

# Scouting Registration Night

## Material Checklist

### GENERAL

- Signs for Tables
- Permanent Markers
- Tape
- Tablecloths

### STATION 1: WELCOME

- Cub Scout Parent Guides
- Sign-in Sheet

### STATION 2: UNIT INFORMATION

- Pack calendar
- Handout with meeting times and locations
- Contact information for leaders
- Uniform Guide

### STATION 3: APPLICATIONS

- Youth Applications
- Family Talent Survey
- Pens
- Clipboards

### STATION 4: CHECKOUT AND PAYMENT

- Cash box or bank bag
- Petty cash
- Chip reader/digital payment (optional)

### STATION 5 (OPTIONAL): UNIFORM & SUPPLIES

- If your pack includes materials such as handbooks, neckerchiefs, etc., give them out here.

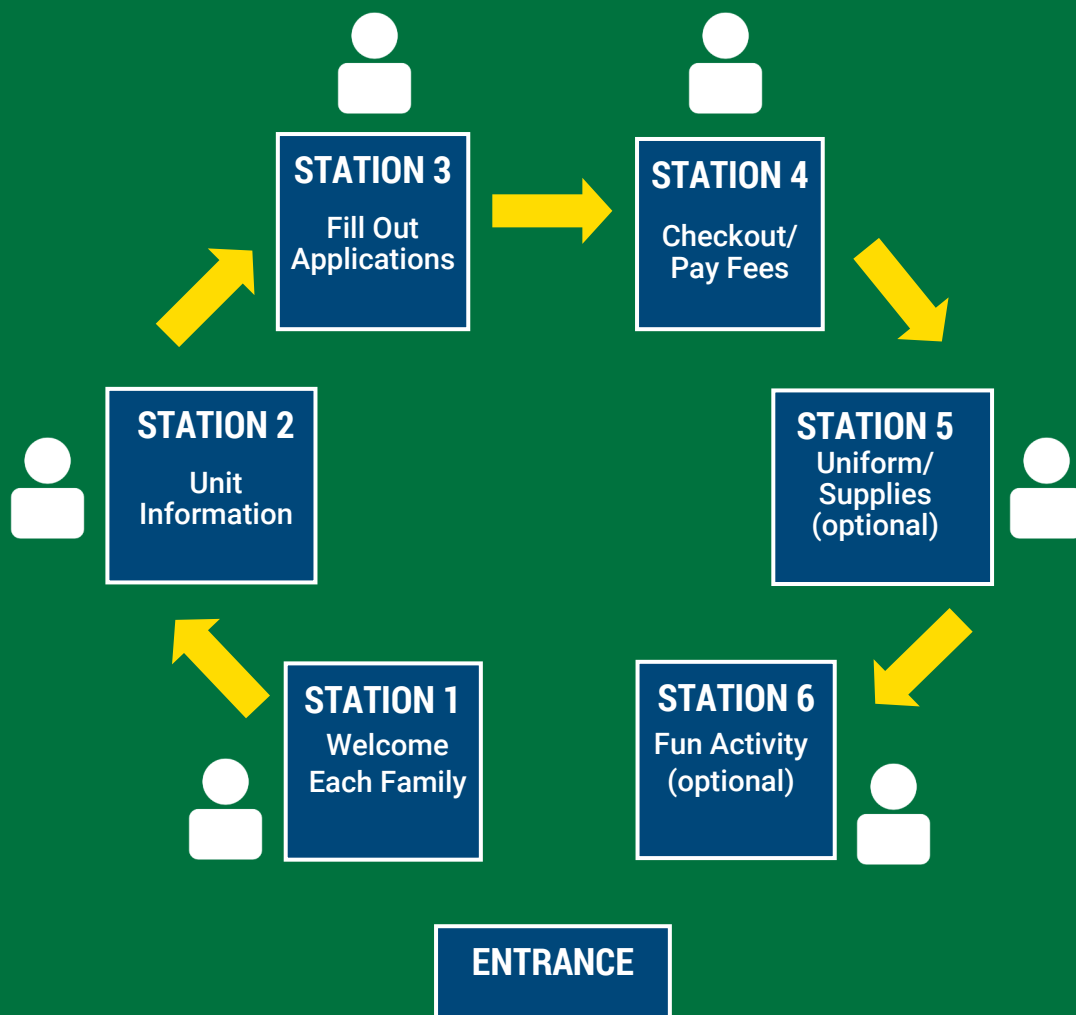
### STATION 6 (OPTIONAL): FUN ACTIVITY

Examples:

- Snack (trail mix bar, s'mores station, ice cream)
- Raingutter regatta
- Model campsite

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## Instructions and Tips for Success



## Tips for Success

**Have a volunteer at each table.** If you are short a few volunteers, tables 1 and 2 can be combined and tables 5 and 6 are optional.

**Make sure that doors are unlocked and signs are outside** directing families to the appropriate room or area.

**Start and end on time.** No need for a long presentation—families coming to your registration event have already decided that Scouting is for them.

**Keep it simple.** Discuss big topics like your Popcorn Kickoff and finding new volunteers at your Parent Orientation Night.