Checklist

BEFORE YOU LEAVE HOME:
☐ Prepare your pre-opening activity.
☐ Wear your uniform.
☐ Review agenda and practice your presentation.
☐ Take a pocket calculator, 20-30 pens and/or pencils, change (both bills & coins) and masking tape.

WHEN YOU ARRIVE AT THE LOCATION
☐ Organize your materials and set up room properly.
☐ Check with other school team members (including Unit Leaders) on their part of the program.
☐ Post your Pack organizational chart.
☐ Assist Pack and Unit Leaders with their displays.
☐ Organize your pre-opening activity.
☐ Station yourself or other Roundup Team members at the door to distribute materials and welcome families.
☐ Keep scouts and parents in assigned room.
☐ Scouts and parents should sit together by grade.

THE GENERAL PRESENTATION
☐ Present opening ceremony by Pack (optional).
☐ Introduce yourself and welcome everyone
☐ Introduce other recruitment night Team Members and Unit Leaders. Begin promptly.

ROUND UP SUPPLIES CHECKLIST
☐ Agenda, pack calendar.
☐ Table tents, displays, name tags.
☐ Attendance forms, pens, calculator.
☐ Extras (applications, magazines).
☐ Change for fees (dollars and coins if needed).
☐ Masking tape to hang decorations.
☐ Envelope for applications and money.
☐ New Scout packets.
☐ Youth Applications.

CONGRATULATIONS ON AN AWESOME RECRUITMENT NIGHT!