



Pack Scout-Me-In Coordinator

So, you are the Pack Scout-Me-in Night Coordinator. That means that you are an organized leader and outgoing. You smile at everyone and are friendly. Here are your tasks:

- By August, Have Your Pack Calendar, Fee Schedule, Leaders List, Meeting Times / Dates / Locations Prepared
 - Provide Information to your District Executive
- 2 Weeks Prior to Scout-Me-In Night
 - Recruit 5 Station Chiefs – Outgoing, Knowledgeable, Organized, Friendly, Responsible
 - Coordinate with District Executive to receive SMI Night Materials
 - Review Station “Station Chief Briefing” with each Station Chief
- Scout-Me-In Night
 - Preparation:
 - Arrive 1 Hour Early
 - Make Sure Station Chiefs Have Their Stations Set Up
 - During SMI Night Time Window:
 - Act as Greeter and Floater During Sign-Up Night Window
 - Available to Answer Quick Questions – Do Not Let Yourself Get Caught Up With One Family
 - Play Traffic COP – Assist Families To Go To Next Available Station If Back-up Occurs...Use Your Best Judgement
 - Coach Station Chiefs If They are Keeping Families At Their Stations Too Long – Process Is Meant to be Completed in 30 Minutes or Less
 - Make Sure Station 4 (Check Out) Does Not Get Backed Up
 - After Scout-Me-In Night Time Window
 - Help Station 4 Chief Get Cubmaster Signature on All Youth Applications



- Assist Station 4 Chief in Separating “Local Council Copy” from Applications and Record \$ Amount for Fees and Form of Payment on Each Application (check #, etc.)
- Gather SMI Night Materials
- Make Sure Room is Left Better Than You Found It
- Contact District Executive Immediately Following SMI Night
 - To Report Your Success
 - Please make your way to the District’s Turn in Location and submit Application and Fees
- **Following Scout-Me-In Night**
 - **Make Sure EVERY FAMILY Receives a Welcoming Phone Call From Their Den Leader, Cubmaster, Committee Chair or You**