



BOY SCOUTS OF AMERICA BAY-LAKES COUNCIL

2555 Northern Road ♦ Application, WI 54912

www.baylakesbsa.org ♦ 920-734-5705

June 2019

Dear Cub Scout Leaders,

Thank you for volunteering as a Cub Scout leader and providing activities where Cub Scouts build character, improve physical fitness, learn skills, develop a spirit of community service, and have a ton of FUN!

We are quickly approaching the most important dates on the Scouting calendar. August 1st—October 31st Cub Scout packs throughout our council are focusing efforts on this year's membership drive. Let's start this program year with a bang and carry the momentum created with your recruiting efforts throughout the entire Scouting year.

We need the help of every Scouting Leader this Fall recruiting season—our best success will be ensured by working as a team. Together we can grow your unit and recruit new parents who will help fill your unit's leadership roles.

To assure an effective **"Join Scout Night"**, we have complied the information within this guide to help everyone achieve success. Your District Executives and Directors, Commissioners and volunteers will be with you every step of the way.

Thank you for all you do to support Scouting in our communities!

Brian Robb
Director of Field Service

2019 Cub Scout Recruiting Guide

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SCOUT ME IN™

JOIN CUB SCOUTS TODAY AT BEASCOUT.ORG

FALL RECRUITING 101

Your pack's fall recruiting plan will not be limited to one Join Scouting event. With the help of your District Executive and District Membership Chair, you will build a recruiting campaign for your unit. Some of the components of that campaign are:

Join Scouting Night:

This is an open house event, where families visit your unit and see what the Cub Scout program is all about. First impressions are memorable and we want to help your unit make a GREAT

impression in the minds of new families visiting your **Join Scouting Night**.

Depending on the location of your unit, you may organize more than one **Join Scouting Night** at more

than one school. Your District Executive will help your unit determine if this is necessary and will help you build a dynamic and well-organized **Join Scouting Night**.

School Talks:

The school talk recruiting presentation is a 3-5 minute talk to potential members who are interested in joining the Scouting program. School Talks are typically held during the day and can also be shared at community

centers, churches and directly to other youth organizations.

If you are able to assist with a School Talk presentation, please contact your District Executive for more details about this program.

To find your District Executive, See Pg 5 or Visit:

www.baylakesbsa.org

- Click About Us
- Click Staff Directory

Peer to Peer Recruiting:

You can build a Peer-to-Peer Recruiting campaign within your unit. Offer incentives to each Scout who brings a friend to a unit event and give a top prize to the one who brings the most friends to an event. Our youth members

are truly the best program ambassadors we could ever have and encouraging them to share the fun of their Scouting journey can open the door for other families and new Scouts to join your pack.

Peer to Peer Recruitment Cards

⇒ [Cub Scout \(Fillable PDF\)](#)

⇒ [Scouts BSA \(Fillable PDF\)](#)

New Parent Orientation

The New Parent Orientation Meeting is held separately from the Join Scouting Night. It is facilitated by the Cubmaster, Committee Chair and Unit Commissioner. This is a chance for unit leaders to speak directly to parents and new leaders about:

- How the Pack operates and is funded
- How Advancement works
- Unit fundraising efforts
- Volunteer opportunities
- Introduce parents to Den Leaders

- Explain Adult training opportunities
- Invite new leaders to next Roundtable

A Sample Agenda is located on the left side of your Recruiting folder.

PRELIMINARY PLANNING QUESTIONS...

To begin building your unit's program year:

Does your pack have a program planned and calendar of events for the next 6-12 months?

What will your pack have planned for fun summer activities?

- ⇒ Communicate those plans and schedules with your existing unit members and have copies of your unit calendar of events available at your **Join Scouting Night**.

To begin building your unit membership plan:

What is our recruiting goal? How many new members do we need?

Are there leader positions that need to be filled right now? Do you foresee needing to fill a leadership role for someone who may cross over to Scouts BSA in the spring?

- ⇒ Review the Unit Leader Inventory on page 15

Do we have a unit membership chair or New Member Coordinator?

- ⇒ If you do not have a membership chair or New Member Coordinator, is there someone you could approach about helping with this role? Someone in this role could be responsible for contacting Scouts who have dropped from the unit or coordinating your Fall Recruitment plans and **Join Scouting Night**.

QUESTIONS TO HELP PLAN FOR RECRUITMENT....

Where do our members come from—which schools or organizations can we connect with?

Where will we hold our Join Scout Night(s)?

What information should we have available for attendees our Join Scout Night?

- ⇒ Visit www.baylakesbsa.org/fall-recruiting to order support resources
- ⇒ Additional marketing tools available at the [BSA Marketing & Membership Hub](#)
- ⇒ Promotion Videos are available at <https://baylakesbsa.org/cub-scout-recruiting-resources/>

Does our pack have an information or fact sheet?

- ⇒ If no, please visit www.baylakesbsa.org—Resources—Fall Recruiting for a fillable template. You can view and edit this document in Microsoft Word on your computer, tablet, or phone.

Is our Unit Pin set up on BeAScout.org?

- ⇒ Instructions to update/set up your Unit Pin are on Page 7

How will we promote our pack's Join Scouting Night?

- ⇒ Create a Facebook event on your Pack page to promote your **Join Scouting Night** event.
- ⇒ Confirm your **Join Scouting Night** event dates to participate in the Council-led Geofencing program.
- ⇒ Promote the good works your pack members do throughout the school year. Creating program recognition will lead to great community support for your pack's recruitment activities next year.

RECRUITING TIMELINE

MAY:

- Pack leaders attend District Roundtable to receive information for planning their upcoming program year

JUNE:

- Pack leaders submit schedule for Fall Join Scouting Night
⇒ Submit online at baylakesbsa.org/joincubscouts
- Promote Scouting in your local communities via festivals, fairs or parades
- Contact affiliated school(s) or organizations to open discussion about the unit's fall recruiting events

JULY AND AUGUST:

- One member of each Pack in the District must attend their District Fall Recruiting Training night. Here you will pick up your unit's fall recruiting materials and learn about everyone's great ideas for how to reach out to potential families.
- Packs have an information table at school open houses/back to school events or registration nights. This will allow unit leaders an opportunity to meet parents and teachers, to collect leads and help get new youth members excited to join in September.

AUGUST:

- Units post yard signs in highly visible areas of their community to promote **Join Scouts Night** events.
- Pack leaders attend their August Roundtable meeting to secure additional support/promotional materials.
- Units throughout the Council will hold their **Join Scout Night** events between mid-August—mid-October.

SEPTEMBER:

- Units will hold their New Parent Orientation meeting within 2 weeks of their **Join Scout Night** event.
- Pack leaders attend September District Roundtable.
- Regularly scheduled Den meetings begin.
- Second chance **Join Scout Night** events can be organized prior to the start of the mid-to-late September Pack meetings.

SEPTEMBER/OCTOBER:

- Attend fall events like Mom and Scout and Fall Festival.
- Explore STEMpede or attend a District-led Camporee.
- Council-wide events calendar is viewable at: <https://scoutingevent.com/635>

District Fall Recruiting Training Events

Hiawathaland:

Saturday, August 17

- Location: TBD

Lakeshore:

Thursday, August 8

- Cleveland

Northern Lites:

Tuesday, August 6

- Location: TBA

Voyageur:

Monday, July 22

- Cabela's, Green Bay

Gathering Waters:

Wednesday, July 31

- Bay-Lakes Council Service Center, Appleton

Ledge-to-Lakes:

TBA

Twin Lakes:

Thursday, Aug 1

Location: TBA

Kettle Country:

Tuesday, July 30

- Beaver Dam

Wednesday, July 31

- Saukville

WHO IS AVAILABLE TO HELP US RECRUIT?

District Membership Chair:

This volunteer focuses on membership growth and retention for all units with in your district.

District Executive & District Director:

This is your Scouting professional who can identify the resources and share their know-how to help your unit be successful. They help increase district membership, seek financial resources to support programs and facilitate events throughout the District. They are actively working with all levels of volunteers, staff and community leaders to identify, recruit, train, guide and inspire everyone to become involved in Scouting programs.

Unit and District Commissioners:

These volunteer leaders help Scouting units succeed. They coach and maintain the standards of the Boy Scouts of America. Commissioners support the membership process through the Journey to Excellence program and are integral to the annual unit charter renewal process.

Chartered Organization:

Your chartered organization already knows the value of Scouting. They can be a great resource and asset to help you get the word out in the community to recruit new youth and adult members.

Unit Alumni:

What better place to look for support than within your own ranks? Alumni from your unit know the benefits and adventures of Scouting—they can be a great supporter and can help share the story of Scouting!

NEW THIS YEAR: FACEBOOK GEOFENCING

For the 2019 recruiting season, Bay-Lakes Council and the National BSA are paying for a new advertising service called Geofencing. Geofencing is an advertising method that uses geographically targeted ads to reach a specific audience. GPS data from mobile devices will be utilized to advertise our **Join Scouting Nights** on Facebook.



What you need to do? In order to best utilize this service we need your Unit's schedule for your **Join Scouting Night** events by July 31, 2019.

Visit baylakesbsa.org/joincubscouts to submit your unit's event dates today!

Additional details available on ScoutWire

District Contacts

Hiawathaland:

Director:

[Patrick O'Brien](#)

Sr. Executive: [Jon Martin](#)

Lakeshore:

Director: [Chris Weber](#)

Sr. Executive: [Sally Bork](#)

Northern Lites:

Field Director:

[Doug Ramsay](#)

Voyageur:

Executive: [Bob Pekol](#)

Gathering Waters:

Director: [Josh Anderson](#)

Executive:

[Jason Splinter](#)

Ledge-to-Lakes:

Executive:

[Trisha Deimer Steineke](#)

Twin Lakes:

Director: [Kevin Corkin](#)

Kettle Country:

Director: [John Rouse](#)

Sr. Executive:

[Brittany Burmeister](#)

CUSTOMIZED PRINT RESOURCES TO ORDER

The Bay-Lakes Council provides all packs with promotional recruiting materials free-of-charge. Council will use the information your unit submits at <http://baylakesbsa.org/fall-recruitment> to complete your custom **Join Scouting Night** flyers.

To order your unit's materials, please submit a Resource Order Form. A copy of the order form is included in your unit folder. Or submit online at: <http://baylakesbsa.org/fall-recruitment>

What is available?

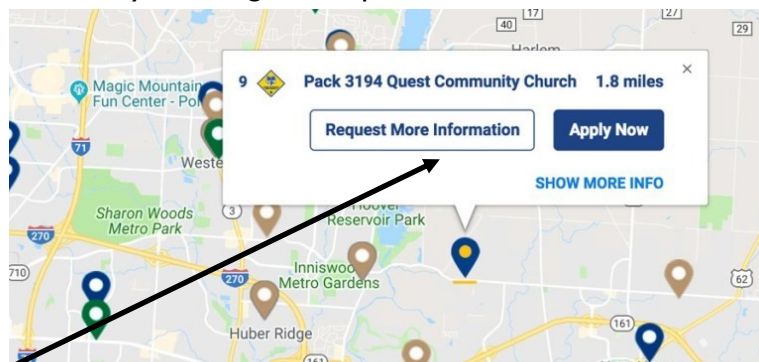
- ☒ Yard Signs
- ☒ Custom Posters and Join Scouting Flyers
- ☒ Boys' Life Mini-Magazines
- ☒ Youth and Adult Applications
- ☒ BSA branded Email Templates
- ☒ Cub Scout Stickers
- ☒ Parent Packets will be provided by Council for each **Join Scout Night** event

REACH NEW MEMBERS WITH BEAScout.ORG

BeAScout.org is the first place many new families visit to look for a Scout group to join. For many, this website is a family's first introduction to Scouting as it shares how Scouting works and why it's a good fit for so many members.

How do families find units? Families can search for units by entering their zip code to find all of the Scouting units closest to them.

What information do families see? The search results show up as pins on a map. Just click/hover the mouse over a pin on the map to show the unit information. Search results are also available in a list format.



How do families contact a unit? If a family is interested in learning more about a specific unit, they can click the **Request More Information** button. This will generate an email message to the primary contact email listed in the Unit Pin. This will also generate an **Invitation** in My.Scouting.org, which the Unit Key 3 can access and view in the **Invitation Manager** tool. Sending a prompt response to online Invitations is a great way to begin building a relationship with a new family. [Click here for more instructions about the Invitation Manager](#)

How to families apply to join a unit? If a family is ready to join a new unit, they can either complete the process online through BeAScout.org or submit a hardcopy paper application to the unit. Unit Key 3 members will receive an automated email alert if any applications are submitted online. My.Scouting.org will send if a new member applies online. The Unit Key 3 will need to log into My.Scouting.org to approve any new youth member who applies online. [Click here for more instructions about the Application Manager](#)

HOW TO SET UP OR UPDATE YOUR BEAScout UNIT PIN

1. The Unit Key 3 (Unit Leader, Committee Chair or Chartered Organization Rep) can log into My.Scouting.org to update the unit pin.

- ⇒ In the drop-down menu, go to **Legacy** → **Web Tools** → Select **BeAScout**
- ⇒ Under **Unit Pin Mode** choose **“Unit”** (rather than council).
- ⇒ Next update the unit pin with your contact information. Add a short blurb describing your unit
- ⇒ Set **Pin Status** to **“Active.”**
- ⇒ If the unit is willing to accept online applications, set **Apply Status** to **“Active.”**

Example of a BeAScout.org Unit Pin

Pack 3885 St Paul's Ev Lutheran Church

730 County Road PPP
Sheboygan Falls WI 53085

Contact: Bruce Wisniewski
Phone: (920) 946 - 0795
Website: <http://pack3885.ScoutLander.com>

Dens for Boys or Girls

Pack 3885, located in Sheboygan Falls, WI is a member of the Lakeshore District in the Bay-Lakes Council. Come check us out!

[Request More Information](#)

2. Next, identify your pack's gender preferences:

- ⇒ Log into My.Scouting.org → In the drop-down menu, click **Organization Manager**
- ⇒ Select **“Settings”**, this is where a unit can set up their online application preferences and indicate if their unit is accepting only Boy Packs, only Girl Packs or is a Family Pack with dens for boys and girls. If the unit is a Family Pack, select **“Opt In”** for **Family Scouting**.
- ⇒ Select effective date, such as the start of your most current charter.
- ⇒ Select den type: Boy Dens, Girl Dens, or Dens for Boys and Girls
- ⇒ Click **Commit** button to save

Family Scouting

Family Scouting	Opt-In
Family Scouting Effective Date	12/31/2018
Unit Can Accept	Both Boys and Girls

[Commit](#)

3. If your unit is accepting online applications, My.Scouting.org Organization Manager offers you the chance to set-up a Welcome email that will automatically send to an applicant who completes an application.

Please Remember: The Chartered Organization Representative will have to log into My.Scouting.org to complete the final electronic approval for adult leader applications.

Youth applications submitted online must be approved by a member of the Unit Key 3 (Unit Leader, Committee Chair or Chartered Organization representative).

*Please note: Changes to the Unit Pin will not populate online immediately.
There is typically 24 hour delay before a unit pin will populate with the updated information.*

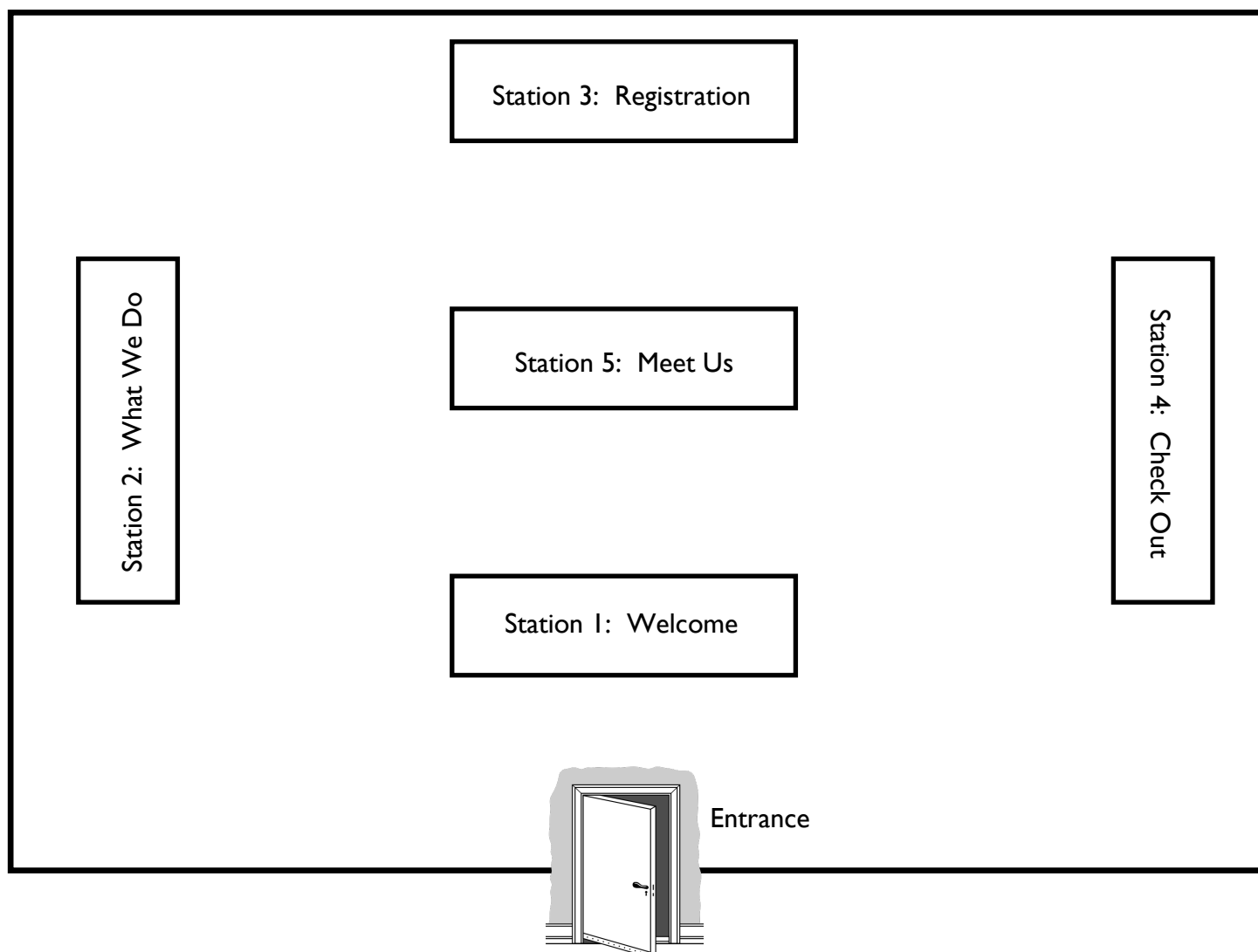
THE FIVE STATION PLAN FOR YOUR *JOIN SCOUTING NIGHT* EVENT

For your **Join Scouting Night** event, many units are utilizing the Five Station Plan. This is a relaxed, round robin layout where families can move through each station and meet unit leaders and volunteers, while learning about all of the FUN activities the Pack has planned for the upcoming program year.

This is the first impression families will have of your unit. Planning a well-staffed **Join Scouting Night** event will help you create a great impression. Being able to share a full year's worth of programming events and activities will help prospective families know that they are making a good choice and their children will have many opportunities for growth, learning and FUN.

We recommend setting up activities tables where Den Leaders can lead kids through an activity, like making slime or running old derby cars on a track. The possibilities are endless. It is just a great way to show the kids what FUN they will have in Scouting and will give parents the chance to move through the 5 Stations easily. *Table tents are included in your folder should you wish to set up activities by grade level.*

Sample Floor Plan for Your *Join Scouting Night*:



STATION CHIEF ASSIGNMENTS:

STATION:	DUTIES	SUPPLIES NEEDED
STATION 1:	<ul style="list-style-type: none"> ❑ Be a friendly, outgoing greeter to everyone who attends 	<ul style="list-style-type: none"> ❑ Station Sign
WELCOME & SIGN IN	<ul style="list-style-type: none"> ❑ Have each family complete the Attendance Roster ❑ Explain to each family that there are 5 stations to visit and it only takes 20-30 minutes to complete 	<ul style="list-style-type: none"> ❑ Welcome Sign ❑ Attendance Sheets ❑ Pens
STATION 1 CHIEF:		← Add Name of Station Chief
STATION 2:	<ul style="list-style-type: none"> ❑ Hand each family their personal recruitment packet: Parent Orientation Guide 	<ul style="list-style-type: none"> ❑ Station Sign
WHAT WE DO	<ul style="list-style-type: none"> ❑ Share information and handouts that explain all of the FUN activities the Pack has planned for the upcoming year (<i>Sample Unit Rank handouts available</i>) ❑ Explain how families can sign up to go to these events and that attendance at all events isn't a requirement 	<ul style="list-style-type: none"> ❑ Parent Orientation Guides (Provided by Council) ❑ Pack Calendar ❑ Unit Contact Information ❑ Scout Shop Uniform Guide Flyer ❑ Boys' Life Mini-Mags
STATION 2 CHIEF:		← Add Name of Station Chief
STATION 3:	<ul style="list-style-type: none"> ❑ Have each new member complete the BSA Youth Application form 	<ul style="list-style-type: none"> ❑ Station Sign
REGISTRATION	<ul style="list-style-type: none"> ❑ Ensure that each youth application is signed by their legal Parent or Guardian ❑ Ensure each application includes date of birth, current grade level and school 	<ul style="list-style-type: none"> ❑ BSA Youth Applications ❑ Pens ❑ Bay-Lakes Council Special Funding Request Form ❑ "What Other Costs" Handout
STATION 3 CHIEF:		← Add Name of Station Chief
STATION 4:	<ul style="list-style-type: none"> ❑ Share and explain registration fees ❑ Collect registration fees 	<ul style="list-style-type: none"> ❑ Station Sign ❑ Calculator
CHECK OUT	<ul style="list-style-type: none"> ❑ Share information regarding registration assistance through the Council 	<ul style="list-style-type: none"> ❑ Turn-In Envelope for Applications & Fees
STATION 4 CHIEF:		← Add Name of Station Chief
STATION 5:	<ul style="list-style-type: none"> ❑ Explain the den structure and introduce families to their Den leader 	<ul style="list-style-type: none"> ❑ Station Sign
MEET US & ANSWER QUESTIONS	<ul style="list-style-type: none"> ❑ Answer questions about Pack activities ❑ Share/show cool Pack items like Pinewood Derby cars and summer camp shirts ❑ Share pictures taken during recent activities 	<ul style="list-style-type: none"> ❑ Slides/pictures of past Pack activities ❑ Extra copies of unit calendar and contact information
STATION 5 CHIEF:		← Add Name of Station Chief

TIPS FOR SUCCESS

DECIDE HOW YOUR SIGN-UP NIGHT WILL BE STRUCTURED

Utilize the 5 Station Plan to alleviate congestion and present information in an organized way to new families.

Your Pack can decide to use only four stations, based on the number of available volunteers and/or expected turn-out. However, be sure to still address the topics outlined in each station so families have a chance to gather information and ask questions.

Regardless of your structure, the evening should appear organized and flow nicely for interested families.

PROMOTE YOUR JOIN SCOUTING NIGHT

Utilize the tools provided by Council to actively promote a grassroots effort in your local community.

- Place yard signs in high visibility areas
- Schedule a School Talk about 10 days before the **Join Scout Night** event
 - Bring invitations (flyers) and stickers to the School Talk for youth members to take home and share with their families
- Update your [BeAScout.org](https://www.bsa.org) Unit Pin
- Create a Facebook event for your **Join Scouting Night**
- Ask Scouts to wear their Cub Scout Uniform or T-shirt to school on the day of the **Join Scouting Night**

KEEP YOUR JOIN SCOUTING NIGHT SHORT—NO MORE THAN 90 MINUTES

The goal is for new families to complete all five stations in 30 minutes.

WEAR CLOTHING THAT IS APPROACHABLE

Uniforms can create an “us” vs. “them” mentality and a barrier to joining. However, we do

recommend having a your Cubmaster and Committee Chair in uniform. Perhaps have a few of your current youth members in uniform as well so new families can see what a uniform consists of.

Please have other volunteers and leaders in attendance wear a less intimidating Scouting polo or “Class B” shirt. Be sure every volunteer has a name tag that includes their name and unit title: Den Leader, Scouter Reserve, Cubscout—Bear, etc.

Keep Track of Who Attends

Make sure every family with potential new Scouts signs in on the Station 1 Attendance Roster. Units should keep one of the copies of the Attendance form so they can send a follow-up email to new families after the **Join Scouting Night**.

SHARE THE FUN! TELL YOUR UNIT’S STORY!

Every family who attends your unit’s **Join Scouting Night** should walk away knowing that their child will be a member of an organized, active unit. A unit where leaders are focused on working cohesively to bring the Scouting program alive for all of their youth members. To show new families this:

- Share the unit calendar
- Share your Unit Information and Contact Sheet
- Share the New Parent Orientation Guide
- Share a sample of the Boy’s Life Magazine
- Show pictures and/or slides from previous activities

BE HAPPY! BE FUN! BE HELPFUL!

The positive energy of Scouting should be abundant at your **Join Scouting Night** event. Share that happiness with new families that visit your unit.

THINGS TO AVOID DURING YOUR *JOIN SCOUTING NIGHT* EVENT

Do not try to recruit parents/guardians as new leaders right away

- ⇒ The primary goal of your *Join Scouting Night* event is to get new youth members registered with your unit. Introducing parents/guardians to leadership roles should not happen until the Parent Orientation Meeting held 1-2 weeks after your *Join Scouting Night*.

Do not introduce parents to the Fall Popcorn Sale or other fundraising programs

- ⇒ Again, the primary goal of your *Join Scouting Night* event is to recruit new youth members. Fundraising is an item to be covered at the Parent Orientation Meeting.

Avoid letting parents/guardians take the application home to complete if at all possible

- ⇒ It is best to collect the youth application and pro-rated membership fees during the *Join Scouting Night*.

Don't forget to plan a FUN activity for any kids that attend your Join Scouting Night event

- ⇒ While parents/guardians are going through the 5 Stations, have your Den Leaders/adult volunteers organize an activity for the kids. Perhaps make slime, play a game or run old cars on a derby track. It's a great idea to have a few of your currently registered scouts there to help with the FUN too.

GATHERING BSA YOUTH APPLICATIONS & FEES

- ⇒ Help families complete and submit their applications at your *Join Scouting Night*. Collect all applications before the family leaves the event. Applications that go home, rarely get completed.
- ⇒ If possible, set up an Online Application computer station(s), where a parent/guardian can complete the youth application online during your *Join Scouting Night* event.
 - ⇒ A unit leader will need to electronically approve each new youth application submitted online.
- ⇒ Review applications to ensure all information is complete, including Grade level—Gender—*Boys' Life*.
- ⇒ **Be sure your Unit Number and a Unit Leader Signature is included on Every application.**
- ⇒ **Do Not Collect Adult Applications for new Lion Cub Adult Partners or Tiger Cub Adult Partners.**

MEMBERSHIP FEES:

- ⇒ Collect the pro-rated registration fee for only the remaining months in your current unit charter year.
- ⇒ Collect the pro-rated *Boys' Life* fees for only the remaining months in your current unit charter year.
- ⇒ Do Not Collect pack/den dues at this time.
- ⇒ Record the payment type and amount collected on the application.
- ⇒ Checks should be payable to the Unit. When the applications are submitted, the Unit will provide ONE check to the Council.
- ⇒ See Page 15 for a schedule of pro-rated membership fees and *Boys' Life* subscription costs.

POST EVENT TO DO LIST

At the end of your **Join Scouting Night**, collect the following information which must be sent to the your District Executive/Director within 48 hours following your pack's **Join Scouting Night** event:

- ☐ All Youth Applications
 - Be sure all applications include: Grade, Date of Birth, Parent/Guardian Contact and Signature, Unit Number and Unit Leader Signature
- ☐ Event Attendance Sheet
 - The white copy can be sent to your District or Council, while the unit keeps the yellow carbon copy. Use the yellow copy to gather new family contact information for future communications.
- ☐ Send completed youth applications and One unit check sent to Bay-Lakes Council office for new youth member registrations. Please send to your District or the Council within 48 hours following your **Join Scouting Night** event. *(A Fall Recruitment Results envelope is included in your Unit Folder for these submissions)*
- ☐ Send a Welcome email to all of the new families who attended your **Join Scouting Night** *(See Page 13 for sample text)*
- ☐ Send a Welcome Back email to your returning families. Maintaining strong communication with all of your pack's families is key to building a great relationship with those who support your activities. *(See below for sample text)*

Welcome Back Cub Scouts of Pack (Enter Unit Number)!

The leaders and parents of Pack (Unit Number) have been working hard to organize a super FUN year ahead. We hope you are all as excited as we are to experience our next year's adventures!

Please join us at our first Pack meeting of the year at (Enter Date, Time and Location).

Mark your calendars!

Our annual Popcorn Sale begins on September (Enter Date) and we are looking for volunteers with vans and/or trucks who could help us load and organize our product. If you are able to assist with this, please contact (Enter Name and Email of Unit Popcorn Kernal).

- Order Forms and additional sale information will be shared with everyone at our (Enter Date) Pack meeting.
- This year's sale prizes look amazing and everyone will have the opportunity to sell popcorn and raise funds for Summer Camp 2020!

Future Pack and Den Meeting Dates:

The attached calendar (Or enter link to your online unit calendar) outlines when our unit and den meeting dates and times. Extra activity weekend events are also included.

Thank you again for continuing with Pack (Enter Unit Number)! We are happy to have your family with us as we explore, learn, and experience the Cub Scout adventure together!

Yours in Scouting,

Enter Cubmaster Name and Contact Information

Enter Committee Chair Name and Contact Information

Attachments: Unit Calendar and/or Contact Information (PDF)

Sample Text for New Family Welcome Email: Send within 48-Hours after *Join Scouting Night*

Welcome New Cub Scout Parents! Thank you so much for joining Pack (Unit Number) this year. We look forward to working with your family in making this Cub Scouting year as fun and memorable as possible. What to look forward to:

New Parent Orientation and Training Day

- *Enter Day, Date, Time Location*

At the New Parent Orientation and Training Day we will share more about:

- How our Pack functions and our general operations
- How the Cub Scout Advancement program works
- How our Pack dens are organized and the meeting schedule
- Available adult leader positions we are looking for help to fill and current volunteer opportunities
- How the adult leader training program works

To begin learning about the adult leader training program in the BSA, we are asking all of our new parents to visit [My.Scouting.org](https://my.scouting.org), to complete Youth Protection Training. The safety of our youth is of the utmost importance to us all. Together we can educate everyone on how to build a community of safety.

Mark your calendars!

Our annual Popcorn Sale begins on September (Enter Date) and we are always looking for volunteers with vans and/or trucks to help us load and organize our product. If you are able to assist with this, please contact (Enter Name and Email of Unit Popcorn Kernel).

Future Pack and Den Meeting Dates:

The attached calendar (Or enter link to your online unit calendar) outlines unit and den meeting dates and times. Extra activity weekend events are also included.

Thank you again for joining Pack (Enter Unit Number)! We are happy to have your family join ours as we explore, learn, and experience the Cub Scout adventure together!

Yours in Scouting,

Enter Cubmaster Name and Contact Information

Attachments: Unit Calendar and/or Contact Information; How to Access Youth Protection Training Instructions (PDF)

CUB SCOUT PACK ADULT LEADER POSITIONS

All chartered Packs must fill the following required positions: Executive Officer, Chartered Organization Representative, Cubmaster, Committee Chair, 2 Committee Members, and at least 1 Den Leader.

INSTITUTIONAL HEAD (IH)/EXECUTIVE OFFICER:

- Primary responsibility is to designate a member of the chartered organization to head its Scouting program as the Chartered Organization Representative

CHARTERED ORGANIZATION REPRESENTATIVE (CR):

- Help secure adult leadership
- Approve leadership
- Chair charter review meeting
- Report to chartered organization board regularly

COMMITTEE CHAIRPERSON (CC):

- Chair monthly leader's meeting
- Supervise administration of unit records & Committee
- Supervise recruiting of leaders
- Work closely with Cubmaster (CM)

CUBMASTER (CM):

- Recruit Den Leaders and ensure they are trained
- Plan and conduct monthly Pack meeting
- Assist Den Leaders in coordinating program
- Work closely with the Committee Chairperson (CC)

SECRETARY/TREASURER (MC):

- Take minutes of leader's meeting
- Give financial report
- Keep records of finance and other Committee administration
- Submit Money Earning Project Applications
- Sign checks as needed
- Handle Accident Insurance Program for Pack

NEW MEMBER COORDINATOR (MC):

- Share the benefits of Scouting by promoting through social media and other community communications
- Coordinate unit recruitment efforts
- Welcome new families to Scouting and provide information about how to engage with unit activities

ADVANCEMENT (MC):

- Order awards needed for Pack meeting
- Maintain all advancement records
- Orient families to use the Advancement program
- Maintain the ceremony equipment
- Promote wearing and proper use of uniform & insignia

PACK TRAINER (PT):

- Have knowledge of Training Plan for Cub Scout Leaders
- Promote Leaders' attendance at Cub Scout Leader Training
- Coordinate Fast Start Training for new leaders
- Develop a Pack library for use by leaders

FRIENDS OF SCOUTING (FOS):

- Attend FOS Orientation Meeting at the District level
- Set plan for your unit's participation
- Provide opportunity for all families to participate
- Follow up on progress & complete the Scout Family FOS on time

LION CUB GUIDE (LG):

- Attend training at the District level
- Coordinate leadership among the adult partners
- Work with Lion dens through the year
- Attend monthly leader's meeting

TIGER CUB DEN LEADER (TL):

- Attend training at the District level
- Coordinate leadership among the adult partners
- Work with Tiger dens through the year
- Attend monthly leader's meeting

DEN LEADERS (DL):

- Plan and conduct weekly den program in preparation for the Pack meeting
- Encourage parents to work with their boys on advancements

WEBELOS DEN LEADERS (WL):

- Plan and conduct weekly den program in preparation for the Pack meeting
- Use activity badge topics as monthly program theme
- Identify local Boy Scout Troop where boys will graduate into from Webelos

ASSISTANT LEADERS (CA/DA/WA):

- Work as co-leaders in their respective positions and job responsibilities

SCOUTER RESERVE (91U):

- For those able to help as needed but unable to commit to a large time commitment
- Only training requirement is Youth Protection Training

MEMBERSHIP REGISTRATION FEE SCHEDULE

Current Month	Membership Term	Registration Fee	Boys' Life Subscription	Combined Fee	Boys' Life First Issue
January	12 Months	\$33.00	\$12.00	\$45.00	March
February	11 Months	\$30.25	\$11.00	\$41.25	April
March	10 Months	\$27.50	\$10.00	\$37.50	May
April	9 Months	\$24.75	\$9.00	\$33.75	June
May	8 Months	\$22.00	\$8.00	\$30.00	July
June	7 Months	\$19.25	\$7.00	\$26.25	August
July	6 Months	\$16.50	\$6.00	\$22.50	September
August	5 Months	\$13.75	\$5.00	\$18.75	October
September	4 Months	\$11.00	\$4.00	\$15.00	November
October	3 Months	\$8.25	\$3.00	\$11.25	December
November	2 Months	\$5.50	\$2.00	\$7.50	January
December	1 Month	\$2.75	N/A	\$2.75	N/A

- The Fee Schedule above is for Registration and *Boy's Life* subscription for youth and adults in units with a regular registration term (12 months or less).
- Renewal months are calibrated to a December 31st charter renewal date. Long-term units or units with charter renewal dates other than December 31st should ask their District Executive for help when calculating registration fees.
- Be sure to count the current month when calculating registration fee totals.
- All youth and adult registrants will be registered through the end of the unit's current charter and will have an expiration date of December 31st.