



Sample Parent Orientation Meeting Agenda

Before the meeting (20-30 minutes)

- Set up table and chairs, as needed
- Roster from Joining Night
- Youth and adult registration applications (for new families)
- Review Parent Orientation Agenda
- Ceremony and games equipment
- Pens

Opening (5 minutes)

- Lead the Pledge of Allegiance
- Introduce pack leaders

Pack Program/Fundraising (10 minutes)

- Discuss the pack's plans for the future, mentioning some of the more exciting activities
- Discuss the upcoming fall events and distribute event registration information
- Impact of popcorn sale as a fundraiser for the pack and each family, registration assistance available

Dismiss the Cub Scouts to another room for games and activities with proper supervision

Unit Leadership Needs (15 minutes) (can use the 100 point form or parent survey here too)

- Prepare list of unit leadership opportunities in advance...separate needs by jobs that need to be done every month (like Advancement) or things that get done seasonally (like organizing a campout)
- Using whiteboard, blackboard, or poster board—have list of all open positions in the Pack, with the number of volunteers needed for each position
 - Example: Pinewood Derby 3 adults, Blue & Gold 3 adults, Christmas Party 1 adult, etc.

- Ask for at least one adult from each family to participate in one of the roles until you have adequate leadership
- Discuss adult registration fees and uniforms
- Talk briefly about helping new leaders get started—training requirements, meeting resource guides, etc.
- Simple recognition for all parents who have just volunteered

Den Organization (20 minutes)

- Have the Cub Scouts rejoin the group and sit by grade level
- For dens that already have a Den Leader:
 - The den leader discusses den meeting dates, times and locations
 - Recruit parents to assist with den meetings
- For dens that do NOT have a Den Leader:
 - Another pack leader will need to guide the discussion
 - Discuss the possible meeting dates, times and locations
 - Talk with individual parents to secure den leadership

Reminder Announcements (10 minutes)

- Date, time, and location of the first Pack meeting
- Upcoming training courses
- Fall activity information
- Popcorn sale dates

After the meeting—enjoy fellowship and refreshments

Meeting should last about an hour

Be available for Q and A from parents



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Sample Script for the Parent Orientation Meeting

Start the Meeting

Thank you for attending the Parent Orientation meeting for Pack _____. To start our meeting tonight, please stand and join me in the pledge of allegiance. Hand salute, I pledge...

We are going to start the meeting by reviewing the pack calendar.

(Explain the different types of meetings and events that the pack has scheduled, start with information about the Cub Scout Day of Awesomeness)

Cub Scouts follow the leaders outside (or to another room) and they will have games for you to play.

Parents, before we continue, please make sure you are sitting together with the other parents in your den (or age group).

Parent Involvement

Our pack is successful because each parent volunteers in some way during the year to help the pack. Some people run the den or pack meetings. Some people take a “behind the scenes” role on the pack committee and help with planning, paperwork or other administrative type duties. And some people are not available to help every month, so they volunteer for short term projects such as the Pinewood Derby, Blue & Gold Banquet, outdoor events, field trips, etc.

We are pleased to announce that some parents have already volunteered.

(Introduce any people that were recruited since the last meeting).

Before we finish assigning parents to volunteer positions, I would like to introduce our pack trainer, to tell you about the training and resource materials that are available to help you be a volunteer.

(Pack Trainer or CC) Thank you. How many of you were able to complete the online training for Youth Protection this past week? Great. I hope that you found the online training to be easy to use.

As you probably saw online, there are many other training courses available. Let me tell you a little bit about some of the ones you will want to complete next.

- **Leader Specific Training** – this course can be taken online or in a classroom setting. It explains in more detail the advancement program, conducting meetings, and what printed materials are available.

- **Roundtable meetings** – Our district conducts a monthly Roundtable meeting at _____ on the _____ of each month from ____ to ____ pm. These meetings are “help sessions” for anyone interested in learning tips from other experienced leaders. They occasionally have special sessions for people that are in charge of pack events such as the Pinewood Derby, day camp, etc. Our pack makes sure that at least one volunteer attends every month so we don’t miss out on any important information that is shared.

- **Pack leaders meeting** – our pack conducts a monthly planning meeting. We encourage parents to attend these meetings as often as they can. We want and need your input and ideas.

- **Cub Scout Meeting Plans** – These are plans for each of the den meetings. If you are a den leader, these meeting plans explain exactly what materials you need and will give you directions on how to run the meeting. All of these meeting plans are available in the den leader guide or now through Scoutbook as well. There is a great Scoutbook App that will help guide you too.

As a side note – our district, the _____ District, is a geographic area of the Heart of America Council. The district includes all of the packs in _____. The district helps our

pack by running the monthly Roundtable meetings, organizing large events that our pack participates in, conducts the classroom training sessions, and in other ways helps our pack with any questions we have.

(Master of Ceremonies)

Before we break into small group discussions by den, let me tell you that there will be no cost for you to register as an adult leader with the Boy Scouts of America. Our pack has built those fees into our budget and will pay the registration fees for you. (If your pack doesn't pay the fees, explain how much they are).

Unless you volunteer to be a den leader, you are not required to wear a uniform. We do ask our den leaders to wear a uniform so they can set the example for the Cub Scouts.

One of our adult leaders will now join your table to help finish filling vacant leadership positions. They have job description cards to explain all of the duties for each position. I will now turn over the meeting to our group discussion leaders.

Finish Recruiting

For dens that already have a den leader:

- The den leader discusses den-meeting dates, times and locations.
- Recruits parents to assist with den meetings or serve on the pack committee.

For dens that don't have a den leader:

- Another pack leader will need to guide the discussion.
- Talk with individual parents to secure den leadership.
- Discuss possible meeting dates, times and locations.

Adult Leader Registration

Bring the Cub Scouts back into the main meeting

Make reminder announcements (or conduct a popcorn kickoff or conduct a regular pack meeting, including ceremonies for awards earned during the summer).

- Next Pack meeting
- Upcoming training courses
- Popcorn sale dates

Closing Ceremony

Den Organization and Leader Recruitment Script

Get the adults excited about the fun and exciting opportunities of being a leader and set their mind at ease concerning the time involvement and difficulty.

Everyone has the opportunity to be a leader in your Cub Scout pack. Now you may be thinking I can't volunteer because I don't have time, I'm not interested and / or I don't know how.

Well first of all, we know you are interested or you wouldn't be here. Out of 168 hours in a week, you can find a few hours to spend with your kids and their friends. We find the time for the important things.

Scouting has been around since 1910, so we can train you and give you the resources needed to be a great Cub Scout leader. What are the various ways you can be a leader?

You can be a den leader – this is a great opportunity to spend quality time and create forever memories with your child. We have many program plans which lay out each den and pack meeting with activities and advancements. These are great tools for your Den; following each step of the program helps keep them excited about Scouting. We know that if the families are having fun and advancing, earning belt loops, ranks, etc. they will stay in the program. And if they stay in the program then we are able to deliver our promise to you of instilling values and building character in our young men and women. As a den leader, you decide when and where to meet and plan each meeting.

Assistant den leader is also a fun job. Your chief responsibility is to work with the den leader to make sure the meeting is fun and informative.

Parent committee members – The parents' committee is the administrative body of the pack. This group plans the program year, plans pack meetings, activities such as Pinewood Derby and Blue & Gold banquet, etc. Parents meet once a month to plan.

So why should you be involved?

Think about your family – Now is the time they need you. You are the most influential person in your child's life right now. In a few short years, their peers will take that role. Right now they want to be like you and model after you.

(See "Take a Moment to Consider" for motivational ideas)

(Appoint a sharp parent in each group to be the discussion leader)

I'm going to leave you to determine the best person to serve as den leader, assistant den leader and members of the parent committee. For your kid's sake, this decision must come from you. When you have reached your decision, let me know and we will register the leaders.

Leave the parents. Don't stand around and answer questions. If they have questions, answer briefly then leave. This is critical. In the event a den cannot make a decision, try this, "I realize you are having a difficult time; perhaps you all work or have other children. For your kid's sake, please try to solve this. Perhaps you will work as assistants, but if we do not have leaders, we can't have a den.



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Take A Moment to Consider

1. Consider this, you own a new car. A person you vaguely know wants to take your car for one hour a week. Now, do you hand them the keys, wave Good-Bye, and say “See you in an hour!” Of course not! Is your kid any less important to you than a car? Your child is your most prized treasure.
 2. Scouting offers quality time for you and your kid together. Your involvement in Scouting ensures this. Your involvement will ensure that your kid has a great time and learns many new and wonderful skills. Who knows, maybe you can learn something new too.
 3. Surveys indicate that youth of 8 or 9 years of age rank as the important influence in their lives:
 - a. #1 Parents
 - b. #2 Teachers
 - c. #3 Church Leaders
- When those same youth reach 14 and 15 years of age they indicate the primary influences in their lives are:
- d. #1 Friends
 - e. #2 Television
4. While parents, teachers and church have fallen to 6th, 7th and 8th most influential factors in their lives.
 5. We’re not asking you to make a lifetime commitment – but just for the rest of this school year to commit to helping your kid and their friends with a regular activity