



Information Station 1

What is Cub Scouting?

Sign In Here...

Station Chief Briefing:

So, you are the Station Chief for Information Station 1. That means that you are outgoing, smile at everyone and are friendly. Here are your tasks:

- Make sure the Station 1 sign is visible
- Have Scout-me-In Night Sign In Sheets and Pens displayed
- Have copies of "Welcome to Cub Scouts" available at your station
- Greet every family that comes in
- Ask each family to sign in
- Tell each family that there are 5 Stations that they will visit to complete the sign-up process and that it will take 20-30 minutes
- Direct them to Station 2

What You Want To Have:

- Station Sign
- Welcome Sign
- "Welcome to Cub Scouts" brochure
- Sign In Sheets



Information Station 2

WHAT WE DO...

Station Chief Briefing:

So, you are the Station Chief for Information Station 2. That means that you are outgoing and friendly, and that you know about the activities the pack has planned for the year. You are someone that has experience having fun in Cub Scouts! Here are your tasks:

- Make sure the Station 2 sign is visible
- Provide Everyone with a Pack Calendar
- Have copies of other event fliers available
- Provide Each Family with a copy of “When / Where We Meet”
- Inform Families that we would like to have them attend as many functions as possible, but they are not required to make every event and meeting
- Direct them to Station 3

What You Want To Have:

- Station Sign
- Pack Calendar
- Event Fliers
- “When / Where We Meet” handout with meeting times & locations
- When Available – have on hand a list of other packs, their meeting times and contact information to work around scheduling conflicts



Information Station 3

How to Scout-Me-In!

Station Chief Briefing:

So, you are the Station Chief for Information Station 3. That means that you are outgoing and friendly, and that you want to see every youth join Cub Scouts! Here are your tasks:

- Make sure the Station 3 sign is visible
- Have BSA Youth Application Forms Ready to be completed and Pens
- Have copies of “Pack Leadership” to give out
- Have copies of “What does the Youth Application Do???” and make sure every family gets one
- Have copies of “What Other Costs Are There?” and give these out
- Be Prepared to Answer Questions about Pack/Den Fee payment plans and/or fundraising
- Direct them to Station 4

What You Want To Have:

- Station Sign
- BSA Youth Applications
- Pens
- “What does the Youth Application Do???” handout
- “Pack Leadership” handout
- “What Other Costs Are There?” handout
- Scout Shop Guide to the Uniform



Information Station 4

CHECK OUT...

Station Chief Briefing:

So, you are the Station Chief for Information Station 4. That means that you are friendly, and that you are detailed oriented and organized! Here are your tasks:

- Make sure the applications are properly completed, without any missing information, including signature of parent / guardian, date of birth and grade
- Collect the proper amount for BSA Membership Fee (Boy's Life if added) and note the amount and form of payment on each form (Ask Families to wait to pay any pack fees later)
- Be Prepared to Answer Questions about Pack Fee payment plans and/or financial assistance
- Direct them to Station 5
- Assist Sign-Up Night Coordinator with forms and payments at the end of the sign-up – these are to be collected, signed by the CUBMASTER, the local council copy separated and put in the Envelope along with the BSA Registration Fees collected

What You Want To Have:

- Station Sign
- Calculator
- Sign-Up Night Envelope for applications and fees turn in



Information Station 5

Den Leaders / Questions & Answers...

Station Chief Briefing:

So, you are the Station Chief for Information Station 5. Your goal is to be there to answer the questions that are not addressed through the rest of the Scout Me In-Night process, and give families a chance to meet existing Den Leaders. Here are your tasks:

- Make an effort to have as many Den Leaders and Assistant Den Leaders on hand to talk about their dens and give families a chance to get to know them
- Answer questions about the type of activities their child will be doing
- Share cool experiences you have had with your child through the Scouting program
- Assist the Pack SMI Coordinator with room clean-up after the SMI Night Time Window