

## **Cub Scout Fall Recruitment Application Turn-in Table**

### **Application Turn-in Table**

- At least one Fall Recruitment Organizer is stationed here along with the Pack Treasurer or someone within the pack that can be responsible for pack finances. Depending on anticipated turnout, you may want to consider having additional pack leaders available to help collect family's applications and fees at this table.
- Fall Recruitment Organizer is responsible for ensuring that EVERY family turns-in the youth application(s) and correct registration and Scout Life fees to ensure their child(ren) register for Cub Scouts.
- Help review the applications to ensure the following is completed:
  - Ensure the child's birthdate is completed
  - Ensure the child's grade is completed
  - Ensure Scout Life circle is filled in if they want a subscription
  - Ensure parent birthdate is completed (required for parents of all Lions and Tigers; strongly recommended for other program levels)
  - Ensure a parent signs the application(s)
- Ensure the pro-rated registration and Scout Life fees are collected.
- All applications and fees (preferably one pack check to cover all fees, if possible) need to be collected in the Fall Recruitment Report Envelope.
- Answer whatever questions families may have about turning in the application and fees.
- Make sure the Fall Recruitment Organizer welcomes EVERY family that comes in.
- Thank EVERY family for attending and re-invite them to the upcoming Parent Orientation Meeting.

### **Supplies needed:**

- Extra youth applications
- Extra adult applications
- Prorated registration fees chart
- Cash box/bag
- Change
- Pack checkbook (to write a single check at the end of the night to the council for all registration and Scout Life fees)
- Fall Recruitment Report Envelope

## **Cub Scout Fall Recruitment Wrap-up: Preparing to Close the Evening**

### **Closing**

- The Fall Recruitment Presenter is responsible for filling out the front of the Report Envelope and bringing it back to the Pick-up and Turn-in location for the District Report Meeting after all applications and fees have been collected.
- Make sure to count all applications and fees and ensure that the right amount of money has been collected for all the applications turned in that night.
- Make sure a unit leader has signed all youth applications.
- The Fall Recruitment Presenter needs to collect any remaining council support material (Parent Orientation packets, applications, Fall Recruitment script, etc.) and bring that back to the Pick-up and Turn-in location so that material can be redistributed to upcoming Fall Recruitment presentations.
- As a best practice, that pack should be prepared to write a single check to cover all fees collected that evening.
- All volunteers helping at the Fall Recruitment should help clean-up and reset the room as they found it. A Scout is clean!
- Once everything is accounted for and the room is clean, you're Fall Recruitment is complete, and everyone should head to their next destination.