**Sample Agenda for a Recruitment Party**

*Begin promptly and take no longer than 1 hour*

1. **Pre-Opening - 15 min Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. Station Commissioner or Scout Parent Coordinator to
      1. Welcome families as they arrive
      2. Have attendees register on a sign-in sheet
      3. Provide name tags for parents and youth
      4. Hand out family info packet
      5. Hand out youth and adult applications
   2. Start gathering activity
   3. Direct Visitors to exhibit area
2. **Join the Scouting Adventure Meeting - 5 minutes**
   1. Welcome and Introductions - 1 minute **Cubmaster or Scoutmaster**
   2. Opening - 2 minutes Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Teach the Cub Scout or Scout BSA Salute
      2. Pledge of Allegiance
      3. Lead a Scout Song
   3. Have other Adults or Scouts BSA youth take youth to another room or outdoors for games and activities during the main part of the meeting - 30 min

Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Parent Orientation - 30 min** Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Show Parents Orientation Presentation
      1. Inform how Scouting is organized
      2. Describe typical meeting schedule
      3. Explain adult leader and parent roles
      4. Emphasize the importance of a complete uniform
      5. Inform parents of the purpose of the Council Service Center
   2. Encourage parents to register as a leader. If they are not willing to, ask if they are willing to help with the program by helping with a den activity.
   3. Have each family fill out youth and hopefully adult applications and collect registration fees.

1. **Closing - 10 min** Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. The groups are brought back together to discuss the following topics:
      1. Invite the unit’s Committee Chair to talk briefly about the Pack or Troop plans for the future, mentioning some of the exciting features
      2. Discuss the next meeting date
      3. Thank everyone for coming

**For a Successful**

**Join the Scouting Adventure Night**

**Have Leaders Arrive Early to:**

1. Organize materials and Set up at location. Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Give yourself at least 1 hour before meeting to:
      1. Set up tables and chairs as needed
      2. Set up Scout project exhibits
   2. Make sure all materials and equipment are on hand
      1. Name tags, registration sheet and pens
      2. Calculator
      3. Material for gathering
      4. Material for youth activity (if needed)
      5. Youth and Adult registration forms
   3. Check with team members about their parts of the program
2. Set up equipment to show Scout Orientation Presentation

Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remember:** *First impressions mean a lot to a family who is thinking of joining your unit. It can either encourage a family to join or discourage a family from joining. Also, either way, they’ll also share their impressions with their friends who may not have been there!*

**Suggestions for**

**Planning and Preparing**

**a Join the Scouting Adventure Night**

1. **Prepare for the event:** Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Confirm facility is reserved for specified time and date
   2. Prepare enough family packets to hand out
   3. Invite Unit Commissioner or other district leader to assist with paperwork
   4. Plan an activity to occupy youth while talking with parents
   5. Invite Scouts BSA to help with youth activity
   6. Plan gathering activity
   7. Decide on displays to show
   8. Prepare to show Scout orientation presentation
      1. Prepare presentation
      2. Secure equipment to show video - check with venue, a projector may be available
2. **What to bring**  Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Youth and adult applications
   2. Materials and equipment for gathering and youth activities
   3. Family Packets
   4. 20-30 pens and calculator
   5. Some change (for cash payment of registration fees)
   6. Wear complete uniform
   7. Name tags for everyone
   8. Displays
   9. Sign-in sheet
   10. Equipment to show orientation presentation
   11. Recruit adult volunteers form