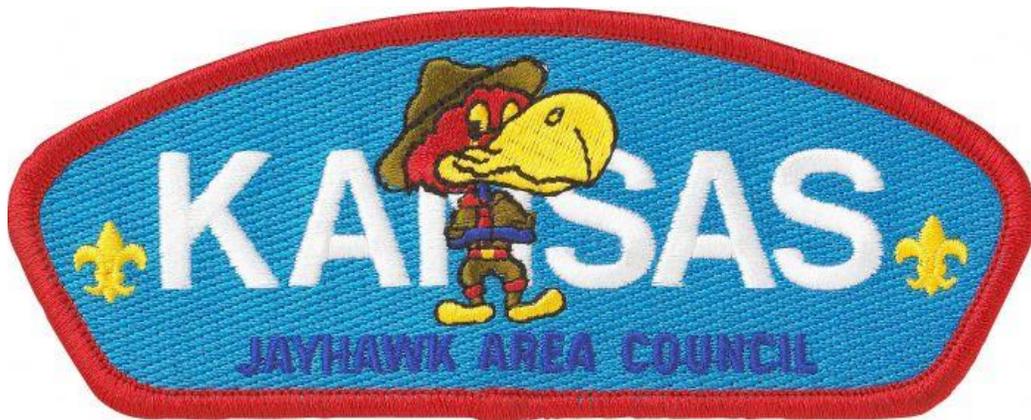


School Night to Join Scouting 2020

Unit Coordinator Kit



Jayhawk Area Council

Boy Scouts of America

School Night to Join Scouting 2020

Introduction

Thank you for serving as the volunteer coordinator for your unit's School Night to Join Scouting!

The Jayhawk Area Council, Boy Scouts of America is focusing on its marketing efforts to give youth an opportunity to join Scouting during the fall of 2020. Our main goal is to give every eligible youth a chance to join Cub Scouting by attending well promoted and organized events in every elementary school/community in our council.

Achieving this goal requires coordinating and orienting adult volunteers within each unit, and that is where you play a vital role!

There are many ways to recruit youth and adults into the Scouting program; there are four key events that are essential to your success:

1. A coordinated roundup event, which is by far the best way to recruit new youth members and adult volunteers into your unit.
2. A promotional booth at a parent-teacher night or other school/community events where you can encourage families to attend your recruitment night.
3. A "Classroom Talk" at the local school, church or youth center where your District Executive or a volunteer will get face-to-face with kids to explain the program and let them know why they should join.
4. A Bring-A-Buddy event where your current members deliver invitations to non-members inviting them to one of your unit events.

In the enclosed guide we highlight two options for success of recruitment and some of the best methods for handling each part of your recruitment night. Experience has shown that being creative in running each of the steps can give a huge boost in our fall recruitment and retention. Experience has also shown that changing or omitting one of these steps results in a less effective fall recruitment. So, stay the course and have a great recruitment night!

SCHOOL NIGHT TO JOIN SCOUTING TIMELINE

By September 1st

- Have your Pack Calendar, Fee Schedule, Leaders List, Meeting Times / Dates / Locations Prepared (Pack Information Sheet).

2 Weeks Prior to Sign-Up Night

- Coordinate with District School Night to Join Scouting Coordinator and District Executive to receive School Night to Join Scouting materials at roundtable.
- Deliver news releases to all local media. Post banners, yard signs, posters, etc., early and for as long as possible.
- With your District Executive, plan and execute promotional stories and press releases in local media.
- Support your District Executive in scheduling Classroom visits (if needed).
- Plan a roundup event meeting and assign roles.
- Gather roundup supplies (Youth and Adult Applications, Boy's Life samples, pens, and training calendars).

Sign-Up Night

- Arrive 1 hour early and make sure Station Chiefs have their stations set up.

During Sign-Up - Coordinator

- Act as Greeter and Floater During Sign-Up Night Window. Be available to answer quick questions.

After Sign-Up Night Time Window

- Get Cubmaster signature on all applications.
- Assist Station 4 Chief in separating "Local Council Copy" from Applications and Record dollar amount for fees and form of payment on each application (check #, etc.).
- Gather Sign-Up Night materials and make sure the room is left better than you found it.

Immediately Following Sign-Up Night

- Contact District Executive or District Membership Coordinator (text or email is best)
- Report your success and make arrangements for delivery of applications and fees.
- Make sure EVERY FAMILY receives a Welcome Phone Call from their Den Leader, Cubmaster, Committee Chair, or you. Remind them to attend the organizational night.

Keys to Starting Your New Scouts Out Right

- A unit communication plan should be developed to share information with all unit parents.
- Continue recruitment efforts until recruitment goal is exceeded.
- Conduct a pack overnighter or other new member events.
- Conduct a pack roundup committee meeting to review results and develop follow-up strategies.
- Encourage participation in the popcorn sale.

School/Pack Coordinators

A major key to our success is having coverage at every school/community to effectively register youth and adult volunteers that show up to join Scouting that week. Your role is vital. The responsibilities of the school/pack coordinator are as follows:

1. Attend your Roundtable Kickoff and have a representative in the membership breakout.
2. Coordinate with the appropriate unit and school leadership to assure recruitment night is fully staffed and well organized.
3. Run the recruitment night for your assigned school/community.
4. Collect and turn in applications and registration fees from the recruitment night immediately.
5. Report results to your district membership coordinator immediately.

Other Volunteers

You will want to work with existing volunteers and recruit others essential to the success of the School Night to Join Scouting. These should include:

- **Greeters** to help with decorations / set-up, welcome families as they arrive and direct them to a sign-in list to receive their welcome packet and registration forms.
- **Unit Leaders** who are responsible for introducing and highlighting the unit's program and leaders. Tells of meeting times, dates, and locations (using the unit information sheet.) Sets up unit displays of exciting projects the unit has done in the past (Pinewood Derby tracks, camp pictures, Scout sporting events, etc.)
- **Unit Scout Parent Coordinator** to explain to parents the importance of volunteering for a specific role and/or participating as a committed Scout Parent with their child.
- **Lion and Tiger Den Organizer(s)** assist with forming kindergarten and first graders into dens, answering questions, and recruiting den leaders as necessary.
- **Cub/Webelos Den Organizer(s)** assist with forming new dens of Cubs and Webelos, answering questions, and recruiting den leaders as necessary.
- **Registration Helpers** who are trained to review applications for appropriate signatures, dates of birth, social security numbers, etc., and collect the necessary registration and *Boy's Life* fees.
- **Youth Activity Helpers** to plan and supervise a game or simple craft activity to occupy the new youth members during the parent information meeting to minimize distractions.

Community and School Level Promotion

To increase promotional efforts, your unit can:

- Set up a booth at School Open Houses or Registration Days/Nights
- School Marquees, other prominent signage
- Have Scouts wear Uniform to school on Sign-up dates

School Night Tools to Bring Suggested Items

- Youth applications
- Adult applications
- Pen/pencils
- *Boy's Life* magazine samples
- Change for those paying registration with cash
- Crafts or activities for youth to participate in during the presentation
- Uniform price list
- Pack and/or Den flags
- Pack Scrapbook or picture board of past Pack activities
- Reference books for leaders (Den & Pack meeting Resource Guide, Leader Book, Webelos Leader Guide, How-to book, Academics and Sports, etc.)
- Calendar and event registration forms (Centennial Camp, Fall Fun Days, etc.)
- Parent talent resource surveys

*Except for the first five items, this list can be modified depending on availability of the items. Any item you might have that will demonstrate to the parents that this is a good, active program is great to bring along!

School Night to Join Scouting

Two Options for Success

1. The Five Station Method

The five-station method allows parents to register their child that evening and obtain some basic information about the pack such as meeting times, activities, and allows them to meet the leaders and ask any questions they might have as they move from one station to the next. This method allows the leaders to gather up the applications, sort dens and invite parents back to an organizational meeting.

2. The Organizational Method

The organizational method allows parents to learn about the pack in an informational setting with a formal agenda. This allows parents to hear from the leaders the needs of the pack and allows them an opportunity to volunteer for any possible vacancies. They are also able to register their child and learn about the different activities the pack participates in.

Sign-Up Night

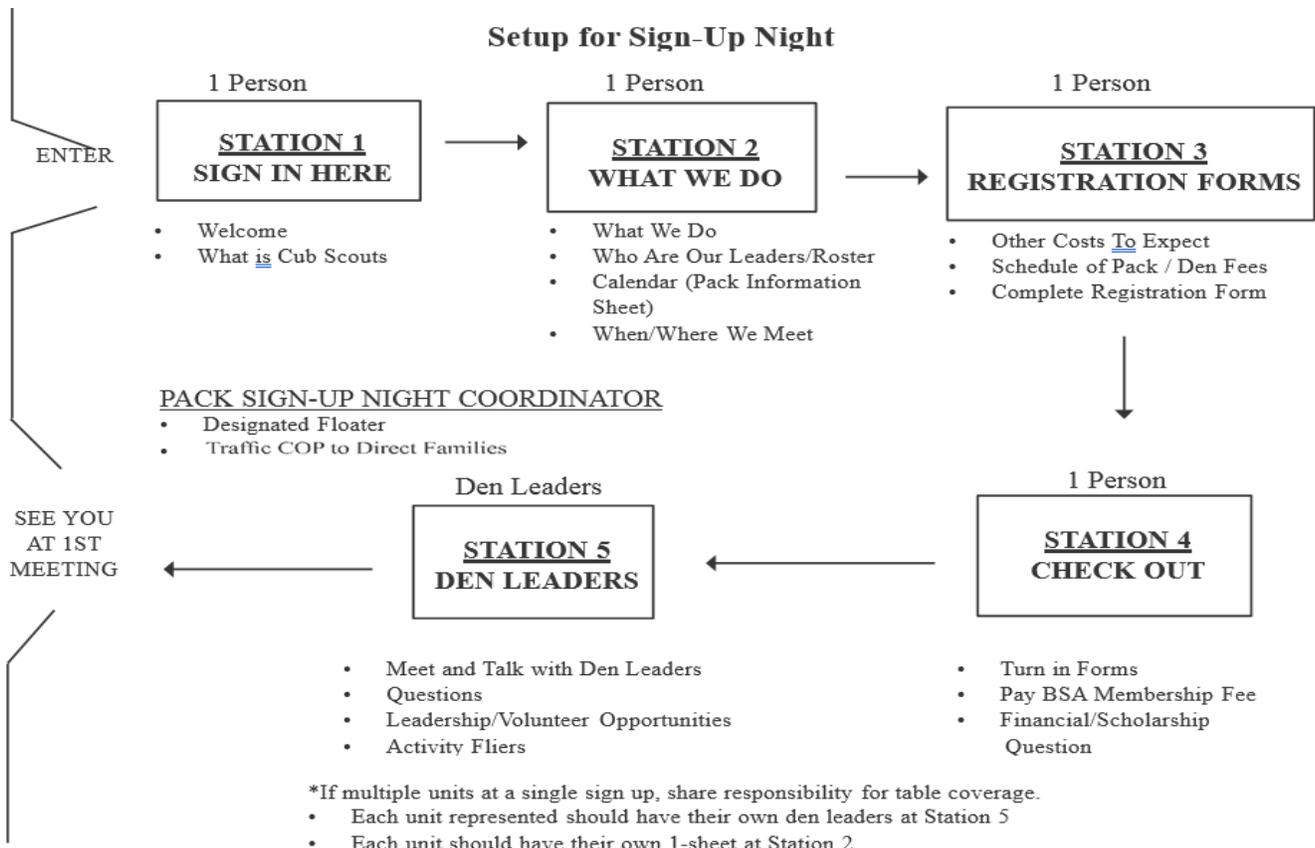
Five Station Method

One very significant change is the movement from wearing Scout uniforms to a Pack or event t-shirt. This is intended to make parents feel more comfortable and relaxed, as well as volunteers.

The Recruitment Night for Scouting process is designed to do the following:

- Faster – A family should complete the process in 20-30 minutes.
- Less pressure – Elimination of group presentation
- No Uniform – Creates a more welcoming, less foreign environment for new families.
- Organized – Purpose-driven stations with clear, concise, and to-the-point objectives.
- Informative – Important information given in easy steps.
- Easier – Parents can get what they need done efficiently.
- Less initial paperwork – Not bombarded; things such as Talent Survey, Photo Release, and Health Forms can be handed out in the envelope, but should be filled out at home and not discussed on site.

Below, you will find an example floor plan for the sign-up event. Signage and descriptions for each station follow in this manual. Use the included signs at the tables as well as to recruit the table chiefs



Sign-Up Night

Organizational Night Method

To be conducted within 10 days after School Night!

- | | | |
|------|----------------------------------|-------------------------|
| I. | Welcome and Introduction | Committee Chair |
| | A. Leaders | |
| | B. Committee | |
| | C. Chartering Organization | |
| II. | What is Cub Scouts / Scouts BSA? | Cubmaster / Scoutmaster |
| | A. Purposes | |
| | B. Methods | |
| | C. Parent Involvement | |
| III. | Pack and Troop Program | Cubmaster / Scoutmaster |
| | A. Den Meetings | |
| | B. Pack Meetings | |
| | C. Annual Calendar | |
| IV. | Cost of Scouting | Treasurer |
| | A. Uniform / Handbook | |
| | B. Unit Budget Plan | |
| V. | Advancement | Advancement Chair |
| | A. Parent Involvement | |
| | B. Process / Recognition | |
| VI. | Announcements | Cubmaster / Scoutmaster |
| VII. | Closing | Cubmaster / Scoutmaster |

CUB SCOUT LEADERSHIP POSITIONS

COMMITTEE CHAIRMAN: Fill all vacant leader positions with qualified people. Run monthly Pack Committee meetings. Keep all leaders informed of upcoming district and council events and activities. Supervise committee in fulfilling its tasks. See that annual charter is completed and in on time.

CHARTERED REPRESENTATIVE: A liaison between the chartering organization and the Pack. Usually a member of the chartering organization, this person is a voting member of the district and council.

CUBMASTER: Be master of ceremonies at monthly Pack meeting and recognize Scouts' achievements. Register new Scouts and Leaders. Help Committee Chairman find qualified leadership for the Pack. Help train and give support to the Den Leaders.

ASSISTANT CUBMASTER: Help Cubmaster and take over in his/her absence. Be instrumental in recruitment of youth and adults.

DEN LEADER: Responsible for weekly den meetings (second and third graders). Oversees and encourages advancements of the 5-8 Scouts that make up the den.

ASSISTANT DEN LEADER: Help Den Leader at den meetings and whenever asked.

WEBELOS LEADER: Responsible for weekly den meetings (fourth and fifth graders). Oversees and encourages advancement of the 5-8 Scouts that make up the den. Makes sure parents are aware of their involvement in the advancement process. Encourages Scouts to advance into Scouts BSA.

ASSISTANT WEBELOS LEADER: Helps Webelos Leader at den meetings and whenever asked.

MEMBERS OF COMMITTEE: The support group for the Cub Scout Pack. They help with the administration, promotion, and organization of key activities. Just as important as the above positions, they allow a parent to be involved at a level that does not require weekly duties or works directly with the Scouts. Listed below are some of the positions available. Although two members of the Pack Committee are the minimum requirement, the more people serving on the Committee, the more the Pack can do.

ADVANCEMENT: Works with Cubmaster in ordering and presenting awards earned by the Scouts for the month. Maintains advancement records for the Pack.

SECRETARY: Takes minutes at Committee meetings and promotes Pack activities to parents.

TREASURER: Responsible for Pack's bank account. Issues checks as needed to fulfill financial obligations and reports to parents the financial status of the Pack.

PUBLICITY: Ensures Pack activities are promoted to the public as well as the Pack's membership.

FUNDRAISING: Manages the Pack's fundraising activities (Popcorn). Works closely w/ Treasurer.

BLUE AND GOLD: Assists Cubmaster with Scouting's anniversary month. Normally tied with the month's Pack meeting, it may include a carry-in dinner or special program.

TRAINING: Coordinates with Cubmaster and Committee Chair to ensure all leaders receive information on upcoming trainings. Also assists with Cub Scout Fast Start Training.

ACTIVITIES: Coordinates Pack's outdoor activities, promotes district and council events, handles registration, and assists the Committee in planning Pack events (i.e. summertime activities)

MEMBERSHIP: Work with Cubmaster to conduct fall and spring recruitment drives and annual charter.

PINEWOOD DERBY: Organizes and coordinates the Pack's Pinewood Derby race.

TRANSPORTATION: Works with Activity Chair to coordinate transportation to Pack's activities.

PARENT AND FAMILY TALENT SURVEY SHEET

(Each parent or adult family member should fill out a separate sheet and turn it in at this meeting)

Pack _____ Chartered Organization _____ Date _____

Dear Cub Scout Family:

Welcome to the Cub Scout family of Pack _____. As explained to you, Cub Scouting is for parents as much as for youth. We have a fine group of families who have indicated willingness to help according to their abilities. We invite you to add your talents and interests, so the best possible program can be developed for your child and their friends.

Den Leaders and Webelos Den Leaders are always busy with Den activities. Our Pack leaders and Committee Members know you have some talent that will help in the operation of our Pack. Although your help may not be on a full-time basis, whatever you do to help will be appreciated.

In making this survey, your Pack committee wishes to uncover ways you can enjoy giving assistance. Please answer the following as completely as possible:

1. My hobbies are:

2. I can play these sports:

3. My job, business, or profession would be of interest to Cub Scouts: _____

4. I am willing to help my child and the Pack as: Tiger Den Leader Den Leader
 Webelos Leader Assistant Cubmaster Cubmaster Pack Committee

5. My Scouting experience: _____

6. I can help in these areas:

General Activities

- Carpentry
- Swimming
- Games
- Nature
- Sports
- Outdoor Activities
- Crafts
- Music/Songs
- Bookkeeping

- Typing
- Drawing/Art
- Radio/Electricity
- Dramatics/Skits
- Cooking/Banquets
- Sewing
- Transportation
- Other _____

Special Program Assistance

- I have a station wagon or truck
- I have a workshop
- I have family camping gear
- I can make contacts for special trips and activities
- I have access to a cottage, camping property, or a boat
- I can help Webelos Scouts w/ skills
- I can or know others who can help w/ our bicycle safety program
- I can or know others who can help w/ the physical fitness program
- Other help I can give: _____

Webelos Activity Areas

- | | | |
|------------------------------------|--------------------------------------|------------------------------------|
| Athlete | <input type="checkbox"/> Engineer | <input type="checkbox"/> Scholar |
| <input type="checkbox"/> Aquanaut | <input type="checkbox"/> Forester | <input type="checkbox"/> Scientist |
| <input type="checkbox"/> Artist | <input type="checkbox"/> Geologist | <input type="checkbox"/> Showman |
| <input type="checkbox"/> Citizen | <input type="checkbox"/> Naturalist | <input type="checkbox"/> Sportsman |
| <input type="checkbox"/> Craftsman | <input type="checkbox"/> Outdoorsman | <input type="checkbox"/> Traveler |

Name _____ Home Phone _____
Address _____ Business Phone _____
City _____ Zip _____ E-mail _____

Your cooperation and help are appreciated!

YOUR PACK COMMITTEE



UNIT ONLINE REGISTRATION CHECKLIST

Key Unit Roles and Actions in Online Registration

INVITATION MANAGER ROLES

Invitation Manager is a tool on my.scouting.org allowing the following positions the ability to perform certain actions on leads:

Positions	Responsibility
<ul style="list-style-type: none"> - Charter Organization Representative (CR) * - Committee Chair (CC) * - Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper, Coach) * - Institutional Head / Chartered Organization Executive Office (IH) - Unit Membership Chair 	<p>Access their Unit’s dashboard to add leads, manage leads, and send joining invitations with an active link to the application form.</p>

* Member of Unit Key 3

The following have **read only** access to view lead status or submitted requests to ensure the unit is following up on leads and invitations in a timely manner:

- Registration inquiry (a functional role assigned by the Unit Key 3 on my.scouting.org).

APPLICATION MANAGER ROLES

Application Manager is a tool on my.scouting.org allowing the following positions the ability to perform certain actions on applications:

Positions	Responsibility
Charter Organization Representative (CR) *	<ul style="list-style-type: none"> • Reviews and accepts or rejects Unit’s adult leader applications • Reviews and accepts or rejects Unit’s Venturing adult participant applications • Can review and accept or reject Unit’s youth applications (shared Unit Key 3 role)
Unit Committee Chair (CC)	<ul style="list-style-type: none"> • Can review adult applications and make position recommendations to CR • Can review and accept or reject Unit’s youth applications (shared Unit Key 3 role)
Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper, Coach)	<ul style="list-style-type: none"> • Reviews and accepts or rejects Unit’s youth applications (shared Unit Key 3 role)

*If necessary, the Institutional Head / Chartered Organization Executive Officer (IH) can also perform the same duties as CR.

The following have **read only** access to view application status to ensure the unit is taking action on applications in a timely manner:

- Unit membership chair
- Registration Inquiry

BE PREPARED – Before Unit begins accepting registration through online system

- Review the online registration overview at www.scouting.org/onlineregistration.
- If you don't already have a login account, create one at <https://my.scouting.org/>.
- Add myscoutingtools@scouting.org to e-mail's safe sender list.
- Update your my.Scouting Tools profile (page 4 of the *Online Registration Unit Guidebook*) and do the following:
 - Ensure the proper unit(s) is listed in your profile.
If not, please call your council registrar.
 - Ensure your "positions" are listed correctly for each position you hold within Scouting.
If not, please call your council registrar
 - Verify that your email address is listed correctly.
If not, please make the appropriate edits.
- Ensure the "Contact Us" info is correct in your Unit's PIN in the BeAScout system. To edit PIN information, please follow the instructions on page 5 of the [Online Registration Unit Guidebook](#).

TAKE ACTION – Once online registration is active for your Unit*

- Check your e-mails for a daily summary of actions to take. If you receive an email, it means a lead or applicant on your dashboard needs a response.
- Take action within 24 hours of receiving new leaders or new applications. Keep in mind that families who are excited about joining are waiting for your response.

*Based on your role (see previous page)

*If you need assistance with any of the steps above, please call the Member Care Center at:
(972) 580-2489*

How to register for My Council Alerts:

1. Go to www.jayhawkcouncil.org
2. In the upper right-hand corner of the home page, next to the My Council Ribbon, select "Join."



3. Type your name, date of birth, email and create a password.
 - i. Password will need to be 7 characters long and contain one non-alphanumeric character.

Step 1 of 4: Create Your Sign In Credentials

Enter your name, date of birth and sign in credentials below...

Name:

Date of Birth: MM/DD/YYYY
Youth Protection guidelines require that you provide your date of birth. You must be a minimum age of 13 to join this site.

Email Address:

- Type it Again:
Please type your email address carefully to make sure it is correct. Memberships with invalid email addresses are subject to deletion.

Password:

- Type it Again:
Password must be at least 7 characters long and contain at least 1 non-alphanumeric character [!@#%&^&(*)_-=<>?]

4. Enter your contact information.

Step 2 of 4: Enter Your Contact Information

Enter your contact information below...

Address:

Phone Number: -- Type

5. Select your involvement and interests.

Step 3 of 4: Indicate Your Involvement

Select items below that indicate your involvement. Check all that apply...

I am a...

Scout Volunteer Parent

Other Eagle Scout

I am involved with these Programs...

Cub Scouting Boy Scouting Venturing

Explorer Order of the Arrow Venturing Officers Association

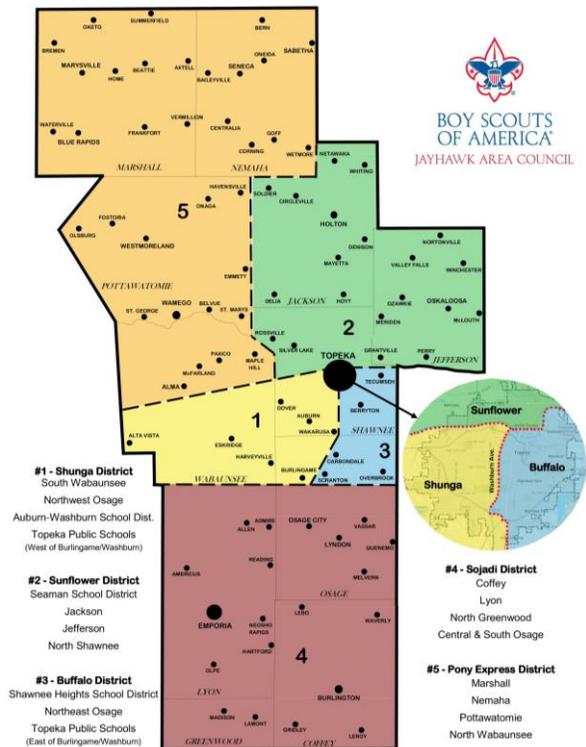
I am involved with these Districts...

Buffalo Outreach Programs Pony Express

Shunga Sojadi Sunflower

i. Make sure you select which district you are in

1. **Shunga**-South Wabaunsee Co, North Osage Co, Auburn-Washburn School District, Topeka Public Schools.
2. **Sunflower**-Seaman School District, Jackson Co, Jefferson Co, North Shawnee Co.
3. **Buffalo**- Shawnee Heights School District, Northeast Osage Co, Topeka Public Schools.
4. **Sojadi**- Coffey Co, Lyon Co, North Greenwood Co, Central and South Osage Co.
5. **Pony Express**- Marshall Co, Nemaha Co, Pottawatomie Co, North Wabaunsee Co.



6. Choose Email Subscriptions.

Step 4 of 4: Choose Your Email Subscriptions

Indicate your preferences below for receiving information via email...

Subscribe To:

General Email and Announcements

FSR Camp Development Updates

Jayhawk Council e-Newsletter - Sign up to keep up to date with the Jayhawk Area Council events.

Endowment Newsletter

Dzie Hauk Tonga Smoke Signal - Newsletter for the Order of the Arrow

7. Once finished, you will start to receive communications from Jayhawk Area Council and your District based on your interests.