

Pack Roundup Night Coordinator Checklist

MAKE YOUR FIRST IMPRESSION EXCITING

Things you will need.....

Prepare your pre-opening activity	20-30 pens and/or pencils
Tiger, Wolf, Bear & Webelos Books to sell	
Uniforms to sell (if Possible)	Some change, both bills and coins
Your uniform	Masking tape
Youth and Adult applications	Pack Annual Calendar
Review agenda and practice your presentation	Copies of the uniform order form
Mini Boys' Life & Scouting magazine	Popcorn Flyers
A pocket calculator	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. And Scout handshake 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

Pre-Opening -10 minutes

- Personally welcome everyone as they arrive. Be in uniform!
- Give each family a welcome packet including Parent Orientation Guide and Pack Calendar
- Seat families by grade, (Tiger , Wolf, Bear, Webelos)

Opening Ceremony- 10 minutes

- 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

.. Presentation to Parents – 15 minutes

- Explain Cub Scouting and Tiger Cubs to the parents
 - Joining Requirements
 - Parents responsibilities
 - How Scouting works (grade/age based character education)
 - Rank Advancement(how the hand book works)
 - Fees (Registration and Dues)
 - Uniform
 - Camping/Activities
 - Other Programs: Boy Scouts & Venturing
- Answer questions at the end of your presentation

Reassemble the Group, help form Dens, and recruit Volunteers- 10 minutes

- Conclude the meeting
- Select leaders for each den
- Recruit volunteers and helpers
- Distribute applications and explain how to complete.
- Collect forms and fees

Brief Meeting with Leaders

- Review and sign applications
- Collect all fees for materials and registrations
- Share training dates and roundtable Meeting dates
- Assign an experienced leader to mentor any new Den Leaders
- Take the completed applications, with proper signatures, along with the registration fees to the Service Center within 3 days of the roundup.