

Job Description for Round-up Coordinator or New Unit Organizer

1. Attend the round-up training
2. Recruit at least three people to help with the round-up meeting
3. Conduct the rally using the suggested agenda
4. Have Cubmaster review and sign all Cub Scout applications
5. Collect attendance rosters, youth applications and money at the round-up meeting
6. Have pack committee chair review adult leader applications and training flyer distributed to new leaders
7. Turn in applications and money at the district fall recruiting turn-in location. Also turn-in rosters of all people who attended the rally, for follow-up after the rally

Job Description for Unit Commissioner

1. Attend the round-up training
2. Assist in recruiting people to help with the round-up meeting
3. Working with the Round-up Coordinator to carry out the suggested agenda
4. Working with the Cubmaster review and sign all Cub Scout applications
5. Assist in the collection of attendance rosters, youth applications and money at the round-up meeting
6. Working with the pack committee chair review adult leader applications and training flyer distributed to new leaders training flyer given out
7. Assist in turning in the applications and money at the district fall recruiting turn-in location. Also turn-in rosters of all people who attended the rally, for follow-up after the rally

Job Description for Pack Leaders

1. Attend the round-up training
2. Assist in recruiting people from your pack to help with the round-up meeting
3. Working with the Round-up Coordinator to carry out the suggested agenda
4. Working with the Cubmaster review and sign all Cub Scout applications and training flyer distributed to new leaders
5. Assist in the collection of attendance rosters, youth applications, and money at the round-up meeting, plan to promote your program throughout the fall