



Plan:

- ☐ Determine time and location
- ☐ Meet with Group Commissioner(s) to confirm support
- ☐ Modify flyer/poster for promotion
- ☐ Add RSVP barcode
- ☐ Print flyers for distribution
- ☐ Create a list of locations to distribute to
- ☐ Distribute flyers at key community locations
- ☐ Post about event details on local social media groups
- ☐ Email poster to schools and community newsletters
- ☐ Email existing wait list families about the Open House(s)
- ☐ Post weekly event reminders
- ☐ Create an Open House agenda and support Scouter roles
- ☐ Work with Member Services to add or open new Section in MyScouts for easy sign-up (consider a “holding Group” at Council Level)
- ☐ Recruit Scouters and senior youth to help run the event
- ☐ Determine/plan activities for youth at the event
- ☐ Create a list of any supplies needed for sample meeting
- ☐ Buy or collect supplies
- ☐ Pick-up banners, pop-ups, tent, signage, etc. as needed
- ☐ Pick-up event drinks and snacks
- ☐ Modify and print sign-up sheet (keep virtual copy handy)

Do:

- ☐ Early arrival and set-up
- ☐ Review roles and messaging for recruitment
- ☐ Welcome families and direct them to sign-in
- ☐ Run fun Scouting activities for youth
- ☐ Make notes on who you’ve spoken to and their interests
- ☐ Engage with families and answer questions as needed
- ☐ Clean-up
- ☐ Review with team on what worked well and what could be done differently next time

Review:

- ☐ Follow up with all interested potential volunteers
- ☐ Schedule volunteer info session or next steps email
- ☐ Send MyScouts registration link
- ☐ Set up new Scouter interviews
- ☐ Monitor volunteer onboarding progress
- ☐ Check in weekly/bi-weekly
- ☐ Determine a start date
- ☐ Confirm meeting times and locations
- ☐ Email families when ready to open registration – prioritize Scouters’ own youth and waitlisted youth
- ☐ Determine equipment & supplies needed for each Section
- ☐ Ensure a minimum of 4 Scouters for each Section
- ☐ Send a welcome email to new Scouting families
- ☐ Set up a meeting with Scouters, GC and RM
- ☐ New Section kick-off meeting
- ☐ Ongoing communication with Scouters, GC and RM
- ☐ Check in with new families
- ☐ Monitor volunteer engagement
- ☐ Ask for support where needed and celebrate the opening of a brand-new Section for youth to experience Scouting adventures!

