

# BOY SCOUTS OF AMERICA

## Northeastern Pennsylvania Council

### 2023 Fall Recruitment Pack Planning Guide



Boy Scouts of America  
Northeastern Pennsylvania Council  
72 Montage Mountain Rd. Moosic, PA 18507  
570 207-1227  
[www.nepabsa.org](http://www.nepabsa.org)

## CONTACT INFORMATION AT THE COUNCIL

Kevin Bishop, Scout Executive

[kevin.bishop@scouting.org](mailto:kevin.bishop@scouting.org)

(570) 207-1227, ext. 227

Bill Zinky, Dan Beard District

[bill.zinky@scouting.org](mailto:bill.zinky@scouting.org)

(609) 339-6250, cell

Christal Basham, Two Mountains District

[christal.basham@scouting.org](mailto:christal.basham@scouting.org)

(570) 207-1227, ext. 233

Cindy Johnson, Office Manager

[cjohnson@nepabsa.org](mailto:cjohnson@nepabsa.org)

(570) 207-1227, ext. 234

Karen Jones, Registrar

[karen.jones@scouting.org](mailto:karen.jones@scouting.org)

(570) 207-1227 ext. 231

Council Website: [www.nepabsa.org](http://www.nepabsa.org)



# The Cub Scout Joining Night



The Cub Scout Joining Night is the single largest youth recruiting drive done during the year in the Northeastern Pennsylvania Council. It is conducted right after the school year begins each fall. The focus of this recruiting effort is to enroll Kindergartners - through fifth-grade children and new adult leader in the Cub Scout Program.

Recruiting presentations for all packs are scheduled in July and August and conducted during the month of September in local elementary schools and/or other local organizations where elementary-age youth are located in group settings.

Working together with your district membership committee, your pack will be asked to host a special "Joining Night" to accept new members and welcome their families into Cub Scouting. This is a very important meeting because this is the first impression new families will have of your pack and the Cub Scout program. Therefore, it is critical that current pack leaders conduct the best Joining Night possible.

This Pack Planning Guide is designed to prepare pack leaders with the information they will need to conduct a successful Joining Night.

# Pack Round-up Responsibilities

1. Conduct a Pack Program Planning Conference during the months of June - August to determine the adult leadership positions that still need to be filled and to develop a calendar of events to hand out to new parents at the pack Joining Night
2. Determine with your District Membership Chair or District Executive the best date, time, location, and contact person for your Joining Night.
3. Attend your district's Joining Night training and receive your pack's round-up materials.
4. Conduct a Joining Night for your pack and **submit all youth applications** to the district representative that night or within a week.
5. Utilize marketing materials (including yard signs, posters, flyers, stickers, newsletters, etc.) to maximize attendance at your joining night.
6. Conduct a 'Scout Talk" at your local elementary school(s) to get the everyone excited about joining Scouting.
7. Conduct a parents meeting, for adults only, one week after Joining Night is completed to discuss family responsibilities and existing leadership needs
8. Ensure all new leaders are registered and trained!

# PACK LEADERSHIP

Cub Scouting is a family program, and a healthy pack operates with many adults sharing different leadership responsibilities. **Recruiting new adult leaders is just as important as recruiting new youth members into a pack. Enthusiastic, trained leaders make all the difference!**

Leadership positions that are needed for the coming year should be addressed at the pack Joining Night. All adults in attendance should be given the opportunity to serve the pack in a leadership position. Adults that volunteer to be a leader should complete an adult leader application and go to [My.Scouting.org](https://www.myscouting.org) and create an account to take Youth Protection Training and Position Specific Training as soon as possible. Complete their PA clearances.

Shortly after the Joining Night each pack should plan to hold a meeting for parents. This should be a separate meeting, for adults only, a week or so after the Joining Night. The Cubmaster plans and conducts the parents meeting with the help of the pack trainer and pack committee. Other leaders may also be involved. The unit commissioner and the chartered organization representative should be invited. The meeting should include a review of your pack's operations and calendar, as well as a discussion of family responsibilities and an additional recruiting effort of parents to help fill existing leadership needs.

## **PACK LEADERSHIP POSITIONS & RESPONSIBILITIES**

### **Committee Chair**

- Conducts monthly pack leaders' meeting to help plan program.
- Ensures that committee members give adequate support for running the program to the Cubmaster and den leaders.
- Helps recruit additional leaders as needed.
- Completes Youth Protection Training and Position Specific Training.

### **Committee Members**

- Attend monthly pack leaders' meeting to help plan program and take care of records, finances, advancement, activities, membership, etc.
- Completes Youth Protection Training and Position Specific Training.

### **Cubmaster**

- Conducts monthly pack meeting.
- Aids den leaders by coordinating monthly programs for all leaders.
- Attends monthly pack leaders' meeting and monthly Council wide Virtual Leader Meeting. Have one or more assistants.
- Completes Youth Protection Training and Position Specific Training.

### **Lion Cub Den Leader**

- Meets weekly for about one hour with a den of six to eight Scouts and their adult partners. For each meeting, the den leader works with the host Lion Cub/adult partner pair to plan the meeting.
- Attends monthly pack leaders' meeting. Have parent/adult partners as helpers.
- Completes Youth Protection Training and Position Specific Training.

## **Tiger Cub Den Leader**

- Meets weekly for about one hour with a den of six to eight Scouts and their adult partners. For each meeting, the den leader works with the host Tiger Cub/adult partner pair to plan the meeting.
- Attends monthly pack leaders' meeting. Have parent/adult partners as helpers.
- Completes Youth Protection Training and Position Specific Training.

## **Cub Scout Den Leader – Wolf & Bear**

- Meets weekly for about one hour with a den of six to eight Scouts. Den meeting is held in den leader's home, a church, or other suitable place. The den leader determines time, day, and location of den meeting that is most convenient for him or her.
- Attends monthly pack leaders' meeting and is encouraged to attend monthly Council wide Virtual Leader Meeting. Have one or more assistants and parent helpers.
- Completes Youth Protection Training and Position Specific Training.

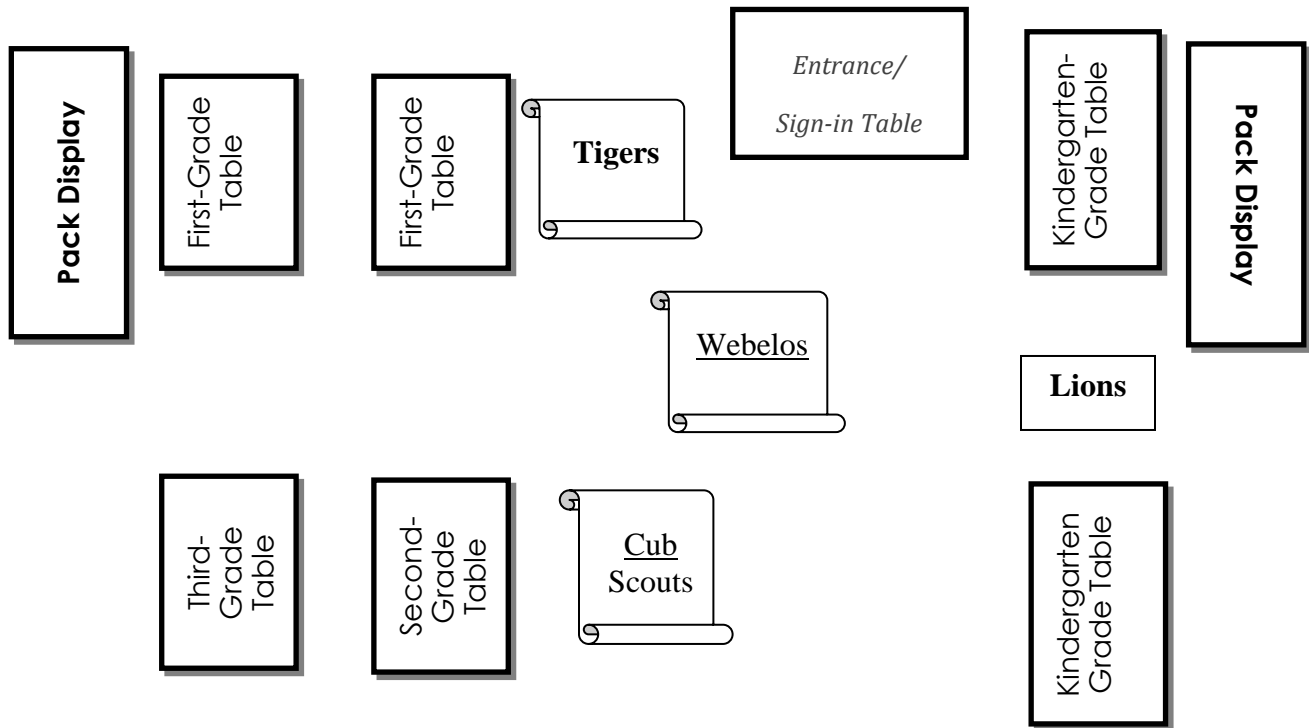
## **Webelos Den Leader**

- Same as den leader except works with older Scouts, the Webelos Scouts.
- Encourages periodic parent/son overnight campouts.
- Attends monthly pack leaders' meeting and is encouraged to attend monthly Council wide Virtual Leader Meeting. Have one or more assistants and parent helpers.
- Completes Youth Protection Training and Position Specific Training.

## **Adult Partners**

- Attend Lion/Tiger Cub den meetings, pack meetings and all events with their Lion/Tiger Cubs. When hosting the den meeting, work with the Lion/Tiger Cub and the Tiger Cub den leader to plan and lead the meeting.
- Attend pack meetings with their Lion/Tiger Cubs.

# Pack Joining Night Floor-Plan



Above is a floor plan for a typical Joining Night. Be sure all tables are clearly marked by assigned grade. As parents and children enter, ask them to sign the attendance roster, give them application forms, and direct them to the appropriate tables. Doing this simple task at the beginning will save a tremendous amount of time and organization later.

Parents and youth will be sitting in “den areas” that will make the registration process go smoothly, and the Joining Night registration can begin. Design a well laid out, professional presentation, with books and fliers at each table. This type of setup provides an eye-catching display. Promote uniforms. A mini campsite setup in the entry area serves as a great visual for the Cub Scout outdoor program.



# Pack Joining Night Agenda

## A. Pre-Opening – 30 minutes before the opening – Joining Night Coordinator

- a. Have the Pack set up displays (picture boards, Pinewood Derby, awards, crafts, etc.). Put School Night posters on entrance doors with directions to the meeting room.
- b. Be prepared with pre-opening activities to keep children and parents involved.
  - i. Meeting can be killed quickly with uncontrolled running, shouting and horseplay.
  - ii. Have volunteers (how about Boy Scouts from your local troop) take the children elsewhere for some fun and games.
- c. Have table tents and den flags to tell people where to sit (by grade). Make sure to have plenty of pens at each table so parents can fill out information.
- d. Utilize current adult leadership to keep children and parents in assigned room and out of the halls and other areas.
- e. Have parents fill out the den roster completed as they arrive.
- f. Distribute Parent Talent Surveys, Parent Participation Form (“*100 points*”), Scouts’ Life Mini Mags, adult applications and any other Pack information as people arrive (do **NOT** give out the youth applications yet).
- g. Have parents fill out den roster sheet after they are seated at the correct table (by grade). This will be used by the Den Leader to find out who is in their den and to make sure they are contacted about the first Den meeting.

## B. Opening –5 minutes – Joining Nigh Coordinator

- a. A. Start on time!!!
- b. Opening Ceremony by current Cubs Scouts of the Pack.

### C. Recruit Adults – 15 minutes – Joining Nigh Coordinator

- a. Set the stage (the object is to get them excited about the fun and opportunities of being a leader and set their mind at ease concerning the time involvement and difficulty). Suggested phrase is:

**All of you tonight will have the opportunity to be leaders.**

- b. Many people don't volunteer because they are:
  - i. Not interested – Don't have time – Don't know how
  - ii. Counter these reasons with:
    - 1. We know you are interested, or you wouldn't be here.
    - 2. Out of 168 hours in the week, you can surely find a few hours to spend with your child and his friends
    - 3. We find time for what's important to us.
    - 4. We will show you what to do through proper training
- c. Explain Jobs – As parents, you have a choice
  - i. **Den Leader:** (hold up Leader Books) This is a real opportunity to get to know your child. If all you do is follow the program outlined in the Leader Book you would have a good meeting. They take a 1-hour meeting and break it down into 7 parts and tell you exactly what to do each week. You meet at your convenience (including the time, location, and day of the week) – this is one of the benefits of being the Den Leader.
  - ii. **Assistant Den Leader:** Helps at Den meetings. Two-deep adult leadership is required at all meetings and outings.

iii. **Parent Committee Members:** The Pack committee is the administrative body of the pack. They determine such things as finance, policy, leadership, transportation, records, and outings, as well as helping plan pack meetings.

d. Motivate (can use other motivating stories here as well)

Look at your son – if he is 5, 6 or 7; he has already spent 1/3 of the time he is going to be at home with you – when he is 18, 19 or 20; he will be gone – he will go to college, get a job and his own place, or join the military. Now is the time he needs you. Now, you, his parent are most important and influential person in his life. In just a few short years his peers will gain more and more influence. I've never heard a parent say, "I wish I had never gotten involved in Cub Scouting with my son", but I hear many say, "I should have taken more time with him when he was young."

e. I'm going to leave you so your group can determine the best person to serve as Den Leader, Assistant Den Leader, and members of the Parents Committee for your Den. For your child's sake, this decision must come from your den. (Read A Boy's Eyes). When you have reached this decision, let me know and we will register the leaders and children.

f. Leave Them. Walk out of the room. Don't stand around to answer their questions or you will end up trying to select their leaders. If they have questions, answer them briefly and leave the area. In the event a den can't find the leadership, try this – "I realize you are having difficulty, perhaps all of you work, or have small children, or work shifts. I can't solve your problem for you. For your son's sake, please try one more time to solve your problem. Perhaps all of you will have to work as assistants – see what you can work out and I'll check with you in a few minutes.

**Only as a last resort, try to place these Cubs in other dens. No den should take more than 8 Cubs.**

- g. Recognize Leaders. As leadership is secured, call for attention and introduce the leaders, assign them their den number and ask everyone to give them a hand.

**D. Registration (get help from several current Pack leaders!)**

- a. Make sure that all checks are made out to "BSA" so that at the end of the evening the Joining Night Coordinator can leave with enough money in hand to cover registration and Scouts' Life.
- b. Get completed adult applications and registration fee.
- c. You may need to leave these with the Charter Rep for approval.
- d. Count money and applications. Give Cub Scout applications to the new Den Leader (**do not hand out Cub applications before a Den Leader is selected**). Ask the Den Leader to get all of them completed with the registration fee and Scout's Life fee (if wanted by the family). Ask him/her to put den number in top left-hand corner of application. The Den Leader gives the top sheet of the application to the new Cub Scout to start working on the Bobcat requirements.
- e. Make sure that all the parents have filled out the important The Parent Participation Form ("*100 Points*").
- f. The new Den Leader needs to make sure that the Den roster is filled out completely (including names, numbers, and emails). He/she keeps the white copy and gives the other three to the Cubmaster.
- g. Collect the above information from each den.

- h. All Den Leaders, Assistants, and Committee Members stay; other parents may go home. Training dates, times and places need to be discussed (training will be either a district session or a Pack leaders' meeting to be held the following week).
- i. If the Cubmaster and/or Committee Chairman is needed, call all the adults together. Tell them that they are off to a great start and the pack should be a good one.
- j. Tell them that all they need now is a Cubmaster and/or Committee Chairman and for them to decide who is the best person for the job. Leave them to make the decision.
- k. **Give all completed applications and money to the Joining Night Coordinator or District Executive to include program fees and "new" Scout fee.** Make sure that you take the youth applications and a copy of the den roster. If Scouts are found that signed the den roster and did NOT turn in an application, they must be called and asked why they did not sign up.

**Registration and Boys' Life fees**

Current Month	Youth Registration Fee	Adult Registration	Boys' Life Subscription
October	\$50.50	\$11.25	\$3.75
November	\$42.50	\$7.50	\$2.50
December	\$33.25	\$3.75	N/A

Includes \$25.00 new Scout fee

# Services Provided by the Council Service Center, Your District Executive and Your Commissioner Staff for Your Cub Scout Pack:

## Supplies

- Printed Flyers
- Stickers
- Guide Book

## Services

- Have Flyer Approved by Board of Education Office
- Place Flyers in the School
- Make Presentations in the Schools  
(\*Classroom-to-Classroom, School Assembly or Lunch-Time Exhibit)
- Assist with Recruitment of Adults
- Train New Leaders
- Assist Units Organize Their Recruiting Program
- Train Current Leaders on How to Recruit
- Lion/Tiger Cub Program Planning
- Deliver Completed Applications to the Council Service Center
- Coordinate Recruiting Activities within Your Town

\* Classroom-to-classroom presentations can triple your attendance at sign-up night.

**Boy Scouts of America**  
**Northeastern Pennsylvania Council**  
**72 montage Mountain Rd. Moosic, PA 18507**  
**570-207-1227**  
[www.nepabsa.org](http://www.nepabsa.org)

