



“Ask-a-Friend” Meeting Checklist

Leader Resource Sheet

Introduction

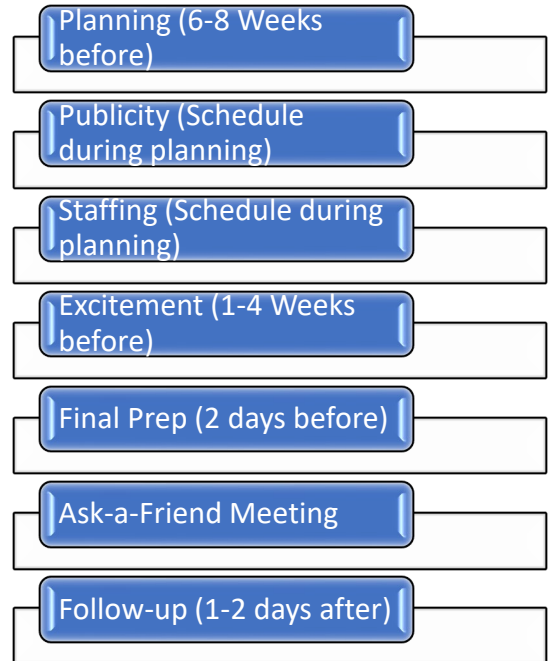
Recruiting is a year-round activity although leaders must balance recruiting with delivering the Scouting program. The need to keep this balance and support as much leader time as possible going to delivering program is exactly why Ask-a-Friend events are such a smart recruiting approach. Your unit is doing awesome things all the time, so what you can do is simply boost one of those activities with some planning and a bit of advance work into also being a recruiting Ask-a-Friend event.

This checklist pares down the preparation for Ask-a-Friend events into the most important elements. You can always do more, but these are best practice steps to help you plan and recruit Scouts at one of these events. Print this list and get ready to plan your next Ask-a-Friend event!

Get Started

Before you start the checklist, think about when your Scouts are really having fun. This is probably a good Ask-a-Friend type of meeting. Some meetings are necessarily more focused on advancement or things that might not be as active. Think about these things when picking what meeting to make into an Ask-a-Friend meeting:

- Does the activity require knowing about Scouting? This is probably **not** the best choice.
- Can they make something and take it home with them? That is great.
- Can they participate in a service project that will make them feel part of a group and doing something worthwhile? Fantastic.
- Are there plenty of opportunities in the meeting for playing and meeting other Scouts? If they already have a friend at the meeting, it is a good idea to keep them together, but meetings that encourage making new friends are terrific.
- Is there any food available? Always a winner.



Step & Timing	Elements	Notes	Materials to Help
Planning <i>6-8 weeks before event</i>	<input type="checkbox"/> Decide on the event. It may be a pack or troop meeting or some other activity like Pinewood Derby or Camporee.	<input type="checkbox"/> Event _____ _____ <input type="checkbox"/> Notes: _____	<input type="checkbox"/> 3 Pack Meeting-in-a-boxes are available for Cub Scout Units – new 2026.

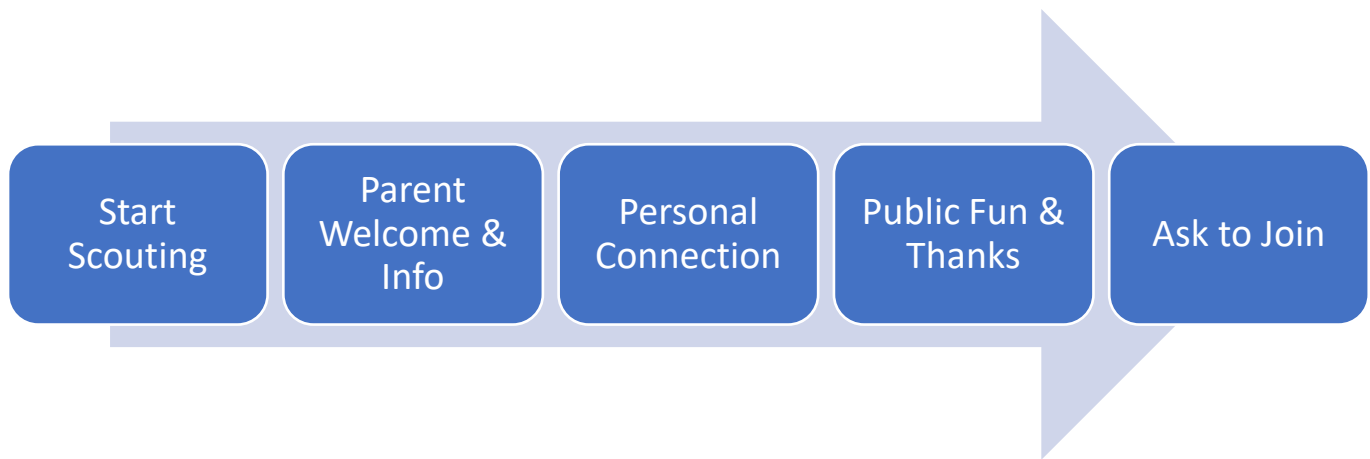
March 2026 "Ask-a-Friend" Checklist

Step & Timing	Elements	Notes	Materials to Help
	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss with Leaders and assign tasks. <input type="checkbox"/> Contact the District Executive (D.E.) and/or District Membership Chair with plan/date. <input type="checkbox"/> Ask the D.E. if there are any recruiting incentives available. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> <input type="checkbox"/> Other membership activities (fishing and Legos) are available at MVD Office. <input type="checkbox"/> Troop activity kit available "2 is 1, 1 is none."
<p>Publicity <i>Schedule during planning</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Give Scouts a way to ask their friends such as an invite card or an email they can forward (for older Scouts). <input type="checkbox"/> Decide what other materials can help publicize the event such as: <ul style="list-style-type: none"> <input type="checkbox"/> Flyers <input type="checkbox"/> Yard signs <input type="checkbox"/> Image to post on social media with basic information <input type="checkbox"/> Discuss with leaders other publicity that may work for your unit. 	<ul style="list-style-type: none"> <input type="checkbox"/> Invite Type? <hr/> <input type="checkbox"/> Flyers? <hr/> <input type="checkbox"/> Yard Signs? <hr/> <input type="checkbox"/> Social Media Plans? <hr/><hr/> <input type="checkbox"/> Other Publicity? <hr/><hr/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Invitation Cards <input type="checkbox"/> District Executive can print flyers and provide yard signs.
<p>Staffing <i>Schedule during planning</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assign someone to manage flyers distribution: <ul style="list-style-type: none"> <input type="checkbox"/> Ask parents and other leaders to post them <input type="checkbox"/> Keep a record of where they are posted <input type="checkbox"/> Assign someone to handle yard signs (if used): <ul style="list-style-type: none"> <input type="checkbox"/> Ask parents and other leaders to post them <input type="checkbox"/> keep a record of where they are posted <input type="checkbox"/> make sure yard signs are picked up after the event and returned <input type="checkbox"/> Assign who is handling the program (probably the Unit Leader.) <input type="checkbox"/> Assign someone to handle recruiting tasks at the meeting: <ul style="list-style-type: none"> <input type="checkbox"/> Welcome guests <input type="checkbox"/> Check-in sheet 	<ul style="list-style-type: none"> <input type="checkbox"/> Flyer Person <hr/> <input type="checkbox"/> Yard sign Person <hr/> <input type="checkbox"/> Meeting Program Person <hr/> <input type="checkbox"/> Membership Person <hr/> <input type="checkbox"/> Other Notes <hr/><hr/><hr/><hr/><hr/> 	

March 2026 “Ask-a-Friend” Checklist

Step & Timing	Elements	Notes	Materials to Help
	<ul style="list-style-type: none"> ○ What Unit information will guests get? (unit probably has standard packet of information for prospects.) ○ Join Scout information including fees. ○ Following up after the meeting. 		
<p>Excitement! <i>1-4 weeks before event</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Build excitement with Scouts and encourage them to bring a friend. <ul style="list-style-type: none"> ○ Tell them about recruitment incentives if available. <input type="checkbox"/> Check-in on publicity action steps. <input type="checkbox"/> Is there any décor, special outside signs, or something else you can add to the meeting? <ul style="list-style-type: none"> ○ Do you need signage to show where you are? 	<ul style="list-style-type: none"> <input type="checkbox"/> Décor Notes _____ _____ _____ <input type="checkbox"/> Other Notes _____ _____ _____ _____ _____ 	
<p>Final Prep <i>0-2 days before event</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remind leaders that this is a showcase event. Ask them to: <ul style="list-style-type: none"> ○ Encourage uniforms ○ Arrive on time ○ Bring those friends! <input type="checkbox"/> Complete set-up 15 minutes minimum before meeting start to make a good first impression. <input type="checkbox"/> Scout Buddy Preparation – make sure Scout Buddies know they need to stay with their guest, explain things like the Scout sign, etc., and help them have fun! 	<ul style="list-style-type: none"> <input type="checkbox"/> Notes _____ _____ _____ _____ _____ _____ _____ 	

These are the critical meeting elements for an Ask-a-Friend Event! Study the diagram for just a minute to see the meeting flow, then read the details in the checklist to make your plan.



Step & Timing	Elements	Notes	Materials to Help (or gather)
<p>Ask-a-Friend Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Start Scouting – connect guest youth with a buddy and start having fun! <input type="checkbox"/> Parent Welcome and Info – <ul style="list-style-type: none"> ○ Have greeter welcome parent(s) ○ Give them information. ○ Show them where they can sit to watch the meeting. ○ Is there an activity for tag-a-longs? <input type="checkbox"/> Personal Connection <ul style="list-style-type: none"> ○ Talk to visiting parents casually, get to know them, answer questions ○ Unit Leader may have a side bar meeting with all parents. <input type="checkbox"/> Public Fun & Thanks <ul style="list-style-type: none"> ○ Thank everyone for coming and Scouts for bringing a friend. ○ Ask “Was it fun?” ○ Ready to join?” <input type="checkbox"/> Ask to Join <ul style="list-style-type: none"> ○ Directly ask them to join, or ○ Give them a next step (another meeting.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Greeter: <ul style="list-style-type: none"> _____ _____ _____ <input type="checkbox"/> Tag-a-long plan? <ul style="list-style-type: none"> _____ _____ _____ <input type="checkbox"/> Plan to talk to parents as a group (yes or no.) <ul style="list-style-type: none"> _____ _____ _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Check-in form <input type="checkbox"/> Your unit information that includes calendar, parent information, dues or finances, contact information, website, etc.

<p>Follow-up <i>1-2 days after</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with all attendees. <ul style="list-style-type: none"> ○ If a guest joined, great. Make sure someone is helping them navigate joining and their first few meetings. ○ If they didn't join, send a thank you follow-up note or just call them. If they still might be interested, let them know when they can come again to a Unit activity. <input type="checkbox"/> Send a copy of the sign-in sheet to the District Executive in charge of membership. <input type="checkbox"/> Debrief with leaders (and Scouts) about the meeting. 		
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Materials Examples

These are examples of the invitation cards and flyers available from your District Executive.



