



**ALL BOYS & GIRLS ARE INVITED TO
JOIN CUB SCOUTS!**



2024 Lincoln Heritage Council Cub Scout Pack Fall Recruitment Guide

Visit BEASCOUT.ORG to find other Cub Scout Packs near you.

Scouting  **America**

 @LHCBSA



BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL

502-361-2624
www.lhcbsa.org

Table of Contents

Page 2	Council Recruitment Goals
Page 3	District Recruitment Goals
Page 4	Pack Sign Up/Recruitment Night Chair/Coordinator
Page 5	Be-A-Scout and Online Registration Management
Page 6	2022 Cub Scout Pack Recruitment Action Items/Timeline
Page 7	Promote, Promote, Promote!
Page 8	Helpful Tips for Sign-Up Nights
Page 9-11	Presentation Method Sign-Up Night Plan/Agenda
Page 12	Helpful Tips for Recruiting Leaders
Page 13	Parent Orientation/1 st Meeting for New Parents Agenda

Appendix:

Page 14	Example: Adult Survey Form (which will be provided)
Page 15	Den Roster Form
Page 16-17	Sample: Recruitment Reporting Envelope
Page 18	Online Applications or No Application Submitted Roster
Page 19-20	LHC Financial Assistance Form

GET OUT & CUB SCOUT!
2024 LHC FALL RECRUITMENT GOALS

Recruit **3000** new Cub Scouts!

- Schedule promotion & recruitment for every School and every Pack.
- Reorganize, Restart, & Strengthen dropped & existing Cub Scout Packs.
- Organize new Cub Scout Packs where needed.





GET OUT & CUB SCOUT!

2024 LHC Recruitment Goals



DISTRICT/AREA	2024 FALL CUB RECRUITMENT GOAL
Four Rivers	250
Great Meadows	275
Lincoln Trail	250
Wapiti	275
SA I	1050
Buffalo Tails	800
Lewis & Clark	425
Seneca	700
SA II	1925
OutReach	25
COUNCIL	3000



2024 Cub Scout Pack Recruitment Chair/Coordinator

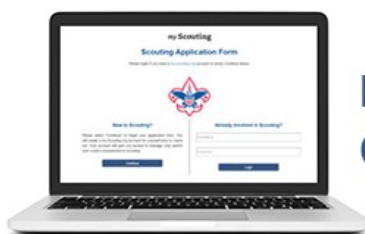
Key Responsibilities:

- Work closely with the District Cub Recruitment Chair, District Executive, and Pack leadership to provide promotional and recruitment opportunities for your Pack throughout the year. To include – not limited to:
 - Open house promotions.
 - Designated/Assigned school recruitment night(s).
 - Reinvite and reengage dropped members
 - Bring a Buddy – Peer to Peer recruitment and incentives for current members.
 - Neighborhood and chartered organization promotion and recruitment.
- Recruit at least 3 adults (team members) to assist you with recruiting for your Pack helping with the recruitment night(s) that will be coordinated with District for your assigned school(s).
- Attend the Cub Scout Recruitment Kickoff Training for your District with the team.
- Provide leadership to your pack and follow the “2024 Cub Pack Recruitment Action Items & Timeline”.
- Coordinate, with the assistance of other Pack leaders and parents, additional promotion of your recruitment night. Assist the district with promotion at the School and Chartered Organization. **Here are the “must do’s”:**
 - Cub Scout Pack coordinates promotion or has a booth at the school open/Back to School Night.
 - Pack leadership and parents promote recruitment meeting on social media pages, Neighborhood app, and emails to friends, neighbors, and coworkers.
 - Pack leadership updates and manages BeAScout.org pin, leads, and online applications.
- Ensure that all youth/adult applications and registration/*Scout’s Life* fees are submitted to the council office 1-2 days after the recruitments.
- Make sure your Pack’s BeAScout.org Pin is updated. Additionally Key 3 and delegates (we recommend Pack’s Recruitment Chair serve as a delegate) follow-up on all leads and manage online applications effectively.

BeAScout.Org & Online Application Management

BeAScout.org

On all the marketing materials we use, parents are given the web address for the BSA's "Be a Scout" website (<https://beascout.scouting.org/>). By visiting the site, they can learn about the different programs available and see a list of Scouting groups in their area. If they are interested in joining, they can select the units they are interested in and send their contact information. Units that have entered their contact information will receive an email notifying them that someone is interested in joining their unit. Using their password, they can access the information the parent sent and contact them with details about their unit.



BOY SCOUTS OF AMERICA ONLINE REGISTRATION

A convenient way for prospective Scouting families to sign up to be in your unit.

How is the online application accessed?

Families looking for a Scouting home can find your unit on the BeAScout website, send your unit an inquiry for more information or apply directly if your unit enables this feature. Your unit can also pass out a direct link to the unit's online application by using a URL or QR code provided in the Online Registration Invitation Manager tool in My.Scouting.org

How does the unit accept new applicant in this system?

When a family fills out an online application, it is routed to the unit's Application Manager Dashboard. From there, any member of the unit Key 3 – the top unit leader, the committee chair, or the chartered organization representative - can approve a youth application.

Chartered organization representatives can also approve adult applications. All fields on the paper application are in the digital application. Approval is just a press of the button by one of the Key 3, and if the new member paid by credit card, their information goes directly to your unit roster. If paid by cash or check, they will bring their online receipt and money to the unit and the unit will turn the receipt and money to the council in just like you do with paper applications today. Once the council has marked the member as paid, they will show in your unit roster.

Click the link below to learn even more about setting up the best BeAScout.org pin for your unit and how to set up online registration and manage applications online for your Pack:

<https://www.scouting.org/resources/online-registration/>

Additional support can be found on our council's website to support out Packs:

<https://lhcbbsa.org/cub-recruitment/>

2024 Cub Pack's Action Items & Timeline



By Date:

- _____ -45 Days: Work with district executive (DE) and pack recruitment chair for proposed date.
- _____ -40 Days: Recruit volunteers to serve as Pack Recruitment Chair/Team Members and attend training.
- _____ -30 Days: Once the Sign-Up Night is scheduled, schedule Parent Orientation Meeting for your pack. (This can be your next meeting night/pack mtg – a time to gather your new parents for a briefing and an additional adult leader recruitment opportunity.)
- _____ -30 Days: Confirm and prepare to distribute the pack calendar for the upcoming year.
- _____ -30 Days: PROMOTION, PROMOTION, PROMOTION! (Posters & Yard Signs in community and at Charter Partner.
- _____ -25 Days: Pack Leadership and Pack Recruitment Chair meet to assess leadership needs.
- _____ -14 Days: Re-confirm Sign-Up Night & Buzz-up dates and times with District Executive.
- _____ -14 Days: Promote your pack and the Sign-Up Night at your school's open house.
- _____ -7 Days: First flier distributed to school along with posters and yard signs by District Executive.
- _____ -2-1 Days: **BUZZ-UP at SCHOOL – Kindergarten through Fifth Grade**

0 Days: SIGN UP NIGHT!!!

- 0 Days: Scouts wear uniforms the day of Buzz-Up and the Sign-Up Night
- 0 Days: Address (PA) announcements in school on day of Sign-Up Night

- _____ +1-2 Days: Turn in all applications and fees (registration & Scout Life fees to council office/DE.
- _____ +1-2 Days: With the District Fall Recruitment Chair and district executive, analyze the Sign-Up Night results versus the pack's recruitment goal and institute a follow-up plan for additional recruiting.
- _____ +1-2 Days: All new Cub Scout parents are given a welcome call from den leader.

_____ +7 Days: CONDUCT PACK ORIENTATION MEETING

- _____ +7-10 Days: Conduct first den meeting(s) & work with new Cub Scouts to obtain Bobcat Rank.
- _____ +14-21 Days: All new leaders should have completed Youth Protection Training and adult applications turned into council office.
- _____ +20-30 Days: All New Cub Scouts are recognized with their Bobcat Badge and entered in Scoutbook.
- _____ +30 Days: Recognize all new Bobcat ranks and all new leaders at pack meeting.
- _____ +45 Days: All new Scouts attend their first outdoor activity/Fall Cub Event.

PROMOTE! PROMOTE! PROMOTE!

Promotion is the critical piece to the success of your Pack's recruitment night.



COUNCIL/DISTRICT WILL ASSIST & PROVIDE:

- School assignments and scheduling Sign-up night & Buzz-Up promotions at assigned school.
- Posters/Flyers/Yard Signs (provided by LHC) for school and chartered organization.
- Promotional Video(s) and email templates that are designed to inform potential families/Scouts of the many benefits and exciting activities Cub Scouts has to offer.
- Materials for sign-up night (Table signs, rosters, applications, giveaways, pens).
- Geofencing and additional advertisement for recruitment.

PACK "TO DO & MUST DO" FOR SIGN-UP NIGHT AND PROMOTION:

- Cub Scout pack coordinates promotion or has a booth at the school open house/Back to School Night.
- Prepare a pack handout for new parents (calendar, contact info, meeting info)
- Pack leadership and parents promote sign-up meeting on social media pages, Facebook, Instagram, Neighborhood apps, and email to friends, neighbors, and coworkers. Use posters and yard signs for additional promotion in community and at your Chartered Organization.
- Pack leadership updates and manages BeAScout.org pin, leads, and online applications.
- E-mail and call all dropped members and invite them to rejoin.
- Assist with Buzz-Up at school & conduct Sign Up Night.

ADDITIONAL IDEAS FOR PACK PROMOTION:

- Den Leaders arrange with school & request their current Scouts wear uniforms to school on the day of Buzz Up and recruitment.
- Within two weeks of recruitment meeting, put messages on the marquee at schools, businesses, subdivisions, and churches (including your Charter Organization).
- Cubmaster coordinates with school and has Cub Scouts do the school/PTA flag ceremony or service project for school prior to the fall recruitment.
- Coordinate Public Address (PA) announcement in school on day of recruitment.
- Within two weeks prior to recruitment meeting, articles are placed in the local newspaper, subdivision newsletters, as well as school and church newsletters.

LHC BSA - CUB RECRUITMENT SIGN UP NIGHT PRESENTATION/MEETING

HELPFUL TIPS:

- **It is essential to have control of the meeting before it starts!!** Arrive 30 minutes early. Set up displays, arrange room. Have all volunteers assigned to be there arrive 20 minutes early. Have some displays, games, or songs ready for everyone interested.
- **The purpose/goal of the meeting is to sign the kids up – application & money! The secondary/hidden purpose is to “sell” parents on the idea to get involved & of course recruit new parents to volunteer.** The children and parents are already sold on joining and they attended the meeting to join. However, parents may have more questions before they volunteer. Explain to them the benefits of being a volunteer and being involved as a parent. Prepare your presentation carefully.
- **There should be some fun at the recruitment meeting.** Plan some quick games, arts and crafts or some skits. Ask your local Scouting BSA Troop to run outside games or an activity for Cubs during the presentation (20 minutes).
- **Welcome all new families all the time.** Have people assigned to welcome new families as they arrive and to hand out applications, pack information, and parent guides.
- **Start 5 to 10 minutes late.** This will allow late comers to hear the story from the start and give everyone time to fill in their applications. Have parents start filling out both the youth and adult applications right when they get there. Let them know you are going to “start a few mins late but finish early”.
- **Stay organized and concise.** Assign volunteers to each part of the agenda ahead of time and stay on schedule. Practice the presentation a few times so you can stay on subject and on time. A well organized and presented meeting sets the tone for new families and shows them that your Pack is well organized and something that they will desire for their child to join. Utilize the parent guide that coincides with the outline.
- **Do not “get into the weeds” with new families.** It confuses new parents (future volunteers) to talk about district, council, roundtables, OA and other Scouting terminology and things that quite frankly do not matter to their current experience level and interest. Their focus at the recruitment is the “now” and “what is next?”. The most important things for new families at your sign up in a nut shell: What do I need to do to sign up/join, cost, & when/where is next meeting and how often they meet (days/times/etc)?
- **Recruitment meeting presentation should last no longer than 30 minutes with collecting of applications and money at the end.** A child’s (and their parent’s) attention spans are limited and again they are there to sign-up. You must take an unapologetic approach to signing them up and in presenting the cost.
- **COLLECT ALL APPLICATIONS & PAYMENT.** If we do not collect applications, \$, and sign them up which is what they are there to do we have not been successful.



LHC - Presentation Style Cub Scout Sign-Up Detailed

Agenda

This is a great way to brief all parents signing up at once and help Packs that needs to recruit interested leaders on the spot at the sign-up. 3 to 5 volunteers are ideal. (1 to present, 2 to 3 to greet/float/answer questions, 2 to 3 working the closing check out table.)



DETAILED RECRUITMENT AGENDA:

1. Opening/Ice Breaker: (2 minutes)

- Conduct an “icebreaker” or opening to make everyone feel comfortable. (Recite Pledge, Scout Law or a short song, or skit).
- Example: Get a parent to volunteer in the beginning to demonstrate the Cub Scout handshake and the sign with you in the very beginning.

2. Welcome/Introduction: (3 to 5 minutes)

- Introduce yourself and current Pack/Den Leaders present. Thank the leaders and parents that are volunteering to keep the Cub Scout Pack going for the kids.
- Thank new and returning parents for taking time to come to enroll their child in Cub Scouts. (A great spot to emphasize the importance of Scouting – not only the fun and adventure but the values and leadership that Scouting will help instill and provide within our youth)
- Provide information regarding your pack (This would be a great handout):
 - Pack # & Chartered Org
 - Explain when and where the Pack meets and, briefly, what happens at a Pack meeting. Parents and families are encouraged and expected to attend.
 - Pack calendar of upcoming dates. (This could be a great time to highlight specific activities and excite them about the upcoming Pinewood Derby & Outdoor Activities/Campouts planned!)
 - Leader contact information

At this point, if you have an opportunity to separate parents & engage the existing and new scouts in fun activity (outside or separate room) it may make the rest of the meeting run smoother with less interruptions.

3. What is Cub Scouting & how is it organized? (3 to 5 minutes)

- Explain briefly how Scouting is organized.
 - Chartered Organization -Chartered Organization Representative
 - Pack Committee -Cubmaster
 - Dens and Den Leader
- Highlight what the different leadership positions are in the Pack.
- Explain how the dens are organized and make up the Cub Pack.
 - Generally, 6-8 boys or girls in dens. Den’s typically meet once a week.
 - Kindergarten are Lion Cubs.
 - 1st graders are Tiger Cubs.
 - 2nd graders are Wolf Cubs.
 - 3rd graders are Bear Cubs.
 - 4th and 5th graders are Webelos and are preparing for Scouting BSA.
- The Pack meets monthly. Parent participation is important and required for the Pack’s success. Everyone is expected at the Pack meeting.
- Explain out the Cub Pack is run by volunteers/ parents. **(Mention here that in a few minutes, you will be asking for parents to help.)**
- In summary, Cub Scouting helps parents get to know their child better and vice- versa. It is also a

great opportunity for fun, adventure, recognition, and achievement.

4. **Explanation of Cost and Fundraising Opportunities: (5 minutes)**

- Briefly discuss the registration fees and pack dues if applicable.
- Briefly discuss uniform & handbook.
- Mention that there is financial assistance available. We do not want anyone to be excluded due to cost. They can speak with one of the leaders if interested.

Fundraising Opportunities:

- **Popcorn:** (2 minutes)
 - Let all new members know that Popcorn and Discount Cards are both no-risk fundraisers that the Pack can participate in during the year.
 - This is a great time to allow your Pack Popcorn Chair to encourage parents to participate in this year's sale. Highlight the benefits of selling (salesmanship, earning their way, Pack profits and can pay for re-charter, Scout Life, outings, or field trips.)
 - If your Pack has "Show and Sell" locations and dates coming up, you can mention to the new parents how they can participate.

5. **Scout Shops: (2 minutes)**

- Discuss location and online opportunities to purchase uniform and handbooks.

6. **Recruit Adults (15 to 20 minutes)**

- Highlight that Youth Protection Training can be done online.
- Highlight Training & Resources available but don't go into great detail.
- Outline desired positions and seek interested parents by making an ask to the group.

A BEST PRACTICE APPROACH FOR RECRUITING ADULTS WITH PRESENTATION/OUTLINE & GROUP ASK:

- Briefly define the roles of leaders/parents that we "need" to recruit. (Refer to Parent Guide)
- "Ask" someone at the Den Table to volunteer and take notes / be the "scribe" for tonight:
 - Ask him/her to write down the vacant positions needing to be filled for that den. If the pack has identified their leadership needs, then they will know what key positions are needed.
 - Have the scribe list a position for all the adults sitting at the table (nobody gets left out)
 - For example, if 5 people/families encourage everyone at the table to serve a role.
 - Every Den should at the very least decide on a Den Leader (if not already filled) and Assistant Den Leader. 2 deep-registered leaders is a requirement.
 - Positions can be: Den Leader, Assistant Den Leader, Pack Committee Member, Den Helper, Snack Coordinator, etc. Or inform the group that they'll need to have a discussion and decide who will do each job.
 - Just say "We'll let you talk amongst yourselves, and we'll be back in a second"
 - Walk to the next table and repeat the process. If you have a den leader, they can complete this process with their den's new parents and help with the list of needed positions)
 - It is key that you stay away from them and give them time to discuss. If you stand too close, they will look to you to make assignments for them.
 - If they ask you questions, answer them but do not give answers that are too long.
 - For example: if they ask what a den leader is. Tell them these are the parents that are assigned to working with your child and their age group

on a weekly basis using the program plans and guides. Also add “Don’t worry, we’ll train you. It’s fun and easy, we are here to help”. Keep encouraging the parents to decide until they have a complete team.

Why this is important:

- When these families arrive, they don’t know each other but they need to. These parents will be in the same den, and they’ll need to reach out to and support each other. Forcing them to talk to each other helps them start the process of forming a team which will be vitally important for the new den to have success.
 - Think of it this way, the next meeting these families will have will most likely be their den meeting. Will the Cub Master be there? No. Will the District Executive be there? No. Will the Committee Chair be there? No. The only people who will be there are the ones sitting at the table. Getting them to talk to each other and building friendships is vital to keeping them engaged and involved in Scouting.
- Upon Returning to Tables After Volunteers Recruited:
 - Provide adult applications for the new Den Leaders & Assistants and explain Youth Protection Training.
 - Make sure they have shared their contact information with each other.
 - Fill out new den roster form and give carbon copies to the Cubmaster & Committee Chair.
 - Collect the adult surveys

7. Adjourn, Register, and Collect Fees

- The “close” is one of the most important elements of a recruitment. They came to sign-up!
- Gather everyone’s attention (room should come to a standstill) and let them know what needs to be accomplished in the next 5-10 minutes. (Use the scout sign if needed to grab attention.)
- Every parent should have filled out a youth application (hold one up). You want to collect all applications TONIGHT! Let them know that these forms allow you to follow up with them.
- Utilize the ONLINE APPLICATION and QR CODE for online registration for your Pack to streamline the process. (Note: Outreach fee units and financial assistance request cannot use online registration)
- Emphasize that everyone completing the process and submitting the applications will receive the frisbee and the “Ticket to Adventure”.
- Have someone set up to collect applications and fees. Nothing short of a “checkout” table and have it near the exit.
- Thank everyone for coming.

8. After the Meeting/Follow up

- Copies of new Den rosters to Cub Master & Den Leader.
- Collect youth and adult applications (with Youth Protection Training certificate) to be turned in at Scout Service Center. (**Ensure all youth applications are signed by** **turned in right away**)
- Online applications need to be approved by members of Pack key 3 or delegates and submit the online application roster in the envelope to be submitted to council office.
- Den Leaders should follow up with new parents with a phone call and email.
- Team members should follow-up with any families that did not complete registration or could not attend the Sign-Up Night.
- Place all Council copies of applications, fees, training forms, and rosters in report envelope and submit to District Executive.
- All forms and \$ need to be submitted within 2 days to Lincoln Heritage Council.

LHC BSA RECRUITING ADULT LEADERS

HELPFUL REMINDERS & TIPS



- **First step is knowing which leadership roles need to be filled.** Do not settle into the idea that your Pack may have “enough” parents helping or leaders. Having more/enough registered assistants, committee members, and den leaders is important for succession and sharing the workload.
- **Do your homework:**
 - Use the recruitment meeting and the first meeting to get to know new parents. You may know some of the new parents and it is a great chance to talk to them about getting active with the Pack as a leader.
 - At the recruitment night your main objective besides getting an application filled out for all youth members is creating enough awareness and explaining the need to give those parents interested in volunteering a forum to do so.
 - Use the Family/Parent Talent Survey to gather information about their hobbies, interests, profession, and any scouting background.
- **Ideal Method for Recruiting Adults is One on One Meetings:** Meet with prospective new leaders between the recruitment & the first meeting. One-on-one meeting will be more successful and allowing you to answer more of their questions. It is harder for someone to say no in these situations versus simply not raising their hand in a group/audience when being asked. Most importantly you are selecting and recruiting versus whoever raises their hand. (Surveys and some luck will help in selecting)
- **Small task to identify and seek parent and potential leader engagement.**

One example is to see who fills out a Den/Attendance Roster. During your recruitment night set up place a “Den/Attendance Roster” form upside down on the table, under the Table sign for the rank. At a certain point within the program have one of the parents take charge of getting the form filled out for the table. (HINT: Most often times the person who reaches for the form or takes on this responsibility has a natural desire to take charge.)
- **Create a welcoming atmosphere:** It starts with greeting everyone as they come into the recruitment/meeting. Ask them their names, what they do, were they a Scout? Creating a welcoming atmosphere for new parents will make your recruitment run smoother and lead to not only more parents signing their youth up but being more willing to volunteer.
- **Body language is important.** When making your presentation, and talking about volunteers, look for people who are making eye contact, sitting forward, nodding in agreement.
- **Do not force it.** Sometimes the right person needs a little help/time to say yes. It is better to meet with the right person one on one after the meeting.
- **Recruit and gain adults that are “interested” in volunteering as well.** Use youth applications as and the adult surveys as a resource. Call the school to seek advice for volunteer roles.
- **Make it a big deal** when someone agrees to volunteer, once you have their application send an email to the Pack letting them know about the new Volunteer. Publicly recognize them and introduce them to the Pack immediately after they agree to serve (bring the app and the YPT certificate to the Pack Orientation meeting so the CC & CR can approve it).

Parent Orientation Meeting – 1st Meeting after Sign Up:

Within a week of the sign-up night, have a parent orientation meeting. This meeting should focus on informing parents about your pack and registering new leaders. The new Scouts should be doing a fun activity that allows the pack to have all the new parents join them in a room and sit by den.

Cub Scouting is designed for parents to spend time with their children. The volunteer model of our organization is unique when compared to other youth programs and as a result new parents are not necessarily expecting to be asked to volunteer or actively participate. It is vitally important that every parent is asked to serve in a volunteer role at their first Cub Scout meeting.

Whatever the experience new parents have at the Parent Orientation Meeting, they will typically mimic for the rest of their time in Scouting. For example: if the new parents are engaged and asked to volunteer at their first meeting, then they will continue to volunteer during their entire time in Scouting; whereas if the parents are not asked to volunteer then they tend to never take an active leadership role in the pack. This behavior tends to continue during their entire time in Scouting.

Recruiting new parents as volunteers at their first meeting is vital to the long-term success of the pack. Leader Recruiting is a simple and proven way to recruit new parents as volunteers at their first meeting.

PARENT ORIENTATION - (SAMPLE AGENDA)

1. Welcome and Introductions (5 Minutes)

- Conduct a brief "get to know you" game/ice breaker.
- Ask your local troop to help by running activities (outdoors) for the Cub Scouts while you meet with their parents.
- It is important that the meeting room for your New Parent Orientation Meeting be set up by tables and separated by dens. Use the table tents as we did for the sign-up night.
- As families arrive, welcome them, and ask them to sit in their new den.

2. Discuss Pack Leadership (15 to 20 Minutes)

- Introduce and briefly define the roles of leaders.
- Use this time to also recruit leaders where necessary.

3. Pack Calendar, Meeting Schedules, and Communication (10 mins)

- Distribute Pack Calendar & confirm den and pack meeting dates, times, and locations.
- Discuss upcoming events and meetings.
- Communication: Discuss Pack Newsletter, Communications, Website, Email, etc.
- Budget & Pack Dues (Popcorn Sales).

4. Training & Support (5 to 10 mins)

- Discuss My.Scouting and online training including YPT. (New leaders recruited at the sign-up should bring a copy of their YPT completion or have your unit key leadership verify that YPT has been completed)
- Discuss and provide support for Scoutbook to serve as resource for leaders and parents.

5. Questions and Answers (5 to 10 mins)



CUB SCOUT PACK PARENT VOLUNTEER/TALENT SURVEY

1. Will you give your time to help your Scout and the Pack?

Circle: YES or NO

If yes, please check the area(s) in which you would consider:

____ Help with my Scout's age group (den).

____ Help on the Pack committee (behind the scenes jobs such as event/meeting planning and data tracking)

If no, please check the area(s) in which best describes your response:

____ I do not have the time. ____ Prefer small task/one-time jobs

____ I may be willing to volunteer with more information lets discuss

2. Do you have Scouting Experience ? _____

3. Any special skills/talent: _____

Name: _____ Phone: _____

Email: _____

Scout's Name: _____ Grade: _____

Den Roster

Pack #: _____

District: _____

Date: _____

Youth Name	Grade	Parent Name	Phone	Email

LHC SCOUT RECRUITING REPORT ENVELOPE

DISTRICT: _____ **UNIT NUMBER:** _____

SCHOOL: _____

LEADER'S NAME: _____

	BSA Fees		Total # Applications		Total \$
New Cub Scouts	\$85.00	X		=	
New Adults	\$65.00	X		=	
Council Insurance Fee	\$16.00	X		=	
Scout's Life Magazine	\$15.00	X		=	

TOTAL: \$ _____

Cash Received: \$_____

Checks Received: \$_____

Total Money Received: \$_____

Financial Assistance Forms Submitted (If Needed): Yes or No (Circle One)

WellCare Vouchers Submitted (If Needed): Yes or No (Circle One)

Unit Leader Signature

District Representative Signature

Date

Date

LINCOLN HERITAGE COUNCIL, BSA
2024 SIGN-UP NIGHT ENVELOPE INSTRUCTIONS &
CHECKLIST

- ☐ **Please complete the entire front side of this envelope:** District, Unit Number, School, and Leader's Name, # of New Cub Scouts, # of New Adults, Cash Received, Checks Received, Totals, Financial Assistance Forms Submitted (If Needed) and Sign the Envelope at the bottom.
- ☐ **All enclosed applications should be completed in their entirety:**
 - Youth applications – Both youth and parent information **must** be filled out and included. Also, all youth applications **must** be signed by the enrolling parent or guardian **and** unit leader or designee.
- ☐ **All fees collected should match with the front of this envelope.** These fees will include: youth member fees, Scout's Life fees, adult fees and council insurance fees.
- ☐ **Submit your completed envelope to your District Executive or the Scout office within 24 hours of your Sign-Up Night for processing!!**

Membership Fees
Youth Fee \$85.00
Adult Fee \$65.00
Scout's Life Magazine \$15.00
Council Insurance Fee \$16.00

Pack #: _____ District: _____ Date: _____

Youth Name	Grade	Parent Name	Phone	Email
No Application				
Online Application				

Lincoln Heritage Council, Boy Scouts of America

Request for Membership Financial Assistance and Camp Fee Assistance

Financial assistance is intended to be used when the individual families and/or the unit is unable to assist. Assistance funds are limited and will be granted based on availability and eligibility.

Families/units are asked to contribute towards the total cost. Each family and/or unit should contribute a minimum of \$16 (council insurance fee) towards each membership registration request. If a Scout/adult volunteer needs assistance getting a handbook or a uniform please provide the size of uniform and the type of handbook. Camp Assistance is limited to 50% of the overall camp fee.

A new requested should be submitted for each assistance needed. All information will be kept confidential. Please fill in all information. Please submit the forms to our council office and/or your District Executive. (Mail: LHC, BSA—Financial Assistance, 12001 Sycamore Station Place, Louisville, KY 40299 or email:

District: _____ **Date of Request:** _____

Unit Type: ☐ Pack ☐ Boy-Troop ☐ Girl-Troop ☐ Crew/Ship ☐ Post **Unit Number:** _____

Circle Youth or Adult	Youth/Adult Name	Membership Fee Amount of Assistance Requested	Handbook Request Type	Uniform Request Type & Size	Camp Fee Amount Requested
Y / A					
Y / A					
Y / A					
Y / A					
Y / A					
Y / A					
Y / A					
Y / A					
Y / A					
Y / A					

**Annual Council Insurance Fee is \$16 per youth or adult, if making a membership request the \$16 should be included with the assistance form.*

*The annual Youth Membership fee is \$85 per year. The annual Adult Membership fee is \$65 per year.**



ATTENTION: If applying for Camp Fee Assistance page 2 must be completed for each Scout/Scouter.



EVENT

_____ Cub Scout Day Camp - Please indicate location _____
_____ Cub Camp at Tunnel Mill
_____ Scouts BSA Summer Camp at Camp Crooked Creek
_____ Scouts BSA Summer Camp at Pfeffer Scout Reservation
_____ Winter Camp
_____ NYLT (National Youth Leadership Training)
_____ Other _____

NOTE: Financial Assistance is not awarded for any camps until the year the camp is being held. If you mark a camp during the fall, you must re-apply in the new year for the camps the following year.

Scout's/Scouter's Name: _____ **Youth or Adult**

Scout's Age: _____ **Parent/Guardian Name:** _____

Phone: _____ **Email:** _____

Our family can provide \$ _____ toward the camp fee.

Reason for the request:

Parent/Guardian Signature: _____ **Date:** _____

Unit Support: Our unit will provide \$ _____ toward the camp fee.

Unit Leader Signature: _____ **Date:** _____

*****OFFICE USE ONLY*****

Membership or Additional Support Assistance Review/Approval

Council Sponsored Unit Fundraising Participation Review: Y ☐ N ☐ Popcorn Y ☐ N ☐ Family FOS Y ☐ N ☐ Camp Cards

☐ Approved \$ _____ ☐ Partial Approval \$ _____ ☐ Not Approved Reason: _____
District Executive: _____ *Date:* _____

☐ Approved \$ _____ ☐ Partial Approval \$ _____ ☐ Not Approved Reason: _____
Field Director: _____ *Date:* _____

☐ Approved \$ _____ ☐ Partial Approval \$ _____ ☐ Not Approved Reason: _____
Director of Field Service: _____ *Date:* _____

Approved Full Amount: \$ _____ **Partial Approval in the amount of \$** _____
Request completed/fulfilled by (name): _____ **Date:** _____ **Initials verified** _____

Camp Fee Assistance Review/Approval

Committee:

Camping:

Amount Approved:

Account: