



Heart of Ohio Council School Night to Build an Adventure Manual

School Night is our opportunity to gather boys and their families to discuss Cub Scout programs and how they can join.



SCHOOL NIGHT TO BUILD AN ADVENTURE

LEADERS CALENDAR - Detailed

- By July 15 Contact your elementary school and arrange to be a part of the school's open house program. Discuss the pack's School Night plans and make any necessary arrangements with the elementary school principal.
- By August 9 Attend District School Night for Scout Training at District Roundtable
- By August 16 Conduct a unit level program planning conference. Make arrangements for manpower needed for the following: School Night to Build an Adventure, the school open house and classroom visits with D.E. Arrange for a School Night edition of your pack or troop news-letter including names, phone numbers, dates, and locations of upcoming activities. Plan for displays or demonstrations for School Night, such as setting up tents outside the school, etc. Prepare your unit program calendar for distribution at SNJS. Make sure you have a date for the unit committee meeting to onboard new parents/leaders.
- By August 31 Meet with Build an Adventure Coordinator to double check all arrangements with the school. Check on all arrangements made at your last meeting.
- 3 Days Before
Your School
Night To
Join Scouting Final check with Scouters and school. Double check who will have they key to open the school building. Make sure all volunteers are on board and understand their roles.
- On School Night Early set-up. Be prepared to start on time! Submit you're final report including enrollment forms and fees to the Build an Adventure Coordinator for delivery to the Council Service Center.
- After the School Night Follow up with families not assigned to dens.
Follow up with new adults/leaders to remind them of the unit committee meeting/onboarding parent meeting.

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SCHOOL NIGHT TO BUILD AN ADVENTURE COORDINATOR GUIDE

Elementary School Open House - Unit participation in your elementary school's open house will enable us to be available to more parents and boys, some of whom may never have considered Scouting in the past. Your support and guidance on this new element of the Build an Adventure plan is important.

Each pack and troop should contact the elementary school principal and arrange to have a table, manned by volunteers, in a high traffic area and have a few minutes on the evenings' agenda. Encourage your units to set up a display and have a pack calendar including a list of contact people with phone numbers available to parents. This is a good time to recruit boys and adults leaders. Be sure to have applications on hand.

In School-Classroom Visits - This year's plan includes classroom visits to promote Scouting. This format will enable the district executive to conduct these in a one to three day time frame just before School Night. This fall we are encouraging units to select an adult volunteer to accompany the district executive to promote pack programs. Again, your support and encouragement as Build an Adventure Coordinator is important.

Registration Turn-in - Each evening the Scout district runs a School Night to Build an Adventure, applications should be submitted to the council the following day. As the Build an Adventure Coordinator, you are responsible for ensuring all applications with the correct fee and sign in sheets are submitted.

Personal Invitations - We are encouraging units to call the parents of prospective members to give them a personal invitation and to answer any questions.

The Program - The unit should arrange to attach a copy of the program plan to the invitation flyers. Tell folks about your great program and who your leaders are.

Personnel - Encourage the units to recruit the needed manpower early. Be sure to include:

1. An **Emcee** for the evening. This person should be someone who is comfortable in front of a group. He or she should be in uniform and know the agenda for the evening.
2. **New Den organizer(s) or Pack trainer**. He or she should be prepared to conduct a short orientation, recruit adult leaders and answer questions about the Tiger program. But most importantly recruit den leaders & assistant den leaders.
3. A **Registrar**. Someone who can organize a system to collect the School Night money in an efficient manner. This person may need to recruit additional manpower.
4. **Display chairman** – to set up displays/photos, etc.
5. **Additional leaders** should be available to answer questions, recruit adult leaders and Assist new families in filling out application forms.

SCHOOL NIGHT TO BUILD AN ADVENTURE

COORDINATOR RESPONSIBILITIES

As Build an Adventure Coordinator, you will be responsible for the attendance of units to be represented at the school you will coordinate. There should be at least one Tiger Organizer, one Cub pack and one Scout troop represented at each school.

As Build an Adventure Coordinator, your job is an important one. You need to double check, arrangements with the school, the pack and the troop, and the district leadership. Your follow-up and enthusiasm will ensure a successful School Night to Build an Adventure process.

As you well know, Scouting is an exciting dynamic program. We teach ethical values and develop leadership skills by having fun. Our program is important - important enough - that every parent should consider it and every boy should be encouraged to give it a try.

School Night to Build an Adventure presents our best opportunity to reach these families and extend an invitation to take part in the Scouting Adventure.

- (1) Attend the district training in June and August – Receive your School Night packet and yard signs
- (2) Contact the volunteer manpower to make sure they are prepared for the School Night to Build an Adventure.
- (3) Attend the School Night to Build an Adventure, assist with the program and collect fees, applications and rosters from unit leaders. **School open houses are not for signing up families but promoting the pack's program.**
- (4) Deliver the fees, applications, and attendance rosters to the District Executive or Council Membership Committee Member at the event.
- (5) Follow up with unit leaders to ensure all boys are placed in dens.

SCHOOL NIGHT TO BUILD AN ADVENTURE

UNIT LEADER RESPONSIBILITIES

As the unit leader, you will organize the adult leaders in your pack to attend the School Night to Build an Adventure orientation, play a role in the school's open house and organize and run, in conjunction with the School Night to Build an Adventure coordinator, the "School Night to Build an Adventure" program at your elementary school. Recruit an adult leader to work with the District Executive to conduct classroom visits and promote the unit's program to the boys.

- (1) Attend the district orientation.
- (2) Visit with Build an Adventure Coordinator to discuss arrangements & volunteer manpower that have been made with the school principal for the School Night and open house programs.
- (3) Recruit manpower for classroom visits, School Night and school open house with District Executive support.

On the night of the School Night

Personnel - Encourage the units to recruit the needed manpower early. Be sure to include:

1. An **Emcee** for the evening. This person should be someone who is comfortable in front of a group. He or she should be in uniform and know the agenda for the evening.---*a strong passion for the benefits of Scouting.*
 2. **New Den Organizer(s) or Pack Trainer.** He or she should be prepared to conduct a short orientation, and answer questions about the program. But most importantly recruit den leaders & assistant den leaders.
 3. A **Registrar.** Someone who can organize a system to collect the School Night money in an efficient manner. This person may need to recruit additional manpower.
 4. **Display chairman** – to set up displays/photos, Round Robin activities
 5. **Additional leaders** should be available to answer questions be assigned to certain groups and assist in helping out.
- (4) Recruit leaders to call the parents of prospective Scouts
 - (5) Share the pack's program for the calendar year
 - (6) Plan for displays or demonstrations and Round Robin activities at the School Night to Build an Adventure
 - (7) Submit final report including fees and applications to the School Night to Build an Adventure Coordinator
 - (8) Follow up to see that all new boys are placed in dens
 - (9) Make sure the week after the School Night to Build an Adventure is completed that onboarding orientation for new parents & new adult leaders takes place.

SCHOOL NIGHT TO BUILD AN ADVENTURE

NEW DEN ORGANIZER RESPONSIBILITIES

As new den organizer, your responsibility is to meet with a group of Tigers or Cub Scouts and their parents at the School Night to Build an Adventure. You will organize the den(s), recruit the den leader, and assistant den leader and serve as a mentor. Assist your pack in conducting the onboarding orientation, introducing the leaders to program materials and encouraging leaders to attend Roundtables and Cub Scouts Leader training. You must have a good understanding of the Tiger and Cub Scout programs.

- (1) Attend the School Night to Build an Adventure kickoff meeting
- (2) Meet with the Cubmaster to coordinate your participation in the School Night to Build an Adventure.
- (3) Organize dens, recruit and support den leaders. Follow the den's progress through the first few months and encourage den leaders to attend Roundtables and training.
- (4) Try to keep dens to 5 to 8 Cub Scouts. Recruit assistant den leaders; they add support to that new den leader, meet the requirement of two-deep leadership, and are valuable to the success of the den
- (5) Make sure the week after the School Night to Build an Adventure is completed that onboarding orientation for new parents & new adult leaders takes place. Make sure the date, time and location are announced and confirmed with the new parents and adult leaders.

DISTRICT SCHOOL NIGHT TO BUILD AN ADVENTURE TRAINING SAMPLE AGENDA

Agenda:

1. Pre-Opening
 - Name Tags
 - School Night Manual
2. Opening
 - Invocation/Pledge
 - Welcome and Introductions
3. Purpose and plan of School Night for Scouting
 - To welcome everyone to our Family Organization
 - To recruit den leaders, assistant den leaders, and committee members
 - To sign up all families in attendance.
4. Leading up to School Night
 - A. Make sure your Cubmaster visit has taken place with the District Executive
 - B. Meet with your principal – include District Executive
 1. Set 1st School Night date
 2. Set a Boy Talk date when you establish a School Night date
 - C. Flyers Orders due to District Executive three weeks before School Night
 - D. School Night Material
 1. Check through District Executive
 - E. Promoting your School Night (Refer to Promotion ideas)
5. Conducting Boy Talks with District Executive
 - A. Mock Boy Talk/Each class levels separate (1st Grade, then 2nd, 3rd, 4th, and 5th)
6. School Night has arrived
 - A. Preparation
 - B. Conducting a School Night (*see agenda & conduct the School Night to Build an Adventure*)
7. Follow up to School Night
 - A. Packet Turn-In
 1. Should be turned into DE no later than the day after the School Night
 - B. Thank-You Letters
 - C. **Den/Pack committee orientation/meeting – one week after the School Night**
8. Review Goals and School Night for Scouting Dates
9. Questions
10. Turn-in School Night to Build an Adventure dates, Boy Talk dates, and Flyer Worksheet
11. Adjourn

BOY TALK TO PROSPECTIVE SCOUTS SUGGESTED AGENDA

High Energy / Enthusiasm / Keep it Brief / Adjustments
Use of Props / Pass out Flyers / Stickers / Repetition / Thank-you

1. Introduce Yourself
2. What Do Scouts Do?

Encampment
Day camp-Patches/Belt Loops
Pinewood Derbies-Cars-Block of wood & one done/trophy
Summer Camp for Boy Scouts
Parent son Campout for Cubs
Use Visual Aides if Possible (Pinewood derby cars)

3. School Night to Build an Adventure Information
 - a. What
 - b. When
 - c. Where
 - d. Purpose
4. What to Bring to the School Night to Build an Adventure
 - a. Parent
 - b. Friend
 - c. Registration Fee

5. Summary
6. Quick Questions (about School Night to Build an Adventure Information-See Above)

Explain all questions will be answered at Roundup

NOTE: When Setting up a Boy Talk

- A) Try to do it by grade level -1st graders first, then 2nd and 3rd and then 4th and 5th.
Classroom to classroom or assembly.

When the Principal will not let you go room to room

- A) Ask for a brief assembly (5-7 minutes) in the early morning or 10 minutes before school is out
B) Piggy back off of a school assembly
C) When the grades get ready for lunch, let the boys leave five minutes early to hear the Scouting talk
D) All boys stay in cafeteria five minutes longer to hear boy talk.

QUESTIONS TO GENERATE EXCITEMENT AT A BOY TALK FOR SCHOOL NIGHT TO BUILD AN ADVENTURE

Ask the boys to raise their hand if the answer to any of these questions is yes.

1. How many of you would like to go camping?
2. How many of you would like to go hiking?
3. How many of you would like to go swimming?
4. How many of you would like to go fishing?
5. How many of you like shooting sports? (area dependent)
6. How many of you would like to shoot bows and arrows at Cub Scout Summer Camp? (area dependent)
7. How many of you like race cars? In Cub Scouts you will get the chance to make your own model race car and race it.
8. How many of you like to do home work? (Ok this is not a real exciting event but it gives you an idea of who all is listening because the hands will go down).



All of the fun things that I mentioned are a part of Cub Scouting and we want you to come and join us. We will be here at the school at 7:00 tomorrow/tonight. How many of you think you would like to come and be a part of Cub Scouts? Great! Don't forget to bring your mom, dad, or guardian with you.

Remember to show your parent(s) or guardian the flyer.

See you tonight / tomorrow !!!

SCHOOL NIGHT TO BUILD AN ADVENTURE SUGGESTED OUTLINE AGENDA

(BUILD AN ADVENTURE COORDINATORS RESPONSIBILITY)

1. Pre-opening
 - a. Unit Displays
 - b. Be prepared to keep boys and parents involved (Den Aide/Chief)
 1. Horse play can kill meeting before it starts – Don't let it happen!
 2. Have parents and boys stay together
 3. Stay in charge
 - c. Have parents sign attendance sheet
 - d. **Have boys and parents sit together with members of the same grade**
 - e. Start promptly
2. Pledge of Allegiance-boys in uniform representing that unit
3. Have the new boys go outside or into the gym for a fun and exciting activity that is facilitated by roundup/pack assistants. * Remember, the more excitement a new boy has, the more likely his family will sign up.
4. General meeting
 - a. Briefly state purpose of meeting
 1. Organize into dens
 2. Recruit adult leaders
 3. Register all families into Scouting
 4. Have Fun
 5. Inform about Scouting (family organization)
 - b. Explain how Scouting Works
 - c. Identify pack and troop leaders
5. Presentation
 - a. Why Scouting is so important to youth development
 - b. What is the Heart of Ohio Council (brief)?
 - c. Structure of Scouting
 - d. Family organization
 - e. Review Programs
 - 1) Tigers
 - 2) Cubs (wolf and bear dens)
 - 3) Webelos
 - 4) Arrow of Light
 - 4) Boy Scouts
 - 5) Adult Leadership

School Night Agenda Continued...

6. Bring boys back into the room. Parents are already separated into groups. Once boys are sitting back next to parents, begin the recruitment of new adult session. Have new den organizers assist at each table. Look for den leaders and assistant den leaders from each table (den). Recruit them!
 - a. Tigers (1st grade)
 - b. Wolves (2nd grade)
 - c. Bears (3rd grade)
 - d. Webelos (4th grade) - Divide into 2 groups if enough boys
 - e. Arrow of Light (5th grade)

7. Pass out adult registration applications and begin to register each leader and family.
 - a. Fill out applications
 1. youth
 2. adult
 - b. All applications should include registration fee for 2016 (just talk about fees through Dec. 2016)
 - August - \$10
 - September - \$8
 - October - \$6
 - November - \$4
 - December - \$2
 - c. Fill out den youth/adult roster
 - d. Turn registration into volunteer leadership

8. Within one week packs must conduct an onboarding orientation for new registered leaders and new parents. Remind them of the date, time & location. This is done in lieu of recruiting leaders at the School Night for Scouting. The meeting should take place the week following the School Night for Scouting.

9. Thank everyone for coming and remind them to get the name of their new leader.

10. Balance rosters and money

11. School Night to Build an Adventure Coordinator gathers all applications, rosters, attendance cards, report envelopes, and money (except unit copies) and delivers to the District Executive or Council Membership Committee Member at the event.

STEPS TO A SUCCESSFUL SCHOOL NIGHT FOR SCOUTING

1. District Executive and pack leadership agree on the best date for pack to conduct School Night (Tuesdays, Wednesdays, or Thursdays are best).
2. District Executive and pack leadership visits with school Principal to set School Night date as well as day and time for Boy Talk at school. * **Relationships are the key.**
3. Cub Scout Pack sets up a table at Open House / Orientation. Taking names and phone numbers of interested parents to call and remind of the upcoming School Night to Build an Adventure.
4. *Pack works with District Executive to produce flyers, one flyer to go out *one week* before in boys take home folder. The other to be given to the boys at the Boy Talk along with a School Night to Build an Adventure sticker (if possible). The flyer will contain date, time and place that the school night will be held, as well as cost information for registration and Boy's Life. *Excessive pack dues* should not be included on the flyer; this may serve as a deterrent to some families who can not afford to pay a great deal of money. If we get a family to come to School Night we can always work out financial problems.
5. **Flyer order is due to District Executive three weeks out.**
6. District Executive confirms with Principal the **date and time for the Boy Talk** as well as the date and time for the School Night. The District Executive or key volunteer also needs to make arrangements with the Principal on how to gain access into the building on the night of the School Night to Build an Adventure. This should all happen at least one week in advance of School Night to Build an Adventure.
7. District Executive or Key Volunteer secures *School Night to Build an Adventure material* from the Scout Service Center. It is also helpful to take extra pens to the school night.
8. **Please plan to arrive at the school at least 30 minutes before the School Night to Build an Adventure**, this allows you time to set up the room that you will be in and being early gives you an opportunity to greet people as they arrive.
9. Arrange the room by grade level, 1st graders at one table, 2nd graders at another etc. ...This aids in the registration process. This will help the group to develop a sense of identity.
10. Explain briefly to the group what the local pack in that area does. What nights do they meet, what type of activities do they do, basically talk to them about all the fun stuff that kids are going to get to do in Cub Scouting. **There really is no need to present the whole history of the BSA**, the people attending the school night are already sold on the tradition of Scouting.

SCHOOL NIGHT TO BUILD AN ADVENTURE RECRUITING 2016

Goals:

The goals of the 2016 Fall Recruiting campaign are to implement as many Promotion Methods for Cub Scouting as possible in order to recruit all available adults and youth into the Cub Scout Program. This manual is designed to give you the help you will need to conduct a successful fall recruiting campaign.

We want to be sure that every boy and his parents have been invited to join Cub Scouts. Your district and council volunteers and staff will be available to assist you in conducting your recruiting campaign.

Listed below you will find 25 invitation methods for promoting your School Night to Build an Adventure Recruitment night.

Our hope is that by using these methods the packs of the Heart of Ohio Council will have the most successful recruiting year ever. All we ask is that you **DO YOUR BEST** and try to make sure that every boy has been extended an invitation to join Cub Scouting.

Invitation Methods for Cub Scouting:

1. Wear Your Uniform
2. Talk About Scouting
3. Adults-Word of Mouth
4. Show and Tell
5. Pack Information Sheet
6. Joining Night Flyer
7. Personalized Invitation or Letter
8. Telephone Calls to Families
9. Display Cases/Bulletin Boards
10. Public Announcement
11. Newsletter and Websites
12. Civic Functions
13. Cub Scout Stickers
14. Visits-Classroom and Sunday School
15. Endorsement
16. Charter Partner Visits
17. News Release
18. Business Window/Counter Displays
19. Yard Signs
20. Special Events
21. Marquee-School, Business, Church
22. Pack or Den Website
23. Public Announcements
24. Halloween Candy / Glow Sticks
25. Follow-up Joining Night



Posters to hang in your school!



www.BeAScout.org

Yard Signs to put in front of your meeting location!

CHECK LIST ~ SCHOOL NIGHT TO BUILD AN ADVENTURE

BEFORE YOU LEAVE HOME

- Prepare your pre-opening activity.
- Take Rank Books and uniforms
- Review agenda and practice your presentation
- Displays such as pinewood derby cars, Raingutter Regatta boats, den projects, and pictures
- Take a pocket calculator, pens, and pencils
- Take some change, both bills and coins
- Take flags and bases
- Take table signs, location signs, masking tape, etc.

WHEN YOU ARRIVE AT THE SCHOOL – (BE EARLY!):

- Organize your materials and set up room properly. Each grade at one table.
- Check with other school team members (including unit leaders) on their part of the program.
- Post your pack organizational chart, posters showing pack activities.
- Organize your pre-opening activity.
- Station either yourself or another School Team member at the door to distribute name tags and welcome families to the School Night for Scouting.
- Boys and parents should sit together.---one grade at each table.

THE GENERAL PRESENTATION:

- Begin promptly.
- Present opening ceremony by pack and troop (optional).
- Introduce yourself and welcome everyone on behalf of Heart of Ohio Council, Boy Scouts of America, and Pack _____.
- Introduce other fall recruiting Team Members and Unit Leaders.
- Follow School Night to Build an Adventure Agenda carefully.

Be sure to turn in all applications, monies, and attendance rosters at the Council Service Center the next day.

PRINCIPAL’S THANK YOU LETTER

Dear _____:

Thank you for allowing our pack to conduct our annual roundup for Scouting program in your school. Because of your help we were able to sign up _____ new boys into our cub pack and enlist the help of _____ new parents to serve in leadership capacities.

Once again, thank you very much for your commitment to Scouting.

Sincerely,

Your Name