



Sample Sign-Up Night Agenda – Table Rotation Method

All Sign-Up Nights are designed to be fast-paced for today’s busy parents. The table rotation method has been used very successfully in recent years. It allows families more flexible timing and it allows the pack to have better one-on-one conversations with new families as they visit the tables. Families sign in at the first table, then they go on a self-paced journey through five stations to learn how Scouting and the pack work. Families who are familiar with Scouting, or who have limited time, may hurry past some tables, and go directly to checkout. The diagram below shows the stations and the recommended room setup. A model campsite with a tent, camp chairs, fishing poles, etc. should be in the center of the room so everyone circles some Scouting fun while they are there! The key to making any Sign-Up Night successful is advanced planning and preparation, including recruiting enough enthusiastic volunteers to help.



Sign-Up Night Stations

- **Welcome/Sign In**
- **Station 1:** Who are the Cub Scouts?
- **Station 2:** How Does Scouting Work?
- **Station 3:** Cub Scout Advancement
- **Station 4:** Funding Your Scout Experience
- **Station 5:** Join and Check Out

Families Came to Sign Up! Make sure it is easy for them to sign in & sign up, and ensure there is not a line at the checkout table. Someone at the exit doors should ask if everyone had the chance to sign up!

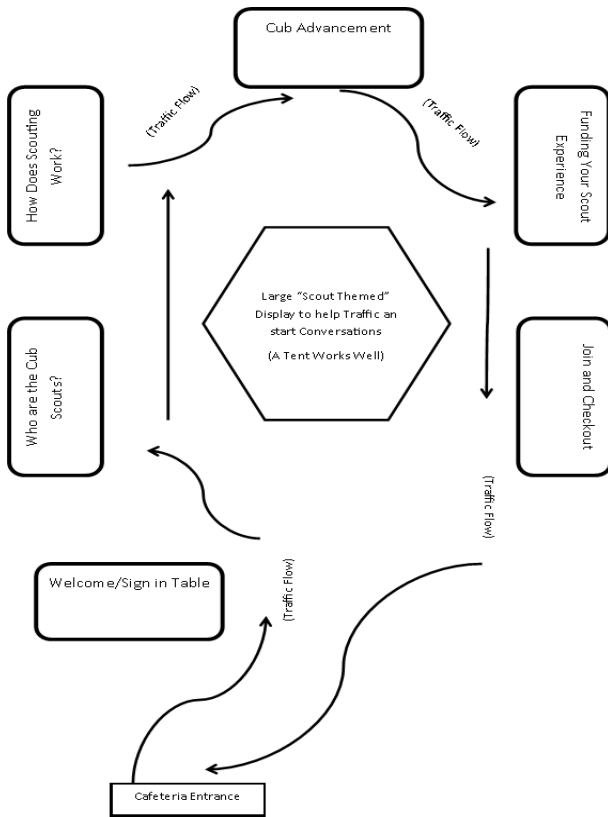
Welcome/Sign In: This is the first place interested youth and their parents stop. They sign in, while a greeter provides a brief overview of the process.

- Greet each family as they arrive and ask them to sign in.
- Provide each family with a Welcome Packet: youth & adult applications, Pack Information sheet, etc.
- Invite each family to visit the five stations and learn more about Scouting: sign up and checkout is at the final station.

Station 1: Who are the Cub Scouts? Share basic information about the Cub Scouts ... FUN! ... Scouting is “a game with a purpose” ... FUN! ... the big picture of character development, citizenship, and personal fitness ... FUN! ... the timeless values of the Scout Oath & Law ... the uniform ... plus FUN, FUN, and more FUN!

Materials:

- Station 1 tri-panel display
- Scout Shop Guide to the Uniform
- Pack pictures



Station 2: How Does the Program Work? This station touches on dens, pack meetings, outside activities, and the importance of volunteers. Start a friendly discussion about all parents helping wherever they Can. Everyone is busy, but everyone does something. Reassure parents that your pack helps new parents get started off well!

Materials:

- Station 2 tri-panel display
- Fun stuff from pack activities...Pinewood Derby Cars, keepsakes from outdoor activities, pictures of youth and parents having loads of fun, camping gadgets youth have made, etc.

Station 3: Advancement. This station touches on the different ranks in Cub Scouts, listing out some of the specific adventures for each rank...mention “age appropriate activities” and all the opportunities for fun. Again, a good opportunity to mention great ways to volunteer. Mention that parents can share their personal hobbies or have an interest in specific advancement requirements. Either way is a perfect way for a new parent to help their child’s den!

Materials:

- Station 3 tri-panel display
- Rank patches, belts full of adventure loops, patch vest, parent’s ribbon full of parent pins
- Patches from campouts, pack & District activities

Station 4: Funding the Program. This station covers registration and fundraising, giving an opportunity to briefly touch on pack fees and additional expenses. Remember that more financial details, like fundraising specifics, will be covered during Parent Orientation, so focus on the big picture.

Materials:

- Station 4 tri-panel display
- Popcorn tins, fundraiser trophies or other prizes from prior sales
- Program/Camp pictures – show where the money goes
- Copies of Boys Life Magazine
- Be prepared to briefly answer questions about pack fee payment plans and/or financial assistance.



Station 5: Join and Check Out. Leaders at this station are responsible for final “check out,” including proper completion of applications, payment, and registration of new leaders. Units that use the rotational model recommend multiple tables and extra, experienced leaders at this station to be sure that the flow doesn’t back up here.

Materials:

- Extra youth and adult applications, pens, calculators, clear instructions about payment options
- Electronic gear for online registration, if WiFi available...always have paper, just in case!
- Patches for “instant recognition” for paid and registered new Scouts.
- Make sure all applications are properly completed, including signatures.
- Collect the proper fee amount for BSA membership fee and magazine, if added.
- Forms, signed by Cubmaster, and all payments should be collected and put in envelope for turn in.
- Secure adult volunteers, especially Den Leaders for new dens. Encourage adults to register...can finalize positions at Parent Orientation, if needed.
- Make sure parents know when and where the first meeting is (Parent Orientation Night) and answer any other questions parents may have.