



## Step 6: The Sign Up Night

The Sign-up Night should be arranged so families proceed in assembly-line fashion through five stations. Avoid a presentation style event so parents may come and go as needed.

### Arrival & Setup

Who will arrive 30 minutes early to make sure all supplies are laid out

Assigned to: \_\_\_\_\_

### Station 1: Welcome & Sign-in

Make sure all guests are greeted with a smile and sign-in.

Assigned to: \_\_\_\_\_

### Station 2: Application & Pay

Use QR code to fill out online application. Paper applications available as a backup. Collect registration fees only.

Assigned to: \_\_\_\_\_

### Station 3: Pack Calendar

Provide a copy of the Pack calendar and next steps to parents. Provide Den Leader contact and next meeting date.

Assigned to: \_\_\_\_\_

### Station 4: Questions

Station for parents seeking more information on the program.

Assigned to: \_\_\_\_\_

### Station 5: Fun Activity

Have a craft, game, or Pinewood Derby track, at the very end. This ensures families visit all stations and do so quickly.

Assigned to: \_\_\_\_\_

## Step 6: Sign Up Night Continued

Follow the plan you developed in Step 5 and you will be well on your way to serving more youth in Scouting! If you need help along the way, don't hesitate to contact your Unit Commissioner, District Membership Chair, or District Executive. They are here to help you be successful!

### Things To Avoid at your Sign-Up Night:

- Arriving or starting late
- Poorly lit parking lot
- Poor signage at doors
- Locked doors
- Uninviting room
- PowerPoint slideshows
- Overwhelming new families with info
- Kicking off Popcorn Fundraiser that night
- Recruiting new leaders that night
- Sending families home to apply later

## Step 7: Parent Orientation Night

A vital part of the plan will be to hold a **separate** parent orientation night, ideally the following week. The goals of this night are:

- Give parents a full calendar of events for the Pack
- Give an more detailed overview of how Cub Scouts is organized
- Recruit parents to help fill needed roles in the Pack. These can be both official roles like Den Leader and unofficial like Blue & Gold helper
- Answer questions that have come up in the last week
- When recruiting new parents, remember the rifle approach - make individual asks vs. asking the group "Who wants to be the Den Leader"

## Step 8: Deliver the Promise

Here are ways that you can help keep you new recruits in Scouting: 1) Parent

1) Earn the first adventure ASAP - Scouts who earn Bobcat belt loop within the first month of Scouting are more likely to stick it out through the year and return in future years.

2) Attend an Outdoor Adventure - Did you know that all new Scouts get to attend Cub Launch at a discounted rate? Visit [www.stbsa.org](http://www.stbsa.org) for more info.

3) Keep new parents informed by utilizing a remind app, text messages, etc.

4) Reach out when you need help! DE Email: \_\_\_\_\_

**CONGRATULATIONS**  
You've built a great plan!

Pack # \_\_\_\_\_

District: \_\_\_\_\_

New Youth Goal: \_\_\_\_\_

