Pack Open House Functional Outline

I. Before the meeting

Assigned to_____

a. Set up tables and chairs as needed.
b. Set up Cub Scout project exhibits.
c. Make sure all materials and equipment are on hand:
    1. Name tags, registration sheets, pens, Parent Talent Survey
    2. Pre-opening game materials…Potential Scouts can earn their Marble Belt Loop during the meeting, and be awarded it at their 1st Pack meeting!
    3. Youth and adult registration applications
    4. Ceremony and games equipment
    5. Current handbooks for each level, *Cub Scout Program Helps,* uniform display, pack calendar, and pack information sheet

II. Pre-opening

Assigned to_____

A. The welcoming committee greets families as they arrive.
B. Register attendance and provide name tags for all youth and adults.
C. Start a pre-opening get-acquainted game.
D. Invite visitors to review Cub Scout projects and then be seated.

III. First half of main meeting

A. Opening

    Assigned to_____

    1. Lead the Pledge of Allegiance.
    2. Teach the Cub Scout salute.
    3. Lead a Cub Scout action song.
       http://www.scoutsongs.com/categories/action-songs.html

B. Welcome and introductions

    Assigned to_____

    1. Have the Cubmaster or Join Scouting Night chair introduce pack leaders and guests.
    2. Have an assistant Cubmaster or other adult take boys to another room or outdoors for games and activities during the main part of the meeting.

C. Explain the Cub Scout program

    Assigned to_____

    Include Scouting's aims and the purpose of Cub Scouting.

D. Explain Cub Scouting benefits for families.

Assigned to_____

E. Explain how Cub Scouting is organized
   Assigned to_____
F. Review joining requirements listed in chapter 10 of the Cub Scout Leader Book.
   Assigned to_____
G. Explain the advancement program. Refer to chapter 18, "Advancement," in the Cub Scout Leader Book.
   Assigned to_____
   Discuss the advancement program, beginning with Bobcat requirements and ending with graduation into a troop. Explain that this will be reviewed in more detail at the pack parents' meeting.
H. Explain how parents help the Cub Scout.
   Assigned to_____
   1. Review the family guide in the Cub Scout program books. This will be covered in more detail at the den parents' meeting.
   2. Discuss family responsibilities. See chapter 5, "Family Involvement," in the Cub Scout Leader Book.
   3. Review the family's financial commitment upon joining the pack. Discuss registration fees, den dues, and money-earning projects of the pack.
   4. Emphasize the importance of the complete uniform.
   5. Have parents complete the Application for Youth Membership. Provide assistance when needed. Emphasize the parent agreement on the application.
   6. Ask all parents or adult family members to fill out family talent surveys. See the appendix in the Cub Scout Leader Book.
   7. Have BL magazines available to view. Discuss Boys' Life magazine, its value, and cost.
I. Program groups Assigned to_____
   At this point in the meeting, the boys can rejoin the group. Have families participate in a song or a game. Then divide families into three groups—one each for Tiger Cub–age boys, Wolf and Bear Cub Scout–age boys, and Webelos Scout–age boys. Previously selected den leaders are furnished with program-appropriate materials and literature.

   During this period, den leaders collect the boys' applications and fees from each family and make a list of boys in the den. At this time, the den leader and families should decide on a suitable den meeting day and set a date for the first den adults' meeting. See chapter 19, "Tiger Cub Program;" chapter 20, "Wolf and Bear Program;" chapter 21, "Webelos Scout Program," in the Cub Scout Leader Book.
   1. Tiger Cub group (Assigned to_____)

The Tiger Cub den leader meets with boys and their adult partners to explain den organization and the adult partner's role in the Tiger Cub program.

2. Cub Scout group (Assigned to_____)
   Families sit together by grade level. The Wolf Cub Scout den leader meets with the second grade boys and their families to explain the Wolf badge, den organization, and the family's
   role in the Cub Scout program. The Bear Cub Scout den leader does the same for families of third-grade boys.
3. Webelos Scout group (Assigned to_____)
   The Webelos den leadership meets with fourth- and fifth-grade boys and their families to review the Webelos badge and Arrow of Light Award requirements, den organization, and how families fit into the program.

   Note: Create a Boy Scout group in case any boys in the sixth grade or above attend. Troop organizers will take over this group, and they will meet with the troop and unit leaders present. These group meetings are short and do not take the place of the den adults' meetings or parents' meetings, which will be held at another time with the den leaders.

IV. Second half of main meeting

The groups are brought back together to discuss the following topics:

A. Leadership (Assigned to_____)
   1. Announce the date and place of each den meeting, if they have been determined.
   2. Discuss adult registration fees and uniforms.
   3. Have the pack trainer talk briefly about helping new den leaders get started—monthly pack leaders' meetings, Fast Start training, Basic Leader Training, roundtables and Scouters Success Seminar.
   4. Invite the pack committee chair to talk briefly about the pack's plans for the future, mentioning some of the more exciting activities.
   5. Discuss other pack leadership vacancies. Pack leadership should determine the best candidates to serve in these positions, and submit names of potential candidates to the pack committee and chartered organization for approval.
   6. Provide printed contact information for leaders of new packs and all dens. Be sure everyone goes home with a name and phone number or e-mail address.

B. Registration (Assigned to_____)
   1. Review the purpose of registration and answer any questions.
   2. Collect all applications and fees and issue receipts for all cash received.

   Den leaders may have already collected the boys' applications and fees during the group programs.

C. Closing (Assigned to_____)
   1. Announce the following training and meetings:
      *Fast Start Training
      *Basic Leader Training
      *Next pack leaders' meeting
      *Next pack meeting
      *District roundtables
   2. Thank everyone for coming.
   3. Close with an inspirational thought, emphasizing the importance of family involvement. Tell them how thrilled you are to have them as guests.

V. After the meeting

1. Enjoy fellowship and refreshments.
2. Verify money and registration applications.
3. Handout New Scout Prizes to those who have signed up and paid.
4. Calculate and prorate fees if necessary.
5. Keep the pack copy of each Application for Youth Membership; turn in other copies and fees to the local council as soon as possible.
6. Forward adult applications and fees to the local council service center as soon as they have been approved by the chartered organization, keeping the pack copy.
7. Check to make sure the room is clean and returned to its original order.
8. Refer to chapter 10, "Den and Pack Management," in the *Cub Scout Leader Book* for detailed information on the Join Cub Scouting effort. Check with your local council for additional information and available resources on recruiting new boys and leaders.

ADDED THOUGHTS: HAVE A BOY SCOUT PRESENCE. THE CUBS, AND PARENTS, WANT TO SEE WHAT THEY CAN/WILL BE IN THE FUTURE. IF AVAILABLE, HAVE THE TROOP LEADER, AN EAGLE SCOUT, AND DEN CHIEFS.

FOLLOW-UP WITH EVERY ATTENDEE BY PHONE and EMAIL