

Rally Event Coordinator

Job Description

So, you are the Rally Event Coordinator. This means that you are an organized leader and outgoing; you smile at everyone and are friendly.

The following is your path to success. Make sure you engage help. (Do not try to execute the plan all by yourself.)

- Obtain and share pack information:
 - Prepare your pack calendar, fee schedule, leaders list, meeting times/dates/locations.
 - Provide Rally Event information to your Unit Commissioner, District Membership Chair, or District Executive.

- Recruit help and set-up:
 - Recruit 3 station leaders--outgoing, knowledgeable, organized, friendly, responsible adults.
 - Obtain Rally Event Kit from District Director.
 - Review Station Leader Briefings with each station leader.
 - Set up tables and chairs.

- Rally time!
 - Prepare:
 - Arrive one hour early.
 - Assist station leaders with station set up.
 - Greet and Supervise:
 - Make yourself available to answer quick questions. (Don't engage in long conversations with any one family.)
 - Monitor station flow, assisting families to move from station to station.
 - Look for backups at any one station.
 - Coach station leaders if they are keeping families at their stations for too long.
 - Ensure station 3 (application completion) doesn't get backed up.
 - Wrap it up:
 - Help Station 3 Leader get Cubmaster signature on all applications.
 - Assist Station 3 Leader in separating "Local Council Copy" from applications and record dollar amount for fees and form of payment on each application.
 - Pack up applications and materials.
 - Clean up the room to ensure it is left better than you found it.
 - Contact District Director:
 - Report your success.
 - Deliver applications and fees.
 - Pickup handbooks.
 - Follow up:
 - Make sure every family receives a welcoming phone call from their Den Leader, Cubmaster, Committee Chair, or you.
 - Distribute handbooks, rocket kits or whatever is provided by the pack and district.
 - Encourage new Scouts to participate in one of the Rocket Academy events.