

Station 1 – The Welcome Table

- Have all parents sign in on the Join Scouting Sign In Sheet. This will help you with follow-up for parents who choose not to sign up their young person at the Join Scouting.
 - It is preferred to use a digital sign in sheet asking the same information, but using a google form that new parents can fill out from their phone.
- Provide them a membership folder that contains an Application, Pack Calendar, Pack Contact Information with Bios for all Leaders, Popcorn Sale Information, Event Flyers, etc.
- Explain that the entire process will take less than 30 Minutes.



Station 2 – What Cub Scouts Do

- Go over the Pack Calendar and any Event Flyers in the Membership Packet
- Go over meeting times and locations
- Pack Leadership and Den Leaders
- The Uniform checklist of what is needed to be purchased from the Scout Shop for your Pack



Station 3 – Registration

- Fill out the Membership Application
 - Preferred Method is to use the Online Application
 - Print Several Copies of your Unit QR Code
- Have Parent/Guardian fill out the Family Talent Survey
 - You may want to have this form in a digital format so that Parents/Guardians can fill out the survey on their own devices



Station 4 – Check Out

- If using paper applications
 - Collect Applications and Fees
 - Check to make sure the important parts of the application are completed:
 - Birthday, Birthday, Address, Address, Signatures
 - All Money and Applications need to be turned in to the Council Service Center or be given to the District Executive to turn into the Council Service Center for Processing



Station 5 – Den Leader Q&A

- Have Den leaders available to answer questions and talk about activities that Scouts in their den will be working on throughout the year.

Additional Recommendations

- Require that Face Masks be worn at your JSN by all youth and adults
- Have hand sanitizer readily available throughout the area
- Be prepared to sanitize tables and pens if you are using paper applications
- Hand Sanitizer should be available at the check-out table



Additional Option – Use the Station Method in a Drive Thru Setting

- If person-to-person contact is unable to happen in your area, use the same methodology of the station method by utilizing a large parking lot at a Park, Community Center, Shopping Mall, etc. with tents set up for each station and follow the same method as outlined previously.