

**The Drive-Thru Registration** event is designed for social distancing and allows prospective new families to stay safely in their cars as they navigate through various information stations. This type of event also offers an alternative venue when indoor gatherings at local schools or community locations is not an option.

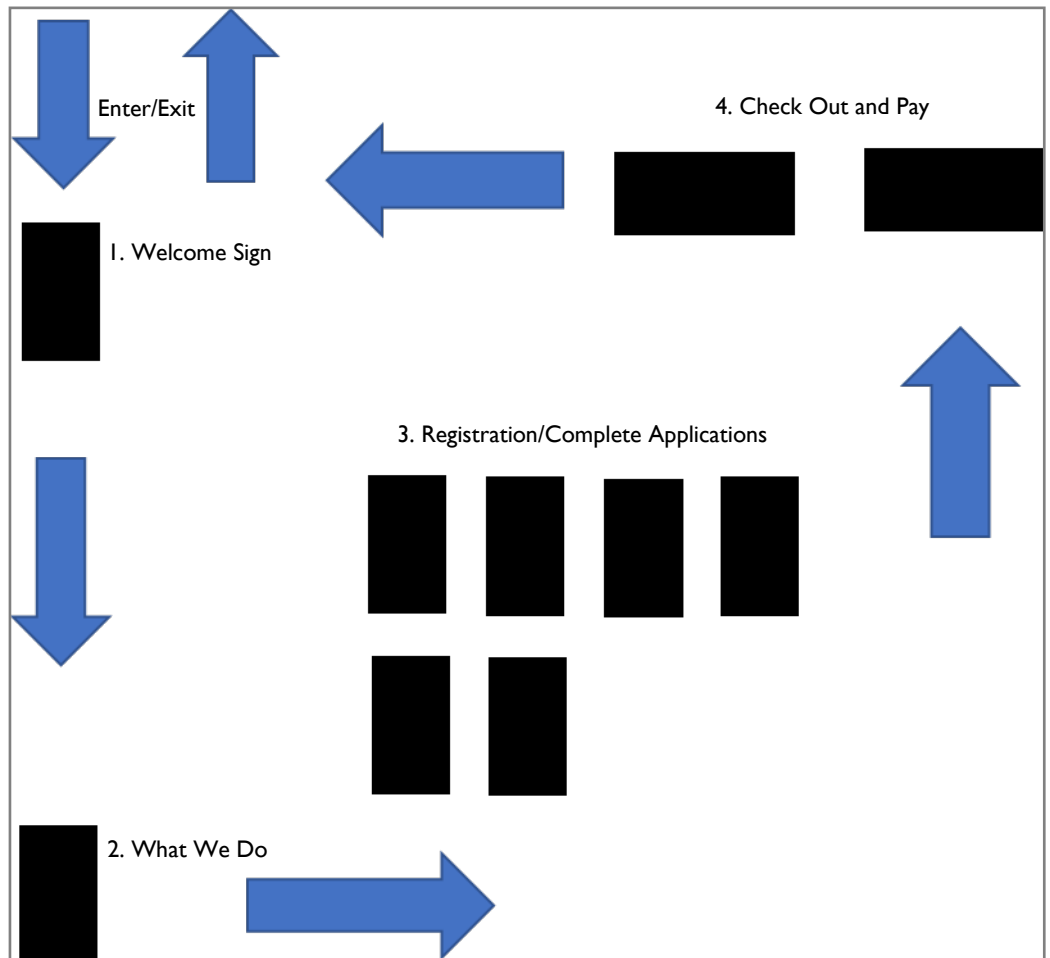
This is the first impression families will have of your unit. Planning a well-staffed **Join Scouting** event will help you create a great impression. Being able to share a full year’s worth of programming events and activities will help prospective families know that they are making a good choice and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



**TIPS FOR SUCCESS:**

- Gather as many unit adults and leaders as possible, extra hands will be important to ensure congestion doesn’t occur.
- Pick a location that will be easy to use during the event and receive approval to use the space for your Join Scouting event. Consider schools, community centers or other high traffic areas in your community.
- Map out and plan the flow of traffic for the event using the diagram below as your guide. We suggest using yard signs as directional signs as much as possible.

**Sample Diagram for Drive Thru Join Scouting event:**



**Station 1: Welcome & Sign In**

- New families provide sign in sheet information to station chief to prevent contact with others.
- Be a friendly, outgoing greeter to everyone who attends.
- Explain to each family that there are 4 stations to visit and it only takes \_\_\_ minutes to complete.
- If your **Drive-Thru Join Scouting** event is very busy, plan to be able to open a second lane so two families can be Welcomed to the event at the same time.
- Supplies Needed:
  - Station Sign (2)
  - Welcome Sign
  - Attendance Sheets
  - Pens

**Station 2: What We Do**

- Share information and handouts that explain all the FUN activities the Pack has planned for the upcoming year.
- If possible, give the kids in the car a popcorn snack or other small snack (Pop into Scouting).
- Explain how families can sign up to go to these events and that attendance at all events isn't a requirement.
- Direct them to the area to complete registration forms and give them a Pen to keep (if they need one).
- Share the unit plans about Scouting virtually if the need arises.
- Supplies Needed:
  - [Station Sign](#)
  - Pack Contact/Info Sheet & Calendar
  - Scout Shop Uniform Guide Flyer
  - Applications

**Station 3: Registration & Complete Forms**

- Have a couple adults floating to answer questions and ensure applications are completed fully.
- 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.
- Share information regarding registration assistance through the Council.
- Share other costs in Scouting handout and how popcorn helps fund those for the Pack.
- Supplies Needed:
  - Station Sign
  - Pens
  - Bay-Lakes Council Special Funding Request Form

**Station 4: Check out/Pay**

- Share and explain registration fees.
- Collect registration fees and applications.
- Tell them the next activity for the Pack.
- Supplies Needed:
  - Station Sign
  - Calculator
  - Turn-In Envelope for Applications & Fees
  - Extra copies of unit calendar and contact information