



“FIRE-UP FOR SCOUTING” Recruiting Event AGENDA AND PLANNING GUIDE

I. PLANNING & PREPARATIONS – for Unit Leaders, District Committees, and Dist Exec.

- A. District Membership Committee establishes dates and locations for the Fire-Up for Scouting with local Fire Departments. For Los Alamos/White Rock Contact Vivian @ 662-8301 or 8328 (Los Alamos Fire Department).
- B. District Membership Committee arranges Fire Station activities to keep boys busy so that parents can read information, ask leaders questions, and fill-out application (i.e. tours of the fire trucks/station).
- C. District Executive provides application forms (Scouts and Adult Leaders), BSA literature (brochures, Boys' Life samples, financial info, uniform checklists), and BSA posters for advertising this event in advance to Membership Chairman.
- D. District Membership Committee creates a flyer and promotional material for local newspaper/radio. Information is sent to the District Website for posting. Includes National BSA registration fees and Boys' Life subscriptions fees for May-Dec: \$6.80 registration (adult or youth) + \$8.00 Boy's Life = \$14.80 total.
- E. District Executive arranges to have the flyers printed for distribution through local schools and businesses, etc. It reminds parents to "bring a checkbook".
- F. District Training Committee schedules Spring adult leader training for a handout that includes District events such as Day Camp or Camporees.
- G. Packs/Troops will prepare a hand-out with meeting times, dates, and locations; Pack/Troop leader contact information; upcoming events and outings. These should specify any additional Pack/Troop fees. Bring about 20 copies.
- H. Units should identify any leadership positions and jobs where new parents can volunteer. Have descriptions of these positions available at the event.
Note: Every major job/leadership position should have an assistant to foster the mentoring of replacement leaders.
- I. Units may need to bring a small table and several folding chairs to the event. Also, consider bringing a snack for the boys and parents (and the LAFD firemen !).

II. PRE-EVENT – District and Pack/Troop Leaders arrive 20 minutes early for set-up:

- A. Bring handouts, applications, literature, tables, chairs, pencils, change ?, etc.).
- B. Set up tables and chairs for parents to fill-out forms and to display BSA literature, unit hand-outs, and BSA posters, snacks, etc.
- C. Finalize activities for the boys (i.e. tours of the fire trucks/station by firemen).
- D. Have an attendance roster ready for parents to complete as they arrive and Boys' Life mini-magazines and Cub Scout Maze handouts and pencils ready.

III. EVENT AGENDA

- A. Parents are welcomed and asked to sign-in on rosters as they arrive.
- B. Boys are welcomed and asked a few “easy” questions (What is their name, Do they like fire trucks, Are they ready to have fun and join Cub Scouts, etc.)
- C. Provide boys with a “mini” copy of Boys’ Life to look at until enough boys are present for a Firehouse tour. Provide Scout Maze handouts if needed.
- D. Briefly describe the purpose of Scouting to parents and the opportunities for boys to learn values and skills while having fun. If asked to explain how Scouting "does business" :
 1. Units are "owned" by a charter institution (school, church, or civic group)
 2. Units provide program and necessary materials through adult volunteers and unit fund-raising (e.g. Popcorn sales).
 3. Units, Northern New Mexico District, and the Great Southwest Council (GSWC) provides training for volunteer leaders and major activities (Day Camp, Pushmobile, Derbies) including summer camp facilities (Camp Frank Rand). The GSWC is supported by an annual Friends of Scouting (FOS) fund-raising campaign and local Popcorn sales.
- E. Ask where boys go to school or church and identify potential Pack/Troop to join.
 1. When parents decide to join a particular Pack/Troop, the unit leadership takes over to tell about their Unit (charter organization; size of unit; and the day, time, and place of meetings, etc). Units follow-up by providing this information on their informational handout.
 2. Unit leaders help parents complete the Youth application form (it no longer includes the Health History form). The Unit leader signs the form and the Unit retains the last copy. The remaining two copies are collected by the District along with the fees sent to the GSWC. Parents can keep the front cover of the application that contains important general BSA information.
 3. Parents make out a check for \$14.80 to “GSWC-BSA” for national registration fees and Boys’ Life subscriptions for May-Dec (\$6.80 registration + \$8.00 Boy’s Life). Each scout should subscribe to Boys’ Life if possible (even if more than one boy registers in a family). If units require additional unit fees, these must be paid with a separate check (made out to the Pack/Troop). To simplify the process, Pack/Troop-specific fees should be collected later.
- F. Great emphasis should now be placed on giving each parent the opportunity to join Scouting with their son(s):
 1. Explain that the Packs/Troops are totally run by volunteer adult leaders. Provide job description handouts for positions that need to be filled.
 2. Full support and cooperation of every family is essential to a successful Scouting program for the boys. Parents from each family are also expected to participate in Pack / Troop activities as much as possible.
 3. Every parent has a special talent that can be shared with others. Point out that no one seems to have the time to volunteer, but Scouting needs parents to make the time - plus it’s a lot of fun for adults too !.
 4. Families can help do their share by serving as:

- a. Pack leaders, den leaders, or assistant Scoutmasters
 - b. Pack/Troop Committee members
 - c. Pledging full cooperation for tasks such as transportation, assisting with meetings, outings, and special events.
 - d. Special event coordinators are needed for fund-raising, Scouting-for-Food, Derby races, etc.
5. Offer parents an opportunity to complete an adult leader application form at this time (not required for all positions). Note: Approval of adult leader applications must be obtained, including background checks. Additional adult registration fees are required (some Units pay these as an incentive).
 6. Provide parents who plan to volunteer with a handout of upcoming adult leader training opportunities.
- G. Before families leave, make sure that they have handouts with the following information:
1. Who are the key unit leaders (Cubmaster/Scoutmaster, Den or Tiger Leaders)
 2. When and where the next Pack/Troop and Den meetings are scheduled.
 3. When and where upcoming Pack/Troop or District events are scheduled (Day camp, Scout show, etc.).
 4. When and where new adult leader training is scheduled (Note: Fast Start training is available on-line at the Council website: <http://www.gswcbsa.org>).
 5. A good source of local scouting information, including a calendar of events, can be found at the Northern New Mexico District Website: <http://www.vla.com/bsa> or <http://www.losalamos.com/bsa/>
 6. Scout uniforms and equipment can be purchased or ordered (at no extra charge) from CB Fox Department store in Los Alamos.
- H. Finally, make sure that the boys received a tour, that they don't have any unanswered questions, and welcome them to many years of fun in Scouting!

VI. POST-EVENT

- A. Unit and District leaders should clean up and take away all literature, food, etc.
- B. Make sure all application forms are filled-out completely, last copy goes to the appropriate unit leader, the first two copies and fees (made out to GSWC-BSA) are collected by the District Membership Committee or District Executive.
- C. Thank all the Firemen for their help giving tours and for using their facilities.
- D. Send follow-up Thank You letter to Fire Department and local newspaper.
- E. District Membership Committee and appropriate Unit leaders follow up on families who signed the attendance roster, but who did not register boys.
- F. Unit Leaders follow-up on new registering boys to make sure they attend their first Pack/Troop and Den meetings.
- G. Unit Leaders follow-up on new adult registration forms by getting Charter Org. approval and then forwarding the application and fees to the GSWC (or District Executive).