2020 Cub Scout Pack Sign Up Guidebook
SIGN UP FOR SCOUTING INFORMATION

Your pack’s sign-up event has two goals:

1. Register youth who have been recruited through school talks, back to school nights, friends, etc.
2. Make sure parents have information for upcoming events

Your first step is to work with your district’s membership chair and staff member to tailor the best plan for your pack. Depending on what school(s) your pack recruits from, you may have full, limited, or no school access.

A well planned event will ensure the long-term success of your pack as fall sign-up events are the largest youth recruiting drive by the council during the year. They correlate with the start of school and should be held within a few weeks of school starting to help get families introduced to Scouting before they commit to other activities.

As a pack, plan to hold a sign up event during September separate from a regular Pack meeting. You may hold it an hour before a regular Pack meeting, in a separate room, or on a different day altogether!
**2020 Fall Sign Up Timeline**

April

- Identify a volunteer who will coordinate the fall sign-up event and who will work with your district staff on recruitment.
- Packs begin planning process for 2020-2021

May

- Pack leaders hold their program planning meeting for 2020-2021 (*send a copy to your district staff*)

June

- **By June 1st, have the fall sign-up date set and communicated to your district staff**

July - August

- Promote Scouting in your local community through fairs/festivals
- Hold an information table at school open house/back to school or registration night to collect information on interested families

September

- **Hold your pack’s sign-up night**
- Opportunity for “second chance” sign-ups in late September if more youth of specific grades are necessary to fill out dens
COUNCIL PROVIDED RESOURCES

Your district staff will support you by providing resources appropriate for your pack’s sign-up and school access level including:

- Bilingual flyers and e-flyers
- School talk during the day where permitted
- Customized peer to peer recruitment cards
- Sign-up kit with applications, parent orientation guides, sign-in sheet, etc. to use the night of sign-ups.

Electronic copies of most of these resources are at www.bsa-la.org/membership

WHAT TO BRING TO YOUR SIGN UP FOR SCOUTING EVENT

Items in bold are key to having a successful sign-up

□ Volunteers! Ask parents, leaders, and ScoutsBSA Troops to help

□ Cubmaster and den leaders in uniform

□ Joining costs for new parents (summary of dues, event costs, etc.)

□ Treasurer with pack checkbook and/or means of taking payment

□ List of vacant leadership positions

□ Uniform examples (Pack t-shirt, etc.)

□ Pack display board with pictures for past events

□ Pack calendar with leader contact information
HOLDING THE EVENT

Your event should be for signing up new families and not combined with an existing Pack meeting unless separated by time or location- it’s recommended to have a “come and go” event where parents can come, sign up their child, learn more about the Pack, and then head home.

This model provides four “stations” that give parents information about Cub Scouting, get them signed up, and provide everything they need to know including when the first meeting is, who the leaders are, etc.

- **Check-In**
  - This is the first spot families should stop. Greet them, have them sign in, and tell each family the process should take around 20-30 minutes. Ask the child if they would like to stay with mom/dad or do an activity.
  - Materials: Sign-in sheet, youth applications, parent info sheets, parent orientation guide, Pack calendar/info sheets, and pens

- **Activity**
  - For youth who would like to do the activity, have 2+ activity leaders in an area apart from other stations to make the gliders. Since they don’t take long to make, think of some fun games/tests the youth can do with them after finishing!
  - Materials: Glider kits

- **Paperwork & Scouting**
  - Have den leaders at each table and direct the family towards the level(s) their child(ren) will be entering. Den leaders will work with the family to complete paperwork, answer questions, etc. Be prepared to answer questions about dues.
  - Materials: Table tents, den level sheets

- **Check-Out**
  - Make sure the application and parent info sheet are properly completed. Check to make sure the family has information on their next den or pack meeting
  - Collect the application, parent info sheet, and fees, including appropriate pack dues
  - Materials: Method to take payment, extra copies of Pack calendar/info sheet