



How to Run a School Night

Many units and districts are now holding come-and-go events, which are strictly sign-up events. These are faster for today's busy parents. The key to making them successful is preplanning. The following is an outline of how to execute this type of event.

This model features five stations that give parents information about Cub Scouting, get them signed up, and provide everything they need to know, including when the first meeting is, who the leaders are, and more.

Sign-Up Night Stations

- **Station 1:** Welcome/Sign In
- **Station 2:** What We Do
- **Station 3:** Registration Form
- **Station 4:** Check Out (complete applications)
- **Station 5:** Den Leader Q&A
- **Optional, Station 6:** Scout Activity so parents can run through stations

Station #1: Welcome to Scouting

This is the first place potential Cub Scouts and their parents will stop. Here they sign in while the greeter provides a brief overview of the process.

Greet every family that comes to your station and ask them to sign in. Provide them with the "Welcome to Cub Scouts" brochure

Tell each family that there are five stations that they will visit to complete the sign-up process and that it will take 20-30 minutes

Materials:

Station 1 sign and "Welcome" sign

"Welcome to Cub Scouts" brochure

Sign-in sheets, pen

Station 2: What Cub Scouts Do

This is where you will share the excitement of Cub Scouting and your pack activities. Introduce the leaders and talk about what makes your pack special. Leave plenty of time and be prepared to answer any questions.

Materials:

Station 2 sign

Pack calendar and event fliers

Handout with meeting times and locations

Listing of pack and den leaders with contact email and phone numbers.

Scout Shop Guide to the Uniform

Boys' Life mini mags

Station 3: Registration

This is the sign-up station where the station chief helps parents complete the actual application.

Have BSA Youth Application forms ready to be completed and have pens available.

Have copies of "What Other Costs Are There?" and give these out.

Be prepared to answer questions about pack fee payment plans and/or financial assistance.

Materials:

Station 3 sign

BSA Youth Applications and pen

Pack leadership handout

"What Other Costs Are There?" handout (**Page 12 in 2021 Membership Plan Packet**)

Station 4: Check Out

Leaders at this station are responsible for final "check out," including payment.

Make sure the applications are properly completed.

Collect the proper fee amount for BSA membership fee and Boys' Life (if added).

Forms and payments should be collected, signed by the Cubmaster, and put in the envelope.

Materials:

Station 4 sign

Calculator

Envelope for applications and fees

Station 5: Den Leaders / Questions & Answers

Leaders at this station make sure parents know when and where the first meeting is and answer any other questions parents may have.

Make an effort to have as many den leaders and assistant den leaders on hand to talk about their dens and give families a chance to get to know them.

Answer questions about the type of activities their child will be doing.

Materials:

Station 5 sign

Extra Pack Calendars