

2018 CATCH THE ADVENTURE INTO SCOUTING Preparation Checklist for Leaders

Resources referenced throughout this checklist with a ♥ next to them, including a very helpful 12-minute training module, can all be found at:

<http://www.pathwaytoadventure.com/catch2018>

What to do in advance of Registration Night

- View the 12-minute Catch the Adventure training module ♥
- Make sure arrangements are in place for your school (contact district executive)
- Make sure pack display(s) are taken care of (see below for details)
- Finalize and make copies of your pack calendar ♥
- Design your pack orientation invitations
- Encourage all families to help promote Catch the Adventure using methods introduced in the training module ♥

What to bring with you on Registration Night

- Pens, paperclips or stapler, scissors
- Clipboards
- Change for families paying in cash
 - o (suggested @\$40 in small bills- if possible)
- Technology – iPad or laptop for families to sign-up online
 - o At www.BeAScout.org ♥
- Pack Displays and promotional items
 - o Pictures/Patches or laptop slideshow
 - o Pinewood Derby Cars
 - o Cub Scout Books
 - o Small Interactive Experience
- Pack checkbook if the units wants to write one check to the BSA (**best practice**)
- Pack receipt book ♥
- Site Kits and family packets
- Backpacks
- If you are setting up OUTSIDE of the school, we suggest you bring:
 - o Plastic folding tables and chairs
 - o Battery operated lanterns
 - o Pop-up canopy

What to do when you arrive on Registration Night

- Arrive by 6:30 PM to set up table & displays
- Give each adult an Unit Representative Instruction sheet (in site kit)
- Follow the Turn-In Instructions when event is complete (in site kit)

What's in a Site Kit?

- Preparation Checklist for leaders (this document) with instructions on what to do before and after event.
- Unit Representative Instruction sheet. (1)
- "Parent Volunteer" name tags (2)
- Applications
 - (2) Instruction sheets on how to properly fill out the applications
- Poster (with fees on the bottom)
- Roster/Sign-in sheet - 2 carbon pages (the top copy is turned in with the packet!)
- "Scout Me In" Backpacks
 - (10) Backpacks for Cub Scouts per school,
 - (10) Backpack Vouchers (to be used when the supply of Backpacks is depleted)
- Credit Card Receipts (12) → encourage on-line sign-up as optimal option of e-registration
- Turn-in Checklist for leaders with instruction of what to do after the registration night is complete.

What's in the Backpack?

A specific amount of "Scout Me In" backpacks will be included in your Site Kits. **Please give one to each new family**

They will come pre-stuffed with the following:

- Welcome to Scouting letter
 - features a link to our new family resource page that includes a helpful Parent Orientation Guide
- Adventure Day ticket listing all Fishing locations by community ♥

Resources available online to customize, print & stuff into the Family Packets:

- Pack Orientation Invitation ♥
 - 4 invites per page to customize, print, cut and stuff
- Unit Calendar example and template ♥
 - It's a good idea to supply at least a few months to your new families
- Yearly Budget/Additional fees
- Contact information for your Pack/Troop

Preparing for the Parent Orientation meeting (to be held by September 28th)

*Could be pack night, an outing, stand-alone event...
whatever it is, be creative & have FUN!*

What to bring

- Pack calendar (template ♥) with list of
 - Pack activities
 - Den meeting times and locations
- Contact information for other parents and leaders
- Adventure Day Flyers ♥
- Parent Talent Survey
- **Additional pack fees structure (use unit budget template ♥)
- Trails End Popcorn forms

What to do

- Engage new scouts in an activity...not talking!
 - Follow Playbook for a pre-planned fun activity!
- Ensure the parents have received the calendar & contact info (templates ♥)
- Promote Adventure Day ♥ (use flyer)
- ** Explain additional pack fee structure (if necessary)
 - Use it as an opportunity to introduce the popcorn fundraiser & distribute sales forms (if applicable)
 - Discuss and possibly collect pack dues (if applicable)
 - Don't forget registration to BSA is already paid
- Collect any outstanding BSA registration fees (exceptions)