

JOIN SCOUTING NIGHT CHECKLIST FOR UNIT LEADERS

Before Join Night (30 days out):

- Did you order your flyers?
- Is your BeAScout pin active and updated?
- If your Pack has Girl Dens, has your Charter Organization Representative updated your Family Scout status in my.scouting.org?
- Did you attend the school open house?
- Did you secure join scout night location?
- Did you schedule a school talk?
- Did you send flyers home from school prior to your school talk?
- Do you have a meeting calendar and Pack information sheet?
- Are you promoting your Join Scouting Night on Facebook and other Social Media?
- Have you arranged for enough leaders to attend Join Night?
- Do you have a fun activity that new Scouts can do while parents are registering?
- Has your unit committee decided to charge only pro-rated 2019 registration or to add \$33 for 2020 registration?
 - Example: Sep to Dec 2019 = \$11, but \$44 to covers 2019 plus 2020 recharter fee.
 - If paying with online registration, BeAScout system will only charge pro-rated 2018 fee.
 - Online registration does not require payment. Unit can still collect fees directly.

Before you leave home:

- Are all leaders wearing uniforms?
- Do you know how to direct parents to fill out online applications on their smartphone?
- Do you have extra youth and adult applications and pens?
- Did you pack display boards (pictures from camp, etc.)?
- Did you make copies of your meeting schedule (Pack calendar) and pack information sheet?
- Are you prepared to handle debit/credit card payments?
- Is your treasurer available with Pack checkbook? parent's checks should be made out to your unit. Unit writes one check to Black Swamp Area Council to turn in with any paper applications.)
- Do you know where your District rally point is located? (Where to turn in apps/payments)

When you arrive at the school (At least 30 minutes prior to Join Scouting Night):

- Did you set up registration table(s) and display table(s)?
- Do you have a designated greeter AT THE DOOR?

During the Join Scouting Night Event:

- Is your designated greeter welcoming guests as they arrive?
- Did you register all new youth?
- Did you assist families with completing youth applications online or on paper?
- Did you provide the Top 3 Must-Know items for parents?
 - 1. When and where is my next meeting?
 - 2. Where do I get handbook/uniform
 - 3. Who is my leader?
- For paper applications, did you make sure parent listed birth dates and SIGNED?
- Do all adult applications have signed background check form? (Last page of adult app)
- Did you give a rocket for each completed & paid application?
- Did you inform parents that rocket engines will be provided at Family Fun Day (launch event)?

When Join Scouting Night Wraps Up:

- Did you practice "A Scout is Clean" for your Join Night location?
- Did you go online to my.scouting.org to approve all youth application? (Any Key 3 Leader)
- Did you sign all paper youth applications? (Cubmaster or designee)
- Did your Chartered Organization Representative review and sign all adult applications?
- Did your treasurer write one check to Black Swamp Area Council to pay pro-rated 2018 fees for all youth and adults turned in?
- Did you take all paper applications with payments to your District Rally Point?
- Did you review youth applications to gain prospects for adult leaders?

Within 24-48 Hours After Join Scouting Night:

- Did you send a welcome email to all new families reminding them of the meeting schedule and leader contacts?
- Did you send a welcome email to all new all new adult leaders directing them to my.scouting.org to take Youth Protection Training immediately and being working on Program Leader Training and Hazardous Weather Training?
- Did you follow up with all unregistered families and all families who expressed any interest in Scouting?

Parent Orientation Meeting (A separate meeting 1-2 weeks after JSN):

- Did you orient new families?
- Did you recruit additional leaders and parent helpers?
- Did you avoid using too much jargon (Scouting terms) and explain Scouting terms when you did use them?
- Did the Pack Trainer (or designee) show how to take Youth Protection Training, Program Leader Specific Training, and Hazardous Weather training online at my.scouting.org?