Fall Recruiting Checklist

Pack Readiness Tasks Due Aug. 6
☐ Recruit a Membership Chair
☐ Schedule/staff booth at your school’s Meet the Teacher / Open House
☐ Schedule & execute a Back-to-Pack event prior to the start of the school year
☐ Update BeAScout PIN Information and turn on “Apply Status.” Assign someone to manage leads.
☐ Create Pack Info Sheet or Use NFC Template at www.nfcscouting.org/signupnight. If submitted by deadline, info sheets will be printed for you. Includes leadership, budget & calendar.
☐ Create Pack Marketing Plan
☐ Recruit as many adults as possible to attend & assist at S.U.N.
☐ Prepare a Game or Activity for S.U.N.
☐ Confirm S.U.N presenter with District S.U.N. Chair or District Executive

Pack Week-Of Sign Up Night Tasks
☐ Implement Pack marketing plan/tools.
☐ Encourage parents to post to social media a photo of their family in a Scouting activity & their favorite aspect of Scouting.
☐ Promote Pack t-shirts to be worn to school on the school rally day.
☐ Re-confirm attendance with parents and S.U.N. presenter

Pack Sign Up Night Tasks
☐ Share date, time, location of next meeting
☐ Bring copies of Pack calendar
☐ One volunteer conducts a short 2-3 minute presentation about your Pack
☐ Be prepared to lead a game for new Scouts
☐ Invite Charter Organization Representative to S.U.N.
☐ Arrive 30 minutes prior to S.U.N.
☐ Wear Pack T-Shirts

Pack Parent Orientation Tasks
☐ Hold within 10 days of S.U.N.
☐ Follow up with all S.U.N. families to ensure attendance
☐ Share Pack-specific information (key activities thru year-end, den assignments, activity fees, etc).
☐ Share the welcome to Cub Scouts video at: [INSERT LINK]
☐ Utilize the 100-Point Adult Participation Form

Resources: www.nfcscouting.org/signupnight

Responsibilities of S.U.N. Presenter
☐ Confirms with District S.U.N. Coordinator
☐ Arrives 30-45 minutes prior to S.U.N.
☐ Sets up room, coordinates Pack assistance, conducts presentation
☐ Coordinates collection of applications and money to be delivered to District Executive.

Responsibilities of District Executive
☐ Schedule & conduct school rally
☐ Schedule school S.U.N.
☐ Notify Pack leaders and District Membership Team of school confirmation
☐ School marketing touches: yard signs, flyers, AM/PM announcements, email &/or blast, social media &/or school newsletter

Responsibilities of District S.U.N. Coordinator
☐ Confirms S.U.N. with Cub Scout Pack
☐ Secures S.U.N. Presenter
☐ Reviews Checklist with Pack Volunteers
☐ Updates & distributes master list of meeting times and locations for all local Cub Scout Packs

School Recruitment Details:
School Name: ______________________________________
Rally date: _________________________________________
SUN date: _________________________________________
SUN time: _________________________________________
SUN location: _______________________________________

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