

INFORMATION

STATION 1

Sign-In Here...

(Recommended - Committee Member, CC or COR)

So, you are the Station Chief for Information Station 1. That means that you are outgoing, smile at everyone and are friendly. Here are your tasks:

- Make sure the Station 1 sign is visible
- Have Sign-Up Night sign-in sheets and pens displayed
- Greet every family
- Ask each family to sign in
- Tell each family that there are 5 Stations that they will visit to complete the sign-up process and that it will take 20-30 minutes
- Direct them to Station 2
- Handout Parent Orientation Guide
- Folder or Envelope with forms to be completed at home

What you want to Have:

- Station Sign
- Welcome Sign
- Parent Orientation Guide
- Sign-In Sheets
- Folder / Envelope



STATION 1



SIGN IN HERE

- SIGN IN
- WHAT IS CUB SCOUTS?



INFORMATION

STATION 2

What We Do...

(Recommended - Activities or Camping Chair, Committee Member)

So, you are the Station Chief for Information Station 2. That means you are outgoing and friendly, and you know about the activities the pack has planned for the year. You are someone who has experience having fun in Cub Scouts! Here are your tasks:

- Make sure the Station 2 sign is visible
- Provide everyone with a Pack Calendar
- Provide each family with a copy of “Pack Information Sheet”
- Inform families that we would like them to attend as many functions as possible, but they are not required to make every event and meeting
- Direct them to Station 3

What you want to Have:

- Station Sign
- Pack Information Sheet
- Day of Awesomeness Flyer
- (When available) A list of other Packs, their meetings times, and their contact information



STATION 2



WHAT WE DO

- **PACK INFO SHEET**
- **WHEN / WHERE WE MEET**



INFORMATION

STATION 3

Registration Forms...

Station Chief Briefing: (Recommended - Membership Chair / Committee Member)

So, you are the Station Chief for Information Station 3. That means you are outgoing, friendly, and want to see every youth join Cub Scouts! Here are your tasks:

- Make sure the Station 3 sign is visible.
- Have BSA Youth Applications and pens ready for completion.
- Be prepared to answer questions about Pack fee payment plans and/or financial assistance.
- Direct them to Station 4.

What You Want to Have:

- Station Sign
- BSA Youth Applications
- Pens



STATION 3



REGISTRATION FORMS

- LEADER INFORMATION
- ADDITIONAL COSTS



INFORMATION

STATION 4

Check Out...

Station Chief Briefing: (Recommended - Treasurer, Popcorn Kernel)

So, you are the Station Chief for Information Station 4. That means that you are friendly, and that you are detail-oriented and organized! Here are your tasks:

- Make sure the applications are properly completed, without any missing information, including signature of parent / guardian, date of birth and grade.
- Collect the proper amount for BSA Membership Fee (Boy's Life if added) and note the amount and form of payment on each form. (**Ask families to pay any pack fees later**).
- Be prepared to answer questions about pack fee payment plans and/or **financial assistance**.
- Direct them to Station 5

What You Want to Have:

- Station Sign
- Calculator
- Applications
- Money Box / Bag
- Sign-Up Night Envelope for turned-in applications & fees
- Paper / Pens

End Of The Night

Assist Sign-Up Night Coordinator with forms and payments at the end – these are to be collected and signed by the Cubmaster, with the local council copy separated into an envelope along with the collected registration fees.



STATION 4



CHECK OUT

- **TURN IN FORM**
- **PAY MEMBERSHIP FEE**



INFORMATION

STATION 5

Den Leaders / Questions & Answers

(Recommended - All Den Leaders, Cubmaster, etc.)

So, you are the Station Chief for Information Station 5. Your goal is to be there to answer the questions that are not addressed through the rest of the Sign-Up Night process, and give families a chance to meet existing Den Leaders. Here are your tasks:

- Make an effort to have as many Den Leaders and Assistant Den Leaders on hand to talk about their dens and give families a chance to get to know them.
- Answer questions about the type of activities their child will be doing.
- Share cool experiences you have had with your child through the Scouting program.
- Assist the Pack Sign-Up Night Coordinator with room clean-up after the Sign-Up Night.
- Time Window.
- This is the proper location for displays.
- Use as many tables as you need at this station.



STATION 5



DEN LEADERS

- MEET DEN LEADERS
- ASK QUESTIONS
- LEADERSHIP OPPORTUNITIES

