



Steps to a Successful Recruitment

Step in Recruitment Process	Responsible Party	Completed?
1. Compile a list of Units, the Schools they recruit from, and the Unit New Member Coordinators to track School Night success (Job Description on Page 4)	District Executive & Units	
2. New Member Coordinator secures location for the Back to School Event. Send time, date, and location to District Executive.	District Executive & New Member Coordinator	
3. Set Rally & Scout Talks Dates with School within Service Territory. In these meetings train the Principals and Superintendents on the 2021 Membership Plan	District Executive	
4. Train New Member Coordinators so they can successfully promote and run a School Night for Scouting (Pages 5-7)	District Executive	
5. Submit flier Request form to CNCC Office Support Staff for First Day Fliers & Rally Fliers.	District Executive, District Membership Teams	
6. Confirm updated PIN information for unit in BeAScout.org (Pages 8 & 9)	New Member Coordinator	
7. Recruit & Train 5 Adults in the Unit to assist in signing up new Scouts on the Unit's SNFS (Pages 5-7)	New Member Coordinator	
8. Work with Schools to make sure fliers are being distributed to potential Scouts on the first day of School & week of Rally. Make sure each family has a Scouting Yard Signs	New Member Coordinator & Unit Leaders District Executives will have Yard Signs at all Summer Roundtable Meetings	
9. Host Scout Talks at each Elementary & Middle School in the District during the designated recruitment week	District Executive Teams	

10. Have Unit Parents Post on Social Media the First Day of School & Week of School Rally. (Page 10)	Unit Leaders & New Member Coordinator	
11. The week of recruitment the Units completes 2-3 Out of School Promotion Ideas (Pages 11)	Unit Leaders & New Member Coordinator	
12. Make sure Unit has School Night for Scouting Resource Box	Unit Leadership & District Executive Team	
13. Host multiple School Night for Scouting/ Rally location across the District	Cub Master, Committee Chairman, New Member Coordinator, Scout Master from feeder Troop	
14. Send Thank You notes & Popcorn to all Principals & Superintendents	District Executive	
15. Close out Be A Scout Leads	District Executive	