

This document details how registration is performed in the 1st Merrickville Scout group.

August

Determine the first day of school for the following schools:

- Merrickville Public School, 269-4951
- Wolford Public School, 283-6326
- Saint Marguerite School, 269-2134
- Book Community Centre for the Thursday on the week following the latest school start date. 6:30pm-8:00pm
- Check for any expired leader Police Record Checks. They must be renewed every three years.
- Pickup Beaver/Cub brochures from region. 630 of Beaver/Cub, 315 of Scout.
- Pickup 14 registration posters from region

September

- Update school flyer
 - Registration date/time/location
 - Registration fee
- Print school flyer. 35 copies per class, 9 classes per school, 3 schools -> 945 copies
 - Split into one package per class.
- Schedule school talks with school
- Distribute registration posters:
 - Health Centre
 - Library
 - Drummond's Gas Station
 - Goose and Gridiron Pub
 - Village Office
 - Royal Bank
 - Post Office
 - Three schools
 - Three churches

Registration Night

- Supplies required
 - Pens
 - Receipt (duplicate) book, 100 receipts needed
 - Beaver Parent Guide, 20 copies
 - Cub Parent Guide, 20 copies
 - Physical Fitness Form, 65 copies (25 Colony, 25 Pack, 15 Troop)
 - Youth Registration Form, 65 copies (25 Colony, 25 Pack, 15 Troop)
 - Registration Instructions, 65 copies (25 Colony, 25 Pack, 15 Troop)
 - Calculator
 - Masking tape
 - Stapler
 - Signs
- Setup
 - Leaders should arrive 1/2 an hour before the advertised start time

- Leaders must be in full uniform
- Two leaders per section required
- Setup 2 tables per section, with overhead sign
- Setup 1 table for payment, with overhead sign
- Uniform and book purchase
- Actual
 - Parents given forms
 - Sent to payment table to pay
 - Post dated checks to the end of the month fine
 - Receipt issued
 - Mark on application form if paid
 - Must hand in all forms if at all possible, saves a lot of chasing after the fact
- Afterwards
 - 2 copies made of each application: Chair, Section
 - Health forms to Section
 - Teardown
 - Money to treasurer