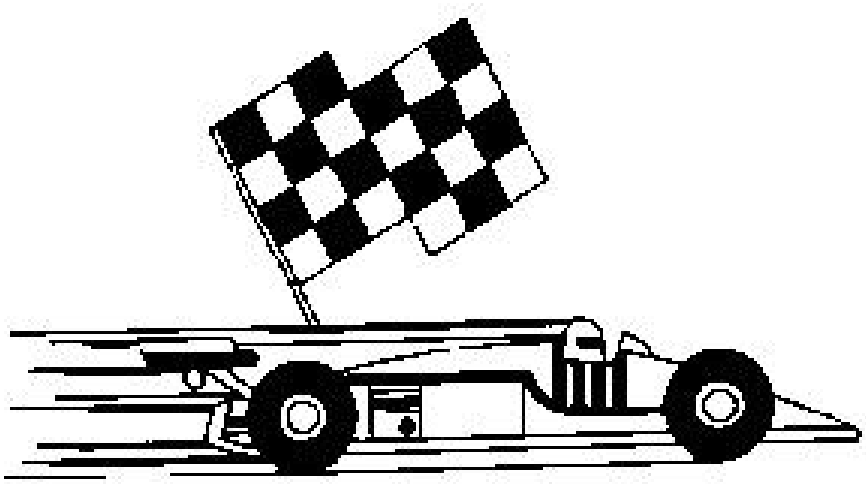
Just For Packs

Greater Yosemite Council, BSA
Prepared. For Life.™

Cub Scout Fall Family Enrollment Plans and Procedures

2013 Pack Growth Incentive & Recognition Plan

Packs who organize a minimum of 3 new dens by November 30, 2013 will be given a voucher for 1 free Pinewood Derby Car per registered member redeemable no later than February 28, 2014. A *DEN* must be a minimum of 8 boys. One den must be a new group of 8 Tiger Cubs. The other 2 dens can be a combination of currently-registered and newly-registered Scouts; however, ½ of each of the other 2 dens must be new Cub Scouts of any rank registered on or after June 1, 2013. New Applications, registration fees, and unit rosters indicating the new dens must be submitted no later than November 30, 2013.



Pack Fall Family Enrollment Chairperson
Job Description

Basic Responsibilities:

Serve as the unit's fall recruitment chairperson. Provide all the leadership for the unit campaign and serve as the School Night chair. Be the spokesperson for your local elementary school and main contact for the principal. Help all the unit adult leaders to achieve the unit goal.

Specific Responsibilities:

1. Brief all your adult leaders on the unit's plan to increase membership.
2. Attend the Program Kickoff at your district Roundtable
3. Talk to your local Principal and get his or her support for our Fall Recruitment by doing boy talks in the school.
4. Have Cub Master update beascout.org information on MyScouting.org website
5. Follow up on all leads in a timely manner
6. Send in flyer request early enough to insure delivery 5 days prior to scheduled join nights.
7. Pick one night in September and hold a recruitment night at your preferred elementary school.
8. Continue hosting recruitment nights throughout fall until all recruitment goals have been met.
9. Set up new dens and train new leaders as quickly as possible.

Time Commitment:

1. One meeting in July
2. Committee meeting to plan and recruit help
3. Sign up Nights as needed.
4. Turn in Applications and money to Council Service center within 3 business days.
5. Flyer delivery and boy talks as necessary

Support:

1. District Executive
2. District Membership Chairman
3. Council Membership Committee

Fall Family Enrollment 2013

Cub Pack Enrollment Chairman
Tips for Success

1. Attend Fall Family Enrollment Training for your district.

2. Each Pack should have the following volunteers on hand:
    - Cub Pack Family Enrollment Chairperson – (you)
    - One volunteer to greet families at a table in hall outside of the meeting room. This volunteer will have families complete attendance sheet and give out registration forms and handouts.
    - 1-2 volunteers to collect registration forms and money.
    - The Cub Master or other spokesperson – to talk about and answer specific questions about the Pack.
    - 2-3 Activity Staff – to meet with the new boys and conduct some sort of game or activity while you are speaking with the parents.

3. Determine the best location in which to do the family enrollment activity. **That may or may not be your local school depending on your local situation. If a school charges fees or limits your access you may be better off using a different municipal location such as a library, fire station, or local business. This is a local decision.**

4. If you have easy and free access to your local elementary school, then call your school to schedule a recruitment night on an evening of your choosing in August or September. We recommend sometime around the second or third week of the beginning of the school year. Ask that the evening janitor be notified. Call the school again 3 days prior and talk with the janitor to confirm arrangements for your sign up night. Also, provide a written announcement to be read over the public address system on the days leading up to your sign up night. Deliver the written announcement to the secretary.

5. If you use some other municipal location as the sign up location it's important to call in advance and confirm access.

6. Arrive at least 60 minutes early to set up tables, displays, etc. (see agenda) so you are prepared to receive families when they arrive.

7. DO NOT allow any family to come in the room or be seated until they have provided all information on the attendance sheet and received registration forms and handouts at the greeting table.

8. Follow the agenda and time schedule. The meeting should end no later than 8:00 p.m.

9. Before the closing ceremony, be sure all boy and adult application forms are completed

10. No family can leave the room until their application form and fees are collected. If the fee cannot be paid, the completed application **should still** be collected.

11. All checks should be made out to the Pack and a single Pack check made out to the Greater Yosemite Council for the total registration fees and Boys' Life fees. The recruitment envelope containing all complete and incomplete applications and one check covering all fees need to be turned in within 3 business days of the scheduled sign up night.

12. **Do not hold onto registrations until re-charter time!** All new registrations must be turned in the same month in which they are filled out and paid for in order to be eligible for Pack recognition items, including the Pinewood Derby recognition. Charge enough to cover both the prorated fees and the charter fee due in December so you are only asking for fees one time from families. Holding onto applications is **Fraud,** and none of those youth are covered under insurance until their application is actually turned in to the council office. Please be responsible about this and turn your new applications in right away.

13. **Do not stop recruiting until you achieve your fall recruitment goal.**

Family Enrollment Night

Fall 2013

Tips for Success
School Night Responsibilities and Time Schedule

Date	**Action**
August	Attend District "Family Enrollment Night" Training meeting.
August 15	Develop a written plan for fall recruitment that includes location, personnel, and promotional methods including school flyers, local media, adult-to-adult invitations, boy-to-boy invitations, posters, email, church bulletins, etc. **Plan to use a minimum of 7 different methods**. Please send a copy of your plan into the council office so we can keep a record of what everyone is doing and be able to share best practices with other packs that are struggling.
One week prior	Check with your District Executive prior to your family join night. Double check that fliers have been or will be handed out, and when Boy Talks will be completed.
Three days prior	Help District Executive with Boy Talks at schools from which your Pack draws
Actual recruitment night	Attend Family Join Night. Arrive at least one hour early. a. Hang paper signs around the building to direct parents to the proper area of the sign up location b. Set up display and/or organize a gathering period activity. c. Conduct opening ceremony d. Present a two-minute summary of Unit's program e. Ensure that all application forms, sign-in forms and fees are complete and received. f. Turn in applications and attendance forms and fees to Council office within 3 business days
Week after	Follow up with unregistered Scouts. Conduct additional recruitment rallies if needed.
September/October	Follow up with new boys to ensure that they will become active in the unit and see that parents who have volunteered are assigned specific responsibilities. Coordinate the efforts with the Pack coordinator to complete adult applications and turn in at the Service Center. Conduct a parents' orientation and promote "Fast Start" Training and Basic Leader Training for all new unit leaders and parents.
October Pack Meeting	Assist with second invitation 1 or 2 days prior to October Pack meeting and conduct a family enrollment as a part of that.

Boy Talk for Cub Age Boys: Tips for Success

What is a Boy Talk?

The Boy Talk is a six-minute presentation to Tiger Cub, Cub Scout or Webelos Scout age boys, in order to tell them about School Night for Scouting. It is held during the school day.

Boy Talk Essentials

"Boy Talks" are best conducted from one classroom to another. However, effective Boy talks can be done by tagging on to the end of an existing School assembly or working the cafeteria during lunch periods. **Parents and pack leaders who are familiar with the school principal are usually much more successful in securing permission to use one of the above marketing methods, even if they are not the person who will do the promotion.** Council Staff or district volunteers will be available to do talks during the day if the pack sets up the school visit.

Take along a supply of fliers, Posters, stickers, pencils, and wrist bands.

Conduct the Boy Talk within four days of recruiting night.

Steps in conducting the Boy Talk:

Steps in conducting the Boy Talk:

1. Call the school principal.
2. Schedule the Talk. **Ask him/her to allow you to go from classroom to classroom. If that is not possible, then request to be tagged on to the end of an existing assembly or to do lunchroom visits.**
3. Wear your uniform.
4. Stop at the school office and introduce yourself to the secretary and principal about 15 minutes prior to the time you have scheduled.
5. Introduce yourself to the teacher and say that you are there to talk to the boys about Scouts, but the girls are welcome to listen.
6. The actual presentation to the boys should include:
    a. A brief description about the fun activities in Cub Scouting.
    b. The importance of coming to the recruiting night with parents.
    c. Finish with a reminder of the where and when of the recruiting night. Ask the boys to tell you where and when.
    d. Leave an extra flier with each classroom teacher.
    e. Stop at the office on the way out and leave extra fliers with the school secretary. Don't forget to take masking tape to hang posters.

Family Join Night Check List
(Unit Coordinator)

Before you leave home:

____ Prepare your pre-opening activity

____ Wear your uniform

____ Review agenda and practice your presentation

____ Take a pocket calculator and 20-30 pens/pencils

____ Take masking tape

____ Take plenty of youth and adult applications

____ Don't forget all materials for display (photos, Boys' Life and *Scouting* magazines, literature)

When you arrive at the sign up Location: 6:00 p.m.

____ Organize your materials and set up the room properly

____ Check with helpers on their part of the program

____ Post your Pack organizational chart

____ Assist Pack leaders with their displays

____ Station a volunteer at a table at the door to have families sign in on attendance rosters, take registration forms and handouts, and welcome families to School Night for Scouting. **No family is to enter the room without signing attendance form and taking registration forms and handouts.** Sign in table should be ready by 6:45 p.m. to accommodate early arrivals.

____ Boys and parents should sit together by grade

The general presentation: 7:00 p.m.

____ Begin promptly at 7:00 p.m.

____ Present opening ceremony by Pack

____ Introduce yourself and welcome everyone on behalf of the Greater Yosemite Council, Boy Scouts of America. Pack _____ chartered by _____

____ Introduce other School Night leaders

____ Follow School Night for Scouting agenda carefully

____ Be sure to turn in all applications, money, attendance rosters, and report envelopes to the council office within three business days.

School Night for Scouting

Suggested Agenda for Cub Scout Meeting

(To be done the evening of School Night, or at the 1st Pack Meeting)

Name of Volunteer
Assigned to Section

I. Pre-Opening (6:00-7:00 p.m.) _____
   A. Units set-up displays one hour prior to meeting.
   B. Pre-opening to keep boys and parents involved
      Suggestions – group singing, visit display, stunts and skits, get acquainted games.
   C. Use adult leadership to keep boys at assigned tables and out of halls
   D. Before people enter the meeting room, have them sign attendance roster. Give each boy a Cub Scout application and each adult an adult leader application (collect later in program along with other handouts).

II. Opening Remarks (7:00 p.m.) _____
   A. Welcome
   B. Briefly state purpose of meeting. Explain what cub Scouting is all about, how it works, how parents can use it with their sons, and how they can become a part of it.
   C. Introduce leaders present.

III. Opening _____
   A. Teach the Cub Scout sign and salute.
   B. Have everyone stand and give the Cub Scout Salute as they are led in the Pledge of Allegiance.
   C. Explain how the sign is used in Pack meetings as a signal for silence. When the leader's hand goes up, etc.

IV. Cub Scouting _____
   A. Its purpose, objective, program, etc.
   B. Cub Scout Advancement – Explain parents' role
   C. Monthly theme idea.
   D. Cub Scout Camping.

V. Boys leave area for fun program. Parents stay for discussion and recruitment.
   A. Pack Den origination
   B. Parents role and responsibility
   C. Parent recruitment

VI. Parent fill out youth and adult application

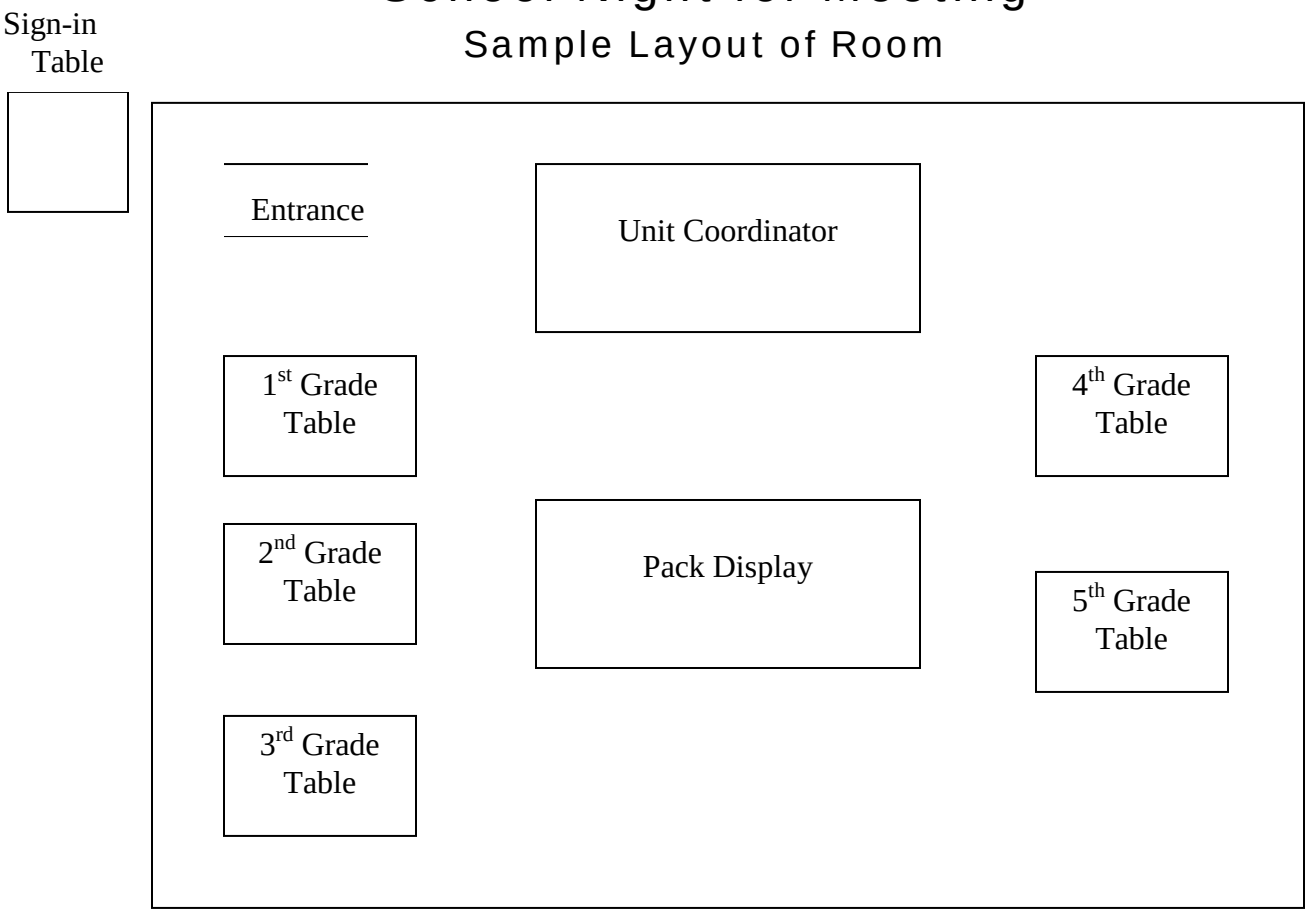
VII. Boys and parents rejoin

VIII. Dismissal

(Separate boys from parents for activities and games.)

School Night for Meeting

Sample Layout of Room



Above is a sample layout of a typical School Night room setting. Be sure all tables are clearly marked by assigned grade. Before parents and boys enter the room ask them to fill out attendance rosters and give them youth and adult application forms and other handouts. Assign them to the appropriate table at that time.

Doing this simple task at the beginning will save a tremendous amount of time and organization later. Parents and youth are ready and sitting in “den areas” that will make the registration process go smoothly, and the School Night enrollment can begin.

Sample Activity Calendar

This is a sample of an Annual Calendar that should be produced by your unit and handed out on the night of your School Night.

2013-2014 Pack Activity Calendar

Date	Activity
September 14, 2013	Sign up Night
October 18-20, 2013	Cub Family Camp at McConnell
November 15, 2013	Pack Meeting
December 13, 2013	Caroling at the City Mission
January 17, 2014	Pack Meeting & Pinewood Derby
February 7, 2014	Blue & Gold Banquet
March 21, 2014	Pack Meeting
April 18, 2014	Pack Meeting
May 16, 2014	Pack Meeting & Family Picnic

My son's Cub Master is _____

Address _____

Phone _____

My son's Den Leader is _____

Address _____

Phone _____

Time & Place of Meetings _____

Sample Parent Call Sheet
(Do not read verbatim)

Hello, is this Mr./Mrs. (Last Name)? My name is (Your Name); I'm a volunteer worker with Cub Scouts and I'm calling you because your son, (first name) has expressed an interest in joining the Cub Scouts. A special meeting has been scheduled at (Place), at (time), on (date). (Mention that they are on a list of interested families they signed at school registration or open house. Might also mention that flyers and stickers were handed out at school.)

The purpose of the meeting is to provide you and your son with more information about the Cub Scouts, including how he can join. It will be a very informative meeting. Can we count on seeing you and your son at the meeting on (date)?

If yes, then thank the parent and let him/her know that you'll look forward to seeing them at the meeting.

If no, determine if there is an interest. If there is, let the parent know that a member of the Pack will be contacting them after the meeting to let them know the alternate joining process.

Rank the sheet you are calling from. Y = Yes; N= No;? = Questionable

This will help you determine the success you should have at your Troop Open House.

Sample School PA Announcement

(To be read the morning of sign up night)

Come Join The Adventure of Cub Scouts. An information and Sign up meeting will take place this evening at _____ at 7:00pm. Don't miss your opportunity to join in all the fun and adventure. Go to BeAScout.Org for more information.

Pack Leader Responsibilities

(For Use in Briefing Potential New Leaders)

Committee Chairman:

Conducts monthly Pack Committee Meeting to help plan program. Ensures that adequate support to run program is given to Cub Masters and Den Leaders by Committee Members. Helps recruit additional leaders as needed.

Committee Member:

Provides support by taking care of records, finances, advancement, activities, membership, etc. Attends monthly Pack Committee meeting to help plan program. One of the members is the liaison with the Chartering Organization and holds the position of Charter Representative.

Cub Master:

Conducts monthly Pack meeting. Aids Den Leaders by Coordinating monthly program for all leaders. Attends monthly Pack leaders meetings. Attends training. Has one or more assistants.

Den Leader: (Tiger, Wolf, Bear)

Meets weekly for one hour with six to eight boys. Den Meeting is held in Den Leader's home, church or other suitable place. Den Leader determines time, day and location of Den Meeting that is most convenient for him/her. Attends monthly Pack leaders meeting. Attends training. Has one or more assistant and parent helpers.

Webelos Den Leader:

Same as Den Leader except works with older Cub Scouts and encourages periodic parent/son overnight campouts. (Parents or other adults must attend campouts, with few exceptions.) Attends monthly Pack Leaders meeting. Attends training. Has one or more assistants and parent helpers.

Parent Helpers:

Assist Pack and/or Den with specific projects as needed by the leader.

Pack Leader List

Pack No._____

Position	**Held by**	**Address**	**Phone**
Committee Chairman			
Member of Committee – Trainer			
Member of Committee – Treasurer			
Member of Committee – Advancement			
Member of Committee – Camping			
Member of Committee – Secretary			
Member of Committee – Blue & Gold			
Member of Committee – Pinewood Derby			
Charter Partner Representative			
Cub Master			
Assistant Cub Master			
Tiger Cub Den Leader (1st Grade)			
Assistant Tiger Cub Den Leader			
Wolf Den Leader (2nd Grade)			
Assistant Wolf Den Leader (2nd Grade)			
Bear Den Leader (3rd Grade)			
Assistant Bear Den Leader (3rd Grade)			
4th Grade Webelos Leader			
Assistant 4th Grade Webelos Leader			
5th Grade Webelos Leader			
Assistant 5th Grade Webelos Leader			

	Name	Address	Phone	
Parent Helper				(job)
Parent Helper				(job)
Parent Helper				(job)

*This is a sample chart that should be enlarged to 24x36 for use at the Join Night.

(for duplication and distribution to new parents)

The Family's Responsibilities

Cub Scouting is a family activity that gives families an opportunity to spend quality time together. It is the leader's role to provide interest, skill, and time in developing a good program. The family provides help and support for the den and Pack. Families can help in many different ways, which may vary from family to family, depending upon family structure and other family responsibilities. Some examples of family involvement include:

- Working with their Cub Scout on achievements and electives
- Attending the Pack meetings
- Presenting advancement awards to the Cub Scout at Pack meetings
- Providing ways for the Cub Scout to earn money needed for den dues (i.e. Popcorn Sales)
- Helping at an occasional den meeting on a specific project or activity badge
- Providing refreshments
- Providing transportation
- Assisting with den outings
- Telephoning
- Helping teach a Webelos Activity badge

Registration Fee Chart

For Cub Scouts and Adults

Sign Up Night	Registration Fee (Everyone)	Boys Life Subscription Price	Combined Registration and Boys Life
August 2013	**6.25**	**5.00**	**11.25**
September 2013	**5.00**	**4.00**	**9.00**
October 2013	**3.75**	**3.00**	**6.75**
November 2013	**2.50**	**2.00**	**4.50**
December 2013	**1.25**	**1.00**	**2.25**

We recommend that you charge the pro-rated fee *as well as* the annual registration fee on sign up night so that you do not have to ask for money again in December. **Nor do you have to risk the child and the pack's exposure to liability by holding onto applications until December.** Charge enough on the front end. Then re-charter everyone on time.

The annual re-charter fees are as follows:

1. Registration: $15.00
2. Boys Life: $12:00

Therefore, if you have a sign up night in August you would charge

1. Registration: $21.25
2. Boys Life: $17.00