

Pack Open House Checklist

Before you leave home

- ☐ Prepare your pre-opening activity.
- ☐ Wear your complete uniform.
- ☐ Review the agenda and practice your presentation.
- ☐ Take a pocket calculator.
- ☐ Take 20 to 30 pens.
- ☐ Take some money; both bills and coins.
- ☐ Take masking tape.
- ☐ Take items new families will want to see immediately: Current handbooks for each level for reference during program group session
Cub Scout Program Helps to show the fun that boys can have at den meetings, pack information and calendar to assure parents that boys can have fun at den meetings, samples of current uniforms to display, displays of den and pack activities

When you arrive at the round-up location

- ☐ Organize your materials and set up the room properly.
- ☐ Check with team members (including pack leaders) about their parts of the program.
- ☐ Post your pack organizational chart/Committee Contact Information
- ☐ Assist pack leaders with their displays.
- ☐ Set up a computer(s) with your Website and Action video loops, picture loops
- ☐ Organize your pre-opening activity.
- ☐ Station either yourself or another team member at the door to welcome families to the round-up event.
- ☐ Boys and parents should sit together in their assigned rooms by grade and/or neighborhood.

When you give the presentation

- ☐ Begin promptly.
- ☐ Have an opening ceremony presented by the pack or a troop (optional).
- ☐ Introduce yourself and welcome everyone on behalf of your council and the Boy Scouts of America.
- ☐ Introduce other round-up team members and pack leaders.
- ☐ Follow your round-up agenda closely.
- ☐ **Be sure to turn in all applications, monies, attendance rosters, and report envelopes at your district report meeting.**

Round-Up Coordinator's Checklist

- ☐ Make lists or cards with the first names and phone numbers of boys in the area. Have pack leaders call the night before the rally to ask parents if they got the invitations and remind them of the meeting.
- ☐ Place yard signs in strategically good locations: at high traffic areas, bus stops, and lawns of current members. (Be sure you don't violate ordinances about signs.)
- ☐ Post flyers and posters on bulletin boards throughout your area in key locations (schools, religious institutions, community recreation centers, day care centers, grocery stores, malls, public libraries, pediatrician centers, etc.).
- ☐ Half-sheet bulletin inserts are great tools for delivering recruiting information through chartered organization mailings, church bulletins, community recreation centers, and as sporting event announcements.
- ☐ Door hangers and postcards aid in direct home delivery of a specific invitation to join.
- ☐ Promote the round-up night with all chartered organizations in your community (religious institutions, schools, service clubs, youth organizations, etc.).
- ☐ OPTIONS: Setup a sample campsite outside in view of a high-traffic area for boys and parents to show them that Cub Scouts go camping. (Good locations include malls, superstores, schools, religious institutions, child-development/day care centers, parks and recreation centers, and community centers.) Setup a pinewood derby track/Rain gutter Regatta (outside) at a high-traffic area for boys and parents.