



2018 CV Pre Sign-Up Night Responsibilities for Packs

Any parent in the Pack can help spearhead this effort. Ideally, it's your Unit Membership Committee. If you don't have a committee, now is a great time recruit those parents who are organized & friendly!

- **By August 1st**, the following needs to be emailed or turned-in to your district executive (Andrea McClellan):
 - **Pack Calendar**
 - **Meeting schedule for den meetings and pack meetings with times and locations – include with calendar**
 - **Leader listing with phone numbers and emails**
 - **Pack budget – with fundraisers and dues structure.**
- **Receive Training at your August 16th Roundtable for Sign-Up Night:**
 - Attend your District Roundtable Sign-Up Night Training. If your district training has already happened contact your District Executive.
- **Coordinate September 12th Sign-Up Night with District Membership Committee and District Executive.**
 - Set date (If September 12th won't work) of Sign-Up with your district executive and order fliers for the event as well and upcoming Back-to-School Night event at local elementary schools. (Flier due July 15th) If you don't know what school, contact your District Executive.
- **Parent/Leader Engagement is Critical.** Prior to Sign Up Night:
 - Recruit 4 Station Chiefs to handle each table – review responsibilities
 - Review Station "Station Chief Briefing" with each Station Chief

Read and Re-read the 2018 Fall Membership Campaign Playbook. All the detailed plans needed to have a successful fall recruitment are included in the playbook.