

# School Night for Scouting

## Purpose

To enroll prospective Tiger Cubs, Cub Scouts, and their families into existing Cub Scout packs, and to enlist parent participation in the program; to fill the need for new units for boys who want to join, but have no existing pack available.

## Preparation

All involved leaders should attend School Night training—if not to help your unit, to help another!

## Promotion

- Attractive posters will be provided for school bulletin boards.
- “Save the date” printed invitations (fliers) will be provided to be passed out to all prospects in each school.
- Councilwide publicity for newspaper, radio, and television outlets will be properly coordinated.
- Cubs will be asked to wear their uniforms to school throughout the week of School Night.
- Rallies (in-school, classroom-to-classroom) will be held to personally invite boys to join.
- Billboards, road signs, and school marquees will keep our “join Scouting” date (September \_\_\_\_\_) constantly on their minds.
- Our School Night will be advertised at intersections, on billboards, on posters in drive-through windows, as well as in grocery and convenience stores. We will cover all the bases.

## Basic Program

The school coordinator will be in charge in each school. (Coordinators are assigned by the district School Night coordinator—it may not be the Cubmaster.)

## What to do

- Welcome joining families as they arrive. Have demonstrations and exhibits showing what Scouting does. Make sure everyone signs the attendance sheet.
- Scouting information—including what Scouting is—parent responsibility, and how to enroll will be given to those in attendance.
- Parents and boys should be organized into dens by grade level, using the “circle up” method; leaders will enroll boys and parents, and give additional information about their units.
- **School Night commissioners can assist inexperienced units, or organize new units where none exist. In schools where packs are saturated (have enough youth members), additional packs will be started—so every boy has the opportunity to join.**
- **Training courses are available for new volunteers**, and training information could be given to new volunteers that night. Fast Start training will be held for all needed immediately following School Night. All districts will offer one within three weeks of School Night.

## Follow-up

Unit leaders will submit all of the boys’ applications to the school coordinator that night, with a copy of each adult application as well. **Important: All applications must be turned in to the district School Night headquarters on School Night. This is a requirement for being a school coordinator, and is not an option.**

Den Registration sign-in sheets will be turned in by the School Night coordinator as part of his/her report on September \_\_\_\_\_.



# Individual School Team Members

## *Responsibilities and Timetable*

(Dates are based on the School Night the first week in September)

### **School Coordinator**

School coordinators are selected by the district School Night team. They are not automatically the Cubmaster of the nearest pack.

#### **Third week in August**

Attend district School Night for Scouting training. Confirm your School Night team (three to four helpers—bigger schools require additional helpers).

#### **1½ to 2 weeks before School Night**

Contact your school's principal (or secretary) to confirm details. Ask him or her to:

- a. Make sure the school will be open, and check the facilities to be used.
- b. Check arrangements with the custodian.
- c. Distribute fliers, and allow you to put up posters and deliver a short video.
- d. Put your "Join Scouting, \_\_\_\_\_ \_\_\_\_\_" message on the marquee.  
Date Time

#### **One week before (must be on or before August 31)**

Take (presorted) fliers to school (and thank your principal). Put up posters. Bring a candy-filled Scouting mug or popcorn to the secretary. Confirm the classroom rally date and time. Take the video to the media specialist, and ask her to play it every day next week!

#### **Week of School Night**

Do CLASSROOM RALLIES (your district executive will often do this for you, or go with you). Make sure the video is playing each morning.

#### **Day before School Night**

Call the school principal to:

- a. Make sure promotional materials have been distributed to boys.
- b. Make sure the school will be open (and custodian is reminded to open the cafeteria).

#### **On School Night**

Preside at School Night to cover the Scouting program. An agenda is provided. Collect all applications following the meeting. Then, immediately take report envelopes and sign-in sheets to the district reporting location. People there will help you sort through it all. It doesn't have to be perfect—just bring it in.

#### **The week following School Night**

Get your copy of adult applications signed by the head of the institution. **Make sure all adult applications have a Social Security number.**

Remind all new leaders to take Fast Start training and This Is Scouting.



# School Night Helpers Timetable

*(Pack and Troop Unit Leaders)*

**Third week in August**

Attend district School Night for Scouting training.

**On School Night**

Attend School Night for Scouting. Arrive early.

- a. Set up the display and sign-in sheets; organize a “gathering period” activity or song.
- b. Assist with the opening ceremony; make sure everyone signs in.
- c. Present a brief description on a pack’s or troop’s program. (Why troop? Many Cub Scouts have older brothers ready to join, or have already turned 11.)
- d. Assist the School Night coordinator with “circle up” and registration. They need your help—School Night is not a one-person responsibility!

**After organizing dens**

Arrange a parent orientation and Fast Start training; usually, holding it at the same place (school cafeteria) one week later works best. Promote This Is Scouting training for all new unit leaders and parents. Follow up with unregistered Scouts by calling them (those who signed in but did not join, for whatever reason).



# Flier Delivery

**Your role is vitally important! Thank you very much for making sure that each Scout-age boy gets the opportunity to join Scouting!** Here are some suggestions for working with your school. Please keep in mind that a good rapport with principals, their secretaries, and school custodial staff is vital to the success of School Night.

## **Do's**

1. Make sure "save the date" fliers go out with the first information folder that goes home during the first week of school.
2. BE PLEASANT. **You** are Scouting's representative for that school!
3. Make sure that fliers (presorted, 15-18 boys per classroom—unless you know the classroom size) are delivered to the school at the proper time. Surprise the principal's secretary with a Scouting mug filled with candy, a recruiter patch, or other council-friendly thank-you. Ask for space on the marquee in the front of the school and provide the exact wording you want.
4. Be sure that the principal understands that the fliers are to be distributed only to boys in the first, second, third, fourth, and fifth grades. (That includes ESE and ESOL programs.)
5. **FOLLOW UP!** Call the secretary on the day before School Night to be sure that fliers have been distributed.
6. Be sure to remind the principal that the School Night is NEXT WEEK—September \_\_\_\_\_—that's why these fliers must go home with the boys the week of August 31 or earlier.

## **Don'ts**

1. Don't just leave fliers on the secretary's desk. (Presorted fliers should go in teachers' boxes.)
2. Don't demand anything. Ask for permission.
3. Don't forget to **FOLLOW UP**, to be sure the fliers were passed out—even teachers forget sometimes!



# How to Conduct a Classroom Rally

## ***Class-to-Class Promotion***

- When:** The week before and week of School Night.
- Who:** Only trained rally experts.
- Purpose:** To create excitement and inform boys of School Night for Scouting.
- Preparation:** Ask the principal for two minutes to talk to the boys in each classroom. The school's staff should announce (over the PA system) that you will be coming by.
- Note:** If only an assembly-type rally is allowed, it is best to meet separately with Tiger Cubs (first grade), Cub Scouts (second and third grades), and Webelos (fourth and fifth grades)—not all grades at once.

## ***Rally Agenda***

- I. Acknowledge girls' interest in Scouting, and give them a phone number of a Girl Scout council.
  - A. Ask boys to tell you what kind of activities they see on the flier.
  - B. Show boys creative ways to get the flier home to their parents (Multifold, place their in socks; put in their school bag or in the refrigerator under the milk, etc.).
  - C. Show a unique Scouting item or other Scouting prop.
- II. Distribute fliers. Students can help you pass them out (to boys only).
- III. Describe and give examples of what Scouts do.
  - A. Day camp (fishing, climbing, sports, and crafts)
  - B. Pinewood derby races
  - C. Cub Scout and Webelos Olympics
  - D. Camping, hiking, cookouts, Scout show, swimming, fishing, seeing wild animals, and making s'mores.
  - E. BBs and archery
- IV. School Night for Scouting information
  - A. Emphasize to them: "It's this (day) at this (time), here at your school cafeteria."
- V. What to bring to School Night for Scouting
  - A. Registration fee
  - B. Parents
- VI. Incentive
  - A. Show the boys what they get when they join on the planned date. (Every boy who joins will receive his OWN Scouting item you showed.)
- VII. Don't take any questions. Explain that more information will be available on School Night.

**"See you there ... when?"**

**Have all the kids say \_\_\_\_\_ night at \_\_\_\_\_!"**

Date

Time



# School Night Coordinator's Checklist

## ***Key Items to Have on School Night***

- \* Plenty of helpers
- \* Your School Night agenda and script
- \* Sign-in attendance sheets
- \* Unit organization chart/flip chart
- \* Plenty of applications (youth and adult)
- \* Enough parent guide books for all families who attend
- \* Pens, pencils and change
- \* Mini *Boys' Life* magazines with council or district contact info on the labels
- \* Grade-level table markers with position description
- \* Program Helps and handbooks
- \* Training fliers
- \* Fast Start video/CD
- \* Any local pack displays

## ***Before You Leave Home***

- \* Rehearse your pre-opening activity.
- \* Prepare your pack organization chart/flip chart.
- \* Wear your complete uniform (must be full Class A).
- \* Review your agenda and practice your presentation.
- \* Take a pocket calculator.
- \* Take 20 to 30 pens and/or pencils.
- \* Take some change (bills and coins).
- \* Take masking tape.
- \* Take School Night for Scouting materials.
- \* Take your agenda and script.

## ***When You Arrive at the School (45 minutes before School Night)***

- \* Empty your packet and organize your materials.
- \* Set up tables, by grade.
- \* Check with other School Night team members on their part of the program.
- \* Display your pack organizational chart.
- \* Helpers/unit leaders set up displays 20 minutes before School Night.
- \* Pre-opening activity is ready to begin as the first families arrive.
- \* Station someone at the door to welcome and sign in families; leave out pens.



- Keep boys and parents in the room—they should stay together for “circle up.”
- Do not allow uncontrolled running, shouting, and horseplay.
- Have a helper ready to assist dens at tables.

### **General Presentation**

- Begin promptly at the School Night scheduled time.
- Be confident—you are prepared and have support.
- Be enthusiastic. You set the tone!
- Follow the School Night for Scouting agenda.
- Provide training info and a parent guide for all new joiners

### **After the Meeting**

- Meet with new adult leadership, promoting and arranging Fast Start and This Is Scouting training.
- Collect all applications and money—write on the applications: “Paid, amount, cash/check No.”
- Review youth applications:
  - Parent signature
  - Cubmaster signature
  - *Boys’ Life* magazine box (Is it marked?)
  - E-mail address
- Review adult application:
  - Charter organization representative’s signature
  - Committee chairman’s signature
  - Social Security number
- Report to district headquarters immediately. District representatives will wait for your arrival.
  - Turn in all applications (even those unsigned or from those who have not paid).
  - Money: Please bring one (1) pack check if possible; there will be plenty of time for the individual checks to clear your pack account!
  - Provide a sign-in sheet (copy).
  - Identify potential new members that are not completely enrolled, missing signatures, short on money, or still need den leadership. (Keep a copy of their applications for follow-up.)
  - Turn in your School Night team roster.



# New Leader Information for Cub Scout Pack Organization

| Leadership Positions                  | Pack Number: _____        |                |
|---------------------------------------|---------------------------|----------------|
| POSITION                              | CODE ON ADULT APPLICATION | NUMBER NEEDED  |
| * Committee Members Chairperson       | CC                        | 1              |
| * Committee Members                   | MC                        | 2 [mini]       |
| * Cubmaster                           | CM                        | 1              |
| Assistant Cubmaster                   | CA                        | 1              |
| * Den Leader                          | DL                        | 1 per 6-8 boys |
| * Assistant Den Leader                | DA                        | 1 per 6-8 boys |
| * Charter Organization Representative | CR                        |                |

(Note: \* required position)

## UNIT LEADERS CONTINUING FROM LAST YEAR

(Record addresses and phone numbers for newly recruited leaders.)

Charter Organization Representative \_\_\_\_\_  
Committee Chair \_\_\_\_\_  
Committee Members \_\_\_\_\_  
Cubmaster \_\_\_\_\_  
Assistant Cubmaster \_\_\_\_\_  
Tiger Cub Den Leader \_\_\_\_\_  
Wolf Den Leader \_\_\_\_\_  
Bear Den Leader \_\_\_\_\_  
Webelos I Leader \_\_\_\_\_  
Webelos II Leader \_\_\_\_\_

**Note:** Each den should include six to eight boys, a den leader, and an assistant den leader.

Den leaders for Den 1 are: \_\_\_\_\_

There are \_\_\_\_\_ boys active in Den 1.

Den leaders for Den 2 are: \_\_\_\_\_

There are \_\_\_\_\_ boys active in Den 2.

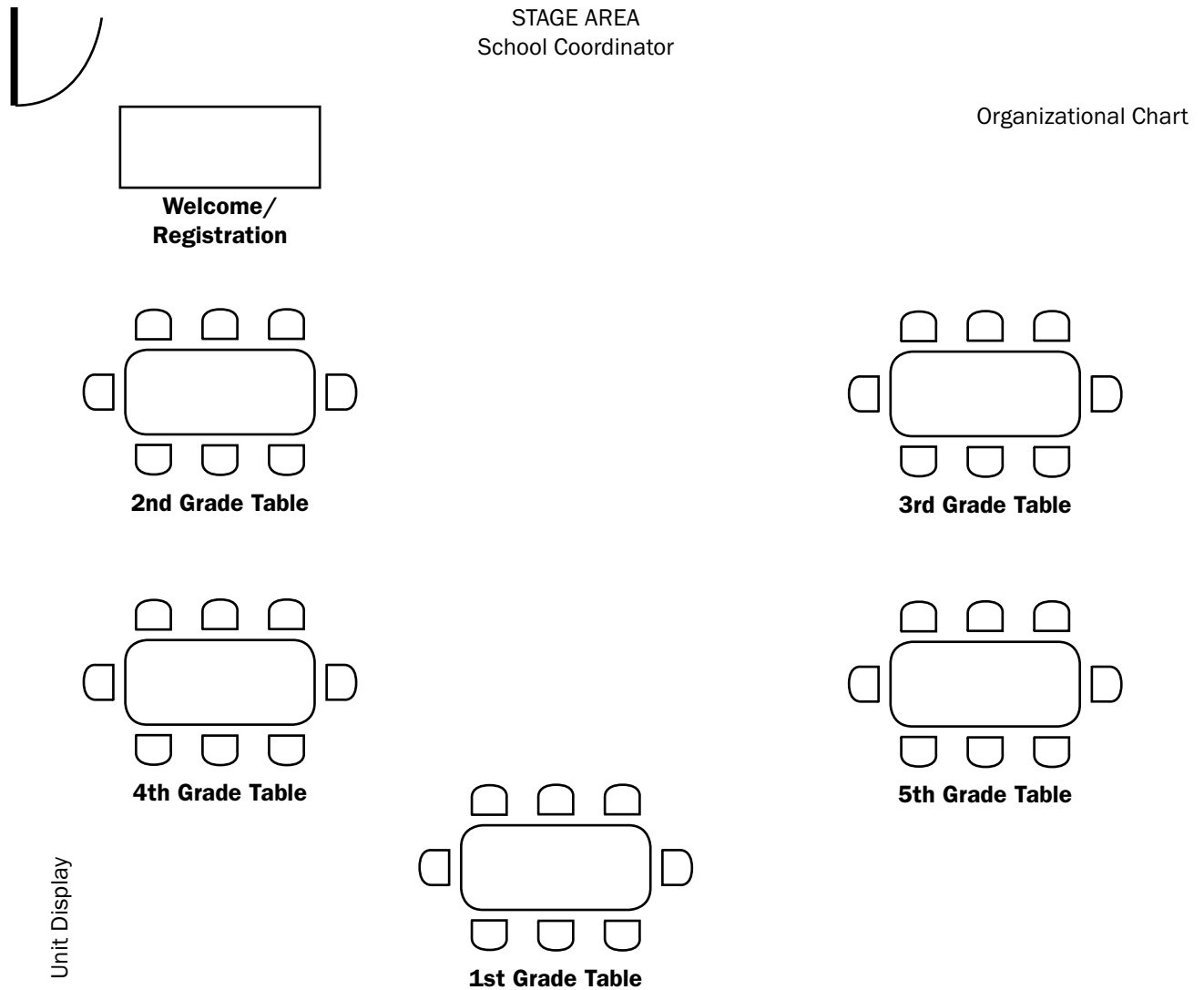
Den leaders for Den 3 are: \_\_\_\_\_

There are \_\_\_\_\_ boys active in Den 3.





# How to Organize and Register (Sample Layout of Room for Cub Scouts)



The above is a sample layout of a typical School Night setting for elementary schools. Be sure all tables are clearly marked by grade. As parents and boys enter the room, have them sign in. Assign them to the appropriate table at this time. Ask them what grade their son is in, and point out the corresponding table and marker.

Doing this simple task at the beginning will save a tremendous amount of time and organization later. Parents are already “circled up,” and the School Night registration process can begin.

**School Night helpers should:** Make parents feel welcome by introducing them to a “host Scout” who can show them the unit display, where to sit, and any other pre-opening activities.

# Leaders' Responsibilities

## **Committee Chair**

Conducts the monthly pack leaders' meeting to help plan program. Ensures that adequate support to run program is given to Cubmasters and den leaders by committee members. Helps recruit additional leaders as needed. Attends training.

## **Committee Members**

Provides support by taking care of records, finances, advancement, activities, membership, etc. (ideally, one committee member for each function—see the bottom of this page). Attends the monthly pack leaders' meeting to help plan program. Attends training.

## **Cubmaster**

Conducts the monthly pack meeting. Aids den leaders by coordinating monthly program for all leaders. Attends the monthly pack leaders' meeting. Attends training.

## **Den Leaders and Assistants (first to third grades)**

Meets weekly for one hour with a den of six to eight boys. The den meeting can be held in the den leader's home, a park, a school, or other suitable place. The den leader and assistant determine the time, day, and location of the den meeting that is most convenient for them. Attends training.

## **Webelos Den Leader and Assistant (fourth and fifth grades)**

Same description as the den leader, and also encourages periodic father/son overnight campouts. Attends training.

## **Other Pack Positions**

Secretary/Treasurer

Advancement Chair

Activity Chair

New-Member Recruitment Chair

Popcorn Chair



# '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 I hardly ever cry."

I gave 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. He said,  
"I guess I'll skip the Cub Scouts."  
(His eyes were dark and sad.)

"See 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 them anymore to do  
Just wouldn't be quite fair."

He handed me back the papers  
With the dignity of eight years,  
And smiling bravely, he 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 had time today"?

A boy is such a special gift,  
Why won'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?



# What's In a School Night Packet?

(One per school)

- 1 School Night manual (review thoroughly)
- 1 sample flier (for the district—all locations listed on the back)
- 20\* parent guidebooks
- 15-20\* mini magazines (*Boys' Life*)
- 35 youth/15 adult\* applications
- 5\* table tents (grades 1-5 on card stock; leader positions on back)
- 1 report envelope (to turn in at district headquarters that night)
- 1 set of position cards to be used with the roundup script
- 5\* new den leader folders and CDs
- 20\* local training information fliers (Fast Start/Cub basic/This Is Scouting—showing dates, times, cost, and locations)
- 20\* first Cub event invitations (councilwide activity for new Scouts)
- 1 Words to Live By **DVD** to deliver to media specialist
- 3 **posters** (one to post at the school's entrance, and two for the cafeteria)

\* The numbers shown above are for average-sized schools. More of the marked items (\*) should be added for schools with larger potential.

**Bold** items must be delivered to schools; underlined items are to be provided by a professional.

**Note:** *Professionals* should bring plenty of pens, paper clips, thousands of fliers (these are rubber-banded by the number of boys in each school), and principal and teacher notes to attach as the fliers are sorted (15 or so per classroom).

