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**Sequoyah Council**

**Parent Orientation Guide**

## Council Contact Information

Council VP of Membership		Staff Contact
Brenda Good		Erica Audette-Shotwell
423-967-4202		619-985-7073
bsogood@charter.net		Erica.audette@scouting.org

## District Contact Information

<b>Breaks</b>		Daniel Kilby
		402-431-9272
		Daniel.kilby@scouting.org
<b>Buffalo Mountain</b>		Erica Audette-Shotwell
		619-985-7073
		Erica.audette@scouting.org
<b>Nolachuckey</b>		Jennifer Heath
		423-329-2252
		Jennifer.heath@scouting.org
<b>Overmountain</b>		Erica Audette-Shotwell
		619-985-7073
		Erica.audette@scouting.org
<b>Wilderness Road</b>		Erica Audette-Shotwell
		619-985-7073
		Erica.audette@scouting.org



## Parent Orientation Timeline

1. Council's Membership Kick-off is **NEED DATE**, plan to attend.
2. A week-to-10 Days After Scout Sign Up Night—Schedule & Plan Parent Orientation .
3. Share your date, time and location of parent orientation meeting with your Unit Commissioner or District Membership Chair. Share your New Member Coordinator contact information with your District Membership Chair and/or Unit Commissioner.
4. Day after Sign Up Night —New Member Coordinator/Welcome Team will receive a scan copied of all new Scouts. Reach out to all the new families welcoming them to your unit and letting them know when, where and what time the parent orientation is. The Council Marketing Specialist will be sending out a general welcome to Scouting email to all new families.
5. Day before the Parent Orientation—send out a reminder to all the new families
6. Day of the Parent Orientation—arrive at the location an hour before the meeting starts
  - ◆ Set up one table for each rank, place the grade/rank table tent on the table
  - ◆ Each chair have the one page (front & back) Calendar/Contact Sheet
7. One week after Parent Orientation—the Council will correspond with all new families, to make sure they that all of their questions have been answered.



## Before the Parent Orientation

The day after the Sign Up Night, the professional will scan and email a copy of the applications to the New Member Coordinator/Welcome Team, along with a copy going to the Council Marketing Specialist. The original applications will be stored in the registrars office, so they can be added to the Unit Renewal paperwork when that is turned in during the month of October.

The New Member Coordinator/Welcome Team should contact each of the new families, welcome them to Cub Scouts, let them know which pack they are joining, and make sure they have the information for the Parent Orientation Meeting, link/location, date and time for the meeting.

With the current leaders and Unit Commissioner, schedule & plan a Parent Orientation meeting. This meeting should be its own meeting, welcoming new families and returning families, not a Pack Meeting. Ideally, this meeting is one week-to-10 days after the Sign Up Night. During this planning, determine who is going to be talking about the unit and who will be providing the activities to occupy all of the youth.

Documents you will need:

- ◆ Unit Calendar of Meetings & Activities
- ◆ Leadership Roster with contact information
- ◆ Popcorn Take Order forms and link

How to Set up the Room:

Set up a table for each Grade/Rank, each table should have:

- ◆ Table tent for that grade
- ◆ Den Leader for that Den & Parents will sit at the tables for the dens they are a part of.



## Parent Orientation Meeting Script

Start the meeting on time. “Thank you so much for coming this evening. It’s great to see all of you here this week. Last week you signed your child up to Join Cub Scouts and it’s my pleasure to help you & your child get oriented into our Pack. As you know from the sign-up night, last week, Cub Scouts is for Kindergarten through 5th grade students. Pack \_\_\_\_ is chartered by \_\_\_\_\_. Cub Scout Packs are run by volunteers and parents of youth in the pack. I want to introduce you to these incredible people who make Pack \_\_\_\_\_, such a fun Pack to be a part of.”

The Cubmaster is \_\_\_\_\_. A Cubmaster is the Unit Leader and they run the program side of the Cub Scout program.

Have the Cubmaster talk about the calendar and the activities that they will be doing with the Pack, along with explaining what the dens are and how the Committee has met and planned out the calendar for the unit.

Den Leaders are the ones who work with the Scouts in each grade level. They meet 2-3 times a month, so they can work on the Adventure Loops so your child can earn their rank and awards. Let me introduce the current Den Leaders. Give about 20 minutes for the den leaders to introduce themselves and share contact information, date, time and location for den meetings

The Committee Chair is \_\_\_\_\_. The Committee Chair is the one in charge of all the administrative side of the Pack, from collecting the paperwork to get every one registered every year to helping find fundraisers to help differ the cost of Scouting events.

Now the Committee Chair comes up and talks about the Popcorn Fundraiser. Makes sure the parents have the take order forms, and lets them know that the commission from the Popcorn Sale helps to offset the cost of Scouting.

The Committee Chair will talk about the “dues” that the unit collects, where it goes and how it supports the youth in the Scouting program at the Pack.



## Unit Commissioner Responsibilities

1. Assist unit leaders in identifying a New Member Coordinator/Welcome Team
  - ◆ This position can be a registered leader or a parent
2. Support unit leadership in planning a year (2022/2023) Calendar, Unit leader contact sheet, and budget
3. Encourage the New Member Coordinator/Welcome Team to schedule a Parent Orientation, a week to 10 days after the Join Night.
4. Remind the unit leadership & New Member Coordinator/Welcome Team to reach out to new families and welcoming them and remind them of the Parent Orientation
5. Attend Parent Orientation
  - ◆ Help with setting the room up
6. After the Parent Orientation, encourage the New Member Coordinator/Welcome Team to continue to touch base with the new families.

# Parent Orientation Room Layout

Front of Room

Lions/  
Kindergarten

Tigers/ 1st  
Grade

Wolves/  
2nd Grade

Bears/  
3rd Grade

Webelos/  
4th Grade

Arrow of  
Light/ 5th  
Grade

# 100 Points to Volunteer

## SCOUT PACK ADULT PARTICIPATION FORM

For over 75 years parents have made Cub Scouting an enriching experience for their children. We need your help to provide the best Cub Scout program for your child. Your involvement ensures that our pack will be a Quality Pack. By volunteering for 100 points you will aid in ensuring that your child receives a "Journey to Excellence" patch for their uniform and gets a great Scouting program. Thank you for your support.

### # POINTS                      POSITION DESCRIPTION

100 \_\_\_\_ **CUBMASTER OR ASSISTANT** – attend basic training, monthly committee meeting, plan and run monthly Pack meetings. *Complete adult registration form, youth protection training & fee.*

100 \_\_\_\_ **DEN LEADER OR ASSISTANT** – attend basic training, monthly committee meeting, monthly Pack meeting and run weekly den meetings. *Complete adult registration form, youth protection training & fee.*

100 \_\_\_\_ **TITLED COMMITTEE PERSON** - attend basic training, monthly committee meeting, monthly Pack meeting and perform titled job (i.e. treas., sec., etc.). *Complete adult registration form, youth protection training & fee.*

80 \_\_\_\_ **COMMITTEE MEMBER AT LARGE** – attend basic training, attend at least four (4) monthly committee meetings, monthly Pack meetings and serve on at least one (1) Pack subcommittee. *Complete adult registration form, youth protection training & fee.*

**SUBCOMMITTEE MEMBER** – attend specific committee meeting(s) for specific event(s). Assist in organization and task work for event. Choose specific events from list below.

40 \_\_\_\_ **BLUE & GOLD BANQUET COMMITTEE** – January and February.

40 \_\_\_\_ **PINEWOOD DERBY COMMITTEE** – 1<sup>st</sup> Quarter of the Year (model car race)

40 \_\_\_\_ **PARADE COMMITTEE** – Holiday parades throughout the year.

40 \_\_\_\_ **POPCORN SALES COMMITTEE** – August through November. Attend the Council/District Popcorn Training & Kickoff.

20 \_\_\_\_ **SCOUTING FOR FOOD COMMITTEE** – February during Scout Anniversary Week

20 \_\_\_\_ **FOOD SERVICE** – Serve food or attend concessions at selected dinners.

20 \_\_\_\_ **SPORTING EVENTS** – Volunteer to organize and supervise a pack athletic competition.

### I PLEDGE MY SUPPORT TO CUB SCOUTING AND THIS PACK.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_



# Cub Scout Pack 123 Sample Calendar

## October

- 2<sup>nd</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)
- 9<sup>th</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)
- 11<sup>th</sup>—District Roundtable 7pm (Canby LDS Church)
- 13<sup>th</sup>—Cub Scout Leader Trainings 8am (Canby LDS Church)
- 19<sup>th</sup>-21<sup>st</sup>—Webelos Woods (Camp Lewis Battleground, WA)
- 20<sup>th</sup>—BALOO training for Cub Scout Leaders 8am (Camp Lewis Battleground, WA)
- 22<sup>nd</sup>—Pack 523 Committee Meeting 6:30pm (Somerset Lodge)
- 23<sup>rd</sup>—Harvest Festival Pack Meeting 6:30pm (Gladstone Church of Nazarene) Scouts may wear their Halloween Costumes instead of Class A Uniform
- 27<sup>th</sup>—Cub Scout Stampede 9am-3pm (Cub World Scouter's Mountain)
- 30<sup>th</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)

## November

- 6<sup>th</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)
- 8<sup>th</sup>—District Roundtable 7pm (Canby LDS Church)
- 13<sup>th</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)
- 20<sup>th</sup>—NO DEN MEETING Enjoy your Thanksgiving Break
- 26<sup>th</sup>—Pack 523 Committee Meeting 6:30pm (Somerset Lodge)
- 27<sup>th</sup>—Pack Meeting 6:30pm (Gladstone Church of Nazarene)

## December

- 4<sup>th</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)
- 11<sup>th</sup>—Den Meeting 6:30pm (Gladstone Church of Nazarene)
- 13<sup>th</sup>—District Roundtable 7pm (Canby LDS Church)
- 17<sup>th</sup>—Pack 523 Committee Meeting 6:30pm (Somerset Lodge)
- 18<sup>th</sup>—Dessert Potluck Pack Meeting 6:30pm (Gladstone Church of Nazarene)  
Scouts please bring your favorite dessert to share with everyone (Homemade okay)
- 25<sup>th</sup>—NO DEN MEETING Enjoy your Winter Break

# Cub Scout Pack 123 Leaders

## Committee Chair:

Dora Nelson  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

## Cubmaster:

David Tenderella  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

## Pack Trainer:

Dave Strouts  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

## Advancement Coordinator/Popcorn Kernal:

Brenda Cook  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

## Treasurer:

Chris Cook  
XXX-XXX-XXXX No email address

## Webmaster:

Sean Ferriss  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

## Den Leaders:

### 🔍 Tiger Cubs:

### 🔍 Wolf Cubs:

Jennifer Fosberg  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

### 🔍 Bear Cubs:

Melissa Clark  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

### 🔍 Webelos I:

Brenda Cook  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)

### 🔍 Arrow of Light:

Mindy Ferriss  
XXX-XXX-XXXX [theperson@gmail.com](mailto:theperson@gmail.com)