Cub Scout Sign-up Night Checklist: Be Prepared

Preparation:

- Verify BeAScout Pin is up to date
- 6 weeks Prior to sign up confirm the Pack Calendar, leader list, meeting times/dates/locations prepared
- Schedule the date, time and location for your sign up night:
  - Date: ______________
  - Time: ______________
  - Location: ______________
- Choose where you will recruit
- Reserve spots at schools and community events for Open Houses, Youth Talks, and tables at fairs
- Promote and Market Your Sign Up Night Timeline (See Cub Scout Sign-up Guide for ideas)
  - School starts - Posters and Yard Signs
  - 2-3 Weeks before sign up- Advertising in newspapers, church bulletins, libraries, etc.
  - 1 Week before sign up night – Flyers/Youth Talks
- Provide Flyer Information to your District Executive

Night of sign up:

- Set up the room
  - Designate tables for each den
  - Have materials to hand out to families
  - Designate an area for the youth

Materials for sign up night:

- Cub Scout and Adult Registration Applications
- Sign-in Sheet
- Pens, paper clips, white out, etc.
- Money for Change
- Materials for games
- Pack Display (Pinewood Cars and items showing excitement of Scouting)
- Pack calendar (even if tentative) and budget items
- Pack and Den Resource Guide to show new Tiger/Cub Leaders Guidebook
- Upcoming New Leader Training Dates
- Optional: Include a Parent-Talent survey for each new parent
During the sign up night:

- Opening – Pledge of Allegiance
- Introduce Leaders and Show Video (optional)
- Take Youth to Separate Area
  - Youth Introduce Game or Games
    - Work on Bobcat badge or beltloop they can earn at next meeting!
- Pack Calendar
- Organization of a Cub Scout Pack
- Discuss Training Opportunities
- Complete Youth Applications
- Recruit New Leaders (find steps in Guide)
  - Have new leaders recruit Adult Applications
- Return Applications
- Follow up with prospective families

Leaders to Attend

- Cubmaster
- Committee Chair
- Den Leaders
- Treasurer (or someone to access Pack account)
- Chartering Organization Representatives (to sign applications)
- 5 to 6 Scouts to represent your Pack’s success