



JOIN SCOUTING NIGHT CHECKLIST

Before you leave home:

- ☐ Wear your uniform.
- ☐ Review your agenda and practice your presentation.
- ☐ Remember – you are helping families start an exciting new adventure in Scouting!
- ☐ Plan to arrive at the Join Scouting Night location 20 to 30 minutes early and leave accordingly. These boys and girls are excited and will show up early – be ready!

When you arrive at the location:

- ☐ Organize your materials and set up the room properly.
- ☐ Review the program with other members of your Join Scouting Night team and make sure everyone understands their role – especially those presenting!
- ☐ Set up any unit displays you may have (photo boards, signage, camping equipment, etc.).
- ☐ Station yourself or other Join Scouting Night team members at the door to distribute materials and welcome families.
- ☐ Keep scouts and parents in the assigned room.

Conduct the presentation:

- ☐ Begin promptly.
- ☐ Welcome everyone to their new adventure!
- ☐ Introduce yourself – but be brief!
- ☐ Introduce other Join Scouting Night team members.

Supplies needed:

- ☐ Your Pack Calendar and Leader Contact Sheet
- ☐ Unit Displays (*optional*)
- ☐ Sign-In Sheets and Pens
- ☐ New Scout Packets – Youth Application, Adult Application, Credit Card Authorization Form
- ☐ Extra Youth Applications and Adult Applications
- ☐ 20-30 Ink Pens (Black or Blue Ink ONLY)
- ☐ Parent Orientation Guides
- ☐ Change for Registration Fees (Assortment – Quarters, \$1 Bills, \$5 Bills, and \$10 Bills)
- ☐ Manila Envelope to Collect Applications and Registration Fees
- ☐ Masking Tape or Painter's Tape
- ☐ Pocket Calculator

IMPORTANT NOTES:

- ☐ This is a **Join Scouting Night** – every attendee should fill out and turn in a Youth Application, even if they don't pay the registration fee that night.
- ☐ Brevity is best! Families who show up to Join Scouting Night have shown a strong interest in joining. Help them complete the action of joining and plan a more thorough Parent Orientation meeting for a later date.
- ☐ **Follow-up is crucial.** Within 24 hours of the Join Scouting Night, an e-mail should go out to all families on your sign-in sheets.
- ☐ **Do not enter new Scouts into Scoutbook.** This can create duplicate entries and complications. Turn applications into the Scout Office within 48 hours of your Join Scouting Night, and new Scouts will appear upon being processed.

Congratulations on an awesome recruitment night!