Sample Parent Orientation Meeting Agenda

Before the meeting (20-30 minutes)

➢ Set up table and chairs, as needed
➢ Roster from Joining Night
➢ Youth and adult registration applications (for new families)
➢ Review Parent Orientation Agenda
➢ Ceremony and games equipment
➢ Pens

Opening (5 minutes)

➢ Lead the Pledge of Allegiance
➢ Introduce pack leaders

Pack Program/Fundraising (10 minutes)

➢ Discuss the pack’s plans for the future, mentioning some of the more exciting activities
➢ Discuss the upcoming fall events and distribute event registration information
➢ Impact of popcorn sale as a fundraiser for the pack and each family

Dismiss the Cub Scouts to another room for games and activities with proper supervision

Unit Leadership Needs (15 minutes)

➢ Prepare list of unit leadership opportunities in advance...separate needs by jobs that need to be done every month (like Advancement) or things that get done seasonally (like organizing a campout)
➢ Using whiteboard, blackboard, or poster board—have list of all open positions in the Pack, with the number of volunteers needed for each position
  o Example: Pinewood Derby 3 adults, Blue & Gold 3 adults, Christmas Party 1 adult, etc.
➢ Ask for at least one adult from each family to participate in one of the roles until you have adequate leadership
➢ Discuss adult registration fees and uniforms
➢ Talk briefly about helping new leaders get started—training requirements, meeting resource guides, etc.
➢ Simple recognition for all parents who have just volunteered

Den Organization (20 minutes)

➢ Have the Cub Scouts rejoin the group and sit by grade level
➢ For dens that already have a Den Leader:
  o The den leader discusses den meeting dates, times and locations
  o Recruit parents to assist with den meetings
➢ For dens that do NOT have a Den Leader:
  o Another pack leader will need to guide the discussion
Discuss the possible meeting dates, times and locations
Talk with individual parents to secure den leadership

Reminder Announcements (10 minutes)

➢ Date, time, and location of the first Pack meeting
➢ Upcoming training courses
➢ Fall activity information
➢ Popcorn sale dates

After the meeting—enjoy fellowship and refreshments