



BOY SCOUTS OF AMERICA®

GLACIER'S EDGE COUNCIL



2019 SCHOOL NIGHT FOR SCOUTING PLAN



Setting the Stage for 2 Consecutive Years of Growth - Impacting New Youth & Their Families!

Planning a Successful School Night for Scouting

Keys to Success:

- * Recruit Top Community Leadership
- * Use A Proven Plan
- * Secure Support of School Leadership
- * Create Excellent Publicity
- * Have Trained and Effective School Night Leadership
- * Provide District Volunteer Coverage at Each School
- * Establish and then Meet All Deadlines
- * Recognize Volunteer Efforts



School Night for Scouting Overview

- Purpose:** E.E.O. – Enroll, Enlist, and Organize
Enroll prospective Lion Cubs, Tiger Cubs, Cub Scouts, Webelos & Scouts BSA into existing packs and troops.
Enlist parent participation in the program.
Organize new units to take care of youth who want to join.
- Plan:**
1. Designate a "School Night" in **each** elementary school in the Glacier's Edge Council and invite prospective youth members and their parents to attend a special meeting at their school in their neighborhood or community.
 2. A District School Night facilitator will be appointed for each school to be in charge of the School 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, high traffic areas where the kids are, etc. **Yard signs** provided for high traffic areas-preferably close to the elementary school.
- Printed **invitations/flyers** provided & distributed to all prospects in each school.
- Council wide **publicity** leveraging social/digital media & local media will be properly coordinated. National BSA will provide targeted Geofencing to units free of charge.
- Classroom, Assembly, Lunchroom visits** will be held in every school possible to personally invite new youth to join.
- Packs **setup a display table** at open house/meet the teacher & promote on **social media**. This is key where school access for youth talks is unavailable.
- Program:** The School Night facilitator for each school will be in charge of the following:
1. Attendance cards will be filled out by parents as they arrive.
 2. Scouting information, including what is parental responsibility in Scouting and how to enroll, will be presented to those attending.
 3. Parents and youth will adjourn from the central meeting and Scouts BSA age, where School Night personnel and unit leaders will enroll youth and give additional information about their units.
 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 Night facilitators 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 Unit New Member Coordinator & Cubmaster should also receive copies. The Membership Committee will organize new units as necessary. Attendance cards turned in by facilitator.

2019 School Night for Scouting Schedule

By Date:

- April 29- June 1 *School Night of Scouting Conference training for professionals
- May 30th Council orders all needed School Night supplies
- June 30th * School Superintendent Visits:
- Thank them for past support & give popcorn as a gift
- Highlight local & council-wide results due to their help, Tuft's study
- Solicit their cooperation and permission to use the schools
- Ask them to notify all elementary principals of their approval
- June 30 * Recruit Vice-Chair of Membership
* Recruit District School Night for Scouting Chair
* Recruit School Night Facilitators
- July 1 Council sends "Back to the Pack" letter & Pack Leadership survey to all Packs along with District Kickoff details/dates & onboarding event info
- July 26 All School Night supplies distributed to districts
* Commissioners and District Executives contact all packs to determine status of leaders, especially Cubmasters.
* Recruit and organize Cub Leader trainings
- July 30 Council-wide School Night for Scouting Kickoff & Training @ Camp Indian Trails – attended by Council leadership, District Advisory Committee & professional staff
- July – August Each Pack conducts a "Back to the Pack" program for current members, DE follows up with Packs to ensure BeAScout pin is updated
- August 8 * All School Night Facilitators & Unit New Member Coordinators secured
* Finalize arrangements with pack leadership and confirm school assignments
- August 10 *School Night for Scouting Orientation held for Facilitators
- August 15 * Set all School Night dates
* Complete Principal visits
* School talks confirmed
- August 22 *Conduct District School Night for Scouting Kickoff for Unit New Member Coordinators, Facilitators, Key Pack leadership - Advisory Committee
- Before 1st Day of School Pack participates in "Back to School Night"/Open House, deliver flyers for inclusion in 1st day take home materials, display posters

August 27- September 30 (some schools may be sooner)

- *Final checks with unit new member coordinators, facilitators
- * Deliver Flyers
- * Ensure Yard Signs & Posters are up
- * School Talks
- * Work w/ Packs on their local promotion including social media
- * SCHOOL NIGHT
- * Begin follow-up

October 31st *Conduct Adult Leader training for new Cub leaders (target of 4)

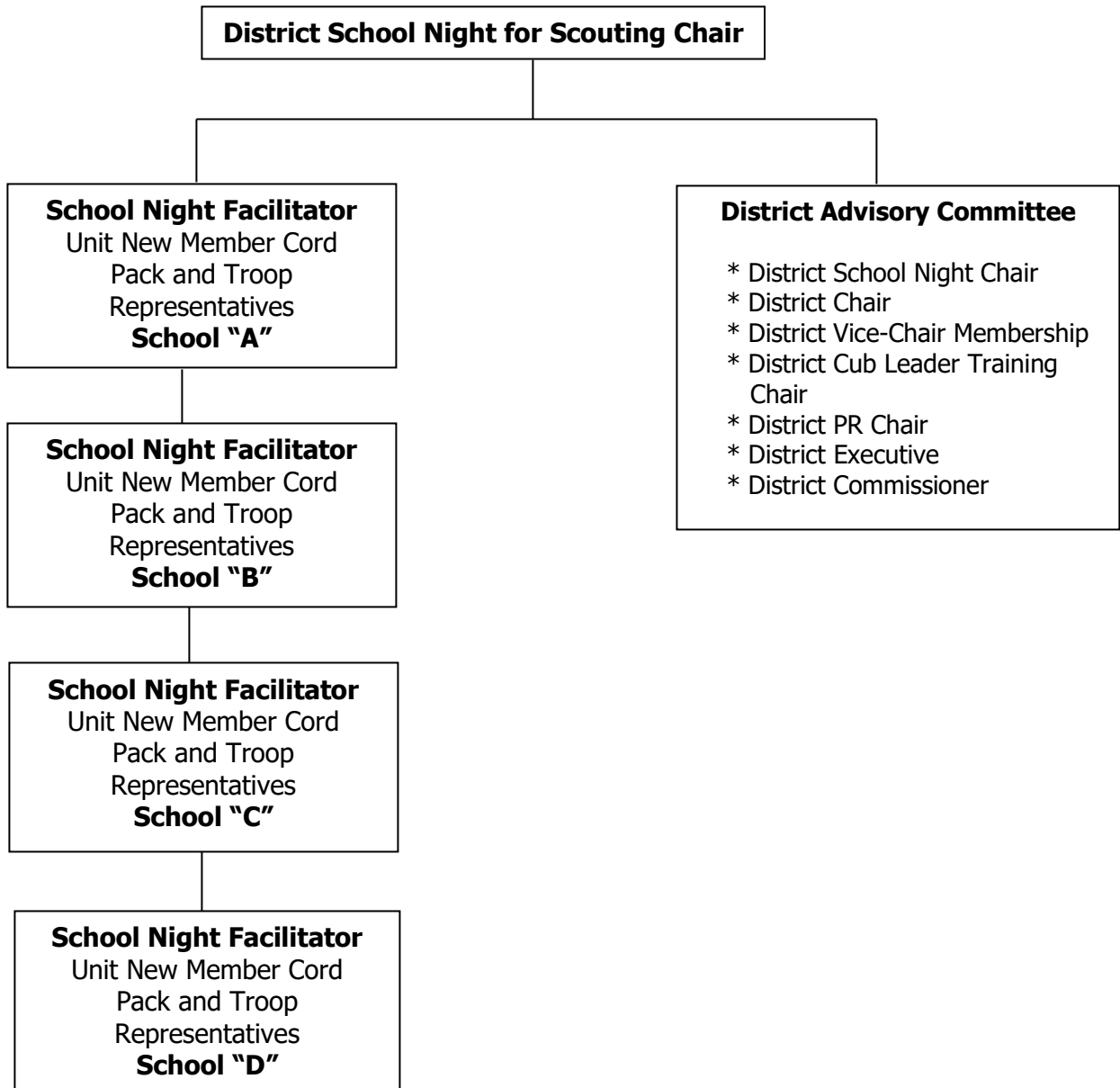
October 31st *Hold 2nd Rounder recruitments for needed Packs

October 31st * Complete all follow-ups
* Turn-in all follow-up registrations and fees
* Send Thank You Notes to Volts, Principals, and Superintendents
Include numbers of youth recruited

Oct – Nov 15th * Conduct New Scout Pinewood Derbies, Family Campouts, Onboarding Events



District Organization



"Above at each school"

Professional's Responsibilities

1. Maintain the **proper attitude** and set the **proper tone** for the entire School Night for Scouting effort. Through proper and timely preparation, the professional staff member helps create the environment for success.
2. Work with the District Chairman and the Advisory Committee to recruit the District School Night Chairman. Team effort.
3. Determine the best, most effective groupings/scheduling of all schools to ensure the highest quality and most efficient School Night effort. (Consider school talks, report meetings, and Cub Leader Training courses.)
4. Work with the District School Night Chairman to ensure recruitment of quality personnel to conduct the School Night program in each school according to schedule.
5. Contact the superintendent of each system in the district.
 - A. Secure permission to hold School Night and to contact the principals.
 - B. Secure approval of School Night dates.
 - C. Ask the superintendent to inform the principals (preferably by letter) of his support for School Night, your impending visit, and his request for their cooperation.
 - D. Secure permission to do classroom visitations or rallies.
6. Attend the Council-wide School Night briefing / kickoff with the District School Night Advisory Committee.
7. Contact each school principal.
 - A. Confirm the School 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 school night date. Utilize PTA newsletters and electronic flyers, etc.
 - 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. If principal expresses concern about overtime, suggest "comp-time" or suggest that the custodian might come in an hour or two later that day. Be creative. (Pack could pay the fee.)
 - 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.
 - G. Arrange information classroom visits or a rally to distribute flyers to students the day before School Night.

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 Facilitators.
10. Conduct classroom school talks in each school to distribute flyers and to generate enthusiasm in the prospective new members.
11. Prepare and properly stock school night boxes for each school night. Make certain that the boxes are delivered to the school facilitator. Collect the boxes back at the report meeting so that they can be restocked.
12. Determine the correct fees to collect at each school. (Fee should be universal in each District). Fill out School Night envelopes down to the "dotted line".
13. See that a central location is secured for the report meeting on **each** School Night date. Report meetings are not optional. Report your results to the ASE & update the Google Doc every night without fail.
14. Review each School 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.**
15. Ensure immediate follow-up by the unit volunteers with un-registered boys. Control the attendance cards for these youth.
16. Update your unit leaders' roster before turning in School Night envelopes. Will need new leader's information for Cub Leader training, etc.
17. Schedule adequate adult leader training. The District Executive should attend every training so that they can cultivate relationships with their new leaders.
18. Give direction to the New Scout Pinewood Derby, Campout. **The professional is expected to be at these events the entire time.**
19. Send appropriate thank you notes to key volunteers, unit leaders, and new leaders.
20. Let your school principals know how you did at school night via letter or personal visit in October and November.

District Leadership Responsibilities **(* Indicates Key Function)**

District Chair's Responsibilities:

1. Serve as chair of the District Advisory Committee.
2. Give suggestions on personnel for School Night.
3. Assist with recruiting the District School Night Chair.*
4. Attend Council School Night for Scouting Briefing/Kick-off.
5. Assist with the District School 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 School Night.
3. See that each Pack holds a "Back to the Pack" event prior to School Night. *
4. Attend Council School Night for Scouting Briefing/Kick-off.
5. Assist in determining where new units may be needed.
6. With the Advisory Committee, determine units to be assigned each school. *
7. Assign commissioners to assist with School Night.
8. Assist with District School Night Orientation and Kick-off meetings.
9. Attend report meeting(s).
10. Assist with follow-up.

District Vice-Chair of Membership Chair Responsibilities:

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

District Cub Leader Training Chair Responsibilities:

1. Serve on the District Advisory Committee.
2. Attend Council School Night for Scouting Briefing/Kick-off.
3. Work with each pack to ensure they conduct training for new leaders immediately following School Night.
4. Work with District Executive to schedule adequate basic training opportunities for new leaders following School Night. *
5. Work with training team to promote attendance at all courses and to follow-up with any untrained leaders.*
6. Turn-in training records to Service Center in a timely fashion.

District Public Relations Chair Responsibilities:

1. Serve on the District Advisory Committee.
2. Attend Council School Night for Scouting Briefing/Kick-off.
3. Develop plan for publicizing each school night in the district to local media outlets and ensure its implementation. *
4. Provide each pack and school night leadership with sample social media content (marketing membership hub) newspaper press releases, letters to the editor for school night, along with contact, format, and deadline information.
5. Work with Packs to ensure they have engaging displays for School Open Houses.
6. Ensure every school night has yard signs displayed at school and in the community.
7. Work with packs & DE to ensure details of School Nights are ready for Geofencing.

*** - Key Function**



District School Night Chair Duties
(* Indicates Key Function)

Date: _____

- _____ 1. Attend the Council School Night Briefing/Kickoff. Meet with the Advisory Committee in the district, which includes the District Membership Chair, District Chair, District Commissioner, District Cub Leader Training Chair/District PR Chair and District Executive.

- _____ 2. Give leadership to the overall effort and success of School Night in the district.

- _____ 3. Accept the responsibility of achieving the district's School Night objectives.

- _____ 4. Recruit a School Night facilitator for each school in the district.* District Executive provides list of schools.

- _____ 5. Lead the District School Night Orientation for School Facilitators and Unit New Member Coordinators.

- _____ 6. Lead the District School Night Kick-off for School Facilitators, Unit New Member Coordinators and pack and troop representatives.

- _____ 7. Establish a central report meeting the same night as each School Night.

School Facilitators Duties
(Must be a good public speaker)

DATE: _____

- _____ 1. Attend the District School Night Orientation. Review presentation.

- _____ 2. Attend the District School Night Kick-off. Visit with the Unit New Member Coordinator/ Pack to establish coordination before School Night.

- _____ 3. Pick up the School Night box just prior to arriving at assigned school(s).

- _____ 4. Preside at School Night at assigned school(s). Approved program is attached.

- _____ 5. Collect reports from each unit leader and/or Organizer following their meetings.

- _____ 6. Take the completed report envelopes and attendance cards to the district report meeting that night.

Unit New Member Coordinator
(Should be a uniformed Scouter)

Date: _____

- _____ 1. Attend the District School Night Orientation.
- _____ 2. Attend the District School Night Kick-Off.
- _____ 3. Attend School Night(s) as assigned.
- _____ 4. Work with DE & Principal to staff a table at school open house/meet the teacher events.
- _____ 5. Work with DE to confirm details of School Night for Geofencing.
- _____ 6. Have parents fill out attendance cards on School Night.
- _____ 7. Assist in the organization of new dens.
- _____ 8. If youth are not put in existing packs, take the necessary steps to organize a new pack as needed.
- _____ 9. Turn over to the facilitator all forms, fees, and attendance cards at the end of the meeting.



SCOUT ME IN™

Pack Representative Duties

1. Attend the District School Night Kickoff.
2. Confirm School Night date while at District School Night Kickoff.
3. Identify existing leadership and leadership needs. Provide this information to your School Night Facilitator. How many youth will return for each existing den? How many Den Leaders?
4. Participate in Open/ House Back-to-School Night activities at your school.
5. Update BeAScout pin and help Pack promote School Night on social media.
5. Secure enough Pack leadership as necessary for School Night.
6. Provide interesting displays of things the pack has done for the School Night pre-opening. Many Packs set up displays in the cafeteria or library ahead of school night.
7. Encourage all current Cubs to wear their uniforms to school on the day of School Night.
8. Follow up with all new leaders and youth to make them feel welcome and a part of the pack. Encourage them to attend Training and share the Council-wide list of dates and locations.
9. Ensure that Pack Leadership understands that School Night for Scouting is for new youth. School Night is NOT a Pack meeting.



Troop Representative Duties

1. Identify troop membership needs. What patrols have room for new members?
2. Help set up for School Night. Provide a display of things your troop has done.
3. Update BeAScout pin.
3. Attend assigned School Night to meet with new families. Enroll new members.
4. Follow up with all new Scouts and parents to make them feel welcome and part of the troop. Arrange appropriate training for new leaders.

District School Night Orientation Agenda
Training for School Facilitators, New Unit Member Coordinators & Advisory Committee

Presiding: District School Night Chair

- I. Pre-Opening
 - A. Name Tags, sign in, and distribute booklets
 - B. Display charts, posters and school assignments

- II. Opening.....District School Night Chair
 - A. Invocation/Pledge of Allegiance
 - B. Welcome and Introductions

- III. School Night Purpose and Plan.....District School Night Chair

- IV. Your School Night Role.....District School Night Chair
(Review Job Descriptions) or a member of Advisory Committee
 - A. School Facilitator
 - B. Unit New Member Coordinator

- V. The School Night Program.....District Executive
 - A. Review the classroom visitation concept (school talk)
 - B. Review School Night agenda in detail
 - C. How to organize dens (dramatize through mock den organizations)
 - D. Registration procedures. (big application)
 - E. Promotion

- VI. Each School Facilitator reviews presentation

- VII. Details.....District Executive
 - A. Review school assignments
 - B. Location of report meetings
 - C. Call-in numbers
 - D. Date of Kick-off and School Nights
 - E. Details on units that will be at their schools

- VIII. Questions

- IX. Challenge (Value and need for School Night).....District School Night Chair

- X. School Night Team Meetings
 - A. Review School Night – Items to get done.
 - B. Discuss School Night agenda and make program assignments
 - C. Get to know each other. Develop “esprit de corps.” Exchange contact info.

- XI. Adjourn

District School Night Kickoff Agenda

Training for School Facilitators, Unit New Member Coordinators & Pack Representatives

Presiding: District School Night Chairman

(This meeting should simulate an actual School Night.)

- I. Pre-Opening
 - A. Sign in, name tags, sit by school
 - B. Display charts, posters and school assignments

- II. Opening.....District School Night Chair
 - A. Invocation and Pledge of Allegiance
 - B. Welcome and Introductions

- III. Purpose and Plan of School Night.....District School Night Chair

- IV. Organization and Duties.....District School Night Chairman
or member of Advisory Committee
 - A. Key Dates
 - B. School Facilitator Duties
 - C. Unit New Member Coordinator Duties
 - D. Unit Representatives' Duties
 - (Fill out and turn in "Leadership Needs" sheet)**
 - E. Share specific school assignments

- V. School Night Program.....District Executive
 - A. Discussion of all School Night materials (distribute boxes) including registration forms, envelopes, cards and reporting procedures (collect boxes afterward)
 - B. "Role Play" the organization of dens
 - C. Review how to properly complete youth and adult applications. (use big application)
 - D. Review collection of fees and report meetings

- VI. School Team Meetings
 - A. Review school assignments
 - B. The School Facilitator, Organizer, and Unit Representatives for each school should meet together at this time. Review materials and make assignments.

- VII. Questions

- VIII. Closing Remarks.....District School Night Chair
--Stress final school contacts and personal preparation for School Night

- IX. Adjourn

Pack Leadership Needs

Pack No. _____

Pack Leaders Continuing from Last Year Are:

Pack Committee Chairman _____

Committee Members (minimum of 2) _____

Pack Trainer _____

Cubmaster _____

Assistant Cubmaster _____

Lion Cub Den Leader Den Leader _____

Assistant _____

Tiger Cub Den Leader Den Leader _____

Assistant _____

Webelos Den Leader(s) Den 1 Den Leader _____

Assistant _____

Den Leaders (one per 5-8 youth) Den Leader _____

& Assistant Den Leaders Den 1 _____

Active Youth in Den 1 _____ Assistant _____

Den 2 Den Leader _____

Active Youth in Den 2 _____ Assistant _____

Den 3 Den Leader _____

Active Youth in Den 3 _____ Assistant _____

Den 4 Den Leader _____

Active Youth in Den 4 _____ Assistant _____

Den 5 Den Leader _____

Active Youth in Den 5 _____ Assistant _____

Den 6 Den Leader _____

Active Youth in Den 6 _____ Assistant _____

PACK MEETING DATE _____ ***TIME*** _____ ***LOCATION*** _____

Dear Cubmasters and Committee Chairs:

Thank you for volunteering as a leader! As the new year begins, all Packs are encouraged to hold a “Back to the Pack” event. This plan is adopted and supported by the Council Membership Committee. The purpose is to help your pack get ready for the fall by signing up old members early and recruiting needed leadership before the September School Night for Scouting.

A “Back to the Pack” event is a meeting or other event which draws in existing families. Many Packs will hold a picnic or similar event. More information on “Back to the Pack” is found below:

“Back to the Pack”

Each fall, Cub Scout Packs get a “new start” due to the Fall School Night for Scouting. New Cubs sign up at their School Night and are assigned to a Den. When needed, new Den leaders are recruited from those parents in attendance. Sometime amidst all the activity existing Cub Scouts miss the opportunity to re-join their Pack after the summer break that many Packs take. Cub Scouts may not have a chance to continue in Scouting.

You may want to consider a “Back to the Pack” promotion in August. During August, which will be prior to any School Night, each Pack is encouraged to hold its first meeting of the new program year. The purpose of the meeting will be to get old members signed up for the coming Scouting year; recruit leadership to fill vacancies (whether it be for Cubmaster, Den Leader, Webelos Leader, or Committee Member), and to discuss plans for Pack activities for the Fall.

The Council will help you promote your “Back to the Pack” meeting or event, but the individual Pack must develop its own promotion plan in order that all members are contacted personally, preferably by telephone, to get a commitment for their attendance. Research has shown many youth will not continue without being personally contacted. In other words, in their minds, they have only taken a vacation during the summer and are waiting to be contacted about when to start attending the meetings again.

Remember: in August, all Cub Scouts should be contacted about the “Back to the Pack” meeting and be encouraged to become active in Cub Scouts for the Fall. Parents are requested to attend as well.

District School Night Kick-Off Dates

Last year more than 1,300 new Cub Scouts were recruited council-wide during School Night for Scouting campaign. Packs that attended their District’s School Night Kick-off were best prepared for the increase of new Scouts and leaders. Listed on the bottom of this letter you will find the date, time and location of your District School Night for Scouting Kick-off. It is vital that your Pack be represented. At the kick-off you will meet your School Night for Scouting team and set the dates of your pack’s recruitment night. Also learn about targeted digital media marketing – “Geofencing” provided at no cost to your Pack!

Pack Leadership Needs

Also attached you will find a Pack Leadership Needs worksheet. Please take some time to fill it out. You should submit this form to your District Executive or bring it with to your School Night for Scouting Kick-off. Knowing about any Pack leadership vacancies will help us assist your Pack in finding additional adult volunteers. Your cooperation is appreciated!

Please contact the Council Office or your District Executive with any questions and thank you for your help. It’s going to be an awesome year for Scouting!

District School Night for Scouting Kickoff _____

Rally / Classroom Visit (School Talk)

- To be held during school hours **on the day before** School Night
- **Purpose of meeting:** To excite and enthuse youth to come to School Night and to inform them of what to bring.
- **Preparation:** Ask principal for a brief meeting of all youth 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 youth 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 School 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 youth to help)

- Introduce yourself.
- “For the first time in your life you are old enough to be a _____.”
- Emphasize Pinewood Derby & Day Camp.
- 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 School Night is just for the new kids.

TIPS

_____ Ask a student to distribute the flyers.

_____ Ask teacher to put a sticker on every youth.

_____ 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, etc.

_____ 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 School Night again on day of School Night (PA system)

Stunts:

- _____ Rope tricks
- _____ Take a Cub uniform shirt and briefly explain badges.
- _____ Show books (Lion, Tiger, Wolf, Bear, etc.)
- _____ Pinewood Derby Car.
- _____ 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 youth 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 Kindergarten, First and Second Grade rooms first.
- _____ **Thank the teacher for their time! Compliment their students in front of them if they were good listeners, well behaved, etc. A Scout is courteous.**

School Night Box Contents

Note: Items marked in bold with an "*" should be handed out as people come through the door.

1. **Attendance Cards ***
 - A. Orange – Lions & Tiger Cubs
 - B. Yellow-Cub Scouts
2. Applications
 - A. Youth
 - B. Adult Leader
3. **Parent Orientation Guides ***
4. School Night Presentation
5. Several copies of Pack & Den Resources, new den leader info
6. Report envelopes (one for each unit at the school) filled out down to dotted line
7. **Boy's Life Magazine "Mini-Mag" ***
8. "New Den Membership Rosters"
9. **New Scout Pinewood Derby, Cub Campout, Onboarding Event flyers/info ***
10. **Popcorn Information take orders***
11. District Training Flyer
12. Pens, receipt books, tap, paper clips, credit card/debit card slips or reader
13. Pinewood Derby Cars
14. Set of Table Tents
15. Pack Leadership Needs Form

School Night Program and Checklist

Before you leave Home:

- _____ Review your presentation (School Facilitator)
- _____ **Call the school (the day of) to remind them about School Night**
- _____ Put on your complete uniform
- _____ Practice your presentation and review the agenda
- _____ Take a pocket calculator (smart phone)
- _____ Take 20-30 pens
- _____ Take masking tape
- _____ Call _____ as you leave to confirm you are on your way to the school (or go the prearranged location to pick up your box/materials).

When You Arrive at the School (School Night Facilitator):

- _____ Arrive at least ½ hour early
- _____ Take a copy of the school permit (if needed)
- _____ Spread out your materials and set up room properly
- _____ Check with the other School Night personnel and the unit leaders on their responsibilities
- _____ Pack representatives put up any displays they have
- _____ Either yourself or New Member Cord **must** be positioned by the door to distribute attendance cards, onboarding packets -Boy's Life, the parent's guide, popcorn flyer, etc. **and to welcome the families** to School Night for Scouting.
- _____ Be sure the youth and parents stay in the assigned room, don't let them wander.
- _____ Have the youth and parents sit together by grade levels. Put direction signs up and signs on the tables with grade level markers. Reminder boys & girls should have separate dens.
- _____ Collect all of the attendance cards, quickly scan the responses. Look at the question at the bottom of the card as well as parent's scouting background. Knowing this information in advance will tell you a lot about the group before you start.

The General Presentation (School Night Facilitator):

- _____ Start of Time (6:30 PM preferred) Never punish the punctual!
- _____ Introduce yourself and welcome everyone on behalf of the Glacier's Edge Council, Boy Scouts of America.
- _____ Any opening ceremony prepared by the pack (optional and very, very brief).
- _____ Introduce the other School Night workers and unit leaders.
- _____ Ask all youth who are in the sixth grade, and their parents, to either adjourn to another room or to move together into one area. These are the Scouts BSA and will meet with the troop representative.
- _____ All youth and their parents sitting at the fourth and fifth grade tables are your potential Webelos and leadership.
- _____ All youth and their parents at the second and third grade tables are your potential Cub Scouts and leadership. Separate them, if not already, into groups of 5-8 youth.
- _____ All youth and their parents at first grade tables are your potential Tiger Cubs and leaders. Separate them into groups of 5-8 youth also.
- _____ All youth and their parents at Kindergarten tables are your potential Lion Cubs and leaders. Separate them into groups of 5-8 youth also.
- _____ Begin the Unit School Night Presentation (New Unit Cord & Pack Rep to assist as needed).

Reminder boy and girl new Cub Scouts need to be in separate dens



Checklist (Continued)

- _____ Review the leader's responsibilities for each position from the attached sheet.
- _____ Explain that each Den needs a Den Leader, Assistant and Committee Member.
- _____ If pack-level leadership (Cubmaster, Assistant Cubmaster, Committee Chairman) is needed, ask selected parents who have shown interest to accept these specific positions.
- _____ Let each group now select its Den Leader, Assistant Den Leader and Committee Member. Give each group a "New Den Membership Roster".

Do not speak, but remain available for questions.

- _____ Wait for each new den to respond that they have recruited their leadership & are ready to proceed. Then distribute the Cub and adult applications to that new den. Have the new member cord or pack representative assist. Do not wait for all new dens to be ready. Do them one by one. Announce "The Wolf den has recruited their leaders". Get a round of applause. This encourages others to step forward.
- _____ Ask the parents to fill out the child's forms and not to fill in the boxes at the bottom of the form. All new leaders fill out adult applications.
- _____ Designate each new den with a letter (A, B, C, etc.) and have each youth and leader mark the upper right hand corner of their applications appropriately.
- _____ Refer to front of the Report Envelope for correct fees. Also account for recharter.
- _____ Collect applications and fees in one of two ways (handout derby cars to those who pay/complete youth application).
 1. If you have a small crowd (one or two dens) ask the parents to come up to your table by den and you collect from them individually.
 2. If you have a large crowd (three or more dens) ask the new Den Leaders to collect the applications and fees for their den and bring them to you as a group.
- _____ In the margin of each application, mark it paid and the amount received.
- _____ Be sure the Boys' Life box is marked if they are subscribing.
- _____ Be sure every child has his new Den Leader's name and contact info and when and where their first meeting will be, if that has been decided. (The first meeting may wait until after training.)
- _____ Have each Den Leader fill out a "New Den Membership Roster" with names and Phone numbers of his/her youth.

Checklist (Continued)

- _____ Keep attendance card of any youth who fails to register. Add their name to the den roster.
- _____ Encourage everyone to attend the Pinewood Derby, Cub Family Campout, Loopy Camporee, and to participate in the Popcorn Sale.
- _____ Ask all new leaders to remain with you and dismiss all other parents and youth. Thank them for agreeing to serve.
- _____ Give the Cub Pack representative the unit copy of each youth and adult application.
- _____ Be sure the new leaders have the name and contact info of the pack leadership.
- _____ Collect the "New Den Membership Rosters".
- _____ Encourage all new leaders to attend basic training and the monthly roundtables, remind them of upcoming events, the Popcorn Sale, etc.

After the Meeting (School Night Facilitator):

- _____ Collect the report envelopes/recharter tally sheet from the unit new member cord & unit representative(s). Each should contain all of the applications for the new youth and adults and their fees.
- _____ Check each envelope to be sure the information on the applications totals the amount collected. Fill in the front of each envelope. You may do this at the report meeting site if you have a deadline to be out of the school.
- _____ Leave the room and the school in at least as good a condition as when you found it.
- _____ Go immediately to the School Night Report Meeting at _____ to turn in your report envelopes and any leftover materials.



“What to Do If...”

- ❖ **A den cannot come up with leadership.** Do not distribute applications and do not collect any fees from that den. Keep their attendance cards and turn them in at the report meeting. Applications and fees should be collected from dens with leadership **ONLY!**
- ❖ **You run out of applications.** Go ahead and collect the fees and use the attendance cards as applications. Have the new den leader complete a “New Den Membership Roster.” Applications will be filled out at the report meeting from the cards.
- ❖ **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 an attendance card and tell them they will be contacted shortly to re-conduct School Night.
- ❖ **Your School Night partner (Facilitator or Unit New Member Cord) doesn’t show up.** Using this check list, do your best to fill in for him/her and go ahead with School 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 School Night, recruit leaders, and collect the applications and fees. The pack/troop will receive their copies of the application later.
- ❖ **A youth shows up without a parent or adult.** If they brought fees with them, ask another adult to help him fill out an application and go ahead and sign them up. If they do not have fees, send the application home with them and tell them to bring it and fees to their first meeting.
- ❖ **The parents don’t have any money with them.** Have the youth fill out an application and ask the Den Leader or leader to keep it. Tell the youth to take to their first meeting.





"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?"