. Immediate and accessible training for new volunteers will be provided.
- Follow-Up:** Join Scout Night Coordinators will collect all applications, fees, new den membership rosters and a copy of the newly recruited adult leader applications that night. All of these will be submitted that night at the report meeting. The Cubmaster should also receive copies.
- The Organizer and/or Membership Committee will organize new units as necessary. Attendance cards will be turned in by the school coordinator as part of his/her report.



<b>Join Scout Night Schedule</b>
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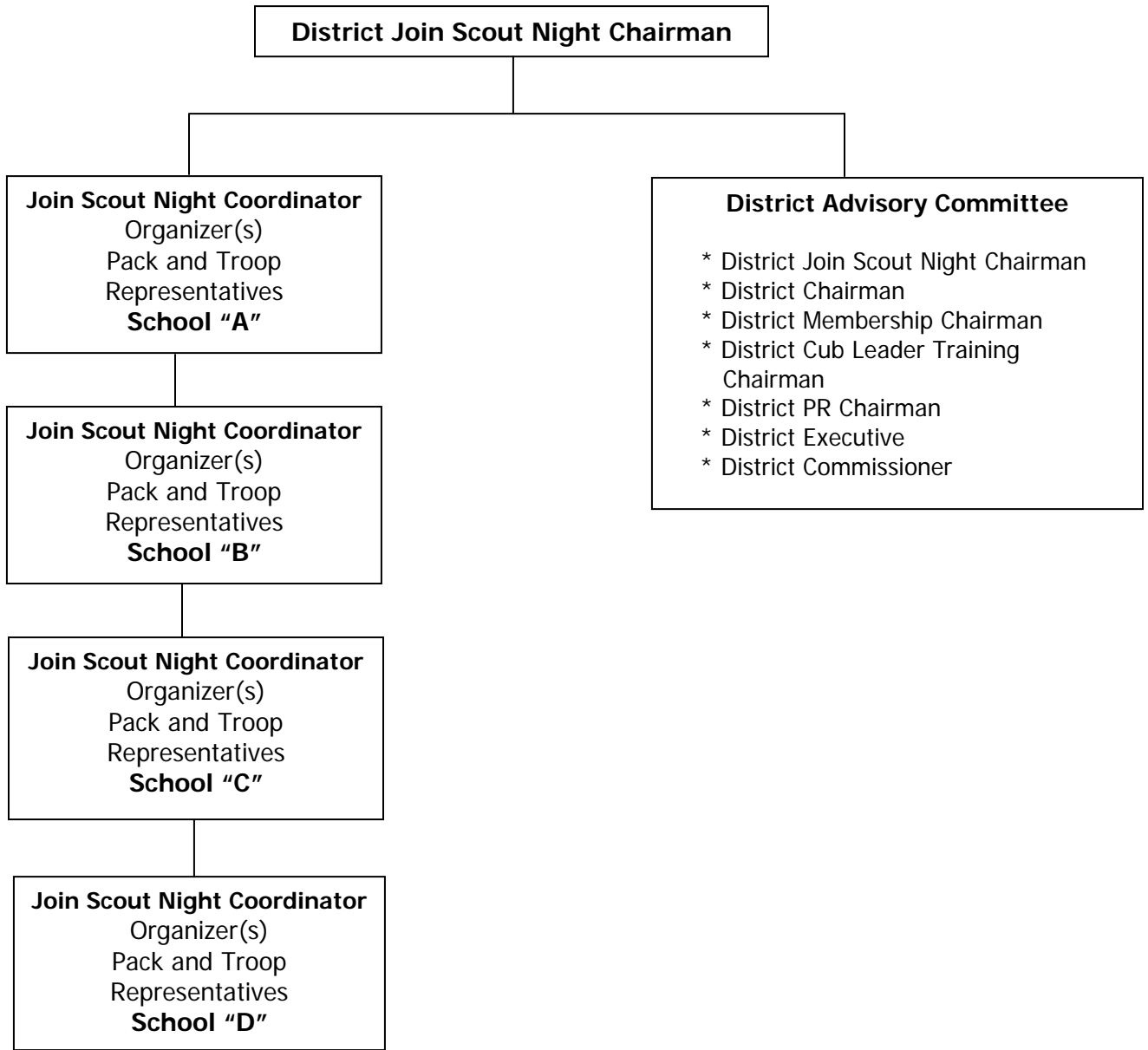
**Due Date:**

- |           |  |
|-----------|--|
| June 1    | Join Scout Night training for professionals:<br>- Present District Join Scout Night Structure & Dates including Elementary school goals (public, private, parochial)   |
| June 1    | * Begin School Superintendent Visits:<br>- Thank them for past support<br>- Highlight local and council-wide results due to their help<br>- Solicit their cooperation and permission to use the schools<br>- Ask them to notify all elementary principals of their approval  |
| June 14   | * Recruit Council Join Scout Night Chairman<br>* Recruit District Join Scout Night Chairman<br>* Order Council Join Scout Night supplies<br>* Develop District and Council publicity plans   |
| July 8    | * Council mails and e-mails letters to Cub Scout pack leadership, listing location and dates of District Orientation, Kickoff, and Family Campouts   |
| August    | * Conclude School Superintendent Visits<br>* Begin contacting School Principals. Solicit their cooperation, confirm the date, and schedule room-to room visits for the <u>day before</u> Join Scout Night<br>* Mail and e-Mail "Back to the Pack" letters / also use Constant Contact  |
| August 1  | * All Join Scout Night Coordinators and Organizers recruited<br>* Finalize arrangements with pack leadership and confirm school assignments  |
| August 3  | All Join Scout Night supplies distributed to districts<br>* <b>Commissioners and District Executives contact all packs to determine status of leaders continuing, especially Cubmasters</b><br>* Recruit and organize Cub Leader trainings   |
| August 11 | <i>Council-wide Join Scout Night Kickoff:</i><br>Locations: <i>TBA</i><br>Who Attends: District Join Scout Night Chairman, District Chairman, District Commissioner, District Membership Chairman, District Public Relations Chairman, District Cub Leader Training Chairman, Professional Staff, selected Council Officers. Meet by district immediately after meeting. |

- August 11
- \* District Join Scout Night Orientation (for Join Scout Night Coordinators and Organizers)
  - \* Make up training for Join Scout Night workers
  - \* District Join Scout Night Kickoff (for School Coordinators, Organizers and Unit Representatives)
  - \* "Back to the Pack" programs in all packs
- September 9
- \* Set all Join Scout Night dates
  - \* Complete Principal contacts
  - \* Place posters in all elementary schools
  - \* **Deliver flyers for inclusion in first-day take-home materials**
- September 12-  
October 13
- \* Final status checks with workers and leaders
  - \* Room-to-room visits (Boy Talks)
  - \* JOIN SCOUT NIGHT
  - \* Begin follow-up
  - \* Conduct Cub Leader Trainings
- October 15
- \* Conduct Cub Scout Camp Preview
- October 28
- \* Complete all follow-ups
  - \* Turn-in all follow-up registrations and fees
  - \* **Send Thank You notes to workers, principals, and superintendents**  
**Include numbers of youth recruited**

\*Steps involving District Executives

# District Organization



## Professional's Responsibilities

1. Maintain the **proper attitude** and set the **proper tone** for the entire Join Scout Night for Scouting effort. Through proper and timely preparation the professional staff member helps create the environment for success.
2. Work with the district chairman to recruit the district Join Scout Night chairman. Team effort.
3. Determine the best, most effective groupings/scheduling of all schools to ensure the highest quality and most efficient Join Scout Night effort. (Consider boy talks, report meetings, and Cub leader training courses.)
4. Work with the district Join Scout Night chairman to ensure recruitment of quality personnel to conduct the Join Scout Night program in each school according to schedule.
5. Contact the superintendent of each school system in the district.
  - A. Ask the superintendent to inform the principals (preferably by letter) of his support for Join Scout Night, your impending visit, and his request for their cooperation.
  - B. Secure permission to hold Join Scout Night and to contact the principals.
  - C. Secure approval of Join Scout Night dates.
  - D. Secure permission to do classroom visitations or rallies.
6. Attend the Council-wide Join Scout Night briefing / kickoff with the District Join Scout Night Advisory Committee.
7. Contact each school principal.
  - A. Confirm the Join Scout Night date. **You suggest the date!** Avoid conflicts and schedule early. **Do not schedule your date on the same night as elementary, middle, and high school open houses, PTA / PTO meetings night, etc.**
  - B. If a school has a marquee or a billboard, inquire as to the possibility of putting an announcement on it. Also inquire about school PA announcements. Arrange to have reminder announcements made several days in a row before the Join Scout Night date. Utilize PTA newsletters and e-notices.
  - C. **Make sure the school will be open.** Confirm the time and the person responsible (secure phone #). Check the facilities of the actual meeting location.
  - D. **Confirm arrangements for custodian** if necessary. If principal expresses concern about overtime, suggest "comp-time" or suggest that the custodian might come in an hour or two later that day. Be creative. (Pack could pay the fee.)
  - E. **Display posters and yard signs in prominent locations.** Personally put up the posters. Use high traffic areas like the main entrance to the school, in the cafeteria, etc. Yard signs should be put in an area that parents will see during drop off and pick up.
  - F. **Deliver "first day flyers" far enough in advance** so they will be sent home with boys on the first day of school.
  - G. Arrange information classroom visits or a rally to distribute flyers to students the day before Join Scout Night.

8. Attend and assist with the promotion and the program at the District Orientation and the District Kick-off. Provide necessary follow-up.
9. Provide up-to-date information of the unit leadership and needs to Join Scout Night Coordinators.
10. Conduct classroom visits/rallies in each school to distribute flyers and to generate enthusiasm in the prospective new members.
11. Prepare and properly stock Join Scout Night boxes for each Join Scout Night. Make certain that the boxes are delivered to the school coordinator. Collect the boxes back at the report meeting so that they can be restocked.
12. Determine the correct fees to collect at each school. (Fee should be universal in each District). Fill out Join Scout Night envelopes down to the "dotted line".
13. See that a central location is secured for the report meeting on **each** Join Scout Night date. Report meetings are not optional. Call your staff leader with the results every night without fail. Report meetings need to be FUN!
14. Review each Join Scout Night envelope to ensure that the proper information is recorded, application information is complete, and the money balances before turn-in at the office. Keep council copy of registration for your use, i.e. FOS prospecting. Contents should be 100% correct before they are turned in. **It is not the job of the registrar to do your job.**
15. Ensure immediate follow-up by the unit volunteers with un-registered boys. Control the attendance cards for these boys.
16. Update your unit leaders' roster before turning in Join Scout Night envelopes. Will need new leader's information for Cub Leader training, etc.
17. Schedule adequate adult leader training. The district executive should attend every training so that they can cultivate relationships with their new leaders.
18. Give directions to the District Cub Camp Preview(s). **The professional is expected to be at their Cub Camp Preview the entire time.**
19. Send appropriate thank you notes to key volunteers, unit leaders, and new leaders.
20. Let your school principals know how you did at school night via letter or personal visit in October and November.

## **District Leadership Responsibilities** (\* Indicates Key Function)

### **District Chairman's Responsibilities:**

1. Serve as chairman of the District Advisory Committee.
2. Give suggestions on personnel for Join Scout Night.
3. Assist with recruiting the District Join Scout Night Chairman.\*
4. Attend Council Join Scout Night for Scouting Briefing/Kick-off.
5. Assist with the District Join Scout Night Orientation and Kick-off meetings.
6. Attend report meeting(s).
7. Assist with follow-up.

### **District Commissioner Responsibilities:**

1. Serve on the District Advisory Committee.
2. Give suggestions on personnel for Join Scout Night.
3. See that each Pack holds a "Back to the Pack" event prior to Join Scout Night. \*
4. Attend Council Join Scout Night for Scouting Briefing/Kick-off.
5. Assist in determining where new units may be needed.
6. With the Advisory Committee, determine units to be assigned each school. \*
7. Assign commissioners to assist with Join Scout Night.
8. Assist with District Join Scout Night Orientation and Kick-off meetings.
9. Attend report meeting(s).
10. Assist with follow-up.

### **District Membership Chairman Responsibilities:**

1. Serve on the District Advisory Committee.
2. Identify and recruit the District Join Scout Night Chairman with the support of the District Executive. \*
3. Recruit Join Scout Night Organizers.
4. Provide support and direction to the District Join Scout Night Chairman in his/her duties.
5. Attend Council Join Scout Night for Scouting Briefing/Kick-off.
6. Assist with the District Join Scout Night Orientation and Kick-off meetings.
7. Attend report meeting(s).
8. Assist with follow-up.

### **District Cub Leader Training Chairman Responsibilities:**

1. Serve on the District Advisory Committee.
2. Attend Council Join Scout Night for Scouting Briefing/Kick-off.
3. Work with each pack to ensure they conduct Fast Start training for new leaders immediately following Join Scout Night.
4. Work with District Executive to schedule adequate basic training opportunities for new leaders following Join Scout Night. \*
5. Work with training team to promote attendance at all courses and to follow-up with any untrained leaders.\*
6. Turn-in training records to Service Center in a timely fashion.

### **District Public Relations Chairman Responsibilities:**

1. Serve on the District Advisory Committee.
2. Attend Council Join Scout Night for Scouting Briefing/Kick-off.
3. Develop plan for publicizing each Join Scout Night in the district to local media outlets and ensure its implementation. \*
4. Provide each Pack and Join Scout Night leadership with sample newspaper press releases, letters to the editor for Join Scout Night, along with contact, format, and deadline information.
5. Ensure every Join Scout Night has yard signs displayed at school and in the community.

**\* = Key Function**



## **District Join Scout Night Chairman Duties** (\* Indicates Key Function)

**Date:** \_\_\_\_\_

1. \_\_\_\_\_ Attend the Council Join Scout Night Briefing/Kickoff. Meet with the Advisory Committee in the district, which includes the district membership chairman, district chairman, district commissioner, district Cub leader training chairman/district PR chairman and district executive.
2. \_\_\_\_\_ Give leadership to the overall effort and success of Join Scout Night in the district.
3. \_\_\_\_\_ Accept the responsibility of achieving the district's Join Scout Night objectives.
4. \_\_\_\_\_ Recruit a Join Scout Night Coordinator for each school in the district.\* District Executive provides list of schools.
5. \_\_\_\_\_ Lead the District Join Scout Night Orientation for Join Scout Night Coordinators and organizers.
6. \_\_\_\_\_ Lead the District Join Scout Night Kick-off for Join Scout Night Coordinators, organizers, and pack and troop representatives.
7. \_\_\_\_\_ Establish a central report meeting the same night as each Join Scout Night.



**Join Scout Night Coordinator Duties**  
**(Must be a good public speaker)**

**DATE:** \_\_\_\_\_

1. \_\_\_\_\_ Attend the District Join Scout Night Orientation.
2. \_\_\_\_\_ Attend the District Join Scout Night Kick-off. Visit with the pack representative and Join Scout Night organizer to establish coordination.
3. \_\_\_\_\_ Call the school principal the day of Join Scout Night to make sure the promotional announcement has been made to the boys and to make sure the school will be open.
4. \_\_\_\_\_ Pick up the Join Scout Night box just prior to arriving at assigned school(s).
5. \_\_\_\_\_ Preside at Join Scout Night at assigned school(s). Approved program is attached.
6. \_\_\_\_\_ Collect reports from each unit leader and/or organizer following their meetings.
7. \_\_\_\_\_ Take the completed report envelopes and attendance cards to the district report meeting that night.



**Organizer Duties**  
**(Should be a uniformed Scouter)**

**Date:** \_\_\_\_\_

1. \_\_\_\_\_ Attend the District Join Scout Night Orientation.
2. \_\_\_\_\_ Attend the District Join Scout Night Kick-Off.
3. \_\_\_\_\_ Attend Join Scout Night(s) as assigned.
4. \_\_\_\_\_ Have parents fill out attendance cards on Join Scout Night.
5. \_\_\_\_\_ Assist in the organization of new dens.
6. \_\_\_\_\_ If boys are not put in existing packs, take the necessary steps to organize a new pack as needed.
7. \_\_\_\_\_ Turn over to the Join Scout Night Coordinator all forms, fees, and attendance cards at the end of the meeting.



## Pack Representative Duties

Date: \_\_\_\_\_

1. \_\_\_\_\_ Attend the District Join Scout Night Kickoff.
2. \_\_\_\_\_ Confirm Join Scout Night date while at District Join Scout Night Kickoff.
3. \_\_\_\_\_ Identify existing leadership that will be continuing and leadership needs. Provide this information to your Join Scout Night Coordinator. How many boys will return for each existing den? How many Den Leaders?
4. \_\_\_\_\_ Participate in Back-to-School Night activities at your school.
5. \_\_\_\_\_ Secure enough pack leadership as necessary for Join Scout Night.
6. \_\_\_\_\_ Provide interesting displays of things the pack has done for the Join Scout Night pre-opening. Many packs set up displays in the cafeteria or library ahead of Join Scout Night.
7. \_\_\_\_\_ **Encourage all current Cubs to wear their uniforms to school on the day of Join Scout Night.**
8. \_\_\_\_\_ Follow up with all new leaders and boys to make them feel welcome and a part of the pack. Encourage them to attend Basic Leader Training the Saturday after Join Scout Night. Share the council-wide list of dates and locations.
9. \_\_\_\_\_ Ensure that pack leadership understands that Join Scout Night for Scouting is for new boys. **Join Scout Night is NOT a Pack meeting.**



# SOUTHWEST MICHIGAN COUNCIL

## BOY SCOUTS OF AMERICA

### **Troop Representative Duties**

1. Identify troop membership needs. What patrols have room for new members?
2. Help set up for Join Scout Night. Provide a display of things your troop has done.
3. Attend assigned Join Scout Night to meet with new families. Enroll new members.
4. Follow up with all new Scouts and parents to make them feel welcome and part of the troop. Arrange appropriate training for new leaders.

## District Join Scout Night Orientation Agenda

### Training for Join Scout Night Coordinators, Organizers & Advisory Committee

7:00 p.m.

Presiding: District Join Scout Night Chairman

- I. Pre-Opening
  - A. Name tags, sign in, and distribute booklets
  - B. Display charts, posters and school assignments
- II. Opening.....District Join Scout Night Chairman
  - A. Invocation/Pledge of Allegiance
  - B. Welcome and Introductions
- III. Join Scout Night Purpose and Plan.....District Join Scout Night Chairman
- IV. Your Join Scout Night Role.....District Join Scout Night Chairman  
(Review Job Descriptions) or a member of Advisory Committee
  - A. Join Scout Coordinator
  - B. Organizer
- V. The Join Scout Night Program.....District Executive
  - A. Review the classroom visitation concept (boy talk)
  - B. Review Join Scout Night agenda in detail
  - C. How to organize dens (dramatize through mock den organizations)
  - D. Registration procedures (big application)
  - E. Promotion
- VI. Each Join Scout Night Coordinator makes a set of charts (Complete by District Join Scout Night Kick-Off)
- VII. Details.....District Executive
  - A. Review school assignments
  - B. Location of report meetings
  - C. Call-in numbers
  - D. Date of Kick-off and Join Scout Nights
  - E. Details on units that will be at their schools
- VIII. Questions
- IX. Challenge (Value and need for Join Scout Night).....District Join Scout Night Chairman
- X. Join Scout Night Team Meetings
  - A. Review Join Scout Night – Items to get done
  - B. Discuss Join Scout Night agenda and make program assignments
  - C. Get to know each other. Develop “esprit de corps.” Exchange contact info
- XI. Adjourn

## District Join Scout Night Kickoff Agenda

### Training for Join Scout Night Coordinators, Organizers and Pack Representatives

7:00 p.m.

Presiding: District Join Scout Night Chairman

(This meeting should simulate an actual Join Scout Night.)

- I. Pre-Opening
  - A. Sign in, name tags, sit by school
  - B. Display charts, posters and school assignments
  
- II. Opening.....District Join Scout Night Chairman
  - A. Invocation and Pledge of Allegiance
  - B. Welcome and Introductions
  
- III. Purpose and Plan of Join Scout Night.....District Join Scout Night Chairman
  
- IV. Organization and Duties.....District Join Scout Night Chairman  
or member of Advisory Committee
  - A. Key Dates
  - B. Join Scout Night Coordinator Duties
  - C. Organizer Duties
  - D. Unit Representatives' Duties
  - (Fill out and turn in "Leadership Needs" sheet)**
  - E. Share specific school assignments
  
- V. Join Scout Night Program.....District Executive
  - A. Discussion of all Join Scout Night materials (distribute boxes) including registration forms, envelopes, cards and reporting procedures (collect boxes afterward)
  - B. "Role Play" the organization of dens
  - C. Review how to properly complete youth and adult applications. (use big application)
  - D. Review collection of fees and report meetings
  
- VI. School Team Meetings
  - A. Review school assignments
  - B. The Join Scout Night Coordinator, Organizer, and Unit Representatives for each school should meet together at this time. Review materials and make assignments.
  
- VII. Questions
  
- VIII. Closing Remarks.....District Join Scout Night Chairman  
--Stress final school contacts and personal preparation for Join Scout Night
  
- IX. Adjourn

## Pack Leadership Needs

Pack No. \_\_\_\_\_

### Pack Leaders Continuing from Last Year Are:

Pack Committee Chairman \_\_\_\_\_

Committee Members (minimum of 2) \_\_\_\_\_  
\_\_\_\_\_

Pack Trainer \_\_\_\_\_

Cubmaster \_\_\_\_\_

Assistant Cubmaster \_\_\_\_\_

Tiger Cub Den Leader Den Leader \_\_\_\_\_

Webelos Den Leader(s) Den 1 Assistant \_\_\_\_\_

Den Leader \_\_\_\_\_

Assistant \_\_\_\_\_

Den Leaders (one per 5-8 boys) Den Leader \_\_\_\_\_

& Assistant Den Leaders Den 1 \_\_\_\_\_

Active Boys in Den 1 \_\_\_\_\_ Assistant \_\_\_\_\_

Den 2 Den Leader \_\_\_\_\_

Active Boys in Den 2 \_\_\_\_\_ Assistant \_\_\_\_\_

Den 3 Den Leader \_\_\_\_\_

Active Boys in Den 3 \_\_\_\_\_ Assistant \_\_\_\_\_

Den 4 Den Leader \_\_\_\_\_

Active Boys in Den 4 \_\_\_\_\_ Assistant \_\_\_\_\_

Den 5 Den Leader \_\_\_\_\_

Active Boys in Den 5 \_\_\_\_\_ Assistant \_\_\_\_\_

Den 6 Den Leader \_\_\_\_\_

Active Boys in Den 6 \_\_\_\_\_ Assistant \_\_\_\_\_

**PACK MEETING DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_ **LOCATION** \_\_\_\_\_



## **Rally / Classroom Visit (Boy Talk)**

- To be held during school hours **on the day before** Join Scout Night
- **Purpose of meeting**: To excite and enthuse boys to come to Join Scout Night and to inform them of what to bring.
- **Preparation**: Ask principal for a brief meeting of all boys of Tiger Cub and Cub Scout ages either by going from classroom to classroom (preferred) or in a special assembly (rally).
- **Alternate Presentation Methods**: Some schools do a “morning news show” on closed circuit TV. This should only be used if the classroom to classroom or rally option is not available. Remember to look directly into the camera and do your same presentation. Remember to use your same hand motions and gestures. It works!

### **Agenda**

- Distribute information flyers and ask teacher to put stickers on boys while you talk.
- Introduce Scouting. Take about 2 minutes to tell boys what Scouts do.
- Tell about Join Scout Night—**time, place and purpose.**
- What to bring? Must have a ticket—**parents.** Tell them the registration fee is shown on Join Scout Night flyer. Bring parents and money to register.
- Finish up with another enthusiastic statement on Cub Scouting and/or Scouting.
- Have them put away the information flyers. Tell them to put the flyer in their backpack, homework folder, in their pocket, etc.

## Rally/Classroom Visit Check Sheet

### CHECK YOURSELF

- Mentally—review spiel (Get Fired Up!)
- Physically—hair combed, neat appearance, in uniform
- Necessary materials—flyers, stickers, props, posters

### SPIEL

(Distribute flyers first—use boys to help)

- Introduce yourself.
- “For the first time in your life you are old enough to be a \_\_\_\_\_.”
- Emphasize Cub/Family campout and Pinewood Derby.
- Show flyer and walk through key information—time, date, cost, parents attend location.
- Have a gimmick/joke to get them to hold onto flyer, to get it home.
- Review key information again.
- Avoid taking questions. Tell them “We’ll cover all that tomorrow night at the meeting.”
- Make sure current Scouts understand that they do not have to attend because Join Scout Night is just for the new guys.

### TIPS

\_\_\_\_\_ Ask a student to distribute the flyers.

\_\_\_\_\_ Ask teacher to put a sticker on every boy.

\_\_\_\_\_ Send trouble-makers to principal (if a rally).

\_\_\_\_\_ Be exciting—make them remember you and tell their parents.

\_\_\_\_\_ Parents are their admission ticket.

\_\_\_\_\_ Send parents if they can’t come.

\_\_\_\_\_ Have a date on flyer.

\_\_\_\_\_ Have plenty of flyers.

\_\_\_\_\_ Check to see if posters are up – over water fountain, bulletin boards, cafeteria, door to boys restroom.

\_\_\_\_\_ Remind current Scouts to wear uniforms.

\_\_\_\_\_ Check with principals to remind of arrangements: time for building to be open, and who will be there to open.

\_\_\_\_\_ Leave extra flyers with teachers/principals and ask to announce Join Scout Night again on day of Join Scout Night. (PA system)

### **Stunts:**

- \_\_\_\_\_ Rope tricks
- \_\_\_\_\_ Take a Cub uniform shirt and briefly explain badges.
- \_\_\_\_\_ Show books (Wolf, Bear, etc.)
- \_\_\_\_\_ Pinewood Derby Racer.
- \_\_\_\_\_ Fold flyers (Magic Trick)
- \_\_\_\_\_ Explain the Cub Scout sign (Quiet-Wolf's Ears)

### **Room-to-Room Tips:**

- \_\_\_\_\_ When you check into the school, ask for a map of the school so that you can keep track of the classrooms you have done. Check them off as you go. Stick the map in your files for next year.
- \_\_\_\_\_ Have a boy distribute flyers.
- \_\_\_\_\_ Ask teacher to write date and time on chalkboard.
- \_\_\_\_\_ Ask teacher to help with stickers.
- \_\_\_\_\_ Do regular spiel, but keep to 2-3 minutes maximum.
- \_\_\_\_\_ Save fifth grade for last; go to first and second grade rooms first.
- \_\_\_\_\_ Carry the phone number of the Girl Scout office with you in case a girl puts you on the spot and asks about Girl Scouts. Leave it with the teacher. Tell the girls to tell the Girl Scout office that the Boy Scout leader gave you the number. It will also win you cool points with the teacher!
- \_\_\_\_\_ **Thank the teacher for their time! A Scout is courteous.**



## **Join Scout Night Box Contents**

**Note:** Items marked in bold with an "\*" should be handed out as people come through the door.

1. **Attendance Roster \***
2. **Applications**
  - A. Youth
  - B. Adult Leader
  - C. Giant Application Form samples (youth and adult leader)
3. **Parent Orientation Guides \***
4. Several copies of Cub Scout Program Helps (Two-month inserts)
5. Report envelopes (one for each unit at the school) filled out down to dotted line
6. **Boy's Life Magazine "Mini-Mag" \***
7. "New Den Membership Rosters"
8. **Cub Camp Preview Fact Sheets \***
9. **Popcorn Information \***
10. District Training Flyer
11. New Den Leader kits

### **AND YOUR JOIN SCOUT NIGHT PRESENTATION CHARTS!**

Note: Each Coordinator should also bring the following items for their box: pens, change, (currency and coins), a calculator, and some masking tape.

## Join Scout Night Program and Checklist

### Before you leave Home:

- \_\_\_\_\_ Prepare your presentation charts (Join Scout Night Coordinator)
- \_\_\_\_\_ **Call the school (the day of) to remind them about Join Scout Night**
- \_\_\_\_\_ Put on your complete uniform
- \_\_\_\_\_ Practice your presentation and review the agenda
- \_\_\_\_\_ Take a pocket calculator
- \_\_\_\_\_ Take 20-30 pens
- \_\_\_\_\_ Take some change, both bills and coins
- \_\_\_\_\_ Take masking tape
- \_\_\_\_\_ Call \_\_\_\_\_ as you leave to confirm you are on your way to the school (or go the prearranged location to pick up your materials).

### When You Arrive at the School (Join Scout Night Coordinator):

- \_\_\_\_\_ Arrive by 6:30 PM
- \_\_\_\_\_ Take a copy of the school permit (if needed)
- \_\_\_\_\_ Spread out your materials and set up room properly
- \_\_\_\_\_ Check with the other Join Scout Night personnel and the unit leaders on their responsibilities
- \_\_\_\_\_ Post your presentation charts
- \_\_\_\_\_ Pack representatives put up any displays they have
- \_\_\_\_\_ Either yourself or another Join Scout Night worker **must** be positioned by the door to distribute Boy's Life, the special parent's guide, popcorn flyer, etc. **and to welcome the families** to Join Scout Night.
- \_\_\_\_\_ Be sure the boys and parents stay in the assigned room, don't let them wander.
- \_\_\_\_\_ Have the boys and parents sit together by grade levels. Put signs on the tables with grade level markers.
- \_\_\_\_\_ Collect all of the attendance cards, quickly scan the responses. Look at the question at the bottom of the card as well as parent's Scouting background. Knowing this information in advance will tell you a lot about the group before you start.

## **The General Presentation (Join Scout Night Coordinator):**


- \_\_\_\_\_ Begin promptly at 7:00 PM. Never punish the punctual!
- \_\_\_\_\_ Introduce yourself and welcome everyone on behalf of the Southwest Michigan Council, Boy Scouts of America.
- \_\_\_\_\_ Any opening ceremony prepared by the pack (optional and very, very brief).
- \_\_\_\_\_ Introduce the other Join Scout Night workers and unit leaders.
- \_\_\_\_\_ Ask all boys who are in the sixth grade, and their parents, to either adjourn to another room or to move together into one area. These are the Boy Scouts and will meet with the troop representative.
- \_\_\_\_\_ All boys and their parents sitting at the fourth and fifth grade tables are your potential Webelos and leadership.
- \_\_\_\_\_ All boys and their parents at the second and third grade tables are your potential Cub Scouts and leadership. Separate them, if not already, into groups of 5-8 boys.
- \_\_\_\_\_ All boys and their parents at the first grade tables are your potential Tiger Cubs and leaders. Separate them into groups of 5-8 boys also.
- \_\_\_\_\_ Begin presentation using charts. Organizer(s) to assist as needed.



## Chart #1

**WHAT IS CUB SCOUTING?**

1. Program for boys in grades  
1 through 5
2. Builds Character
3. Teaches Citizenship
4. Strengthens Families
5. Tons of FUN!

The image contains two parts. On the left, there are three cartoon Cub Scout characters: a tiger, a wolf, and a bear, all wearing blue shirts, green shorts, and yellow hats with a blue band. On the right, there is a photograph of a young boy with dark hair, wearing a blue shirt and a yellow Cub Scout hat with a blue band, smiling and saluting.

Those of you in the audience tonight, who have ever been involved in Cub Scouting, please raise your hand. That's great. For those of you who are new to Cub Scouting, let me take a moment to tell you what it's all about.

Cub Scouting is part of the Boy Scouts of America and...

1. Is for boys in grades 1-5
2. Builds Character
3. Teaches Citizenship
4. Strengthens Families
5. Is Fun!

## Chart #2

### WHAT PARENTS WANT

1. Bring the family together
2. Help the boys develop
3. Connect with others
4. Learn to get along
5. Build self-confidence
6. Be happy!



### WHAT DO PARENTS WANT OUT OF CUB SCOUTING?

1. To bring the family together
2. To help boys develop
3. To help their boys meet other people
4. To learn how to get along
5. Build self-confidence
6. To be happy!

As we explain our program this evening, you will readily understand how we use our meetings and our advancement program to get families to do things together, how we help boys develop new skills and to meet people. You might be interested in knowing that boys in Cub Scouting, on the average, do better in school than those boys who are not involved in Cub Scouting.

## Chart #3

**WHAT BOYS WANT**

1. FUN!
2. Make new friends
3. Master new skills
4. Recognition and praise
5. FUN!




Of course, what the boys want from Cub Scouting is fun, to make new friends, learn new things, and be recognized and praised.

## Chart #4

**SCOUTING ACTIVITIES**

1. Family Camping
2. Day Camp
3. Overnight Summer Camp
4. Hiking, Fishing, Indian Lore, and Crafts





Among the many activities boys and their families participate in through Cub Scouts are:

1. Family Camping
2. Day Camp
3. Overnight Summer Camp
4. And lots of other activities!

## Chart #5

**HOW DOES IT WORK?**

1. Den Meetings –  
Small groups organized by grade
2. Program Aids –  
Meeting tips and  
Monthly Themes
3. Pack Meetings & Activities –  
Family Events combining  
all dens
4. Boy's Life –  
Scouting magazine just for kids
5. District & Council Events –  
Community-wide activities



1. Many of you are beginning to ask, "Well, just how does Cub Scouting work?"
2. First, we have a program for each month. (Open up a Program Helps Book and explain a simple theme.)
3. Pass out Program Helps to people who look like prospective den leaders.
4. Go through a sample month and explain how the agenda for each den meeting is set up.

## Chart #6

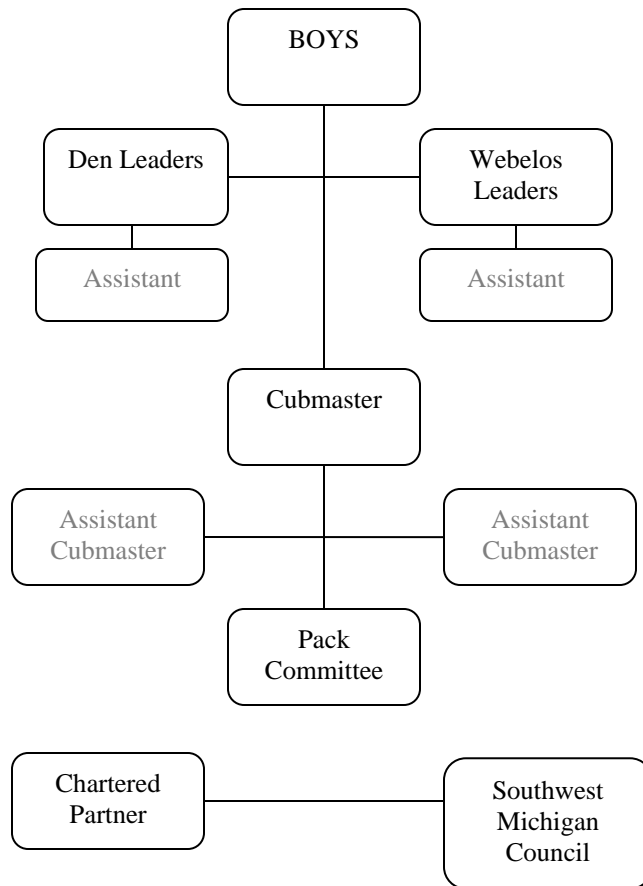


All boys are interested in earning badges. Let's talk for a moment about the advancement program. (Hit some of the high points from the Tiger Cub Handbook). As a Tiger Cub, he will work on five achievements with his family and earn the Tiger Cub badge. Every boy second grade and above that joins Cub Scouting first will work on his Bobcat. The requirements are on the Cub Scout application.

Next, a boy in the 2nd grade works on the Wolf badge (take the Wolf book, go through it achievement by achievement describing several and asking boys in the audience if they like to do such things.) (Especially emphasize a boy working with his dad on the tools, and a boy putting his work chart of chores he must complete on the refrigerator for his mom to keep up with. Hit on the highlights of the Bear Book, Arrow Points, and then a special presentation of the Webelos Program)

(Have pack leadership provide you with samples of books, advancement boards, etc.)

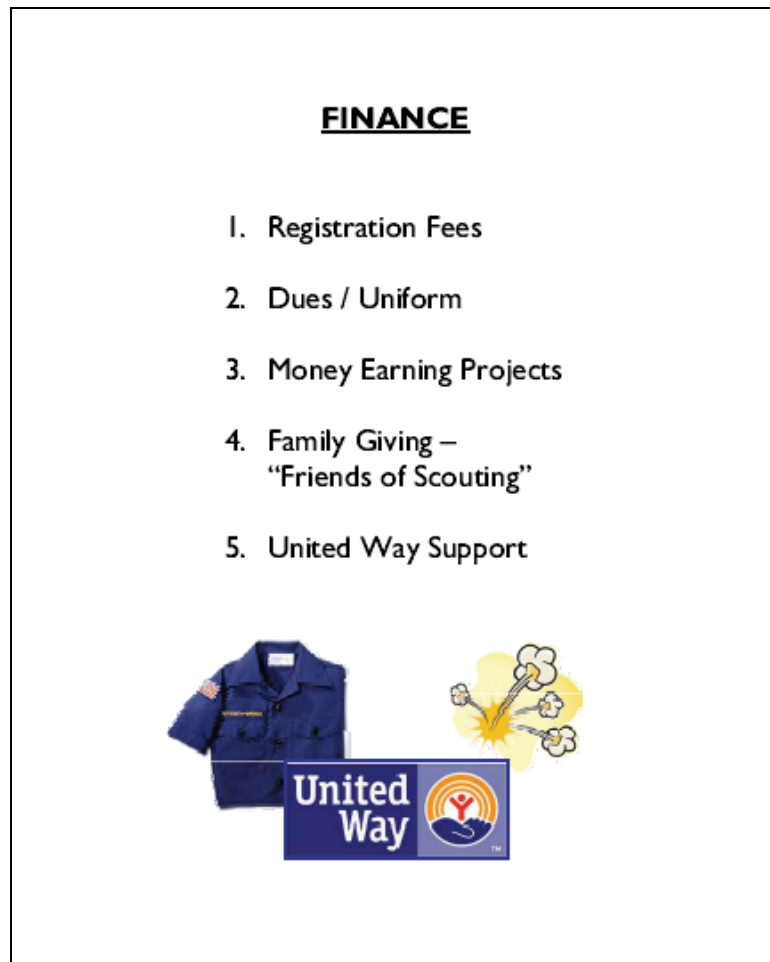
## Chart #7



The program is brought to the boys in a simple and sound manner. First, a partnership is formed between the Boy Scouts of America, represented in this area by the Southwest Michigan Council, and a local community institution such as a church, civic club or school. The institution represented here tonight is \_\_\_\_\_. They furnish a meeting place, provide some of the leadership, and keep an eye on the program. The council is responsible for providing everything the unit and the leaders need to be successful—training, program helps, notices of activities and opportunities, camping facilities, people to call when you have a question or a problem, and the services of a professional Scouter. Actually, the BSA doesn't own any packs or troops, just a unique program chartered to local institutions that deliver Scouting to the boys of the community.

The chartered organization representative is the liaison between the partner institution and the unit, and a committee of at least three adults who meet monthly to take care of the decisions and actions that must be taken to keep the unit functioning. The Cubmaster is in charge of the monthly pack meeting. At the pack meetings, the boys receive their badges and awards and show off what they have learned or made during the month. The den leaders meet with a group of 5-8 boys every week for an hour where they begin their projects and achievements. The Cub Scout motto is "Do Your Best" and when the parent feels the Cub has done his best, he passes. When you buy your son his handbook, please take the time to read the Parent's Supplement and thumb through his book to familiarize yourself with it. A little encouragement from you can go a long way.

## Chart #8




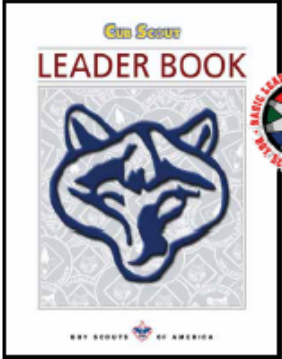
## **HOW IS SCOUTING FINANCED?**

1. Every member, boy and adult, pays a registration fee.
2. A boy pays dues, normally \$1.00 per week, to the pack and his parents buy the boy's uniform and personal equipment.
3. Boys participate in money-earning projects such as the council Popcorn Sale. (Elaborate dates, review popcorn information.)
4. The council receives its money from the “Friends of Scouting” Campaign and from the United Way.

## Chart #9

**NEW LEADER TRAINING**

1. Basic Leader Training for new adult leaders
2. Youth Protection Training
3. Monthly Leader's Roundtables
4. Online resources and handbooks
5. University of Scouting



**TRAINING FOR LEADERS** – Those of you who become leaders will definitely want to take advantage of the training we have to offer.

Visit the Southwest Michigan Council website at [www.bsaswmc.org](http://www.bsaswmc.org) for the training schedule.

There are other special sessions from year to year, but one highlight every month is our Cub Scout Leader Roundtable which is held on:

Date: \_\_\_\_\_

At: \_\_\_\_\_



## Chart #10

**REGISTRATION**

To register boys:

1. Completed form tonight
2. Annual registration fee
3. *Boy's Life* Subscription (recommended)

To register adults:

1. Completed form tonight
2. Annual registration fee
3. Insurance, training costs, and *Scouting* magazine subscription are included.



Now let's talk about how we register.

(Explain the registration fee and what it covers, including Boys' Life Magazine. After that, explain adult registration, and that it includes a subscription to Scouting Magazine, Program Helps, \$1 million worth of liability insurance, and the Council e-newsletter).

## **Checklist (Continued)**

- \_\_\_\_\_ Review the leader's responsibilities for each position from the attached sheet.
- \_\_\_\_\_ Read "A Boy's Eyes" from attached sheet (optional).
- \_\_\_\_\_ Explain that each Den needs a Den Leader, Assistant and Committee Member.
- \_\_\_\_\_ If pack-level leadership (Cubmaster, Assistant Cubmaster, and Committee Chairman) is needed, ask selected parents who have shown interest to accept these specific positions.
- \_\_\_\_\_ Let each group now select its Den Leader, Assistant Den Leader and Committee Member. Give each group a "New Den Membership Roster".

## **Do not speak, but remain available for questions**

- \_\_\_\_\_ Wait for each new den to respond that they have recruited their leadership and are ready to proceed. Then distribute the Cub and adult applications to that new den. Have the organizer and pack representative assist. Do not wait for all new dens to be ready. Do them one by one. Announce "The Wolf den has recruited their leaders". Get a round of applause. This encourages other to step forward.
- \_\_\_\_\_ Ask the parents to fill out the boys' forms and not to fill in the boxes at the bottom of the form. Front cover goes to boy. All new leaders fill out adult applications.
- \_\_\_\_\_ Designate each new den with a letter (A, B, C, etc.) and have each boy and leader mark upper right hand corner of their applications appropriately.
- \_\_\_\_\_ Refer to front of the Report Envelope for correct fees. Checks should be made to Southwest Michigan Council, BSA.
- \_\_\_\_\_ Collect applications and fees in one of two ways:
  1. If you have a small crowd (one or two dens) ask the parents to come up to your table by den and you collect from them individually.
  2. If you have a large crowd (three or more dens) ask the new den leaders to collect the applications and fees for their den and bring them to you as a group.
- \_\_\_\_\_ In the margin of each application, mark it paid and the amount received.
- \_\_\_\_\_ Be sure the Boys' Life box is marked if they are subscribing.
- \_\_\_\_\_ Be sure every boy has his new den leader's name and phone number and when and where his first meeting will be, if that has been decided. (The first meeting may wait until after training.)
- \_\_\_\_\_ Parents complete information cards.
- \_\_\_\_\_ Have each den leader fill out a "New Den Membership Roster" with names and phone numbers of his/her boys.

## **Checklist (Continued)**

- \_\_\_\_\_ Keep attendance card of any boy who fails to register. Add their name to the den roster.
- \_\_\_\_\_ Encourage everyone to attend the Cub Camp Preview (review the date and location), and to participate in the Popcorn Sale.
- \_\_\_\_\_ Ask all new leaders to remain with you and dismiss all other parents and boys. Thank them for agreeing to serve.
- \_\_\_\_\_ Give the Cub Pack representative the unit copy of each youth and adult application.
- \_\_\_\_\_ Be sure the new leaders have the name and phone number of the Cub Pack representative.
- \_\_\_\_\_ Collect the "New Den Membership Rosters".
- \_\_\_\_\_ Encourage all new leaders to attend basic training and the monthly roundtables remind them of the Cub Camp Preview and the Popcorn Sale.

## **After the Meeting (Join Scout Night Coordinator):**

- \_\_\_\_\_ Collect the report envelopes from the unit representative(s), and the organizer(s). Each should contain all of the applications for the new boys and adults and their fees.
- \_\_\_\_\_ Check each envelope to be sure the information on the applications totals the amount collected. Fill in the front of each envelope. You may do this at the report meeting site if you have a deadline to be out of the school.
- \_\_\_\_\_ Leave the room and the school in at least as good a condition as when you found it.
- \_\_\_\_\_ Go immediately to the Join Scout Night Report Meeting at \_\_\_\_\_ to turn in your report envelopes and any left over materials.



## **Leaders' Responsibilities**

### **Committee Chairman:**

Conducts monthly Pack Leaders' meeting. Ensures that adequate support is given to the Cubmaster and den leaders by committee members to run program. Helps recruit additional leaders as needed. Helps plan program. Attends training.

### **Committee Members:**

Provide support by taking care of records, finances, advancements, activities, membership, etc. Attend monthly Pack Leaders' meeting to help plan program. Attends training.

### **Cubmaster:**

Emcees monthly Pack meeting. Aids den leaders by coordinating monthly program. Helps committee recruit new leaders as needed. Attends training. Attends monthly Pack Leaders' Meeting.

### **Den Leader:**

Meets weekly for one hour with den of 5-8 boys. Den meeting is held in den leader's home, a school, or another suitable place. Den Leader determines time, day and location of den meeting that is most convenient for him/her. Attends training. Attends monthly Pack Leaders' meeting.

### **Webelos Den Leader:**

Same as den leader except works with older Cub Scouts and conducts periodic overnight parent/son. Attends training. Attends monthly Pack Leaders' meeting.



## "A Boy's Eyes"

"I'd like to be a Cub Scout"...(His eyes were clear and true)  
"I'd like to learn, and play and build, like Jim and Freddy do."

"I know how to use a hammer; I can drive a nail if I try...  
I'm eight years old, I'm big and strong and hardly ever cry."

I hand him the application and parent-participation sheet  
(His eyes were filled with sunshine as he left on dancing feet.)

Next day my friend was back again, a dejected little lad,  
"I guess I'll skip the Cub Scouts." (His eyes were dark and sad.)

"My Mom is awfully busy, she has lots of friends, you see,  
She'd never have time for a Den, she hardly has time for me."

"And Dad is always working...he's hardly ever there;  
To give him any more to do just wouldn't be quite fair."

He handed me back the papers with the dignity of eight years,  
And smiling bravely left me. (His eyes were filled with tears.)

Do you see your own boy's eyes as other people may?  
How he looks when you're "too busy" or "just haven't the time today"?

A boy is such a special gift...why don't you realize  
It only takes a little time to put sunshine in his eyes.

You say, "I'll start tomorrow but tomorrow is far away.  
He's a boy for such a short time, so won't you start today?"



## What to Do If...

- ❖ **A den cannot come up with leadership.** Do not distribute applications and do not collect any fees from that den. Keep their attendance cards and turn them in at the report meeting. Applications and fees should be collected from dens with leadership ONLY!
- ❖ **You run out of applications.** Go ahead and collect the fees and use the attendance cards as applications. Have the new den leader complete a "New Den Membership Roster." Applications will be filled out at the report meeting from the cards.
- ❖ **The school is locked.** If you don't know where to go or to call to get a key, hold the meeting in the parking lot or at any nearby facility. If that won't work, get everyone to fill out an attendance card and tell them they will be contacted shortly to re-conduct Join Scout Night.
- ❖ **Your Join Scout Night partner (Coordinator or Organizer) doesn't show up.** Using this check list, do your best to fill in for him/her and go ahead with Join Scout Night. If you don't have a bag of materials, be sure to get everyone's name, address, etc. Scramble...be flexible!
- ❖ **The pack and/or troop representative doesn't show up.** Go ahead and conduct Join Scout Night, recruit leaders, and collect the applications and fees. The pack/troop will receive their copies of the application later.
- ❖ **A boy shows up without a parent or adult.** If he has brought his fees with him, ask another adult to help him fill out an application and go ahead and sign him up. If he does not have his fees, send the application home with him and tell him to bring it and his fees to his first meeting.
- ❖ **The parents don't have any money with them.** Have the boy fill out an application and ask the Den Leader or Scoutmaster to keep it. Tell the boy to take his fees to his first meeting.



# Join Scout Night Report Envelope

District \_\_\_\_\_ School \_\_\_\_\_

Unit # \_\_\_\_\_ Leader's Name \_\_\_\_\_

Join Scout Night Coordinator \_\_\_\_\_

Registration: \$ \_\_\_\_\_ Per Adult Charter Expiration \_\_\_\_\_

\$ \_\_\_\_\_ Per Youth Term \_\_\_\_\_

\$ \_\_\_\_\_ Per Boy's Life Subscription

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Registration: Enclosed is \$ \_\_\_\_\_ to register \_\_\_\_\_ Adults

Enclosed is \$ \_\_\_\_\_ to register \_\_\_\_\_ Cub Scouts

Enclosed is \$ \_\_\_\_\_ to pay for \_\_\_\_\_ Boy's Life

Totals: \$ \_\_\_\_\_

Audited: Join Scout Night Coordinator \_\_\_\_\_ Report Meeting \_\_\_\_\_

(Please Initial) District Executive \_\_\_\_\_

**Important!**

Complete and turn in to Join Scout Night Coordinator on Join Scout Night  
The Join Scout Night Coordinator will bring this envelope to the district report meeting at  
\_\_\_\_\_ immediately following the Join Scout Night Program.

**(THIS IS VITAL)**

Please **do not** fill in amount of registration and Boys' Life, Term or Unit Expiration date  
on bottom of individual applications.

(These fees are computed by the Office Registrar.)

Include in this envelope all:

1. Adult applications and fees
2. Youth applications and fees
3. Join Scout Night Sign-in/Phone Log
4. New den membership rosters

Southwest Michigan Council  
1035 W. Maple St.  
Kalamazoo, MI 49008