Valley District

Join Night Planning Guide Fall 2011

School Night for Scouting
Overview

Purpose: **E.E.O. – Enroll, Enlist, and Organize**
Enroll prospective Tiger Cubs, Cub Scouts, and Boy Scouts into existing packs and troops.
Enlist parent participation in the program.
Organize new dens and new units to take care of boys who want to join.

Plan: 1. Designate a "School Night" in **each** elementary school in the Valley District and invite prospective boy members and their parents to attend a special meeting at their school in their neighborhood or community.

2. A School Coordinator will be appointed for each school to be in charge of the School Night program.

3. Leaders of the Cub Scout packs will be present to participate in the program.

Promotion: Attractive **posters** will be provided for school bulletin boards, town libraries, shopping centers, etc.

Printed **invitations** will be provided and distributed to all prospects in each school.

Council wide **publicity** with local media will be properly coordinated.

Classroom visits will be held in every school possible to personally invite new boys to join.

Program: The School Coordinator for each school will be in charge of the following:

1. Attendance cards will be filled out by parents as they arrive.

2. Scouting information, including what is parental responsibility in Scouting and how to enroll, will be presented to those attending.

3. School Night personnel and unit leaders will enroll boys and give additional information about their units.

4. Membership committee personnel will be on hand to take care of those prospects that cannot be enrolled in existing units by organizing new packs.

5. Immediate and accessible training for new volunteers will be provided.

Follow-Up: School Coordinators will collect all applications, fees, New Den Membership Rosters and a copy of the newly recruited adult leader applications that night. All of these will be submitted that night at the report meeting. The Cubmaster should also receive copies.

The Organizer and/or Membership Committee will organize new units as necessary. Attendance cards will be turned in by the School Coordinator as part of his/her report.

School Night Program and Checklist

Before you leave Home:

_____ Prepare your presentation charts (School Coordinator)

_____ **Call the school (the day of) to remind them about School Night**

_____ Put on your complete uniform

_____ Practice your presentation and review the agenda

_____ Take a pocket calculator

_____ Take 20-30 pens

_____ Take some change, both bills and coins

_____ Take masking tape

_____ Call _____ as you leave to confirm you are on your way to the school (or go the prearranged location to pick up your materials).

When You Arrive at the School:

_____ Arrive by 6:30 PM

_____ Take a copy of the school permit (if needed)

_____ Spread out your materials and set up room properly

_____ Check with the other School Night personnel and the unit leaders on their responsibilities

_____ Post your presentation charts

_____ Pack representatives put up any displays they have

_____ Either yourself or another School Night worker **must** be positioned by the door to distribute attendance cards, Boy's Life, the special parent's guide, popcorn flyer, etc. **and to welcome the families** to School Night for Scouting.

_____ Be sure the boys and parents stay in the assigned room, don't let them wander.

_____ Have the boys and parents sit together by grade levels. Put signs on the tables with grade level markers.

_____ Collect all of the attendance cards, quickly scan the responses. Look at the question at the bottom of the card as well as parent's scouting background. Knowing this information in advance will tell you a lot about the group before you start.

The General Presentation

_____ Begin promptly at 7:00 PM. Never punish the punctual!

_____ Introduce yourself and welcome everyone on behalf of the Valley District, Boy Scouts of America.

_____ Any opening ceremony prepared by the pack (optional and very, very brief).

_____ Introduce the other School Night workers and unit leaders.

_____ Ask all boys who are in the sixth grade, and their parents, to either adjourn to another room or to move together into one area. These are the Boy Scouts and will meet with the troop representative.

_____ All boys and their parents sitting at the fourth and fifth grade tables are your potential Webelos and leadership.

_____ All boys and their parents at the second and third grade tables are your potential Cub Scouts and leadership. Separate them, if not already, into groups of 5-8 boys.

_____ All boys and their parents at the first grade tables are your potential Tiger Cubs and leaders. Separate them into groups of 5-8 boys also.

_____ Begin presentation using charts. Organizer(s) to assist as needed.

Checklist (Continued)

_____ Review the leader's responsibilities for each position from the attached sheet.

_____ Read "A Boy's Eyes" from attached sheet (optional).

_____ Explain that each Den needs a Den Leader, Assistant and Committee Member.

_____ If pack-level leadership (Cubmaster, Assistant Cubmaster, Committee Chairman) is needed, ask selected parents who have shown interest to accept these specific positions.

_____ Let each group now select its Den Leader, Assistant Den Leader and Committee Member. Give each group a "New Den Membership Roster".

Do not speak, but remain available for questions.

_____ Wait for each new den to respond that they have recruited their leadership and are ready to proceed. Then distribute the Cub and adult applications to that new den. Have the organizer and pack representative assist. Do not wait for all new dens to be ready. Do them one by one. Announce "The Wolf den has recruited their leaders". Get a round of applause. This encourages others to step forward.

_____ Ask the parents to fill out the boys' forms and not to fill in the boxes at the bottom of the form. Front cover goes to boy. All new leaders fill out adult applications.

_____ Designate each new den with a letter (A, B, C, etc.) and have each boy and leader mark the upper right hand corner of their applications appropriately.

_____ Refer to front of the Report Envelope for correct fees. Checks should be made to Heart of America Council, BSA.

_____ Collect applications and fees in one of two ways:

1. If you have a small crowd (one or two dens) ask the parents to come up to your table by den and you collect from them individually.
2. If you have a large crowd (three or more dens) ask the new Den Leaders to collect the applications and fees for their den and bring them to you as a group.

_____ In the margin of each application, mark it paid and the amount received.

_____ Be sure the Boys' Life box is marked if they are subscribing.

_____ Be sure every boy has his new Den Leader's name and phone number and when and where his first meeting will be, if that has been decided. (The first meeting may wait until after training.)

_____ Parents complete blue information cards.

_____ Have each Den Leader fill out a "New Den Membership Roster" with names and Phone numbers of his/her boys.

Checklist (Continued)

_____ Keep attendance card of any boy who fails to register. Add their name to the den roster.

_____ Encourage everyone to attend the Cub Scout Family Campout (review the date and location), and to participate in the Popcorn Sale.

_____ Ask all new leaders to remain with you and dismiss all other parents and boys. Thank them for agreeing to serve.

_____ Give the Cub Pack representative the unit copy of each youth and adult application.

_____ Be sure the new leaders have the name and phone number of the Cub Pack representative.

_____ Collect the "New Den Membership Rosters".

_____ Encourage all new leaders to attend basic training and the monthly roundtables, remind them of the Cub Family Campouts, the Popcorn Sale, and the Pow Wow.

After the Meeting:

_____ Collect the report envelopes from the unit representative(s), and the organizer(s). Each should contain all of the applications for the new boys and adults and their fees.

_____ Check each envelope to be sure the information on the applications totals the amount collected. Fill in the front of each envelope. You may do this at the report meeting site if if you have a deadline to be out of the school.

_____ Leave the room and the school in at least as good a condition as when you found it.

_____ Go immediately to the School Night Report Meeting at _____ to turn in your report envelopes and any left over materials.

School Night Report Meetings

- Central Location for the Schools being done that night
- Use same location where Coordinators pick up school night supply box before going to the presentation
- Each Coordinator must attend the report meeting following their School Night
- Organizer and Pack representative are welcome to attend the report meeting as well
- Each Coordinator must check their envelope contents for accuracy then initial and turn in to Commissioner
- Turn in chart and any unused school night supplies to Commissioner
- Commissioner checks envelopes for accuracy and initials, then gives all envelops to District Executive
- District Executive call in results to Staff Leader

Envelope Contents

- Attendance Cards for all youth
- Adult and Youth applications
- New den membership rosters
- Fees for registration and Boys Life

Leaders' Responsibilities

Committee Chairman: Conducts monthly Pack Leaders' meeting. Ensures that adequate support is given to the Cubmaster and Den Leaders by committee members to run program. Helps Recruit additional leaders as needed. Helps plan program. Attends training.

Committee Members: Provide support by taking care of records, finances, advancements, activities, membership, etc. Attend monthly Pack Leaders' meeting to help plan program. Attends training.

Cubmaster: Emcees monthly Pack meeting. Aids Den Leaders by coordinating monthly program. Helps committee recruit new leaders as needed. Attends training. Attends monthly Pack Leaders' Meeting.

Den Leader: Meets weekly for one hour with den of 5-8 boys. Den meeting is held in Den Leader's home, a school, or another suitable place. Den Leader determines time, day and location of Den Meeting that is most convenient for him/her. Attends training. Attends monthly Pack Leaders' meeting.

Webelos Den Leader: Same as Den Leader except works with older Cub Scouts and conducts periodic overnight parent/son. Attends training. Attends monthly Pack Leaders' meeting.

What to Do If…

- **A den cannot come up with leadership.** Do not distribute applications and do not collect any fees from that den. Keep their attendance cards and turn them in at the report meeting. Applications and fees should be collected from dens with leadership ONLY!

- **You run out of applications.** Go ahead and collect the fees and use the attendance cards as applications. Have the new den leader complete a "New Den Membership Roster." Applications will be filled out at the report meeting from the cards.

- **The school is locked.** If you don't know where to go or to call to get a key, hold the meeting in the parking lot or at any nearby facility. If that won't work, get everyone to fill out at attendance card and tell them they will be contacted shortly to re-conduct School Night.

- **Your School Night partner (Coordinator or Organizer) doesn't show up**. Using this check list, do your best to fill in for him/her and go ahead with School Night. If you don't have a bag of materials, be sure to get everyone's name, address, etc. Scramble…be flexible!

- **The pack and/or troop representative doesn't show up**. Go ahead and conduct School Night, recruit leaders, and collect the applications and fees. The pack/troop will receive their copies of the application later.

- **A boy shows up without a parent or adult.** If he has brought his fees with him, ask another adult to help him fill out an application and go ahead and sign him up. If he does not have his fees, send the application home with him and tell him to bring it and his fees to his first meeting.

- **The parents don't have any money with them**. Have the boy fill out an application and ask the Den Leader or Scoutmaster to keep it. Tell the boy to take his fees to his first meeting.

Join Night Supplies

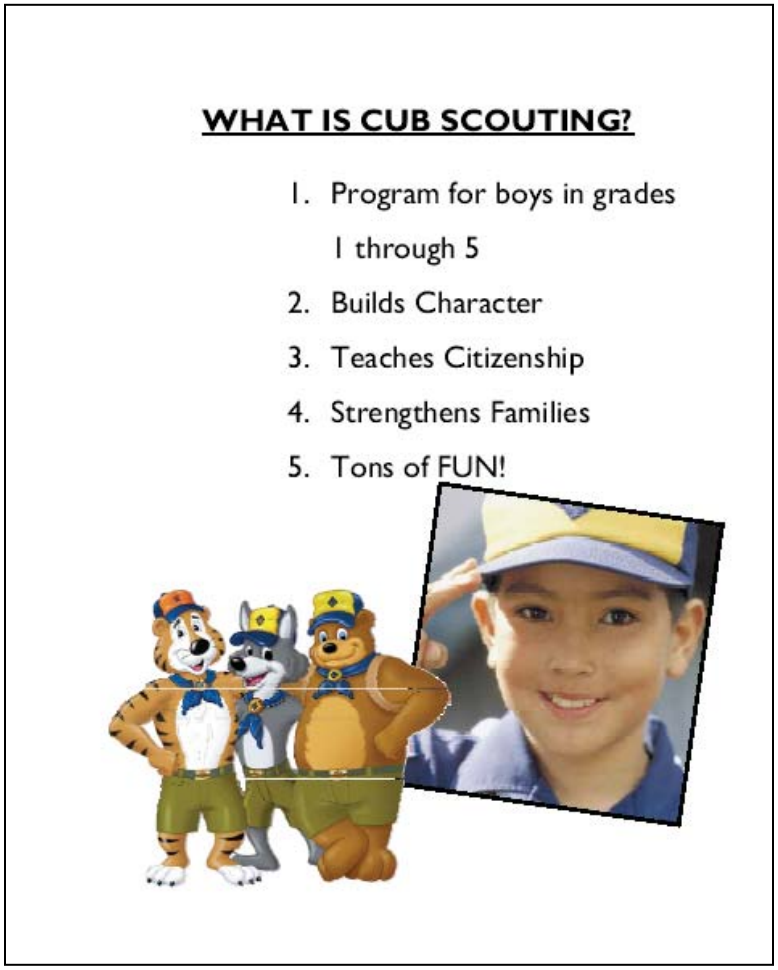
Provided by the Denver Area Council, BSA

1. Applications
    a. Youth
    b. Adult Leader
    c. Spanish applications available upon request
2. Parent Orientation Guides
3. Boy's Life Magazine "Mini-Mag"
4. Report envelopes
5. Attendance Sheets
6. Trail's End Popcorn Information
7. Parent Involvement Survey Card
8. District Training Flyer
9. New Den Leader Brochures
10. Join Night Fliers
11. Poster (upon request)
12. Yard Sign (upon request)

Provided by the Pack

13. Pens and Pencils
14. Change, (currency and coins),
15. Calculator,
16. Some masking tape.
17. Grade Table Tents
18. Cub Scout Program Helps
19. Critical dates and information on upcoming Pack activities
20. Pack Information Sheet
21. Unit leader names and contact information
22. Examples of Pack Activities
    a. Pictures
    b. Pinewood Derby Cars
    c. Project Examples

Chart #1

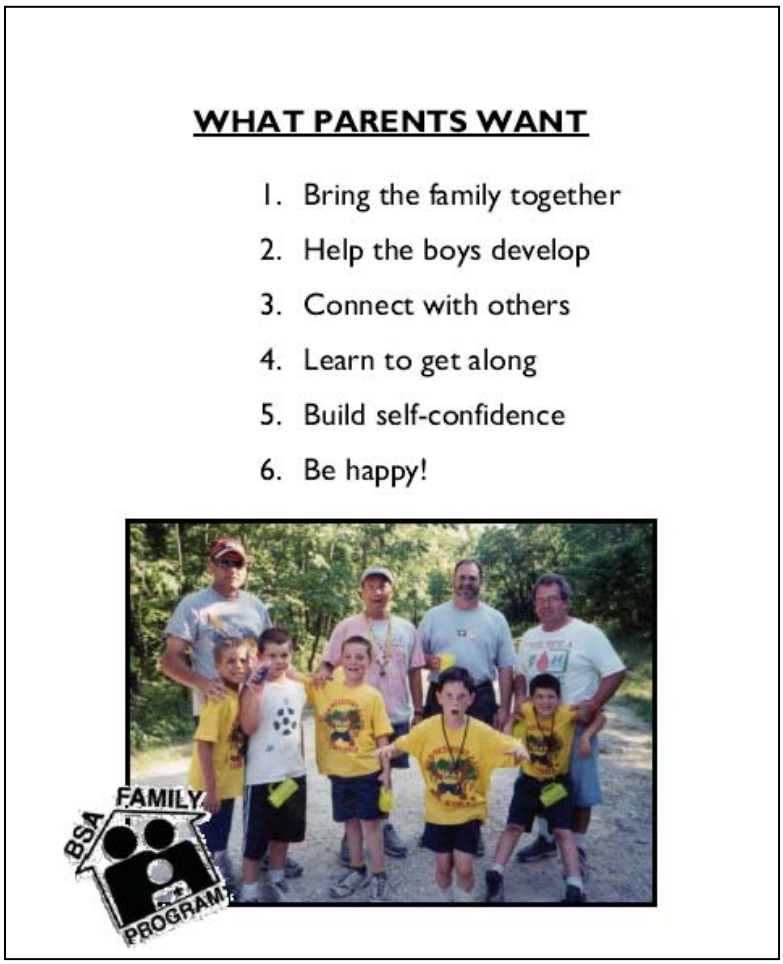


Those of you in the audience tonight, who have ever been involved in Cub Scouting, please raise your hand. That's great. For those of you who are new to Cub Scouting, let me take a moment to tell you what it's all about.

Cub Scouting is part of the Boy Scouts of America and…

1. Is for boys in grades 1-5
2. Builds Character
3. Teaches Citizenship
4. Strengthens Families
5. Is Fun!

Chart #2

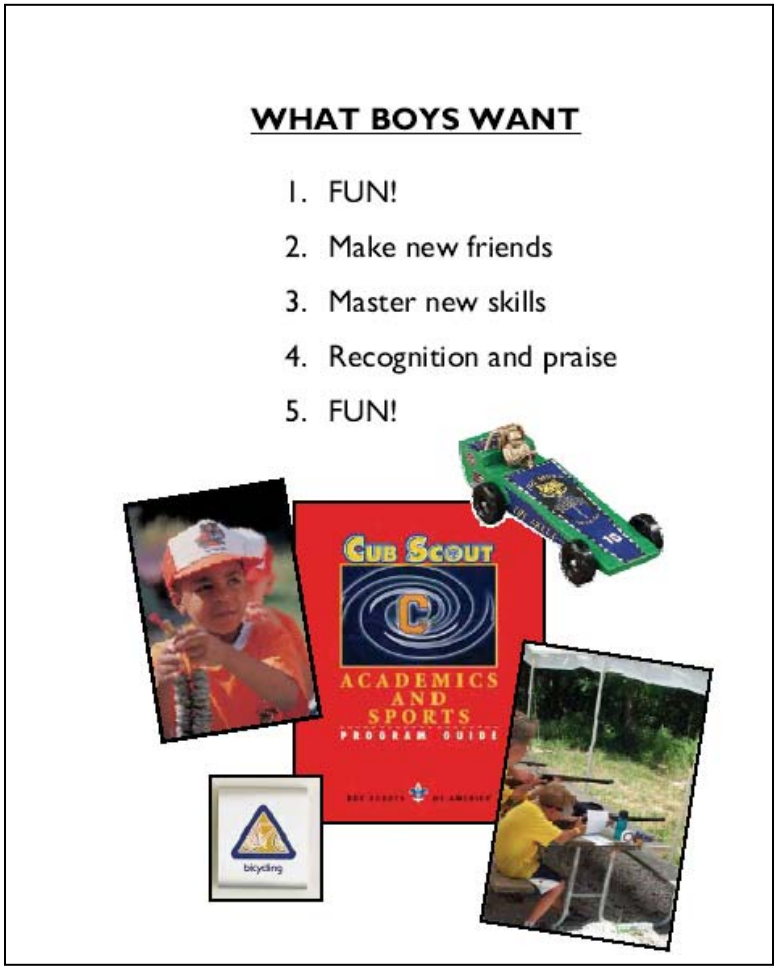


WHAT DO PARENTS WANT OUT OF CUB SCOUTING?

1. To bring the family together
2. To help boys develop
3. To help their boys meet other people
4. To learn how to get along
5. Build self-confidence
6. To be happy!

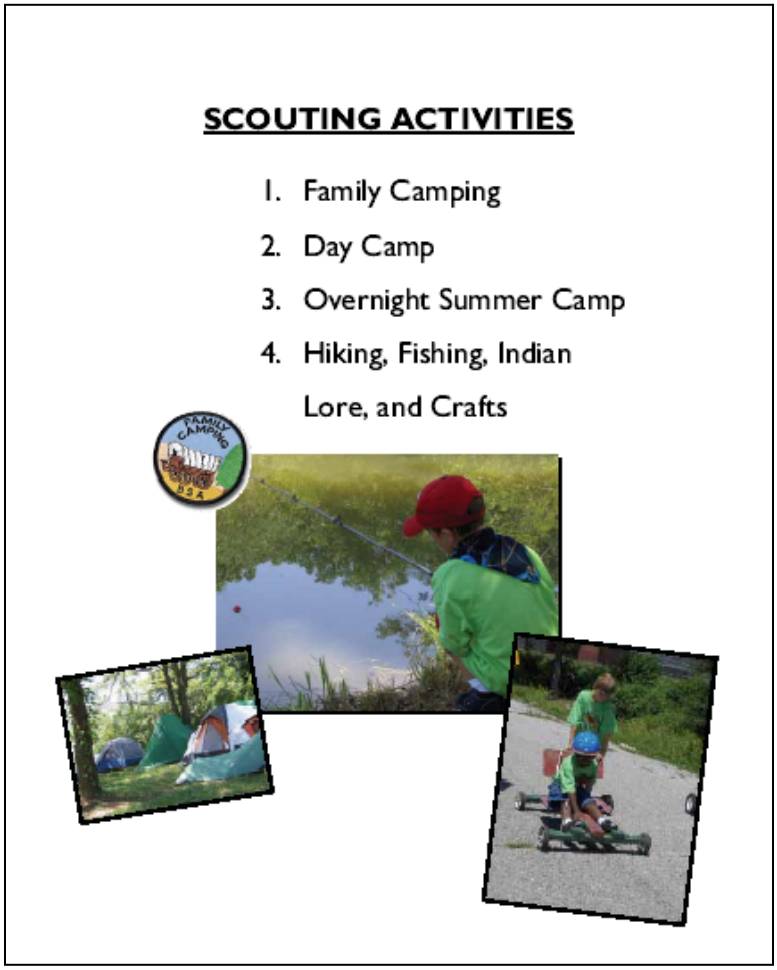
As we explain our program this evening, you will readily understand how we use our meetings and our advancement program to get families to do things together, how we help boys develop new skills and to meet people. You might be interested in knowing that boys in Cub Scouting, on the average, do better in school than those boys who are not involved in Cub Scouting.

Chart #3



Of course, what the boys want from Cub Scouting is fun, to make new friends, learn new things, and be recognized and praised.

Chart #4

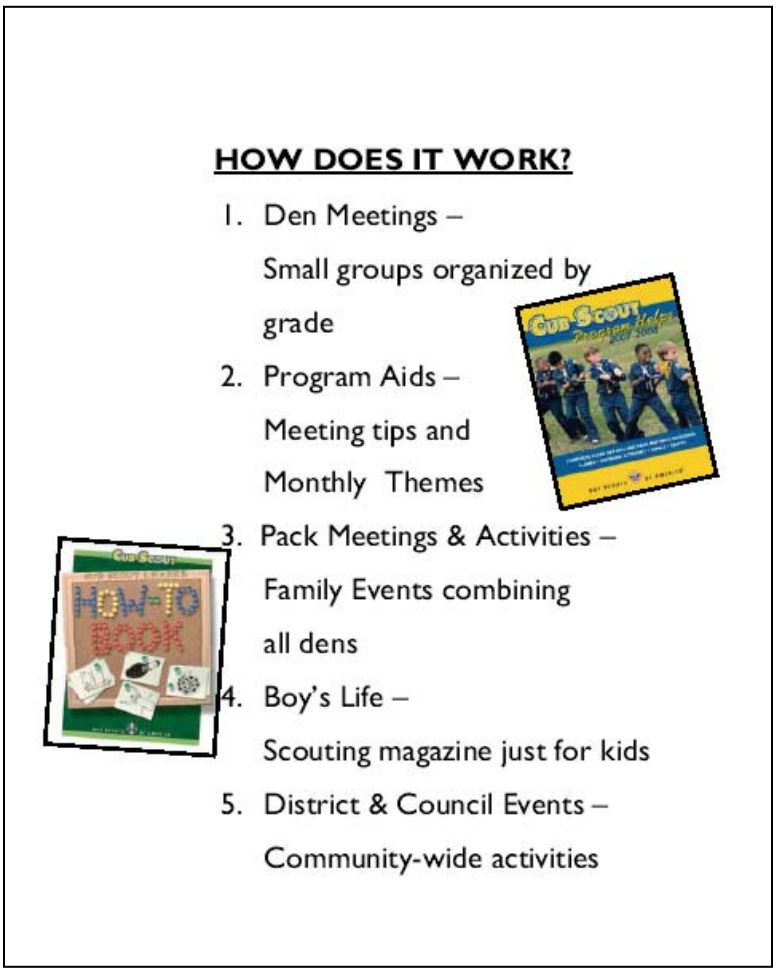


Among the many activities boys and their families participate in through Cub Scouts are:

1. Family Camping
2. Day Camp
3. Overnight Summer Camp

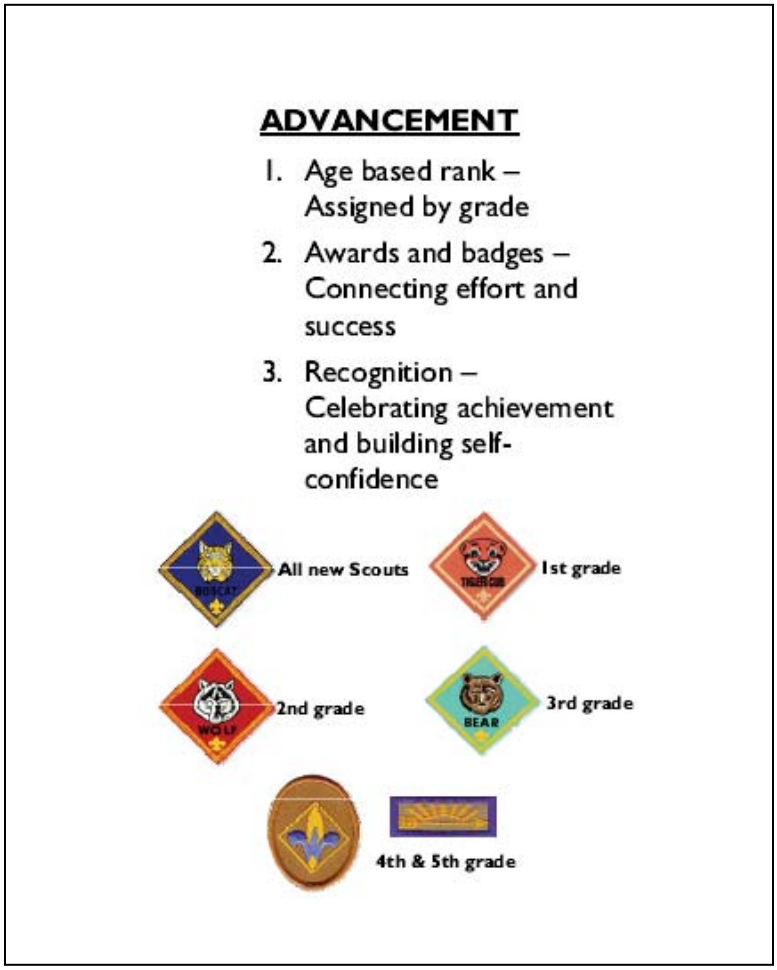
And 4. lots of other activities!

Chart #5



- Many of you are beginning to ask, "Well, just how does Cub Scouting work?"
- First, we have a program for each month. (Open up a Program Helps Book and explain a simple theme.)
- Pass out Program Helps to people who look like prospective den leaders.
- Go through a sample month and explain how the agenda for each den meeting is set up.

Chart #6

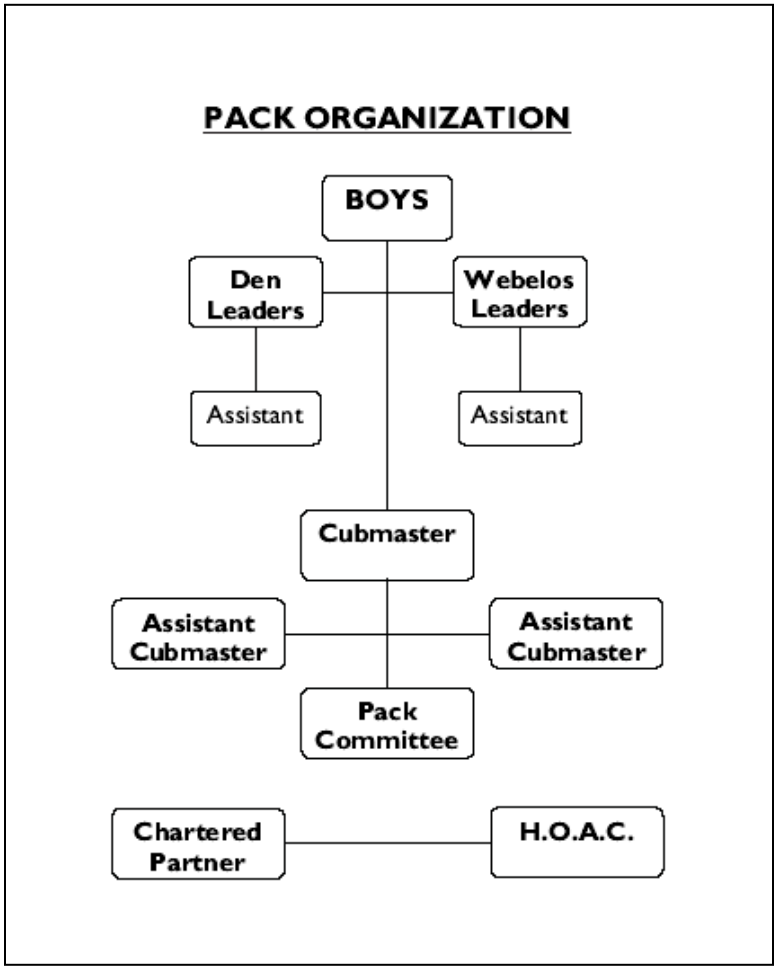


All boys are interested in earning badges. Let's talk for a moment about the advancement program. (Hit some of the high points from the Tiger Cub Handbook)**.** As a Tiger Cub, he will work on five achievements with his family and earn the Tiger Cub badge. Every boy second grade and above that joins Cub Scouting first work on his Bobcat. The requirements are on the Cub Scout application.

Next, a boy in the 2nd grade works on the Wolf badge (take the Wolf book, go through it achievement by achievement describing several and asking boys in the audience if they like to do such things.) (Especially emphasize a boy working with his dad on the tools, and a boy putting his work chart of chores he must complete on the refrigerator for his mom to keep up with. Hit on the highlights of the Bear Book, Arrow Points, and then a special presentation of the Webelos Program)

(Have pack leadership provide you with samples of books, advancement boards, etc.)

Chart #7



The program is brought to the boys in a simple and sound manner. First, a partnership is formed between the Boy Scouts of America, represented in this area by the Valley District, and a local community institution such as a church, civic club or school. The institution represented here tonight is _____. They furnish a meeting place, provide some of the leadership, and keep an eye on the program. The council is responsible for providing everything the unit and the leaders need to be successful—training, program helps, notices of activities and opportunities, camping facilities, people to call when you have a question or a problem, and the services of a professional Scouter. Actually, the BSA doesn't own any packs or troops, just a unique program chartered to local institutions that deliver Scouting to the boys of the community.

The chartered organization representative is the liaison between the partner institution and the unit, and a committee of at least three adults who meet monthly to take care of the decisions and actions that must be taken to keep the unit functioning. The Cubmaster is in charge of the monthly pack meeting. At the pack meetings, the boys receive their badges and awards and show off what they have learned or made during the month. The den leaders meet with a group of 5-8 boys every week for an hour where they begin their projects and achievements. The Cub Scout motto is "Do Your Best" and when the parent feels the Cub has done his best, he passes. When you buy your son his handbook, please take the time to read the Parent's Supplement and thumb through his book to familiarize yourself with it. A little encouragement from you can go a long way.

Chart #8

FINANCE

1. Registration Fees
2. Dues / Uniform
3. Money Earning Projects
4. Family Giving – "Friends of Scouting"
5. United Way Support

HOW IS SCOUTING FINANCED?

1. Every member, boy and adult, pays a registration fee.

2. A boy pays dues, normally $1.00 per week, to the pack and his parents buy the boy's uniform and personal equipment.

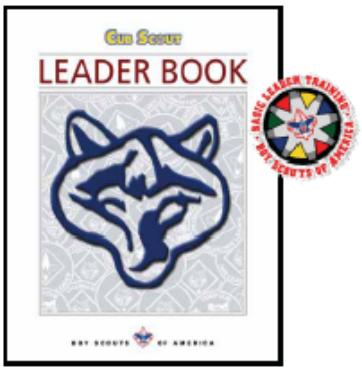
3. Boys participate in money-earning projects such as the council Popcorn Sale. (Elaborate dates, review popcorn information.

4. The council receives its money from the "Friends of Scouting" Campaign and from the United Way.

Chart #9

NEW LEADER TRAINING

1. Basic Leader Training for new adult leaders
2. Youth Protection Training
3. Monthly Leader's Roundtables
4. Online resources and handbooks
5. University of Scouting



TRAINING FOR LEADERS – Those of you who become leaders will definitely want to take advantage of the training we have to offer. We have training every week in September that you can choose from.

(Provide training information)

We also have a Council University of Scouting, which is a one-day training extravaganza.

There are other special sessions from year to year, but one highlight every month is our Cub Scout Leader Roundtable which is held on:

Date: _____

At: _____

Trained

Chart #10

Now let's talk about how we register.
(Explain the registration fee and what it covers, including Boys' Life Magazine. After that, explain adult registration, and that it includes a subscription to Scouting Magazine, Program Helps, $1 million worth of liability insurance, and the Council e-newsletter).

"A Boy's Eyes"

"I'd like to be a Cub Scout"...(His eyes were clear and true)
"I'd like to learn, and play and build, like Jim and Freddy do."

"I know how to use a hammer; I can drive a nail if I try...
I'm eight years old, I'm big and strong and hardly ever cry."

I hand him the application and parent-participation sheet
(His eyes were filled with sunshine as he left on dancing feet.)

Next day my friend was back again, a dejected little lad,
"I guess I'll skip the Cub Scouts." (His eyes were dark and sad.)

"My Mom is awfully busy, she has lots of friends, you see,
She'd never have time for a Den, she hardly has time for me."

"And Dad is always working...he's hardly ever there;
To give him any more to do just wouldn't be quite fair."

He handed me back the papers with the dignity of eight years,
And smiling bravely left me. (His eyes were filled with tears.)

Do you see your own boy's eyes as other people may?
How he looks when you're "too busy" or "just haven't the time today"?

A boy is such a special gift...why don't you realize
It only takes a little time to put sunshine in his eyes.

You say, "I'll start tomorrow but tomorrow is far away.
He's a boy for such a short time, so won't you start today?