SIGN-UP NIGHT

WHAT IS SIGN-UP NIGHT?

A short and simple sign-up location to collect the application, make initial payment, and distribute a few key informational items to parents.

HOW DO I RUN A SIGN-UP NIGHT?

To run a productive sign-up night, follow the suggestions below. By taking these steps, your event will be quick and easy which both volunteers and parents will appreciate!

Time: Sign-ups should take 15 minutes or less

When: Typically takes place in late August or early September. Should be coordinated with your school and your District Executive.

Setup: Ideally, 3 tables with at least 1 volunteer at each is needed.

• **Table 1:** Entry table to welcome guest, provide youth application, basic pack information and provide a few basic instructions.

• **Table 2:** This table would be a place for parents to fill out applications and ask questions.

• **Table 3:** A table for parents to turn in applications and registration dues.

RESOURCES NEEDED:

• **Applications (Youth & Adult)**
• **Parent Orientation Guides**
• **Basic Pack Calendar/Schedule**
  (a good opportunity to use the provided Parent Envelopes to Organize basic pack info)

• **Pens**
• **Welcome One Pager**

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