

  GET OUT &  
  CUB SCOUT



# 2023 Cub Scout Fall Recruitment Guide For Districts & Packs



BOY SCOUTS OF AMERICA®  
LINCOLN HERITAGE COUNCIL

Questions?  
Call 502-361-2624

Follow LHCBSA on



## Table of Contents

|            |   |
|------------|---|
| Page 3     | <a href="#"><u>Council Recruitment Goals</u></a>                                    |
| Page 4     | <a href="#"><u>District Recruitment Goals</u></a>                                   |
| Page 5     | <a href="#"><u>Cub Scout Pack 2023 Fall Recruitment Incentive</u></a>               |
| Page 6     | <a href="#"><u>Pack Sign Up/Recruitment Night Chair/Coordinator</u></a>             |
| Page 7     | <a href="#"><u>Be-A-Scout and Online Registration Management</u></a>                |
| Page 8 & 9 | <a href="#"><u>2023 Cub Scout Pack Recruitment Action Items/Timelines</u></a>       |
| Page 10    | <a href="#"><u>Promotion – Promotion – Promotion for Pack’s Sign-Up Nights!</u></a> |
| Page 11-15 | <a href="#"><u>Table Rotation Sign-Up/Recruitment Night Plan/Agenda</u></a>         |
| Page 16-18 | <a href="#"><u>Presentation Method Sign-Up Night Plan/Agenda</u></a>                |
| Page 19-20 | <a href="#"><u>Parent Orientation Agenda for Packs</u></a>                          |
| Page 21-22 | <a href="#"><u>Helpful Tips for Sign-Up Nights and Recruitment of Leaders</u></a>   |
| Page 23    | <a href="#"><u>Parent Talent Survey Form</u></a>                                    |

**GET OUT & CUB SCOUT!**  
**2023 LHC FALL RECRUITMENT GOALS**

Recruit **4000** new Cub Scouts!

- Schedule promotion & recruitment for every School and every pack.
- Reorganize, Restart, & Strengthen dropped & existing Cub Scout packs.
- Organize new Cub Scout packs where needed.





# GET OUT & CUB SCOUT!

## 2023 LHC Recruitment Goals



| District                   | 2023 RECRUITMENT Goal |
|----------------------------|-----------------------|
| Four Rivers                | 375                   |
| Great Meadows              | 400                   |
| Lincoln Trail              | 300                   |
| Wapiti                     | 450                   |
| <b>Lakes Service Area</b>  | <b>1525</b>           |
| Buffalo Tails              | 1000                  |
| Lewis & Clark              | 575                   |
| Seneca                     | 900                   |
| <b>Rivers Service Area</b> | <b>2475</b>           |
| <b>COUNCIL</b>             | <b>4000</b>           |



## Cub Scout Packs Fall 2023 Unit Incentive

We want to grow aggressively this fall and need your pack's help to do it.

This year, we are very excited to announce that we have a special incentive/reward for our Cub Scout packs that go above and beyond in recruiting.

If your unit achieves all three of the below criteria, we will award your unit a \$100 Amazon\* gift card to help support your Scouting program!

- **Attend your District Training/Kickoff Meeting**
- **Commit to and follow 2023 LHC Cub Scout Fall Recruitment Plan**
- **Achieve 2023 Unit Growth Goal of 25% over your December 31, 2022, Pack membership registrations by December 31, 2023.**



*"Building leaders, changing lives, strengthening our community one adventure at a time."*

\*Amazon does not endorse or sponsor this incentive offer.

## 2023 Cub Scout Pack Recruitment Chair



### Key Responsibilities:

- Work closely with the District Cub Recruitment Chair, district executive, and pack leadership to successfully conduct recruitment(s)/sign-up night(s) for your pack.
- Recruit a team of volunteers within your pack to assist with promotions and recruitment efforts and sign-up night(s).
- Along with your pack leadership, attend/view council wide Get Out & Cub Scout Preparation and Readiness Briefing conducted on July 20 and attend the Cub Scout Fall Recruitment Training conducted by your district.
- Provide leadership to your pack and follow the “2023 Pack Recruitment Action Items and Timeline”.
- Coordinate, with the assistance of other pack leaders and parents, additional promotion of your recruitment night. Assist the district with promotion at the school and chartered organization. **Here are the “must do’s”:**
  - Cub Scout pack coordinates promotion or has a booth at the school open house/Back to School Night.
  - Pack leadership and parents promote the sign-up meeting on social media pages, neighborhood apps, and emails to friends, neighbors, and coworkers.
  - Pack leadership updates and manages BeAScout.org pin, leads, and online applications.
- Conduct the sign-up night for your pack following the council plan.
- Recruit new Scouts from schools and charter organization. Also re-engage previous members and invite them to rejoin.
- Ensure that all applications (youth/adult) and fees (registration & *Scout’s Life*) are submitted to the council office 1-2 days after the recruitment.

# BeAScout.Org & Online Application Management

## BeAScout.org

On all the marketing materials we use, parents are given the web address for the BSA's "Be a Scout" website (<https://beascout.scouting.org/>). By visiting the site, they can learn about the different programs available and see a list of Scouting groups in their area. If they are interested in joining, they can select the units they are interested in and send their contact information. Units that have entered their contact information will receive an email notifying them that someone is interested in joining their unit. Using their password, units can access the information the parent sent and contact them with details about their unit.



## BOY SCOUTS OF AMERICA ONLINE REGISTRATION

**A convenient way for prospective Scouting families to sign up to be in your unit.**

### **How is the online application accessed?**

Families looking for a Scouting home can find your unit on the BeAScout website, send your unit an inquiry for more information, or apply directly if your unit enables this feature. Your unit can also pass out a direct link to the unit's online application by using a URL or QR code provided in the Online Registration Invitation Manager tool in My.Scouting.org

### **How does the unit accept new applicant in this system?**

When a family fills out an online application, it is routed to the unit's Application Manager Dashboard. From there, any member of the unit Key 3 – the top unit leader, the committee chair, or the chartered organization representative - can approve a youth application.

Chartered organization representatives can also approve adult applications. All fields on the paper application are in the digital application. Approval is just a press of the button by one of the Key 3, and if the new member paid by credit card, their information goes directly to your unit roster. If paid by cash or check, they will bring their online receipt and money to the unit and the unit will turn the receipt and money to the council in just like you do with paper applications. Once the council has marked the member as paid, they will show in your unit roster.

**Click the link below to learn even more about setting up the best BeAScout.org pin for your unit and how to set up online registration and manage applications online for your pack:**

<https://www.scouting.org/resources/online-registration/>

**Additional support can be found on our council's website to support our packs:**

<https://lhcbasa.org/cub-recruitment/>

# 2023 Cub Scout Pack Recruitment Action Items/Timeline



## The Council/District will:

- Confirm school assignments and scheduling of sign-up night and Buzz Up (recruitment talk) at the assigned school(s) for students.
- Conduct “Buzz Up” talks at assigned school.
- All promotional materials (flyers, posters, giveaways, sign-up night materials).
- Geofencing promotion for recruitment night.

## Pack “To Do’s” to support prior to recruitment:

- Promote pack/opportunity to join at School Open House “Back to School Night”!
- Prepare a pack handout for new parents (calendar, contact info, meeting info).
- Email & call all dropped members and invite them to rejoin.
- Distribute pack sign-up night invitations/info to all current Scouts & parents to invite friends and/family to join.
- Assist district with additional promotions digital & printed flyers distributed, posters, yard signs, and social media promotions.

## At the Sign-Up Night Meeting:

- Collect youth applications and registration fee from all those attending. Collect applications from every family even if they are not prepared to pay that night to follow-up. They are there to sign-up their kids!
- All families receive the pack handout with contact, upcoming meetings/dates, and the “Ticket to Adventure”.

## After the recruitment Action Items for Packs:

- +2 Days Turn in all applications & registration fee to Scout Office and/or District Executive.
- +3 Days All new Cub Scout parents are given a welcome call from Den Leader.
- +7 to 10 Days Conduct first den meeting(s) & work with new Cub Scouts to obtain Bobcat Rank & conduct a detailed pack orientation for new parents and new leaders.
- +14 Days All new leaders completed Youth Protection Training & Job Specific Training and applications submitted and processed by Scout office.
- +30 Days All new Cub Scouts recognized for earning Bobcat Badge and recognized at the pack meeting.
- +45 Days All new Cub Scouts attend their first council/district outdoor regional event!

# **RECRUITMENT CHECKLIST & RECRUITMENT TIMELINE FOR PACKS**

## **By Date:**

- \_\_\_\_\_ -45 Days: Work with district executive (DE) and pack recruitment chair for proposed date.
- \_\_\_\_\_ -40 Days: Recruit volunteers to serve as Pack Recruitment Chair/Team Members and attend training.
- \_\_\_\_\_ -30 Days: Once the Sign-Up Night is scheduled, schedule Parent Orientation Meeting for your pack. (This can be your next meeting night/pack mtg. – a time to gather your new parents for a briefing and an additional adult leader recruitment opportunity.)
- \_\_\_\_\_ -30 Days: Confirm and prepare to distribute the pack calendar for the upcoming year.
- \_\_\_\_\_ -30 Days: PROMOTION, PROMOTION, PROMOTION! (Posters & Yard Signs in community and at Charter Partner)
- \_\_\_\_\_ -25 Days: Pack Leadership and Pack Recruitment Chair meet to assess leadership needs.
- \_\_\_\_\_ -14 Days: Re-confirm Sign-Up Night & Buzz-up dates and times with school.
- \_\_\_\_\_ -14 Days: Promote your pack and the Sign-Up Night at your school’s open house.
- \_\_\_\_\_ -7 Days: First flier distributed to school along with posters and yard signs at school.
  
- \_\_\_\_\_ -2-1 Days: **BUZZ-UP at SCHOOL – Kindergarten through Fifth Grade Boys & Girls!**

## **0 Days:**

### **SIGN UP NIGHT!!!**

- 0 Days: Scouts wear uniforms the day of Buzz-Up and the Sign-Up Night
- 0 Days: Address (PA) announcements in school on day of Sign-Up Night

- \_\_\_\_\_ +1-2 Days: Turn in all applications and fees (registration & Scout Life fees to council office/DE.
- \_\_\_\_\_ +1-2 Days: With the District Fall Recruitment Chair and district executive, analyze the Sign-Up Night results versus the pack’s recruitment goal and institute a follow-up plan for additional recruiting.
- \_\_\_\_\_ +1-2 Days: All new Cub Scout parents are given a welcome call from den leader.

## \_\_\_\_\_ **+7 Days:** **CONDUCT PACK ORIENTATION MEETING**

- \_\_\_\_\_ +7-10 Days: Conduct first den meeting(s) & work with new Cub Scouts to obtain Bobcat Rank.
- \_\_\_\_\_ +14-21 Days: All new leaders should have completed Youth Protection Training and adult applications turned into council office.
- \_\_\_\_\_ +20-30 Days: All New Cub Scouts are recognized with their Bobcat Badge and entered in Scoutbook.
- \_\_\_\_\_ +30 Days: Recognize all new Bobcat ranks and all new leaders at pack meeting.
- \_\_\_\_\_ +45 Days: All new Scouts attend their first outdoor activity/fall cub event.

## **PROMOTE! PROMOTE! PROMOTE!**

Promotion is the critical piece to the success of your pack's recruitment night.



### **COUNCIL/DISTRICT WILL ASSIST & PROVIDE:**

- School assignments and scheduling sign-up night & Buzz-Up promotions at assigned school.
- Posters/Flyers/Yard Signs (provided by LHC) for school and chartered organization.
- Promotional Video(s) and email templates that are designed to inform potential families/Scouts of the many benefits and exciting activities Cub Scouts has to offer.
- Materials for sign-up night (Table signs, rosters, applications, giveaways, pens).
- Geofencing advertisement for recruitment.

### **PACK "TO DO & MUST DO" FOR SIGN-UP NIGHT AND PROMOTION:**

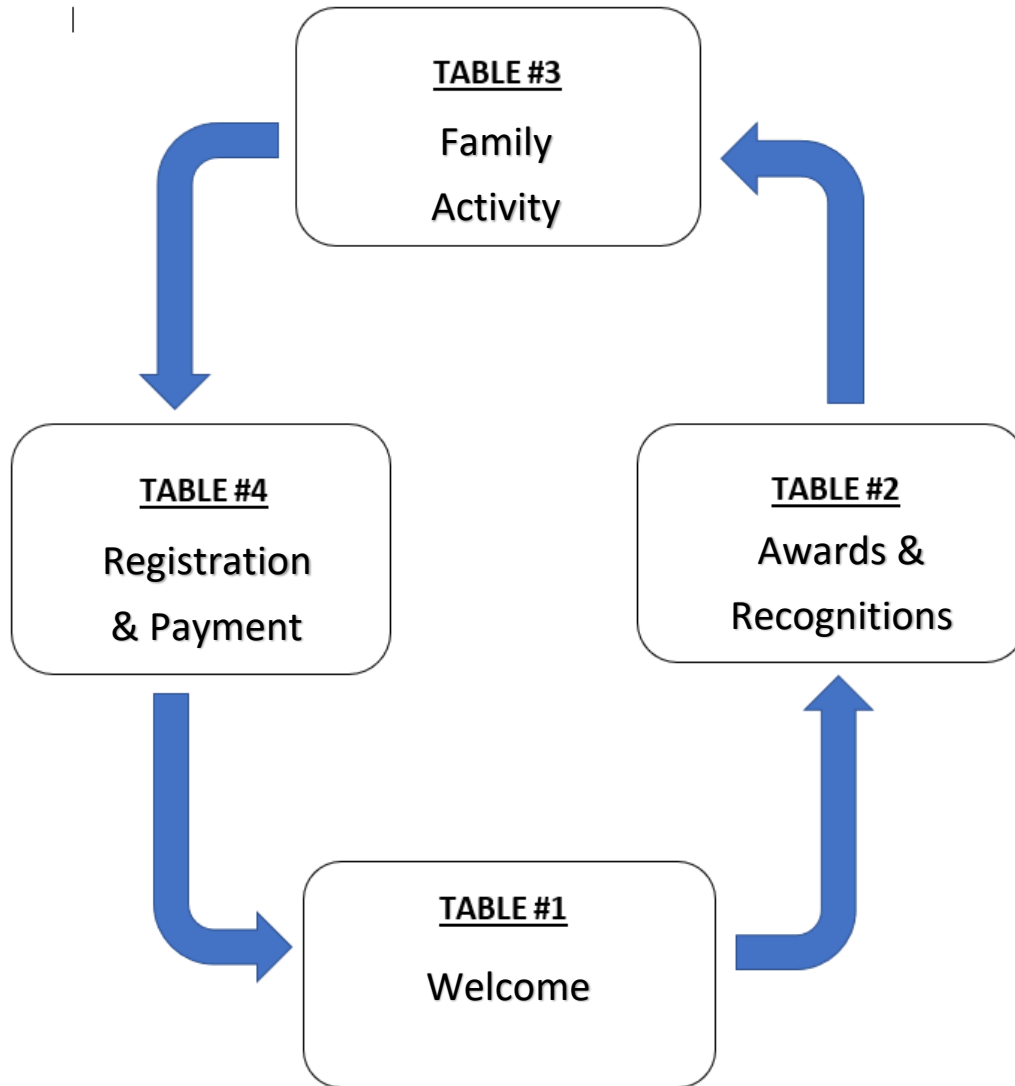
- Cub Scout pack coordinates promotion or has a booth at the school open house/Back to School Night.
- Prepare a pack handout for new parents (calendar, contact info, meeting info)
- Pack leadership and parents promotes recruitment meeting on social media pages, Facebook, Instagram, neighborhood apps, and email to friends, neighbors, and coworkers. Use posters and yard signs for additional promotion in community and at your chartered organization.
- Pack leadership updates and manages BeAScout.org pin, leads, and online applications.
- E-mail and call all dropped members and invite them to rejoin.
- Assist with Buzz-Up at school & conduct sign up night.

### **ADDITIONAL IDEAS FOR PACK PROMOTION:**

- Den Leaders arrange with school & request their current Scouts wear uniforms to school on the day of Buzz-Up and recruitment.
- Within two weeks of recruitment meeting, put messages on the marquee at schools, businesses, subdivisions, and churches (including your charter organization).
- Cubmaster coordinates with school and has Cub Scouts do the school/PTA flag ceremony or service project for school prior to the fall recruitment.
- Coordinate Public Address (PA) announcement in school on day of recruitment.
- Within two weeks prior to recruitment meeting, articles are placed in the local newspaper, subdivision newsletters, as well as school and church newsletters.

# TABLE “ROUND ROBIN” STYLE SIGN UP NIGHT PLAN & AGENDA

(5 adult volunteers needed)



All sign-up nights should be designed to be fast paced for today’s busy parents. This allows families with flexible timing and the pack to have better one-on-one conversations with new families as they visit the tables.

Families will go on a self-paced journey through tables to learn how Scouting and the pack works. Families who are familiar with Scouting, or who have limited time, may hurry through the tables. Other families may take their time and have lots of questions. The diagram above shows how the 4 tables should be set up. A model campsite with a tent, camp chairs, fishing poles, etc. can be in the center of the room so everyone circles some Scouting fun while they are there! Table #3 should be simple and allow families to have some fun on their first night. Families will register and pay at the last table. Additional tables or space to fill out applications can be made near table #4 if needed.

The key to making any sign-up night successful is advanced planning and preparation, including recruiting the right number of enthusiastic volunteers to help.

# SIGN UP NIGHT PLAN DETAILS

**Families Came to Sign Up! Make sure it is easy for them to sign in & sign up. Also ensure there is not a line at the Welcome & Registration table.**

## Sign-Up Night Stations

- **Table #1:** Welcome, Parent Guide, Pack Calendar, & Parent volunteer/talent survey cards.
- **Table #2:** Awards & Recognitions
- **Table #3:** Family Activity
- **Table #4:** Registration and Payment

## TABLE #1:

**Welcome:** We need all volunteers to present a welcoming attitude – but especially at this table. A smile a greeting and a warm welcome to families is a must. Introduce and ask the parents if they are familiar with Scouting. This a great way to find out if you have any potential volunteers through their interest and excitement to be there.

**Parent Guide:** Hand every new family a Parent Guide. Explain that “ Cub Scouts is FUN with a purpose”. Demonstrate the big picture of character development, citizenship, and personal fitness. The timeless values of the Scout Oath & Law ... the uniform ... plus we have a lot of FUN!

**Pack Calendar:** Also hand each family a copy of the 2023/2024 Pack Calendar. You can touch on dens, pack meetings, outside activities, and the importance of volunteers as well. Start a friendly discussion about all parents helping wherever they can...everyone is busy, but everyone does something...and reassure that our pack helps new parents get started off well! Make sure they know the date, time, and location of the next den meeting for their Scout and for the Parent Orientation Meeting.

**Parent/Volunteer Talent Survey & Sign-In Card:** Have each parent fill out this card in the beginning to capture their initial interest in volunteering so you can follow-up where needed and use this as a sign-in so you can follow-up with any families that didn't completely register and pay at the final table.

## Materials:

- Table Sign & Flag(s) on stands (Pack flag and/or US Flag)
- Scout Oath & Law
- Uniform examples
- Parent Orientation Guides
- Pack Calendars!
- Examples of fun stuff from pack activities...Pinewood Derby Cars, keepsakes from outdoor activities, pictures of youth and parents having loads of fun, camping gadgets youth have made, etc.
- Parent Talent/Volunteer Survey Cards: use this as the sign-in.

## **Actions**

- Introduce yourself to each Scout and their family as they walk up and hand each family a Parent Guide and a pack calendar.
- Briefly explain (1-2 min) that Scouting is Fun with a purpose, highlight the Scout Oath and Law, and highlight parts of the Parent Guide.
- Demonstrate the Cub Scout handshake & salute.
- Briefly explain how the pack is ran by volunteers and the organization of the pack (Cubmaster, Committee, Den Leaders, Chartered Organization)
- Answer any questions that come up or go into detail about anything with the calendar.
- Make sure each family knows when the next meeting and when first outing will be.
- Have each parent fill out the Parent Talent/Volunteer Survey Card: use this as the sign-in.

## **Table #2:**

**Awards & Recognition:** This station touches on the different ranks in Cub Scouts and lists out some of the specific adventures for each rank...mention “age-appropriate activities” and all the opportunities for fun. Reference the Parent Guide and have some handbooks and awards on display to show new parents. Again, a good opportunity to mention great ways to volunteer...personal hobbies, or just an interest in specific advancement requirements, is the perfect way for a new parent to help their child’s den!

**Funding the Program:** This station can be a chance to cover the pack fees and pack fundraising opportunities. Make sure that each family knows that there are ways to help pay their way in the program and support the pack. Popcorn and Camp Cards are specific examples or unit specific fundraiser info is great at this table. Remember that more financial details, like fundraising specifics, should be covered during a new Parent Orientation following sign-up, so focus on the big picture.

## **Materials:**

- Table Sign
- Rank patches, belts full of adventure loops, patch vest, parent’s ribbon full of parent pins
- Patches from campouts, pack & district activities
- Popcorn on display or to eat, sample Camp Cards, fundraiser pictures.
- Program/Camp pictures – show where the money goes.
- Copies of Scouts’ Life Magazine
- Be prepared to briefly answer questions about pack fee payment plans and/or financial assistance.

## **Actions**

- Provide Bobcat Rank Requirements and show example of handbook.
- Introduce to Den Leader(s)
- Provide pack budget/financial information.
- Scout Shop info (Where to go to buy uniform, book)

## **TABLE #3:**

**Hands-on Activity:** This station is a chance for the new Scout and their family to do something fun right away. It is meant to be Fast, Fun, and something that will make them want to come back and see what is next. Below is a list of quick sign-up night activities.

### **Materials:**

- Table Sign
- Enough materials for every new Scout that signs up.
- Only pick one activity – it’s just supposed to give them a taste of Scouting.

### **Possible Sign-Up Night Activities**

- **Rain Gutter Regatta Boats** – these can be premade or simple boats made from pool noodles.
- **Popsicle Stick Catapult** – launch candy into a cup or target and the Scout can keep the candy.
- **Water Balloon Toss** – Have each Scout throw a water balloon from a line toward some buckets. If they make it in, they get a piece of candy.
- **Knot tying** – Have some ropes to show knots or even a large rope that can be tied up with several people helping.
- **Tent Set Up** – Bring one or two small tents and have the Scout (with their parents) set it up.
- **Smores Station** – (outside on this one), have a fire pit with a small fire and each family can make smores on the way through.
- **Science Experiment** – fast science experiments like using baking soda and vinegar. The more reactive and visible the better.
- **Water Rocket** – make sure you are safe with this but some premade rockets, water, and a bike pump go a long way for excitement.

## **TABLE #4**

**Welcome/Registration:** This is the first place interested youth and their parents stop. Leaders at this station are responsible for both welcoming new families and proper completion of applications, payment, and registration of new Scouts and parents. It is recommended to have multiple leaders at this table, if possible, to prevent a backup or a long line.

### **Materials**

- Table Sign – along with QR code(s) for online registration
- Youth and adult applications, pens, calculators, clear instructions about payment options
- Electronic gear for online registration, if Wi-Fi available...always have paper, just in case!
- Adventure Ticket for “instant recognition” – Give one ticket to every paid youth!
- Change for those paying cash.
- Additional Parent/Volunteer Talent Survey Cards: just in case they didn’t fill out at table 1.

## **Actions:**

- Utilize the QR Codes for those registering and paying through credit and for ease of process.
- If not using online or prefer not to, provide each family with a youth application and pen. Also provide instructions on how to fill them out.
- Assist with any questions that parents have while filling out online or paper applications.
- Verify the completion of the online applications submitted or collect the applications the parents filled out along with proper fee for membership and Scout Life Magazine (if selected).
- Verify that the parents indeed filled out and submitted the parent survey at Table 1. If so, they don't need another. If not, perhaps they have it but didn't either fill it out or turn it in. Have them complete at this table and submit.
- Hand new Scout their "FREE Ticket to Adventure" and BE EXCITED that they joined your Pack!
- REMIND PARENTS of your next meeting and/or your parent orientation meeting.
- Place all completed forms with checks and/or cash in the reporting envelope for submission to council office or your District Executive.

## Presentation Style Sign-Up Agenda

Assisting a Unit that needs to recruit leaders on the spot at the sign-up, that cannot adequately support the Table "Round Robin" Style Sign-Up with enough leaders to make it well coordinated sign-up event or feels more comfortable in conducting a great sign-up using this agenda. Additionally, style will and should be supported by the district/council with staff and/or representatives present to assist in running the meeting.

### DETAILED RECRUITMENT AGENDA:

#### 1. Opening/Ice Breaker: (2 minutes)

Conduct an "icebreaker" or opening to make everyone feel comfortable. (Recite Pledge, Scout Law or a short song, or skit)

#### 2. Welcome/Introduction: (3 to 5 minutes)

- Introduce yourself and current Pack/Den Leaders present. Thank the leaders and parents that are volunteering to keep the Cub Scout Pack going for the kids.
- Thank new and returning parents for taking time to come to enroll their child in Cub Scouts. (A great spot to emphasize the importance of Scouting – not only the fun and adventure but the values and leadership that Scouting will help instill and provide within our youth)
- Provide information regarding your pack (This would be a great handout):
  - Pack # & Chartered Org
  - Explain when and where the Pack meets and, briefly, what happens at a Pack meeting. Parents and families are encouraged and expected to attend.
  - Pack calendar of upcoming dates. (This could be a great time to highlight specific activities and excite them about the upcoming Pinewood Derby & Outdoor Activities/Campouts planned!)
  - Leader contact information

**At this point, if you have an opportunity to separate parents & engage the existing and new scouts in fun activity (outside or separate room) it may make the rest of the meeting run smoother with less interruptions.**

#### 3. What is Cub Scouting & how is it organized? (3 to 5 minutes)

- Explain briefly how Scouting is organized.
  - Chartered Organization                      -Chartered Organization Representative
  - Pack Committee                                -Cubmaster
  - Dens and Den Leader
- Highlight what the different leadership positions are in the pack.
- Explain how the dens are organized and make up the Cub Scout pack.
  - Generally, 6-8 boys or girls only dens. Dens typically meet once a week.
  - Kindergarten are Lion Cubs.
  - 1st graders are Tiger Cubs.
  - 2nd graders are Wolf Cubs.
  - 3rd graders are Bear Cubs.
  - 4th and 5th graders are Webelos and are preparing for Scouts BSA.
- The pack meets monthly. Parent participation is important and required for the pack's success. Everyone is expected at the pack meeting.
- Explain out the Cub Scout Pack is run by volunteers/ parents. **(Mention here that in a few minutes, you will be asking for parents to help.)**
- In summary, Cub Scouting helps parents get to know their child better and vice versa. It is also a great opportunity for fun, adventure, recognition, and achievement.

#### 4. **Explanation of Cost and Fundraising Opportunities: (5 minutes)**

- Briefly discuss the registration fees and pack dues if applicable.
- Briefly discuss uniform & handbook.
- Mention that there is financial assistance available. We do not want anyone to be excluded due to cost. They can speak with one of the leaders if interested.

##### Fundraising Opportunities:

- **Popcorn:** (2 minutes)
  - Let all new members know that popcorn and discount cards are both no-risk fundraisers that the pack can participate in during the year.
  - This is a great time to allow your Pack Popcorn Chair to encourage parents to participate in this year's sale. Highlight the benefits of selling (salesmanship, earning their way, pack profits and can pay for re-charter, *Boys Life*, outings, or field trips.)
  - If your pack has "Show and Sell" locations and dates coming up, you can mention to the new parents how they can participate.

#### 5. **Scout Shops: (2 minutes)**

- Discuss location and online opportunities to purchase uniform and handbooks.

#### 6. **Recruit Adults (15 to 20 minutes)**

- Highlight that Youth Protection Training can be done online.
- Highlight Training & Resources available but don't go into great detail.
- Outline desired positions and seek interested parents by making an ask to the group.

##### RECRUITING ADULTS PRESENTATION/OUTLINE:

- Briefly define the roles of leaders/parents that we "need" to recruit. (Refer to Parent Guide)
- "Ask" someone at the den table to take notes / Be the Scribe:
  - Ask him/her to write down the vacant positions needing to be filled. If the pack has identified their leadership needs, then they will know what key positions are needed.
  - Have the scribe list a position for all the adults sitting at the table (nobody gets left out)
    - For example, if 5 people are at the table list 5 positions.
    - Positions can be: Den Leader, Assistant Den Leader, Pack Committee Member, etc. or inform the group that they'll need to have a discussion and decide who will do each job.
    - Just say "We'll let you talk amongst yourselves, and we'll be back in a second."
    - Walk to the next table and repeat the process. If you have a den leader, they can complete this process with their den's new parents and help with the list of needed positions)
    - It is key that you stay away from them and give them time to discuss. If you stand too close, they will look to you to make assignments for them.
      - If they ask you questions, answer them but do not give answers that are too long.
      - For example: if they ask what a den leader is. Tell them and add "Don't worry, we'll train you. It's easy". Keep encouraging the parents to decide until they have a complete team.

Why this is important:

- When these families arrive, they don't know each other but they need to. These parents will be in the same den, and they'll need to reach out to and support each other. Forcing them to talk to each other helps them start the process of forming a team which will be vitally important for the new den to have success.
- Think of it this way, the next meeting these families will have will most likely be their den meeting. Will the Cubmaster be there? No. Will the district executive be there? No. Will the committee chair be there? No. The only people who will be there are the ones sitting at the table. Getting them to talk to each other and building friendships is vital to keeping them engaged and involved in Scouting.

Upon Returning:

- Provide adult applications for the new leaders and explain Youth Protection Training.
- Make sure they have shared their contact information with each other.
- Fill out new den roster form and give carbon copies to the Cubmaster & Committee Chair.

Recruit and gain adults that are "interested" in volunteering as well. Use the youth applications as a resource, call the school, church to seek advice on the parents for volunteer roles.

7. **Adjourn, Register, and Collect Fees**

- The "close" is one of the most important elements of a recruitment. They came to sign-up!
- Gather everyone's attention (room should come to a standstill) and let them know what needs to be accomplished in the next 5-10 minutes.
- Every parent should have filled out a youth application (hold one up). You want to collect all applications TONIGHT! Let them know that these forms allow you to follow up with them.
- Have someone set up to collect applications and fees. Nothing short of a "checkout" table and have it near the exit.
- Thank everyone for coming.

8. **After the Meeting/Follow up**

- Copies of new den rosters to Cubmaster & Den Leader.
- Collect youth and adult applications (with Youth Protection Training certificate) to be turned in at Scout Service Center. **(Ensure all youth applications are signed by parent and Cubmaster turned in right away)**
- Den Leaders should follow up with new parents with a phone call and email.
- Team members should follow-up with any families that did not complete registration or could not attend the Sign-Up Night.
- Place all council copies of applications, fees, training forms, and rosters in report envelope and submit to district executive.
- All forms and \$ need to be submitted within 2 days to Lincoln Heritage Council Office.

## **Parent Orientation Meeting – 1st Meeting after Sign Up:**

Within a week of the sign-up night, have a parent orientation meeting. This meeting should focus on informing parents about your pack and registering new leaders. The new Scouts should be doing a fun activity that allows the pack to have all the new parents join them in a room and sit by den.

Cub Scouting is designed for parents to spend time with their children. The volunteer model of our organization is unique when compared to other youth programs and as a result new parents are not necessarily expecting to be asked to volunteer or actively participate. It is vitally important that every parent is asked to serve in a volunteer role at their first Cub Scout meeting.

Whatever the experience new parents have at the Parent Orientation Meeting, they will typically mimic for the rest of their time in Scouting. For example: if the new parents are engaged and asked to volunteer at their first meeting, then they will continue to volunteer during their entire time in Scouting; whereas if the parents are not asked to volunteer then they tend to never take an active leadership role in the pack. This behavior tends to continue during their entire time in Scouting.

Recruiting new parents as volunteers at their first meeting is vital to the long-term success of the pack. Leader Recruiting is a simple and proven way to recruit new parents as volunteers at their first meeting.

### **PARENT ORIENTATION - (SAMPLE AGENDA)**

#### **2. Welcome and Introductions (5 Minutes)**

- Conduct a brief "get to know you" game/ice breaker.
- Ask your local troop to help by running activities (outdoors) for the Cub Scouts while you meet with their parents.
- It is important that the meeting room for your New Parent Orientation Meeting be set up by tables and separated by dens. Table Tents are in your Fall Recruitment Materials for each Den: Lion, Tiger, Wolf, Bear, Webelos, Arrow of Light for both boys & girls.
- As families arrive, welcome them, and ask them to sit in their new den.

#### **3. Discuss Pack Leadership (20 – 25 Minutes)**

- Introduce and briefly define the roles of leaders. (Refer to Parent Guide)
- "Ask someone at the Den Table to take notes / Be the Scribe:
  - Ask him/her to write down the vacant positions needing to be filled. If the pack has identified their Leadership Needs, then they will know what key positions are needed.
  - Have the scribe list a position for all the adults sitting at the table (nobody gets left out)
    - For example, if 5 people are at the table list 5 positions.
    - Positions can be: Den Leader, Assistant Den Leader, Pack Committee Member, etc. Or inform the group that they'll need to have a discussion and decide who will do each job.
    - Just say "We'll let you talk amongst yourselves, and we'll be back in a second."
    - Walk to the next table and repeat the process. If you have a den leader, they can complete this process with their den's new parents and help with the list of needed positions)
    - It is key that you stay away from them and give them time to discuss. If you stand too close, they will look to you to make assignments for them.

- If they ask you questions, answer them but do not give answers that are too long.
  - For example: if they ask what a den leader is. Tell them and add “Don’t worry, we’ll train you. It’s easy”. Keep encouraging the parents to decide until they have a complete team.
- Why this is important:
    - When these families arrive, they don’t know each other but they need to. These parents will be in the same den, and they’ll need to reach out to and support each other. Forcing them to talk to each other helps them start the process of forming a team which will be vitally important for the new den to have success.
    - Think of it this way, the next meeting these families will have will most likely be their den meeting. Will the Cubmaster be there? No. Will the district executive be there? No. Will the committee chair be there? No. The only people who will be there are the ones sitting at the table. Getting them to talk to each other and building friendships is vital to keeping them engaged and involved in Scouting.
- Upon Returning:
    - Provide adult applications for the new leaders and explain Youth Protection Training.
    - Make sure they have shared their contact information with each other.
    - Fill out the new den roster form and give carbon copies to the Cubmaster & committee chair.

#### **4. Pack Calendar, Meeting Schedules, and Communication**

- Distribute Pack Calendar & confirm den and pack meeting dates, times, and locations.
- Discuss upcoming events and meetings.
- Communication: Discuss Pack Newsletter, Communications, Website, Email, etc.
- Budget & Pack Dues (Popcorn Sales).

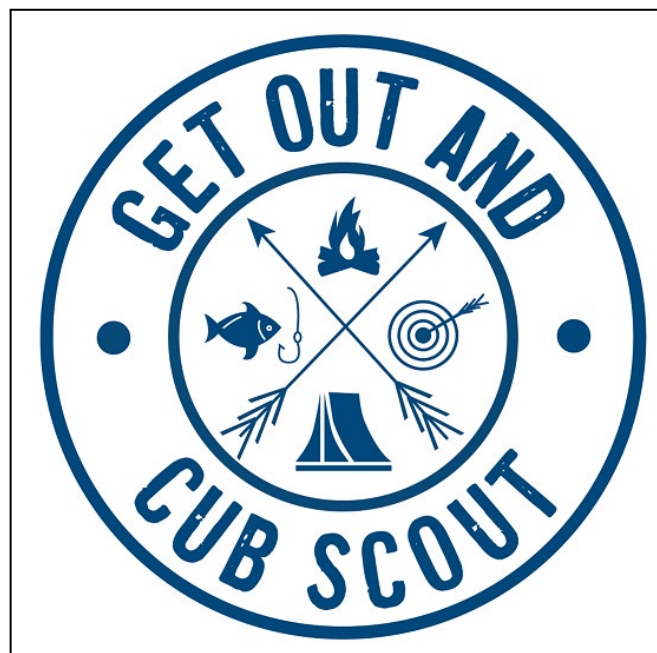
#### **5. Training**

- Discuss My.Scouting and online training including YPT.

#### **6. Questions and Answers**

## **LHC BSA - CUB RECRUITMENT MEETING HELPFUL TIPS:**

- **It is essential to have control of the meeting before it starts!!** Arrive 30 minutes early. Set up displays, arrange room. Have all persons assigned to be there arrive 20 minutes early. Have some displays, games, or songs ready for everyone interested.
- **The purpose of the meeting is to sign the kids up – application & money!** The children and parents are already sold on joining and attended the meeting to join. However, parents may have more questions before they volunteer. Explain to them the benefits of being a volunteer. Prepare your presentation carefully.
- **There should be some fun at the recruitment meeting**. Plan some games, arts and crafts or some skits. Ask your local Scouts BSA Troop to run outside games or an activity for Cubs during the presentation (20 minutes)
- **Welcome all new families all the time**. Have people assigned to welcome new families as they arrive and to hand out applications and pack information.
- **Start 5 to 10 minutes late**. This will allow late comers to hear the story from the start and give everyone time to fill in their applications. Let them know you are going to start a few mins late but finish early.
- **Stay organized and concise**. Assign volunteers to each part of the agenda ahead of time and stay on schedule. Practice the presentation a few times so you can stay on subject and on time.
- **Do not “get into the weeds” with new families**. It confuses new parents (future volunteers) to talk about district, council, roundtables, OA and other Scouting terminology and things that quite frankly do not matter to their current experience level and interest. Their focus at the recruitment is the now and what is next. What do I need to do to sign up/join & when/where is next meeting?
- **Recruitment meeting presentation should last no longer than 30 minutes with collecting of applications and money at the end**. A child’s (and their parent’s) attention spans are limited and again they are there to sign-up.
- **COLLECT ALL APPLICATIONS**



## LHC BSA RECRUITING ADULT LEADERS HELPFUL REMINDERS & TIPS



- **First step is knowing which leadership roles need to be filled.** Do not settle into the idea that your Pack may have “enough” parents helping or leaders.
- **Do your homework:**
  - Use the recruitment meeting and the first meeting to get to know new parents. You may know some of the new parents and it is a great chance to talk to them about getting active with the Pack as a leader.
  - At the recruitment night your main objective besides getting an application filled out for all youth members is creating enough awareness and explaining the need to give those parents interested in volunteering a forum to do so.
  - Use the Family/Parent Talent Survey to gather information about their hobbies, interests, profession, and any scouting background.
- **One on One Meetings:** Meet with prospective new leaders between the recruitment & the first meeting. One-on-one meeting will be more successful in recruiting them and allowing you to answer more of their questions. It is harder for someone to say no in these situations versus simply not raising their hand in a group/audience when being asked.
- **Small task to identify and seek parent and potential leader engagement.**

One example is to see who fills out a Den/Attendance Roster. During your recruitment night set up place a “Den/Attendance Roster” form upside down on the table, under the Table sign for the rank. At a certain point within the program have one of the parents take charge of getting the form filled out for the table. (HINT: The person who reaches for the form or takes on this responsibility has a natural desire to take charge.)
- **Create a welcoming atmosphere:** It starts with greeting everyone as they come into the recruitment/meeting. Ask them their names, what they do, were they a Scout? Creating a welcoming atmosphere for new parents will make your recruitment run smoother and lead to not only more parents signing their youth up but being more willing to volunteer.
- **Body language is important.** When making your presentation, and talking about volunteers, look for people who are making eye contact, sitting forward, nodding in agreement.
- **Do not force it.** Sometimes the right person needs a little help/time to say yes. It is better to meet with the right person one on one after the meeting.
- **Make it a big deal** when someone agrees to volunteer, once you have their application send an email to the Pack letting them know about the new Volunteer. Publicly recognize them and introduce them to the Pack immediately after they agree to serve (bring the app and the YPT certificate to the Pack Orientation meeting so the CC & CR can approve it).



**CUB SCOUT PACK PARENT VOLUNTEER/TALENT SURVEY**



**1. Will you give your time to help your Scout and the Pack?**

Circle: YES or NO

**If yes,** please check the area(s) in which you would consider:

- Help with my Scout's age group (den).
- Help on the Pack committee (behind the scenes jobs such as event/meeting planning and data tracking)

**If no,** please check the area(s) in which best describes your response:

- I do not have the time.  Prefer small task/one-time jobs.
- I may be willing to volunteer with more information lets discuss.

**2. Do you have Scouting Experience ?** \_\_\_\_\_

**3. Any special skills/talent:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Scout's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_