



Top 10 to do list for a successful Sign Up for Scouting!

1. Plan a parent planning meeting for the year, have a unit calendar and budget for the upcoming year.
2. Recruit a SIGN UP NIGHT chair/New Member Coordinator <http://scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator> to organize and head up Sign Up Night. Ask Den Leaders and other parents to help.
3. Contact the schools your unit traditionally recruits from and set up a sign up night at least 2 weeks in advance. Late August thru September- if unit recruits out of multiple schools-organize one night per school.
4. Have materials ready, i.e.. applications, pens, calendars, sign in forms, and plenty of extra copies.
5. Promote sign up event with flyers, yard signs, posters, on social media, through geofencing and school announcements. Update your social media sites including your [www.beascout.org](http://www.beascout.org) pin in my.scouting.
6. Sign up nights should be scheduled Tuesday-Thursday afternoons/evenings, location-cafeteria, library or gym. Should NOT be part of another event (open house, PTA, assembly etc...)
7. Ask school to send out flyers at least one week before sign up night date. Scout office can print them for your unit, we just need a count, contact info, date/time/location and pack calendar to be printed on back; promote on school announcements, marque, phone bank, PTOs! Everything helps!
8. Put up yard signs and posters at least one week before sign up night.
9. Set Up "Scout Talk" classroom to classroom, during PE, during lunch or an assembly scheduled on the day of or the day before the sign up night event, pass out stickers and another flyer as a reminder at the Scout talks.
10. Invite your unit commissioner to help. Have sign up night and make sure everyone fills out an application and register that night!! Turn in new applications immediately!!

Staff Resources

Aztec [Alexandra.Manrique@scouting.org](mailto:Alexandra.Manrique@scouting.org) 956.286.6173  
 LaSalle [James.Rangel@scouting.org](mailto:James.Rangel@scouting.org) 361.816.3843  
 Phoenix [Francisco.Orozco@scouting.org](mailto:Francisco.Orozco@scouting.org) 361.816.3868  
 Sea Breeze [James.Rangel@scouting.org](mailto:James.Rangel@scouting.org) 361.816.3843  
 Venado [David.Hebert@scouting.org](mailto:David.Hebert@scouting.org) 361.816.3837

