



BOY SCOUTS OF AMERICA®

GREATER ALABAMA COUNCIL

VOLUNTEER STRUCTURE

Volunteers are needed to help promote, present, and coordinate all aspects of the Cub Scout Fall Recruitment plan. The following provides an overview of possible roles and responsibilities to ensure success.

Council Membership Committee:

The Council Vice President of Membership oversees all membership recruitment efforts in the Council, reporting the progress of the campaign(s) to the Council Board of Directors as appropriate. These efforts include Fall Recruitment for Cub Scouts, Scouts BSA, Venturing, & Exploring. District Vice Chairs of Membership serve as members of the Council membership committee, assisting in securing material and media sponsorships to provide resources for the campaign. The Council Director of Field Service serves as the advisor to the committee. The Council Membership Committee provides regular support and guidance to the District Membership Committees.

District Fall Recruitment Steering Committee:

The District Fall Recruitment Steering Committee recruits the volunteers needed to ensure success. This committee is typically chaired by the District Chair or the District Vice Chair of Membership. They ensure the District has all needed volunteers in place by June 30th. The District Executive is the advisor to this committee.

Typical District Fall Recruitment Steering Committee

- District Chair
- District Commissioner
- District Vice Chair of Membership
- Other Members as needed

Cub Scout Recruitment Chair & Committee:

The District Cub Scout Recruitment Chair manages, recruits and oversees the District's entire cub membership recruitment efforts and ensures success. Working with the steering committee, the chair recruits volunteers to serve as facilitators who attend the unit Sign-up Nights & Parent Orientation Meetings. They support the unit's volunteers and helping them have success. In smaller District's the Cub Scout Recruitment Chair may be the Vice Chair of Finance or Membership Chair.

- District Cub Scout Recruitment Chair
 - District Fall Recruitment Facilitators (Goal: 1 facilitator per 5 packs)
 - Pack New Member Coordinator(s)
 - Additional Unit Help:
 - Sign-up Night Promoters (Responsible to advertise and promote the Sign-up Night)
 - Sign-up Night Volunteers
 - Parent Orientation Meeting Den Organizers
 - Parent Orientation Activity Leaders
 - Other Helpers as needed

JOB DISCRIPTION - District Cub Scout Recruitment Chair:

1. Accept the responsibility of achieving the fall membership recruitment objectives
2. Recruit an adequate number of Facilitators to support the Unit's recruitment efforts
3. Lead the overall effort and success of the District's Fall Recruitment plan
4. Lead the District Membership Kick-off for Unit New Member Coordinators, and Unit Leaders
5. Work with the Unit New Member Coordinators, Cub Scout Recruitment Chair, and District Executive to schedule a Sign-up Night at each elementary school with the local principal.
6. Ensure the Following:
 - a. All units have a registered New Member Coordinator who attend the Kick-off
 - b. A Sign-up Night is held at each elementary school in the District
 - c. Each Sign-up Night is heavily promoted, including Scout Talks
 - d. Each elementary school has a Facilitator
 - e. Each Pack holds a Parent Orientation Meeting
 - f. Each Pack follows the **5 steps to a Successful Fall Recruitment.**
 - g. Ensure all units receive follow-up on un-registered youth
 - h. Applications are submitted to the office in a timely manner.
7. Ensure thank-you cards are sent to key volunteers and that each Superintendent and all principals are informed of how their school(s) did via a letter or personal visit in October or November.
8. Determine where new units are needed and work with the District New Unit Committee to start them

JOB DISCRIPTION - Fall Recruitment Facilitator:

1. Accept the responsibility of achieving the membership recruitment objectives for your assigned schools.
2. Ensure assigned units have a New Member Coordinator recruited, who attends the District Membership Kick-off & Training.
3. Help lead the District Membership Kick-off for Unit New Member Coordinators and Unit Leaders.
4. Work with the Unit New Member Coordinator, Cub Scout Recruitment Chair, and District Executive to schedule a Sign-up Night at each elementary school with the local principal.
5. Ensure the Following happen for your assigned units:
 - a. They have a registered New Member Coordinator who attends the Kick-off
 - b. Schedule A Sign-up Night at each elementary school
 - c. Unit flyer and sticker orders are placed in advance, using the proper form
 - d. Each Sign-up Night is heavily promoted, including Scout Talks
 - e. Each Pack holds a Parent Orientation Meeting and attend the meeting
 - f. Each Pack follows the **5 steps to a Successful Fall Recruitment.**
 - g. Applications are submitted to the office in a timely manner.
 - h. Ensure assigned units receive follow-up on un-registered youth.
6. Ensure thank-you cards are sent to key volunteers, unit leaders and new leaders.

JOB DISCRIPTION - Pack New Member Coordinator:

(Responsibilities related to Fall Recruitment)



1. Ensure the Pack holds a “Back to the Pack” event
2. Attend the District Fall Recruitment Kick-off and training
3. Organize and run the Pack’s fall recruitment efforts with the support of the Pack Committee and the District Membership committee
4. Work with your Fall Recruitment Facilitator, Cub Scout Recruitment Chair, and District Executive to schedule a Sign-up Night at each elementary school with the local principal.
5. Follow **the 5 Steps to a Successful Fall Recruitment**. That includes:
 - a. Step 1: Organize your Volunteer Team
 - b. Step 2: Heavy Promotion and Scout Talks
 - i. Ensure the Unit flyer and sticker orders is placed in advance, using the proper form
 - c. Step 3: Hold Sign-up Night(s) at each Elementary School the Pack recruits from
 - i. Held within the first 6 weeks of school beginning
 - ii. Prepare & Print the Pack information flyer
 - d. Step 4: Turn-in Paperwork
 - e. Step 5: Hold your Parent Orientation Meeting
 - i. Held within a week of the Sign-up Night(s)
 - ii. Share the Pack’s annual activity and funding plan
 - iii. Fill vacancies in pack leadership using the “Magic Circle”, utilize the Pack Leadership Needs form to identify positions needing filled
 - iv. Ensure all new Scouts receive their Handbook and Rocket for Rocket Academy
6. Promote Fall Fishing Derby’s and upcoming campouts and activities
7. Promote online Leader Specific Trainings as well as upcoming classroom trainings
8. Follow up with new leaders and youth to make them feel welcome and a part of the pack. Make sure all families have a copy of your Pack calendar and funding plan.

JOB DESCRIPTION - District Executive:

1. Accept the responsibility of achieving the fall membership recruitment objectives
2. Energy is contagious. Through proper and timely preparation, help create the environment for success.
3. Attend the Council Membership Conference and complete the following:
 - a. Complete list of all schools (Public, Private and Parochial) within the boundaries of the District
 - b. Prepare draft of Fall Recruitment structure and dates
 - c. Review current volunteers recruited and volunteers still needed
4. Contact the Superintendent of each school district to:
 - a. Build & maintain relationships and setup Principal Breakfasts
 - b. Ask the Superintendent to inform the principals (preferably by letter) of the School District's support for the Cub Scout Fall Recruitment.
5. Work with the Fall Recruitment Steering Committee to ensure all needed volunteers are in place.
6. Support the District Membership Committee and ensure the plan is being implemented and followed:
 - a. All units have a registered New Member Coordinator who attend the Kick-off
 - b. A Sign-up Night is held at each elementary school in the District
 - c. Each Sign-up Night is heavily promoted, including Scout Talks
 - d. Each elementary school has a Facilitator
 - e. Each Pack holds a Parent Orientation Meeting
 - f. Each Pack follows the **5 steps to a Successful Fall Recruitment.**
 - g. Applications are submitted to the office in a timely manner.
 - h. Ensure all units receive follow-up on un-registered youth
7. Ensure thank-you cards are sent to key volunteers and that each Superintendent and all principals are informed of how their school(s) did via a letter or personal visit in October or November.
8. Determine where new units are needed and work with the District New Unit Committee to start them