

words to live by™

Pack Roundup Night Coordinator Checklist **MAKE YOUR FIRST IMPRESSION EXCITING**

Things you will need.....

Prepare your pre-opening activity	Tiger, Wolf, Bear & Webelos Books to sell
Your uniform	Youth and Adult applications
Review agenda and practice your presentation	Boys' Life & Scouting magazine
A pocket calculator	A copy of Program Helps
20-30 pens and/or pencils	A copy of Cub Scout Leader Book
Some change, both bills and coins	A copy of How To Book
Masking tape	Pack/Council Annual Calendar
Copies of the uniform order form	Popcorn Flyers
Grade signs for tables	

Arrive at the meeting at least 30 minutes before start time:

- Organize your materials and setup room.
- Check with other team members (including unit leaders) on their part of the program.
- Post pack organizational chart.
- Assist unit leaders with their displays.
- Organize your pre-opening activity.
- Station either yourself or another team member at the door to serve as greeter. Have parents sign-in on attendance rosters, give them a Parent's Orientation Guide and welcome families to your Roundup Night.
- Boys and parents should sit together by grade.

The General Presentation

- Begin promptly at your start time.
- Present opening ceremony –show all the Cub Scout sign, salute. Have them repeat the Cub Promise, Law of the Pack and motto.
- Introduce yourself and welcome everyone on behalf of the Boy Scouts of America.
- Follow the Roundup Night agenda carefully.

Be sure to turn in all applications and money at the Scout Service Center within 3 days.

AGENDA

- 7:15 P.M.. **Pre-Opening**
- Personally welcome everyone as they arrive. Be in uniform!
 - Give each family a Parent Orientation Guide AND Pack Annual Calendar
 - Seat families by grade
- 7:30 P.M.. **Opening Ceremony**
- Conduct a simple ceremony –teach everyone the sign, salute, promise, law, and motto. They are on their way to BOBCAT!
 - Introductions of current leaders
 - Welcome families and thank them for coming
 - Have the boys go with another leader for a fun activity so that you can inform the parents about Cub Scouts
- 7:40 P.M.. **Presentation to Parents**
- Explain Cub Scouting and Tiger Cubs to the parents
 - Joining Requirements
 - Activities
 - Rank Advancement
 - Boy's Life
 - Fees (Registration and Dues)
 - Uniform
 - Camping/Activities
 - Other Programs: Boy Scouts & Venturing
 - Answer questions at the end of your presentation
- 8:00 P.M.. **Reassemble the Group, Form Dens, Recruit other Volunteers**
- Select leaders for each den-refer to the unit inventory or needs list
 - Recruit volunteers and helpers
 - Schedule den meetings
 - Distribute applications and explain how to complete.
 - Collect forms and fees
 - Conclude the meeting
- 8:30 P.M.. **Brief Meeting with New Leaders**
- Give job descriptions
 - Schedule Fast Start Training
 - Share other training dates and Committee Meeting dates
 - Assign an experienced leader to mentor any new Den Leaders to help make sure the new leaders feel comfortable conducting the first den meetings
 - Take the completed applications, with proper signatures, along with the registration fees to the Service Center within 3 days of the roundup.