



## Sample Parent Orientation Meeting Agenda

### Before the meeting (20-30 minutes)

- Set up table and chairs, as needed
- Roster from Sign-Up Night
- Youth and Adult registration applications (for new families)
- Review Parent Orientation Agenda
- Ceremony and games equipment
- Pens



**Families Came to Participate! THIS is where you share all the great things your Pack will do this year...not at Sign-Up Night. Because families have already committed to participate by signing up, they will now find the time to say YES to participation in all of the great activities, including volunteering!**

### Opening (5 minutes)

- Lead the Pledge of Allegiance
- Introduce pack leaders

### Pack Program/Fundraising (10 minutes)

- Discuss the pack's plans for the future, mentioning some of the more exciting activities
- Discuss the upcoming fall events and distribute event registration information
- Impact of Popcorn sale as a fundraiser for the Pack and each family

Dismiss the Cub Scouts to another room for games and activities with proper supervision

### Unit Leadership Needs (15 minutes)

- Prepare list of unit leadership opportunities in advance...separate needs by jobs that need to be done every month (like Advancement) or things that get done seasonally (like organizing a campout)
- Using whiteboard, blackboard, or poster board—have list of all open positions in the Pack, with the number of volunteers needed for each position
  - Example: Pinewood Derby 3 adults, Blue & Gold 3 adults, Christmas Party 1 adult, etc.
- Ask for at least one adult from each family to participate in one of the roles until you have adequate leadership
- Discuss adult registration fees and uniforms
- Talk briefly about helping new leaders get started—training requirements, meeting resource guides, etc.
- Simple recognition for all parents who have just volunteered

### Den Organization (20 minutes)

- Have the Cub Scouts rejoin the group and sit by grade level
- For dens that already have a Den Leader:
  - The den leader discusses den meeting dates, times and locations
  - Recruit parents to assist with den meetings
- For dens that do NOT have a Den Leader:
  - Another Pack leader will need to guide the discussion



- Discuss the possible meeting dates, times and locations
- Talk with individual parents to secure den leadership

**Reminder Announcements (10 minutes)**

- Date, time, and location of the first Pack meeting
- Upcoming training courses
- Fall activity information
- Popcorn sale dates

**After the meeting**—enjoy fellowship and refreshments