



Sample Sign-up Night Agenda – Presentation Method

All Sign-Up Nights are designed to be fast-paced for today's busy parents. The presentation method has been used successfully for many years. Remember that the goal is to sign up new Scouts and adult leaders. Packs are asked to avoid the use of PowerPoint presentations because they tend to include too much information, take too much time, and often cause interested families to leave without signing up because they simply cannot stay for the entire presentation. Instead, new Cub Scouts and parents should be invited back to a Parent Orientation a week later, which gives the pack an opportunity to share more information about their activities and leadership. The key to making any Sign-Up Night successful is advanced planning and preparation, including recruiting enough enthusiastic volunteers to help. A model campsite with a tent, camp chairs, fishing poles, etc. should be to one side of the presenter, so everyone clearly sees some Scouting fun while they are there!

Before the meeting (20-30 minutes)

- Set up tables, chairs, and model campsite
- Welcome Packets: applications, pack Information sheet, parent orientation flyer, etc.
- Pens & checkout materials



Families Came to Sign Up! Sign them up and get them out! Resist the urge to flood them with information. Sign Ups should be 30 minutes max, start to finish.

Welcome & introductions (5 minutes)

- Lead the Pledge of Allegiance
- Introduce pack leaders

What is Scouting (Basic Version—10 minutes)

- Youth development program that builds character & confidence
- Family-oriented; all members of the Scout's family encouraged to participate when/where possible
- Fun with a purpose—youth will have fun while learning leadership skills
- Briefly describe upcoming pack activities and a recent activity over the summer
- Briefly describe leadership structure of the pack

Volunteer Commitments (10 minutes)

- Have each future Scout say what Scouting activity they are looking forward to the most
- Tell the parents of the den that these future Scouts are ready to begin their Scouting journey, so they need coaches, mentors, adults to lead them...we call them Den Leaders
- Ask which parents are committed to help them on their journey and would like to volunteer
- Complete Application: recognize all newly-recruited leaders whose applications and fees are turned in
- Repeat this process for each grade level, if needed

Youth/Adult Registration (5 minutes)

- Discuss pack and BSA registration fees, insurance, and magazine subscription option
- Refer to Pack Information sheet – mention key upcoming dates
- Emphasize Parent Orientation meeting – date/time/location, rockets handed out, FUN!
- Direct all to Turn-In tables to gather applications & fees, present youth with rocket patch

After the Meeting

- Collect all applications/prorated fees, present youth with patches, answer questions
- Visit with new leaders & parents, encourage Parent Orientation attendance