



BOY SCOUTS OF AMERICA®

NORTH FLORIDA COUNCIL

Sign-Up Night Responsibilities for Packs

The Pack's New Member Coordinator is to spearhead this effort. If your Pack doesn't have this position on the Pack Committee, now is a great time to engage a parent who is organized and friendly!

Key Steps

- By July 15th, have your Pack calendar, budget and volunteer list prepared. List that info on the "2018 Pack Information Sheet." (Separate resource.) Deadline for turn in is your August Roundtable. Turn in to your Unit Commissioner, District Sign-Up Night Chair or District Executive.
- Schedule a Parent Orientation for your new families within one week of your Sign-Up Night to review all of the particulars about your Pack. Make it fun! (Recommended agenda in separate resource.)
- Engage volunteer support for the Sign-Up Night:
 - Cubmaster. They will have 2-minutes during the presentation to quickly welcome new families and introduce themselves. They will explain where the Pack meets and how often, announcing the date, time and location of the next meeting, which is to be the Parent Orientation. The CM communicates their e-mail and phone number. And lastly, they offer a very brief anecdote as to why they volunteer in Scouting.
 - Check-out. A minimum of two volunteers are needed to help with the check-out of families, collecting applications and money. These two volunteers are to huddle up with the Sign-Up Night Presenter prior to the meeting to ensure they are trained on what must be on the applications, what fees are to be collected and how to use the credit card machine. These volunteers are asked to bring cash to make change for those using cash.
 - Scout fun. There must be at least two volunteers who are assigned to working with the new youth on a fun, interactive activity that occupies 20-30-minutes – and communicates fun and adventure. Packs are highly encouraged to engage with Boy Scout Troops to help. In 2018, once again, the NFC has pre-planned the activity. We are going to shoot off Paper Rockets – and help students rocket into Scouting!
 - Then all other volunteers would be asked to sit amongst the new families and help answer questions, especially at the end of the presentation, while the new families are filling out applications. This is time well-spent to help engage new volunteers!
- Dress. While the Sign-Up Night Presenter is to be in a Scout uniform, all of the Pack volunteers should be wearing a Pack t-shirt and a name tag that has their name on it above the phrase, "Parent Volunteer."
- Timeline. Volunteers are to arrive no later than 45-minutes before the start time.
- Parent Orientation. Prepare a half-sheet promotional flyer to hand to new families at check-out. It should be the final piece they receive – a reminder to attend the next meeting.
- On applications: Ensure Cubmaster signs all new youth applications collected and write amount and form of payment on each application
- At end of Sign-Up Night
 - Gather up all materials.
 - Leave No Trace – cleaner than you found it
 - If not there, contact DE to report success and arrange delivery of apps and fees
- Following Sign-Up Night
 - Make sure **EVERY NEW FAMILY** receives a welcoming phone call from their Den Leader, Cubmaster, Committee Chair or you. Re-invite them to your Parent Orientation.
 - Remind all new Scout families about the District's Shooting Sports Day.