



Unit New Member Coordinator

(Join Scout Night-JSN Coordinator)

So, you are the Unit New Member/JSN Coordinator. That means that you are an organized leader and outgoing. You smile at everyone and are friendly. Here are your tasks:

- By July/August, Have Your Pack Calendar, Fee Schedule, Leaders List, Meeting Times / Dates / Locations Prepared
 - Provide Information to your Unit Commissioner and District Executive

- 4 Weeks Prior to Sign-Up Night
 - Recruit additional help and assign specific tasks – Outgoing, Knowledgeable, Organized, Friendly, Responsible (these can be adults from your partner unit – i.e., Pack or troop)
 - Coordinate District Executive to receive flyers and other available recruitment supplies
 - Prepare Materials – List of jobs needing filling, unit calendars, additional handouts, unit specific due breakdown, registration fees, applications, signup sheets, welcome sign, den signs if a Pack, pens, uniform specifics for your unit, 100 Point parent help sheet, additional material applicable to your unit.
 - Make sure Unit leadership has their presentations ready. (MAKE IT BRIEF and EXCITING, BUT INFORMATIVE!)

- Sign-Up Night
 - Preparation:
 - Arrive 1 Hour Early
 - Ensure all material are in place, additional assistants know their rolls and are in place.
 - If using an online signup portal, make sure the internet is available and robust enough for multiple users at once.
 - Ensure the designated person to approve online applications has the correct permissions in www.my.scouting.org to do so.
 - Charter Org Representative or delegate designee are the ONLY people who can approve an adult application

- The Unit Leader is the ONLY person who can approve a youth application
- During recruitment event:
 - Act as Greeter and Floater keeping everything running smoothly
 - Be available to Answer Quick Questions – Do Not Let Yourself Get Caught Up With Just One Family
 - Play Traffic COP – Assist Families to be seated and made welcome
- After Sign-Up Night Time Window
 - Get Unit Leader Signature on All Youth Applications
 - Get Charter Organization Signature on all adult applications
 - **DO NOT** turn into the council office for registration until you have verified the adult has completed their YPT
 - Applications and Record \$ Amount for Fees and Form of Payment on Each Application (check #, etc.)
 - Gather Sign-Up Night Materials
 - Make Sure Room is Left Better Than You Found It
- Contact District Executive Immediately Following Sign-Up Night
 - To Report Your Success
 - Turn your applications in for registration immediately
 - **DO NOT wait until completing your recharter. Your families joined that night not 2 months later.**
- **Following Sign-Up Night**
 - **Make Sure EVERY FAMILY Receives a Welcoming Phone Call From Their Den Leader, Cubmaster, Committee Chair or You**
 - **Make Sure as Many New Scouts as Possible Participate in One of the Family Fun Day Activities**