

## **2018 Catch the Adventure Volunteer Checklist for Registration Night**

This is for Adults (non-leader) who will be representing the unit during registration night.

- Arrive by 6:30 PM to set up registration and display tables.
- Wear uniform (if applicable) or presentable attire.
- Make sure all unit representatives have a name tag (in site kit)
- Set up unit display, pictures, pinewood cars and trophies, & backpacks
- Review the unit overview, calendar & leader contact information (included in family packets).
- Set out the roster/sign-in sheet with pens
- Establish a welcoming environment by smiling & introducing yourself.
- Be friendly while asking parents to fill out the attendance roster.
- Answer questions about program fees and planned activities.
- Engage boys while talking about upcoming activities
- Complete Registration
  - Electronic Registration: direct them to BeAScout.org (*if unit has activated "apply" on-line status*)
  - Paper Registration: give them a pen and instructions on how to fill out registration form.
  - Make sure forms are signed and all information entered.
- Collect FEES
  - Collect applications and fees
    - Only pro-rated fees will be submitted to council (**\$3 per month, per person through the end of 2018**)
  - Boys Life – Not mandatory, but recommended
    - (\$1.00 per month, per person through the end of 2018)
- If application & fees are collected, mark a check on the roster/sign-in sheet, next to the applicant's name
- Distribute the backpacks to all attendees that have turned in an application with fees.