Join Scouting Night Guidebook

2011

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Table of Contents

Overview 3
Schedule 5
The Team 7
- Professional 8
- District Chair 10
- District Commissioner 10
- District Membership Chair 10
- District Cub Training Chair 10
- District Marketing Chair 10
- District Join Scouting Chair 12
- School Coordinator 13
- Organizer 14
- Pack Representative 15

School Assignments 16
Principal Visit 17
Picking the Date 21
Leader Assessment form 22
Promotional Material.....21
- Flyer request forms 23
- Classroom/Lunch/recess Visits 21, 24

The JSN Night
- Preparation 27
- **Presentation** 29
- Recruiting Adults 29
- Youth registration 31
- Before they leave 31
- After the meeting 31

New Parents and New Leaders.....33
- Parent Orientation Meeting 33
- Training.....3, 47

Other Information
- Pack Leaders roles 34
- 100 points form/parent participation form.....35
- Sample Principal Thank You.....36
- “A Boy’s Eyes”.....37
- “What to do if...”.....38
- “The String Story.....39
- BeAScout.org.....24, 40
  - Getting Started.....40
  - Managing Your Unit(s).....41
  - Managing Your Leads.....43
- Back to the Pack sample invite.....46
- Leader Training Information Sheet.....47

Overview

Join Scouting Night is a recruiting event held at every elementary school to give the youth served by that school an opportunity to join cub scouts. It is a cooperative effort between our district membership teams and our pack leadership. Join Scouting Night should be a fun informative night for prospective families. The goal for the evening is to register youth in Cub Scouts.

Each join Scout Night should take place on a weeknight between late August and September, depending on the school calendar. Join Scouting Night should not take place on the same night as "Back to School Night" or the monthly pack meeting.

For many parents, this is the first experience they have with Scouting, so their initial impression is crucial. If parents leave with a bad experience they may never give scouts another chance. For this reason we all need to work hard to ensure that the new families feel welcomed and informed. Remember, parents trust us with their most precious treasures- their children. We must always do our best to meet their highest expectations.

A national survey of parents who attended a Join Scouting Night was conducted and sheds light on some reasons why parents who come may choose not to enroll their child in Scouting, or claim to be dissatisfied. In the majority of instances where parents were unhappy with their Scouting experience, they felt that the Join Scouting Night lacked organization, offered a poor program, the organizers were not prepared, or there was no follow up to ensure the child was placed in a functioning den.

This Join Scouting Night plan is designed to limit these common pitfalls by providing easy to follow steps in preparation for, conducting, and follow up for our Join Scouting Nights. This will make it easier for pack, district, and council membership teams to accomplish their mission of ensuring that every youth has an opportunity to enjoy the benefits of Scouting.

Thank you for all you do for the youth of our community!

New in 2011:

- **This Tag was added to all recruiting material. With a free app, smart phones will be directed to BeAScout.org. Make sure your BeAScout unit pin is updated (see pg 40)**
- **Go to scouting.org/membership for recruiting materials and best practices**
- **Go to scouting.org/marketing for additional marketing resources**
- **Make sure your new leaders get the training they need (see pg. 47)**
- **NCAC Centennial Events at Camp Snyder October 22!**

Overview (continued)

Purpose: E.E.O. – Enroll, Enlist, and Organize
Enroll prospective Tiger Cubs, Cub Scouts, and Boy Scouts into existing packs and troops.
Enlist parent participation in the program.
Organize new units to take care of boys who want to join.

Plan: 1. Designate a "Join Scouting Night" in **each** elementary school and invite prospective boy members and their parents to attend a special meeting at their school in their neighborhood or community.

2. A School Coordinator will be appointed for each school to be in charge of the Join Scouting Night program.

3. Leaders of the Cub Scout packs will be present to participate in the program.

Promotion: Attractive **posters** will be provided for school bulletin boards, town libraries, shopping centers, etc.

Printed **flyers** will be provided and distributed to all prospects in each school.

Classroom visits will be held in every school possible to personally invite new boys to join.

Program: The School Coordinator for each school will be in charge of the following:

1. Den rosters will be filled out as parents arrive
2. Scouting information, including what is parental responsibility in Scouting and how to enroll, will be presented to those attending.
3. Boys will adjourn from the central meeting, where Join Scouting Night personnel will do a fun activity with them to keep them interested while parents find out more about scouting
4. Membership committee personnel will be on hand to take care of those prospects that cannot be enrolled in existing units by organizing new packs.
5. Immediate and accessible training for new volunteers will be provided.

Follow-Up: School Coordinators will collect all applications, fees, New Den Membership Rosters and a copy of the newly recruited adult leader applications that night. All of these will be submitted that night at the report meeting. The Cubmaster should also receive copies.

The pack leadership should follow up with all parents who attended but do not register. If the parents have decided not to join the pack, it is important to find out why.

2011 Join Scouting Night Schedule

Due Date:

January	Join Scouting Night plan reviewed by staff
February	Membership committee meets and approves resources for fall drive
March 1	All JSN training dates and locations secured for district trainings
April 15th	Staff training
	District Join Scout Night Chair is recruited.
	District JSN Chair develop external publicity plan
	Outline and agenda (including presenters) confirmed for May trainings
April 15th	All School Superintendents contacted by Field Director Thank for past support Highlight past results Permission to use schools, classroom visits, flyers, plan Bs Notify principals of approval
	Begin recruiting of School Coordinators.
	Develop Plan for schools without packs
May 1	All membership supplies "in house" for training, schools assigned to coordinators
May	Trainings held for unit leaders and school coordinators Begin securing JSN dates Schools Assigned to Coordinators
June 18	Membership team training at Key Scouter Workshop (Camp Snyder).
June 15	Begin contacting School Principals. Solicit their cooperation, confirm the date, and schedule room-to room visits for the day before Join Scouting Night.
	E-Mail Sample "Back to the Pack" letters (see pg. 46) to unit leaders
June 29	Commissioners and District Executives contact all packs to determine status of leaders, especially Cubmasters.

July	Finalize arrangements with pack leadership and confirm school assignments Complete unit health evaluations due to Council Commissioner
Aug. 1	Complete Principal contacts Place posters in all elementary schools Deliver flyers for inclusion in first-day take-home materials
Aug. 10	"Back to the Pack" programs in all packs
Aug. 14 – Sept. 30	Final checks with workers and leaders Room-to-room visits (Boy Talks)/Plan B JOIN SCOUTING NIGHT Begin follow-up <u>Ensure all new leaders are getting trained</u>
Oct. 14	Complete all follow-ups Turn-in all follow-up registrations and fees Send Thank You Notes to Workers, Principals, and Superintendents - Include numbers of youth recruited.

District Organization

Above at each school

Professional's Responsibilities

1. Maintain the **proper attitude** and set the **proper tone** for the entire Join Scouting Night effort. Through proper and timely preparation the professional staff member helps create the environment for success. (See separate attachment "JSN Planning")

2. Work with the District Chairman and the Advisory Committee to recruit the District Join Scouting Night Chairman. Team effort.

3. Determine the best, most effective groupings/scheduling of all schools to ensure the highest quality and most efficient Join Scouting Night effort. (Consider boy talks, report meetings, and Cub Leader Training courses.)

4. Work with the District Join Scouting Night Chairman to ensure recruitment of quality personnel to conduct the Join Scouting Night program in each school according to schedule.

5. Contact the superintendent of each system in the district. Field Directors will coordinate. Involve volunteer leadership
    A. Secure permission to hold Join Scouting Night and to contact the principals.
    B. Secure approval of Join Scouting Night dates.
    C. Ask the superintendent to inform the principals (preferably by letter) of his support for Join Scouting Night, your impending visit, and his request for their cooperation.
    D. Secure permission to do classroom visitations or rallies or Plan Bs

6. Schedule training in May for JSN (See separate attachment "Training Agenda")

7. Contact each school principal.
    A. Confirm the Join Scouting Night date. **You suggest the date!** Avoid conflicts and schedule early. **Do not schedule your date on the same night as elementary, middle, and high school open houses PTA / PTO meetings night, etc.**
    B. If a school has a marquee or a billboard, inquire as to the possibility of putting an announcement on it. Also inquire about school PA announcements. Arrange to have reminder announcements made several days in a row before the Join Scouting Night date. Utilize PTA newsletters and e-notices.
    C. **Make sure the school will be open.** Confirm the time and the person responsible (secure phone #). Check the facilities of the actual meeting location.
    D. **Confirm arrangements for custodian** if necessary.
    E. **Display posters and Yard Signs in prominent locations.** Personally put up the posters. Use high traffic areas like the main entrance to the school, in the cafeteria, etc. Yard signs should be put in an area that parents will see during drop off and pick up.
    F. **Deliver "first day flyers" far enough in advance** so they will be sent home with boys on the first day of school.

8. Attend and assist with the promotion and the program at the District Orientation and the District Kick-off. Provide necessary follow-up.

9. Provide up-to-date information of the unit leadership and needs to School Coordinators.

10. Conduct classroom visits / rallies in each school to distribute flyers and to generate enthusiasm in the prospective new members.

11. See that a central location is secured for the report meeting on **each** Join Scouting Night date. Report meetings are not optional. Call your Field Director with the results every night without fail.

12. Review each Join Scouting Night envelope to ensure that the proper information is recorded, application information is complete, and the money balances before turn-in at the office. Keep council copy of registration for your use, i.e. FOS prospecting. Contents should be 100% correct before they are turned in. **It is not the job of the registrar to do your job.** Check your bins often and resolve incomplete applications promptly.

13. Ensure immediate follow-up by the unit volunteers with un-registered boys. Make sure you have a copy each den roster for each JSN

14. Update your unit leaders' roster before turning in Join Scouting Night envelopes. Will need new leader's information for Cub Leader training, Pow-Wow, etc.

15. Promote NCAC Centennial Celebration at Camp Snyder October 22

16. Work with training team to ensure all new leaders are trained

17. Send appropriate thank you notes to key volunteers, unit leaders, and new leaders.

18. Let your school principals know how you did at Join Scouting Night via letter or personal visit in October and November.

District Leadership Responsibilities
(* Indicates Key Function)

District Chairman's Responsibilities:

1. Serve as chairman of the District Advisory Committee.
2. Give suggestions on personnel for Join Scouting Night.
3. Assist with recruiting the District Join Scouting Night Chairman. *
4. Attend Council Join Scouting Night for Scouting Briefing/Kick-off.
5. Assist with the District Join Scouting Night Orientation and Kick-off meetings.
6. Attend report meeting(s).
7. Assist with follow-up.

District Commissioner Responsibilities:

1. Serve on the District Advisory Committee.
2. Give suggestions on personnel for Join Scouting Night.
3. See that each Pack holds "Back to the Pack" event prior to Join Scouting Night. *
4. Assist in determining where new units may be needed.
5. With the Advisory Committee, and pack leadership, determine units to be assigned each school. *
6. Assign commissioners to assist with Join Scouting Night.
7. Assist with District Join Scouting Night Orientation and Kick-off meetings.
8. Conduct leader inventories over the summer and share information on any leadership changes or needs
9. Assist with follow-up.

District Membership Chairman Responsibilities:

1. Serve on the District Advisory Committee.
2. Identify and recruit the District Join Scouting Night Chairman with the support of the District Executive. *
3. Recruit Join Scouting Night Organizers.
4. Provide support and direction to the District Join Scouting Night Chairman in his/her duties.
5. Attend Council Join Scouting Night for Scouting Briefing/Kick-off.
6. Assist with the District Join Scouting Night Orientation and Kick-off meetings.
7. Attend report meeting(s).
8. Assist with follow-up.

District Cub Leader Training Chairman Responsibilities:

1. Serve on the District Advisory Committee.
2. Work with each pack to ensure leaders have completed training.*
3. Turn-in training records to Service Center in a timely fashion.*

District Marketing Chairman Responsibilities:

1. Serve on the District Advisory Committee.

2. Develop plan for publicizing each Join Scouting Night in the district to local media outlets and ensure its implementation. *
3. Provide each pack and Join Scouting Night leadership with sample newspaper press releases, letters to the editor for Join Scouting Night, along with contact, format, and deadline information.
4. Ensure every Join Scouting Night has yard signs displayed at school and in the community.

District Join Scouting Night Chairman Duties
(* Indicates Key Function)

Date:

_____1. Attend the Join Scouting Night Briefing/Kickoff. Meet with the Advisory Committee in the district, which includes the District Membership Chairman, District Chairman, District Commissioner, District Cub Leader Training Chairman/District PR Chairman and District Executive.

_____2. Give leadership to the overall effort and success of Join Scouting Night in the district.

_____3. Accept the responsibility of achieving the district's Join Scouting Night objectives.

_____4. Recruit a School Coordinator for each school in the district. * District Executive provides list of schools.

_____5. Help develop and lead the District Join Scouting Night Orientation for School Coordinators and Organizers.

_____7. Establish a central report meeting the same night as each Join Scouting Night.

School Coordinator Duties

(Must be a good public speaker)

DATE

_____1. Attend the District Join Scouting Night training. Prepare presentation charts.

_____2. Visit with the Pack Representative and Join Scouting Night Organizer to establish coordination.

_____3. **Call the school principal the day of Join Scouting Night to make sure the promotional announcement has been made to the boys and to make sure the school will be open.**

_____4. Make sure all the necessary supplies are at the JSN

_____5. Preside at Join Scouting Night at assigned school(s). Approved program is attached.

_____7. Take council copies of youth applications and registration fees and turn in within 24 hours of Join Scouting Night.

JSN Helper Duties
(Should be a uniformed Scouter)

Date:

_____1. Attend the District Join Scouting Night Orientation.

_____3. Attend Join Scouting Night(s).

_____4. Have parents fill out den roster sign-in sheets on Join Scouting Night.

_____5. Assist in the organization of new dens.

_____7. Turn over to the School Coordinator all forms, fees, and den rosters at the end of the meeting.

Pack Representative Duties

1. Attend the District Join Scouting Night Kickoff.

2. Confirm Join Scouting Night date while at District Join Scouting Night Kickoff.

3. Identify existing leadership and leadership needs. Provide this information to your Join Scouting Night Coordinator. How many boys will return for each existing den? How many Den Leaders?

4. Participate in Back-to-School Night activities at your school.

5. Secure enough Pack leadership as necessary for Join Scouting Night.

6. Provide interesting displays of things the pack has done for the Join Scouting Night pre-opening. Many Packs set up displays in the cafeteria or library ahead of Join Scouting Night.

7. Encourage all current Cubs to wear their uniforms to school on the day of Join Scouting Night.

8. Follow up with all new leaders and boys to make them feel welcome and a part of the pack.

9. Ensure that Pack Leadership understands that Join Scouting Night for Scouting is for new boys. Join Scouting Night is NOT a Pack meeting.

School Assignments:

School assignments are not always as simple as they seem. Some schools have more than one pack recruiting from them, and some packs recruit from more than one school. Remember, Join Scouting Night is an effort to recruit boys to **Cub Scouting**, not to one specific pack. That is one of the most important reasons we have School Coordinators.

Schools with more than one pack: Follow the plan as laid out, with the School Coordinator doing the presentation. Leadership from all packs should be there with displays, calendars, etc. and should be willing to be on hand to assist registering the youth. The primary objective is to get the youth registered in Cub Scouting. After the family has decided to join Scouts, then the School Coordinator can assist them in deciding which pack at the school to join.

Packs that recruit from more than one school: Every Elementary School should have its own Join Scouting Night. Parents should never be directed to attend a Join Scouting Night at another elementary school. This may mean some packs have more then one Join Scouting Night.

Schools that do not have a pack: Every effort will be made by the district membership team to start a new pack at a school that does not have an existing pack. If this is not possible, then families will be directed to a nearby pack

If for some reason a family cannot join the pack that is represented at the Join Scouting Night, the School Coordinator will link them to another pack in that area.

Principal Visit:

In order to build and maintain a strong relationship between School Principals and Scouting. Scouting professionals, district leadership, and unit leadership should work together to ensure that our principals know how important Scouting is to the families in their Schools. Each DE should work with the membership team and unit leaders who are associated with each school to coordinate multiple visits throughout the year to maintain a good relationship. Volunteers and professionals should be aware of each others efforts and should coordinate to avoid confusion and redundancy.

Timeframe:

While consistent communication is crucial to maintain good relationships. Every principal should be visited at least once during the summer. A thank you letter should be written after the JSN that specifically mentions how many families have joined the pack.

Sample agenda for a principal visit:

1. Update on the pack (how many children, who are the leaders, community outreach, exciting activities, show pictures)
2. Involve the Principal: invite to a major event- a pinewood derby, arrow of light ceremony, Blue and Gold Ceremony, family picnic
3. Discuss:
    a. Flyers- how often can we do it, how should we bundle them, are there any restrictions we should know about
    b. Posters
    c. PTA announcements
    d. How do we get pack activities listed on school/PTA calendars
    e. Tables at open houses, back to school nights
    f. In scheduling a JSN, are there any school events we should be aware of
    g. Who should we contact if we have any trouble that night (doors are locked, bathrooms are locked, etc.)
4. What can we do for you? Are there service projects the pack can do for the school? Flag raising? Etc.

Recognition:

Bring some token of thanks with you. Popcorn and a little card from kids in the pack go a long way. You may want to bring enough to give the “gatekeeper” some as well.

Principal Visit Worksheet

School:_____ Date:_____

Principal:_____ Volunteer:_____

Pack that meets at school:_____ Leader: _____

# of youth in pack:_____ # of Adults:_____

Day Camp:_____ Snyder:_____ Goshen:_____

Other pack activities: _____

_____

Scouting for Food info (how much, where it went, etc):_____

_____

Other Community Outreach (any with school?):_____

_____

Restrictions or challenges from school in prior years that should be discussed:___

_____

Are there parents involved in the pack that are also active on the PTA, school booster, etc.?

_____

_____

JSN Date
Are there school events that we should avoid?

Who should we coordinate with?

Promotion:
When do flyers go out?

How should they be bundled?

Can we hang posters in the school?

Can we put yard signs up (ensure they will be taken down promptly)

Can we visit the First and second grade classes?
At gym?
At lunch?
At recess?

Can the boys lower and raise the flag on Join Scout Night day at the school and wear their uniforms?

Can we do announcements over the PA?

How do we get pack activities listed on school/PTA calendars?

Can we set up tables at Back to School Night or Open houses?

Are there any service projects that the pack can do for the school?

Do you have any questions or is there anything else we can do for you?

Picking the JSN Date:

The District Executive should work with the membership team to determine the Join Scout Night Dates for every Elementary School in the District. Some things to consider:

1. Not on a pack meeting night
2. Not on Back to School Night (some packs find it helpful to have it a few days after Back to school Night so they can hand out flyers)
3. Early in September- the second week of school is ideal. If you wait until later in September many children have already signed up for other activities
4. Flyers- if your school only sends flyers home on pre-determined dates, make sure that your Join Scouting Night is a couple nights after the flyer date

Pack Program and Leadership:

When parents come to a Join Scout Night they are looking for a quality program. Over the summer the pack leadership should develop their calendar, identify any gaps in leadership, and **plan an outdoor activity for the pack within the first month after Join Scouting Night.** An assessment of the pack leadership should be returned to the District JSN team by August 15th (see next page).

BeAScout.org:

BeAScout.org is a website where prospective parents can find units within their neighborhoods. Each unit has a "unit pin" that can be updated with contact information and upcoming unit events. This website is being widely distributed on all promotional items (flyers, yard signs, posters, print advertising, Television, Radio, etc. It is imperative that packs ensure their information is current. See page 40 on how to set up your unit's pin.

Marketing Items:

A **flyer** request form can be found on page 23. It can also be downloaded from our website (www.boyscouts-ncac.org). This form MUST be approved by your District Executive to avoid duplicate printing request.

Posters, yard signs, and bookmarks are also all available- request through your membership team.

In partnership with National, BeAScout.org will be promoted locally through**: Cable TV ads, Web Banner Advertising, Print Advertising (Washington Family & Washington Parent Magazines) focused e-mail, facebook, and twitter marketing, Hispanic Radio spots, advertising kiosks at local malls, and more!**

Class Room Visits:

A great way to promote your Join Scout Night is to conduct class room visits. Although not all schools let you conduct these, every principal should be asked. Starting on page 20 is an agenda to be used while conducting Class Room Visits.

Pack Leadership Needs

(Complete and return to your district JSN Chair by Aug. 15th)

Pack No. _____

<u>Pack Leaders Continuing from Last Year Are:</u>

Pack Committee Chairman _____

Committee Members (minimum of 2) _____

_____

Pack Trainer _____

Cubmaster _____

Assistant Cubmaster _____

Tiger Cub Den Leader Den Leader_____

Assistant_____

Webelos Den Leader(s) Den 1 Den Leader_____

Assistant_____

Den Leaders (one per 5-8 boys) Den Leader_____
& Assistant Den Leaders Den 1 _____

Active Boys in Den 1_____ Assistant_____

Den 2 Den Leader_____

Active Boys in Den 2_____ Assistant_____

Den 3 Den Leader_____

Active Boys in Den 3 _____ Assistant_____

Den 4 Den Leader_____

Active Boys in Den 4 _____ Assistant_____

Den 5 Den Leader_____

Active Boys in Den 5 _____ Assistant_____

Den 6 Den Leader_____

Active Boys in Den 6 _____ Assistant_____

PACK MEETING DATE_____TIME_____LOCATION_____

JSN FLYER ORDER REQUEST FORM

Please allow 3 days for printing

District:_____ DE:_____

County:_____

Pack:_____ Person submitting request:_____

Phone:_____ Today's Date: _____

Date Fliers Needed: _____ Quantity Needed:_____

Drop off location/arrangements:_____

_____

_____

The following information will be printed on the flyer:

-School:_____

-Date:_____ Time:_____

-Contact (name, phone, email):_____

The district executive's name and number will also be listed on all fliers.

DE Phone:_____

The following generic information will be on the back:

What is Scouting?

Scouting is learning by discovery and discovery by doing. It's fun, friends, and family. It's a place where skills are learned, confidence is built, and stories are born. It's about learning to work together, serving the community and understanding what it means to be a leader. That's The Boy Scouts of America. It's a place for your son unlike any other. You might call it life-changing. He'll just call it fun.

Learn. Give. Succeed.
This is Scouting!

To get involved:
BeAScout.org

Or

Elementary School
Time
Date
First Last Name 555-555-5555 email@address.org
DE Name 555-555-5555 email@address.org

Disclaimer

District Executive Approval_____ Date_____

Rally / Classroom Visit (Boy Talk)

- To be held during school hours **on the day before** Join Scouting Night

- **Purpose of meeting**: To excite boys to come to Join Scouting Night and to inform them of what to bring.

- **Preparation**: Ask principal for a brief meeting of all boys of Tiger Cub and Cub Scout ages either by going from classroom to classroom (preferred) or in a special assembly (rally).

- **Alternate Presentation Methods**: Some schools do a "morning news show" on closed circuit TV. This should only be used if the classroom to classroom or rally option is not available. Remember to look directly into the camera and do your same presentation. Remember to use your same hand motions and gestures. It works!

Agenda

- Distribute information flyers and ask teacher to put stickers on boys while you talk.

- Introduce Scouting. Take about 2 minutes to tell boys what Scouts do.

- Tell about Scout Night—**time, place and purpose.**

- What to bring? Must have a ticket—**parents**. Tell them the registration fee is shown on Join Scouting Night flyer. Bring parents and money to register.

- Finish up with another enthusiastic statement on Cub Scouting and/or Scouting.

- Have them put away the information flyers. Tell them to put the flyer in their backpack, homework folder, in their pocket, etc.

Rally/Classroom Visit Check Sheet

CHECK YOURSELF

- Mentally—review spiel (Get Fired Up!)
- Physically—hair combed, neat appearance, in uniform
- Necessary materials—flyers, stickers, props, posters

SPIEL

(Distribute flyers first—use boys to help)

- Introduce yourself.
- "For the first time in your life you are old enough to be a_____."
- Emphasize Cub/Family campout and Pinewood Derby.
- Show flyer and walk through key information—time, date, cost, parents attend location.
- Have a gimmick/joke to get them to hold onto flyer, to get it home.
- Review key information again.
- Avoid taking questions. Tell them "We'll cover all that tomorrow night at the meeting."
- Make sure current Scouts understand that they do not have to attend because Join Scouting Night is just for the new guys.

TIPS

___Ask a student to distribute the flyers.

___Ask teacher to put a sticker on every boy.

___Send trouble-makers to principal (if a rally).

___Be exciting—make them remember you and tell their parents.

___Parents are their admission ticket.

___Send parents if they can't come.

___Have a date on flyer.

___Have plenty of flyers.

___Check to see if posters are up – over water fountain, bulletin boards, cafeteria, door to boys restroom.

___Remind current Scouts to wear uniforms.

___Check with principals to remind of arrangements: time for building to be open, and who will be there to open.

___Leave extra flyers with teachers/principals and ask to announce Join Scouting Night again on day of Join Scouting Night (PA system)

Stunts:

___Rope tricks

___Take a Cub uniform shirt and briefly explain badges.

___Show books (Wolf, Bear, etc.)

___Pinewood Derby Racer.

___Fold flyers (Magic Trick)

___Explain the Cub Scout sign (Quiet-Wolf's Ears)

Room-to-Room Tips:

___When you check into the school, ask for a map of the school so that you can keep track of the classrooms you have done. Check them off as you go. Stick the map in your files for next year.

___Have a boy distribute flyers.

___Ask teacher to write date and time on chalkboard.

___Ask teacher to help with stickers.

___Do regular spiel, but keep to 2-3 minutes maximum.

___Save Fifth Grade for last; go First and Second Grade rooms first.

___Carry the phone number of the Girl Scout office with you in case a girl puts you on the spot and asks about Girl Scouts. Leave it with the teacher. Tell the girls to tell the Girl Scout office that the Boy Scout leader gave you the number. It will also win you cool points with the teacher!

___**Thank the teacher for their time! A Scout is courteous.**

Join Scouting Night: Preparation

What to bring:

1. **Den Rosters**
2. **Applications**
   A. Youth
   B. Adult Leader
3. **Parent Orientation Guides**
4. String if you are telling the "string story" see pg 39
5. **Boy's Life Magazine "Mini-Mag"**
6. **Trail's End Popcorn Information**
7. Games and activities for boys
8. Pack and American Flag
9. District Training Flyer
10. Signs to direct parents to the right room
11. Leader Training information sheets
12. Pens
13. Change (Currency & Coins)
14. Pack checkbook (to turn-in registration fees with youth applications)
15. Invitation to Parent Orientation
16. Pack 3 month calendar
17. Sample youth and leader books
18. Calculator
19. Scout Shop Catalog
20. Tape
21. Pack displays
22. Building use Permit
23. Contact of custodial staff or someone to call if building is locked
24. Table tents (1st grade, 2cd grade, etc.)
25. Pack Leader Role Info sheet (pg. 34)

And enough help to make the night fun and well-organized!

- **Den Leaders**
- **2 Cub Scouts**
- **Den Chiefs**
- **Unit Commissioner**

Join Scouting Night: Preparation (con't)

Before you leave Home:

___Prepare your JSN displays

___**Call the school (the day of) to remind them about Join Scouting Night**

___Put on your complete uniform

___Practice your presentation and review the agenda

___Ensure items listed above are assigned to someone to bring

When You Arrive at the School (School Coordinator):

___Arrive by 30-40 minutes early

___Take a copy of the school permit (if needed)

___Spread out your materials and set up room properly (put table tents up)

___Check with the other Join Scouting Night personnel and the unit leaders on their responsibilities

___Set up your displays

___Pack representatives put up any displays they have

School Night Agenda

I. Pre-Opening – 30 minutes before the opening – School Night Coordinator

A. Have the Pack set up displays (picture boards, Pinewood Derby, awards, crafts, etc.). Put School Night posters on entrance doors nearest parking area with directions to the meeting room.

B. Be prepared with pre-opening activities to keep boys and parents involved.

1. Meeting can be killed quickly with uncontrolled running, shouting and horseplay.
2. Use the following suggestions to keep the crowd under control.
   a. Have parents and boys stay seated together.
   b. Sing songs.
   c. Have games
   d. Perform skits

C. Have table tents and den flags to tell people where to sit (by grade). Make sure to have plenty of pens at each table so parents can fill out information.

D. Utilize current adult leadership to keep boys and parents in assigned room and out of the halls and other areas.

E. Have parents fill out the den roster completely as they arrive.

F. Distribute Boys' Life Mini Mags, and any other Pack information as people arrive (do **NOT** give out the applications yet).

G. Have parents fill out den roster sheet after they are seated at the correct table (by grade). This will be used by the Den Leader to find out who is in their den and to make sure they are contacted about the first Den meeting.

II. Opening – 10 minutes – School Night Coordinator

A. Start on time!!!

B. Opening Ceremony: invite ALL boys up. Show CS Salute. Have current CS lead Pledge of allegiance.

C. Our mission tonight – organize for FUN!

1. List 5 key CS events this year.
2. Ask for a show of hands how many want to have that kind of fun.
3. Tell them we are going to work with the grown-ups to make CS FUN!

III. Recruit Adults – 25 minutes – School Night Coordinator

A. Have several of the current leaders take the boys to play game (either in a completely separate room or outside). They can even work on some of the requirements for the Bobcat badge.

B. Set the Benefits firmly in sight

1. Cub Scouts will connect you to other families – all of whom want ONE THING: for their sons to be successful in life. Cub Scouts will help you do that by connecting you with more adults who care

about your son and giving you an age appropriate set of skills to teach your son – all while he has FUN!

C. Set the stage to get their help (the object is to get them excited about the fun and opportunities of being a leader, and set their mind at ease concerning the time involvement and difficulty). Suggested phrases are:
    1. Many of you tonight will have the opportunity to be leaders.
    2. Many people don't volunteer because they are: Not interested – Don't have time – Don't know how
    3. Counter these reasons with:
        a. We know you are interested or you wouldn't be here.
        b. Out of 168 hours in the week, you can surely find a few hours to spend with your son and his friends
        c. We find time for what's important to us.
        d. We will show you what to do through proper training

D. Explain Jobs – As parents, you have a choice
    1. **Den Leader:** (Pack and Den Meeting Resource Guides) This is a real opportunity to get to know your son. If all you do is follow the program outlined in the Program Helps, you will have a good meeting. As a den leader, you will receive these in your Scouting Magazine. They take a 1-hour meeting and break it down into 7 parts and tell you exactly what to do each week. You meet at your convenience (including the time, location, and day of the week) – this is one of the benefits of being the den leader.
    2. **Assistant Den Leader:** Helps at Den meetings. Two-deep adult leadership is required at all meetings and outings.
    3. **Parent Committee Members:** The Pack committee is the administrative body of the pack. They determine such things as finance, policy, leadership, transportation, records and outings, as well as helping plan pack meetings.

E. Motivate (can use other motivating stories here as well—see page 39 for "string story") Look at your son – if he is 8, 9 or 10; he has already spent ½ of the time he is going to be at home with you. (Show car keys – but will he be ready to handle these?) Now is the time he needs you to be teaching him important things. Now, you, his parent are most important and influential person in his life. In just a few short years his peers will gain more and more influence. I've never heard a parent say, "I wish I had never gotten involved in Cub Scouting with my son", but I hear many say, "I should have taken more time with him when he was young." OR have a current den leader talk about why they agreed to be a den leader, "Last year I was sitting where you were..."

F. I'm going to leave you so your group can determine the best person to serve as Den Leader, Assistant Den Leader, and members of the Parents Committee for your Den. For your son's sake, this decision must come from your den. When you have reached this decision, let me know and we will register the leaders and boys.

G. Leave Them. Don't stand around to answer their questions or you will delay them choosing leaders. If they have questions, answer them briefly and leave the area. In the event a den can't find the leadership, try this – "I realize you are having difficulty, perhaps all of you work, or have small children, or work shifts. I can't solve that problem for you. For your son's sake, please try one more time to solve your problem. Perhaps all of you will have to work as assistants. See what you can work out and I'll check with you in a few minutes. **Only as a last resort, try to place these Cubs in other dens. No den should take more than 8 Cubs. If after 10 minutes they still haven't decided, ask them to stay after, and move the meeting on.**

H. Recognize Leaders. As leadership in secured, write down name of den leader and their child's name for them!

I. Kids: Have the kids come back into the room. Again, recognize those parents who are den leaders (it is nice to have their child present them with a pack hat or t-shirt). Have kids show-off what they have learned in the other room (a cheer, song, skit, arts and crafts, etc.)

J. Registration (Have new den leaders lead, with help from several current Pack leaders!)
   1. Make sure that all checks are made out to "BSA" so that at the end of the evening the School Night Coordinator can leave with enough money in hand to cover registration and Boys' Life.
   2. Count money and applications. Give Cub Scout applications to the new Den Leader (**do not hand out Cub applications before a Den Leader is selected**). Ask the Den Leader to get all of them completed with the registration fee and Boy's Life fee (if wanted by the family). Ask him/her to put den number in top left-hand corner of application. The Den Leader gives the top sheet of the application to the new Cub Scout to start working on the Bobcat requirements.
   3. The new Den Leader needs to make sure that the Den roster is filled out completely (including names, numbers and emails). He/she keeps the white copy and gives the other three to the Cubmaster.
   4. Collect the above information from each den.

IV. Before they leave

A. <u>Parents</u>: Parents should leave with phone number/e-mail of den leader and Cubmaster/JSN coordinator, the date of the parent orientation, and the date of the first den meeting. All registration forms, and money should be turned in

B. <u>Den Leaders, Assistants, Committee Members</u>: Should stay after and complete adult application and discuss training dates, times and places.

C. **Give all completed youth applications, a copy of the den roster and money to the District Executive or School Coordinator. All of this paperwork should be taken to the nightly district drop-off.** The pack should keep a copy of the applications and a copy of the den roster. If boys are found that signed the den roster and did NOT turn in an application, they must be called and asked why they did not sign up.

Pack Leadership and Parent involvement

Cub Scouting is a family program and a healthy pack operates with many adults sharing different leadership responsibilities. **Recruiting new adult leaders is just as important as recruiting new youth members into a pack. Enthusiastic, trained leaders make all the difference!**

Parent Orientation Meeting

Shortly after the School Night each pack should plan to hold a meeting for parents. This should be a separate meeting, for adults only, a week or so after the School Night. The Cubmaster plans and conducts the parents meeting with the help of the pack trainer and pack committee. Other leaders may also be involved, and the unit commissioner and a chartered organization representative should be invited. The meeting should include a review of your pack's operations and calendar, as well as a discussion of family responsibilities and an additional recruiting effort of parents to help fill existing leadership needs.

New Leader Training

Leadership positions that are needed for the coming year should be addressed at the pack School Night. All adults in attendance should be given the opportunity to serve the pack in a leadership position. Cub Scout and Webelos Leaders are considered trained when they have completed *This is Scouting*, the Cub Scout Leader Specific training for their position and *Youth Protection training*. Webelos leaders are also encouraged to attend their appropriate outdoors course.

- **All leaders must complete Youth Protection Training prior to registration**

For New Leader Training Information & Flyer see pg 48

Leaders' Responsibilities

Committee Chairman: Conducts monthly Pack Leaders' meeting. Ensures that adequate support is given to the Cubmaster and Den Leaders by committee members to run program. Helps Recruit additional leaders as needed. Helps plan program. Attends training.

Committee Members: Provide support by taking care of records, finances, advancements, activities, membership, etc. Attend monthly Pack Leaders' meeting to help plan program. Attends training.

Cubmaster: Emcees monthly Pack meeting. Aids Den Leaders by coordinating monthly program. Helps committee recruit new leaders as needed. Attends training. Attends monthly Pack Leaders' Meeting.

Den Leader: Meets weekly for one hour with den of 5-8 boys. Den meeting is held in Den Leader's home, a school, or another suitable place. Den Leader determines time, day and location of Den Meeting that is most convenient for him/her. Attends training. Attends monthly Pack Leaders' meeting.

Webelos Den Leader: Same as Den Leader except works with older Cub Scouts and conducts periodic overnight parent/son Attends training. Attends monthly Pack Leaders' meeting.

SCOUT PACK ADULT PARTICIPATION FORM

For over 75 years parents have made Cub Scouting an enriching experience for their boys. We need your help to provide the best Cub Scout program for your son. Your involvement ensures that our pack will be a quality Pack. By volunteering for 100 points you will aid in ensuring that your gets a great Scouting program. Thank you for your support.

 # POINTS POSITION DESCRIPTION

100 ___ **DEN LEADER OR ASSISTANT** – attend basic training, monthly committee meeting, monthly Pack meeting and run weekly den meetings. *Complete adult registration form & fee.*

100 ___ **TITLED COMMITTEE PERSON** - attend basic training, monthly committee meeting, monthly Pack meeting and perform titled job (i.e. treas., sec., etc.. *Complete adult registration form & fee.*

80 ___ **COMMITTEE MEMBER AT LARGE** – attend basic training, attend at least four (4) monthly committee meetings, monthly Pack meetings and serve on at least one (1) Pack subcommittee. *Complete adult registration form & fee.*

SUBCOMMITTEE MEMBER – attend specific committee meeting(s) for specific event(s). Assist in organization and task work for event. *No registration or fee.* Choose specific events from list below.

60 ___ **DAY CAMP LEADER VOLUNTEER** – June or July one (1) week. Attend Day Camp training, register and supervise eight (8) boys through one (1) week of activities during the day.

40 ___ **BLUE & GOLD BANQUET COMMITTEE** – January and February.

40 ___ **PINEWOOD DERBY COMMITTEE** – 1st Quarter of the Year (model car race)

40 ___ **PARADE COMMITTEE** – Holiday parades throughout the year.

40 ___ **POPCORN SALES COMMITTEE** – September through December.

20 ___ **SCOUTING FOR FOOD COMMITTEE** – Fall.

20 ___ **FOOD SERVICE** – Serve food or attend concessions at selected dinners.

20 ___ **BOOTH & EXHIBITS** – Volunteer two (2) hours in a booth at an exhibition.

20 ___ **SPORTING EVENTS** – Volunteer to organize and supervise a pack athletic competition.

I PLEDGE MY SUPPORT TO CUB SCOUTING AND THIS PACK.

PARENT SIGNATURE _____ DATE _____

PHONE _____ EMAIL _____

TOTAL POINTS _____ BOY'S NAME _____

If a situation arises and you can no longer help, please contact your Den Leader or Cubmaster.

April 15, 2011

School
Sir First Last
Address
City, ST, Zip

Dear Last;

On behalf of the National Capital Area Council and the _____ District, Boy Scouts of America I wanted to take moment to say thank you! Because of your support and belief in what the Scouting program has to offer our boys and young men, we saw over _____ new families join Scouting throughout _____ County.

You have helped families in your community become more aware of Scouting by allowing us to:

- Distribute flyers
- Hang posters
- Make announcements
- Conduct classroom pep rallies

The result is that approximately _____ new families have joined Scouting in your local Pack. Attached you will find a listing of parents from your school who have enrolled as Cub Scout Leaders.

I like to think that Family, School, Church and Scouting working together will help give our boys and young men the edge they will need to become the future leaders of this great country.

I hope we can count on your continued support for years to come. Thank once again for believing in Scouting.

Sincerely,

_____

"A Boy's Eyes"

"I'd like to be a Cub Scout"…(His eyes were clear and true)
"I'd like to learn, and play and build, like Jim and Freddy do."

"I know how to use a hammer; I can drive a nail if I try…
I'm eight years old, I'm big and strong and hardly ever cry."

I hand him the application and parent-participation sheet
(His eyes were filled with sunshine as he left on dancing feet.)

Next day my friend was back again, a dejected little lad,
"I guess I'll skip the Cub Scouts." (His eyes were dark and sad.)

"My Mom is awfully busy, she has lots of friends, you see,
She'd never have time for a Den, she hardly has time for me."

"And Dad is always working…he's hardly ever there;
To give him any more to do just wouldn't be quite fair."

He handed me back the papers with the dignity of eight years,
And smiling bravely left me. (His eyes were filled with tears.)

Do you see your own boy's eyes as other people may?
How he looks when you're "too busy" or "just haven't the time today"?

A boy is such a special gift…why don't you realize
It only takes a little time to put sunshine in his eyes.

You say, "I'll start tomorrow but tomorrow is far away.
He's a boy for such a short time, so won't you start today?

What to Do If…

- **The school is locked.** If you don't know where to go or to call to get a key, hold the meeting in the parking lot or at any nearby facility. If that won't work, get everyone to fill out at attendance card and tell them they will be contacted shortly to re-conduct Join Scouting Night.

- **Your Join Scouting Night partner (Coordinator or Organizer) doesn't show up**. Using this check list, do your best to fill in for him/her and go ahead with Join Scouting Night. If you don't have a bag of materials, be sure to get everyone's name, address, etc. Scramble…be flexible!

- **The pack and/or troop representative doesn't show up**. Go ahead and conduct Join Scouting Night, recruit leaders, and collect the applications and fees. The pack/troop will receive their copies of the application later.

- **A boy shows up without a parent or adult.** Ask another adult to help him fill out an application. Send application, parent's guide, pack leadership contact info, and a note of the next meeting time home to his parents. Explain in the note where the parent needs to sign and ask that they contact either the den leader or the Cubmaster to ensure their son gets signed up

- **The parents don't have any money with them**. Have the boy fill out an application and ask the Den Leader or Scoutmaster to keep it. Tell the boy to take his fees to his first meeting.

The string story: Make sure you review prior to the meeting. Don't read this in front of the group- tell it as a story- make it your own.

Setup: before meeting. Using a string about 80 inches long, Mark it @ 7 inches, 13 inches, 16 inches, 18 inches, 25 inches, 30 inches, 33 inches, 40 inches

Bring scissors and string.

Pick two people in the audience to help. Have them hold the two ends of the string and stretch it out.

"Let's pretend this is your sons life. Every inch represents one year. Right now he is about 7 years old. (show the audience where the mark @ 7 inches is). In just a couple years he will be a teenager. (show where 13 inch mark is). Soon he will be driving. (show where 16 inch mark is). A little bit later he will be 18, old enough to join the military or go to college. (show where 18 mark is). Here he will be old enough to drink. (show where 21 mark is). When he is 25 he is beginning his career or maybe he is graduate school. (show where 25 mark is). Let's say he gets married at 30.(show where 30 mark is) and here, a couple years later he has a son. Congratulations, you are a grandparent!(show 33 mark). Here is where your grandson is 7.(show 40 mark) Your son is now sitting where you are, trying to raise his son to be the best he can be.

Time goes by pretty fast when you look at it like that- all those decisions your son has to make and what a relatively short time you have with him to build the foundation of his character. You want to make sure he is armed with the skills to be a good father and husband. (go back to the 30 mark). When he is starting his career you want him to have the confidence to choose something that he will find fulfillment through. (show where 25 mark is). By the time he is 21 he needs to know how to make smart decisions, even if his friends aren't (go to 21 mark). If he goes into the military he will be a leader of men (go to 18). When he begins to drive, his judgment will be constantly tested. (go to 16). And we know that by the time he is a teenager (go to 13) his friends will replace you as the major influence in his life. (take the scissors and cut the string @ the 13 mark). Already 7 years have passed (cut the string at the 7 mark.

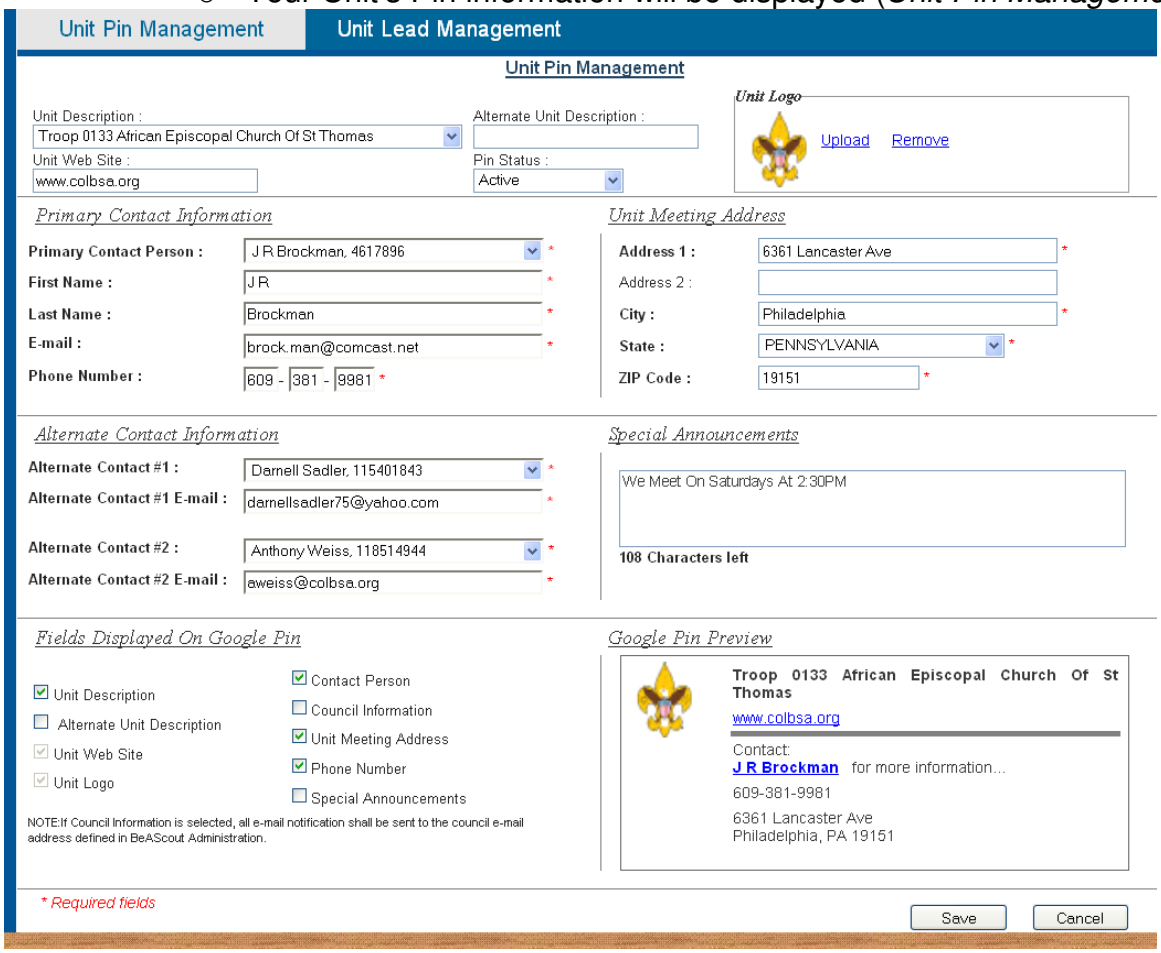
Hold up the small piece that was between the 7 and 13 mark.)So even though our children have their whole lives in front of them, we have just a few more years to make an impact before they start having to make important decisions without us. This time is crucial in your sons life. As a den leader you will be creating memories he will never forget. And just as important, neither will you...."

BeAScout.org

How to Start:

- Identify an individual in your unit who is good with computers and can serve as the primary contact for BeAScout.org.
    - This volunteer will be the primary volunteer responsible in your unit for contacting interested parents and explaining to them the aspects of Scouting, and inviting them to a meeting
    - This volunteer should be familiar with any special activities that the unit participates in.
    - This volunteer should be familiar with the meeting calendar of the unit.
    - This volunteer must hold a current registration with your unit.
- Identify two other volunteers who can serve as supports for the primary volunteer in following up with interested parents.
    - These volunteers would act as the primary if the primary volunteer is out of service for a period (such as vacation)
    - These volunteers could serve as additional callers if your unit chooses, contacting interested parents after the primary volunteer contacts them.
    - These volunteers should be familiar with any special activities that the unit participates in.
    - These volunteers should be familiar with the meeting calendar of the unit.
    - These volunteers must hold a current registration with your unit.
- PLEASE NOTE
    - The top youth-interacting leader (Scoutmaster, Cubmaster, Crew Advisor), the Committee Chair, and the Chartered Organization Representative will always be able to access this tool. Choosing additional volunteers as the Primary and Support Contacts will add individuals who have access to your BeAScout management functions.
- Once you have selected your three contacts, go to www.myscouting.org .
    - Enter in your username and password.
        - If you do not have a user name and password.
            - Click *Create An Account*
            - Follow the prompts. Please note that in order to access BeAScout.org features, you must enter in your registration number.
            - If you do not know your registration number, contact your local council.
        - If you forgot your username and / or password.
            - Underneath the username and password fields, there are links to assist you in remembering your username .and password.
        - If you have an account, but did not enter in your registration number when you registered.
            - Log-in and click "*Update My Profile*" located on the top left section of the screen
            - Enter your registration number under *Membership Info*.

            - If you do not know your registration number, contact your local council.
    - Select *BeAScout*, located under *Unit Tools*, on the top left corner of the screen.
        - What if I don't see the BeAScout option?
            - Is your registration number entered in your profile (follow the instructions listed above to check)
            - Are you registered as the top youth-interacting leader (Scoutmaster, Cubmaster, Crew Advisor), the Committee Chair, and the Chartered Organization Representative in your unit?
            - Has the top youth-interacting leader (Scoutmaster, Cubmaster, Crew Advisor), the Committee Chair, and the Chartered Organization Representative registered you as one of the contacts in BeAScout?
    - Your Unit's Pin information will be displayed (*Unit Pin Management*).



        - You might have some of your information already populated in the fields if your unit participated in BeAScout.org before

BeAScout.org: Managing Your Unit(s)

- Activating your unit
    - Modes of a unit:
        - Active
            - A unit which is active, displays on the map when a prospect searches for a unit. Prospect is able to see the location of the

unit, the chartered organization, as well as any other information that the unit chooses to share. Additionally, an active unit is able to receive prospects through the BeAScout.org tool.

- Inactive
  - A unit which is inactive is not displayed on BeAScout.org. This is an appropriate setting for units which are not interested in recruiting, have specific membership requirements, or a similar situation. This unit is unable to receive prospects through BeAScout.org.

- Council Mode vs. Unit Mode
  - Council Mode
    - A unit which is in Council Mode will only display the Chartered Organization and Address. When a prospect clicks opens up the Google Information Bubble for the unit, they are provided with the Local Council's Name and Phone Number. If the prospect fills out their information to contact the unit, ONLY the Council is notified. The prospect's information, however, is viewable to the unit for it to follow-up on.
    - To activate Council Mode, select *Council Information* under *Fields Displayed On Google Pin.*
  - Unit Mode
    - A unit which is in Unit Mode will also display the Chartered Organization and Address. In addition, the unit can choose to display the Alternate Description, Phone Number, Contact Person (name and phone number), and special announcements.
    - To activate Unit Mode, uncheck *Council Information* and select any of the other fields

- Entering the information for a Unit
  - Alternate Unit Description
    - If you enter information into this field, it will replace the Unit description shown in *Unit Description.*
  - Unit Website
    - If the unit has a website, this is a great place to advertise it. If the Unit does not have a website, it is recommended that this is changed to the Council Web Site.
  - Unit Logo
    - The unit may change the logo that appears *INSIDE* their Google bubble. The logo displayed on the map will remain consistent with the type of program the unit belongs to.
  - Primary Contact Information
    - This individual must be a currently registered member of the unit. Their name and phone number can be displayed if they elected to. The email address will receive an email notification each time a new prospect is registered by the system. If this person is not the Chartered Organization Representative, Committee Chairman, or Top Youth Interacting Volunteer, one of the previous three individuals must first set up the Pin, with the individual to be displayed chosen as a Primary or Alternate contact.
  - Alternate Contacts

        - These individuals will also receive an email when a new prospect is registered by the system. They will not, however, be displayed on the public face of BeAScout.org.
        - Please note that only individuals listed in the primary and alternate contact fields will receive emails regarding new prospects
            - However, a maximum of six people may be able to view the prospects and change the Pin information
                - COR, CC, UL, and Primary Contact and 2 Alternate Contacts
    - Unit Meeting Address
        - This field is automatically filled by the Scoutnet system. If the address is incorrect, or can be made more accurate, it should be changed to reflect the true meeting address of the unit.
    - Special Announcements
        - This is a great section for a unit to "sell itself"
        - Units should include their meeting time and day in this field as well
        - Example announcements:
            - We meet every Tuesday at 6:30 PM. We meet in the church's basement. Go around the back, down the stairs and through the bright pink door (don't ask us about the color).
            - We just went to Alaska, and are planning a trip to Maine in two years
            - Come join our SCUBA team
            - We are the oldest unit in our area
            - We have won the Camporee now for 5 years straight
            - Our leaders are fully trained and have been providing a quality program for over 35 years combined!
            - New members are welcome!
            - Parents are invited to participate in activities.
        - Please note that there is no review process for announcements short of the unit serving executive reviewing each unit on a periodic basis.
    - Once you are satisfied with the information for the unit, please click *Save* at the bottom of the page. You will receive a dialog box informing you that your changes were successfully made.

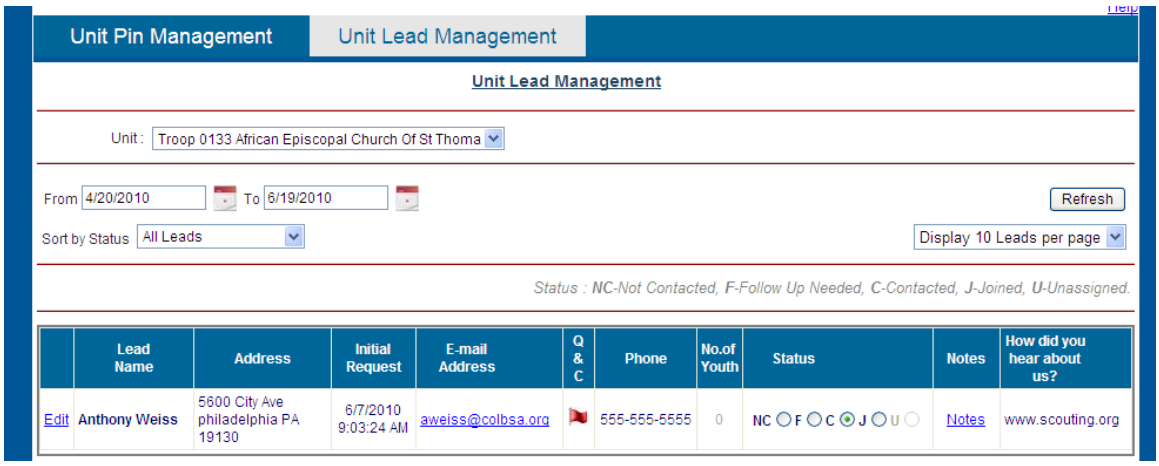
BeAScout.org: Managing Your Leads

- How To View Leads
    - Select *Unit Lead Management*.
    - Select your Unit
    - Ensure that the date range which is presented to you is desired
    - **Ensure that the *Sort by Status* is *All Leads***
- Definitions Of The Columns
    - Edit
        - If you click this link, you will be able to update the information for the lead. This is useful if you notice an error in the information that the lead provided, or if they would like to give you a better email or phone number to contact them at.
        - This link should be used sparingly, if at all.

        - If after contacting the lead, it is realized that another unit would be a better fit, you can use this link to *unassign a lead.*
            - Once a lead is unassigned, your unit-serving professional will reassign it to a more appropriate unit. Please type in notes for the lead so that the unit-serving professional can most accurately assign the lead.
    - Email Address
        - If you click the email address, a dialog will pop up which will allow you to send an email.
        - You can only enter information into the body of the email. You can not change the to, from, or subject lines.
        - **<u>Only click the send button once. The tool may not cause the box to go away or display a confirmation message once you click send.</u>**
        - Click *Discard* to get back to the Leads page
    - Q & C
        - A red flag in this field indicates that the lead has submitted a question / comment
        - *Click the red flag* to see and respond to the comment by typing in the lowest box.
        - <u>You can only enter information into the body of the email.</u> You can not change the to, from, or subject lines.
        - **<u>Only click the send button once. The tool may not cause the box to go away or display a confirmation message once you click send.</u>**
        - Click *Discard* to get back to the Leads page
    - No. (number) of youth
        - If you click this number, you will see the name of the youth as well as the age and grade.
    - Status
        - NC (Not Contacted)
            - This is the original status of a lead.
            - Indicates that the lead has not yet been contacted
        - F (Follow Up Needed)
            - This should be enabled if the lead was contacted, but no response was received (you left a voicemail or sent an email response).
            - You should attempt to contact each lead ***at least*** two times before you move them to the *Contacted* status
        - C (Contacted)
            - The lead was contacted and does not require any additional assistance. They have been provided with your contact information, where and when the unit meets, and all questions have been addressed to the lead's satisfaction
            - You have attempted to contact the lead multiple times at different times of the day / using multiple methods, but no responses have been received.
        - J (Joined)
            - You have received and submitted an application for the lead
        - U (Unassigned)

- This will indicate if a lead has been unassigned. You can not select this field through the lead page. You have to un-assign the lead through the *Edit* link

- Notes
  - If you click the *Notes* link, you will be given a form in which you can write a note for future reference.
  - You should use this field to write notes for yourself and others managing contacts. Each time you attempt to contact a lead, you should have this window open. It will list the time and day of the contact, however, you need to write your name in there if more than one person will be using.



Back to the Pack Pool Party & Picnic

Saturday, August 5th

Please join us for our annual Pool Party and Picnic!

Games

Food

Prizes

Friends

...and for the parents

Get a sneak peak at our pack Calendar and meet our new leaders!

New families are welcome- so bring your friends and neighbors!

RSVP to Mandy Smith (XXX-XXX-XXXX or msmith@scouts.org)

Training for new Cub Scout Leaders

Youth Protection Training: *In an effort to protect our youth, all registered leaders are required to take Youth Protection Training. This training provides insight into recognizing signs of child abuse, BSA policies which ensure our youth and adult members' safety, and reporting suspected abuse.*

ALL leaders must print and provide a certificate of completion for Youth Protection Training with their adult registration form in order to become a registered leader.

This is Scouting: *Gives new leaders a broad knowledge of Scouting's history, mission, and programs*

Leader Specific Training: *Provides new leaders with the knowledge and resources they need, specific to their position (Cubmaster, Assistant Cubmaster, Den Leader, Assistant Den Leader, Pack Committee, Chartered Organization Representative).*

All of the Training Courses Listed above are online:
MyScouting.org
Set up an account. After you are registered, you can link your account with your member ID to have your records updated automatically.