Cub Scout Roundtable Planning Sheet – 60 minute Format

**Topic:** Joining Night (NOTE to RTC – arrange in advance to have samples of council, district and pack promotion flyers, etc. for the meeting. The night of the meeting set up exhibit of these samples along with other recruiting ideas.)

**Take Away:** Pack leaders will know and understand what every unit needs to do for a successful recruiting season including working with district and council personnel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time Allotted | Activity | Assigned To | Content Ideas | Notes for Media Team |
| 5 min | Ceremony/Skit/Song/Game | Cub RT Staff | Opening flag ceremony |  |
| 40 min | General Session Option:  All participants | Cub RT Staff | Discuss why it is important to the health of the unit and Boy Scouts of America to have a Joining Night or other fall recruitment activity for every Cub Scout pack.  Overview of the District’s or Council’s particular joining night routine. This may be unit based, district based (same night), or Council based (e.g., same night). Don’t limit yourselves. Use the format that’s best for your unit. Discuss how to recruit new Scouts to your pack.  Sample boy talk used by your council or district during recruiting. Example located in the resource section.  Allow time for unit volunteers to practice giving boy talks if they are the people who will be giving them in the community.  The pack can help the Scout joining night be successful by demonstrating fun Scouting projects – pinewood derby cars, knot tying, etc.  Share best practices among the group for new ideas.  Share and discuss any roadblocks to successful recruiting and ways to solve (examples – School will not allow a boy talk in the classroom – how to overcome and get the information out, etc. Discuss ways to reach every parent.  Review checklist for unit leaders located in the resource information.  Have room set up as mock joining night. Details in resource information.  Discuss duties of the Unit Leaders for Recruitment Night.  Distribute the pack calendar set up for the full program year. If you don’t know the exact dates of certain events, put a place holder on the calendar for those.  Discuss finances and logistics of sign-up (who gets the money and applications). This information may vary,  depending on your district or council requirements.  Have large photos of your pack in action.  Have a Cub Scout uniform with insignia placed correctly, as a sample. |  |
| 10 min | Q & A | Cub Scout RT Staff | Opportunity to answer any additional Joining Night questions. |  |
| 5 min | Closing | Cub Scout RTC | Recipe for Cub Scouting (For New Boys and Families)  See Resource information |  |

Resource Information

[ Source for all information in the resource section was provided by the original author via Northern Star Council who had given permission to use their content. Author had provided the entire fall recruiting document from the council, during edit process, information was moved around and some deleted, however the remaining content unless otherwise noted is from the document submitted ]

### Ceremony/Skit/Song/Game

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SAMPLE BOY TALK SCRIPT

Hey everybody, how are you all doing today?! What was that? Mrs. Johnson’s class was a whole lot louder than that!

Let’s show Mrs. Smith how loud her class can be, make her proud…how are you all doing today?! That’s better. Well I’m doing great too, because today I get to talk to you and your friends about an AWESOME program that we want all of you to be a part of…the CUB SCOUTS! Now, anybody here in Cub Scouts already? You are? What do you do in Cub Scouts? … That’s right; Cub Scouts do all kinds of things, like camping, fishing, hiking, biking…now who think that sounds like fun? Who thinks camping sounds like fun? If you think that sounds like fun, say “ME”. Who thinks fishing sounds like fun? (“ME!”) And who likes biking? (“ME!) And who wants to earn lots of badges? (“ME!”) And how about shooting BB Guns and Bows and Arrows? Who wants to do that? (“ME!”) And who wants to build a RACECAR?! (“ME!!”) Well, you get to do all of that, and more, as a part of the CUB SCOUTS!! (*Hold up the sign saying “Cub Scouts”)*

And guess when all this starts…TOMORROW NIGHT! *(Hold up the sign saying “Tomorrow Night”)* That’s right, we’re having a special event for you and your family to get signed up with Cub Scouts, right here at the SCHOOL CAFETERIA! 7 pm. *(Hold up sign saying “School Cafeteria, 7pm!”)* Can you all say “Cub Scouts, Tomorrow Night”? Try it. *(Hold up signs again.)* Where and when? (“School Cafeteria! 7 pm!”) *(Signs again.)* Now, say it all together: “Cub Scouts: Tomorrow Night in the School Cafeteria; 7 pm!!”

To help you remember, each of you got a Cub Scout flier, right? Right?? And all the girls got a special flier for Girl Scouts, too, right? So, we’re gonna do a little project right now, to help you remember tomorrow night’s meeting…you’re all gonna put up your first Scout tent!! Everybody is gonna get one. Now, take your flier, and hold it WAY UP in the air. WAY UP…! Now, take it in both hands, and fold it in half, like this. Got that? Nice, okay, now fold it in half…AGAIN!

WOW! Now, take it in your right hand and lift it WAY over your head…no, your other right hand…there you go. And now, CAREFULLY put it down on your desk…careful. Careful…PERFECT! Now you have your own personal Scout Tent.

Now, what I want you to do is take this tent and put it in your pocket or backpack or somewhere else where you KNOW it will make it home. But when you get it home, DON’T show it to your mom or dad… No, instead, I want you to take your tent, and I want you to go into the kitchen, and I want you to set up your tent on the top shelf of your refrigerator! See, it sounds silly, but that way, when Mom or Dad get home, and they go to make dinner, or get a glass of milk, or grab a snack, they’ll see it and say, “Who set up a tent in my refrigerator?!!” And then you can say, “ME! Cause I wanna join Cub Scouts, tomorrow night, 7pm, in the cafeteria!!” Say that one more time, really loud: ““Cub Scouts: Tomorrow Night in the School Cafeteria at 7 pm!!” And who’s gonna be there? (“ME!”) Thanks guys…and I’ll see you all tomorrow night!!

**Tips for a Pack Activity**

Examples of recruiting night exhibits that can be manned by Cub Scouts and Pack Leaders

Pinewood Derby Track

Raingutter Regatta

Minnow Races

Activity or Crafts

Other Fun Activities for Kids

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**General Session**

### Introduction

Recruitment is something we do year round – we place a strong emphasis on fall recruiting when school starts, but our program allows a Scout to join at any time and begin his adventure right then. Many of their activities do not allow that, so it’s important that we educate everyone about year round recruiting.

### Cub Scout Fall Youth Recruiting Overview

It’s safe to say that we gain the majority of our new Scouts during the fall recruiting period. What do we want to accomplish during that time?

* To ensure that every boy is extended an invitation to join Cub Scouting;
* To enroll prospective Cub Scouts into existing packs;
* To enlist parent participation as unit leaders and parent pack helpers; and
* To organize new packs to serve boys in areas we are not currently serving.

Sample Recruiting Plan Overview:

For recruiting to be successful, there are several things to think about:

* Your district may have a plan in place for where and when recruiting events occur. Your unit will be working with the district executive to make this happen.
* Ensure all new members know when their first meeting is from the registration event (ideally within two weeks of the joining event).
* Packs designate a separate meeting to orient parents (and recruit necessary adult leaders) to Cub Scouting. This can be part of the first pack meeting of school year or a separate meeting.
* Flier **every** grade in every school to extend an invitation to boys.
* Provide information to **every** religious affiliation to extend an invitation to boys.
* Encourage Chartered Partners to assist in the recruitment of youth for **their** programs.
* Encourage current members and their parents to promote their Pack’s Scouting program/recruitment night event by providing simple resources to aid this effort.
* Attend School Open Houses/Meet the Teacher events to provide Scouting information.
* Arrange for classroom (Boy Talks), lunchroom or playground visits to promote Scouting.
* Unit and District Volunteers work together to conduct recruiting events by utilizing the recruitment packet (packets are filled with almost everything you need to conduct an event).

Promotion in Coordination with the Council’s Recruiting Plan:

* Promote your pack throughout the summer at community events (parades, festivals, service projects, church events, etc.).
* Custom fliers and coordinated collateral marketing materials may be available.

Ideas for Preparing for Cub Scout Fall Recruitment

### Sample timeline for pack leaders

May

* Attend District Program Kick-off meeting (the information gained at this meeting can be used in your unit’s individual promotion materials.

June

* Packs promote Scouting through local events (parades, festivals, etc.)
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* Have a Unit Membership/Recruitment Chair designated.
* Unit planning meeting in Spring/Summer. Should anticipate family camping in the fall and plan for it now.

August

* Pack leaders attend district orientation/training for fall recruitment: bring your entire pack recruitment team to the session
* Attend August roundtable to learn about any additional recruiting information/supplies for your unit
* Boy talks begin, school open houses, etc.
* Yard signs and posters placed in “high traffic” areas in each community
* Promote Scouting through local events (parades, festivals, service projects, etc.)
* Districts and packs send out news releases to local papers to promote joining events
* Packs coordinate with parents in pack about helping recruit (neighborhood based boys being invited to join the local pack)
* All pack recruiting and boy talk dates are confirmed.
* Posters delivered to every school, church, community center, library, etc. within the packs recruiting area

September

* School Visits and Boy Talks Continue by pack and district leaders
* Flyers are distributed to schools, churches, community centers, libraries, etc.
* Districts and packs send out news releases to local papers to promote joining events
* Packs recognize new members with induction ceremonies at the first pack meeting, conduct a parent orientation meeting and recruit new leaders

October

* Packs conduct follow-up youth recruiting as needed
* Follow-up with unregistered youth from inquiries to join or parents who were ‘maybes’

### Mock Display – Joining night room layout

Display Table Check List

□ Pack FYR Poster with Fees



□ Cash box to make change

□ Youth AND Adult Applications

□ Boys’ Life Mini Magazines

□ Pack Photos/Albums

□ Welcome to the Adventures of Cub Scouting & Boy Scouting

□ Pinewood Derby Cars/Trophies

□ Next Meeting Handout with Pack Calendar

□ Tiger, Wolf, Bear, Webelos Books

□ Interactive Experience for Youth

o Pinewood Derby Track

o Raingutter Regatta

o Minnow Races

o Activity or Crafts

o Other Fun Activities for Kids

Above is a sample layout of a recruiting room setting.

As parents and boys enter the room, ask them to fill out attendance rosters. **Give out** **applications** and direct them to the registration tables. Have unit volunteers help complete applications and answer questions on a one on one basis. The idea is to get people registered and get them out with the information on the next meeting date, time and location quickly.

Checklist for Unit Leaders

* Wear your uniform
* Make sure arrangements are in place for tables pack displays
* Make copies of your meeting schedule (pack calendar)
* Make copies of your pack information sheet (1st pack meeting info, pack contacts, etc.)
* Communicate leadership needs to unit membership chairperson.
* Ensure participation from all leadership
* Make sure pack checkbook will be at the event

When you arrive at the event location - At least ½ hour before the start of registration

* Set up den/pack displays
* Welcome guests as they arrive

After the meeting

* Clean up room
* Sign all youth and adult applications. Write one check to cover registration cost
* Review youth applications for adult information that you can use to determine possible leaders when you orient new parents at their first meeting
* Take copy of the attendance roster. Follow up with all unregistered youth, and all youth who expressed interest in Scouting
* Prepare all information to be submitted to the council and make arrangements to do so.

Parent Orientation meeting - as part of first pack meeting or a separate meeting

* Follow the suggested script for the parent orientation meeting
* Orient the new parents, recruit new leaders and parent helpers
* **Ensure the pack trainer (or designee) coordinates Youth Protection for all Adults, and ideally Fast Start and Position Specific training as quickly as possible.**

Age appropriate activities can be modeled by the Cub Scouts using information in the Cub Scout Handbook for each age group. (Examples might be – Tiger Curiosity, Intrigue and Magical Mysteries – learning a magic trick, Wolf Air of the Wolf – making paper airplanes, Bear Marble Madness – play a game of marbles, Webelos/Arrow of Light Adventures in Science – creating two circuits.

Other great den activities can be taken from the STEM/NOVA information located at http://www.scouting.org/stem.aspx

**Breakout Sessions**

Den Leaders

The part you play as a den leader is important during the recruiting season. Your experience in running a den and building a team from a group of boys and parents will be helpful in assigning or creating dens for the boys who join the unit at the recruiting event. Here are some things you can do as a den leader to help your pack:

* Attend District Fall Youth Recruitment training.
* Assist in recruiting parents as leaders into the Scouting program either as Den Leaders, Assistant
* Den Leaders, or committee members using the motivational items in the recruiting night script.
* Help parents fill out youth application correctly at joining event.
* Follow up with the newly organized den (serve as a den leader coach for the first few months).
* Sharing best practices
* Assist new boys with resources for uniforms and handbooks.

What other ways can a den leader help with a successful recruiting event?

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Cubmasters

As a Cubmaster, you will be one of the names and faces your Scouts will remember forever. It will be your job to be front and center during recruitment. Lending a guiding hand, helping with communication and giving support to the dens in the pack will be an important part of your job.

How do you help your unit have a successful recruiting event? How does your unit recruit year round? (Share best practices)

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Committee Members

For the Pack to have a successful recruiting night, all leaders need to be engaged and a part of the process. It is a good idea to appoint a recruitment coordinator too.

Ideas for the recruitment team

* Attend unit leader recruitment training planned and conducted for your district in early August.
* Coordinate the selection of the recruitment dates with your unit, District Membership Committee Coordinator and school (or other organization you recruit boys from). This meeting should really be just signing up boys. Provide a brief orientation of the pack and provide information on the next meeting (date/time/location).
* Help identify existing leadership and leadership needs in your unit. Communicate this information to the District Membership Section Chief and unit commissioner.
* Help identify returning unit members and den assignments. Communicate this information to the District Cub Scout Recruitment coordinator/team.
* Recruit enough unit leaders/parents to help with set up, decorations, displays, refreshments, etc.
* Organize phone call reminders about fall recruiting to parents of all youth who communicated an interest. Make these calls a few days before the recruitment event.
* Provide interesting displays of activities your unit has done as well as sample Cub Scout books for the school open house/meet the teacher night and registration night.
* Encourage all unit members to wear their uniforms to school the day of the recruiting event.
* Set a pack meeting within two weeks after the recruiting event and ensure all new members have the information. Plan to recruit leaders and spend more time orienting parents (or hold a separate meeting for this).
* Follow up with all new leaders and boys to make them feel welcome and a part of your unit.

How does your unit make sure to have a successful recruiting event? How does your unit handle year round recruiting? (Share best practices)

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### Closing

Recipe for Cub Scouting (For New Boys and Families)

NARRATOR: Will the following boys and their families please come forward? (Call the names.)

Some of you may know that when you become Boy Scouts, you’ll be cooking outdoors a lot. You’ll probably have a chance to do that as a Cub Scout too. To cook a good meal, you usually start with a recipe. If you don’t, you’ll have to experiment a lot to get it right. We have a recipe for Cub Scouting, too. Every ingredient is important. If we don’t put each ingredient in our Scouting dish, the results would also be questionable.

The ingredients are:

CUB SCOUT 1: Boys—the more the merrier.

CUB SCOUT 2: A bucketful of games, sports, and academics.

CUB SCOUT 3: Some crafts where we learn to use tools and make useful things.

CUB SCOUT 4: A bit of seriousness. We learn how to do our duty to God and our country.

CUB SCOUT 5: A cupful of trips and hikes. We explore the world around us.

CUB SCOUT 6: Two barrels of good leaders. We can’t have Cub Scouting without these volunteers.

CUB SCOUT 7: And a family for each boy.

NARRATOR: This is the most important ingredient after the first one—the boy. Without the families, a pack can’t give you the best of Cub Scouting. Mix all these ingredients together, and you are sure to have a great time in Cub Scouting. Welcome to Pack [number]. (Lead an appropriate applause.)

[source Staging Den and Pack Ceremonies ]