



OPEN HOUSE CHECKLIST

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!

