

## **2021 District School Night for Scouting Presenter Task Sheet**

Completing these tasks will ensure that the new Cub Scouts in this Pack are set up for success!

### **Before you leave home:**

- Prepare your presentation.
- Call the school (the day of) to remind them about School Night.**
- Practice your presentation and review the agenda.
- Take a calculator with you.
- Make plans to arrive at the school at least 30 minutes before the scheduled start time.

### **When you arrive at the school:**

- Arrive at least 30 minutes before the scheduled start time.
- Spread out your materials and set up the room properly.
- Visit with Pack leadership and Organizers about tonight's roles and responsibilities.
- Pack & troop representatives set-up displays.
- Either you or another School Night worker must be positioned by the door to ensure each family signs the attendance roster and welcomes families to School Night for Scouting.
- Be sure the youth and parents stay in the assigned room, don't let them wander.

### **The Presentation:**

- Begin promptly at the scheduled start time; don't punish the punctual.
- Introduce yourself and welcome everyone on behalf of the Three Harbors Council, Boy Scouts of America and the local Pack.
- Introduce the other School Night workers and unit leaders.
- Stay on script for your presentation; The main part of your presentation should not exceed 15 minutes.

### **Assisting the families throughout the evening:**

- Assist families in completing the youth application for their son and/or daughter. Portions that need to be filled out include: Youth name, address, phone number, DOB, grade, & school; Parent name, phone number, email, and DOB. Ensure a parent/guardian and unit leader have signed all youth applications.
- Answer parent's questions about Scouting as you are best able.
- Briefly review pack information and program with families; provide current leadership roster and calendar to new families.
- Each adult should complete the Parent Talent Survey.
- Explain to parent's the role of the Den Leader, sharing current resources available at <https://www.scouting.org/programs/cub-scouts/den-meeting-resources/>.

## **2021 District School Night for Scouting Presenter Task Sheet (cont.)**

Completing these tasks will ensure that the new Cub Scouts in this Pack are set up for success!

- \_\_\_ Collect registration (\$72/year, pro-rated), joining (\$25) and Scout Life (\$12/year, pro-rated) fees from each joining family. Check applications to make sure all information is correct.
- \_\_\_ On the bottom portion of the application make "paid cash," "paid check," "paid credit card," or "still owe." Be sure the Scout Life box is marked if they are subscribing.
- \_\_\_ Thank the family for joining Scouting and re-invite them to their next Den and/or Pack Meeting.

### **After the families have left:**

- \_\_\_ Presenter needs to collect all applications and registration fees and place them in the School Night Report Envelope.
- \_\_\_ Complete all the information on the front of the School Night Report Envelope with attendance and enrolled youth and fees collected. You may do this at the report meeting site if you have a deadline to be out of the school.
- \_\_\_ Provide the Pack representative the opportunity to scan or take pictures of the submitted applications for their records; all applications will be entered at either Council Service Center as soon as possible after submission.
- \_\_\_ Leave the room and the school in at least as good a condition as you found it.
- \_\_\_ Go immediately to the School Night Report Meeting at \_\_\_\_\_ to turn in your report envelopes and any left-over materials.
- \_\_\_ Have a unit leader approve all new youth applications submitted online and/or via paper before leaving the School Night location.

Congratulations on a successful School Night! Thank you for giving the new youth and parents a great presentation and introduction to Scouting.