

School Night for Scouting Application Turn-in Table

Application Turn-in Table

- At least one School Night Organizer is stationed here along with the Pack Treasurer or someone within the pack that can be responsible for pack finances. Depending on anticipated turnout, you may want to consider having additional pack leaders available to help collect family's applications and fees at this table.
- School Night Organizer is responsible for ensuring that EVERY family turns-in the youth application(s) and correct registration and Scout Life fees to ensure their child(ren) register for Cub Scouts.
- Help review the applications to ensure the following is completed:
 - Ensure the child's birthdate is completed
 - Ensure the child's grade is completed
 - Ensure Scout Life circle is filled in if they want a subscription
 - Ensure parent birthdate is completed (required for parents of all Lions and Tigers; strongly recommended for other program levels)
 - Ensure a parent signs the application(s)
- Ensure the pro-rated registration and Scout Life fees are collected.
- All applications and fees (preferably one pack check to cover all fees, if possible) need to be collected in the School Night Report Envelope.
- Answer whatever questions families may have about turning in the application and fees.
- Make sure the School Night Organizer welcomes EVERY family that comes in.
- Thank EVERY family for attending and re-invite them to the upcoming Parent Orientation Meeting.

Supplies needed:

- Extra youth applications
- Extra adult applications
- Prorated registration fees chart
- Cash box/bag
- Change
- Pack checkbook (to write a single check at the end of the night to the council for all registration and Scout Life fees)
- School Night Report Envelope